

REPORT TO: ECONOMIC DEVELOPMENT COMMITTEE – 16TH AUGUST 2004

REPORT ON: UNIT G, CLAVERHOUSE INDUSTRIAL PARK
ALTERATIONS TO FORM RECORDS STORAGE FACILITY
CONTRACT NR 03-668

REPORT BY: DIRECTOR OF ECONOMIC DEVELOPMENT

REPORT NO: 545-2004

1.0 PURPOSE OF REPORT

- 1.1 The purpose of this report is to appraise members on the proposed alterations to Unit G, Claverhouse Industrial Park, Dundee to form a record and archive storage facility for use by the Council and other "public" organisations forming the National Health Trust/Local Authority Joint Initiative.

2.0 RECOMMENDATIONS

- 2.1 The Committee is asked to:-
- 2.1.1 authorise the appropriate technical officers to proceed to carry out design work and obtain tenders for the works to Unit G at Claverhouse Industrial Park, within the budget cost of £1,360,000 inclusive of fees.
- 2.1.2 authorise the Director of Economic Development to negotiate appropriate terms and conditions of tenancy with potential occupiers of the facility, eg NHS Tayside, Tayside University Hospitals Trust, Angus Council, University of Dundee etc.
- 2.1.3 note that the Director of Economic Development will formally report back to this committee prior to contracts for the project being let and with provisional terms and conditions of tenancy for the proposed occupiers of the facility.

3.0 FINANCIAL IMPLICATIONS

- 3.1 The Depute Chief Executive (Finance) has confirmed that the expenditure of £25,000 for professional fees can be contained within the Economic Development Department's 2004/05 Capital Plan. No further financial commitment will be made in respect of this project, until a further report has been considered by Committee.

4.0 LOCAL AGENDA 21 IMPLICATIONS

- 4.1 None.

5.0 EQUAL OPPORTUNITIES IMPLICATIONS

- 5.1 None.

6.0 REPORT

- 6.1 Following meetings of the Records Management Group, NHS Synergies and the National Health Trust/Local Authority Joint Initiative it was established that a number of organisations had requirements for non-current records storage. The City Council itself has a substantial requirement for non-current records storage and interest has been expressed for use of such a facility by a number of organisations. The proposed dedicated facility, which would be located within a City Council owned industrial Unit, Unit G at Claverhouse Industrial Park, would provide 76,500 lin m of storage space using a mobile racking system.

- 6.2 The proposed facility would allow "public" organisations 24-hour access to store and access archive material. Accommodation would be available within the facility to potentially allow inspection, copying and e:mailing of information.
- 6.3 The building requires some general works to be completed to bring the building to a useable standard. Additional specific works, mainly relating to fire safety within the building, along with the racking system itself are required to enable the building to be used as a dedicated records management centre. The cost of these works is estimated to be £1,360,000 (plus VAT) inclusive of professional fees. It is proposed that the City Council pay for these capital works with the annual costs of running the facility, including finance charges, being met jointly by the occupiers of the building on an open book approach.
- 6.4 It is proposed that the appropriate technical officers be authorised to proceed with design work and obtain tenders for the works within the project budget of £1.36m.
- 6.5 It is proposed that the Director of Economic Development be authorised to proceed and agree provisional terms and conditions with potential occupiers of the facility, including NHS Tayside, Tayside University Hospitals Trust, Angus Council, University of Dundee etc
- 7.0 **CONSULTATIONS**
- 7.1 The Chief Executive, Depute Chief Executive (Support Services) and Depute Chief Executive (Finance) have been consulted during the preparation of this report.
- 8.0 **BACKGROUND PAPERS**
- 8.1 None.

DOUGLAS A A GRIMMOND
DIRECTOR OF ECONOMIC DEVELOPMENT

DATE: 9TH AUGUST 2004