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JOINT MEETING OF OFFICE RELOCATION PROJECT EXECUTIVE GROUP & OFFICER WORKING PARTY MEETING NOTES FROM 23 AUGUST 2017

Present:

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
1.	<p>Apologies: Simon Davey Henry Gordon Lennox Jules Waddington Andrew Hancock Adrian Smith Laurence Whitlock Steve Gammon</p>	
2.	<p>Minutes of the meeting held on 28.6.17: Minutes agreed.</p>	
3.	<p>Matters arising from previous minutes: See below.</p>	
4.	<p>Office Relocation Project:</p> <ul style="list-style-type: none"> • Progress – SP updated the group on the forthcoming meeting due to be held on 18 Sept at the EDBC. This will be an opportunity to go through a 'first hand holding' session with the Contractors etc. RC to speak to Comms on to discuss possible PR opportunity at Blackdown House. • Cost to date is £2.906m leaving a balance of £7.7m. There is a contingency of £262.000 for both projects. <p>Exmouth Town Hall:</p> <ul style="list-style-type: none"> ○ Contract completion date is 25 Sept 2017. ○ The reception desk is now fitted. Glass partition about to go in. ○ Building has to be 100% before any handover is agreed. ○ Interserve are producing a large amount of admin at the moment although there are no implications to worry about. Currently dealing with 40 instruction issues. ○ Progress and standard of work is good. ○ SP is currently going through the snagging and will be responding with comments. <p>Blackdown House:</p> <ul style="list-style-type: none"> • Letter of Intent has been issued. A further letter will be sent in October. • Contractor on site. 	RC

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	<ul style="list-style-type: none"> • Progress is very good to date with trenches around the building filled. • Discussions with DCC on the adoption of the road going well. • Section 78 has gone through. • SP recently had a meeting at the Business Centre where there were a few complaints about excessive noise from the works outside. Readings have been taken and found to be under what is acceptable. SP will monitor and has advised EDBC to report any further issues to him. • SP confirmed that the current plan for the road show some movement of car parking spaces although these were not public spaces. Lighting and CCTV for the car park will need to be investigated. • We also need to look at option of making the road one-way. It is currently shown as two-way but if problems arise with it being used as a short-cut then may need to look at a different option but flexibility is built in at the moment. 	
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. 	
6.	<p>Internal Facilities Manager update:</p> <ul style="list-style-type: none"> • Furniture orders are in the process of being placed with phased delivery dates. Agreement is to be sought on the types of chairs for the public area and Members. The options are fabric with arms for the Members and fabric with no arms for the public area. Once this is decided, it will be brought back to this group for final decision. • Removals – JW meeting with Removal Company. • Disposal of existing furniture: JW is working with the suppliers to look at different options. She is also looking into donating to charities and offered for sale to staff. • Signage: meeting to be held with JLB to various signs needed. Will update at future meeting. It is suggested that for the first 6 months a temporary solution is used as it is often the case that signs are moved around once the building is open. Requirements of the tenants needs to still be agreed. 	
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 still to be finalised. ○ 25th Sept is the hand-over day. ○ JW to sort out staff meetings in liaison with KJ/SA ASAP. • Blackdown House: <ul style="list-style-type: none"> ○ Information to be obtained from Honiton Town Council/Chamber of Commerce on what the town has to offer for staff who will be moving to Honiton. 	<p>JW/KJ/ SA</p>
8.	<p>Finance Workstream matters:</p> <ul style="list-style-type: none"> • No further update. 	

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15.	Knowle Parkland transfer to Sidmouth Town Council: <ul style="list-style-type: none">• On-hold pending outcome of Pegasus appeal.	
16	AOB. <ul style="list-style-type: none">• No further matters were identified.	
17.	Date of Next Meeting: <ul style="list-style-type: none">• 19 September 2017 at 3.00pm in the Committee Room	