

ITEM No ...5.....

REPORT TO: POLICY AND RESOURCES COMMITTEE - 13 MARCH 2017

REPORT ON: RATIONALISATION OF OFFICE ACCOMMODATION

REPORT BY: EXECUTIVE DIRECTOR OF CORPORATE SERVICES

REPORT NO: 103-2017

1.0 PURPOSE OF REPORT

1.1 To seek the Committee's authority to award the works outlined below to Dundee Construction Services to allow this initial phase of works to be completed before the commencement of annual school refurbishment programme in July and August.

2.0 RECOMMENDATION

2.1 It is recommended that the Committee agree to award the works outlined below to Dundee Construction Services, subject to agreed maximum price of £325,000, including allowances for contingencies, professional fees, furniture and equipment and other ancillary costs.

3.0 FINANCIAL IMPLICATIONS

3.1 The capital cost of carrying out the works outlined below is estimated to come within a maximum cost of £325,000, including allowance for contingencies, professional fees, furniture and equipment and other ancillary costs.

3.2 The final cost will be reported to the City Development Committee following the completion of the works.

3.3 The costs will be met from the Property Rationalisation budget included in the Capital Plan 2017 - 2022.

4.0 MAIN TEXT

4.1 Reference is made to Article II of the minute of the Policy and Resources Committee of 25 February 2016, which approved the closure of a number of Council Property Assets, with a view to making an estimated £678,000 of revenue savings.

4.2 Provision is included in the Capital Plan 2017 – 2022 under the heading "Property Rationalisation" for expenditure on refitting, upgrading or refurbishing key office accommodation to facilitate the relocation of staff and service provision and the subsequent disposal or reuse of the closed facilities.

4.3 The overall programme is still under development with the main focus of works anticipated to be at Dundee House, City Square and Rockwell. It is intended to submit separate reports covering City Square East Wing, City Square West Wing and Rockwell later in the year.

4.4 However to give Dundee Construction Services time to complete the critical initial phase of works before the commencement of the school refurbishment programme in July and August, authority is sought to award the initial works to Dundee Construction Services based on an agreed maximum price with the proviso that the actual final costs will be subsequently reported to the City Development Committee.

- 4.5 The bulk of the works will be in Dundee House, including fitting out floor 1 for the IT Department, and reconfiguring floor 2 for the Children & Families Service Senior Management Team and for Dundee Health & Social Care Partnership and floors 3 & 4 for the Corporate Services Division. The estimated costs also include allowances for the decant of the IT Department and Dundee Health & Social Care Partnership from Downfield House and Claverhouse respectively to Dundee House.
- 4.6 In addition, provision has been included for fitting out floor 1 at 11 – 12 Castle Street and the decant of PAM, the Council's occupational health contractor, who currently occupy accommodation on floors 2 & 3 at 5 City Square. Allowances have also been included to accommodate and decant services currently located at Dryburgh Resource Centre.
- 4.7 The carrying out of the above works will allow Downfield House, Dryburgh Resource Centre and Claverhouse Social Work offices in Jack Martin Way to be closed with subsequent disposal or reuse of the facilities.

5 POLICY IMPLICATIONS

- 5.1 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 CONSULTATIONS

- 6.1 The Chief Executive and the Head of Democratic and Legal Services have been consulted during the compilation of this report.

7 BACKGROUND PAPERS

- 7.1 None.

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Executive Director of Corporate Services

01 March 2017