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JOINT MEETING OF OFFICE RELOCATION PROJECT EXECUTIVE GROUP & OFFICER WORKING PARTY MEETING NOTES FROM 24 JANUARY 2018

Present:

Cllr Paul Diviani	PD	Leader
Cllr Ian Thomas	IT	Portfolio Holder for Finance
Cllr Ian Chubb	IC	Portfolio Holder for Corporate Services
Richard Cohen	RC	Deputy Chief Executive
Steve Pratten	SP	Relocation Manager
Simon Allchurch	SA	Project and Facilities Manager
Karen Jenkins	KJ	Strategic Lead
John Golding	JG	Strategic Lead
Henry Gordon Lennox	HGL	Strategic Lead
Simon Davey	SD	Strategic Lead
Laurence Whitlock	LW	IT Director (Strata)

		Action
1.	Apologies: Cllr Phil Twiss Andrew Hancock	
2.	Minutes of the meeting held on 15 November 2017: Minutes agreed.	
3.	Matters arising from previous minutes: See below.	
4.	<p>Project Budget Review:</p> <ul style="list-style-type: none"> • The overall Project Budget, as defined at the Council meeting on 26 April 2017, is £ 10,586,000. All relevant expenditure, including accruals, to 31 December 2018 totals £ 4,672,160. Consequently, there remains a budget balance of £5,913,840. • Following the departure of Jules Waddington Simon Allchurch has now taken over the role of Facilities Manager and will be in place until the end of the Project. It had previously been agreed that there would be a break in the project between Jan – Aug where there would be no FM in post but this this had been changed. The associated additional costs have been absorbed within the Project budget. SA will also be looking after the Manstone project and storage issues. He and SP will also be responsible for the clearing of the Knowle once the building is vacated. • Manstone Depot – the budget previously agreed for the Depot was £100,000 but following investigation works, it was found that the cost would be £138,000. This is mainly due to the extent of the foundation works that are needed due to the nature of the ground. Planning permission is now in place with a design agreed. SMT have advised that the additional sum should be adjusted against the Project contingency. • Strata had provided their costs for the installation work at Blackdown House. They have included allowance to bring in resources to make sure the project is completed on time. Experience has been gained following Exmouth Town hall refurbishment that allowance needs to be made to enable the day-to-day projects to still go ahead. SD/SP/LW to discuss further. • New Access Road – further to the additional budget agreed by Members 	<p style="text-align: center;">SP</p> <p style="text-align: center;">SD/SP /LW</p>

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	<p>last year Aecom, as the designers, have been developing the design. They have produced five options including consideration of car parking at the EDBC. SP to prepare a Cabinet Report for the March Committee outlining the Options and budget costs associated with each.</p>	SP
5.	<p>Office Relocation Project: Blackdown House:</p> <ul style="list-style-type: none"> • Contract has now been agreed and executed • The Contractor has provided the required 10% Bond • As of the 10 January the Contractor is 2.5 weeks behind – this is due to bad weather, but he is confident that works can be accelerated, and the project will still finish on time for the Contract Completion date of 15 October. Build is currently half way up the first floor with the second-floor stairs and floor planks due to be installed during February. The Contractor’s programme advises that the building will be water tight in May. • There is still an issue with the Gas main, the location of which does not accord with the advised records. The Contractor has put forward proposals that include the non-adoption of the pavement. In principal, this has been agreed with DCC. These proposals now need to be moved formally forward by the Contractor. • The issues with the existing BT cable within the site has now been resolved. • The issue with SWW over not enough capacity has been resolved. • The Contractor has said that the Fire Service will request that hydrants are within 100m from the front door of the building. The nearest hydrant is within the Exeter Road pavement and to enable access a short footpath through the adjacent hedge will need to be created. This route will need to be secured by a locked chain link gate/fence. Building Control have offered to assist the Contractor regarding the necessary liaison with the Fire Service the LPA have also been contacted to ascertain any planning requirements that may be necessary. <p>Exmouth Town Hall</p> <ul style="list-style-type: none"> • There are some snagging issues outstanding including waiting for the parts to arrive for the heating in the Chamber. • Sinks in the toilets have been changed as requested <p>Interserve:</p> <ul style="list-style-type: none"> • SP gave an update on the position with Interserve following a share price drop, although initially of some concern, their share price recovered on the same day. Interserve’s Regional Director confirmed that it was issues with their Energy Company having incurred substantial claims. SP noted that perhaps some reassurance could be taken from the fact that the Contractor’s Bank had now provided the Bond <p style="text-align: center;">SP to continue to monitor and keep the group up to date.</p>	SP
6.	<p>Project Risk Review:</p> <ul style="list-style-type: none"> • The next meeting will be held on 21 March 2018. 	

