



MONTHLY SITE PRODUCTION MEETING

Contract Title: **South Killingholme – Kier Living**

Contract No. **Y1740**

Date: **1.7.13**

Meeting No. **06**

STAFF	PRESENT (Name):	DISTRIBUTION TO:
Construction/Contracts Manager	S. Leslie	
Project Manager	P. Laskowski	
Site Coordinator		S. Murray
Area / Managing Surveyor		A. Ellmore
Surveyor	S.Kamsika/ T.Dolan	
Planner		P. Ford
Estimator		R. Turnock
Buyer		J. Shillito
Director		T. Gray/A. Gawthorpe
D&B Coordinator		Dan Greening
M&E Coordinator		Dan Greening

1. PROGRESS REVIEW

Reporting against

1.1 Current Position

Current Week Date W/C:
 Contract Completion Date:
 Construction Completion Date:
 Contract Completion Anticipated:
 Weeks to Contract Completion:
 Extensions of Time Applied for:
 Extensions of Time Granted:
 Period Currently at Large:

29/7/13	Week No.	29
20/12/13	Week No.	49
6/12/13	Week No.	47
20/12/13		
20 wks		
N/A		
N/A		
N/A		

1.2 Position Relative to Programme (against MA **04 WK**)

Item	Activity	+/-	Notes
	Phase 1		
			Gone
	• Overall	0	29/7/13
	Phase 2		
			Handover in 6 wks
	• Overall	+2wk	11/9/13
	Phase 3		
			Handover in 10 wks
	• Overall	+2wks	7/10/13
	Phase 4		
			Handover in 14 wks
	• Overall	-2wk	4/11/13
	Phase 5		
			Handover in 16 wks
	• Overall	-1wk	20/11/13

RED FLAG ISSUES – Operational and Commercial		
Description	Action Taken / Due To Be Taken / Comments	Action
Procurements of Sub Contractors	<p>Crown Energy Still to agree T&C's and sign return contract. Concern until this is achieved. However, first phase of energisation completed for handover. JS has informed the team that final T&C now agreed awaiting his confirmation.</p>	JS
Outstanding issues of concern	<p><u>Additional Plots 32 – 33</u></p> <p>Following recent agreements re- commencement of these additional plots. We have now been informed by Planners that they require a full section 106 application. This had taken 6 mnths previously. However we are assured that this will be completed in line with proposed planning approval expected on 19th July. Given this and recent issues with Brick supply we need a decision from Senior management if we are to continue at risk or hold off.</p> <p>Additional plots are now not to be constructed until after contract completion. Foundations and services laid.</p> <p><u>Other operational concerns</u></p> <ul style="list-style-type: none"> • Street lighting design and installation for additional requirement. In addition, recently received more forms to fill in for NPG. PL to coordinate response with CE • Agreement on revised external lighting layout by secure by design officer now received PL to arrange SBD WSBD2 Inspections. • Maxim need to complete snagging to phase 2 ASAP. 	<p>SJL/AG/TG/AE</p> <p>Statement</p> <p>PL</p> <p>JS/PL</p> <p>TD/PL</p>

<u>MATTERS WHICH HAVE AFFECTED/WILL/MAY AFFECT PROGRESS OR PROGRAMME</u>		
<u>Description</u>	<u>Action taken / to be taken & comments</u>	<u>Responsibility</u>
Bricklaying resource levels	Still having problems with resource levels. However, this has become less of an operational issue and more of a frustration PL to continue to monitor and report back.	PL
Weather	Currently we have logged 208.5hrs lost to inclement weather. 12 hours lost to extreme temperatures this month	Statement
Kitchen	Symphony kitchens are not adhering to programme requirements and causing disruption on site PL to continue to monitor and report back.	PL
Crown Energy	Remain a concern until all works are complete. However, current performance has been 1 st class. PI to continue close monitoring.	PL
<u>PROGRESS OVER NEXT 4 WEEKS</u>		
<u>Description of Milestones</u>	<u>Action Due To Be Taken / Comments</u>	<u>Responsibility</u>
<u>Phase 1</u>	Complete.	Statement
<u>Phase 2</u>	Complete	Statement
<u>Phase 3</u>	Internally complete/commenced externals	Statement
<u>Phase 4</u>	Watertight and plastering	Statement
<u>Phase 5</u>	Superstructure complete/roof being installed Roads to phase 3 complete Street lighting commenced	Statement

