

Date: 14 January 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)

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Office Accommodation – Officer Working Group
 Thursday 16 January 2014
 10.00 am Room 67

AGENDA

		Responsible Officer
1.	Introductions and apologies	RC
2.	Matters arising from previous Meeting	RC
3.	Office Accommodation Project particulars: <ul style="list-style-type: none"> • Cost to date • Spatial Analysis review by ADG Architects • Programme summary • Heathpark bidding process update 	SP
4.	Risk Review <ul style="list-style-type: none"> • Outline of current risks and arrangements to be made for a Risk Review, requiring 45 – 60 minutes. A copy of the current Risk Review as at 13 January 2014 is annexed to this agenda. 	SP
5.	Recommended actions following Cabinet decision: <ul style="list-style-type: none"> • Mobile/agile working – WorksSmart, including ICT Review 	KJ
6.	Update on Knowle and Manstone Depots relocation.	AH/NH
7.	Update on search for site to accommodate new Business Centre in Honiton	NH
8.	Update on communications / FOI /Complaints issues	KJ
9.	Exmouth – update on existing Town Hall, including position of DCC Potential facilities in Satellite Towns – development of scope and	RC/KJ

	associated timescale. <ul style="list-style-type: none"> • Shared space facilities 	
10.	Update on the document management project, including confirmation of performance against timescale Update on Basement/Offsite storage and size of fireproof safe in new office accommodation.	CP
11.	Rachel Pocock updates re: <ul style="list-style-type: none"> • Public Rights of Way • TVG 	RP
12.	Any other business	
13.	Dates of Meetings for 2014: <ul style="list-style-type: none"> • 20 February 10.00am • 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 	

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Project Risk Register Analysis as at 13 January 2104 – best printed @ A3

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OFFICE RELOCATION OFFICER WORKING PARTY MEETING NOTES FROM 16 JANUARY 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
Chris Powell	CP	Corporate Manager ICT
Andrew Hancock	AH	
Nigel Harrison	NH	Economic Development Manager
Andrew Ellins	AE	SWAP – Audit Manager

		Action
1.	Apologies: John Golding Simon Davey	
2.	Minutes of previous meeting: agreed.	
3.	<p>Office Accommodation Project Particulars:</p> <ul style="list-style-type: none"> • Cost to date stands at £347,000 with £63,000 remaining in the budget. • The spatial analysis submitted by ADG Architects shows that 3,343sqft is needed, this is very close to that originally suggested in the Kensington Taylor report. There are some comments/observations to be noted and SP will circulate a copy of their report. • Programme summary: two specific locations have been chosen which are a) Skypark with an occupation date of Oct 2016 and b) Clyst House with an occupation date of Sept 2015. Cabinet report to be discussed at February meeting followed by Council at the end of February which will determine final decision of choice of site. • Heathpark: Two bids have been proposed - Terrace Hill Developments (ASDA) and Frontier Estates Limited (Morrissions). Following discussions a revised offer has been received from Terrace Hill for £5m gross. The subject of a possible repayment of £200,000 grant on the existing EDBC is still to be investigated. <p>Following a recent meeting of the Office Accommodation Executive Group a detailed scoring exercise was undertaken from which the two sites which scored the highest were Skypark and Clyst House. RC to now to take a report to February meeting of Cabinet outlining details, pros and cons etc of both sites chosen and the reasons for the other proposed sites not being chosen. Clyst House is the best financial option but there are concerns from the Executive Group on its location, size etc. Skypark is a good site close enough to Cranbrook to have a good relationship with the town, is</p>	

