

Date: 20 February 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)

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Office Accommodation – Officer Working Group
Thursday 20 February 2014
10.00 am Room 67

AGENDA

		Responsible Officer
1.	Introductions and apologies	RC
2.	Matters arising from previous Meeting <ul style="list-style-type: none"> • Terms of Reference 	RC
3.	Outcomes of Cabinet 5 Feb 2014 – review of recommendations	RC
4.	Office Accommodation Project particulars: <ul style="list-style-type: none"> • Cost to date • Next steps including; <ul style="list-style-type: none"> ○ Programme summary including identification of critical dates ○ Need to review and update current cost model • Heathpark bidding process update 	SP
5.	Update on search for site to accommodate new Business Centre in Honiton <ul style="list-style-type: none"> • Critical Programme dates 	NH SP
6.	Update on Knowle and Manstone Depots relocation. <ul style="list-style-type: none"> • Critical Programme dates 	AH/NH SP
7.	Mobile/agile working – WorksSmart, including ICT Review	KJ/CP
8.	Potential facilities in Satellite Towns – development of scope and associated timescale	RC/KJ

9.	Update on communications / FOI /Complaints issues <ul style="list-style-type: none"> • Member engagement/involvement • Workforce • Managing and responding externally 	KJ
10.	Exmouth – update on existing Town Hall, including position of DCC. <ul style="list-style-type: none"> • Shared space facilities 	RC/KJ
11.	Update on the document management project, including confirmation of performance against timescale	CP
12.	Rachel Pocock updates re: <ul style="list-style-type: none"> • Public Rights of Way • TVG 	RP
13.	Other legal matters <ul style="list-style-type: none"> • Draft Heads of Terms for Heathpark Developers • Contract for Heathpark Developers 	SP/RP
14.	Preparing for Full Council 26 Feb 2014 and beyond <ul style="list-style-type: none"> • Actions toward July Cabinet • Resources to be engaged over and above current Officer Working Group members • Task Groups, work plans and lead officers 	RC
15.	Any other business	
16.	Dates of Meetings for 2014: <ul style="list-style-type: none"> • 20 March 10.00am • 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 	

ENC.

Extract from Aecom Appraisal Report – Terms of Reference.

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OFFICE RELOCATION OFFICER WORKING PARTY MEETING NOTES FROM 20 FEBRUARY 2014

Present:

Richard Cohen	RC	Deputy Chief Executive
Steve Pratten	SP	Relocation Manager
Karen Jenkins	KJ	Corporate Manager – Organisational Development
Rachel Pocock	PR	Corporate Legal & Democratic Services Manager
Simon Davey	SD	Head of Finance
Andrew Hancock	AH	Street Scene Manager
Nigel Harrison	NH	Economic Development Manager
Colin Slater	CS	Procurement Officer

Item	Notes/Decisions	Action
1 ○	Apologies: Apologies received from: John Golding Chris Powell Andrew Ellins	
2.	Matters arising: Minutes of meeting held on 16 January agreed. Terms of Reference: - RP/RC to discuss with DL before sending to Council on 26 February. We need to be clear on what guidelines the Executive Group works to.	ALL RC/RP/ DL
3.	Outcomes of Cabinet held on 5 Feb 2014 – review of recommendations: Cabinet considered the report prepared by RC and Skypark was the chosen site. Next step is for Council to confirm Cabinet decision and then marketing exercise for both the Knowle and Manstone Depot sites to start. There was a request from some members for more financial information although through the various reports and briefings this information has already been supplied. There was also the question about what the cost of refurbishing the Knowle would be. Also what costs and other implications would be associated with an independent survey of the Knowle works being carried out by others. East Devon Extra to outline the reasons for not staying at the Knowle. A further report will need to go back to Cabinet re costs and justifying the move to Skypark. It was agreed that Cabinet in July would be the preferred time to make public any bids submitted for either location – although this would be considered depending upon the progress of agreeing any sale and also the costs associated with the construction of a new office building. As negotiations are still ongoing it is considered that it is not appropriate to	RC

