

Date: 14 July 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,
 Chris Powell, Steve Pratten, Colin Slater,
 Henry Gordon Lennox, Moya Moore/Jo George,
 Andrew Hancock, Donna Best)

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**Office Relocation Project – Officer Working Group
 Thursday 23 July 2015, 14.00 – 16.00 hrs, Room 67**

AGENDA

		Responsible Officer
1.	Introductions and apologies John Golding	RC
2.	Approval of previous Meeting Minutes (previously circulated)	RC
3.	Matters arising from previous Meeting	RC
4.	Review and consideration of the declassification of confidential Project documentation	RC
5.	Feedback from the previous; <ul style="list-style-type: none"> • Executive Project Board Meeting • Cabinet Meeting • Other Council Meetings 	RC
6.	Update of impacts on; <ul style="list-style-type: none"> • Exmouth Town Hall – ETC, CAB, Registry Office. Managing change for ETH and its tenants • East Devon Business Centre – Tenants and HQ development impact 	RC
7.	Office Relocation Project particulars: <ul style="list-style-type: none"> • Project progress update • Design Team procurement <ul style="list-style-type: none"> ○ Tender update re SWCF ○ SWCF Mini Competition Brief • Project costs to date 	SP

	<ul style="list-style-type: none"> • Knowle – Pegasus's Agreement of the Contract and anticipated programme / progress • Short term programme implications including identification of critical dates. • Size of Print Room Facility • Risk Review – (New + Red and Orange Risks Only) 	
8.	Internal Project Manager / Facilitator. <ul style="list-style-type: none"> • Role and Responsibility. 	RC / KJ
9.	Finance Workstream matters	SD
10.	HR / Internal & external communications worksteam	KJ
11.	External / Equalities Consultations <ul style="list-style-type: none"> • Best value consultations 	KJ
12.	ICT Workstreams <ul style="list-style-type: none"> • EDMS update and programme, review of requirement for storage when Office has relocated. • Progress compared to programme • New telephony • New desktops • New Flexi System • Door security system • AV • Helping Management understanding new technology • Timeline for implementation • New Intranet • Other 	CP
13.	Legal Workstream <ul style="list-style-type: none"> • Public Rights of Way 	HGL
14.	Progress update re integration of Knowle and Manstone Depots relocation.	AH/DB
15.	Any other business	
16.	Dates of next Meetings: <ul style="list-style-type: none"> • 27 August – 1000 hrs. • 24 September – 1000 hrs. • 22 October – 1000 hrs. • 26 November – 1000 hrs. • 24 December – 1000 hrs. <p>Note all meetings to be held in Room 67 – Richard's Office</p>	

17. Enclosures:

- Meeting Notes from Meeting 25 June 2015
- EDDC Office Relocation Project Progress Report Nr 17

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OFFICE RELOCATION OFFICER WORKING PARTY MEETING NOTES FROM 23 JULY 2015

Present:

Richard Cohen	RC	Deputy Chief Executive
Steve Pratten	SP	Relocation Manager
Simon Davey	SD	Strategic Lead
Karen Jenkins	KJ	Strategic Lead
Henry Gordon Lennox	HGL	Strategic Lead
Donna Best	DB	Principal Estates Surveyor
Jo George	JG	SWAP

Item	Notes/Decisions	Action
1	Apologies: Apologies received from: John Golding Andrew Hancock Chris Powell Colin Slater	
2.	Minutes of meeting held on 25 June 2015 to be agreed and considered for release: Agreed	
3.	Matters arising from previous minutes: See below.	
4.	Review and consideration of the declassification of confidential project documentation: Release of documents still on-going. Currently considering documents up to December 2014 and then set regular dates for future reviews of all withheld documents.	RC/SP
5.	Feedback from the previous: <ul style="list-style-type: none">• Executive project meeting• Cabinet meeting• Other Council meetings	
6.	Update of impacts on Exmouth Town Hall & East Devon Business Centre: Following meetings with Tenants of Exmouth Town Hall, a report is being prepared to look at the available options for the existing tenants. DB to investigate needs of those tenants and how we can incorporate them into any temporary arrangements during the refurbishment works. Report to have input from JG/SD regarding EDDC staff based at Exmouth.	

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Exmouth Town Council have written regarding additional funding for reception staff whom are advised are undertaking EDDC duties. Consider committing for 6 months only with possibly a one off payment to cover, also need to know how much staff time/hours EDDC require and will receive.. It is anticipated that this matter will require a Cabinet decision. SD to review costs.

A formal letter discussing leases will need to be issued to tenants of Exmouth Town Hall – this needs to be timed with the Cabinet Report going to committee. Further, draft of letter to be circulated with final comments to RC. Message in letter needs to be that we will carry on with co-location where possible, this is our strategic aim. Worksmart session is being held with Exmouth Members so they will be advised of current situation as it stands.

SP/DB to look at timetable showing key dates associated with Exmouth i.e. design team going in, construction dates, once the Design Team has been appointed A further meeting with Exmouth Town Hall Tenants will be needed as some subsequent point.

Honiton – SP to meet with RM and TD to discuss situation with the Business Centre.

7. **Office relocation
Project particulars:**

- Contract has been exchanged with Pegasus. They will now provide their programme of works most likely during September or October
- Interviews for the appointment of the Design team will take place on Wednesday 29 July. Questions for the interviews have been reviewed and approved by the Framework. Following those interviews, Executive Group to look at scores and make a decision of who to appoint. SP will prepare a formal tender report.
- Next step will be to appoint the Contractor who hopefully will be place by October and then will work alongside the Design team.
- Cost to 30 June is £ 639,097 from an agreed budget of £9,726,455.
- Print Room requirement – CP to look at and confirm what the organisation needs in terms of 'print/post' room. Management to also be included in any decision.
- Risk Review – SP updated the register with

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		<p>2 new extra risks.</p> <ul style="list-style-type: none"> A review of the Project programme has been undertaken and key milestones updated. The key dates are a move to Exmouth by 20 June 2017 and Honiton 25 Sept 2017. 	
8.	Internal Project Manager/ Facilitator	JD still being drawn up. A spreadsheet needs to be drawn up showing roles needed to ensure that the project progresses on time. KJ/RC to discuss JD at forthcoming meeting.	RC/KJ
9.	Finance Workstream matters	Grant Thornton looking at the internal borrowing and will report back to SD.	SD
10.	HR/Internal & External communications workstream	<p>Following the recent workshops a Worksmart strategy has been drawn up. Lots of good ideas have come forward from those who have attended.</p> <p>There will be no more external comms for the moment – report going to the next Scrutiny meeting. Consultation exercise will soon be going out to 3,000 people who will be pointed to links etc on web. Will also be consulting with organisations including our Equality partners for their comments.</p>	
11.	External/Equalities Consultations:	See above.	
12.	ICT Workstreams:	<p>ICT Work Programme: update on monthly progress still needed, report on workstream needed as agreed previously.</p> <p>EDMS update – CP will look at each department again to make sure each is in the right place and on track.</p>	CP
13.	Legal Workstream:	PRW Inquiry is set for 15 September. RC to let HGL have his final statement by middle of August.	
14.	Progress update re integration of Knowle and Manstone Depots relocation:	<p>AH is waiting for comments back from his staff to the Depot move plans. Once these are back a resource will be needed to finalise/help with the report for the capital bid.</p> <p>DB to contact Hays re availability of agency staff.</p> <p>RC/SP/JG/AH/DB/SD to meet to look at the work programme that was prepared by SA before he left.</p>	AH
15.	AOB	No further matters were identified	

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15	Date of Next Meeting	3 September 2015 at 2.00pm	

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