Date Safety Plan Created & Issued:
 Safety Plan Last Update:
 Does the Plan need revising?
 Next Safety Plan Review:
 Next Fire Plan Review:

19.6.12
24/6/13
Yes
31/7/13
31/7/13

SAFETY ISSUES TO BE CONSIDERED AT NEXT REVIEW

<u>Issue</u>	<u>Action</u>
Close coordination of excavations - On going-daily as required.	PL
Maintain access routes – On going-daily as required.	PL
Develop walkways to plots – On going-daily as required.	PL
Define pedestrian access routes- On-going daily as required.	PL
Exchange of waste skips is a concern. There is now a build-up of waste on site that requires removal.	PL/SM
<u>ACCIDENTS IN THE PERIOD</u>	
<u>1) Reportable</u>	
..No in period 0 (0..No total for project)	
<u>2) Minor</u>	
..No in period 0 (0..No total for project)	
<u>LEARNING EVENTS</u>	
..No in period 1 (1..No total for project)	
Cable casing damaged by ground worker.	
<u>RED AND YELLOW CARDS</u>	
RED No ...0... (in period) No0.....(total)	
YELLOW No ...0 . (in period) No... 0... (total)	
(..)	

"UNPLANNED CHANGES" THAT MIGHT AFFECT SAFETY

(change=risk=accidents)

Access Routes and Coordination of sub structure works- On-going daily as required.

PL/SM

Maintain access routes to work areas - On-going daily as required.

PL/SM

Looking to shorten the compound in length and possibly alter our main pedestrian route that leads onto site to allow me to construct plots 22-25.

PL/SM

We have now re-sited office and welfare back to phase 5 on top of plots 32,33 foundations

Statement

CCS

Site team in receipt of CCS pack.

First audit undertaken score 37.

Newsletter to be sent to occupants.

Complaint's log to be filled in.

PL

PL

<u>ENVIRONMENTAL ISSUES - Noise contamination etc</u>		
<p>SWMP has been developed further, and induction flip chart updated to take into account more from an environmental point of view.</p> <p>Fitting for forks has been hired and in use as and when required to maintain the road, but a sweeper will still be required as and when necessary.</p> <p>Need to ensure that if any hand mix mortar is undertaken on site, not surplus waste-sediment is spilled into the existing gullies-drainage we yet have to bring up to an adoptable standard.</p> <p>Waste Management Area is not being used correctly by some contractors – I have sent an email out today making all contractors aware if they don't we will address on their behalf with recordings of our times which will be contra charged to the company at fault.</p> <p>Same applies to general housekeeping issues on site.</p> <p>Water discharge license to be extended</p>		PL
<u>METHOD STATEMENTS REQUIRED FOR FORTHCOMING ACTIVITIES</u>		<u>Action</u>
<u>OUTSTANDING SAFETY ACTIONS/METHOD STATEMENTS</u> As above		
<u>SAFETY LOOKAHEAD MEETINGS</u>		
4 Thus far		PL
<u>SAFETY OFFICER'S MONTHLY REPORT</u>	<u>Date of Last Reports</u>	<u>Score</u>
See attached	15/7/13	0 RED 2 AMBER 17 GREEN BLUE
		.. red ..amber .. green
<u>HSE or ENVIRONMENT AGENCY VISITS</u> Inspector and comments		<u>Date</u>
None		
<u>MONTHLY CONTRACT MANAGER'S REPORT</u> (Or through weekly reporting form)		<u>Date</u>
		26.7.13

