

# CABINET

## ACCOMMODATION 14 February 2011

### Report of Head of Property Services

PURPOSE OF REPORT					
To consider a variety of accommodation issues that have arisen since the undertaking of the major building works in 2011.					
Key Decision	<input checked="" type="checkbox"/>	Non-Key Decision	<input type="checkbox"/>	Referral from Officer	<input checked="" type="checkbox"/>
Date Included in Forward Plan	14 February 2012				
This report is public					

#### RECOMMENDATIONS OF HEAD OF PROPERTY SERVICES

- (1) Cabinet is asked to consider whether it wishes to see any further improvements made to the Council's accommodation as identified in the report.
- (2) That in view of the health and safety aspects identified, approval be given to the proposals to improve security at the Town Halls and White Lund Depot together with renewal of the carpet in the Morecambe Town Hall Council Chamber.
- (3) If any improvements are to be taken forward, they will need to be referred onto Full Council as part of Cabinet's overall budget proposals.

#### 1.0 Introduction

- 1.1 This report provides Cabinet with options for:
  - the refurbishment of Morecambe Town Hall Council Chamber;
  - it looks at increasing the room booking appeal for multiple uses of Council Chamber and the 1<sup>st</sup> floor committee rooms by the installation of additional toilet facilities,
  - the allocation of rooms with Morecambe & Lancaster Town Halls
  - examines security upgrades to both Morecambe and Lancaster Town Halls.
- 1.2 The report tries to identify the various issues in priority order.

## **2.0 Proposal Details**

### **2.1 Improve security to Morecambe Town Hall/Lancaster Town Hall/White Lund Depot**

- 2.1.1 There is a need to improve security at these buildings as the current arrangements pose potentially significant financial and people risks.
- 2.1.2 From a financial risk point of view, there have been incidents in the past where members of the public have been found wandering through the corridors and the depot 'lost'. It is quite feasible, therefore, that, without restricted access to certain areas, an intruder could steal or maliciously damage property. In incidents such as this, the council's insurance would be invalidated as the theft or damage did not occur by forcible and violent entry into the property. The cost of any such loss or damage would thus have to be borne by the council.
- 2.1.3 With regards the people risk, it is clearly unsafe to have staff, members or the general public in the buildings who are not identified as being present. Not only is there a risk that they could be left inside the building during an emergency evacuation, but there is also a chance of an isolated incident where an individual could be trapped and/ or injured and yet go unnoticed for quite some time. If such a situation were to occur, not only would there be the usual health and safety implications to deal with but, also, it is highly likely that legal action for compensation could be made against the council on the basis that it was negligent to have inadequate security arrangements.
- 2.1.4 In making their decisions, members should consider these risks and decide whether to mitigate them by improving security, or else recognise and accept them without change.

#### **Morecambe Town Hall**

- 2.1.5 Following the office remodelling to Morecambe Town Hall there is now a need to upgrade and improve the security throughout the building. Currently the Customer Services Centre (CSC) records visitors to the building and generally this is effective, although visiting Staff, Members and the General Public do walk up the main stair case to the first floor, this creates a major safety risk as visiting Staff, Members and the General Public may not be identified as being present in the building should an emergency occur. At this stage there are two options to consider at Morecambe Town Hall:

**Option A** upgrade existing door entry key pad system linked to the fire panel to allow door to fail open and upgrade CCTV to the inside and outside of the building. This will improve the security to the main staircase and first floor corridor and to all the exterior of the building. At this stage it is proposed to install 4 additional CCTV cameras to the inside and 8 additional Cameras to the exterior. This will identify people straying into restricted areas, identify intruders and assist Building Attendants during out of hours. As the building is Listed, appropriate consents would be required.

**Option B** is a computer controlled management security system. This would be based on a Key Fob/ID card system that would be placed against a

“reader” which authorises access into the building. The “reader” is connected to computer software which records the presence of an individual in the building. This system can be used for as many different sets of doors limiting access for visitors to certain parts of the building. With this system there will still be a need to upgrade the CCTV system to the internal and external of the building.

- 2.1.6 **Burglar Alarm System:** At present Morecambe Town Hall has only a limited burglar Alarm to the Ground floor Customer Services area. There is a need therefore to improve detection of intruders. This report seeks approval to install a wireless system throughout the building giving full intruder protection.

