

Meeting not open to the public

**East
Devon**

District Council

Date: 22 November 2011
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Our Reference: CL

East Devon District Council
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To: Members of the Office Accommodation Working Party
(Councillors: Paul Diviani, Graham Godbeer,
Vivien Duval Steer, Ray Bloxham, Peter Burrows, Bob Buxton,
Trevor Cope, David Cox, Andrew Moulding, Helen Parr,
Ian Thomas, Steve Wragg.)

Officers: Mark Williams, Richard Cohen, Donna Best, Karen Jenkins,
Ed Freeman.

Member Office Accommodation Working Party Tuesday 29 November 2011 – 6.30 pm – Committee Room

AGENDA

- | | <u>Page/s</u> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 1. To receive the notes of the meeting held on 19 October 2011. | 3 - 7 |
| 2. Introductions and apologies. | |
| 3. To consider any items, which, in the opinion of the Chairman, should be dealt with as matters of urgency because of special circumstances.
(Note: Such circumstances need to be identified in the minutes. If you wish to raise a matter under this item, please do so in advance of the meeting by notifying the Chief Executive who will then consult with the Chairman). | |
| 4. Papers/Issues for discussion | |
| a. The Knowle | |
| i. Verbal update by Richard Cohen on Cabinet report of 30 November (attached) | 8 – 10 |
| ii. Report by Kensington Taylor on progress on Knowle development and options for Knowle site usage. | 11 |
| b. Heathpark | |
| i. Speculative interests and other Honiton sites | |
| ii. Heathpark site specifics | |

c. Exmouth	
i. Current state of play	
d. Immediate tasks	12 –13
e. People issues	
i. Staff – Verbal update of staff awareness sessions by Mark Williams	
ii. Draft survey document for space requirements for officers and members– briefing by Kensington Taylor.	14 - 16
iii. Draft profile for Relocation Manager post and key tasks - Kensington Taylor).	17 - 19
f. Managing the message - Communication activity update	
g. Project delivery – partnership delivery model - Kensington Taylor	20
h. ICT & File Management – Chris Powell	21 - 25
i. Project timeline - Kensington Taylor	26
j. Project cost and spend profile - Kensington Taylor	27
k. Other	
i. Site visits	
ii. Running costs existing (Knowle) and new	28 - 29
5. AOB.	
6. Dates of Further Meetings in 2012 – Tuesday 31 January, Wednesday 28 March, Wednesday 30 May, Wednesday 18 July, Wednesday 12 September, Wednesday 7 November 2012.	

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OFFICE ACCOMMODATION WORKING PARTY ACTION POINTS FROM A MEETING HELD AT ON TUESDAY 29 NOVEMBER 2011

Present:

Councillor Andrew Moulding	ATM	EDDC
Councillor Graham Godbeer	GG	EDDC
Councillor David Cox	DC	EDDC
Councillor Peter Burrows	PB	EDDC
Councillor Ray Bloxham	RB	EDDC
Councillor Helen Parr	HP	EDDC
Councillor Ian Thomas	IT	EDDC
Councillor Steve Wragg	SW	EDDC
Councillor Bob Buxton	BB	EDDC
Mark Williams	MW	Chief Executive, EDDC
Richard Cohen	RC	Deputy Chief Executive, EDDC
Ed Freeman	EF	Principal Planning Officer, EDDC
Chris Lane	CL	Democratic Services Officer, EDDC
Donna Best	DB	Principal Estates Surveyor, EDDC
Chris Powell	CP	Corporate ICT Manager, EDDC
John Lees	JL	Kensington Taylor
Kyrenia Tew	KT	Kensington Taylor

Apologies:

Councillor Vivien Duval Steer	VDS	EDDC
Councillor Paul Diviani	PD	EDDC
Karen Jenkins	CP	Corporate Organisational Development Manager, EDDC
Councillor Trevor Cope	TC	EDDC

The meeting started at 6.35pm and finished at 8.05pm.

Item	Notes/Decisions	Action
1. Introduction	Welcome and introduction.	
2. Notes of meeting held on 19 October 2011	The notes of the meeting held on 19 October 2011, were agreed as a true record.	Noted
3. Issues for discussion	<p>a) <u>Knowle</u></p> <p>i) <u>Verbal update by RC on Cabinet report</u></p> <p>Members received a verbal update by RC on the office relocation report that would be considered by Cabinet at its meeting on 30 November.</p> <p>ii) <u>Report by Kensington Taylor on progress on Knowle development and options for Knowle site usage</u></p> <p>Market testing and planning advice</p>	Noted

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encouraged site usage for high end residential and care rather than hotel or retail for example. Development propositions will need to be tested against likely financial return. There would also be a requirement for affordable homes resulting from the development. JL confirmed that work was moving forward on this basis.

JL

In response to a question it was confirmed that a residential care facility on the site would create new jobs for Sidmouth. Members also discussed the need for a replacement Doctors surgery for Sidmouth and the possibility of locating at Knowle. ATM confirmed that there were ongoing discussions about improving Sidmouth Health Centre.

JL

b) Heathpark

A sequential test for Heathpark site was being undertaken as part of the planning process, to ensure best value was achieved for the site and to look at available alternative sites in Honiton where Council offices might be provided.

The following immediate tasks were noted:

- Proceed with site studies and outline application.
- Appointment of Relocation Manager.
- Identify legal advice requirements.
- Confirm procurement rates.
- Assess ICT and storage.
- Staff Surveys/studies.

JL

(c) Exmouth

No further update.

(e) People issues

(i) Staff

MRW reported that he had been discussing this project under his staff awareness sessions. There had been a lot of interest in mobile and home working and also interest from staff living in Exmouth in working in

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Exmouth Town Hall.

(ii)Draft survey document for space requirements for officers and members

JL reported on the draft survey document for officers and members. ATM volunteered to canvass Members on the survey and ensure their needs were met.

ATM

IT asked how the revised staff numbers contained in the report had been decided upon as they seemed to assume that staff numbers would remain very similar to those at present. JL replied that he was using the figures which the Council had provided for him. RB felt that the report was at present missing the clarity of variables that were around at the moment which may reduce the need for office space, such as mobile working.

RC reported that he hoped to be able to achieve a flexible office building that could reflect changes in ways of working and staff numbers. MRW confirmed that the staff figures were quite cautious and it remained to be seen if these figures were affordable. There were also uncertainties over Government policy such as Universal Benefit and implications for EDDC staffing. He confirmed that there was the need to look carefully at other ways of working. A decision was needed before the specification for the new building was decided upon.

(iii)Draft profile for Relocation Manager post and key tasks

A selection process looking at both consultancy and direct employment routes will be undertaken to recruit Relocation Management support dedicated to the project. The role would include, managing the process from inception to relocation. It would provide interface between departments and staff inclusion. A detailed brief would be developed with the Design Team and public consultation would be managed.

