

EAST DEVON DISTRICT COUNCIL OFFICE ACCOMMODATION PROJECT

Project Report No 14 Rev 0 | 31 March 2015

ISSUED UNDER PART B

Document Issue Sheet

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1.0 Executive Summary

- 1.1 This formal Project Progress Report generally identifies Project issues and progress during the period 1 – 31 March 2015.
- 1.2 During the period the following key issues have occurred;
- The Extraordinary Cabinet Meeting of 11 March, heard entirely in Part A, unanimously approved the Recommendations confirmed in the Relocation Decisions Cabinet Report
 - A Joint Overview & Scrutiny and Audit & Governance Meeting, heard entirely in Part A, was held on 12 March to review the internal and external audits which had been completed by the South West Audit Partnership (SWAP) and Grant Thornton (GT) respectively. A vote to accept the Audit Reports was approved on the basis of 11 / 3.
 - An Extraordinary Council Meeting was held on 25 March, entirely in Part A, which approved on a majority basis of 37 / 12 the Recommendations confirmed in the Relocation Decisions Cabinet Report.
 - It was advised during the Public speaking at the Extraordinary Council Meeting on 25 March, Knowle Residents Association have submitted an Application to list Knowle Park as an Asset of Community Value
 - Heads of Terms have been agree with Pegasus Life Ltd for the sale of Knowle. The draft contract is being prepared and will commencing travelling between respective lawyers, pending agreement, shortly.
- 1.3 The Project Budget continues to be carefully monitored and predicted spend remains within the Approved Budget parameter.
- 1.4 Following Cabinet Approval on 4 June 2014, the revised Project budget through to the end of March 2015 totals £ 705,568. Costs to 31 March 2015 (Period 12 / 2014) totals £ 506,793 leaving a balance of £ 108,774, including a Contingency allowance of £ 38,005. A copy of the Interim Cost Report is annexed to this Report in Appendix A
- 1.5 Risk Reviews have continued to be carried out. Immediately prior to the Office Accommodation Officers Working Party Meeting on 1 April 2015 a detailed review of the Risk Register was prepared. The resultant Project Risk Register Analysis Rev T (Rev A) dated 31 March, identifies 37 Open Risks (previously 32), comprising of;
- 5 Red Risks (previously 4),
 - 28 Orange Risks (22)
 - 4 Blue Risks (6).

- 1.6 There are a total of 13 new risks identified with a total of 54 risks closed to date. A copy of Risk Register Rev T (A) is attached to this report in Appendix B.
- 1.7 The Project Programme has been reviewed and revised following Councils decision on 25 March. The current iteration is Version AU (Rev 0). This advises, inter alia, that EDDC should be fully relocated to Exmouth Town Hall and Heathpark, Honiton on 31 May and 29 September 2017 respectively. A copy of Programme AU (Rev 0) is annexed to this Report in Appendix C.
- 1.8 The Tribunal hearing EDDC's appeal against the Information Commissioner's ruling that the first six Project Progress Reports had advised that a ruling would be advised on or before 27 March 2015, this being the latest of several earlier dates that the Tribunal had advised. This date has not been achieved and it is understood that a decision may be advised before the end of April 2015.

2.0 Particulars of Current Progress and Key Project Issues

- 2.1 Following the preparation and submission of the Cabinet Report for the Extraordinary Cabinet Meeting of 11 March 2015, a presentation was provided to Members by the Deputy Chief Executive.
- 2.2 Representatives from Grant Thornton and Gleeds also attended this Cabinet Meeting. Questions were raised during the meeting, with responses being provided both from relevant officers and consultants.
- 2.3 The Recommendations identified within the Cabinet Report were approved unanimously by Cabinet Members.
- 2.4 The following day, 12 March, an Extraordinary Joint meeting of EDDC's Overview & Scrutiny and Audit & Governance Committees took place to specifically consider the audit reports from Grant Thornton / Gleeds and SWAP.
- 2.5 Representatives from both consultants were present and provided responses, along with EDDC Officers, to the numerous questions raised by Members. At the close of the meeting relevant Members of both Committees were requested to vote in respect of the recommendations. There was a majority of 11 Members in favour and 3 against.
- 2.6 An Extraordinary Council Meeting was held on 25 April to specifically consider the Office Relocation during which a robust debate occurred. The recommendations previously identified within the Cabinet Report were considered with Members voting in favour with a substantial majority of 23 / 12.
- 2.7 During the Public speaking at the Extraordinary Council Meeting on 25 March, a representative from Knowle Residents Association confirmed that they had submitted an Application to list Knowle Park as an Asset of Community Value.
- 2.8 This matter is currently being reviewed, but it is understood that for Pegasus there are not necessarily any significant issues since it will potentially only related to the terracing area immediately to the south of Knowle. If recognised the only issue for Pegasus will be at the Planning Stage.
- 2.9 Of more significance is the issue that EDDC were originally prepare to gift the balance of the gardens and parkland to Sidmouth Town Council. If accepted that Knowle Park is a Community Asset, the KRA application could cause EDDC reappraise their decision.
- 2.10 The agreement of Heads of Terms with Pegasus Life Ltd has continued during the period with agreement being fully finalised on 7 April 2015.

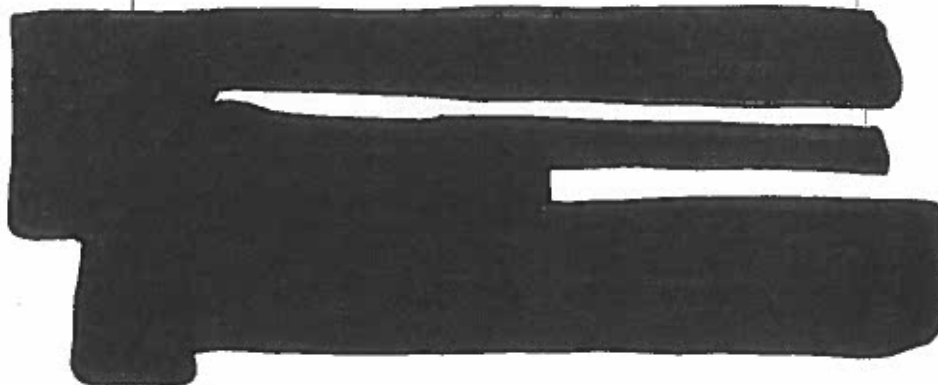
- 2.11 Drafting has commenced by EDDC's Legal Department of the Contract between the two parties for the sale of Knowle. Internal reviews of the several drafts has occurred with the document being amended as required.
- 2.12 It is anticipated that Pegasus's Solicitors, Clarke Wilmot, will be provided with a "travelling" draft of the Contract during mid-April.
- 2.13 It is noted that the exchange of the Knowle contract is a critical path element of the programme. Whilst a thirteen week period to exchange has been allowed should, in the event, the period be shorter than the programme will need significant revision. In particular this will potentially bring forward the date of Gateway Decision Nr 7.
- 2.14 The Client's Brief as part of the enquiry for the Clients design team via the South West Consultancy Framework has continued to be prepared. The procurement route being taken is the "Further Competition" route.
- 2.15 An initial Project Brief requesting Framework Consultants to submit an expression of interest will be issued before the end of April. It is anticipated that the "Further Competition" tender will be issued during May, with the preferred Consultant Team being identified during July 2015.
- 2.16 Revised Terms of Reference for the Members Executive Project Board and Officer Working Party Meetings have been prepared and issued for consideration.
- 2.17 Further, as the Project progresses into the next stages it has been recommended that the nature of the existing Project Meetings be reviewed. There will be a need shortly during the design and construction stages for swift decisions to be made. This issue will be all the more important if the selected form of contract comes from the NEC 3A stable – which requires a collaborative relationship between parties working to presubscribed time scales.
- 2.18 It was understood that the decision of the Tribunal hearing EDDC's appeal against the Information Commissioner's ruling that the first six Project Progress Reports would be advised on or before 27 March 2015, this being the latest of several dates that the Tribunal have advised.
- 2.19 Further dates have subsequently been advised, and it is now expected that a ruling could be finally received during April 2015.
- 2.20 Pending the issue of the Tribunal Decision, and as always anticipated, EDDC Officers have been reviewing agendas, meeting minutes / notes, reports and other documents to understand whether such can be released to the Public. It is anticipated that the first tranche will be released during mid-2015.

- 2.21** It is also noted that agendas for all Project Meetings now identify the review requirement of the previous minutes / notes with regard to issue to the Public.

