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### OFFICE RELOCATION OFFICER WORKING PARTY MEETING NOTES FROM TUESDAY 25 APRIL 2017

Present:

Richard Cohen	RC	Deputy Chief Executive
Steve Pratten	SP	Relocation Manager
Simon Davey	SD	Strategic Lead
Henry Gordon Lennox	HGL	Strategic Lead
John Golding	JG	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
Jay Lambe	JL	Service Lead
Adrian Smith	AS	Strata Service Solutions
Steve Gammon	SG	Strata Service Solutions

		Action
1.	<p><b>Apologies:</b> Donna Best Andrew Hancock</p>	
2.	<p><b>Minutes of meeting held on 21 March 2017 to be agreed and considered for release:</b> Minutes agreed and ready to for publishing.</p>	
3.	<p><b>Matters arising from previous minutes:</b> None.</p>	
4.	<p><b>ICT Workstreams:</b></p> <p>AS &amp; SG from Strata gave an update on the programme.</p> <ul style="list-style-type: none"> <li>• There were no concerns from Strata with the new suggested date of Dec 18 for the occupation of Heathpark. The programme was now progressing.</li> <li>• No specifics have been highlighted in the programme.</li> <li>• New Intranet – this was now up and running at Teignbridge with no issues. The new Intranet for EDDC was progressing well but due to recent staff changes there would be a need to bring in some external resource to keep to programme at this was considered to be a key communication tool for the move.</li> <li>• A visit from HFX is being arranged for next month.</li> <li>• HGL/SD confirmed that there would only be a need for one fax line and this would be held in the main reception.</li> <li>• JG asked for confirmation from Strata that the requirements for Homesafeguard are what is currently provided and will be met as the project moves forward. KJ said the move to Exmouth would be a 2-stage move to ensure that the system was stable and working. This would mean that Homesafeguard would have all the facilities ready for them. JG would decide when Homesafeguard could move and organise accordingly.</li> </ul>	

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	<ul style="list-style-type: none"> <li>AS did ask that Strata were given a firm decision on the lead-in time once this was known, as around 90 working days would be needed to get the systems in place and ready.</li> </ul> <p>The group thanked Strata for the update and AS left the meeting.</p>	
5.	<p><b>Exmouth Town Hall – Presentation by Ian Noakes from LHC on the proposed finishes for Exmouth:</b></p> <ul style="list-style-type: none"> <li>Link to Presentation by Ian Noakes for info <a href="#">O:\All Council\Knowle Relocation\170424 Exmouth Finishes Proposal Rev A LR.pdf</a>. This was well received by the Group who thought the choice of materials and colours were very good. A copy of the Presentation would be taken to SMT + for a decision.</li> </ul> <p>The Group thanked Ian for his presentation. Ian then left the meeting.</p>	SP
6.	<p><b>Office Relocation Project: Exmouth update:</b></p> <ul style="list-style-type: none"> <li>It is now week 9 on site and Contractor advises that he remains on programme. This matter continues to be regularly monitored.</li> <li>Occupation date between 9 Oct and 6 Nov depending on whether the shared 4-week float period was fully used.</li> <li>There is a good labour force on site with materials there ready. Also, a Clerk of Works (CoW) has been appointed and is on site as necessary.</li> <li>A full photographic record is taken weekly by the CoW and sent to SP/JW.</li> <li>There is quite a large amount of contract administration currently being undertaken by the RM, including 9 Change Order Requests, 18 Employers Notifications of Compensation Events and 6 Project Managers Communications</li> <li>. One issue that had arisen was the stability of partition walls upstairs in the building but that has been dealt with by the incorporation of metal stud partitioning. This cost will be covered within the contingency reserve. SP did say he was slightly concerned at the cost associated with the stability issues especially at this early stage but that such could not have been foreseen.</li> <li>SP will look into the costs associated with a time lapse video (CCTV) which provides a direct feed on to the website allowing the public to watch the changes taking place at Exmouth Town Hall.</li> </ul> <p><b>Heathpark Update:</b></p> <ul style="list-style-type: none"> <li>Following the Cabinet meeting and the Joint meeting with Overview/Scrutiny and Audit &amp; Governance, the recommendations of those meetings to move forward with the project would be discussed at Council.</li> <li>SP is due to meet with Aecom &amp; Interserve to confirm and issue the letter of intent and Contract.</li> <li>SP is meeting with TD at the EDBC to talk about the proposed road and how the Business Centre car park may be affected.</li> <li>SP/JL to meet to discuss the proposed Business Centre extension and which location may be best etc.</li> </ul>	<p>SP</p> <p>SP</p> <p>SP/TD</p> <p>SP/JL</p>

