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JOINT MEETING OF OFFICE RELOCATION PROJECT EXECUTIVE GROUP & OFFICER WORKING PARTY MEETING NOTES FROM WEDNESDAY 28 NOVEMBER 2018

Present:

Cllr Ian Thomas	IT	Leader
Cllr Paul Diviani	PD	Portfolio Holder for Strategic Development
Cllr Ian Chubb	IC	Portfolio Holder for Transformation
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
John Golding	JG	Strategic Lead
Henry Gordon Lennox	HGL	Strategic Lead
Laurence Whitlock	LW	IT Director (Strata)

		Action
1.	<p>Apologies: Mark Williams Karen Jenkins Andrew Hancock</p>	
2.	<p>Minutes of the meeting held on 31 October 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 October 2018 totals £8,710,436. This leaves a balance from the overall Project Budget of £1,875,564. This balance includes for both the respective Project Construction Costs and, as a separately specific element, client costs. 	
5.	<p>Office Relocation Project:</p> <ul style="list-style-type: none"> • Contractors Programme Rev 11 was formally accepted on 9 November 2018 and confirms a Completion Date of 21 December 2018. • The Key milestone date for the Council being Open for Business at the Blackdown House is confirmed as being 11 February 2019. • In the past month, the external works have progressed with the focus on the south and east sides of the building. The retaining wall has been completed, allowing the a/c chiller units and emergency generator to be installed. The new cycle hoops and foundations for the bin store have also been completed. All incoming utility services have also been installed. Hard landscaping to the eastern side of the building has been completed. The remaining doors and glazing have been fitted. • The new link road has been fully completed with the incorporation of the street lighting heads before the clock change at the end of October. 	

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	<ul style="list-style-type: none"> • Internally the dry lining has been completed with almost all the suspended ceiling grids being installed other than within the Chamber and associated areas. The second fix M&E is almost complete with testing and commissioning under way. Mains power and lighting are on. The main lighting is now commissioned and providing sufficient lux levels to allow snagging works and decorating to proceed. Preparation of the floor preparation work on all floors is almost completed. • In the Chamber the AV supports, associated pattrass timbers and the full height glazed screens have been installed. • The matter of the ICL claims for delay and associated costs in respect of the provision of the pattrass 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 has continued. Requests to the Contractor for Further and Better Particulars has only been partially successful, and the information received is considered generally inadequate and insufficient. As a result, the RM, together with Aecom's Cost Consultant will now carry out appraisal of both matters. • The issue associated with Virgin Media/Open Reach is still to be finalised. Detailed discussions are ongoing at the highest level to ensure a satisfactory internet connection is provided. • The Contractor has carried out an air permeability test that has provided a result of 4.48m³/m².h. This is significantly higher than the required 3.00m³/m².h. An early warning notice has been issued seeking the Contractor's proposals for remedying this matter. • Interserve have confirmed that there have been no reportable accidents on site since the project commenced on 24 July 2017. • Discussions regarding the incorporation of a Time Capsule within the external works are ongoing with Interserve. A short 60-second time-lapse film of the construction of Blackdown House has been prepared and circulated to this group. It was felt that 60 seconds was too quick and that 3 mins would be more acceptable. SP to action. 	SP
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 is Rev AZ dated 22 November 2018 which confirms 47 Open Risks (previously 47), comprising of; <ul style="list-style-type: none"> ○ 3 Red Risks (previously 5) ○ 33 Orange Risk (30) ○ 11 Blue Risks (12) • One existing Risk was closed, and an additional risk has been added during the period. A total of 161 risks have been closed to date. 	
7.	<p>Facilities Manager Update:</p> <ul style="list-style-type: none"> • Final details of the revised Fit Out Programme are being concluded, with inputs being finalised for EDDC, associated suppliers including for furniture, fittings and equipment, Strata and their subcontractors and suppliers. Removal Company (Pickfords) has been booked and the off-site storage is now in place. 	
8.	<p>Finance Workstream matters:</p> <ul style="list-style-type: none"> • All finance matters covered above in SP report. 	

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9.	<p>HR/Internal & External communications work stream:</p> <ul style="list-style-type: none"> • Staff Awareness seminars have taken place. • Green Travel Plan agreed by SMT. • Car Sharing/electric car points will be introduced as a phased rollout. • Car Park at Blackdown House – it was suggested that the car parking order be introduced which will give overall control to EDDC. • Members asked whether the provision of a mini bus had been discussed for those who consider traveling by train. This would be looked at again later and once full use of Blackdown House was in place. 	
10.	<p>Legal Workstream:</p> <ul style="list-style-type: none"> • Transfer documents being worked on with a view to completing following our departure. • The owners of the Lodge at the entrance to Knowle have written to Cllr Gardner and other members expressing concerns about their access during the construction works. RC confirmed that following the upcoming meeting with Pegasus a reply would be prepared. • The main driveway will be closed at some point during the construction works but a decision as where on the drive and when has yet to be agreed. 	RC
11.	<p>ICT Workstreams:</p> <ul style="list-style-type: none"> • LW gave an update on the current position with Virgin Media & Openreach. There is still concern on the source location of the fibre and the delivery of the capacity to the new building. It seems that some of the delay has been down to Openreach being unable to use the current traffic order and new one not been in place in time. • LW confirmed he was also investigating the options of broadband being installed into each floor at Blackdown House however there are concerns about the capacity that this will offer but he will arrange for speed tests to be carried out also. • LW confirmed the rest of the Project was on track. Regular weekly meetings are taking place. • Monitor arms have been ordered and all kits are in the process of being put together. • Extra resource has been arranged also for the proposed moving weekends to set up kits etc. • Agreed that RC will write to our local MPs to gain support in approaching Virgin Media/Openreach to get clarification on an agreed date. • LW was hoping to arrange a site meeting with both Virgin Media and Openreach ASAP. 	RC
12.	<p>Exmouth Town Hall:</p> <ul style="list-style-type: none"> • 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. • CW/AF will be visiting the Town Hall and looking at the positions of the Beacons following concerns raised by staff. 	

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	<ul style="list-style-type: none">• The Housing Scanning Staff will be moving over during December.	
13.	Integration of Knowle and Manstone Depots relocation: <ul style="list-style-type: none">• The new Manstone Depot office has been successfully completed with occupation now planned for early December following the incorporation of Broadband to the building.	
14.	Pegasus Update: <ul style="list-style-type: none">• Regular monthly meetings continue to be held and are arranged through to the anticipated target Vacant Possession date next year.• A meeting with DCC to discuss the proposed Flood Attenuation proposals has been arranged and PegasusLife and Sidmouth Town Council have confirmed they will attend.	
15.	AOB: <ul style="list-style-type: none">• Flood Attenuation Scheme – DCC confirmed that they had not yet applied for any planning permission.	
16.	Date of Next Meeting: <ul style="list-style-type: none">• Wednesday 23 January 2019 at 3.00pm – Blackdown House	

Minutes – AH.