

REPORT TO: Cabinet
MEETING DATE: 8 March 2011
BY: Chief Executive
SUBJECT: Retiral of Alan J Blackie, Chief Executive

1

1 PURPOSE

- 1.1 In accordance with Council Standing Orders (Section 48), to advise Cabinet of the resignation of Alan J Blackie, from the post of Chief Executive of East Lothian Council, by reason of age retiral, to take effect from a date to be mutually agreed between the Leader, Provost, Head of Human Resources and Mr Blackie, but expected to be no sooner than 29 July 2011 and no later than 31 August 2011.
- 1.2 To advise Cabinet of the arrangements for the forthcoming recruitment campaign to secure a new Chief Executive/Head of Paid Service for East Lothian Council.

2 RECOMMENDATIONS

- 2.1 Cabinet is recommended to note the content of this report.

3 BACKGROUND

- 3.1 On 15 February 2011, Alan J Blackie, Chief Executive, submitted his written resignation, by reason of age retiral, intimating that he would seek to retire on a date to be mutually agreed between himself and the Leader/Provost and Head of Human Resources, in July or August 2011. The Chief Executive has met his contractual requirement to give a minimum of 12 weeks' notice of his resignation. The Leader/Provost have accepted Mr Blackie's resignation.
- 3.2 The Local Government and Housing Act 1989, Section 4, requires the Council to designate a person as 'Head of Paid Service'. Generally, this statutory function is carried out by the role of Chief Executive and is enshrined within the Job Description of the post of Chief Executive within East Lothian Council.

- 3.3 The Leader and Provost have instructed the Head of Human Resources to progress arrangements to replace Mr Blackie. A recruitment campaign will ensue in due course as per Standing Orders, Section 49, with a view to securing the appointment of a new permanent Chief Executive/Head of Paid Service to coincide with Mr Blackie's agreed retiral date.
- 3.4 As this is a naturally occurring vacancy, the appointment to the Chief Executive (Chief Officer) post must be by public advertisement and will follow the normal Chief Official appointment process applying to all Chief Official appointments within East Lothian Council i.e. candidate application form assessment against Job Description and Employee Specification, longleat interviews by external independent adviser, shortleeting and candidate assessment centre and finally, formal Chief Officer Appointments Sub-Committee competency based interview and presentation.
- 3.5 A representative cross-party Chief Officer Appointments Sub Committee of Council will be convened in due course as per Standing Orders, Section 49 (i). The Sub-Committee will be Chaired by the Leader and advised by the Head of Human Resources and by the Monitoring Officer. Appropriate expert external advice will be available to the Sub Committee through SOLACE Enterprises.
- 3.6 The **indicative*** timetable for the recruitment and selection process to complete, allowing for a successful candidate to give up to 12 weeks' notice to their current employer (if necessary) would be as follows:

New Chief Executive Commences in Post	29 August 2011
Latest Resignation Date for Preferred Candidate	03 June 2011
Latest Offer of Employment to Preferred Candidate	01 June 2011
Appointment Sub-Committee/Formal Interviews	27 May 2011
Shortleeted Candidates' Assessment Centre	25/26 May 2011
Shortleet Agreed by Appointment Sub-Committee	20 May 2011
Longleat Interviews	16/19 May 2011
Longleat Agreed by Appointments Sub-Committee	13 May 2011
Recruitment Advertising Campaign Closes	08 May 2011
Recruitment Advertising Campaign Opens	22 April 2011
Campaign Materials Developed and Approved by	0 6 April 2011

*Following appointment of Members to the Appointments Sub-Committee this timetable will be reissued for information.

4 POLICY IMPLICATIONS

- 4.1 The appointment of a new Chief Executive will follow requirements within Standing Orders and the Council's Recruitment & Selection and Equal Employment Opportunities Policies.

5 EQUALITIES IMPACT ASSESSMENT

- 5.1 This report is not applicable to the wellbeing of equalities groups and an Equalities Impact Assessment is not required.

