

ANGUS COUNCIL

**EDUCATION COMMITTEE – 11 NOVEMBER 2004
RESOURCES AND CENTRAL SERVICES COMMITTEE – 2 DECEMBER 2004**

**JOINT REPORT BY THE DIRECTOR OF EDUCATION
AND THE DIRECTOR OF PROPERTY SERVICES**

MONTROSE - COMMUNITY EDUCATION SERVICE PREMISES

ABSTRACT

This report requests approval to relocate the current Community Education Service base from within Queen's Close, 113 High Street, Montrose to the former Social Work Office in 51 St John Street, Montrose and requests authorisation for the Director of Property Services, in conjunction with the Director of Law & Administration, to procure the necessary works to upgrade the facility.

1 RECOMMENDATION

- 1.1 It is recommended that each Committee, for its respective interest:
- a) approves the proposal to relocate the Community Education Service office from Queens Close, 113 High Street, Montrose to the former Social Work Office in 51 John Street, Montrose
 - b) authorises the Director of Property Services to procure the upgrading of the new facility
 - c) notes the estimated building improvement costs of £37,000
 - d) notes that the building improvement work costs and ongoing revenue costs can be met from within the existing Education Department budget.

2 BACKGROUND

- 2.1 Since 1998 Community Education Service staff have operated out of small privately leased office premises in Queen's Close. The limited space available to staff within these premises has been further compounded by an increase in demand for space through Service developments, the Literacies initiative and the needs of partner agencies.
- 2.2 Access for members of the public to the office has been less than ideal, given its location next to a homeless persons unit. Issues have been identified relating to staff security, with office staff having been the subject of abuse. The poor, run-down appearance of the access has also been identified as an issue.
- 2.3 After a search for possible alternative accommodation, the former Social Work Office adjoining the Registrar's office in 51 John Street, has been identified as the most appropriate location, subject to building improvements. The Registrar's office is also the subject of major building improvements.

- 2.4 Staff have produced a revised layout plan and a costed report for the necessary building improvement work, currently estimated to be in the region of £37,000. This cost relates to improvements to: woodwork, plumbing, heating, electrics, wall tiling, flooring and painting. In addition, there will be annual running costs for rates, water and sewerage, gas, electricity and maintenance service charges currently estimated to be in the region of £4,500 per annum. However this is similar to the existing leasing charges at Queens Close premises; any increase will therefore be marginal and will be contained within the Education Department's budget.

3 FINANCIAL IMPLICATIONS

- 3.1 Provision for the one-off property costs has been made within the Education Revenue Budget 2004/2005.
- 3.2 There will be an annual saving of £4,200 on the current lease of Queen's Close – offset by annual property costs for the new premises.

4 PROPERTY IMPLICATIONS

- 4.1 The property is already owned by Angus Council

5 CONSULTATION

- 5.1 The Chief Executive and the Directors of Law and Administration and Finance have been consulted on the terms of this report.

6 HUMAN RIGHTS

There are no Human Rights implications arising from this report.

JIM ANDERSON
DIRECTOR OF EDUCATION

MIKE LUNNY
DIRECTOR OF PROPERTY SERVICES

NOTE

No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information), were relied on to any material extent in preparing this report.