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7.	<p>Facility Management Update:</p> <ul style="list-style-type: none"> • SA said he was currently working alongside officers and Strata on the project going forward. • Work on de-commissioning the Knowle. • A review of the Project timetable to be produced for the next meeting to look at headline going forward. 	SA/SP
8.	<p>Finance Workstream matters:</p> <ul style="list-style-type: none"> • SD said one small slight risk to the budget, which was related to the new access road issue at Honiton, which could be covered off in the Cabinet report but there were no concerns in respect of the Project the contingency 	
9.	<p>HR/Internal & External communications work stream:</p> <ul style="list-style-type: none"> • Good response to the Worksmart Workshops. • Still some issues with lighting at ETH and KJ is working with managers and referring those members of staff to OH as necessary. • The lighting for Blackdown House is being looked at with different control arrangements being incorporated • In addition, consideration was being given to potentially using a different colour desk. • It was anticipated that both the lighting and desk colours should help staff who are experiencing problems with migraines • Remaining issues at ETH raised by staff are being investigated and where possible sorted. • Noise and heating problems – progress is being made to both matters systematically • It was felt that there were some good social benefits for staff and members with the new offices at Exmouth – the open plan allowed for more interaction between teams. 	
10.	<p>Legal Workstream:</p> <ul style="list-style-type: none"> • No further update. 	
11.	<p>ICT Workstreams:</p> <ul style="list-style-type: none"> • Global Desktop/Skype – going well and less faults now being recorded. • It was felt that there was no need for a Strata member of staff to be based at ETH anymore. Everything was going well, and the normal ICT clichés would be picked up by the team at Knowle. • New telephony – will be completely finished in 4 months. • Door entry at ETH – no problems recorded. • AV – Steve Roach has sent draft drawing showing screens etc. to SP. SP advised that he has asked SR to include the Reception area and to ensure the AV proposal was fully costed to ensure it was affordable. It is understood that SG will be discussing this matter further with suppliers. SP noted that the location of the AV screens was becoming urgent as ICL needed to know where to locate the power and data outlets. • LW said they are looking at placing together the 4 screens in the Chamber, which make 1 large screen. • New Intranet – progress is being made. • Out of Hours service – so far, the service has gone well. Cllr Thomas 	SR

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	raised an issue in that some emails were still not being received. LW to get Strata to investigate further.	LW
12.	<p>Exmouth Town Hall:</p> <ul style="list-style-type: none"> • Need to investigate the need for extra speakers/audio provision in the Committee Room/Council Chamber and whether it needs to be extended in to the Committee Room when being used as a public gallery. • New Leases <ul style="list-style-type: none"> ○ Volunteers have moved in. ○ Registry Office – move date to be agreed for March/April. ○ ETC – are at the final stages of signing lease and are hoping to be move in on Monday 29 Jan. 	LW/SA
13.	<p>Integration of Knowle and Manstone Depots relocation:</p> <ul style="list-style-type: none"> • Covered above in item 4. 	
14.	<p>Pegasus Update:</p> <ul style="list-style-type: none"> • Decision to allow the planning appeal has been received. • There will be an additional payment related to the S106 to come forward, which is not included in the budgets. • The contract should be finalised within the next 6 weeks with vacant possession to be agreed by the Longstop date in 2019. • Members asked about the indexation. SP is currently waiting for call back for details and will update and confirm the Index with the group at the next meeting. SD confirmed that the base price will not go down but could go up. • Discussion was had on whether we should be looking at a phased move for all departments to Blackdown House. Council business will be on going so need to ensure that plans are in place for this. Agreed to look at option of a phased move but MW said he wanted the move to go ahead by December. • SP said the Knowle would need to be empty to allow for the final clear out before VP could be achieved. 	SP
15	<p>AOB.</p> <ul style="list-style-type: none"> • Comms: need to be ready with responses following appeal decision. • SP – following the Right First Time Workshop with the Contractor where he issued a copy of the Projects Start Objectives (circulated with this agenda) are Members happy to agree and proceed. Members gave agreement to proceed. • Visits to Blackdown House during construction – the Contractor has suggested that no visits be arranged until the building has been made watertight which will be during May due to safety concerns in respect of the standing scaffolding 	
16.	<p>Date of Next Meeting:</p> <ul style="list-style-type: none"> • 21 February 2018 at 3.00pm – Committee Room 	