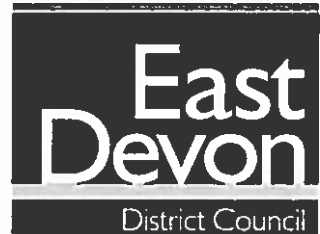


Agenda Item 19

Cabinet

7 March 2012



East Devon District Council Office - Relocation Update including Exemption from Standing Orders

Summary

This report updates members on actions undertaken to take forward the Council Office Relocation project and seeks approval to extend the consultancy support contract pending commencement of a selected Relocation Management resource.

Recommendation

Members are asked to:

1. Note the progress on relocation activity and receive a verbal update on Relocation Management recruitment.
2. Agree an exemption under standing orders for an extension of the contract for Kensington Taylor to continue to support the relocation project pending handover to new Relocation Management. A further sum of up to £20,000 to be allocated from within the existing approved budget for initial relocation management costs of £200,000

a) Reasons for Recommendations

1. To keep members informed of progress on relocation
2. To extend the contract of Kensington Taylor to reflect additional tasks required of them in the initial preparatory phase of the relocation project, maintain continuity and to support the Deputy Chief Executive and Working Parties pending arrival of a dedicated Relocation Manager.

b) Alternative Options

Not to extend the consultancy contract which means that work would cease immediately from Kensington Taylor.

c) Risk Considerations

As the project has developed officers and members have already been adapting their thinking on the development options as new opportunities and variations have quickly arisen in the project. It has been necessary to direct Kensington Taylor toward tasks not originally envisaged in their work specification eg negotiating without prejudice with agents and landowners, conducting a sequential assessment of multiple sites in Honiton, supporting a twin track approach to Relocation management recruitment etc

d) Policy and Budgetary Considerations

Cabinet on 30 Nov 2012 approved budget of up to £200,000 to fund immediate requirements of the Council Relocation project. This funding is secured through the Transformation Budget.

e) Date for Review of Decision

This is a three year project. Its progress is regularly reviewed through the Member Working Party and Cabinet. Independent audit is also being introduced.

Progress

Since the report to Cabinet in Nov 2011 the following key activities have been progressed:

1. **Market testing** - Various discussion, soft market testing and without prejudice negotiation with potential developers for the Knowle, developer representatives/agents and neighbouring landowners for Honiton Heathpark
2. **Site options** - Initial assessments of alternative sites around Honiton in terms of size. More detailed sequential assessment to follow
3. **Site surveys** – 9 site surveys identified for Knowle to investigate a variety of requirements and inform outline planning, local consultation and future development interest. Contractors identified and priced with preferred providers identified.
4. **Recruitment** – Twin track approach to Relocation Management recruitment using South West Contractor Framework and industry publication advertising. Preparation of invitation papers, assessment of returned applications and expression of interest and selection process conduct.
5. **Comparison Exercise** – Member visits to other relocated organisations to consider pros and cons of other offices and the relocation process itself. Survey of members to seek their views on what they would like the member area of new offices to contain and how it should function.
6. **Due Diligence** – South West Audit Partnership have submitted a proposal to provide independent due diligence on the project offering formal assessment as well as advice and guidance.
7. **Knowle costing** - Evaluation of running cost, environmental impact and predicted future capital outlay of the Knowle offices. Comparison to a new build alternative.
8. **Storage** – Evaluation of current storage practices and scale in Knowle. Project planning to address paper storage issues and preparation for a new information management regime at a new HQ building.
9. **Staff** – Various meetings with staff to continue to raise profile, inform, reassure and update on relocation matters. Further, more detailed work with staff will depend on confirming a specific site in Honiton.

Ongoing and Future Tasks

The following are some of the ongoing and future tasks of importance. Some of these continue to be resourced in the short term by our consultants and then handed on to the Relocation Manager once in post:

1. **Site surveys** – Commence priority site surveys to include Topography, Ecology and Economic Impact.
2. **Outline planning application** – Preparation and progress of outline planning application involving Sidmouth local consultation.
3. **Communications** – implementation of external communication strategy with particular focus on Sidmouth Town Council, stakeholder, business and resident engagement and press relations. Marketing of Knowle development opportunities.
4. **Relocation Management Recruitment** – Recruitment process underway and selection decision anticipated before March Cabinet meeting. Possible further

negotiation with preferred provider/candidate and formal feedback to framework participants required.