2.0 Risk Management


- 2.1 Since commencement of the Project, the Relocation Manager has provided and been responsible for a live Project Risk Register document.
- 2.2 Project Risks are regularly reviewed and updated as necessary following weekly discussions between Mr Richard Cohen and the Relocation Manager. A specific risk review is identified as an agenda item for the key Project Meetings.
- 2.3 During the regular monthly meetings of the Members Executive Project Board and Relocation Officer Working Group, with SWAP in attendance, there are specific agenda items for risk. During these meetings Project Risks are considered and reviewed. Further, the PM also updates the Risk Register on an ad hoc basis when a new risk becomes apparent or an identified risk is no longer applicable.
- 2.4 Risks are identified under three categories;
- Red Risks - Medium to long-term effect and expensive to recover
 - Orange Risks – Medium term effect, which may be expensive to recover.
 - Blue Risks – Short to medium term effect
- 2.5 Following the last Office Accommodation Officers Working Party Meeting on 1 April 2015, the Relocation Manager carried out a detailed review of the Risk Register taking into consideration advised comments and current progress. The resultant Project Risk Register Analysis Rev T (Rev A) dated 31 March 2015 will be issued to all the normal attendees of that meeting and the Executive Board meeting for consideration and comment.
- 2.6 Currently there are 37 Open Risks (previously 32), comprising of;
- 5 Red Risks (4),
 - 28 Orange Risks (22)
 - 4 Blue Risks (6).
- 2.7 A total of thirteen new risks were identified (highlighted yellow in the margin on the Risk Register). This risks are;
- [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]

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- 2.8 There are a total of 8 risks were closed in the period. A total of 54 risks have been closed to date.
- 2.9 A copy of the Risk Register Rev T (Rev A) dated 31 March 2015 is annexed to this Report in Appendix D.

3.0 Programme and Key Milestones

- 3.1 Following the confirmation of Members decision to proceed with the sale of Knowle on 25 March 2015, allied to the earlier identification of Pegasus Life Ltd as the preferred bidder, Programme AU (Rev 0) has been prepared and is now identified as the current programme.
- 3.2 This programme has been slightly reformatted so that a summary of Key Dates is now identified towards the back of the document. The programme continues to identify the 7 key gateway decisions that EDDC need to consider.
- 3.3 It also incorporates the anticipated timetable of actions required by Pegasus as identified both in the agreed HoTs and draft Contract. Key amongst these matters is the date for the Exchange of Contract
- 
- 3.4 This is a critical path issue, since the determination of Pegasus's Planning Application is one of the three key matters that informs Gateway Decision 7 – the other issues being EDDC's own Planning Application for the new accommodation and the receipt of Contractors tenders which will confirm the budget allowances.
- 3.5 Currently Programme AU (Rev 0) confirms an Extraordinary Cabinet Meeting and Council Meeting on 29 June 2016 and 7 July 2016 respectively. The EDDC Planning Application is programmed to be determined on 10 May 2016, whilst that for Pegasus is 14 June 2016.
- 3.6 Further the current programme suggests 31 May and 29 September 2017 as being the potential dates when EDDC will have fully relocated to their refurbished offices at Exmouth Town Hall and New Office at Heathpark respectively.
- 3.7 The programme includes details associated with the Knowle Footpath Inquiry and Appropriation and Disposal Notices of the Open Space at Knowle.
- 3.8 The programme also allows for procurement, via the SWCF, of separate Design Teams and EU procurement for the Contractors. In respect of this latter item, it is possible that the CFSW may be used. This could result in a reduction in the overall period, although other critical path matters would also that need to be considered. There are also factors such as whether the proposed refurbishment works to Exmouth Town Hall will be require a Planning Application, and if so whether that could be considered under an Officers delegated authority rather than the DMC.
- 3.9 Further programmes will be prepared and issued in due course as the Project progresses, evolves and certainty increases. It is likely that the next revision will be carried out when EDDC and Pegasus have exchanged contracts.

3.10 A copy of Programme AU (Rev0) is annexed to this report in Appendix C

4.0 Project Cost Report

- 4.1 In the period DL have continued to review and manage the costs for the Project
- 4.2 The current approved budget totals £ 705,568 is for the period until the end of March 2015, and is built up as follows;
- Original budget prior to Aecom's appointment £ 200,000
 - Uplift approved by Cabinet 5 September 2012 £ 114,354
 - Uplift approved by Cabinet 17 July 2013 £ 95,333
 - Uplift approved by Cabinet 5 February 2014 £ 92,000
 - Uplift approved by Cabinet 4 June 2014 £ 203,881
- 4.3 Posted expenditure including accruals, to 31 March 2015 (Period 12 / 2014) totals £ 596,793 leaving a balance of £ 108,774, including a Contingency allowance of £ 38,005. All costs exclude VAT. A copy of the Interim Cost Report is annexed to this Report in Appendix B.
- 4.4 The next iteration of the Cost Report will be significantly altered in layout and content to reflect the budget approved by Members on 25 March 2015 and the progress of the Project into the next stage.

APPENDICES

- Appendix A Interim Cost Report based upon costs posted and accrued to the end of period 12 – 2014 (31 March 2015)
- Appendix B Project Risk Register Analysis Rev T (Rev A) – 31 March 2015
- Appendix C Programme AU (Rev 0) – 2,776 m2 New Build Office at Heathpark and Refurbishment of Exmouth Town Hall



APPENDIX A

Interim Cost Report based upon costs posted and accrued to
the end of period 12 – 2014 (31 March 2015)

Office Accommodation Project

Costs Posted to end of
Period 12 - 2014

Interim cost report including reconciliation with Budget
through to March 2015

Anticipated Expenditure			
Consultants			
	PM Services		
	Project Management Services - Apr 12 - March 2015	£	£
	QS Services		
	Review of Maintenance and Energy Costs	£	£
	Review and update Cost Estimates	£	£
Kensington Taylor	Architectural Services		
	Agreed Final Fee	£ 70,450	
	Assistance with Knowle Marketing	£ 455	
			£ 70,905
Thomas Lister	Commercial Land Agent		
	Agreed Final Account	£ 27,299	
			£ 27,299
Bell Cornwell	Planning Consultant		
	Agreed Fee to date	£ 11,512	
			£ 11,512
Peter Brett Ass	Economic Impact Assessment		
	Agreed Fee to date	£ 13,899	
			£ 13,899
Veale Wasborough Vizards	Legal advice and assistance		
	Agreed Fee to date	£ 4,269	
			£ 4,269
James Harper	PR Consultant		
	Agreed Fee to date	£ 1,600	
			£ 1,600
Deborah Hallet	Facilitator		
	Agreed Fee to date	£ 4,950	
			£ 4,950
Designed by Soap	Infographic		
	Agreed Fee to date	£ 499	
			£ 499
Architects - ADG	Spatial Design		
	Identification of Desk numbers	£ 1,477	
			£ 1,477
LA VAT	VAT advice March 14		
	Allowance	£ 1,500	
			£ 1,500
	Planning Statement for Marketing Exercise		
	Allowance	£	
	Planning review of Bids, as agreed 24 10 14	£	
	Ditto Further work	£	
	Ditto Further work	£	
			£
	Marketing and Bidding for Knowle & Manstone / ATC site		
	Fees and Meetings	£	
	Expenditure of Prov Sums	£	
			£
	Carried Forward		£ 512,108

Clyst House Survey	Orchard and Ian Howick	Brought Forward	£	2,000	£	512,108
					£	2,000
Legal Costs		Generally estimated	£	5,000		
Alun Aylesbury	Costs to 28 2 15		£	12,625		
Eversheds	Costs to 28 2 15		£	11,381		
Aston Brooke Solicitors	Agreed Fee for sale of Heathpark - reduced by agreement		£	4,500		
	Ditto Re HoT / Contract or Knowle		£	10,000		
Tom Cross	Anticipated final overall fee		£	12,000		
					£	55,506
External Audit Costs						
As agreed sum with Grant Thornton			£	21,156		
Allowance for subsequent variations / instructions			£	10,000		
					£	31,156
Initial Survey Costs						
Topographical Survey - AP Land Surveys			£	3,700		
Add for Manstone			£	1,195		
Tree Survey and Constraints Plan - Advanced Arboriculture			£	3,922		
Add for Manstone			£	650		
Ecological Impact Assessment - Devon Wildlife			£	7,499		
Add for Manstone			£	350		
Flood Risk Assessment - Sands Consulting			£	2,210		
Add for Manstone			£	1,105		
Ground Conditions / Geo Environmental Desk Study - AECOM			£	2,700		
Add for Manstone			£	2,050		
Transport Statement, including affect on Car Parks.- Sands Consulting			£	4,630		
					£	30,011
Others						
Stakeholders Meetings	Facilitator & Venue costs	Say	£	7,000		
					£	7,000
					£	125,672
		Carried Forward			£	637,780

