

LOWESTOFT SHARED ACCOMMODATION JOINT COMMITTEE

Monday 19 August 2013

LOWESTOFT SHARED ACCOMMODATION PROGRAMME – PROGRESS AND UPDATE REPORT (SAJC003)

EXECUTIVE SUMMARY

1. The report provides the Joint Committee with a thorough summary of the current progress made 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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Wards Affected:	All
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Cabinet Member:	<p>Cllr Mike Barnard Cabinet Member for Resources</p> <p>Cllr Colin Noble Cabinet Member for Finance and Property</p>
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Supporting Officer:	<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 21st 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 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 6 JUNE 2013 JOINT COMMITTEE MEETING

Summary of General Progress

- 3.1 The pre planning public consultation event was successfully held on the 3 June. A total of 11 people attended - (5 residents, 1 business, 1 staff, 1 contractor, 3 councillors) – all offering positive comments. No formal responses were received
- 3.2 A very positive consultation session with internal and external disability representatives was held on the 17 June. Regular sessions are being programmed with the next one planned for 14 August. This will help ensure the requirements of the Equality Act 2010 and the needs of disabled staff and visitors are achieved.
- 3.3 The significant milestone of submitting the planning application was achieved on 20 June. This was accomplished as a result of some tremendous work and effort by both the Design team and the Client team. We are expecting the application to be heard at the committee meeting in September. Detailed work on finalising specifications and room data sheets now continues.
- 3.4 Procurement of the main contractor for the construction of the Riverside Road site has been completed on programme. Kier Construction are the successful bidders and have subsequently been appointed. They are now working closely with our Design Team to develop the details of the design, the construction programme and construction costs.
- 3.5 The design and construction programme has been amended to reflect efficiencies in programme delivery. The completion date remains unaffected.
- 3.6 Regular fortnightly meetings between the Riverside Road design team and key client workstreams continue to be 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.
- 3.7 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.
- 3.8 Concerns have been raised by staff regarding conditions of work in the current buildings, efforts are being made pre occupation of Riverside Road to allow improvements that may include some relocation and/or adaption of current office accommodation.
- 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 could be made and the design work can continue. This includes the form of the building, the orientation on the site, the basic layout and the proposed elevations and materials.
- 3.10 It has also been agreed that the joint facilities management of the buildings will initially be via an extension of the arrangements currently provided in all the SCC corporate buildings. This will enable, over the 12 – 24 month period, the levels of service required in the brand new building to be fully understood and agreed before going out to tender for the services
- 3.11 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 shortly.
- 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 Continue design and workstream consultation process and ongoing update of detailed design requirements.
- 4.2 Complete feasibility work for refurbishment of the Marina Centre.
- 4.3 Progress towards guaranteed maximum price with contractor
- 4.4 Complete land transfers
- 4.5 Progress the development of the detailed client fit-out and change management plans

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 A attached provides more detail.

- 5.2 Below are some of the key milestone dates;

Issue mini-competition contractor docs	06 June 2013
Submit planning application	20 June 2013
Appoint contractor team	22 July 2013
Contractor agreement of GMP	07 October 2013
Novation of consultants	14 October 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 31 July 2013 amounts to £230.7k

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 23 open risks, all of which have suitable mitigation strategies in place, which means none of the risks are currently deemed as high.

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

Appendix A	Design and Construction Programme v6
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BACKGROUND PAPERS

None other than published information.