

# Meeting not open to the public

**East  
Devon**

District Council

Date: 30 September 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, 30 September 2015 – 1530 - 1730 hrs. – Room 67.**

## AGENDA

**Responsible  
Officer**

		<b>Responsible Officer</b>
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 update</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.	<p>Exmouth Town Hall</p> <ul style="list-style-type: none"> <li>• Update of impacts, including temporary accommodation issues and Managing Change for;</li> <li>• ETC,</li> <li>• CAB,</li> <li>• Registry Office</li> <li>• Volunteers</li> </ul>	RC / SP
9.	<p>East Devon Business Centre</p> <ul style="list-style-type: none"> <li>• Update of impacts on Licencees</li> <li>• Potential HQ Development impact</li> </ul>	RC / SP
10.	<p>Internal Facilities Manager.</p> <ul style="list-style-type: none"> <li>• Role and Responsibility.</li> <li>• Appointment</li> </ul>	RC / KJ
11.	Finance Workstream matters	SD
12.	HR / Internal & external communications worksteam	KJ
13.	<p>External / Equalities Consultations</p> <ul style="list-style-type: none"> <li>• Best value consultations</li> </ul>	KJ
14.	<p>ICT Workstreams</p> <ul style="list-style-type: none"> <li>• Progress update</li> <li>• Task Customers and Ownership</li> </ul>	KJ
15.	Legal Workstream	HGL
16.	Offsite storage options for paper documents	RC / SP
17.	Any Other Business	RC
18.	<p>Date of Next Meeting</p> <ul style="list-style-type: none"> <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>	
19.	<p>Enclosures:</p> <ul style="list-style-type: none"> <li>• Meeting Notes from Meeting 2 September 2015</li> <li>• EDDC Office Relocation Project Progress Report Nr 19</li> <li>• Offsite Storage Options for paper documents</li> </ul>	

# Meeting not open to the public

Notes of meeting the Office Accommodation Executive Group  
Held on  
Wednesday 30 September 2015

**Present:**

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

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

		Action
1.	<b>Apologies:</b> Mark Williams Simon Davey	
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> to be removed as a standard item on the agenda.	
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 £675,216 from an agreed budget of £9,726,455 leaving a balance of £9,051,239 with a contingency of £928,218.</li><li>• The procurement of the Design Team was taken forward and AECOM were appointed. Since their appointment arrangements have been made for them to present to SMT</li></ul>	

	<p>and also meet the tenants of the Exmouth Town Hall. Cllr Moulding asked if the wishes of Members would be included in the Worksmart document. KJ confirmed that all Members, including new Members have had the opportunity to put forward their views/concerns and these had been taken into account.</p> <ul style="list-style-type: none"> <li>• The Procurement process for the Contractor appointment is underway with tenders due back on 1 Oct. Site visits have been held at Honiton and Exmouth with notes and documents issues as requested. Extra surveys have been undertaken also including a reptile survey at Honiton.</li> <li>• SP has now received a copy of Pegasus's programme. They are now intending to submit their planning in March 2016. This would follow on from our own submission in February.</li> <li>• Project report – agreed that SP would maintain the project report and it would not be published at present.</li> <li>• The short-term programme has not changed from last month with Gateway 7 still the Project critical milestone.</li> <li>• Risk Review – SP updated the register. One risk was now closed and one was downgraded from orange to blue and there were no new risks this month.</li> </ul>	SP
7.	<p><b>Pegasus Update:</b> SP had finally received a copy of Pegasus's programme but there were a few anomalies that needed to be discussed. SP would be meeting them next week and would update at next meeting. Site surveys were being carried out on the Knowle site including a noise survey. Pegasus were also arranging to hold their consultation during Oct/Nov. RC confirmed that he would shortly be meeting with Sidmouth Town Council to discuss the land transfer.</p>	
8.	<p><b>Exmouth Town Hall – RC &amp; SP</b> had recently met with the Town Council and tenants individually. All expressed a keenness to remain at the Town Hall once the refurbishment was completed. During the construction phase there would need to be allowance made for the need for confidential meetings for CAB and the Registry Office. The Registry Office were concerned about wedding bookings that have already been made and we have offered to help with alternative accommodation if necessary – possibly use the Knowle which also had a licence. The Town Council also are keen to remain and would be happy to move up to the second floor once refurbishment was completed. The moving of memorabilia that they have collected over the years needs to be looked at. It was suggested that the Town Clerk attend the Officer Group meeting to discuss the changes that will occur and affect the Town Council e.g. changes made to the Council Chamber, Mayor's parlour and car parking etc. The Town Council would need to look for some alternative accommodation for meetings during the construction phase. It was suggested that Rolle College should be considered but RC said he thought that due to planning issues and work going on at the moment there it would not be suitable. The matter would be raised when the Town Clerk attended the Officer Group meeting.</p>	

9.	<b>East Devon Business Centre</b> – a similar meeting was held at the East Devon Business Centre with tenants. There were some concerns connected with noise etc during the construction phase but these would be visited again nearer the time.	
10.	<b>Internal Facilities Manager:</b> The job description & person spec have now been completed and are ready for the recruitment process to start. The Panel to interview would be RC/SP/KJ.	RC/KJ
11.	<b>Finance Workstream matters:</b> Project all within budget.	
12.	<p><b>HR/internal &amp; external communications workstream:</b></p> <ul style="list-style-type: none"> <li>• KJ and SP had met with the Design Team to look at the breakdown of staff, desk numbers and working patterns. KJ explained to them that the 'way we work' document was produced following the recent workshops that had been held with staff and members. This would be cultural document to work toward protocols/sharing and working with others. It was agreed that the Design Team would attend the next SMT to give a short presentation. KJ said that CP was preparing a strategy on Desktops i.e. laptops/ kits and PCs and what higher graded PC would be needed/and where for specific tasks. The Design Team would need to meet with CP to discuss.</li> <li>• The Desktop strategy needs to be in place now. The report that CP has prepared for SMT does not cover enough and will need to be expanded. At the recent workshops staff were told about desk sharing and not personalising desks. Catering and eating areas and lockers were also discussed. Training programmes should also be set up so that all staff has the opportunity to use new technology and be up to date before move takes place.</li> <li>• The Design Team will hold workshops with staff and will request that an ICT rep attend also to answer any ICT related questions.</li> <li>• New flexitime working would be looked at as new technology will allow this and will also tell the customer if you are available or not.</li> </ul>	
13.	<b>External/Equalities Consultations:</b> The best value consultation is due out this week. Once all the responses are back and considered KJ will speak to Unison and staff about who will work in Honiton and Exmouth.	
14.	<b>ICT Workstream:</b> CP was not present.	CP
15.	<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 – no further challenge has been received. [REDACTED]</li> <li>• [REDACTED]</li> </ul>	

16.	<p><b>Offsite storage options for paper documents:</b> it has been agreed that we will look at the options of using 'Iron Mountain' for offsite storage. Budget to be looked at, does each Service contribute, how long do we legally have to hold certain documents? Project had previously stalled but an update report from Strata will be going to SMT in October.</p>	
17.	<p><b>AOB:</b></p> <ul style="list-style-type: none"> <li>• Interviews are being held on 21 October 2015 for the appointment of the Contractors.</li> </ul>	
18.	<p><b>Date of Next Meeting:</b></p> <ul style="list-style-type: none"> <li>• Wednesday 18 November 2015 at 3.00pm</li> </ul>	

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