

Date: 2 January 2013  
 Contact number: 01395 517408  
 E-mail: wharris@eastdevon.gov.uk  
 Direct Fax: 01395 517507  
 Our Reference: Officer working group



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, Andrew Ennis/Andrew Hancock/  
 Charlie Plowden, Kyrenia Tew)

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

**STRICTLY CONFIDENTIAL**

**Office Relocation – Officer Working Group  
 Monday 14 January 2013  
 11.00 am in the Committee Room**

**AGENDA**

		Page/s	
1.	Introductions and apologies	1 - 2	SP
2.	Matters arising from previous meeting	3 - 6	SP
3.	Office Relocation update report, including; <ul style="list-style-type: none"> <li>• Programme,</li> <li>• Cost</li> </ul>	verbal	SP
4.	Update on proposals for new offices, including finalisation of information required from EDDC.	verbal	SP / KT
5.	Update on the Outline Planning Application for Knowle, and issues related to choice of Honiton site	verbal	SP/ RC
6.	Update on communications process – enquiries and responses regarding; <ul style="list-style-type: none"> <li>• FAQs</li> <li>• Website links to key documents</li> <li>• FOI</li> <li>• Members</li> <li>• Press</li> </ul>	verbal	RC / KJ
7.	Manstone, need to consider future, including possible relocation of Depot.	verbal	SP/ DB
8.	What happens post DM Committee Meeting if Outline Planning is approved for Knowle?	verbal	RC / SP

9.	<p>Business Plan for Office Relocation. Preparation of draft inputs including;</p> <ul style="list-style-type: none"> <li>• EDDC Project Manager</li> <li>• Proven reasons for the move</li> <li>• Costs associated with current building</li> <li>• Internal Costs for Move</li> <li>• Costs associated with a new Building</li> <li>• Long term costs / savings <ul style="list-style-type: none"> <li>○ Mobile / Home Working</li> </ul> </li> <li>• Time line</li> <li>• Resource requirements e.g. EDDC Move Management</li> </ul>	verbal	RC / SP
10.	Exmouth– discussion to identify EDDC's requirements for their future presence including options, programme and confirmation of information required by DL / KT for Viability Report	verbal	DL
11.	Chris Powell – Update on ICT proposals including any developments with mobile working.	verbal	CP
12.	Chris Powell - Update on the document management project, including confirmation of performance against timetable	verbal	CP
13.	Update on progress with Consultants Appointments;	verbal	RP
14.	Any other business		
15.	<p>Date of next Meetings</p> <ul style="list-style-type: none"> <li>• 1400hrs, 24 January 2013, Committee Room,</li> <li>• 1000 hrs 21 February 2013, Room 1</li> </ul>		

# CONFIDENTIAL

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

Present:

Richard Cohen	RC	Deputy Chief Executive
Simon Davey	SD	Head of Finance
Karen Jenkins	KJ	Corporate Manager, Organisational Development
Donna Best	DB	Principal Estates Surveyor
Steve Pratten	SP	Relocation Manager
Colin Slater	CS	Procurement Officer
Andrew Hancock	AH	Streetscene Manager
Denise Lyon	DL	Deputy Chief Executive
Wayne Belle	WB	Systems Analyst
Kye Tew	KT	Kensington Taylor

Item	Notes/Decisions	Action
	<p>Introductions and apologies</p> <p>Apologies received from: Rachel Pocock Chris Powell</p>	
2	<p>Matters arising from previous meeting</p> <p>Item 5 - cubic capacity information still needed</p> <p>Item 10 – issue about different ways of working including mobile working</p>	
3	<p>Office Relocation update report, including;</p> <ul style="list-style-type: none"> <li>• Programme,</li> <li>• Cost</li> </ul> <p><u>Programme</u></p> <p>Knowle OPA progress has been delayed due to comments arising from latest EconIA. Opportunity has been taken to robustly review and amend document as appropriate. EconIA now advises of 71 job losses over a 10 year period for Sidmouth residents and not EDDC employees. Document issued to LPA on Friday 11 January together with updated ecology survey information.</p> <p>Date for Knowle OPA to be advised – most likely to be a specific DMC meeting for the application.</p> <p>Veale Wasborough Vizards in Bristol will provide the applicants legal advice during the DM Committee meeting. They will not be advising the DM Committee, and so will not assist with the decision on the application.</p> <p>The Council's in-house planning lawyer will advise the DM Committee</p> <p>Original programme delayed by several months as a</p>	

