

CABINET

30 JULY 2001

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**TOWN HALL - PROGRAMME 2001/2002**

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**Report of the Town Clerk & Director of Corporate Resources**

**1 PURPOSE OF THE REPORT**

- 1.1 The main purpose of this report is to seek Members' approval to the inclusion of the improvement and refurbishment works in the Town Hall programme for 2001/2002 as set out in the Summary (2 below) and Appendix 2. Appendix 1 shows the milestones and programme for the scheme.
- 1.2 The report also requests various approvals to enable the programmed works to proceed.
- 1.3 This report also gives a brief resumé in Appendix 3 of the improvement and refurbishment works already completed and in progress from this three year programme budget.

**2 SUMMARY**

- 2.1 For the past two financial years a programme of improvement and refurbishment has been taking place at the Town Hall to improve circulation for disabled people and to optimise the use of available accommodation. This information is given in Appendix 3.
- 2.2 For the next phase of the Town Hall programme it is proposed to continue this improvement and refurbishment work with a blend of work to services, disabled persons' circulation within the Town Hall and accommodation. The works proposed are:-
  - (a) To undertake a survey of the effectiveness and efficiency of the heating system and, if necessary, to undertake works not exceeding £30,000 to improve the system.
  - (b) To construct a disabled persons' toilet on the second floor at an estimated cost of £20,000.
  - (c) Refurbishment of former Court Room No 2 to form a large meeting or banqueting room at an estimated cost of £30,000.

- (d) Provision of electronic locks to the Tea Room and Ante-Room to the Council Chamber and to the Council Chamber itself at an estimated cost of £3,000.
- (e) To seek authority for the release of a further £30,000 to be spent on works to be agreed separately with the Leader in consultation with the Town Clerk.

There are also internal fees of £17,000 in respect of the work.

### **3 RECOMMENDATIONS**

3.1 The Cabinet is recommended to:-

- (a) Approve the works set out in 2.2(a), (b), (c), (d) and (e).
- (b) Authorise the Director of Environment, Development & Commercial Services to seek all necessary consents, to tender the work and to order the works.
- (c) Authorise the Town Clerk & Director of Corporate Resources to accept a tender, subject to appropriate consultation.
- (d) Authorise the Town Clerk's Head of Legal Services to enter into a contract with the successful tenderer.

### **4 FINANCIAL AND LEGAL IMPLICATIONS**

- 4.1 Sums of £54,000 and £207,000 exist in the Capital Programme 2001/02 for the "before 2001/02" and 2001/02 years respectively. This project appears as Scheme 119 on page 18 of the Capital Programme 2001/2002 book. There was only £36,000 spent before 2001/02 and £138,000 will be spent in 2001/02, giving slippage of £95,000 into 2002/03. Whilst this in total is beyond the budget allocation there are likely to be savings on another scheme (Town Hall Lift - Bowling Green Street - Scheme 118 - page 18) which may be used to finance this slight overspend.
- 4.2 The Head of Legal Services has been consulted and further consultations will ensue to ensure compliance with internal and external procurement rules.

### **5 REPORT AUTHOR/OFFICER TO CONTACT**

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## SUPPORTING INFORMATION

### 1 REPORT

- 1.1 Following improvement and improvement works in previous years (Appendix 3), it is now proposed to undertake the works set out in 1.2 which are set out in further detail in Appendix 2.
- 1.2
- (a) Undertaking of a survey of the effectiveness and efficiency of the heating system and, if necessary, to undertake works not exceeding £30,000 to improve the system.
  - (b) To construct a disabled persons' toilet on the second floor at an estimated cost of £20,000.
  - (c) Refurbishment of former Court Room No 2 to form a large meeting or banqueting room at an estimated cost of £30,000.
  - (d) Provision of electronic locks to the Tea Room and Ante-Room to the Council Chamber and to the Council Chamber itself at an estimated cost of £3,000.
  - (e) To agree separately with the Cabinet Lead further works releasing £30,000 being the remainder of the budget.
  - (f) Internal fees of £17,000 in respect of the work.
- 1.3 Appendix 1 gives the milestones and programme for this project.
- 1.4 There are a number of possible further improvements which, it is proposed will be prioritised by the Town Clerk in consultation with the Cabinet Lead. This is in order to ensure the budget is expended within the current financial year, without having to seek corporate authority later.

## 2 CONSULTATION

- 2.1 Consultation regarding this report has taken place with the Building Conservation Surveyor in the Commercial Services Department to establish the design concepts and estimated costs of the programme. Detailed discussions will take place with the Disabled Persons' Access Officer and other officers as appropriate in order that all appropriate design criteria are dealt with.

## 3 FINANCIAL, LEGAL AND OTHER IMPLICATIONS

### 3.1 Financial Implications

Sums of £54,000 and £207,000 exist in the Capital Programme 2001/02 for "the before 2001/02" and 2001/02 years respectively. This project appears as Scheme 119 on page 18 of the Capital Programme 2001/2002 book.

There was only £36,000 spent before 2001/02 and £138,000 will be spent in 2001/02, giving slippage of £95,000 into 2002/03. Whilst this in total is beyond the budget allocation, there are likely to be savings on another scheme (Town Hall Lift - Bowling Green Street - Scheme 118 - page 18) which may be used to finance this light overspend.

### 3.2 Legal Implications

The Head of Legal Services has been consulted and further consultations will ensue to ensure compliance with internal and external procurement rules.

