

Report To:	Environment & Regeneration Committee	Date:	31 October 2013
Report By:	Acting Corporate Director Environment, Regeneration & Resources	Report No:	R/13/308/AP/AG
Contact Officer:	Andrew Gerrard	Contact No :	01475 712456
Subject:	Office and Depot Rationalisation Programme - Update		

1.0 PURPOSE

- 1.1 The purpose of this report is to update the Committee on progress on the Office and Depot Rationalisation Programme.

2.0 SUMMARY

- 2.1 The Regeneration Committee, at its meeting of 21 September 2010, approved proposals for the rationalisation of the Council's Office Accommodation. An update was provided to the Environment and Regeneration Committee at its meeting of 25 October 2012.
- 2.2 This report details the progress on the projects within the programme and provides an update on the AMP funding model.

3.0 RECOMMENDATION

- 3.1 It is recommended that the Committee note the content of this report.

Andrew Gerrard
Head of Property Assets and Facilities Management

4.0 OFFICE RATIONALISATION PROJECTS

4.1 Central Library Offices

This building will provide accommodation for CHCP Staff and will act as the Headquarters for the CHCP, with other staff being based in Crown House, Cathcart Centre and the Port Glasgow Hub office. The project commenced on site in August and is due to complete in August 2014 and this will allow the vacation of Kirn House, Dalrymple House and the leased premises at 99 Dalrymple Street. Detailed layouts are attached as Appendix 1.

The building requires a more appropriate name and Corporate Communications are currently undertaking consultation to identify suitable names which will be brought back to Committee for a final decision.

4.2 Wallace Place

This building will house the Central Library on the Ground Floor, with offices on the first Floor for Education Services, Inclusive Education, Culture & Corporate Policy and Environmental & Commercial Services. Environmental & Commercial Services will also have offices at the Ingleston Municipal Recycling Facility. The Project, which is being managed under the Business Premises Renovation Allowance (BPRA) Scheme commenced on site in August and is due to complete in June 2014. This will allow the Education HQ building to be vacated for refurbishment. Detailed Layouts are attached as appendix 2.

4.3 Port Glasgow Hub Office

This building (the former Peacocks Store) will house CHCP staff on the ground floor and a Corporate Training Centre on the first floor. This will incorporate the current CHCP Training Facility in Gourrock Municipal Buildings. There will also be a Customer Centre desk for general customer enquiries. The project, which is being managed under the Business Premises Renovation Allowance (BPRA) Scheme commenced on site in August and is due to complete in June 2014. This will allow vacation of the Newark House Office and Gourrock Municipal Buildings. Detailed Layouts are attached as appendix 3.

4.4 Greenock Municipal Buildings

Greenock Municipal Buildings is the Main Council Office and much work has been carried out which has established the new Customer Centre, refurbished offices on the second floor to allow Planning to relocate from Cathcart House and the refurbishment of the former Banking Hall to provide offices for Revenues and Benefits and enable the reorganisation of Finance Service offices. The final phase of major alterations is to redevelop the former District Court offices which are currently derelict and refurbish the District Court itself to provide a marriage suite. This work is currently at an early stage of design and is planned to be on site late summer 2014. This will provide offices for Property Services who are currently based in the former Strone Social Work Office. Proposals will be finalised following discussions with Historic Scotland and a more detailed report will be submitted to a future meeting of the Committee. There is still funding within the current programme to carry out the District Court and District Court Offices refurbishment however this will take up the remaining budget. While this will complete the office rationalisation work, Greenock Municipal Buildings is still in need of significant major maintenance works, most notably an extensive programme of replacement windows, replacement of the carriageway canopy roof and work to other roofs. The full extent of works will be established by the condition survey to be carried out as part of the 2014 Asset Management Plan.

4.5 Pottery Street Depot

The redevelopment of the Pottery Street/East Hamilton Street Depot is a complex multi phase project. When completed it will provide a modern single site multi function depot for Environmental and Commercial Services. All operational functions will be delivered from here except for recycled waste at Ingleston and Grounds Services/Civic Amenity for the Gourrock Area which will be delivered from Kirn Drive. Because of the need to keep the depot fully operational and the need to complete elements of work before others can commence it will take a number of years to complete. The Phases are as follows:

- Phase 1 Salt Barn – completed 2012;
- Phase 2 Civic Amenity Site – Tenders returned – completion April 2014;

- Phase 2a Demolition of Nissen Huts and temporary Car parking – Tenders received- completion January 2014;
- Phase 3 New Vehicle Maintenance Building and roads infrastructure. Design progressing, Planning Permission Granted. Anticipated on site March 2014 with completion February 2015;
- Phase 4 Car Parking and sundry facilities – timing to be decided dependent on operational requirements;
- Phase 5 Refurbishment of Main depot building and waste handling facility. Commence on site March 2015 complete December 2015; and
- Phase 6 Refurbishment of Office/workshop for BSU commence on site January 2016 to be complete March 2016 .

An overall layout of the site showing the phasing is attached as appendix 4.

4.6 Kirn Drive Depot

This project will resolve the current poor access/egress arrangements for the Civic Amenity site and provide a modernised depot for Grounds Services. Design has been delayed because of pressure on resources and the need to redesign to suit revised client requirements following the loss of the RCH Grounds maintenance contract. Based on this it is expected that work will commence on site in August 2014 and be completed by March 2015 however officers are looking at the possibility of accelerating these works and Committee will be provided with an update at the next meeting.

