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Democratic Services
White Cliffs Business Park
Dover
Kent CT16 3PJ

Telephone: (01304) 821199
Fax: (01304) 872453
DX: 6312
Minicom: (01304) 820115
Website: www.dover.gov.uk
e-mail: democraticservices@dover.gov.uk

23 September 2020

Dear Councillor

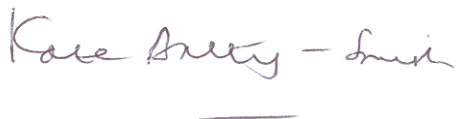
NOTICE OF DELEGATED DECISION – (DD06 20) SURRENDER OF OFFICE SPACE AT DOVER DISTRICT COUNCIL'S OFFICES BY EAST KENT HOUSING LIMITED

Please find attached details of a decision taken by Mr Mike Davis, Strategic Director (Corporate Resources), to enter into an agreement with East Kent Housing Ltd in relation to the surrender of office space at the Council's offices at Whitfield.

As a non-Key Officer Decision, call-in does not apply (paragraph 18(a) of Part 4 (Rules of Procedure) of the Constitution).

Members of the public who require further information are asked to contact Kate Batty-Smith on 01304 872303 or by e-mail at democraticservices@dover.gov.uk.

Yours sincerely



Democratic Services Officer

ENCL

- 1 **NOTICE OF DELEGATED DECISION - (DD06 20) SURRENDER OF OFFICE SPACE AT DOVER DISTRICT COUNCIL'S OFFICES BY EAST KENT HOUSING LTD** (Pages 2-3)

Decision Notice

Delegated Decision

Decision No:	DD06
Subject:	SURRENDER OF OFFICE SPACE AT DOVER DISTRICT COUNCIL'S OFFICES BY EAST KENT HOUSING LIMITED
Date of Decision:	15 September 2020
Notification Date:	23 September 2020
Implementation Date:	15 September 2020
Decision taken by:	Mike Davis, Strategic Director (Corporate Resources)
Delegated Authority:	Decision of Cabinet dated 20 February 2020 (CAB 136 (e)) to delegate to the Strategic Director (Corporate Resources), in consultation with the Portfolio Holder for Housing and Health, the authority to take such decisions as may be necessary to facilitate the process of bringing the housing service in-house
Decision Type:	Executive Non-Key Decision
Call-In to Apply?	No (<i>Call-in does not apply to non-Key Officer Decisions</i>)
Classification:	Unrestricted
Reason for the Decision:	To accept a surrender of office space used by East Kent Housing Limited at the Council's offices at White Cliffs Business Park, Whitfield, Dover.
Decision:	That Dover District Council enters into a deed of surrender with East Kent Housing Limited under which East Kent Housing Limited will surrender its rights to use office space at the Council's offices at White Cliffs Business Park, Whitfield, Dover.

1. **Consideration and Alternatives (*if applicable*)**
 - 1.1 On 1 April 2015 the Council entered into a licence and service level agreement with East Kent Housing Limited ('EKH') under which the Council granted EKH permission to use serviced office space at the Council's offices at White Cliffs Business Park, Whitfield, Dover. The office space was to be used to enable EKH to provide housing management services to the Council.
 - 1.2 On 1 October 2020 EKH will cease to provide housing management services to the Council and EKH will no longer have need for use of the serviced office space.
 - 1.3 Under the proposed surrender, EKH will surrender its rights to use the office space and will yield up that office space with vacant possession to the Council.
2. **Any Conflicts of Interest Declared?**
 - 2.1 The Council's Chief Executive is also a director of East Kent Housing Limited having been appointed to that role by the Council.

3. **Supporting Information** *(as applicable)*

3.1 None.