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### JOINT MEETING OF OFFICE RELOCATION PROJECT EXECUTIVE GROUP & OFFICER WORKING PARTY MEETING NOTES FROM WEDNESDAY 31 OCTOBER 2018

Present:

Cllr Ian Thomas	IT	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
Simon Davey	SD	Strategic Lead
Henry Gordon Lennox	HGL	Strategic Lead
Karen Jenkins	KJ	Strategic Lead
Laurence Whitlock	LW	IT Director (Strata)

		Action
1.	<b>Apologies:</b> Mark Williams John Golding Andrew Hancock	
2.	<b>Minutes of the meeting held on 3 October 2018:</b> Minutes agreed.	
3.	<b>Matters arising from previous minutes:</b> See below.	
4.	<b>Project Budget Review:</b> <ul style="list-style-type: none"> <li>• The overall Project Budget, as defined at the Council meeting on 26 April 2017, is £10,586,000. All relevant expenditure, including accruals to 30 September 2018 totals £8,411,952. This leaves a balance from the overall Project Budget of £2,174,048. Contingency budget will continue to be monitored by SP.</li> <li>• The new link road and car park works have now been included.</li> </ul>	
5.	<b>Office Relocation Project:</b> <ul style="list-style-type: none"> <li>• Interserve have now confirmed that the project has been delayed as a result of the provision of the patters supports for the AV repeater screens within the Chamber and the failure by EDDC's Electricity Provider to install the electric meter on 7 September. Interserve are still to provide a detailed programme confirming the effect of the delay upon the critical path as well as full descriptive narrative, The Contractor has issued Programme 11 which has reaffirmed their estimated forecast completion date was 21 December 2018. Further, whilst the building is advised as being complete by this date, there will be works to carry out to the upper car park, which will involve a small office set up on the lower car park, that will be positioned next to the smoking shelter.</li> <li>• ICL have submitted an Early Warning Notice in respect of supports for the patters and a Compensation Event Notification for the supply of the electric meter. A request for further information on both matters has been issued by SP.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• As a result of this further delay to the contract completion date, the Council's Fit out Programme has been revised and will have implications for EDDC/Strata and associated suppliers. The key milestone date for the Council being open for Business at Blackdown House is confirmed as being 11 February 2019. EDDC will continue to relocate in three tranches over the weekends immediately prior to this date (26/27 Jan 2/3 Feb and 9/10 Feb).</li> <li>• In the past month the roof plant screens have been installed, most of the external doors and windows have been fitted, second fix generally are well underway with suspended ceiling grids installed on the ground &amp; first floors and floor laying works have commenced.</li> <li>• The Generator slab is now in place ready for the generated to be moved across from Knowle. The Bin Store slab and Cycle racks are also now in place.</li> <li>• Interserve have confirmed that there were no reportable accidents on site since the project commenced in July 2017.</li> <li>• Discussions regarding the Time Capsule are ongoing. Comms to approach schools to be involved.</li> <li>• The 12 months defects certificate for Exmouth Town Hall has been issued and the Contractors proposals including programming details for the necessary remedial works are awaited to ensure any disruption to the occupants of the building will be minimal or mitigated.</li> </ul>	
6.	<p><b>Project Risk Review:</b></p> <ul style="list-style-type: none"> <li>• Risk Reviews have continued to be regularly carried out. The current Risk Register is Rev AY (Rev 0) dated 23 October 2018, which confirms 47 Open Risks (previously 47) comprising of; <ul style="list-style-type: none"> <li>○ 5 Red Risks (previously 5)</li> <li>○ 30 Orange Risks (previously 30)</li> <li>○ 12 Blue Risks (12)</li> </ul> </li> <li>• One existing risk was closed, and an additional risk has been added during the period. A total of 160 risks have been closed to date.</li> <li>• A concern was raised about Red Risk 81 (ICT Failure) and it was felt that a completion date was needed from Strata with the need for any assistance to be flagged up now.</li> <li>• Interserve's share price continues to be monitored but as previously, there does not appear to be any detrimental effects on site such as loss of subcontractors or the lack of plant and materials. SP to continue to monitor.</li> </ul>	<b>Strata</b>
7.	<p><b>Facilities Manager Update:</b></p> <ul style="list-style-type: none"> <li>• Off-site storage – storage will be needed for archive filing that Elections and Revs &amp; Bens need to keep for a set period. SA has looked at some storage facility options, but further discussions need to be held before any agreement is made.</li> <li>• Following the agreement of SMT the chosen contractor for the removals from Knowle will be Pickfords and SA has placed the necessary Order with them.</li> </ul>	<b>SA</b>
8.	<p><b>Finance Workstream matters:</b></p> <ul style="list-style-type: none"> <li>• All finance matters covered above in SP report.</li> </ul>	

