

## **EAST LINDSEY DISTRICT COUNCIL EXECUTIVE DECISION NOTICE**

1. Decision to be taken:

To remove the provision of an on site staffed reception facility from the Mablethorpe Business Centre from the 1<sup>st</sup> April 2019, with all tenant support services to be managed remotely through the Fairfield Enterprise Centre in Louth.

2. This is a:

PORTFOLIO HOLDER SUPPORTED OFFICER DECISION

**Note: This form should not be used for Key Decisions**

3. The following is the decision making body or person:

James Gilbert (Growth & Promotions Service Manager) after consultation with Management Team, Economic Development Manager, Business Centre Staff, Business Centre tenants

4. Financial implications from this decision have been communicated to the Portfolio Holder for Finance and the Leader? YES

5. The decision was taken on: 2<sup>nd</sup> November 2018

**Note: - the above date to be completed by Democratic Services upon publication**

6. Contact Officer and details:

7. List of documents submitted for consideration in relation to the matter in respect of which the decision is to be made :

8. Where the documents are held and where they can be obtained from (except exempt items) when they become available:

economicdevelopment\$ (z:)

9. The reason for the decision and other alternative options considered and rejected:

Having undertaken a review of occupancy rates, commercial use of the Centre's facilities and the operational expenditure over recent years, the changes are focussed on seeking to increase the appeal of the Business Centre as a business location and making the premises more affordable for current and future tenants through more efficient management arrangements and a reduction in the associated service charges to tenants. As part of this process, Banks Long & Co have already been appointed to increase

marketing of the Centre's facilities through additional online promotion, a new Estate sales board and direct mailshots within their client base. This has already generated some additional enquires, with interest in six vacant units currently being progressed by the Business Centre team.

Under the new arrangements, the Mablethorpe Business Centre will continue to be operated by the Council, but we will move towards the removal of a dedicated on-site reception facility at Mablethorpe with all existing tenant services to be provided and managed remotely through the team at the Fairfield Enterprise Centre in Louth. In order to support this process, a number of additional investments will be made to enhance onsite access and security arrangements at Mablethorpe. These works are expected to commence in December, with a view to the revised charges being operational from the 1<sup>st</sup> April 2019.

All of the Business Centre staff and tenants have been informed of the proposed changes and operational implications. Subject to approval, the proposals will result in a reduction to the current advertised charges for all units within the Centre.

10. Declaration of any conflicts of interest of the decision making body or the individual:

NONE

11. Provide a note of any subsequent dispensations granted by the Head of Paid service:

NONE

12. Financial Implications of this Decision:-

Estimated cost:- None relating to this decision notice (approval of works already agreed through separate decision notice)

Estimated net saving of £15K per annum, through reduced Council expenditure that is recoverable through the tenant service charge

Funded from:-

GRGP-2026-111

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**N.B. Please enter names below, signatures will be retained as a hard copy and will not be published therefore should be provided on page 3 of this form:**

13. This decision has been signed off by:

Head of Paid Service/S151 Officer or person presiding: Robert Barlow

Leader/Officer: James Gilbert

Portfolio Holder: Councillor Steve Kirk

