



P-21.03a NORA EZ Development of Spec Units - Phase 1 Project Highlight Report

Project Name:	NORA EZ Development of Spec Units - Phase 1	Project Manager:	Mark Fuller/Jason Richardson	Project Sponsor:	Matthew Henry	Report covers period of:	December 23 & January 24
Capital Code:	C5002	Client Dept:	-	Lead Designer:	RG Carter		
Project Code:	P-21.03a	End User (if applicable):	-	Cost Consultant:	Aecom		
				Contractor on Site:	RG Carter		

Management Summary

	1. Overall Status	2.1 Risks	2.2. Issues	3. Financials	4. Timelines	5. Resources
This Report	A	A	A	A	R	G
Last Report	A	A	A	A	R	G

Project Definition

Project Stage: Phase 1 – RIBA 5 (awaiting utility connections and commissioning to allow handover)

Objectives: Development of 4 units on the Nar Ouse Business Park offering a mix of light industrial and office spaces as per planning permission.

Scope: The project will deliver modern speculative units for the Enterprise Zone portfolio as below:

- 2no semi-detached offices, offering up to 8 office suites (Plot A1)
- 2no light industrial semi detached units (Plot A2)
- Tenant fit out (Plot A1)

1. Overall Status (high-level summary)

Overall status is Amber as timelines and issues are being managed, despite the points noted.

- Delays to handover due to infrastructure delivery and installation of utilities
- Financial early warning for costs associated with delayed handover
- Tenant fit out Plot A1 works essentially complete pending tenant sign off and snagging

1.1 Decisions required by the Officer Major Projects Board

- No decisions required at this time

1.2 Achievements during this period

- Tenant fit out Plot A1 works essentially complete pending tenant sign off and snagging
- Remaining works on hold pending infrastructure contract and service connections

2. Risks and Issues

2.1 Key Risks [all red and increasing amber]

A risk is something that may happen

Risk ID (2/6)	Risk Title	Description	RAG Status	Risk Category	Mitigation	Dated Comments
2/6	Phase 1 Utilities	Continued delay to handover of Phase 1 units due	A	Programme / Financial	Regular co-ordination meetings between Utility Consultant / NCC	01.02.24 Utility connections delayed - completion 15.04.24

		to utility connection delays.			team to progress infrastructure contract and utility install	
6/6	Plot A1 Tenant Fit Out	Fit out contract and handover to meet incoming tenants requirements and time constraints.	A	Programme	Actively managing and engaged with incoming tenant.	01.02.24 Fit out essentially complete pending tenant sign off and snagging - occupation cannot take place until units formally handed over April / May 2024. Meeting scheduled with incoming tenant 26.02.24.

2.2 Key Issues [all red and increasing amber]

An issue is something that has happened

Issue ID (1/1)	Issue Title	Description	RAG Status	Issue Type	Resolution Plan	Dated Comments
1/1	Phase 1 Utilities	Delay in AWS sign off impacting infrastructure delivery and utilities	A	Programme / financial	Active engagement and dialogue with AWS to secure approvals	01.02.24 Outstanding issues being closed off – AWS in receipt of all information and responses – awaiting AWS response.
1/2	Attenuation tanks	During period of heavy rainfall attenuation tanks in car park area lifted	A	Programme	RGC undertook internal investigation – independent third party engineer appointed.	01.02.24 RGC concluded their investigations – BCKLWN appointed third party to undertake independent review which wasn't conclusive - requires further investigations by geotechnical engineer and programme of ground water monitoring looking to action asap.

Note: further detail on Project Risks and Issues can be found in the Risks and Issues Log.

3. Financial Summary

	Total approved budget (Includes contingency) £	Total spend to date £	Total variance to date <i>Underspend (Overspend)</i> £	Approved budget 2023/24 £	Total spend 2023/24 £	Current year forecast 2023/24 £	Current year variance between budget and forecast £	Total remaining contingency budget £
Current Month:								
Capital Expenditure	£6,621,181	£6,659,544	-£38,363	£534,400	£596,795	£579,768	-£45,368	0
Revenue Expenditure	0	0	0	0	0	0	0	0
Grant Income	0	0	0	0	0	0	0	0
Other Income*	0	0	0	0	0	0	0	0
Net position	£6,621,181	£6,659,544	£448,692	£534,400	£596,795	£534,400	0	0
Last Month:								
Net position	£6,621,181	£6,086,781	£448,692	£534,400	£424,210	£534,400	0	0

