

ASHFIELD DISTRICT COUNCIL: OFFICER DECISION RECORD

Please use this form to record those executive decisions which are taken by officers and are **not** designated as 'Key Decisions' – or in other words those decisions which are **not** included in the Forward Plan. There is a separate form for recording Key Decisions.

You should also use this form to record decisions about those functions which are reserved to the Council or to its committees. The Constitution explains what these reserved functions are and who is responsible for them.

1. Title / Subject Matter: To action a surrender of existing lease of office 5 Byron Business Centre and a reletting to the same tenant of office 8 Byron Business Centre.
2. Decision Reference No: ODR/ Off 5 &8 BBC -April 22 (RBT-COP-NG-ODR436)
3. Decision Taken: The existing tenant of office 5 has outgrown there existing office and wishes to move to the larger office 8 whose tenant has given notice to end the lease at the end of May.
4. Reasons for the Decision: To facilitate the expansion of an existing business,
5. Alternative Options Considered / Rejected: Not to agree to the move and frustrate the growth of an existing business.
6. Implications -Legal L.Ellis 24-04-22 -The shared legal service will provide advice and assistance to commercial property to ensure the transactions are formalised by way of the correct legal documentation.HR -Karen Barke -28-04-22 no HR implications. Finance P.Hudson -24-04-22 no significant financial implications.

Name / Title of the officer taking the Decision:

Use your own name and title. Do not 'pp' for a more senior officer who has asked you to take the decision.

Craig Bonar, Director Resources and Business Transformation

Date: 4/5/2022

Name / Title of the relevant Lead Cabinet Member consulted (if appropriate)

(This decision is not subject to call-in and is circulated for information only). **If a Cabinet Member has a conflict of interest relating to this decision, then this should be declared and a request for dispensation will be considered.**

Date:

Name / Title of the relevant Committee Chairman consulted (if appropriate)

(for non Executive/Council side function decisions)

Date:

The completed form should be emailed to the Democratic Services Team:

democratic.services@ashfield.gov.uk

They will arrange for it to be published on the Council's web site.

For further support or guidance please contact Ruth Dennis, Director of Legal and Governance (and Monitoring Officer) r.dennis@ashfield.gov.uk or any member of the Democratic Services Team.