<p><u>NEXT QUARTERLY CONTRACT MANAGER'S REPORT DUE</u></p> <p>As above</p> <p><u>TRAINING NEEDS</u></p> <p>Susa Training on going</p> <p>Maxim require further SSSTS Training as previous supervisors has resigned, 3 opps organised to attend course mid-June</p>	<p><u>Date</u></p> <p><u>26/7/13</u></p>	<p><u>Done ✓ or x</u></p> <p>✓</p>
<p><u>3.0 DESIGN REVIEW</u></p> <p><u>INFORMATION URGENTLY REQUIRED AND GENERAL UPDATE</u></p>		
<p><u>Description</u></p> <p>All planning condition now closed with the exception of:</p> <p>Bio diversity statement now submitted including additional plots.</p> <p>Archaeology investigations report submitted</p> <p>DG to provide report as requested by client explaining why we did not meet SBD1 .</p> <p>Planning permission for two additional plots – We are told that this should be received by 19th July as a minor amendment. However this date would leave Kier exposed to commercial loss, if we were to wait until this date prior to commencing substructure and long lead in procurement. Therefore, it was agreed that design, substructure works and early procurement would proceed at risk following AG discussions with the client rep.</p> <p>Subsequently planners have informed us that we will need a 106 application to be approved as part of any agreement. This may take up to 6 months. However, the team have been assured that this would be much quicker.</p> <p>AG Has agreed with the client that these two plots will be constructed at a later date.</p> <p>Revised highways design and section 38 amendment has been submitted for approval following last month's highways visit. Commercial effects of this to be calculated by SK/TD</p>	<p><u>By Whom</u></p> <p>DG</p> <p>DG</p> <p>DG</p> <p></p> <p></p> <p></p> <p>SK/TD</p>	<p><u>Due Date</u></p> <p>Done</p> <p>Done</p> <p>12/8/13</p> <p></p> <p></p> <p>Statement</p> <p>Next Meeting</p>

<p>If compliant Coda will then provide a letter of conformity in lieu of full certificate of compliance from Stroma.</p>	<p>Statement</p>	
<p>RT/DG Currently compiling Home User Guides. Require ISO1401 Certs from all suppliers. SJL Suggested JS help compile these.</p>	<p>RT/DG</p>	<p>Phase1 done</p>
<p>SJL Requested that TD provide update on completion tracker by 30th July.</p>	<p>TD</p>	<p>30/7/13</p>
<p>DG Stated all external layouts had now been revised to indicate plots 32-33.</p>	<p>Statement</p>	
<p>As built info needs updating for external works designed by PL.</p>	<p>PL/DG</p>	<p>Next meeting</p>
<p>As built info required to determine future shower gully position ground floor wc.</p>	<p>PL/DG</p>	<p>Next meeting</p>

UPDATE ON VALUE ENGINEERING/FURTHER OPPORTUNITES

Programme betterment and items listed on the contract cost plan

4. FINANCIAL REVIEW

Anticipated Final Contract Value	£2,549,228
Anticipated Final Contract Cost	£2,454,783

<u>TURNOVER</u>	
Planned	£1,789,866
Actual	£1,503,900

<u>MARGIN</u>	
Planned	No margin forecast in month
Actual	£94,245

Strategy for achieving target margin, review of Commercial Plan and Project Budget

