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### OFFICE RELOCATION OFFICER WORKING PARTY MEETING NOTES FROM TUESDAY 26 JANUARY 2016

Present:

Richard Cohen	RC	Deputy Chief Executive
Steve Pratten	SP	Relocation Manager
Simon Davey	SD	Strategic Lead
John Golding	JG	Strategic Lead
Karen Jenkins	KJ	Strategic Lead
Henry Gordon Lennox	HGL	Strategic Lead
Jules Waddington	JW	Project & Facilities Manager (Office relocation)
Andrew Hancock	AH	Service Lead
Chris Powell	CP	Chief Operating Officer (Strata)
Adrian Smith	AS	Strata
Donna Best	DB	Principal Estates Surveyor
Simon Allchurch	SA	Senior Building Surveyor
Ian Baker	IB	SWAP

Item	Notes/Decisions	Action
1	<p><b>Apologies/Introductions:</b></p> <p>Apologies received from: Colin Slater Jo George</p> <p>Jules Waddington introduced herself to the meeting as the new Project Facilities Manager working alongside SP and how her role fitted into the Relocation Project.</p>	
2.	<p><b>Minutes of meeting held on 26 November 2015 to be agreed and considered for release:</b></p> <p>Minutes agreed and now ready to be published.</p>	
3.	<p><b>Matters arising from previous minutes:</b></p> <p>See below.</p>	
4.	<p><b>Review of Project decision making process:</b></p> <p>It was confirmed that the Executive Board have the final decision making authority with the Officer Group/SMT providing an advisory role.</p>	
5.	<p><b>Exmouth Town Hall:</b></p> <p>SP gave an update:</p> <ul style="list-style-type: none"> <li>• Stage 2 plans now identify where tenants will be allocated.</li> <li>• CCTV to stay where it is currently.</li> <li>• Home safeguard will be based at Exmouth and have requested that due to the nature of the Service they be provided an isolated area or separate room with soundproofing and near toilet facilities. This is because they are a 24/7 Service often on single shift basis and it is important that they are not</li> </ul>	

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away from the phone for any length of time. Isolation / separation is because of any noise issue in dealing with elderly residents who may have hearing problems and could be a distraction for others. Storage would also need to be factored in but an alternative could be some stock to be held at Heathpark. Sue Hodges/Sue Bewes to visit Exmouth Town Hall and then discuss with SP.

- Further discussions have been held with the Registrar on plans for future weddings and a date has been agreed for the last booking.
- Further discussion is needed as to whether the CAB will need to vacate during the construction works or whether there is a possibility of using a different part of the building for interviews for a short time. In any event CAB will incur disruption due to renewal / replacement of services. The exact scope of the works will be advised when finalised.
- The Town Council will vacate the building for the duration of the refurbishment works. RC confirmed that EDDC could assist but would not be responsible for finding them alternative accommodation. Storage of a range of the town council's articles is still an issue and will need to be looked at further.
- Tenants will need to be served with a Section 25 Notice by the end of February so that the minimum notice period of six months can be observed. A compensation figure has been agreed with the Town Council for ending their tenancy early. RC/DB/JW/RH/SP to meet to discuss the negotiation of new tenancy agreements which will need to be issued. Alternative accommodation for around 8 months will need to be found for our own staff that are based at Exmouth. It was suggested that Morgan Court in Exmouth could be an option for the Housing Staff. Camperdown would be able to offer touch down space for six or possibly three desks for office based staff. There is also a small reception area to deal with the public. A further option would be to look at moving the service back to Knowle for a temporary period but offering a drop in centre located in Exmouth. A working party comprising of officers (RC, KJ, LJ, AM, SP, JW, DB, RH – ICT to attend

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		<p>as required) is to be set up to discuss the above options and report back to this Group.</p>	
6.	<p><b>Office relocation Project particulars:</b></p>	<ul style="list-style-type: none"> <li>• Progress is going well. Stage 1 has now been signed off. A Stage 2 Staff Presentation has been made to Managers and issued to staff for their feedback.</li> <li>• Interserve (Contractor) have been appointed for the pre-construction role. Cost plans are being re-defined including looking at specifications, materials and buildability</li> <li>• Critical dates in the programme still remain with Gateway 7 (Pegasus gaining satisfactory planning permission, Ditto for EDDC and Heathpark, and a satisfactory Contractors tender in accordance with the Project Budget). In addition, [REDACTED] [REDACTED] [REDACTED]). Currently Gateway 7 is due to take place with extraordinary Cabinet and Council meetings for July/August. If there is any slippage with these timings then we may need to consider calling for an extra-ordinary DM Committee, or rearranging the associated Gateway 7 meetings HGL / SP to review programme particulars</li> <li>• Cost to date is £828,000 from a confirmed budget of £8.9m with a contingency risk of £674,000 factored in. SP/SD to meet to update budget. Client and ICT budget also needs to be reviewed and confirmed</li> <li>• Exmouth Town Hall – it is understood from investigations that all the services need to be renewed. SP meeting with AECOM next week to look at costs.</li> <li>• Risk Register – updated document tabled. Suggestion from SWAP that the report makes clear risk movements between versions. SP confirmed that the document summarizes overall types of risk, and that any change in status will now be identified within the comments. He also added that the excel version identifies all the closed risks. A separate Risk Review meeting to be arranged for the whole group before the next Officer Working Party Meeting.</li> <li>• SP raised the question of EDDC Building Control being employed for the new building. HGL confirmed that three quotes</li> </ul>	<p>HGL/SP</p> <p>SD/SP</p> <p>SP</p>