5.0 IMPLICATIONS

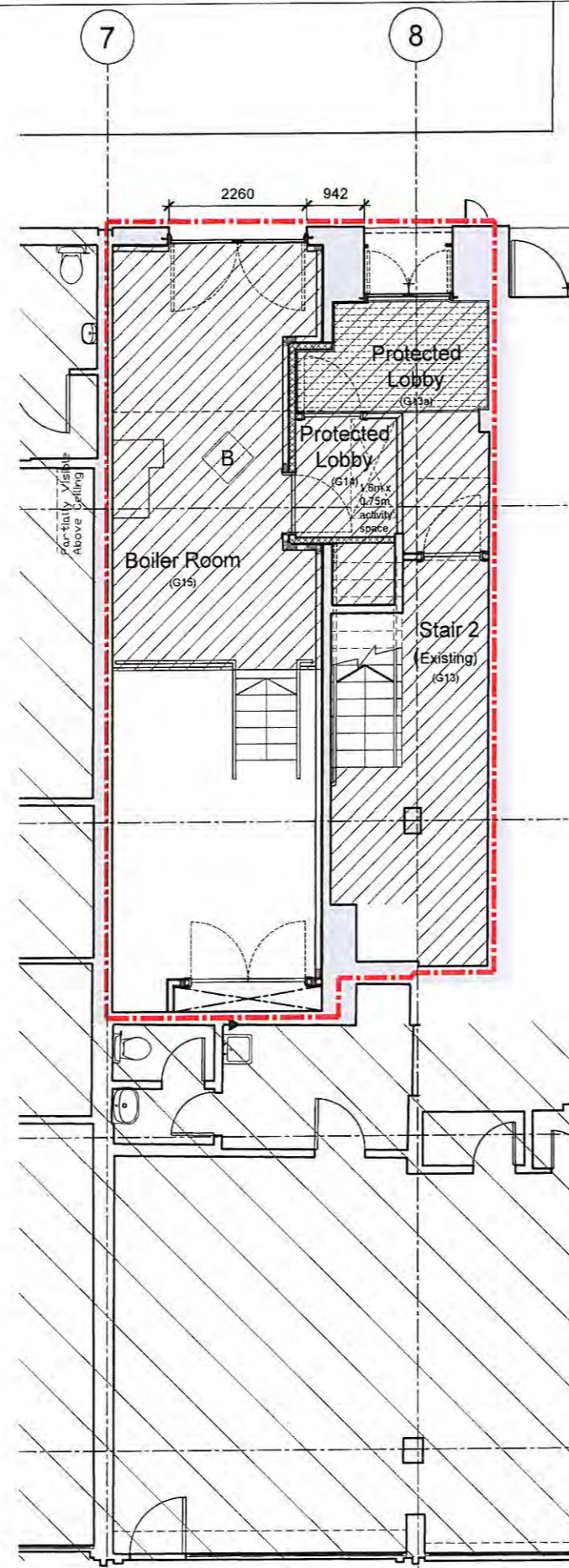
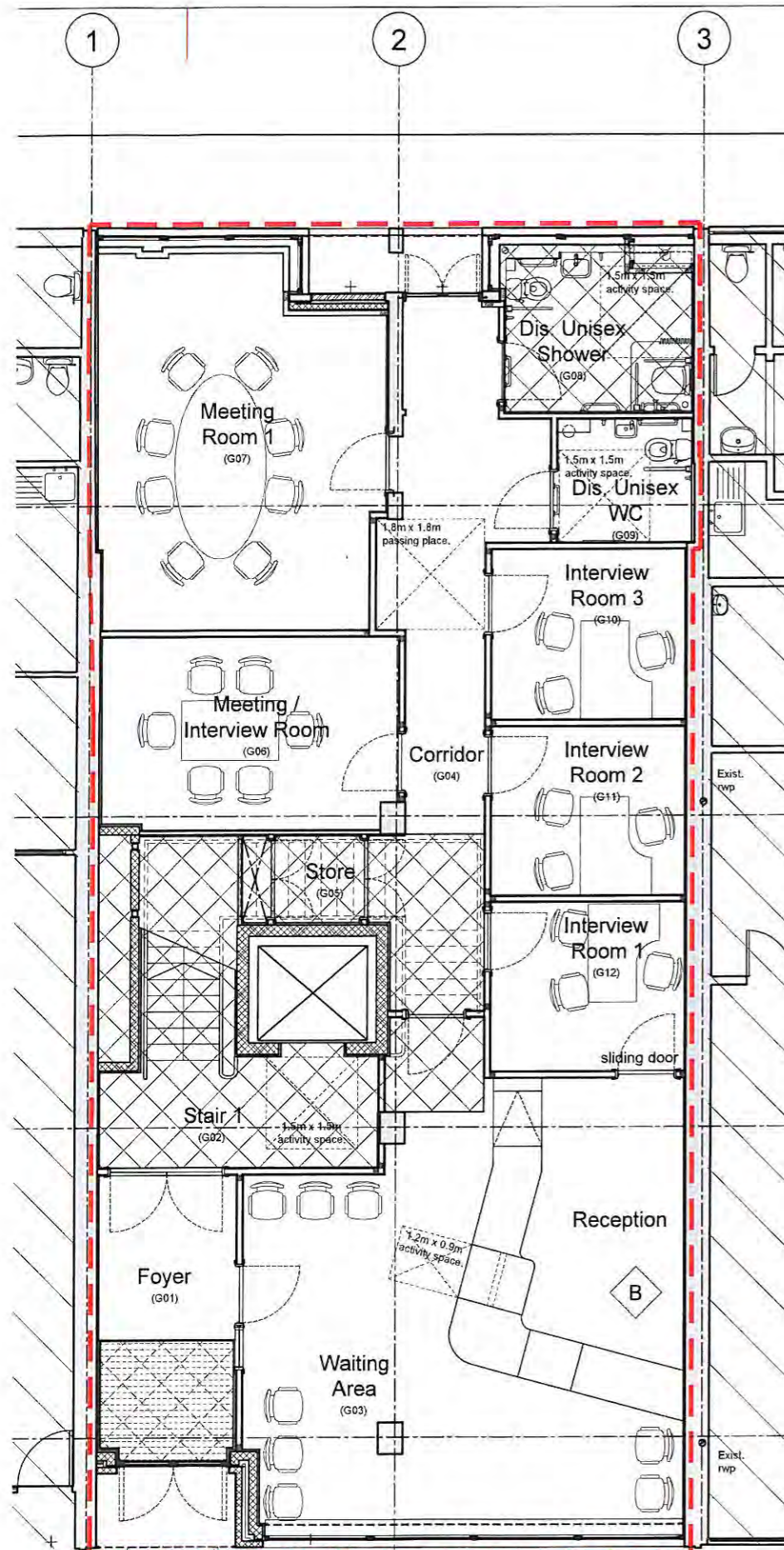
- 5.1 The cost implications of the Offices and Depots Refurbishment programme are contained within the Asset Management Planning Funding Model which is attached as Appendix 5.

6.0 CONSULTATION

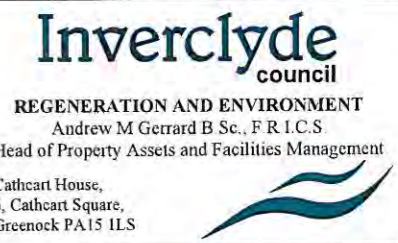
- 6.1 The Head of Finance has been consulted and is in agreement with the proposals and advises that based on the proposals within this paper the model remains affordable.
- 6.2 As there are no HR considerations the Head of Organisational Development, HR and Communications has not been consulted.
- 6.3 As there are no Legal implications the Head of Legal and Democratic Services has not been consulted.

7.0 BACKGROUND PAPERS

- 7.1 None.



