

**SUFFOLK COUNTY COUNCIL AND WAVENEY DISTRICT COUNCIL
LOWESTOFT SHARED ACCOMMODATION JOINT COMMITTEE – 22/10/13**

Minutes of a Lowestoft Shared Accommodation Joint Committee meeting held on **Tuesday 22 October 2013 at 4.00 pm** in the Council Chamber, Town Hall, Lowestoft

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Suffolk County Council Member present:

Councillors C Noble (Cabinet Member)

Waveney District Council Members present:

Councillors M Barnard (Cabinet Member) 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)

1. APOLOGIES

An apology for absence was received from Suffolk County Councillor M Ladd.

2 DECLARATIONS OF INTEREST

No declarations of interest were made.

3 MINUTES

RESOLVED

That the Minutes of the meeting held on 19 August 2013 be approved as a correct record and signed by the Chairman.

4 LOWESTOFT SHARED ACCOMMODATION PROGRAMME - PROGRESS AND UPDATE REPORT

The Programme Director presented a progress and update report on the Lowestoft Shared Accommodation Programme including a summary of key activities and decisions made since the last meeting, key milestones, financial information and risks.

Programme Updates

Progress had been made in the following key areas:

- Planning consent for the Riverside development had been approved by the Waveney Development Control Committee on 18 September 2013 with 23 conditions applied. An enabling works package was being developed to remediate the pre-construction conditions. An archaeological survey had been undertaken on the site but nothing had been found.
- There has been some local press coverage regarding the Riverside development, In addition, several Freedom of Information requests had been received and answered. The Communications Officers had responded to the issues raised and some future positive publicity was planned.

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- Work was continuing on the detailed design of the Riverside Road site with close liaison taking place between the Designers, Contractor and Client Team.
- Discussions were taking place with the Design & Construction Team and their Northumbria Water equivalents to review potential dual site access issues and any other constraints as the two construction sites were located adjacent to each other.
- Specifications for furniture solutions and other fixtures and fittings were at the early draft stage. Procurement was scheduled before the end of the year although some elements would be incorporated into the main contract.
- The design and construction programme has been amended to reflect efficiencies in programme delivery. The occupation date remained on target.
- A shared intranet site was undergoing final content review and technical testing. The site was expected to go live at the end of October 2013 and would provide a means of primary communication between the Programme Team, staff and Councillors at both authorities.
- The first draft report for the refurbishment of the Marina Centre had been reviewed by the Joint Management Group. The proposals had been accepted in principle although further work was ongoing to ensure that the most efficient use of the space was achieved and public accessibility improved.
- The land transfer of both the Riverside Road site and the Marina Centre had been agreed and should be completed by the end of November 2013. Both sites would then have 50 : 50 ownership between the two councils.

Details of the key activities for the forthcoming period and key milestone dates were detailed in the report. It was anticipated that the contract proposals and price would be agreed mid December 2013 and works would commence in January 2014. After this time, change management activities will increase.

Programme Finance

The programme budget was £13.65m – split equally between the two authorities (£6.85meach).

The latest estimate for out-turn costs remained within the perimeters of the allocated budget, having taken account of the apportionments to-date. Current programme expenditure stood at £423k as at 30 September 2013.

Programme Risks

The Programme Risk Register was monitored by the Programme Director and reviewed at each Joint Management Group meeting. Any risks deemed as high were given special attention and appropriate actions put in place. It was reported that there were currently 24 open risks, all of which had mitigation strategies in place. None of the risks were categorised as 'high'.

During the discussion on this item the following issues were raised:

- Confirmation was sought regarding the scheduled completion date of March 2015 and whether this would adversely impact on the Elections Team who would be preparing for the Waveney District Council and Parish Elections in May 2015. Assurance was given that a close eye would be kept on this potential issue although it wasn't anticipated that difficulties would arise as there would be a phased transfer of staff and their move would be planned to best effect. In addition, the Town Hall and Marina Centre would remain active post relocation to

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Riverside Road as they would be used to decant staff from other locations, including the Marina Centre, while other refurbishments are carried out. There was therefore the contingency of the Elections Team working from the Town Hall if difficulties did arise.

- It was reported that there would not be a Chairman's Room or Mayoral Parlour within the new building, however, there would be purpose built display units within the main reception area which would provide limited space for civic artefacts.
- It was reported that on 10 October 2012 Kier had made a public statement in the media that they had previously been involved in blacklisting practices. It was suggested that Kier should be asked to provide a statement of assurance that they would not allow unethical practices, either themselves nor by any sub-contractors. It was understood that blacklisting was prohibited under the Councils' Contract Procedure Rules but this restriction would be verified to ensure that the Councils' terms and conditions were being met.

RESOLVED

That the progress and update report be received.

The meeting was concluded at 4.35 pm.

Chairman