

Date: 15 April 2014
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 Our Reference: Officer working Group/RC/ah



To: Members of the Office Accommodation Officer Working Group
 (Richard Cohen, Simon Davey, John Golding, Karen Jenkins,
 Denise Lyon, Rachel Pocock, Chris Powell, Steve Pratten,
 Colin Slater, Henry Gordon Lennox, Andrew Ellins,
 Andrew Hancock, Nigel Harrison, Donna Best)

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Office Accommodation – Officer Working Group
Thursday 24 April 2014
2.30pm Room 67

AGENDA

		Responsible Officer
1.	Introductions and apologies	RC
2.	Approval of previous Meeting Minutes	RC
3.	Matters arising from previous Meeting <ul style="list-style-type: none"> • Including finalisation of the Terms of Reference 	RC
4.	Office Accommodation Project particulars: <ul style="list-style-type: none"> • Project cost to date • Programme summary including identification of critical dates • Heathpark update re exchange of contracts with Terrace Hill • Update on issued enquiry for Commercial Land Agent to market and sell Knowle and Manstone Depot • Risk Review – (New + Red and Orange Risks Only) • High Level Risk Review Meeting 	SP
5.	Update on the Business Centre succession arrangements.	NH
6.	Update on Knowle and Manstone Depots relocation.	AH/DB
7.	Update on strategy and timescales for roll out of council devices for home and mobile working including phones	CP
8.	EDDC service provision across the District	KJ

9.	<p>Communication, consultation and engagement</p> <ul style="list-style-type: none"> • Staff • UNISON • External • Equality consultation • Best value consultation 	KJ
10.	Update on the document management project, including confirmation of performance against timescale	CP
11.	<p>Legal updates re:</p> <ul style="list-style-type: none"> • Public Rights of Way • TVG • Legal review of Project processes • OJEU Procurement re Skypark • Other 	HGL / RC / SP
12.	<p>Preparing for Full Council in July 2014 and beyond</p> <ul style="list-style-type: none"> • Update on actions toward July Cabinet • Resources to be engaged over and above current Officer Working Group members • Task Groups, work plans and lead officers • Leaders Think Tank 	RC / SP
13.	Any other business	
14.	<p>Dates of Meetings for 2014:</p> <ul style="list-style-type: none"> • 15 May 10.00am • 19 June 10.00am • 17 July 10.00am • 21 August 10.00am • 18 September 10.00am • 16 October 10.00am • 20 November 10.00am • 18 December 10.00am 	

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Risk Review Rev I (1) dated 24 March 2014

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OFFICE RELOCATION OFFICER WORKING PARTY MEETING NOTES FROM 24 APRIL 2014

Present:

Richard Cohen	RP	Deputy Chief Executive
Steve Pratten	SP	Relocation Manager
Karen Jenkins	KJ	Corporate Manager – Organisational Development
Simon Davey	SD	Head of Finance
Nigel Harrison	NH	Economic Development Manager
Henry Gordon Lennox	HGL	Procurement Officer
Andrew Hancock	AH	Street Scene Manager
Colin Slater	CS	Procurement Officer

Item	Notes/Decisions	Action
1. Apologies:	Apologies received from: Rachel Pocock Denise Lyon Andrew Ellins John Golding Chris Powell	
2. Minutes of meeting held on 20 March 2014	Agreed.	
3. Matters arising from previous minutes:	<ul style="list-style-type: none"> SD confirmed that there was no re-payment due on the £200,000 grant for the original build of the Business Centre. Local Plan Adoption – following Inquiry the Inspector thinks that evidence re housing numbers in particular is not robust enough yet so further work will need to be done. Outcome of the SHMA will be available in July. We are looking at possibly 12 months before Local Plan adopted. Matt Dickins to update at a future meeting. DB to update at next meeting as to what progress she has made on alternative site for Street Scene. CP to give an update at next meeting on Mobile Working Strategy – where we are with plan/timetable at the moment. Also update needed on containers and virtual deed room. 	MD DB CP
4. Office Accommodation Project Particulars:	<ul style="list-style-type: none"> Cost to date is £387,000 from a budget of £501,000. Key date for next decisions may retreat to Sep 2014 or beyond. Principally due to need to progress TVG resolution. Programme to be updated once St Modwen have come back with their comments. SP to 	