Ground Floor
FF & E Layout
6 Workstations / Reception
Occupant capacity = 51



Client:
Social Work & CHC Partnership

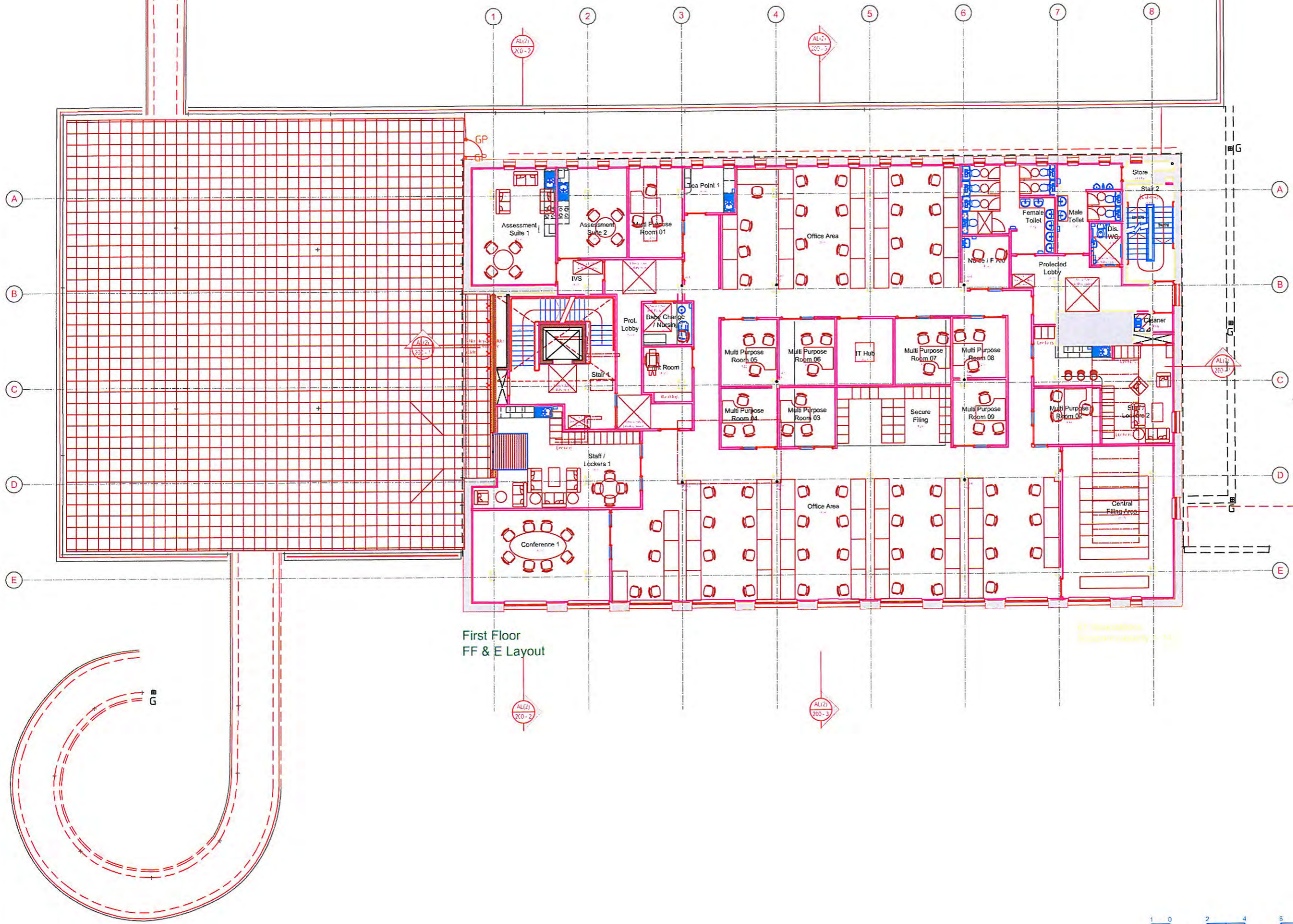
Project:
Conversion to Offices
Greenock Central Library
Clyde Square, Greenock

Project No: 10 - 079	Rev:
Dwg No: AL(72)201	

Drawing Title:
Ground Floor
FF & E Layout

Status:
CONTRACT ISSUE

Drawn: RT	Date: 28/05/12
Checked: JK	A3 Scale: 1:100



First Floor
FF & E Layout



Rev	Description	By	Date

Inverclyde
council

REGENERATION AND ENVIRONMENT
Andrew M Gerrard B.Sc., F.R.I.C.S.
Head of Property Assets and Facilities Management
Cathcart House,
6, Cathcart Square,
Greenock PA15 1LS

Client:
Social Work & CHC Partnership

Project:
Conversion to Offices
Greenock Central Library
Clyde Square, Greenock

Project No:
10 - 079

Dwg No:
AL(72)202

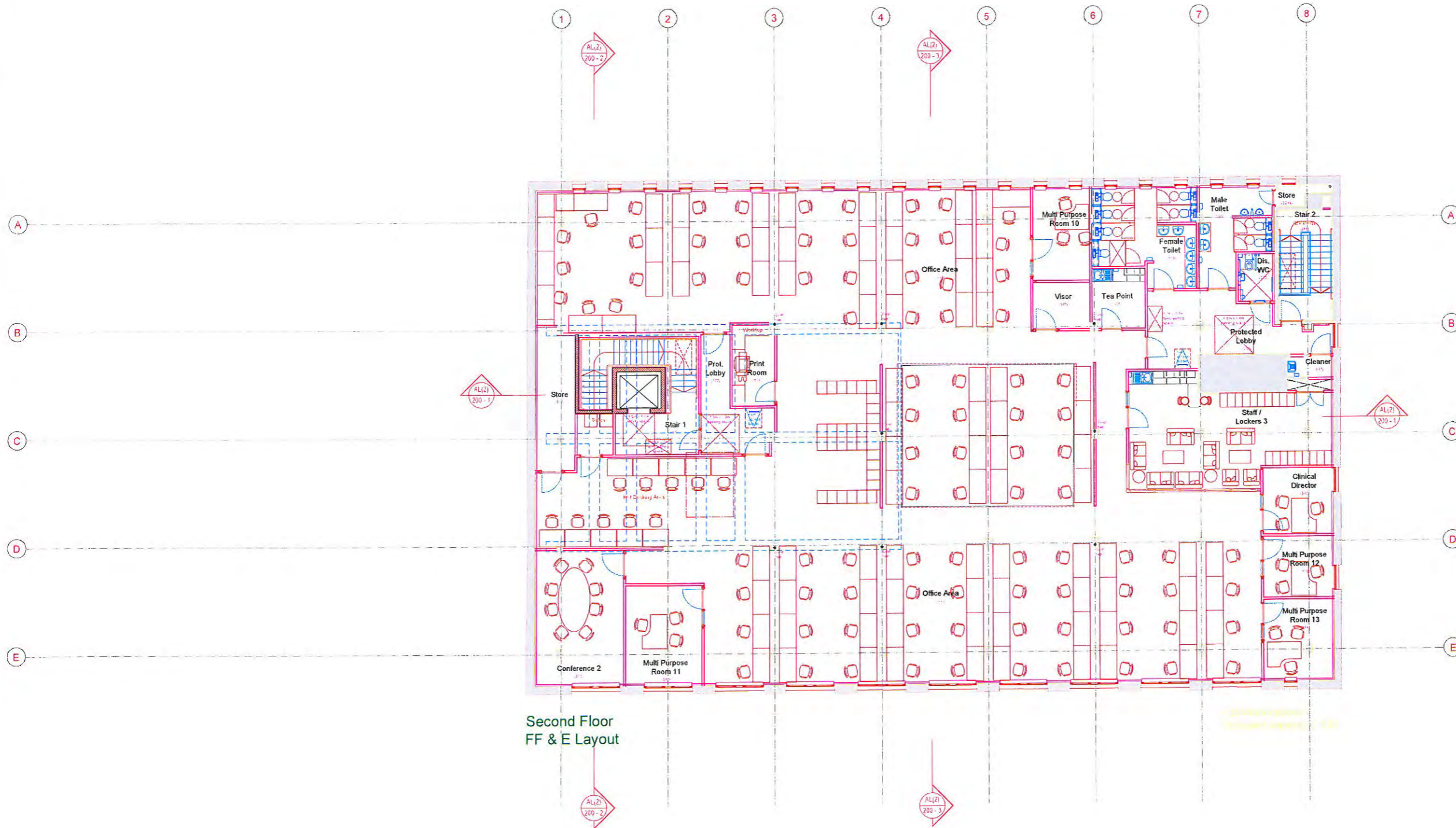
Rev:

