

Date: 3 October 2013
 Contact number: 01395 517480
 E-mail: wharris@eastdevon.gov.uk
 Direct Fax: 01395 517507
 Our Reference: Officer working Group/RC/ah



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

East Devon District Council
 Knowle
 Sidmouth
 EX10 8HL
 DX 48705 Sidmouth
 Tel: 01395 516551

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Office Accommodation – Officer Working Group
Thursday 3 October 2013
10.00 am Room 67 / 68 (Richards)

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 • Programme summary • Heathpark tender process • Identification of potential sites for the Office relocation 	SP
4.	Recommended actions following Cabinet decision; <ul style="list-style-type: none"> • Mobile / agile Working - WorkSmart, including ICT Review 	KJ / CP
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"> • Shared space facilities 	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">• It is proposed that a Risk Review, requiring 45 – 60 minutes will be carried out during this meeting	SP
9.	Rachel Pocock updates re; <ul style="list-style-type: none">• TVG	RP
10.	Any other business <ul style="list-style-type: none">• Draft Local Plan – Update	
11.	Date of next Meetings <ul style="list-style-type: none">• 1000 hrs 31 October 2013, Richard's Office• Onwards – to be agreed	

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OFFICE RELOCATION OFFICER WORKING PARTY MEETING NOTES FROM 31 OCTOBER 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

Item	Notes/Decisions	Action
1	Apologies: Apologies received from: Simon Davey Rachel Pocock	
2.	Matters arising: <ul style="list-style-type: none"> Minutes circulated. 	
3.	<p>Update of Office Accommodation:</p> <p>Cost to date</p> <ul style="list-style-type: none"> Cost to date is £323,000 from an allocated £409,000 leaving a balance of £86,000. This sum is designed to take process through to end of December 2013. No further budget agreed as yet. Thomas Lister's services for the Heathpark tender are estimated at £6,000. If the sale goes ahead there will be a further fee, on a triggered phase, of 1% of the selling price. A recommendation is to be made to Cabinet in November over the sale of Heathpark. Sky Park – There is a possible option of leasing a building with an option to buy. SP to discuss further with SD regarding fees of renting versus purchasing this particular site. <p>Programme Summary</p> <ul style="list-style-type: none"> SP distributed a timeline / flow diagram (Appendix 1) which he spoke about in detail. There are 2 key decision dates; Members to potentially decide on a site in December 2013 and the sale of the Knowle expected in June / July 2014 An updated copy of this timeline / flow diagram is to be distributed to Members at the next meeting. A 6 month tender period has been built into the timeline for the sale of the Knowle to allow for a possible 'Community right to buy' bid. Executive Group to meet in order to highlight 	SP

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		<p>to Members the decision process and risks, especially in terms of cash flow, borrowing and conditionality - Maria Pearce to arrange.</p> <ul style="list-style-type: none"> • Risk element of the flowchart is related to cash flows on conditional sales and has been prepared for a new build allowing for a 20% contingency on building costs. SP to produce different versions for both Clyst House and Sky Parke. • An updated flowchart to be taken to SMT on 20th November. Steve Pratten to join the SMT meeting. • RC and Andrew Hancock to meet to discuss expectation / requirements regarding depots. AH to arrange. • If Clyst House is chosen as the preferred site it could be available from January 2015. Cyst House would have larger annual running costs than a new build. SP to produce figures to inform of comparison of Cyst House costs to the Knowle costs. • Staff presentations to be arranged - AH <p>Heathpark tender process update</p> <ul style="list-style-type: none"> • Cash flows showing the potential sale of Heathpark have been prepared. These allow for an 18 month period for any appeal or Juridical Review. • RC, SP, EF, HGL to meet to discuss Sale of Assets and Judicial Reviews. AH to arrange. 	<p>MP</p> <p>SP</p> <p>SP</p> <p>AH</p> <p>SP</p> <p>AH</p> <p>AH</p>
4.	<p>Updated presentation as provided to Members 30 October 2013:</p>	<ul style="list-style-type: none"> • RC distributed a copy of the slides that were presented to Members. An amended version of these slides will be published for public consumption. • Cllr Tom Wright has requested a timeline – Comms team are currently working on this. • It was agreed that Stakeholders may ask questions about the short listing criteria of the possible sites. A full list of the criteria is to be published. • The dates of presentations to Press, Tenants, Stakeholders and Tour were noted. RC to deal with Q&As at these sessions. KJ to arbitrate if necessary. • AH to attend tour of sites and to take any Minutes as required. • It was noted that the confidential briefings to Members was proving to be popular and that Members were grateful to be kept fully 	<p>KJ</p> <p>RC KJ</p> <p>AH</p>

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		informed.	
5.	Recommended actions following Cabinet decision: ICT Review	<ul style="list-style-type: none"> • Waiting for ICT to deliver a timeline. • CP advised that information is now available from the Groups ICT have spoken to. Charlie Nicole is to work on producing a timeline showing different levels of solutions stage by stage. This will be completed in 3 weeks time. • It was agreed that robust policies will need to be introduced. • Worksmart to be an item on the next Agenda. • RC to meet with Simon Allchurch to discuss satellites / touch down spaces costs. MP to arrange. 	<p>CP</p> <p>SP</p> <p>MP</p>
6.	Communications/FOI /Complaints issues:	<ul style="list-style-type: none"> • Kate Symington is working on redacted reports which are shortly to be published. • EDDC needs a clarifying policy and procedures in place as well. It is believed Denise Lyon has picked this up but it needs to be confirmed. 	KJ
7.	Exmouth update:	No change.	
8.	Update on Doc Management:	<ul style="list-style-type: none"> • 2016 is current target for all departments. • CP to chase up departments who are behind. • Trial starting with Revenue and Benefits. • It was agreed that there was no need of a fireproof safe to be provided in the new office. 	
9.	Risk Review:	To be moved to top of Agenda for next meeting.	SP
10.	TVG update:	Next meeting.	RP
11.	AOB:	Draft local plan. <ul style="list-style-type: none"> • Inspector has asked for further information and a likely date for enquiry to be held is now February 2014. 	
12.	Date of next Meeting	28 November at 10.00am	ALL