Client Costs		Brought Forward	£	637,780
Cost to Date				
0010	Wages	£	1,739	
0110	Overtime	£	61	
0260	Ni Ers Rev Exp	£	44	
0500	Recruitment Advertising	£	1,668	
				£ 3,512
1021	Display Energy Certificate	£	325	
1022	Asbestos Removal	£	485	
1242	Room Hire	£	1,271	
1410	Surveyors Fees	£	965	
1411	Structural Engineers Fees	£	1,975	
1412	Other Design Fees	£	395	
1420	Planning Fees	£	8,585	
				£ 14,001
2600	Transport Costs	£	700	
2702	Train Fares	£	315	
				£ 1,015
3001	Idt Exp Refreshment 6191	£	294	
3002	Idt Exp Equipment Hire 6202	£	13	
3010	Equipment & Plant Purchases	£	319	
3015	Room Hire	£	545	
3030	Equipment Hire	£	250	
3081	Catering Supplies Food	£	143	
3100	Furniture Purchase	£	210	
3150	Materials	£	828	
3250	Stationery	£	727	
3254	Internal Doc Centre Printing	£	394	
3640	Land Registry	£	154	
3650	Internal Postage Recharges	£	31	
3930	Advertising Generally	£	440	
3991	IT Hardware Purchase	£	96	
				£ 4,444
5021	Legal Services Recharge	£	5,300	
5061	Document Centre Print Fixed Costs Recharge	£	180	
5261	Property Services Recharge	£	1,650	
5461	PC Support Recharge	£	4,280	
5541	Corporate Management Legal Recharge	£	8,640	
5511	Estates & Econ Dec Recharge	£	5,590	
				£ 25,640
Adjustments				
5021	Legal Services Recharge		-5,300.00	
5061	Document Centre Print Fixed Costs Recharge		-180.00	
5261	Property Services Recharge		-1,650.00	
5461	PC Support Recharge		-4,280.00	
5541	Corporate Management Legal Recharge		-8,640.00	
5511	Estates & Econ Dec Recharge		-3,070.00	
			-2,520.00	
				<u>-£27,830.00</u>
				£ 20,782
				£ 20,782
				<u>£ 658,562</u>
		Carried Forward		

	Brought Forward		£ 658,562
Anticipated Costs from March 15			
EDDC Internal disbursements costs	Generally estimated	£ 3,000	
EDDC - Provision of internal resource	Generally estimated	£ 3,000	
Public Consultation / Engagement Costs		£ 3,000	
		£ 9,000	
Allow 10 % Contingency on External Consultant Costs		£ 63,778	£ 9,000
Allow 10 % Contingency on Internal EDDC Costs		£ 2,978	
Addition to balance approved budget of £ 705 568 00 (Council 4 June 2014)		£ 28,751	
	Current Contingent allowance	£ 38,005	£ 38,005
Total estimated costs to March 2015			£ 705,568
Costs posted to date including accruals(as attached Worksheet)			£ 596,793
Balance available still to be expended			£ 108,774
Note			
All costs identified above exclude VAT			
Amount of Contingency as this Report - £ 38,005			

Interim cost report including reconciliation with Budget through to March 2015

Assessment Review

Costs Posted to end of Period 12 - 2014

Account	Description	FY 12 / 13 Period 1 - 12	FY 13 / 14 Period 1 - 12	FY 14 / 15 Period 12 <small>(including Accruals)</small>	Cumulative
0010	Wages	E 1,739		E -	E 1,739
0110	Overtime	E 81		E -	E 81
0280	NI Ers Rev Exp	E 44		E -	E 44
0500	Recruitment Advertising	E 1,668		E -	E 1,668
	Total Employment Costs	E 3,512	E -	E -	E 3,512
1021	Display Energy Certificate	E -	E -	E 329	E 329
1022	Asbestos Removal	E -	E -	E 495	E 495
1242	Room Hire	E 45	E 1,226	E -	E 1,271
1410	Surveyors Fees	E -	E 965	E -	E 965
1411	Structural Engineers Fees	E -	E 850	E 1,225	E 1,975
1412	Other Design Fees	E -	E 335	E -	E 335
1420	Planning Fees	E 8,585	E -	E -	E 8,585
	Total Premises Costs	E 8,630	E 3,436	E 1,935	E 14,001
2800	Transport Costs	E 129	E 575	E -	E 700
2702	Tram Fares	E -	E -	E 315	E 315
		E 129	E 575	E 315	E 1,019
3001	Int Exp Refreshment 6191	E -	E 219	E 75	E 294
3002	Int Exp Equipment Hire 6292	E -	E 13	E -	E 13
3010	Equipment & Plant Purchases	E 319	E -	E -	E 319
3015	Room Hire	E 57	E 351	E 137	E 545
3030	Equipment Hire	E 250	E -	E -	E 250
3081	Catering Supplies Food	E 143	E -	E -	E 143
3100	Furniture Purchase	E 210	E -	E -	E 210
3150	Materials	E -	E -	E 828	E 828
3250	Stationery	E 288	E 230	E 229	E 727
3254	Internal Doc Centre Printing	E 254	E 8	E 132	E 394
3300	Non Property Contractors	E 34,292	E 4,910	E 9,184	E 49,425
3330	Photography	E -	E 499	E -	E 499
3450	Fees	E 8	E -	E 420	E 426
3480	Consultancy - Advice	E 97,550	E 131,764	E 134,779	E 304,093
3484	Technical Support	E 93,529	E 635	E 350	E 94,514
3480	Legal Fees (VAV)	E 4,533	E -	E -	E 4,533
3480	Legal Fees (Counset)	E -	E -	E 32,009	E 32,009
3840	Land Registry	E -	E 133	E 21	E 154
3650	Internal Postage Recharges	E -	E 31	E -	E 31
3930	Advertising Generally	E -	E -	E 440	E 440
3991	IT Hardware Purchase	E 96	E -	E -	E 96
	Total Supplies and Services	E 211,563	E 178,833	E 178,683	E 549,069
	Accruals / Consultant / Legal	E -	E -	E 19,215	E 19,215
	Other adjustments	E -	E -	E -	E -
		E -	E -	E 19,215	E 19,215
5021	Legal Services Recharge			E 5,300	E 5,300
5061	Document Centre Print Fixed Costs Recharge			E 180	E 180
5261	Property Services Recharge			E 1,950	E 1,950
5461	PC Support Recharge	E -	E 2,090	E 2,190	E 4,280
5541	Corporate Management Legal Recharge			E 8,640	E 8,640
5511	Estates & Econ Dec Recharge	E -	E 3,070	E 2,520	E 5,590
	TOTAL	E 243,830	E 148,004	E 220,729	E 612,563
	Adjustments				
5021	Legal Services Recharge (Reversed as agreed SD 4 8 14)			E 5,300	E 5,300
5061	Document Centre Print Fixed Costs Recharge (Reversed as agreed SD 4 6 14)			E 180	E 180
5261	Property Services Recharge (Reversed as agreed SD 4 6 14)			E 1,950	E 1,950
5461	PC Support Recharge (Reversed as agreed MW 17 6 13) (Reversed as agreed SD 4 6 14)	E -	E 2,090	E 2,190	E 4,280
5541	Corporate Management Legal Recharge (Reversed as agreed SD 4 8 14)			E 8,640	E 8,640
5511	Estates & Econ Dec Recharge (Reversed as agreed MW 17 6 13) (Reversed as agreed SD 4 6 14)	E -	E 3,070	E 2,520	E 5,590
		E -	E 5,160	E 29,480	E 25,640
		E 243,830.00	E 142,844.00	E 200,248.83	E 586,922.83
	Other amounts to balance Councils Cost Advice			E 598,793 E 588,823	E 598,793 E 588,823
				E 9,071	E 9,071
	TOTAL	E 243,830	E 142,844	E 210,119	E 596,793