Drawing Title:
First Floor
FF & E Layout

Status:
CONTRACT ISSUE

Drawn: RT Date: 25/05/12

Checked: JK A1 Scale: 1:100




Second Floor
FF & E Layout

Rev	Description	By	Date

Inverclyde
council

REGENERATION AND ENVIRONMENT
Andrew M Gerrard B.Sc., F.R.I.C.S.
Head of Property Assets and Facilities Management

Cathcart House
6, Cathcart Square,
Greenock PA15 1LS



Client:
Social Work & CHC Partnership

Project:
Conversion to Offices
Greenock Central Library
Clyde Square, Greenock

Project No:
10 - 079

Dwg No: AL(72)203 **Rev:**

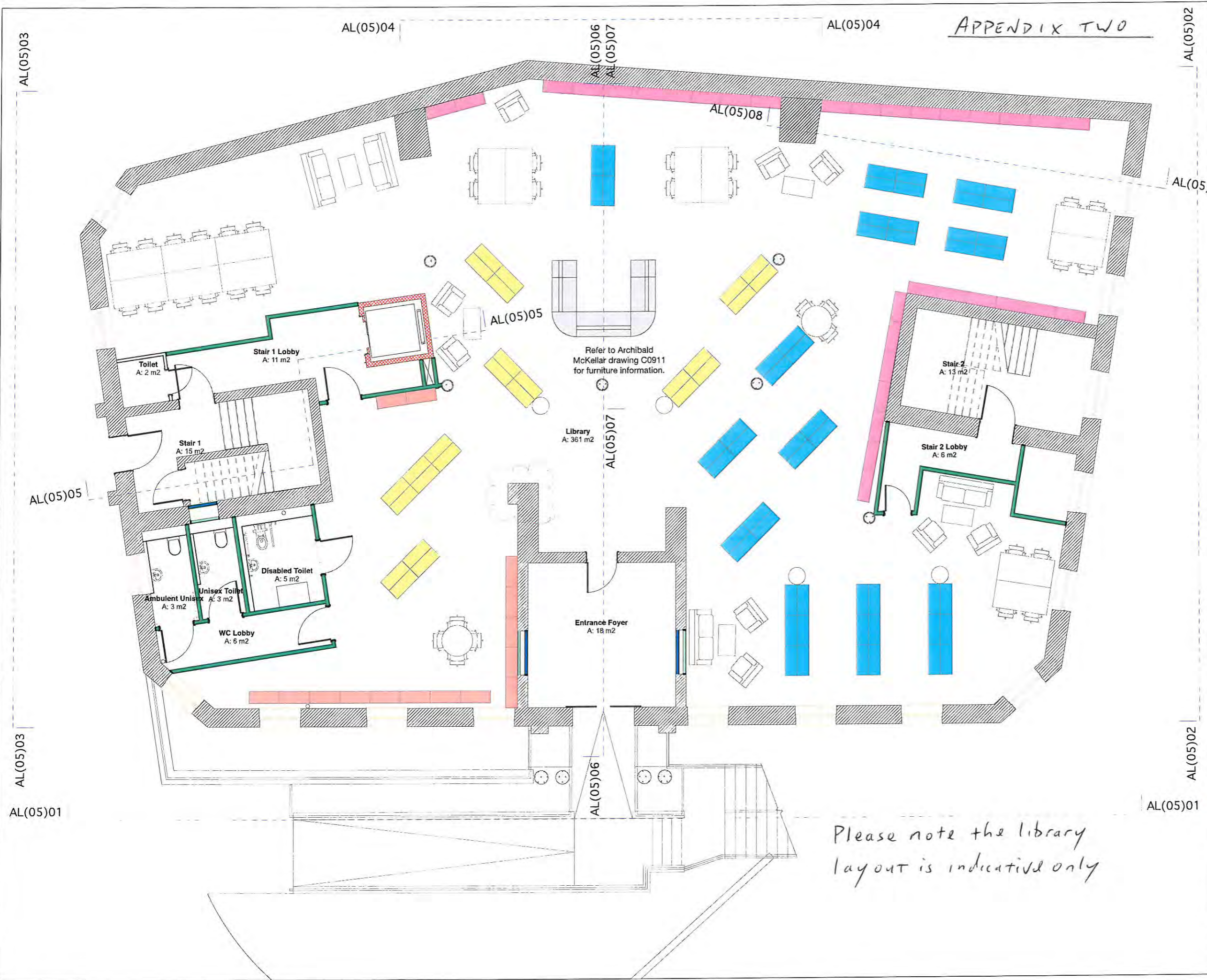
Drawing Title:
Second Floor
FF & E Layout

Status:
CONTRACT ISSUE

Drawn: RT **Date:** 28/05/12

Checked: JK **A1 Scale:** 1:100

APPENDIX TWO



Refer to Archibald McKellar drawing C0911 for furniture information.

