

REPORT TO: SOCIAL WORK AND HEALTH COMMITTEE - 7 DECEMBER 2009

REPORT ON: MINOR CAPITAL WORKS 2009-10

REPORT BY: DIRECTOR OF SOCIAL WORK

REPORT NO: 584-2009

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 Director of Social Work to accept these offers, tenders or partnership agreements for Minor Capital Works up to a total cost of £38,000.

2.0 RECOMMENDATIONS

It is recommended that the Social Work and Health Committee:-

- 2.1 Instructs the City Architectural Services Officer to obtain offers, tenders or partnership agreements for the Minor Capital Works detailed in Appendix 1.
- 2.2 Instructs the Depute Chief Executive (Support Services), in conjunction with the Director of Social Work to accept the offers, tenders or partnership agreements as recommended by the City Architectural Services Officer for these works to be undertaken.

3.0 FINANCIAL IMPLICATIONS

- 3.1 Capital provision of £38,000 in the financial year 2009/10 is included within the current approved Capital Plan 2009-12 for property upgrades.

4.0 MAIN TEXT

- 4.1 The Director of Social Work has prioritised two projects to be funded from the department's property upgrades allocation contained within the current capital plan. The works are necessary to either meet the mobility needs of residential service users or to enable the secure storage of confidential records which the department is required to hold. Both projects are to be undertaken at a total cost not exceeding £38,000. To ensure that the works are carried out timeously, it is considered beneficial that the Depute Chief Executive (Support Services) be empowered to accept the most favourable offers, tenders or partnership agreements for these works. A summary of the works required are noted in Appendix 1 to this report.
- 4.2 Turriff House
- 4.2.1 Turriff House was subject to a major refurbishment in 2002 to meet National Care Standards in place at that time in a dementia friendly manner providing full en-suite facilities within each bedroom in the four wings of eight bedrooms. In order to offer choice to residents one en-suite bathroom was offered in each wing whilst the remaining rooms were fitted with en-suites showers. Each wing is also fitted with a communal assisted bathroom.
- 4.2.2 From 2002 the general mobility of residents has declined and the household baths fitted in the en-suite bathrooms are no longer suitable. Residents are unable to get in and out of the bath unassisted and the height of the bath is unsuitable for assisted bathing. The effect of this is that these bedrooms no longer offer suitable private facilities.
- 4.2.3 It is now proposed to convert the en-suite bathrooms to shower rooms at an estimated cost of £7,000 each, to meet the needs of the service users and to fully comply with the National Care Standards.

4.3 Corporate Store:

- 4.3.1 The Social Work Department has been working towards developing an efficient and secure central document storage and retrieval system for a number of years. There are significant retention periods legally required for different Social Work records, with fostering and adoption records having to be retained for up to 100 years.
- 4.3.3 Prior to the development of the Corporate Records store, and in recognition of the need for Social Work to safeguard a significant amount of files held in offices dispersed across the city, mobile racking storage was installed at a storage facilities rented by Social Work from the Economic Development Dept in Alexander Street in June 2007. This increased the storage capacity to three times more records than when it was initially laid out with open span shelving. This was a medium term solution to the storage problem. It also to provided a "holding area" to begin implementing a new filing system for the Department. Agreement was reached at that time that this racking would be moved to the Corporate Store to an area set aside for the Social Work Department, although it was recognised that additional equipment would be required to enable case file records to be stored in individual file formats rather than in boxes.
- 4.3.5 Disposal schedules are in place for records stored and the Records Manager is working with the E Planning project manager on the CERDMS which should address any future storage needs.
- 4.3.6 The capital works are required to enable all the current files held in Alexander Street to be transferred to the Corporate Store which will provide a safe and secure storage and retrieval facility. The facilities in Alexander Street will be vacated as a result of relocation and will be available for the City Development Department to re-let.

5.0 POLICY IMPLICATIONS

This Report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management.

There are no major issues.

6.0 CONSULTATIONS

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

7.0 BACKGROUND PAPERS

Capital plan 2009-2012.

Social Work Committee report 673-2002 Turriff House Refurbishment.

Alan G Baird
Director of Social Work

DATE: 19 November 2009

MINOR CAPITAL WORKS 2009/10

SOCIAL WORK DEPARTMENT

<i>Property</i>	<i>Description of Work</i>	<i>Need for work</i>	<i>Est. Cost (£'000)</i>
Turiff House - Residential Home for Older People	Convert ensuite bathrooms to shower rooms	Bathrooms do not meet the mobility needs of residents.	28
Corporate Store	Purchase of storage equipment	To accommodate documents within the Council Corporate store, which need to be stored securely for long term retention periods.	10
Total			38