

REPORT

To: CORPORATE SERVICES COMMITTEE		Subject: CIVIC CENTRE, MOTHERWELL: MAINTENANCE AND REFURBISHMENT – TIMETABLE AND ARRANGEMENTS
From: HEAD OF CENTRAL SERVICES		
Date: 25 April 2008	Ref: JAF/IL	

1. Purpose of Report

- 1.1 With reference to the decision of the Committee on 1 November 2007, the report advises of the timetable for major works on the Civic Centre, Motherwell and makes proposals for operational arrangements.

2. Background

- 2.1 Following property condition surveys it was identified that, in relation to the condition of electrical wiring, heating and climate control, and roofing and having regard to issues of water ingress, major works are required to secure the efficiency and continued use of the Civic Centre, Motherwell. This was reported to Committee on 1 November 2007 and, at that meeting, the Committee noted that provision for major works was contained in the capital expenditure programme for financial years 2008/2009; 2009/2010; and 2010/2011. The Committee noted, also, that the extent of the works required entailed a need to decant employees from the Civic Centre – and that, with the opening of the Dalziel Building and the relocation of employees from offices in Park Street, Motherwell, decant accommodation was available.
- 2.2 Having noted the position, the Committee agreed that the rewiring and re-piping of the Civic Centre be accorded first priority in any programme of proposed works and that immediate action be taken to deal with the issues of water ingress.
- 2.3 At the same meeting, the Committee noted that it would be technically feasible to extend the complex by providing additional areas of office space immediately above the present three storey wing. The Committee then agreed that work be undertaken to identify the costs of provision of such accommodation and, on the costs being known, that a further report be submitted to enable the Committee to evaluate options.

3. Progress

- 3.1 The Head of Design Services has commissioned a series of surveys and reports on all of the issues concerned including the removal of asbestos, the renewal of electrical wiring, ceilings, lighting and piping, issues of zonal heating, re-roofing and provision of IT associated works including re-cabling. Those surveys are nearing completion and the final reports are awaited.
- 3.2 Meantime, in order to be able to proceed as soon as possible with the works, a draft programme of works has been prepared. In the preparation of that programme it has been the aim to minimise service delivery disruption – and to keep to a minimum the periods of time when accommodation will not be available.

- 3.3 The proposed programme of internal works will, on each of the floors involved, include the removal of asbestos, the down-taking of ceilings, the removal of internal partitioning, the removal of floor coverings, the removal of lighting, the removal of IT cabling and the installation of new services. It is proposed that this work be programmed in accordance with the following timetable.

Phase 1

The installation of electrical distribution mains and preparatory work for new floor by floor electrical distribution boards followed by the decant of the second and third floor office accommodation to allow the works to proceed – over the period from September 2008 to March 2009.

Phase 2

The decant of the ground floor office accommodation, with the exception of the Registration Office, and the decant of the first floor of the three storey wing to permit works to proceed there over the period from March to September 2009.

Phase 3

The decant of the ground floor accommodation occupied by Finance and Customer Services to allow works to proceed there thereafter.

- 3.4 With regard to other internal works, there remains to be included the two basement areas of the three storey and seven storey buildings and a timetable remains to be determined for those areas. As regards the District Court accommodation, given the proposed transfer of the District Court function to the Scottish Court Service in June 2009, no action is immediately proposed pending clarification of the property implications of that transfer.
- 3.5 To take advantage of the current availability of the Park Street offices, it is proposed firstly, in line with the Phase 1 proposals mentioned above, to decant employees from the second and third floor of the complex to those offices. The completion of the proposed works on the second and third floor would, thereafter, determine the impact on any future decant of employees.
- 3.6 As Phase 2 of the proposed works concerns the first floor accommodation currently occupied by the Chief Executive's Office and the Service Executive Directors, it is considered appropriate that those officers of the Council remain within the complex. To that end it would be feasible to temporarily locate their offices – and necessary support employees – from the first floor accommodation to the second and third floors for the period when work is being carried out to the first floor – and it is accepted that issues as to management and confidentiality of business will require to be addressed, for at least that period, in the layout of that accommodation.
- 3.7 Other issues, in relation to external works to the Civic Centre – including re-roofing of the seven storey wing of the complex, re-roofing of the wing occupied by Finance and Customer Services and the proposed re-sealing of the proportion of the building which is subject to water ingress – can progress in tandem with the internal works without impact on employee movements.

4. **Operational Proposals**

- 4.1 Having regard to the extent and complexity of the works, the decanting arrangements and the need to maintain the operational effectiveness of the Council's headquarters, this project will require co-ordination at a senior level – and it is clear that such co-ordination cannot be undertaken as an adjunct to other substantive duties. It is accordingly proposed that the current holder of the post of Chief Administrative Services Manager vacate his existing post and be transferred, on existing grade, to a temporary post to co-ordinate this project. That temporary post would assist, also, with the forthcoming European Parliamentary elections and with any other elections which may occur during the period of the project. It is recommended, also, that pending a review of support services across the whole of Corporate Services, the vacant post of Chief Administrative Services Manager be not filled.

5. **Costs of Extension**

- 5.1 Indicative figures for the cost of extension of the complex have not, as yet, been provided. A further report will be submitted to Committee immediately these figures are available.

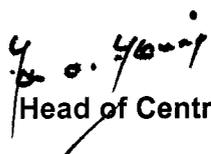
6. **Recommendation**

- 6.1 It is recommended that the Committee

(a) note and approve the proposed timetable and arrangements for the major works on the Civic Centre, Motherwell

and

(b) remit this report to the Policy and Resources (Human Resources) Sub-Committee.


Head of Central Services

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