

Date: 11 April 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
 Thursday 18 April 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"> • Options, • Programme, • Cost 		
4.	Update on communications / FOI / complaints issues		
5.	Business Plan update for Office Relocation, including prioritisation of elements of the Project		
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		
9.	Risk Review		
10.	Any other business		
11.	Date of next Meetings		

	<ul style="list-style-type: none">• 1000 hrs 16 May 2013, Richard's Office• 1000 hrs 13 June 2013, Richard's Office		
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OFFICE RELOCATION OFFICER WORKING PARTY MEETING NOTES FROM 18 APRIL 2013

Present:

Richard Cohen	RC	Deputy Chief Executive
Steve Pratten	SP	Relocation Manager
Simon Davey	SD	Head of Finance
Andrew Ellins	AEllins	Audit Manager, SWAP
Donna Best	DB	Principal Estates Surveyor
Karen Jenkins	KJ	Corporate Manager – Organisational Development
Wayne Bell	WB	Systems Analyst

Item	Notes/Decisions	Action
1	<p>Introductions and apologies</p> <p>Apologies received from: Andrew Hancock Chris Powell</p>	
2	<p>Matters arising from previous meeting</p> <p>No matters arising</p>	
3	<p>Office Relocation update report, including;</p> <ul style="list-style-type: none"> • Options • Programme • Cost <p><u>Options</u></p> <p>Following DMC decision on 1 March, the available options for the Office Accommodation have been reviewed, including the Knowle.</p> <p>Potential Options for the Knowle include;</p> <ul style="list-style-type: none"> • Refurbishment of the former Knowle Hotel • Refurbish the 1970s Offices and also provide a new building to provide required floor area, • Build a new purpose built office on the upper Car Park <p>Each of these options has a series of pros and cons. The biggest issue being that the asset value of the Knowle will be reduced and may be insufficient to reimburse the cost.</p> <p>A detailed review of the Knowle Maintenance and Energy cost for the period FY 12/13 is being finalised. Indications are that even if essential repairs of £1.65m were to be carried out the benefit on an annual basis would be a saving of only £ 27k pa for annual running costs including £ 20k pa for energy costs. Payback time of the investment on a straight-line basis , excluding interest, would be some 61 years</p> <p><u>Bradfords, Honiton</u> Discussions ongoing.</p>	<p>SP/KJ SP/RP</p>

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		<p><u>Heathpark, Honiton</u> Both the entire site and the former Sita site continue to be considered as potential options Developers also continue to express an interest in the site for food retail purposes</p> <p><u>Cranbrook – Hallam Land</u> There have now been two meetings with Hallam Land. Hallam Land are to formalise their proposals during w/c 22 April 2013. RC provided a commentary on meetings and outline proposals to date. It was suggested land in Cranbrook could also be considered for a depot and/or even EDBC relocation.</p> <p>Discussions took place on how to inform Members of key issues. It was agreed that a high level meeting to review the several options should be arranged at the earliest opportunity with relevant Members and Officers. Further, this meeting could also review with Members how they wished the Office Accommodation Project to proceed through Cabinet and Council</p> <p><u>Costs</u> SP confirmed that Office Accommodation costs as at 8 April 2013 were £ 255,423. The overall budget remains as the Cabinet Approval of £ 314,354.</p>	
4	Update on communications / FOI / complaints issues	No matters arising.	
5	Business Plan update for Office Relocation, including prioritisation of elements of the project	As discussed in item 3.	
6	Exmouth update	Depot site location discussions ongoing Estuary side discussions ongoing.	
7	<p>Mobile/agile working Karen Jenkins – update on Work Smart project</p> <p>Chris Powell – update on ICT developments which can underpin</p>	<p>Discussion regarding engaging district wide with key interested parties in relation to the options for office accommodation. Completion of study is due 31 May 2013</p> <p>ICT are trialling a mobile working product which promises to, for the first time, allow the service to offer laptops to council employees that can</p>	

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	mobile/agile working	seamlessly connect to the EDDC network wherever they are. So, whether via a standard wired connection at a council building, a free wifi point, or a mobile network connection (3G), users will be able to quickly and securely access their service level applications and data in true 'plug and play' fashion.	
8	Update on the document management project	<p><u>EDMS upgrade</u> Software to be installed beginning of May for testing.</p> <p><u>Back Scan 'Live' documents</u> Council Tax live. Licensing due to go live week ending 19th April. Estates and Property Services to go live in May, followed by Streetscene. Housing is still on track and to be closed at the end of June.</p> <p><u>Paper disposal & space recovery</u> Digital mailroom – currently working on planning & benefits</p>	
9	Risk Review	SP tabled updated Risk Analysis, advising that an additional risk had been identified during the period – following the previous Officers Meeting. There are now a total of 24 risks (5 red, 7 orange and 12 amber)	
10	AOB	<p>AE requested a response from RC following email received Mr R Eley</p> <p>Right of Way / TVG ongoing. Henry Gordon Lennox to update on progress.</p>	
11	Date of Next Meeting	Tuesday 14 May 2013 at 10am in Richard's Office	

