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

Present:

Cllr Philip Skinner	PS	Deputy Leader
Cllr Paul Diviani	PD	Portfolio Holder for Strategic Development
Cllr Alan Dent	AD	Portfolio Holder for Corporate Services
Cllr Dean Barrow	DB	Portfolio Holder for Finance
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
John Golding	JG	Strategic Lead
Karen Jenkins	KJ	Strategic Lead
Laurence Whitlock	LW	Strata – IT Director

		Action
1.	Apologies: Cllr Ian Thomas Cllr Ian Chubb Mark Williams Andrew Hancock	
2.	Minutes of the meeting held on 23 May 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 including accruals to 30 June 2018 totals £6,801,547. Consequently, there remains a budget balance of £3,784,453. • The Planning application for the New Access Road has been approved. A request has been made to Interserve for a quotation for these works and it is anticipated that a cost can be agreed before the end of July. This should enable the works to be carried out during August/Sept 2018. 	
5.	Office Relocation Project: <ul style="list-style-type: none"> • Following a site meeting on 4 July 2018, the Contractor advised that the works were four weeks behind their latest programme (Rev 8.) Interserve advised that they have been reviewing their programme and they issued their Programme Rev 9 on 18 July, which advised a delay of seven weeks. SP contacted the Contractor immediately and advised them that this was unacceptable and was requested to reconsider. It is anticipated that a programme revision advising of a six-week delay will be issued shortly. SP confirmed that it was still the intention that all staff would be in Blackdown House by 28 January 2019. SP/LW to liaise over programme dates to avoid any conflict with staff and internal projects etc. 	SP/LW

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	<ul style="list-style-type: none"> • SP said the initial snagging list for ETH had been very slow in being dealt with by ICL. SP was not concerned that Blackdown House would have similar issues since this was a new build with a different much more experienced Project Manager. SP confirmed that the Clients Team would be meeting in approx. 6 weeks time to start preparation of the 12 months defects list. SP confirmed that any Liquidated and Ascertained Damages (LAD) arising from a delay would kick in on week 70. He reaffirmed that a LAD free period had been negotiated with ICL in exchange for ICL agreeing a 64-week contract period. Unless part of a claim, EDDC would not reimburse ICL for their prolongation costs between weeks 65 and 70. • The masonry works have now been completed and the envelope finishing works to the roof fenestration and associated elements has continued. The standing seam roof is almost complete, at which time the building will be more watertight. The installation of the PV to the roof has commenced and the entire roof based M&E equipment has been craned onto the roof. • The aluminium windows have been installed and glazed. The blanked louvres have been fitted and the louvres with the service connections are being made ready. Works to the front elevation glazed curtain walling is in progress. Internal works and room defining has continued on the ground and first floors. On the second floor, the double layer of plasterboard has now been tacked and taped enabling the installation of the ceiling mounted M&E to commence. • Interserve has confirmed that no reportable accidents have occurred on site since the Project commenced on 24 July 2017. • A Topping out Ceremony jointly arranged with Interserve Construction Ltd took place on 14 June 2018. • FF&E – although the orders have been placed the opportunity has been taken to review all the particulars, taking into account experience from ETH, by the end of July at which time the orders will be reaffirmed, thereby allowing before manufacture and delivery in December. A meeting is taking place with the suppliers next week. • Interserve have cleared the defects list for Exmouth Town Hall. There will be a final inspection at the end of September when the 12-month defects liability period expires. • A series of internal workshops have continued to be held advising Officers on relocation aspects associated with Blackdown House including internal layouts and furniture. Staff attendance has been good. A member’s workshop has been arranged for today before Council. • Visits to Blackdown House for Members and Officers will be arranged once general access within the building is available following the removal of scaffolding. 	
6.	<p>Project Risk Review:</p> <ul style="list-style-type: none"> • Risk Reviews have continued to be regularly carried out. The current Risk Register dated 13 July 2018 has 53 open risks comprising of 6 red risks (previously 5), 31 orange risks (previously 34) and 16 blue risks (previously 15). One existing risk was closed, and no additional risks have been added during the period. A total of 152 risks have been closed to date. 	SP

