

DUNDEE CITY COUNCIL

REPORT TO: SOCIAL WORK COMMITTEE - 15 October 2001

REPORT ON: MINOR CAPITAL and PLANNED MAINTENANCE WORKS 2001/2002

REPORT BY: DIRECTOR OF SOCIAL WORK

REPORT NO: 656 - 2001

1.0 PURPOSE OF REPORT

- 1.1 This report seeks approval for the City Architectural Services Officer to obtain offers and tenders, and for the Director of Support Services in conjunction with the Director of Social Work to accept these offers and tenders, for Minor Capital and Planned Maintenance Works up to a total cost of £218,000.

2.0 RECOMMENDATIONS

It is recommended that:

- 2.1 The City Architectural Services Officer be authorised to obtain offers and tenders for the Minor Capital and Planned Maintenance Works.
- 2.2 The Director of Support Services, in conjunction with the Director of Social Work be authorised to accept the offers and tenders as recommended by the City Architectural Services Officer for these works.

3.0 FINANCIAL IMPLICATIONS

- 3.1 A budgeted allocation of £218,000 in 2001/2002 has been provided for within the Capital Financial Plan for Social Work Minor Capital and Planned Maintenance Works.

4.0 LOCAL AGENDA 21 IMPLICATIONS

- 4.1 Acceptance of this report will ensure that resources are used efficiently and waste is minimised.

5.0 EQUAL OPPORTUNITIES IMPLICATIONS

- 5.1 None.

6.0 TENDER REPORT

- 6.1 A number of minor capital works and a planned maintenance programme are proposed for the Department's buildings. The work is necessary to safeguard structures, ensure buildings are wind/watertight, comply with legislation, ensure the safety of occupants and enhance facilities. These works are to be undertaken at a total cost not exceeding £218,000. To ensure that the repairs are carried out timeously, it is considered beneficial that the Director of Support Services be empowered to accept the most favourable offers and tenders for these works. A list of the proposed projects is appended to the report.

7.0 CONSULTATIONS

- 7.1 The Director of Finance and Support Services have been consulted in the preparation of this report.

8.0 BACKGROUND PAPERS

- 8.1 No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information), were relied on to any material extent in preparing the above report.

9.0 SIGNATURE

Acting Director of Social Work

Date

3 October 2001

APPENDIX

SOCIAL WORK DEPARTMENT

MINOR CAPITAL AND PLANNED MAINTENANCE WORKS

OLDER PEOPLES SERVICE

Craigie House	Sensory Garden to new Dementia Wing, secure self contained garden with level access from lounge door Reline car park markings including disabled bays
Janet Brougham House	Alter 4 Pantry/dining/sitting areas to create 4 Pantry/sitting areas (Dining to become central)
Turriff House	Insulate/box in exposed hot pipes Upgrade door furniture to fire doors to enable residents to use safely Vision panel to staff corridor door
Wellgate Day Centre	Additional ventilation for Smoke Room

LEARNING DISABILITIES

Kemback Adult Resource Centre	Convert front doors to automatic opening type
Douglasfield Terrace	Increase height of back garden fence
Elmgrove Hostel	Roof Repairs Decorating following roof repair and for upgrading garden to provide private sitting area
Whitetop Centre	Replace Kitchen in Respite Unit Secure Entry System to front door

CHILDRENS SERVICES

Gillburn Road Respite Unit	Replace domestic bath with Parker type
Kirkton Child & Family Centre	Install wash hand basin to kitchen
Whitfield Child & Family Centre	Raise height of wall to safely separate play area and car park. Increase height of fence to increase safety and security of children
Child & Family Centres	Provide sample cost of providing safe play surface to one child and family centre
Polepark Counselling Centre	Panic button for receptionist

PHYSICAL DISABILITIES

Mackinnon Centre	Feasibility study on converting ensuite WCs to include showers
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OFFICE ACCOMMODATION

Community Alarm Office	Remove all fixed worktops in Control Room and replace with appropriate workstations. Include for making good decoration and replacing carpet
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Out of Hours Service	Install double glazed window to bedroom
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Kirkton Road Office	Redesign of Reception Security improvement
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Whitfield Office	Investigate ventilation requirements in Conference Room. Existing environment uncomfortable for staff/visitors.
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12 Constitution Road	Upgrading store to accommodate case files/adoption records/financial/staffing records
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Information Technology	Desking/sockets etc to follow up from IT installations
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