

**PROJECTS HIGHLIGHT REPORT: March 2018**

**PROJECT WITHIN PROGRAMME: COLSTON HALL PHASE II to RIBA 4**

**PROJECT LEAD: ANDREW SEARLE**

**REPORTING TO: Project Board**

**POLITICAL PORTFOLIO HOLDER: Cllr Cheney**

**PROJECT ID:TBA**

PROJECT QUALITY RISK		PROJECT TIME RISK		PROJECT COST/ BUDGET RISK		SUMMARY UPDATE OF CURRENT PROJECT(S)	
GREEN	Risk change from last month ↑	AMBER	Planning Permission Target Submission Date 22/06/17	GREEN	Estimated Project Budget (£000s) £3.4m	Completed since last Reporting Period; - Planning Permissions Granted 28th February (Judicial Review period lapsed- no challenge received ) - Confirmation of HLF application for £4.75m received by BMT now awaiting grant T&C's - Further briefing meeting held with Councilor Cheney - Draft paper presented to Political Cabinet 27th March where T&C's of ACE grant conditions were accepted confirmation on going financial support arrangements for next 4 years - Further meeting held with BCC VAT advisors ( PC Tax) and BMT tax advisors (KPMG) to discuss VAT exposure and mitigation measures letter to be drafted and sent to HMRC to clarify options on exposure - 1st tranche of tender packaged received evaluation process being undertaken	
GREEN	Risk Forecast for Next Month ↑	AMBER	Forecast Progress Date 22/06/17	GREEN	Costs to Date (£000's) £0	To be undertaken by next Reporting Period - Continuation of discussion with BMT regarding with CA , SLA and Lease agreements and - Continuation of Contract discussion with Wilmott Dixon to agree contract price and conditions - Continuation of VAT exposure meetings - Prepare and finalise Cabinet Paper - Further Member briefings - report of tender returns against cost plan predictions	

PROJECT RISKS	No:	Key Project Risks (Attach Sites Plans If Required)	Mitigation	RAG	PROJECT ISSUES	No:	Key Project Issues (Attach Site Plans If Required)	Raised	Resolved
	1	The £48.8 m funding programme will not be secured in line with the overall project programme and the Council will be required to cashflow the entire project	Financial Advisory Group to work with BMT to deliver the fundraising programme and monitor performance against target monthly at Project Board Cash Flow of project now been incorporated within MTFP	AMBER		1	£7m capital Shortfall for project	Jul-16	
2	There is a risk the project in its current scope cannot be deliverable within the estimated £48m -50m cost envelope	Continuing review of detailed design cost plan at each key design stages and at mid RIBA stage to ensure the project remains to budget. Consider early engagement with contractor to ensure design is viable and deliverable without compromising quality	GREEN	2	Service level agreement (SLA) re negotiation required	Jul-16			
3	HLF grant application takes into account funding contribution to interpretative staffing cost that are not building design or construction related which would impact short fall of funding available for construction delivery elements	Interrogation of cost plan requires additional funding to account for increased HLF Interpretation requirements This additional figure can be contained within Client Direct Cost Contingancy allocation	GREEN	3	Collaboration Agreement (SLA) negotiation required with BMT	Jul-16			
4	Performance of design team elements not being able produce sufficient detailed design and intrusive structural survey information to inform design process to meet current time time constraints	Introduction of increased progress reporting and monitoring processes	GREEN	4	BREEAM requirement may not be met	Nov-16			
5			GREEN	5					

**KEY PROJECT MILESTONES/ GATEWAYS: NEXT THREE MONTHS**

No:	Decision/ Key Milestones Required/ To be Achieved	Into/ Ext	Decision Maker	Date Required
1	HLF round 2 submission verbal confirmation of a successful application	External	HLF	22/3/18
2	Enter into Collaboration Agreement with BMT	Internal	Project Board	1/10/16
3	Funding stream/ cash flow agreed	Internal	Project Board	16/5/17
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No:	Communications Type	Into/ Ext	Primary Audience	Date

**KEY PROJECT INFLUENCERS/ STAKEHOLDERS**

No:	Name	Organisation	Engaged Y/N
1	Bristol Music Trust	BMT/BCC	Y
2	Arts Council England	BMT/BCC	Y
3	Heritage Lottery Fund	BMT/BCC	Y
4	Central Government	BMT/BCC	Y
5	Colston Hall Staff & Users	BMT/BCC	N

**PROJECT RESOURCES**

No:	Current Resources/ Roles	Additional Required	Why Req'd?	Cost £ (000's)
1	External Project Manager	Yes	Lead and manage the design team	£39k(BG15)
2	Internal BCC Project manager	No	Lead and manage project delivery issues	TBC
3	Design Team	Yes	Design team needing additional specialities	can be contained with current budget allocation of £1.6m
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