

Date: 5 December 2013  
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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 5 December 2013**  
**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"> <li>• Cost to date</li> <li>• Programme summary</li> <li>• Heathpark bidding process update</li> </ul>	SP
4.	Recommended actions following Cabinet decision: <ul style="list-style-type: none"> <li>• Mobile/agile Working – WorksSmart, including ICT Review</li> </ul>	KJ
5.	Update on communications/FOI/complaints issues	KJ
6.	Exmouth – update on existing Town Hall, including position of DCC Potential facilities in Satellite Towns – development of scope and associated timescale <ul style="list-style-type: none"> <li>• Shared space facilities</li> </ul>	RC/KJ
7.	Update on the document management project, including confirmation of performance against timetable  Update on Basement/Offsite Storage and size of fireproof safe in new office accommodation.	CP
8.	Risk Review <ul style="list-style-type: none"> <li>• Outline of current risks and arrangements to be made for a                Risk Review, requiring 45 – 60 minutes, to be carried out either</li> </ul>	SP

	before or during the next meeting.	
9.	Rachel Pocock updates re: <ul style="list-style-type: none"><li>• Public Rights of Way</li><li>• TVG</li></ul>	RP
10.	Any other business <ul style="list-style-type: none"><li>• Draft Local Plan</li></ul>	
11.	Dates of Meetings for 2014: <ul style="list-style-type: none"><li>• 16 January 10.00am</li><li>• 20 February 10.00am</li><li>• 20 March 10.00am</li><li>• 17 April 10.00am</li><li>• 15 May 10.00am</li><li>• 19 June 10.00am</li><li>• 17 July 10.00am</li><li>• 21 August 10.00am</li><li>• 18 September 10.00am</li><li>• 16 October 10.00am</li><li>• 20 November 10.00am</li><li>• 18 December 10.00am</li></ul>	

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## OFFICE RELOCATION OFFICER WORKING PARTY MEETING NOTES FROM 5 DECEMBER 2013

Present:

Richard Cohen	RC	Deputy Chief Executive
Steve Pratten	SP	Relocation Manager
Karen Jenkins	KJ	Corporate Manager – Organisational Development
John Golding	JG	Head of Housing
Chris Powell	CP	Corporate Manager ICT
Simon Davey	SD	Head of Finance
Nigel Harrison	NH	Economic Development Manager
Andrew Ellins	AE	SWAP – Audit Manager

Item	Notes/Decisions	Action
1.	<b>Apologies:</b> Apologies received from: Andrew Hancock Rachel Pocock	
2.	<b>Matters arising:</b> <ul style="list-style-type: none"> <li>Minutes agreed.</li> </ul>	
3.	<p><b>Update of Office Accommodation:</b></p> <p><b>Cost to date</b></p> <ul style="list-style-type: none"> <li>Cost to date is £345,000 from an allocated £409,000. This sum is designed to take process through to end of December 2013. No further budget agreed as yet.</li> </ul> <p><b>Programme Summary</b></p> <ul style="list-style-type: none"> <li>There is now a 2 month delay with report going to Cabinet in Feb 2014. Key dates are: move in to a new building October 2016 – a move to Clyst House could happen 2015.</li> </ul> <p><b>Heathpark update</b></p> <ul style="list-style-type: none"> <li>8 bids were submitted and from this 4 bids were selected and following interviews now down to 2 bids – Terence Hill and ..... Estates. There is also potential interest in the depot behind the East Devon Business Centre. Need to speak to Tom Vaughn at DCC to investigate more – SP to speak to Paul Diviani who may have another contact at DCC. Report due on 8 January 2014 outlining final bid. SP/RC/NH meeting with Chris Brown from Thomas Lister.</li> <li>Devonshire Road site still on the market at £295,000.</li> <li>Cost rebuild for the Business Centre – existing site is 936sqm and from this 467sqm are rented out. Costs based on a new Centre</li> </ul>	<b>SP</b>