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		<p>Speak to them about the possible time delay which may arise.</p> <ul style="list-style-type: none"> • Heathpark – contract has now been issued to Terrace Hill Solicitors and a meeting has been arranged for 7 May in Bristol to discuss/confirm any amendments etc. It was agreed that throughout this process we need to make sure that the tenants of the Business Centre are kept fully update. NH to layout what is needed to let the tenants know what support etc we can offer them. • Tenders have been received back from those Land Agents invited to submit and a date will be arranged for RC/SP to look at report and scoring process. Report with information on how scoring exercise undertaken needs to be included in next Cabinet report. • Risk Review – document updated at meeting and copy to be circulated with these minutes. SP also agreed to change colouring as amber/orange could be confusing. 	<p>SP/BW</p> <p>NH</p> <p>RC</p> <p>SP</p>
5.	<p>Update on the Business Centre succession arrangements:</p>	<p>Following submission of tenders for the Serviced Workspace Demand and Delivery Appraisal, 4 applicants have been invited to attend to present to officers & Members. Once these interviews have been held a report will need to be prepared for Cabinet in July to update them.</p> <p>It was also suggested that it might be a good opportunity to also look at providing some small units for new/existing local small businesses at Cranbrook. This will be factored into future thinking regarding Cranbrook design, planning and S106/CIL allocations.</p>	<p>NH</p> <p>RC</p>
6.	<p>Update on Knowle and Manstone Depots:</p>	<p>Following the visit to Honiton to look at a potential site it was agreed that the site looked at was constrained for what Street Scene needed A visit to our existing depot at Manstone was arranged so that officers could see at first hand what operational space looked like. NH said he was confident that a site would become available within the timescale adjacent to the Heathpark site looked at already which would increase the site overall. DB to also confirm whether she is still looking at an identified site which is due to be advertised – would this be a suitable size? DB also to look for any other sites that may be coming up in the operational area and report back to the group. AH said the some of the</p>	<p>DB</p>

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		<p>Operational staff still had concerns about the move and what we were actually doing i.e. locality, size etc of building. A further staff update would shortly be going out so hopefully this would help alleviate any concerns they had.</p> <p>AH asked whether it was possible for some plans to be drawn up showing how/where a Depot would fit - could we produce something that showed them we are considering all their concerns.</p> <p>AH/SA to meet and discuss costings involved in moving to new depot. RC happy to also be included in meeting.</p>	AH/SA
7.	Update on strategy and timescales for roll out of council devices for home and mobile working including phones:	<p>In the absence of Chris Powell it was agreed that an update ought to be prepared and taken to SMT. Clarification on where we are with Plan C and issuing of mobile devices and a possible start date. Information on what will be needed to kit out touchdown sites across the District is also needed.</p>	CP
8.	EDDC Service Provision across the District	<p>All Services have been requested to submit information on:</p> <ul style="list-style-type: none"> • What they think their customers would expect when visiting the offices • What information they would expect to get from their visit • Are they only able to get this information from a visit or could they access it online. <p>Some Services still yet to reply. AMH to send chaser email. If necessary meeting to be arranged for those who have not responded so information can be gathered all together and passed to KJ. From info that has been received back so far it appears that:</p> <ul style="list-style-type: none"> • Revs & Bens – will need a presence in Exmouth due to the demand there. • Do we provide a presence in Sidmouth or could a Honiton presence be close enough to reasonably deal with Sidmouth needs? • Presence in Axminster to deal with peoples' housing issues in particular and the wider eastern areas. <p>When KJ has been able to gather all the information needed report will be sent to SMT.</p>	AMH
9.	Communication, consultation and	<p>KJ is preparing a paper for SMT on the consultation for Best Value and Equalities. The consultation for</p>	KJ

