

LOWESTOFT SHARED ACCOMMODATION JOINT COMMITTEE

Wednesday, 5 October 2016

LOWESTOFT SHARED ACCOMMODATION PROGRAMME – PROGRESS AND UPDATE REPORT (SAJC021)

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.
 - Programme closure activities for the forthcoming period.
 - Programme financials and risks.
2. The Joint Committee is asked to endorse the content of the report and agree formal closure of the Programme, 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 Wards in the District
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Cabinet Member:	<p>Cllr Mike Barnard Cabinet Member for Resources and Welfare Reforms</p> <p>Cllr Richard Smith Cabinet Member for Finance</p>
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Supporting Officer:	<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 has been completed on time and within budget.
- 1.2 The Committee will be asked to endorse the progress made and agree to the formal closure of the Programme.

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 was completed and fully occupied in June 2015. The refurbishment of the Marina Customer Services Centre was completed in December 2015 and fully operational and open to the public in January 2016.

3 KEY ACTIVITIES AND DECISIONS MADE POST 27 JANUARY 2016 JOINT COMMITTEE MEETING

Summary of General Progress

- 3.1 Operation and occupation of Riverside and the Marina Centre continues to progress well. The Joint Property Group has been established and meets regularly to discuss and agree resolution of any issues or improvements identified primarily from the Building User Group.
- 3.2 Various items have subsequently been completed. They include quite significant items such as installation of mechanised gates to the cycle store, application of sun glare film in reception to relatively simple issues such as extra hooks in the changing areas and enhanced signage in the Marina Centre.
- 3.3 Other enhancement activities are in progress and include provision of dropped kerbs on the Children's Centre boundary and extension to the visitor parking at Riverside.
- 3.4 The final account with the Riverside main contractor has been settled coinciding with completion of the defects period. Resolution of some defect items continue which includes on-going monitoring of the heating and cooling Actimass system, water heating elements and server/patch rooms cooling.
- 3.5 The final account with the Marina Centre main contractor has also been agreed and the retention is being held until satisfactory completion of the defects period due in January next year.
- 3.6 The Marina Customer Services Centre was formally opened in April 2016. A successful and well attended ceremony was held with the 'ribbon cut' by Adele Bellis.
- 3.7 Riverside was nominated for the RICS East of England 2016 Awards in the commercial office category and achieved a "Highly Commended" award.
- 3.8 It is intended, subject to approval by this Committee, that the Programme is formally closed and the conclusion of the ongoing activities is carried out by the Joint Senior Management Group.

4 KEY ACTIVITIES FOR THE FORTHCOMING PERIOD

- 4.1 Full handover of on-going defects management and enhancement activities to the Joint Senior Management Group.
- 4.2 Finalise closure of the Lowestoft Shared Accommodation Programme.

5 KEY MILESTONE DATES

- 5.1 We are rapidly approaching closure of the Programme. The following list of key milestones and their completion dates demonstrates successful completion of the overall Programme.

- 5.2 Below are some of the key milestones;

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	13 January 2016	<i>Complete</i>
Complete re-occupation of Marina Centre	25 January 2016	<i>Complete</i>
Settlement of Riverside final account	30 April 2016	<i>Complete</i>
Agreement of Marina Centre final account	31 August 2016	<i>Complete</i>
Formal closure of Programme	30 September 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, including allowances for on-going enhancement activities remains within the parameters of the above budget. Current programme expenditure to 20 September 2016 amounts to £12.522m.
- 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 The vast majority of risks have now been closed as the Programme reaches completion. 3 open risks remain on the register, all deemed as low, and they will also be closed when the Programme is formally closed.
- 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 and the Programme formally closed.

APPENDICES – None**BACKGROUND PAPERS**

None other than published information.