

## LOWESTOFT SHARED ACCOMMODATION JOINT COMMITTEE

Thursday 6 June 2013

### LOWESTOFT SHARED ACCOMMODATION PROGRAMME – PROGRESS AND UPDATE REPORT

#### EXECUTIVE SUMMARY

1. The report provides the Joint Committee with a thorough summary of the progress made so far for the programme. It includes:
  - A summary of the key activities and decisions made post the previous Joint Committee meeting.
  - Key milestones and activities for the forthcoming period.
  - Programme financials and risks.
2. The Joint Committee is asked to endorse the content of the report in order to fulfil its role as overseeing satisfactory delivery of the programme on time and to budget.

Is the report Open or Exempt?	Open
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<b>Wards Affected:</b>	All
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<b>Cabinet Member:</b>	<p><b>Cllr Mike Barnard</b> Cabinet Member for Resources</p> <p><b>Cllr Colin Noble</b> Cabinet Member for Finance and Property</p>
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<b>Supporting Officer:</b>	<p>Peter Revell Lowestoft Shared Accommodation Programme – Programme Director M - 07850 014035 Email: peter.revell@waveney.gov.uk</p>
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## **1 INTRODUCTION**

- 1.1 This is the latest progress/update report for the Lowestoft Shared Accommodation Joint Committee and is designed to provide the Committee with a thorough update on the progress made since its last meeting and the confidence that the programme is satisfactorily on track to be completed on time and within budget.
- 1.2 The Committee will be asked to endorse the progress made and the plans for the on-going activity for the forthcoming period at this and subsequent meetings.

## **2 BACKGROUND**

- 2.1 The Lowestoft Shared Accommodation Programme (LSAP) is a partnership programme between Waveney District Council (WDC) and Suffolk County Council (SCC) to create a new build office complex at Riverside Road, Lowestoft and a shared public access point in the Marina Customer Service Centre, located in the town centre, Lowestoft.
- 2.2 The current accommodation occupied by both authorities will be vacated and disposed of, or suitable alternative use identified as part of an associated work stream. They are deemed not fit for purpose to support 21<sup>st</sup> century public sector services. This includes the Town Hall and Mariners Street buildings for WDC and Clapham House, Adrian House, St Margaret's House and Alexandra Road for SCC.
- 2.3 The relocation is expected to provide an important catalyst for regeneration both at the Riverside Road site through the creation of new modern high quality public sector offices and by disposal of the current buildings by working together to create cohesive 'land packages' for developers in the town centre, additionally careful consideration will be given to provide alternative use for the Town Hall site, located at the North of Lowestoft High Street.
- 2.4 At its meeting on 24 April 2012 the WDC Cabinet resolved that authority be delegated to the Cabinet Member for Resources in consultation with the Director of Resources and the Head of Commercial Partnerships & Strategic Commissioning to complete all necessary works associated with bringing a Strategic Business Case back via the Overview & Scrutiny Committee prior to Cabinet for consideration in September 2012.
- 2.5 At its meeting on 15 May 2012 the SCC Cabinet made the same resolution via delegated authority to the Head of Strategic Finance and Assistant Director for Corporate Property in consultation with the Cabinet Member for Resource Management & Transformation.
- 2.6 The Strategic Business Case was subsequently developed and was presented to both authorities' Cabinets at their September 2012 meetings. They approved in summary:
  - The capital expenditure of £13.65m (£6.825m per authority) as a budget sum to proceed with the project, and
  - Agreed to the establishment of a Joint Committee with delegated authority to manage and oversee the procurement and construction of the project and to ensure that the project remains within budget.
- 2.7 The Waveney Cabinet also resolved that the negotiations with SCC regarding contributions to recognise the value of the land at Riverside Road and the Marina Customer Service Centre be completed.
- 2.8 It should also be noted that the WDC Overview & Scrutiny Committee unanimously resolved at its 11 September 2012 meeting that the Cabinet should approve the recommendations.
- 2.9 A public petition entitled 'Save the Town Hall' was received and debated at the full Waveney Full Council meeting on 30 January 2013. The Council resolved to continue the project as previously approved.
- 2.10 The new office development on Riverside Road is due to be occupied by the end of March 2015. The refurbishment of the Marina Centre will follow on, and is expected to be in full operation by the end of 2015.

