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FROM: **BARRY ARMSTRONG** **cc:** *Copy distribution list below*

DATE: **05 JULY 2023**

TO: **FINANCE DIRECTORS**

OFFICE ACCOMMODATION LEASES.

1. The DAO (DoF) 08/21 which sets out departmental delegations confirms the requirement for DoF approval for all leases for office accommodation (including supporting storage or warehousing) – both new and existing extension or renewal beyond break points; excluding offices outside Northern Ireland. It also explains that this approval is to be conferred by the Reform of Property Management team rather than Supply.

2. As you may be aware the Reform of Property Management Team has now been stood down, so I am taking this opportunity to explain the alternative arrangements for approval of office accommodation leases. Going forward, Land & Property Services (LPS) will confer DoF approval, as required by DAO (DoF) 08/21. Any department or arms length body intending to extend, or enter into a new office accommodation lease (as described in Mike Brennan's letter of 28 July 2014: Memo to Accounting Officers - Removal of Delegated Limits For Office Accommodation - 28 July 2014 (finance-ni.gov.uk)) should contact LPS at least 18 months in advance to seek advice on the process to be followed and then seek approval prior to entering into a subsequent contract.

3. This guidance will be incorporated into a new delegation letter to replace DAO (DoF) 08/21 which is currently being prepared and which will issue in due course.

4. Any queries regarding Office Accommodation leases should be directed to Neil.McCall@finance-ni.gov.uk or Angela.McGrath@finance-ni.gov.uk in the first instance.

BARRY ARMSTRONG

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