East Devon District Council

Interim cost report including reconciliation with Budget through to March 2015

Costs Posted to end of Period 12 - 2014

SUMMARY

CONSULTANTS COSTS TO DATE

	£	
[REDACTED]		
Kensington Taylor	70,764	
ADG Architects	1,477	
AP Land Surveys	4,885	
Advanced Arboriculture	4,572	
Devon Wildlife Consultants	7,848	
Sands Consulting	2,210	
Sands Consulting	4,630	
[REDACTED]		
Peter Brett Ass	13,839	
Thomas Lister	27,295	
Bell Cornwall	11,512	
James Harper	1,600	
Deborah Hallett	4,950	
Designed by Soap	499	
Veale Washborough Vizards	4,289	
LA VAT	1,500	
Atton Brocbe Solicitors	4,500	
Mr Alan Alesbury	12,825	
[REDACTED]		
[REDACTED]		
Ewersheds	11,381	
Mr Tom Cross	8,083	
EDDC ACCOMMODATION CONSULTANT PROJECT COSTS TO DATE	563,951	
EDDC ACCOMMODATION DIRECT PROJECT COSTS TO DATE	32,843	
OVERALL EDDC ACCOMMODATION PROJECT COSTS TO DATE	596,793	

Breakdown of costs

Knowle Outline Planning Application Costs	Project Management Surveying & Valuation Costs and marketing costs	Allowance for commercial costs	Audit and associated costs	Allowance for legal advice including planning, VAT, VVG property, contract and procurement
£ 24,000.00	£ 298,279.72			
£ 26,162	£ 44,147.00	455		
£ -	£ 1,477.05			
£ 2,400	£ 2,495.00			
£ 3,392	£ 1,180.35			
£ 6,816	£ 1,032.45			
£ 1,105	£ 1,105.00			
£ 4,630				
£ 1,350	£ 3,500.00			
£ 13,839				
£ 3,025	£ 18,586.91	5687.5		
£ 11,512				
£ 0	£ -	£ 1,600		
£ 0	£ -	£ 4,950		
£ 0	£ -	£ 499		
£ 4,289				
£ 0				
£ 0				£ 1,500
£ 0				£ 4,500
£ 0				£ 12,825
£ 0		£ 5,197		
£ 0		£ 33,210		
£ 0				£ 11,381
£ 0				£ 8,083
£ 10,105	£ 22,738			
£ 112,565	£ 394,541	£ 51,599		£ 30,083

APPENDIX B

Project Risk Register Analysis Rev T (Rev A) – 31 March 2015

PROGRAMME FOR 2,776 M2 NEW BUILD OFFICE AT HEATHPARK AND REFURBISHMENT OF EXMOUTH TOWN HALL

Task Name	Duration	Start	Finish	Predecessors
1 EDDC OFFICE RELOCATION TO A NEW PURPOSE BUILT OFFICE OF 2,776 M2 AT HEATHPARK HONITON AND REFURBISHMENT OF EXMOUTH TOWN HALL	1680 days	Mon 10/06/13	Tue 25/02/20	
2				
3 ESTABLISHMENT OF THE PROJECT VIABILITY & APPRAISAL OF RELOCATION OPTIONS	181 days	Mon 10/06/13	Wed 26/02/14	
15				
28 POST VIABILITY PROVING GATEWAYS	1078 days	Thu 20/02/14	Wed 13/06/18	
30				
31 GATEWAY DECISION NR 1 - RE SELLING KNOWLE AND RELOCATION TO HEATHPARK / REFURBISHING EXMOUTH TOWN HALL	274 days	Thu 20/02/14	Wed 25/12/15	
32				
33 RESOLUTION OF HEATHPARK PROCUREMENT ISSUES ASSOCIATED WITH LAND, DEVELOPER, DESIGN TEAMS AND CONTRACTORS (M2M BUILD AND FIT OUT)	268 days	Thu 26/02/14	Wed 03/12/18	
47				
48 KNOWLE & MANSTONE BIDDING PROCESS	43 days	Wed 21/04/14	Fri 19/12/14	
61				
62 HEATHPARK	68 days	Mon 15/09/14	Fri 05/12/14	
66				
67 COST REVIEW OF CURRENT BUDGET COSTINGS / ORDER OF COSTS / PRELIMINARY ESTIMATES	48 days	Mon 22/09/14	Fri 14/11/14	
70				
71 PROJECT REVIEW REPORTS	132 days	Mon 16/09/14	Wed 23/02/15	
72 Preparation of Report - Stages 1 and 2	45 days	Mon 15/09/14	Fri 14/11/14	
73 Completion of Project Review Report following receipt of 3 weekly Recommendation Report	91 days	Mon 05/09/15	Mon 16/03/15	
74 Update deliverability schedules for all options	35 days	Mon 05/01/15	Fri 20/02/15 08:55:44 days	
75 Completion of final Draft of Report - Dependent upon Members Choice of Preferred Knowle Bidder provided with the necessary period	5 days	Mon 23/02/15	Fri 27/02/15 74	
76 Review of Report by Accem	5 days	Mon 02/03/15	Fri 08/03/15 75	
77 Review of report by EDDC	5 days	Mon 02/03/15	Fri 08/03/15 75	
78 Revisions to Report as necessary	5 days	Mon 08/03/15	Fri 13/03/15 76 77	
79 Submission of Report to Members Executive Board	1 day	Mon 16/03/15	Mon 16/03/15 78	
80				

PROGRAMME FOR 2,776 M2 NEW BUILD OFFICE AT HEATHPARK AND REFURBISHMENT OF EXMOUTH TOWN HALL

ID	Task Name	Duration	Start	Finish	Predictions
01	EDOC Procedures	47 days	Mon 17/11/14	Wed 25/02/15	
02	Preparation of Cabinet Reports including Strategic Hubby recommendations	8 days	Mon 17/11/14	Thu 27/11/14	
03	Preparation of information associated with Members Briefing	7 days	Mon 24/11/14	Tue 02/12/14	
04	Members Briefing	1 day	Wed 03/12/14	Wed 03/12/14	
05	Cabinet Meeting consider Officers Relocation Recommendations	1 day	Wed 03/12/14	Wed 03/12/14	
06	Council Meeting to consider Cabinet decisions including the Office Relocation Recommendation	1 day	Wed 17/12/14	Wed 17/12/14	
07	Member Project Executive Board consider Swells Report and identify preferred bidder and will be granted an exclusion period	1 day	Thu 08/01/15	Thu 08/01/15	
08	Audit process carried out by Grant Thornton and SWAP	28 days	Mon 19/01/15	Fri 20/02/15	
09	Grant Thornton	28 days	Mon 19/01/15	Fri 20/02/15	
10	Audit process	28 days	Mon 19/01/15	Fri 20/02/15	
11	Report to EDOC	1 day	Mon 19/02/15	Mon 19/02/15	
12	EDOC consideration, comments and responses on report. Report enabled	5 days	Mon 19/02/15	Fri 20/02/15	
13	SWAP	28 days	Mon 24/01/15	Fri 20/02/15	
14	Audit process	15 days	Mon 24/01/15	Fri 13/02/15	
15	Report to EDOC	1 day	Mon 16/02/15	Mon 16/02/15	
16	EDOC consideration, comments and responses on report. Report enabled	5 days	Mon 16/02/15	Fri 20/02/15	
17	Cabinet Meeting	1 day	Wed 11/03/15	Wed 11/03/15	
18	Social combined Q&A and AG Meeting	1 day	Thu 12/03/15	Thu 12/03/15	
19	Executive Meeting	1 day	Wed 25/03/15	Wed 25/03/15	
100					
101					
102					