### 3.3 Other Implications

<b>Other Implications</b>	<b>Yes/No</b>	<b>Paragraph References within this Report</b>
Equal Opportunities	Yes	This report details works in 1.2(b), and partly in (c), aimed at removing the barriers society puts in the way of disabled people.
Policy	No	
Sustainability and Environmental	Yes	All works will be undertaken in compliance with EMAS and 1.2(a) is to improve the environmental impact of heating the Town Hall.
Crime and Disorder	Yes	1.2(d) is to ensure security whilst maintaining fire evacuation from the premises.
Human Rights Act	Yes	This report details works in 1.2(b), and partly in (c), aimed at allowing all people satisfactory and adequate access to facilities and services.

#### **4 BACKGROUND PAPERS – LOCAL GOVERNMENT ACT 1972**

5.1 Capital Programme Budget Book 2001/2002.

**TOWN HALL IMPROVEMENTS & PROGRAMME -  
MILESTONES**

**(A) HEATING IMPROVEMENTS**

<b>MILESTONE</b>	<b>START</b>	<b>FINISH</b>	<b>EXPENDITURE</b>
Cabinet Approval	July 2001	-----	-----
Condition Survey	July 2001	July 2001	1,000
Feasibility Study	August 2001	October 2001	1,000
Design	October 2001	November 2001	-----
Tendering	December 2001	January 2002	-----
Installation	February 2002	March 2002	7,000
Completion and Financial Account	-----	March 2002	21,000

**(B) FURTHER IMPROVEMENTS**

Consisting of Disabled Persons' Toilet	20,000
Refurbishment of Courtroom 2	30,000
Electronic Locks to Team Room/Ante Room	3,000
Fees	17,000
Additional improvements to be agreed with Cabinet Lead	30,000
	<u>100,000</u>

<b>MILESTONE</b>	<b>START</b>	<b>FINISH</b>	<b>WORKS</b>	<b>EXPENDITURE</b>
Cabinet Approval	July 2001			
Effective Order	July 2001			
Feasibility Study	July 2001	July 2001	-----	2,000
Design and Prep for LBC	July 2001	Nov 2001	-----	4,000
Listed Building Consent	Nov 2001	April 2002	-----	-----
Working Drawings and Tendering	Nov 2001	April 2002	-----	6,500
Works on site	May 2002	Dec 2002		3,750
Invoices		Jan 2003	83,000	750
			<u>83,000</u>	<u>17,000</u>

**DETAILS OF WORKS PROPOSED**

- (a) **Heating System**
- ❖ Survey of effectiveness and efficiency of the heating system.
  - ❖ If necessary, works not exceeding £30,000 to improve the system.
- (b) **Disabled Persons' Toilets**
- ❖ Disabled persons' toilet provision on second floor estimated at £20,000.
  - ❖ This facility will supplement disabled persons' toilet on the ground and first floors and a proposed ambulant disabled persons' toilet in the third floor Bowling Green Street wing.
  - ❖ The provision of disabled persons' toilets throughout the building allows greater flexibility for the future use of the Town Hall by staff and visitors.
- (c) **Refurbishment of Former Courtroom No 2**
- ❖ Refurbishment of former Courtroom No 2 to provide a large meeting or banqueting room at an estimated cost of £30,000.
  - ❖ With the former Courtroom No 3 being largely used by Electoral Registration and other large meeting rooms having been taken out of use in order to accommodate incoming staff there are now only Committee Rooms 1, 2 and 4; Council Chamber, Rooms 18 & 20 and Members' Tea Room with Courtrooms 1 & 2 available for meetings.
  - ❖ Courtroom No 1, being a fine example of a Victorian Court, is useful for H.M. Coroner's Court purposes and for filming purposes. Courtroom No 2 is a poor example and is little used.
  - ❖ The proposal would involve levelling the room retaining any panelled walls and providing appropriate lighting and carpets.
- (d) **Electronic Locks**
- ❖ Provision of electronic locks to doors to Members' Tea Room, Council Chamber and Ante-Room.
  - ❖ The fire risk assessment of the Town Hall requires the unlocking of doors giving access to these areas at 6.00 am Monday to Friday to allow safe evacuation in the case of fire from the Lord Mayor's Parlour and the adjoining toilets.
  - ❖ This procedure suffers from the possibility of human error in forgetting to unlock the doors.
  - ❖ The provision of discreet electronic locks would allow these areas to remain locked but on actuation of the fire alarm to fail safe in the open position to allow access and exit through these rooms. This is a system in use in several other City Council buildings with Fire Brigade approval. The doors must be locked overnight to meet insurance requirements.

**BRIEF RESUMÉ OF IMPROVEMENT AND REFURBISHMENT  
WORKS COMPLETED AND IN PROGRESS FROM THIS  
THREE YEAR PROGRAMME BUDGET**

- ❖ Refurbishment of second floor to allow parts of Social Services and Arts & Leisure Departments to occupy. **COMPLETED.**
- ❖ Refurbishment and repainting of Town Hall Square Fountain. **COMPLETED.**
- ❖ Refurbishment of third floor accommodation in Bowling Green Street wing to bring this derelict accommodation up to office accommodation standards.

The following works have also been undertaken from other Town Hall capital programme budgets.

- ❖ Provision of new lift at the front of the building to serve all floors except the third. **COMPLETED.**
- ❖ Removal of old lift at the front of the building. **COMPLETED.**
- ❖ Provision of new lift in existing shaft at the rear (Bowling Green Street wing) to serve all floors.