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		<p>would need to be obtained by a Standing Order process.</p> <ul style="list-style-type: none"> <li>Following the Stage 2 presentation where the access to the Heathpark site was discussed it has been agreed that a meeting is needed shortly with DCC to discuss access via Gloucester Close &amp; Border Road. There is also the issue of car parking – following a pre-app meeting, 140 spaces were determined as the HQ requirement. DCC’s opinion also needs to be sought and understood. Progress reports HGL/SP/RC to discuss how to best provide public availability and maintain commercial and other elements of confidentiality.</li> </ul>	<b>RC/SP/ HGL</b>
7.	<b>Internal Facilities Manager:</b>	Jules Waddington has been appointed as the New Project Facilities Manager and introduced herself to the Group. She also explained her background and experience of delivering office moves.	
8.	<b>Pegasus Update:</b>	Pegasus have recently held a further Consultation in the town which it seems went well. Some further survey work to be undertaken at Knowle. They have recently looked at the Caretakers flat and undertaken a structural survey. Following a pre-app meeting with Planning some further information is needed for Planning to seek an opinion.	
9.	<b>Finance Workstream matters:</b>	SP/SD to meet and update budgets.	
10.	<b>HR/Internal &amp; External communications workstream</b>	<ul style="list-style-type: none"> <li>Worksmart workshops have now been held, next step is to look at in more detail. An internal message will be sent out to staff focusing on ICT and the benefits of new ways of working with the virtual desktop.</li> <li>The matter of printing practice and capacity will be discussed and considered by SMT.</li> </ul>	
11.	<b>External/Equalities Consultations:</b>	<ul style="list-style-type: none"> <li>The Best Value survey to Residents &amp; Equalities Partners has been completed and responses are back. A Cabinet Report will reflect the findings and analysis. SMT to agree a clear narrative on how we intend to service the demand that has been identified following feedback. There will be a report back to this Group &amp; the Executive Group with the full results, then onto Cabinet.</li> <li>KJ to meet with Unison to discuss travel</li> </ul>	<b>RC</b>

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		<p>costs.</p> <ul style="list-style-type: none"> <li>• Further staff consultation will take place in the form of surgeries.</li> </ul>	
12.	<b>ICT Workstreams:</b>	<ul style="list-style-type: none"> <li>• ICT systems/ virtual desktop – demonstrations to be held on how the desktop works and the benefits associated with it. Need also to show it can work when logged in using a different computer.</li> <li>• Telecoms – the planning work associated with this has now started with the intention of rolling out around Oct 2016. To fully need to understand the capability of the system all staff will have training. There is also a need for demonstrations to be arranged. There is a demo-video available which may be rolled out to all staff and on-hand training will also be needed.</li> <li>• EDMS – workshop to be held in March with SMT &amp; SMT+. CP confirmed that he now had three officers working on the project with additional resource being made available. Strata has proposed that the Council use Iron Mountain for storage, so at the present time we are keeping pace and it is anticipated that no further storage space will be required beyond the 60 m2 advised by Strata.</li> <li>• JW to meet with MM to look at storage etc.</li> <li>• JW to meet with CP to look at ICT for the new building etc.</li> <li>• Skype for Business – new technology for 3 Councils involved.</li> <li>• Flexi System/Doors – work on this will happen after the financial year-end – April.</li> <li>• Standard desktop or laptop needed for every desk - decision needed on way forward. Some uncertainty about the affordability of laptops for each member of staff. Discuss at SMT.</li> <li>• CP to bring paper to SMT on the desk setup for flexible users i.e. two screens/laptop/PCs – SMT need to understand the cost implications associated with this. CP to attend SMT on 27 January if possible.</li> <li>• JG raised concern that there needed to be a consistent approach to determining desk arrangements. New Building – The current design incorporates a raised access floor - is this needed? Could have trunking around the outside wall which is more flexible.</li> </ul>	<p><b>CP</b></p> <p><b>CP</b></p> <p><b>JW/MM</b> <b>JW/CP</b></p> <p><b>CP</b></p>

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		<p>There are pros and cons to both. SP to look at costs and then feedback to this Group.</p> <ul style="list-style-type: none"> <li>Project Programme already identifies Strata works. CP to update the Strata programme for the next meeting Identifying where we are with all ICT projects and how they fit into the programme.</li> </ul>	<p><b>SP</b></p> <p><b>CP</b></p>
13.	<b>Legal Workstream:</b>	No new matters for discussion.	
14.	<b>Progress update re integration of Knowle and Manstone Depots relocation:</b>	Capital Bid submitted. A project Group of officers (AH/SA/JG) to be set up to take forward – a lead officer will need to be nominated as AH does not have the resources to run this. Specifications already done will be useful and a project plan is needed to move forward. Raise at SMT how to resource etc. Project Group to remain part of this Group and report back.	<b>AH/SA</b>
15.	<b>AOB</b>	Consideration to be given to reapplying the Grant Thornton model at a date in the future to monitor projected outcomes.	
16	<b>Date of Next Meeting</b>	23 February 2016 at 2.00pm in the Committee Room	