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	<p>a maximum price offer but is the more expensive of the two options.</p> <p>We now need to do a Comms update 'mark my words' to be updated. We need to keep the identity of the chosen sites as confidential until the report goes to Cabinet. From a staff point of view the two sites chosen scored the lowest in the staff survey recently undertaken but came out highest on the Members Executive Project Board scoring sheet exercise. We also need to look at how we handle the public perception of these locations. One of the main reasons for moving was to be more available to the public. – this works for the west but not the east of the District and we therefore need to move forward with work on presence elsewhere in the district.</p> <p>A simplified summary of the Gateway process including financial risk etc to progress of the project to be produced for Members. We need to be very clear on the income assumptions associated with Clyst House. Clyst House stacks up whether 50 or 63 dwellings are allowed on the Knowle site. The Red Book valuations for Knowle were prepared in August 2012 but now need to be confirmed by the "market". . Winslade Park agents are still working on their master plan for the site and Clyst House is not openly being marketed at the moment. Included in the report going to Cabinet will be information on the master plan for members.</p>	
4.	<p>Risk Review: Group went through the Risk Register and looked at the structure of the document and updated where necessary as per suggestions below:</p> <ul style="list-style-type: none"> • Add sections for staff/comms <ul style="list-style-type: none"> • Concern about loss of staff especially those working part-time but we will work with those individuals when the time comes. Discussions about allowance for a specific period of time for those staff travelling further. Staff morale will need to be monitored as the chosen site was not one favoured by staff. • Equality Risks – access for customer/staff. • Highlight the use of consultants/outside bodies etc. • Covenant on sale of petrol – no access rights. • Frontier Estates – not as advanced in the negotiation stage as Terrace Hill. <p>Updated document to be circulated – any final amendments to be given to SP asap.</p> <p>Agreed - revised document to be taken to the next Executive Group meeting.</p>	SP
5.	<p>Mobile/agile working – Worksmart, including ICT Review: we now know that the desk space needed is 237 – this includes flexible/home/mobile working. Mobile devices will be purchased over the next few months with all programmes added as</p>	

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	<p>necessary. A mobile programme centre is to be set up showing how devices will work and given everyone the opportunity to try them out, ask questions etc. CP/KJ to provide RC with wording to be included in committee report giving update on ICT. Confirmed that there are budgets available but will need to be used sooner rather than later – this also will need to be added to report.</p>	
6.	<p>Knowle and Manstone Depots: AH to speak to DB on proposed site but it is agreed that some architectural help may be needed when looking at design of depot. Depots are needed in both Exmouth and the west of the District. Exmouth is ideal as it is the biggest town and more central than Honiton. AH was not keen on moving Depot facilities to Clyst House, if this was the chosen site as not financially viable for Street Scene. Agreed: standing item on agenda re Knowle/Manstone depots from AH/NH.</p>	
7.	<p>Honiton Business Centre: NH/TD to talk to the tenants of the Business Centre to get an understanding of their requirements in the future and also talk to Cosmic about future involvement.</p>	
8.	<p>Communications/FOI/Complaints update: amh to set up 2 comms meetings before the Cabinet meeting in February.</p> <p>RP said that we would now need to start looking at the Best Value process and the consultation that would need to take place and this might need to be undertaken before the final decision is made. It was suggested that the Residents survey in May could be incorporated in the consultation itself. We need to be clear at what point legally we are making the final decision. We need to be aware and ready for any legal challenges that come up – consultation process will be very high on the list. We can do this work following a final decision ratification by Council.</p> <p>Agreed: RP to provide guidance on our position re the best value consultation, what we are consulting and the practicalities of this. Also provide wording for RC to incorporate into report.</p>	
9.	<p>Exmouth update: the Town Hall has now been valued and that value is £870,000 for an option of residential development but this is not factored into the report at the current time.</p>	
10.	<p>Document Management Project: all sections are being completed and will be finished on time. Back scanning nearly finished. Will be going back to SMT/Office Accommodation Group with final figure asap.</p> <p>Have now started to go around all offices looking 'wall documents' and advising what needs to be destroyed etc. Will need all staff to be on board with this – need to get Policy in place.</p>	
11.	<p>TVG/Public Rights of Way update: RP gave an update on the rights of way – the Inspector has not received this yet so no news but we will have the opportunity to</p>	

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	make a challenge on any decision at a late stage.	
12.	AOB: AE gave his apologies for the meeting on 17 April – Easter Holidays. May need to look at rearranging this date.	
13.	Date of Next Meeting: 20 February 2014 at 10.00am	

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