

REPORT TO: COMMUNITIES COMMITTEE - 13 DECEMBER 2004

REPORT ON: WELLGATE CENTRAL LIBRARY HEATING AND VENTILATION UPGRADE AND RELOCATION OF COMMUNITIES HQ OFFICES (PARTNERING) (03-619) – EXTENSION TO CONTRACT

REPORT BY: HEAD OF COMMUNITIES

REPORT NO: 806-2004

1.0 PURPOSE OF REPORT

1.1 To obtain approval for extending the existing contract for works at the Wellgate Central Library to accommodate the relocation of the Citizens Advice Bureau.

2.0 RECOMMENDATIONS

2.1 That approval be given for extending the existing contract and incurring estimated additional expenditure of £155,000, to undertake alterations required to create accommodation for the Citizens Advice Bureau.

3.0 FINANCIAL IMPLICATIONS

3.1 The additional expenditure will be funded by Dundee Citizens Advice Bureau from external funding received by them up to a maximum of £155,000.

4.0 LOCAL AGENDA 21 IMPLICATIONS

4.1 Resources will be used efficiently and waste minimised.

5.0 EQUAL OPPORTUNITIES IMPLICATIONS

5.1 None.

6.0 BACKGROUND

6.1 Reference is made to the meeting of the Communities Committee, 10 May 2004, wherein Report No. 308-2004, Wellgate Central Library Heating and Ventilation Upgrade and Relocation of Communities HQ offices (Partnering – 03-619) was approved and Torith Limited were appointed to carry out the work.

6.2 Dundee Citizens Advice Bureau requested assistance from the Council to identify suitable city centre premises with easy access for clients as the lease on their current premises at 97 Seagate expires in April 2005.

6.3 Following a detailed search, the Conference Hall on level 4 of the Central Library was identified as a possible solution, subject to alterations being carried out to suit the requirements of the Citizens Advice Bureau.

6.4 Plans were drawn up to accommodate the Citizens Advice Bureau's requirements and a successful bid was made to Citizens Advice Scotland for grant funding to cover the estimated costs of £155,000.

- 6.5 Dundee Citizens Advice Bureau is funded by a revenue grant of £106,000 per annum from the City Council and there are therefore advantages in being accommodated within City Council premises.
- 6.6 Subject to approval of this report, the relevant works will be added to the existing partnering contract with Torith Limited. This will minimise any disruption to the Communities Department and allow earlier commencement to the works involved.
- 6.7 The extension to the existing contract is cost-neutral. Additional costs would be incurred if the works were to be tendered and could also present programming difficulties to the present contract. Extending the contract would ensure continuity of operations, ensuring cost and programme benefit.
- 6.8 The present contractor is working in close proximity to the proposed Citizen Advice Bureau and has knowledge of the building and the integration of the complex building services. Health and Safety matters, under a single contract, are competently addressed as would be the mechanism for attending to defects.

7.0 CONSULTATION

- 7.1 The Chief Executive, Depute Chief Executives (Finance and Support Services) and the City Architectural Services Officer have been consulted in the preparation of this report.

8.0 BACKGROUND PAPERS

- 8.1 None

**Signed: Stewart Murdoch
Head of Communities**

Date: 3 December 2004