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JOINT MEETING OF OFFICE RELOCATION PROJECT EXECUTIVE GROUP & OFFICER WORKING PARTY MEETING NOTES FROM 18 OCTOBER 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
Henry Gordon Lennox	HGL	Strategic Lead
Steve Gammon	SG	Programme and Resources Manager, Strata

		Action
1.	<p>Apologies: John Golding Simon Davey Jules Waddington Simon Allchurch Andrew Hancock Laurence Whitlock</p>	
2.	<p>Minutes of the meeting held on 19.9.17: 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 – going well. Costs remain within budget allowances. Spend to date is £3.745,000 leaving a balance of £6,840,148m <p>Exmouth:</p> <ul style="list-style-type: none"> • Some additional security measures have now been incorporated into ETH. These extra costs have been absorbed in the budget. • The Project Completion Certificate was issued on 29 September but was has been backdated to 25 September by agreement to allow early possession for Property Services of the outside of the building to enable their maintenance works to commence in accordance with programmed intentions. • Snags - currently being dealt with by Interserve • Contract admin is slowing down as project ends. Draft final account is ready to be issued for consideration. • Health & Safety – no incidents to report. There have not been any reportable accidents during the duration of the Works. <p>Blackdown House:</p> <ul style="list-style-type: none"> • Progress on the building work going well with ground floor pcc planks now installed and superstructure brickwork starting to go up. The project is due to be completed on 15 Oct 2018. Risk flagged is possible delay due to the brickwork been undertaken during the winter months but this would be a risk to the Contractor and EDDC. A tour around the site has been arranged following this meeting. 	SP

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	<ul style="list-style-type: none"> Contract – details have been agreed with final documentation issued to ICL on 12 September by Bevan Brittan . SP currently chasing the Contractor for the executed contract. Risk Register – 60 open risks currently, with 8 red risks, 35 orange risks and 17 blue risks. 138 risks have been closed to date Next Risk Workshop review meeting is on 16 November. Border Road – Section 178 Stopping up Order has been formally issued but the Section 38 & 278 still outstanding and being chased. An issue has arisen on site regarding the discovery of British Gas and BT infrastructure, which should not be present on site. No wayleaves have been agreed and the cable and pipe is not shown on any plans. Interserve have written to both in liaison with SP. Responses from the utility companies is awaited. 	SP
5.	<p>Project Risk Review:</p> <ul style="list-style-type: none"> A Risk Review workshop is scheduled to be held on 16 November. An updated register following the workshop will be circulated subsequently. An identified risk for potential programme delay would be bricklaying in bad weather. 	
6.	<p>Internal Facilities Manager update:</p> <p>ETH:</p> <ul style="list-style-type: none"> Desks have been delivered this week and are in the process of being installed. Strata are also on site to install the monitor arms and associated IT equipment. Chairs & meeting room furniture to be delivered 23rd/24th Oct. Reception area will be set up and ready for a dry run week before official opening on 13 November Signage: now all signed off and ready to be installed internally and externally. 	JW
7.	<p>Facility Management Matters post hand over:</p> <ul style="list-style-type: none"> Debriefing meetings to be arranged with a separate debriefing meeting with the Construction team to be held first. Exmouth Town Hall <ul style="list-style-type: none"> Day One Document complete and circulated with agenda for this meeting. This document deals with all questions and concerns raised by staff. Worksmart Workshops have been set up following the move. Staff walk-round visits have been booked in for the period prior to the official opening The same approach will be set up for the move to Honiton next year. 	SP
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"> No further update. 	

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10.	<p>Legal Workstream:</p> <ul style="list-style-type: none"> No further update. 	
11.	<p>ICT Workstreams:</p> <p>ETH:</p> <ul style="list-style-type: none"> SG said progress was going well. Following the installation of the desks, Strata were fitting the monitor arms. Network links were in and being tested. AV is largely completed in the Chamber with just a few final touches to be carried out. The large 84” screens have been fitted in the Chamber and Committee room along with the smaller repeater screens along the Committee Room walls Skype will be available for all to use. There was discussion around the use of cameras for meetings but it was agreed to discuss this a later date. WIFI issue around having the option so that use is only possible by registering a valid email address? SG to check position and report back. HFX now installed at Exmouth. <p>Honiton:</p> <ul style="list-style-type: none"> Confirmation is needed on the location of the AV system, screens and projectors for the Council Chamber ASAP. SG taking to SMT on 1 Nov so a proposal is needed before then. 	<p style="text-align: center;">SG</p> <p style="text-align: center;">SG</p>
12.	<p>Exmouth Town Hall:</p> <ul style="list-style-type: none"> JW to take a mix of crates/boxes to staff based at Sidmouth to show them what will be available for the move to Exmouth. All crates/boxes will be labelled by JW with names and floors to ensure they are delivered to the correct floor and office. IT asked what was happening with the archives in the basement at Knowle. Most of the storage there is for Housing and Revs/Bens. It was pointed out that we do need to keep 6yrs of paperwork for Revs & Bens due to data protection. Offsite storage has been arranged for the New Year. IT said he would speak to SD about any costs related to Service Leads. CCTV – RC had received a response following his letter to Exmouth Town Council requesting they take ownership of the CCTV. It had previously been agreed that the ETC had a budget available for this and it was written into their new lease. Members have now responded saying they are not happy to sign the new lease with CCTV included. RC to write back to say that after April 2018 EDDC will no longer be responsible for the CCTV and the Town Council will need to take ownership but at the moment we are not asking them to pay anything towards it until April next year. (TW joined the meeting at this point and agreed to raise the meeting with Exmouth Members at their Group meeting that evening). New leases are in the process of being agreed for the Registry Office and Volunteers who will be moving back in January 2018. 	<p style="text-align: center;">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. 	

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	<ul style="list-style-type: none">• SMT to review purpose of Manstone and need to understand costs and operational reasons for why site needs additional funding. SA to update at next meeting.	SA
14.	Pegasus Update: <ul style="list-style-type: none">• Pegasus appeal to be on 28th November. Venue confirmed as Knowle.	
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">• 15 November 2018 at 3.00pm – Committee Room	

Minutes – AH.