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JOINT MEETING OF OFFICE RELOCATION PROJECT EXECUTIVE GROUP & OFFICER WORKING PARTY MEETING NOTES FROM 25 APRIL 2018

Present:

Cllr Paul Diviani	PD	Leader
Cllr Ian Thomas	IT	Portfolio Holder for Finance
Cllr I 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
Henry Gordon Lennox	HGL	Strategic Lead
Simon Davey	SD	Strategic Lead
Karen Jenkins	KJ	Strategic Lead

		Action
1.	Apologies: Cllr Phil Twiss Mark Williams John Golding Laurence Whitlock Andrew Hancock	
2.	Minutes of the meeting held on 21 March 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 £10.586m. All relevant expenditure, including accruals, to 31 March 2018 totals £5,486m. Consequently, there remains a budget balance of £5.100m.Four Compensation Events (variations) have been issued to date. SP reported that he is anticipating further CEs will need to be issued over the coming months to reflect further requirements.Blackdown House – following the decision by Cabinet on 7 March to go with Option 5 for the new access road, a meeting has been held with the tenants at East Devon Business Centre. Following this, a request has been made for a 2-way route through the existing EDBC car park, which will result in the loss of 8 car park spaces confined to that zone. The Tenants have confirmed they are happy with this outcome. Members gave their agreement to the new road access. Aecom currently are preparing the revised drawings and will be submitting the planning application in due course.	
5.	Office Relocation Project: Blackdown House: <ul style="list-style-type: none">Construction works are progressing well with steels providing the roof over the Chamber now being erected. The trusses to the southern wing are due to be erected next week and it is advised by the Contractor that the building will be waterproof mid-June. SP has received a copy of the	

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	<p>latest work programme from the Contractor who continues to advice of a completion date of 15 October 2018, but SP has concerns that this date may be delayed.</p> <ul style="list-style-type: none"> • It is hoped that some time will be made up in the coming months now that the evenings are lighter. Any additional working at weekends will require the agreement of the Planning Authority to extend the working hours. It was noted that once watertight the majority of “critical path works” were within the building. • SP noted that although the Contract period was for a total of 64 weeks, and further six weeks free of LADs had been agreed as part of the negotiations with the Contractor during the tender period. Interserve – there have been no reported accidents on the site since commencement. • Furniture orders for the tables and chairs have been placed. The order for the balance of other furniture will be placed shortly. • Contract admin is ongoing, but we are still experiencing some slowness of response from the Contractor • The Contractor has issued an Early Warning Notice following the bad weather in March. Further information has been requested. • Following the discovery of the mis located gas pipe by W&W, the Contractor has now finalised the necessary revised design for the retaining wall. The Contractor has previously issued an Early Warning Notice for this item, and a claim for associated costs is likely to be submitted. • Share Price – SP noted that Interserve’s share price was stable this month, although no financial package had yet been sorted. SP confirmed that his observations and discussions suggest that there are no problems on site with subcontractors or labour resources and all materials and plant are arriving as planned. 	SA/SP
6.	<p>Project Risk Review:</p> <ul style="list-style-type: none"> • Risk Register updated following last meeting in March. Currently there are 55 open risks, 2 risks were closed and 2 added to the register in the period. 	SP
7.	<p>Facilities Manager Update:</p> <ul style="list-style-type: none"> • Moving and Improving staff workshops to be held during May & June. • Member’s workshop will be held on 25 July. • Following the workshop held with the Development Management teams their feedback was fed back to the Design team and amendments have been made to reflect these comments and observations • Fit out of Blackdown House and decamping of Knowle will be take place over a 6-week period with a sequence of departments. SMT to confirm. • Clearance of Knowle items – a list has been drawn up with the Chief Executive and will be presented to SMT. • Documents/Papers files – <ul style="list-style-type: none"> ○ SA/MM have visited each department to establish how much paperwork they will have and what files we actually need to keep. These may be kept off-site with access when needed. • Strategic Leads to raise with each of their teams and confirm deadlines for clearing out offices. SMT’s position needs to be made very clear and agreed. SA to provide a summary of storage Planning/Legal/HR & 	SMT SA

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	Payroll have already started, and it is expected that GDPR will have an affect also.	
8.	<p>Finance Workstream matters:</p> <ul style="list-style-type: none"> • All finance matters covered in SP report above. • Formula for indexation still not received. SP to meet with PegasusLife to confirm in the next few weeks. • A further meeting to be arranged between PegasusLife, Town Clerk and EDDC to discuss the handover of the parkland etc. 	<p>SP RC/SP</p>
9.	<p>HR/Internal & External communications work stream:</p> <ul style="list-style-type: none"> • Telephony roll-out going well. • Skype – it is hoped that better use of Skype will be made saving on journey times to meetings for all. Strategic Leads to encourage this. • Member’s use of Skype – KJ to discuss with LW re Member/Member Group calling facilities. • Voicemail – instructions on the use of voicemail have been issued to all staff. The 1600 facility will disappear shortly. • There will be training made available for all telephony group users – these will those members of staff chosen to be the lead group user for each team. • Exmouth Town Hall: <ul style="list-style-type: none"> ○ Ceiling panels are due to be fitted in the ground floor back office to help with the issues of acoustics. ○ Lights – problems with lights causing headaches has now gone away. ○ There are different areas of the building where the lights can now be independently turned on and off by staff depending upon their needs. • Policy on Travel Plan/Flexitime/Flexible working have all been updated ready for the relocation to Honiton. KJ will be consulting with all staff individually before the move takes place. 	<p>KJ/LW SA</p>
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"> • Printers – KJ to meet with David Secombe to discuss regarding Blackdown House. • PD said he was still having trouble with email and more than often reverts back to his own email address. LW/PD to discuss separately. 	KJ
12.	<p>Exmouth Town Hall:</p> <ul style="list-style-type: none"> • Registry Office are in the process of finalising their lease and will move back in the next couple of weeks. They have already, with agreement, used the Hall for weddings and received very good feedback. 	
13.	<p>Integration of Knowle and Manstone Depots relocation:</p> <ul style="list-style-type: none"> • First phase of the construction (groundworks and concrete slab) was completed at the beginning of March. Second phase will be the fit out, supply and erection of the timber frame building with the actual move 	

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	taking place in the autumn. <ul style="list-style-type: none">• Some internal Comms needed.	
14.	Pegasus Update: <ul style="list-style-type: none">• PegasusLife are due to commence work to prepare the Gingko tree for its relocation on Monday 30 April following the licence agreement.• PegasusLife have applied of a Certificate of Immunity from Historic England. The Agency have forwarded a copy of their report for the Council to consider.	
15	AOB. <ul style="list-style-type: none">• Cllr Thomas, Diviani, Chubb and Dent confirmed as the members of the Group for the coming year.	
16.	Date of Next Meeting: <ul style="list-style-type: none">• 23 May 2018 at 3.00pm – Committee Room	

Minutes – AH.