

## LOWESTOFT SHARED ACCOMMODATION JOINT COMMITTEE

Wednesday 28 October 2015

### LOWESTOFT SHARED ACCOMMODATION PROGRAMME – PROGRESS AND UPDATE REPORT (SAJC017)

#### 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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<b>Wards Affected:</b>	All
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<b>Cabinet Member:</b>	<p><b>Cllr Mike Barnard</b> Cabinet Member for Resources</p> <p><b>Cllr Richard Smith MVO</b> Cabinet Member for Finance</p>
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<b>Supporting Officer:</b>	<p>Peter Revell Lowestoft Shared Accommodation Programme – Programme Director M - 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 21<sup>st</sup> 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 23 JUNE 2015 JOINT COMMITTEE MEETING**

#### Summary of General Progress

- 3.1 The formal opening ceremony took place on the 3 July 2015 with the plaque being unveiled by Peter Aldous MP.
- 3.2 The event coincided with the national minute's silence in respect for the victims of the Tunisia beach killings. The combined event attracted widespread coverage in the local press and Television.
- 3.3 The management of defects progresses well. Our main concern is the inconsistency of the heating and cooling Actimass system along with the building management system controls. This is being given priority
- 3.4 We are also looking to replace the light shades in the atrium space as the originals are causing glare issues. We are awaiting costs for completing
- 3.5 We have had complaints from the neighbouring businesses regarding the on-street parking by our staff which is creating some hazardous driving conditions in the vicinity. As well as carrying out communications with staff to reduce the immediate impact, a parking feasibility report, produced by the Highways team, has resulted in the recommendation to implement solutions including the creation of no parking zones. This is currently going through the necessary consultation processes and providing no objections are received we expect the road markings to be installed in February next year.
- 3.6 The Riverside Building User Group is well established and various ideas for improvement have been suggested. These are currently being considered by the building management team and include such things as additional blinds in certain areas, mechanised gate to the cycle store and additional external seating.
- 3.7 We are currently carrying out the Riverside post occupation Well-being Survey. This will give us the comparison with the equivalent survey we carried out before moving. We are expecting the results by the end of October.
- 3.8 We successfully completed the relocation of the WDC teams from the Marina Centre to their temporary accommodation in Mariners Street and St Margaret's House. Customer service delivery is working well in St Margaret's.
- 3.9 Subsequently SEH French Ltd, our appointed contractors, took possession of the Marina Centre and started the refurbishment works on Monday 29 June 2015
- 3.10 The works are progressing well although some discovered structural issues are anticipated to result in an approximate 2 week delay to the original handover date of 4<sup>th</sup> December. This, when coupled with inherent issues with moving over the Christmas and New Year holiday period, will likely mean our move in plans will need to be adjusted to mid-January rather than the end of the year
- 3.11 Increased costs associated with this delay are being considered although current contingencies are expected to cover it adequately.
- 3.12 The staff Transformation Champions group for the Marina Centre has been re-established and they are currently supporting the project team with various activities and helping prepare their teams for the move in. .

### **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 fit-out and move management plans for Marina Centre occupation.
- 4.4 Support further change management and communication activities.

## 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>
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	4 December 2015	<i>under review</i>
Complete re-occupation of Marina Centre	31 December 2015	<i>under review</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 12 October 2015 amounts to £11.287m.

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, which means 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.