

## **EAST AYRSHIRE COUNCIL**

### **POLICY AND RESOURCES COMMITTEE – 8 FEBRUARY 2005**

#### **CCTV MONITORING STATION AND RISK MANAGEMENT CENTRE**

##### **Report by Depute Chief Executive/Director of Corporate Support**

### **1. PURPOSE OF REPORT**

- 1.1** To provide an update on progress and revised estimated costs associated with the development of a dedicated Closed Circuit Television (CCTV) Monitoring Station and Risk Management Centre.

### **2. BACKGROUND**

- 2.1** The Policy and Resources Committee on 12 June 2003 approved proposals to establish a CCTV Monitoring and Risk Management Centre at the Council's Headquarters, London Road, Kilmarnock and approved a capital funding allocation of £1.813m for this development.

### **3. PROGRESS**

- 3.1** The initial budget agreed by Committee for this development included a sum for the provision of a standby generator to serve the London Road Centre. Members will note, in view of the necessity to expedite the installation of the standby generator, that this matter was considered by the Emergency Powers Committee on 29 July 2004 and that these works have now been completed. As a consequence the financial allowance for the standby generator has been removed from the budget for this development.

Since approval of this development, site investigation works at the Council's Headquarters have been undertaken to assess the suitability of the site for development and discussions have been held with the Planning Division to determine the initial, pre-application location to extend the main building within the London Road campus.

In order to retain the existing administration annexe and to maximise the future development potential of the London Road site, it is now proposed to extend the south west corner of the London Road offices to provide accommodation for the CCTV Monitoring Station and Risk Management Centre. A site plan showing the proposed location of the extension is appended to this report for information.

### **REVISED COSTS**

- 3.2** Clarification of the proposed location of the development has allowed a more detailed assessment of the anticipated costs associated with the provision of the CCTV Monitoring Station and Risk Management Centre. Officers within the Technical Services Section, having now had an opportunity to review the costs, have prepared a revised capital spend estimate.

The undernoted table provides a summary of the revised capital costs associated with the various elements of the construction and commissioning of the proposed CCTV Monitoring Station and Risk Management Centre, the linking of “connection ready” sites and the transfer of public realm CCTV operations to the facility. Technical services have indicated that whilst these costs are inclusive of fees, they are based on outline design proposals only and will be subject to confirmation following completion of detailed design and receipt of tenders.

<b>Project Element</b>	<b>Initial Capital Cost</b>	<b>Revised Costs</b>	<b>Increase</b>
Design and build extension to form CCTV Monitoring and Control Centre, office accommodation and associated works.	£ 1,420,000	<b>£ 1,590,000</b>	<b>£ 170,000</b>
Purchase of new CCTV Monitoring Station equipment, software, console, installation and commissioning	£ 100,000	£ 198,000	£ 98,000
Remote site costs - connection of on-site CCTV systems to Monitoring Station	£ 125,000	£ 145,000	£ 20,000
Public Realm CCTV transfer to Monitoring Station	£ 35,000	£ 95,000	£ 60,000
<b>TOTALS</b>	<b>£ 1,680,000</b>	<b>£ 2,028,000</b>	<b>£ 348,000</b>

## **EXPLANATION OF REVISED COSTS**

### **Design Matters**

- 3.3** Initial costs had been based upon extending the existing London Road building in the centre of the rear elevation. This would, however, have resulted in the demolition of the existing annexe at London Road and the consequential loss of 350m<sup>2</sup> of office space. More detailed analysis of this option indicated that the annexe was in good condition, having been recently re-roofed and fitted with new double glazed windows. This option would also have required the provision of temporary office accommodation for staff currently located within the annexe for the duration of the construction of the proposed extension, the cost of which was estimated at around £200,000.

Additionally, it was established that an extension of the centre rear elevation may limit any future development of the building and that the proposal to relocate the extension to the rear south west corner of the building would provide the best development opportunity.

Locating the proposed extension to accommodate the CCTV Monitoring Station and Risk Management Centre at the south west corner not only has the advantage of allowing a similar extension of the rear south east corner of the building at a later date, should this ever be considered necessary, but would also allow retention of the annexe. Retention of the annexe would maximise use of existing office accommodation and allow for the additional office space (370m<sup>2</sup>) within the first floor of the extension to be used to accommodate between 50-60 staff currently located elsewhere. This option would also potentially allow a significant capital

receipt or rental saving on office accommodation outwith Council Headquarters. Furthermore, temporary office decant accommodation would not be required.

The proposal to locate the extension at the south west corner of the existing building does, however, have some impact on initial anticipated costs. An increase of 10m<sup>2</sup> is required to integrate the extension within the existing building at the south west corner and additional costs have now also been allowed for potential planning requirements in relation to external wall treatments, glazing, roof finishes and landscaping and path alterations which will be required due to the now proposed location of the extension.

Members will also note that the initial estimated costs included a sum of £150K for the alteration and reinstatement of civic accommodation which would have been necessary, had the extension been in the centre rear of the existing building. As a result of the proposal to locate the extension the the south west corner of the building these works will not be required at this time.

### **NACOSS Standards**

- 3.4** The Council's Risk and Insurance Manager has confirmed that, in order to ensure that the monitoring station is built to the highest standards and meets the expectations of the Insurance industry, it is essential that the development is built to exacting NACOSS standards. Attaining NACOSS approval (the insurance industry benchmark standard) will in turn assist the Council in gaining the best premium rates from the insurance market and in the longer term maintain the Council's reputation in the insurance market.

