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JOINT MEETING OF OFFICE RELOCATION PROJECT EXECUTIVE GROUP & OFFICER WORKING PARTY MEETING NOTES FROM 28 JUNE 2017

Present:

Cllr Paul Diviani	PD	Leader of the Council
Cllr Andrew Moulding	AM	Chairman of the Council
Cllr Phil Twiss	PT	Deputy Leader Portfolio Holder, Strategic Development & Partnerships
Cllr Ian Chubb	IC	Portfolio Holder for Corporate Services
Richard Cohen	RC	Deputy Chief Executive
Steve Pratten	SP	Relocation Manager
Simon Davey	SD	Strategic Lead
Karen Jenkins	KJ	Strategic Lead
Jules Waddington	JW	Project & Facilities Manager (Office Relocation)
Simon Allchurch	SA	Senior Building Surveyor
Georgina Teale	GT	SWAP
Laurence Whitlock	LW	IT Director (Strata)
Adrian Smith	AS	Strata Service Solutions
Steve Gammon	SG	Strata Service Solutions

		Action
1.	Apologies: Henry Gordon Lennox John Golding Andrew Hancock	
2.	Minutes of the Officer Working Group (25.4.17) and the Executive Group (26.4.17) to be agreed and considered for release: Minutes agreed and ready for publishing.	
3.	Matters arising from previous minutes: See below.	
6.	<p>Office Relocation Project:</p> <ul style="list-style-type: none"> • Cabinet approval now received for the move to Honiton. Negotiations with Interserve have started with a letter of Intent issued to them on 8 June 2017. This has been signed by Interserve and returned to the Council. Work on the contract documents is on-going. • Project cost spent is £2.29m leaving a balance of £8.349m. • General Project Issues: <ul style="list-style-type: none"> ○ Heathpark: travellers have now moved on. Work starts on site on 17 July with an occupation date of Dec 2018. ○ Exmouth – SP is to meet with Building Control to discuss issues around the fitting of a sink in toilets and the number of sockets has been questioned for the kitchenette. A visit with Building Control to the Town Hall to be arranged. ○ SP has checked the specification on materials used on site and is seeking confirmation on the fire retardant. ○ Exmouth: contract completion date is mid Sept. The final occupancy date will be 6, Nov 17 which allows 6 weeks fitting out beforehand. ○ Health & Safety – there are no incidents to report. Copies of all 	<p style="text-align: right;">SP</p> <p style="text-align: right;">SP</p>

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	<p>reports are available for inspection if needed. Clerk of Works on site when necessary.</p> <ul style="list-style-type: none"> ○ Contingency – balance from Strata budget will be added to the contingency budget. ○ Works to reception – SP still waiting for price to come forward. There is a time issue now with the refined security works at the reception area with an additional investment/cost incurred. A list of works is also due. ○ Heathpark: contractors due to start on site 3 July. There is a 64-week period for the works and allowing for a fitting out period full occupancy will be middle of Dec 2018. SP has a meeting next week to go through procedural issues ○ Migration of Offices: Exmouth is scheduled for 1 weekend and Honiton scheduled for 2 weekends. All staff will be informed of their moving date. There will be a deal to the move for Homesafeguard and this is to allow their current system to be updated. Worksmart workshops will be held in the coming weeks and arrangements will be put in place for staff to visit both sites to see how the works are progressing. A photoshoot is to be arranged for Honiton also. Date to be agreed. ○ Risk review: risk register updated and will be reviewed at the next scheduled review meeting on 24 July. ○ Highway Issue – stopping Order to be discussed at next meeting. 	<p>SP</p> <p>SP</p> <p>JW?</p> <p>SP</p>
6.	<p>Internal Facilities Manager update:</p> <ul style="list-style-type: none"> ● Supplier will be visiting the Council Offices next week with samples of the furniture on offer. This will enable all staff and members to try out the samples and grade and score the quality of the samples, which will be used in the final evaluation exercise. Different spaces will be allocated for different uses. Members to be made aware so that they also have the opportunity to try out the furniture. Note to be sent also advising that the Members area will not be available during this time. ● All companies chosen have supplied good references along with Local Authority references and are all on the SW Framework. ● 10 yr. guarantee on all products supplied. ● Signage – JW will be meeting with JLB & architects to discuss signage but it is agreed that this will not be fixed permanently until a few weeks after the move to allow for any adjustments that may need to be made. 	<p>JW</p> <p>JW</p>
7.	<p>ICT Workstreams:</p> <ul style="list-style-type: none"> ● Global Comms – test lab has been set up in ICT working on deployment plan and user options. All happy at the moment with the way things are going. This year Revs and Bens will be completed and then all remaining staff the following year. ● Head Sets will be supplied but no handsets to be available. This is all outlined in the Desktop Strategy document. ● SP asked if a budget update could be provided from AS. LW confirmed that, AS would be singled contact for this piece of work. ● Connectivity has gone well with Virgin media –telephony will be on site (Knowle) tomorrow for the update to the system. ● All other projects are being monitored by SMT ● Orders for Heathpark – we will need to allow 6 months' notice for the 	<p>AS</p>

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	works. SP will forward the final programme for Interserve.	SP
8.	Exmouth Town Hall: <ul style="list-style-type: none"> • CCTV is still operating at the moment but there is some interest in working with the Police Commission to move to Torbay. • Revs and Bens working well at the moment. • New leases for returning tenants being prepared. • Meeting to be held with Town Council where some issues around storage and memorabilia will be discussed. • CAB have confirmed that they will not be returning to the Town Hall. 	RC
9.	Integration of Knowle and Manstone Depots relocation: <ul style="list-style-type: none"> • Project now recommenced following Cabinet decision. • Strata are relocating Knowle Depot staff to Manstone. • SA to arrange a project meeting and look at cost options for project. 	SA
10.	Pegasus Update: <ul style="list-style-type: none"> • Appeal now lodged. Will keep the group updated. 	
11.	Finance Workstream matters: <ul style="list-style-type: none"> • No further update. 	
12.	Legal Workstream: <ul style="list-style-type: none"> • No further update. 	
13.	HR/Internal & External communications work stream: <ul style="list-style-type: none"> • KJ has now agreed revised travel/employment contracts with Unison. • Policy briefings are being set up for Managers to bring them up to date on using the new flexitime policy. • Reminder to all staff that names & contact numbers on Trent need to be kept up to date. • Training on cultural change being held to help staff manage through change. • Agreement in place with SLangston that all calls associated with ICT issues will go through the service desk for the first few weeks so that ICT/KJ can deal with them. 	
14.	Knowle Parkland transfer to Sidmouth Town Council: <ul style="list-style-type: none"> • RC to update once a decision on Pegasus appeal is made. 	RC
15.	AOB: <ul style="list-style-type: none"> • KJ said that a discussion was needed looking at Exmouth and the capacity and resource to support customer demand for the first few weeks of the Town Hall reopening. We will need to consider how in the future we manger/facilitate both sites in the future. 	KJ
16.	Date of Next Meeting: <ul style="list-style-type: none"> • 26 July 2017 at 3.00pm in the Committee Room 	