

Date: 5 July 2013
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 Our Reference: Officer working Group/RC/wh



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 8 August 2013
10.00 am Room 67 / 68 (Richards)

AGENDA

		Responsible Officer
1.	Introductions and apologies <ul style="list-style-type: none"> • Review of membership and attendance for future meetings 	RC
2.	Matters arising from previous Meeting	RC
3.	Update of Office Accommodation Project in the period; <ul style="list-style-type: none"> • Cabinet Decision • External Stakeholder Meeting of 26 July 2013 • Internal Stakeholder Meetings of 30 and 31 July 2013 	RC / 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.	Tender / procurement issues with particular reference to land sales including those associated with the Heathpark site	CS

6.	<p>Recommended actions following Cabinet decision;</p> <ul style="list-style-type: none"> Executive Board and Members Think Tank – Officers to consider possible agenda items Mobile / agile Working - WorkSmart, including ICT Review Review of other potential sites for relocation Next steps 	<p>RC / ALL</p> <p>KJ / CP</p> <p>SP</p> <p>RC / SP</p>
7.	Update on Knowle and Manstone Depots relocation, including agreement of message for internal comms	AH
8.	Update on communications / FOI / complaints issues	KJ
9.	<p>Exmouth – update on existing Town Hall, including position of DCC Potential facilities in Satellite Towns– development of scope and associated timescale</p> <ul style="list-style-type: none"> Shared space facilities 	RC / KJ
10.	<p>Update on the document management project, including confirmation of performance against timetable</p> <p>Update on Basement / Offsite Storage and size of fireproof safe in new office accommodation.</p>	CP
11.	Risk Review - date for Workshop to be arranged	SP
12.	<p>Rachel Pocock updates re;</p> <ul style="list-style-type: none"> TVG DL Appointment 	RP
13.	Agendas going forward	
14.	<p>Any other business</p> <ul style="list-style-type: none"> Draft Local Plan – Update 	RC
15.	<p>Date of next Meetings</p> <ul style="list-style-type: none"> 1000 hrs 5 September 2013, Richard's Office 1000 hrs 3 October 2013, Richard's Office 	RC

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OFFICE RELOCATION OFFICER WORKING PARTY MEETING NOTES FROM 8 AUGUST 2013

Present:

Richard Cohen	RC	Deputy Chief Executive
Steve Pratten	SP	Relocation Manager
Karen Jenkins	KJ	Corporate Manager – Organisational Development
Chris Powell	CP	Corporate Manager ICT
Rachel Pocock	RP	Corporate Legal & Democratic Services Manager
Simon Davey	DS	Head of Finance
Colin Slater	CS	Procurement Officer
Andrew Hancock	AH	Street Scene Manager

Item	Notes/Decisions	Action
1. Apologies	Apologies received from: Denise Lyon John Golding Andrew Ellins	
Review of Membership	Agreed to keep group as it was. AH to speak to SA about involving Property Services.	AH/SA
2. Matters arising from previous meeting	Agreed.	
3. Update of Office Accommodation Project:	<p>Cabinet report agreed and decision to move taken although no decision on which site yet. Briefing and presentation with Members also went well. Executive Group now set up and first meeting due to take place on 21 August.</p> <p>Stakeholder event took place on 26 July which was well attended by those invited.</p> <p>RC/KJ/SP held meetings with all staff to bring them up to date with the relocation and also to give them the opportunity to ask any questions. Once site is identified and date for move is agreed then further meetings to take place again with staff to give them the opportunity to put forward views/concerns about design/working arrangements etc.</p>	RC/KJ
4. Office Accommodation Project particulars: <ul style="list-style-type: none"> • Cost to date • Programme summary • Discussions with parties "expressing an interest". 	SP confirmed £300,300 cost up to date. £106,000 balance in 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. Timetable to be discussed at the first Executive Group meeting in	SP

