

**REPORT TO: POLICY AND RESOURCES COMMITTEE -
24 NOVEMBER 2008**

**REPORT ON: RELOCATION OF IT DIVISION TO DOWNFIELD PRIMARY
SCHOOL**

REPORT BY: DEPUTE CHIEF EXECUTIVE (FINANCE)

REPORT NO: 591-2008

1 PURPOSE OF REPORT

The purpose of this report is to consider the relocation of the IT Division from Northern College, Gardyne Road to the Downfield Primary School building which was vacated in June 2008, due to the construction of the new PPP school at Downfield.

2 RECOMMENDATION

It is recommended that the Committee agree:-

- 2.1 that the Director of Economic Development submit a planning application for change of use for the Downfield Primary School from a school to office accommodation;
- 2.2 that the estimated capital expenditure of £675,000 be approved and included within the next revision of the Capital Plan;
- 2.3 that the IT Division be relocated to the renovated building that was previously Downfield Primary School; and
- 2.4 that the City Architectural Services Officer, Depute Chief Executive (Support Services) and Director of Economic Development be authorised to enter into a Partnering Contract with Dundee Contract Services to undertake these works, provided that the cost does not exceed £675,000.

3 FINANCIAL IMPLICATIONS

- 3.1 The costs of the renovations to Downfield Primary School are estimated to cost £675,000 and this sum will be included in the next revision of the Capital Plan. It should be noted that this sum can be funded through Prudential Borrowing as a result of the saving in annual revenue expenditure due to the proposed location's running costs being lower than those currently experienced at Northern College, Gardyne Road.
- 3.2 In revenue expenditure terms, the IT Division currently incurs annual revenue property costs at Gardyne Road of £140,000 and it is estimated that the equivalent revenue property costs at the renovated Downfield Primary School will be £80,000 per annum.

4 MAIN TEXT

- 4.1 The IT Division with 77 staff have been located at discrete accommodation at Northern College, Gardyne Road, since 1996.
- 4.2 In 2006, the Northern College site was purchased by Dundee College of Education, and thereafter the College advised the IT Division that they would need to find alternative accommodation by the end of 2009. The College has now asked that the IT Division vacate Northern College earlier than originally agreed. The intention has been to transfer the IT Division to St Saviours but this accommodation would not be available in the timescale now required.
- 4.3 The Head of IT has undertaken an assessment of the Downfield Primary School building and is satisfied that it would meet the operational requirements of his Division, including car parking.
- 4.4 In view of the recommendations included in this report and potential cost increases a further review of the proposal to use St Saviours for office accommodation is being undertaken and will be reported back to Committee at an early date.
- 4.5 The Trade Unions have been consulted on this proposal.

5 POLICY IMPLICATIONS

- 5.1 This report has been screened for any policy implications in respect of sustainability, strategic environmental assessment, anti-poverty, equality impact assessment and risk management.
- 5.2 There are no major issues

6 CONSULTATION

- 6.1 The Chief Executive, Depute Chief Executive (Support Services), Head of Finance and Head of IT have been consulted on the contents of this report.

7 BACKGROUND PAPERS

- 7.1 None.











DAVID K DORWARD
DEPUTE CHIEF EXECUTIVE (FINANCE)

17 NOVEMBER 2008

DOWNFIELD PRIMARY SCHOOL - CONVERSION OF OFFICES FOR IT PROJECT NR 08-569

Feasibility Cost - Conversion Works
£675,000

COST INCLUDES

-  1. Removal of non-load bearing internal partitions, existing fittings etc.
-  2. Formation of new Offices for Management, Support and Software Staff, Reception Area and Associated Offices/Rooms.
-  3. Renewal of floor coverings.
-  4. Upgrade Light fittings (existing wiring to remain where possible), upgrade power, Fire Alarm, Intruder Alarm Systems etc.
-  5. Minor Alterations to Heating and Ventilation Systems to suit new use.
-  6. Provision of new Disabled Toilet.
-  7. Internal Decoration.
-  8. Allowance for blinds at windows.
-  9. Allowance for Prelims/Contingencies and Professional Fees.
-  10. T and telephony upgrade.