



Please leave blank for
completion by DS
officers

EXECUTIVE DECISION RECORD

A1 Service Area	Market Hall
A2 Title	Market Hall unit rent charges to be waived from Fees and Charges RPI April 2018 increase
A3 Decision Taken By	Deputy Leader/ Chief Officer
A4 Chief Officer	Please print name: Mark Rizk Please sign name: 
A5 Leader / Deputy Leader	Please print name: Cllr Colin Whittaker Please sign name: 
A6 Date of Decision	[1 November 2018

Confidentiality

A7 Is this Decision confidential by containing exempt information as described in Schedule 12A of the Local Government Act 1972?	No
A7.1 If yes, please state relevant paragraph from Schedule 12A LGA 1972.	31/10/18


Scrutiny

A8 Which Scrutiny Committee should this decision be submitted to?	(Please tick as appropriate) ✓
Scrutiny (Audit & Value for Money Council Services) Committee	<input type="checkbox"/>
Scrutiny (Economic Growth, Communities and Health) Committee	<input checked="" type="checkbox"/>

B1 What is the Decision?	To maintain the Market Hall unit charging tariff at 2018 prices.
B2 What are the reasons for the Decision?	By confirming the above arrangements management will be in a better position to negotiate with potential traders with a view to increasing occupancy levels and income within the Market Hall. Maintaining the charges as they are will also encourage the current market tenants to continue trading in the units, maintain tenancies and to reduce bad debt.
B3 What are the contributions to Corporate Priorities?	This activity falls under the remit of Promoting Local Economic Growth.
B4 What are the Human Rights considerations?	There are no Human Rights issues arising from this decision.

Financial Implications

B5 What are the financial implications?	<p>The main financial issues arising from this decision are as follows:</p> <p>The following calculations have been done on the basis that full rent and service charge is being charged on all units.</p> <table border="1"> <thead> <tr> <th></th> <th>Market Hall unit revenue - 100% occupied</th> <th>Potential additional income received</th> <th>Market Hall unit revenue - 83% occupied</th> <th>Potential additional income received</th> </tr> </thead> <tbody> <tr> <td>2019/20 unit revenue</td> <td>£228,372.21</td> <td>£0.00</td> <td>£189,548.93</td> <td>£0.00</td> </tr> <tr> <td>2019/20 unit revenue Inc. RPI increase of 3.1%</td> <td>£235,451.75</td> <td>£7,079.54</td> <td>£195,424.95</td> <td>£5,876.02</td> </tr> </tbody> </table> <p>A shortfall of £36k of income for the Indoor Market Hall is currently being reported at Q2 for the 2018/19 financial year. This is due to the ongoing level of empty units despite the existing system of incentives. On average in 2018 the Market Hall was operating at a vacancy rate of 13%.</p> <p>It would be counter-productive to increase rents in the current market conditions.</p>		Market Hall unit revenue - 100% occupied	Potential additional income received	Market Hall unit revenue - 83% occupied	Potential additional income received	2019/20 unit revenue	£228,372.21	£0.00	£189,548.93	£0.00	2019/20 unit revenue Inc. RPI increase of 3.1%	£235,451.75	£7,079.54	£195,424.95	£5,876.02
	Market Hall unit revenue - 100% occupied	Potential additional income received	Market Hall unit revenue - 83% occupied	Potential additional income received												
2019/20 unit revenue	£228,372.21	£0.00	£189,548.93	£0.00												
2019/20 unit revenue Inc. RPI increase of 3.1%	£235,451.75	£7,079.54	£195,424.95	£5,876.02												

The finance section has been approved by the following member of the Financial Management Unit:	Please print name: ANNA MURRAY Please sign: 
---	---

Policy Framework

B6 Is the Decision wholly in accordance with the Council's policy framework?	Yes
B6.1 If No, does it fall within the urgency provisions (Part 3 of the Constitution)?	N/A
B6.2 Has it got the appropriate approvals under those provisions?	Yes

B7 Is the Decision wholly in accordance with the Council's budget?	Yes
B7.1 If No, does it fall within the urgency provisions (Part 3 of the Constitution)?	N/A
B7.2 Has it got the appropriate approvals under those provisions?	N/A


Equalities Implications

B8 What are the Equalities implications: N/A
B8.1 Positive (Opportunities/Benefits):
B8.2 Negative (Threats):
B8.3 The subject of this decision is [not] a policy, strategy, function or service that is new or being revised. An equality impact assessment is [[not required/attached as Appendix []].
B8.4 [The equality impact assessment identified the following actions to be carried out:]

Risk Assessment

B9 What are the Risk Assessment implications: N/A.
B9.1 Positive (Opportunities/Benefits):
B9.2 Negative (Threats):
B9.3 [The risks are referred to in the Risk Register numbered [].] [The risks do not need to be entered in the Risk Register.] Any financial implications to mitigate against these risks are considered above.

Legal Considerations

B10 What are the Legal Considerations:	
B10.1 There are no significant legal issues arising from this decision.	
This section has been approved by the following member of the Legal Team:	Please print name: ANGELA WAKERFIELD Plea: 

Sustainability Implications

B11 What are the Sustainability implications: N/A
B11.1 The proposal [would/would not] result in an overall positive effect in terms of sustainability (including climate change and change adaptation measures). The positive/negative impacts are set out below (please refer to guidance notes).
B11.2 Positive (Opportunities/Benefits):
B11.3 Negative (Threats):

Health & Safety Implications

B12 What are the Health & Safety implications: N/A
B12.1 [A Risk Assessment has been carried out and entered into Harriet for all significant hazards and risks.] [A Risk Assessment has not been carried out and entered into Harriet for all significant hazards and risks because there are no significant hazards or risks arising from this decision.]
B12.2 [The significant hazards and risks have been identified in the Harriett Risk Assessment numbered []. Any financial implications to mitigate against these hazards and risks are considered above.]
B12.3 [Control measures and an action plan have been identified for any significant hazards and risks identified in the risk assessment. The positive/negative impacts are set out below]
B12.3.1 Positive (Benefits)
B12.3.2 Negative (Threats)

Key Decision

B13 Is this a Key Decision?	No
<p>Note: A Key Executive Decision is one where:</p> <ol style="list-style-type: none"> 1. REVENUE – Any contract or proposal with an annual payment or saving of more than £100,000 2. CAPITAL – Any capital project with a value in excess of £150,000 3. A decision which significantly affects communities living or working in an area comprising two or more wards. 	
B13.1 If this is a Key Decision, is this an urgent decision such that a delay caused by use of the Call-in Procedure would <u>seriously</u> prejudice the public interest?	No
B13.2 If yes, has the Mayor or in his/her absence the Deputy Mayor or in his/her absence the Chair of the relevant Scrutiny Committee agreed that the decision will be exempt from Call-in?	NA

NOTE: If this decision is subject to the Call-in Procedure it will come into force, and may then be implemented, on the expiry of 3 working days after publication – unless 10 Members of the Council call in the decision.

Please send the original signed document to andrea.davies@eaststaffsbc.gov.uk