

Agenda Item 19

Cabinet

07 September 2011

11/1118



Exemption from Standing Orders - Office Relocation

Exempt Information

Para 3 Schedule 12A information relating to the finance or business affairs of any particular person

Summary

This report seeks Cabinet approval for an Exemption from Standing Orders in order to appoint Consultants to expedite the commencement of the relocation project. It is proposed that the Consultants who undertook the feasibility work, Kensington Taylor, are appointed to undertake work to revisit their previous work assist the commencement of the project, without the Council going through a formal tender process.

Recommendation

- i) To agree the request for an Exemption to contract Standing Orders in respect of the appointment of Kensington Taylor.
- ii) To enable the appointment of Kensington Taylor to undertake the work detailed within this report: including delegation of authority to the Deputy Chief Executive to define the precise nature of the work up to a maximum cost of £20,000

a) Reasons for Recommendation

To expedite the commencement of the relocation project and make most time and efficient use of existing experience.

b) Alternative Options

There is currently no existing staff capacity to undertake the work proposed

c) Risk Considerations

In the absence of agreement to this proposal, the risk considerations relate mainly to delay in delivery of the project

d) Policy and Budgetary Considerations

At the Cabinet meeting held 13 July 2011, Members recognised that there would be initial outlay of cost to achieve the process and the project has now been allocated as part of the Council's Capital Programme.

e) Date for Review of Decision

Members will be regularly copied in to the meetings of the Office Relocation Members Working Party

1 Appointment of Consultants

- 1.1 At the Cabinet Meeting held 13 July 2011, the Council made a commitment to the relocation its existing main office premises at the Knowle to a site in its ownership at Heathpark, Honiton, along with an increased presence in Exmouth.
- 1.2 To get the project off the ground, there are a number of key actions which need to be undertaken at this early stage. The first of these is to recruit a Project Manager. Members have supported the work undertaken to date by Kensington Taylor and it is proposed that to enable this initial work to be taken forward as swiftly as possible, we need assistance. Kensington Taylor have a level of exiting knowledge that will enable them to support the Deputy Chief Executive, members and officers quickly and efficiently. Part of this initial work will also include the need to revisit the analysis they undertook for the Council in September 2010 and prepare an initial Project Management Plan as well as assisting in securing longer term project management capacity.
- 1.3 This is a service which Kensington Taylor are able to provide and an area with which they have previous experience. Further, there are cost savings in using this firm as they are already familiar with the project.
- 1.4 Attached at Appendix One is a Specification of the works to be undertaken, along with a cost estimate.
- 1.5 In the meantime, timetables are now being set for the Member Working Party and supporting Officer Group. The Deputy Chief Executive is meeting with both public and private organisations which have recently relocated and are happy to share their experience and assist him in identifying good practice.
- 1.6 The press coverage since the Cabinet meeting held in July has, to date, been mainly neutral or positive. Pulmans interviewed a number of Councillors who were in favour of the project and Archant have interviewed members of the public in the street, where the response was largely positive. Two examples are attached at Appendix Two. In addition it is understood that the staff have been relatively happy with the way that they have been informed of the commitment to relocation through forums such as News & Views and the Chief Executive's "Mark my words".

Legal Implications

Cabinet may waive the usual requirement to get three written quotations if it considers it appropriate to do so in all the circumstances.

Financial Implications

These costs do not meet the criteria for capitalisation, therefore are revenue costs and will need to be reported as such, and funded from the transformation fund, not the capital programme.



Consultation on Reports to the Executive

Background Papers

- Appendix One - Specification of the works to be undertaken
- Appendix Two – Newspaper articles

Donna Best Ext 1584
Principal Estates Surveyor

Cabinet
07 September 2011

Richard Cohen
Deputy Chief Executive

FEE PROPOSAL - COMPARATIVE STUDY TO RELOCATE EDDC OFFICES

The study will be carried out by Kensington Taylor with the assistance of a Cost Consultant and a Mechanical and Electrical Consultant

Client: East Devon District Council
Project: Office relocation
Scope of Study: Comparative study to assist in progressing the relocation of East Devon District Council Offices from the Knowle, Sidmouth to Honiton

Duration: 3 months
Cost: £17,550.00
 5 additional call off days for future support requirements £2,437.50
Total Days: (270 Hours) 36 days
Total Cost: £19,987.50

