

# CONFIDENTIAL – Legally privileged

## OFFICE RELOCATION OFFICER WORKING PARTY MEETING NOTES FROM TUESDAY 22 NOVEMBER 2016

Present:

Richard Cohen	RC	Deputy Chief Executive
Steve Pratten	SP	Relocation Manager
Simon Davey	SD	Strategic Lead
John Golding	JG	Strategic Lead
Jules Waddington	JW	Project & Facilities Manager (Office Relocation)
Karen Jenkins	KJ	Strategic Lead
Henry Gordon Lennox	HGL	Strategic Lead

Item	Notes/Decisions	Action
1.	<b>Apologies/Introductions:</b> Donna Best Andrew Hancock Simon Allchurch Chris Powell Moya Moore	
2.	<b>Minutes of meeting held on 25 October 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.	<b>ICT Workstreams:</b> <ul style="list-style-type: none"><li>• Desktop Strategy now agreed by SMT with some minor word changing.</li><li>• Strata programme – no change to current programme.</li><li>• Telephony – SP has concerns about the timing of this for ETH as suggested date in programme is 28 November but if revised date (6 November) for ETH goes ahead then this will need to be brought forward. It was also suggested that as CN is leaving Strata that Steve Gammon be asked to attend meetings.</li><li>• Interserve will want to agree their programme next week which will mean that Strata will have to adhere to those dates in the programme. Meeting to be held with Strata &amp; SP to make sure that they are aware of the dates etc.</li></ul>	
5.	<b>Exmouth Town Hall:</b> <ul style="list-style-type: none"><li>• Confirmation has been received that CAB will move out of the Town Hall by the end of the month.</li><li>• The furniture in the Committee Room and Council Chamber at ETH is not flexible enough to be used once the refurbishment is complete. Agreed that it should firstly be offered to the Town Council but if they do not want it then offered to the other Town &amp; Parish Councils. It was also suggested that we should assess what the furniture is made of and whether there is a need to get it</li></ul>	

Protective Marking: PROTECT

## CONFIDENTIAL – Legally privileged

	<p>valued.</p> <ul style="list-style-type: none"> <li>The Logistic Plan for start of works prepared by Interserve is suggesting that that works can start early in January. SP has responded that any decision on start dates cannot be made until after 22 December.</li> </ul>	
6.	<p><b>Office Relocation Project :</b></p> <ul style="list-style-type: none"> <li>Interserve proposals – SP going through budgets for Exmouth and Honiton and details and specifications.</li> <li>Design Teams will be selected by Interserve. Lloyd Husband will be our QS for the project.</li> <li>Planning has being granted for Honiton but we are still waiting for the decision on Exmouth.</li> <li>Programme update – Exmouth completed within 28 weeks with 4 weeks LED free (period without pre-lim costs) being negotiated at the moment. Heathpark completed within 63 weeks with 7 weeks LED free period which is also being negotiated.</li> <li>Risk Review – recent workshop held with Officers and Members to update the Risk Register. Document circulated to Group.</li> <li>Grant Thornton Model – revised energy report will be ready by the end of the week once finalised with SA. Model will be run again in January.</li> </ul>	RC
7.	<p><b>Internal Facilities Manager update:</b></p> <ul style="list-style-type: none"> <li>SMT have confirmed that they are happy with the suggested co-locations of teams. It will be reviewed 6 months before the actual move to ensure everything still acceptable to all. Visited Exmouth last week with LJ &amp; AM to look at the CAB offices, both have confirmed happy to stay there. Steer now needed from Strata on what is needed etc for the interim move.</li> <li>Panic buttons/CCTV needs to be investigated further.</li> <li>CAB – waiting to hear on final details for their move and what will be taken out of the office and what is left.</li> <li>Framework options – report will be sent to SMT outlining what is available and protocol etc. Included will be experiences from other authorities including Wiltshire.</li> </ul>	
8.	<p><b>Pegasus Update:</b></p> <ul style="list-style-type: none"> <li>Knowle planning application will be going to DM Committee on 6 December.</li> </ul>	
9.	<p><b>Knowle Parkland Transfer to Sidmouth Town Council:</b></p> <ul style="list-style-type: none"> <li>It has been written into the S106 that the repairs to the wall need to be undertaken before transferred to the Town Council.</li> </ul>	
10.	<p><b>Finance Workstream matters:</b> No new update.</p>	
11.	<p><b>Legal Workstream:</b></p> <ul style="list-style-type: none"> <li>HGL confirmed that he had submitted the appeal against the ICO decision regarding the releasing of relocation documents.</li> </ul>	

## CONFIDENTIAL – Legally privileged

12.	<b>HR/Internal &amp; External communications work stream:</b> <ul style="list-style-type: none"><li>• No further update regarding comms.</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>• 24 January 2017 2.00pm in Committee Room</li></ul>	