Option	Cost
OPTION A Upgrade Door Key Pad System	£3000.00
OPTION B Full key fob security system	£12,800.00
13 no CCTV inside & out	£13,000.00
Burglar Alarm (wireless)	£5,000.00

**Preferred option:** It is recommended that finance is approved to upgrade the Door Keypad System and to install additional CCTV cameras, together with the installation of a wireless burglar alarm system throughout the building at a combined cost of **£21,000.00**

### **Lancaster Town Hall**

- 2.1.7 There is a need to increase the security system to Lancaster Town Hall (LTH). At LTH the CSC record visitors to the building and issue passes but as many offices or function rooms within the building have little or no door security; visitors can accidentally access these offices or function rooms. At this stage there are two options to consider:

**Option A - Keypad & Additional CCTV:** This option looks at introducing new key pads to office/corridor doors with no security and upgrading the office/corridor doors with key entry pads and linking the whole system to the fire panel to allow doors to fail open. As part of the security upgrade it will be necessary to increase the number of CCTV cameras within the building. This will identify visitors who stray into restricted areas.

**Option B - Full key fob security system:** Due to the position of Male and Female lavatories to the ground and first floors, visitors require access to many parts of the building. Option B is a computer controlled management security system. This would be based on a Key Fob/ID card system that would be placed against a “reader” at each the door which authorises access into the building/corridor/room etc. The “reader” is connected to computer software which records the presence of an individual in the building. This system can be used for as many different sets of doors limiting visitor access to certain parts of the building. With this system there will also be a need to upgrade the CCTV system to the internal corridors.

- 2.1.8 **Burglar Alarm System:** As with Morecambe Town Hall there is a limited burglar Alarm to the Ground floor Customer Services area. There is a need

therefore to improve the detection of intruders. This report seeks approval to install a wireless system throughout the building giving full intruder protection.

Option	Cost
OPTION A Upgrade Key pad system 4 no Basement 14 no Ground floor 4 no First Floor	£17,600.00
OPTION B Full key fob security system	£35,000.00
6 no CCTV inside & out	£6,000.00
Burglar Alarm (wireless)	£7,000.00

**Preferred option:** It is recommended that finance is approved to upgrade the Door Keypad System and to install additional CCTV cameras. Also to install a wireless burglar alarm system throughout the building at a combined cost of **£30,600.00**.

### Lancaster Town Hall Front Doors

2.1.9 For some time there has been concern that the front doors at LTH remain open even though there is no reception facility there. It has previously been indicated by members that they prefer the main doors to remain open with the inner doors locked. Cabinet is asked to consider whether this arrangement should continue.

### **White Lund Depot**

2.1.10 There is a need to increase security at White Lund Depot (WLD). At WLD the security guard monitors visitors to the site but the offices and out buildings have little or no door security; visitors can accidentally access these buildings. Furthermore there are numerous vehicle movements in and out of the depot on a daily basis which clearly increase the security risk. The value of equipment, materials, vehicles etc on site is considerable. At this stage there are three options to consider:

**Option A - Full key fob security system in office building:** Option A is a computer controlled management security system. This would be based on a Key Fob/ID card system that would be placed against a “reader” at each of the doors which authorises access into the building/corridor/room etc. The “reader” is connected to computer software which records the presence of an individual in the building. This system can be used for as many different sets of doors limiting visitor access to certain parts of the building. Due to the frequent ‘out of hours’ use of WLD and relatively intermittent access to offices for staff working mostly off site, it is judged that a key fob system is better suited to WLD than the use of key pads.

**Option B- Vehicle Security - allowing automatic barrier access to White Lund Depot:** This is similar to the security system above but attached to vehicles and would ensure that only Council vehicles could enter and leave the depot. Other vehicles would have be permitted manual access and egress via the security officer.

**Option C-Main Entrance Doors - intercom system, allowing controlled access to the main office building** – this would allow staff within the depot to control, access via the main doors. It still would not prevent accidental access via other doors.

Option	Cost
Option A - Full key fob security system in office building	£6,000
Option B- Vehicle Security - allowing automatic barrier access to White Lund Depot	£10,000
Option C-Main Entrance Doors - intercom system, allowing controlled access to the main office building	£600

**Preferred option:** For the safety of staff option A would be priority. However, it is recommended that finance is approved for Options A and B. This would cost £16,000

## 2.2 Renew carpets in Morecambe Council Chamber

2.2.1 The existing carpets are threadbare and held together with tape and provide a safety risk to users of the room. The options to deal with this are as follows:

CATEGORY	ITEM	COST
<b>CARPETS</b>	Teviot carpet tiles Basic appearance.	£3,800
	80% wool contract Axminster  Normally used in prestige rooms	£10,500 (Ulster mix range) £9,400 (Eden range) £9,700 (Gowan range) £10,100 (Lever range)

This is a straightforward choice between a more prestige look within the chamber or a more functional office appearance.