6 RESOURCE IMPLICATIONS

- 6.1 Financial - The predicted costs of this recruitment campaign will be in the region of £20K - £25K and will be met from the approved budget allocated to the Office of the Chief Executive. As Mr Blackie's retiral falls within normal age retiral procedures there are no additional employer pension costs arising.
- 6.2 Personnel - The terms and conditions of employment applicable to the post of Chief Executive are enshrined within the SJC Conditions of Service for Chief Officials and the salary is nationally determined with other local terms and conditions applying as per East Lothian's standard employment policies. HR co-ordinate and administer the entire recruitment and selection process, reporting in this instance to the Leader.
- 6.3 Other - None.

7 BACKGROUND PAPERS

- 7.1 None.

AUTHOR'S NAME	Sharon Saunders
DESIGNATION	Head of Human Resources
CONTACT INFO	ssaunders@eastlothian.gov.uk 01620 827315
DATE	25 February 2011

REPORT TO: Cabinet
MEETING DATE: 8 March 2011
BY: Chief Executive
SUBJECT: Fairer East Lothian Fund

2

1 PURPOSE

- 1.1 To outline the purpose and priorities of the Fairer East Lothian Fund and to agree the process for the allocation of the Fund in 2011/12, including transitional arrangements.

2 RECOMMENDATIONS

- 2.1 Members are asked to:
- note the purpose of the Fairer East Lothian Fund and agree the key outcomes for the Fund (para 3.2 & 3.3)
 - approve the process for allocating the fund in 2011/12 (para 3.4)
 - approve the process outlined for transitional funding (para 3.5 & 3.6).

3 BACKGROUND

- 3.1 In 2008, the Fairer Scotland Fund was established to encourage community planning partners to work together to tackle area based and individual poverty and to help more people to access and sustain employment opportunities. Over the past two years (2009/10 and 2010/11), 22 projects have been funded to undertake work to tackle poverty and deprivation across East Lothian. The funding for individual projects comes to an end in March 2011, although due to delayed starts several projects have funding through until summer 2011. The 2011/12 Council budget maintains grant funding for tackling poverty through the Fairer East Lothian Fund at the level of actual spend in 2010/11 – £476,000. This report outlines the arrangements for inviting and assessing applications to the Fund in 2011/12.

- 3.2 The Tackling Poverty Theme Group realises that in order to achieve real success in tackling poverty, it must retain a focus on tackling the root causes of poverty in East Lothian. However, within the current economic environment, the priority areas for the focus of the group have changed. Therefore the group (and the welfare reform subgroup) has agreed to refocus the work of the group on a single headline outcome: '*Fewer People in East Lothian will experience poverty*'. This outcome will be the cornerstone of the Tackling Poverty Strategy that is to be prepared. This approach was endorsed by the Council at its meeting on 22 February 2011 .
- 3.3 The Tackling Poverty Theme Group considers that the Fairer East Lothian Fund should deliver on the following key outcomes:
1. Fewer people in East Lothian will be financially excluded.
 2. Financial capability in East Lothian will be improved.
 3. The life chances of people at risk of falling into poverty, or already living in poverty, will be improved.
 4. People in East Lothian will have better access to advice and information services, including debt and money advice.
- 3.4 A timetable for the allocation and approval of funding grants from the Fairer East Lothian Fund is outlined in Appendix 1 of this report. It is proposed that a Funding Panel, drawn from the Tackling Poverty Theme Group, should be established to consider all applications and make recommendations on which projects should receive funding. These recommendations will be presented to Cabinet for final approval.
- 3.5 In order to enable existing Fairer Scotland Fund projects to continue their current work whilst the new funding application process is put in place, we are proposing that we offer transitional funding. This will cover the first quarter of the 2011-12 financial year and will be available to projects whose funding comes to an end prior to 30 June 2011, are achieving positive outcomes and that meet the new criteria being established for the Fairer East Lothian Fund. Several projects currently funded through the FSF have funding that takes them up to or beyond 30 June 2011 and not all of the other projects will require transitional funding or meet the criteria outlined above.
- 3.6 Projects wishing to apply for transitional funding will be asked to complete an application form setting out their requirements and how they meet the Fund's objectives. Funding decisions will be made based on the application and evidence of successful performance reporting over the past two years. Funding recommendations will be reported to the Cabinet on the 29 March.

4 POLICY IMPLICATIONS

- 4.1 The successful allocation of Fairer East Lothian Funding will help us to achieve the desired outcome in the Single Outcome Agreement '*Fewer*

People will experience poverty in East Lothian' and build on the commitments made through Support from the Start and other tackling poverty work.

