

SHQ RELOCATION MEMBER WORKING GROUP TERMS OF REFERENCE

As agreed at the CFA meeting held in December 2020 (resolution 114/19 refers) the purpose of the Working Group is for Member engagement in the potential relocation of Service Headquarters to Service Training Centre.

Composition

The Group comprises a politically balanced working group of 10 Authority Members in total.

Meetings are also attended by the Chair of the Project Management Board (Director of Corporate Services), Head of Property and the Project Manager, plus other officers as required according to the agenda.

The Group meets at bi-monthly (every two-month) intervals.

Items for consideration

At each meeting the Group will receive a report with the following content:

- General Progress
- Work Done in Last Period
- Tasks for next period
- Updated Programme
- Updated Budget Position
- Risk Review of Red (High) Risks

Key Decisions Delegated to the Group

- Architect Appointment
- Contractor Appointment

Key Recommendations the Group makes to the Authority

The Group also meets to “sign off” certain milestones and make recommendations to the Fire Authority. (Dependant upon timing of these relative to the committee cycle this may require ratification via the Authority’s Urgent Business process, as construction projects by their nature are unpredictable and often decisions need to be made quickly and with flexible timescales).

- Completion of Feasibility Study and Establishment of Project Budget (this decision is ratified by full Fire Authority)
 - Information at end of the stage being an agreed Project Brief, Concept Design, Outline Spec, Outline Cost Plan and Programme which we can then

move to the next stage with - in our case procurement of partner D&B contractor via a Framework

- Presentation of Stage 1 Contractor Design and Budget (including Risk Monies)
 - This is the contractors review of the concept design and outline cost plan to tell us whether or not it is feasible / realistic. They would then develop the concept design and look at the costs in greater detail
- Final Tender Price Plus Contingency and Risk Monies
- Revisions to budget arising from variations as the work proceeds (retrospective)