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		<p>make public any figures contained in the TL report. SP to provide RC with some wording for briefing note for Council on the continued negotiations in respect of Heathpark.</p> <p>Members recently held 2 staff sessions following the decision made at Cabinet to go to Skypark and it was felt that staff appreciated this opportunity to talk to Members and ask questions. But there. It needs to be clear that one site has been chosen and that site is being pursued.</p>	<p>SP</p>
<p>4.</p>	<p>Office Accommodation Project particulars:</p> <ul style="list-style-type: none"> • Cost to date • Next steps including; <ul style="list-style-type: none"> ○ Programme summary including identification of critical dates ○ Need to review and update current cost model • Heathpark bidding process update 	<ul style="list-style-type: none"> • Cost to date stands at £365,000 from a budget of £410,000. A further budget of £62,000 has been agreed by Cabinet – now also going to Council. This will include funding of land agents to handle the sale. All DL fees are covered off by the internal process with any additional fees, estimates etc to go back to Cabinet for agreement. • Programme has been reworked and a draft sent to St Modwen identifying key dates/elements etc. • Following the Council meeting on 26 February SP will be sending out the bids to agents for the bidding process. We need to be aware that the timescale we are working to is tight. • TL prepared draft Heads of Terms to TH for the Heathpark site for review and agreement. • RP raised the issue of European Procurement. Concerned that we are seen to be following this correctly although there is some confusion as to how this works as contract is between EDDC/St Modwen. We are buying the land from them and they will supply/build the building so why would we have to put out tenders for other Developers to build a new building. SP to speak to Ian Guy and AECOM for advice. RP to promptly seek external legal advice on this matter. CS to also see what external advice is available to us. RP to find out what guidance is available and pass to SP. SP outlined how he had anticipated the procurement of the office would be carried out and will let RP have a short summary outlining the practical arrangements in terms of contract arrangements with St Modwen in delivering the building. Copy to SD for information. This to now to be a regular item on agenda for each meeting. 	<p>SP</p> <p>SP</p> <p>RP/CS/ RC/SP</p> <p>AMH</p>

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		SMT for further discussion and debate.	
9.	Staff Update:	<ul style="list-style-type: none"> • 2 Member panel meetings have been held giving staff the opportunity to ask questions about the chosen site and put forward any concerns they have. • KJ has prepared a paper on Best Value Consultation and Equalities which will be circulated for the group to look at and comment. • KJ has been working in liaison with Unison over travel/parking etc. Looking at a package for those members of staff who will have to travel further. Also looking at changes to core flexitime/travelling time/dress code etc. • There will be an opportunity further down the line for staff to become involved in the design of the office space, furniture choice etc. There are some images of the offices at West Dorset available for staff to look at on the website. 	
10.	Exmouth – update on existing Town Hall, including position of DCC. <ul style="list-style-type: none"> • Shared space facilities 	Remove as standing agenda item. Can be revisited if any action is considered.	
11.	Update on the document management project, including confirmation of performance against timescale	Deferred.	
12.	Rachel Pocock updates re: <ul style="list-style-type: none"> • Public Rights of Way • TVG 	<ul style="list-style-type: none"> • No further information on the Public Rights of Way at the moment. • Informal inquiry on Village Green to be held in April with the possibility of a more formal inquiry. RP still confident that we have a strong case. Will be able to give an update for the report in July but it may only be to say that we have moved to a formal inquiry. 	
13.	Other legal matters <ul style="list-style-type: none"> • Draft Heads of Terms for Heathpark Developers • Contract for Heathpark Developers 	Head of Terms being dealt with by BW.	

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14.	<p>Preparing for Full Council 26 Feb 2014 and beyond</p> <ul style="list-style-type: none">• Actions toward July Cabinet• Resources to be engaged over and above current Officer Working Group members• Task Groups, work plans and lead officers	<p>To be ready to work to agreed programme following July Cabinet we will need to have in place:</p> <ul style="list-style-type: none">• Task Groups, works plans and all lead officers;• A chart of the structure needed showing all the key tools;• A dedicated team within ICT including KJ;• Look at the possibility of employing a project officer to oversee all the timings etc of the project. <p>All work streams to be looked at and updated.</p>	
15.	<p>Any other business</p>	<p>Risk Register to be a regular item on this agenda and then to be updated at least every quarter.</p>	
16.	<p>Date of next Meeting</p>	<p>20 March 2014 at 10.00 am – Richard's Office</p>	