## 2.3 First floor committee rooms

2.3.1 The refurbished committee rooms are becoming popular for meetings within the council. Initially, it was expected that the rooms would be used as office accommodation, but the existing staff structure has resulted in the rooms being returned for other uses. However, in order to maximise the letting opportunities of these rooms, it is necessary to consider the existing furniture and the provision of toilet facilities.

2.3.2 The fire regulations limit the maximum number of people that can use the committee rooms. Each of the three rooms has a maximum limit of 50 people but if the three rooms are opened out into a single space, the maximum occupancy remains at 50 unless the event is very closely managed. It is highly unlikely that three separate meetings could be held with 50 people in each – there is insufficient noise separation between the rooms to allow for such use.

- 2.3.3 Even with such limits on capacity, it is considered that the rooms are suitable for a variety of events from weddings to meetings. The existing furniture is serviceable at present but could be improved by either refurbishing the existing items or buying new furniture. Refurbishment costs are likely to be in the order of £10-12,000. New furniture would be £25-30,000.
- 2.3.4 One specific element that does need to be considered is the provision of additional toilet facilities. If the rooms are to be let to outside organisations, or even for meetings attended by non-council personnel, additional facilities are required. Regulations exist in respect of the number of facilities required and provided that the rooms are not let for a combined total of more than 100 people, it would be possible to accommodate new male and female toilets in room F8 – the room currently used as an IT training room/hot desking room/business continuity room.
- 2.3.5 Prior to the Council releasing finance to complete the toilet works to F8 a full cost benefit analysis will be commissioned to establish the true demand for the committee rooms and potential income that will be generated. At this stage an estimate has been submitted as a guide to the Council design and construct costs are likely to be in the order of £57,200.

#### **2.4 Room allocation at Morecambe & Lancaster Town Halls**

- 2.4.1 As indicated above, if new toilet facilities are to be provided, it will be necessary to consider the current use of rooms. This raises a number of issues that affect Morecambe Town Hall. Plans are attached which identify the appropriate rooms in MTH.
- 2.4.2 The consequence of converting room F8 to toilets is the loss of space for the small IT training facility/hot desking space/emergency control centre (if the Lancaster base is not available).
- 2.4.3 There are three other areas to consider in this respect. Room F7 is currently occupied by Morecambe Town council who have indicated that they wish to remain in MTH but move to room G5 on the ground floor close to the reception area. Room G5 is currently vacant. To the rear of the CSC is another small office G28 which is currently used for small meetings.
- 2.4.4 The CSC is running short of interview space and G28 is the most suitable alternative for conversion in due course if it is not possible to use any space currently forming part of the customer waiting area..
- 2.4.5 MTH currently has no members' room and there is a demand for members for such space. Room F7 would be a suitable location for a small members' room.
- 2.4.6 This would leave room G5 which would be suitable for use as a hot desking area (for which there is regular demand), a small IT training area for localised training and for allocation as the emergency control centre.
- 2.4.7 If all of these room allocations were to be agreed, there would be no appropriate space for Morecambe Town Council and due notice would need to be served on them. It should be noted that the Town council are looking for

advice on their future accommodation situation as soon as possible due to the need to determine future budget allocations.

- 2.4.8 Alternatively, if G28 is not required as interview space, Morecambe Town Council could be allocated room G5.

## 2.5 Morecambe Council Chamber

2.5.1 As part of the Municipal Building works to Morecambe Town Hall the Council Chamber has been decorated, the high level leaded ornate windows and glass suspended ceiling refurbished to complement the art deco environment within the chamber. There are still some snagging works outstanding which are being resolved with the contractor.

2.5.2 Following meetings with Group Leaders last autumn, it has been identified that the main reasons for considering a Council Chamber refurbishment are as follows:

- a) The existing chamber does not fully meet all the needs of its users.
- b) Furniture is old and does not provide the necessary comfort for all users.
- c) The existing furniture does not provide accessibility for all users.
- d) The Chamber's Visual and Audio facilities for presentations are inadequate.
- e) The existing carpet is threadbare and in many places is held together by tape to prevent trip hazards (see section 2.2 above)
- f) Operational usage is limited to Council Meetings and general meetings.

2.5.3 The art deco grade ornate Council Chamber with long dais at one end of the room and opposite facing public gallery is listed, any restoration works will require the necessary consents from English Heritage. The room can accommodate 60 members although due to the shape of the furniture space does become a premium. To accommodate a full council meeting, additional temporary furniture has to be brought in.