Please note the library layout is indicative only

Revision	Date
A	04/12/12
BILLING INFORMATION ISSUE	
B	09/03/12
TENDER ISSUE	
C	14/01/13
D	04/03/13
BUILDING WARRANT ISSUE	
CONSTRUCTION ISSUE	
E	04/10/13

<p>1. Existing 'hib' shown on wall to lhs of secondary entrance door across from wc accommodation 2. Door & Window Rais temporarily removed. 3. Wall construction notes removed</p>	
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Inverclyde council

Wallace Place Refurbishment

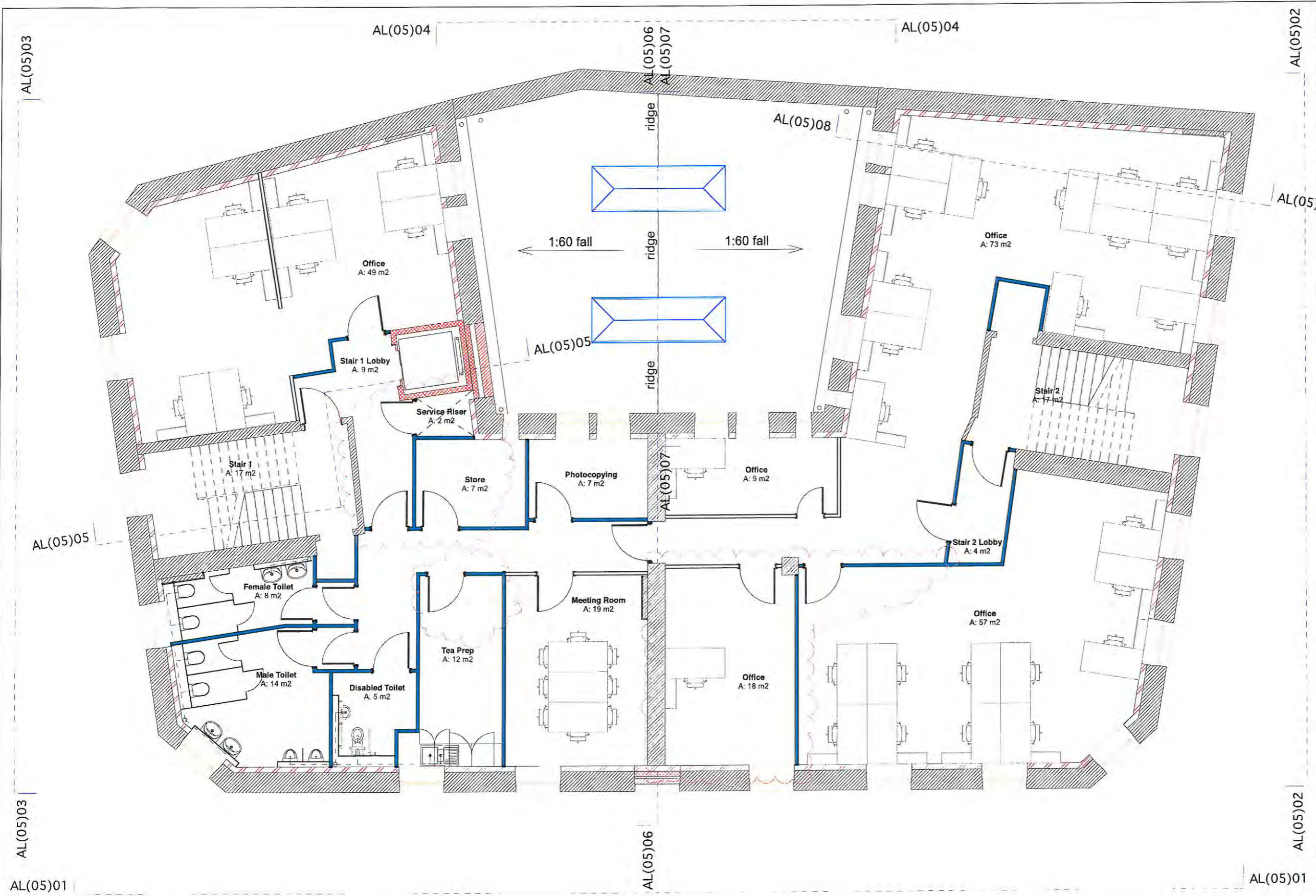
General Arrangement - Proposed Ground Floor Plan

bmj architects

- Glasgow**
 2 Central Quay
 89 Hydepark Street Glasgow G3 8BW
 Tel: 0141 271 3200 Fax: 0141 271 3201
 e-mail: glasgow@bmjarchitects.co.uk
- London**
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 Tel: 020 7833 9974 Fax: 020 7833 8255
 e-mail: london@bmjarchitects.co.uk
- Belfast**
 3 Weavers Court Business Park Linfield Road BT12 5GH
 Tel: 02890 224024 Fax: 02890 224010
 e-mail: belfast@bmjarchitects.co.uk

Scale	1:50 @ A1	Job No	Dwg No	Rev
Date	02/11/12	2919	AL(00)02	E
Drawn	ASM			
Checked	CEB			

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Revision	Date
A	GA's revised. Doors revised to be in with buildwork plans.
BILLING INFORMATION ISSUE	
4/12/12	
TENDER ISSUE	
09/03/12	
B	Work station numbers reduce to comply with 2.3.2. New partition and doorset added to plan.
14/01/13	
CONSTRUCTION ISSUE	
09/01/12	
C	1. Stair 1 Lobby reconfigured, new service riser incorporated and adjacent Store adjusted to suit. 2. Previous service riser adjacent to Tea Room closed and Tea Room layout updated. 3. Office formed and open plan area adjacent (below) to Stair 2 Lobby partitioned off. 4. Door & Window Frames temporarily removed. 5. Wall construction notes removed.
27/09/13	

