

Date: 17 August 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)

East Devon District Council
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Office Relocation Project – Officer Working Group
Thursday 3 September 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; <ul style="list-style-type: none">• Executive Project Board Meeting• Cabinet Meeting• Other Council Meetings | RC |
| 6. | Office Relocation Project particulars: <ul style="list-style-type: none">• Project progress update• Design Team procurement• Contractor Procurement• Project costs to date• Short term programme implications including identification of critical dates.• Print Room Facility• Risk Review | SP |
| 7. | Pegasus Update | |

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| 8. | Update of impacts on; <ul style="list-style-type: none"> Exmouth Town Hall – ETC, CAB, Registry Office. Managing change for ETH and its tenants. Possibility of others sharing East Devon Business Centre – Tenants and HQ development impact. | |
| 9. | Internal Facilities Manager <ul style="list-style-type: none"> Role and Responsibility. | RC / KJ |
| 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, review of requirement for storage when Office has relocated. Progress compared to programme New telephony New desktops New Flexi System Door security system AV Helping Management understanding new technology Timeline for implementation New Intranet New IT desktop facilities ITC Budget review Other | CP |
| 14. | Legal Workstream | 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"> 1 October – 1000 hrs. 29 October – 1000 hrs. 26 November – 1400 hrs. 22 December – 1400 hrs. <p>Note all meetings to be held in Room 67 – Richard's Office</p> | |
| 18. | Enclosures: <ul style="list-style-type: none"> Meeting Notes from Meeting 23 July 2015 EDDC Office Relocation Project Progress Report Nr 17 | |

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OFFICE RELOCATION OFFICER WORKING PARTY MEETING NOTES FROM THURSDAY 3 SEPTEMBER 2015

Present:

| | | |
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| Richard Cohen | RC | Deputy Chief Executive |
| Steve Pratten | SP | Relocation Manager |
| Simon Davey | SD | Strategic Lead |
| John Golding | JG | Strategic Lead |
| Karen Jenkins | KJ | Strategic Lead |
| Henry Gordon Lennox | HGL | Strategic Lead |
| Colin Slater | CS | Chief Procurement Officer |
| Moya Moore | MM | SWAP |

| Item | Notes/Decisions | Action |
|------|---|--------------|
| 1 | Apologies: Apologies received from: Andrew Hancock Chris Powell Donna Best | |
| 2. | Minutes of meeting held on 23 July 2015 to be agreed and considered for release: Agreed | |
| 3. | Matters arising from previous minutes: Min 6: - agreed that SD to reply to Exmouth Town Council on the subject of funding for the admin role. Min 9: amend minutes to say "Grant Thornton financial model to be used when considering forward funding for Exmouth Town Hall". | AMH |
| 4. | Review and consideration of the declassification of confidential project documentation: The un-redacted documents have now been confidentially released to all members on the Members secure page. This includes documents from 2009 up to 2014. A review of the 2015 documents is being undertaken and once these are agreed they also will be made available to Members on the secure page and made public in redacted form as necessary. | RC/SP |
| 5. | Feedback from the previous: <ul style="list-style-type: none"> • Executive project meeting • Cabinet meeting • Other Council meetings Following the procurement process of the Design Team and interviews being held on 29 July the Executive Group of 2/9/2015 confirmed their decision to identify AECOM as their preferred choice. A tender report has now been provided, which Members of the Executive Board will consider at their meeting on 2 September. It is expected that the Members of the Executive Board will ratify their earlier decision at this meeting. RC | |

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| | | will advise at Cabinet when presenting his report. | |
| 6. | Office relocation Project particulars: | <ul style="list-style-type: none"> • The appointment of the Design Team has been confirmed with AECOM being offered the role. • Following the Expression of Interest procurement process via the CFSW, the tender documents are now ready to be issued to those contractors who have been selected to submit a tender. The tender return date is 1 October, with the successful Applicant being identified by the end of that Month. HGL / CS / SP are meeting with Bevan Brittan next week to discuss some final legal issues. • Cost to date is £658,470 from an agreed budget of £9,726,455 leaving a balance of £9,067,985 including a contingency of £928,218 • The short term programme has not changed with Gateway 7 still being the Programme critical date. Once the Design team arrive and allowing them time to familiarise themselves with the information they need then the programme will be updated to incorporate the further tasks that will be undertaken by the Design Team , although the dates of the Gateway Decisions are not anticipated to alter. SP met with Rob Murray and Tammy Down at to talk through implications for the Business Centre. A meeting is to be arranged with RC/SP/RM/TD to discuss further. Once the FM post is in place then a key task will be for comms with the tenants etc. to commence on a regular basis. SP/KJ other appropriate Officers will be involved on a regular basis with the Design team. RM/TD will be consulted. • SP said that he was waiting for CP to come back to him on the Print Room facility, it had also been agreed that CP would let SP have a monthly report on programme. This needs to be actioned by CP. • Risk Review – SP updated the register with 1 new risk associated with the procurement of the Contractor. • 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 | <p align="center">RC/SP</p> <p align="center">SP/CP</p> <p align="center">RC</p> |

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| | | <p>for Exmouth Town Hall and one for Honiton.</p> <ul style="list-style-type: none"> The works needed for the Depot will not be tied in with the Design team work for the move. A capital bid is to be submitted and considered in the October Budgets. It would be preferable that the design element of the depot can be picked up in-house. A meeting to be arranged with RC/SP/AH/JG to discuss the depot. | |
| 7. | Pegasus Update: | <p>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 and details of appropriate insurances were provided for consideration and comment prior to any survey works being carried out. Pegasus have also advised of their intention to hold regular progress meetings possibly monthly in Sidmouth. SP to liaise with AH to organise when necessary.</p> | SP |
| 8. | Update of impacts on: <ul style="list-style-type: none"> Exmouth Town Hall ED Business Centre | <ul style="list-style-type: none"> Exmouth Town Hall – KJ said the worksmart workshop recently held at the Town Hall went well with attendance from both 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. ED Business Centre – a meeting to be arranged for RC/SP/PD to give the tenants an update on the relocation project and the Business Centre. | RC |
| 9. | Internal Facilities Manager: | <p>RC to finalise the job description and person spec. Once done the recruitment process will start.</p> | RC |
| 10. | Finance Workstream matters: | <p>Nothing new to add.</p> | |
| 11. | HR/Internal & External communications workstream | <ul style="list-style-type: none"> 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 take on board. 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 | |

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| | | <p>Managers and placed on the Intranet. There will also be various policies that will need to be updated.</p> <ul style="list-style-type: none"> • Strata to be asked what equipment will 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. | |
| 12. | External/Equalities Consultations: | Following the Overview and 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. | |
| 13. | ICT Workstreams: | CP was not present. The meeting expressed its keenness to have CP report in detail to the next meeting on progress. RC to email CP requesting that CP attends the next meeting or organises for a representative to attend on his behalf. | CP |
| 14. | Legal Workstream: | <ul style="list-style-type: none"> • PRW – hearing is due to be held on 15 September. Witness statements have been submitted. • Community right to bid – following the bid for crowd funding £660 was raised by an objector which allowed for a letter to be of objection to be sent to EDDC. Following the Council's response nothing further has been advised or received. | |
| 15. | Progress update re integration of Knowle and Manstone Depots relocation: | Meeting to be arranged with RC/SP/AH/JG to discuss plans for the depot. | AH |
| 16. | AOB | No further matters were identified | |
| 15 | Date of Next Meeting | 1 October 2015 at 10.00am | |