

Minutes of a Lowestoft Shared Accommodation Joint Committee meeting held on
Tuesday 23 June 2015 at 4.00 pm in the Conference Room, Riverside, Lowestoft

Suffolk County Council Member present:

Councillors T Goldson (Cabinet Member) and M Ladd

Waveney District Council Members present:

Councillors M Barnard (Cabinet Member) and S Logan

Officers present:

A Charvonia (WDC Strategic Director)
D Gallagher (WDC Head of Commercial & Leisure Partnerships)
D Johnson (SCC Assistant Director for Corporate Property)
P Revell (Programme Director)
N Wotton (Senior Democratic Services Officer)

1. APOLOGIES

Apologies for absence were received from Councillor R Smith.

Councillor T Goldson attended the meeting as a Substitute for Councillor R Smith.

2 APPOINTMENT OF CHAIRMAN

Nominations were sought for the position of Chairman of the Joint Committee for the 2014/15 municipal year. In accordance with the Lowestoft Shared Accommodation Joint Agreement, the chairmanship of this Joint Committee needed to alternate between the two authorities and the 'Chair' needed to be the respective Cabinet Member. As Councillor Bee (SCC) was the Chairman for 2014/15, Councillor Barnard (WDC) needed to chair meetings for the 2015/16 municipal year.

RESOLVED

That Councillor M Barnard (WDC) be appointed as Chairman of the Lowestoft Shared Accommodation Joint Committee for the 2015/16 municipal year.

(Councillor Barnard presided from this point on in the meeting)

3 APPOINTMENT OF VICE-CHAIRMAN

Nominations were sought for the position of Vice-Chairman of the Joint Committee for the 2015/16 municipal year. In accordance with the Lowestoft Shared Accommodation Joint Agreement, the Vice-Chairmanship of this Joint Committee needed to alternate between the two authorities.

RESOLVED

That Councillor R Smith (SCC) be appointed as Vice-Chairman of the Lowestoft Shared Accommodation Joint Committee for the 2015/16 municipal year.

4 DECLARATIONS OF INTEREST

Councillor S Logan declared that he had previously been a partner in LSI Architects, who had designed the Riverside Building. He confirmed that he had not been personally involved with the design project.

5 MINUTES

RESOLVED

That the Minutes of the meeting held on 17 February 2015 be approved as a correct record and signed by the Chairman.

6 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 the background of the project, 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 handover of the Riverside Building from the main contractor was completed on the 1 May 2015. The snagging list and defects management process was in place and being closely monitored. The installations and fit-out of the Council's own fixtures and fittings had commenced immediately following the handover, which included elements such as furniture, ICT, signage, catering facilities, toiletries etc.
- From 1 May 2015, the facilities management contractor (Eastern Facilities Management Solutions) began establishing the various processes required to ensure the smooth running of the building eg reception, security, cleaning and catering.
- A comprehensive programme of inductions for all staff and Members who would be working at Riverside began on 13 May 2015. A total of 22 sessions were held on a daily basis, with over 500 people attending over the 8 day period. A further evening session exclusively for Members was held on 28 May 2015.
- A very detailed and well planned 5 week move-in programme commenced over the weekend of Friday 22 May 2015 to Monday 25 May 2015. This included a mixture of approximately 140 people from both Waveney District Council and Suffolk County Council being the first occupiers of Riverside. Subsequent moves took place each following weekend with full occupancy being achieved by mid June 2015. This also included full occupation of the 2 Canning Road building next door.
- The weekend of the 19 to 22 June 2015 saw the relocation of all the staff and services from the Marina Customer Services Centre to their temporary accommodation at Mariners Street and St Margaret's House.
- After the completion of all the moves, the following buildings would be handed over to the Corporate Property Teams for decommissioning and disposal – Clapham House, Adrian House, 46 Alexandra Road and the Town Hall.
- A detailed communication plan had been implemented to ensure all customers were well informed about the temporary customer service delivery arrangements that would be in place at St Margaret's House from 22 June 2015.
- Following the completion of the procurement process, SEH French Ltd was the appointed contractor for the refurbishment of the Marina Customer Services Centre. Work would commence on site on Monday 29 June 2015. The works were due to be

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completed in December 2015, which would be following the fit-out and re-occupation of the building.

- The local media coverage of the Riverside Building, proposed works to refurbish the Marina Customer Services Centre and temporary customer services arrangements had been very positive to date.
- The formal opening of Riverside was planned for 3 July 2015 and the Council's respective Communications Teams were liaising with regards to the arrangements and publicity.
- The change management activities would continue beyond the initial occupation of Riverside. The respective HR Teams and Occupational Development work stream would develop initiatives to support both organisations moving forward.

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 £10.906million as at 31 May 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 20 open risks. All of the risks had mitigation strategies in place and none were categorised as 'high'.

Issues Raised

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

- Clarification was provided that the drawings of the Marina Customer Services Centre were available to view on the Council's intranet. However, a PDF copy could be emailed to Members upon request.
- Those present were reassured that there were contingency plans in place, should the refurbishment not be completed by 31 December 2015.

Members congratulated the Programme Director on the successful delivery of Riverside, which had been positively received by staff and Members and provided a much improved working environment.

RESOLVED

That the progress and update report be received.

7 DATES OF FUTURE MEETINGS

Those present considered the dates of future meetings of the Joint Committee and after discussion, it was agreed that the meeting scheduled for 26 August 2015 would not be required. This was because the contractor for the Marina Customer Services Centre would only have been on site for approximately one month, therefore there would not be very much information to bring to the Joint Committee.

RESOLVED

That the Calendar of Meetings for 2015 for the Lowestoft Shared Accommodation Joint Committee be confirmed as:

Wednesday, 28 October 2015
Wednesday, 16 December 2015

Additional meetings would be convened in September and/or November 2015, if required.

8 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 items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972.

9 EXEMPT MINUTES OF THE MEETING HELD ON 17 FEBRUARY 2015

RESOLVED

That the Exempt Minutes of the meeting held on 17 February 2015 be approved as a correct record and signed by the Chairman.

10 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 20 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 4.50 pm.

Chairman