

## CONFIDENTIAL – Legally privileged

### JOINT MEETING OF OFFICE RELOCATION PROJECT EXECUTIVE GROUP & OFFICER WORKING PARTY MEETING NOTES FROM WEDNESDAY 20 FEBRUARY 2019

Present:

Cllr Paul Diviani	PD	Portfolio Holder for Strategic Development
Cllr Ian Chubb	IC	Portfolio Holder for Transformation
Cllr Dean Barrow	DB	Portfolio Holder for Finance
Richard Cohen	RC	Deputy Chief Executive
Steve Pratten	SP	Relocation Manager
Simon Davey	SD	Strategic Lead
Karen Jenkins	KJ	Strategic Lead
John Golding	JG	Strategic Lead
Simon Allchurch	SA	Project & Facilities Manager
Laurence Whitlock	LW	IT Director (Strata)

		Action
1.	<p><b>Apologies:</b> Cllr Ian Thomas Cllr Alan Dent Henry Gordon Lennox Andrew Hancock</p>	
2.	<p><b>Minutes of the meeting held on 28 November 2018:</b> Minutes agreed.</p>	
3.	<p><b>Matters arising from previous minutes:</b> See below.</p>	
4.	<p><b>Project Budget Review:</b></p> <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 31 January 2019 totals £9,297,754. This leaves a balance from the overall Project Budget of £1,288,246 with some final invoices to be submitted. This balance includes for both the respective Project Construction Costs and, as a separately specific element, Client Costs.</li> <li>• Landscape Budget – AH has confirmed that he would have £2k available towards the landscape budget. It was also agreed to look at whether there was any budget still available from the Manstone project to put towards this.</li> </ul>	
5.	<p><b>Office Relocation Project:</b></p> <ul style="list-style-type: none"> <li>• Following the issue of the completion Certificate dated 4 January Interserve Construction Ltd has continued undertaking the external works. The Contractor was asked to complete all outstanding work before 24 January immediately prior to the first move, but failed to do so. It is understood that this may now occur on or about 25 February. SP is meeting the novated team on 22 February to look at any snagging issues.</li> <li>• It is known that the adopted footpath works along Border Road will not be included in this handover as there are issues with WPD and SSE installing the associated streetlamps. Pressure has been applied for an early resolution of this matter, although no firm dates have yet been advised.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Following handover, the building has been fitted out with new furniture, fixtures and equipment. Strata has also installed new computer equipment and additional printers have been installed. It can be reported that these works have proceeded satisfactorily with minimal issues.</li> <li>• There were issues with Virgin Media’s provision of the new 1GB and for resilience 100mb internet connections. These issues have now all been satisfactorily resolved.</li> <li>• The ongoing matter of the agreement of the Contractor’s Final Account is ongoing, with a target date of the second week of March identified.</li> <li>• Interserve have confirmed that there were no reportable accidents on site since the Project commenced on 24 July 2017.</li> <li>• Final arrangements are underway for the incorporation of time capsules in the external works together with the formal opening of Blackdown House on 27 February 2019.</li> <li>• The 12 Months Defects Certificate for Exmouth Town Hall has been issued and the Contractor has advised that remedials have been completed with the exception of required remedial works to the kitchen worktops. These works should be completed before the end of February 2019.</li> <li>• It is understood that the Gingko tree will now be moved by PegasusLife during November 2019, and not March as had been originally anticipated.</li> <li>• SP continues to monitor Interserve’s share price.</li> <li>• It has been agreed to erect speed bumps at the EDBC following an issue with people speeding through the car park.</li> <li>• Some tweaks and minor changes to the Building needed. Blinds to be fitted in the gallery chamber and at reception.</li> <li>• We are still experiencing problems with the main doors – SP will continue to monitor.</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 AAA(Rev 1) dated 17 February which confirms 14 Open Risks (previously 47) comprising of: <ul style="list-style-type: none"> <li>○ 0 Red Risks (previously 3)</li> <li>○ 9 Orange Risks (33)</li> <li>○ 5 Blue Risks (11).</li> </ul> </li> <li>• 33 existing risks were closed and no additional risks have been added during the period. A total of 193 risks have been closed to date.</li> </ul>	
7.	<p><b>Facilities Manager Update:</b></p> <ul style="list-style-type: none"> <li>• Clearance of Knowle is underway. Large amounts of confidential waste is being removed. SA is in the process of closing down all contracts associated with the Knowle.</li> <li>• Staff with successful bids on items will be contacted to arrange collection.</li> <li>• Town/Parish Councils in the District to be asked if they require any furniture items. They will be asked to make a donation to the Chairman’s Civic Fund, which this year is, supporting Headway and the Air Ambulance.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• It is intended that the physical removal of items from Knowle will be completed by middle of March. This will leave just the recyclable waste, which is due to be removed before Easter.</li> <li>• Strata – Bob Harvey is currently working over at the Knowle on archiving.</li> <li>• Strata still have a room with PCs &amp; printers in. LW confirmed that some of the team were over these next week and would be going through the remaining items sorting for disposal etc.</li> <li>• RC confirmed that members were happy with his recent report to Scrutiny of the sale of Knowle items. Members asked that they be kept informed. RC will update SMT.</li> <li>• SA confirmed that ETC had been over and collected the large table in the Members area.</li> <li>• BH – small list of snagging issues with furniture. <ul style="list-style-type: none"> <li>○ Couple of small tables to be replaced</li> <li>○ Final lockers to arrive on Friday.</li> </ul> </li> <li>• The relocation of staff from Knowle to BH during the 3 phases went well.</li> <li>• Some feedback coming through the Facilities in-box which Property Services are working through.</li> </ul>	
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>	
9.	<p><b>HR/Internal &amp; External communications work stream:</b></p> <ul style="list-style-type: none"> <li>• First Staff Workshop has been held and we are picking up on the actions that need to be dealt with. <ul style="list-style-type: none"> <li>○ Good feedback from staff with lots of positive comments.</li> <li>○ Praise received for the work undertaken by SA and Strata during the move.</li> <li>○ Car parking – SMT are looking at maximising the space we have.</li> <li>○ Plants – KJ agreed that it was ok for staff to have a small plant in the office.</li> <li>○ Some of the ICT systems running slow – Strata to investigate.</li> <li>○ Acoustic panel to be erected in the planning floor. SP to discuss with EF (request for Planning Support Offices).</li> <li>○ 3 more Workshop sessions booked for staff to attend.</li> </ul> </li> <li>• Meeting rooms working well and breakout spaces are being used regularly.</li> <li>• No complaints re desks etc. but managers will be expected to take the lead if any do arise.</li> <li>• When large council meetings are to take place in the Chamber it has been agreed that the Members area will be increased (open up both the Yarty and Tale Rooms).</li> </ul>	
10.	<p><b>Legal Workstream:</b></p> <ul style="list-style-type: none"> <li>• No Legal update.</li> </ul>	
11.	<p><b>ICT Workstreams:</b></p> <ul style="list-style-type: none"> <li>• Projector has now been replaced in the Chamber.</li> <li>• LW confirmed that a 01404 number had now obtained so the new main</li> </ul>	

