

Date: 20 March 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 20 March 2014
10.00 am Room 67

AGENDA

		Responsible Officer
1.	Introductions and apologies	SP
2.	Approval of previous Meeting Minutes	SP
3.	Matters arising from previous Meeting <ul style="list-style-type: none"> • Terms of Reference 	SP
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 	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.	Communication, consultation and engagement <ul style="list-style-type: none"> • Staff • UNISON 	KJ

	<ul style="list-style-type: none"> • External • Equality consultation • Best value consultation 	
10.	Update on the document management project, including confirmation of performance against timescale	CP
11.	Legal updates re: <ul style="list-style-type: none"> • Public Rights of Way • TVG • Legal review of Project processes • OJEU Procurement re Skypark • Other 	RP
12.	Preparing for Full Council in July 2014 and beyond <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 • High Level Risk Review Meeting 	SP
13.	Any other business	
14.	Dates of Meetings for 2014: <ul style="list-style-type: none"> • 17 April 10.00am • 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 dated 14 March 2014

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OFFICE RELOCATION OFFICER WORKING PARTY MEETING NOTES FROM 20 MARCH 2014

Present:

Steve Pratten	SP	Relocation Manager
Karen Jenkins	KJ	Corporate Manager – Organisational Development
Simon Davey	SD	Head of Finance
John Golding	JG	Head of Housing
Nigel Harrison	NH	Economic Development Manager
Henry Gordon Lennox	HGL	
Chris Powell	CP	Corporate Manager ICT
Andrew Ellins	AE	SWAP – Audit Manager
Donna Best	DB	Principal Estates Surveyor

Item	Notes/Decisions	Action
1. Apologies:	Apologies received from: Richard Cohen Rachel Pocock Andrew Hancock Colin Slater	
2. Minutes of meeting held on 20 February 2014	Agreed.	
3. Matters arising from previous minutes:	<ul style="list-style-type: none"> • Terms of Reference – DL amending draft copy. European Procurement – RP has contacted 2 firms of solicitors but is still awaiting information from the latter - Eversheds. It is understood that the land at Skypark can be purchased at market price and is not subject to EU procurement rules.. St Modwen have confirmed that they are happy to go through the EU procurement process for the Contractor to build the building.. SP confirmed that EDDC Fit Out Designer and Fit Out Contractor would need to be procured potentially using either a framework or the appropriate EU procurement method. • EDBC report for Cabinet – draft report and attached brief giving consent to approach consultants to be agreed. • Further information now obtained re the EDBC grant of £200,000 shows that this was paid back. To be confirmed by Tammy Down at the Business Centre by her forwarding documentary evidence. 	TD
4. Office Accommodation Project Particulars:	<ul style="list-style-type: none"> • Cost to date is a spend of £375,000 from a budget of £501,000. • Critical date was the July Cabinet and Council Meetings where a report will issued confirming 	

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costs of St Modwen site and tendered value of Knowle and Manstone Depot, thus reaffirming the viability of the project. Due to issues associated with the DLP and TVG it is now recommended that submission is now delayed until a to be arranged extraordinary Cabinet and Council Meeting on the same day during mid-September 2014.

- Heads of Terms for Heathpark now nearing agreement – BW working with Terrace Hill to agree contract by early April. JG raised the issue of air pollution at the Turks Head junction and said that his department were under extreme pressure to do something following complaints. SP confirmed that this has been brought to the attention of the agents interested in the Heathpark site. It was also confirmed that there are funds in the S106/CIL allowance for works to the junction and is also understood that Premier Inn and Aldi would also be contributing.
- Interviews have been held with Land Agents for the marketing exercise of the Knowle and also Manstone Depot. Four of those invited did have concerns as far as the TVG and the Local Plan were concerned. The TVG is the more serious issue. An initial enquiry is due to take place on 10 April. Following this the Inspector will advise DCC on his decision which could possibly lead to a further formal hearing later on which may possibly have an effect on timescales for the project. SP to draw up a new programme summary to show what difference might be made to the current timescale. We should know by late March ' early April the Inspector's decision on the draft Local Plan. and the initial TVG decision. For marketing purposes may just need to advertise all the land and amend as necessary further down the line.
- SP said he was still waiting for responses from some officers to the Client's brief. KJ said the understanding from SMT was that more details were needed before anyone could respond. She was also concerned that staff were consulted throughout the process. SP confirmed that following the SMT, MP was issued with a specification for the new Office that had been provided by St Modwen. He also confirmed that what was initially required was all senior managers and officers to comment on was the very basic floor space and the

