

Date: 5 September 2013
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 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)

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Office Accommodation – Officer Working Group
 Thursday 5 September 2013
 10.00 am Room 67 / 68 (Richards)

AGENDA

		Responsible Officer
1.	Introductions and apologies	SP
2.	Matters arising from previous Meeting	SP
3.	Update of Office Accommodation Project in the period; <ul style="list-style-type: none"> • Cabinet Decision 4 September 	SP
4.	Office Accommodation Project particulars; <ul style="list-style-type: none"> • Cost to date • Programme summary • Programme from now until Full Council Meeting in December 2013 • Discussions with parties "expressing an interest" • Consideration of other sites <ul style="list-style-type: none"> ○ progress ○ identification of criterion 	SP
5.	Recommended actions following Cabinet decision; <ul style="list-style-type: none"> • Mobile / agile Working - WorkSmart, including ICT Review 	KJ / CP
6.	Update on communications / FOI / complaints issues	KJ

7.	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
8.	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
9.	Risk Review - date for Workshop to be arranged	SP
10.	Rachel Pocock updates re; <ul style="list-style-type: none"> • TVG 	RP
11.	Any other business <ul style="list-style-type: none"> • Draft Local Plan – Update 	
12.	Date of next Meetings <ul style="list-style-type: none"> • 10.00am 3 October 2013, Richard's Office • 2.00pm 7 November 2013, Richard's Office • 10.00am 	SP

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3.	Update of Office Accommodation: 	<p>Report to Cabinet now approved re tendering process – 6 week process will now follow.</p> <div style="background-color: black; width: 100%; height: 100%; min-height: 100px;"></div> <p>Budget stands at the moment: cost to date is £313,227 – no further budget agreed yet.</p> <p>Programme of works still remains the same.</p> <p>Cranbrook – 2 sites on offer from Hallam Land. First site adjacent the school but not for sale (Hallam pushing for residential). Second site in town centre but which is the one favoured by Hallam Land but at the moment the offer is not very good.</p>	SP
4.	Office Accommodation project particulars:	Next meeting.	SP
5.	Recommended actions following Cabinet decision:	Next meeting	
6.	Communications/FOI /Complaints issues:	Still receiving emails/FOI from Richard Eley – being dealt with as necessary.	KJ
7.	Exmouth update:	DCC confirmed will be moving out of Exmouth Town Hall.	
8.	Update on Doc Management:	CP giving presentation to SMT. Will be update on current position etc. Show how much back scanning has been achieved and what is still outstanding.	KJ/CP
9.	Risk Review:	Workshop to be set up.	
10.	TVG update:	Next meeting.	RP
11.	AOB:	None.	
12.	Date of next Meeting	3 October at 10.00am	ALL

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OFFICE RELOCATION OFFICER WORKING PARTY MEETING NOTES FROM 5 SEPTEMBER 2013

Present:

Steve Pratten	SP	Relocation Manager
Karen Jenkins	KJ	Corporate Manager – Organisational Development
John Golding	JG	Head of Housing
Chris Powell	CP	Corporate Manager ICT
Rachel Pocock	RP	Corporate Legal & Democratic Services Manager
Simon Davey	DS	Head of Finance
Andrew Ellins	AE	SWAP – Audit Manager

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Item	Notes/Decisions	Action
1	Apologies: Apologies received from: Richard Cohen Denise Lyon Andrew Hancock Colin Slater	
2.	Matters arising: <ul style="list-style-type: none"> • AH still to speak to Simon Allchurch about involvement of Property Services. • Stakeholder event went well and sites were discussed around the table. Need to keep staff up to date with process. First meeting of the Executive Group to look at preferred sites and make final decision. • Members still need to complete score sheet. • Recent meeting with Mercian held – informal offer on the table. Report re sending out Tender for Heathpark site due to go to Cabinet. There will be a 6 week process if agreed. • ICT (worksmart) – interviews with staff nearly completed. • Spreadsheets – heads/managers still need to ratify due to the difference in information coming through from staff. • CP confirmed that within the 3 years all ICT items for home working will be up and running with no barriers. SD said it thought there could be some issues with Revs/Bens but would speak to CP separately. • There could also be some concern about 'Monday morning working' for those staff that will hot desk – need to make sure that the balance of those coming in on a Monday morning is right i.e. desk space available. • No update yet from AH/SP re manstone depots. 	

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