## CONFIDENTIAL

		<p>result of knock on effects of the OPA determination and other issues that have occurred</p> <p>An application for a Certificate of Immunity has been made to English Heritage for Knowle House which will prevent any further requests to list the property for 5 Years.</p> <p><b>Action: SP to meet with English Heritage</b></p> <p><u>Costs</u></p> <p>Costs continue to be managed within the budget agreed by Cabinet on 5 September 2012 of £ 314,354.00</p>	SP
4	Update on proposals for new offices, including finalisation of information required from EDDC	<p>Discussions on-going. KT have prepared spatial analysis sketches advising on floor areas of 7.0 m2 / desk and 8.3 m2 / desk.</p> <p><b>Action: KT to show visual designs to members at the next Members Office Accommodation Working Party</b></p> <p>Need to consider project risks at next meeting.</p> <p><b>Action: SD to invite SWAP to next meeting SP to issue Risk Analysis prior to next meeting</b></p>	<p>KT</p> <p>SD SP</p>
5	Update on the outline planning application for Knowle and issues related to choice of Honiton site	<p>Heathpark is still the best option for the relocation site due to finance and timescale but the [REDACTED] site is still being considered as they have expressed an interest in moving and it is preferable from an access and community/member point of view.</p> <p>A meeting has been arranged for SP and RC to meet with [REDACTED] Head Office beginning of February to discuss further.</p> <p><b>Action: SP to update the group at the February meeting</b></p> <p><b>Action: Car Park information needed</b></p>	<p>SP</p> <p>Andrew Ennis</p>
6	Update on communications process – enquiries and responses regarding;	<p><u>FAQs</u> Letters being received have now decreased but the outline planning application may increase this again.</p>	

## CONFIDENTIAL

	<ul style="list-style-type: none"> <li>• FAQs</li> <li>• Website links to key documents</li> <li>• FOI</li> <li>• Members</li> <li>• Press</li> </ul>	<p>A regular meeting with Richard, Steve, Karen, Tim and Nick has been arranged to ensure careful planning around communications.</p> <p>Factual information about the relocation has been published in East Devon Extra</p> <p><b>Action: KJ to remind members of East Devon Extra</b></p> <p><b>Action: KJ to discuss the top 10 with comms team and how to disseminate this information to members by way of a Member Briefing.</b></p>	<p>KJ</p> <p>KJ</p>
	<p>Manstone, need to consider future, including possible relocation of depot</p>	<p>Potential need to use Manstone Depot for affordable &amp; social housing to increase the overall value of the Knowle site.</p> <p><b>Action: DB to update RC</b> <b>Action: DB to prepare a report for members</b></p> <p>Sites still being considered in Honiton for the HQ of Streetscene.</p>	<p>DB</p> <p>DB</p>
<p>8</p>	<p>What happens post DMC if outline planning is approved for Knowle?</p>	<p>If approved a meeting for key cabinet members to be arranged to discuss viability and risks.</p> <p>The following actions were also agreed:</p> <p><b>Agreed: Attendees of Project Board to go to Cabinet in April to decide who should attend</b></p> <p><b>Agreed: Mark to be more involved</b></p> <p><b>Agreed: Invite Officers to Officer Working Party who have specific specialist advise</b></p> <p><b>Agreed: Procurement to be discussed</b></p> <p><b>Agreed: Summary programme of key risks to be produced</b></p> <p><b>Agreed: Report to go to SMT</b></p> <p><b>Agreed: Report to go to Cabinet and to include timeline and what risks to commit to</b></p>	
<p>9</p>	<p>Business Plan for Office Relocation. Preparation of draft inputs including:</p> <ul style="list-style-type: none"> <li>• EDDC Project Manager</li> </ul>	<p><u>EDDC Project Manager</u></p> <p><b>Agreed: RC to do specification to include work streams</b></p> <p><b>Agreed: SP to update RC with specific roles</b></p>	<p>RC</p> <p>SP</p>

