
**TOWN HALL – PROPOSED RECOMMISSIONING OF
SOUTHERN PASSENGER LIFTS**

**Responsible Cabinet Member - Councillor Stephen Harker
Efficiency and Resources Portfolio**

Responsible Director - Paul Wildsmith, Director of Resources

SUMMARY REPORT

Purpose of the Report

1. To seek Cabinet approval for the funding to modernise and recommission the two southern passenger lifts at the Town Hall. The Procurement Plan will be updated to include the southern passenger lifts and Cabinet is asked to approve this inclusion and the assessment of the southern passenger lifts as non strategic.

Summary

2. Following recent and proposed increases in Town Hall occupancy levels and changes to principle access routes as a consequence of the DFE office development there is now a pressing need to modernise and recommission the two redundant southern passenger lifts, ensuring full access to all floors.
3. Under the Contract Procedure Rules one of the responsibilities of Cabinet is to agree the Procurement Plan. This identifies the route that contracts will take. The procurement of the works on the lifts has been assessed in accordance with criteria previously agreed by Cabinet, as non strategic.

Recommendation

4. It is recommended that Cabinet :-
 - (a) Agree that the two southern passenger lifts at the Town Hall be modernised and recommissioned.
 - (b) Approve and release £115,000 from the capital MTFP and agree to allocate the balance of £3,000 from revenue MTFP.
 - (c) Agree that the southern passenger lifts be added to the Annual Procurement Plan and that they are classified as a non strategic procurement.

Reasons

5. The recommendations are supported by the following reasons :-
- (a) To ensure the Town Hall remains fit for purpose and meets the needs and requirements of its workforce.
 - (b) The designation of contracts as strategic or non strategic is a Cabinet function.

Paul Wildsmith
Director of Resources

Background Papers

No background papers were used in the preparation of this report.

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S17 Crime and Disorder	N/A
Health and Well Being	Health & Well Being of staff will be supported through additional DDA access to all parts of the building.
Carbon Impact	The carbon footprint of the additional lifts will be offset against the reduced use of the northern end lifts
Diversity	N/A
Wards Affected	Central
Groups Affected	Positive outcome for all groups using the building.
Budget and Policy Framework	This decision does not represent a change to the budget and policy framework.
Key Decision	N/A
Urgent Decision	N/A
One Darlington: Perfectly Placed	The proposal in the report will ensure the Town Hall is fit for purpose and meeting its requirements for One Darlington Perfectly Placed.
Efficiency	The recommissioning of the southern end lifts will allow staff to access the building more effectively.

MAIN REPORT

Information and Analysis

Background

6. The two southern passenger lifts were decommissioned several years ago when they were deemed obsolete by the service provider Otis Lifts. The north lifts received a full refurbishment and remain in operation. This provides DDA access to all floor levels, but is facilitated from one end of the building only. With the historical backdrop of a potential retail development and the uncertain future of the Town Hall, the southern lifts have remained redundant.
7. The desire to refurbish and re-commission the southern lifts has become a priority as a result of the following.
 - (a) The DfE new build will displace the east car park traffic to the south 'bus depot' car park, resulting in an increased footfall of staff and deliveries at the southern entrance to the Town Hall.
 - (b) A new degree of certainty that the Council will remain in occupation at the Town Hall for at least the duration of the proposed lease to the DFE.
 - (c) The Council's strategic Property Rationalisation and Town Hall refurbishment plans will continue to see staff numbers based in the Town Hall rising which will increase volume of use and wear and tear/maintenance costs for the existing north end lifts should they remain the only ones in operation.
 - (d) Increasing occupancy levels of partnership personnel who may perceive the Town Hall as a less attractive place to work to that of alternative employers, which could harm future recruitment and or retention of staff.

Proposed Work/Costings

8. The work comprises the replacement of all lift machinery including motors and control panels, full rewiring, new car operating panels (DDA compliant), voice synthesisers (part M Building Regs), new landing fixtures and position indicators.
9. This work will be sufficient to ensure that the lifts are of a serviceable and warrantable condition going forward.
10. The total cost for both lifts to be modernised to the same standard as the northern end lifts and recommissioned is £118,000
11. The ongoing maintenance of the recommissioned lifts would then be met from existing revenue budgets.
12. The installation will take approximately 18 weeks and the lead in time to start works is 12 weeks from receipt of instruction.

Financial Implications

13. There was £115,000 identified in the 2013/14 MTFP capital programme available for investment. It is proposed this funding is utilised along with £3,000 from revenue balances.

Procurement

14. Under the Contract Procedure Rules an Annual Procurement Plan is produced listing details of all existing and new contracts that are above £75,000 and which require a tender process. Any contract award decision with a value below £75,000 is delegated to officers
15. The Contract Procedure Rules state that if a contract has not been included on the Annual Procurement Plan a separate report must be taken to Cabinet to determine if it is deemed strategic or non-strategic.
16. For those contracts designated strategic, a procurement strategy must be produced and presented to Cabinet. The final contract award decision will be a Cabinet decision. As set out in the Contract Procedure Rules the contract award decision for those contracts not considered strategic will be through delegation to officers.

Assessment of the Lifts Recommissioning

17. The evaluation of the lifts recommissioning is as detailed in **Appendix 1**. The assessment was undertaken against the criteria agreed by Cabinet. The criteria are provided at **Appendix 2** for information.
18. Based on the evaluation the lift recommissioning is designated as non-strategic.
19. Cabinet needs to be aware that it is the intention to procure the lift service provider Otis Lifts to carry out the recommissioning work. This will involve a direct award and a separate report to Council will be written seeking permission for this.

HR Implications

20. The proposal will ensure the Council continues to meet its HR commitments

Corporate Landlord Advice

21. The recommissioning of the southern end lifts will increase capacity to access all parts of the building and it will also ensure the Town Hall remains fit for purpose going forward. It will also safeguard the Council's Business Continuity Plan, should the northern end lifts fail.

Equalities Considerations

22. The proposal will have no adverse impact on individuals or groups with a protected characteristic.