

Agenda Item No 5

Special Sub-Group

21 October 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 The bulk of the work on the second floor and the roof has now been completed. Further works will be required on one wing at the end of Phase 2 to accommodate the requirements of the WCC staff who will be occupying that area of the building in the Spring of next year. The capital costs for the required works have been compiled and forwarded by the main contractor, Wates and these are now the subject of discussion with Warwickshire County Council's property team. Heads of Terms for the licence between the two parties have been circulated and agreed in principle.
- 2.2 The terms of occupation have now been agreed with DWP and a licence has been finalised and signed by both parties. Final discussions are now taking place to agree operational details and to finalise IT requirements. The capital costs for the ground floor refurbishment works required to enable DWP staff to work in the enlarged reception area have been submitted and DWP have agreed to meet all extra capital costs associated with the refurbishment in addition to their annual rent.
- 2.3 Following the decision by the Police to remain in Old Bank House, officers have been revising the layouts on the first floor of the main Council Offices to accommodate NWBC staff in the areas originally allocated to the Police and to try and free up extra capacity where achievable and, if possible, to bring the meeting room in Old Bank House back into use.
- 2.4 A number of unforeseen incidents (crumbling plasterwork, fire-stopping reinstatement, flue lining), elements of extra work commissioned by the Council (decoration) and temporary supply issues (lighting – now resolved)

has meant that completion of the first phase was potentially going to be delayed by a maximum of one week. The contractor has been deploying extra resources and working at weekends to claw the lost time back and is now back on schedule and fully expecting to complete Phase 1 on time. At the end of the first phase of the works, ICT will be moved up to their temporary home on the second floor over the last three days in October followed by Housing, Planning, Revenues & Benefits and Central Services. Those moves will take place from Thursday 31st October until Sunday 3rd November with all the affected divisions expected to be up and running by Monday, 4th November at which time work will begin on the second phase of the project. While this will cause some service disruption during the moves, plans are in place to ensure service continuity throughout that period. Borough Care will move back permanently into their second floor control centre on 5th November.

- 2.5 Overall, the project is running to budget with the extra works so far identified being met by the contractor or from the project contingency fund. The project is still progressing in line with the original 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).