

Date: 17 July 2014
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 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)

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Office Accommodation – Officer Working Group
Thursday 17 July 2014
10.00am Room 1

AGENDA

		Responsible Officer
1.	Introductions and apologies	SP
2.	Approval of previous Meeting Minutes	SP
3.	Matters arising from previous Meeting	SP
4.	Office Accommodation Project particulars: <ul style="list-style-type: none"> • Project cost to date • Programme summary including identification of critical dates • Heathpark update re exchange of contracts with Terrace Hill • Knowle and Manstone Depot / ATC Hut. Update on the preparation of the marketing and bidding process. • Risk Review – (New + Red and Orange Risks Only) 	SP
5.	Feedback from the Executive Project Board Meeting.	SP
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, flexible and mobile working including phones	CP
9.	Update on Open for Business website project	KJ

10.	EDDC service provision across the District	KJ
11.	<p>Communication, consultation and engagement</p> <ul style="list-style-type: none"> • Staff • UNISON • External • Equality consultation • Best value consultation 	KJ
12.	Update on the document management project, including confirmation of performance against timescale	CP
13.	<p>Legal updates re:</p> <ul style="list-style-type: none"> • Public Rights of Way • TVG • Legal review of Project processes • OJEU Procurement re Skypark • Other 	RP / HGL
14.	Any other business	SP
15.	<p>Dates of Meetings for 2014:</p> <ul style="list-style-type: none"> • 21 August 10.00 am • 18 September 10.00 am • 16 October 10.00 am • 20 November 10.00 am • 18 December 10.00 am 	

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OFFICE RELOCATION OFFICER WORKING PARTY MEETING NOTES FROM 17 JULY 2014

Present:

Steve Pratten	SP	Relocation Manager
Karen Jenkins	KJ	Corporate Manager – Organisational Development
Simon Davey	SD	Head of Finance
John Golding	JG	Head of Housing
Rachel Pocock	RP	Head of Legal and Democratic Services
Nigel Harrison	NH	Economic Development Manager
Andrew Hancock	AH	Street Scene Manager
Donna Best	DB	Principal Estates Surveyor

Item	Notes/Decisions	Action
1	<p>Apologies:</p> <p>Apologies received from: Richard Cohen Chris Powell Andrew Ellins Denise Lyon Colin Slater</p>	
2.	<p>Minutes of meeting held on 19 June 2014</p> <p>Agreed.</p>	
3.	<p>Matters arising from previous minutes:</p> <p>To be discussed in next item.</p>	
4.	<p>Office Accommodation Project Particulars:</p> <ul style="list-style-type: none"> • Cost to date is £436,247. The previous agreed budget is £705,568, therefore leaving a balance of £269,321 of which the Contingency allowance is £40,351. • Programme summary: DCC have now formally rejected the TVG application for Knowle. The advice received from Savills is that the Marketing and Bidding process for Knowle and Manstone/ATC should not take place during the August School Holidays. Rather, it should commence on 1 September. Whilst this advice needs to be accepted by EDDC it is anticipated that such will be accepted so that best value for the properties can be achieved. To be agreed with RC. Consequently the programme has been delayed by approximately one month since the previous iteration. It is noted that there are still elements within the programme that will need to be confirmed as the Project progresses. RP asked if a plan of exactly what land is being disposed of at Knowle could be circulated. SP to circulate plan. SP also confirmed that all the area around the Depot including the small grasscrete area outside the fence was to be 	

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		<p>included. There is concern that the process for the handover of the grassland to Sidmouth Town Council had not yet started. To be discussed at forthcoming meeting with Savills.</p> <ul style="list-style-type: none"> • Procurement: following the meeting with Eversheds on 24 June there is now a better understanding of the procurement alternatives which can be realistically followed. A further meeting is due to be held with Eversheds to discuss way forward. • Risk Review – the latest Risk Review was carried out on 10 July 2014 following receipt of formal advice from DCC confirming the Knowle TVG application had been refused. This issue had been identified as a potentially significant risk to the Project, and as a result of DCC confirmation two risks were omitted, the narrative of several risks amended and two risks re-classified. No new risks have been incorporated. There was some discussion about how any delay moving would affect the future maintenance of Knowle, as this could be over the next 2 winters some risk involved. 	
5.	Feedback from the Executive Project Board meeting	SP gave update following the last meeting of the Executive group from the available note of the meeting. It was agreed that a meeting would be arranged with officers and Exmouth Town Hall to talk about future of the building now that DCC are vacating.	
6.	Update on the Business Centre succession arrangements	Heathpark: The finalisation of the Contract between EDDC and Terrace Hill continues to be negotiated. It is understood that the further delay to the exchange of contracts are due to deliberations between Terrace Hill and the anticipated end user. It is understand that these should be concluded shortly. NH still has concerns about the tenants at the Business Centre. We need to be make it very clear that we will do all we can to help them move and find new work premises.	NH
7.	Update on Knowle and Manstone Depots relocation	Knowle & Manstone Depot/ATC Site: Savills have now been formally appointed and are preparing the marketing information ready for release. They have confirmed that EDDC will be asked to review and approve all relevant draft and final document and press releases. Savills will also be uploading various items of technical information, planning and legal information to a micro site on their own website. It was agreed that we need to be careful about what documents etc are uploaded. DB asked whether there had been any discussion on Community Right to Bid, we need to understand how we sell the open	DB

