

Meeting not open to the public

**East
Devon**

District Council

Date: 11 February 2015
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To: Councillors: Paul Diviani, Andrew Moulding, Ray Bloxham
David Cox

Officers: Mark Williams, Richard Cohen, Simon Davey,
Karen Jenkins, Rachel Pocock, Henry Gordon Lennox,
Steve Pratten

Office Accommodation Project Executive Group Wednesday, 11 February 2015 – 1500 - 1700 hrs. – Room 67

AGENDA

**Responsible
Officer**

		Responsible Officer
1.	Apologies	RC
2.	Approval of previous meeting notes	RC
3.	Matters arising	RC
4.	Relocation Cabinet Report, March 2015 a. Structure of Report b. Content. Identification of key elements and presentation c. How best to provide figures submissions d. Graphic interpretations of specific information	RC
5.	Relocation Managers Report a. Project cost to date b. Knowle Preferred Bidder (Pegasus) progress during the Exclusivity period c. External and internal Audits updates d. Programme implications including identification of critical dates e. Risk Review – (New + Red and Orange Risks Only)Critical	SP
6.	Knowle and Manstone a. TVG, Row b. Draft Local Plan	RR/HGL RC

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Notes of meeting the Office Accommodation Executive Group
Held on
Wednesday 11 February 2015

Present:

Councillors: Paul Diviani, David Cox, Ray Bloxham, Andrew Moulding

Officers: Richard Cohen, Steve Pratten, Simon Davey, Karen Jenkins

		Action
1.	Apologies: Mark Williams, Rachel Pocock	
2.	Minutes of previous meeting held on 5 November 2014: agreed.	
3.	Matters arising: discussed below.	
4.	Relocation Cabinet Report March 2015: <ul style="list-style-type: none">The timetable of committee meetings was considered and it was suggested that the Cabinet meeting due to be held on 18 March be brought forward to the 11th March. It was also recommended that the joint meeting of the Overview & Scrutiny and Audit and Governance Committee to consider the audit reports should follow in 12 March. An extraordinary Council Meeting to exclusively debate the Relocation Project would be arranged for 25 March. RC will be drafting the Cabinet Report which would include comments etc. from officers. Once the Council's decision has been made, if it confirmed agreement with the Relocation could still be subject to JR. It was understood that the cost of bringing a JR could be £20,000 with a minimum £ £10,000 upfront fee. I was understood that Protective cost orders would not apply in this situation.Notice for the disposal of land is a 2 Stage process. There is a legal requirement to give Notice of the appropriation prior to the Notice to dispose.Grant Thornton and SWAP have completed their respective Audits which includes reviews both process and cost modelling / benchmark testing,Both Auditors will be presented to the Joint Overview & Scrutiny and Audit & Governance meeting.The Cabinet Report needs to outline the reasons for moving, need a more resilient base, modern office, facilities need to be up to date to cope in the future. It will be important to reiterate that the Project will not cost the council taxpayer	

	<p>any extra money. It is anticipated that the energy use and annual running costs will show dramatic improvement for the new office(s) when compared to the current Knowle Office.</p> <ul style="list-style-type: none"> • A Member/Officer briefing note needs to be prepared for use during the formal meetings in order to provide a response to any questions which may be asked of members and officers. We will need to refer to this document at all times. Final comments to be sent to KJ asap. • We need to weigh up the balance, outline the reasons for moving, that all concerns and objections have been taken into account and the decision to move will be beneficial both financially and operationally. Although limited open space is being taken away from Knowle, it is important to highlight that it is EDDC's intention to gift the balance of the garden and parkland to STC. HGL to provide wording around the open space issue to be used in the Cabinet Report. • Total costs will be included in the report i.e. build costs/ refurbishment costs as well as corporate and Client costs. If we stay at the Knowle there will very likely need to be an increase in council tax due to maintenance costs etc. of the building. • The information contained in the Cabinet report needs to be clear and concise and easy to understand. It will show the comparison of moving or staying at the Knowle. If we stay and do the bear minimum to the building it will cost us more money in the long run. The newer part of the Knowle building is now already past the 20 year period. We need to focus on just the costs and benefits of the new building and take the focus away from the Knowle. If we stay we need to borrow money. We need to keep the graphics in the Report clear, simple and concise. Closing date for report will be 25th February. • Include in the recommendation the formal resolution that we are giving land away to the Town Council once we leave the Knowle. 	<p>LL</p> <p>HGL</p>
<p>5.</p>	<p>Relocation Managers Report:</p> <ul style="list-style-type: none"> • Pegasus met with the LPA for a pre-app meeting on 23 January 2015. It is understood that the meeting was constructive. One issue requiring further input by Pegasus was the categorisation of the development - whether it was type C2 or C3. There was also some concern about the number of properties proposed on the site. Following this meeting Pegasus were able to reaffirm their bid of <div data-bbox="347 1680 1220 2016" style="background-color: black; width: 100%; height: 150px; margin: 10px 0;"> </div> <ul style="list-style-type: none"> • Audit – Grant Thornton – final report should be here by the 	

	<p>end of the week although still needs some input. Officers also need also to thoroughly review their model. SWAP Audit Report is nearly completed – they have looked more at the process we have followed.</p> <ul style="list-style-type: none"> • Cost to date is £568,709 from an approved budget of £705,568 leaving a balance of £136,859 including a contingency of £27,193. • Still no update on when the Tribunals' decision regarding the Councils appeal against the ICO's decision will be advised. Risk Review – last reviewed on 22 January with new risk added re the potential for additional funds required for the integration of the Knowle and Manstone Depots for possible additional improvement works. 	
6.	<p>Legal updates:</p> <ul style="list-style-type: none"> • TVG – nothing more to update • RoW – Inquiry due to be held in September – a meeting is due to be held in the next couple of weeks to look at what we do next. • Draft Local Plan – following our letter to the Inspector, he has now replied and confirmed there was a misunderstanding on meetings. • SHMLA draft report is due out next week. 	
7.	<p>Other Matters:</p> <ul style="list-style-type: none"> • Equalities and best Value: deferred until decision made at Council in March. • Communications – following the recent staff engagement survey – the feeling amongst staff is that we just get on with the move but they would like more internal communication. • Ross Alam – attending meeting in Bristol on sound systems for meeting rooms – thought it was really interesting and impressed by what can be achieved. • ICT – Chris Powell to ensure that if he cannot attend relocation meetings then he must ensure that a senior members of staff represents him. • 	CP
8.	<p>Next meeting to be held on:</p> <ul style="list-style-type: none"> • 18 March 2015 at 3.00pm 	