Wallace Place Refurbishment	
General Arrangement - Proposed First Floor Plan	

Inverclyde council

Wallace Place Refurbishment

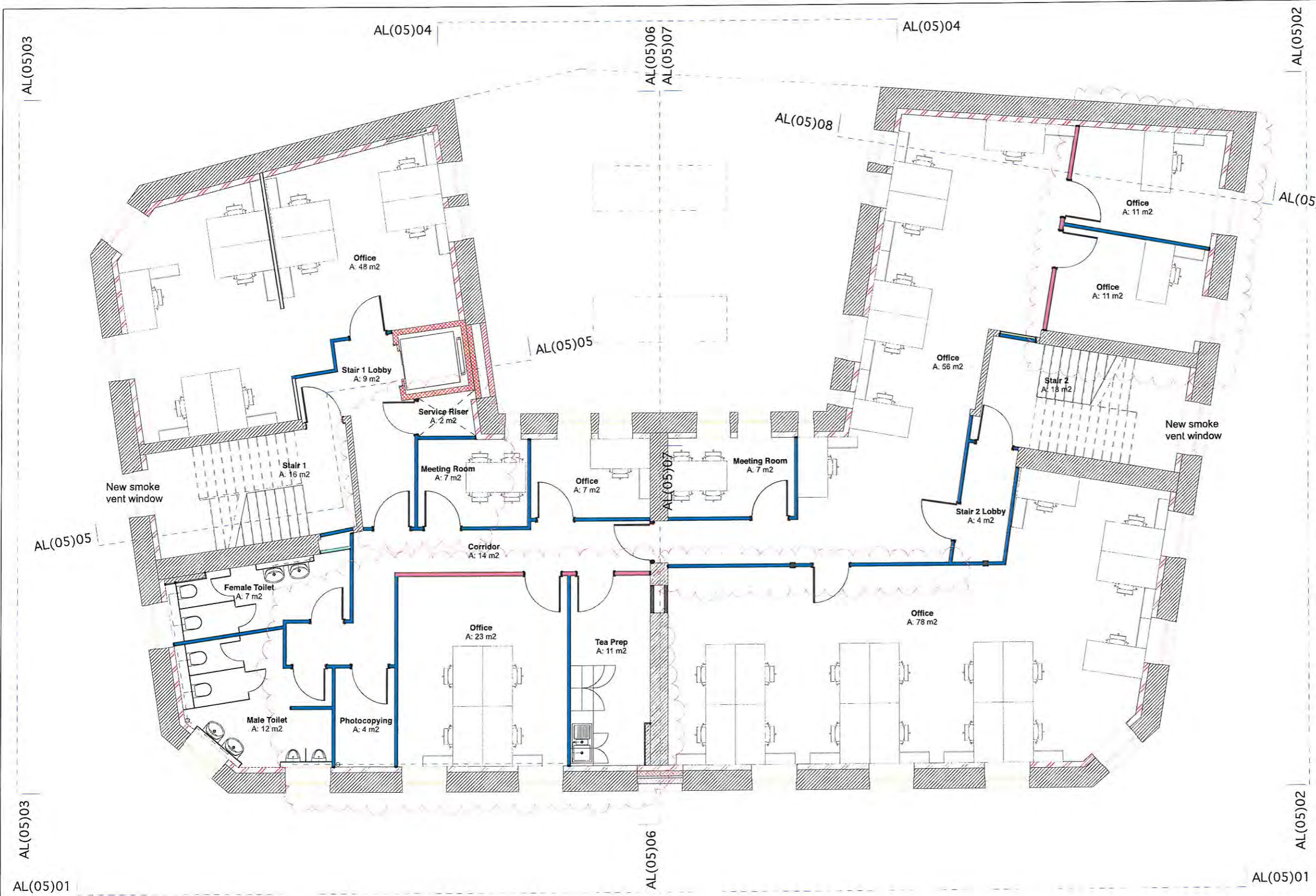
General Arrangement - Proposed First Floor Plan

bmj architects

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Tel: 02890 224024 Fax: 02890 224010
e-mail: belfast@bmjarchitects.co.uk

Scale	1:50 @ A1	Job No	Dwg No	Rev
Date	02/11/12	2919	AL(00)03	C
Drawn	ASM			
Checked	CEB			

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Revision	Date
A	04/12/12
BILLING INFORMATION ISSUE	
4/12/12	
TENDER ISSUE	
09/03/12	
B	14/01/13
CONSTRUCTION ISSUE	
09/07/12	
C	27/09/13

<p>1. Stair 1 Lobby reconfigured, new service riser incorporated and adjacent Meeting Room adjusted to suit.</p> <p>2. Area adjacent to and including the Toilets reconfigured - Correns Room and Print Room deleted, Tea Prep moved, new Office & Photocopying Room formed.</p> <p>3. Open plan area adjacent (below) to Stair 2 Lobby partitioned off.</p> <p>4. 2no new Offices formed adjacent to (above) Stair 2.</p> <p>5. Door & Window Refs temporarily removed.</p> <p>6. Wall construction notes removed.</p>	
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Inverclyde
council

Wallace Place Refurbishment

General Arrangement -
Proposed Second Floor Plan

bmj architects

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Date	02/11/12	Drawn	ASM	Checked	CEB	© COPYRIGHT	

AL(05)03

AL(05)04

AL(05)06
AL(05)07

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AL(05)05

AL(05)05

AL(05)03

AL(05)06

AL(05)02

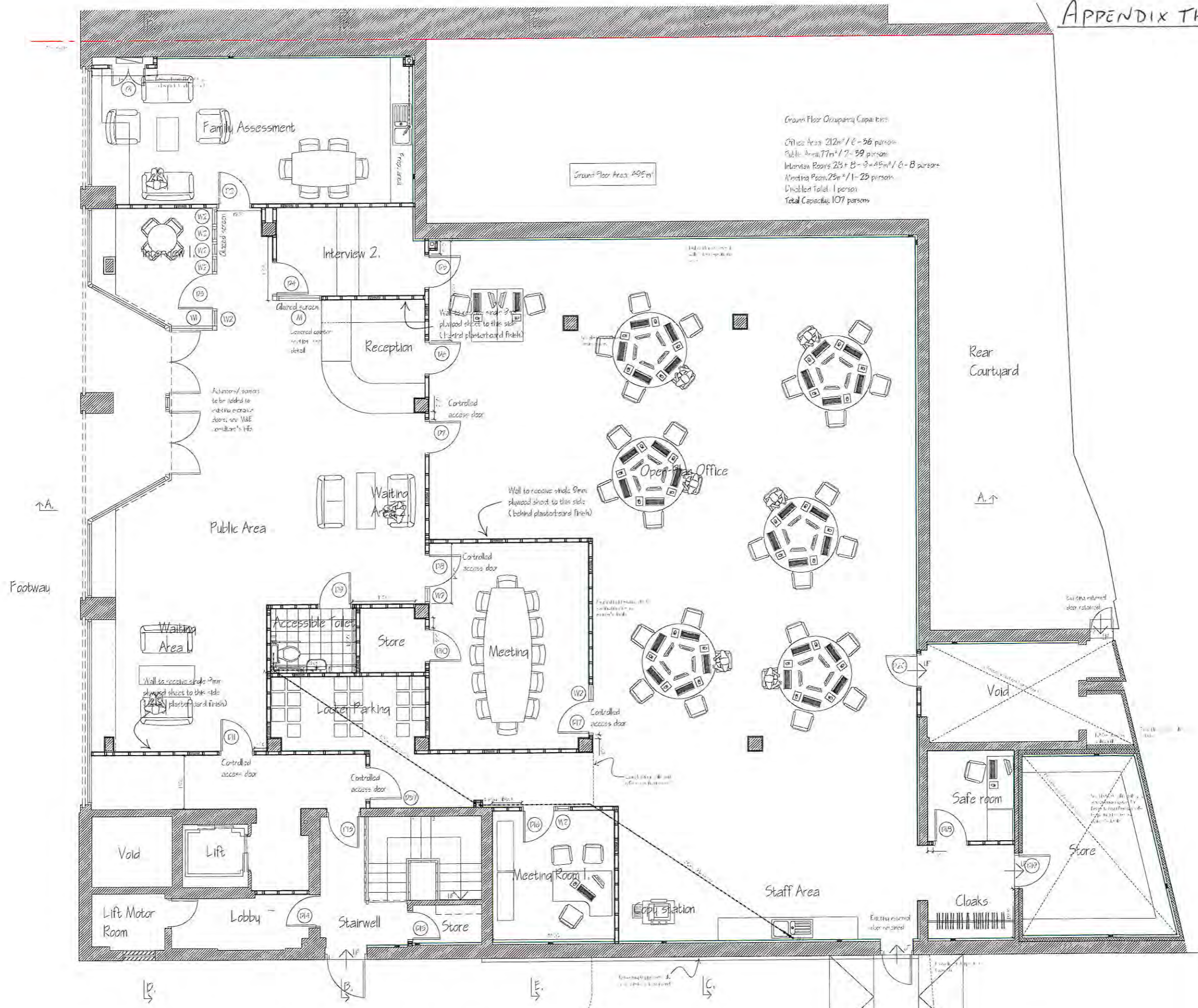
AL(05)01

AL(05)01

NOTES

1. All work to be done in accordance with the Building Regulations 2010.
2. All work to be done in accordance with the Scottish Building Standards.
3. All work to be done in accordance with the Scottish Building Standards.
4. All work to be done in accordance with the Scottish Building Standards.
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10. All work to be done in accordance with the Scottish Building Standards.

