

Report of Director of City Development

Report to Executive Board

Date: 18th November 2015

Subject: Design and Cost Report for Acquisition of Tribeca House, Deacon House and Unit 2 Killingbeck Court for Council Accommodation

Capital scheme number: 32441 / 32442 / 32443

Are specific electoral wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of ward(s): City & Hunslet and Killingbeck & Seacroft		
Are there implications for equality and diversity and cohesion and integration?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Is the decision eligible for call-In?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Does the report contain confidential or exempt information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, access to information procedure rule number: 10.4(3) Appendix number: 4		

Summary of main issues

1. This report is put forward in the context of the Best Council Plan 2015-20, specifically *'becoming a more efficient and enterprising council'*, through acquisition of buildings which will deliver revenue savings contributing towards the Medium Term Financial Plan's asset savings target of £4m by March 2017. The proposals with the report would also contribute to the objective of *'supporting communities and tackling poverty'* through enabling the creation of a Community Hub in Seacroft.
2. The Council's Asset Management Team is working closely with services across all directorates to deliver asset efficiencies, either through defined projects and programmes, or via moves of teams to deliver service improvements. Over the past two financial years £1.46m of savings have been achieved, with a further £4m identified for delivery by March 2017.
3. It is proposed to acquire Tribeca House on Roundhay Road, Harehills, a detached office building which the Council currently leases-in. Due to the need to extend the existing lease term to fit with the timescales for reoccupation of Merrion House, the associated rent implication and the fact the building has recently been put on the market for sale a business case to acquire has been developed which would deliver savings to the Council.

4. Deacon House is a property which sits adjacent to Seacroft Green Shopping Centre where the Council currently leases-in a unit for the purpose of providing a Neighbourhood Housing Office and One Stop Centre. The opportunity has arisen to purchase Deacon House with 50% being vacant and suitable for delivery of a Community Hub with a consolidated and extended service offer from that currently provided in the area. The proposal would allow hand back of the leased-in unit, as well as disposal of Seacroft Library which currently sits remotely from the shopping centre and other Council services.
5. Lastly, it is proposed to acquire Unit 2 Killingbeck Court which sits immediately adjacent (making up a pair of semi-detached) to Unit 1 Killingbeck Court, already owned by the Council. The acquisition is proposed to enable the Council to hand back a leased-in unit at 1 Acorn Business Park, and also provide an essential accommodation solution for the Seacroft Integrated Health & Social Care Neighbourhood Team. Through the Integrated Health & Social Care Programme all options have been explored to identify an accommodation solution for the Seacroft Neighbourhood Team, but unfortunately the size of space required for the 119 staff in the team cannot be found within the existing estate portfolio of either the Council or Leeds Community Health. The delivery of a neighbourhood base in Seacroft is impacting on the ability to deliver solutions for other neighbourhood teams across the city as staff cannot be moved from their current locations until a solution has been found and delivered.

Recommendations

6. Executive Board is recommended to:
 - i) Note the contents of the report, and specifically the progress made to deliver revenue savings through asset rationalisation;
 - ii) Approve the acquisition of Tribeca House on the terms identified in confidential appendix 4;
 - iii) Approve the acquisition of the long lease interest in Deacon House on the terms identified in confidential appendix 4, which will provide the Council with the unencumbered freehold interest in the site;
 - iv) Approve the acquisition of Unit 2, Killingbeck Court on the terms identified in confidential appendix 4;
 - v) Delegate authority to the Director of City Development to agree the final detailed terms for the acquisitions;
 - vi) Approve the injection of the sums identified in confidential Appendix 4 into the Capital Programme and give authority to spend the monies as required;
 - vii) Approve the ring fencing of the capital receipt from the sale of Seacroft Library site to contribute towards the acquisition cost of Deacon House; and
 - viii) Note that the Head of Asset Management is responsible for the implementation of the Asset Review Programme and proposed acquisitions.

1 Purpose of this report

- 1.1 The purpose of this report is to provide Executive Board with an updated position on work to generate revenue savings from the Council's asset portfolio, through the Asset Review Programme which forms part of the Council's Asset Management Plan 2014-17.
- 1.2 The report also seeks Executive Board approval to the acquisition of three properties to achieve revenue savings and support the delivery of three key corporate programmes, Asset Review, Integrated Health & Social Care and Community Hubs.

