

Egremont Area Office

EXECUTIVE MEMBER: Councillor Elaine Woodburn
LEAD OFFICER: Jane Salt – Head of Customer Services
REPORT AUTHOR: Jane Salt – Head of Customer Services

Summary and Recommendation:

- (1) As a result of Copeland Homes vacating 80 Main Street on 30 September 2007 it is recommended that Egremont Regeneration Partnership provide cover required for the cash receipting office from September 2007 until April 08.**
- (2) A further report will be forthcoming on the long term options for the usage of the office**

1. INTRODUCTION

1.1 At the Executive meeting on 27 March 2007 it was noted that Copeland Homes would be vacating the Egremont area office with effect from the end of September 2007. It has been agreed that this office should remain open as a cash office until the Council ceases to take cash payments by April 2008. This causes an administrative problem as there is a requirement for more than a cashier to be present at any time and an additional person is required at the end of the day to assist with the cashing up process.

1.2 It was therefore agreed at the Executive meeting on 27 March 2007 that a further report should be submitted to the Executive to recommend an arrangement for the Egremont Area office which would ensure the continuation of the cash office until April 08.

2. OPTIONS TO BE CONSIDERED

2.1 The requirement to find a solution is only for a relatively short period, i.e. September 2007 to April 2008. The option to sell or re-let the premises is restricted by the continuation of the cash office, the presence of which requires occupation during opening hours. The only option therefore is to find a party or parties who are willing to share the premises for this period.

3. ARGUMENT

3.1 Due to the restrictions an internal solution was sought, which would remove the necessity to alter the accommodation or require the installation or upgrading of additional IT equipment.

3.2 Whilst investigating the alternatives it became apparent that the Egremont Regeneration Partnership were seeking alternative accommodation due to the expansion of their team. They also confirmed that they would be able to secure a presence in the office during the essential hours and would only require their existing IT connectivity to be transferred.

4. CONCLUSIONS

4.1 Due to the restrictions both with the property and the hours of occupation it is considered that it would be the best option to accept the offer from Egremont Regeneration Partnership for them to occupy the property.

5. FINANCIAL AND HUMAN RESOURCES IMPLICATIONS (INCLUDING SOURCES OF FINANCE)

5.1 Egremont Regeneration Partnership have agreed to pay the business rates due on the property for their period of occupation.

5.2 By Egremont Regeneration Partnership occupying the property it saves the Council [having to cover the cost of occupation to ensure cash collection can continue until April 08.](#)

6. PROJECT AND RISK MANAGEMENT

6.1 N/A.

7. IMPACT ON CORPORATE PLAN

7.1 The Corporate plan identifies a number of ways in which we need to work in partnership with organisations and this arrangement would demonstrate strong leadership in this area.

List of Appendices

N/A

List of Background Documents: Executive report 27.03.07

List of Consultees: Leader, Corporate Team

CHECKLIST FOR DEALING WITH KEY ISSUES

Please confirm against the issue if the key issues below have been addressed. This can be by either a short narrative or quoting the paragraph number in the report in which it has been covered.

Impact on Crime and Disorder	To provide security for the cashier present at the Egremont office
Impact on Sustainability	Sustaining the ability to pay cash in Egremont until April 08
Impact on Rural Proofing	Allow continuation of cash collection for the Egremont area
Health and Safety Implications	To provide security for the cashier present at the Egremont office
Impact on Equality and Diversity Issues	This project would ensure more equality across the borough
Children and Young Persons Implications	N / A
Human Rights Act Implications	Ensuring equality for all

Please say if this report will require the making of a Key Decision No