

REPORT

To: CORPORATE SERVICES COMMITTEE		Subject: REGISTRATION / AREA EDUCATION OFFICE SERVICE FROM REGISTRATION OFFICE AT 106 STATION ROAD, SHOTTIS - Proposed relocation of Registration Office in Shotts
From: HEAD OF CENTRAL SERVICES		
Date: 20 July 2010	Ref: JAF/AC	

1. Purpose of Report

1.1 The purpose of the report is to advise the Committee of the proposed relocation of the Shotts Registration Office from its present base at 106 Station Road to premises within the First Stop Shop at 162/164 Station Road to meet the continuing operational requirements of the Central Services Division of Corporate Services.

2. Background

2.1 The Shotts Registration Office at 106 Station Road is located in office accommodation shared with Housing and Social Work Services at the junction of Station Road and Dyfrig Street. The Registration Office, accessed from Station Road, consists of a marriage suite, an interview room and offices providing a registration of births, deaths and marriages service and an area education service.

2.2 The accommodation, in itself, more than adequately meets the needs of the registration service for the delivery of service to the public of Shotts. However, because of the nature and shared layout of the building, it is, for health and safety reasons, inadequate in that there is a need to have two employees on site full-time which does not make best use of the Service's resources on a day-to-day basis.

2.3 It is for this reason that the Service has been looking at alternative locations with the Shotts area in order to continue to deliver a service in that locality.

3. Considerations

3.1 There are public buildings in Shotts where office accommodation capacity could be available and where it would be necessary to have only one employee of the registration service in-situ on a regular basis because of the particular layouts of the alternative accommodation and the ability to address health and safety issues associated with employees in a sole working environment.

3.2 Having considered the locations available, the preferred option was the office accommodation available at the First Stop Shop at 162/164 Station Road. This is accommodation which already has provision for the delivery of local services and it is located only some 300 yards from the present office accommodation.

3.3 In consultation with the Heads of E-Government and Revenue Services, it has been agreed that certain office space within this building could be made available for use by the Registration/Area Education Office function without seriously disrupting the delivery of the present Council services from this office.

3.4 Thereafter, the office accommodation at 106 Station Road will be no longer required by Corporate Services.

4. Financial Considerations

4.1 There are no financial implications arising from the report, other than the cost of the proposed relocation of the Shotts Registration Office to its new location and any charges which fall to be met as part of the use of the First Stop Shop accommodation.

5. Recommendations

5.1 It is recommended that the Committee approves the proposal to relocate the Shotts Registration Office from its present accommodation at 106 Station Road to be part of the First Stop Shop accommodation at 162/164 Station Road, Shotts and, if so agreed, agrees, accordingly, to declare the property at 106 Station Road surplus to its operational requirements and remits consideration of this report to the Policy and Resources (Property) Sub-Committee.

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Head of Central Services

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