

Date: 26 February 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,
 Donna Best)

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**Office Accommodation – Officer Working Group
 Thursday 26 February 2014, 14.00 – 16.00 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.	Council Meetings in March; <ul style="list-style-type: none"> • Cabinet Report • Cabinet Meeting 11 March 2015 • Special O&S / A&M Meeting, dated TBA • Extraordinary Council Meeting, 25 March 2015 • 	RC
5.	Internal and External Audit updates including review of recommendations <ul style="list-style-type: none"> • SWAP <ul style="list-style-type: none"> ◦ Executive Boards Terms of Reference • Grant Thornton 	RC/ SD / SP
6.	Office Accommodation Project particulars: <ul style="list-style-type: none"> • Project cost to date • Project update, including Design Team procurement • Knowle – Pegasus’s Exclusivity Period and progression to draft HoTs • Short term programme implications including identification of critical dates. • Risk Review – (New + Red and Orange Risks Only) 	SP
7.	Feedback from the Executive Project Board Meeting.	RC

8.	Update on integration Knowle and Manstone Depots relocation.	AH/DB
9.	Update on Worksmart working, strategy, timescales for roll out of council devices for home, flexible and mobile working including phones	KJ
10.	Update on Open for Business website project	KJ
11.	EDDC service provision across the District Update on the document management project, including confirmation of performance against timescale	KJ
12.	Communication, consultation and engagement <ul style="list-style-type: none"> • Staff • UNISON • External • Equality consultation • Best value consultation 	KJ
13.	Legal updates re: <ul style="list-style-type: none"> • Public Rights of Way • Knowle appropriation 	RP / HGL
14.	Any other business	
15.	Dates of next Meetings: <ul style="list-style-type: none"> • 26 March – 1000 hrs. • 23 April – 1000 hrs. • 28 May – 1000 hrs. • 25 June – 1000 hrs. • 23 July – 1000 hrs • 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>	

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OFFICE RELOCATION OFFICER WORKING PARTY MEETING NOTES FROM 26 FEBRUARY 2015

Present:

Richard Cohen	RC	Deputy Chief Executive
Steve Pratten	SP	Relocation Manager
Simon Davey	SD	Strategic Lead
Rachel Pocock	RP	Corporate Legal and Democratic Services Manager
Henry Gordon Lennox	HGL	Principal Solicitor
John Golding	JG	Strategic Lead
Andrew Ellins	AE	SWAP Audit Manager
Karen Jenkins	KJ	Strategic Lead
Donna Best	DB	Principal Estates Surveyor
Colin Slater	CS	Procurement Officer

Item	Notes/Decisions	Action
1. Apologies:	<p>Apologies received from: Andrew Hancock</p> <p>Chris Powell to be asked to attend next meeting and to arrange for a substitute to attend in his absence when necessary.</p>	
2. Minutes of meeting held on 22 January 2015 to be agreed and considered for release:	Agreed.	
3. Matters arising from previous minutes:	To be discussed in next item.	
4. Council Meetings in March:	<p>The meetings have now been confirmed to discuss the Relocation report: Cabinet meeting – 11 March 2015 at 5.30pm Joint meeting of Audit & Governance/Overview & Scrutiny – 12 March 2015 at 5.00pm Extraordinary Council meeting – 25 March 2015 at 6.30pm</p> <p>Agreed that SWAP will attend both meetings on 11 & 12 March with Director. Grant Thornton also to attend both meetings. SD to arrange and also set a brief for what will be expected from both in terms of presentation.</p> <p>Meeting will be open with public questions followed by introduction from RC and Auditors presentation.</p> <p>Copies of both the external & internal audit reports will be provided as appendices to the Cabinet report. RP confirmed that a note will be issued about the process of the Joint A&G/O&S Committee and will</p>	SD

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		also explain how the recommendations will need to be endorsed by both Committees separately.	RP
5.	Internal and External Audit updates including review of recommendations:	<p>Following the decision by Council that an internal/ external audit be undertaken the SWAP audit has been completed, whilst the Grant Thornton Audit Report nears completion.</p> <p>SWAP are content with the Governance arrangements and process. They have identified three matters to be addressed although these are not of strong concern. There is a need to formally confirm Terms of Reference for the Officer Group (in place already for the Executive Group).</p> <p>They have also confirmed the requirement to review minutes from meetings in consideration whether they can be released to the Public. Their final recommendation was the need to be more systematic so as to manage responses to requests for information, questions from the public.</p> <p>Grant Thornton – final amendments being made to report & model by SD/SP.</p> <p>The current draft Grant Thornton Report provides a brief summary of costs comparing Knowle as of now (current base) with those costs for the several options including annual running costs over a 20 year period. Elements from the final report will be included in the Cabinet report to demonstrate the compelling financial reason and other matters for moving. We are content that that the maintenance costs are correct and can be fully justified. It is also recognised that Grant Thornton and Gleeds have thorough reviewed all the relevant figures.</p> <p>KJ asked that we replace the word 'desk' with 'space requirements'. SD/SP to alert Grant Thornton to this change needed in the report.</p> <p>RP said we needed to also show in the report the concept of betterment. We need to show that after spending £x amount of money the investment we have made. We need to clarify what has been gained and achieved. It is evident from the Workspace Study that there is a need for office/work space in Honiton and Exmouth. So if we had to leave the new building it could still be used for work space</p>	<p>RC</p> <p>SD/SP</p> <p>SD/SP</p>