JL

The process would include Member

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	<p>involvement in the selection of the Relocation Manager.</p> <p>Members then discussed whether the £200,000 budget contained within the report to Cabinet was sufficient to enable EDDC to be in position to determine whether it could go ahead with the project or not. Fixing an extra cost to invest in the necessary processes that would enable a fully informed decision to be taken on project viability was discussed and recognised by members not to be an exact science. £200,000 was the advised figure of EDDC's consultants and would be refined as the early stages of relocation planning were progressed.</p> <p>f) <u>Managing the message</u></p> <p>MRW confirmed that communication about the possible move to Honiton with staff was ongoing. No significant further communication had been made with public/press as elements of progress were not of a newsworthy nature. Speculation needed to be controlled and expectation managed. A coherent strategy for communication will be progressed.</p> <p>g) <u>Project delivery – partnership delivery model</u></p> <p>JL reported that there were three principal ways to progress the project at this stage:</p> <ol style="list-style-type: none">1. EDDC will provide/borrow interim funding to develop and construct the new offices. EDDC will relocate to Heathpark, vacate and sell the Knowle site for development, reimbursing EDDC.2. EDDC will appoint a Development Partner in competition. The preferred Partner will then fund the new offices at Heathpark and develop the Knowle site. This procurement route requires no development funding from EDDC.3. Land sale and capital receipt from the Knowle to fund a separate construction commission of EDDC's new offices at	<p>All</p> <p>NS</p> <p>JL</p>
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Honiton. EDDC remains at the Knowle as part of a development deal while building its new HQ.

In addition to the two discussed at the meeting on 19 October (of which the appointment of a Development Partner had been agreed as the most appropriate). There was also the third option of the land sale and capital receipt to fund the construction of EDDC's new offices at Honiton. The procurement process would be managed by EDDC through the appointment of a full design team.

h) ICT & File Management

CP reported on the extent of document storage at Knowle, which was currently 635sqm (3x the floorspace of the Council Chamber), with 20 rooms dedicated to storage. He confirmed that external storage facilities had been investigated and a price to provide such facilities was awaited. CP

There were a number of document scanning operations in place to reduce the amount of paper files held but this was an expensive and time consuming process. The next stage was to pursue a solution to this problem and to see which of the files could be removed. However, it was acknowledged that the provision of some storage facility was part of the whole project.

i) Project Timeline

JL reported on the proposed timelines for the project. RC and members noted that there was the need to work some revised timelines as some contained in the report were over ambitious. JL

j) Project cost and spend profile

These are still very early days in relocation project development. As further and clearer intelligence emerges from market

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	<p>testing and future site studies the costs presented in future to members will be refined.</p> <p>k) <u>Running costs existing (Knowle) and new</u></p> <p>JL reported on the running costs of Knowle and the anticipated running costs of the new office building. It was anticipated that there would be extensive use of renewable energy technology in the new building. Members noted that understanding the full costs of running Knowle was difficult. An accurate comparison of existing Knowle and future build running costs has still to be developed.</p>	JL/BK
5. Date and time of next meeting	Future meetings will be held on a bimonthly basis with the next meeting on 31 January 2012.	All

4.a.ii The Development of the Knowle Site

Further investigations have been undertaken to assess alternative uses on the Knowle Site and to test the market requirements. A meeting with EDDC's Planning Department has confirmed the lack of requirement for both food retail and hotel accommodation in this location.

The soft marketing procedures have reconfirmed the strong requirement for high value residential uses on the site and the interest in providing a 60 bed nursing home.

A full Tree Survey is to be undertaken on the site to assess the required retention and importance of the major landscape details and trees.

The requirement for affordable housing is presently being assessed to provide the required number of units on the site or an alternative site.

The Outline Planning Process will establish the acceptable level of development and uses. A public Consultation Exercise will ensure a fully inclusive process

4.d Immediate Tasks

SURVEY QUOTES INCL HONITON AND THE KNOWLE	COMPANY	KNOWLE	HONITON	DURATION
Topographical Survey	Westcountry Land Surveys	2,670	970	
	Benchmark Surveys	3,700	2,000	
	Centreline Surveys	4,850	1,950	
	AP Land Survey	2,250	1,150	
Tree Survey & Constraints Plan	Aspect Tree Consultancy	2,606	1,134	
	Devon Tree Services	2,095	595	
	Acorn			
Ecological Impact Assessment Habitat Survey	EAD Consultants	1,530	1,030	
	Acorn Ecology	1,710	815	
	Devon Wildlife Consultants	827	680	
	AECOM			
Flood Risk Assessment	Sands Consultants	1,950	1,950	
	Hydrock			
	Royal Haskoning			

Drainage Strategy	Sands Consultants	1,240	1,010	
	Hydrock			
	Royal Haskoning AECOM			
Ground Conditions	Royal Haskoning			
	AECOM			
Transport Assessment	Sands Consultants	3,750	4,250	
	Hydrock	3,500	6,250	4 weeks
	Royal Haskoning			
Travel Plan	Hydrock	1,750	2,150	

4.e.ii Current Staff numbers

Summary

The revised staff figures are now complete and show the actual staff numbers existing at The Knowle and the numbers of staff to be located at Heathpark, Honiton.

The figures show 345 staff will be located at Heathpark, Honiton which will require a space requirement of 3,484m², at 10.1m² per member of staff.

Additional detailed information now needed;

- Detailed Touchdown space requirements for each department including shared desk space
- Number of cellular offices per department
- Any storage facilities needed per department
- Adjacencies
- Meeting rooms
- Overall Storage requirements
- ICT Space
- Member Space Requirements
- Reception Space Requirements

Department	No of Staff FTE	Actual No at The Knowle	No. To be based at Honiton	No. Touchdown spaces at Honiton	Checked
Finance - Revenues & Benefits	52.8	59	57	0	
Finance - Customer Services	8.24	10	10	0	
Finance - Financial Services	16.28	17	17	0	
Economy - Planning Development Mang	35.46	38	35	3	✓