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<ul style="list-style-type: none"> • Consideration of other sites 	<p>August. It will be important that members are made aware that any timetable set will need to be adhered to.</p> <p>Following request from Members about looking for different sites in the District a request has been sent out to agents to let us know about any potential land available. At the moment the response is not much interest has been shown. Also following the decision at Cabinet there has been little interest in the Knowle site so far.</p> <p>RC/SP will be meeting with Mercian next week who are interested in the Heathpark Site for a supermarket. Part of their proposal would be to relocate the EDBC to another site.</p> <p>How does the Council feel that the land at Heathpark should be dealt with? We will need Best Value for the land. RP suggests that we go through the Tender process. Thomas Lister could administer it – it would be within their role.</p> <p>Timeline – could take 6 weeks for tender process to go through. It will need to get Executive Group agreement before starting the tender exercise but the Executive Group have no decision making powers so any final decision will need to be made by Cabinet/Council. Report to go to September Cabinet meeting re tender process – the process can then start the day after.</p> <p>Key issues:</p> <ul style="list-style-type: none"> • Obtain best price from Lister's. • Heathpark is worth £4m - £30,000 (3rd of value) is the price Listers would charge for tender process and the sale of Heathpark. • Identification of criteria – need to identify what we are looking for in a plot/site. • Design issues – prepare a report for Executive Group to look at. <p>Few additional sites coming forward with basic level of site information provided i.e. plan/price etc. SP to make schedule and circulate to Group.</p> <p>Sites are: Rockbeare (The Grange) Skypark Clyst House – Winslade Park Flybe Training Centre (land next door) Waldron's Farm</p>	<p>RC/SP</p> <p>SP</p> <p>RC/SP</p>
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		Axminster Science Park Heathpark.	
5.	Tender/procurement issues:	See above.	ALL
6.	<p>Recommended actions following Cabinet decision:</p> <ul style="list-style-type: none"> • Executive Group and Members Think Tank • Mobile/agile working – worksmart including ICT review 	<p>Leaders Think Tank – RC to speak to the Leader about arrangements etc.</p> <p>Work has now started on this exercise, CP/CN are in the process of meeting those staff identified as mobile workers. KJ to send out further message to Heads/Managers for confirmation on those staff who work mobile.</p> <p>Final spreadsheet now being updated need to verify what each team has said and will need individual Heads/Managers to complete. Should be finalised by the end of September and hopefully will have enough information. Will then need to go back to SMT.</p> <p>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. computers/phones etc will all be in place to enable them to undertake their work.</p> <p>Consideration needs to be given to the change in working conditions for staff i.e. mobile/open plan offices etc. There is still some 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.</p> <p>CP suggested that for those officers working mobile/out on site that 'Touchdown spots' be made available. This would prove useful for those not always able to get a signal when working in certain places. With these in place it reduces the need for them to come into the office. CP to look at putting something constructive in place.</p> <p>We will need answers to these concerns by the time we know where preferred site is. KJ/CP to look at</p>	<p>RC</p> <p>KJ</p> <p>KJ</p> <p>CP</p> <p>CP</p> <p>CP</p> <p>KJ/CP</p>

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		<p>sites etc together.</p> <ul style="list-style-type: none"> • Action plan needs to be place to look at all ICT issues. • Will all staff working mobile have same access rights as those in the office. • RC/KJ to draw up agenda for special SMT in September – ICT items. 	RC/KJ
7.	Update on Knowle and Manstone Depots relocation	<p>Questions were raised at the recent staff event and team were told likely that we will move.</p> <p>KJ – need to be specific about Depot move – speak to Street Scene staff. Services in Sidmouth would stay the same. Possibly one small issue with street sweeper in Sidmouth but this could be dealt with. AH to speak to SA about possible designs of depot etc. If SA cannot do then AH to speak with SP. AH to also find out about sizes of any potential sites i.e. for size of sheds etc. Will need to speak RH in Estates.</p>	AH/SA
8.	Update on communications/ FOI/Complaints issues	<p>Internet/Intranet all updated. KJ has responded to Richard Eley. Comms all up to date at the moment and no problems.</p> <p>8 Sept – picnic in the park – Michael Temple (SOS) wishes to hold the event. It is going through the normal booking process at the moment including consultation with Ward Members.</p> <p>Need to look at what we do next with Stakeholder Group.</p>	KJ
9.	Exmouth – update on existing Town Hall	<p>Exmouth looked at again but in more detail i.e. how occupied, costs, drawings etc. All just for info at the moment.</p> <p>Need to speak to Colin Poole on how many people/desks in the building. Different uses etc. Also speak to SA who may be able to help.</p> <p>Need to be aware of how Exmouth Town Hall staff are feeling with the Knowle proposed move as they are also in the same position of working in old building that needs work. Could be options available for them to move and look at shared services.</p>	AH
10.	Update on document management project.	<p>CP gave update. Electronic system (Doc Management System) mostly working. Evidence</p>	CP

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		<p>now available for back scanning (in the next 3 weeks). CP to arrange presentation to SMT, Relocation Group and Executive Group on current position and where we are now.</p> <p>There is a concern that we may not have adequate resources available to deal with Citrix queries i.e. not working. This will need to be looked at. CP to look at working to deadline now for intended move.</p>	
11.	Risk Review	SP to circulate to Group and Executive Group a copy of the Risk Register with covering email requesting comments etc.	SP
12.	Rachel Pocock updates	<ul style="list-style-type: none"> • TVG – still waiting for DCC on whether Village Green appeal will go to inspectorate. Could take up to a year for a decision. • DL appointment – contract nearly there – SP to prepare letter. 	RP
13.	Agendas going forward.	<ul style="list-style-type: none"> • Review contents of existing agenda. • Formal relationship with Executive Group – this group to set the agenda for the Executive Group. 	RC/SP
14.	AOB	<ul style="list-style-type: none"> • Draft Local Plan – now with Inspector. South Somerset back after 7 months with more work needing to be done – specific issues. 	ALL
15.	Date of next Meeting	5 September at 10.00am	ALL

