

Date: 22 January 2015  
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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,  
 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 22 January 2014, 1400 – 1600 hrs Room 67**

### AGENDA

		Responsible Officer
1.	Introductions and apologies	RC
2.	Approval of previous Meeting Minutes	RC
3.	Matters arising from previous Meeting	RC
4.	Office Accommodation Project particulars: <ul style="list-style-type: none"> <li>• Project cost to date</li> <li>• Project update, including Design Team procurement and Audits being carried out by Grant Thornton and SWAP</li> <li>• Review of ITC budget allowances</li> <li>• Knowle bidding update</li> <li>• Short term programme implications including identification of critical dates.</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 integration Knowle and Manstone Depots relocation.	AH/DB
7.	Update on strategy, timescales for roll out of council devices for home, flexible and mobile working including phones and DCMS	KJ
8.	Update on Open for Business website project	KJ

9.	<p>EDDC service provision across the District</p> <p>Update on the document management project, including confirmation of performance against timescale</p>	KJ
10.	<p>Communication, consultation and engagement</p> <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>	KJ
11.	<p>Legal updates re:</p> <ul style="list-style-type: none"> <li>• Public Rights of Way</li> <li>• TVG</li> <li>• Legal review of Project processes</li> <li>• Legal support for Knowle bids</li> <li>• Other</li> </ul>	RP / HGL
12.	Any other business	
13.	<p>Dates of next Meetings:</p> <ul style="list-style-type: none"> <li>• 26 February - 1000 hrs.</li> <li>• 26 March – 1000 hrs.</li> <li>• 23 April – 1000 hrs.</li> <li>• 28 May – 1000 hrs.</li> <li>• 25 June – 1000 hrs.</li> <li>• 23 July – 1000 hrs</li> <li>• 27 August – 1000 hrs.</li> <li>• 24 September – 1000 hrs.</li> <li>• 22 October – 1000 hrs.</li> <li>• 26 November – 1000 hrs.</li> <li>• 24 December – 1000 hrs.</li> </ul> <p>Note all meetings to be held in Room 67 – Richard's Office</p>	

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## EXTRAORDINARY OFFICE RELOCATION OFFICER WORKING PARTY MEETING NOTES FROM 22 JANUARY 2015

Present:


Richard Cohen	RC	Deputy Chief Executive
Steve Pratten	SP	Relocation Manager
Rachel Pocock	RP	Corporate Legal and Democratic Services Manager
Karen Jenkins	KJ	Strategic Lead
Andrew Ellins	AE	SWAP Audit Manager
Colin Slater	CS	Procurement Officer
Diana Vernon	DV	Democratic Services Manager

Item	Notes/Decisions	Action
1	<p><b>Apologies:</b></p> <p>Apologies received from:</p> <p>Simon Davey John Golding Andrew Hancock Lisa Mansell Donna Best Chris Powell</p>	
	<p>Diana Vernon (DV) joined the meeting to confirm the date for the Extraordinary Council meeting which will be held on 25 March 2015. This will mean a closing date of 16 March for any reports to allow the agenda to be published. This will require Cabinet to be moved from 18 March to 11 March thus allowing the minutes of that meeting to go to the Extraordinary Council meeting. DV left the meeting.</p>	
2.	<p><b>Approval of previous meeting minutes</b></p> <p>Agreed.</p>	
3.	<p><b>Matters arising from previous meeting</b></p> <ul style="list-style-type: none"> <li>• RC/SD still to discuss with the HCA EDBC funding.</li> <li>• Manstone – SP still awaiting feedback from DB re budget costs for maintenance issues at Manstone.</li> <li>• Stagecoach – Heathpark site now closed for their use.</li> <li>• Stakeholder meetings – future date to be arranged after Elections.</li> </ul>	<p>RC/SD DB</p>
4.	<p><b>Office Accommodation Project Particulars</b></p> <ul style="list-style-type: none"> <li>• The cost to date is £558,374 from an agreed budget of £705,568 leaving a balance of £147,194 – a contingency allowance of £51,711 is also included.</li> <li>• A meeting of the Executive Group and Savills was held and Pegasus Life Ltd was identified as the preferred bidder. They are now</li> </ul>	

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currently fine tuning their design and have confirmed that a pre-app meeting will be taking place on 23 January with the Planning Department. Pegasus have been asked to provide feedback on that meeting.

