

Meeting not open to the public

**Notes of meeting the Office Accommodation Executive Group
Held on
Wednesday 26 April 2017**

Present:

Councillors: Paul Diviani, Tom Wright, Ian Thomas

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

		Action
1.	Apologies: Cllr Andrew Moulding Mark Williams Karen Jenkins	
2.	Approval of previous meeting notes: Agreed and ready for publishing.	
3.	Matters arising: <ul style="list-style-type: none">IT asked following the last meeting were the Group happy with the presentation given by Strata. RC said yes, the programme was going well and a meeting would be arranged between himself, SP and LW (the new Chief Operations Officer for Strata) to discuss the relocation project.IT also asked what had been decided on 4K resolution and the size of monitors for staff – RC & SD confirmed that it had been agreed that the standard resolution and size was acceptable as staff were using these now with no problems. But if later a there was need for larger monitors then this could be accommodated.IT also asked for clarification in relation to reduced space at the Knowle and the relocation of staff more effectively in the building. Officers have assessed on a room by room basis the impact of a partial move to Exmouth and	RC / SP

	will work with the remaining teams at the Knowle to optimise space usage.	
4.	<p>Office Relocation Project Particulars:</p> <p>Exmouth Project update:</p> <ul style="list-style-type: none"> • It is now week 9 on site and Contractor advises that he remains on programme. This matter continues to be regularly monitored. • Occupation date between 9 Oct and 6 Nov depending on whether the shared 4-week float period was fully used. • A full photographic record is taken weekly and sent to SP/JW. • 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 . • 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. • SA has queried the possibility of having some external works done to the building while the refurbishment is ongoing. SP has spoken to SA and as the works are not urgent it will be going out to tender and Interserve will be asked to tender also. • IT raised the matter of defibrillators in the buildings. A meeting with Andrew Ennis had been held to discuss inclusion in our buildings. SP confirmed that there was no issue for Exmouth Town Hall as there was enough sockets available <p>Heathpark update:</p> <ul style="list-style-type: none"> • Following the Cabinet meeting and the Joint meeting with Overview/Scrutiny and Audit & Governance, the recommendations of those meetings to move forward with the project would be discussed at Council. • SP is due to meet with Aecom & Interserve to confirm final particulars to enable the issue of the letter of intent and Contract. • SP is meeting with TD at the EDBC to talk about the proposed road and how the Business Centre and its car park may be affected. SP/JL to meet to discuss the proposed Business Centre extension and which location may be best etc. <p>Project Costs</p> <ul style="list-style-type: none"> • Project cost to date confirms a spend of £1.960m with a remaining balance of £8,175m from the approved budget of £10.134m 	<p style="text-align: center;">SA</p> <p style="text-align: center;">SP</p> <p style="text-align: center;">SP/TD</p> <p style="text-align: center;">SP/JL</p>

	<p>Project Risk</p> <ul style="list-style-type: none"> • Risk Review – document will be reviewed and updated at the next meeting of the Risk Review Group on 18 May 2017 	
5.	<p>Internal Facilities Manager update:</p> <ul style="list-style-type: none"> • A copy of the proposed FF&E Spec has been circulated to officers for comments to be sent back to JW • JW is currently in contact with about 14 of the companies who have shown an interest in the tender. • Samples of the furniture are anticipated to be delivered in the first week of July for Staff to try out. A decision will be needed by the end of July to allow for delivery to Exmouth with a delayed delivery for Honiton. • Following the presentation by Ian Noakes from LHC, SMT + have agreed the materials and colours suggested for Exmouth. 	
6.	<p>PegasusLife Update:</p> <ul style="list-style-type: none"> • To comply with the conditional contract, Pegasus Life have until 9th June to submit a Planning Appeal. 	
7.	<p>Exmouth Town Hall:</p> <ul style="list-style-type: none"> • 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. • There are no issues with the working arrangements for EDDC staff currently working at the Town Hall. • CCTV – TW gave an update. The Town Council had funds in place for the running 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. The Town Council were also going to reinstate the CCTV Working Group. It was agreed that if even if there was a central link created and the Town Council took over the running of the CCTV then the room would still be needed. 	RC/JW
8.	<p>Integration of Knowle and Manstone Depots update:</p> <ul style="list-style-type: none"> • Planning permission in place but on hold until a decision is made by Council on the relocation project. 	
9.	<p>Knowle Parkland transfer to Sidmouth Town Council update:</p> <ul style="list-style-type: none"> • Once a decision is made by Council RC will write to the Town Council to open up discussions on the transfer of 	RC

	the parkland. If the land is not sold then a decision on the future grounds maintenance will be needed.	
10.	<p>Finance Workstream matters:</p> <ul style="list-style-type: none"> No further update. All finance matters are covered in the monthly project reports prepared by SP. 	
11.	<p>Legal Workstream:</p> <ul style="list-style-type: none"> No new update. 	
12.	<p>HR/internal & external communications workstream:</p> <p>No new update. A Press Release will be issued following the decision made by Council at tonight meeting.</p>	
13.	<p>ICT Workstreams:</p> <ul style="list-style-type: none"> There were no concerns at the moment and the programme was now progressing well. 	
14.	<p>AOB:</p> <p>Future meetings:</p> <ul style="list-style-type: none"> It has been agreed to combine both the Officer & the Executive Member meetings into one monthly joint meeting. These will continue to be held prior to the Cabinet Briefing. It was confirmed as both groups will still exist and will now meet simultaneously 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. 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. A regular update to Cabinet with continue to be sent every quarter. 	<p>AH</p> <p>AH</p>
15.	<p>Date of Next Meeting:</p> <ul style="list-style-type: none"> 24 May 2017 at 3.00pm (meeting to be a joint meeting and held in Exmouth) 	