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		<p>space. SP confirmed that HGL was aware and a meeting would be held with Savills to discuss when needed. Could possibly be more of a PR issue so will need to look at what is included in any reports going forward. If needed could be done as a parallel exercise with the marketing of Knowle etc. To assist with the marketing aspect, an independent Planning Consultant, Ed Heynes, has been appointed to provide a Planning Statement and other associated deliverables as well as providing independent advice to EDDC as landowner. A pre app meeting has also been held between Ed Heynes and Ed Freeman Development Manager. It is anticipated that Savills Tender report and recommendation will be issued around 21 November 2014.</p>	
8	<p>Update on Strategy and timescales for roll out of council devices for home and mobile working including phones</p>	<p>KJ has spoken to CP about transformational projects for the next couple of years being in place – these need to be updated from a Comms point of view. KJ also met with Charlie Nichols to discuss project for mobile working which he is now in the process of doing. The first 100 mobile devices have been ordered and those staff identified will have these in the next couple of months although they will not be fully connected until 2015. We need to make sure that those staff are made fully aware of this when issued with the device. There will be a Q&A section of the intranet and posters displayed around the building. Sites have been allocated for touchdown provision in the district – an ICT project is now needed to get fully up and running.</p>	
9.	<p>Update on Open for Business website project</p>	<ul style="list-style-type: none"> • Open for Business update to be reviewed by SMT/Managers. • Recruitment in place for post of transactions officer. • EDMS ongoing. • AH to speak to ICT re street scene meeting with them. • Need to look at the costs associated with the need to keep/store paper files – a breakdown of costs will be needed. 	
10.	<p>EDDC service provision across the District</p>	<p>Update at next meeting.</p>	
11.	<p>Communication, consultation & engagement</p>	<p>Waiting for the outcome of meeting next week with St Modwen – will then look at beginning of September to hold consultations with staff and Stakeholders again.</p>	
12.	<p>Update on Document Management project</p>	<p>Clarification is needed from CP re back scanning. Housing have been culling files but have some problems on scanning documents, can we go straight</p>	

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		to Comino if scanned on to the sdrive? Need to check who the owner of the project is on the Programme Board. For future agendas item 10 & 12 will now be one joint item.	
13.	Legal updates:	PRW update – still awaiting decision from DCC but we will apply the same legal principles as we have for the TVG in terms of any appeal. TVG – TVG formally rejected by DCC.	
14.	Preparing for Full Council key Gateway Decision meeting	RC to take report to Cabinet in autumn for final decision re Skypark move and purchase of site.	RC
15.	AOB	<ul style="list-style-type: none"> • DB gave a short presentation following a recent visit to North Devon Town Hall which showed photos of their new building and what can be achieved. DB to check whether following their refurbishment they held any de-briefing sessions and if any notes would be available. Reference was also made to the 'Working within Walls' publication by Alison White. • Exmouth Town Hall – meeting now in the dairy for officers to meet with the Town Clerk. 	
16	Date of Next Meeting	21 August 2014 at 10.00am	

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EDDC OFFICE ACCOMMODATION PROJECT

OFFICER WORKING GROUP MEETING 17 JULY 2014

PROJECT MANAGER NOTES

1. Project Costs to Date

- a. Posted expenditure, including accruals, to 30 June 2014 (Period 3 / 2014) totals £ 436,247 leaving a balance of £ 269,321 against the approved budget of £ 705, 568, of which the Contingency allowance is £ 40,351. All costs exclude VAT.
- b. The approved budget remains as £ 705,568 being built up as follows;
 - i. Original budget prior to Aecom's appointment £ 200,000
 - ii. Uplift approved by Cabinet 5 September 2012 £ 114,354
 - iii. Uplift approved by Cabinet 17 July 2013 £ 95,333
 - iv. Uplift approved by Cabinet 5 February 2014 £ 92,000
 - v. Uplift approved by Cabinet 4 June 2014 £ 203,882

