

Date: 7 May 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, Jamie Buckley,  
 Simon Davey, Ed Freeman, Karen Jenkins, Denise Lyon,  
 Rachel Pocock, Chris Powell, Steve Pratten, Colin Slater,  
 Nick Stephen, Kate Symington)

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**Office Accommodation – Officer Working Group  
 Tuesday 14 May 2013  
 10.00 am Room 67 / 68 (Richards)**

**AGENDA**

		Page/s	
1.	Introductions and apologies		
2.	Matters arising from previous Meeting		
3.	Office Relocation update report, including; <ul style="list-style-type: none"> <li>• Options</li> <li>• Programme,</li> <li>• Cost</li> </ul>		
4.	Update on communications / FOI / complaints issues		
5.	External Organisation Briefing update *, including; <ul style="list-style-type: none"> <li>• Invitees</li> <li>• Invitation</li> <li>• Facilitator</li> <li>• Structure of Briefing</li> </ul> (* Note copy of Office Accommodation Process Plan attached)		
6.	Exmouth – update		
7.	Mobile/agile working Karen Jenkins – update on Work Smart project  Chris Powell – update on ICT developments which can underpin mobile/agile working.		
8.	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.		
9.	Risk Review		
10.	<p>Rachel Pocock updates re;</p> <ul style="list-style-type: none"> <li>• Advice re Members engagement and disclosure of reports, including potential options</li> <li>• Procedures for possible land sales (potential effect of Localism Act / Community Involvement and OJEU)</li> <li>• Right of Way Requests,</li> <li>• TVG</li> <li>• DL Appointment</li> </ul>		
11.	<p>Any other business</p> <ul style="list-style-type: none"> <li>• Draft Local Plan – adjustment of Knowle Development boundary.</li> <li>• Cabinet Paper for updated Project Budget post July 2012</li> </ul>		
12.	<p>Date of next Meetings</p> <ul style="list-style-type: none"> <li>• 1000 hrs 13 June 2013, Richard's Office</li> <li>• 1000 hrs 11 July 2013, Richard's Office</li> </ul>		

Enc.

## Office Accommodation Process Plan

### Reporting and Communication Process

- **RC** - A report to Cabinet in July 2013 followed by a further report to Cabinet and/or Full Council in Oct 2013
- **SP** - The cabinet report will analyse the options of remain here in some form, Heathpark and Cranbrook. There will be a Part A report which can include:
  - Maintenance, refurb and running costs
  - Ballpark development costs
  - Inclusion of Manstone
  - NOT land values or anticipated capital receipts
- **RC** - Immediately prior to July Cabinet hold an all member briefing on the background to the options analysis. A presentation will be made that can also be used in a press briefing and the external organisations event.
- **KJ** - Press handling will need to be in place for the date of publication of the Cabinet papers to respond to the likely immediate reaction of objectors
- **KJ** - A press briefing pack/event to go immediately after the Cabinet meeting and possibly a press conference promptly afterwards to explain the (assumed) decision in greater detail.
- **Various** - Post-Cabinet – organise an external organisation briefing.

### External Organisation Briefing:

- **JB** - Briefing to be held in week after Cabinet (ie week of Mon 22/7). Invitation will go out before publication of Cabinet report (month before event?). Invitation to include short briefing paper giving an objective background and purpose statement.
- **KJ** - Careful handling of timings, information provided and response to interest provoked by the invitation.
- **JB** - Invitees as follows eg
  - Key public partners – DCC, Exeter, Town Councils, Health, Police, RSLs. Comms to arrange invitations
  - Include parishes (hopefully they won't all turn up)
  - Key private partners – Chambers network rep, FSB, individual large firms, Business Centre tenants
  - Individual Chambers and/or business support posts, town centre managers
  - Non statutory bodies – vol sector reps – CCD, CAB, EDCVS
  - Specific interest groups\* - Sidmouth Vision Group, Cranbrook minister and primary head (in lieu of a town council)
  - Others?
- **KJ** – Facilitator to be organised – various suggestions being considered.
- **RC/KJ** – structure of event to be designed:
  - **JB** - Assuming 2 hrs and likely venue to be Flybe training centre (modern office environment!)
  - **PD** - Leader to introduce and close.

- **RC** to present options and decision for discussion
- Facilitator to lead discussion – table based rather than rows of seating.
- **Members** - lead table discussions with senior officer support
  
- **JB** - Invitees:
  - Key public partners – DCC, Exeter, Teignbridge (sensible Growth Point partners – Phil Shears)
  - All town and parish councils
  - Key private partners – Chambers network rep, FSB, one rep chosen by Business Centre tenants, Blackdown Hills Business Assoc.
  - Individual Chambers, town centre managers
  - Non statutory bodies – vol sector reps – CCD, CAB, EDVSA
  - Specific interest groups\* - Sidmouth Vision Group, Cranbrook minister and primary head (in lieu of a town council)
  - Others?

### **Heathpark Business Centre**

- **NH** - A separate event for Heathpark Business Centre tenants – timing TBA.

