

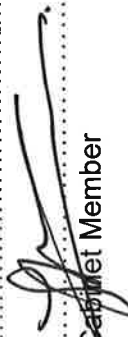
NOTICE OF DECISION OF CABINET MEMBER

Pursuant Section 15(4) of the Local Government Act 2000, as amended by section 63 of the Local Government and Public Involvement in Health Act 2007, the senior executive member may discharge any of the functions that are the responsibility of the Cabinet or may arrange for them to be discharged by another member of the Cabinet or Officer. On 1st December 2010, the Council adopted the Strong Leader Model for Corporate Governance 2011 as required under Part 3 of The Local Government and Public Involvement in Health Act 2007 (The 2007 Act).

In accordance with the authority delegated to me ^{as} by the Leader, I have made the following decision:

Subject	Decision	Reason for decision	Date for Decision to be taken
Creation of new business incubator units.	<ol style="list-style-type: none"> 1. To enter into a 10 year lease (with a 5 year break) at Unit B Arthur Drive, Hoo Farm Industrial Estate. 2. To procure the necessary services of contractor(s) to enable the conversion and repair of the unit to facilitate new business incubator units (in accordance with the Council's procurement procedures). 	The Council has expressed a collective wish through the Cabinet Review Panel as part of the State of the Area debate to lease a unit and convert it into new business start up/incubation space.	20 th May 2013

I confirm that the appropriate statutory officer consultation has taken place with regard to this decision.

Dated: 28/5/13
 Signed: John-Paul Campion
 Councillor: 
 Cabinet Member

The Provision of Incubator Units in Wyre Forest District

1. As part of the Council's State of the Area Debate in 2012 a series of recommendations were agreed by Cabinet at its meeting of 17th April 2012; one of those was to 'Request the Director of Economic Prosperity & Place develop an action plan for the provision of incubator/start up enterprise units in the district' (2.3.2).
2. The services of Harris Lamb were procured to assist the Council in soft market testing the concept and the preferred model for delivery. The Harris Lamb report was considered by the Cabinet Review Panel on 17th December 2012 at which time it was agreed to proceed with the shortlisting of units and refinement of the figures.
3. The Leader of the Council supported by the Director of EP&P and his officers shortlisted and visited available units that were suitable for conversion and agreed that Unit B, Arthur Drive, Hoo Farm Industrial Estate was a suitable and preferred unit.
4. A further update report was made to the Cabinet Review Group on 26th March 2013 at which progress was noted and it was agreed to instigate actions to negotiate with the agent to establish lease the Hoo Farm unit, undertake Survey work to specify and cost conversion work, undertake procurement arrangements for works to be carried out and develop management arrangements and support provision for fledgling businesses
5. The Council's Estates Officer and Director of EP&P have negotiated the terms of a 10 year lease of the building with a break at 5 years.
6. The Council's Estates Officer and Director of EP&P have commissioned the services of Gurlings , Chartered Quantity Surveyors, to assist with the preparation of budget costings and production of a specification for the conversion works.
7. It is anticipated that the conversion will be completed by 1st September 2013.



Director of Economic Prosperity & Place 17th May 2013.