

## Sheringham Leisure Centre: project update July 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.

	<b>Forecast/ expected position</b>	<b>Current position</b>	<b>Notes/ comments</b>
<b>Time</b>	Completion of phase 1 of the project (completion of the new building, ready for its occupation): 29 Aug 2021	Delays in the completion date are anticipated due to the compounding effects of the previously reported on-site (infrastructure etc.), the poor weather earlier in the year and then the impacts of COVID-19. The occupation of the leisure centre is expected to be 29 <sup>th</sup> August, however the demolition and finalisation of the project, will be after that date. The expected total overrun, taking account of the inefficiencies inherent in the working practices required by current public health guidelines, is fourteen weeks.	The construction programme is being fully updated and potential options for reducing the length of any overrun are being evaluated.
<b>Budget</b>	£12,697,139	£12,697,139	<ul style="list-style-type: none"> <li>• No change to overall budget, however additional costs have been incurred due to the on-site issues previously reported, and the consequent programme delays – these are expected to amount to £130,000</li> <li>• The value engineering target has been met by the construction contractor, in order to achieve the identified savings at the contract stage</li> <li>• Some consequential increases in professional fee costs may be incurred due to the programme delays - these</li> </ul>

			<p>will obviously depend upon the extent of the delays in completion and have yet to be calculated.</p> <ul style="list-style-type: none"> <li>The construction contingency (currently £119,000) and client contingency (£74,191) are being reviewed and may in part be used to cover the cost increase mentioned above.</li> </ul>
<b>Issues log</b>		<p>The principal issues to-date have been the causes for delays identified above, resulting from the on-site issues, weather, COVID-19 shut-down and ongoing working practices.</p> <p>The Council was asked by the contractor (Metnor) to be supportive during the period affected by the pandemic crisis and, in accordance with the procurement advice issued by government, the Council continued to pay invoices for the period that the site closed down (which in effect pays for a small element of the work 'up front'). This will be reconciled later in the programme.</p>	<p>The site operations were closed down due to COVID-19 for a total of 5.4 weeks (26th March – 4th May 2020).</p> <p>Site recommenced with safe site operating procedures in place to manage risk of virus spread, however this inevitably led to a slow start (losing a total of four days, against 'normal')</p> <p>Sub-contractors and suppliers were similarly affected</p> <p>It is forecast that a further seven days will be lost due to the inefficiencies resulting from the need to maintain social distancing, managing the hygiene, health and safety of the workforce.</p>
<b>Risk log</b>	A risk log is being maintained. These are routinely monitored and revised, and controls are introduced to manage/ mitigate risks and provide assurance	The risks remain as previously reported, however, the risk associated with any potential 'second spike' have to be considered. In addition, the risk of contractors' or sub-contractors' businesses or suppliers failing needs to be revised; however, there are no known	The risk log will be updated to take account of the current situation and any anticipated risks, with mitigation.

		problems to report with respect to this.	
<b>Project Governance</b>	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. The Council has procured the services of: an Employer’s Agent, Project Manager and Cost Consultant (all provided by REAL Consulting); a Technical Architect (Saunders Boston Architects); and a Mechanical, Electrical and Pool Filtration Consultant (Silcock Dawson)	<ul style="list-style-type: none"> <li>• The project team and responsibilities remain unchanged and meetings and reporting are occurring as scheduled. One meeting was skipped whilst the site was closed down.</li> </ul>	All project meetings have carried on more or less as normal – although held virtually.
<b>Communications</b>	<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 (including via the <a href="#">website</a>)</li> </ul>	<ul style="list-style-type: none"> <li>• Communications about the project have taken a back seat due to the recent events, however it is now reaching a visible milestone, when the steelwork will emerge above the site hoardings, and so the communications plan will be reviewed and key milestones suitably marked.</li> <li>• The name of the new Sheringham Leisure Centre needs to be agreed in order for the signage design to be agreed and the relevant fixings included within the scheme.</li> <li>• Opportunities were being explored to use this substantial project to showcase the career opportunities that can arise. That is having to be rethought, due to the current circumstances, and the various constraints that is imposing (resources and practicalities/ logistics),</li> </ul>	<ul style="list-style-type: none"> <li>• The website continues to be kept up to date as the key source of information.</li> <li>• The Locality Leisure Services team will work with the new Communications Manager and his team (together with Metnor and Everyone active) to revise the communications plan, plotting the milestones in the project and devising ways in which we can count down to the completion of this very significant investment in health and wellbeing in the district.</li> </ul>

		<p>however we will work with the contractor in the coming months to identify appropriate ways shine a light on the project and find ways to inspire young people.</p>	
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