|  |  |
| --- | --- |
| Part 1 | ITEM NO. |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

REPORT OF THE STRATEGIC DIRECTOR FOR SUSTAINABLE REGENERATION and STRATEGIC DIRECTOR OF CUSTOMER AND SUPPORT SERVICES

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TO

LEAD MEMBER FOR PROPERTY

23rd December 2011

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TITLE: Strategic Property – City Council Property Rationalisation – Salford Opportunities Centre refurbishment

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RECOMMENDATIONS:

1. THAT the Lead Member for Property approves the proposed works as detailed in

the estimates set out in this report.

2. THAT the funding is approved as detailed in this report.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EXECUTIVE SUMMARY:

This report outlines the refurbishment proposals for Salford Opportunities Centre, which will refit the building to meet new office accommodation requirements and provide citizen access for both young people and adults in a safe manner. The refit is an intrinsic part of the City Council’s property rationalisation and contributes to the closure of Crompton House, Halton House, and Unwin Court. Further it provides an operational base for housing advice and support operations which previously would have been relocated to Brotherton House.

The refurbishment of Salford Opportunities Centre will be part funded from the Office Programme for 2011/12, DDA Improvement Programme, Carbon Management Programme, contributions from service budgets, contributions from the insurance claim for the Churchill Way Housing Office and anticipated insurance receipts in relation to Brotherton House.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BACKGROUND DOCUMENTS

None

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

KEY DECISION: YES

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DETAILS

1. **Background**
   1. The Housing Options Service (HOS) is part of the Sustainable Regeneration Directorate and currently occupies accommodation in Halton House and Crompton House. Due to service improvements and DCLG funding requirements there is a requirement to co-locate all HOS teams together in a single location.
   2. As part of the City Council’s ongoing property rationalisation programme and as a

result of concerns about Health and Safety and suitability of HOS accommodation at Halton House alternative options have been considered to accommodate HOS staff in a single location in Pendleton. Halton House has running costs of approximately £50K per year, which will accrue as revenue savings as a consequence.

* 1. HOS is partly funded by external ‘Trail blazer’ funding totalling £250,000 to deliver

services. A condition of the continued funding of the services is to secure and

implement more suitable accommodation in their predominant catchment area, Pendleton. Failure to resolve this accommodation problem could see funding potentially withdrawn.

* 1. The original intention was to locate these services within part of Brotherton House

(Reader Services filling the remainder of the building). Following the fire in Brotherton House in August it is not economical or practical to pursue this option and alternative accommodation in the Pendleton area has been sought.

1.5 Staff from the Housing Choices team (27) are currently located in Crompton House and will need to move to the Opportunities Centre to enable the final vacation of Crompton House.

1.6 Salford Opportunities Centre has recently become significantly under-occupied as a result of some organisations withdrawing from occupation and other tenants (significantly Connexions) seeking to reduce the size of their footprint in the building.

1.7 The Next Steps service (part of Children’s Services) currently occupy Unwin Court. This building can offer significant revenue savings if closed (approximately £100k a year), and will form part of the redevelopment of the precinct area in due course. Therefore it is proposed to relocate that service, again into a similar location as it strongly fits with their client profile.

1.8 Connexions, the Integrated Youth Support Service and SMART (substance abuse advice for young people) currently use the Opportunities Centre and wish to continue offering their service from the building. An important interface with young people already exists in the Opportunities Centre. The proposals seek to improve this facility and integrate service required for clients of the Next Steps service in a single “young persons” access point at the Broadwalk end of the building.

1.9 The Churchill Way end of the building is proposed to be restructured to enable a separate, but complimentary “housing” access point.

1.10 A review and redesign of Salford Opportunities Centre has been undertaken. The proposed design maximises the capacity of the building by removing a number of existing internal partitions and creates space for 116 workstations, 3 meeting rooms and 2 public access areas.

Costs have been minimised by retaining a number of the internal walls whilst ensuring sufficient workstations can be installed. Therefore all the targeted services will be able to re-locate to the building.

The proposed design therefore achieves the following outcomes:

1.10.1 Office accommodation for housing staff (approx 67) with access to discrete interview facilities. Due to the potential behaviour of some clients these facilities need to have safe egress for staff and a separate entrance from any young person-related activities.

1.10.2 Office accommodation for Next Steps (approx. 40 staff) with associated interview rooms, kitchen, shower and training facilities for their clients.

* + 1. Office accommodation for the Integrated Youth Support Service (approx.

15 staff) (co-location with Next Steps is seen as a significant advantage).

1.10.4 Office accommodation (approx. 30 staff), interview rooms and facilities for promotional material for Connexions.

* + 1. Office accommodation and interview rooms for SMART (substance abuse

advice for young people) (approx. 7 staff).

1.10.6 Secure separation of client-facing and office areas.

1.10.7 A reduction in overall running costs (currently £120K p.a.) and a significantly reduced per capital running costs by maximising utilisation.

* + 1. Creating a “future proof” design and services to make sure that any

changes in use can be accommodated without additional expense.