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		<p>of 740sqm including conference/training room etc and the same rental space available. Including land the cost would be £2m Breeam very good or £2.2m Breeam Excellent.</p> <ul style="list-style-type: none"><li>• Both bids stack up i.e. development on Heathpark and relocate East Devon Business Centre elsewhere on Heathpark. £4m from sale of site with £2m on new Centre, £1m on new offices and £1m in the bank.</li><li>• If no sale at Heathpark then we would need to borrow the money to enable new offices to be built.</li><li>• Set of Q/As to be provided with each option.</li><li>• NH said [REDACTED] had spoken to him about the possibility of some involvement with EDBC as they had some spare capital from the sale of their Ottery Site.</li><li>• Meeting being held on 10 Dec with RC/SP/SD to review figures/process to date etc.</li></ul>	
4.	<b>Architects Design Group</b>	<ul style="list-style-type: none"><li>• Dale ..... from the Architects Design Group was asked to attend the meeting with a view to providing a design of how a new space could be best used and what desk space would be needed etc. KJ said that at the moment the desk space needed was 311. A survey and interviews with managers/staff had been undertaken to find out who felt they needed a desk all the time and those who felt they could work 50% in the office and 50% mobile working. KJ felt that most of the staff would be very happy to make the move and work in new offices. The main points to note were:<ul style="list-style-type: none"><li>• Relocation will not mean a reduced number of staff but a reduction of those working in the office.</li><li>• Need to reflect the working day i.e. quiet time/break out time, meetings etc</li><li>• Look at those needing permanent space</li><li>• Look at those who work mobile and have access to touch down spaces</li><li>• Casual meeting zones/coffee zones</li><li>• Confidential meeting spaces</li><li>• Large number of people from different departments working in one space</li><li>• Control of work space</li><li>• Degree of working remotely- staff have access to any system at the moment and remote desktop is used. Mobile workers</li></ul></li></ul>	

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		<p>use Citrix which mirrors all access to systems.</p> <ul style="list-style-type: none"> <li>• Will need access to all applications that are used while sitting at a desk.</li> <li>• Staff will need to be provided with remote devices i.e. tablets etc to allow them to do their day to day job out of the office</li> <li>• Decision now needs to be taken re ICT Strategy – standard issue kit provided to each mobile worker.</li> <li>• Strategy needs to be in place between now and June 2014 to take into account that provision may need to be made to provide each mobile worker with a remote device as the use of personal computers may not be allowed – Plan to be put in place may all that is needed.</li> <li>• CP confirmed that the first group looked at showed that 61 people could be mobile workers – 4 applications would be need to be brought/added but further discussion is needed. CP left the meeting.</li> <li>• 50% utilization is not enough to warrant someone needing their own desk all the time.</li> <li>• There needs to be a protocol of personalisation of desk space especially if sharing.</li> <li>• The problem with touchdown sites is there would be no space for customer interaction – need to look at other options to provide this. i.e. hold surgeries in towns/mobile vans etc.</li> <li>• WorksSmart paper to be prepared showing analysis of what people need, rollout programme with dates/costs etc.</li> </ul> <p><b>Agreed:</b> Dale to work on spreadsheets provided and workout a user friendly format and prepare a report of 16 December. Also speak to KJ for any other information on staff numbers etc that may be needed for report. Also need to accommodate space for a Chamber etc.</p>	
5..	<b>Communications/FOI /Complaints issues:</b>	<ul style="list-style-type: none"> <li>• Need to look at setting up another member briefing to be held before the Cabinet meeting.</li> <li>• Mobile van service – can this be investigated more thoroughly – report can say have</li> </ul>	<b>KJ</b>

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		<p>looked at workspace/hubs etc but mobile van sounds better. Look at library space available and any other assets that we own or not but would have space available for us to use.</p> <ul style="list-style-type: none"><li>• Form of wording will be needed to show that we are committed to making services available to all communities.</li></ul>	
6.	<b>Exmouth update on existing Town Hall including position of DCC:</b>	Noted – EXH now valued and a potential asset. DCC may pull out at a later date.	
7..	<b>Update on Doc Management:</b>	Deferred.	<b>CP</b>
8	<b>Risk Review:</b>	To be moved to top of Agenda for next meeting.	<b>SP</b>
9.	<b>Public Rights of Way: TVG update:</b>	Inspector has upheld appeal on footpaths but we have the right to appeal – RP/HGL to advise. Village Green issues – HGL to update.	<b>RP</b>
11.	<b>AOB:</b>	Draft local plan. <ul style="list-style-type: none"><li>• Inspector has asked for further information and a likely date for enquiry to be held is now February 2014.</li></ul>	
12.	<b>Date of next Meeting</b>	16 January 2014 at 10.00am	<b>ALL</b>