

DUNDEE CITY COUNCIL

REPORT TO: Arts and Heritage Committee – 18 March 2002

REPORT ON: Caird Hall Development

REPORT BY: Director of Arts and Heritage

REPORT NO: 194-2002

1.0 PURPOSE OF REPORT

1.1 To report on the success of the Scottish Arts Council Lottery Bid and to obtain committee approval for Capital Expenditure.

2.0 RECOMMENDATIONS

2.1 It is recommended that the Director of Arts and Heritage is authorised to accept the offer of grant up to a maximum of £752,000 for the project from the Scottish Arts Council on the conditions and undertakings specified therein.

2.2 It is recommended that the Director of Arts and Heritage be remitted to re-negotiate the terms of the grant to exclude the requirement for a Standard Security over the Caird Hall.

2.3 It is recommended that the Project Team consisting of officers from Leisure and Arts, Architectural Services and Finance proceed with the project within the proposed budget and timescale.

2.4 It is recommended that the project proceed on the basis of procurement of specialist sub consultants, contractors and suppliers in line with best value and as agreed with SAC Lottery Fund.

2.5 To meet the proposed completion of late August/early September 2002 it is necessary to place an order for the new seating by early April 2002. It is therefore recommended that the City Architectural Services Officer obtain quotations for seating at the earliest possible date. It is also recommended that the City Architectural Services Officer be authorised to enter into a partnering arrangement with an appropriate Contractor to carry out all other works associated with the refurbishment project, with the combined total of the seating and partnering contracts not exceeding £1,024,000 and that the Director of Support Services, in conjunction with the Director of Leisure and Arts, be authorised to accept the tenders for seating and partnering contracts as recommended by the City Architectural Services Officer.

3.0 FINANCIAL IMPLICATIONS

3.1 The total cost of this project is £1,157,000 inclusive of fees. A grant of £752,000 has been offered by the Scottish Arts Council Lottery Fund. A sum of £405,000 has been included in the Leisure & Arts Department's Draft 2002-2005 Capital Plan.

4.0 LOCAL AGENDA 21 IMPLICATIONS

4.1 This project supports the principle 'opportunities, leisure and recreation are available to all'.

5.0 EQUAL OPPORTUNITIES IMPLICATIONS

5.1 The improvements to the Caird and Marryat Hall and related spaces will improve access to all sections of the community including audiences, performers, conference delegates, people with disabilities, the elderly and young audiences.

6.0 MAIN TEXT

- 6.1 Following informal discussions with officers of the SAC in January 2001 an outline proposal to develop various aspects of the Caird Hall was submitted to the SAC Lottery Fund. A positive outcome was received and as a consequence a full project bid of £752,000 was submitted in October 2001. Confirmation was received on 31 January 2002 that the bid had been successful subject to the attached conditions. (Appendix 1).
- 6.2 In addition to the conditions set out in Appendix 1 the Council require to give undertakings relating to the use of the Caird Hall in the future and grant a bond to repay the grant and additional sums if the Council default. The offer of grant also requires the Council to grant a Standard Security in favour of SAC over the Caird Hall for a period of 25 years to secure these matters. It is considered that the granting of a Standard Security over the Caird Hall is unnecessary for the SAC to secure the conditions of grant and the Director of Arts and Heritage is in negotiation with the SAC aimed at ensuring that the conditions of grant can be complied with without the council granting a Standard Security. Failing which the Director of Arts and Heritage is remitted to accept the grant on the terms and conditions offered to include the granting of a Standard Security.
- 6.3 The main purpose of the development is to improve the facilities for audiences, performers and conference delegates. This will be achieved by both the capital investment and the development of a community based education and outreach strategy.
- 6.4 The Project Team will be responsible for the Procurement and Programming of all works bringing in specialist contractors for a number of areas including auditorium seating, sound and light, security systems and café/bar interiors.
- 6.5 The procurement process requires to commence immediately to facilitate the smooth running of the project. Whilst the closure period is minimal 12 July to 6 September the lead times for the manufacture and supply of specialised auditorium seating is between sixteen to twenty weeks.
- 6.6 The conditions of the grant state that the equivalent of a full time marketing post be allocated to the audience development of the Caird Hall and that a fully costed marketing and development plan be prepared and submitted to the Scottish Arts Council by 31 July 2002.
- 6.7 To facilitate the development of an education and outreach plan, fifty percent of an Arts Development Officers time will be allocated to the Caird Hall from existing resources.
- 6.8 The proposed seating in the main auditorium will improve visual access and comfort level through a new layout including retractable tiered seating replacing the rear stalls. A storage system has been developed which will allow a faster, safer and more flexible removal and storage of seats in line with contemporary multi-purpose auditoriums.
- 6.9 A more flexible approach to sound and light mixing facilities is proposed so that the visual and aural experience of audiences is enhanced. It is also proposed that the successful sub-division of the hall via drapes be extended to create even more flexibility for the varying types and scale of shows that it is planned to attract.
- 6.10 The Marryat Hall has proved to be a successful small-scale venue for shows, dance and conference exhibitions. As a result there has been considerable wear and tear on the hall. The sprung floor will be replaced and the opportunity will be taken to upgrade the electrical supply and outlets to meet the demands of various activities.
- 6.11 There has been increasing pressure to find fire-safe storage areas for ancillary equipment which is currently stored in access corridors. A double volume store will be created at the Stage Door, Shore Terrace entrance to facilitate this essential improvement. The space identified can be serviced by the existing goods lifts.