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		<p>(convert for local benefit) – this shows that it has a value (other than simple financial value) and is thereby a good investment. DB to link to Serviced Workspace Study information on website. Following the market exercise for the sale of Knowle it showed that the only value of the site was the actual land, there is no value in the building itself. DB to come back with some suggestions of wording to be used in report. RP to also let RC have a brief paragraph outlining the above for inclusion in report.</p> <p>Copy of Grant Thornton's report to be circulated to the group Friday for comments. Due to the short timescale these will need to be fed back to SD/SP ASAP. Legal/finance comments then needed for Cabinet report by Monday afternoon.</p> <p>Documents to be attached to Cabinet report either as appendices or links are:</p> <ul style="list-style-type: none">• SWAP report• Grant Thornton report• Running cost breakdown including energy costs• Analysis showing basic repair costs• Chart/dashboard & graphs showing debt repayments and betterment• Grant Thornton model to be loaded onto secure PC in the Members area for members to look at. This to be made available when agenda goes out. SD to speak to ICT to arrange.• Links to Serviced Workspace demand for Honiton and Exmouth document.	RP DB RP ALL SD
6.	Office Accommodation Project Particulars:	<p>Cost to date is £568,709 from an agreed budget of £705,568 leaving a balance of £136,859 including a contingency allowance of £27,193.</p> <p>SD/SP to go back to Committee and ask for full budget. Suitable gateway points to be included .</p> <p>Pegasus confirmed their Bid of [REDACTED] on 28 January. They also confirmed that [REDACTED]</p> <p>[REDACTED]</p>	

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		<p>Upon receipt of this advice from Pegasus permission was advised to Savills that discussions could commence regarding the HoTs. It is noted however, that the HoTs will not be formally agreed until such time as the members have formally agreed that the Knowle should be should to Pegasus.</p> <p>Risk Review: any amendments to be passed to SP. An updated Risk Review will be taken to the June meeting of the Audit and Governance Committee.</p>	
7.	Feedback from the Executive Project Board meeting	The meeting focused on the Cabinet report and how is should be presented to members at the meeting.	
8.	Update on Knowle and Manstone Depots relocation	<p>DB confirmed that the proposed budget for Manstone needs to stay. DB to update at the next meeting what is in the budget and all related costs associated with the maintenance needed at Manstone.</p> <p>Agreed that the marketing of the ATC Hut can now start. DB to progress.</p>	DB/AH
9.	Update on Worksmart Working Strategy: <ul style="list-style-type: none"> • Timescales for roll out of council devices • Mobile phone 	<ul style="list-style-type: none"> • Roll out for council devices going well and should be completed in the next month. Planning will be the last but this is due to needed different devices for systems they use. • Mobile phones – roll out completed with emails about to be turned off to Officers owned phones and will now only be accessible from smartphones provided by the Council. • SMT to meet to look at how Departments will be work i.e. how they will work next to each other. Will also be looking at meeting space/meeting rooms/zones etc that will be needed. • During April/May/June sessions to be held for staff re visioning exercise. 	KJ
10.	Update on Open for Business website project	On-going.	KJ
11.	ICT Update on document management project	Chris Powell to attend the next meeting and also put in place a representative (senior officer) who can attend when CP is not able to.	CP
12.	Communication, consultation &	No further update until decision made at Council meeting in March.	KJ

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	engagement		
13.	Legal updates:	<ul style="list-style-type: none">• PRW – Pegasus have confirmed that they would like us to respond on the Public Rights of Way.• Knowle appropriation now contained in the cabinet report. Following the placement of Notices for appropriation and disposal there have been 140 responses received from the public.	RP/ HGL
14.	AOB	Terms of Reference <ol style="list-style-type: none">1. To establish a forum to advice members and co-ordinate officers to consider and progress the officer accommodation project.2. To propose recommendations for Executive Group, Cabinet and Council to progress the project.3. To ensure that the decisions of Cabinet and Council are taken forward.	RC
15	Date of Next Meeting	1 st April 2015 at 10.30am	