PROGRAMME FOR 2,776 M2 NEW BUILD OFFICE AT HEATHPARK AND REFURBISHMENT OF EXMOUTH TOWN HALL

ID	Task Name	Duration	Start	Finish	Predecessors
137	GATEWAY DECISIONS NRS 3 & 4 - Approval of RIBA Workstages C & D. Permission to submit Planning Application and Issue tender for Contractor	250 days	Wed 05/08/15	Wed 03/06/16	
138	Design Team updates Employers Requirements / Clients Brief	46 days	Wed 05/08/15	Wed 01/09/15	137
140	Data Gathering	15 days	Wed 05/08/15	Tue 25/08/15	138
141	Update / additional initial survey work	20 days	Wed 05/08/15	Wed 08/09/15	138
142	Preparation to RIBA Stage C	30 days	Wed 12/08/15	Wed 23/09/15	138
143	Develop Project Specification	30 days	Wed 12/08/15	Wed 23/09/15	138
144	Stage C Cost Review by EDDC	15 days	Thu 10/08/15	Wed 30/08/15	143
145	Fl O&T	5 days	Fri 01/09/15	Wed 07/09/15	144
146	Presentation of RIBA Stage C proposals, inc. costs	1 day	Thu 08/09/15	Thu 08/09/15	145
147	EDDC Executive Project Board Consideration of Stage C presentation	1 day	Fri 09/09/15	Fri 09/09/15	146
148	EDDC Executive Project Board Approval and Confirmation of extent of Scope and agreement to proceed to Stage D (Detailed Planning Application)	5 days	Fri 09/09/15	Fri 15/09/15	147
149	EDDC Executive Project Board Approval of Gateway Decision Nr. 3	1 day	Thu 15/09/15	Thu 15/09/15	148
150	Design Team updates Employers Requirements / Clients Brief	30 days	Fri 16/09/15	Tue 08/10/15	149
151	Develop Detailed Brief to Stage D	21 days	Fri 16/09/15	Wed 15/10/15	150
152	Develop Project Specification	21 days	Fri 16/09/15	Wed 15/10/15	150
153	Cost Plan - Stage D	24 days	Fri 23/09/15	Wed 15/10/15	151
154	Final Review period internally by EDDC and externally	8 days	Thu 28/09/15	Wed 02/10/15	153
155	Presentation of RIBA Stage D proposals, inc. costs	1 day	Wed 02/10/15	Wed 02/10/15	154
156	EDDC Executive Project Board Consideration of Stage D presentation	1 day	Thu 03/10/15	Thu 03/10/15	155
157	EDDC Executive Project Board Approval. Approval to proceed to submission of Planning Application and to issue Notice for Contractor procurement. Agreement to proceed to Stage E	5 days	Thu 03/10/15	Wed 09/10/15	156
158	EDDC Executive Project Board Approval of Gateway Decision Nr. 4	1 day	Wed 09/10/15	Wed 09/10/15	157
159					
160					
161	PLANNING APPLICATION				
162	Detailed Planning Application for New Office Accommodation	100 days	Thu 10/12/15	Wed 03/04/16	158
163	Design Team to prepare Detailed Planning Application for New Office	100 days	Thu 10/12/15	Wed 03/04/16	162
164	Fl O&T	15 days	Thu 10/12/15	Thu 07/01/16	162
165	EDDC Executive Project Board and RIBA to review and sign off. Consent to submit DFA	8 days	Fri 08/01/16	Tue 19/01/16	163
166	Submission of Detailed Planning Application	11 days	Wed 20/01/16	Wed 03/02/16	164
167	Planning Determination period	1 day	Thu 04/02/16	Thu 04/02/16	165
168	EDDC Development Management Meeting	05 days	Mon 08/02/16	Mon 08/02/16	167
169	Detailed Planning Approval	1 day	Tue 10/02/16	Tue 10/02/16	168
170	Potential for JRF being lodged with Court (only Court Consideration allowed)	1 day	Tue 10/02/16	Tue 10/02/16	169
171		05 days	Wed 11/02/16	Wed 03/03/16	170

PROGRAMME FOR 2,776 M2 NEW BUILD OFFICE AT HEATHPARK AND REFURBISHMENT OF EXMOUTH TOWN HALL

W 1, 2012 Mar 2, 2012 Mar 1, 2013 Mar 2, 2013 Mar 1, 2014 Mar 2, 2014 Mar 1, 2015 Mar 2, 2015 Mar 1, 2016 Mar 2, 2016 Mar 1, 2017 Mar 2, 2017 Mar 1, 2018 Mar 2, 2018 Mar 1, 2019 Mar 2, 2019 Mar 1, 2020 Mar 2, 2020 Mar 1, 2021 Mar 2, 2021 Mar 1, 2022 Mar 2, 2022 Mar 1, 2023 Mar 2, 2023 Mar 1, 2024 Mar 2, 2024 Mar 1, 2025 Mar 2, 2025 Mar 1, 2026 Mar 2, 2026 Mar 1, 2027 Mar 2, 2027 Mar 1, 2028 Mar 2, 2028 Mar 1, 2029 Mar 2, 2029 Mar 1, 2030 Mar 2, 2030

ID	Task Name	Duration	Start	Finish	Predecessors
171	GATEWAY DECISIONS NRS 5 & 6 - Approval of RIBA Workstages E and F & G.	67 days	Thu 06/12/15	Wed 20/01/16	
172	Develop Detail design to RIBA Stage E	38 days	Thu 06/12/15	Thu 26/01/16	
173	EDDC Design Team reviews Employers Requirements / Client Brief	29 days	Thu 06/12/15	Wed 27/01/16	
174	Develop Detailed Brief to RIBA Stage E	15 days	Thu 07/01/16	Thu 14/01/16	
175	Cost Plan - Stage E	15 days	Thu 07/01/16	Thu 14/01/16	
176	Final Review panel internally by EDDC and externally	3 days	Fri 08/01/16	Thu 14/01/16	
177	FL04T	5 days	Fri 12/01/16	Fri 19/01/16	
178	Presentation of RIBA Stage E proposals, inc costs	1 day	Fri 22/01/16	Fri 22/01/16	
179	EDDC Executive Project Board Consideration of RIBA Stage E presentation	1 day	Fri 22/01/16	Fri 22/01/16	
180	EDDC Executive Project Board approval of RIBA Stage E, and consent to proceed to RIBA Stages P & Q	1 day	Fri 22/01/16	Fri 22/01/16	
181	EDDC Executive Project Board Approval of Gateway Decision Nrs 5	1 day	Thu 26/01/16	Thu 26/01/16	
182	Develop Detail design to RIBA Stages P & Q, incorporate any Planning issues	67 days	Fri 26/01/16	Wed 26/02/16	
183	EDDC Design Team reviews to necessary and updates Employers Requirements	18 days	Fri 26/01/16	Wed 24/02/16	
184	Develop Detailed Brief to RIBA Stages P & Q	19 days	Fri 26/01/16	Wed 24/02/16	
185	Cost Plan - Stage P & Q	19 days	Fri 26/01/16	Wed 24/02/16	
186	Final Review panel internally by EDDC and externally	10 days	Thu 18/02/16	Wed 02/03/16	
187	FL04T	0 days	Thu 07/02/16	Thu 07/02/16	
188	Presentation of RIBA Stages P & Q proposals	1 day	Thu 03/03/16	Thu 03/03/16	
189	EDDC Executive Project Board Approval of Gateway Decision Nrs 5 & 6	5 days	Fri 04/03/16	Thu 10/03/16	
190	EDDC Approval of Gateway Decision Nrs 5 & 6 Cabinet - Approved of Final Design, SUBJECT TO PLANNING COMMENTS	1 day	Thu 10/03/16	Thu 10/03/16	
191	EDDC Approval of Gateway Decision Nrs 5 & 6 Cabinet - Approved of Final Design, SUBJECT TO PLANNING COMMENTS	1 day	Wed 09/04/16	Wed 09/04/16	
192	EDDC Approval of Gateway Decision Nrs 5 & 6 Cabinet - Approved of Final Design, SUBJECT TO PLANNING COMMENTS	1 day	Wed 23/04/16	Wed 23/04/16	

