

DUNDEE CITY COUNCIL

REPORT TO: Social Work Committee – 16th April 2007

REPORT ON: Storage / Filing Accommodation

REPORT BY: Director of Social Work

REPORT NO: 233 - 2007

1.0 PURPOSE OF THE REPORT

1.1 Extending the capacity of the existing record storage facilities in Alexander Street

2.0 RECOMMENDATIONS

It is recommended that the Social Work Committee:-

2.1 Authorise the Director of Social Work to accept the quotation for the storage system from Randex Ltd and procure and accept, in conjunction with the City Architectural Services Officer, the ancillary building works to facilitate the system to be carried out by Dundee Contract Services.

3.0 FINANCIAL IMPLICATIONS

3.1 The Head of Finance advises that the estimated total cost of £57,500 can be met from within the Social Work revenue budget 2007/2008.

4.0 SUSTAINABILITY POLICY IMPLICATIONS

4.1 None

5.0 EQUAL OPPORTUNITIES IMPLICATIONS

5.1 None

6.0 MAIN TEXT

6.1 The Social Work office accommodation at Claverhouse was designed on the basis that a corporate storage facility would be forthcoming. Case records held in various locations throughout the City were gathered together in June 2005, when the Claverhouse office opened. These were temporarily located at the Balmerino Road offices, with a view to relocating to the corporate store. In excess of 1000 substantial packing type boxes are holding the records at Balmerino Rd. This location is unsuitable and Health and safety issues have now made it impossible for staff to access the boxes or add more files to this location. This has resulted in pockets of records gathering around the City again and staff are unable to access information. The Alexander Street storage unit currently holds financial and personnel records in open shelving and is at capacity in its current set up.

6.2 A quotation has been received from a specialist supplier, Randex Ltd, for the procurement of a storage system which will expand the capacity of the Social Work storage facility in Alexander Street, and meet the Department's immediate need for appropriate storage. Randex have a proven track record with other Local Authorities and Health Board's, both in the supply and after sales service and have specified delivery of the system within 4 weeks. The storage system will be located in the Alexander Street unit on a temporary basis until the Council's Corporate storage facility is operational, at which point the system will be disassembled and relocated within the corporate facility.

6.2 The modular mobile storage system, with a manual retrieval function is estimated to cost £42,500. In addition the ancillary works to the building are estimated to cost in the order of £15,000. These works include amendments to the intruder alarm considered necessary given the extremely confidential nature of the irreplaceable records, together with sundry general builders work and will be carried out by Dundee Contract Services under the Property maintenance and Small Works Partnership.

7.0 CONSULTATION

7.1 The Chief Executive, Depute Chief Executive (Support Services), the Depute Chief Executive (Finance) and the Director of Economic Development have been consulted in the preparation of this report.

8.0 BACKGROUND PAPERS

None.

Alan G Baird
Director of Social Work

Date: 06/04/07