

**REPORT TO: POLICY & RESOURCES COMMITTEE– 9 DECEMBER 2013**

**REPORT ON: SHORE TERRACE – FORMATION OF MEETING ROOMS & OFFICES**

**REPORT BY: DIRECTOR OF CITY DEVELOPMENT**

**REPORT NO: 520-2013**

**1 PURPOSE OF REPORT**

1.1 The purpose of this report is to inform the Committee of the ambitions for improvements and additions to the conferencing facilities at Caird Hall and to seek approval for implementation of the first phase of these works.

**2 RECOMMENDATION**

2.1 It is recommended that the Committee notes this report and approves the negotiated tender submitted by the Construction Division of the Environment Department for alteration works to the ground and first floors of the Shore Terrace building as set out in Section 5 of the report.

**3 FINANCIAL IMPLICATIONS**

3.1 The Director of Corporate Services has confirmed that funding of £942,500 for the phase one works is available in the Capital Plan 2013/14.

**4 BACKGROUND**

4.1 The Dundee Waterfront Regeneration and the V&A at Dundee project will significantly increase our attractiveness to potential visitors, as such it is expected that the number of visitors will grow substantially with the opening of such an international cultural asset within the city. It is, however, important that the city does not merely focus on leisure tourism, but also takes advantage of the opportunities for increased business tourism through attracting additional conferences and other business events to Dundee.

4.2 The main conference facility in the city is the Caird Hall and, while it is still a popular and attractive venue for business events, it does not have all of the amenities of a modern, purpose built conference centre and does not attract the level of major conferences which it once used to. In order to address this situation, the Caird Hall ideally needs;

- a Additional 'breakout' meeting facilities;
- b A dedicated exhibition hall;
- c Additional catering and hospitality facilities; and
- d Dedicated administrative offices for event organisers.

4.3 While the redesign of City Square has improved its ability to accommodate temporary buildings/marquees for exhibition and/or catering facilities, further opportunities have been investigated for the provision of higher quality permanent spaces to address the above requirements.

4.4 In particular, the former Housing Department offices below the main Caird Hall auditorium offer considerable potential for re-use as flexible space which could be utilised temporarily by the Caird Hall when required for major events in a similar manner to the way Committee Rooms 1 to 4 are used at present.

- 4.5 A phased approach has been drawn up for the conversion of these former offices which seeks to match their implementation with the availability of financial resources and space within the building.
- 4.6 The first phase would see the creation of a series of new meeting rooms and offices on the ground and first floor of the Shore Terrace building. These rooms would be directly accessible from the Caird Hall by internal stairs and lift and would provide additional 'breakout' facilities and temporary administrative offices for conference organisers. This work can be carried out this financial year due to additional capital resources having been made available by the Scottish Government.
- 4.7 The first phase would also see the clearance of the remainder of the ground floor premises facing onto the newly improved Shore Terrace, which would then allow these to be marketed for new restaurant and other catering type uses later in 2014.
- 4.8 A second phase of works could then be brought forward at a later date which sought to provide a dedicated Exhibition Hall. This would clearly be dependent on the outcome of a review of all of the available space within the Caird Hall complex.

## **5 TENDER FOR PHASE ONE WORKS**

- 5.1 Given the need to expend the additional Scottish Government capital allocation this financial year, the Chief Executive has authorised that Phase One of the works be undertaken by the Environment Department's Construction Service on a negotiated basis. These works will comprise alterations to the redundant Housing Department offices at the first floor of Shore Terrace to form Meeting Rooms and Offices, together with the installation of a new lift.
- 5.2 The negotiated price for these works is £700,000 plus allowances for Furniture/IT/Removals (£132,000), Professional Services (£105,000) and Structural Engineering Services (£5,000) giving a total cost of £942,000. The Committee is requested to approve the total amount, including allowances, for this project.

## **6 POLICY IMPLICATIONS**

- 6.1 This Report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management. There are no major issues.

## **7 CONSULTATIONS**

- 7.1 The Chief Executive, the Director of Corporate Services and Head of Democratic and Legal Services have been consulted and are in agreement with the contents of this report.

## **8 BACKGROUND PAPERS**

- 8.1 None

Mike Galloway  
Director of City Development

MPG/MS

27 November 2013

Dundee City Council  
Dundee House  
Dundee