Economy - Planning Policy	5	7	7	0	✓
Economy - Building Control	11.46	12	4	8	✓
Economy - Economy & Estates	7.92	11	11	0	✓
Economy - Property Services	12.83	14	6	2	✓
Economy - New Growth Point	4.98	6	6	0	✓
Environment - Environmental Health & Car Parks	35.35	39	22	0	✓
Environment - Countryside & Arts	17.93	21	12	0	✓
Environment - Streetscene (inc Waste	94.96	107	20	0	✓
Housing - Private Sector Housing		5	5		✓
Housing - Homesafeguard (Lymebourne house)	6.82	12	0		✓
Housing - Landlord Services	49.39	42	22	4	✓
Housing - Needs & Strategy	16.8	18	18		✓
Housing - Property and Asset	13	13	13		✓
Organisational Development		12	12	0	✓
ICT	25.31	26	18	3	✓
ICT - Doc Centre			12	0	✓
Licensing	5.6	7	7	0	✓
Legal	4	3	4	0	✓
Democratic services	6.03	8	8	0	✓
Secretaries & PA's	5.81	6	6	0	✓
Electoral Services	3	3	3	0	✓
Head of Service/Corporate Managers	7.71	7	7	0	✓
Deputy Chief Executive	2	2	2	0	✓
Chief Executive	1	1	1	0	✓
Total		506	345	20	

4.e.ii. Members _ Space Requirement Survey

No of Members	
Overall Space Requirement [m2]	
Number of Rooms Required	
Size of rooms	
Breakout space Requirement	
Additional Requirements	

4.e.iii Draft Profile _ Project Management Role

It is recommended that a Consultancy/or individual is appointed to provide a Relocation Manager dedicated to this project. The role will include, managing the process from inception to relocation. It will provide interface between departments and staff inclusion. A detailed brief will be developed with the Design Team and public consultation will be managed.

The appointment will be sub-divided into two parts; 1; concept and proposals, 2; delivery and relocation. The Consultancy will provide support where required. It is anticipated that the appointment will be for thirty months at a budget of £100K, to be confirmed during the procurement process.

Project Relocation Manager Profile

Key Responsibilities include;

- Manage delivery of all project activity in terms of time, cost & quality.
- Respond to operational issues arising from planned activities.
- Production of feasibility studies, proposals & budgets.
- Financial reporting to include application of tight financial and operational controls, invoicing and compliance with client policies.
- Establish and maintain effective lines of communication and relationship management with Deputy Chief Executive, Corporate Managers and staff
- Maintain and develop excellent working relationships with key partners including internal and external clients.
- Advise on statutory regulations to client in conjunction with CAD teams to ensure plans, contract & documentation are issued to the appropriate local authorities.
- Compliance with client and company policies and procedures, including environmental and Health & Safety.
- Manage contractors and vendor partners to ensure provision of appropriate risk assessments and completion of method statements in accordance with recent legislation and client requirements.
- Manage all service partners, employees or contractors undertaking project work to minimise disruption to client activities.
- Escalate to the Senior Move Manager any critical incidents/issues that could affect the ability of client operations and/or failings of the company's service standard.
- Co-ordinate and manage service providers/suppliers/contractors to ensure they deliver in a timely and efficient manner.
- Promote 'one team' approach across work streams.
- Initial client review, enabling you to develop your ideas.
- Advice on design team selection and developing the concept design.
- Budget cost estimation and full cost control services.
- Specialist technical advice on sustainability issues, planning and building regulations consent.
- Advice on legal matters from a technical perspective, including leases, licenses to alter, dilapidations and building contracts.
- Managing the design and procurement process, including obtaining tenders in accordance with client specific requirements.
- Access to an extensive list of vetted contractors (all SAFE contractor accredited)

- Construction risk management advice.
- Acting as contract administrator and monitoring the construction works.
- Co-ordinating the handover process, with particular emphasis on 'snag free', fully -Commissioned and documented projects.
- Specialist relocation advice.

Core skills required

- Strong communication skills
- Proven multi-disciplinary experience in project management and management exposure in a client facing role – minimum of 5 years project/relocation management experience.
- Experienced in setting and managing budgets
- Strong leadership and people management skills; able to challenge, coach, motivate and influence staff/client with positive results.
- Excellent communication and interpersonal skills at individual, team and group level and equally comfortable and effective in communicating with Executives, Members, Councillors and members of the public.
- Able to build, develop and maintain positive working relationships with clients, suppliers and internal support services.
- Able to deal with conflict arising and end user demands.
- Excellent problem solving skills and decision maker, focussing upon continuous improvement, both personally and to the benefit of the client and the Council and can effectively operate with the minimum of supervision and direction.
- Able to work under pressure, with a confident and resilient nature when dealing with issues,
- Ability to prioritise and manage high level tasks and directives which may conflict each other.
- Able to produce informative and concise reports and make effective oral and written presentations to members and stakeholders.

Qualifications/ Experience:

- Experience in project/relocation management for public sector organisations.
- Proven ability to manage internal and external client relationships
- Proven track record in move management
- Familiar with project management and move management methodology
- Appropriate technical/professional qualification
- Strong understanding of professional, ethical and legal standards
- Experienced in projects from inception to completion
- Health and Safety
- Working knowledge of Statutory regulations

Attributes:

- Empathetic and approachable
- Accountable and responsible whilst being task and people orientated
- Ability to communicate at all levels with honesty and integrity
- Confidentiality
- **Attitudes:**
 - Can do attitude with a flexible and adaptable approach
 - Proactive and entrepreneurial

- Cost efficient and effective
- Innovative and creative

Procurement

The Relocation Project Manager will be procured through two routes,

The South West Consultancy Framework

This is procured by Torbay Council and designed for public sector delivery of Design and Property Services and is OJEU compliant.

Stage 1 – Preliminary Expressions of Interest

Stage 2 – Resource Requirement Request

Stage 3 – Interviews

Stage 4 – Fees

This form of procurement is very efficient and effective and the whole process will take 5 weeks to the appointment of a Relocation Manager.

Advert

East Devon District Council will also advertise for a Relocation Project Manager job profile through certain recruitment sites and property forums.

4.g Project Delivery

Soft marketing is being undertaken to assess the optimum procurement route. Four developers are confirming their approach. This information will inform the procurement recommendation within the study.

The present study is reviewing the relocation project in detail, confirming the brief, specification and cost. A preferred procurement route will be identified and the tasks and procedures require to progress and complete the relocation will be confirmed.

In moving forward, EDDC will appoint a dedicated Project Manager to manage the relocation over the next thirty months. A Design Team will also be appointed at the first stage to assist public consultation and progress the outline Planning Applications on the Knowle and Heathpark. This initial process will confirm the principle of development. A fully detailed brief and specification will be developed in this first stage and budget costs confirmed. The delivery method will be agreed and progressed at the next stage.

There are three principle ways to progress the project at this next stage.

1. EDDC will provide interim funding to develop and construct the new offices, appoint the Design Team and progress the construction of the project. EDDC will relocate to Heathpark, vacate and sell the Knowle site for development, reimbursing EDDC.
2. EDDC will appoint a Development Partner in competition, through OJEU or the Construction Southwest Framework. The preferred Partner will then fund and construct the new offices at Heathpark and develop the Knowle site. This procurement route requires no development funding from EDDC.
3. Land sale and capital receipt to fund the construction of EDDC's new offices at Honiton. The procurement process will be managed by EDDC through the appointment of a full design team.