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	engagement:	<p>Best Value will need to be a wide consultation and with the Viewpoint Survey due out shortly should we consider adding an extra question on how the public contact the Council on a daily basis. This would be a questionnaire and geographically spread around the District. It was agreed send out a separate consultation at a later date when we have an understanding of TVG and results of the marketing exercise. Once the data has been received need to report back to the Executive Group.</p> <p>Comms – need to start thinking now of an announcement following report going to future Cabinet to let staff etc know where we are with the project and why decision taken on moving dates agree back. Firstly advise staff of decision then follow this with press release.</p>	
10.	Document Management Project:	Deferred to next meeting.	
11.	Legal Updates:	<ul style="list-style-type: none">• TVG – report from Inspector should be available within a month of the Inquiry. HGL will try and get a copy asap once Inspector gives his advice to County. If available then will report back to Cabinet in June with decision.• Legal Review of Project Processes – bring to next meeting update on the process we have followed.• Grant Thornton are auditing the Office Relocation project at the moment. SP has provided them with copies of agenda/minutes etc for last 12 months as requested.• Procurement Issue – meeting to take place on 14 May with all concerned in Bristol. We have still had no response from DCC on the procurement so SP to chase. We do need this information before the meeting on 14th if possible. Also need to check if Eversheds need any specific information before the meeting.• AECOM appointment – need to chase Brian Wilkes to see where we are with contract of employment – need to resolve for next meeting.	HGL SP
12.	Full Council July 2014:	RC to prepare draft report for June Cabinet – need a draft for the next Executive Group due to be held on 7 May if possible. RC to work on timetable.	RC

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		<p>We need to look at setting up Task Groups in the form of:</p> <p>Reports (Andy Hancock) Business (Nigel Harrison) HR/Comms (Karen Jenkins) ICT (Chris Powell) Finance (Simon Davey) Facilities (TBC when required)</p> <p>Leaders Think Tank – discuss at next Executive Group meeting.</p>	
13.	AOB:	<ul style="list-style-type: none">• KJ reported that we had received a FOI requesting details of staff salaries of a number of officers. We have provided him with the information regarding senior officers but have advised that we will not pass on salary information of our employees and this is based around the privacy of each individual. We need to wait to see if this is accepted and will let staff know in due course.• SP to look at providing a very basic floor plan of proposed new offices. This will then be placed on the intranet giving staff the opportunity to comment on the layout i.e. meeting rooms/kitchen/toilets etc. Later in the project staff will also be given the opportunity to comment on the interior of the offices and furniture etc chosen. There are already some photos on the Intranet showing what is proposed for Skypark, also following recent visit to West Dorset there are photos showing layout of their new offices. Need to go back to SMT and get clarification on what facilities will be needed by each service. Once this has been completed then the internal design space will be looked and desks fitted etc.	SP
16.	Date of next Meeting	15 May 2014 at 10.00am	



RISK REGISTER UPDATE

Tuesday 8 April 2014

Attendees: Richard Cohen, Steve Pratten, Mark Williams, Karen Jenkins, Simon Davey, Ed Freeman, Colin Slater, Nigel Harrison, Henry Gordon Lennox

A G E N D A

1. Risk Review overall including:
 - a) Impact of decision challenges/delays – JR, call in
 - b) Local Plan status – impact of Inspector's letter
2. Skypark:
 - a) EU Procurement, Eversheds advice
 - b) Design
 - c) Confirming client requirements
3. Knowle:
 - a) TVG latest
 - b) RoW latest
 - c) Value – marketing/bidding process
 - d) Affordable dispersal, housing numbers overall, change of use, other (?)
4. Heathpark:
 - a) Developer contract
 - b) Change of use, retail impact
5. Other:
 - a) Comms
 - b) Workforce
 - c) Additional skills/resource requirements
 - d) Wider provision/service availability – other towns
6. Resolving/resolved risks:
 - a) Listing
 - b) VAT
 - c) Knowle Depot