5 EQUALITIES IMPACT ASSESSMENT

- 5.1 An EQIA will be carried out on the application process and on the funding decisions made.

6 RESOURCE IMPLICATIONS

- 6.1 Financial – The total for the Fairer East Lothian Fund available in 2011/12 is £476,000. The maximum that will be required to be used for transitional funding (see para 3.5) will be around a quarter of the fund – c. £118,000. This would leave at least £355,000 in the Fund for the remainder of 2011/12.
- 6.2 Personnel – none
- 6.3 Other – none

7 BACKGROUND PAPERS

- 7.1 The Impact of Welfare Reform in East Lothian report to Council, 22 February 2011

AUTHOR'S NAME	Rebecca Spillane Paolo Vestri
DESIGNATION	Equalities Officer Corporate Policy Manager
CONTACT INFO	rspillane@eastlothian.gov.uk pvestri@eastlothian.gov.uk
DATE	25 th February 2011

Appendix 1 Timetable for the allocation of the Fairer East Lothian Fund

1. Report to Council considering the impact of the welfare reform agenda in East Lothian: 22 February 2011
2. Report to Cabinet outlining the purpose and priorities of the Fairer East Lothian Fund and establishing the process for the allocation of the Fund in 2011/12, including transitional arrangements: 8 March 2011
3. Tackling Poverty Theme Group to agree detail of application process and establish Funding Panel: 10 March 2011
4. Transitional funding applications sought and considered and recommendations made to Cabinet: 8 March - 29 March 2011
5. Funding application process opened (allowing 6 weeks application time): 21 March 2011
6. Initial funding application closes: 2 May 2011
7. Funding Panel meets and makes recommendations: 9 May 2011
8. Report to Cabinet for approval of funding allocations : 24 May 2011

REPORT TO: Cabinet

MEETING DATE: 8 March 2011

BY: Executive Director of Community Services

SUBJECT: Community Housing & Property Management
External Grant Awards 2011/12 and Future Approach

4

1 PURPOSE

- 1.1 To recommend External Grant Awards as detailed in the attached Appendix 1 and set out proposals for the future approach to funding organisations.

2 RECOMMENDATIONS

- 2.1 Cabinet is asked to approve the External Grant Awards totalling £575,175 as detailed in the attached Appendix 1 and approve the future approach to funding services currently in receipt of grants, in line with the Council's Corporate Review.
- 2.2 Cabinet is asked to note that the Executive Director of Community Services has approved these External Grant Awards and the future approach to funding organisations.

3 BACKGROUND

- 3.1 The Council has for a considerable number of years made awards to external bodies for grant funding. In September 2003 a procedure was introduced and this was reviewed as a Community Housing & Property Management Procedure Note in August 2004.
- 3.2 The Council is currently developing a partnership finance strategy to manage grants more effectively. The Council has also updated its existing corporate procurement strategy. In line with this, it is recommended that for services which until now have received a grant, external grants and associated procedures are eliminated and replaced with competitive procurement where this is considered appropriate. This will ensure the Council is receiving the best combination of cost and quality that is available and streamline administrative procedures, promoting more efficient working practices. It is

recognised that while competitive procurement has been applied to some services already, this is resource intensive and a transitional phase is required for this until 2015 to implement competitive procurement where required.

The Council budget was approved at a Special Meeting of the Council on 9 February 2011. To deliver efficiency savings, a 5% reduction in funding has been negotiated with all grant recipients.

3.3 The following summarises those services for which funding is being recommended for approval and the corresponding position with regard to competitive procurement:

3.3.1 Care and Repair East Lothian – Funding recommended £300,488

Care and Repair East Lothian has been operating in East Lothian since 1987. Care and Repair East Lothian and the Small Repairs Service assist elderly and disabled homeowners and private tenants by providing practical help with adaptations, repairs and household maintenance.

The administration of Care and Repair funding transferred to the Council in April 2005 and was wholly funded through Scottish Government Private Sector Housing Grant (PSHG). Ring-fencing of PSHG was removed from 2010/11 and funding distributed with the Council's Revenue Support Grant and General Capital Grant. However, the Grant will continue to be separately identified as PSHG until 2013/14.

