

## Sheringham Leisure Centre: project update January 2020

Detailed information relating to any aspect of the project can be obtained from Robert Young (Senior Reporting Officer) or Kate Rawlings (Project Manager) and clarification of any aspect of the table's content can be provided at or following the meeting.

	Forecast/ expected	Current position	Notes/ comments
<b>Time</b>	Completion date: 29 <sup>th</sup> Aug 2021	Enabling works completed Aug 2019 Construction started 16 Sept 2019 Proceeding according to programme	<ul style="list-style-type: none"> <li>No variations to contract timescale needed. Site closed for 2 weeks over Christmas as per programme</li> </ul>
<b>Budget</b>	£12,697,139	£12,697,139	<ul style="list-style-type: none"> <li>Sport England grant agreed (£1m) – evidence provided to discharge conditions in order that 97% of grant will be drawn down</li> </ul>
<b>Issues log</b>		<ul style="list-style-type: none"> <li>A previously unidentified gas main was discovered at the site. This needs to be diverted but will not impact on the programme. Impact on the budget is not yet fully identified but is likely to be up to £27,000 and this will be met by the contingency. Investigations are underway as to any potential claim for some of the costs (however, had it been previously known it would still have to had to be diverted).</li> <li>A water pipe was not properly diverted during the enabling works.</li> <li>Resource capacity in NNDC communications team remains an issue, however revision of the web pages has now been completed by the project team and a proactive communications plan will be undertaken by staff in the Leisure team in liaison with Everyone Active</li> </ul>	<ul style="list-style-type: none"> <li>Work to move gas pipe scheduled for w/c 6 Jan</li> <li>This is to be rectified by the enabling works contractor. This may cause a slight delay in the construction programme and details will be provided once known</li> <li>Support of the communications team will be vital as the project moves forward</li> </ul>

<p><b>Risk log</b></p>	<p>A risk log is being maintained. These are routinely monitored and revised and controls are introduced to manage/mitigate risks and provide assurance</p>	<p>A continual risk item for the Council is the potential ‘failure’ of the existing facility, prior to the new one being completed, which would adversely impact financially on the Council. The maintenance and life-cycle log for Splash will remain under review in order to flag any likely issues. Contractual provisions are in place to help mitigate any impact and the fact that the new facility is now being built should address any reputational impacts.</p> <p>Metnor Head Office carried out a full Health and Safety inspection of the site during December and found the site to be operating satisfactorily.</p> <p>The principal risks to the construction project at this time are:</p> <ul style="list-style-type: none"> <li>• Any potential delay that might result from disruption to site services or infrastructure (e.g. gas main leak)</li> <li>• Delays in completion impacting on operational contract</li> <li>• Outstanding value engineering items not</li> </ul>	<ul style="list-style-type: none"> <li>• The Portfolio Holder will have access to the Risk Log and will be notified of all risks. These will also be reported via GRAC in the usual manner.</li> <li>• The Council’s Health and Safety officer, James Windsor, accompanied Metnor on the inspection and was pleased with the way that the site is being managed. A minor issue of golf balls landing on the site from the course opposite was identified. James has contacted the Golf Club, which has agreed to ask its members to be cautious (via the newsletter) and the situation will be monitored.</li> <li>• As the construction moves on the likelihood of unknown site issue (e.g. ground condition) reduces significantly</li> </ul>
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<p><b>Project Governance</b></p>	<p>The Portfolio Holder (PH) is Cllr Virginia Gay, the Council's Senior Reporting Officer (SRO) is Robert Young and the internal Project Manager is Kate Rawlings. Various other technical experts from within the Council are involved in the project as appropriate.</p>	<ul style="list-style-type: none"> <li>• Project governance for the construction phase has been established and the first four monthly cycles of meetings have been held</li> <li>• An audit of the project has been undertaken and will report shortly</li> <li>• The revised Project Initiation Document will be kept under review</li> </ul>	<ul style="list-style-type: none"> <li>• Routine meeting and briefing procedures are now being followed (including those agreed by O&amp;S Committee)</li> <li>• The outcome of the audit will be reported through the usual procedures and the project team will take note and respond accordingly to any relevant recommendations</li> </ul>
<p><b>Communications</b></p>	<p>The Communications Plan covers:</p> <ul style="list-style-type: none"> <li>• Planned activities at key milestones</li> <li>• Responses to issues and events as they occur</li> <li>• Routine communications to interested parties</li> </ul>	<ul style="list-style-type: none"> <li>• Metnor's newsletter received positive feedback from residents</li> <li>• Updated website launched</li> <li>• NNDC E-newsletter distributed to 134 subscribers</li> <li>• A Norfolk based firm has won the pre-cast concrete supply contract</li> </ul>	<ul style="list-style-type: none"> <li>• The lack of resources and capacity in the Council's Communications team continue to be of concern.</li> </ul>