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| **Agenda item:** | **13** |
| **Attachment:** | **F** |

**HRA BOARD COVER SHEET**

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| **Date of Meeting:** | Board: 23rd January 2019 |

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| **Title of Paper:** | Skipton House – Civil Estate Occupancy Agreement |
| **Purpose of Paper:** | To gain Board approval for agreeing and signing the memorandum of terms of occupation (MOTO) for Skipton House to 2021.  |
| **Reason for Submission:** | The Department of Health and Social Care (DHSC) have agreed a 5 year lease at Skipton House. This was agreed earlier this year, following an extended period of negotiation (previous lease ended December 2016). As a result we have requested a MOTO base on the standard Civil Estate Occupancy Agreement (and similar to our previous arrangement) to reflect the revised terms and extend our lease period at Skipton House. * Term: 1 April 2018 – 20th December 2021
* Space occupied: 631.42sqm (3.11% of total occupancy)
* Licence payment: £233,250/annum
* Other costs (rates, facilities management; utilities recharged at 3.11%)
* HRA responsible for decorations / lighting / cleaning in own demise

HRA scheme of delegation require Board approval for all contracts greater than £250,000. Total annual costs associated with this MOTO are £475,000. There are no further extensions anticipated to these arrangements with the expectation that all current occupants will move to government hubs (Stratford or Canary Wharf) or other DHSC London buildings at the end of this term. We are actively participating in the DHSC London Strategy Group to ensure our future requirements are met as well as meeting Government Policy initiatives. Once approved, HRA Chair to sign MOTO. |
| **Lead Reviewer:** | Steve Tebbutt |
| **Time required for item:** | 5 minutes |

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| **Recommendation / Proposed Actions:** | **To Approve** | **Yes** |
| **To Note** |  |
| **For discussion** |  |
| **Comments** |  |

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| **Name:** | Karen Williams |
| **Job Title:** | Director of Finance, procurement and estates |
| **Date:** | 17th January 2019 |