

Date: 23 April 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
 Wednesday 22 April 2015, 14.00 – 16.00 hrs, Room 67**

AGENDA

		Responsible Officer
1.	Introductions and apologies	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 Executive Project Board Meeting	RC
6.	Review and update of Officer Working Group Terms of Reference	RC
7.	Consideration 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 	
8.	Office Relocation Project particulars: <ul style="list-style-type: none"> • Project progress update, including Design Team procurement • Project costs to date • Knowle – Pegasus's Agreement of HoTs and Contract. • Short term programme implications including identification of critical dates. • Risk Review – (New + Red and Orange Risks Only) 	SP

9.	Internal Project Manager / Facilitator. <ul style="list-style-type: none"> • Role and Responsibility. 	
10.	Finance Workstream matters	SD
11.	HR / Internal & external communications worksteam	KJ
12.	External / Equalities Consultations <ul style="list-style-type: none"> • Best value consultations 	KJ
13.	ICT Workstreams <ul style="list-style-type: none"> • EDMS update and programme • New telephony • New desktops • New Flexi System • Door security system • AV • Helping Management understanding new technology • Timeline for implementation • New Intranet • Other 	CP
14.	Legal Workstream <ul style="list-style-type: none"> • Public Rights of Way • Community Right to Bid 	HGL
15.	Progress update re integration of Knowle and Manstone Depots relocation.	AH/DB
16.	Any other business	
17.	Dates of next Meetings: <ul style="list-style-type: none"> • 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 22 APRIL 2015

Present:

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

Item	Notes/Decisions	Action
1	Apologies: Apologies received from: Andrew Hancock Karen Jenkins Simon Davey Chris Powell	
2.	Minutes of meeting held on 1 April 2015 to be agreed and considered for release: Agreed with amendment to both HGL & CS's titles.	
3.	Matters arising from previous minutes: To be discussed in next item.	
4.	Review and consideration of the declassification of confidential project documentation: Previous minutes, reports and associated documents were now in the process for being formally reviewed in phases for the purpose of publication. It is anticipated that the first tranche of these documents would be released during May 2015, with subsequent tranches being released progressively thereafter.	
5.	Feedback from the Executive Project Board Meeting: At the last meeting there was discussion around whether it was an appropriate time to merge the Officer Group with the Executive Group. It is acknowledged that generally the Executive Group guides us through the process whereas the Officer Group undertakes the work tasks. If there were only a single meeting group – the Project Board - there would potentially be times when not everyone would need to attend but there would a need to liaise with different officers at different times. The Project Board would comprise of core members/officers who will have the ability to make decisions quickly although there will remain key decisions that still remain the responsibility of Cabinet. The core members would need to be Leader, Deputy Leader, and drawn from among Finance, Corporate Business and Economy. HGL observed that the current arrangements	

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		<p>appeared to work well practically and procedurally. It was apparent that attendees were well aware of their obligations.</p> <p>Following further debate it was concluded that both the Executive Board and Office Working Group Meetings should be retained. It was acknowledged that revisions and updates to the TORs would need to be considered and agreed. Identifying individuals who would be required to attend these meetings and their respective responsibilities would also need to be agreed. RC to prepare and submit as part of a report to Cabinet</p>	<p align="center">RC</p>
<p>6.</p>	<p>Review and update of Officer Working Group Terms of Reference:</p>	<p>MM has provided comments in respect of the draft updated Terms of Reference for both the Officer and Executive Board Meetings. SP has incorporated these and updated the draft accordingly for further consideration. It was agreed that this draft would be reviewed at a meeting following the elections so that the ToRs for the respective meetings may be finalised and included in a report to Cabinet.</p>	<p align="center">ALL</p>
<p>7.</p>	<p>Consideration of impacts on Exmouth Town Hall and East Devon Business Centre:</p>	<p>RC/SP to meet with the ETC Town Clerk (and new Mayor as appropriate) to talk about the refurbishment phase and how this will impact on staff at the Town Hall. We may also need to look as the possibility of providing ETC with temporary workspace including a large meeting room for their use (look into temporary use of community centre or LED halls). RC/SP/SD to meet beforehand to discuss who needs to attend the meeting and any agenda needed. Andrew Ennis be asked to attend re car parking at the Town Hall. HGL to ask BW to let us know about leases etc (any rights of renewal etc). DB to also look at this and liaise with Rebecca Neal. We need to know details of the current tenancies including relevant clauses/conditions. A breakdown of the use of the existing car parking spaces (about 9 are reserved for the Town Hall) is also required. Copy of the previous report by Andrew Ennis to be sent to SP. A further subsequent meeting will need to be held separately with CAB and the Registry Office.</p> <p>During the construction period there will be some disruption to tenants at the East Devon Business Centre and some services may be affected. Car parking could become an issue so we will need to look into options although there is an overspill car park which may be the solution. Tenants to be kept up to date at all times with the progress of construction works. TD to also look at new ways to encourage new tenants and also what can be offered</p>	<p align="center">RC/SP /SD</p> <p align="center">HGL DB</p>