2 Background information

- 2.1 Given the significant budget pressures faced by the Council a programme of asset rationalisation has been actively pursued over the past two financial years in order to achieve £5m of revenue savings by March 2017. One of the main areas of focus for the rationalisation programme has been, wherever possible, to come out of leased-in buildings.
- 2.2 Executive Board has previously considered reports in respect of the asset review in July 2013 and October 2014 as part of the report seeking approval of the Council's Asset Management Plan. These reports outlined the need to improve the efficiency of our property portfolio through a programme of selective rationalisation and maximising occupation of the retained estate. As part of these reports Executive Board noted the principles of good asset management, this proposal has been brought forward in light of these principles and links together three elements which are:
 - The release of 'leased-in' accommodation;
 - To bring forward a potential opportunity to support the housing growth and regeneration initiatives and other city priorities, as well as possibly realising a capital receipt; and
 - Having Council staff in good quality accommodation which is fit for purpose, in the appropriate location and meets the needs of services and customers.
- 2.3 Further to the above the Asset Management Plan 2014-17, approved by Executive Board in October 2014, sets out ten main areas of focus, specifically relevant to the proposal outlined in this report are:
 - Asset review and rationalisation;
 - Opportunities for community hubs for localities under the Citizens@Leeds agenda; and
 - Making the Council's portfolio work better.

3 Main issues

3.1 Asset Review

- 3.1.1 Good progress has been made in identifying and delivering asset rationalisation opportunities to meet savings targets, with £1.4m achieved over the last two financial years and a further £4m identified over the current and next financial years.
- 3.1.2 There has been a specific focus on coming out of 'leased-in buildings' whenever possible. Within this reporting period 3 buildings have been handed back with a further 3 planned by the end of this financial year. Work to enable release of 2 significant city centre 'leased-in' buildings is now underway, which requires increasing capacity within St George House and elements of Civic Hall by adopting CtW principles.
- 3.1.3 The Council's Strategic Asset Management team is expediting, wherever possible, the declaration of sites as surplus where services no longer have an operation requirement for retention. To date 15 sites have been declared surplus this financial year, including 8 in this reporting period with a good pipeline of sites to follow by March 2016.
- 3.1.4 Involvement across a breadth of corporate projects and programmes, where asset and estate implications exist, continues to be a priority work area for Strategic Asset Management. This is not only in terms of delivering the most appropriate and efficient asset solution but also to ensure that requirements are considered in totality across the Council rather than in isolation.
- 3.1.5 The current position on identified potential gross running cost savings is as follows:

	September 2015
Savings achieved 2013/14	£418,000
Savings delivered 2014/15	£1,042,000
Total net savings already assumed in service budgets	£1,460,000
Savings identified 2015/16	£2,758,000
Savings identified 2016/17	£1,242,000
Total savings 2015/16 and 2016/17	£4,000,000
Deliverable by March 2017 (includes a one off saving of £1.5m from Merrion House being temporarily vacated)	£5,460,000
Deliverable 2017/18, 2018/19 and 2019/20	£4,806,000
Total (Net of the Merrion House £1.5m saving)	£8,766,000

- 3.1.6 The Council's default position on 'leased-in' properties is that no leases will be renewed except in exceptional circumstances. Every opportunity to exercise break clauses prior to lease expiries will be explored. Asset Management is proactively working to source accommodation solutions for services operating from 'leased-in' buildings to ensure that break clauses will be exercised and lease expiries met. Progress has already been made to significantly reduce the number of 'leased-in' buildings across the city, and specifically within the city centre where five properties have already been released and staff relocated within the Council owned building portfolio.
- 3.1.7 Two 'leased-in' buildings have been handed back to the landlord in the last 12 months: Unit 19 Limewood Approach (Seacroft) and White Rose House (Headingley). Furthermore, the lease for Westfield Chambers (Lower Wortley) has been assigned to Aspire as from 15th October 2015 and Library HQ (Hunslet) is due to hand back in mid-November 2015.
- 3.1.8 In addition to the Asset Review Programme, Asset Management is continuing its work on key corporate priorities and projects to ensure that estates implications are considered, that space is used to maximise efficiency and that opportunities for delivering revenue savings are identified wherever possible. The programmes include, amongst others:
- Integrated Health & Social Care;
 - Community Hubs;
 - One Public Estate;
 - Future Refuse Depot Strategy;
 - Better Lives Programme;
 - Housing Growth;
 - Basic Needs;
 - Changing the Workplace Phase 1 (city centre);
 - Changing the Workplace Phase 2 (localities);
 - Community Centre Review;
 - Community Asset Transfers; and
 - Investment Strategy.

