

# Ebbsfleet Development Corporation

<b>Board Meeting Part</b>	<b>One</b>
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<b>Date of meeting :</b>	<b>21/04/2015</b>	<b>Agenda item :</b>	<b>15/011</b>
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<b>Title of paper</b>	<b>Premises Update and Issues</b>
<b>Presented by</b>	<b>Nick Dawe, Interim Finance Director</b>
<b>Sub-committee</b>	<b>Not applicable</b>

<b>Purpose of paper</b>	<p>To confirm the initial location for Ebbsfleet Development Corporation's Offices for the first six months of its operation.</p> <p>To set out a further option to develop modular offices in the medium to long-term.</p>
<b>Recommendation</b>	<p>To note the initial office location.</p> <p>To support the development of proposals for the future development of modular offices at the heart of the development sites.</p>
<b>Delegation</b>	<p>To empower the Director of Finance to make necessary arrangements for the initial location and incur expenditure of up to £25,000 to develop proposals for modular offices.</p>

<b>Financial impact</b>	<p>The initial office costs will be in the order of £100,000 for 32 staff for six months. This is a inclusive charge including rent, furniture, utilities and charges in lieu of rates. IT and telephony connection costs will be in addition to this amount.</p>
<b>Legal impact</b>	<p>A lease or licence will need to be entered into for the initial office location.</p>
<b>Stakeholder impact</b>	<p>Discussions with Kent Police Force have commenced regarding lease and licence terms.</p>
<b>Sponsor impact</b>	<p>Discussions with DCLG have taken place, in relation to the initial office location and the possibility of modular offices at Site 5 in the car park area of Ebbsfleet International Station Car Park. Approval has been given to both options.</p>