

CONFIDENTIAL – Legally privileged

EXTRAORDINARY OFFICE RELOCATION OFFICER WORKING PARTY MEETING NOTES FROM 4 NOVEMBER 2014

Present:

Richard Cohen	RC	Deputy Chief Executive
Steve Pratten	SP	Relocation Manager
Rachel Pocock	RP	Corporate Legal and Democratic Services Manager
Simon Davey	DS	Strategic Lead - Finance
Karen Jenkins	KJ	Strategic Lead
Andrew Hancock	AH	Service Lead - Streetscene
Andrew Ellins	AE	SWAP Audit Manager
Donna Best	DB	Principal Estates Surveyor
Colin Slater	CS	Procurement Officer

Item	Notes/Decisions	Action
1	<p>Apologies:</p> <p>Apologies received from: Chris Powell</p> <p>RC confirmed that a recent meeting had been held between ourselves and [REDACTED] [REDACTED] Following that meeting this will no longer be an option.</p> <p>RC explained that this Extraordinary meeting had been called to discuss the bids received for the Knowle following the marketing exercise.</p> <p>➤ 7 offers were received from:</p> <ul style="list-style-type: none">▪ [REDACTED]▪ [REDACTED]▪ [REDACTED]▪ [REDACTED]▪ [REDACTED]▪ [REDACTED]▪ [REDACTED] <p>All offers were made with allowances included to cover such works as demolition, asbestos removal, site surveys etc.</p> <p>➤ Each bidder was sent a list of questions to answer – Savills are still reviewing the provided responses and copies, it is anticipated, will be collated to a summary within Savills final report. It was agreed in principal to invite for interview subject to satisfactory scoring in consideration of the evaluation criteria:</p> <ul style="list-style-type: none">▪ [REDACTED]▪ [REDACTED]▪ [REDACTED]▪ [REDACTED] <p>Those not invited for interview will be formally advised in due course, that they are not being invited for interview. [REDACTED]</p> <p>[REDACTED] This issue will be picked up at interview.</p> <p>➤ Copies of the criteria to be used for interview stage to be made available for the</p>	

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Executive Group meeting due to meet tomorrow (5 November). RP suggested that the form needs to be set out much clearer and simpler for officers/members to understand. Members will want to know at what point the final figure for the site will be advised. We need to consider revisiting the sites still available to us and the options that go with them, those sites are Skypark, Cranbrook and Heathpark.

- Need to consider the total upfront costs and any short/long term funding associated with it. Also to look at this in conjunction with the annual running costs of the Knowle over a twenty year period. . . The cashflow will also need to consider the date(s) for capital receipts and the interim project funding for this period. If the Heathpark site becomes an option again for us we need to look at the figures for a possible stand alone building behind the Business Centre, or a building incorporating the Business Centre. There could also be an option of a Depot behind the site. Simon Allchurch looking at the outline design of the new Depot. He is also preparing detailed report for Exmouth Town Hall, which is a potential option for relocation some EDDC staff, which will allow greater certainty to be provided for the refurbishment costs.
- We need a new communication strategy in place – we need to be very clear about saying what is viable and practicable. Need a strong narrative in place. Following the meeting with members we will then to decide on next steps for external and internal updates.
- DB confirmed that the awaited leaflet seeking a site for the new depot was not ready to go out.
- KJ to let SP have the revised figures for mileage so these can be updated in report as necessary.

Date of Next Meeting	20 th November 2014 at 3.00pm
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