3.2 **Tribeca House**

- 3.2.1 Tribeca House was originally leased by the East North East ALMO, as was, which took a lease on the building from new in 2003. Following the Housing function being brought back into the Council the building has transferred from the HRA to General Fund and used to meet the decant requirement of Merrion House.

- 3.2.2 The building extends to 15,779 square feet, predominantly spread over three floors, with a ground floor entrance and parking at ground level. A site plan is attached at Appendix 1.
- 3.2.3 The lease on Tribeca House is due to expire in February 2018, a date which is now likely to need extending to be coterminous with the timescales for reoccupation of Merrion House.
- 3.2.4 Tribeca House currently accommodates 185 staff, 46 of whom are locality based and are not therefore in scope for moving back into Merrion House. Should the Council continue to lease-in Tribeca these staff will need to be accommodated elsewhere within inner east Leeds following hand back of the building to the landlord.
- 3.2.5 There is already significant pressure on office accommodation in inner east Leeds, with a number of small buildings identified for rationalisation by March 2017 being unable to progress due to the lack of alternative space to move to, e.g. Lavender Walk, Woodsley Green and 95 Foundry Avenue. On this basis it is anticipated that post Merrion House reoccupation Tribeca could offer the opportunity to release a number of assets in the localities.
- 3.2.6 Options at this point are to either seek an extension to the current lease term, or acquire the building which has recently been placed on the market. The financial implications of acquiring Tribeca are detailed in confidential Appendix 4, under section 1.0 of this report.
- 3.2.7 As Tribeca House formed part of the decant programme for Merrion House investment in the building, via Changing the Workplace, has already taken place with all occupants now operating on New Ways of Working. Acquisition of the building would therefore ensure this investment is not lost over the medium term, and also has the benefit of meaning no further investment to bring the accommodation up to Changing the Workplace standard would be necessary.
- 3.2.8 The building is ideally located for both, inner east and inner north east staff, as well as being in close proximity to the city centre, it would therefore be a suitable long term acquisition to house locality staff in the north of the city and allow other buildings to be released in the future. Asset Management is confident that Tribeca could be fully occupied following any movements out of existing occupants into the New Merrion House.

3.3 **Deacon House**

- 3.3.1 Housing Leeds currently leases in Unit 8 Seacroft Green Shopping Centre for the purpose of accommodating the north Seacroft Housing Management team, as well as delivering front facing housing services. Alongside this a One Stop Centre (OSC) and Post Office Counter service also operate from the unit.
- 3.3.2 In addition to the above services operated out of Unit 8, the Council also has a community library, based to the rear of the shopping centre, in a building used solely for this purpose.

- 3.3.3 Ward Members, as part of discussions on both the Asset Review and Community Hub programmes, have highlighted the need to maintain front facing services in this locality, and have suggested the use of Deacon House be investigated.
- 3.3.4 Deacon House is located on the boundary of Seacroft Shopping Centre, close to the bus station and providing good access for the public by vehicle, public transport and pedestrian routes. A plan of the site is attached as Appendix 2.
- 3.3.5 The offers approximate 17,000ft² split equally over two floors in two wings. The East wing is leased to Leeds City College and the area available for the Council to occupy extends to 8,500ft² in the West wing, split over ground and first floors.
- 3.3.6 The Council owns the site freehold, with c.65 years unexpired on the head lease which is on a peppercorn rent.
- 3.3.7 Leeds City College occupies the ground and first floors of the east wing (8,852ft²). In July 2015 the college signed a five year full repairing and insuring lease with service charge, which would provide a revenue stream to the Council. Leeds City College may, at the end of their current lease term or at lease-break points decide to withdraw from the site. Should this be the case the Council could look at either bringing in another tenant(s), including public or third sector partners, or looking at options for occupying the space itself which could enable release of other assets elsewhere.
- 3.3.8 The property is well located to meet both the Council's current and future service which the Council may wish to bring forward through either the existing building or redeveloped site. It has good road and public transport links; ideal space for dedicated front facing service delivery; offers opportunity to expand on services currently delivered in the area; and synergies with partners (Leeds City College).
- 3.3.9 Heads of Services from Citizens & Communities, Housing Management and Library Services have viewed the property and confirm it would meet all the locality needs in terms of delivering front facing services and back office provision.
- 3.3.10 Unit 8 Seacroft Green Shopping Centre is leased-in with an expiry in October 2017. The cost of the lease is charged to the Housing Revenue Account (HRA), with contributions paid by Citizens & Communities and Post Office in respect of space used to provide their services. Should a move to Deacon House go ahead there would be a reversed arrangement in terms of the HRA being charged for use of space by HRA funded staff.
- 3.3.11 The unit is suffering from over occupation with cramped conditions for staff who are doubling and tripling up on the use of desk space on the first floor. It lacks staff meeting rooms, as well as adequate welfare facilities and storage for essential housing files which delays response time to OSC customers.
- 3.3.12 The Council sub-lets space within the OSC to The Post Office, for the purposes of this proposal it is assumed for the moment that the Post Office will move with the One Stop Centre, although confirmation is awaited on this.