Princes Street



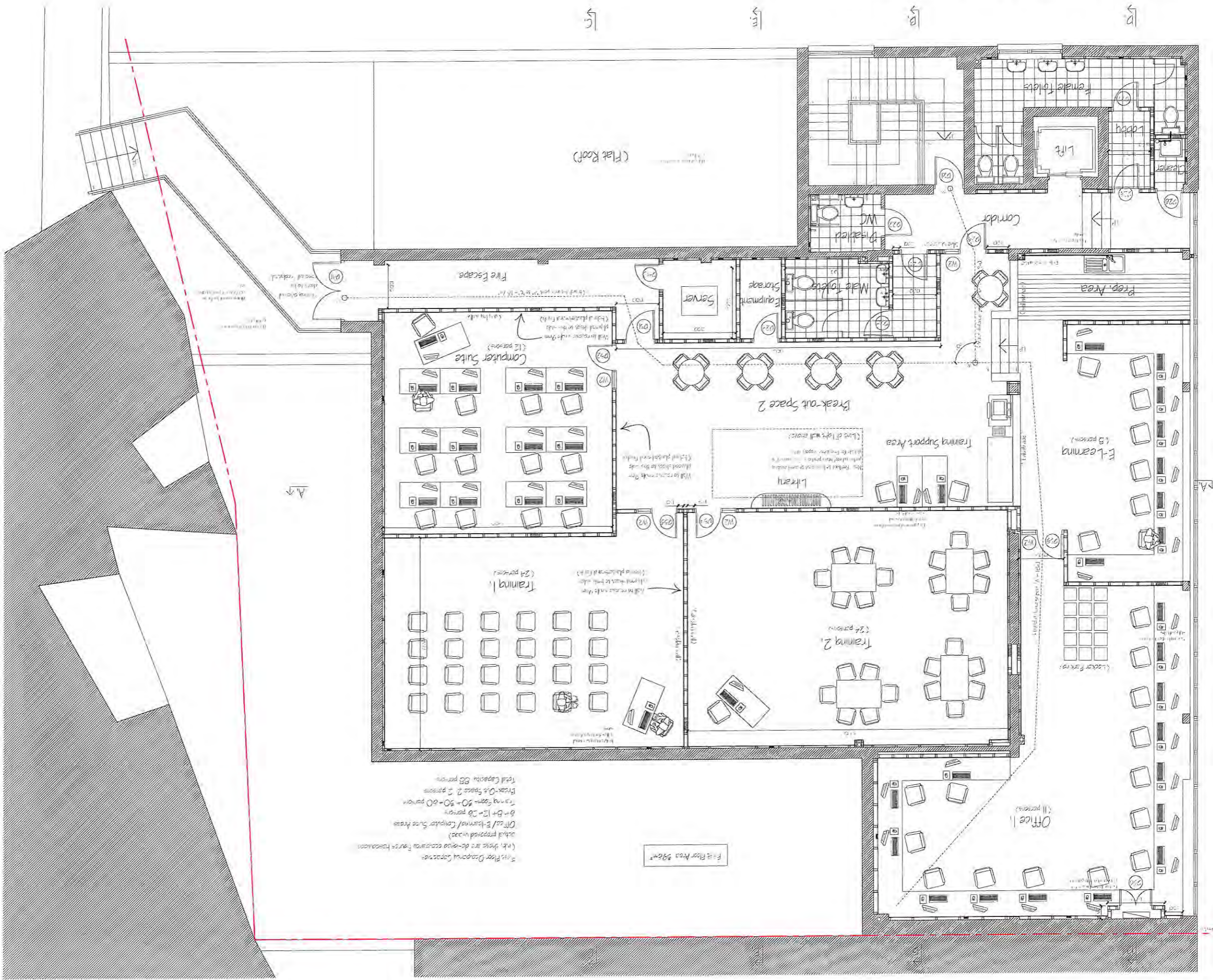
Ground Floor Occupancy Capacities:
 Office Area 212m² / 6 - 26 persons
 Public Area 77m² / 7 - 39 persons
 Interview Rooms 25 + 23 = 48m² / 6 - 8 persons
 Meeting Room 25m² / 1 - 25 persons
 Disabled Toilet 1 person
 Total Capacity: 107 persons

GROUND FLOOR PLAN AS PROPOSED 1:50

C Waiting spaces 05/02/13 AD
 B Stairs/Lifts 07/02/13 AD
 A Screen/Partitions 14/12/12 AD
 REVISIONS
 SCALE DATE DRAWN
 1:500A1 SEP 12 AD
 PROJECT
 CONVERSION OF SHOP TO OFFICES AT 19/29 PRINCES STREET, PORT GLASGOW PA14 5EA FOR INVERCLYDE DEVELOPMENT LTD.
 DRAWING
 GROUND FLOOR PLAN AS PROPOSED
Richard Robb ARCHITECTS
 75/77 ALBERT ROAD, GOUROCK, PA19 1NU
 01478 820277
 01478 807180
 richard@robbsarchitects.co.uk
 www.richardrobbsarchitects.co.uk
 DRAWING NO. STATUS
 473/PL/03 WARRANT

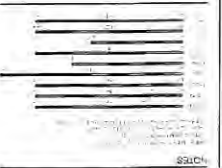
473/PL/04 WARRANT
 STAFFS
 17 MEDICALS/STAFFS/STAFFS
 1711 ALBERT ROAD, GLENROCK, PAIS 1N1
 ARCHITECTS
Richard Robb
 AS PROPOSED
 FIRST FLOOR PLAN
 DEVELOPMENT LTD.
 PA14 SEA FORTH GLENROCK
 STREETS AT 19/29 PRINCES
 CONVERSION OF SHOP TO
 OFFICES
 PROJECT
 1:50@A1 SEP 12 AD
 SCALE DATE DRAWN
 REVISIONS
 A 1:50@A1 1:12/12
 B 1:50@A1 1:12/12
 C 1:50@A1 1:12/12
 D 1:50@A1 1:12/12
 E 1:50@A1 1:12/12

