

Date: 21 February 2013
 Contact number: 01395 517480
 E-mail: wharris@eastdevon.gov.uk
 Direct Fax: 01395 517507
 Our Reference:



To: Members of the Office Relocation Officer Working Group
 (Richard Cohen, Donna Best, Jamie Buckley, Simon Davey,
 Karen Jenkins, Denise Lyon, Rachel Pocock,
 Chris Powell, Steve Pratten, Colin Slater, Nick Stephen,
 Kate Symington)

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

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Office Relocation – Officer Working Group
 Thursday 21 February 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"> • Programme, • Cost 		
4.	Update on proposals for new offices, including finalisation of information required from EDDC.		
5.	Update on the Outline Planning Application for Knowle, and issues related to choice of Honiton site		
6.	Risk Review		
7.	Update on communications process – enquiries and responses regarding; <ul style="list-style-type: none"> • FAQs • Website links to key documents • FOI • Members • Press 		
8.	Manstone, update.		
9.	What happens post DM Committee Meeting if Outline Planning is approved for Knowle?		

10.	<p>Business Plan for Office Relocation. Preparation of draft inputs including;</p> <ul style="list-style-type: none"> • EDDC Project Manager • Proven reasons for the move • Post DM Press Releases • Costs associated with current building • Internal Costs for Move • Costs associated with a new Building • Long term costs / savings <ul style="list-style-type: none"> ○ Mobile / Home Working • Resource requirements e.g. EDDC Move Management • Timeline / Programme for post Viability Report activities <ul style="list-style-type: none"> ○ Critical dates / Milestones ○ Procurement Routes ○ Delegated power to make decisions. ○ Key decisions for Members ○ Costs ○ Risk 		
11.	Exmouth – update		
12.	Chris Powell – Update on ICT proposals including any developments with mobile working.		
13.	Chris Powell - Update on the document management project, including confirmation of performance against timetable		
14.	Any other business		
15.	<p>Date of next Meetings</p> <ul style="list-style-type: none"> • 1000 hrs 21 March 2013, Room 1 • 1000 hrs 18 April 2013, Room 1 		

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OFFICE RELOCATION OFFICER WORKING PARTY MEETING NOTES FROM 21 FEBRUARY 2013

Present:

Richard Cohen	RC	Deputy Chief Executive
Steve Pratten	SP	Relocation Manager
Karen Jenkins	KJ	Corporate Manager, Organisational Development
Colin Slater	CS	Procurement Officer
Andrew Ennis	AE	Environmental Health & Parking Services Manager
Chris Powell	CP	ICT Manager
Andrew Ellins	AEllins	Audit Manager, SWAP

Item	Notes/Decisions	Action
1	<p>Introductions and apologies</p> <p>Welcome to Andrew Ellins, Audit Manager from South West Audit Partnership who will now be attending all future meetings.</p> <p>Apologies received from: Rachel Pocock Simon Davey Andrew Hancock Kye Tew</p>	
2	<p>Matters arising from previous meeting</p> <p>Item 5 - cubic capacity information still needed.</p> <p>Item 4 – update on current storage in new building still needed.</p>	
3	<p>Office Relocation update report, including;</p> <ul style="list-style-type: none"> • Programme, • Cost <p><u>Office Relocation Update</u> The revised Econ IA, has now been uploaded onto the planning portal together with a reports on bats and design mitigation and potential future developments.</p> <p>Veale Wasborough Vizards are currently preparing a draft S106 Agreement.</p> <p>Following a visit by English Heritage SP has now received their draft report for comment on the application for Certificate Of Immunity for Knowle House.</p> <p>ACTION: SP to respond to comments</p> <p>Town or Village Green Application Legal Department have lodged objection to application with DCC. Matter ongoing. Two applications for Public Rights of Way across the</p>	SP


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		<p>Knowle grounds have been made to DCC. The Legal Department are understood to be preparing the formal objection.</p> <p><u>Programme</u> Knowle OPA will be going to a Special DM Committee on 1st March. If approved recommendations and all elements of risk will be reviewed at Cabinet on 3 April and a recommendation will be prepared for consideration by Full Council on 22 May.</p> <p>A Part A The draft Viability Report is currently being prepared and key cabinet members will be kept informed. A more detailed Part B Viability Report will continue to be prepared as an audit trail</p> <p>ACTION: RC & SP to discuss Part A Report further</p> <p>ACTION: RP to provide legal advice in respect of the Part B Report</p> <p>If approved Project Board members will need to be resolved to oversee ongoing negotiations.</p> <p>ACTION: RC to take recommendations to Cabinet</p> <p><u>Costs</u> Costs continue to be managed. As of 4 February £232,000 including accrues Balance is £82,000, including £19,000 contingency fund</p> <p>ACTION: RC, SP & SD to discuss further</p> <p>Equalities Impact Assessment to include two reports from a customer and staff perspective.</p>	<p>RC/SP</p> <p>RP/SP</p> <p>RC</p> <p>RC/SP/ SD</p>
4	Update on proposals for new offices, including finalisation of information required from EDDC	<p>Discussions on-going to decide what to put inside the new building.</p> <p>More work is needed on mobile working to determine how many stations are actually needed. In the meanwhile SP will work on cost estimates for buildings that could accommodate 300 / 250 / 200 desks</p> <p>AGREED: KJ to kick off Work Smart project to provide potential numbers for mobile and flexible roles and produce in</p>	<p>KJ / CP</p>