- 3.3.13 Should the acquisition proposal progress the Council's Land & Property service will be asked to negotiate an early surrender to the lease at Unit 8. It is anticipated Deacon House would be ready for occupation in mid-2016, there will therefore be over 12 months to run of the existing lease of Unit 8.
- 3.3.14 The Library Service has a long time aspiration to review the library provision and relocate closer to the district centre, which hasn't been achievable to date due to the lack of suitable property within Council ownership.
- 3.3.15 The library has a backlog maintenance requirement of c.£136k.
- 3.3.16 The proposal to relocate the library to Deacon House would enable the existing library site, along with cleared land immediately to the south and the site of the East Leeds Labour Club (a leased-out property to the west), to be included within a potential development site known as Seacroft Crescent South. A Neighbourhood Framework is currently being prepared for Killingbeck and Seacroft, including the area around the library site.
- 3.3.17 In addition, it is anticipated that Deacon House could help support the release of a further leased-in building, Navigation House, which is currently occupied by c.200 staff who would need to be found alternative accommodation.

3.4 Unit 2 Killingbeck Court

- 3.4.1 The Council has for over ten years occupied, under lease, Unit 1 Acorn Business Park (2,400ft²). The current lease expired in November 2014, since when the Council has been holding over, pending alternative accommodation being identified for the staff based at the unit.
- 3.4.2 In 2009 the Council acquired Unit 1 Killingbeck Court, a new office unit adjacent to Unit 1 Acorn Business Park, for the purpose of decanting Adult Social Care staff from the Roundhay Road Social Services site. Unit 1 and Unit 2 being a pair of adjoining semi-detached buildings.
- 3.4.3 A 5,000ft² unit at 2 Killingbeck Court, as shown on site plan at Appendix 3, has now come to the market with vacant possession.
- 3.4.4 The current occupants of the leased-in Unit 1 Acorn Business Park form part of the Integrated Health programme, therefore identification of an accommodation solution in the Seacroft locality is necessary to confirm their future work base.
- 3.4.5 Staff from across Council and LCH health and social care teams, currently based at various locations throughout the city, need to be brought together to operate from one main base in the Seacroft area. Due to the configuration of the new teams and where staff will be coming from, there is no capacity space in the Seacroft area, either in the Council or LCH's estate portfolios, to create the required accommodation.
- 3.4.6 Options at this point are to either enter into a new lease term in respect of Unit 1 Acorn Business Park, or acquire Unit 2 Killingbeck Court. The financial implications of acquiring Unit 2 are detailed in confidential Appendix 4.

- 3.4.7 Unit 1 Acorn Business Park is a non-Changing the Workplace building, and as such if a new lease on the building were the preferred option, there would be some investment works required to introduce New Ways of Working. This would include provision of CtW furniture and equipment at about half the cost to that estimated for Unit 2 Killingbeck Court, detailed with confidential Appendix 4.
- 3.4.8 The Council could, in acquiring Unit 2 Killingbeck Court, enable the release of a leased-in property, which it is currently holding over as the lease expired in November 2014. It will also, further down the line, enable either, or both the Council and LCH to release additional buildings once the cumulative impact of the staff movements under the Integrated Health programme are realised.
- 3.4.9 The acquisition would also expand the Council's portfolio of owned, fit for purpose, office accommodation in this area of the city, in effect creating a mini social care campus with Unit 1 Killingbeck Court and Kernel House.

