

Annexe B Hungate Report Accommodation Project - Scrutiny Topic

Overview

The accommodation project has been managed within a project management framework adopting the basic principles of the well-established PRINCE 2 project management methodology. This was a key component of the accommodation project business case approved by Members in November 2005.

The main features of the methodology include a modular planning approach with the project divided into manageable and controllable stages with a clearly defined organisational structure led by the project board made up of key directors and assistant directors representing each directorate. The board is responsible to the Corporate Management Team for the overall direction and management of the project within the parameters of the approved business case. Matters of policy or strategic interest or those, which fall outside the business case being directed to the Executive for discussion and/or approval. To support consultation across the council and timely decision-making the structure includes a Member steering group made up of representatives from each party. The project board meets on a monthly basis to review the status of the project, provide direction on issues and risk and give approvals as required.

The major controls for the project include the approved business case, project plan, risk register, issues logs, exception reports and end of stage assessments. The project is supported by a robust project filing structure where the entire project information is captured and recorded. This structure is the source of the information provided to the scrutiny committee.

Reference No.	Document Title
01	Administrative Accommodation: Project Initiation Document v4.0 (& 10* supporting annexes)

1. Why was the Hungate site chosen?

Through the review process, the council indicated a preference for a city centre one-site solution to maximise benefits through facilitating more collaborative team and partnership working, and rationalisation in areas such as ICT, post distribution and facilities management. A city centre location was also considered important in supporting the planning policy guidance (PPS 6) to retain the city's character as a place where people can both live and work and to retain the economic vitality of the town centre. A city centre location would also support the green travel plan whereby York currently enjoys a travel to work pattern, which is unique in that a large number of staff walk or cycle to work. In response to consultation with stakeholders, 80% of staff

placed working in the city centre as their top priority. It is for these reasons that a large out-of-town site was thought to be inappropriate.

In June 2004 property consultants Donaldsons worked with the council to carry out a site options appraisal to compile a short list of sites likely to be capable of responding to the future accommodation needs of the authority. At a meeting of the Executive on 1st February 2005, Members approved a site option appraisal to include the recommended short-listed sites at 84 Piccadilly, Blackfriars House (Rougier Street), 17-21 Piccadilly and Hungate. Each of the sites was appraised qualitatively in terms of its suitability and deliverability to meet the council's objectives using an agreed set of criteria. The one site solution at Hungate was the scheme, which represented the highest overall score in terms of suitability and deliverability and was recommended and approved as the scheme to be taken forward.

Reference No.	Document Title
02	Planning Policy Statement 6: Planning for Town Centres
03	Meeting of the Executive 1 st Feb 05: Accommodation Review – Site Option Appraisal (& 7* supporting annexes)
04	Meeting of the Executive 1 st Feb 05: Committee Minutes
05	Meeting of the Executive 22 nd Nov 05: Business Case (& 8* supporting annexes)
06	Meeting of the Executive 22 nd Nov 05: Committee Minutes

2. Why was the location on the Hungate site chosen?

The location on the site was chosen because a significant proportion (car park & Peasholme Hostel site) was in council ownership and available within the timescales of the project.

The Hungate masterplan designated the location for office use, providing an opportunity for a major office development of landmark status and sustainable design in the city centre.

Reference No.	Document Title
07	Hungate Master Plan Development Brief
08	Hungate Master Plan - Maps

3. What were the initial budget estimates and overspend estimates?

The information relating to the initial budget estimates and the current approved capital budget of £43.8m is detailed sequentially in the financial sections of the Executive reports listed below.

Reference No.	Document Title
05	Meeting of the Executive 22 nd Nov 05: Business Case (& 8* supporting annexes)
06	Meeting of the Executive 22 nd Nov 05: Committee Minutes

09	Meeting of the Executive 10 th Oct 06: Accommodation Project – Update (& 2* supporting annexes)
10	Meeting of the Executive 10 th Oct 06: Committee Minutes
11	Meeting of the Executive 24 th July 07 (& 4* supporting annexes)
12	Meeting of the Executive 24 th July 07: Committee Minutes
13	Meeting of the Executive 17 th June 08 (& 2 supporting annexes)
14	Meeting of the Executive 17 th June 08: Committee Minutes

4a. What was the selection process that led to the appointment of the design team?

Design Team selection, including the construction contractor, was carried out under Council financial and procurement regulations and through the OJEU procurement process. This included pre-qualification, tender and final interview stages. The outcome of the tender process was referred to the Executive (February 2007) to confirm acceptance of the most economically advantageous tender. The mechanism for selection is set out in reference document Admin_Acomm_Tender_Document_Sept06_v1 Appendix 3.

Reference No.	Document Title
15	Contract Documents for the Office Accommodation Project, York: September 2006
05	Meeting of the Executive 22 nd Nov 05: Business Case (& 8* supporting annexes)
06	Meeting of the Executive 22 nd Nov 05: Committee Minutes
09	Meeting of the Executive 10 th Oct 06: Accommodation Project Update (& 2* supporting annexes)
10	Meeting of the Executive 10 th Oct 06: Committee Minutes
16	Meeting of the Executive 13 th Feb 07: Administrative Accommodation Project (& 5* supporting annexes)
17	Meeting of the Executive 13 th Feb 07: Committee Minutes
11	Meeting of the Executive 24 th Jul 07: Accommodation Project Update (& 4* supporting annexes)
12	Meeting of the Executive 24 th Jul 07: Committee Minutes

4b. What was the process for developing and selecting the final design submitted for planning approval?

Refer to Design Team end of Stage Report and responses to question 6 and 7.

Reference No.	Document Title
18	RMJM Stage B Report: June 2007
19	RMJM Stage C Addendum: March 2008
20	RMJM Stage D Report: May 2008

5. Which CYC entity acted as the internal client and why?

Resources – Property Services as the Corporate Landlord responsible for the delivery of the councils Asset Management Plan and responsible for the management of the administrative accommodation portfolio.

Reference No.	Document Title
21	Corporate Asset Management Plan

6. Was the consultation process appropriate?

The council carried out extensive consultation with key stakeholders, including English Heritage, about the design of the proposed new headquarters prior to submitting the planning application.

Residents were also able to view designs for the Hungate headquarters at Back Swinegate and in the Guildhall reception.

The consultation regarding the planning application was carried out strictly in accordance with the council's Statement of Community Involvement and it was during this process that the application was withdrawn.

Reference No.	Document Title
22	RMJM Consultation Process: Pre-Planning Application (August 08)
23	Summary of External Feedback on Building Design: Dec 07 – Mar 08
24	Pre Planning Design Exhibition – Staff Feedback
25	Pre Planning Design Exhibition – External Feedback
26	Staff Pre-Planning Design Exhibition Comments
27	External Pre-Planning Design Exhibition Comments

7. Why was the final design submitted?

Following consultation and a presentation to the Corporate Management Team (CMT), the Project Board and Member Steering group approved the final design for planning submission in April 2008. The Executive on 17th June 2008 approved the revised business case for the final design.

Reference No.	Document Title
13	Meeting of the Executive 17 th Jun 08: Accommodation Project – End of Stage Update (& 2 supporting annexes)
14	Meeting of the Executive 17 th Jun 08: Committee Minutes
28	CMT Digest – 23 rd Apr 08
29	Project Board Meeting Minutes – 25 th Apr 08
30	Member Steering Group Meeting Minutes – 28 th Apr 08

* some annexes contain exempt information