

# **WEST DUNBARTONSHIRE COUNCIL**

## **Report by the Executive Director of Corporate Services**

**Corporate Cultural Sub-Committee: 16<sup>th</sup> February 2010**

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**Subject: Clydebank Town Hall - Clydebank Civic Quarter Project**

### **1. Purpose**

- 1.1. This report advises CMT on a number of the issues arising from the decision by HEEDS Committee to proceed with the Clydebank Civic Quarter project, and how it is proposed to address these.

### **2. Background**

- 2.1. The HEEDS Committee on 6<sup>th</sup> January 2010 agreed that the above project, at the Clydebank Town Hall should proceed, with Clydebank Rebuilt being appointed to oversee the works and with Page and Park's existing appointment with Clydebank Rebuilt being confirmed as acceptable to the Council.
- 2.2. Due to the tight timescales involved in the expenditure of the funds being provided by the Scottish Government and Scottish Enterprise, an early meeting was held with all parties, at which the means of proceeding was agreed. This report identifies the arrangements and highlights some of the issues to be addressed going forward.

### **3. Main Issues**

- 3.1. It is essential that the design team is put in place at the earliest opportunity to allow the programme to proceed in order to maximise spend in line with Scottish Government and Scottish Enterprise spending profiles and minimise overall delay to the programme.
- 3.2. Clydebank rebuilt have accordingly placed adverts in the Public Contracts Scotland portal for a Quantity Surveyor (QS), a Structural Engineer (SE) and a Mechanical & Electrical Engineer (M&E) with a return date of 10<sup>th</sup> February. Whilst the appointments are in the first instance being made by Clydebank Rebuilt, the contracts will be novated over to the Council so it is proposed that a report be submitted to the February meeting of the Tendering Committee as a "to follow" item, in order that the Council remain fully involved in and informed of the process from the outset. The CDM and Clerk of Work appointments will be made through the Council's usual arrangements. The timescale proposed for the tendering process is very ambitious and it is possible that, in order to address any bidder or Council concerns, it will require to be slightly extended, in which case it may be necessary to call a special meeting of the Tendering Committee.

- 3.3. A revised programme is being devised to take into account planned weddings at the Town Hall and the requirement for spend of external monies. This will be finalised when the full design team has been appointed, prior to tendering for the main construction contract.
- 3.4. It is however clear that the Town Hall will have to be closed entirely for a substantial period and this will clearly have an impact on events planned for the period between September 2010 and the likely full handback in Autumn 2011, on how services are delivered, on how meetings are catered for and for current third party users of the building. Clydebank Rebuilt have enquired as to the possibilities of some form of phasing and the costs this would incur. This will only be capable of being fully costed and considered once the design team has been appointed, however an early indication of whether it will be economically feasible may be possible.
- 3.5. It will be necessary to identify all planned events and to consider whether these can be relocated, postponed or cancelled. It is recognised that there are a number of the events were planned for the coming year and there is a clear imperative to ensure that alternative arrangements can be put in place for these at the earliest opportunity. Perhaps of highest profile is the 70<sup>th</sup> Anniversary of the Clydebank Blitz in March 2011. Officers will work with Members and external organisations over the coming months to ensure that the impact of the non-availability of the Town Hall is kept to a minimum and where possible, new locations are found for the events.
- 3.6. The services most directly affected by the works will be the Museums service and the Registration Service. Discussions are being held with a view to identifying how best to address service delivery over the months and further reports will be made to CMT or to the appropriate service committees as solutions are developed. At this juncture however, it is not anticipated that there will be any *showstoppers*, and indeed the new works commencement date has been set to follow the last currently booked wedding.
- 3.7. As regards third party users, these fall into two categories – those that utilise parts of the halls under regular or infrequent lets and those who occupy parts of the building regularly. In the former case, if approved, information will be issued and potential users will be directed through the Halls and Events section of the Department of Housing, Environmental and Economic Development to other venues.
- 3.8. Currently there are three permanent users of a section of the Town Hall that sits to the rear of the building using a discrete stair. These are Bankie Talk –a talking newspaper for the blind, WRVS and One Day at a Time (ODAT). Discussions will take place with these users to identify appropriate alternatives.
- 3.9. It may be considered appropriate by the Sub-Committee that consideration of alternative accommodation and venues for Civic Events could reasonably fall within the remit of the Town Hall Working Group.

- 3.10. An officer project group comprising Andrew Fraser, Anne Laird, Christine McCaffary, Kevin Neeson, Ken Graham and Alan Douglas has been formed to represent and address issues for the main affected services. The meetings of the group are attended by Eleanor McAllister of Clydebank Rebuilt.
- 3.11. It is proposed that the group will act as a focus and the Council's voice as the project proceeds. An early task for the group will be consultation with affected groups to ensure that the project proceeds with the fullest possible information.

#### **4. Personnel Issues**

- 4.1 As the project goes on site there will be a need to temporarily relocate staff. This will be addressed in future reports. There is also a proposal for a business manager role and this likewise will need to be addressed at a future point.

#### **5. Financial Implications**

- 5.1 The major financial implications have been addressed and agreed by Committee in previous reports. There will be some relatively speaking minor financial implications in respect of the reorganisation of events, loss of income etc., and the acceptance of contracts will commit the Council to expenditure as per the previously noted reports.

#### **6. Risk Analysis**

- 6.1 The physical risks inherent in the design and construction phases will be addressed in part through the appointment of the Council's regular CDM consultant to the project, whilst risks of financial and time overrun will be addressed through the contractual documentation and the monitoring and reporting arrangements to be put in place.
- 6.2 Reputational risk arising from delay or failure to deliver the promised vision is significant, and it is hoped that the involvement of all relevant services on the officer project group, and of members through the Town Hall working group and through the committee decision making process will ensure that this risk is minimised and managed.

#### **7. Conclusions & Officers' Recommendations**

- 7.1 Significant progress is being made in addressing the issues arising out of the project, though there are likely to be further issues arising as the project proceeds.
- 7.2 It is recommended that the Sub-Committee:-
  - a) notes the progress made to date; and

- b) considers whether it would wish to add a role in respect of alternative arrangements for Civic Events to the remit of the Clydebank Town Hall Working Group.

**Head of Legal, Administrative and Regulatory Services**

**Date:**

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**Appendices:** None

**Background Papers:** Report on Clydebank Civic Quarter, Housing, Environmental and Economic Development Committee, 6<sup>th</sup> January 2010

**Wards Affected:** All