

**REPORT TO:** COMMUNITIES COMMITTEE – 9 FEBRUARY 2004  
**REPORT ON:** PLANNED MAINTENANCE 2003/2004 - PHASE 5  
**REPORT BY:** HEAD OF COMMUNITIES  
**REPORT NO:** 121-2004

## **1.0 PURPOSE OF REPORT**

- 1.1 This report seeks approval for the City Architectural Services Officer to obtain offers, tenders, or negotiate partnerships and for the Depute Chief Executive (Support Services) in conjunction with the Head of Communities to accept these offers/tenders/partnership agreements, for Planned Maintenance up to a total cost of £7,000 as detailed in Appendix 1.

## **2.0 RECOMMENDATIONS**

It is recommended that:

- 2.1 The City Architectural Services Officer be authorised to obtain offers, tenders, or partnership agreements for the Planned Maintenance Work and
- 2.2 The Depute Chief Executive (Support Services), in conjunction with the Head of Communities, be authorised to accept the offers, tenders/partnership agreements as recommended by the City Architectural Services Officer for works to be undertaken by Dundee Contract Services and other contractors.

## **3.0 FINANCIAL IMPLICATIONS**

- 3.1 There is a balance of £1,000 within the 2003-2004 Capital Plan for planned maintenance works. The remaining £6,000 can be met from anticipated slippage within the Capital Plan.

## **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 BACKGROUND**

- 6.1 The work is essential to comply with legislation and ensure the safety of occupants and users of departmental properties. Phase 5 of these works is to be undertaken at a total cost not exceeding £7,000. It is envisaged that Dundee Contract Services will carry out the majority of these works. 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 to be undertaken by Dundee Contract Services and other contractors.

## **7.0 CONSULTATION**

- 7.1 The Chief Executive and Depute Chief Executives (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 containing confidential or exempt information) were relied on to any material extent in preparing the above report

**Stewart Murdoch**  
**Head of Communities**

**2 February 2004**

## PROPOSED PROJECTS FOR PHASE 5

Site	Project	Probable Cost
Ardler Complex	01-1083 Replacement Thermostatic Radiator Valves	£2,600
Broughty Ferry	Enquiry Desk 03-641	£2,000
Menzieshill Centre	Entrance/Reception Desk 03-685	£2,200