

Meeting not open to the public



District Council

Date: 23 May 2012
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To: To: Members of the Office Accommodation Working Party
(Councillors: Paul Diviani, Graham Godbeer,
Vivien Duval Steer, Ray Bloxham, Steve Gazzard, 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, Chris Powell, Kate Little, Steve Pratten, Wayne Belle.

Member Office Accommodation Working Party Wednesday 30 May 2012 – 6.30 pm – Committee Room

AGENDA

		<u>Page/s</u>
1.	Introductions and apologies.	
2.	To receive the notes of the meeting held on 27 March 2012.	2 - 5
3.	Relocation Manager Project Planning	Steve Pratten Attached
4.	Knowle Progress	Steve Pratten
5.	Honiton Progress	Steve Pratten
6.	Other actions	
	a) Document management update	Chris Powell
7.	Any other business	
8.	Dates of Further Meetings in 2012 – 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 WEDNESDAY 30 MAY 2012

Present:

Councillor Andrew Moulding	ATM	EDDC
Councillor Graham Godbeer	GG	EDDC
Councillor Paul Diviani	PD	EDDC
Councillor David Cox	DC	EDDC
Councillor Steve Gazzard	SG	EDDC
Councillor Ray Bloxham	RB	EDDC
Councillor Helen Parr	HP	EDDC
Councillor Steve Wragg	SW	EDDC
Councillor Bob Buxton	BB	EDDC
Councillor Vivien Duval Steer	VDS	EDDC
Councillor Ben Ingham	BI	EDDC
Mark Williams	MW	Chief Executive, EDDC
Steve Pratten	SP	Relocation Project Manager
Ed Freeman	EF	Principal Planning Officer, EDDC
Chris Lane	CL	Democratic Services Officer, EDDC
Chris Powell	CP	Corporate ICT Manager, EDDC
Karen Jenkins	CP	Corporate Organisational Development Manager, EDDC
Wayne Belle	WB	Electronic Document System Project Manager
Martin Millmow	MM	Document Centre Manager

Apologies:

Councillor Ian Thomas	IT	EDDC
Richard Cohen	RC	Deputy Chief Executive, EDDC
Kyrenia Tew	KT	Kensington Taylor

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The meeting started at 6.30pm and finished at 7.15pm.

Item	Notes/Decisions	Action
1. Introduction	Welcome and introduction.	
2. Notes of meeting held on 27 March 2012	The notes of the meeting held on 27 March 2012, were agreed as a true record.	Noted
3. Relocation Manager – Introduction and Project Planning	<p>Members received the report of SP on the Office Relocation Project. He reported that Davis Langdon LLP had commenced their appointment with EDDC on 17 April 2012. A number of Internal Stakeholder Consultations and the Conditions for success workshop had been held in the period with some very useful information and advice being provided.</p> <p>Discussions had been held with the Planning Officer regarding the necessary Outline Planning application for the potential development of Knowle. Provision of Outline Planning Permission would greatly help with the certainty of the financial value of Knowle.</p> <p>Tenders for initial surveys had been reviewed and negotiated. A number of direct orders for tenders had now been placed for initial survey work, some of which were underway. It was acknowledged that an Economic Impact Assessment would also be required to accompany the Outline planning Application for Knowle. Tenders for the Economic Impact Assessment were due back on 8 June. Tenders for 5 land agents had been issued and were due back on 15 June.</p> <p>Several communications from Members and particularly members of the public had been received during the period, including some 'Freedom of Information' Act requests that required detailed replies. It was noted that there appeared to be some public opposition to the move. All appropriate responses were posted on the FAQs' section of the Council's website. The need for effective communication was paramount in explaining all issues arising from the proposal.</p> <p>The Programme had been reviewed, refined and updated during the period. The date for the Project Viability report to be provided was now 30 November 2012. SP confirmed that he was confident that this date would not slip.</p>	Noted

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	<p>Now that Davis Langdon had identified all required details for the move the budget had been revised and a sum of £296,556 identified. Including a contingency fund of £23,500. A report explaining the increase in costs would be going to a future meeting of the Cabinet.</p>	
4. Knowle Progress	<p>SP reported that initial surveys had now been commissioned and final reports and survey information was anticipated to start being received from 25 May to early July.</p> <p>Kensington Taylor had been commissioned to carry out, submit and negotiate the Outline Planning Application, including associated tasks. The Economic Impact and Land Agents packages had been issues and tenders were due back in early June.</p>	
5. Honiton Progress	<p>SP reported that initial surveys had been commissioned for Heathpark, which would enable better certainty of the nature of the site and potentially assist with any site valuations.</p> <p>Informal discussions had been held with [REDACTED] [REDACTED] who had shown some interest in the possibility of moving from their site. [REDACTED]</p> <p>Two informal meetings had also been held with a developer who was keen to develop their proposals to purchase the Heathpark site to build a supermarket and in exchange purchase the Cattle Market site and provide new 30-35,000sq ft office facility with car parking at no cost to the Council.</p> <p>Members acknowledged the limited road network and access around the Cattle Market Site. SP reported that he anticipated that an offer from this developer would be received in the next few months.</p> <p>Members noted that Honiton Town Council would be writing to Devon County Council regarding highway issues in Honiton.</p> <p>Kensington Taylor's Sequential Testing document was now in its final draft and was anticipated to be issued in the next few weeks.</p>	

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	<p>Members raised the issue of limiting the amount of car parking at the new offices to increase the use of public transport and improve the green travel plan.</p> <p>The importance of having an allowance for the communication costs in the budget was emphasised.</p>	
6. Other actions	<p>a) <u>Document management update</u></p> <p>Members received the progress report on the Electronic Data/Document Management System (EDMS). CP introduced WB, the EDMS Project Manager and MM the Document Centre Manager. It was noted that Civica had agreed to upgrade the existing system and provide extra licences free of charge so no system replacement was required, only a significant upgrade.....</p> <p>The aim of the project was to eliminate paper for routine Council operations and a timetable of when each service would go paperless would be produced. The corporate scanning function was being upgraded to the recommended specification of hardware. Some new software was being trialled to improve the quality of images being captured.</p> <p>A process review had been undertaken in Planning to simplify and speed up the capture of both current and historic documents. This involved the use of 'Bar-coding'. The capture of 'Live' claimant data was continuing in Benefits. The initial strategy was to ensure that a robust, predictable model was adopted and easily transferrable to other parts of the Council.</p> <p>The aim was to back scan only essential documents based upon the Document Retention Policy. The services and the Document centre were managing the current load of back scanning but the limit had been reached. Future back scanning may require additional capacity.</p> <p>The aim was to dispose of unnecessary paper documents and also remove all unnecessary filing and shelf storage and prepare for a lean building. Members were given details of the amount of paper files that had been removed so far.</p> <p>Local Government Guidelines for document retention would be closely followed in the EDMS project and reduction in paper files.</p>	

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7. Any other business	<p><u>Exmouth Town Hall</u></p> <p>MW reported that he had spoken to Exmouth Town Council regarding proposals to relocate the District Council offices and refurbish the Town Hall. Further engagement would be undertaken with Exmouth Town Council once further details were known about the Office Relocation.</p> <p><u>Governance Arrangements</u></p> <p>MW confirmed that he would be preparing a report on Governance for the Relocation Project for consideration by the Cabinet.</p>	
9. Dates and times of future meetings	Future meetings to be held on a bimonthly basis on Wednesday 18 July, Wednesday 12 September and Wednesday 7 November 2012.	All

