

Minutes of a Lowestoft Shared Accommodation Joint Committee meeting held on  
**Tuesday 17 February 2015 at 4.00 pm** in the Council Chamber, Town Hall, Lowestoft

Suffolk County Council Member present:

Councillors M Bee (Cabinet Member) and M Ladd

Waveney District Council Members present:

Councillors M Barnard (Cabinet Member) and G Douce

Officers present:

A Charvonia (WDC Strategic Director)  
B Prettyman (SCC Corporate Property Senior Manager)  
P Revell (Programme Director)  
N Wotton (Senior Democratic Services Officer)

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**1. APOLOGIES**

Apologies for absence were received from D Johnson, H Javadi and D Gallagher.

**2. DECLARATIONS OF INTEREST**

No declarations of interest were made.

**3. MINUTES**

**RESOLVED**

That the Minutes of the meeting held on 16 December 2014 be approved as a correct record and signed by the Chairman.

**4. LOWESTOFT SHARED ACCOMMODATION PROGRAMME - PROGRESS AND UPDATE REPORT**

The Programme Director presented an 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:

- The main contractor activities were progressing rapidly. The carpets had been laid on the second floor, the acoustic baffles, lifts and furniture had been installed. The carpets would be laid on the first floor shortly. The showers and toilets had been fitted and the cladding of the fire escapes was almost complete. The audio visual wiring and second fix electrical work was progressing well. The base course had been laid in the car park areas, along with paving to the footpaths and kerbing around the building. The snagging activities would commence next week.
- The security arrangements around the site had increased significantly as the project commenced. CCTV had been added around the perimeter of the site which was monitored 24 hours a day.

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- As previously reported, the ground mediation activities had been problematic and taken longer than originally anticipated and as a result overall progress was three to six weeks behind the contract programme. Therefore the completion date was likely to be extended to early May 2015, with the move-in date two weeks after that.
- There had been only minor variations to the contract agreement, which have had a net impact of less than £10,000 on the contract value. Examples of the changes included amendments to the post room power and data, atrium lighting access and external CCTV camera positioning.
- The procurement for furniture and fit out items was complete. The desking was now in place and the storage systems would be installed in March 2015.
- The Travel Plan had been completed and included a mixture of disincentives to use cars for travelling to the office, such as charging staff for parking and a mixture of incentives to use more sustainable forms of transport for travel to the office, such as discounted rates on public transport.
- The draft programme for inductions had been completed, however confirmation was required regarding the final completion date. It was anticipated that the induction programme would take place during May.
- Work was continuing to keep staff updated on developments using the shared intranet site and associated e-newsletter. Drop in sessions had been held regarding the draft seating plans and feedback from those meetings and discussions with Managers had contributed to further revisions of the seating plans.
- The contractor procurement process had commenced for the Marina Centre refurbishment. Once the contractor had been appointed, there would be more certainty regarding the final costs and project timescales. The temporary arrangements for housing the current Marina Centre activities whilst the refurbishment was carried out have been agreed. Information would be shared with the public in due course.
- A presentation to Waveney District Councillors and Suffolk County Councillors with divisions in Waveney took place on 16 December 2014 and had been very well received.

Programme Finance

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

The latest estimate for out-turn costs remained within the parameters of the allocated budget, having taken account of the apportionments to-date. At the time of writing the report, programme expenditure stood at £8.004million as at 16 January 2015.

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 26 open risks. All of the risks had mitigation strategies in place and so none were categorised as 'high'.

Issues Raised

The following issues were raised during the discussion on this item:

- It was suggested that a tour of the building should be arranged for the members of this Joint Committee and at the request of Members, this would take place in mid March 2015 at around 4.00pm.

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- Confirmation was given that the Transformation Champions had played a very important role and there had been a productive meeting last week. The Transformation Champions had been disseminating information to their colleagues and providing valuable input into the plans for the new offices.
- Clarification was sought as to whether there would be sufficient storage available for the future. It was reported that extensive work had been undertaken to reduce the storage requirements of the Councils. There would be some long term storage requirements for items that were critical however the amount of storage required was now manageable. Within Waveney District Council work was in progress to establish all incoming post being electronically scanned and forwarded on to staff, rather than being kept in hard copy. Suffolk County Council was also working to reduce the amount of storage they required.
- With regard to the staff attendance levels at the drop in sessions, it was reported that attendance was satisfactory but had varied significantly at individual sessions. The sessions were entirely voluntary and positive feedback had been received about the content of the sessions. However, the Induction Programme for staff moving into Riverside would be compulsory as it was a requirement that all staff were fully briefed about the Health and Safety arrangements for the building. Staff ID badges, which allowed access to the building and car park, would not be activated until the induction course had been attended. There would also be an induction programme for Members.

**RESOLVED**

That the progress and update report be received.

**5 EXEMPT / CONFIDENTIAL ITEMS**

**RESOLVED**

That under Section 100(A) of the Local Government Act 1972 (as amended) the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972.

**6 LOWESTOFT SHARED ACCOMMODATION PROGRAMME – EXEMPT PROGRESS AND UPDATE REPORT**

The Joint Committee considered an exempt report which provided information on the risk register for the overall programme and the latest financial summary report. A copy of the risk register was attached as Appendix A to the report, whilst the financial summary was attached as Appendix B.

There were currently 26 open risks, none of which were currently rated as high or very high. Details of the current mitigation and actions for each of the open risks were outlined within Appendix A.

Responses were given in relation to other specific issues raised by the Joint Committee.

**RESOLVED**

That the exempt progress and update report be received.

The meeting was concluded at 4.55 pm.

Chairman