2. Programme Summary, including identification of critical dates

- a. The Overview Programme has been revised in the period to Revision AL (-) as a direct result of ;
 - i. Devon CC formal rejection of the Town or Village Green Application for Knowle.
 - ii. Advice received from Savills, following DCC's rejection of the TVG that the Marketing and Bidding Process for Knowle and Manstone / ATC should not take place during the August School Holidays. Rather, it should commence on 1 September. Whilst this advice needs to be accepted by EDDC, it is anticipated that such will be accepted so that best value for the properties can be received
- b. Consequently the programme has been delayed by approximately one month since the previous iteration. It is noted that there are still elements within the programme that will need to be confirmed as the Project progresses. It is also advised that some time contingencies has been allowed in the form of float within the programme.

- c. Programme AL (-) continues to advise upon Procurement Strategy Alternative 1 – where EDDC negotiates with St Modwen / DCC for the sale of the site and then procure their own design team and contractor
- d. The following short narrative identifies the Key Gateway Decisions, particulars and milestones confirmed within Programme AL (-);
 - a) **Gateway Decision Nr 1 – EDDC agreement to purchase the site at Skypark, to agree to the procurement of a design team for the new office, to agree the conditional sale of Knowle and Manstone Depot**
 - a) Overall period – 5 June – 10 December 2014
 - b) Site purchase negotiation dates – 16 June – 19 September 2014
 - c) Procurement of Design Team using EU procurement or Framework route – 1 September – 14 November 2014 (with sundry associated tasks to 10 February 2015)
 - d) Knowle marketing and bidding process, including preparation – 1 September – 21 November 2014
 - e) Gateway Decision Nr 1 – considered and decided at Extraordinary Cabinet & Council Meeting – 10 December 2014 – date to be confirmed
 - b) **Gateway Decision Nr 2 – EDDC Members Executive Project Board approval and confirmation of extent of scope and agreement to proceed to RIBA Stage D - design and Planning Application**
 - a) Overall period 22 December 2014 – 9 March 2015
 - b) Design process – 22 December 2014 – 2 March 2015
 - c) Gateway Decision Nr 2 – considered and approved by the Members Executive Project Board on 9 March 2015
 - c) **Gateway Decision Nr 3 – Submission of Planning Application, Notice for Contractor Appointment and agreement for design to proceed to RIBA Stage E – detailed design**
 - a) Overall period 3 March – 13 May 2015
 - b) Design Process – 3 March – 20 April 2015
 - c) Gateway Decision Nr 3 – considered and approved by the Members Executive Project Board 13 May 2015
 - d) **New Office Planning Application**
 - a) Overall period 14 May – 23 September 2015 (excluding any JR implications)
 - b) Determination, date subject to confirmation – 23 September 2015
 - e) **Gateway Decision Nr 4 – Approval of design to RIBA Stage E and agreement to proceed to RIBA Stages F & G**
 - a) Overall period 14 May – 25 June 2015
 - b) Design Process – 14 May – 11 June 2015
 - c) Gateway Decision Nr 4 – considered and approved by the Members Executive Project Board 25 June 2016

- f) **Gateway Decision Nr 5 – Agreement to appoint the Contractor subject to final agreement of cost**
 - a) Overall period – 14 May 2015 – 22 March 2016
 - b) Procurement process – to submission of tender report – 14 May – 9 November 2015
 - c) **Gateway Decision Nr 5 – Appointment of Contractor - considered and decided at Cabinet 1 December 2015 and Council 20 January 2016 – both dates to be confirmed.**

- g) **Gateway Decision Nr 6 – Approval of final design and associated Final Construction Costs. Agreement for the Contractor to proceed on site**
 - a) Overall period 15 December 2015 – 22 March 2016
 - b) Contractor & Novated design Teams review of design and amendments for buildability reasons – 26 November – 21 January 2015
 - c) Cost Plans, negotiation of outturn costs and final agreement – 2 December 2015 – 17 February 2016
 - d) **LPA consider and determine planning applications for Knowle and Manstone – 9 March 2016 (potential for site offers to become unconditional at this stage subject to any JR proceedings).**
 - e) **Gateway Decision Nr 6 – Approval of Final Design and associated Final Construction Costs. Agreement for Contractor to proceed on site - considered and decided at Cabinet 15 March 2016 and Council 22 March 2016 – both dates to be confirmed**