4.i Project Timeline

Stage One - Confirmation of brief and site potential

- Agreement to proceed on Stage One November 2011
- Appointment of Project Manager and Design Team January 2012
- Complete list of surveys December/Jan 2012
- Public Consultation January 2012
- Development of brief, specification and costs December 2011
- Outline Planning Application February 2012
- Identify Procurement Route December/Jan 2012
- Planning Decision April 2012

Stage Two – Procurement and construction

Option One - EDDC funded

- Instruct Design Team April 2012
- Commence sale of the Knowle April 2012
- Full Planning Submission July 2012
- Detailed Design and Tender September 2012
- Appointment of Contractor November 2012
- Start on site November 2012
- **Completion of Offices and Handover** May 2014
- Relocation June 2014
- Sale of the Knowle site July 2014

Option Two - Partnering

- Appoint preferred Development Partner April 2012
- Design process September 2012
- Start on site October 2012
- **Completion and Handover of Offices** May 2014
- Handover of the Knowle site June 2014

Option Three - Land Sale and Fund

- Expressions of Interest April 2012
- Assessment Of Options June 2012
- Commence Planning & Detailed Design August 2012
- Tender January 2013
- Appointment of Contractor March 2013
- Completion & Handover September 2014



4.j Project Cost and Spend Profile

Stage One - Confirmation of brief and site potential October 2011 - February 2012

Appointment of Project Manager (6 months)	}	£ 200,000.00
Appointment of Design Team		
Surveys and Statutory Fees		
Legal Fees		

Stage Two - Procurement and construction Option One - EDDC Interim Funding April 2012 - July 2014

Design Development -	April 2012 - December 2012	£ 600,000.00
Construction -	November 2012 - May 2014	£5,300,000.00
Removal Costs -	May 2014	£ 300,000.00

Option Two - Partnering April 2012 - June 2014

Project Manager	}	£ 600,000.00
Removal Costs		
Legals		

Option Three - Capital Receipt Funding April 2012 - June 2014

As Option Two but with no requirement for borrowing.

4.k.ii Running Costs existing and new

The Knowle

The consultants, EDP, have recently undertaken a study of the Knowle and have provided the following comparative information.

The current energy costs at the Knowle are 42kWh/m²/year for fossil fuel based on a gas price of £0.04 and 57kWh/m²/year for Electricity based on £0.12.

The Knowle has a footprint of 9294m²

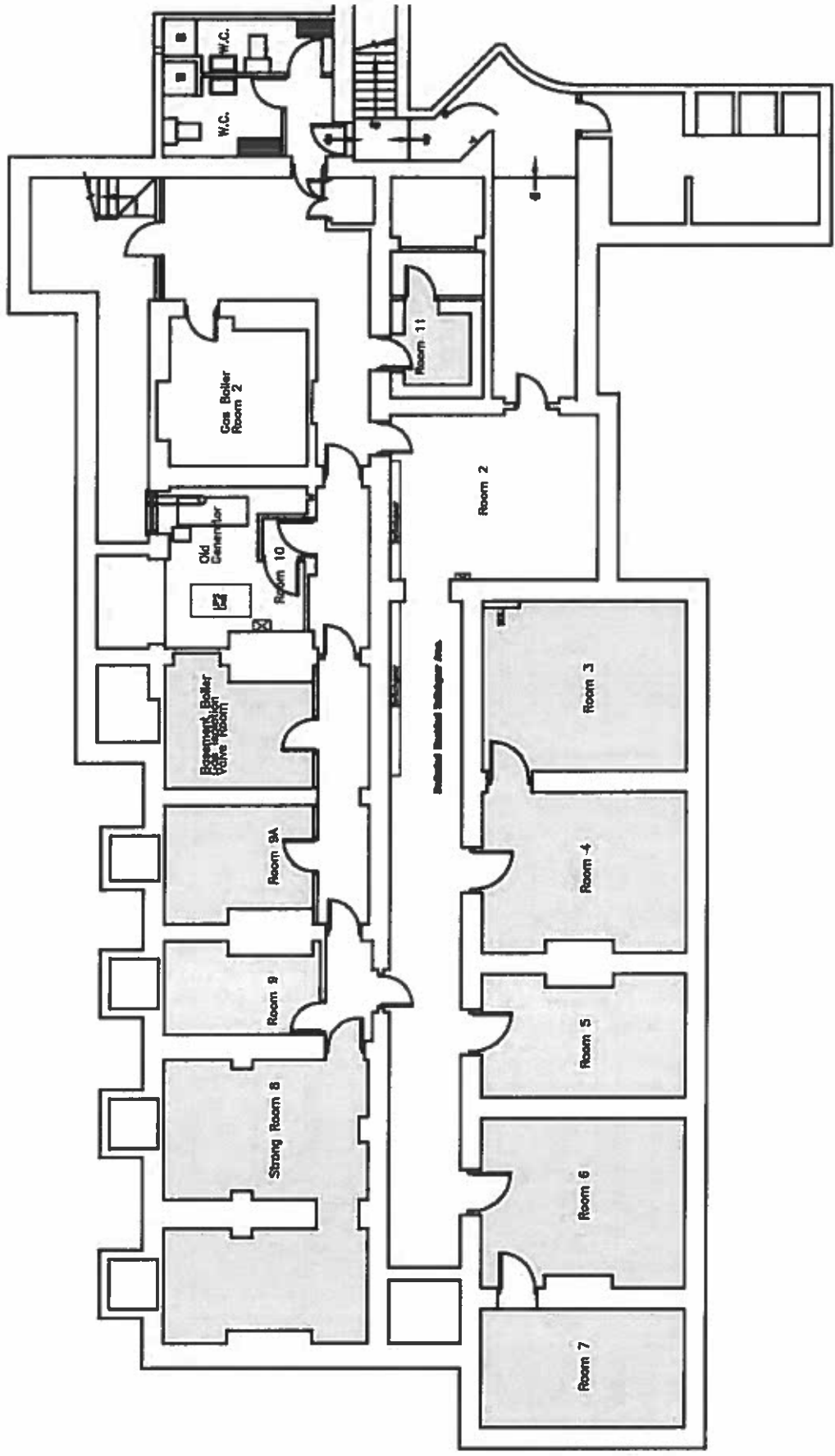
The total energy spend is approximately £80,000 per year plus a further £30,000 for external maintenance.

Heathpark, Honiton

A new sustainable, energy efficient office building at Heathpark, with an area of approximately 4000m², would result in energy costs of approximately £30,000.



