

## REPORT

To: GENERAL PURPOSES COMMITTEE	Subject: CIVIC CENTRE: ADAPTATIONS	
From: DIRECTOR OF ADMINISTRATION		
Date: 29 May 2003	Ref: JAF/IL	

**1. Purpose of Report**

- 1.1 The report advises the Committee of action taken and proposed to adapt accommodation within the Civic Centre to meet the needs of Members and to reflect the outcome of departmental restructuring.

**2. Background**

- 2.1 Having regard to the ordinary general election of Councillors in May 2003 and the need to adapt accommodation within the Civic Centre to take account of departmental restructuring, the Council has included in the capital allocation for the Department of Administration resources to address corporate accommodation issues.

**3. Action**

- 3.1 Following the elections and the appointment of office bearers to the Council, it has been necessary to adapt Members' accommodation through the partitioning of the meeting room on the fifth floor to provide office accommodation. It has been necessary, also, to utilise the area occupied by the Members' Library for Members' office accommodation. In view of the urgency of both requirements the Director of Administration instructed the necessary works and those have now been completed.
- 3.2 It is anticipated that further works will be required – to provide necessary soundproofing and, if possible, to provide a replacement area for the Members' Library which should, if possible, incorporate also a restricted meeting facility.
- 3.3 Adaptation works will, also, be required for the second and third floors of the Council's headquarters to accommodate the consequences of the Administration departmental restructuring approved by the Council.
- 3.4 Final costs remain to be ascertained but will be contained within the capital allocation.

**4. Recommendation**

- 4.1 It is recommended that the Committee note the action taken and proposed to adapt accommodation within the Council's headquarters.



**Director of Administration**

*Members seeking further information on the contents of this report are asked to contact John Fleming, Head of Central Services on Extension 2228.*