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JOINT MEETING OF OFFICE RELOCATION PROJECT EXECUTIVE GROUP & OFFICER WORKING PARTY MEETING NOTES FROM WEDNESDAY 22 AUGUST 2018

Present:

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
John Golding	JG	Strategic Lead

		Action
1.	<p>Apologies: Cllr Ian Thomas Cllr Ian Chubb Mark Williams Andrew Hancock Simon Davey Karen Jenkins Lawrence Whitlock</p>	
2.	<p>Minutes of the meeting held on 25 July 2018: Minutes agreed.</p>	
3.	<p>Matters arising from previous minutes: See below.</p>	
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 July 2018 totals £7,157,795. This leaves a balance from the overall Project Budget of £3,428,205. This balance includes for both the respective Project Construction Costs and as a separate specific element, Client Costs. 	
5.	<p>Office Relocation Project:</p> <ul style="list-style-type: none"> On 27 July 2018, ICL issued their Programme Rev 9A. This advised of a 6-day delay due to the inclement weather in March and the balance of time being attributable to Interserve. The Programme now shows a revised completion date of 23 November 2018. SP accepted the revised programme. At the Site Progress meeting on 1 August 2018 the Contractor, reporting against Programme Rev 9A advised that there were no delays. Interserve are now preparing a further revision to their programme, which will incorporate the works to the New Access Road. It is understood that their key milestone dates advised within their Programme Nr 9A will continue to prevail. In the past month, the gable ends, and roofing works have been completed. The associated flashings, fascias, soffits and rainwater goods are currently being progressed. M&E Plant has been installed 	

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	<p>on the flat roof and the PV installation to the southern pitched roof has been completed.</p> <ul style="list-style-type: none"> • Windows and curtain walling have been installed to all areas, with one window on each floor being left out for temporary works access. • The first fix M&E installation is now almost complete on the ground and first floors. The partitions and plaster boarding have also progressed on both floors with some walls now having received the first coats of paint. • On the second floor the soffit mounted M&E is progressing satisfactorily. The birdcage and other scaffolding have been removed from the Chamber, allowing the perimeter stud walls to progress. • Following planning approval, satisfactory prices has been received from the Contractor for the New Access Road through the EDBC site. The contractor has been instructed and the works commenced. These works are due to be completed by 5 September 2018. There has been no issues raised by the tenants of the Business Centre during the works so far. Once works are completed then liaison will occur with Comms for press release/photo opportunity. • Interserve have confirmed that no reportable accidents have occurred on site since the Project commenced. • Discussions regarding the incorporation of a Time Capsule within the external works are ongoing with Interserve. It is anticipated that local primary schools will be involved and potentially a ceremony could be incorporated into a formal handover of the building. • Interserve have completed their defects correction works at Exmouth Town Hall. Any subsequent maintenance matters are referred to Interserve’s aftercare service which to date have reacted satisfactorily. The twelve months defects liability period expires at the end of September 2018. • Liaison with PegasusLife has continued with regular monthly meetings arranged through to the anticipated target Vacant Possession date next year. A copy of their updated Development Programme has also been received. • It is anticipated that Members and Senior Officers will visit Blackdown House on 26 September 2018 following the Joint Cabinet and SMT + meeting at the EDBC that day. • Strata have provided a Project Highlight Report for the period July 2018. This report confirms that the Strata completion date for Blackdown House is 5 December 2018, whilst the date remains in advance of the anticipated occupation date it is anticipated that this date is based upon the contract completion date of 15 October 2018. Following the issue and acceptance of Programme Rev 9A, that date is now 23 November 2018. It is anticipated that Strata will provide an updated programme to reflect the revised completion dated within their next report. 	
6.	<p>Project Risk Review:</p> <ul style="list-style-type: none"> • Risk Reviews has continued to be regularly carried out. The current Risk Register is Rev AW (Rev 0) dated 20 August 2j018 which confirmed 49 Open Risks (previously 53) comprising of; <ul style="list-style-type: none"> ○ 5 Red Risks (previously 6), ○ 29 Orange Risks (31), 	

