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## OFFICE RELOCATION OFFICER WORKING PARTY MEETING NOTES FROM 25 JUNE 2015

Present:

Richard Cohen	RC	Deputy Chief Executive
Steve Pratten	SP	Relocation Manager
Henry Gordon Lennox	HGL	Strategic Lead
John Golding	JG	Strategic Lead
Donna Best	DB	Principal Estates Surveyor
Moya Moore	MM	SWAP

Item	Notes/Decisions	Action
1	<p><b>Apologies:</b></p> <p>Apologies received from:                      Karen Jenkins                      Simon Davey                      Andrew Hancock                      Chris Powell                      Colin Slater</p>	
2.	<p><b>Minutes of meeting held on 25 May 2015 to be agreed and considered for release:</b></p> <p>Agreed but minutes not to be released until at least the end of 2015 due to some sensitivity. A covering note will be attached explaining the reasoning behind this decision. Regular update report to go to Cabinet under Part A.</p> <p>HGL said he had recently met with Cllr Cathy Gardner and she had asked the question "is there a reason why there is not a rolling sequence of publishing documents". HGL said we need to consider this when making a decision about release of documents.</p> <p>Discussion to be held with Members as to next step.</p>	HGL
3.	<p><b>Matters arising from previous minutes:</b></p> <p>See below.</p>	
4.	<p><b>Review and consideration of the declassification of confidential project documentation:</b></p> <p>Release of documents still on-going. Currently considering documents up to December 2014 and then set regular dates for future reviews of all later documents.</p>	RC/SP
5.	<p><b>Feedback from the Executive Project Board Meeting:</b></p> <p>RC updated the group following the several recent meetings which it was considered had gone well and Members had confirmed they were content with the advised recommendations.</p>	

<p>6.</p>	<p><b>Update of impacts on Exmouth Town Hall &amp; East Devon Business Centre:</b></p>	 <p>KJ has offered to go over to Exmouth and hold Worksmart workshops for officers/members at Exmouth Town Hall.</p> <p>RC/SP/PD/PS to meet the tenants at the East Devon Business Centre to update them on position as it is at the moment.</p>	<p>RC/SP/DB</p> <p>KJ</p> <p>AH</p>
<p>7.</p>	<p><b>Office relocation Project particulars:</b></p>	<ul style="list-style-type: none"> <li>• The draft contract with Pegasus is nearing completion – a meeting is being held on Monday to complete. The Executive Group will be updated tomorrow.</li> <li>• The Procurement process of the Design Team is still on-going. The briefing document has been sent out for finalising. A further 2 weeks has been granted to those applicants submitting a tender. A visit to both of the sites for the applicants has been arranged for Tuesday 30 June.</li> <li>• Following RCs letter to Sidmouth Town Council re the parkland no response has yet been received.</li> <li>• The Group endorsed and accepted the new Terms of Reference. (copy attached)</li> <li>• Cost to date is £635,000 from an agreed budget of £9,726,455 leaving a balance of £928,000 with a contingency of £887,979. SP/SD are in the process of finalising the cost report template which will identify all budget expenditure.</li> <li>• Risk Review – SP has updated the register with 7 new items related to Exmouth Town Hall.</li> <li>• Project Programme updated – once the Design team are appointed a Contractor would be appointed around September to work with them. Working towards Gateway</li> </ul>	

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		<p>7 dates for possible move are 30 May 2017 for Exmouth and Sept 2017 for Honiton.</p> <ul style="list-style-type: none"> <li>The review of the documentation for release is still on-going. SP has signed off first file and there are 2 remaining files with GS.</li> </ul>	
8.	<b>Internal Project Manager/ Facilitator</b>	<ul style="list-style-type: none"> <li>RM's Contract to be finalised next week</li> <li>Now that SA has left RC to look at job description for the internal PM / Facilitator position to ascertain if role can also include project work for the relocation project.</li> </ul>	<b>RC</b>
9.	<b>Finance Workstream matters</b>	No further update.	<b>SP</b>
10.	<b>HR/Internal &amp; External communications workstream</b>	On-going.	
11.	<b>External/Equalities Consultations:</b>	On-going.	
12	<b>ICT Workstreams:</b>	SP said he had recently received a request for the layout of the print/post room. The space identified is greater than anticipated. SP to speak to CP.	
13.	<b>Legal Workstream:</b>	<p>HGL gave an update:</p> <ul style="list-style-type: none"> <li>PRW – inquiry is set for 15 September 2015. It was suggested that HGL try to make contact with Rob Speers (former employee) regarding the issue around the signs.</li> <li>Community Right to Bid – no further update.</li> </ul>	
14.	<b>Progress update re integration of Knowle and Manstone Depots relocation:</b>	Agreed that bid would be submitted for next capital programme with a clear message on the significance of updating the Depot. Work on this would need to be started shortly as bid submitted would be looked at in Sept/Oct.	
15.	<b>AOB</b>	<ul style="list-style-type: none"> <li>Need to look at bringing in a temporary Building Control Surveyor for around 3/6 months. DB to draw up an ATR for RC to sign.</li> </ul>	
15	<b>Date of Next Meeting</b>	23 July 2015 at 2.00pm	

Enclosures

Protective Marking: PROTECT

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Agreed revised Terms of Reference as noted by Cabinet 11 June 2015

DRAFT