

Date: 12 May 2014  
 Contact number: 01395 517535  
 E-mail: aherbert@eastdevon.gov.uk  
 Direct Fax: 01395 517507  
 Our Reference: Officer working Group/RC/ah



To: Members of the Office Accommodation Officer Working Group  
 (Richard Cohen, Simon Davey, John Golding, Karen Jenkins,  
 Denise Lyon, Rachel Pocock, Chris Powell, Steve Pratten,  
 Colin Slater, Henry Gordon Lennox, Andrew Ellins,  
 Andrew Hancock, Nigel Harrison, Donna Best)

East Devon District Council  
 Knowle  
 Sidmouth  
 EX10 8HL  
 DX 48705 Sidmouth  
 Tel: 01395 516551

## STRICTLY CONFIDENTIAL

**Office Accommodation – Officer Working Group**  
**Thursday 15 May 2014**  
**10.00am Room 67**

### AGENDA

		<b>Responsible Officer</b>
1.	Introductions and apologies	RC
2.	Approval of previous Meeting Minutes	RC
3.	Matters arising from previous Meeting <ul style="list-style-type: none"> <li>• Including finalisation of the Terms of Reference</li> </ul>	RC
4.	Office Accommodation Project particulars: <ul style="list-style-type: none"> <li>• Project cost to date</li> <li>• Programme summary including identification of critical dates</li> <li>• Heathpark update re exchange of contracts with Terrace Hill</li> <li>• Update on issued enquiry for Commercial Land Agent to market and sell Knowle and Manstone Depot</li> <li>• Risk Review – ( New + Red and Orange Risks Only)</li> </ul>	SP
5.	Feedback from the Executive Project Board Meeting.	RC
6.	Update on the Business Centre succession arrangements.	NH
7.	Update on Knowle and Manstone Depots relocation.	AH/DB
8.	Update on strategy and timescales for roll out of council devices for home and mobile working including phones	CP
9.	EDDC service provision across the District	KJ

10.	<b>Communication, consultation and engagement</b> <ul style="list-style-type: none"> <li>• Staff</li> <li>• UNISON</li> <li>• External</li> <li>• Equality consultation</li> <li>• Best value consultation</li> </ul>	<b>KJ</b>
11.	<b>Update on the document management project, including confirmation of performance against timescale</b>	<b>CP</b>
12.	<b>Legal updates re:</b> <ul style="list-style-type: none"> <li>• Public Rights of Way</li> <li>• TVG</li> <li>• Legal review of Project processes</li> <li>• OJEU Procurement re Skypark</li> <li>• Other</li> </ul>	<b>RP / HGL</b>
13.	<b>Preparing for Full Council in July 2014 and beyond</b> <ul style="list-style-type: none"> <li>• Update on actions toward July Cabinet</li> <li>• Resources to be engaged over and above current Officer Working Group members</li> <li>• Task Groups, work plans and lead officers</li> <li>• Leaders Think Tank</li> </ul>	<b>RC / SP</b>
14.	<b>Any other business</b>	
15.	<b>Dates of Meetings for 2014:</b> <ul style="list-style-type: none"> <li>• 19 June 10.00am</li> <li>• 17 July 10.00am</li> <li>• 21 August 10.00am</li> <li>• 18 September 10.00am</li> <li>• 16 October 10.00am</li> <li>• 20 November 10.00am</li> <li>• 18 December 10.00am</li> </ul>	

# CONFIDENTIAL

## OFFICE RELOCATION OFFICER WORKING PARTY MEETING NOTES FROM 15 MAY 2014

Present:

Richard Cohen	RP	Deputy Chief Executive
Steve Pratten	SP	Relocation Manager
Karen Jenkins	KJ	Corporate Manager – Organisational Development
John Golding	JG	Head of Housing
Simon Davey	SD	Head of Finance
Chris Powell	CP	Corporate Manager ICT
Nigel Harrison	NH	Economic Development Manager
Rachel Pocock	RP	Head of Legal and Democratic Services
Andrew Hancock	AH	Street Scene Manager
Andrew Ellins	AE	SWAP – Audit Manager
Colin Slater	CS	Procurement Officer
Donna Best	DB	Principal Estates Surveyor

Item	Notes/Decisions	Action
1	<b>Apologies:</b> Apologies received from: Denise Lyon Andrew Hancock	
2.	<b>Minutes of meeting held on 24 April 2014</b> Agreed.	
3.	<b>Matters arising from previous minutes:</b> None.	
4.	<b>Office Accommodation Project Particulars:</b> <ul style="list-style-type: none"> <li>• Cost to date is £398,000 from a budget of £501,000 leaving a balance of £103,000. There will be a further request to Cabinet in June for an uplift in the budget.</li> <li>• Programme summary is much the same as the previous month but there are still 2 critical issues that are affecting the final outturn dates for the Project to proceed. These are the resolution of the TVG (which affects the marketing process of the Knowle) and to a lesser extent the outcome of the Local Plan.</li> <li>• At the last meeting of the Executive Group the decision was made, following discussions and further comments, to recommend the appointment of Savill's as the agent to market and oversee the bidding process for Knowle and the Manstone Depot. SP confirmed that he would be shortly contacting Savills to reaffirm that they were entirely aware of the scope of the role. If satisfactory, and subject to Cabinet approval then a contract for the service provision will be agreed. It was noted that Savills would not be able to commence the marketing of Knowle until the matter of the</li> </ul>	SP

# CONFIDENTIAL

TVG has been resolved. It may be possible, however, for the necessary initial preparation work to commence enabling a swift start to the marketing process once the TVG issue had been resolved. The cost for the 1<sup>st</sup> Stage preparation work would be in the region of £8-£10,000. SP also advised that it would be prudent to set in motion the preparation of the initial survey work for the Manstone Depot. The information provided would enable bidders to have greater confidence in the site. It was agreed to go ahead as necessary after the Cabinet approval.

