

Meeting not open to the public

**East  
Devon**

District Council

Date: 17 August 2015  
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To: Councillors: Paul Diviani, Andrew Moulding, Ian Thomas,  
Tom Wright.

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

**Office Relocation Project Executive Group  
Wednesday, 2 September 2015 – 1100 - 1300 hrs. – Room 67.**

#### AGENDA

Responsible  
Officer

		Responsible Officer
1.	Apologies	RC
2.	Approval of previous Meeting Minutes (previously circulated)	RC
3.	Matters arising from the previous Meeting	
4.	Feedback from the previous; <ul style="list-style-type: none"><li>• Officer Working Group Meeting</li><li>• Cabinet Meeting</li><li>• Other Council Meetings</li></ul>	RC
5.	Review and consideration of the declassification of confidential Project documentation	RC
6.	Office Relocation Project particulars: <ul style="list-style-type: none"><li>• Project cost to date</li><li>• Project update,</li><li>• Design Team procurement</li><li>• Contractor procurement</li><li>• Short term programme implications including identification of critical dates.</li><li>• Risk Review</li></ul>	SP
7.	Pegasus Update	SP

8.	Update of impacts on; <ul style="list-style-type: none"> <li>Exmouth Town Hall – ETC, CAB, Registry Office. Managing change for ETH and its tenants. Possibility of others sharing</li> <li>East Devon Business Centre – Tenants and HQ development impact</li> </ul>	RC / SP
9.	Internal Facilities Manager. <ul style="list-style-type: none"> <li>Role and Responsibility.</li> </ul>	RC / KJ
10.	Finance Workstream matters	SD
11.	HR / Internal & external communications worksteam	KJ
12.	External / Equalities Consultations <ul style="list-style-type: none"> <li>Best value consultations</li> </ul>	KJ
13.	ICT Workstreams <ul style="list-style-type: none"> <li>Progress update</li> </ul>	KJ
14.	Legal Workstream	HGL
15.	Any Other Business	RC
16.	Date of Next Meeting <ul style="list-style-type: none"> <li>23 September – 1500 hrs.</li> <li>21 October - 1400 hrs.</li> <li>18 November – 1500 hrs.</li> <li>16 December – 1400 hrs.</li> </ul> <p>Note all meetings to be held in Room 67 – Richard's Office</p>	
17.	Enclosures: <ul style="list-style-type: none"> <li>EDDC Office Relocation Project Progress Report Nr 17</li> </ul>	

# Meeting not open to the public

Notes of meeting the Office Accommodation Executive Group  
Held on  
Wednesday 2 September 2015

**Present:**

Councillors: Paul Diviani, Andrew Moulding, Ian Thomas, Tom Wright

Officers: Richard Cohen, Steve Pratten, Simon Davey, Karen Jenkins,  
Henry Gordon-Lennox

		Action
1.	<b>Apologies:</b> Mark Williams	
2.	<b>Approval of previous meeting notes:</b> Agreed and ready for publishing.	
3.	<b>Matters arising:</b> See below.	
4.	<b>Feedback from previous Officer Working Group, Cabinet Meeting and Council Meeting:</b> Due to the interviews being held to appoint the Design Team the previously scheduled Executive group meeting did not take place.	
5.	<b>Review and consideration of the declassification of confidential Project documentation:</b> documents produced for the period 2009-2014 are now published. They have also been made available for all members on the Members Confidential page in un-redacted form. The documents for 2015 are currently being reviewed and will shortly be published. The aim now is to seek real-time publication (2-3 months) of agenda's, minutes and associated papers. Progress reports will also be reviewed due to commercial confidentiality and then published as above.	RC
6.	<b>Office Relocation Project particulars:</b> <ul style="list-style-type: none"><li>• Cost to date is £658,470 from an agreed budget of £9,726,455 leaving a balance of £9,067,985 with a contingency of £928,218</li><li>• The procurement of the Design Team was taken forward and interviews held on 29 July 2015. Following the</li></ul>	

