

## ABERDEEN CITY COUNCIL

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<b>COMMITTEE</b>	Finance & Resources
<b>DATE</b>	7 December 2022
<b>EXEMPT</b>	No
<b>CONFIDENTIAL</b>	No
<b>REPORT TITLE</b>	Tolbooth Museum External Improvements and Structural Repairs
<b>REPORT NUMBER</b>	RES/22/274
<b>DIRECTOR</b>	Steve Whyte
<b>CHIEF OFFICER</b>	Stephen Booth
<b>REPORT AUTHOR</b>	Alastair Reid
<b>TERMS OF REFERENCE</b>	4.1

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### 1. PURPOSE OF REPORT

- 1.1 This report seeks approval of the Full Business Case associated with the Tolbooth Museum External Improvement and Structural Repairs project. In addition approval is sought to award the contract.

### 2. RECOMMENDATION(S)

That the Committee:-

- 2.1 Approves the Full Business Case for the Tolbooth Museum as shown in Appendix A; and
- 2.2 Approves the award of the contract for the Tolbooth Museum to Building Services for the amount detailed in this report.

### 3. CURRENT SITUATION

- 3.1 The Tolbooth Museum has been closed since the start of the pandemic. Unlike other cultural venues it has not been reopened. The primary reason for this is there is a large crack to an internal archway on the ground floor, considered a potential risk to health and safety. Furthermore, there are extensive repairs required to external areas. Including the roofs, stonework, parapets and pointing. These requirements have now been fully assessed and a scope of work has been established. Tolbooth is a grade A listed building and located in a very prominent location. The Council has a duty to maintain Listed Buildings in its ownership. Failure to maintain the exterior would create a risk of falling masonry, slates and leadwork. The work will protect an historically important asset and allow it to be brought back into use. Furthermore completion of the work would create an opportunity for the museum to reopen.
- 3.2 An Outline Business Case (OBC) for the project was approved at the City Growth & Resources Committee Meeting of 21 September 2022. The OBC formed part of the Condition & Suitability (C&S) 3 Year programme report. The

Committee also resolved to allocate £1.2m to the project from the C&S programme.

3.3 The next stage in the governance process of a project of this scale is the completion and subsequent approval of a Full Business Case (FBC). The completed FBC is shown in **Appendix A**. Within the FBC four options are considered. Option 3 is recommended, which would see the completion of comprehensive works to the external areas and structural repairs to an internal arch.

3.4 The FBC identifies that the agreed contract sum is £1,356,435 including fees. For ease of budgeting this is rounded up to £1.36m, with the balance of £3,565 added to the contingency. There is currently funding of £1.2m which leaves an additional budget requirement of £160k. However, funding has been sought from both the UK Shared Prosperity Fund (UKSPF) and the Place Based Investment Fund (PBIF). With £700k requested from the UKSPF and £50k from the PBIF. The UPSPF will be considered at this Committee with the PBIF scheduled for February 2023. Should they be approved then there would be no requirement to seek additional funds from the C&S Programme to cover the additional budget requirement.

#### **4. FINANCIAL IMPLICATIONS**

4.1 Expenditure will be in accordance with the Council's approved General Fund Capital budget. Any successful grant funding would be used to cover the additional budget requirement with the remainder becoming available for allocation to new or existing C&S projects. This would mean that the C&S budget requirement would be reduced from £1.36m to £610k. Should grant funding not be approved then the £160k would have to be funded from the C&S contingency. That contingency currently sits at £325k.

#### **5. LEGAL IMPLICATIONS**

5.1 All contracts to be tendered shall be done so in accordance with the ACC Procurement Regulations and the applicable legislation.

#### **6. ENVIRONMENTAL IMPLICATIONS**

6.1 Construction work has negative implications in terms of transportation, material creation and waste. Existing materials and components will be retained as far as possible. With those no longer useable being recycled or responsibly disposed of. Consideration will be given to improving the thermal performance of components. That will be limited by the listed status of the building.

#### **7. RISK**

<b>Category</b>	<b>Risks</b>	<b>Primary Controls/Control Actions to achieve Target Risk Level</b>	<b>*Target Risk Level (L, M or H)</b> <small>*taking into account</small>	<b>*Does Target Risk Level Match</b>
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			controls/control actions	Appetite Set?
<b>Strategic Risk</b>	n/a			
<b>Compliance</b>	Contractor and sub-contractor compliance with health & safety legislation.	Health & Safety documentation checked. Clerk of Works assigned to project.	L	<b>Yes</b>
<b>Operational</b>	Project takes longer than programme.	Programme has been reviewed. Clerk of Works assigned to project.	L	<b>Yes</b>
<b>Financial</b>	Total cost of projects is greater than allocated budget.	Appropriate budget monitoring. Contingency built into costs.	L	<b>Yes</b>
<b>Reputational</b>	Interruption to adjacent paths and visual appearance of scaffolding may be negatively perceived by the public.	Issue appropriate communications.	L	<b>Yes</b>
<b>Environment / Climate</b>	Investment in the Tolbooth may not positively impact on the environment.	Careful specification of equipment, materials and components.	L	<b>Yes</b>

## 8. OUTCOMES

<b><u>COUNCIL DELIVERY PLAN 2022-2023</u></b>	
	<b>Impact of Report</b>
<b>Aberdeen City Council Policy Statement</b>	The proposals in this report have no impact on the Council Delivery Plan
<b><u>Aberdeen City Local Outcome Improvement Plan</u></b>	

Prosperous Economy Stretch Outcomes	The completed work would pave the way for the reopening of the Tolbooth Museum, which would contribute to Prosperous Economy: increase city centre footfall. A reopened popular visitor venue enhances the heritage portfolio of the city, making the Broad Street end of the city centre a key location for visitor flow establishing a tourism package; advancing post-covid city centre economic recovery and the emerging cruise market offer, as well as increasing city dwell.
Prosperous People Stretch Outcomes	The proposals in this report have no impact on the Prosperous People Stretch Outcomes.
Prosperous Place Stretch Outcomes	The proposals in this report have no impact on the Prosperous People Stretch Outcomes Prosperous Place Stretch Outcomes
<b>Regional and City Strategies</b>	The proposals within this report supports the draft Council Property and Estates Strategy strategic outcomes in particular 'Assets will be fit for purpose, in appropriate condition and with appropriate utilisation' and 'Assets will be environmentally and economically sustainable'.

## 9. IMPACT ASSESSMENTS

Assessment	Outcome
<b>Integrated Impact Assessment</b>	Not required
<b>Data Protection Impact Assessment</b>	Not required
<b>Other</b>	None

## 10. BACKGROUND PAPERS

- 10.1 Condition & Suitability 3-year programme [report](#) to City Growth & Resources Committee 21 September 2022 (item 17).

## 11. APPENDICES

- 11.1 Appendix A – Tolbooth Museum Full Business Case

## 12. REPORT AUTHOR CONTACT DETAILS

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