Full Rooms



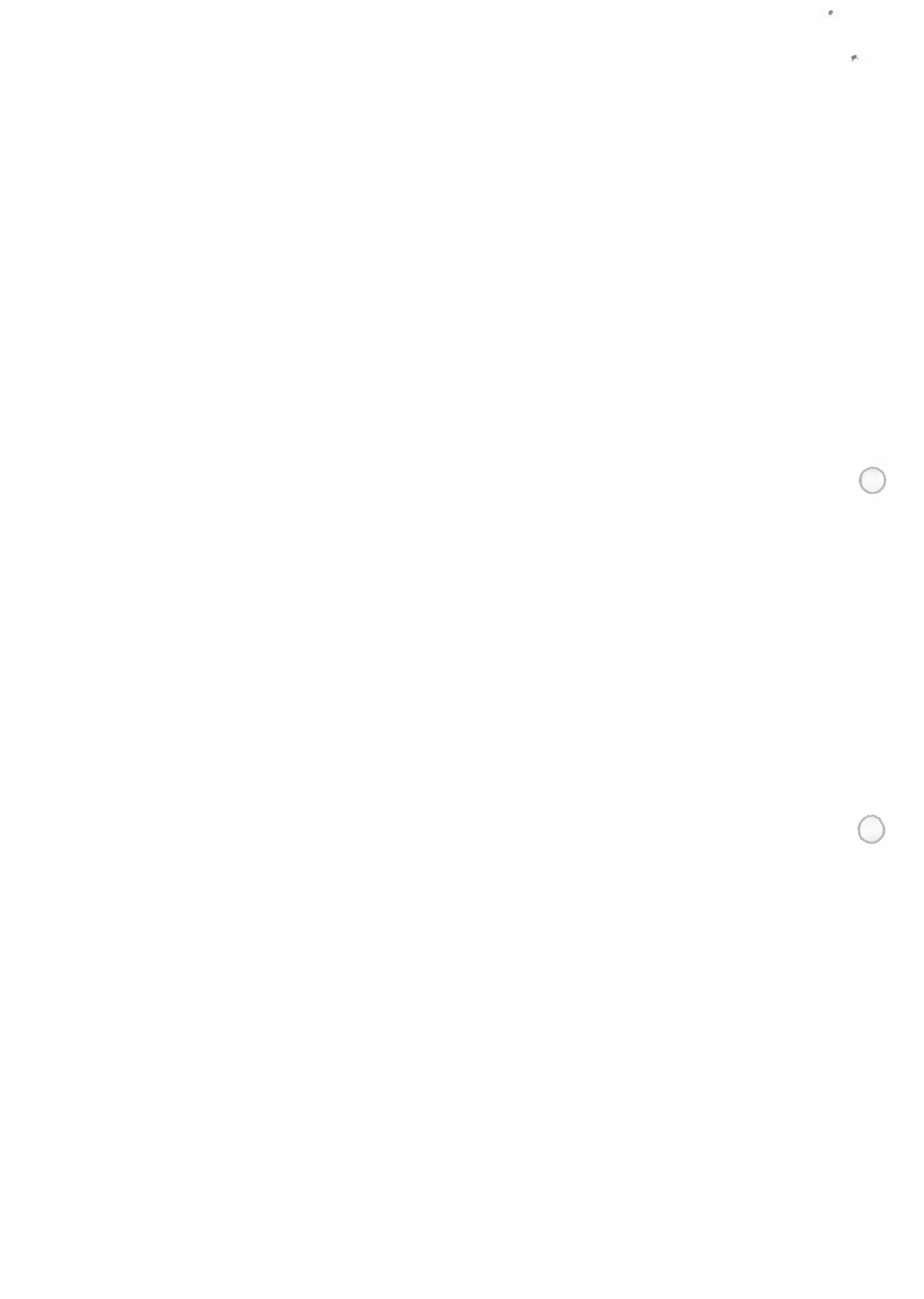
EAST DEVON DISTRICT COUNCIL
PROPERTY SERVICES

FOR CONTRACTORS INFORMATION:
 CONTRACTOR TO VERIFY ALL DIMENSIONS ON SITE BEFORE SETTING OUT, PREPARING SHOP DRAWINGS OR OTHERWISE COMMENCING WORK. NO DIMENSIONS FOR SETTING OUT ANY PART OF THE WORKS ARE TO BE SCALED FROM THIS DRAWING

job: **KNOWLE OFFICES**

drawing: **BASEMENT PLAN**

scale: **NOT TO SCALE**
 date: **18.11.11**
 drawn: **SP**
 dwg No:
 rev:
 rev:



Display Energy Certificate

How efficiently is this building being used?

East Devon District Council
The Knowle,
SIDMOUTH
EX10 1SL

Certificate Reference Number:
9900-4977-0139-2170-3060

This certificate indicates how much energy is being used to operate this building. The operational rating is based on meter readings of all the energy actually used in the building. It is compared to a benchmark that represents performance indicative of all buildings of this type. There is more advice on how to interpret this information on the Government's website www.communities.gov.uk/epbd.

Energy Performance Operational Rating

This tells you how efficiently energy has been used in the building. The numbers do not represent actual units of energy consumed; they represent comparative energy efficiency. 100 would be typical for this kind of building.

More energy efficient

A 0-25

B 26-50

C 51-75

◀ 53

D 76-100

..... 100 would be typical

E 101-125

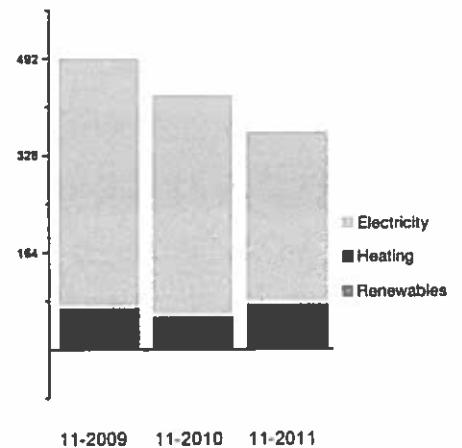
F 126-150

G Over 150

Less energy efficient

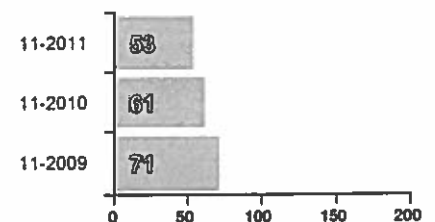
Total CO₂ Emissions

This tells you how much carbon dioxide the building emits. It shows tonnes per year of CO₂.



Previous Operational Ratings

This tells you how efficiently energy has been used in this building over the last three accounting periods



Technical information

This tells you technical information about how energy is used in this building. Consumption data based on actual meter readings.

Main heating fuel: Natural Gas
Building Environment: Heating and Natural Ventilation
Total useful floor area (m²): 9294
Asset Rating: Not available.

