



<b>Subject:</b>	Building works in City Hall: January – June 2018
<b>Date:</b>	19 <sup>th</sup> January 2018
<b>Reporting Officer:</b>	Gerry Millar, Director of Property & Projects
<b>Contact Officer:</b>	George Wright, Head of Facilities Management

<b>Restricted Reports</b>	
<b>Is this report restricted?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>If Yes, when will the report become unrestricted?</b>	
<b>After Committee Decision</b>	<input type="checkbox"/>
<b>After Council Decision</b>	<input type="checkbox"/>
<b>Some time in the future</b>	<input type="checkbox"/>
<b>Never</b>	<input type="checkbox"/>

<b>Call-in</b>	
<b>Is the decision eligible for Call-in?</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

<b>1.0</b>	<b>Purpose of Report or Summary of main Issues</b>
1.1	<p>Members will be aware that a number of individual pieces of building work affecting the City Hall have previously been agreed in principle by the Committee, most notably:-</p> <ul style="list-style-type: none"><li>• the creation of a new Family/Parenting Room and an additional disabled WC in the East area of the building;</li><li>• the swapping of the male &amp; female WC facilities in the East area;</li><li>• the creation of a single new, integrated Reception facility on the marble area of the ground floor and the removal of the existing reception area;</li><li>• the creation of a fully-featured Changing Places WC facility for profoundly disabled users in the main entrance lobby of the building.</li></ul> <p>The purpose of this report is to inform the Committee of the planned dates and timescales for all aspects of this work.</p>

<b>2.0</b>	<b>Recommendations</b>
2.1	<p>The Committee is asked to:-</p> <ul style="list-style-type: none"> <li>• Note and endorse the scheduling of the various works in the City Hall as set out herein.</li> </ul>
<b>3.0</b>	<b>Main report</b>
3.1	<p>Key dates and timescales for all aspects of this work are set out below:</p> <p>a) the male/female toilet swaps in the East will be complete and ready by <b>Monday 29<sup>th</sup> January 2018</b> (in time for the Kenneth Branagh Freedom of the City event on 30<sup>th</sup> January 2018);</p> <p>b) the new Disabled WC and the new Parenting/Family Room facilities in the East will be ready for use by <b>Monday 5<sup>th</sup> March 2018</b>;</p> <p>c) the new integrated Reception facility would be installed on the marble and ready for use by <b>Monday 19<sup>th</sup> March 2018</b> (we can continue with present location until ready);</p> <p>d) the existing business-as-usual reception desk will be removed by <b>23<sup>rd</sup> March 2018</b>; and</p> <p>e) the new Changing Places WC facility in the entrance lobby will be complete and operational by <b>Monday 4<sup>th</sup> June 2018</b> (but not on a 24/7 basis as yet, as further investigation into the feasibility of this aspect is needed).</p> <p>3.2 There will clearly be some disruption to normal operation while this work is going on, and consequently the Facilities Management staff will be in contact will all affected function organisers to apprise them of any impacts on their events. Regular communications will also be issued to the public, members and staff to keep all concerned apprised of the upcoming works. The above sequence also explicitly takes into account the Freedom of the City award to Kenneth Branagh at the end of January 2018, and any other significant bookings in the prestige function rooms.</p> <p>3.3 <b>NB:</b> the above are of course target dates which may be subject to alteration in the light of prevailing circumstances once the building works commence. Should unforeseen difficulties arise the Committee will be informed of any proposed changes to the schedule of works.</p> <p>3.4 The Committee is therefore requested to note and endorse the programme of works as set out herein.</p>

3.5	<p><u>Financial &amp; Resource Implications</u></p> <p>Funding in respect of each element of the works described herein has been agreed with the Director of Finance &amp; Resources and will be made available from capital and/or non-recurring sources within the council's existing budgetary provision for 2018/19.</p>
3.6	<p><u>Equality or Good Relations Implications</u></p> <p>The provision of both a fully-featured Changing Places WC facility for the profoundly disabled and the creation of a new Parenting/Family Room facility will clearly enhance the building's accessibility for the groups affected.</p>
4.0	<p><b>Appendices – Documents Attached</b></p>
	<p>None.</p>