

Finance and Resources Committee

10.00am, Thursday, 21 September 2023

Waverley Court, 4 East Market Street, Edinburgh – Proposed Occupation by Visit Scotland

Executive/routine
Wards

Routine
11- City Centre

1. Recommendations

- 1.1 That the Finance and Resources Committee approve a new a five-year licence to occupy to Visit Scotland for 50 desks within Waverley Court, Edinburgh, on the terms and conditions outlined in this report.

Paul Lawrence

Executive Director of Place

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Waverley Court, 4 East Market Street, Edinburgh – Proposed Occupation by Visit Scotland

2. Executive Summary

- 2.1 Visit Scotland is looking to occupy 50 desks within Waverley Court for a five-year period from early October 2023. Approval is sought to grant a Licence to Occupy on the terms and conditions outlined in this report.

3. Background

- 3.1 Waverley Court is the Council's main corporate office building extending to approximately 16,560 sq m and is shown outlined in red on the attached plan.
- 3.2 Following the Covid 19 Pandemic and a move to hybrid working, occupancy levels within Waverley Court remain low. While the strategy for Our Future Work will be considered at the Policy and Sustainability Committee meeting on 24 October 2023, even at pre-covid levels, there is still space available in Waverley Court for external occupation.
- 3.3 Visit Scotland is rationalising its use of office space and has expressed an interest in moving into Waverley Court.

4. Main report

- 4.1 The following terms have been provisionally agreed: -
- 4.1.1 Subjects: 50 desks on Level 3 Waverley Court Edinburgh;
 - 4.1.2 Tenant: Visit Scotland;
 - 4.1.3 Licence term: five years;
 - 4.1.4 Date of entry: anticipated mid-October;
 - 4.1.5 Rent: £93,000 per annum;
 - 4.1.6 Contribution to building running costs: £93,100 per annum;
 - 4.1.7 Break Option: mutual at the end of year 2; and

4.1.8 Costs: licensee responsible for Council's legal and surveyor's costs.

4.2 The Licence will provide various flexibilities including the ability for Visit Scotland to vary desk numbers at certain specified points and rights for the Council to relocate Visit Scotland elsewhere within the building if required.

4.3 The Building Running Cost Share is an estimate and will be reviewed annually in accordance with actual costs for the preceding year.

5. Next Steps

5.1 Following approval of the terms by the Finance and Resources Committee, solicitors will be instructed to conclude the legal documentation.

6. Financial impact

6.1 A contribution of approximately £186,100 pa to the Council's costs of operating Waverley Court.

6.2 There is a risk that income will reduce if Visit Scotland: -

6.2.1 reduces the number of desks it requires (a minimum of 20 desks has been agreed); and/or

6.2.2 exercises the break option at end of year 2.

7. Equality and Poverty Impact

7.1 No impact has been identified.

8. Climate and Nature Emergency Implications

8.1 As this proposal involves use of existing space within Waverley Court, any impact on carbon emissions is expected to be minimal.

9. Risk, policy, compliance, governance and community impact

9.1 Elected members have been aware of the recommendations of this report.

9.2 The proposed lease is in line with the Corporate Property Strategy approved by the Policy and Sustainability Committee on 22 August 2023.

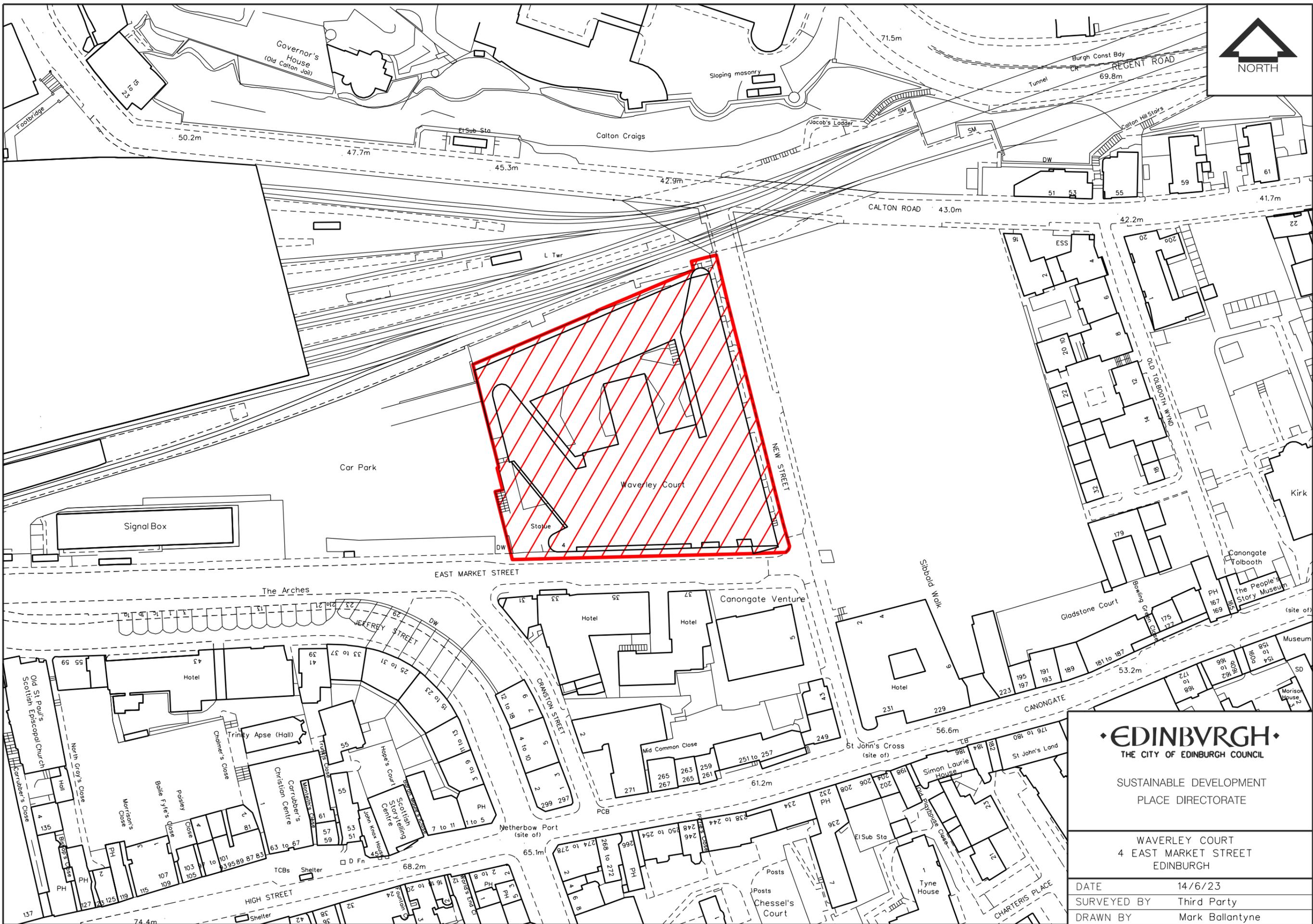
9.2 No community impact has been identified.

10. Background reading/external references

10.1 None.

11. Appendices

11.1 Appendix 1 – Location plan.



SITE PLAN

SCALE 1:1250

EDINBURGH
THE CITY OF EDINBURGH COUNCIL

SUSTAINABLE DEVELOPMENT
PLACE DIRECTORATE

WAVERLEY COURT
4 EAST MARKET STREET
EDINBURGH

DATE	14/6/23
SURVEYED BY	Third Party
DRAWN BY	Mark Ballantyne
SCALE	1:1250 @ A3 SIZE
NEG. NO.	A3/2584

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