

Meeting not open to the public

**Notes of meeting the Office Accommodation Executive Group
Held on
Wednesday 22 March 2017**

Present:

Councillors: Paul Diviani, Tom Wright, Ian Thomas

Officers: Richard Cohen, Mark Williams, Steve Pratten, Simon Davey,
Karen Jenkins, Henry Gordon-Lennox, Julia Waddington, Steve Gammon

		Action
1.	Apologies: Cllr Andrew Moulding	
2.	Approval of previous meeting notes: Agreed and ready for publishing.	
3.	Matters arising: covered below	
4.	ICT Workstreams: Following a request at the last meeting by Members, SG from Strata attended to give an update on the key projects associated with the relocation project. <ul style="list-style-type: none">• SG confirmed that the ICT programme report had now been issued to SP and deliverables were progressing in accordance with same.• Telephony had been highlighted as a risk but Strata have revised the completion dates to an earlier date than previously advised. This has consequently reduced the risk. SG confirmed that Virgin had approved the new set up and migration of the telephony system could start.• Approval has been obtained from a Joint Overview/Scrutiny Committee + Strata Board for the Digital Contact Centre.• HFX have been awarded the contract for the door access points at Exmouth and will be visiting the site	

	<p>shortly to assess. Swipe cards are the preferred method of access. SP confirmed that drawings had already been prepared and offered for acceptance and comments from ICT. . There would be no extra cabling. SP asked that HFX be reminded that certain protocols would be need to be followed and that contact should go through the Project Manager (SP) rather than to the contractor directly.</p> <ul style="list-style-type: none"> • EDMS had been discussed at the last Risk Register meeting. A meeting is to be held with the EDMS team and Housing to review progress on back scanning etc. • Monthly Project meetings are being held with Managers up to speed on all projects. • Strata have prepared a detailed gant chart for Exmouth, which SP explained has been issued to ICL for review and coordination. • Cllr Thomas asked if the Strata Reports could be made available to the Group. SP confirmed that they were already being included in the project reports which were circulated monthly. 	
5.	<p>Office Relocation Project Particulars:</p> <ul style="list-style-type: none"> • Exmouth Project update: <ul style="list-style-type: none"> ○ Project on programme and on budget with no expected delays. Occupation date between 9 October and 6 November depending on whether the shared 4 week float period was fully used. ○ First invoice and certificate raised following evaluation. ○ Interserve have their own Health & Safety consultant who is visiting the site. ○ There have been a couple of issues on site during demolition but these have now been resolved. • Heathpark Project update: <ul style="list-style-type: none"> ○ Tender firm fixed conditional price agreed. Pending the Cabinet report and Members consideration on the options going forward the project is currently on hold. • Risk Review Register: following the latest meeting the Risk Register has been updated and will be circulated shortly. • Project cost to date is a spend of £1.784m with a remaining budget of £8.350m. 	SP
6.	<p>Internal Facilities Manager update:</p> <ul style="list-style-type: none"> • FF&E Spec is complete in draft form and ready for final review. It will then need to be signed off by Legal. • Desk Top Strategy agreed at SMT. SMT & Service Leads have signed off and taken ownership of the document. • Further Worksmart workshops will be organised and set up to include furniture samples and ICT equipment for staff to test out. Members will also be invited to attend. 	

7.	<p>PegasusLife Update: Pegasus are understood to still be in talks with the LPA regarding viability issues. They have until 9 June 2017 to submit any appeal against the refusal decision</p>	
8.	<p>Exmouth Town Hall:</p> <ul style="list-style-type: none"> • EDDC staff are now settled in to the temporary offices and overall appears to be working well. There are a couple of issues over worktops in use in the temporary offices but these are being reviewed in relation to any H&S assessments that may be needed. • CCTV – recent meeting attended by Cllr Wright and now moving forward as a separate initiative. • RC is in discussion with the Town Council on their return to the Town Hall. 	
9.	<p>Integration of Knowle and Manstone Depots update:</p> <ul style="list-style-type: none"> • No further update was available at this meeting 	
10.	<p>Knowle Parkland transfer to Sidmouth Town Council update:</p> <ul style="list-style-type: none"> • No new update. 	
11.	<p>Finance Workstream matters:</p> <ul style="list-style-type: none"> • Nothing specific to report on. Current finance matters are contained in the Cabinet report. 	
12.	<p>Legal Workstream:</p> <ul style="list-style-type: none"> • No new update. 	
13	<p>HR/internal & external communications workstream:</p> <ul style="list-style-type: none"> • KJ has now confirmed with UNISON a collective agreement regarding mileage rate for those staff who will now have to travel further to the office. Allowance has already included in the budget. Individual consultations with take place with those staff affected. • KJ will produced the figures associated with above to Cabinet and figures for those staff who will be based in Exmouth and living in Exmouth. • Homesafeguard – JG said he had some concerns due to the start/finish times of those staff working for Homesafeguard. JG/KJ to discuss. 	KJ/JG
14.	<p>ICT Workstreams:</p> <ul style="list-style-type: none"> • Discussed above. 	
15.	<p>AOB:</p> <ul style="list-style-type: none"> • RC confirmed a draft report had been produced for Cabinet to discuss the relocation project moving forward. The report contains 3 options toward full relocation to Exmouth and Honiton and the sale of the Knowle site. It had been agreed to take the report to the April meeting as the report and financial model produced by Grant Thornton would not be available before then. • Members agreed that the message to Cabinet is that a move would be affordable when compared to staying at 	

	<p>the Knowle. Grant Thornton would also be attending the Cabinet meeting to go through, if required, their model and the revised figures contained in the report.</p> <ul style="list-style-type: none"> • Some further amendments would be needed to the report once it had been discussed at the Cabinet briefing later today. • A combined meeting of /Overview & Scrutiny and Audit and Governance had been arranged for 18 April to discuss the relocation report further. Grant Thornton would also be in attendance. A joint briefing will need to be held with the Chairman of each Committee. • A presentation to all Members would be held prior to the Cabinet Briefing. 	
16.	<p>Date of Next Meeting:</p> <ul style="list-style-type: none"> • 26 April 2017 at 3pm in Room 1 	