

**SUFFOLK COUNTY COUNCIL AND WAVENEY DISTRICT COUNCIL
LOWESTOFT SHARED ACCOMMODATION JOINT COMMITTEE – 18/02/13**

Minutes of a Lowestoft Shared Accommodation Joint Committee meeting held on
Monday 18 February 2013 at 4.00 pm in the Council Chamber, Town Hall, Lowestoft

5

Suffolk County Council Members present:

Councillors L Chambers and M Rudd

Waveney District Council Members present:

Councillors M Barnard and G Douce

Officers present:

D Gallagher (WDC Head of Commercial Partnerships & Strategic Commissioning)
D Johnson (SCC Assistant Director for Resource Management & Corporate Property)
D Lee (WDC Democratic Services Manager)
A McFarlane (WDC Director of Resources)
P Revell (Programme Director)
L Robinson (SCC Deputy Chief Executive)

1. APOLOGIES / SUBSTITUTES

No apologies were submitted.

2 APPOINTMENT OF CHAIRMAN

Nominations were sought for the position of Chairman of the Joint Committee for the remainder of the 2012/13 municipal year.

RESOLVED

That Councillor M Barnard be appointed as Chairman of the Lowestoft Shared Accommodation Joint Committee for the remainder of the 2012/13 municipal year.

(Councillor Barnard took the Chair from this part in the meeting)

3 APPOINTMENT OF VICE-CHAIRMAN

Nominations were sought for the position of Vice-Chairman of the Joint Committee for the remainder of the 2012/13 municipal year.

RESOLVED

That Councillor L Chambers be appointed as Vice-Chairman of the Lowestoft Shared Accommodation Joint Committee for the remainder of the 2012/13 municipal year.

4 LOWESTOFT SHARED ACCOMMODATION PROGRAMME – PROGRESS AND UPDATE REPORT

The Chairman welcomed everyone to this first meeting of the Lowestoft Shared Accommodation Joint Committee and gave a brief outline of introduction as to the purpose of the Shared Accommodation Programme.

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The Lowestoft Shared Accommodation Programme (LSAP) was 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 Lowestoft Town Centre.

The Programme Director presented a progress and update report on the Lowestoft Shared Accommodation Programme. In particular, the report summarised progress of the programme to-date including:

- A summary of the key Cabinet approvals for the scheme
- The key activities and decisions made post Cabinet approvals including the structure and governance arrangements that have been put in place for delivery of the programme.
- Appointments made for the professional design team
- Key milestones and activities for the forthcoming period
- Programme financials and risks.

Details of the Lowestoft Shared Accommodation Programme structure and proposed governance arrangements were outlined in Appendix A. Workstreams for the various project areas were well established, with each group having an agreed Workstream Definition Document outlining their objectives. The importance of linkages and inter-dependencies between the various workstreams was stressed.

Particular reference was made to the issue of land ownership of both the Riverside Road site and the Marina Centre and whilst land transfer was in process, it had been agreed that each Council would have 50:50 ownership of each site.

The new office development on Riverside Road was scheduled for occupation by the end of March 2015, whilst the refurbishment of the Marina Centre was expected to be in full operation by the end of 2015.

It was reported that the option for 'Design and Build (Alternative)' had been chosen for the construction contract. This provided the partners with greater cost certainty, higher risk transference to the contractor and a sound framework for monitoring the quality of construction. Progression of the new building design would continue with the partners' requirements feeding into the RIBA Design Stage B by the end of April 2013. A summary of the key RIBA design stages was outlined in the report. Clarification regarding generic RIBA Work Stages was given in Appendix B.

The programme budget was £13.65m which would be split equally between the two authorities (£6.85m each). The current latest estimate for final out-turn cost remained within the parameters of the agreed budget. Current programme expenditure stood at £49.5k.

It was reported that a comprehensive risk register for the programme would be monitored by the Programme Director and reviewed at each of the Joint Management Group meetings. A copy of the current Risks Register was attached as Appendix C to the report. There were currently 21 open risks, all of which had suitable mitigation strategies in place and so there were currently no high risks.

Reference was made to a Wellbeing Survey that would be undertaken across both Councils for both pre-move and post-move phases. In addition, staff communication events were being held on 26 and 28 February 2013 at the Marina Theatre. The intention being to enable staff to have an early opportunity to engage with the project and meet the project management team and workstream leaders.

Within the governance structure it was reported that specific reference was made to 'Unison' within the 'Consultee Groups'. Clarification was given at the meeting that wider union consultation would take place with the other Union groups representing staff on the two Councils.

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The positive benefits of the new shared accommodation was highlighted and the project would also act as a catalyst for regeneration within Lowestoft. The importance of getting the contract detail / requirements in place from the start was emphasised in order to avoid additional costs later in the build stage.

RESOLVED

That the progress and update report be received.

5. DATES AND FORMAT FOR FUTURE MEETINGS

A discussion was held regarding the governance arrangements for the Lowestoft Shared Accommodation Joint Committee and consideration was given to proposed future meeting dates.

The Joint Committee was informed that the Joint Governance Agreement between Suffolk County Council and Waveney District Council relating to the Lowestoft Shared Accommodation Project had not yet been finalised. In general terms, the governance arrangements for this project would replicate those utilised for the West Suffolk House which was a shared project between Suffolk County Council and St Edmundsbury Borough Council.

Clarification was sought regarding the voting arrangements for this Joint Committee and it was explained that under the 'West Suffolk House' model, each authority had two representatives on the Joint Committee but only one vote per authority (which was allocated to the Cabinet Member for each authority). Concern was expressed that this could be perceived as being undemocratic. It was reported that new legislation had come into force in September 2012 which may allow each Member on the Committee to have a vote (instead of one per authority) and it was agreed that this proposal would be explored for incorporation within the Joint Governance Agreement from which this Joint Committee would derive its terms of reference.

RESOLVED

That future meetings of the Lowestoft Shared Accommodation Joint Committee be held at 4pm in the Council Chamber, Town Hall. Lowestoft on the following dates:

Wednesday 20 March 2013
Thursday 6 June 2013
Thursday 11 July 2013
Monday 19 August 2013
Monday 16 September 2013
Tuesday 22 October 2013
Tuesday 19 November 2013
Monday 16 December 2013

The meeting was concluded at 4.40 pm.

Chairman