

Date: 6 June 2013
 Contact number: 01395 517480
 E-mail: wharris@eastdevon.gov.uk
 Direct Fax: 01395 517507
 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)

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

STRICTLY CONFIDENTIAL

**Office Accommodation – Officer Working Group
 Tuesday 13 June 2013
 10.00 am Room 67 / 68 (Richards)**

AGENDA

		<u>Page/s</u>	
1.	Introductions and apologies		
2.	Matters arising from previous Meeting		
3.	Office Accommodation update report, including; <ul style="list-style-type: none"> • Options • Programme, • Cost 		
4.	Office Accommodation –Scoring of the viable Options		
5.	Update on communications / FOI / complaints issues		
6.	External Organisation Briefing update; <ul style="list-style-type: none"> • Invitees • Invitation • Facilitator • Structure of Briefing 		
7.	Exmouth – update		
8.	Mobile/agile working Karen Jenkins – update on Work Smart project Chris Powell – update on ICT developments which can underpin mobile/agile working.		
9.	Chris Powell - 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.		
10.	Risk Review		
11.	Rachel Pocock updates re; <ul style="list-style-type: none"> • Right of Way Requests, • TVG • DL Appointment 		
12.	Any other business <ul style="list-style-type: none"> • Draft Local Plan – adjustment of Knowle Development boundary. • Cabinet Paper for updated Project Budget post July 2012 		
13.	Date of next Meetings <ul style="list-style-type: none"> • 1000 hrs 11 July 2013, Richard's Office • 1000 hrs 8 August 2013, Richard's Office 		

CONFIDENTIAL

OFFICE RELOCATION OFFICER WORKING PARTY MEETING NOTES FROM 13 JUNE 2013

Present:

Richard Cohen	RC	Deputy Chief Executive
Steve Pratten	SP	Relocation Manager
Donna Best	DB	Principal Estates Surveyor
Karen Jenkins	KJ	Corporate Manager – Organisational Development
Henry Gordon Lennox	HGL	Principal Solicitor (for part of meeting)
Wayne Belle	WB	Systems Analyst

Item	Notes/Decisions	Action
1	<p>Apologies received from:</p> <p>Rachel Pocock – Henry Gordon Lennox, Principal Solicitor to attend on her behalf</p> <p>Chris Powell - Wayne Belle to attend on his behalf</p> <p>Denise Lyon Colin Slater Simon Davey</p>	
2	Matters arising from previous meeting	None
3	<p>Office Relocation update report, including;</p> <ul style="list-style-type: none"> • Options • Programme • Cost <p><u>Options</u></p> <p>Knowle: redevelopment options (not viable – deficit depending on option of between £3.6m & £5.7m)</p> <ul style="list-style-type: none"> • Refurbishment of part of Knowle building, demolition of the office extension and provision of new car parking (deficit £4.7m) • Demolition of EDDCs existing office, construction of new offices and car parking facilities (deficit £5.7m) • Construction of new office on the existing upper car park with replacement car parking facilities on the lower car park (deficit of £3.6m). • Other proposals such as converting former hotel to luxury flats not viable in cost, design, structure and space terms. <p>Honiton: Bradford's (former rail yard Church Hill) (only viable if Heathpark site is food retail).</p> <ul style="list-style-type: none"> • relocate Knowle offices to Church Hill, Honiton and move current owners to part of the existing EDDC, Heathpark site or another site on Heathpark (deficits between £2.0 & £2.2m) • relocate Knowle offices to Church Hill incorporating EDBC and sell site for food retail (affordable with a balance of £0.3m) but if Heathpark cannot be sold for food retail the 	<p>SP</p> <p>SP</p>

