

NORTH LANARKSHIRE COUNCIL

REPORT

To: GENERAL PURPOSES COMMITTEE	Subject: REGISTRATION AND AREA OFFICE SERVICES AT CIVIC CENTRE, MOTHERWELL - Proposed temporary relocation	
From: DIRECTOR OF ADMINISTRATION		
Date: 5 January 2004	Ref: JAF/AC	

1. Introduction

1.1 The purpose of this report is to recommend the arrangements to be put temporarily in place for the day to day operation of the Registration and Area Offices service provision during the period of refurbishment of the offices within the Civic Centre, Motherwell.

2. Background

2.1 The General Purposes Committee, at its meeting on 4 June 2003, considered and approved a report by the Director of Administration which contained recommendations for adjustment and utilisation of the Administration capital programme and resources for 2003/2004.

2.2 Contained among the recommendations was a proposal that, given the increase in volume of work at the Registration Office in Motherwell, the Registration Office should be adapted, refurbished and redecorated. Accordingly, the Composite Services Capital Programme for 2003/2004 was amended to reflect the inclusion of this project in the capital programme.

2.3 Separately, with the papers for this meeting, is a report by the Director of Administration advising the Committee that, in line with the powers delegated to him, a tender has been accepted for the proposed works.

3. Proposals

3.1 The proposed works require that the service provision from the Motherwell Registration Office and the employees there should be relocated during the period of the contract works. The contract is estimated to start during the week commencing Monday 9 February with a completion date by Friday 9 April 2004.

3.2 The proposed relocation of the offices for this temporary period will affect all of the issues relating to the registration of births, deaths and marriages in the area of the Motherwell Registration District and it will also affect the work of the office in respect of certain education related functions. In addition, the provision of civil marriage ceremony arrangements already scheduled for the period of the contract works in the Marriage Suite at the Civic Centre - both during week-days, but also at week-ends - will be affected.

3.3 The various options of alternative accommodation have been considered. These alternatives have included consideration of (1) the transfer of all week-day and week-end services from Motherwell to the Registration Offices at 20/22 Motherwell Road, Bellshill; (2) the temporary relocation of the offices to suitable accommodation within the Motherwell area, such as Dalziel Workspace; and (3) the use of Civic Centre accommodation for civil marriage ceremonies.

3.4 Having considered all of the accommodation options available and having regard to the requirements of the public, it is considered better that the temporary relocation of the offices should be maintained within the Motherwell Registration District and, accordingly, the temporary relocation of the service to Dalziel Workspace is recommended.

4. Consultation

4.1 In all of these considerations, consultation has taken place with the Registrar General of Scotland in respect of his responsibilities for the registration of births, deaths and marriages and with the local Registrar.

5. Financial Considerations

6.1 Those elements of the proposed temporary relocation which involve adaptations to the temporary premises can be met from the funds set aside in the Composite Services Capital Programme. Otherwise, the remaining costs of the temporary relocation can be met from within the Revenue Estimates of the service for 2003/2004.

6. Recommendation

6.1 It is recommended that the Committee agree that the Motherwell Registration Office be temporarily relocated, during the period of the contract works, to accommodation located within Dalziel Workspace at West Hamilton Street, Motherwell.

J. A. Young

Director of Administration

Members seeking further information on the content of this report are asked to contact John Fleming, Head of Central services on extension 2228.