

Report to               **Resources and Performance Committee**

Date                    **24 November 2011**

By                      **Director of Corporate Services**

Title of Report       **Capron House Update**

Purpose of Report     **To advise the Committee of progress on  
developing the Capron House  
refurbishment programme**

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**Recommendation: The Committee is recommended to:**

- 1) approve the proposed governance arrangements for the Capron House refurbishment programme**
  - 2) note progress to date**
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## **1. Introduction**

- 1.1 This report notes the progress on developing the Capron House refurbishment programme.
- 1.2 It outlines the proposed governance arrangements and recommends their approval by the Committee.

## **2. Background**

- 2.1 At its meeting on 15 February 2011 the South Downs National Park Authority (SDNPA) approved the decision to conclude the purchase of part of Capron House as the new corporate HQ; contracts were exchanged on 31 March 2011 and completion is expected no later than 31 July 2012, the end of the current school year. Capron House will need extensive refurbishment to change it from school buildings to office use; upgrade or replace infrastructure to ensure it is fit for purpose and to separate it physically from the part of Capron House not included in the purchase. Work is ongoing to develop a full programme for the refurbishment works, based on the assumption of a start date on site at the beginning of August 2012.
- 2.2 This paper outlines progress to date on developing the overall refurbishment programme and also proposes governance arrangements for approval by the Committee.

## **3. Governance**

- 3.1 The following governance arrangements are proposed:
  - **Steering Group** comprising Members nominated by the Chair. Nominated Members are Norman Dingemans (Lead Member) and Charles Peck. Its Terms of Reference - to advise on the overall Capron House strategic programme and budget.
  - **Programme Board** chaired by the Director of Corporate Services and comprising the Chief Executive and Head of Estates. Its Terms of Reference – to oversee delivery of the overall Capron House Programme of Work.
  - **Project Team** led by the Head of Estates that includes representatives of ICT, Communications and HR and a consultant construction project manager who heads a team of specialist consultants. This group will form the core project management team, whose Terms of Reference will be to deliver the Capron House refurbishment project to agreed timescales and budget.

- SDNPA staff with specialist professional expertise in areas such as planning, historic buildings and sustainability etc will be brought in to contribute to the project team at appropriate times.
- In addition it is proposed that two members of staff from each Directorate should be nominated, who will contribute to the Project Team on a regular basis to ensure that ideas, information and concerns are fed in both directions between the Project Team and their colleagues.

#### **4. Next Steps**

- 4.1 Options for procuring technical consultancy expertise and contracts for the construction works have been considered and a project management consultant and a multidisciplinary technical team to produce design specification options will be appointed using the new East Sussex County Council Consultancy Framework Agreement (2011-2015), which went live in early November 2011.
- 4.2 Benefits of using the framework are:
- Reduced time and cost of procurement while ensuring compliance with public sector and EU procurement regulations
  - Very recent market test to obtain competitive rates
  - Embraces SDNPA objective of partnership working
  - Consultants on the Framework have the necessary skills and experience
  - Economies of scale may be obtained through a Framework Agreement available to all public bodies in Sussex
- 4.3 A mini competition will be undertaken from those consultants on the Framework Agreement that express interest in the Capron House project and the successful project management consultants will work with SDNPA in developing full technical and design specifications for the refurbishment works; tendering and awarding works contracts and managing the relocation to Capron House. A flat rate fee has been negotiated with East Sussex County Council (ESCC) to run the mini competition process; however the final decision on selecting the contractor who is the best fit for the project will rest with SDNPA.
- 4.4 A meeting to organise the timetable for the consultant selection process is scheduled in the next week and officers will update the Committee on progress at the meeting.
- 4.5 It is proposed to appoint works contractors using the Improvement and Efficiency South East (IESE) Sussex Cluster Tier 2 Framework Agreement also through ESCC; this will be confirmed once detailed specifications for the works are completed.

#### **5. Resources**

- 5.1 The overall budget for the Capron House project is expected to be tight and it is proposed to earmark the forecast underspend from the 2011-12 estates budget to support the Capron House refurbishment programme. Detailed budgets for the project will be drawn up as part of the initial consultancy work.

#### **6. Risk management**

- 6.1 The timescale for the Capron house refurbishment is tight however the risk of timing overrun is considerably mitigated by the proposed procurement route of using the East Sussex County Council Framework Agreements.

#### **7. Human Rights, Equalities, Health and Safety**

- 7.1 There are no implications arising from this report.

## **8. External Consultees**

8.1 None.

### **HELENE ROSSITER Director of Corporate Services**

Contact Officer:	Jan Conway, Head of Estates
Tel:	0300 303 1053
email:	<a href="mailto:jan.conway@southdowns.gov.uk">jan.conway@southdowns.gov.uk</a>
Appendices	None
SDNPA Consultees	Director of Corporate Services, Chief Executive Officer, Director of Strategy and Partnerships, Director of Planning, Head of Operations, Monitoring Officer and Chief Finance Officer