2.5.4 The following furniture options have been identified:

### OPTION 1 RESTORATION OF EXISTING FURNITURE

- a) The furniture in the Council Chamber is original and can be restored. Beneath the black varnish is an oak finish which can be polished to a good finish and the tables, chairs and public benches can be stripped back and re-polished.
- b) Reupholster the existing damaged green chairs.
- c) Create new bespoke tables to complete the outer circle of tables which will cater for all council members at full council and remove the need for the folding tables currently used.
- d) The restoration option provides a solution that ensures that the furniture and seating within the Council Chamber will fulfil the Council's obligations in this respect appearance and under the Disability Discrimination Act 1995 & 2005.

The following estimates have been obtained from local companies:

CATEGORY	ITEM	COST
FURNITURE	Reupholster existing damaged green chairs	£1,700
	Strip and re-polish existing black furniture including all chairs and public	£9,500

	benches	
	New bespoke tables to complete the outer circle to replace folding tables currently used	£15,600
		<b>£26,800</b>

The benefit of this option is that existing original furniture is utilised and would remain in keeping with the Listed Building status. However, the existing furniture is not very flexible and alternative uses of the Chamber are very limited.

## OPTION 2 RENEW FURNITURE

- a) Provide new furniture which will need to be in keeping with the Council Chamber decoration.
- b) New furniture should be of a high quality finish and can have some personalisation i.e. banding and inlay.
- c) The new furniture solution must be re-useable in the event that the Council wishes to hold its meetings elsewhere in the future.
- d) The new furniture should provide a flexible seating space that will not only accommodate full Council but also training sessions, hot desking, general meetings when required and the development of future chamber use.
- e) New seating and benches need to be stacked and stored into a minimal space.

CATEGORY	ITEM	COST
RENEW FURNITURE	New furniture for Council Chamber	£9,700 Banding & inlay to all table tops £1,800
	New chairs (based on 100 chairs) including members and public gallery	Range from £18,100 to £33,800 based on examples of chairs supplied on quote.

This option does have the benefit of flexibility although issues relating to the buildings listing will need to be addressed.

## 2.6 Provide an audio visual system

2.6.1 The following specifications have been identified:

- a) An audio facility would help to boost the sound of delegates' voices and facilitate all users of the Council Chamber to hear comfortably. This was a particular issue raised by the group leaders.
- b) The audio solution should include a new induction loop to replace the existing facility
- c) The audio solution should be re-locatable to other sites to allow meetings to take place wherever required.
- d) The visual solution should allow any users of the Council Chamber to see clearly any presentation from any viewing angle.
- e) The visual solution should allow the presentation of any document from whatever source. e.g. paper documents, laptops or PC's.
- f) The solution should allow for the audio & visual recording of meetings.
- g) The solution should ensure that the Council will meet its obligations with regard to the provision and use of audio visual aids under the Disability Discrimination Act 1995 & 2005.



- j) An ability to automatically zoom in on speakers would be preferable.
- k) Ability to web cast any meeting to the Internet.
- l) Power and network facilities should be available to each delegate to enable laptop or other devices to be used.

2.6.2 This is a highly technical area and it appears that there are three options available, the first two providing good audio visual and option three providing basic voice amplification only.

ITEM	COST
<b>OPTION A</b> Cableless radio conference system incl:	
Hand Held Voting System	
Sound reinforcement / public address to relay audio to public seating area	
Radio / lapel microphones for public and hands free presentations	
Infrared hard of hearing system	
Digital recording and transcription	
Projectors and Multimedia	
Radio touch screen master control	
Autotrack video cameras	
Equipment Rack to house all the AV control equipment	
Engineering to programme system and training	
Engineering for additional training and to attend first meeting	
Project Management, Staff training, help desk and first years maintenance	
<b>TOTAL OPTION A</b>	<b>£105,000</b>
<b>OPTION B</b> Cableless radio conference system with voting incl:	
Hand Held Voting System	
Sound reinforcement / public address to relay audio to public seating area	
Radio / lapel microphones for public and hands free presentations	
Infrared hard of hearing system	
Digital recording and transcription	
Projectors and Multimedia	
Radio touch screen master control	
Autotrack video cameras	
Equipment Rack to house all the AV control equipment	
Engineering to programme system and training	
Engineering for additional training and to attend first meeting	
Project Management, Staff training, help desk and first years maintenance	
<b>TOTAL OPTION B</b>	<b>£119,500</b>

<b>OPTION C</b> - 9 fixed gooseneck microphones for bench + 16 radio microphones to give coverage around the chamber, with all associated speakers, control gear etc	
<b>TOTAL OPTION C</b>	<b>£27,700</b>

2.6.3 The choice of system, if any system is required, is for cabinet to determine in terms of the facilities that they would wish to see utilised within the Council Chamber for the benefit of members and the public who attend meetings.