During 2010/11 Care and Repair were made aware of anticipated reductions in grant funding and jointly agreed measures have been put in place to enable the service to operate with a 5% reduction during 2011/12. This will be monitored closely during 2011/12 and a view reached on whether to competitively procure this service.

3.3.2 East Lothian Energy Advice Centre (ELEAC) – Funding recommended £60,368

ELEAC provides an energy and fuel poverty advice service to householders of all tenures in East Lothian. This helps the Council meet its obligation under the Home Energy Conservation Act (1996) (HECA) and is in line with section 88(1) of the Housing (Scotland) Act 2001. The project delivers its service via the issuing of tailored reports for advice and by direct advice to vulnerable households through an outreach advice worker.

It is proposed that the service will be subject to a competitive procurement process, to commence April 2011, with a view to having a newly contracted service in place towards the end of 2011. In the meantime, it is recommended the existing East Lothian Energy Advice Centre is awarded six months funding for the period 1 April 2011 to 30 September 2011 at a 5% reduction from 2010/11 levels and any further funding required is provided at the same level until a new service is in place.

3.3.3 Warm and Well – Funding recommended £11,562

The Warm and Well project provides a mechanism to enable health professionals to access energy efficiency improvements for their patients who are living in cold, damp or hard to heat homes and whose health is consequently at risk because of their housing conditions.

The Council has not and does not wish to specify what or how funding should be used for Warm and Well, other than to ensure the service continues to be provided at an appropriate level. Competitive procurement is not deemed to be appropriate.

3.3.4 East Lothian Women’s Aid – Funding recommended £69,831

The main aim of East Lothian Women’s Aid is to provide crisis support to women and accompanying children experiencing domestic abuse. The grant funds:

- A Crisis Support Service, which provides confidential emotional and practical support and advocacy to women who have experienced emotional, physical or sexual abuse from a partner.
- A Children and Young Persons Worker’s post, which provides support to children and young people living in refuge or second stage accommodation, in dealing with their experiences of domestic abuse.

A comprehensive service review of ELWA was completed in June 2010, with a number of issues highlighted as cause for concern. A decision will require to be taken during spring 2011 in relation to the potential competitive procurement of the service. In the meantime, the service can continue to operate with the funding recommendation in this Report, being jointly funded through additional sources.

3.3.5 Shelter East Lothian (SELP) – Funding recommended £99,402

SELP was established in October 2000 and provides an independent housing advice and advocacy service in East Lothian. SELP is funded in the context of the Housing (Scotland) Act 2001, which sets out Local Authority duties to make independent homelessness advice and information available in their area.

The service was procured competitively during 2010/11, with a new service to commence in April 2011 for a three year period.

3.3.6 Bridges Project – Funding recommended £9,025

The main objective of the Bridges Project is “To enable disadvantaged young people aged 16 to 21 years to become self reliant through the delivery of local services which focus on the acquisition of skills to: manage tenancies; become employable; combat poverty and exclusion; become contributing

members of the community; access further education and establish community anchors”.

The Council has not and does not wish to specify what or how this money should be used, other than to ensure the service continues to be provided at an appropriate level. Competitive procurement is not deemed to be appropriate.

3.3.7 East Lothian Voluntary Organisations network Furniture Recycling Project (ELVON) – Funding recommended £16,632

The project aims to provide good quality recycled furniture and other household goods through a referral system used by, among others, the Council’s Homelessness Unit.

The Council has not and does not wish to specify what or how this money should be used, other than to ensure the service continues to be provided at an appropriate level. Competitive procurement is not deemed to be appropriate.

3.3.8 Four Square (Scotland) Prison Outreach Project – Funding recommended £3,371

This project provides housing advice to prisoners given a custodial sentence in HMP’s Edinburgh, Cornton Vale and Polmont. It assists service users in making decisions about their accommodation, seeking to prevent homelessness and providing assistance to rough sleepers upon release.

The Council has not and does not wish to specify what or how this money should be used, other than to ensure the service continues to be provided at an appropriate level. Competitive procurement is not deemed to be appropriate.