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	<p>BH number would be 01404 515616. This would be the main reception number only and all 01395 direct numbers will stay unchanged.</p> <ul style="list-style-type: none"><li>• There were some audio and visual issues at the SPC meeting in the Chamber. LW was investigating and confirmed that he would have Strata staff available for the first full Council meeting which was due to be held on 27 Feb.</li></ul>	
12.	<p><b>Exmouth Town Hall:</b></p> <ul style="list-style-type: none"><li>• Item to be removed from future agendas.</li></ul>	
13.	<p><b>Integration of Knowle and Manstone Depots relocation:</b></p> <ul style="list-style-type: none"><li>• Item to be removed from future agendas.</li></ul>	
14.	<p><b>Pegasus Update:</b></p> <ul style="list-style-type: none"><li>• Liaison with PegasusLife's PM (Aecom) have continued. Ecologists will be revisiting Knowle to monitor the hibernating/roosting bats.</li><li>• It is understood that PegasusLife have now instructed their Structural Engineer, Hydrock to liaise with DCC and their consultants Jacobs regarding the Knowle flood attenuation proposals.</li><li>• Security arrangements: Intruder alarm is set and Tarmar visit the site nightly. Bollards have been placed on the 2 top car parks to stop anyone using them. The bottom car park is still used for the park and walk at weekends.</li></ul>	
15.	<p><b>AOB:</b></p> <ul style="list-style-type: none"><li>• Knowle Parkland – RC confirmed that the position with regards to the maintenance of the parkland was we will still maintain at the moment but have offered to maintain it for 2yrs once STC take it over.</li></ul>	
16.	<p><b>Date of Next Meeting:</b></p> <ul style="list-style-type: none"><li>• Wednesday 20 March 2019 at 3.00pm – Blackdown House (Yarty Meeting Room)</li><li>• Wednesday 17 April 2019 at 3.00pm – Blackdown House (Tale Meeting Room)</li></ul>	

Minutes – AMH.