

## Dundee City Council

**REPORT TO:** SOCIAL WORK COMMITTEE- 15<sup>TH</sup> SEPTEMBER, 2003

**REPORT ON:** MINOR CAPITAL and PLANNED MAINTENANCE WORKS 2003/2004  
PHASE 1

**REPORT BY:** DIRECTOR OF SOCIAL WORK

**REPORT NO:** 568-2003

### 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 Depute Chief Executive (Support Services) in conjunction with the Director of Social Work to accept these offers and tenders, for Minor Capital Works up to a total cost of £31,150.

### 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 Depute Chief Executive (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 The expenditure of £31,150 in the financial year 2003/04 is included within the current approved Financial Plan for the financial year 2003/04.

### 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 is proposed for the Department's buildings. The work is necessary to comply with legislation, ensure the safety of occupants and enhance facilities. These works are to be undertaken at a total cost not exceeding £31,150. It is envisaged that Dundee Contract Services will carry out a proportion of these works. To ensure that the repairs are carried out timeously, it is considered beneficial that the Depute Chief Executive (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 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 any containing confidential or exempt information), were relied on to any material extent in preparing the above report.

Alan G Baird  
Director of Social Work

Date:

## APPENDIX 1

### MINOR CAPITAL WORKS SOCIAL WORK DEPARTMENT 2003/04

<b>Property</b>	<b>Description of Works</b>	<b>Estimate £</b>
1. Strathcarron Place	Remove Breakfast bar in kitchen and replace with table and replace flooring in Kitchen	£900
2. Ardler CFC	Door Bells for reception and main doors	£650
3. White Top	Upgrade bathroom with Arjo Rhapsody bath	£1,800
4. White Top	Replace flooring on west side of reception and dining area	£8,300
5. Access Team Unit 7 Nethergate	Upgrade panic button system in interviews room	£1,300
6. Balmerino Road (Childrens Services Area)	Redecorate offices	£5,900
7. Community Alarm	Shared Office Accommodation remove fixed worktops replace with 3/4 ergonomic work stations	£5,000
8. Elmgrove Annexe	Install ventilation to office with fixed pyrobel window	£700
9. Elmgrove Annexe	Install new louvre blinds	£700
10.Out of Hours	Shared Office Accommodation remove fixed worktops replace with 3/4 ergonomic work stations	£5,900
		<b>£31,150</b>