3.3.9 Shelter Gypsy/Traveller outreach, information and advice service – Funding recommended £4,496

A single sourcing procurement process took place during 2009/10 and a contract with Shelter was agreed from 1 April 2010 for a two-year period, for the provision of an information and advice service to Gypsy Travellers. The service is jointly funded, with Midlothian Council contributing the same level of funding.

4 POLICY IMPLICATIONS

4.1 There are no policy implications arising from this Report.

5 EQUALITIES IMPACT ASSESSMENT

- 5.1 Equalities – An equalities impact assessment has been completed and no negative impacts have been found.

6 RESOURCE IMPLICATIONS

- 6.1 Financial – The overall financial implication is a 5% cost reduction across External Grants, with savings of £32,718 and has been approved by the Head of Finance.
- 6.2 Personnel – None.
- 6.3 Other – None.

7 BACKGROUND PAPERS

- 7.1 Appendix 1 – Grant Awards 2011/12 attached.

AUTHOR'S NAME	Alan Forsyth
DESIGNATION	Head of Community Housing & Property Management
CONTACT INFO	Nicky Sandford – Ext 7170
	25 February 2011

Appendix 1 - External Grant Awards and Contributions 2011/12

External Grants	Amount 10/11 (£)	Amount 11/12 (£)	Difference (£)	% Difference
East Lothian Care and Repair	316,303	300,488	-15,815	-5
Energy Advice Service -				
ELEEAC	63,545	60,368	-3,177	-5
Warm and Well	12,171	11,562	-609	-5
Women's Aid	73,506	69,831	-3,675	-5
Shelter East Lothian	107,317	99,402	-7,915	-5
Bridges base project	9,500	9,025	-475	-5
ELVON	17,507	16,632	-875	-5
Four Square (Scotland)	3,548	3,371	-177	-5
Shelter Gypsy Traveller Project	4,496	4,496	-0	0
Total	607,893	575,175	-32,718	-5

REPORT TO: Cabinet
MEETING DATE: 8 March 2011
BY: Executive Director of Community Services
SUBJECT: Proposed Community Centre at George Street, Ormiston

5

1 PURPOSE

- 1.1 To note the decision to award the contract for the Proposed Community Centre at George Street, Ormiston, to Messrs Mansell, Glasgow.

2 RECOMMENDATIONS

- 2.1 Cabinet is asked to note the decision of the Executive Director of Community Services (per the Head of Community Housing & Property Management) as appointed representative under Standing Order Rule 50 (ii) and delegation Appendix 2a (Tenders) thereto and after consultation with the Provost and the Head of Finance to accept Messrs Mansell's revised tender amounting to £899,663.60 after checking, correction and negotiated savings and noting that it is open for consideration until 30 January 2011 for the Proposed Community Centre at George Street, Ormiston.
- 2.2 Cabinet is asked to note that the Executive Director of Community Services has approved the award of this contract.

3 BACKGROUND

- 3.1 Following extensive community consultation, a decision was taken to replace the existing poorly performing hall with a new facility to meet the needs of a wide range of user groups including young people and children.

The existing facility is in poor condition and does not lend itself to being re-configured or extended to suit the needs of the community. The proposed facility will provide flexible accommodation comprising a new badminton court sized hall, capable of being sub-divided for dual use, multi-purpose room and a crèche, a community kitchen and cafe.

- 3.2 Tender documents were issued to five Approved Contractors and the following offers were duly received, the three lowest being subjected to detailed checks resulting in the Tender Amounts indicated overleaf:

Ref	Contractor	Tender Amount Before Checking	Tender Amount After Checking	Lowest Checked Tender Amount
1	Mansell, Glasgow	£1,065,624.39	£1,061,971.16	<u>£1,061,971.16</u>
2	McLaughlin & Harvey Ltd Newtonabbey	£1,064,880.00	£1,064,879.71	
3	Hart Builders (Edinburgh) Ltd Macmerry	£1,085,520.32	£1,084,900.42	
4	Clark Contracts Ltd, Paisley	£1,121,596.21	Not Checked	
5	John A Smith & Son (Building Contractors) Ltd, Athelstaneford	£1,158,815.16	Not Checked	

3.3 As indicated at 3.2 Messrs Mansell's tender amounting to £1,061,971.16 after detailed checking and correction becomes the lowest of the offers submitted and has been competitively priced throughout.