4 Corporate considerations

4.1 Consultation and engagement

- 4.1.1 The Executive Member for Regeneration, Transport & Planning has been consulted on the acquisitions detailed in this report and is supportive of the proposals.
- 4.1.2 The proposed acquisitions have been supported by the Finance Performance Group, chaired by the Deputy Chief Executive.
- 4.1.3 Asset Management Board has been consulted and has supported the proposed acquisitions.
- 4.1.4 Specifically in regard to Deacon House Ward Members have supported the proposition through discussions with both Asset Management on the asset review programme and Citizens & Communities on the Community Hub programme. The proposal has also been supported by Citizens & Communities, Housing Leeds and Library Services.

4.2 Equality and diversity / cohesion and integration

- 4.2.1 An equality screening exercise has been carried out and the outcome is a full impact assessment is not required as there are no impacts on equality for the approvals requested. The screening document is attached at appendix 5.

4.3 Council policies and the best council plan

- 4.3.1 The work of the Asset Review Programme, including the acquisitions proposed within this report, will support the Best Council Plan 2015-20 objectives of *'becoming a more efficient and enterprising council'* and *'supporting communities and tackling poverty'*.
- 4.3.2 The proposal also supports the Council's value of spending money wisely, through the release of leased-in buildings and the generation of revenue savings.

- 4.3.3 Specifically in relation to the proposed acquisition of Deacon House this fits with the delivery of the 'providing more accessible and integrated services' proposition under the Citizens@Leeds agenda, as agreed by Executive Board in June 2013.
- 4.3.4 The work of the Integrated Health & Social Care and Community Hub programmes is in line with Leeds' involvement in the One Public Estate programme, working across public sector partners to make more efficient use of the public estate through co-location and integrated services.
- 4.3.5 All three proposed acquisitions will also contribute towards the Council's aim of having a modern and fit for purpose estate, with Changing the Workplace principles to be applied throughout.

4.4 Resources and value for money

- 4.4.1 Details of the proposed acquisition costs are provided in confidential Appendix 4.
- 4.4.2 The net position on all three proposed acquisitions would be to generate revenue savings to the Council, as detailed in the confidential appendix which will contribute towards the £2 million Asset Rationalisation Savings Target over the next financial year.

4.5 Legal implications, access to information and call-in

- 4.5.1 The Executive Board has authority to discharge any function in relation to the management of land, (including valuation, acquisition, appropriation, disposal and any other dealings with land or interest in land) and Asset Management.
- 4.5.2 The information in confidential Appendix 4 attached to this report relates to the financial or business affairs of a particular of a particular person and the Council. This information is not publicly available from the statutory registers of information kept in respect of certain companies and charities. It is considered that since this information relates to a financial offer that the Council has submitted to purchase the property in a one to one negotiation it is not in the public interest to disclose this information at this point in time. Also it is considered that the release of such information would or would be likely to prejudice the Council's commercial interests in relation to other similar transactions in that prospective purchasers of other similar properties would have access to information about the nature and level of consideration which may prove acceptable to the Council. It is considered that whilst there may be a public interest in disclosure, much of this information will be publicly available from the Land Registry following completion of this transaction and consequently the public interest in maintaining the exemption outweighs the public interest in disclosing this information at this point in time. It is therefore considered that this element of the report should be treated as exempt under Rule 10.4.3 of the Access to Information Procedure Rules.
- 4.5.3 The Head of Land & Property confirms that in his opinion the figure offered is a fair market value for this leasehold interest.

4.6 Risk management

Tribeca House

- 4.6.1 Should the Council acquire Tribeca House there is a risk that post Merrion House reoccupation there will be space within the building for which there is no in-house requirement for. As previously detailed Asset Management is confident that such is demand for good quality office accommodation in this area that filling vacant space will not be an issue. There are several potential opportunities to use such space to enable release of other locality based assets.

Deacon House

- 4.6.2 As the lease on Unit 8 does not expire until October 2017 there is the risk that the landlord will not accept an early surrender.
- 4.6.3 Should Deacon House not be acquired the only option to maintain front facing services in the area will be to continue leasing in a unit at the Tesco shopping centre. This will mean that there is no opportunity to consolidate the library and OSC, therefore either the library building will require investing in to bring up to an acceptable standard or an alternative approach to delivery of the service will be required.
- 4.6.4 There is a risk that the Post Office may not wish to relocate with the OSC to Deacon House, should this transpire there will be a loss of income, as detailed in confidential Appendix 4.

