

**Agenda Item No 5**

**Special Sub-Group**

**16 December 2013**

**Report of the  
Assistant Director (Streetscape)**

**Accommodation Project**

**1 Summary**

- 1.1 This report updates Members on progress to date in relation to the Accommodation Project.

**Recommendation to the Sub-Group**

**That the Sub-Group notes and comments on the progress made to date in relation to the Accommodation Project**

**2 Update**

- 2.1 Phase 2 of the project is running ahead of programme and all works relating to the second phase on the first floor should be completed by the contractor on 20<sup>th</sup> January, 2014 – two weeks ahead of the current timetable. The acceleration in the programme is due in part to the lessons learned while undertaking the first stage of the works, but also as the result of a desire by the contractor to leave spare capacity within the overall programme for the third and final phase of the works which are likely to be more complicated and which may as a result take longer to complete.
- 2.2 In order to ensure that the extra time gained is used to the best advantage, the contractor will start work on the first part of phase 3 before phase 2 is fully completed. This will involve the decommissioning of the civic suite from the end of December, 2013 to ensure that works can begin in the Chamber and elsewhere on the civic wing from 6<sup>th</sup> January, 2014 onwards. From the start of the New Year until the project's final completion date in June, the civic wing will be unavailable with Board meetings and other Council business being transferred to the Memorial Hall and North Warwickshire & Hinckley College as well as other venues throughout the borough as necessary. During this period, Member's group rooms will be unavailable and general meeting space will be limited. Temporary arrangements will be put in place in January for Members' group rooms with a more permanent solution established from February onwards, most likely in Old Bank House where Members' pigeon holes will also be located within Democratic Services from the beginning of January until the completion of the works in June.

- 2.3 Plans are currently being finalised between the main contractor, Information Services, Facilities Management and removals contractors for all affected staff within Housing, Revenues & Benefits, Planning, Central Services, Information Services, Streetscape, Policy Services and Leisure & Community Development to be moved from their temporary locations to their permanent offices in late January/early February. The Contact Centre, Print Room and One Stop Shop will also be affected as we move through Phase 3. It is proposed that enabling works to accommodate WCC staff are undertaken at the beginning of Phase 3 while DWP works are carried out towards the end of the project.
- 2.4 Overall, the project is running to budget. The project is now slightly ahead of the original overall programme timetable.

### **3 Report Implications**

#### **3.1 Finance and Value for Money Implications**

- 3.1.1 The project is on budget. The agreed target cost will help ensure that the project costs are contained within budget and there are additional funds built into the budget to cover contingency events and risk items

The Contact Officer for this report is Richard Dobbs (719440).