- The footpath issue has been highlighted to the Developer. It is understood that further particulars re the inquiry will be advised shortly by HGL which SP will forward to Savills.
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- Following the decision by Council that both Internal & External Audits be undertaken, Grant Thornton (External) will be starting on 26 January and aim to provide a written report during week commencing 9 February. SWAP will be commencing the internal audit also week commencing 26 January with a report to be submitted by 11 February 2015. AE confirmed that SWAP's Terms of Reference would be forwarded to the Council shortly for agreement. He anticipated that they would need to look at Executive Group/Office Group meetings, FOI requests and their responses.
- Programme looking forward – mid 2017 for the completion of the move to Heathpark and Exmouth TH but there may be the options enabling a move to Exmouth at an earlier date i.e. 10 April 2017 with 14 August 2017 for the New Office at Heathpark.
- Risk Review – 5 new risks added. A review of Red and Orange Risks was carried out and several comments advised. As a result an updated document will be prepared and circulated to the group in due course. There was a discussion around the need for confirmation of desk numbers. SP is currently working on 170 desks for Honiton and 80 desks for Exmouth. KJ said the current spreadsheet, dated 2013, is the most recent so should be used to identify what needs have been outline. SP to confirm with KJ whether there is enough information contained within that spreadsheet for the brief to be prepared. KJ said that the important factor to consider would be the number of fixed desks and the number of workstations required. KJ also enquired how the requirement for meeting rooms would be apportioned. SP confirmed

SP

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		<p>that presently the Heathpark site was a standalone building, although it was likely that it could be integrated into the existing Business Centre - perhaps with the Exhibition Space becoming the Chamber. There is also a need to look at what service goes where i.e. making sure that the location and juxtaposition at either Honiton or Exmouth of teams is correct. SP confirmed that the Brief prepared would give an outline to the Design team who would then need to investigate further before advising of their proposals. At a later stage we could also look at setting up a "sample" workspace so that staff could come and look at the proposed work stations/desk space. Samples of furniture etc will be provided for review at a later date Staff will have the opportunity to provide an input through their comments.</p>	
5.	<b>Feedback from Executive Project Board meeting</b>	Noted.	
6.	<b>Update on integration of Knowle and Manstone Depot relocation</b>	DB/AH to provide a briefing note on the issues relating to maintenance at the Manstone Depot to enable integration with the Knowle Depot.	DB/AH
7.	<b>Update on Worksmart &amp; Flexible Work strategy</b>	The roll-out of Worksmart devices is going well and nearly completed. Next step will be to have those devices connected to network etc. Roll-out of Smartphones also nearing completion with access to Council emails on personal phones about to be switched off. The issue of reading protected emails on Smartphone's has also been sorted out and you will now be able to read protected emails.	
8.	<b>Update on Open for Business Website project</b>	There are 109 existing forms and 230 new enquiries to be develop. Meeting to be held with Streetscene next week to look at lagan. ICT waiting for connectors to enable them to start on the project.	
9.	<b>EDDC Service provision across the District</b>	Document still being worked on, need to agree wording to be used to explain the provision of surgeries based on the demand shown.	
10.	<b>Communication, consultation and engagement update</b>	<ul style="list-style-type: none"> <li>• Visioning session to take place with SMT at the end of February, following this will be staff engagement sessions on new office etc. Following the recent staff survey the theme seemed to be that staff now just want us to "get on with it".</li> <li>• Need to sit down with RP to discuss best value. Need to also show the importance of</li> </ul>	KJ/RP

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		<p>alternative ideas and that these have been considered.</p> <ul style="list-style-type: none"><li>• Need to get the views from residents on a move to Honiton &amp; Exmouth. Send out consultation along the same line as the viewpoint survey.</li><li>• Stakeholder event – future date to be agreed after Elections.</li></ul>	
11.	<b>Legal updates</b>	<ul style="list-style-type: none"><li>• Notice for the disposal of the open space nearly ready to advertised – the closing date for comments will be 20 February 2015. Those comments will then be collated and included in the Cabinet report. Need to have in place a briefing note for any press enquiries received. RC to help with wording needed.</li><li>• PRW – no further information but still looking at a September date for Inquiry.</li><li>• Legal Support for Knowle Bids – BW will be providing the legal support and is already been copied into any correspondence on this.</li></ul>	RC/RP
12.	<b>AOB</b>	<ul style="list-style-type: none"><li>• RC attending Overview and Scrutiny Committee tonight where the office relocation is being discussed. One of the items will be about the energy costs which is being raised by Mr Thurlow.</li><li>• Procurement – CS said that he had spoken to Torbay about the Design Framework and whether the 2 projects could be looked at either as a single lot or two lots. It appears, subject to confirmation, that identifying two lots is the best solution.</li><li>•</li></ul>	
13.	<b>Date of Next Meeting</b>	26 February 2015 at 2.00pm	