6.12 In the interest of both crowd safety and security a dual closed circuit television monitoring system is proposed. Improved signage both internal and external is also proposed along with improved safety lighting in the main auditorium.

6.13 Access improvements will be implemented in relation to the lift from the underground car park and improvements will be made to the allocation of spaces for wheelchair users. Improvements are proposed for backstage areas relating to dressing rooms, kitchen and rest rooms. Toilet provision will be improved throughout the facility. The formation of new café bar areas will further enhance the experience of audiences and will be a welcome addition to the conference facilities on offer.

7.0 CONSULTATION

7.1 The Chief Executive, Director of Support Services, Director of Finance and Director of Corporate Planning have been consulted on this report and are in agreement with its contents.

8.0 BACKGROUND PAPERS

8.1 None

Director of Arts and Heritage _____ Date _____

Appendix 1

1. The conditions that are required to be met are:-
 - 1.1 Building and Design Matters
 - 1.1.2 All the relevant requirements of the EC Procurement Regulations are followed (and demonstrated to SAC) prior to any works commencing.
 - 1.1.3 Following the development of a satisfactory building design, fully revised capital costings for the project and all documentation detailed in Section 2 of the enclosed "Guidance Notes to Recipients of Lottery Funds for Projects Involving Building Works" shall be completed to the satisfaction of SAC.
 - 1.1.4 SAC reserves the right to appoint a monitor to oversee progress towards completion of the building works.
 - 1.1.5 The project is subject to SAC's monitoring procedures for a minimum of 25 years.
 - 1.1.6 A signboard, acknowledging SAC National Lottery funding, should be erected for the duration of the building process.
 - 1.1.7 The applicant shall provide SAC with photographic slides showing various stages of the project, starting with the subjects prior to any works being carried out, through to the completed project. These slides shall be available to SAC who shall be permitted to use them, either with regard to the project or SAC as a whole, as SAC sees fit and in particular for insertion in press releases, public information, briefing or promotional material.
 - 1.1.8 Details of the terms of engagement (e.g. letters of appointment) of all design team consultants to be submitted to SAC, prior to any works commencing.
 - 1.2 Fund-raising, Management, Financial and Other Matters
 - 1.2.1 No National Lottery funded asset shall be sold or disposed of without the prior consent of SAC.
 - 1.2.2 SAC reserves the right to take out a Security on National Lottery funded assets or works therefore no other Securities should be granted without the prior written consent of SAC.
 - 1.2.3 Adequate building contract insurance should be taken out for the duration of the building work and thereafter adequate buildings insurance cover should be in place. All relevant insurance certificates must be available for inspection by SAC on request for a minimum of 25 years.
 - 1.2.4 Expenditure will be monitored against each individual approved budget heading and significant movements within the overall budget to offset increases in other areas are unlikely to be acceptable to SAC. Please Note: The total consultancy costs detailed in the application will be the maximum fees allowable from the grant award; no consideration will be given to an application for increased fee levels and no adjustment within the budget to accommodate increased fee levels will be permissible.
 - 1.2.5 The applicant is to keep statistical records of the use of the facility in terms of audience, participants and activity as proposed within the application.
 - 1.2.6 Details of the statistical records of use to be submitted in the monitoring and evaluation procedures.
 - 1.2.7 A developed Marketing and Audience Development Strategy should be submitted by 31 July 2002.

1.2.8 Prior to the final release of payment, a comprehensive Completion Report, together with detailed supporting material (where not already provided) demonstrating how the Conditions of Grant have been met, shall be submitted to the satisfaction of SAC.

1.3 PRIOR TO RELEASE OF FUNDS

It is also a condition of grant that the following information is submitted to the satisfaction of SAC prior to release of funds:

1.3.1 Fund-raising, Management, Financial and Other Matters

1.3.2 Confirmation of partnership funding for the balance of the project cost, prior to any works commencing or contracts being let.

1.3.3 Details of how SAC National Lottery funding will be acknowledged.

1.3.4 A maintenance plan and budget for the building, outlining replacement costs and regular maintenance allowances, for a minimum of 25 years.

1.3.5 Confirmation of the VAT status of the project prior to any works commencing and updates to SAC when necessary.

1.3.6 Confirmation of the Marketing Officer's post.

1.3.7 A plan for the development of education and outreach activity including details of resources.

1.3.8 Developed drawings and finishes specifications for the café/bar areas, public areas and dressing rooms should be submitted for approval by SAC prior to works commencing - external professional design advice should be taken regarding these areas.