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		to existing tenants.	
8.	Office relocation Project particulars:	<p>Project cost to date of £506,793 from an approved budget of £705,568 leaving a balance of £108,774 which includes a contingency allowance of £38,005. Grant Thornton' Invoice for their work with the External Audit is currently awaited.</p> <p>Pegasus's HoTs have now been agreed. The contract has been drafted by BW and is now travelling between respective solicitors.. SP/CS are meeting to review the next stage of the procurement of the Design Team using the SW Framework. The whole process will be carried out electronically via our portal. Initially a self-assessment matrix will be supplied for each applicant to complete and interviews will be held if considered relevant. They will also be asked to provide examples of previous work and references. The completion of the matrix will enable the tenderers to be identified with the tender enquiry being issued towards the end of May. Following receipt of tenders a detailed review will be carried out concluding in a recommendation. This recommendation will be submitted to the Executive Board for their formal approval to appoint, Some legal support will be necessary and HGL will confirm whether internal/external advice is needed. NEC3 access will enable internal support.</p> <p>Risk Review – document updated and circulated.</p> <p>Pegasus coming to visit site and look around the building during the next week. Further visits will continue over the forth coming months.</p>	HGL
9.	Internal Project Manager/ Facilitator	SP meeting with KJ to discuss the role requirements of the EDDC Internal PM / Facilitator. Need to come back to the meeting with a refined proposal, timing and responsibilities of the role.	
10.	Finance Workstream matters	SP to discuss with SD and look at producing a new template for the budgets going forward to project completion.	SP/SD
11.	HR/Internal & External communications workstream	<p>ICO – still waiting on the Tribunal's decision. Once known will need to be managed and a press release issued.</p> <p>Community Right to Bid – a meeting is to be offered as requested by Mr Northover. SP/HGL to attend with RC.</p> <p>RC has written to the Town Council informing them EDDC's continued desire to transfer the retained parkland to the Town Council's ownership and the</p>	RC/SP /HGL

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		received Community Right to Bid nomination and confirming that it may have an impact on the offer from the Council to STC.	
12.	External/Equalities Consultations:	Best Value consultation is now being covered by the Equalities consultation. This will be an open consultation, including our equalities partners, allowing comments to be provided on what is considered as appropriate.	
13.	ICT Workstreams:	CP to again be asked for a deputy to attend on his behalf when he is unable and/or a dedicated officer.	CP
14.	Legal Workstream:	<ul style="list-style-type: none"> • PRW – inquiry to be held in September. • Community Right to Bid – KRA have submitted a bid but we are under no obligation to sell to them. The aim remains to enter into conditional contract as directed by Council on 25 Mar 2015. 	
15.	Progress update re integration of Knowle and Manstone Depots relocation:	Following a discussion between AH/DB plans are being redrawn by Simon Allchurch. A further meeting to be held with RC/JG/DB/AH to discuss.	
16.	AOB	<ul style="list-style-type: none"> • Aecom – formal communication to be issued confirming their Consultancy Agreement has been concluded and will not be extended. • DB asked how we are going to address the problem (which will affect everyone) on making certain tasks within this project a priority above others. SP confirmed that the details are identified within the Programmes which are regularly issued and updated. He confirmed that as the Project progresses he would be issuing short term programmes – in essence short snapshots – so that imminent critical decisions and tasks could be more easily identified and enacted.. SP confirmed that the programme would be updated with ICT and Worksmart workstreams and that this comprehensive programme could then be taken to SMT + for discussion and debate. CP to be asked to attend. We will need to discuss how we are going to address the problem of dealing with this when other service demands are there. 	CS SP
15	Date of Next Meeting	28 May 2015 at 2.00pm	