The outline design now reflects NACOSS requirements. This, together with the requirement to provide a separate data room to isolate IT equipment from CCTV monitoring equipment, has resulted in an increase of 80m<sup>2</sup> in the anticipated gross internal floor area of the development, the costs of which have now been added to the initial estimates and included within the revised costs above.

It should also be noted that NACOSS accreditation will allow the in house monitoring of alarm systems across 300 or so sites. The revenue savings initially reported to Committee indicated that this would provide savings in the region of £36,000 per annum. Further analysis of the current costs now show that savings will be in excess of £50,000 per annum.

### **Significant External Influences**

- 3.5** Since initial consideration of this development there has been a substantial increase in steel prices arising from increased World demand. Technical Services have reported a rise of 35% in steel prices between January 2004 and January 2005 and anticipate that this trend will continue during 2005.

Initial costs also included a 3% rise in inflation, which at that time was in line with both market trends and the Governments inflation target of 2.5%. Whilst the underlying rate of inflation has remained around 3%, over the intervening period tender prices have risen by 5.3% and are anticipated to grow by a further 4% above inflation over the next year.

As a consequence of these external influences, the allowance for both structural steelworks and inflation have been increased within the revised estimates.

### **CCTV Monitoring Station Equipment**

- 3.6** In examining the feasibility of using existing equipment within the new development it was ascertained that this would result in a loss of service for a minimum of five weeks at each of the existing monitoring sites in Kilmarnock and Cumnock Police Offices. In order to exploit advances in new technology in this area and to ensure that the monitoring station is at the forefront of industry standards; providing a national exemplar for such facilities in Scotland, it is considered prudent to invest in the latest available equipment. The revised costs have now been updated to include provision of new equipment which will minimise any potential loss in service during the change over period.

### **Remote Site Costs**

- 3.7** Detailed costs for linking “connection ready” sites to the Monitoring Station have now been obtained and these show an increase on the initial estimated costs. In addition a further “connection ready” site will now be covered by the monitoring station, bringing the total number of sites to be monitored from the new facility to 22.

### **Public Realm CCTV Transfer**

- 3.8** Discussions regarding the relocation of existing CCTV Monitoring arrangements from Kilmarnock and Cumnock Police Offices to the proposed new facility have been very positive and the Director of Neighbourhood Services has confirmed that agreement to transfer monitoring to the new development has been reached. British Telecom has now undertaken a complete survey of the transfer costs and their estimate for this work has now been included within the revised costs.

## **4. PROPOSED MANAGEMENT ARRANGEMENTS**

- 4.1** Operational Responsibility for Community Safety and CCTV currently lies with the Director of Neighbourhood Services. Consequently, it is proposed that lead client responsibility for the new development should remain within the Department of Neighbourhood Services and that the Director be requested to consider, in consultation with other Directors, as appropriate, revenue implications associated with transitional and operational arrangements relative to this development and report thereon to a future meeting of this Committee. It is further suggested that the Director of Development and Property Services should assume Project Management responsibility for the construction phase of this development.

## **5. LEGAL IMPLICATIONS**

- 5.1** There are no legal implications arising from this report, however, members will note that appropriate planning consents will require to be obtained in advance of implementation of the proposals contained within this report.

## **6. FINANCIAL IMPLICATIONS**

**6.1** Capital funding of £1.813m has been approved by Committee for this development. Further analysis of the estimated costs as detailed within this report indicate that the total capital costs of the CCTV Monitoring and Risk Management Centre will exceed the current approval by £348,000, resulting in a revised estimated capital spend of £2,028,000.

**6.2** It is anticipated that if approved, the additional cost of £348,000 can be met from anticipated slippage in the General Services Capital Programme for 2004/05 and 2005/06.

## **7.0 POLICY IMPLICATIONS**

**7.1** The CCTV Monitoring Station and Risk Management Centre will place the Council at the forefront of national risk management initiatives and will ensure that the Council is well placed to protect its assets. It will also make a significant contribution towards improving community safety which has been identified as a priority within the Community Plan.

**7.2** The proposals contained within this report have been considered and approved by the Corporate Management Team.

## **8.0 RECOMMENDATIONS**

**8.1** The Committee is asked to:-

- (i) note progress made towards the development of a dedicated CCTV Monitoring Station and Risk Management Centre at Council Headquarters in Kilmarnock;
- (ii) agree to the proposed location of the extension to accommodate the CCTV Monitoring Station and Risk Management Centre at the south west corner of the Council's Headquarters in London Road, as detailed on the location plan appended to this report;
- (iii) approve the proposed management arrangements as outlined in section 4 of the report and note that the Director of Neighbourhood Services would report to Committee on the future revenue implications associated with transitional and operational arrangements relative to this development;
- (iv) note the potential increase in the estimated costs of providing this facility as outlined within the report;
- (v) approve the allocation of additional capital funding of £348,000 to meet the potential shortfall in funding identified within this report, bringing the total capital funding allocated for this development to £2,028,000; and
- (vi) otherwise note the contents of this report.

**Elizabeth Morton**  
**Depute Chief Executive/Director of Corporate Support**  
**17 January 2005**

**BACKGROUND PAPERS**

Nil.

**IMPLEMENTATION OFFICER:** Elizabeth Morton, Depute Chief Executive/Executive  
Director of Corporate Support