PART ONE Review of the Knowle Site 67.5 hours (9 days) £4,387.50

	Hours	Days
Reassess site potential - Multiple options reflecting both max capital return and optimal site uses (Inc wider Sidmouth benefit)	22.5	3
Assessment of value	7.5	1
Assistance in the evaluation of current annual running costs of Knowle (building and grounds) inc anticipated future major repairs/refurb (if any)	7.5	1
Planning Review	7.5	1
Highways Review		
Stakeholder/Town Council review and discussion (1No meeting)	7.5	1
Soft marketing test to inform potential value - (discussion with local development companies and agents to assess the market and values	15	2
TOTAL	67.5	9

PART TWO Relocation of new offices 90 hours (13 days) £5,850.00

	Hours	Days
Review existing outline brief	7.5	1
Staff Numbers	7.5	1
Department requirements		
Department adjacencies		
Car-park requirements		
Exmouth Satellite office		
Flexibility in use		
Sustainability statement	7.5	1
Outline assessment of energy savings		
Site assessment	22.5	3
Assess site options	7.5	1
Planning Review		
Highways Review		
Existing Services		
Comparative examples Identify good practice examples of relocation processes and new premises	7.5	1
Indicative space planning for each department	15	3
Stakeholder review - 1No presentation	7.5	1
Exmouth office requirements	7.5	1
Outline cost analysis of preferred option	7.5	1
Review of managed workspace		
Review and benefits of speculative offices	7.5	1
TOTAL	90	13

PART THREE Summary 112.5 hours (15 days) £7,312.50

	Hours	Days
Briefing note for members and staff detailing relocation logic	7.5	1
Attend 4No EDDC meetings - Member Relocation Panels and Officer Support Group	15	2
Prepare papers and presentations as required		
Support DCEO and Head of HR in staff communications/engagement activity		
Detail brief for new offices	30	4
Comparison of site release value and new build costs	7.5	1
Funding options	7.5	1
Timelines, critical path and Grant charts to describe forward action plan, duration of process and project spend/income profile	7.5	1
Programme		
Procurement Route for appointment of Consultants (use of approved panels and detail tasks required)		
Procurement Route for appointment of Contractors (use of approved panels and detail tasks required)	7.5	1
Construction contract options - Explain different options		
Requirements to proceed to full Planning Submission on new offices and outline application for the development of the Knowle		
In cooperation with DCEO and Head of HR manage advertising and recruitment process for PM job/commission	7.5	1
Assessment of PM appointment and confirmation of scope of work		
Provide revised maps, drawings and report	15	2
Statement of Intent		
Summary of findings	7.5	1
Recommendations		
Presentation to EDDC		
TOTAL	112.5	15

TOTAL TIME: 270 Hours - 36 Days

COST: £17,550.00

All above fees are inclusive of standard disbursements but exclusive of VAT

*4 **Priority Disposal Programme (cont)..**

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- RESOLVED**
- (1) that a Priority Disposal Programme be adopted, in conjunction with the Asset Management Forum property portfolio review;
 - (2) that a further report be prepared for Cabinet for consideration in November and quarterly thereafter, with recommendations to maximise capital receipts from the identified assets.

REASON To develop a Priority Disposal Programme and to ensure that the work harmonises with that of the Asset Management Forum, with Members being kept up-to-date on a quarterly basis.

*4 **Knowle Office Review**

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Members considered the report of the Principal Estates Surveyor which provided an up-date on the viability of relocating the Council's main offices from the Knowle to its former depot site at Heathpark Industrial Estate, Honiton, and in part, to the Town Hall at Exmouth.

Included with the report, for information, was the report previously considered on 14 July 2010 and Kensington Taylor Architects' Office Relocation comparative Study which the Council had commissioned.

The Chief Executive assured Members that the project would be kept under continual review to ensure that costs were contained and best value achieved. Opportunities to maximise the benefits of new technology would continue to be explored and plans adapted accordingly. The importance of the provision being cost effective, fit for purpose and flexible was recognised as the main driver.

Members would be kept up-to-date on progress through reports to Cabinet.

- RESOLVED**
- (1) that the report prepared by Kensington Taylor Architects as part of the feasibility assessment be noted,
 - (2) that delegated authority be given to Richard Cohen, Deputy Chief Executive to implement an office relocation programme.

REASON To progress the Knowle Office Review in the light of the feasibility assessment which indicated that the proposed relocation was a financially viable option.

Chairman.....

Date.....

