

LOWESTOFT SHARED ACCOMMODATION JOINT COMMITTEE

Tuesday 23 June 2015

LOWESTOFT SHARED ACCOMMODATION PROGRAMME – PROGRESS AND UPDATE REPORT (SAJC015)

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
Wards Affected:	All
Cabinet Member:	<p>Cllr Mike Barnard Cabinet Member for Resources</p> <p>Cllr Richard Smith MVO Cabinet Member for Finance</p>
Supporting Officer:	<p>Peter Revell Lowestoft Shared Accommodation Programme – Programme Director M - 07850 014035 Email: peter.revell@eastsoffolk.gov.uk</p>

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 The new office development on Riverside Road is due to be occupied by the end of Spring 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 17 FEBRUARY 2014 JOINT COMMITTEE MEETING

Summary of General Progress

- 3.1 Handover of the Riverside building from the main contractors was completed on the 1st May 2015.
- 3.2 Agreed snagging lists continue to be worked on and the defects management process is in place
- 3.3 Installations and fit-out of the Councils own fixtures and fittings commenced immediately from handover which included such elements as furniture, ICT, signage, catering facilities, toiletries etc.
- 3.4 Also during this period the facilities management contractor, (Eastern Facilities Management Solutions), began establishing the various processes required to ensure a smooth running of the building. e.g. reception, security, cleaning, catering, etc.
- 3.5 A comprehensive programme of inductions for all staff and Members due to be working at Riverside began on the 13th May 2015. A total of 22 sessions were held on a daily basis until 22nd May 2015 with over 500 people attending over the 8 day period.
- 3.6 A further evening session, exclusively for Members, was held on the 28th May 2015.
- 3.7 The very detailed and well planned 5 week move-in programme commenced over the weekend of Friday 22nd May 2015 to Monday 25th May 2015. This included a mixture of approximately 140 people from both WDC and SCC being the first occupiers of Riverside.
- 3.8 Subsequent moves have taken place each following weekend with full occupancy being achieved over the weekend of 12th – 15th June 2015. (Note: this includes full occupation of the 2 Canning Road building also being achieved within the same time period.)
- 3.9 The following weekend, 19th – 22nd June 2015, we will be relocating all the staff and services from the Marina Customer Services Centre to their temporary accommodation at Mariners Street and St Margaret's House.
- 3.10 Following the completion of all these moves the following buildings will be handed over to the Corporate Property teams for decommissioning and disposal; Clapham House; Adrian House; 46 Alexandra Road; Town Hall
- 3.11 A broad communications plan has been implemented to ensure customers are well informed about the temporary customer service delivery arrangements that will be in place at St Margaret's House from 22nd June 2015.
- 3.12 Following completion of the procurement process, SEH French Ltd is the appointed contractor for the refurbishment of the Marina Customer Services Centre. They take possession of the site and start their works on Monday 29th June 2015
- 3.13 The works are due to be completed in December 2015 and then our own fit-out and re-occupation will take place.
- 3.14 Positive coverage has so far been received within the local press for the relocation.
- 3.15 The Councils respective Communications Teams are liaising regarding the arrangements for the formal opening ceremony of Riverside planned for mid/late July 2015
- 3.16 It is important that change management activities continue beyond this initial occupation and our HR and OD workstream are developing initiatives to support both organisations accordingly.

4 KEY ACTIVITIES FOR THE FORTHCOMING PERIOD

- 4.1 Continue snagging activities at Riverside and 2 Canning Road.
- 4.2 Complete temporary relocations of staff from the Marina Centre.
- 4.3 Commence refurbishment works of the Marina Centre

4.4 Conclude arrangements for Riverside opening ceremony

4.5 Carry out further change management activities

5 KEY MILESTONE DATES

5.1 The design and construction programme has been altered to reflect the conclusions of the contract negotiations and our occupation targets remain on schedule. The overall programme detail is currently undergoing further review in line with the above.

5.2 Below are some of the key milestone dates;

Issue mini-competition contractor docs	06 June 2013	<i>Complete</i>
Submit planning application	20 June 2013	<i>Complete</i>
Appoint contractor team	22 July 2013	<i>Complete</i>
Planning approval	27 September 2013	<i>Complete</i>
Guaranteed Maximum Price agreement	11 October 2013	<i>Complete</i>
Commence enabling works	28 October 2013	<i>Complete</i>
Novation of consultants	24 January 2014	<i>Complete</i>
Sign off Contractors proposals	24 January 2014	<i>Complete</i>
Construction start	10 February 2014	<i>Complete</i>
Senior Manager User Group launch	31 March 2014	<i>Complete</i>
Transformation Champions mobilisation	31 March 2014	<i>Complete</i>
Complete temp' occupation 2 Canning Rd	15 June 2014	<i>Complete</i>
Final draft of Operating Agreement	30 June 2014	<i>Complete</i>
Final ICT detailed design solutions	31 August 2014	<i>Complete</i>
Furniture procurement process completed	30 September 2014	<i>Complete</i>
Complete Marina Centre design	31 December 2014	<i>Complete</i>
Agree building maintenance arrangements	31 December 2014	<i>Complete</i>
Building Manager role in place	1 February 2015	<i>Complete</i>
Riverside Rd Construction completion	30 April 2015	<i>Complete</i>
Riverside Road occupation completion	15 June 2015	<i>Complete</i>
Temporary relocation of Customer Serv's	22 June 2015	
Commence Marina Centre refurbishment	29 June 2015	
Complete Marina Centre refurbishment	4 December 2015	
Complete re-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 costs remains within the parameters of the above budget having taken account of the apportionments to date. Current programme expenditure to 31 May 2015 amounts to £10.906m.

6.3 Further detail and analysis is provided within the exempt item on the meeting agenda.

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 20 open risks, all of which have suitable mitigation strategies in place, which means none of the risks are currently deemed as very high.
- 7.3 Further detail and analysis is provided within the exempt item on the meeting agenda.

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 - None

BACKGROUND PAPERS - None other than published information.