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JOINT MEETING OF OFFICE RELOCATION PROJECT EXECUTIVE GROUP & OFFICER WORKING PARTY MEETING NOTES FROM 19 SEPTEMBER 2017

Present:

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| Cllr Paul Diviani | PD | Leader of the Council |
| Cllr Ian Thomas | IT | Portfolio Holder for Finance |
| Cllr Ian Chubb | IC | Portfolio Holder for Corporate Services |
| Cllr P Twiss | PT | Deputy Leader |
| Richard Cohen | RC | Deputy Chief Executive |
| Steve Pratten | SP | Relocation Manager |
| Karen Jenkins | KJ | Strategic Lead |
| John Golding | JG | Strategic Lead |
| Simon Allchurch | SA | Senior Building Surveyor |
| Laurence Whitlock | LW | IT Director Strata |
| Steve Gammon | SG | Programme and Resources Manager, Strata |

| | | Action |
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| 1. | Apologies: John Golding Simon Allchurch Laurence Whitlock Steve Gammon | |
| 2. | Minutes of the meeting held on 23.08.17: Minutes agreed. | |
| 3. | Matters arising from previous minutes: See below. | |
| 4. | <p>Office Relocation Project:</p> <ul style="list-style-type: none"> • Progress – Generally satisfactory. Costs remain within budget allowances. Spend to 31 August £3,221,642. <p>Exmouth:</p> <ul style="list-style-type: none"> • Contract admin is slowing down as project ends. SP has issued 42 instructions and 39 PMC's which mainly relate to design issues. • Site Progress – Contract Completion Date is 25th Sept. SP advised that ICL may not be complete by that date and that 29th September may be more realistic. • This could affect being able to formally open the building to the public by 6th Nov. Snagging of the completed works is underway, though it has not been possible to date to review the ground floor as progress is behind programme. • No reportable accidents on site • ICL advise that their Site Setup is due to be removed during w/c 25th Sept. <p>Blackdown House:</p> <ul style="list-style-type: none"> • ICL's 'Right First Time' was attended by Senior Members and Officers on 18 September. One of the outcomes should be able to provide good opportunities for local PR with schools and possible sponsorships. • Contracts now agreed in principal and documents have been issued for execution. • SP confirmed that drawings are continuing to be reviewed for | |

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| | <p>“acceptance” with over 200 drawings having been reviewed to date.</p> <ul style="list-style-type: none"> • Site progress: - Issues have occurred with both a gas main and BT cable being found on site – but not identified on formal searches. • Border Road – Section 178 Stopping up Order has been formally issued. • Section 38 & 278 still outstanding and being chased. • Looking to employ local labour that will be good for other PR opportunities. | |
| 5. | <p>Project Risk Review:</p> <ul style="list-style-type: none"> • A Risk Review workshop is scheduled to be held on 5th October. An updated register following the workshop will be circulated in due course. • One known risk for potential hold-ups would be bricklaying in bad weather, which could delay progress. | |
| 6. | <p>Internal Facilities Manager update:</p> <ul style="list-style-type: none"> • Staff aware of type of furniture ordered. Desks and storage arriving 17th Sept. Chairs & meeting room furniture to be delivered 23rd/24th Oct. • All Members furniture will need to be clearly identified in terms of what is EDDC’s and that which belongs to ETC. SA to confirm this after ETH move. • Signage: JDL to present to SMT on 20/9/17 for final sign-off. | SA JLB |
| 7. | <p>Facility Management Matters post hand over:</p> <ul style="list-style-type: none"> • Exmouth Town Hall <ul style="list-style-type: none"> ○ Day One Document almost complete. ○ Removal dates may need to be changed to reflect possible new opening date ○ Staff walk-round visits have been booked in. • Members access: Discussion over whether Members should have unrestricted access to all areas of Heathpark and ETH. Confirmed Members will have full access as agreed by RC. • KJ requested the protocols are in place to support junior members of staff if Members are too demanding on their time. • Door access via swipe cards will be based on access to zoned areas. • EDDC staff will not be given access to tenant areas & vice versa. • ETH does not have dedicated Members areas | |
| 8. | <p>Finance Workstream matters:</p> <ul style="list-style-type: none"> • No further update. | |
| 9. | <p>HR/Internal & External communications work stream:</p> <ul style="list-style-type: none"> • All staff training now completed (Change Management) • Issued raised by staff include staff safety, Fire, CCTV coverage, access control. • De-brief meetings post move will also cover these points. | |
| 10. | <p>Legal Workstream:</p> <ul style="list-style-type: none"> • No further update. | |

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| 11. | <p>ICT Workstreams:</p> <ul style="list-style-type: none"> • Strata – Not present at meeting. • AV being fitted in ETH to generally have the larger monitors • Some additional panic alarms may be fitted to opposite sides of the booths to sit underneath the PC's. • Additional relay beacons to be fitted on 1st & 2nd floor staff areas to indicate if a panic alarm has been engaged. • RB to provide further details on HFX's programmes. • Request made to Strata on whether images on AV can be relayed to Members laptops/iPads. | <p>SA</p> <p>SA</p> <p>Strata</p> <p>SP</p> |
| 12. | <p>Exmouth Town Hall:</p> <ul style="list-style-type: none"> • ETH – weekly countdown meetings in place. • Interim H&S arrangements during 6-week fit-out. • H&S issued need to be addressed so all in place for Day 1, to reassure staff. • Can the Wi-Fi have an option so that use is only possible by registering a valid email address? • Tenants' use of the building at evenings & weekends will need to be agreed and included within their leases. • SA confirmed used of external security company to provide key holding services and lock/un-lock building. • RC to send formal letter to ETC requesting they take ownership of CCTV and associated budget responsibilities. | <p>Strata</p> <p>RC / RH</p> <p>RC</p> |
| 13. | <p>Integration of Knowle and Manstone Depots relocation:</p> <ul style="list-style-type: none"> • Original budget was £100k. Groundworks alone is £50k. Further funds are required. • SMT to review purpose of Manstone and need to understand costs and operational reasons for why site needs additional funding. | <p>SA</p> |
| 14. | <p>Pegasus Update:</p> <ul style="list-style-type: none"> • Pegasus appeal to be on 9th November. Venue confirmed as Knowle. • Legal Teams from Cornwall CC and Plymouth CC will present evidence for either side. • External Barrister being used so can be truly independent. | |
| 15. | <p>Knowle Parkland transfer to Sidmouth Town Council:</p> <ul style="list-style-type: none"> • On-hold pending outcome of Pegasus appeal. | |
| 16. | <p>AOB.</p> <ul style="list-style-type: none"> • No further matters were identified. | |
| 17. | <p>Date of Next Meeting:</p> <ul style="list-style-type: none"> • 18th October – 2. 30pm.Honiton Business Centre. | |

Minutes – JW.

Protective Marking: PROTECT