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	<ul style="list-style-type: none"> ○ 14 Blue Risks (16). ● Four existing Risks were closed, and no additional risks have been added during the period. A total of 156 risks have been closed to date. ● Red Risks – Project budgets and the new road works and due to possible concerns raised by tenants at the Business Centre will stay in the Red Risk. ● Need to consider the risk of any additional/unplanned maintenance works at Knowle. Managers to be reminded that they should let SA know of any intention to relocate to different offices while still based in Sidmouth. ● 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"> ● The review of FF&E has continued, with meetings being held with both suppliers. A confirmation from one of the suppliers is awaited otherwise the reviews have been concluded and the orders frozen. ● SA is producing a 6-week fit out programme. ● Front reception desk now agreed including change to the wood to be used. ● The planned booths will be fitted before handover. SA to work with the Contractors on this. ● Knowle – paper storage. SA to take a report to SMT in September giving an update. A very small area of off-site requirement is needed. All departments have made great efforts in reducing paperwork and are still continuing to do so. 	SA
8.	<p>Finance Workstream matters:</p> <ul style="list-style-type: none"> ● All finance matters covered above in SP report. 	
9.	<p>HR/Internal & External communications work stream:</p> <ul style="list-style-type: none"> ● KJ has asked managers to look at refreshing staff numbers in the Worksmart Data ready for the move. ● Need to start looking at opportunities for photos, press release etc. Improvements to car park, member visit and school visit. 	
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"> ● Programme needs to be updated to take account of 6-week delay. ● AV issues now sorted. ● Inventory of all ICT equipment currently being used at Knowle to be provided. ● SP said he still needed sight of the ICT budget. ● Voting/queuing system – still need confirmation as to whether this will be incorporated in the relocation budget. Need to discuss at next available SMT. ● Disaster Recovery – back-up generator will be moved to new building. 	LW / AS

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	<p>With the new Strata global, this also means that we have other sites available to us to work from.</p> <ul style="list-style-type: none"> • Fire Safety etc. – AF is currently looking at the proposed fire plan and once scaffolding is removed then this will be completed and put in place. 	
12.	<p>Exmouth Town Hall:</p> <ul style="list-style-type: none"> • It had been reported that two toilets were not working again. • SA will be handing over the running and maintenance of ETH to CW (Property Services) after 27 September. Rod Brooks will be the Facility Manager for ETH and Blackdown House. • All Tenants have now returned to the Town Hall with no issues raised. • The issue with the loudspeakers and acoustics is still being looked at. 	
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 with electrical and plumbing due to commence during August. Alarm systems and ICT to do – small issue with BT and an overhead pole being erected. Order has been placed with BT but needs chasing up. The target date for the decanting of staff to the completed new facilities is October 2018. 	
14.	<p>Pegasus Update:</p> <ul style="list-style-type: none"> • PegasusLife will carry out additional non-invasive investigations and survey at Knowle during the coming months including a bat dusk to dawn survey and inspection of several trees. 	
15.	<p>AOB:</p> <ul style="list-style-type: none"> • DCC application for Flood Relief – DDC have had a pre-app for the proposed flood defence works at Knowle, which would be situated in the arena area. This is a project where DCC are working alongside SWW. There could be some significant impacts for PegasusLife and Sidmouth Town Council and possibly EDDC as the landowner. Officers to meet to discuss and decide what further action is needed. • Future meetings to be put in the diary through to June 2019. • SMT + and Cabinet members are meeting at the EDBC on 26 September – this will be followed by a member visit to Blackdown House. • A member visit to be arranged closer to the moving date showing them where meeting rooms/chamber etc. are and facilities available to them. 	
16.	<p>Date of Next Meeting:</p> <ul style="list-style-type: none"> • Wednesday 3rd October at 3.00pm – EDDC Committee Room 	

Minutes – AH.