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OFFICE RELOCATION OFFICER WORKING PARTY MEETING NOTES FROM TUESDAY 24 JANUARY 2017

Present:

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

Item	Notes/Decisions	Action
1.	Apologies/Introductions: Karen Jenkins Donna Best Andrew Hancock Simon Allchurch	
2.	Minutes of meeting held on 22 November 2016 to be agreed and considered for release: Minutes agreed and now ready to be published.	
3.	Matters arising from previous minutes: See below.	
4.	ICT Workstreams: <ul style="list-style-type: none"> • SP shared the latest programme he had received from Strata with the group. He outlined the concerns he still had regarding the timing for the installation of the telephony system which was shown as 31 October. As it was now anticipated that the move to Exmouth could be as early as September if the Contractor does not use all the available float. Therefore, the telephony system would need to be in place earlier than suggested in the report. Strata to be requested to look at the programme dates and report back to SP. • KJ has also requested that the Desktop Strategy be brought back to SMT and SMT + so that they can test the thinking on the flexible/mobile working for all staff and whether all relevant officers should be issued with Laptops. Headsets rollout – agreed these would allow more movement around the workspace. 	<p style="text-align: center;">SP</p> <p style="text-align: center;">Strata</p>
5.	Office Relocation Project: <ul style="list-style-type: none"> • Members agreed at the Council meeting held on December 21 to accelerate the Exmouth Town Hall project. This now means that the projects are separated and Heathpark may proceed following Members further decision Pegasus – following the refusal of the planning application by the DM Committee, confirmation was awaited from Pegasus on whether they would appeal the decision. 	

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	<ul style="list-style-type: none"> • Interserve – letter of intent is due to be sent out today. EDDC have required Interserve to provide a Bond for the works at Exmouth. • Programme update – works to start at Exmouth early in February with a suggested move taking place between the end of Sept/beginning of Nov 17 dependent upon the extent of the shared programme float that is ultimately used. The timing of the installation of the telephony for ETH will need to be brought forward from the date advised in the latest Strata project report. This will be raised with SMT at their next meeting. The matter is already identified within the current risk register, and will continue to be monitored. JG said that under no circumstances would Homesafeguard be in a position to move to Exmouth if the telephony was not in place and working. This was vital to the running of their service. • Exmouth – CAB will not be returning to the Town Hall until all the works are finished. Revs/Bens will be using the vacant offices until that time. • SA confirmed a modest refit (re-decoration and new carpet tiles) will be carried out to the CAB Offices by Property Services to ensure a suitable working environment is available for our staff. It was noted that as CAB had originally indicated they would be remaining in the building during the works, no allowance for any refurbishment works within this area, with their agreement, had been arranged. • Once works start on the building (13 Feb) site boarding/fencing will be erected. There will only be 7 car park spaces available for use during this time. Generally, for use by the Public during working hours, otherwise the car park would be closed. EDDC staff would be provided with passes to adjacent car parks. • It was confirmed that the offices would be refurbished with the flexibility for new tenants if needed. All existing tenants will be offered new leases etc and these will be negotiated accordingly in due course. • SP will be chairing a pre-start meeting with the Contractor for the works at Exmouth on 6 February 2017. All relevant Project expenditure, including accruals, to 31 December 2016 totals £ 1,565,035. There remains a budget balance of £8,161,420. • Heathpark update – following the PegasusLife’s Planning Application refusal, and the uncertainty whether they would be Appealing this decision, consideration is being given to other potential opportunities. • Risk Register – following the recent Workshop meeting to update the register Cllr Thomas has raised are3quest for the inclusion of an addition risk re potential for structural changes to local government. This matter will be discussed during the next Executive Group Meeting, tomorrow. 	<p style="text-align: center;">SP</p> <p style="text-align: center;">AE</p>
6.	<p>Exmouth Town Hall:</p> <ul style="list-style-type: none"> • Work has now commenced in the CAB offices to allow Revs/Bens to move in for the remaining duration of the refurbishment works. 	

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	<ul style="list-style-type: none"> • It has been agreed that 7 car parking spaces will be available in the car park for the public to use whilst accessing the Town Hall while the works are on going but there will be no access to the car park at weekends. Car Park users will be required to sign in at the reception on arrival. Staff will not be allowed to use these spaces but provision has been made for them to use other EDDC car parks in the area. It has been agreed that those members of staff working at ETH will be given free parking at allocated EDDC car parks. There will be no pass to display but car registrations will be passed to the to the Car Park teams. These will be Mon/Fri only and EDDC Members will be included. • CCTV – no response has been received regarding the unidentified cables in the town hall so once the contractors are ready to start work those cables will be removed. A meeting is due to be held on 21 Feb with those involved with the CCTV and Gerry Moore to look at way forward. 	RC
7.	<p>Internal Facilities Manager update:</p> <ul style="list-style-type: none"> • JW had prepared a report on the FF&E Procurement for consideration which had been circulated to both the Officer and Executive Groups. The recommendation was to follow the Framework route with two options available – either a full OJEU tender undertaken by EDDC or use of two particular existing OJEU complaint Framework agreements. JW discussed her report and explained the rationale for both Frameworks. JW also explained how the tender process would work and timetable associated with ordering of furniture. She also confirmed that whatever design of furniture ordered now for Exmouth it would be possible to order the same for Honiton at a later date. The Group accepted the recommendations but final agreement would be made by the Executive Group at their next meeting. • Disposal of furniture from ETH. The red chairs have been donated to Exmouth Football Club and other community groups have been contacted regarding remaining items. • The Town Council have taken their memorial with them to the new premises. 	
8.	<p>Pegasus Update:</p> <ul style="list-style-type: none"> • Following the refusal of planning permission by the DM Committee a decision is awaited from Pegasus on whether they are going to appeal that decision. • SD gave an update on the financial costs associated with the move and outlined the options available. These were based on both the sale of the Knowle and moving prior to any sale. SD also reminded Officers of why they made the decision to move in the first place. Agreed to take report from SD to the Executive Group and to discuss what they would like to happen next. A list of bullet points to discuss at SMT will also be prepared. 	
9.	<p>Knowle Parkland Transfer to Sidmouth Town Council:</p> <ul style="list-style-type: none"> • No further update. 	

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10.	Finance Workstream matters: as discussed above.	
11.	Legal Workstream: <ul style="list-style-type: none">• HGL confirmed that the submitted appeal against the ICO decision had now been withdrawn and the associated relocation documents will be published in due course.	
12.	HR/Internal & External communications work stream: <ul style="list-style-type: none">• No further update regarding comms.	
13.	Progress update re integration of Knowle and Manstone Depots relocation: <ul style="list-style-type: none">• Planning permission has now been obtained but no further work will be undertaken until a decision is made on the Knowle.	
14.	AOB: <ul style="list-style-type: none">• None.	
15	Date of Next Meeting: <ul style="list-style-type: none">• 21 February 2017 2.00pm in Committee Room	