	Heating	Electricity
Annual Energy Use (kWh/m ² /year)	42	57
Typical Energy Use (kWh/m ² /year)	115	95
Energy from renewables	0%	0%

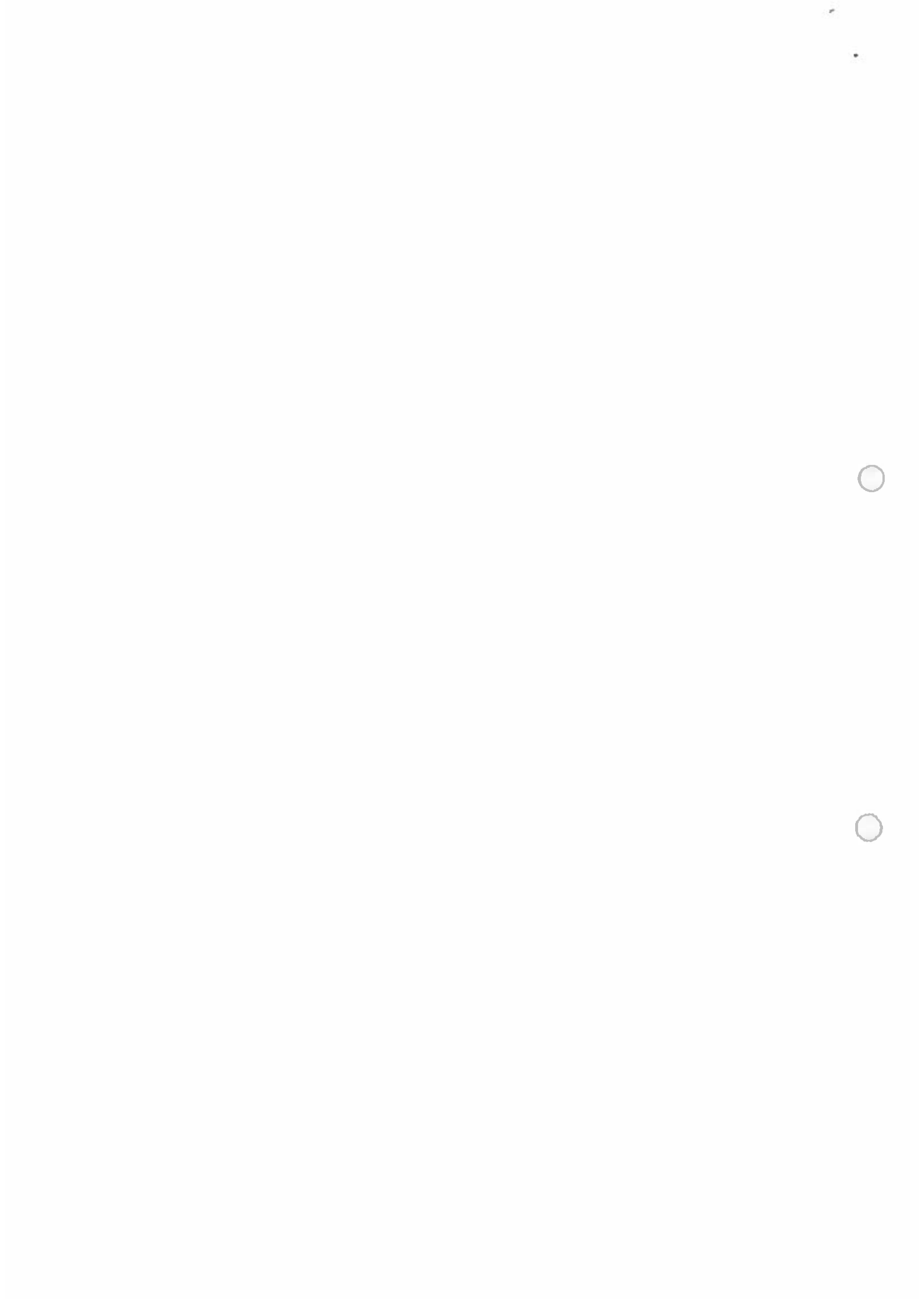
Administrative information

This is a Display Energy Certificate as defined in SI 2007/991 as amended

Assessment Software: DCLG, ORCaic, v3.6.1
Property Reference: 463773720000
Assessor Name: Ian John Scott CEng MCIBSE
Assessor Number: LCEA094323
Accreditation Scheme: CIBSE Certification Limited
Employer/Trading Name: Engineering Design Practice Limited
Employer/Trading Address: Pinbrook Ind Est., Pinhoe, EX4 8JU
Issue Date: 21-11-2011
Nominated Date: 01-11-2011
Valid Until: 31-10-2012

Related Party Disclosure: Not related to the occupier

Recommendations for improving the energy efficiency of the building are contained in the accompanying Advisory Report.



Extent of documentation storage at the knowle:

Over 640 m² of floor space taken up by 'case' documentation across the Knowle (excludes other sites such as ED Business Centre and Camperdown Depot). As a comparison figure, the Council Chamber is 201.2m². Of this, approximately a third is considered to be 'current' documentation, with rest being classed as 'historic'. Some of this historic documentation is kept as a statutory requirement (Document Retention Policy), some as it is considered of use, and some simply because resource has not been allocated to destroying it (and the space has been available).

Top 5

SERVICE AREA	AREA USED	SERVICE AREA	AREA USED
Dev.Management	91.8 m ²	Benefits	69.77 m ²
Legal Services	55.96 m ²	Building Control	52.25 m ²
Income & Payments	51.35 m ²		