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	<p><b>Project Costs</b></p> <ul style="list-style-type: none"> <li>Project cost to date confirms a spend of £1.960m with a remaining balance of £8,175m from the approved budget of £10.134m</li> </ul> <p><b>Project Risk</b></p> <ul style="list-style-type: none"> <li>Risk Review – document will be reviewed and updated at the next meeting of the Risk Review Group on 18 May 2017</li> </ul> <p><b>Future meetings:</b></p> <ul style="list-style-type: none"> <li>It has been agreed that the Officer &amp; the Executive Member groups could meeting jointly from now on. These will continue to be held prior to the Cabinet Briefing. It was confirmed as both groups will still exist that the terms of reference would remain the same and not need to go back to Cabinet for approval. AH will shortly be sending through amended diary appointments to all.</li> <li>It was suggested that the next meeting should be held at Exmouth with a short tour of the Town Hall so that the joint group could see the progress so far. AH to arrange.</li> <li>A regular update to Cabinet with continue to be sent every quarter.</li> <li>Risk Review – to be reviewed at next meeting.</li> </ul>	<p style="text-align: center;">AH</p> <p style="text-align: center;">AH</p>
7.	<p><b>Exmouth Town Hall:</b></p> <ul style="list-style-type: none"> <li>No issues with the current working arrangements in the Town Hall.</li> <li>CCTV – meetings had been held with Gerry Moore and other representatives of CCTV but as there had not been much interest shown from other towns in relation to a central Hub then it was likely that the CCTV would need to continue using room at the town hall. If the Town Council were still keen to take ownership of the CCTV then the equipment could be passed on to them with amendments to their new lease to include ownership etc.</li> <li>An Officer meeting is due to be held to discuss the new leases proposed for the tenants at ETH. This will be followed with a meeting with Exmouth Town Council to discuss their new lease for the Town Hall.</li> <li>SP pointed out that at the current time it was being anticipated that the Town Council would be located on the first floor, if this was changed then the layout of that first floor would remain the same for any new tenants or EDDC who would subsequently use the rooms.</li> </ul>	
8.	<p><b>Internal Facilities Manager update:</b></p> <ul style="list-style-type: none"> <li>A copy of the proposed FF&amp;E Spec has been circulated for comments to be sent back to JW Ian Noakes has picked up a couple of points which have been addressed</li> <li>Agreement needed on the connectivity on desks at Exmouth to be agreed.</li> <li>A meeting to be held to discuss the pro-contract element with SD.</li> <li>HGL confirmed that the new Locum would be able to review and advice on the standard clauses contained in the document.</li> <li>Samples of the proposed furniture to be supplied are anticipated to be delivered during first week of July and set up for staff to see and make</li> </ul>	<p style="text-align: center;">All</p>

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	<p>any comments on. A final decision will be needed at the end of July to allow for delivery etc.</p> <ul style="list-style-type: none"> <li>Initially there were 29 companies interested but we are now down to about 14 who supply general office furniture except for rolling rack, which will be supplied separately. They all have a good mix of materials and good solutions for redundant furniture that we may have.</li> <li>One key issue to look at was the type of breakout furniture that would be used.</li> </ul>	
9.	<p><b>Pegasus Update:</b></p> <ul style="list-style-type: none"> <li>To comply with the conditional contract, Pegasus Life have until 9<sup>th</sup> June to submit a Planning Appeal.</li> </ul>	
10.	<p><b>Knowle Parkland Transfer to Sidmouth Town Council:</b></p> <ul style="list-style-type: none"> <li>Once a decision has been made by Council RC will write to the Town Council to open up discussions on the Parkland.</li> </ul>	<b>RC</b>
11.	<p><b>Finance Workstream matters:</b></p> <ul style="list-style-type: none"> <li>No further update.</li> </ul>	
12.	<p><b>Legal Workstream:</b></p> <ul style="list-style-type: none"> <li>No further update.</li> </ul>	
13.	<p><b>HR/Internal &amp; External communications work stream:</b></p> <ul style="list-style-type: none"> <li>No further update. A press release will be issued following the decision made by Council at their meeting on 26 April.</li> </ul>	
14.	<p><b>Progress update re integration of Knowle and Manstone Depots relocation:</b></p> <ul style="list-style-type: none"> <li>Planning permission is now in place but until a decision is made by Council this is on hold.</li> </ul>	
15.	<p><b>AOB:</b></p> <ul style="list-style-type: none"> <li>SA asked if consideration could be given to some external repairs that were need to the Town Hall. It was suggested that these could be undertaken at the same time as the fit out to ensure completed by the opening date. SA to get clarification whether this could go ahead or not and obtain a quote from Interserve who may be able to undertake the work for us.</li> <li>KJ raised the issue of defibrillators in our buildings. This had come about following an email from Cllr Thomas. Andrew Ennis has also raised the issue. SP confirmed that there was no issue for Exmouth Town Hall as there was enough sockets available.</li> </ul>	<b>SA</b>

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16.	<b>Date of Next Meeting:</b> <ul style="list-style-type: none"><li>• 24 May 2017 at 3.00pm at Exmouth (joint meeting to include visit to ETH)</li></ul>	
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