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		<p>juxtaposition between the various departments. Once this had been agreed and we were ready to look at the more detailed space then that would be the more appropriate time for staff to become involved the detail of the building particularly the fitting out.</p> <ul style="list-style-type: none"> • Risk Review – SP went through and received comments. An updated document will be circulated to the Group. SP/NH to also meet to look at risks associated with the EDBC and those that need to be added to the Risk Register. • A Meeting to be arranged with specific Group Officers to review all risks associated with the project 	SP / NH
○	Update on the Business Centre succession arrangements:	<p>NH has prepared a report for Cabinet in April. Once decision on this has been advised then arrangements can start to be put in place.</p>	
6.	Update on Knowle and Manstone Depots:	<p>Following a recent site meeting it has been advised that the site owned by EDDC at Heathpark is not big enough for what Streetscene would need. DB said that she was aware of another site that was coming forward which she thought would have the space required by Streetscene but was concerned about how quickly we would be able to get authority from Cabinet to approach the Agents. There is no other land available at the moment that meets Streetscene's requirements. DB to write urgent Part B report for Cabinet on 2 April seeking authority to speak to Agents.</p>	DB
7.	Update on strategy and timescales for roll out of council devices for home and mobile working including phones:	<p>CP updated group – Windows 7 getting ready for roll-out. Room allocated for training of mobile kit in now ready. Have decided to go with HP devices and some problems with the Dell kit. The intention is for this Group/Executive Group and SMT to try out first so that any problems can be ironed out. Will be sticking with 3G at the present time and also looking at buying in SIM cards to be used. By early July 2014 everybody who needs a kit to work mobile should have one. There are still some staff names that need to be verified as to eligibility of mobile kit i.e. whether they are flexible workers between home and work or just partial home workers. KJ to speak to CN and draft a strategy of what is a flexible worker or home worker. Phone contact still to be looked at – staff will need to be contacted by phone even if working out of the office. Maintenance of kits for mobile workers also needs to be investigated and put in place.</p>	KJ

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8.	EDDC Service Provision across the District	<p>Still waiting for more information. We will need to enhance a service in Exmouth and also look at providing a service in Sidmouth and a greater provision in Honiton and Axminster.</p> <p>Paper to go to SMT showing a level of cost implications and also an understanding of the displacement of demand and what it will be.</p>	KJ
9.	Communication, consultation and engagement:	<p>Staff consultation to be discussed at Comms meeting on Monday.</p> <p>Best Value/Equalities Consultation paper to SMT.</p>	KJ
10.	Document Management Project:	<p>There is some concern about space. We will know next week how many containers are needed.</p> <p>HGL has said that before any back-scanning starts a virtual Deed room will need to be set up. HGL/CP to meet and discuss.</p>	CP HGL / CP
11.	Legal Updates:	<p>Awaiting decision from formal TVG preliminary inquiry on 10th April.</p>	
12.	Full Council July 2014:	<p>RC will prepare report., though as advised earlier this date is likely to move to September</p>	RC
13.	AOB:	<p>Worksmart Team – KJ ask CP if he thought the team were managing at the moment with the workload and CP confirmed that they were.</p>	
16.	Date of next Meeting	<p>17 April 2014 at 10.00 am – Richard's Office</p>	

Enc – Risk Register Rev I (1) 24 March 2014