Unit 2 Killingbeck Court

- 4.6.5 The lease term at Unit 1 Acorn Business Park expired in November 2014, since which time the Council has been holding over. The business park has recently been acquired by a new owner who is actively marketing available space, including Unit 1 as the Council has indicated it does not wish to enter into a new lease agreement. This creates a significant risk that the landlord could at any time serve 4 weeks' notice to vacate the building, with no identified solution for the staff on site, other than the purchase of Unit 2, Killingbeck Court.
- 4.6.6 Should the acquisition go ahead and at some point in the future the site wholly, or in part, become vacant then the Council can look to consolidate further its estate by moving staff from other buildings into Unit 2, releasing site(s) for disposal.

5 Conclusions

- 5.1 A significant amount of work has been undertaken over the last three years to deliver £1.46m of asset savings, with a further £4m forecast to be achieved by March 2017.
- 5.2 The three proposed acquisitions will contribute further revenue savings as detailed in confidential appendix 4.
- 5.3 The accommodation at all three locations will be fitted out to Changing the Workplace standard, ensuring the properties are used to maximum efficiency.

5.4 There is a corporate drive to deliver accommodation solutions, in the Seacroft & Killingbeck ward, for the Integrated Health & Social care and Community Hub programmes. The proposed acquisitions of Unit 2 Killingbeck Court and Deacon House support this, enabling service improvements as well as generating an overall revenue saving to the Council.

Tribeca House

5.5 If the acquisition of Tribeca were not to progress then the Council would need to seek a two year extension to the current lease term to allow for the shift in Merrion House's redevelopment programme.

5.6 Tribeca House is already operating under New Ways of Working as a result of being part of the Merrion House decant programme.

Deacon House

5.7 The proposed acquisition of Deacon gives the only identified solution to enable creation of a Community Hub in the north Seacroft area.

5.8 The acquisition of Deacon House would enable release of a leased-in unit at Seacroft Green Shopping Centre and a Council owned site currently accommodating the Seacroft Library. Should the acquisition not progress release of neither sites would be achievable.

Unit 2 Killingbeck Court

5.9 If the acquisition of Unit 2 Killingbeck Court were not to progress the only other solution, across both the Council and LCH's estate portfolio, to enable a base for the Seacroft Integrated Health Neighbourhood Team to be created would be to extend the lease at Unit 1 Acorn Business Park.

5.10 The Council already owns the adjacent semi (Unit 1 Killingbeck Court) which is solely occupied by Adult Social Care staff, as well as Kernel House on the adjacent site occupied by Children's Services. The proposed acquisition would create a campus of purpose built office accommodation in this high demand area of east Leeds.

5.11 There would be a net increase in running costs following the acquisition as a larger unit is being purchased, however Adult Social Care has agreed it would be prepared to accept these increased costs in order to help deliver the integrated health programme.

5.12 Unit 1 Acorn Business Park is not currently a Changing the Workplace building and therefore if retained there would be a drive to make use as efficient as possible. This would have a cost implication and require purchase of New Ways of Working furniture and equipment, this cost in regard to Unit 2 Killingbeck Court has been factored into the case to acquire.

6 Recommendations

6.1 Executive Board is recommended to:

- i) Note the contents of the report, and specifically the progress made to deliver revenue savings through asset rationalisation;
- ii) Approve the acquisition of Tribeca House on the terms identified in confidential Appendix 4;
- iii) Approve the acquisition of the long lease interest in Deacon House on the terms identified in confidential Appendix 4, which will provide the Council with the unencumbered freehold interest in the site;
- iv) Approve the acquisition of Unit 2, Killingbeck Court on the terms identified in confidential Appendix 4;
- v) Delegate authority to the Director of City Development to agree the final detailed terms for the acquisitions;
- vi) Approve the injection of the sums identified in confidential Appendix 4 into the Capital Programme and give authority to spend the monies as required;
- vii) Approve the ring fencing of the capital receipt from the sale of Seacroft Library site to contribute towards the acquisition cost of Deacon House; and
- viii) Note that the Head of Asset Management is responsible for the implementation of the Asset Review Programme and proposed acquisitions.

7 Background documents¹

7.1 None

¹ The background documents listed in this section are available for download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.