Rooms

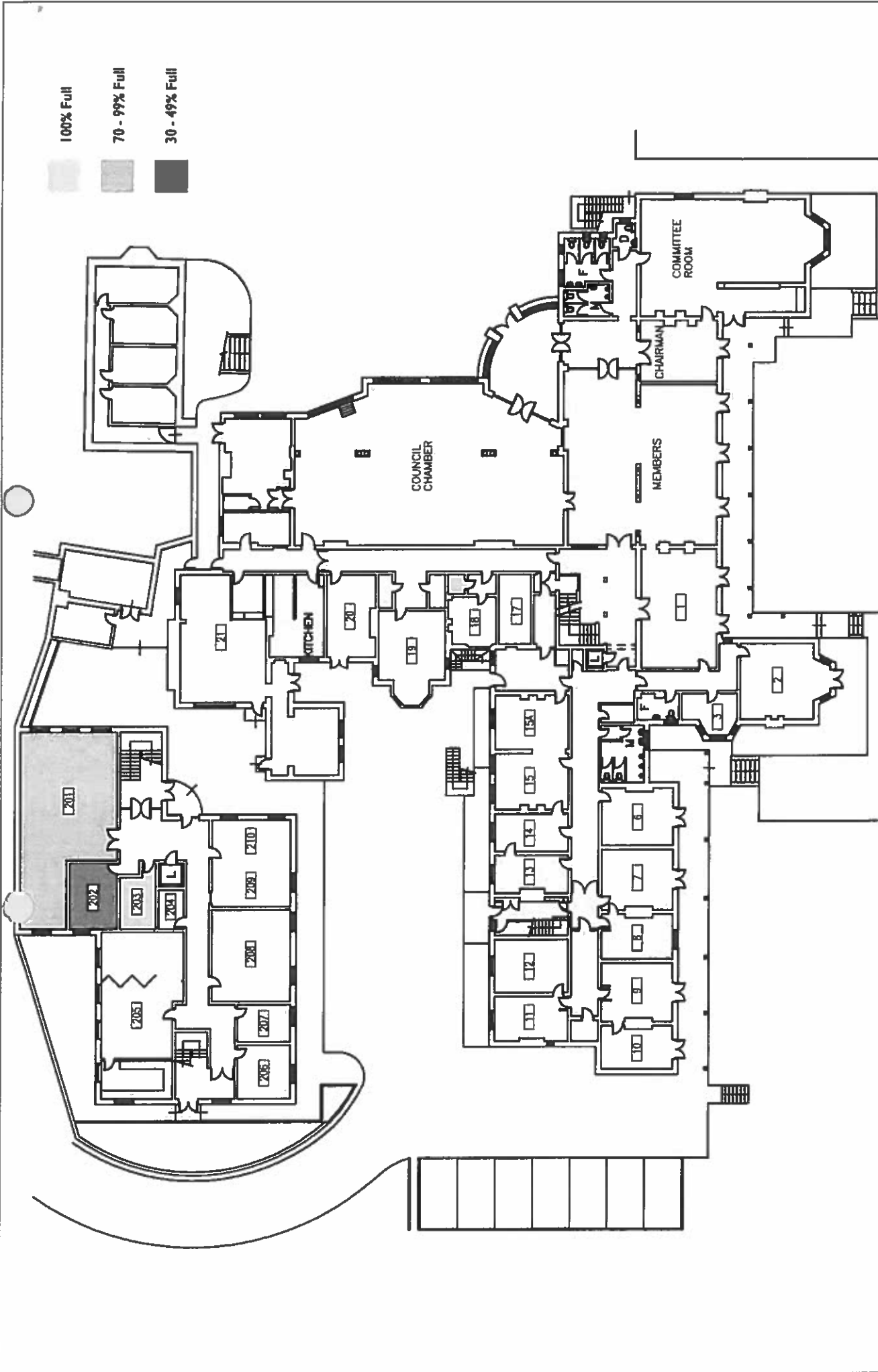
There are over 20 dedicated (numbered) rooms used for documentation storage across the Knowle. There are also numerous (unnumbered) cupboards and storage areas located around the building, that are used to store 'case' documents. Three of the largest dedicated rooms are as follows:

ROOM NUMBER/NAME	TOTAL FLOOR AREA	APPROX. % USED
201	79.7 m ²	80%
Permanent Outbuilding	93.8 m ²	95%
Portakabin	23.5 m ²	100%

Potential issues/risks associated with current setup:

- Case documentation stored in corridors in basement: health and safety concern
- Case documentation on floor: at risk of flooding
- Sensitive documents (benefit claim files) not in locked room
- Documentation is combustible
- Some documentation is in very poor state of repair – rotting in portakabin
- Some historic documentation is stored in such a way that it is hard to locate/inconsistent in its filing – hence difficult to access if required (e.g. under FOI request?) and to destroy when no longer required.
- Reliance on certain employees – for instance for access to keys/key-codes or knowledge of where documents might be.





EAST DEVON DISTRICT
COUNCIL

PROPERTY SERVICES




job: KNOWLE OFFICES

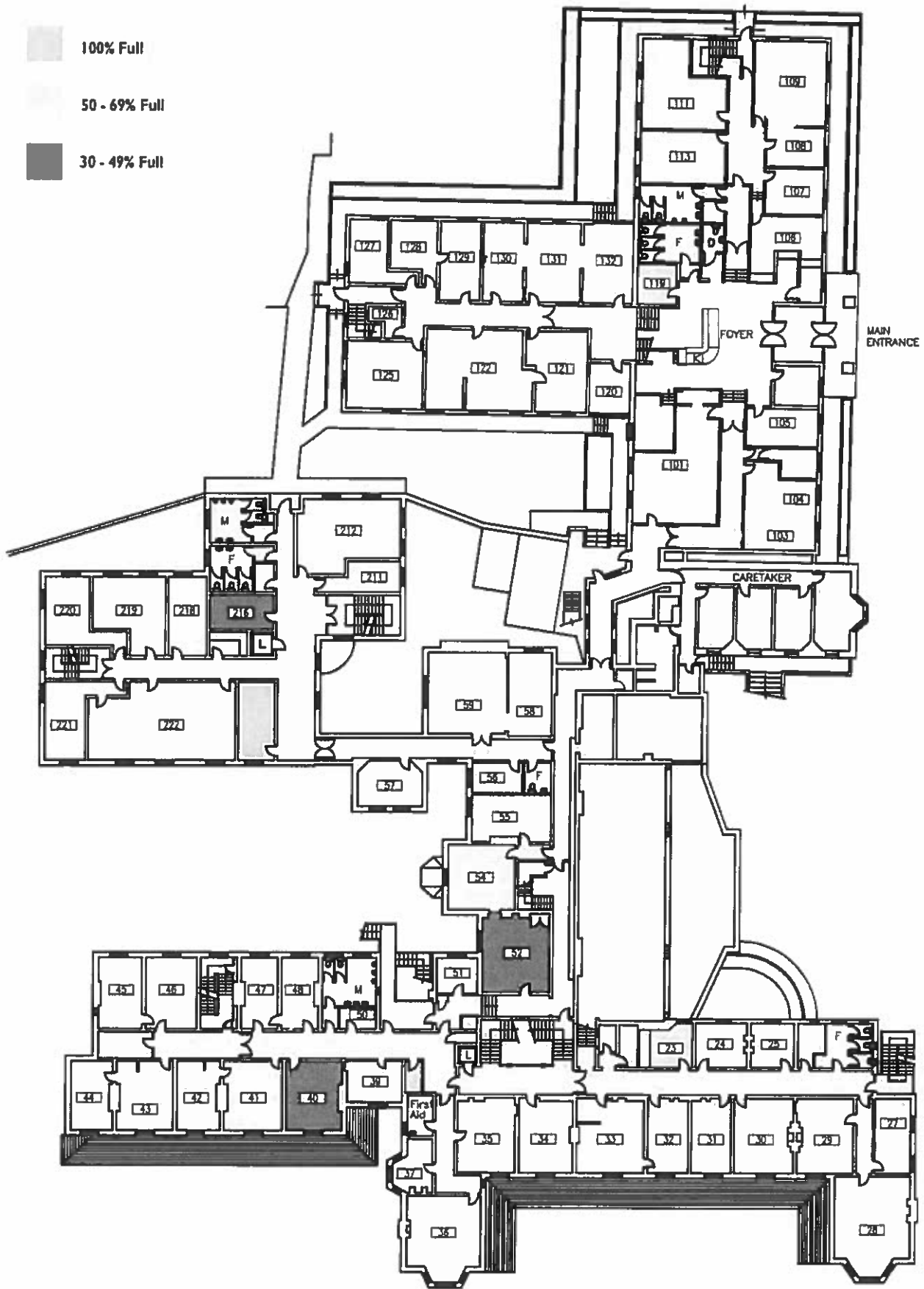
drawing: LEVEL 1

scale: NOT TO SCALE
 date: 18.11.11
 drawn: SP
 dwg No:
 rev:

