

Agenda Item No 5

Special Sub-Group

18 November 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 1 of the work (second floor) has now been completed on programme. Desks, computers, furniture and files etc. were moved up from the first to the second floor on 31st October and 1st November. IT and Facilities Management staff worked over that weekend to ensure that all workstations and storage cabinets were set up and all IT equipment connected and working in time for staff to start work in their new areas on Monday 4th November. All this work was successfully completed over the four days with minimal service disruption.
- 2.2 BoroughCare staff moved back into their finished office area on 5th November with all services fully functioning. Although the work to the BoroughCare area proved more time consuming and complicated than anticipated, the required work has been successfully completed and the service is now resettled and will not be required to move again during the lifetime of the project. There were no cost overruns as a result of the longer timescale for this element of the project as the work was still completed within the first phase.
- 2.3 The roof has now been finished and is watertight. As part of the programme cost, the new roof will be covered by a (materials and labour) warranty for the next twenty years. From 21st November, now the roofing work has been completed, the scaffolding around the building will be taken down one level. The remaining scaffold will still allow access for final snagging repairs to missing and cracked tiles etc. All works to the roof infrastructure have been completed including the tank room covering, new fall arrest and lightning protection systems and reinstatement of communications antennae and guardrails.

- 2.4 The chlorination certificate for the drinking water on the second floor has now been received and so the refreshment areas are now fully open and available for use by staff. Heating has been restored throughout the majority of the building and is now being adjusted to establish a consistent temperature throughout the day. However, there has been necessary disruption to heating in the Civic Area and this will be addressed by the installation of temporary heaters until the completion of third phase of the works.
- 2.5 Phase 2 of the works has now commenced with the initial asbestos clean now completed and subsequent demolition work all but concluded. Phase 2 of the project is due to finish at the end of January with all staff (except the Contact Centre and Reception) moving floors into their final office locations during the week beginning 3rd February. However, the contractor hopes to bring that date forward if possible to give extra time for Phase 3 which is likely to be the most complex.
- 2.6 The next phase of office moves will leave one wing on the second floor vacant to allow the final fit out of the Warwickshire County Council offices to be undertaken at the end of Phase 2. Details on how the final stage of the works on the ground floor will be phased and the implications and knock-on effects for staff, Members and visitors will form the basis of a further report to this group.
- 2.7 Overall, the project is running to budget. The project is still progressing in line with 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).