

# WIRRAL COUNCIL

## CABINET

12 APRIL 2012

<b>SUBJECT:</b>	<b><i>ROCK FERRY LIBRARY &amp; ONE STOP SHOP SCHEME &amp; ESTIMATE</i></b>
<b>WARD/S AFFECTED:</b>	<b><i>ROCK FERRY</i></b>
<b>REPORT OF:</b>	<b><i>THE DIRECTOR OF LAW HR &amp; ASSET MANAGEMENT</i></b>
<b>RESPONSIBLE PORTFOLIO HOLDER:</b>	<b><i>COUNCILLOR TOM HARNEY</i></b>
<b>KEY DECISION?</b>	YES

### 1.0 EXECUTIVE SUMMARY

- 1.1 This report seeks approval to obtain tenders for the works to allow a merged service to operate from the Rock Ferry Centre. Whilst the project is not a statutory duty, it will enable more efficient delivery of the services provided at the Centre.
- 1.2 The project is fully in accord with the Council's Asset Management Plan in that it helps maximise the future use of this building, and will support the Corporate Priorities.

### 2.0 BACKGROUND AND KEY ISSUES

- 2.1 The Cabinet minute (248) 9 December 2010 states 'Cabinet instructs the Director of Finance to bring forward and implement proposals to integrate the one stop shop service within libraries including the co-location of facilities where practicable. Libraries and One Stop Shops are to be managed as one seamless information service with staff interchangeable between both functions.
- 2.2 The proposed scheme will re-organise internal spaces on the ground floor to allow the Library and One Stop Shop to operate as a linked space with a single reception point with a number of adviser desks and private interview rooms. There will be a suite of rooms available for community use including the large relocated Community Room for activities, a bookable meeting room and a room that can be used for ward councillors' surgeries.
- 2.3 There will also be an IT suite for taught courses and a series of public access computer terminals, lounge and study areas with wi-fi, and these areas together with the existing library will open onto the rear garden space. As part of the works the areas will be refurbished and upgraded to provide more efficient lighting, heating and ventilation, and a new draught lobby provided to the front entrance.

### 3.0 RELEVANT RISKS

- 3.1 The relevant risks are those normally associated with building contracts, which are adequately dealt with under the contract. Temporary closure of the service due to an

unforeseen incident is the greatest risk to the service provision, and to the offices on the upper floors.

#### **4.0 OTHER OPTIONS CONSIDERED**

4.1 The alternative is to do nothing. This would leave both the Library and the One Stop Shop providing a disjointed service to the public. It does not adhere to a Cabinet instruction or maximise staffing and building resources.

#### **5.0 CONSULTATION**

5.1 Consultation has been carried out by the Centre Management with ground and upper floor users, and is ongoing with all building users as the design develops. The Architects have provided interim drawings for this purpose. Consultation with the ward councillors, who use the centre for their surgeries, will be taking place now that the design drawings are complete. Statutory consultations have begun and will continue until the detailed design is completed.

#### **6.0 IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS**

6.1 There will be no long-term impact on any community groups using the building as the spaces will be enhanced by the final scheme, although there may be some planned interruption of spaces during the building works. All building users will be consulted and kept informed of progress.

#### **7.0 RESOURCE IMPLICATIONS: FINANCIAL; IT; STAFFING; AND ASSETS**

7.1 The budget for the works has been allocated from the Capital Programme, and any further purchases such as new furniture if required will come from existing budgets.

7.2 Some IT works will be required to relocate and install additional data points for staff and public access use. WITS are aware of the project and will be copied into the finished drawings; the design team will liaise with WITS to ensure the works are carried out to the appropriate standard.

7.3 The merger of the services has been agreed and the management of the services are working together with staff and unions on staffing and training issues in order to successfully merge the staff and services.

7.4 The Estimate for this work is set out below. All costs are at second quarter 2012:

Building costs	£520,000
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Departmental Charges including:

Professional Fees:

Design Consultancy fees @ 16%	£83,200
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CDM Coordinator & Planning and building regulation fees	£6,800
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ICT Costs (infrastructure and hardware) &  
Furniture fittings and Equipment. £20,000

**TOTAL** **£630,000**

The scheme will be funded from the following:-

Capital programme 2012/2013

**TOTAL** **£630,000**

## **8.0 LEGAL IMPLICATIONS**

8.1 The building contract will be signed on behalf of the authority once tenders are accepted.

## **9.0 EQUALITIES IMPLICATIONS**

9.1 Has the potential impact of your proposal(s) been reviewed with regard to equality?

Yes and the impact review is attached –

<http://www.wirral.gov.uk/my-services/community-and-living/equality-diversity-cohesion/equality-impact-assessments/eias-2010/law-hr-asset-management>

## **10.0 CARBON REDUCTION IMPLICATIONS**

10.1 Consultation with the Energy Section has been carried out. A new boiler has been installed which should heat the building more efficiently and the electrical engineer is investigating the use of low energy lighting in areas of the building while additional windows to the rear will reduce daytime artificial lighting use.

## **11.0 PLANNING AND COMMUNITY SAFETY IMPLICATIONS**

11.1 Planning permission and Building Regulations approval will be required for this project and will be sought as soon as this report has been approved.

11.2 Pre-application consultations have been carried out with both Planners and Building Control and their comments incorporated into the design.

## **12.0 RECOMMENDATION**

12.1 The Director of Law, HR and Asset Management be authorised to obtain tenders for the works as described in the report.

## **13.0 REASONS FOR RECOMMENDATION**

13.1 The Business Case detailing the proposals for this site with a cost of £630,000.00 was presented to Cabinet on 9th December 2010 as part of the Capital Programme.

13.2 The recommendation will enable this Capital Programme scheme to be progressed.

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**APPENDICES**

3669-502  
3669-504  
3669 – Location Plan

**REFERENCE MATERIAL**

Job file BO2526 and Quantity Surveyors working papers. Asset Management.

**SUBJECT HISTORY (last 3 years)**

<b>Council Meeting</b>	<b>Date</b>
Cabinet – Business Case Approval	9 December 2010