5. **Honiton Site review** – Increased detail for sequential testing of alternative Honiton sites with a view to deciding on priority options worth further investigation and negotiation.
6. **Exmouth Options** – further explore opportunities in Exmouth to deliver commitment to a continued significant presence in the town.
7. **Handover** – Ensure smooth passage of information and tasks from lead officers and consultants to newly appointed Relocation Manager.
8. **Member and Officer Engagement** - Working Party Arrangements and other activities including preparation of papers, presentations, site visits etc
9. **Staff communication** - Further information meetings with staff and space planning with departments to improve specification of new build parameters. Clarification of member space requirements, public area and other spaces alongside office uses.
10. **Information storage and ICT project** – Funding is approved for this project to underpin the efficient and cost effective operation of the Council in a new build HQ.

Current and future tasks detailed above are being delivered by our consultants and specific officers. The role of the consultant's will largely be taken on by the Relocation Manager in a short transition process that avoids the new postholder having to reinvent or duplicate tasks. Kensington Taylor has proved a flexible and professionally supportive resource in the interim before appointing relocation management. We originally commissioned them for a period up to the end of 2011 but have needed to retain their services to tackle additional tasks that have emerged during the initial phase of this project and to provide a mix of support activity pending a relocation Manager in place.

The contract with Kensington Taylor will cease once a short handover to the Relocation Manager is complete and we move onto the next key tasks of carrying out site surveys, preparing outline planning application, local consultation and bringing the Knowle to the market to satisfy ourselves of the value in this site.

Legal Implications

The case for a waiver of the usual requirement for three written quotations has been set out in the report.

Financial Implications

The funds will be drawn from the existing approved budget for initial relocation management costs of £200,000.

Background Papers

None

Richard Cohen

Deputy Chief Executive

Cabinet

7 March 2012

Appendix 2

EDDC Office Relocation Project

Task Report – Kensington Taylor

Work carried out to date

Original Fee

The Knowle site – Assessment

- Soft Marketing exercise on the existing site to inform uses
- Assessment to achieve best value on The Knowle
- Planning reviews
- Highways Review
- Storage and IT facilities
- Assessment of existing energy/building costs

Relocation to Honiton

- Assessing potential sites in Honiton.
- Soft Marketing exercise with local developers/agents
- Assess Procurement route
- Review of all staff departments/figures relocating to Honiton
- Storage and IT facilities
- Assessment of members requirements
- Assessment on energy savings
- Planning review
- Highways and Devon County review
- Comparative examples of best practice design and relocation
- Support DCEO and the Organisational Development Manager
- Relocation Project Manager Appointment which include
 - Bid process through the South West Consultancy Framework
 - Advert through the Estates Gazette

Appendix 2

Task Report – Kensington Taylor

Work carried out to date

Further approved Fee for the period to April 12

Part One Review of the Knowle site

Continuation of existing study of The Knowle including, and ongoing:

1. Complete appointment of Relocation Project Manager
2. Community liaison
3. Stakeholder/Town Council Consultation
4. Group/Members Meetings
5. Survey and Studies analysis
6. Assess potential options with developers
7. Preparation of Outline Planning application
8. Assisting in conditional site sale of The Knowle

Part One Relocation of new offices to Honiton

Continuation of existing study of Relocation of new offices to Honiton including and ongoing:

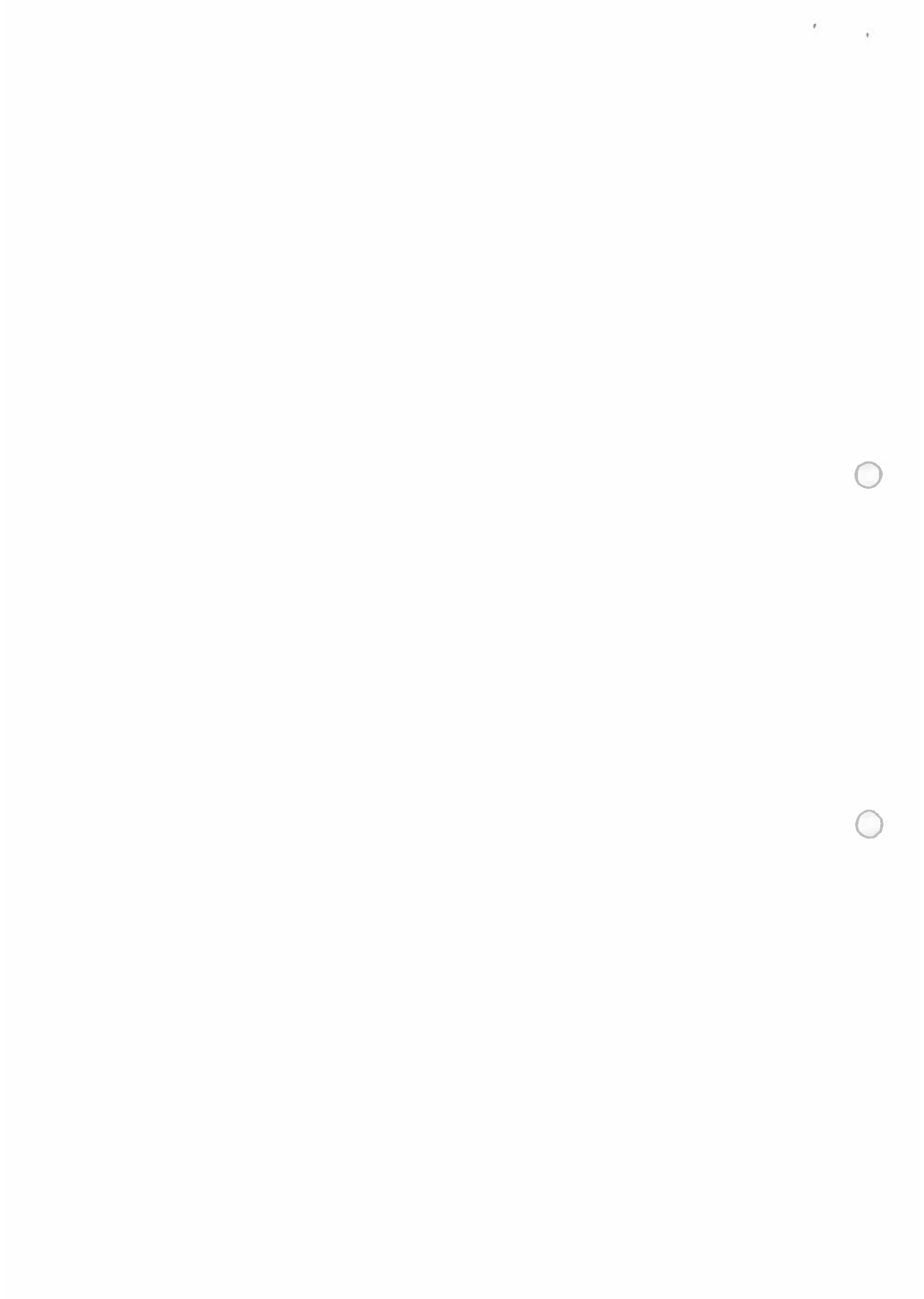
1. Develop Sequential Test
2. Test appropriate sites through a feasibility analysis
3. Refine detailed brief for staff requirements, members and departments
4. Detailed IT and storage requirements
5. Business centre relocation assessment
6. Outline Office design
7. Indicative space planning with department adjacencies
8. Public consultation presentations
9. Progress developer interest
10. Soft market testing – Conclusion
11. Identify preferred options to move forward
12. Conditional site sale/Expressions of interest at Heathpark