- h) **Construction Phase through to new office being opened**
 - a) Overall period 23 March 2016 – 30 May 2017
 - b) Contractor involvement – 23 March – 7 April 2017
 - c) Finalisation of Client fit out – 10 April – 5 May 2017
 - d) Phased decant from Knowle to New Office – 8 May – 26 May 2017
 - e) EDDC fully relocated to New Office – 30 May 2017

- i) **Potential dates for capital receipts from land sales**
 - a) Heathpark
 - i. No JR – 11 May 2015
 - ii. Application for JR, but application refused – 22 July 2015
 - iii. JR Application accepted, but High Court dismisses – allowing for a 24 month period from the date of planning determination – 18 April 2017

 - b) Knowle & Manstone Depot
 - i. No JR – would have been 10 March 2016, but is very likely to be delayed either entirely or in part until the Vacant possession date – 30 May 2017.
 - ii. Application for JR, but application refused – would have been 14 June 2016, but is very likely to be delayed either entirely or in part until the Vacant possession date – 30 May 2017.
 - iii. JR Application accepted, but High Court dismisses – allowing for a 24 month period from the date of planning determination – 9 March 2018, although this actual period may vary considerably.

3. Procurement

- a. Following the meeting with Eversheds on 24 June, there is now a better understanding of the procurement alternatives which can be realistically followed.
- b. Procurement Strategy Alternative 1 is now being actively pursued, with meetings due to be held shortly with relevant parties.
- c. Details of the South West Consultancy Framework have been received, with supplementary responses to our comments and queries being provided. It is now very likely that the SWCF will be used for the purpose of procuring the Client's Design Team – with the intention that the majority of the Team being subsequently novated to the Contractor.

4. Heathpark update

- a. The finalisation of the Contract between EDDC and Terrace Hill continues to be negotiated. It is understood that the further delay to the exchange of contracts is due to deliberations between Terrace Hill and the anticipated end user. It is understood that these deliberations will be concluded shortly.
- b. Brian Wilkes and Chris Thomas (Thomas Lister) are continuing to handle the matter constructively

5. Knowle and Manstone Depot / ATC site

- a. Savills have now been formally appointed and have been;
 - i. preparing the marketing information, including collating the various technical, planning and legal information,
 - ii. drafting separate brochures for Knowle and Manstone / ATC site. Identifying issues and constraints,
 - iii. liaising with their PR Department in respect of a draft press release.
 - iv. Two photographers have been employed to take both ariel and ground level photos.
- b. Savills have reaffirmed that EDDC will be asked to review and approve all relevant draft and final documents and press releases.
- c. It is anticipated that all the various items of a technical nature, planning and legal information will be uploaded to a bespoke micro site on Savills Web site.

- d. As noted earlier, now that the formal decision re the TVG has been received, and although the previous programme (AK) identified the possibility of marketing during August, Savills have now advised that marketing should commence only after the School Holidays in September – so as to ensure EDDC have the best opportunity of receiving best value.
- e. Initial survey works have been commissioned and works are underway, with the topo, geo-environmental and ecology reports already received. The flood risk assessment and tree survey are due before the end of the month.
- f. The ecology report confirms that there are no bats at either the Manstone Depot or in the ATC Hut.
- g. To assist with the marketing aspect, an independent Planning Consultant, Ed Heynes, has been appointed to provide a Planning Statement and other associated deliverables as well as providing independent advice to EDDC as Landowner.
- h. Savills Tender Report and Recommendation is anticipated to be issued on 21 November 2014.

6. Risk Review

- a. The latest Risk Review was carried out on 10 July 2014 following receipt of formal advice from DCC confirming the Knowle TVG Application had been refused. This issue had been identified as a potentially significant risk to the Project, and as a result of DCC confirmation two risks were omitted, the narrative of several risks amended and two risks re classified.
- b. In summary, and with specific reference to the Risk Register dated 10 July 2014, the following is a short summary
- c. Currently there are 38 Open Risks (previously 40), comprising of;
 - i. 6 Red Risks (9),
 - ii. 25 Orange Risks (22)
 - iii. 7 Blue Risks (9).
 - iv. 2 previous Risks have been closed (0)
- d. No new Risks have been incorporated
- e. It can be confirmed that the following risks are among others that are currently identified:
 - Market conditions
 - Government legislation
 - EDDC IT and associated matters

- Potential for additional unplanned maintenance being incurred whilst EDDC remains at Knowle
- Legal objections to the Council's relocation
- Planning decision outcomes
- New Office requirements

f. A copy of the Risk Register dated 10 July 2104 is annexed to this Report.

S J Pratten

Encs.

Programme AL (-) dated 9 July 2014 – Summary & Detailed versions

Risk Review Rev M dated 10 July 2014