### 3.0 Details of Consultation

3.1 As this is an internal matter for the council to consider, there has been no formal external consultation.

3.2 However, the work undertaken to produce this report followed from a meeting with Group Leaders to discuss concerns within Morecambe Town Hall.

### 4.0 Options and Options Analysis (including risk assessment)

Individual options are provided against each of the issues contained in the report.

### 5.0 Officer Preferred Option (and comments)

5.1 The officer preferred options where appropriate are identified against each section of the report.

#### **RELATIONSHIP TO POLICY FRAMEWORK**

There is no direct relationship to the policy framework.

#### **CONCLUSION OF IMPACT ASSESSMENT**

**(including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)**

The proposals result from and are part of the council's drive to reduce the quantity of its office accommodation to ensure that its operating base is more sustainable.

#### **LEGAL IMPLICATIONS**

There are no legal implications arising from the report.

#### **FINANCIAL IMPLICATIONS**

No specific revenue or capital funding is currently set aside for any of these works, although the one-off costs associated with the smaller renewals / refurbishment / upgrade options for carpeting, furniture and security could justifiably be financed from the existing Renewals Reserve.

If any of the other proposals (toilets and council chamber technology) are taken forward, they would need to be included as growth within Cabinet's budget proposals for referral on to Council (this also applies to any recurring costs, as budget provision does not currently exist). In essence, this would mean that such proposals would need to be financed through making savings in other areas, not taking other growth forward, or by applying any available surplus Balances (see Budget report elsewhere on the agenda).

The revenue impact of the proposals is set out below, grouped into the high priority security and carpeting works and the more discretionary elements. The 'highest and lowest' cost options ultimately assume that all proposals would be taken forward in some way – clearly, though, if some proposals are rejected, the costs could be lower still.

It should also be noted that as per paragraph 2.3.5 in terms of the committee room works, there is no data at present to establish whether there would be sufficient demand to make this worthwhile; this information would be required before making any final decision to invest.

<b>Scheme</b>	<b>Ref</b>	<b>One off costs £000</b>	<b>Additional recurring cost £000</b>
LTH security	1	31.0	1.3
MTH security	2	21.0	0.8
WLD security	3	16.0	0.0
MTH Council Chamber carpet tiles	4	4.0	0.0
MTH Council Chamber carpet axminster	5	11.0	0.0
<b>Lowest cost option (1+2+3+4)</b>		<b>72.0</b>	<b>2.2</b>
<b>Highest cost option (1+2+3+5)</b>		<b>79.0</b>	<b>2.2</b>
MTH committee room furniture restoration	6	12.0	0.0
MTH committee room furniture purchase	7	30.0	0.0
MTH committee room toilets	8	57.0	0.0
<b>Lowest cost option (6+8)</b>		<b>69.0</b>	<b>0.0</b>
<b>Highest cost option (7+8)</b>		<b>87.0</b>	<b>0.0</b>
MTH council chamber furniture restoration	9	27.0	0.0
MTH council chamber furniture purchase	10	45.0	0.0
MTH council chamber technology A	11	105.0	0.3
MTH council chamber technology B	12	120.0	0.3
MTH council chamber technology C	13	28.0	0.1
<b>Lowest cost option (9+13)</b>		<b>55.0</b>	<b>0.1</b>
<b>Highest cost option (10+12)</b>		<b>165.0</b>	<b>0.3</b>
<b>Total lowest cost</b>		<b>196.0</b>	<b>2.3</b>
<b>Total highest cost</b>		<b>331.0</b>	<b>2.4</b>

In addition, should notice be served on Morecambe Town Council to vacate Morecambe Town Hall, then there would be an annual loss of revenue rental income of £2.6K, which would also need to form part of Cabinet's budget proposals.

In the figures above, it has been assumed that the ongoing cost of the security at White Lund Depot (estimated at £1K pa) would be totally off set by savings on stock losses.

#### **OTHER RESOURCE IMPLICATIONS**

**Human Resources:**

There are no Human Resource implications

**Information Services:**

Is will be involved in arranging to move equipment where necessary to allow any agreed accommodation moves to take place.

**Property:**

The report has been prepared by Property Services and contains the property implications.

**Open Spaces:**

There are no opens space implications

#### **SECTION 151 OFFICER'S COMMENTS**

Members are advised to consider these proposals in context of their overall priorities and the Council's financial prospects, as well as service objectives, risk (particularly for some proposals) and value for money.

#### **MONITORING OFFICER'S COMMENTS**

The Monitoring Officer has been consulted and has no further comments

#### **BACKGROUND PAPERS**

None applicable

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