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9.	<p><b>HR/Internal &amp; External communications work stream:</b></p> <ul style="list-style-type: none"> <li>• Training programmes are being set up for all staff to attend in relation to Health &amp; Safety.</li> <li>• The trialling of monitor arms is nearing an end – currently 2 options being looked at with the Strata option currently coming out at the favourite with staff.</li> <li>• New Key Fobs will be issued to staff and Members, which will give entry to both Blackdown House and ETH. Members asked if the same data would be monitored for Members as is for staff.</li> </ul>	
10.	<p><b>Legal Workstream:</b></p> <ul style="list-style-type: none"> <li>• No further update.</li> </ul>	
11.	<p><b>ICT Workstreams:</b></p> <ul style="list-style-type: none"> <li>• SP updated the meeting about an issue that had arisen in the last couple of days with Virgin Media/BT/Openreach. It appears that a 3-way traffic management is required to complete the cabling work but due to the lateness of them submitting plans to DCC, it is unlikely that a licence will be issued before 21 December. AS (Strata) has confirmed that other options are being looked into and a further meeting is due to take place tomorrow (1 Nov) to discuss. SP to provide Cllr Thomas with a briefing note.</li> <li>• AV – the order has been placed and advice re the commence date is expected shortly.</li> <li>• HFX has experienced a few problems with elements of their works installed by Interserve but it is understood these have been resolved.</li> <li>• ICT Equipment Options / Audit on existing equipment SMT have signed off the recent Strata ICT Equipment Options and associated Audit.</li> <li>• Strata have confirmed they currently have sufficient resources to complete the fit-out aspect of the project on time.</li> <li>• ICT budget still on track.</li> </ul>	<b>SP</b>
12.	<p><b>Exmouth Town Hall:</b></p> <ul style="list-style-type: none"> <li>• The 12 months defects certificate has been issued and once any remedial works are completed then items to be removed from agenda.</li> </ul>	
13.	<p><b>Integration of Knowle and Manstone Depots relocation:</b></p> <ul style="list-style-type: none"> <li>• The new building is now complete, and the physical move will take place on 22 November. There have been some issues with BT, but the infrastructure is now in place and we are just waiting for the connection. Street Scene are now in possession of the building. The Project came in on budget.</li> </ul>	
14.	<p><b>Pegasus Update:</b></p> <ul style="list-style-type: none"> <li>• Pegasus have informed SP that following the Bat Surveys it appears that the extent of the roost is a little larger than originally anticipated. As a consequence, it is understood they are reconsidering the design to Building B to ensure the bats are correctly safeguarded and it is also understood that demolition works may be delayed, although the Developer's confirmation is awaited. As a consequence, the proposed DCC works to the attenuation pond may have been completed before</li> </ul>	

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	<p>Pegasus commence their works on site.</p> <ul style="list-style-type: none"><li>• Following the recent meeting with DCC on the flood prevention works RC wrote to them seeking options on different designs and a response is awaited. RC confirmed that before any works could commence on site, EDDC as the landowner and District Council would need to be consulted. The Town Council would also wish to be consulted before any works started, as it is understood they had hoped to plan for uses of the arena area once the building had been vacated.</li></ul>	
15.	<p><b>AOB:</b></p> <ul style="list-style-type: none"><li>• None.</li></ul>	
16.	<p><b>Date of Next Meeting:</b></p> <ul style="list-style-type: none"><li>• Wednesday 28 November 2018 at 3.00pm – EDDC Committee Room</li></ul>	

Minutes – AH.