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	<ul style="list-style-type: none"> • Interserve's share price continues to be monitored but there have not been any obvious effects on site with subcontractors, suppliers, materials and plant hire etc. 	
7.	<p>Facilities Manager Update:</p> <ul style="list-style-type: none"> • Order now placed for a new lectern for public speaking. • Joinery for the reception area (self-service booths) confirmed. • Following the request to service leads on storage requirements responses have now been received: <ul style="list-style-type: none"> ▪ Elections will need some off-site storage ▪ Benefits – some benefit files will require storage for a limited time – SD felt that as this would only be needed for a year it would be beneficial to look at off site storage. SD to liaise with LJ and confirm with SA. ▪ Slight amendment needed to the rolling rack for legal files. • Agreed to put paper storage update as a regular item on the Team Brief. • Agreed to the divider screens on the lower floor being slightly higher due to the telephone use. • Pace room now agreed. • Knowle – inventory of furniture undertaken with 2600 separate items needing to be disposed of. A Report to SMT outlining various options available will be issued shortly. 	SD/LJ
8.	<p>Finance Workstream matters:</p> <ul style="list-style-type: none"> • All finance matters covered above in SP report. • SD said the recent meeting of the Capital Strategy Allocation Group were happy with the relocation report. 	
9.	<p>HR/Internal & External communications work stream:</p> <ul style="list-style-type: none"> • The Worksmart workshops for staff have been finished – there was lots of positive feedback from staff who also now felt more reassured about the move and how it would affect them. • Individual consultation meetings will be held with those members of staff who will have travel issues. • Monitor arms for ETH and Blackdown House – confirmation awaited from AS on where we are. • KJ has been updating Council policies, which have all been approved in time for the move to Blackdown House. • KJ is liaising with Unison on the Essential car allowance for staff. • Comms – it is now time for some pro-active Comms externally outlining the savings that will be made by the Council once the move is complete. SD to provide KJ with some business stats to be used. Comms will look at putting in the resident's magazine and the business new letter that is sent out to the Town and Parish Councils. • PVs on roof at Blackdown House – photo opportunity in August for the Comms team. 	SD/KJ
10.	<p>Legal Workstream:</p> <ul style="list-style-type: none"> • No further update. 	

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11.	<p>ICT Workstreams:</p> <ul style="list-style-type: none"> • LW confirmed that the Strata programme was all on track. • Now a confirmed date was known resource could be put in place although it was felt that due to Christmas this could be a challenge. One option will be to bring in an outside source to cover at weekends to ensure the timetable is met. • Following the placing of the order with Virgin installation is taking place. • AV specification now agreed. • Chamber view – previously agreed that we would go with the Herringbone table layout but this will be reviewed at the Members presentation later today. • Reception area – 2 screens to be fitted with the final position to still be agreed. • Room booking system will be fitted outside each of the meeting rooms. • EE is the chosen provider for East Devon – they are providing a good service now with good coverage. 	
12.	<p>Exmouth Town Hall:</p> <ul style="list-style-type: none"> • Completion of the defects list at ETH. • Tenants Forum to be held in September. • AV in Council chamber – now being used successfully with no concerns from the Town Council. 	
13.	<p>Integration of Knowle and Manstone Depots relocation:</p> <ul style="list-style-type: none"> • The superstructure works for the new facilities at Manstone Depot, which will enable the Knowle Depot to be relocated, has been completed. The associated internal works are now underway, and works will be completed by Oct 2018. • Building Control inspection confirmed no issues with the build. • Streetscene will complete the move themselves by the end of Oct. Liaise with Comms. There are boards up now with information on them for staff and visits are being made. The physical move will be quite tight, will be using own staff and the property maintenance technicians will also be available to help. ICT will move all equipment. THarris sending out messages to staff to keep them updated. 	
14.	<p>Pegasus Update:</p> <ul style="list-style-type: none"> • Liaison with PegasusLife has continued. An overall draft licence has been prepared and agreed between the parties. Regular monthly meetings have been arranged through to the anticipated target Vacant Possession date next year. A copy of their Development Programme has also been received. • Issue has arisen with the Bats, which may require some further survey work to be undertaken. As long as we get the relevant notice then this will be okay. • It has been confirmed that the ground investigation works are not now needed. • Gingko Tree – a leak has appeared in the hose attached to the mechanical system which. Pegasus are aware, and the leak is due to be fixed. 	

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15.	AOB: <ul style="list-style-type: none">• County Pre-app application for flood Bund - construction of bund in Knowle Park needs checking. Meeting to be arranged with RC/SP/TC/NC/CR.• Plaque proposal – a request has come in from SVA to erect a plaque at the bottom of the parkland recording the history of the site. Wording to be agreed with Pegasus and Town Council but noting to take place until EDDC have left the site.• ETH – query over any additional AV equipment needed for the Chamber at Blackdown House. HGL said this had already been scoped and 60 Bosh units would be relocated to Blackdown. SP/HGL to discuss further.	AMH SP/HGL
16.	Date of Next Meeting: <ul style="list-style-type: none">• 22 August at 3.00pm – Committee Room	

Minutes – AH.