Office Relocation to Date

25/04/2012

2011	55203	Office Relocation	11	0500	139668	Recruitment Advertising	Devon County Council	1,668.00
				0500				1,668.00
							Sum:	
2011	55203	Office Relocation	10	2600	139289	Transport Hire	Coach Hire Relocation Sites	125.00
				2600				125.00
							Sum:	
2011	55203	Office Relocation	11	3015	38273	Idt Exp Room Hire 6244	Id18823 Room Hire 19/01 Refres	56.50
				3015				56.50
							Sum:	
2011	55203	Office Relocation	11	3464	134806	Technical Support	Undertake Feasibility Study	6,000.00
2011	55203	Office Relocation	11		136585	Technical Support	Office Relocation	6,000.00
2011	55203	Office Relocation	11		137741	Technical Support	Office Relocation Study	6,000.00
2011	55203	Office Relocation	11		138668	Technical Support	Office Relocation Feasibility	2,000.00
2011	55203	Office Relocation	12		141786	Technical Support	Feasibility Study	5,000.00
2011	55203	Office Relocation	12		142021	Technical Support	Feasibility Study	5,000.00
2011	55203	Office Relocation	13		142387	Consultancy-Advice	Feasibility Study	5,000.00
				3464			Sum:	35,000.00
								KENSINGTON TAYLOR

Sum: 36,849.50



Appendix 4

East Devon District Council

Office Relocating

Architect's role to Financial Viability Gateway

Architectural role going forward.

There are several key roles that will require Architectural input in the immediate future, and the following specific tasks are identified within the "Initial Overview Programme – Rev A" namely;

- Full RIBA Services in respect of the preparation, consultation, submission and negotiation of Outline Planning Submission for the potential works to the Knowle.
- Review, consideration, consultation and preparation of proposals for the facilities at Exmouth, including potentially alteration / modernisation of existing, or within other, premises.
- Client Brief - Assistance and preparation of outline drawings / sketches to illustrate finalised requirements, thereby assisting with the establishment of costs and potentially aiding any Value Engineering to be carried out by alteration of areas. This role will require attendance during formal meetings and workshops during which time the Client Brief is established and agreed
- Other liaison as reasonably considered necessary including that associated with the establishment and recommendation of potential plots in Honiton for the relocated offices.