- See attached commercial plan-needs updating

4.1 Preliminaries

	<u>Section</u>	<u>Comments/Action</u>
1.	<u>STAFF</u> PL – PM SM - SC TD - QS SK – QS JS – Buyer CL	To completion To completion To completion 20% 20% Chris Lax has provided limited support over the last 2wks to gain experience for Maltravers.
2.	<u>LABOUR</u> TL	Kier Opp now provided for House clean etc.
3.	<u>PLANT, HUTTING,</u> <u>SCAFFOLDING</u>	Truss racks and extended hire period of scaffold from that forecasted in original prelims have added another £5k of cost. Additional cost may be associated with moving welfare if plots 32 & 33 are built.
4.	<u>SKIPS</u> From 22/11/12 Allowance	Had on site
	33 no 8 yard type	71
	49 no 4 yard type	0
	31 no 1 tonne plasterboard bags	0
	0 no 8 yard plasterboard skips	2
	0 no 20 yard skips	3 no for removing redundant materials left by previous contractor, site sit code 43.12 All inert, couldn't be used again on site
	0 no 1100l wheely bins	20
	0 no Hazardous waste container	1

4.2 Quotations/Costings Excercises/Commercial Issues

<u>Description</u>	<u>Due By</u>	<u>Action</u>
Cost of secure by design as dictated by BC.	17/7/13	TD to update over spend on window procurement. This must also include figure for additional external lighting and palisade fencing.
4.3	<u>Other Financial Matters (e.g. Day Works, Cost Control)</u>	
Value additional works to road crossings		
Value additional works to Highways following post meeting visit.		
4.4	<u>Material Reconciliations</u>	
Brick in order to quantify waste against subcontract allowance		
TD ACTION URGENT for lessons' learnt		

5.0 SUBCONTRACTOR PROCUREMENT REVIEW
(ref S/C Procurement Schedule attached)

Trade	Comments	Action
Service installation coordinator	Crown Energy have been issued their contract. However, we are still negotiating certain T&Cs' JS hopes to conclude these discussion this week.	JS
BT	In place, materials on site for all Phases – DG/SK to investigate rebate application and value	DG/SK
Contra Cleaner	Will be undertaken by own labour. However we need a window cleaner.	JS/SK
Playground equipment	Required. DG to provide details. TD/JS will then process.	JS/SK

5.2 EXISTING SUBCONTRACT AND SUPPLIER PERFORMANCE BY EXCEPTION:

<u>Company</u>	<u>Trade</u>	<u>Comments/Action Correspondence Required</u>
Symphony Kitchens	Kitchen supply & fit	Very Poor

6.0 MATERIALS PURCHASING REVIEW (Ref. Materials Schedule attached)

MATERIALS REQUIRING ORDERING WITHIN THE NEXT 6 WEEKS

<u>Material</u>	<u>Comments</u>	<u>Action</u>
Joinery Sundries & External furniture	Bird boxes, Bat boxes, bollards, street signs cloths lines etc. DG to advise of spec, quants and locations and whom we procure road signs from at the authority. Water butts, compost bins and internal bins.	DG/TD/JS

7.0 PLANT REVIEW

<u>TELEHANDLER REQUIREMENTS</u>			
Required for project duration + Road sweeper attachment until earthworks concluded.			
<u>PLANT REQUIRED</u>		<u>Comments/Action</u>	
8 1T Tipper skips required		A plant sent unsuitable units which were returned	
8.0	<u>QUALITY</u>	Quality plan require updating by next meeting	
8.1	Issue of Project Quality Plan/comments;	Date issued TBD	Last update
8.2	Inspection and Test Plans raised in period;	Date issued	Last update
8.3	Close out of Previous Quality Inspection;	Action by	
8.4	Review of Inspection & Test Plans: ITP Name: Ref: Sub- Contractor Inspections & Handovers: Comments / Actions:	Action by	

	ITP Name: Ref: Sub- Contractor Inspections & Handovers: Comments / Actions:	
8.5	NCR's; NCR 1 raised for plots 3-4 not being built as per BS standards	Action by PL
8.6	Zero Defects Strategy;	Action by
8.7	General Inspection of Records; (Site Diary / Filing / Correspondence / Meetings etc)	Action by
8.8	Site Inspection – Quality Issues / Comments;	Action by
8.9	Future Actions / Comments;	Action by