RC

2 May 2013

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## OFFICE RELOCATION OFFICER WORKING PARTY MEETING NOTES FROM 14 MAY 2013

Present:

Richard Cohen	RC	Deputy Chief Executive
Steve Pratten	SP	Relocation Manager
Simon Davey	SD	Head of Finance
Donna Best	DB	Principal Estates Surveyor
Karen Jenkins	KJ	Corporate Manager – Organisational Development
Henry Gordon Lennox	HGL	Principal Solicitor
Colin Slater	CS	Procurement Officer

Item		Notes/Decisions	Action
1	Introductions and apologies	Apologies received from: Andrew Ellins Rachel Pocock – Henry Gordon Lennox, Principal Solicitor to attend on her behalf Chris Powell	
2	Matters arising from previous meeting	<u>Item 10</u> RC responded to Richard Eley. Copy of response to be sent to KJ.	RC
3	Office Relocation update report, including; <ul style="list-style-type: none"> <li>• Options</li> <li>• Programme</li> <li>• Cost</li> </ul>	<u>Options</u> Knowle - discussions ongoing Heathpark – awaiting proposal from Mercian Developments Clarify any future Bradfords opportunity Cranbrook – awaiting more details.  <u>Programme</u> Programme for works estimated 2016 Working towards July Cabinet with final decision being made by Council in October 2013.  <u>Costs</u> SP confirmed that Office Accommodation costs as at 3 May 2013 were £ 264,372. The overall budget remains as the Cabinet Approval of £ 314,354.	SP  SP SP
4	Update on communications / FOI / complaints issues	KJ to update staff on Knowle progress in line with external communication and oversee preparations for press and stakeholders event/engagement.	KJ
5	External Organisation Briefing update	Invitations to be sent out to Town & Parish Councils and members of the business community on 21 June inviting them to attend a stakeholders session to explain considerations of the office accommodation. Part A of the Cabinet report will be addressed at the	KJ

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		<p>stakeholders session. Part A and Part B to be considered at Cabinet.</p> <p>Discussion took place on the balance between information confidentiality and giving members the information to help make an informed choice in going forward.</p> <p><b>Agreed:</b> to give an estimate of the valuation but with careful wording so that the true value remains confidential</p> <p><b>Agreed:</b> to institute additional security measures regarding the office report and papers given to members</p> <p><b>Agreed:</b> Part B papers to be taken off Members at the end of Members briefing</p> <p><b>Agreed:</b> Relevant members to be given the option of either sitting on Cabinet or Development Management Committee for new officer matter</p> <p><u>Timeline</u></p> <p>21 June invites to be sent out</p> <p>24 June press release to be sent out giving desired outcomes</p> <p>17 July Cabinet</p> <p>18 July Press release to be sent out giving options to progress further</p> <p>19 July Key Officers to meet with press</p> <p><b>Agreed:</b> Key Officers will be RC, MW, SP, KJ &amp; SD</p>	
6	Exmouth update	<p>Depot site location discussions ongoing</p> <p>Estuary side discussions ongoing</p> <p>DB to provide assessment on various uses of the Town Hall.</p> <p>SP to include 'Worksmart' in Cabinet papers</p> <p><b>Agreed:</b> Peripatetic arrangements to be offered where demand exists in the District.</p>	<p>DB</p> <p>SP/KJ</p>
7	Mobile/agile working Karen Jenkins – update on Work Smart project	<p>Completion of study is due 31 May 2013.</p> <p>KJ to take to SMT</p>	KJ

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	Chris Powell – update on ICT developments which can underpin mobile/agile working	Clarification needed on space impact of chosen mobile working and ICT provision. CP to update at next meeting.	CP
8	Update on the document management project	CP to update at next meeting.	CP
9	Risk Review	Document continues to be updated. Intention is to include within Part B Report  SP to discuss Part B Reportb with RC	SP/RC
10	Rachel Pocock updates	<p><u>Advice re. members engagement and disclosure of reports, including potential options</u></p> <p>As discussed in Item 5</p> <p><u>Procedures for possible land sales (potential effect of Localism Act / Community Involvement and OJEU</u> HGL advised of the consequences of Community Right to Bid. RC confirmed that all parishes have been informed of list of assets and interested community groups will have 3 weeks to declare an interest. HGL advised if any community wants to bid for a listed asset this could lead to a possible delay of 6 months. RC advised only 1 asset put forward which was not the Knowle. HGL advised keep heads down and do nothing.</p> <p><u>Right of Way requests</u> HGL said out of the 4 proposed routes, 2 could be a potential risk as the byelaws don't apply around the building. Awaiting outcome due June.</p> <p><u>TVG</u> HGL to chase Devon County Council.</p> <p><u>DL Appointment</u> Brian Wilkes to follow this up</p>	<p>HGL</p> <p>HGL</p>
11	Any other business	<p><u>Draft Local Plan – adjustment of the Knowle Development</u></p> <p>Matt Dickins to prepare a report to the Inspector proposing minor changes. Report to go to Cabinet Briefing on 26 June followed by DM Committee on 16</p>	

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July.

English Heritage COI

Decision by DCMS to formally issue COI now approved and will prevail for 5 years.

DB to confirm date for Exmouth values.

DB

KJ suggested changes to the officers attending the Office Accommodation Working Group.

**Agreed: Jamie Buckley, Nick Stephens, Kate Symington and Kye to come off**

WH

**Agreed: Ed Freeman not to be invited but kept informed of dates**

WH

WH

**Agreed: John Golding to be invited**

WH

Dates & times of key member meetings

**Annual Council**

24 July 2013

*Deadline for legal/finance 28 June*

*Final date to Democratic Services 5 July*

9 October 2013

*Deadline for legal/finance 13 September*

*Final date to Democratic Services 20 September*

4 December 2013

*Deadline for legal/finance 8 November*

*Final date to Democratic Services 15 November*

**Cabinet**

17 July 2013

*Deadline for legal/finance 12 June*

*Final date to Democratic Services 19 June*

4 September 2013

*Deadline for legal/finance 7 August*

*Final date to Democratic Services 14 August*

2 October 2013

*Deadline for legal/finance 4 September*

*Final date to Democratic Services 11 September*

30 October 2013

*Deadline for legal/finance 2 October*

*Final date to Democratic Services 9 October*

27 November 2013

*Deadline for legal/finance 30 October*

*Final date to Democratic Services 6 November*