S J Pratten

Davis Langdon LLP
An Aecom Company
26 April 2012



EAST DEVON DISTRICT COUNCIL
OFFICE RELOCATION

ID	Task Name	Duration	Start	Finish	Predecessors
1	Initial Six Months - Establishing Viability of the Project	150 days	Fri 16/03/12	Fri 19/10/12	
2	Initial Surveys of Knowledge and Heelbipark	52 days	Fri 16/03/12	Thu 31/05/12	
3	Review of KT obtained lenders	1 day	Fri 16/03/12	Fri 16/03/12	
4	EDDC Agree to proceed with initial surveys	1 day	Tue 20/03/12	Tue 20/03/12	
5	KT to redraw Stomouth Redine	2 days	Mon 19/03/12	Tue 20/03/12	
6	EDDC consider revision of Redine	5 days	Wed 21/03/12	Tue 27/03/12 6	
7	DLPm review / discuss / negotiate with lenders re revised Redine	7 days	Wed 28/03/12	Thu 05/04/12 7	
8	DLPm Tender Report and Recommendation	4 days	Tue 10/04/12	Fri 13/04/12 8	
9	Consideration of other Initial Surveys -	12 days	Wed 21/03/12	Thu 05/04/12	
10	Archaeological scoping	12 days	Wed 21/03/12	Thu 05/04/12 6	
11	UXB	12 days	Wed 21/03/12	Thu 05/04/12 6	
12	Others	12 days	Wed 21/03/12	Thu 05/04/12 6	
13	EDDC consider recommendation and place orders for;	2 days	Mon 16/04/12	Tue 17/04/12	
14	Topographical Survey	2 days	Mon 16/04/12	Tue 17/04/12 9	
15	Tree Survey and Preliminary Constraints Plan	2 days	Mon 16/04/12	Tue 17/04/12 9	
16	Environmental Impact Assessment / Habitat Survey	2 days	Mon 16/04/12	Tue 17/04/12 9	
17	Flood Risk Assessment	2 days	Mon 16/04/12	Tue 17/04/12 9	
18	Drainage Strategy	2 days	Mon 16/04/12	Tue 17/04/12 9	
19	Ground Conditions / Geo Environmental Desk Study	2 days	Mon 16/04/12	Tue 17/04/12 9	
20	Transport Assessment	2 days	Mon 16/04/12	Tue 17/04/12 9	
21	Travel Plan	2 days	Mon 16/04/12	Tue 17/04/12 9	
22	Mobile, Carry out Initial Survey and prepare / issue associated report	2 days	Mon 16/04/12	Tue 17/04/12 9	
23	Topographical Survey	37 days	Tue 10/04/12	Thu 31/05/12	
24	Tree Survey and Preliminary Constraints Plan	22 days	Wed 18/04/12	Fri 18/05/12 15	
25	Environmental Impact Assessment / Habitat Survey	22 days	Wed 18/04/12	Fri 18/05/12 16	
26	Flood Risk Assessment	22 days	Wed 18/04/12	Fri 18/05/12 17	
27	Drainage Strategy	22 days	Wed 18/04/12	Fri 18/05/12 18	
28	Ground Conditions / Geo Environmental Desk Study	30 days	Wed 18/04/12	Wed 30/05/12 19	
29	Transport Assessment	22 days	Wed 18/04/12	Fri 18/05/12 20	
30	Travel Plan	22 days	Wed 18/04/12	Fri 18/05/12 21	
31	Others, including tender, recommendation, mobile, survey, report and issue	30 days	Wed 18/04/12	Wed 30/05/12 22	
32	Overall Completion of all Initial Surveys	36 days	Tue 10/04/12	Wed 30/05/12 11,12,13	
33		1 day	Thu 31/05/12	Thu 31/05/12 24,25,26,27,28,29	
34					
35	Review, consideration and approval of Other Consultants	60 days	Mon 19/03/12	Fri 15/06/12	
36	DLPm recommendation paper re employment of Other Consultants	10 days	Mon 19/03/12	Fri 30/03/12 4	
37	EDDC consideration of DLPm recommendation and approval of same	4 days	Mon 02/04/12	Thu 05/04/12 36	

