

Meeting not open to the public

Notes of meeting the Office Accommodation Executive Group Held on Wednesday 28 September 2016

Present:

Councillors: Andrew Moulding, Tom Wright, Ian Thomas

Officers: Richard Cohen, Steve Pratten, Simon Davey, Karen Jenkins,
Henry Gordon-Lennox, Steve Pratten, Julia Waddington,

		Action
1.	Apologies: Cllr Paul Diviani Mark Williams	
2.	Approval of previous meeting notes: Agreed and ready for publishing.	
3.	Matters arising: See below.	
4.	Office Relocation Project Particulars: <ul style="list-style-type: none">• SP gave an update on the programme and the implications that the delay to the Pegasus planning application would cause to reaching Gateway 7. The understanding was that Pegasus's application would go to the DM Committee in December, although this is not yet confirmed. SP has drawn up a list of options which includes 'uncoupling' Exmouth from Heathpark. If this was to occur then a business case would need to be drawn up for Members to agree which would be separate to Gateway 7. As agreed previously the financial modelling would still be undertaken confirming the advantages of relocating. The Group understood and were happy for the uncoupling of Exmouth to go through if needed.• Project update – no public comments received on the planning application for Heathpark. Highways issue now resolved. Aecom have responded to the comments	

	<p>made by the Landscape Architect.</p> <ul style="list-style-type: none"> • Exmouth Town Hall – no public comments received on the planning application. The Conservation Officer is happy with the application. Some concerns raised from the LPA regarding the handrail on the roof but these have been addressed and a response has been sent to LPA. • Cost to date is £476,000 but does not include contractor costs for transport costs associated with staff mileage. • Risk review – document updated and new risks. Further workshops will be set up on a 2 monthly basis. 	
5.	<p>Internal Facilities Manager update:</p> <ul style="list-style-type: none"> • Following the set up of the sample furniture JW has received good feedback from staff on the size of desk and space allocated and choice of chairs with two clear favourites. Breakout furniture also well received with a couple of concerns about material/colour which will be answered. • Storage reviews being undertaken with Strata. • Some more work to be undertaken at Manstone with the storage removal. • Cllr Thomas queried the size of screens being provided. A Desktop strategy is being drawn up which will show what kits etc have been chosen and why. Officers will also have the opportunity to go into the meeting rooms and use the larger screens in there if needed. 	
6.	<p>PegasusLife Update:</p> <ul style="list-style-type: none"> • covered above. 	
7.	<p>Exmouth Town Hall:</p> <ul style="list-style-type: none"> • Work is in process and ongoing with the tenants at the Town Hall. We are still waiting for confirmation from CAB on their future plans. • We have taken over the reception area there at the moment until the move to Kennaway House is completed. But if CAB decide to move out then there may be no need to move to Kennaway House temporarily. • Good feedback has been received from those staff members using the reception there. Pleased on how well it went etc. They are currently monitoring the foot flow. • JW to provide names of those officers to RC so that he can send an email round to thank them all on the cooperation. • Car parking – the car park will be a pay and display car park in the day time with evening being free. Staff working in Exmouth will be provided with permits for parking elsewhere in the Town. Homesafeguard will be allocated spaces due to the out of hours working. 	

8.	East Devon Business Centre: no further update.	
9.	Integration of Knowle and Manstone Depots update: <ul style="list-style-type: none"> • Planning application now submitted and going through the process. Agreed that a couple of the containers need to be replaced with one container. SA to look into this. monthly progress meetings held but now waiting for the outcome of the planning application. 	
10.	Knowle Parkland transfer to Sidmouth Town Council update: <ul style="list-style-type: none"> • AH has provided the maintenance costs associated with the wall to the Town Council. Discuss at next meeting. 	
11.	Finance Workstream matters: <ul style="list-style-type: none"> • Loss of income from Exmouth once constructions work underway. • Inflation associated with Knowle and decisions on moving. 	
12.	Legal Workstream: no further update.	
13	HR/internal & external communications workstream: <ul style="list-style-type: none"> • KJ said that further surgeries would be held allowing staff the opportunity to raise any concerns they still had. The recent sample furniture could also be disused there. • FOI – still a couple coming in but need to look at what is being requested – are these repeats? 	
14.	ICT Workstreams: <ul style="list-style-type: none"> • The latest Strata report provided by CN shows slippage on various projects. SP said he had concerns about this and the effects it would have on the relocation project. it was unclear as to what had been agreed by CP concerning the end dates for projects and whether these were across all three Councils. SP to obtain confirmation of end date from CN. 	
15.	AOB: <ul style="list-style-type: none"> • Meeting to be held tomorrow to go through the four quotes received for the Audio equipment in the Chamber. 	
15.	Date of Next Meeting: <ul style="list-style-type: none"> • 26 October 2016 at 3pm in Richard's office 	