FOR CONTRACTORS INFORMATION:
 CONTRACTOR TO VERIFY ALL DIMENSIONS
 ON SITE BEFORE SETTING OUT PREPARING
 SHOP DRAWINGS OR OTHERWISE COMMENCING
 WORK. NO DIMENSIONS FOR SETTING OUT
 AND PART OF THE ABOVE ARE TO BE SCALED
 FROM THIS DRAWING.



-  100% Full
-  50 - 69% Full
-  30 - 49% Full



EAST DEVON DISTRICT COUNCIL
PROPERTY SERVICES

FOR CONTRACTIVE INFORMATION
CONTRACTOR TO VERIFY ALL DIMENSIONS
ON SITE BEFORE SETTING OUT, PREPARING
SHOP DRAWINGS OR OTHERWISE COMMENCING
WORK. NO DIMENSIONS FOR SETTING OUT
ANY PART OF THE WORK ARE TO BE TAKEN
FROM THIS DRAWING




Job: LEVEL 2

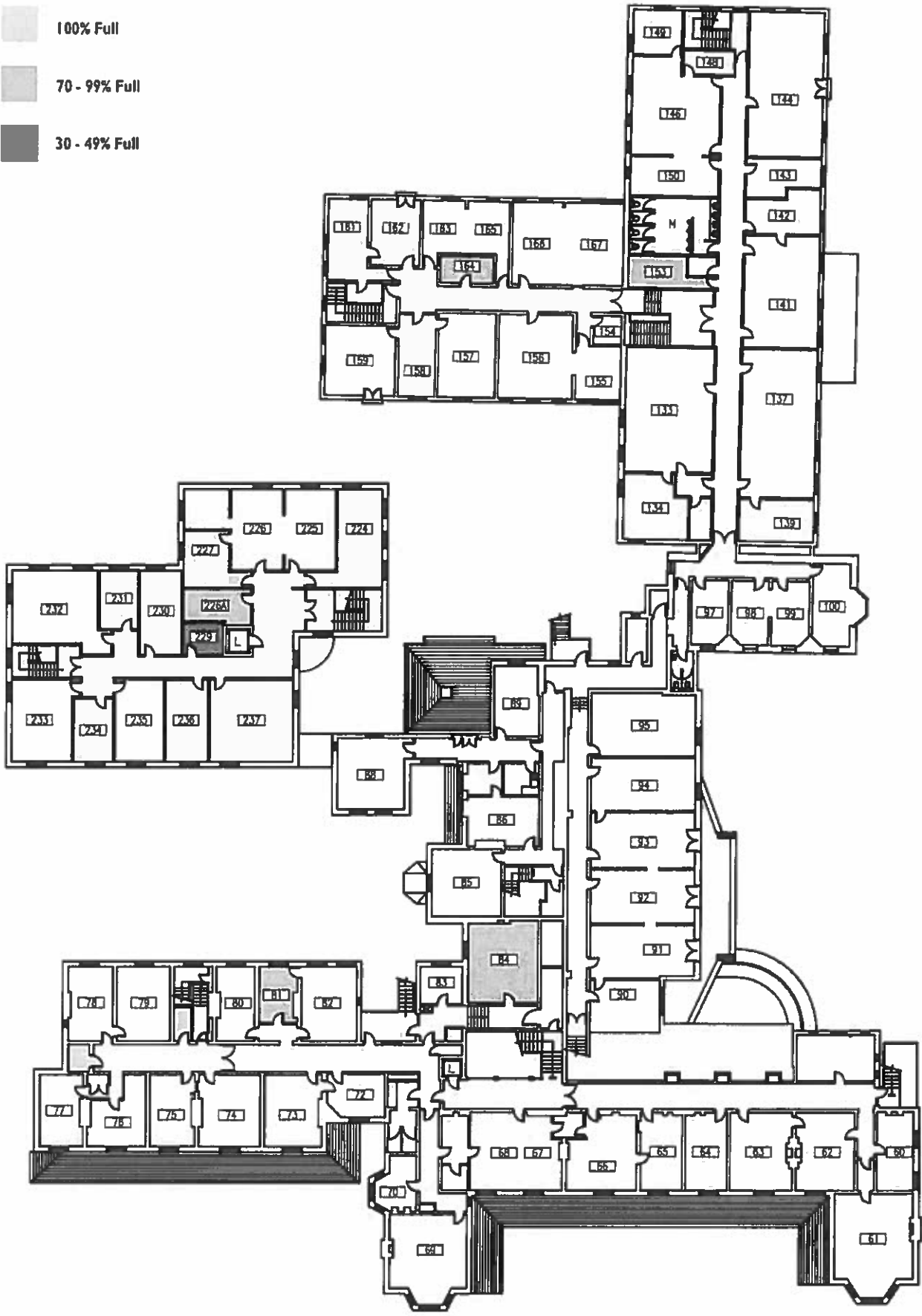
drawing: KNOWLE OFFICES

scale: NOT TO SCALE
date: 18.11.11
drawn: SP
dwg No: rev:

2



-  100% Full
-  70 - 99% Full
-  30 - 49% Full



EAST DEVON DISTRICT COUNCIL
PROPERTY SERVICES

FOR CONTRACTOR'S INFORMATION:
CONTRACTOR TO VERIFY ALL DIMENSIONS ON SITE BEFORE SETTING OUT. FIRE FIGHTING "SHOP" DRAWINGS IN OTHER PAGES. COMMENCING WORK. NO OBLIGATION FOR SETTING OUT AND PART OF THE WORK IS TO BE SCALED FROM THIS DRAWING.

job: LEVEL 3

drawing: KNOWLE OFFICES

scale:	NOT TO SCALE
date:	18.11.11
drawn:	SP
desig. No.:	
rev:	

1

