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JOINT MEETING OF OFFICE RELOCATION PROJECT EXECUTIVE GROUP & OFFICER WORKING PARTY MEETING NOTES FROM 21 FEBRUARY 2018

Present:

Cllr Paul Diviani	PD	Leader
Cllr Ian Thomas	IT	Portfolio Holder for Finance
Cllr Phil Twiss	PT	Deputy Leader
Mark Williams	MW	Chief Executive
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 Ian Chubb Andrew Hancock	
2.	Minutes of the meeting held on 24 January 2018: Minutes agreed.	
3.	Matters arising from previous minutes: See below.	
4.	Project Budget Review: <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 January 2018 totals £4,933,000. Consequently, there remains a budget balance of £5,653,000 • An update report in respect of the New Access Road will be presented to the March Cabinet committee. This report will identify the 5 options, budgeted costed and designed by Aecom, and include consideration for the associated parking at the EDBC. 	RC/SP
5.	Office Relocation Project: Blackdown House: <ul style="list-style-type: none"> • The contractor has confirmed that at the end of January the works were one week behind programme, although SP considers that due to ongoing bad weather that delay may be more than likely to be 2 weeks. PCC floor planks and stairs have been installed to the second floor, with the structural screed being laid next week, weather permitting. • There continues to be ongoing extensive Contract Administration, associated in the main with Interserve issuing drawings for comment. SP will continue to manage and monitor. • The site continues to be kept tidy and clean. • Members asked whether it be possible to make time up during the course of the works. SP said that it may be possible, and he had asked the Contractor to consider mitigation measures. SP confirmed that the 	SP

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	<p>target completion date remained as the contract completion date of 15 October 2018. On this basis, the date when EDDC would have fully relocated from Knowle was 21 December 2018. SP will continue to monitor progress.</p> <ul style="list-style-type: none"> Furniture orders have now been placed with Kinnarps for chairs & tables. A further order will be placed in the coming months for the remaining furniture items. SMT will be shown samples of desktop colours at their next meeting in two weeks' time. <p>Exmouth Town Hall</p> <ul style="list-style-type: none"> SP and SA have met with Interserve to review the outstanding snagging matters. The issue with the heating is down to a control on the system, which is being fixed. The ventilation on the roof has also been considered and the provision of a damper control within the ceiling is being considered. SP to provide KJ with an update in respect of matters either progressing or recently closed, so that such can be included in Mark my Words. 	<p>SP</p> <p>SA</p> <p>SP</p>
6.	<p>Project Risk Review:</p> <ul style="list-style-type: none"> The next meeting will be held on 21 March 2018. SP is continuing to monitor the Interserve's financial issues 	<p>SP</p>
7.	<p>Facility Management Update:</p> <ul style="list-style-type: none"> A Worksmart workshop has been held with Planning, Building Control and Forward Planning teams, which was well attended. A few issues were raised and these have been dealt with by officers through communications and some building design adjustments. Off-site storage project – SA / MM dealing with. It has been agreed, pending proposals from Interserve, that darker colour/speckled carpets should be fitted at Blackdown House with a different floor covering for the reception area. Members asked what would be happening with any memorabilia that was held at the Knowle. SA confirmed that a list would be updated of all items and then a decision made on how to dispose. Arrangements are in place with interested parties and PegasusLife for the tiles around the fireplaces in the Committee Room and Room 73 to be removed. We will have a 3-month period after the council vacate Knowle before Vacant Possession. During this period, Strata will strip out all IT and associated equipment which they wish to retain. In addition, the building will need to be fully cleared of redundant furniture, artefacts and stored paper / data. Consideration will be given in due course, on how disposal will be accrued out, including whether to ask third parties such as auctioneers etc. 	<p>SA/MM</p> <p>SA</p> <p>SP/SA</p>
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"> Worksmart Workshops taking place Defects lists following Workshops have been prepared and are available to review on the intranet. Matters currently being dealt with are CCTV / 	

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	<p>acoustic issues and desk width issues to one of the interview booths.</p> <ul style="list-style-type: none"> • Consultation meetings will need to take place very soon with the Cleaning staff. T Child to action. • Cllr Rixson had asked for some information regarding the specific numbers of staff now working in Exmouth (previously in Sidmouth), flexible working and those who will work in Honiton. KJ has explained the Worksmart principle to her and that the flexible working policy has been in place since 1996 and that the Worksmart principle has been agreed with Unison. Although this information was requested, it was not submitted as an FOI. It had been agreed that we ought to treat it as one. • Comms – investigate donating any proceeds from sale of furniture etc. to worthy local charities. • Time Capsule – consider marking the new Headquarters with local children collecting items to be put in a time capsule. • Once the new building is water tight then visits can be arranged for local members and local schoolchildren. 	<p>SA</p> <p>TC</p>
10.	<p>Legal Workstream:</p> <ul style="list-style-type: none"> • Pegasus still need to confirm if they are satisfied with the recent Planning Permission. 	
11.	<p>ICT Workstreams:</p> <p>Exmouth:</p> <ul style="list-style-type: none"> • All issues have been addressed and there are no outstanding problems so LW confirmed that the project would now be closed. <p>Honiton:</p> <ul style="list-style-type: none"> • Meeting held recently to look and discuss the programme of work, which will include migrating the Document centre. Budgets have been reviewed with no amendments. Monthly meetings will now take place. • It was agreed that different options would be looked at for the monitor arms for the desks at Honiton • SP/LW to meet in due course to discuss resources needed for the project at Honiton. • A programme of works needs to be produced by ICT that will identify both works whilst Interserve are on site and post practical completion. SRoach has this in hand. • AV proposals are currently moderately over budget. SMT to consider the final proposal. • The number of computers for Honiton needs to be revisited. • Door access points – drawings have been prepared and a copy has been sent to AF for comments from a Health & Safety view. SMT to consider the final proposal. • Mobile devices for Planning – LW meeting with EF to discuss. • Complaints about slowness of logging on each morning. LW has investigated and it seems that the problem has been the system trying to repackage itself on start up each day. LW confirmed that some apps would now already be loaded beforehand which should make the process faster when logging on. LW will update the Strata meeting due to take place tomorrow. • It was agreed that LW would continue to attend these meetings. 	<p>SP/LW</p> <p>SR</p> <p>Strata</p> <p>SP LW/EF</p>

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12.	Exmouth Town Hall: <ul style="list-style-type: none">• Town Council have now moved back in to the Town Hall and are understood to be happy with the new offices.• Need to investigate the use of a loudspeaker in the Committee Room when both the Council Chamber and Committee Room are in use.• Registry Office are due to move back in at the end of March – Heads of Terms have been agreed.	LW/SA
13.	Integration of Knowle and Manstone Depots relocation: <ul style="list-style-type: none">• Order for the Ground Works has been placed with a start date of 12 March – works will take between 7/8 weeks.• Registration with BT has now been completed so the ICT process can start when ready.• Regular meetings been held between SP/SA/AH/TH.• October would be the first opportunity for the depot move – no move can take place during the summer due to planting seasons etc.• A further clear out of the depot will take place and those departments who store items there will be asked to take part.	
14.	Pegasus Update: <ul style="list-style-type: none">• Meeting to take place with Pegasus now that the appeal has been allowed.	
15.	AOB. None.	
16.	Date of Next Meeting: <ul style="list-style-type: none">• 21 March 2018 at 3.00pm – Committee Room	

Minutes – AH.