PROGRAMME FOR 2,776 M2 NEW BUILD OFFICE AT HEATHPARK AND REFURBISHMENT OF EXMOUTH TOWN HALL

ID	Task Name	Duration	Start	Finish	Processors
196	GATEWAY DECISION NR 7 - Contractor procurement and Construction process for new Office at Heathpark	121 days	Fri 29/01/16	Thu 21/07/16	
197	Contractor procurement	121 days	Fri 29/01/16	Thu 21/07/16	
198	Preparation of Restricted Notice	5 days	Fri 29/01/16	Thu 04/02/16 182	
200	Preparation of POCh	5 days	Fri 29/01/16	Thu 04/02/16 182	
201	EDDC Executive Project Board consideration of Restricted Notice and POCh. Construction bid Executive Board are convened to publish	1 day	Fri 05/02/16	Fri 05/02/16 198 200	
202	Issue contract notice electronically	1 day	Mon 08/02/16	Mon 08/02/16 201	
203	Period for receipt of expressions of interest, issue and receive completed POCh (allowance 30 calendar days)	23 days	Tue 09/02/16	Wed 09/03/16 202	
204	Evaluation of submitted POCh including provision of a report recommending tenders to Member Executive Board	10 days	Thu 10/03/16	Wed 23/03/16 203	
205	Preparation of tender documentation	32 days	Tue 09/02/16	Wed 23/03/16 202	
206	EDDC Executive Project Board consideration of report and confirmation agreement with tender list and tender documentation	5 days	Thu 23/03/16	Fri 23/03/16 205	
207	Issue tender	1 day	Mon 04/04/16	Mon 04/04/16 206	
208	Tender period (allowance 35 +5 calendar days)	35 days	Mon 04/04/16	Wed 13/05/16 207FS-1 day	
209	Site tender interviews - if required	2 days	Fri 29/04/16	Tue 03/05/16 208FS-13 days	
210	Final period for possible Tender extension	7 days	Thu 07/05/16	Fri 21/05/16 208	
211	Tender evaluation	9 days	Tue 31/05/16	Mon 05/06/16 210	
212	Further interviews (if required)	2 days	Wed 07/06/16	Wed 08/06/16 211	
213	Final Tender evaluation and Tender Report	7 days	Thu 08/06/16	Fri 17/06/16 212	
214	EDDC Executive Project Board Review of Tender Recommendation and approval of Recommendation and Approval of Appointment of Contractor based upon knowledge that Knowles Developer has received Planning Approval	5 days	Mon 20/06/16	Fri 24/06/16 213, 168, 215	
215	EDDC Approval of Gateway Decision for 7 Cabaret - Extraordinary Meeting	1 day	Wed 29/06/16	Wed 29/06/16	
216	EDDC Approval of Gateway Decision for 7 Council - Extraordinary Meeting	1 day	Thu 07/07/16	Thu 07/07/16 217FS-1 day	
217	Planned Contractor contact and award of contract	1 day	Fri 08/07/16	Fri 08/07/16 218	
218	Standstill period (10 calendar days)	8 days	Mon 11/07/16	Wed 20/07/16 217	
219	Contractor commences including mobilisation - subject to Contract Document subsequently being signed	1 day	Thu 21/07/16	Thu 21/07/16 219	
220	Construction	300 days	Thu 21/07/16	Fri 26/09/17	
221	Construction, generally	300 days	Thu 21/07/16	Fri 26/09/17	
223	Contractor Mobilisation	15 days	Thu 21/07/16	Wed 10/08/16 219FS-1 day	
224	Commence of Works on Site	1 day	Thu 11/08/16	Thu 11/08/16 223	
225	Construction period - indicative - 12 months	248 days	Thu 11/08/16	Wed 09/08/17 224FS-1 day	
226	Building PCC issued (Completion and Handover)	1 day	Wed 09/08/17	Wed 09/08/17 225FS-1 day	
227	EDDC Evaluation works	36 days	Thu 18/09/17	Fri 26/09/17	
228	Finalisation of Client F1 Out / F1/E. After Contractor has advised PCC	20 days	Thu 10/08/17	Thu 07/09/17 226	
229	Phase 1 account from Knowles to New Office	15 days	Fri 08/09/17	Thu 28/09/17 226	
230	EDDC fully released to new Office	1 day	Fri 29/09/17	Fri 29/09/17 229	
231					
232					

PROGRAMME FOR 2,776 M2 NEW BUILD OFFICE AT HEATHPARK AND REFURBISHMENT OF EXMOUTH TOWN HALL

13 APRIL 2015
Print Date Wed 15/04/15

ID	Task Name	Duration	Start	Finish	Predecessors
233	GATEWAY DECISION MR 7 - Interim Sale of Knowledge and better certainty of Capital Receipt following Knowledge Developers Proposals received Planning Approval.	668 days	Wed 17/12/14	Wed 13/06/18	
234	Appropriation and Disposal process at Knowle	35 days	Mon 12/01/15	Fri 27/02/15	
235	Knowle Feasibility Inquiry	98 days	Tue 12/02/15	Wed 14/05/15	
236	Devon CC to have provided their statement of case	0 days	Tue 12/02/15	Tue 12/02/15	
237	EDDC to have provided their statement of case if Council wish to appeal	0 days	Tue 23/02/15	Tue 23/02/15	
238	Others remaining to give evidence must have provided their proofs of evidence to PMS	0 days	Tue 18/02/15	Tue 18/02/15	
239	Feasibility Inquiry - to be held at Exmouth and scheduled for 2 days	2 days	Tue 15/02/15	Wed 18/02/15	
240	Realisation of monies from sale of Knowle	668 days	Wed 17/12/14	Wed 13/06/18	
241	Council Approval in principle to sell Knowle site	1 day	Wed 17/12/14	Wed 17/12/14	
242	Member Project Executive to Board committee to sell Report and identify a preferred bidder who will be granted an exclusivity period	1 day	Thu 08/01/15	Thu 08/01/15	
243	EDDC / Education Manager / Exmouth Due Diligence Investigation to preferred bidder	28 days	Fri 08/01/15	Fri 13/02/15	
244	Developers Due Diligence site investigations and pre app discussions with LPA	28 days	Fri 08/01/15	Fri 13/02/15	
245	Developers to confirm amount of offer based upon DD, site investigations and pre app discussion	1 day	Fri 13/02/15	Fri 13/02/15	
246	Contract Report to be prepared regarding recommendation whether to proceed with identified preferred bidder. Contract Report to also incorporate Audit particulars from DT and S106P	10 days	Mon 16/02/15	Fri 27/02/15	
247	Cabinet Meeting considers Office Relocation Recommendations - date brought forward	1 day	Wed 11/02/15	Wed 11/02/15	
248	Agency papers for Extraordinary Council Meeting to be issue	1 day	Mon 16/02/15	Mon 16/02/15	
249	Extraordinary Council Meeting to confirm approval to sell Knowle	1 day	Wed 25/02/15	Wed 25/02/15	
250	Period of payment	28 days	Thu 26/02/15	Fri 27/02/15	
251	COUNCIL ELECTIONS	1 day	Thu 07/05/15	Thu 07/05/15	
252	Exchange of Contracts process	63 days	Thu 26/02/15	Fri 26/05/15	
253	Contracts Formally Exchanged	0 days	Fri 26/02/15	Fri 26/02/15	
254	EDDC to Notify invariable appeal - 15%	0 days	Fri 26/02/15	Fri 26/02/15	
255	Successful Bidder prepares Planning Application, inclusive of all studies surveys etc.(8 months)	173 days	Mon 29/02/15	Fri 04/03/16	
256	Successful Bidder submits Planning Application to LPA	1 day	Fri 04/03/16	Fri 04/03/16	
257	Planning Determination period	65 days	Mon 07/03/16	Thu 05/05/16	
258	EDDC Development Management Meeting (Date subject to confirmation)	1 day	Tue 14/04/16	Tue 14/04/16	
259	Detailed Planning Award - subject to confirmation on DAC date	1 day	Tue 14/04/16	Tue 14/04/16	
270	POTENTIAL FOR SALE OF KNOWLE TO BECOME UNCONDITIONAL, KEY DATE FOR EDDC TO DETERMINE BETTER CERTAINTY THE EMPLOYMENT OF THE CONTRACTOR TO CONSTRUCT THEIR NEW OFFICES AT HEATHPARK AND TO REFURBISH THE EXMOUTH TOWN HALL	1 day	Tue 14/04/16	Tue 14/04/16	
271	Permitted for EDDC to receive monies from Knowle sale based upon conditions being satisfied - NOTE KNOWLE WILL NOT BE VACATED BY THIS DATE	1 day	Wed 13/06/18	Wed 13/06/18	
272	Permitted for JR being helped with Court (only if Court Confirmation allows)	65 days	Wed 15/04/16	Wed 14/08/16	
273	Potential for EDDC to receive monies from Knowle based upon conditions being satisfied if JR can succeed in the appropriate NOTE KNOWLE WILL NOT BE VACATED BY THIS DATE.	1 day	Wed 14/04/16	Wed 14/04/16	
274	Anticipated Contract Long stop Date	1 day	Wed 06/12/17	Wed 06/12/17	
275	Permitted for JR being heard (24 months overall since planning determination)	500 days	Wed 15/04/16	Wed 13/09/18	
276	If JR hearing is success potential for EDDC receiving monies for Knowle based upon conditions being satisfied	1 day	Wed 13/06/18	Wed 13/06/18	
277	Otherwise balance of monies may be received when VP of Knowle is achieved	1 day	Mon 02/10/17	Mon 02/10/17	
278					