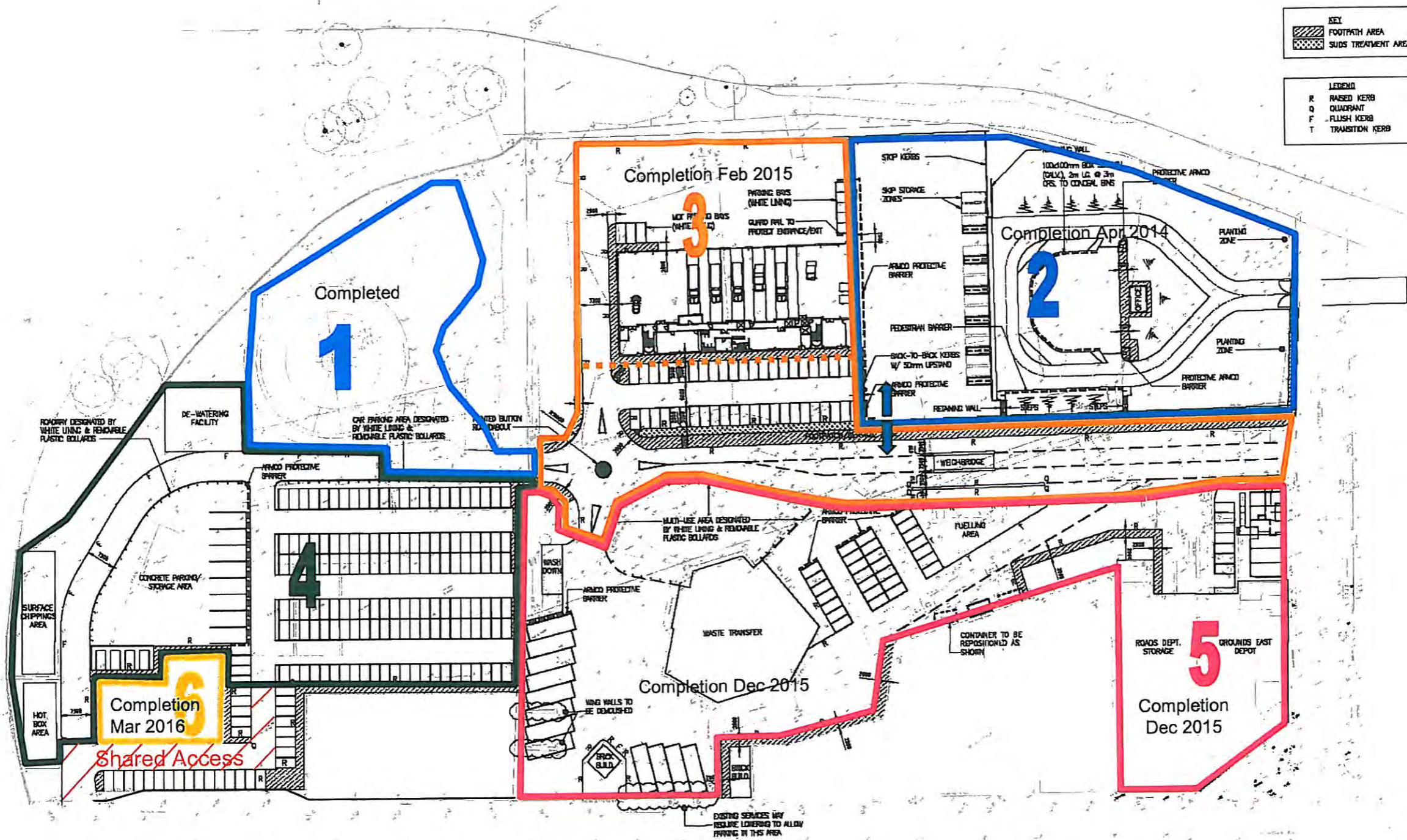
FIRST FLOOR PLAN AS PROPOSED 1:50



First Floor Overall Capacity
 (NB: these are derived assuming current housekeeping
 actual proposed usage)
 Office 1 - 11 persons
 Office 2 - 12 persons
 Break-out Space 2 - 5 persons
 Total Capacity - 28 persons

First Floor Area 596m²





KEY	
	FOOTPATH AREA
	SUDS TREATMENT AREA

LEGEND	
R	RAISED KERB
Q	QUADRANT
F	FLASH KERB
T	TRANSITION KERB

Asset Management Plan
Revenue Implications Summary

Appendix 5

Earmarked Reserve Offices Capacity:	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18
	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's
735								
Earmarked Reserve b/fwd	0	852	1,329	474	636	763	799	925
Additional Funding	1,000	815	770	710	610	565	565	565
Contributions:								
Capital Fund								
Zero Waste Fund								
Available Savings/(Cost) Added *	0	73	(1,192)	4	28	240	276	336
Loan Charges	(11)	(66)	(133)	(204)	(436)	(694)	(716)	(719)
Further One Off Costs	(137)	(344)	(301)	(347)	(75)	(75)	0	0
Net Saving/(cost) for year	852	478	(856)	163	127	36	125	182
Earmarked Reserve c/fwd	852	1,329	474	636	763	799	925	1,106

Earmarked Reserve Depots	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18
	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's
Earmarked Reserve b/fwd	0	155	310	682	1,426	1,897	1,938	1,915
Additional Funding	0	0	300	300	300	300	300	300
Contributions:								
Capital Fund		0	0	400	400	400	400	0
Diversion of funding, formerly RI								400
Zero Waste Fund	200	200	200	200	200	200	200	200
Available Savings/(Cost) Added *	0	0	0	124	124	124	124	124
Loan Charges	0	(6)	(64)	(211)	(504)	(982)	(1,047)	(1,047)
Further One Off Costs	(45)	(39)	(64)	(69)	(50)	0	0	0
Net Saving/(cost) for year	155	155	372	744	470	42	(23)	(23)
Earmarked Reserve c/fwd	155	310	682	1,426	1,897	1,938	1,915	1,893

Earmarked Reserve Total	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18
	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's
Earmarked Reserve b/fwd	0	1,007	1,639	1,156	2,062	2,660	2,737	2,840
Additional Funding	1,000	815	1,070	1,010	910	865	865	865
Contributions:								
Capital Fund	0	0	0	400	400	400	400	0
Diversion of funding, formerly RI	0	0	0	0	0	0	0	400
Zero Waste Fund	200	200	200	200	200	200	200	200
Available Savings/(Cost) Added *	0	73	(1,192)	128	152	364	400	460
Loan Charges	(11)	(72)	(197)	(416)	(940)	(1,677)	(1,763)	(1,766)
Further One Off Costs	(182)	(383)	(365)	(416)	(125)	(75)	0	0
Net Saving/(cost) for year	1,007	633	(484)	906	598	77	103	159
Earmarked Reserve c/fwd	1,007	1,639	1,156	2,062	2,660	2,737	2,840	2,999

Notes:

* Net Revenue Cost Excluding Loan Charges

** All receipts from disposal of surplus properties will contribute directly to the Capital Fund