

LOWESTOFT SHARED ACCOMMODATION JOINT COMMITTEE

Wednesday 27 January 2016

LOWESTOFT SHARED ACCOMMODATION PROGRAMME – PROGRESS AND UPDATE REPORT (SAJC019)

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 Richard Smith MVO Cabinet Member for Finance</p>
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Supporting Officer:	<p>Peter Revell Lowestoft Shared Accommodation Programme – Programme Director Mobile - 07850 014035 Email: peter.revell@eastsoffolk.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 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 28 OCTOBER 2015 JOINT COMMITTEE MEETING

Summary of General Progress

- 3.1 Operation and occupation of Riverside continues to progress well. The management of defects is on-going with regular meetings taking place between our Building Manager and the main contractor representatives.
- 3.2 As reported previously our main concern is the inconsistency of the heating and cooling Actimass system along with the building management system controls. Various approaches are being tested and continue to be monitored to ensure everything is resolved satisfactorily.
- 3.3 The light shades within the atrium space are due to be replaced during the weekend of 16/17 January 2016.
- 3.4 We are currently in the middle of the consultation process to implement the various recommendations of the parking feasibility report produced as a result of the concerns raised over hazardous driving conditions in the vicinity of Riverside.
- 3.5 Various items such as installing a mechanised gate to the cycle store and providing dropped kerbs on the Children's Centre boundary are in progress. These are as a result of various ideas for improvement from the Riverside Building User Group which is now well established.
- 3.6 The post occupation Well-Being Survey showed significant improvements across all elements of the survey compared to the equivalent survey carried out before moving.
- 3.7 We are currently on track to reopen the Marina Customer Services Centre on the 25th January 2016. This includes the relocation of the SCC Youth Offending Team and Catch 22 team into the refurbished site.
- 3.8 The building is due to be handed over from the main contractor week commencing 11 January 2016 and following various elements of our own fit-out activities and staff inductions etc. we start moving people in over the weekend commencing 22 January 2016.
- 3.9 A formal opening ceremony is currently being considered for February.
- 3.10 The Programme delivery comes to a close soon after the re-opening of the Marina Centre. The Joint Committee will then be dissolved and the overall ongoing development and monitoring of shared site strategy issues will be via the Joint Senior Management Group in consultation with Portfolio Holders.

4 KEY ACTIVITIES FOR THE FORTHCOMING PERIOD

- 4.1 Continue defects management at Riverside.
- 4.2 Complete refurbishment works of the Marina Centre.
- 4.3 Complete moving back into the Marina Centre.
- 4.4 Carry out official opening of the Marina Centre.
- 4.5 Closure of the Lowestoft Shared Accommodation Programme.

5 KEY MILESTONE DATES

- 5.1 We are rapidly approaching completion of the Programme. The following list of key milestone dates demonstrates successful completion of activities so far with only the successful reoccupation of the Marina Centre to be completed.

- 5.2 Below are some of the key milestone dates;

Issue mini-competition contractor docs	06 June 2013	<i>Complete</i>
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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	<i>Complete</i>
Commence Marina Centre refurbishment	29 June 2015	<i>Complete</i>
Complete Marina Centre refurbishment	13 January 2016	<i>On target</i>
Complete re-occupation of Marina Centre	25 January 2016	<i>On target</i>

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 best 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 December 2015 amounts to £11.547m.
- 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 17 open risks, all of which have suitable mitigation strategies in place and many have been reduced in their rating as we are nearing completion of the Programme. None of the risks are currently deemed as high or 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.