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		<p>time for actual new building design specification.</p> <p>AGREED CP to provide details of technology kit and investment required to underpin agile working.</p> <p>ACTION: AEllins to update KJ on his experience of mobile working</p> <p>ACTION: SP to incorporate revised costs based upon varying desk numbers in their Part A report</p> <p>ACTION: KJ suggested other touchdown spaces in other public sector buildings. RC to look into touchdown spaces for Officers</p> <p>Discussions on-going to decide who will go on the ground floor – for ease of interaction with the public</p> <p>SP recommends a timeframe for the preparation and agreement of the detailed specification. This is so that matters become fixed, otherwise there is a risk of consultants costs escalating whilst agreements are sought</p> <p>AGREED: 3 months</p>	<p>CP</p> <p>AEllins</p> <p>SP</p> <p>RC</p>
<p>5</p>	<p>Update on the outline planning application for Knowle and issues related to choice of Honiton site</p>	<p>RC, SP, Kensington Taylor, Planning Consultation and Planning Legal Consultation will be attending DM Committee on 1 March.</p> <p>Members of Cabinet can attend and will be allowed to speak.</p> <p>A question was raised whether Members of the Working Party could attend and whether they would be permitted to speak</p> <p>ACTION: RP to update SP on legal advice</p> <p>The Communications Team are preparing to send out a Press Release the contents being dependent upon what decision has been made.</p> <p>Following a meeting with ██████████ Head Office it was determined that ██████████ would consider moving but only if we build a new building on a new site. They do not want to contribute anything to the</p>	<p>RP/SP</p>

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		<p>Knowle relocation and that they total confidentiality in respect of current and future discussions.</p> <p>ACTION: SP to explore revenue on shared parking at the [redacted] site</p> <p>ACTION: Cabinet Members to be made aware, as appropriate in due course.</p>	<p>SP</p> <p>RC</p>
6	Risk Review	<p>To be discussed at next meeting on 21 March.</p> <p>SP handed out Risk Analysis spreadsheet to those present at the meeting. He asked that should any attendees have any comments, then these should be advised by 14 March. SP will update the Risk Analysis with these comments and the result from the DM Meeting of 1 March and will reissue prior to the next meeting</p> <p>ACTION: WH to circulate original Risk Analysis spreadsheet together with notes from the meeting</p> <p>ACTION: Comments and additional risks to be sent to SP one week before next meeting. SP to update and reissue prior to next meeting</p>	<p>WH</p> <p>ALL/SP</p>
7	<p>Update on communications process – enquiries and responses regarding;</p> <ul style="list-style-type: none"> • FAQs • Website links to key documents • FOI • Members • Press 	<p><u>FAQs</u> Regularly updated.</p> <p><u>FOI</u> Not being responded to correctly.</p> <p>ACTION: Kate Symington to produce a quarterly and annually report.</p> <p><u>Press</u> The decision has been taken not to respond to any negative press. Make sure all our published information is factual. Our Legal Team to continue reviewing any Press Releases on the Knowle Relocation before being published.</p>	
8	Manstone update	<p>Discussions ongoing with JG who raised interest in building social housing on this land.</p> <p>EDDC own the land but garages have been sold on a long term lease.</p> <p>ACTION: DB to research and advise on the issue of the garage sales</p>	DB

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		Sites still being considered in Honiton for the HQ of Streetscene.	
9	What happens post DM Committee Meeting if Outline Planning is approved for Knowle?	As discussed in item 5	
10	<p>Business Plan for Office Relocation. Preparation of draft inputs including;</p> <ul style="list-style-type: none"> • EDDC Project Manager • Proven reasons for the move • Post DM Press Releases • Costs associated with current building • Internal Costs for Move • Costs associated with a new Building • Long term costs / savings <ul style="list-style-type: none"> ○ Mobile / Home Working • Resource requirements e.g. EDDC Move Management • Timeline / Programme for post Viability Report activities <ul style="list-style-type: none"> ○ Critical dates / Milestones ○ Procurement Routes ○ Delegated power to make decisions. ○ Key 	<p>As discussed in items 3, 4, 12 & 13</p> <p>ACTION: RC to update items on the agenda</p>	RC

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	decisions for Members		
11	Exmouth - update	No update to report. Talks still on-going on the library and service hub.	
12/13	ICT Proposals & Document Management Project	<p>A new analysis of all jobs will be conducted to see which fits into various "agile working" categories.</p> <p>The Mobile Working programme has produced a number of smartphone apps for Streetscene. These will be demonstrated to SMT and other staff soon.</p> <p>Our current phone system will, in the near future, be replaced with the use of the Microsoft product "LYNC".</p> <p>Document management is a working progress and having great success at reducing storage space needs.</p>	
14	AOB	-	
15	Date of Next Meeting	Thursday 21 March 2013 at 10am in Richard's Office to discuss the Risk Review.	