CONFIDENTIAL

		<p>deficit would be £0.3m)</p> <ul style="list-style-type: none">• Heathpark – relocation of EDDCs office to former SITA depot site, EDBC building remains and external works adapted (affordable with a balance of £17m). <p>Cranbrook: interesting offer made from Hallam Land but further detail still needed.</p> <ul style="list-style-type: none">• a town centre location (site 1) which could include the Town Council offices and a public library. Cost implications of £7.5 - £8.2m (including a number of exclusions which would need to be added to these sums). Detailed evaluation of a formal written proposal will be undertaken when received (affordable with a balance of £0.06m for just EDDC offices. If incorporated with EDBC and the Heathpark site being sold for food retail the balance is £2.1m, although this turns into a deficit of £1.2m if the site cannot be sold for food retail).• The other Cranbrook option (site 2) would be to build offices ourselves with the possibility of incorporating EDBC (then allowing Heathpark to be sold for food retail). This would be a site just to the east of the town centre. We could also offer buildings to the Town Council and public library (affordable with a balance of £1.2m for just EDDC offices. If incorporated with EDBC and the Heathpark site sold for food retail the balance is £3.8m, even if Heathpark cannot be sold for food retail there remains a balance of £0.4m) <p><u>Programme</u> Programme for works estimated 2016 working towards July Cabinet with final decision being made by December 2013.</p> <p><u>Costs</u> SP confirmed that office accommodation costs as at June 2013 were £279,608. Some internal costs may need to be factored in i.e. Worksmart, transport etc. It was agreed that a Project Manager may need to be brought in – this will be involved managing staff, the move, fixtures, fittings etc – bring together all the work streams at the same time. Some of this can be done through Davis Langton. Post would need to be based at Knowle full time and work with the HR/Comms team. Job spec to be drawn up. If decision is made to go ahead then look to recruit in the New Year but this will also need to be factored into the ongoing costs.</p>	SP
--	--	--	----

CONFIDENTIAL

4	Update on communications / FOI / complaints issues	Complaints/FOI have quietened down at the moment. KJ to update staff on Knowle progress.	KJ
5	External Organisation Briefing update	<p>Invitations to be sent out to Town and Parish Councils and members of the business community inviting them to attend a stakeholder event which will explain considerations of the office accommodation. Deborah Hallett will facilitate the meeting on 26 July which will be held at Flybe.</p> <p>Briefing with Senior Members to take on 5 July to look at draft Cabinet report and also go through scoring exercise i.e. each member will be given a scoring sheet to score each option on its merits which hopefully will give an indication on the way forward.</p> <p>Briefing with all members due to take place on 17 July (before Cabinet).</p> <p><u>Timeline</u> 5 July - Invites to be sent out 17 July - Cabinet 18 July - Press Release to be sent out giving options to progress further 19 July - Key Officers to meet with Press Agreed: key officers are RC, MW, SP, KJ & SD</p>	KJ
6	Exmouth update	Discussions still ongoing. Site visit with County to take place on 20 July DB/LT attending with Cllr Andrew Moulding.	
7	<p>Mobile/agile working Karen Jenkins – update on Work Smart project</p> <p>Chris Powell – update on ICT developments which can underpin mobile/agile working</p>	<p>Report going to SMT. All staff consulted with: 158 – need office space 89 – work flexible (home/office) 72 – mobile working 58 – homeworkers (at the moment)</p> <p>Issues raised were: operational concerns i.e. meetings etc, ICT connections, phone links all of which have already been outlined in the ICT Action Plan. CP to update at SMT.</p>	KJ/CP
8	Update on the document management project	Recent meeting held giving guidance on what documents need to be kept etc. all documents received from a 3 rd party can be kept electronically only (paper copies destroyed) – all that will be needed is a signature from Legal to say electronic. Work on the digital mail room will start next month. Report to	CP

CONFIDENTIAL

		go to SMT on containers needed for storage.	
9	Risk Review	Report continues to be updated – selected number of key risks identified in report. Intention is to include within Part B of report.	RC/SP
10	Rachel Pocock updates	Legal still awaiting report from DCC on Rights of Way. Once received HGL will circulate to the Group.	HGL
11	Any other business	Draft Local Plan: Special DM Committee to be held on 18 July 2013.	ALL