The attached plans demonstrate the final design, signed off by all users. It makes maximum use of the space available and provides a complimentary facility (for “targeted” services) to the Pendleton Gateway (universal services).

**2. Financial Summary**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **SALFORD CC - Salford Opportunities Centre** | | | | |  |
|  |  |  |  |  |  |  |
|  | **AGREEMENT OF GUARANTEED MAXIMUM PRICE (GMP)** | | | | |  |
|  |  |  |  |  |  |  |
|  |  | | | | | **£** |
|  | 1 | PRELIMINARIES | |  |  | 31,626.40 |
|  |  |  |  |  |  |  |
|  | 2 | DEMOLITIONS AND REMOVALS | | | | 16,798.22 |
|  |  |  |  |  |  |  |
|  | 3 | BRICK & BLOCKWORK | | |  | 3,717.68 |
|  |  |  |  |  |  |  |
|  | 4 | DRAINAGE | |  |  | 957.26 |
|  |  |  |  |  |  |  |
|  | 5 | JOINERY |  |  |  | 56,176.28 |
|  |  |  |  |  |  |  |
|  | 6 | ELECTRICAL WORKS | | |  | 105,746.30 |
|  |  |  |  |  |  |  |
|  | 7 | HEATING & MECHANICAL VENTILATION | | | | 32,506.62 |
|  |  |  |  |  |  |  |
|  | 8 | PLUMBING | |  |  | 6,846.77 |
|  |  |  |  |  |  |  |
|  | 9 | PLASTERING & TILING | | |  | 2,055.00 |
|  |  |  |  |  |  |  |
|  | 10 | SUSPENDED CEILINGS | | |  | 16,883.96 |
|  |  |  |  |  |  |  |
|  | 11 | PAINTING & DECORATION | | |  | 14,301.90 |
|  |  |  |  |  |  |  |
|  | 12 | FLOORING WORKS | |  |  | 23,696.67 |
|  |  |  |  |  |  |  |
|  | 13 | PROVISIONAL SUMS | | |  | 13,000.00 |
|  |  |  |  |  |  |  |
|  | 14 | Less retention of some internal walls | |  |  | * 5,315.53 |
|  |  |  |  |  |  |  |
|  | 15 | RISK REGISTER | |  |  | - |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  | **318,997.53** |
|  |  |  |  |  |  |  |
|  | MAIN CONTRACTORS OVERHEADS @ 6.00% | | | | | 19,139.85 |
|  |  |  |  |  |  |  |
|  | MAIN CONTRACTORS PROFIT @ 4.00% | | | | | 12,759.90 |
|  | (Including 2% Performance Related Incentive) | | | | |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  | **350,897.28** |
|  |  |  |  |  |  |  |
|  |  |  | UV fees @ 11% | |  | **38,598.70** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  | **389,495.98** |
|  |  | **ICT and telephony** |  |  |  | **32, 780** |
|  |  | **Total** |  |  |  | **£422,496** |

|  |  |  |
| --- | --- | --- |
| **General comments** | |  |
| **Electrical** - Includes full rewire (building now over 20 years old and was originally wired as a library building), | | | |
| Installation of modern three-compartmental trunking for all data/power cables and power poles where necessary. | | | |
| Lighting has to be changed as a result of the change of building function to comply with current regulations. Improved modern lighting using LED fittings | | | |
| compliant with current building regs and Health & Safety Legislation | | |
|  |  |  |
| **Additional Notes** | |  |
| 1. Costs estimates quoted a inclusive of Contractors Overheads and Profit | | |

It is noted that the initial proposals for the refurbishment of Brotherton House to accommodate HCP was in excess of £200,000, which will not proceed.

* 1. The proposed funding solution is as follows:

HCP Service contribution £20,000

Energy Management Fund £15,000

DDA Improvement Programme £10,000

Insurance Claim Churchill Way £85,000

Insurance Claim Brotherton House £150,000

Accommodation Budget 2011/12 £142,496

**Total £422,496**

EQUALITY IMPACT ASSESSMENT AND IMPLICATIONS:

The review of office accommodation is underpinned by an understanding of the requirements of the Equality Act 2010 and the promotion of equal access to work for all existing and potential employees and public. This will include an assessment of reasonable adjustments for staff with additional requirements.

ASSESSMENT OF RISK:

High – This is the largest office moves programme undertaken by the Council.

SOURCE OF FUNDING: Identified in the report

LEGAL IMPLICATIONS:

Supplied by Tony Hatton (Ext 2904) - Other than reference being made and due account being taken of the Equality Act 2010, no legal implications.

FINANCIAL IMPLICATIONS: Supplied by John Spink - Budget provision for the proposed works are included in the Council's capital programme.

OTHER DIRECTORATES CONSULTED:

All Directorates Via One Council Team.

CONTACT OFFICER: Rob Pickering 2818 / David Horsler 6994

WARD(S) TO WHICH REPORT RELATE(S): Langworthy