3.4 The Contract is prepared on a firm price basis in terms of the Standard Building Contract with Quantities for use in Scotland 2005 (Revised October 2007) and the Contractor has undertaken to complete the works within 40 weeks from the date of possession of the site.

4 POLICY IMPLICATIONS

4.1 None.

5 EQUALITIES IMPACT ASSESSMENT

5.1 This Report is not applicable to the wellbeing of the equalities groups and an Equalities Impact Assessment is not required.

6 RESOURCE IMPLICATIONS

6.1 Financial – As a result of the lowest tender being in excess of the guideline cost, a full appraisal of the scope of works was undertaken and savings have been identified. The savings have been achieved by changing specifications of materials and the roof profile and will not impact on the quality of the project.

Based on the revised project costs, the total expenditure of the project has been assessed as follows:

Lowest Checked Tender submitted by Messrs Mansell	£ 1,061,971.16
<u>Deduct</u>	
Negotiated Savings on Amended Proposal	£ 126,978.47 Dt
Reduction in contingencies and provisional sums	£ <u>35,329.09 Dt</u>
Amount of Revised Tender	£ 899,663.60
<u>Add</u>	
Statutory Fees	£ 21,247.00
Amount of restricted ELC Professional Costs & Expenses & External Architect, Structural Engineer & CDM Co-ordinator Costs	£ <u>30,725.00</u>
 Total Project Expenditure	 <u>£ 951,635.60</u>

This revised tender expenditure, excluding Professional Costs & Expenses, will be contained within the revised budget allocated for Ormiston Community Centre in the Council's approved Capital Investment Plan for 2010/2011 and following years and has been approved by the Head of Finance.

The works will commence on site in February 2011 and the cash flow forecast for the Total Project Expenditure as detailed above is as follows:

<u>2010/2011</u>	<u>2011/2012</u>	<u>2012/2013</u>
£81,247.00	£856,893.60	£13,495.00

6.2 Personnel - None.

6.3 Other – None.

7 BACKGROUND PAPERS

7.1 None.

AUTHOR'S NAME	Alan Forsyth
DESIGNATION	Head of Community Housing & Property Management
CONTACT INFO	Iain Farquhar – Ext 7317
DATE	18 January 2011

REPORT TO: Cabinet

MEETING DATE: 8 March 2011

BY: Executive Director of Community Services

SUBJECT: Proposed Electrical Refurbishment at Loch Centre, Tranent

6

1 PURPOSE

- 1.1 To note the decision to award the contract for the Proposed Electrical Refurbishment at Loch Centre, Tranent to Messrs John G Mackintosh, Loanhead.

2 RECOMMENDATIONS

- 2.1 Cabinet is asked to note the decision of the Executive Director of Community Services (per the Head of Community Housing & Property Management) as appointed representative under Standing Order Rule 50 (ii) and delegation Appendix 2a (Tenders) thereto and after consultation with the Provost and the Head of Finance to accept Messrs John G Mackintosh's tender amounting to £154,277.58 after checking for the Proposed Electrical Refurbishment at Loch Centre, Tranent, and noting that it is open for consideration until 6 March 2011.
- 2.2 Cabinet is asked to note that the Executive Director of Community Services has approved the award of this contract.

3 BACKGROUND

- 3.1 The electrical installation at the Loch Centre is over 38 years of age and following a fire caused by electrical component failure in 2010 a full periodic electrical safety inspection was carried out. The inspection indicated that a complete electrical re-wire was required in order to keep the building safe in operation. A design was prepared by Community Housing & Property Management in order to get the major elements of the re-wire completed during a programmed shut down period agreed with Enjoy Leisure for other essential building maintenance to take place (28/02/11-18/03/11).

- 3.2 Tender documents were issued to three Approved Electrical Contractors and the following offers were duly received, all being subjected to detailed checks resulting in the Tender Amounts indicated below:

Ref	Contractor	Tender Amount Before Checking	Tender Amount After Checking	Lowest Checked Tender Amount
1	John G Mackintosh Loanhead	£154,277.58	£154,277.58	<u>£154,277.58</u>
2	Cablecom Edinburgh	£150,963.49	£163,615.99	
3	Arthur Mackay Loanhead	£175,719.60	£175,719.60	

- 3.3 As indicated at 3.2 Messrs John G Mackintosh's tender amounting to £154,277.58 after detailed checking becomes the lowest of the offers submitted and has been competitively priced throughout.

