

Accommodation Project Review - Action Plan

Action	Who	Due Date	Completed
Accommodation Review			
Develop Evaluation Criteria List	MW / IA	18-Jul-08	✓
Develop Location / Property List	JU	18-Jul-08	✓
Financial breakdown of Costs to Date	MW	25-Jul-08	✓
Prepare a short report recommending design team	PA	25-Jul-08	✓
Assessment of Transferable Costs	MW / IA	25-Jul-08	
Hungate Massing - What can be achieved	IA / PA	25-Jul-08	
Review Hungate Building Design (style)	BW / NH	25-Jul-08	
Political Sensitivity	BMc	31-Jul-08	
Retention of RMJM	BMc / BW / NH	31-Jul-08	
Procurement corporate PR advisor	BMc / HR / NH	TBC	
Establish external reference group	BW / NH	TBC	
Follow up CABE response to planning application	PA	TBC	
Identify additional resources	NH / MW	TBC	
Appoint planning consultant	BW / NH / IA	TBC	
Carry out initial study of Mill House, 50 York Rd & Guildhall	PA	TBC	
Check total ownership of Guildhall properties & adjacent premises	PC	TBC	
Land Assembly			
Discussion with HASS re Peasholme Hostel relocation	NH	25-Jul-08	✓
Continue with vacation of Ambulance Station	JU	31-Aug-08	
Develop estimate to convert site to a car park	IA	31-Aug-08	
Continue to demolish Ambulance Station	IA / PA	31-Dec-08	
Continue with full archaeological investigations (£35k)	RS	31-Dec-08	
Continue with archaeological initial investigations to Hostel	IA / RS	TBC	
Property Exit Strategy			
Contact Rushbond re St Leonard's place	MW	25-Jul-08	✓
Design & Construction			
Confirm to Crosby to proceed with Substation	JU	25-Jul-08	
Contact DEFRA re CHP connection	PA	25-Jul-08	
Contact Black Swan re compound and car park	PA	25-Jul-08	
Meeting with English Heritage re Hungate development	BW / NH	31-Aug-08	
Consider appointment of an external planning consultant	NH	31-Aug-08	
ITT			
Liaise with Managed Service procurement exercise	MW / RG	30-Sep-08	
FM Strategy			
Continue with Recruitment of FM Workstream Manager	MW	25-Jul-08	✓
Continue with procurement of FM Advisor	MW	TBC	
Project Management			
Revise Financial Model	NH / Fin. Serv	TBC	
Communications			
Communication to staff - next news and jobs	SH	25-Jul-08	✓
Communication to staff - next newsletter	SH	31-Aug-08	