

## CONFIDENTIAL – Legally privileged

### OFFICE RELOCATION OFFICER WORKING PARTY MEETING NOTES FROM TUESDAY 25 OCTOBER 2016

Present:

Richard Cohen	RC	Deputy Chief Executive
Steve Pratten	SP	Relocation Manager
John Golding	JG	Strategic Lead
Jules Waddington	JW	Project & Facilities Manager (Office Relocation)
Karen Jenkins	KJ	Strategic Lead
Donna Best	DB	Principal Estates Surveyor
Moya Moore	MM	SWAP
Chris Powell	CP	Chief Operating Officer
Adrian Smith	AS	Strata

Item	Notes/Decisions	Action
1.	<b>Apologies/Introductions:</b> Simon Davey Henry Gordon Lennox Andrew Hancock Simon Allchurch	
2.	<b>Minutes of meeting held on 27 September 2016 to be agreed and considered for release:</b> Minutes agreed and now ready to be published.	
3.	<b>Matters arising from previous minutes:</b> See below.	
4.	<p><b>ICT Workstreams:</b></p> <ul style="list-style-type: none"> <li>• Strata have produced a paper called “Computing and Telephony at the Desk – Relocation” which was discussed and noted with some comments. <ul style="list-style-type: none"> <li>▪ Desks – the size of the perch desks needs to be confirmed. It was agreed that these desks would only need one screen and not two as suggested. Printing would need to be accessed via to Wi-Fi. Strata need to review and consider how this can be achieved. Touch down spaces – it was agreed that the decision on who will have a docking station will need to be agreed at SMT. CP to be asked to attend the next SMT meeting to discuss.</li> <li>▪ Screens – agreed.</li> <li>▪ Laptop Users – agreed</li> <li>▪ Telephony – agreed</li> <li>▪ Video camera – agreed</li> </ul> </li> </ul> <p>There was some further discussion over home working and mobile phones which will need to be clarified at a later date.</p> <p>CP to update paper following the above discussion ready to present to SMT.</p>	<p style="text-align: center;"><b>JW</b></p> <p style="text-align: center;"><b>CP</b></p>

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5.	<p><b>Exmouth Town Hall:</b></p> <ul style="list-style-type: none"> <li>• Confirmation is due from CAB that they will be vacating the building during the construction phase. This now means that EDDC staff will no longer need to move to Kennaway House as they will move to the area occupied by CAB. JW said that she had spoken to LJ who had confirmed that they were happy to remain at the Town Hall. JW to confirm in writing. DB to write to DCC informing them that we would no longer be taking out the lease.</li> <li>• Planning application – likely to be taken to Delegations for decision.</li> <li>• Town Clerk has been enquiring when the compensation monies will be paid. DB to speak to Legal.</li> <li>• CCTV – meeting to be arranged with Andrew Ennis and Gerry Moore to discuss. RC to be involved also. DB to organise.</li> <li>• Interserve have sent through their logistics report – some implications but nothing to cause concern.</li> <li>• Contractor Tenders due back on or about 31 Oct. Once received a summary of information will be circulated by SP.</li> </ul>	<p><b>JW/DB</b></p> <p><b>DB</b></p> <p><b>DB</b></p> <p><b>SP</b></p>
6.	<p><b>Office Relocation Project :</b></p> <ul style="list-style-type: none"> <li>• SP gave an update on the programme and confirmed that a list of options has been drawn up should the Pegasus application not go to Committee in Dec. Should this occur, such a delay would affect Gateway 7 and consequently the delivery dates for the Project.</li> <li>• It is intended that a report identifying the opportunity for accelerated delivery of Exmouth will be taken to Cabinet and Council during December, whilst the Gateway 7 report will now be submitted during February 2017.</li> </ul>	<p><b>RC</b></p>
7.	<p><b>Internal Facilities Manager update:</b></p> <ul style="list-style-type: none"> <li>• Following the set up of the sample furniture JW has received good feedback from staff on the size of desk and space allocated. Also, good feedback on choice of chairs and with two clear favourites.</li> <li>• Manstone Junk Fest day didn't get a very good turnout so it has been agreed that a further date will be arranged. Visits have also been made to departments looking at existing storage and discussing what is need. Data on storage requirements will be included in JW's report and following presentation and consideration is agreement by SMT is anticipated. Exmouth – EDDC staff are now running the reception and all is going well</li> </ul>	<p><b>SA / JW</b></p>
8.	<p><b>Pegasus Update:</b></p> <ul style="list-style-type: none"> <li>• It is understood that Planning are waiting for revised plans to be submitted for discussion.</li> </ul>	
9.	<p><b>Knowle Parkland Transfer to Sidmouth Town Council:</b></p> <ul style="list-style-type: none"> <li>• Andrew Hancock has provided the maintenance costs associated</li> </ul>	

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	with the wall to the Town Council. Discuss at next meeting.	
10.	<b>Finance Workstream matters:</b> No new update.	
11.	<b>Legal Workstream:</b> no new update.	
12.	<b>HR/Internal &amp; External communications work stream:</b> <ul style="list-style-type: none"><li>• No new update.</li></ul>	
13.	<b>Progress update re integration of Knowle and Manstone Depots relocation:</b> No new update.	
14.	<b>AOB:</b> <ul style="list-style-type: none"><li>• None.</li></ul>	
15	<b>Date of Next Meeting:</b> <ul style="list-style-type: none"><li>• 22 November 2016 – 2.00pm in Committee Room</li></ul>	