- 3.4 The Contract has been prepared on a firm price basis in terms of the Scottish Building Contract Minor Works 2002 Edition Revised January 2004 and the Contractor has undertaken to complete the works within four weeks of date of possession.

4 POLICY IMPLICATIONS

- 4.1 None.

5 EQUALITIES IMPACT ASSESSMENT

- 5.1 This Report is not applicable to the wellbeing of equalities groups and an Equalities Impact Assessment is not required.

6 RESOURCE IMPLICATIONS

- 6.1 Financial – Together with the addition of restricted ELC Professional Costs, the total expenditure for the contract will not exceed £156,000.00 and will be contained within the budget allocated in the Council's approved Capital & Planned Maintenance Budget and has been approved by the Head of Finance.

The major element of this expenditure will be in this financial year with the remaining retention monies allocated in the 2011/2012 financial year.

- 6.2 Personnel – None.

6.3 Other – None.

7 BACKGROUND PAPERS

7.1 None.

AUTHOR'S NAME	Alan Forsyth
DESIGNATION	Head of Community Housing & Property Management
CONTACT INFO	Paul Iannetta – Ext 7241
DATE	9 February 2011

REPORT TO: Cabinet

MEETING DATE: 8 March 2011

BY: Executive Director of Community Services

SUBJECT: Proposed Main Hall and Bar Improvements at
Brunton Hall, Musselburgh

7

1 PURPOSE

- 1.1 To note the decision to award the contract for the Proposed Main Hall and Bar Improvements at Brunton Hall, Musselburgh, to Messrs AKP Scotland, East Kilbride.

2 RECOMMENDATIONS

- 2.1 Cabinet is asked to note the decision of the Executive Director of Community Services (per the Head of Community Housing & Property Management) as appointed representative under Standing Order Rule 50 (ii) and delegation Appendix 2a (Tenders) thereto and after consultation with the Provost and the Head of Finance to accept Messrs AKP Scotland's tender amounting to £2,966,937.81 after checking and correction and noting that it is open for consideration until 4 March 2011 for the Proposed Main Hall and Bar Improvements at Brunton Hall, Musselburgh.
- 2.2 Cabinet is asked to note that the Executive Director of Community Services has approved the award of this contract.

3 BACKGROUND

- 3.1 The project comprises the internal alterations to the Main Hall at the first floor level within the Brunton Hall, Musselburgh to create a new multi-purpose performance and events space. The works include the following:
- New external passenger and goods lift
 - New internal mezzanine level providing back stage dressing room facilities
 - Protected enclosure and extension of NW stairway 6 to serve new gallery and attic
 - Ventilation plant, with ceiling alterations for performance lighting and scenery

- Retractable seating for 569 people
- New control box with lighting and sound
- Hardwood sprung floor, acoustic folding partitions, veneered wall panelling
- Toilet alterations
- Function kitchen and bar fitments
- Aluminium window alterations and secondary glazing
- Box office enlargement
- External signage and lighting

Other activities in the Brunton Hall, the Theatre, Restaurant, Customer Service desks and Council offices will continue without interruptions during the alteration works. Access and the sequence of the works will be carefully programmed to minimise their effect on other users of the building.

- 3.2 Tender documents were issued to five Approved Contractors following public advertisement and the following offers were duly received, the three lowest being subjected to detailed checks resulting in the Tender Amounts indicated below:

Ref	Contractor	Tender Amount Before Checking	Tender Amount After Checking	Lowest Checked Tender Amount
1	AKP Scotland, East Kilbride	£2,911,129.58	£2,966,937.81	<u>£2,966,937.81</u>
2	Clark Contracts, Paisley	£3,008,514.19	£3,020,659.44	
3	Interserve Project Services, Livingston	£2,960,881.51	£3,039,208.49	
4	Border Construction, Carlisle	£3,093,726.08	Not Checked	
5	Mansell, Glasgow	£3,502,020.00	Not Checked	

- 3.3 As indicated at 3.2 Messrs AKP Scotland's tender amounting to £2,966,937.81 after detailed checking and correction remains the lowest of the offers submitted and has been competitively priced throughout.

