

| REPORT TO | DATE OF MEETING |
|------------------|------------------------|
| Cabinet | 7 November 2012 |

Report template revised February 2007



| SUBJECT | PORTFOLIO | AUTHOR | ITEM |
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| Work to Civic Centre Roof | Finance & Resources | John Dalton | 10 |

SUMMARY

This report seeks agreement to commission specialist consultants to commence the necessary design and exploratory work in order to carry out long term maintenance and improvement work to the Civic Centre Offices roof in the next financial year.

RECOMMENDATIONS

1. That Cabinet approve the proposed expenditure of £8,000 in 2012/13 for the design and exploratory work in respect of the planned maintenance and improvement work to the Civic Centre Offices roof.
2. That following the completion of the specialist advice/design work, Cabinet authorise the Director of Planning and Housing to seek tenders for the works to the roof.

DETAILS AND REASONING

In the proposed capital programme for 2013/14 as part of the Asset Management Plan £88,000 including fees is identified to carry out long term maintenance and improvement to the Civic Centre Office roof. To date the roof has been coated with a fibre reinforced plastic paint type coating system in order to extend its life, but it gradually degrades due to sunlight and every ten years or so minor repairs and a new top coat have been necessary. Also, the roof has a very poor insulation rating compared to current standards. In 2011 the roof of the Civic Suite was upgraded to improve the insulation values and extend its life. In the Asset management plan, it is planned to adopt a similar insulation approach to the Civic Centre Offices and to cover the roof with a membrane to extend its life to a minimum 20 years. This added lifespan and insulation then would complement the new windows and cavity wall insulation currently being carried out. On this basis the buildings would have reduced heat loss and would achieve a higher energy efficiency standard, and potentially lower energy bills.

In order to carry out the works to the roof, there is a need to begin the design and exploratory work now, so that a contract can be let for the works to be carried out in the summer months when the weather should be more suitable. This design and subsequent supervision of the project are normally bought in, and on the basis that the capital programme for 2013/14 includes provision for this element of the project, it is recommended that the fees monies are released now to allow for the appointment of specialist advice/design work. In addition, in order to hit the summer months for the project authorisation is sought to seek tenders for the works to the roof.

WIDER IMPLICATIONS

In the preparation of this report, consideration has been given to the impact of its proposals in all the areas listed below, and the table shows any implications in respect of each of these.

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| FINANCIAL | <p>It is proposed that the fee element (£8,000) of the £88,000 budget forecast for the improvement works to the Civic centre offices in 2013/14 is brought forward to 2012/13.</p> <p>Funds will be allocated to the scheme from the Asset Management Earmarked Reserve.</p> |
| LEGAL | <p>The Council will appoint consultants, it is intended that terms and conditions will enable the Council to end the contract at any time and only pay for services performed at that time.</p> |
| RISK | <p>There is a need to keep the roof well maintained and the opportunity to provide greater insulation at the same time as carrying out maintenance will not arise again for some considerable time.</p> |
| ASSET MANAGEMENT | <p>The proposal is consistent with the philosophy of the adopted Asset Management Plan which seeks to use the Council's property assets as a corporate resource for the better delivery of its services and to improve energy efficiency.</p> |

BACKGROUND DOCUMENTS