	<p>interviews Members considered each Applicant on the basis of the advised evaluation criteria and identified Aecom as their preferred choice of Consultant, It was necessary following the Members decision to seek further clarification from Aecom on several matters. This clarification did not affect the scoring. A tender report has now been provided. Following receipt of this the Executive Group ratified the decision that AECOM be appointed for the role of the Multi-Disciplinary Design Team. RC will advise at Cabinet when presenting his report that the final decision on the appointment of the Design team was ratified by the Executive Group at their meeting on 2 September 2015.</p> <ul style="list-style-type: none"> <li>• The Expression of Interest procurement process for the appointment of a Contractor is underway and the selected applicants will be shortly invited to submit tenders.</li> <li>• Risk Review – SP updated the register with 1 new risk relating to the procurement of the Contractor.</li> <li>• SP confirmed that following external legal advice, it was proposed that there would be two separate contracts with the same Contractor for the Project Works – i.e. one for Exmouth Town Hall and one for Honiton. Detailed costs from the Contractor are expected to be received during March/April 2016.</li> <li>• The short-term programme has not changed from last month with Gateway 7 still the Project critical milestone.</li> </ul>	RC
7.	<p><b>Pegasus Update:</b> surveys are being carried out on the Knowle site by Pegasus. SP confirmed that he had been in touch with Pegasus directly to request that clear notice be given for each visit and that the appropriate risk assessments, method statements, insurance particulars are provided for consideration and comment prior to any surveys being carried out. Pegasus have also advised of their intention for regular progress meetings in Sidmouth, possibly monthly. SP to liaise with AH to organise when necessary.</p>	SP
8.	<p><b>Update of impacts on:</b></p> <ul style="list-style-type: none"> <li>• <b>Exmouth Town Hall</b> – KJ said that the worksmart workshop recently held at the Town Hall went well with attendance from officers and members. Following RC's report to Cabinet meetings will need to be arranged with the existing tenants to talk about lease issues and the refurbishment. Ward Members and Town Clerk plus Comms team to be kept apprised of timetable.</li> <li>• <b>ED Business Centre</b> – SP had met with Rob Murray and Tammy Down to discuss possible changes to the Business Centre and the main meeting reception area. A further meeting is to be arranged for RC/SP/PD to give the tenants an update on the relocation project. A further meeting to be arranged for RC/SP/RM/TD to talk further about refurbishment etc.</li> </ul>	RC/SP  RC/SP
9.	<p><b>Internal Facilities Manager:</b> RC to finalise the job description &amp; person spec. Once done the recruitment process will start.</p>	RC

10.	<p><b>Finance Workstream matters:</b> detailed cost report to be provided. It was confirmed that refurbishment of Exmouth Town Hall could be brought forward with a minimal effect on costs related to cash flow; however there was the risk if Gateway 7 is not reached then costs would not be funded through the expected capital receipt from the Knowle as planned</p>	
11.	<p><b>HR/internal &amp; external communications workstream:</b></p> <ul style="list-style-type: none"> <li>• All worksmart workshops have now been held with 197 staff and 25 Members attending and the response has been very positive. There will be some key links from this piece of work that the Design Team will need to acknowledge. KJ is going to produce a guide and build in the input received from these workshops from Members and Staff into that document. The guide once finalised will need to be agreed by Unison. Once finalised it will be circulated to Managers and placed on the Intranet. There will also be various policies that will need to be updated.</li> <li>• Strata to be asked what equipment is planned to be issued to every desk for everyday use. Staff have also asked for the opportunity to be able to experience/use the technology before the actual move date. They have also expressed concern about having the ICT helpdesk available at different times of the day especially with the flexi system hours changing. This and the other Strata issues are something that need to be discussed at SMT and a business case being prepared by CP on what our priorities are and what is needed now for this project to proceed, this will need to be presented to the Strata Board.</li> </ul>	
12.	<p><b>External/Equalities Consultations:</b> following the Overview &amp; Scrutiny Committee the Best Value consultation will now go ahead. JB is working on it at the moment with the intention to start this month.</p>	
13.	<p><b>ICT Workstream:</b> CP was not present. The meeting expressed its keenness to have CP report in detail to the next meetings on progress. RC to email CP requesting that he attends the next Officers meeting or organises for a representative to attend on his behalf.</p>	CP
14.	<p><b>Legal Workstream:</b></p> <ul style="list-style-type: none"> <li>• PRW – hearing is due to be held on 15 September. Witness statements have been submitted.</li> <li>• Community right to bid – following the bid for crowd funding £660 was raised by an objector which allowed for a letter of objection to be sent to EDDC. Following the Council's response nothing further has been advised or received.</li> </ul>	
15.	<p><b>AOB:</b></p> <ul style="list-style-type: none"> <li>• RC confirmed that a formal letter had been sent to Sidmouth Town Council on the Transfer of parkland and we were currently waiting for their further response and progress.</li> </ul>	

16.	<b>Date of Next Meeting:</b> <ul style="list-style-type: none"><li>• The next meeting scheduled for 23 September has been moved to 30 September at 3.30pm.</li></ul>	

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