*will vary for each project

3.1 Project Financials

In future months, graphs will be inserted here

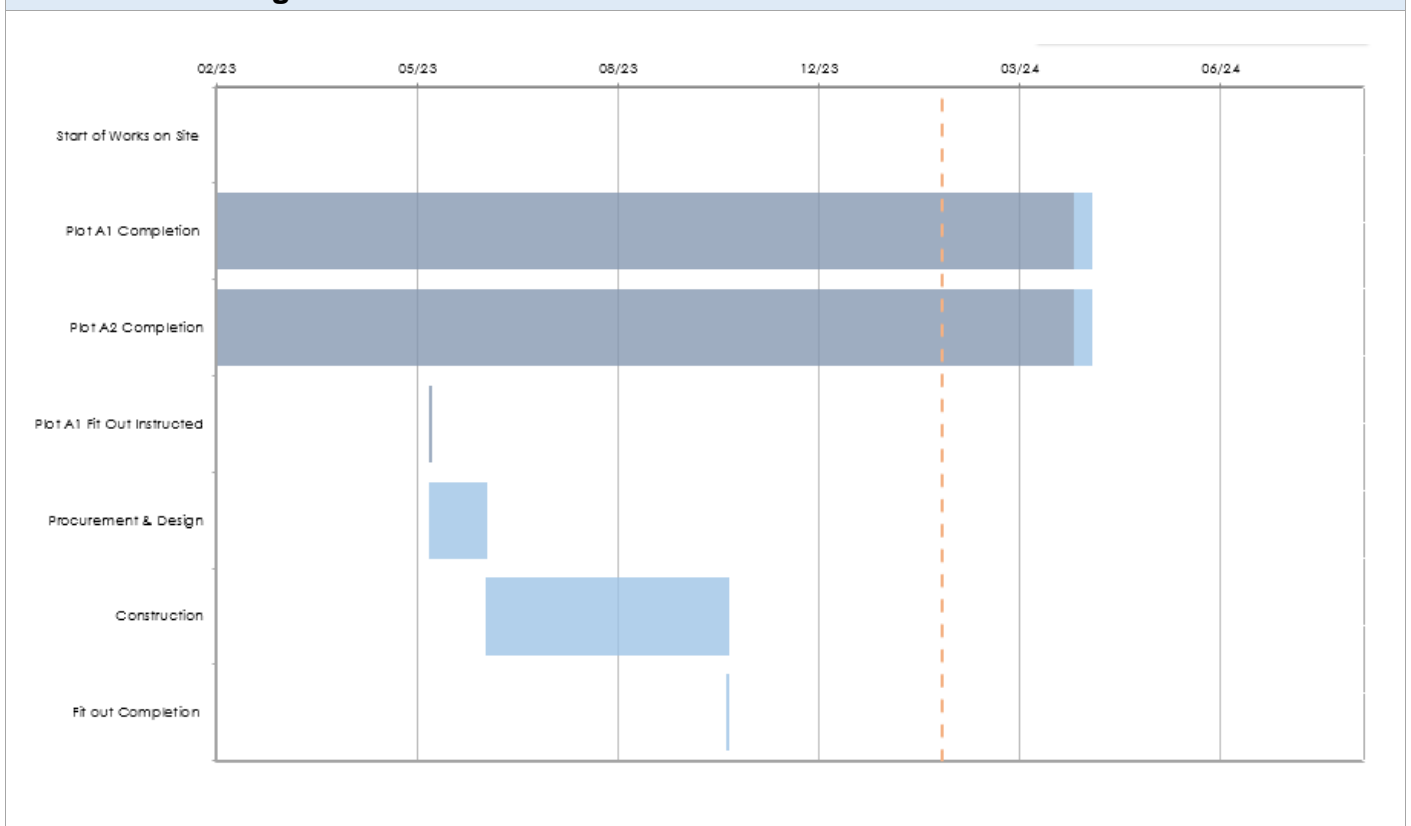
3.2 Project Contingency and Change Control

Change Ref	Description	Cost Impact	Programme Impact	Other Impact	RAG Status	Approval given by	Date of change
	N/A						

3.3 Financial Commentary

Financials currently Amber due to delays in handover and incurred costs as a result.

4. Timelines – High Level Milestones



4.1 Timelines Commentary

The current timeline is Red due to delay in handover of Phase 1 – currently estimated April / May 2024
 Plot A1 tenant fit out contract RGC instructed as per above timeline – completed October 2023 pending tenant sign off and snagging.

5. Resources Commentary

Resources currently Green. Project support – vacant posts x2 in Property Team limited impact.

6. Communications and Engagement

Communications previously advised of continued delays in handover of Phase 1 units.

7. Outputs and Outcomes

7.1 Outputs

Description	Target	Notes
Plot A1 – 2 office units – with a maximum of eight office suites in total.		
Plot A1 – tenant fit out		
Plot A2 – 2 light industrial units and associated office space.		

7.2 Outcomes

Description	Target	Notes
New jobs and employment opportunities		
New businesses relocated to Enterprise Zone		
Modern office and light industrial floor space constructed and added to the BCKLWN commercial property portfolio.		
Construction of Phase 1 generates interest in the wider Enterprise Zone development.		

8. Other Matters

Item	Comment
General stage progress	NORA Phase 1 - RIBA stage 5
Procurement progress	Phase 1 complete
Proposed form of contract (e.g. JCT, NEC, Traditional, D&B)	D&B as per Nar Ouse Framework (JCT)
Proposed route to market (e.g. IOTT, Framework ie DPS, HPCS, LCP)	Framework
Local schemes / dependencies	Infrastructure contract progress
Marketing	Activity on site is generating interest – will engage with interested parties when there is more certainty around handover – and commence formal marketing at the same time.

9. Approved Documents

	OBC [RIBA 0 Approval]	Client Brief [RIBA 1 Initiation]	Resource Brief	PID [RIBA 1 Gateway]	PID Update [RIBA 2 Gateway]	PID Update [RIBA 3 Gateway]	PID Update [pre tender]	Final PID [post tender]
Status:	✓							
Date Approved:	24.09.19							
Approved by:	Cabinet							

Latest Approved Document : Cabinet Report

Spend - Budget Variance (inc. contingency)	
R	More than 10% over or under budget
A	Between 5% & 10% over or under budget
G	Within 5% of budget or less than £10k

Milestone Delivery RAG Status	
R	13 weeks or more behind the critical path
A	4 to 12 weeks behind the critical path
G	4 weeks or less behind the critical path

Risks & Issues RAG Status	
R	Needs immediate attention
A	Needs attention before next project review
G	Can be managed