

## Additional Budgetary Information

### City Centre Business Information Point, Development Committee, 20/08/13

At the Development Committee on 20 August 2013, the City Centre Business Information Point was discussed. This is a pilot initiative to provide a dedicated information resource in the city centre to deal with business start and development enquiries and to link businesses with council services including Building Control, Environmental Health as well as suite of programmes provided by the Economic Development Unit.

As part of discussions with enterprise support partners, Ortus have identified their plans to open a pop-up business information resource in a city centre location. Ortus have committed resources of £41,000 and have asked whether Council could make a commitment of £39,000 towards the operating costs for one year. A breakdown of these costs was requested by the Development Committee and can be found below:

Item	Cost to BCC	Cost to ORTUS	TOTAL
Preparation and fit out 1 <sup>st</sup> floor	£9,700.00	0	£9,700.00
Preparation and fit out of boardroom/conference space on 2 <sup>nd</sup> floor and heating/ventilation system throughout	0	£6,000.00	£6,000.00
Preparation and fit out of kitchen/staff canteen/storage equipment/tea/coffee point	0	£2,300.00	£2,300.00
Installation of linked CCTV system	0	£2,700.00	£2,700.00
Display and signage	£3,485.00	0	£3,485.00
Staff Members (2)	£22,640.00	£22,640.00	£45,280.00
Printing and IT Equipment/IT Connection	£1,800.00	£400.00	£1,800
Heat/Light/Electricity	£1,375.00	0	£1,375.00
Insurance	0	£2,900.00	£2,900.00
Rent	0	£6,000.00	£6,000.00
Marketing and Promotional materials	0	£480.00	£480.00
Launch event	0	£1,000.00	£1,000.00
<b>TOTAL</b>	<b>£39,000.00</b>	<b>£44,420.00</b>	<b>£83,020.00</b>

Ortus' contribution is now £44,000 as opposed to £41,000 as stated in the Development Committee report. In addition to the cash contribution, Ortus management (and associated staff) will also contribute management resources in kind of approximately £25,728 (4 days per month at £67 per hour based on 8 hour day).

Ortus have negotiated that the first nine months be paid at a peppercorn rate but after that at market rate £6,000 for three months.