

Date: 1 October 2015
 Contact number: 01395 517535
 E-mail: aherbert@eastdevon.gov.uk
 Direct Fax: 01395 517507
 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
 Knowle
 Sidmouth
 EX10 8HL
 DX 48705 Sidmouth
 Tel: 01395 516551

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**Office Relocation Project – Officer Working Group
 Thursday 1 October 2015, 11.00 – 13.00 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.	Exmouth Town Hall <ul style="list-style-type: none"> • Update of impacts, including temporary accommodation issues and Managing Change for; <ul style="list-style-type: none"> • ETC, • CAB, • Registry Office • Volunteers 	
7.	Office Relocation Project particulars: <ul style="list-style-type: none"> • Project progress update • Design Team update • Contractor Procurement • Project costs to date 	SP

	<ul style="list-style-type: none"> • Short term programme implications including identification of critical dates. • Print Room Facility • Risk Review 	
8.	Pegasus Update	
9.	East Devon Business Centre <ul style="list-style-type: none"> • Update of impacts on Licencees • Potential HQ Development impact 	RC / SP
10.	Internal Facilities Manager <ul style="list-style-type: none"> • Role and Responsibility. • Appointment 	RC / KJ
11.	Finance Workstream matters	SD
12.	HR / Internal & external communications worksteam	KJ
13.	External / Equalities Consultations <ul style="list-style-type: none"> • Best value consultations 	KJ
14.	ICT Workstreams <ul style="list-style-type: none"> • Strata Monthly Report (Included with Project Progress Report Nr 19) • 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
15.	Legal Workstream	HGL
16.	Progress update re integration of Knowle and Manstone Depots relocation.	AH/DB
17.	Offsite storage options for paper documents	
18.	Any other business	

19.	<p>Dates of next Meetings:</p> <ul style="list-style-type: none">• 1 October – 1000 hrs.• 4 November – 1000 hrs.• 26 November – 1400 hrs.• 22 December – 1400 hrs. <p>Note all meetings to be held in Room 67 – Richard’s Office</p>	
20.	<p>Enclosures:</p> <ul style="list-style-type: none">• Meeting Notes from Meeting 3 September 2015• EDDC Office Relocation Project Progress Report Nr 19• Offsite Storage Options for paper documents	

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OFFICE RELOCATION OFFICER WORKING PARTY MEETING NOTES FROM THURSDAY 1 OCTOBER 2015

Present:

Richard Cohen	RC	Deputy Chief Executive
Steve Pratten	SP	Relocation Manager
Karen Jenkins	KJ	Strategic Lead
Henry Gordon Lennox	HGL	Strategic Lead
Donna Best	DB	Principal Estates Surveyor
Chris Powell	CP	Chief Operating Officer
Martin Millow	MM	Document Processing Manager
Colin Slater	CS	Chief Procurement Officer
Jo George	JG	SWAP
Lisa Bowman	LB	Exmouth Town Council (part of Meeting)

Item	Notes/Decisions	Action
1	Apologies: Apologies received from: Simon Davey John Golding Andrew Hancock	
2.	Minutes of meeting held on 23 July 2015 to be agreed and considered for release: Amendment to Min 5 - "Following the procurement process of the Design Team and interviews being held on 29 July a tender report has now been provided and the Executive Group of 2/9/2015 confirmed their decision to identify AECOM as their preferred choice. RC will advise at Cabinet when presenting his report." Minutes now ready to be published.	
3.	Matters arising from previous minutes: <ul style="list-style-type: none"> • SD to reply to Exmouth Town Council on the subject of funding for the admin role. • Unredacted documents up to Dec 14 now issued. Jan – July 15 going through the checking process and then will be issued followed by Aug – Oct 15 • Minutes from each meeting to be issued ASAP with, as applicable a Project Progress Report attached with elements redacted as necessary. • RC/SP have spoken to the tenants at Honiton and Exmouth and brought them up to date. • Design Team to meet with the tenants at Exmouth Town Hall. 	

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4.	<p>Review and consideration of the declassification of confidential project documentation:</p>	<p>All 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 be published in the near future. The aim now is to seek prompt 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.</p>	
5.	<p>Feedback from the previous:</p> <ul style="list-style-type: none"> • Executive project meeting • Cabinet meeting • Other Council meetings 	<p>To be removed as a standard item on the agenda.</p>	
6.	<p>Exmouth Town Hall:</p>	<p><i>Lisa Bowman, Exmouth Town Clerk joined the meeting.</i></p> <ul style="list-style-type: none"> • SP confirmed that recent worksmart workshops had taken place with staff and Members of ETC and also meetings with the tenants including the Town Council to discuss the refurbishment and what their expectations would be. The Design Team were visiting the Town Council on 6 Oct and would meet each tenant individually. • It is yet to be decided whether during the refurbishment stage there will be a need for any decanting of the building or if tenants will be able to remain and continuing using the building. A better understanding will become apparent as the design progresses and the Contractor's give advice. • There is other availability in the Town but no Project budget identified. Agreed to wait until the Contractors are on board and some designs are available before a decision will be made as to whether moving out or staying in the building is an option • In the run-up to works on ETH beginning LB confirmed that bookings for all Community Groups would need to cease but as they have usually supported community groups (no charge for bookings) they would like to continue offering some support in funding alternative venues as appropriate. If necessary the Town Council could use the 	<p style="text-align: center;">SP</p> <p style="text-align: center;">LB</p>

