

Meeting not open to the public

Notes of meeting the Office Accommodation Executive Group Held on Wednesday 26 October 2016

Present:

Councillors: Andrew Moulding, Tom Wright, Ian Thomas

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

		Action
1.	Apologies: Mark Williams Simon Davey	
2.	Approval of previous meeting notes: Agreed and ready for publishing.	
3.	Matters arising: See below.	
4.	Office Relocation Project Particulars: SP gave an update. <ul style="list-style-type: none">• Tender from Interserve is due on, or about, 31 October.• Meeting held recently with Aecom & Interserve discussed the programme with the outcome that Exmouth may only take 28 weeks which is 10 weeks shorter than previously anticipated.• The Contractor has verbally advised that Heathpark could take 63 weeks but this will need to be confirmed as part of their formal tender proposals. Possible issue with this being well past long stop date for Pegasus (will need confirmation and agreement from Pegasus). This has been flagged up in the Risk Register.• Preliminaries for both projects have now been finalised with Aecom and now forwarded to Interserve for pricing.• Assessment of Delay Damages (charge for every week, or pro rata per week the project overruns as a result of the Contractor) has been assessed and agreed internally. The Contractor has also been formally	

	<p>advised.</p> <ul style="list-style-type: none"> • SP has prepared a draft Employment and Skills agreement which will be circulated for comments and when agreed will be sent to the contractor to ensure the requirements are understood and incorporated in the proposals. • Costs to date based on the cost estimates provided by Aecom and including accruals, total £ 1,485,880 to 30 September 2016. There remains a budget balance of £ 8,240,575. It is anticipated that defined costs will be available next month next month, although this will be conditional upon satisfactory submissions, discussion and negotiations with the Contractor. This information together with an update on the Knowle energy and maintenance costs will be provided to GT to enable their rerunning of the model. Heathpark – planning application is going to the DM Committee on 1st November with an Officer Recommendation of approval. • Exmouth – planning application is likely to go for delegation decision. • Contractor Tenders are due back on or about 31 Oct. Once received a summary of information will be circulated by SP. • Programme update – SP outlined all the options associated with the accelerated delivery of Exmouth. • Following the appointment of the Contractor potential dates for moving to Exmouth could be Oct 17. • Pegasus’s application is now likely to be determined at the DM Committee on 6th Dec. The Project Programme allows for a six-week period after the decision to allow Court consideration for any JR applications. • It was agreed at the previous Office Relocation Executive meeting that the accelerated delivery of Exmouth was to be proposed to Cabinet and Council. • An updated Project Report for the period to 30 September 2016 will be circulated shortly to the Group by SP. • Risk Review – the document has been updated with new and closed risks. A Risk Review Workshop meeting is due to be held on 16 Oct. 	<p>SP</p> <p>SP</p> <p>SP</p>
<p>5.</p>	<p>Internal Facilities Manager update:</p> <ul style="list-style-type: none"> • 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. • 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 needed. Data on storage requirements will be included in JW’s report and following presentation and consideration is agreement by SMT is anticipated. 	<p>JW</p>

	<ul style="list-style-type: none"> Exmouth – EDDC staff are now running the reception and all is going well. 	
6.	<p>PegasusLife Update:</p> <ul style="list-style-type: none"> Deadline for the revisions to the application requested by the Planning department is 27 Oct. Confirmation will then be made as to whether the application will make the December DM Committee. 	RC
7.	<p>Exmouth Town Hall:</p> <ul style="list-style-type: none"> Volunteers have now moved out. Registry office moving out on 30 Nov. Confirmation still awaited from CAB on whether they intend to move out of the Town Hall during construction works. 	RC
8.	<p>Integration of Knowle and Manstone Depots update:</p> <ul style="list-style-type: none"> Planning application has been submitted for the new small building at Manstone and will now go through the normal planning process. Agreed also that there was sufficient budget for the new container. 	
10.	<p>Knowle Parkland transfer to Sidmouth Town Council update:</p> <ul style="list-style-type: none"> Repairs works to the wall to be included in the Budget and undertaken as requested by the Town Council prior to them taking over. 	AH
11.	<p>Finance Workstream matters:</p> <ul style="list-style-type: none"> Covered in 4 above. 	
12.	<p>Legal Workstream:</p> <ul style="list-style-type: none"> Decision from the ICO has been received following FOI request. We now have 28 days to appeal if we so wish or 35 days to publish the information requested. 	HGL
13	<p>HR/internal & external communications workstream:</p> <ul style="list-style-type: none"> KJ to update the website. Discussion over mileage now agreed with Unison. Still working on the flexible working policy which will also need to be agreed with Unison. HR Surgeries held but nothing of concern raised. Consultations with staff affected by the move will start next April. To note there will be some HR issues to deal with should the project get delayed. 	KJ
14.	<p>ICT Workstreams:</p> <ul style="list-style-type: none"> Strata have produced a paper called “Computing and Telephony at the Desk – Relocation” which was discussed and noted. Following some amendments, the paper will be discussed at SMT for agreement. KJ 	

	<p>explained the difficulties that Strata had experienced with the global desktop run-out at EDDC which was due to the network link between Knowle and Exeter which in turn was causing the system to run to slow. It was agreed that Strata would now work with Teignbridge to start the roll out there. Work with EDDC would begin again in January 2017.</p> <ul style="list-style-type: none"> • The order for the Chamber equipment has now been placed and it is understood this will be installed before Christmas. • There will be a naming competition for staff to name the new offices in Honiton • KJ visited the offices at Weymouth and Dorset. She received good feedback from staff there on their new offices including using touchdown spaces, shared desks etc. 	
15.	<p>AOB:</p> <ul style="list-style-type: none"> • None. 	
15.	<p>Date of Next Meeting:</p> <ul style="list-style-type: none"> • 23 November 2016 at 3pm in Room 1 	