### **3 KEY ACTIVITIES AND DECISIONS MADE POST 18 FEBRUARY 2013 JOINT COMMITTEE MEETING**

#### Summary of General Progress

- 3.1 Two successful staff communication events were held at the Marina Theatre at the end of February 2013.
- 3.2 The purpose was to give staff, who will potentially be affected by the moves, to hear the latest details of programme progress from the leaders and members of the project team and also the Leaders of both councils. Opportunity to offer views and comments was also included. Approximately 140 people attended.
- 3.3 All the design team appointments have been completed.
- 3.4 Regular fortnightly meetings between the Riverside Road design team and key client workstreams have been held in order to maintain and update the Employers Requirements documentation. It is this document that controls what is included within the final design of the building. The documentation is currently on its fourth iteration.
- 3.5 The pre-move phase of the Workplace Wellbeing Survey was carried out during the latter part of March and early April. With a completion rate of just about 50% across both authorities the early results have been fed to the design team in order to help inform the design process and change management elements of the programme. The detailed analysis is currently being progressed with a view to communication back to staff. The post-move survey will be carried out following full occupation of the buildings enabling the success of the programme to be measured from a staff wellbeing perspective.
- 3.6 The design and construction programme has been amended.
- 3.7 The procurement documentation for the appointment of the main contractor for the Riverside Road new build has been completed and the mini-competition via the Suffolk Construction Framework is due to be issued on 3 June 2013. This is later than originally agreed as a result of recommendation from our appointed Quantity Surveyor that greater contract certainty would be achieved by delaying the process.
- 3.8 Concertus Ltd have been appointed to carry out the early feasibility work for the refurbishment of the Marina Centre. They have held early employers requirements workshops and their first report is due to be completed in approximately 6 weeks time.
- 3.9 The Joint Management Group have had presentation of the design development to date and have approved the progress in order that the planning submission can be made. This includes the form of the building, the orientation on the site, the basic layout and the proposed elevations and materials.
- 3.10 A public consultation event is being held on Monday 3 June 2013 to provide local residents and businesses the opportunity to comment on the scheme in advance of the planning application submission. The event invitation is attached as Appendix A.
- 3.11 The land transfer of both the Riverside Road site and Marina Centre has been agreed and is in the process of being completed. This will ensure that both sites will have a 50:50 ownership between both councils.

### **4 KEY ACTIVITIES FOR THE FORTHCOMING PERIOD**

- 4.1 Public consultation event being held on Monday 3 June 2013 at the former GAOH Energy Building, Canning Road, Lowestoft which is located immediately adjacent to the development site.
- 4.2 Submission of the planning application is due to be made on 17 June 2013.
- 4.3 The issue of the competition documentation for the procurement of the main contractor is targeted for 3 June 2013. The appointment process is anticipated to be completed by mid July 2013.

- 4.4 The establishment of a shared intranet site for the programme to aid consistent and accurate communications regarding the programme to all staff is expected to be complete by the end of June.

## **5 KEY MILESTONE DATES**

- 5.1 The design and construction programme has been revised. The occupation date is unaffected although some of the intermediate milestones have been adjusted to aid more efficient delivery. Appendix B attached provides more detail.

- 5.2 Below are some of the key milestone dates;

Issue mini-competition contractor docs	22 April 2013
Submit planning application	17 June 2013
Appoint contractor team	12 July 2013
Contractor agreement of GMP	18 September 2013
Novation of consultants	20 September 2013
Planning approval	27 September 2013
Sign off Contractors proposals	29 November 2013
Construction mobilisation	December 2013
Construction completion	6 February 2015
Complete occupation	31 March 2015
Complete occupation of Marina Centre	31 December 2015

## **6 PROGRAMME FINANCE**

- 6.1 The programme budget is £13.65m and is equally split between the two authorities (£6.85m each).
- 6.2 The current latest estimate for final out-turn cost remains within the parameters of the above budget having taken account of the apportionments to date. Current programme expenditure to 14 May 2013 amounts to £101.9k

## **7 PROGRAMME RISKS**

- 7.1 There is a comprehensive programme risk register that is constantly monitored by the Programme Director and reviewed at each of the Joint Management Group meetings. Any risks that are deemed as high and need further mitigation are given special attention and appropriate actions put in place.
- 7.2 There are currently 25 open risks, all of which have suitable mitigation strategies in place, which means none of the risks are currently deemed as high. The current Risks Register is attached as Appendix C.

## **8 REASONS FOR RECOMMENDATION**

- 8.1 The Programme has progressed according to approved timelines, budget and delegated authorities.
- 8.2 The Joint Committee has a responsibility to ensure that the programme progresses in line with all the above parameters and the contents of this report provides that assurance.

**RECOMMENDATION**

That the progress and update report be received.

**APPENDICES**

<b>Appendix A</b>	Public consultation invitation flyer
<b>Appendix B</b>	Design and Construction programme v2
<b>Appendix C</b>	Risk Register

**BACKGROUND PAPERS**

None other than published information.