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		<p>Community College or Gorfin Hall for afternoon/evening meetings during the construction phase. EDDC's contractors will be able to advise once in place.</p> <ul style="list-style-type: none"> • SP asked if it was decided to decant the building how much storage would be needed by the Town Council. LB said that they had already started editing/streamlining so hopefully would not be an issues or very little would be needed. <p><i>LB left the meeting at this time</i></p>	
7.	<p>Office relocation Project particulars:</p>	<ul style="list-style-type: none"> • 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. • The procurement of the Design Team has progressed with AECOM being appointed. Since their appointment, arrangements have been made for them to present to SMT and also meet the tenants of the Exmouth Town Hall. • The Procurement process for the Contractor appointment is underway with tenders due back later today. Site visits during the tender period have taken place at Honiton and Exmouth. • A further ecology survey has been undertaken at Honiton to specifically consider reptiles. • SP has now received a copy of Pegasus's programme. They are now intending to submit for planning in March 2016. • Project Report – agreed that SP would present the Project Report in the current format and that it would be published externally but with specific redactions to preserve commercial confidentiality. • The short-term programme has not changed from last month with Gateway 7 still the Project key milestone. • 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. RC/SP/HGL to consider how to release this information in future. 	
8.	<p>Pegasus Update:</p>	<p>SP had received a copy of Pegasus's programme. 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</p>	<p>SP</p>

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		were being carried out on the Knowle site including a noise survey. Pegasus were also arranging to hold their Public Consultations during October/November. RC confirmed that he would shortly be meeting with Sidmouth Town Council to discuss possible land transfer.	
9.	East Devon Business Centre:	A meeting was held at the East Devon Business Centre with tenants. There were some concerns connected with noise etc during the construction phase. These would be visited again nearer the time.	
10.	Internal Facilities Manager:	The job description & person spec has now been finalised, so that recruitment process can commence. The Panel to interview would be RC/SP/KJ.	RC/KJ
11.	Finance Workstream matters:	Project costs continue to be within the agreed budget.	
12.	HR/Internal & External communications workstream	<ul style="list-style-type: none"> 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 a 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. 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, 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. The Design Team will hold workshops with staff and will request that an ICT rep attend 	<p>CP</p> <p>CP</p> <p>KJ / CP</p>

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		<p>also to answer any ICT related questions.</p> <ul style="list-style-type: none"> • 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. 	
13.	External/Equalities Consultations:	<p>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.</p>	
14.	ICT Workstreams:	<p>Chris Powell and Martin Millmow gave an update on the ICT Workstreams:</p> <ul style="list-style-type: none"> • The use of an off-site document storage contract is being considered for the storage of documents that cannot be destroyed. Each box would be labelled with details of the contents. It is the choice of each department on what details are noted. A register of the contents of all the boxes will need to be kept by both EDDC and the storage provider to enable ready access when necessary. A disposal date for each box will need to be set and once this reached the box will be destroyed. A central holder of the file list for each department should be nominated. Will also need to look at recharges for the service. If SMT agree to use this option, then CP will arrange for a presentation on how the system works etc. • Deeds – would have a special deed facility. • Back scanning – MW is working on this, we have extra resources. A report will be produced for each service showing current and predicted progress. • EDMS – resource will be available in 2 weeks' time to start creating place folders. • Digital mail room – documents will be scanned and placed in various work trays. Documents for sealing and cheques received will still need to be dealt with physically. • A report on where each department is currently and the progress made including back scanning is going to SMT. KJ said that the Executive Group were very keen to know the current situation regarding ICT so it was agreed that once the report had been to SMT it would then come to the Executive Group. • Virtual Deed Room – Adrian Marsden is writing up requirements and also looking at 	CP

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		<p>arranging a meeting in October to present.</p> <ul style="list-style-type: none"> • CP to meet with the Design Team. Agreed that once workshops are set up, a rep from ICT will attend. Also need to put in place a Deputy to attend this meeting when CP not available. CP said this would be Adrian or Adam. • Once the Desk Strategy is completed meetings with departments will be held to talk it through. • UDI Technology – we need an understanding of every USP device connected to points. Once this has been done and analysed a presentation will be prepared. December onwards decision on what software, etc will be used. • Desks – there will be spaces where fixed technology is needed. There will be a PC set up for every desk. • CP to attend SMT to decide on whether each desk has a docking station or whether everyone has a laptop. Once decision made then detailed communication needs to be given to the designers giving details on who needs what i.e. fixed PC or laptop etc. • Roll out in March to everyone a new VDI – from March – June should be running on flexible desktop. • Telecoms – new system from March onwards for internal use. • Instant messages (no policy at the moment) limit use until policy is in place. Needs to be a SMT decision as to who made available to. 	
15.	Legal Workstream:	<ul style="list-style-type: none"> • Rights of Way Inquiry was held on 15 September. [REDACTED] A decision is anticipated to be received mid / late October 2015. • Community right to bid – no further challenge has been received. [REDACTED] 	
16.	Progress update re integration of Knowle and Manstone Depots relocation:	<p>There had been no further developments with the Manstone move. AH is awaiting the appointment of a consultant to work with the Property team. Work will then start on designs and a capital bid report will be drafted.</p>	AH
17.	AOB	<p>No further matters were identified</p>	

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18	Date of Next Meeting	4 November 2015 at 2.00pm	

