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

Present:

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

		Action
1.	Apologies: Cllr Alan Dent John Golding Simon Allchurch Andrew Hancock	
2.	Minutes of the meeting held on 20 February 2019: Item 15 amended and 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 expenditure, including accruals to 28 February 2019 totals £9,457,989. This leaves a balance from the overall Project Budget of £1,128,011, this balance includes for both the respective Project Construction Costs and as a separately specific element, Client Costs. <i>(Note this detailed information was advised post meeting)</i> • LW confirmed that all the BT / Virgin Media install charges had been invoiced and paid. He also noted that the overall cost of the IT installation was less than the original budget allowance. SP confirmed that this balance would be added to the contingency fund. SP asked LW to let him have as much information as possible on the matter of the BT / Virgin Media elements which he would need to include in his final report to be presented in June. 	SP/LW
5.	Office Relocation Project: <ul style="list-style-type: none"> • Following the issue of the Completion Certificate dated 4 January 2019 Interserve has continued their completion of the external works making good of identified defects and associated remedial works. Whilst the Contractor was asked to complete all outstanding works before 24 January 2019 immediately prior to the first move he has failed to do so. The contractor has advised of further completion dates, all of which have not been achieved. This has been both disappointing and 	

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	<p>frustrating. As a result, at the start of March, the RM prepared a detailed list of all defects and outstanding works, including the adopted pavement works along Border Road. A formal Defects Notification Notice was prepared and issued under PMC 89 on 6 March 2019.</p> <ul style="list-style-type: none"> • Further, the prepared list was then evaluated by the Cost Consultant and as a result, a modest negative valuation was certified. The Valuation Certificate was issued to the Contractor along with the advice that in the expectation that all matters advised within the Defects Notification will be completely and satisfactorily remedied within the prescribed periods as identified within the contract, the Employer would not be issuing an invoice for the identified negative sum. • Following a meeting with ICL’s Senior Project Manager, we have now been advised that all outstanding works and remedials will be completed by the end of w/c 25 March including the remedials to the doors and the footpath along Border Rd. • Interserve to provide SP with all documentary substantiation to enable the BREEAM Submission to be satisfactorily completed. • Parking at BH: <ul style="list-style-type: none"> ○ A site has been identified on the estate that is owned by EDDC that may be used for parking for work vehicles etc. RC/SP/SA to visit site, confirm if suitable, and look at the possibility of installing lighting/cameras. ○ SP confirmed that AECOM would be asked to provide a feasibility study with costs on the extra parking that would be provided on the adjacent EDBC site. ○ SP/LW to meet and discuss further to changes needed to the Print Room area. • Following the recent Shareholders meeting for Interserve SP confirmed that their construction company would continue to trade but that he would continue to monitor and update the group accordingly. Agreement of the Contractor’s Final Account originally targeted for the second week of March will now be delayed until all outstanding works and remedials have been satisfactorily completed. If the outstanding and defective works were not satisfactorily completed then we would complete the works ourselves and recover reasonable costs so incurred from monies otherwise due to the Contractor. • Blackdown House was formally opened on 27 February with the incorporation of time capsules prepared by local primary schools and the Chairman raising the Council Flag. 	<p style="text-align: center;">RC/SP/ SA</p> <p style="text-align: center;">SP/LW</p>
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 AAB (Rev 0) dated 18 March 2019 which confirms 15 Open Risks (previously 15), comprising of; <ul style="list-style-type: none"> ○ 1 Red Risk (previously 0) ○ 9 Orange Risk (9) ○ 5 Blue Risks (5) • No existing risks were closed, and one additional risk has been added during the period. A total of 193 risks have been closed to date. 	

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7.	<p>Facilities Manager Update: SP updated in the absence of SA.</p> <ul style="list-style-type: none"> • Knowle – clearing of the building is still ongoing. Pickford’s are now on site clearing rubbish, white goods and other electrical items, and furniture etc. • Skips have been provided outside the main building for rubbish, and unusable furniture. • Electrical items will be correctly removed from site and recycled via WEEE disposal • All meeting chairs have been moved to the Committee/Council Chamber for potential collection. • SA has received 6 replies back from Town/Parish Councils regarding the surplus furniture, although potentially further responses may be received after the advised date for expressions of interest. • An open day will be arranged for members of the public to have the opportunity to buy furniture – they will be asked to donate a £5 to charity. • There is a large amount of lever arch files – SP/SA to look at whether any charity would be interested in them, although the quality of the files is generally not good and there may be data issues with the information confirmed on spines. • Large amount of staples/hole punches left behind at Knowle. Agreed that they will be bagged up and brought to BH. 	SA/SP
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 raised the issue of reports of dead flies on windowsills – cleaner’s needs to be aware and to keep an eye on each floor. • All Worksmart workshops now completed with good feedback received. <ul style="list-style-type: none"> ○ Strata issues being actioned. ○ Facilities email – less emails coming in with issues around the building. Difference in heat on floors still an issue to some staff. • Investor Questionnaires have been sent out and staff reminded to complete them. • Projector in the Chamber – IT said that if you are sitting in the middle of the room then you unable to see the screen properly. Can we look at making the image smaller? LW said this would be for Public Eye to investigate and he would speak to them. • AV training is being arranged for use of the meeting rooms. • LW/IT to discuss use of access by external file. 	LW LW/IT
10.	<p>Legal Workstream:</p> <ul style="list-style-type: none"> • No Legal update. 	
11.	<p>ICT Workstreams:</p> <ul style="list-style-type: none"> • Waiting for the final port for new main Council number. LW will liaise with KJ to update Comms once all in place. 	LW/KJ
12.	<p>Pegasus Update:</p> <ul style="list-style-type: none"> • Liaison with PegasusLife’s PM (Aecom) has continued. Ecologists 	

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	<p>have revisited the Knowle in the period to monitor the hibernating/roosting bats.</p> <ul style="list-style-type: none">• Liaison has also continued with DCC and their consultant Jacobs, regarding the proposed flood attenuation works. Although PegasusLife have instructed their Structural Engineer to liaise with DCC in respect of this matter, it is now understood that because the Developer is carrying out a design development exercise, the liaison is limited.• A meeting with DCC/Town Clerk/Pegasus has been arranged for early April.•	
13.	<p>AOB:</p> <ul style="list-style-type: none">• It was noted that there are some ongoing technical issues in the Chamber at BH, which are being dealt with by Strata.• In addition, the gap at the rear of the Dias needs reducing to prevent risk of falls and trips. Property Services to consider and action.	
14.	<p>Date of Next Meeting:</p> <ul style="list-style-type: none">• Wednesday 17 April 2019 at 3.00pm – Blackdown House (Tale Meeting Room)• Wednesday 5th June 2019 at 2.00pm – Blackdown House (Tale Meeting Room).	

Minutes – AMH.