PROGRAMME FOR 2,776 M2 NEW BUILD OFFICE AT HEATHPARK AND REFURBISHMENT OF EXMOUTH TOWN HALL

ID	Task Name	Duration	Start	Finish	Predecessors
279	REFURBISHMENT OF EXMOUTH TOWN HALL	644 days	Thu 24/03/15	Wed 31/08/17	
280	Gateway Decision M2 - Procurement of EDDC's Design Team for Exmouth Town Hall - Using SWCF or similar	112 days	Thu 24/03/15	Fri 16/04/15	
281	SWCF Call Off procedure using the Further Competition Method - Expression of Interest Preparation of the Project Brief	15 days	Thu 24/03/15	Fri 17/04/15 100	
282	EDDC review of Project Brief, and incorporation of any comments	5 days	Mon 20/04/15	Fri 24/04/15 244	
283	Meeting with SWCF Temporary TH	1 day	Tue 21/04/15	Tue 21/04/15 244FS+1 day	
284	Issue of Project Brief to SWCF Consultants	1 day	Mon 27/04/15	Mon 27/04/15 245	
285	Completion of self assessment exercise by SWCF Consultants	5 days	Tue 28/04/15	Tue 05/05/15 257	
286	Review of self assessment exercise by EDDC, preparation of Report and recommendations of Proc Consultants for the Main Competition	8 days	Wed 05/05/15	Fri 15/05/15 244	
287	Preparation of Main Competition documentation	13 days	Tue 26/04/15	Fri 15/05/15 257	
288	Members Elected on Project Board Review of Preparation and reports to the three Consultants and Main Competition documentation	5 days	Mon 18/05/15	Fri 22/05/15 258 290	
289	EDDC Executive Project Board approval of selected Consultants and approval of Main Competition documentation	1 day	Fri 22/05/15	Fri 22/05/15 258FS+1 day	
290	Main Competition documentation issued to Selected Consultants	1 day	Tue 26/05/15	Tue 26/05/15 292	
291	Tender period	15 days	Wed 27/05/15	Tue 18/06/15 293	
292	Period of purchase	28 days	Mon 15/06/15	Fri 23/07/15 244FS+2 days	
293	COUNCIL ELECTIONS	1 day	Thu 07/06/15	Thu 07/06/15	
294	Main tender interviews - if required	1 day	Mon 08/06/15	Mon 08/06/15 244FS+7 days	
295	FLQAT	5 days	Wed 17/06/15	Fri 23/06/15 244	
296	Tender evaluation and Tender Report	5 days	Wed 24/06/15	Tue 30/06/15 296	
297	Further interviews (if required)	1 day	Thu 25/06/15	Thu 25/06/15 296FS+4 days	
298	Final Tender evaluation and Tender Report	5 days	Wed 01/07/15	Tue 07/07/15 299	
299	Preparation and issue of Cabinet Papers recommending the employment of a specific Design Team	10 days	Wed 01/07/15	Tue 14/07/15 201FS+6 days	
300	EDDC Approval of Gateway Decision M2 - EDDC Executive Project Board Review of Tender Recommendation and approval of Recommendation and Approval of Appointment of Design Team	5 days	Wed 15/07/15	Tue 21/07/15 302	
301	EDDC Approval of Gateway Decision M2 Cabinet Meeting - Agreement to appoint Design Team - Recommendation	1 day	Wed 15/07/15	Wed 15/07/15	
302	EDDC Approval of Gateway Decision M2 Council Meeting - Agreement to appoint Design Team - Recommendation Date TBA	1 day	Wed 22/07/15	Wed 22/07/15	
303	Preferred Consultant Team contacted and advised of success	1 day	Wed 22/07/15	Wed 22/07/15 303	
304	Unsuccessful bidders contacted and advised provided	5 days	Thu 23/07/15	Wed 29/07/15 306	
305	Design Team Appointment agreement issued and returned signed	31 days	Thu 23/07/15	Fri 04/08/15 306	
306	Design Team commences including mobilisation - subject to Consultancy Documents subsequently being signed	10 days	Thu 23/07/15	Wed 02/08/15 306	
310					

PROGRAMME FOR 2,776 M2 NEW BUILD OFFICE AT HEATHPARK AND REFURBISHMENT OF EXMOUTH TOWN HALL

ID	Task Name	Duration	Start	Finish	Predecessors
345	GATEWAY DECISIONS NRS 5 & 6 - Approval of RIBA Workstages E and F & G.	87 days	Thu 10/12/15	Wed 24/02/16	
346	Develop Detail design to RIBA Stage E	28 days	Thu 10/12/15	Thu 29/01/16	
347	EDDC Design Team Review Employers Requirements / Clients Brief	29 days	Thu 10/12/15	Wed 31/01/16	
348	Develop Detailed Brief to RIBA Stage E	15 days	Thu 10/12/15	Thu 07/01/16	
349	Cost Plan - Stage E	15 days	Thu 17/12/15	Thu 14/01/16	
350	Final Review period internally by EDDC and externally	5 days	Fri 08/01/16	Thu 14/01/16	
351	FLMAT	5 days	Fri 15/01/16	Thu 21/01/16	
352	Presentation of RIBA Stage E proposals - inc costs	1 day	Fri 22/01/16	Fri 22/01/16	
353	EDDC Executive Project Board Consideration of RIBA Stage E presentation	1 day	Fri 22/01/16	Fri 22/01/16	
354	EDDC Executive Project Board approval of RIBA Stage E, and consent to proceed to RIBA Stages F & G.	8 days	Fri 22/01/16	Fri 29/01/16	
355	EDDC Executive Project Board Approval of Gateway Decision Nr 5	1 day	Thu 25/01/16	Thu 25/01/16	
356	Develop Detail design to RIBA Stages F & G	87 days	Fri 29/01/16	Wed 24/02/16	
357	EDDC Design Team Review as necessary and update Employers Requirements	18 days	Fri 29/01/16	Wed 24/02/16	
358	Develop Detailed Brief to RIBA Stages F & G	18 days	Fri 29/01/16	Wed 24/02/16	
359	Cost Plan - Stage F & G	18 days	Fri 29/01/16	Wed 24/02/16	
360	Final Review period internally by EDDC and externally	10 days	Thu 18/02/16	Wed 03/03/16	
361	FL Gantt	8 days	Wed 07/01/16	Thu 03/03/16	
362	Presentation of RIBA Stages F & G proposals - and agreement of CLM and all associated workstreams	1 day	Thu 03/03/16	Thu 03/03/16	
363	EDDC Executive Project Board Approval	5 days	Fri 04/03/16	Thu 10/03/16	
364	EDDC Executive Project Board Approval of Gateway Decision Nr 6	1 day	Thu 10/03/16	Thu 10/03/16	
365	EDDC Approval of Gateway Decision Nr 6 Cabinet - Approval of Final Design. SUBJECT TO PLANNING COMMENTS	1 day	Wed 09/03/16	Wed 09/03/16	
366	EDDC Approval of Gateway Decision Nr 6 Council - Approval of Final Design. SUBJECT TO PLANNING COMMENTS	1 day	Wed 09/03/16	Wed 09/03/16	

PROGRAMME FOR 2,776 M2 NEW BUILD OFFICE AT HEATHPARK AND REFURBISHMENT OF EXMOUTH TOWN HALL

ID Task Name Duration Start Finish Predecessors

ID	Task Name	Duration	Start	Finish	Predecessors
370	GATEWAY DECISION NR 7 - Contractor procurement and Construction process for Refurbishment of Exmouth Town Hall	121 days	Fri 29/01/15	Thu 21/07/16	
371	SWCF Call Off procedure using the Further Competition Method - Expression of Interest	121 days	Fri 29/01/15	Thu 21/07/16	
372	Preparation of the Project Brief	5 days	Fri 29/01/15	Thu 04/02/15 356	
373	Preparation of POEs	5 days	Fri 29/01/15	Thu 04/02/15 356	
374	EDDC Executive Project Board consideration of Reviewed Notice and POE. Determination that Executive Board are content to publish	1 day	Fri 05/02/15 374	Fri 05/02/15 374	
375	Issue contract notice electronically	1 day	Mon 08/02/15	Mon 08/02/15 375	
376	Period for receipt of expressions of interest, issue and receive completed POEs (minimum 30 calendar days)	22 days	Tue 09/02/15	Wed 09/03/15 376	
377	Evaluation of submitted POEs including provision of a report recommending tenders to Member Executive Board	10 days	Thu 10/03/15	Wed 23/03/15 377	
378	Preparation of tender documentation	32 days	Tue 09/02/15	Wed 23/03/15 378	
379	EDDC Executive Project Board considers report and confirms agreement with tender bid and tender documentation	5 days	Thu 24/03/15	Fri 01/04/15 379	
380	Issue tender	1 day	Mon 04/04/15	Mon 04/04/15 380	
381	Tender period (minimum 25 +5 calendar days)	32 days	Mon 04/04/15	Wed 16/05/15 381/375-1 day	
382	Mid tender interviews - 4 required	2 days	Fri 29/04/15	Tue 03/05/15 382/375-10 days	
383	Final period for tender submission	7 days	Fri 27/05/15 383	Fri 27/05/15 383	
384	Tender evaluation	5 days	Mon 06/05/15 384	Mon 06/05/15 384	
385	Further interviews (if required)	2 days	Tue 07/05/15	Wed 08/05/15 385	
386	Final tender evaluation and Tender Report	7 days	Mon 08/05/15	Fri 17/05/15 386	
387	EDDC Executive Project Board Review of Tender Recommendation and approval of Recommendation and Approval of Appointment of Contractor based upon knowledge that Exmouth Development has received Planning Approval	5 days	Mon 22/05/15	Fri 24/05/15 387	
389	EDDC Approval of Gateway Decision Nr 7 Cabinet - Extraordinary Meeting	1 day	Wed 26/05/15	Wed 26/05/15 389	
390	EDDC Approval of Gateway Decision Nr 7 Council - Extraordinary Meeting	1 day	Thu 07/07/15	Thu 07/07/15 389	
391	Preferred Contractor contacted and ahead of submit	1 day	Fri 08/07/15	Fri 08/07/15 390	
392	Standard period (10 calendar days)	8 days	Mon 11/07/15	Wed 20/07/15 391	
393	Contractor commences including mobilisation - subject to Contract Document subsequently being signed	1 day	Thu 21/07/15	Thu 21/07/15 392	
394	Refurbishment of Exmouth Town Hall	214 days	Thu 21/07/15	Wed 31/09/17	
395	Contractor Mobilisation	15 days	Thu 21/07/15	Wed 10/08/15 393/375-1 day	
396	Commence of Works on Site	1 day	Thu 11/08/15	Thu 11/08/15 396	
397	Construction period - includes - 6 months	173 days	Thu 11/08/15	Wed 19/04/17 397/375-1 day	
398	Building POC issued (Completion and Handover)	1 day	Wed 19/04/17	Wed 19/04/17 398/375-1 day	
400	EDDC Finalisation	28 days	Thu 20/04/17	Wed 31/05/17	
401	Finalisation of Client F1 OJ / FFAE after Contractor has achieved POC	15 days	Thu 20/04/17	Mon 15/05/17 399	
402	Client Item Transfer to Item Office	10 days	Tue 30/05/17 402	Tue 30/05/17 402	
403	EDDC allocated to Exmouth Team Hall	1 day	Wed 31/05/17	Wed 31/05/17 403	

