

Meeting not open to the public

**Notes of meeting the Office Accommodation Executive Group
Held on
Wednesday 27 May 2015**

Present:

Councillors: Paul Diviani, Andrew Moulding, Tom Wright

Officers: Richard Cohen, Steve Pratten, Simon Davey, Henry Gordon-Lennox

		Action
1.	Apologies: Councillor Ian Thomas, Mark Williams, Karen Jenkins	
2.	Approval of previous meeting notes: Agreed.	
3.	Matters arising: Discussed below.	
4.	Feedback from previous Officer Working Group, Cabinet Meeting and Council Meeting: RC updated the group following the several recent meetings which it was considered had gone well and Members were content with the advised recommendations.	
5.	Request by Independent Councillors for an Extraordinary Council Meeting to discuss the Relocation Project and FOI matters: following this request that the relocation project be delayed for 6 months an Extraordinary Council meeting had been called for Wednesday 3 June. As RC could not be present due to annual leave a briefing note outlining the current position will be prepared.	RC
6.	Review of Project Governance Structure: it was agreed that the Executive Group would stay in its current position but: <ul style="list-style-type: none">• New terms of reference to be agreed (to be included in June Cabinet report)• HGL to confirm position on delegated authority to the DCE.• Release of further minutes of meetings to be revisited in 12 months• A monthly update report to be presented to Cabinet –	RC HGL RC/SP

	<p>RC/SP to liaise</p> <ul style="list-style-type: none"> Membership of Executive Group – Cllrs Wright and Thomas be invited to future meetings. It was agreed that there would be no need for future Leaders Think Tanks as monthly updates would now be going to Cabinet. The Worksmart project will also engage with all members and they will be given the opportunity to put forward any concerns/comments. Equalities issues will be covered by KJ. 	
7.	<p>Consideration and review of proposed draft June Cabinet report: draft report to be discussed at Cabinet briefing. The report will include new Terms of Reference for both the Executive & Officer Group for agreement.</p>	RC
8.	<p>Review and consideration of the declassification of confidential Project documentation: release of documents still on-going. Will need to consider the documents up to December 2014 and then set regular dates for future reviews of all later documents.</p>	RC/SP
9.	<p>Consideration of impacts on Exmouth Town Hall and the East Devon Business Centre:</p> <ul style="list-style-type: none"> RC/SP meeting with Exm Town Council on 1/6/2015 to discuss the impact on existing tenants etc and the possibility that any refurbishment will require them to vacate the premises for a set period. Group to be updated at next meeting. RC to meet with tenants of EDBC to give them an update on current position. Cllr Skinner as Economy Portfolio Holder to be invited also. TD to let RC know what the current occupancy of the offices is at present. 	RC/SP AMH TD
10.	<p>Office Relocation Project particulars:</p> <ul style="list-style-type: none"> Heads of Terms with Pegasus now agreed. Pegasus are asking for some additional information in regard to Section 38 of the contract. We also need to include a suitable clause that would allow us to stop the process if the requirements of Gateway 7 are not reached. SP/HGL to meet with Pegasus to discuss. The SWCF Framework is being used to appoint the Design Team. This will consist of 1 project team with 2 design teams to look at both sites. Following submission of 6 expressions of interest a scoring exercise has been undertaken. A report advising on the process has been issued, wherein 4 tenderers have been identified as the highest scoring. Following discussion it was agreed that the 4 identified consultants should be asked to provide tenders. Authority given to SP to contact successful and unsuccessful applicants. Community Right to Bid – applicant made on 24 March but included the wrong plan. Resubmitted on 5 May but nomination was dismissed last week. No rights of appeal but if applicants provide a new map then can be submitted 	SP/HGL SP RC

	<p>again.</p> <ul style="list-style-type: none"> • RC met with Sidmouth Town Council regarding the parkland. RC to write to them outlining what the current position is and the annual cost of maintenance etc. • Cost to date is £624,761 from an agreed budget of £9,726,455 leaving a balance of £9,101,694 with a contingency of £887,979. SP/SD are in the process of finalising the template to be used for all budget expenditure. • Risk Review – no changes to the current register since last meeting. 	
11.	Internal Project Manager/Facilitator	
12.	Finance Workstream matters: SP to update cashflow and pass to SD / LG.	SP
13.	HR/Internal and External communications workstream: on-going. KJ will provide a briefing note to Councillor Williamson.	KJ
14.	External/Equalities Consultation: on-going.	
15.	<p>ICT Workstreams:</p> <ul style="list-style-type: none"> • SP met with CP re timeline etc for both sites. Storage of documents was also discussed. • Strata – Cllr Diviani said some confusion over meetings coming through and what/who is needed to attend. • Hubs/surgeries – still to be discussed and included in the Best Value consultation. 	
16.	Legal Workstreams:	
17.	<p>AOB:</p> <ul style="list-style-type: none"> • SP has now received draft contract for the Relocation Manager position and will finalise with HGL / CS. 	
17.8.	<p>Next meeting to be held on:</p> <ul style="list-style-type: none"> • 26 June 2015 at 2.00pm (in Richard's office) 	