9.0 SECURITY

ALLOWANCE:	£12,250
NEED:	Not required until mid April
CLAIMS AND RISK:	Quote of £200 a week received from Elite (Leeds) However, compliant quote from local supplier of £100 received. Speak to AG. This is to be reviewed and terminated on completion of phase 3

10.0 SITE RECORDS

	<u>Area 1</u>	<u>Area 2</u>	<u>Area 3</u>
SITE DIARIES	Diaries x 1 a 4 hand written SM SM SM		
ALLOCATION SHEETS			
PLANT RETURNS			
MATERIALS RECEIVED			
DRAWING REGISTER	4PROJECTS	Design team/Dan Greening to coordinate	
PMI	2		
EW			
NCE			
CE			
RFIs CVIs	4	Internal only	

11.0 CORPORATE IMAGE

COMMENTS	ACTION
Good CCS Audit score 37	Maintain/Need to compile complaints log and post new newsletter

12.0 RELATIONSHIPS

12.1	Client	Good
12.2	Architect/SO	Okay
12.3	Structural Engineer	Poor
12.4	M & E Consultant	N/A
12.5	P.Q.S.	Db a Good
12.6	C.O.W.	Good
12.7	NHBC	Very Good

13.0 ESTIMATING FEEDBACK

VCR's to be sent to RT for record info

14.0 HIGH 5 UPDATE

1	Safety		No issues
2	Quality		TBA
3	Client Satisfaction		AG to chase undertake review with client
4	Programme Delivery		1 week behind currently
5	Responsible Construction		1st audit score 37

15.0 A.O.B

- **Andy Gawthorpe to chase Crown Energy re-performance/order.**
- **Planning condition tracking schedule updated and attached**
- **DVD to be provided within handover docs re-boiler set up etc. AG to organise**
- **See attached handover tracker complete with identified owners. Ensure these dates are adhered to. Any issues inform the team immediately.**
- **SK spoke of concerns re-current supply chain and importance of coordinating estimating and buying to ensure work done within the bid is not wasted.**
- **The team need to remind our client that retro build of plots 32,33 will require partie wall agreement withy residents of 30,31 to erect Gable scaffold within their drive.**

16.0 DATE OF NEXT MEETING

0900hrs Tuesday 27th July

Risk/Opportunity Description/Comments	Worst Case Margin	Best Case Margin	View taken to Forecast			Change in View	
			Margin	Value	Cost	Prev Month Margin	Change
Subcontract Buying (predicted 5% across the board)	1,126	1,408	1,267	0	-1,267	1,267	0
Loss on play equipment allowance	-15,000	-15,000	-15,000	0	15,000	-15,000	0
Black top to haul road as part of land deal - variation to place	-26,000	-24,000	-25,000	0	25,000	-25,000	0
Kerb remedial allowance high	2,500	7,500	7,500	0	-7,500	7,500	0
Target early completion - 2 weeks - (Reduced from previous VCR, due to late decision on additional 2 plots) - current target beginning of November)	10,000	20,000	20,000	0	-20,000	10,000	10,000
Additional Plots	0	1,194	1,194	118,936	117,742	1,194	0
Secure by Design - upgrade lanterns to lighting columns on road which is to be of adoptable standard	-5,000	-5,000	-5,000	0	5,000	-5,000	0
Vanity units not required	0	4,000	2,000	0	-2,000	2,000	0
Re-align fence to boundary	-5,000	-4,000	-4,000	0	4,000	-4,000	0
DPM to vinyl floors due to moisture content of screed	-3,000	0	-3,000	0	3,000	-3,000	0
Repair fencing to rear of site	-3,000	-3,000	-3,000	0	3,000	-3,000	0
Total Risk/Scope to VCR2:	-43,374	-16,899	-23,039	118,936	141,975	0	10,000
Secure Forecast Final Margin on VCR2:	117,484	117,484	117,484				
Forecast Final Margin incl Risk/Opportunity:	74,110	100,586	94,445	Available Contingency/Reserve:		32,400	

106,510

132,986

126,845