EAST DEVON DISTRICT COUNCIL
OFFICE RELOCATION

APPENDIX 1

ID	Task Name	Duration	Start	Finish	Predecessors
38	Architects' Recommendation (Advisor) - Reasoning of early Appointment for submission Outline Planning and potentially with the development of the Brief including space plans	1 day	Thu 05/04/12	Thu 05/04/12	
39	Cost Consultant - tender, approval, recommendation, appointment	46 days	Tue 10/04/12	Fri 15/05/12 37	
40	Others - as applicable	46 days	Tue 10/04/12	Fri 15/05/12 37	
41					
42	Development of Brief, specification and associated costs	57 days	Mon 23/04/12	Fri 13/07/12	
43	Conditions for Success Workshop	1 day	Mon 23/04/12	Mon 23/04/12	
44	Consultation with Internal Stakeholders	4 days	Tue 24/04/12	Fri 27/04/12 43	
45	Development of Employers Requirements	25 days	Mon 23/04/12	Mon 28/05/12	
46	Workshop with DEGW (dependant upon KT space plans)	1 day	Mon 30/04/12	Mon 30/04/12 45FS-20 days	
47	ICT review	9 days	Mon 30/04/12	Fri 11/05/12 45FS-20 days	
48	DATA Gathering	19 days	Mon 23/04/12	Fri 18/05/12 43FS-1 day	
49	Initial Scoping	19 days	Mon 30/04/12	Fri 25/05/12 45FS-20 days	
50	Consultation with LPA	14 days	Mon 30/04/12	Fri 18/05/12 48FS-14 days	
51	Develop Project Quality Plan, preparation of outline specification	13 days	Mon 28/05/12	Fri 15/06/12 49	
52	Strategic Review	12 days	Tue 29/05/12	Fri 15/06/12 45	
53	Project Risk Input	5 days	Tue 31/05/12	Fri 08/06/12 51FS-10 days	
54	Consideration of potential procurement routes	5 days	Thu 31/05/12	Fri 08/06/12 51FS-10 days	
55	Finalise Draft Employers Requirements	5 days	Mon 11/06/12	Fri 15/06/12 51FS-5 days	
56	Detailed cost review of Employers Requirements	10 days	Mon 11/06/12	Fri 22/06/12 51FS-5 days	
57	Contingent period for Value Engineering, if applicable	10 days	Mon 25/06/12	Fri 06/07/12 55.56	
58	Submission of Final Draft of Employers Requirements to EDDC for consideration, costed	1 day	Fri 06/07/12	Fri 06/07/12 57FS-1 day	
59	EDDC consideration period including all necessary liaison meetings with DLPM and others as required. DLPM update of documents as necessary	5 days	Mon 09/07/12	Fri 13/07/12 58	
60	EDDC confirm Employers Requirements, costed	1 day	Fri 13/07/12	Fri 13/07/12 59FS-1 day	
61					
62	Outline Planning Submission for potential Developments of the Knowledge	86 days	Tue 10/04/12	Fri 10/08/12	
63	KT to prepare Outline Planning Application for Development of the Knowledge	28 days	Tue 10/04/12	Fri 19/05/12 38	
64	Consultation with LPA	23 days	Tue 10/04/12	Fri 11/05/12 38	
65	Public Consultation	4 days	Tue 08/05/12	Fri 11/05/12 63FS-9 days	
66	Submission of Outline Planning Application	1 day	Fri 19/05/12	Fri 18/05/12 63FS-1 day	
67	Planning Process	58 days	Mon 21/05/12	Fri 10/08/12 66	
68	Outline Planning Award	1 day	Fri 10/08/12	Fri 10/08/12 67FS-1 day	
69					
70	Consideration of suitable facilities in Exmouth	30 days	Mon 21/05/12	Tue 03/07/12	
71	KT review of current facilities and recommendations for alteration / modernisation	15 days	Mon 21/05/12	Tue 12/06/12 66	
72	Preparation of budget Cost Plan	5 days	Wed 13/06/12	Tue 19/06/12 71	
73	EDDC Consideration	10 days	Wed 20/06/12	Tue 03/07/12 72	
74					

APPENDIX 1

EAST DEVON DISTRICT COUNCIL

OFFICE RELOCATION

INITIAL OVERVIEW PROGRAMME - REV A

MARCH 2012

ID	Task Name	Duration	Start	Finish	Predecessors
75	Appointment of Land Agent for sale of Knowle and Honiton site	43 days	Wed 06/06/12	Fri 03/08/12	
76	DLP M to prepare briefing paper for the employment of a Land Agent for sale of the Knowle and potentially EDDC Honiton Plot	8 days	Wed 06/06/12	Fri 15/06/12 14 49	
77	EDDC to consider DLP M Briefing paper	5 days	Mon 19/06/12	Fri 22/06/12 76	
78	EDDC Approval to proceed	1 day	Fri 22/06/12	Fri 22/06/12 77FS-1 day	
79	Preparation of Land Agent tenders	10 days	Mon 25/06/12	Fri 06/07/12 78	
80	Land Agent tender period	10 days	Mon 09/07/12	Fri 20/07/12 79	
81	Review, Tender Report and Recommendation	5 days	Mon 23/07/12	Fri 27/07/12 80	
82	EDDC Consideration of Tender report and recommendation	5 days	Mon 30/07/12	Fri 03/08/12 81	
83	EDDC place Order with Land Agent	1 day	Fri 03/08/12	Fri 03/08/12 82FS-1 day	
84					
85	Establish Value of The Knowle	10 days	Mon 13/08/12	Fri 24/08/12	
86	Land Agent visits The Knowle and prepares Feedback Valuation, including consideration of early sale of portions of the site	10 days	Mon 13/08/12	Fri 24/08/12 83FS+5 days	
87	Receipt of red Book Valuation / s	1 day	Fri 24/08/12	Fri 24/08/12 86FS-1 day	
88					
89	Consider potential plots in Honiton	134 days	Mon 19/03/12	Fri 28/09/12	
90	Review of KT Sequential Test Survey	10 days	Mon 19/03/12	Fri 30/03/12	
91	EDDC decision on preferred site, including all necessary liaison	27 days	Mon 02/04/12	Fri 11/05/12 90	
92	Land Agent briefed	5 days	Mon 13/08/12	Fri 17/08/12 83FS+5 days	
93	Land Agent to prepare particulars of Conditional Sale EDDC site in Honiton	8 days	Mon 20/08/12	Fri 31/08/12 92	
94	Conditional Sale period	15 days	Mon 03/09/12	Fri 21/09/12 93	
95	Receipt of Conditional Sale tenders	1 day	Fri 21/09/12	Fri 21/09/12 94FS-1 day	
96	DLP M Review, Report and Recommendation of Conditional Sale	5 days	Mon 24/09/12	Fri 28/09/12 95	
97					

