

Meeting not open to the public

**East
Devon**

District Council

Date: 21 August 2013
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Officers: Mark Williams, Richard Cohen, Simon Davey,
Karen Jenkins, Rachel Pocock, Steve Pratten

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Office Accommodation Project Executive Group Wednesday 21 August 2013 – 1500hrs – Room 67

AGENDA

- | | <u>Page/s</u> |
|---|------------------|
| 1. Introductions and apologies. | |
| 2. Scope of authority and membership of the Executive Group <ul style="list-style-type: none">• Review of regularity of meetings and Groups relationship with Cabinet including action matters. | |
| 3. Office Accommodation Project update <ul style="list-style-type: none">• Review to date• Programme• Costs and Budget | Steve
Pratten |
| 4. Progress in identifying potential office location <ul style="list-style-type: none">• Discussion identifying criteria that will determine final choice of preferred location with finalisation to be agreed at next meeting. | Steve
Pratten |
| 5. Honiton Update <ul style="list-style-type: none">• Heathpark – Draft Cabinet Report | Steve
Pratten |
| 6. Cranbrook Update. | |
| 7. Exmouth Update. | Richard
Cohen |
| 8. Worksmart Update. | Karen
Jenkins |

Protected Marking: Protect

Chief Executive: Mark Williams
Richard Cohen – Deputy Chief Executive
Denise Lyon – Deputy Chief Executive and Monitoring Officer

9. Any other business.

10. Dates of future meetings.

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Notes of meeting the Office Accommodation Executive Group
held on
Wednesday 21 August 2013

Present:

Councillors: Paul Diviani, Andrew Moulding, David Cox, Ray Bloxham

Officers: Richard Cohen, Karen Jenkins, Rachel Pocock, Steve Pratten

		Action
1.	Apologies: Mark Williams Simon Davey	
2.	Scope of authority and membership of the Executive Group: Following the Cabinet meeting held on 17 July it was agreed to establish an Office Relocation Executive Group comprising selected Cabinet members, senior officers and the Project Manager to oversee project progress. Membership of the Group agreed and meetings to be held monthly (ideally before Cabinet/Cabinet Briefings). The Group will project manage the day to day decisions but major decisions will need to go through Cabinet. With those members of Cabinet on the group there will be the opportunity to use delegated powers/portfolio holders powers when urgent decisions need to be made possible between Cabinet meetings. All key milestones will go through Cabinet and then on the Council to be ratified. Primary decisions to be made by the Group are: <ul style="list-style-type: none">• Day to day issues• Design issues on site and the detailed part of the project• Price/programme issues and any variations made to those.• Group to take control of the project.• Audit trail to be followed Paper to Cabinet outlining what decisions this Group expects to make and categories listed above that the Group expects to cover. Milestones: <ul style="list-style-type: none">• Look at the relationship of the Group to Leaders Think Tank and use this Think Tank to keep all members up to date on the project – Think Tanks can be set up in between Cabinet	

	<p>meetings as needed.</p> <ul style="list-style-type: none"> • Involve the Development Management Design Panel • Stakeholder/Member Briefings to be set up at each milestone of the project – we have agreed to keep stakeholders up to date throughout the project. • All members to be involved at some point – this can be through, Surveys, Visits and design discussions. Each Political Party to be asked to nominate 3-4 members to attend Leaders Think Tank. We need to make sure that those members nominated are not on the DM Committee or have any involvement in Planning. Also at some point hold a Leaders Think Tank for all members to attend. 	
3.	<p>Office Accommodation Project Update: SP confirmed £300,000 cost up date. £106,000 balance in the budget. Programme remains the same – still aiming for 4 December 2013 although subject to negotiations etc there may be some need for flexibility with dates. Key date remains the same for completing move of July 2016.</p>	
4.	<p>Progress in identifying potential office location: The response back from Developers etc has not been very good. Also following the decision at Cabinet there has been little interest in the Knowle site so far. There has been nothing from the Eastern side and what interest there is from the western side only.</p> <p>A few additional sites coming forward for possible office relocation are:</p> <p>Skypark Liverton Business Park (lease only) Devonshire Road Science Park Cranbrook Flybe – 2 plots of land next door. Clyst House, Winslade Park</p> <p>Mountbatten Park Honiton – the Football club are looking to move to a new location – could this be a possible site. SP to speak to Rob Harrison in Estates.</p> <p>The group now needs to look at using the score sheet provided by SP to identify which sites to be looked at. This will then start the selection process.</p>	
5.	<p>Honiton Update:</p>  <p>Mercian are interested in the Heathpark site for a supermarket and part of their proposal would be to relocate the EDBC to another site.</p>	

	<p>Some joint work to be done with DCC re the Depot site – SP to speak to Andrew Hancock. May also be a need to speak with Dave Black and Cllr Andrew Leadbetter at DCC.</p> <p>Report now needs to go to Cabinet requesting permission to advertise the Heathpark site to obtain Best Value. We need to go to open market as we cannot to down the single tender route. Following the Cabinet decision on the Tender process there will be a 6 week process.</p> <p>Also included in the report will be a recommendation asking for an extension of the budget for Thomas Listers for additional engagement plus advertising costs up to the sum of £45,000.</p> <p>Towards the end of the year a big budget will be asked for. At next meeting SP to give a projection of costs for the future. It needs to be made clear that budget will be coming from Transformation budget.</p>	
6.	<p>Cranbrook Update: Meeting to be held in Sept with Hallam Land to start the process running.</p>	
7.	<p>Exmouth Update: More detail will be needed at a later date. Most of the space is occupied by DCC – SP showed the Group the plans drawn up by Simon Allchurch showing what space is occupied and by whom. Desk space at the moment without any changes is 112.</p>	
8.	<p>Worksmart Update:</p> <ul style="list-style-type: none"> • Add Comms Strategy • Members briefing/Stakeholder Briefing and Staff briefings have taken place but we do need to do these on a regular basis. • Some staff have suggested having a greater presence in Exmouth than there is currently. • There is a cultural way of working that needs to be overcome – this will quite a confidence leap for some. There is still concern amongst those staff who will be considered able to work mobile that the technology needed is not/will not be there. They will need clarification that once site is agreed and move set that the technology i.e. computer/phones etc will all be place to enable them to undertake their work. Consideration also needs to be given to the change in working conditions for staff i.e. mobile/open place working conditions. There is still concern for those who may feel that although they are happy to accept the move etc they will find it hard to adapt with new working conditions. We will need to keep communications open for all staff so that they are kept informed all the way on what is happening/what stage we are at. Need to look at ways of involving them also in the move. • Support will need to be offered to managers (+ staff) in mobile working. 	

	<ul style="list-style-type: none"> • ICT plan needs to be ready so that all changes can be put in place – need to be confident that ICT in there, ready and working. Phone system is another concern for staff – system needs to be ready to allow office based staff to contact mobile workers. • ICT report to Cabinet in October – CP to show how this will all be factored in and when. • Concern about the amount of projects due to be undertaken and a lack of understanding – need to be sure that we have the right people in place to take the work forward. A Facilities Manager will be needed at some point in the project to take forward. KJ to talk to SMT and hopefully take forward at Special meeting. Bring back to next meeting. • CP be asked to attend this Group at some point and explain where the ICT plan is and how it is progressing. 	
	<p>Date of next Meeting: Wednesday 2nd October at 3.00pm.</p>	