PROGRAMME FOR 2,776 M2 NEW BUILD OFFICE AT HEATHPARK AND REFURBISHMENT OF EXMOUTH TOWN HALL

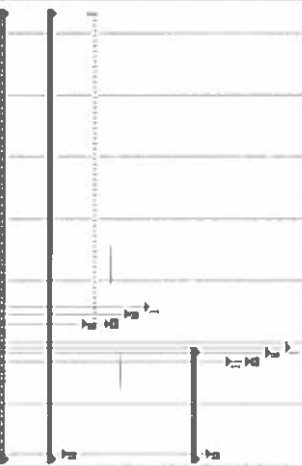
ID Task Name

ID	Task Name	Duration	Start	Finish	Predecessors
405	KEY DATES	1231 days	Wed 25/03/15	Tue 25/03/15	
407	SUMMARY OF EDDC'S GATEWAY DECISIONS	322 days	Wed 25/03/15	Thu 02/06/16	
408	Gateway Decision Nr 1 - RE SELLING KNOWLE AND RELOCATION TO HEATHPARK / REFURBISHING EXMOUTH TOWN HALL	1 day	Wed 25/03/15	Wed 25/03/15	
411	Executive Council Meeting	1 day	Wed 25/03/15	Wed 25/03/15	
412	Gateway Decision Nr 2 - Appointment of Design Team	1 day	Tue 24/03/15	Tue 24/03/15	
413	EDDC Approval of Gateway Decision Nr 2. EDDC Executive Project Board Review of Tender, Recommendation and approval of Recommendation and Approval of Appointment of Design Team	1 day	Tue 24/03/15	Tue 24/03/15	
414	Gateway Decision Nr 3	1 day	Thu 19/03/15	Thu 19/03/15	
415	EDDC Executive Project Board Approval and confirmation of a start of Scope and Agreement to proceed to Stage 0 (Detailed Planning Application)	1 day	Thu 19/03/15	Thu 19/03/15	
416	Gateway Decision Nr 4	1 day	Wed 09/12/15	Wed 09/12/15	
417	EDDC Executive Project Board Approval. Approval to proceed to submission of Planning Application and to allow Notice for Contract procurement. Agreement to proceed to Stage E	1 day	Wed 09/12/15	Wed 09/12/15	
418	Gateway Decision Nr 5	1 day	Thu 26/03/15	Thu 26/03/15	
419	EDDC Executive Project Board approval of RIBA Stage E and consent to proceed to RIBA Stage F & G	1 day	Thu 26/03/15	Thu 26/03/15	
420	Gateway Decision Nr 6	1 day	Wed 25/03/15	Wed 25/03/15	
421	EDDC Approval of Gateway Decision Nr 6 Council - Approval of Final Design. SUBJECT TO PLANNING COMMENTS	1 day	Wed 25/03/15	Wed 25/03/15	
422	Gateway Decision Nr 7	16 days	Mon 20/06/16	Thu 07/07/16	
423	EDDC Executive Project Board Review of Tender Recommendation and approval of Recommendation and Approval of Appointment of Contractor based upon knowledge that Mosaic Developer had received Planning Approval	8 days	Mon 20/06/16	Fri 23/06/16	
424	EDDC Approval of Gateway Decision Nr 7 Cabinet - Executive Meeting	1 day	Wed 23/06/16	Wed 23/06/16	
425	EDDC Approval of Gateway Decision Nr 7 Council - Executive Meeting	1 day	Thu 07/07/16	Thu 07/07/16	
426					
427	PLANNING SUBMISSIONS	77 days	Wed 20/03/15	Tue 18/05/16	
428	HEATHPARK	77 days	Wed 20/03/15	Tue 18/05/16	
429	EDDC Executive Project Board and RM to review and sign off. Consent to submit DPA	14 days	Wed 20/03/15	Wed 02/04/15	
430	Submission of Detailed Planning Application	1 day	Thu 04/02/16	Thu 04/02/16	
431	EDDC Development Management Meeting.	65 days	Thu 04/02/16	Mon 08/05/16	
432	Detailed Planning Award	1 day	Tue 10/05/16	Tue 10/05/16	
433					
434	EXMOUTH TOWN HALL	77 days	Wed 20/03/15	Tue 18/05/16	
435	EDDC Executive Project Board and RM to review and sign off. Consent to submit DPA	11 days	Wed 20/03/15	Wed 23/03/15	
436	Submission of Detailed Planning Application	1 day	Thu 04/02/16	Thu 04/02/16	
437	EDDC Development Management Meeting	65 days	Thu 04/02/16	Mon 08/05/16	
438	Detailed Planning Award	1 day	Tue 10/05/16	Tue 10/05/16	
439					
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PROGRAMME FOR 2,776 M2 NEW BUILD OFFICE AT HEATHPARK AND REFURBISHMENT OF EXMOUTH TOWN HALL

ID	Task Name	Duration	Start	Finish	Predecessors
443	CONSTRUCTION / REFURBISHMENT AND FITTING OUT WORKS	999 days	Thu 21/07/16	Tue 24/02/28	
444	Headwork	999 days	Thu 21/07/16	Tue 24/02/28	
445	Contractor Mobilisation	15 days	Thu 21/07/16	Wed 10/09/16 219FS-1 day	
446	Building PCC issued (Completion and Handover)	11 days	Wed 09/08/17	Tue 25/02/20 22FS-1 day	
447	Finalisation of Client F1 OUs / FFLE after Contractor has achieved PCC	20 days	Thu 10/08/17	Thu 07/09/17 226	
448	Proceed decant from Kneels to New Office	15 days	Fri 08/08/17	Thu 28/09/17 226	
449	EDOC July relocated to new Office	1 day	Fri 29/08/17	Fri 29/09/17 230	
450					
451					
452	Exmouth Town Hall	214 days	Thu 21/07/16	Wed 31/05/17	
453	Contractor Mobilisation	15 days	Thu 21/07/16	Wed 10/09/16 389FS-1 day	
454	Building PCC issued (Completion and Handover)	1 day	Wed 18/04/17	Wed 18/04/17 389FS-1 day	
455	Finalisation of Client F1 OUs / FFLE after Contractor has achieved PCC	15 days	Thu 20/04/17	Mon 15/05/17 390	
456	Decant from Kneels to New Office	10 days	Tue 18/05/17	Tue 30/05/17 402	
457	EDOC relocated to Exmouth Town Hall	1 day	Wed 31/05/17	Wed 31/05/17 403	



APPENDIX C

Programme AU (Rev 0) – 2,776 m2 New Build Office at
Heathpark and Refurbishment of Exmouth Town Hall