- 3.4 Messrs AKP Scotland have indicated that they propose to use the following Sub-Contractors:

Groundworks	-	Cuchulain Construction Ltd, Glasgow
Brickwork	-	A & G Brickwork Contractors Ltd, Glasgow
Roofing Works	-	McConnell Roofing, Kilmarnock
Cladding	-	MBM Roofing Ltd, Glasgow
Structural Steelwork	-	J & T Blacksmiths, Glasgow
Partitions & Suspended Ceilings	-	JHC Interiors, Paisley
Doorsets and Ironmongery	-	Scotdor Ltd, Glasgow

Movable Wall Systems	-	Niche Operable Systems Ltd, Bolton
Toilet Cubicles and IPS	-	Rearo Laminates, Dunfermline
Ceramic Tiling	-	A De Cecco, Glasgow
Floor Coverings	-	McGarry Flooring Contracts Ltd, Wishaw
Painting & Decorating	-	Swanson Painter &Decorators Ltd, Edinburgh
Plasterwork	-	George Rome, Glasgow
Electrical Installation	-	John G Mackintosh, Bilston Glen
Mechanical Installation	-	Arthur McKay , Edinburgh

3.5 The Contract is prepared on a firm price basis in terms of the Standard Building Contract with Quantities for use in Scotland 2005 (Revised October 2007) and the Contractor has undertaken to complete the works within 60 weeks from the date of possession of the site.

4 POLICY IMPLICATIONS

4.1 None.

5 EQUALITIES IMPACT ASSESSMENT

5.1 This Report is not applicable to the wellbeing of the equalities groups and an Equalities Impact Assessment is not required.

6 RESOURCE IMPLICATIONS

6.1 Financial – The total expenditure of the project has been assessed as follows:

Lowest Checked Tender submitted by Messrs AKP Scotland	£2,966,937.81
<u>Add</u>	
Audio Visual Installation (estimate)	£400,000.00
Loose Furniture	£80,000.00
Asbestos Removal (balance)	£1,800.00
Fire Fighting equipment	£1,800.00
Amount of External Structural Engineer, Services Engineer, QS & CDM Co-ordinator Costs & Expenses	<u>£215,945.00</u>
Total Main Construction and Fitting Out Works	<u>£3,666,482.80</u>

ELC Professional Fees

Amount of Restricted ELC Professional Costs and Expenses £180,000.00

Provision of Emergency I.T. Infrastructure

Allowance for I.T. data connections
for business continuity use in the Brunton Hall £19,600.00

This expenditure, excluding professional costs and expenses, will be contained within the budget allocated for the Brunton Hall, Theatre & Main Hall Refurbishment in the Council's approved Capital Investment Plan for 2011/2012 and following years and has been approved by the Head of Finance.

The works will commence on site in March 2011 and a detailed cash flow forecast for the Project Expenditure will be prepared for monitoring purposes.

6.2 Personnel – None.

6.3 Other – None.

7 BACKGROUND PAPERS

7.1 None.

AUTHOR'S NAME	Alan Forsyth
DESIGNATION	Head of Community Housing & Property Management
CONTACT INFO	Iain Farquhar – Ext 7317
DATE	10 February 2011



MINUTES OF THE TENANCY SUB COMMITTEE

THURSDAY 17 FEBRUARY 2011
CONFERENCE ROOMS 1/ 2, JOHN MUIR HOUSE, HADDINGTON

Committee Members Present:

Councillor D Berry (Chair)
Councillor D Grant
Councillor S Currie

Council Officials Present:

Mr I Forrest
Mr I Patterson

Applicant:

Mr S Menzies (not present)

Clerk:

Mrs F Stewart

INTRODUCTION

The Sub-Committee considered an Appeal by Mr S Menzies, residing at 75 Fowlers Court, Prestonpans, against the decision of the Council as Housing Authority to refuse his application under Part II (Homeless Persons) of the Housing (Scotland) Act 1987 for Council Housing on the basis that he was homeless, but not in priority need.

DECISION

The Sub Committee agreed that the appeal was deemed to have been abandoned as a result of the Appellant's failure to appear at the Hearing.