- St Modwen programme – further engagement await pending Eversheds consideration of procurement options.
- Heathpark – recent meeting with Terrace Hill re contracts went very well. Now agreed to include 'local recruitment and training requirement' into the contract. NH asked if this is a condition on the disposal of the EDBC and if so surely it cannot be conditioned until decision on Local Plan. SP said this was not the case it was just a requirement between Terrace Hill and EDDC on the contract. Target date for the exchange of contract is end of May with the timeline for planning still at Oct/Nov 14. Once contracts are signed then EDDC will receive a small deposit with the balance being payable on vacant occupation currently anticipated to be in May 2015.
- With the sale of the EDBC this will mean the loss of the Disaster Recovery Centre which could become a risk if a new location is not found. We need to consider alternative sites where a sufficient communication line will be needed. There is a 60 day timeline associated with this also. CP said he would speak to Exeter and Teignbridge to see if anything available to share. Once the move to Skypark takes place then the disaster recovery centre can be homed at the Waste and Recycling centre at Marsh Barton in Exeter.
- NH confirmed that all the tenants are being kept up to date with the sale of Business Centre and as much help and support is being offered where possible. NH to let RP have a copy of the licensee contract so that she can double check clauses etc.
- Risk Review update – document updated at meeting and an updated copy is attached to

CP

NH

## CONFIDENTIAL

		these minutes. DB asked whether we should be providing some narrative for Members to use during the election period – KJ confirmed that this being provided by the Comms team to help with public questions etc.	
5.	<b>Feedback from the Executive Project Board meeting</b>	Meeting held on 7 May reported by RC and noted.	
6.	<b>Update on the Business Centre succession arrangements</b>	Following the consultation exercise interviews have been held and a consultant appointed to undertake the work. NH to contact agents and get contracts in place.	NH
7.	<b>Update on Knowle and Manstone Depots relocation</b>	Following a visit to Honiton to look at a potential site it was agreed that the site looked at would involve significant constraint for what Streetscene needed. NH has said that he is still confident that a site will become available within the timescale on Heathpark. DB and AH to agree a spec together to allow a new search to begin.	AH/DB
8.	<b>Update on Strategy and timescales for roll out of council devices for home and mobile working including phones</b>	Training for staff on new mobiles is being put in place and 2015 is the date by which all staff should be familiar with any new equipment. No kits have been ordered yet but some good responses coming back from those members of staff who have been down to ICT to look at what will be available. Also a good response following the recent News and Views – need to keep this going. Kits will be purchased with Windows 7 (this means the Kit may be available to staff but not necessarily useable straight away). Paper light – looking at organising some more 'paper free' days. A refreshed push to staff and managers through SMT. CP to take up to date project plan to SMT which will include mobile phone policy, amount of mobile kits to be order and costs etc.	CP
9.	<b>EDDC service provision across the District</b>	KJ to meet with RC/SP/SD to discuss service provision needed. Also need to discuss touch-down areas and what each service thinks it will need to provide. We need to look at the Sidmouth need as this will be felt more due to the Knowle closing. Some firm decision to be made at this meeting then needs to go back to SMT and this group.	KJ
10.	<b>Communication, consultation &amp; engagement</b>	Once the decision of the TVG is known staff sessions to be set up to let everyone know the current situation and once again allow for any questions, concerns to be discussed.	

## CONFIDENTIAL

11.	<b>Update on Document Management project</b>	<p>No further update at the present time. Will possibly be some delay with the departure of Wayne but work to be handed over to CN who will take on in the next couple of weeks. Need to look at cost of further resource to deal with back scanning still to take place.</p> <p>Amount of containers needed has now reduced down to 6 but will need to look at including within Depot space as no containers will be allowed on Skypark site. All paperwork contained inside containers will need to be accessible so need to look at what shelving arrangements are available. There will be a time limit on what is stored allowing for a planned reduction in space requirement and container use over time.</p> <p>SP enquired whether a Deed Room/fireproof room in new building was required and if so what size should it be. Discussion followed and it is felt that a virtual deed room will be required – this will need to be a project with ICT re scanning of all documents – RP/CP to discuss.</p>	RP/CP
12.	<b>Legal updates:</b>	<p>TVG – waiting for decision from Inspector.          ROW – waiting for outcome of objection process.          Legal Review – SP met with HGL re risks etc. RP to speak to HGL to get update and also meet with SP for future updates.          Procurement – meeting held with Eversheds to look at procurement issue and options. Once information received then needs to come back to this group to discuss.</p>	RP/SP
13.	<b>Preparing for Full Council in July 2014 and beyond</b>	<ul style="list-style-type: none"> <li>• Following decision to not send a report to the July Cabinet but delay this to later in the year a short report will be sent to the June Cabinet giving update on current position and reasons for delay.</li> <li>• Resources to be engaged – agreed.</li> <li>• Task Groups – in progress</li> <li>• Leaders Think Tank – discuss at next Executive Group meeting.</li> </ul>	
16.	<b>AOB</b>	None	
17	<b>Date of Next Meeting</b>	19 June 2014 at 10.00am	