ID	Task Name	Duration	Start	Finish	Predecessors	2013	2014	2015
98	Overall Project Viability	15 days	Mon 01/10/12	Fri 19/10/12		10		
99	DLPM / EDDC briefing	10 days	Mon 01/10/12	Fri 12/10/12 07:36		10		
100	DLPM Viability Report reconciling potential value of the Krowe, including variants and Conditional Sale of EDDC Hinton Pit and associated Options with anticipated costs for relocated Offices in Hinton and satellite facilities in Ermouth	10 days	Mon 01/10/12	Fri 12/10/12 07:36		10		
101	EDDC consideration of Viability Report	5 days	Mon 15/10/12	Fri 19/10/12 100		10		
102	EDDC decision to proceed or otherwise	1 day	Fri 19/10/12	Fri 19/10/12 10:15:1 day		10		

EAST DEVON DISTRICT COUNCIL
OFFICE RELOCATION

ID	Task Name	Duration	Start	Finish	Predecessors
103	Post Viability proving	535 days	Mon 22/10/12	Fri 02/01/15	
104					
105	Consultant Appointments	43 days	Mon 22/10/12	Wed 19/12/12	
106	Relocation Manager - DLPIM	1 day	Mon 22/10/12	Mon 22/10/12 102	
107	Cost Consultant	1 day	Mon 22/10/12	Mon 22/10/12 102	
108	Architectural Advisor - tender, approval, recommendation, appointment	43 days	Mon 22/10/12	Wed 19/12/12 102	
109	Others as applicable - tender, approval, recommendation, appointment	43 days	Mon 22/10/12	Wed 19/12/12 102	
110					
111	Expressions of Interest / Tendering	157 days	Mon 22/10/12	Fri 07/05/13	
112	The Knowledge	106 days	Mon 22/10/12	Fri 22/03/13	
113	Preparation of outline information and publication	10 days	Mon 22/10/12	Fri 02/11/12 106FS 1 day	
114	Expressions of interest received	15 days	Mon 05/11/12	Fri 23/11/12 113	
115	POOs issued and returned	21 days	Mon 26/11/12	Mon 24/12/12 114	
116	DLPIM review of POOs, preparation of Report and recommendation for tender	10 days	Thu 27/12/12	Fri 11/01/13 115	
117	EDDC consideration, agreement to proceed to tender	5 days	Mon 14/01/13	Fri 18/01/13 116	
118	Preparation of tender documents	10 days	Mon 21/01/13	Fri 01/02/13 117	
119	Tender period	15 days	Mon 04/02/13	Fri 22/02/13 118	
120	DLPIM review, tender report and recommendation	10 days	Mon 25/02/13	Fri 08/03/13 119	
121	EDDC consideration	10 days	Mon 11/03/13	Fri 22/03/13 120	
122	EDDC approval of successful tender and agreement to proceed	1 day	Fri 22/03/13	Fri 22/03/13 121FS: 1 day	
123	EDDC Honiton plot - Conditional Sale	106 days	Mon 22/10/12	Fri 22/03/13	
124	Preparation of outline information and publication	10 days	Mon 22/10/12	Fri 02/11/12 106FS 1 day	
125	Expressions of interest received	15 days	Mon 05/11/12	Fri 23/11/12 124	
126	POOs issued and returned	21 days	Mon 26/11/12	Mon 24/12/12 125	
127	DLPIM review of POOs, preparation of Report and recommendation for tender	10 days	Thu 27/12/12	Fri 11/01/13 126	
128	EDDC consideration, agreement to proceed to tender	5 days	Mon 14/01/13	Fri 18/01/13 127	
129	Preparation of tender documents	10 days	Mon 21/01/13	Fri 01/02/13 128	
130	Tender period	15 days	Mon 04/02/13	Fri 22/02/13 129	
131	DLPIM review, tender report and recommendation	10 days	Mon 25/02/13	Fri 08/03/13 130	
132	EDDC consideration	10 days	Mon 11/03/13	Fri 22/03/13 131	
133	EDDC approval of successful tender and agreement to proceed	1 day	Fri 22/03/13	Fri 22/03/13 132FS: 1 day	
134	EDDC preferred Honiton Site	111 days	Thu 27/12/12	Fri 07/05/13	
135	Preparation of outline information and publication	10 days	Thu 27/12/12	Fri 11/01/13 113 126	
136	Expressions of interest received	15 days	Mon 14/01/13	Fri 01/02/13 135	
137	POOs issued and returned	20 days	Mon 04/02/13	Fri 01/03/13 136	
138	DLPIM review of POOs, preparation of Report and recommendation for tender	10 days	Mon 04/03/13	Fri 15/03/13 137	
139	EDDC consideration, agreement to proceed to tender	5 days	Mon 18/03/13	Fri 22/03/13 138	
140	Preparation of tender documents	13 days	Mon 25/03/13	Fri 12/04/13 139	

APPENDIX 1

**EAST DEVON DISTRICT COUNCIL
OFFICE RELOCATION**

**INITIAL OVERVIEW PROGRAMME - REV A
MARCH 2012**

ID	Task Name	Duration	Start	Finish	Predecessors
141	Tender period	15 days	Mon 15/04/13	Fri 03/05/13 140	
142	DLP/M review, tender report and recommendation	9 days	Tue 07/05/13	Fri 17/05/13 141	
143	EDDC consideration	14 days	Mon 20/05/13	Fri 07/06/13 142	
144	EDDC approval of successful tenderer and agreement to proceed	1 day	Fri 07/06/13	Fri 07/06/13 143/FS-1 day	
145					
146					
147	Summary of subsequent tasks	449 days	Mon 25/03/13	Fri 02/01/15	
148	EDDC preferred Honiton Site / Exmouth - based on D&B	449 days	Mon 25/03/13	Fri 02/01/15	
149	Purchase of Site based upon completion sale of EDDC Honiton Pat	37 days	Mon 25/03/13	Fri 17/05/13 122,133	
150	Contractor Appointed	1 day	Fri 07/06/13	Fri 07/06/13 143/FS-1 day	
151	Contractor commences planning and detailed design	40 days	Mon 10/06/13	Fri 02/08/13 150	
152	Planning	59 days	Mon 05/08/13	Fri 25/10/13 151	
153	Judicial Review	30 days	Mon 28/10/13	Fri 06/12/13 152	
154	Commencement of Works on site	1 day	Mon 09/12/13	Mon 09/12/13 153	
155	Construction Period	261 days	Tue 10/12/13	Fri 19/12/14 154	
156	Completion and Handover	1 day	Fri 19/12/14	Fri 19/12/14 155/FS 1 day	
157	Decant from The Knowle	7 days	Mon 22/12/14	Fri 02/01/15 156	
158	Works to Satellite Offices in Exmouth	64 days	Tue 23/09/14	Fri 19/12/14 154/FS-197 days	
159	Decant from existing Exmouth Offices	7 days	Mon 22/12/14	Fri 02/01/15 158	
160	EDDC fully relocated to new Offices	1 day	Fri 02/01/15	Fri 02/01/15 159/FS-1 day	

