

Date: 19 June 2014
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 Our Reference: Officer working Group/RC/ah



To: Members of the Office Accommodation Officer Working Group
 (Richard Cohen, Simon Davey, John Golding, Karen Jenkins,
 Denise Lyon, Rachel Pocock, Chris Powell, Steve Pratten,
 Colin Slater, Henry Gordon Lennox, Andrew Ellins,
 Andrew Hancock, Nigel Harrison, Donna Best)

East Devon District Council
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Office Accommodation – Officer Working Group
Thursday 19 June 2014
10.00am Room 67

AGENDA

		Responsible Officer
1.	Introductions and apologies	RC
2.	Approval of previous Meeting Minutes	RC
3.	Matters arising from previous Meeting	RC
4.	Office Accommodation Project particulars: <ul style="list-style-type: none"> • Project cost to date • Programme summary including identification of critical dates • Heathpark update re exchange of contracts with Terrace Hill • Knowle and Manstone Depot / ATC Hut. Update on Savills appointment and the marketing and bidding process. Confirmation of initial survey work underway. • Risk Review – (New + Red and Orange Risks Only) 	SP
5.	Feedback from the Executive Project Board Meeting.	RC
6.	Update on the Business Centre succession arrangements.	NH
7.	Update on Knowle and Manstone Depots relocation.	AH/DB
8.	Update on strategy and timescales for roll out of council devices for home and mobile working including phones	CP
9.	EDDC service provision across the District	KJ

10.	<p>Communication, consultation and engagement</p> <ul style="list-style-type: none"> • Staff • UNISON • External • Equality consultation • Best value consultation 	KJ
11.	<p>Update on the document management project, including confirmation of performance against timescale</p>	CP
12.	<p>Legal updates re:</p> <ul style="list-style-type: none"> • Public Rights of Way • TVG • Legal review of Project processes • OJEU Procurement re Skypark • Other 	RP / HGL
13.	<p>Preparing for Cabinet / Full Council re Gateway Decision Nr 1 (Decision to move to Skypark, to employ Design Team and to sell Knowle & Manstone Depot / ATC site)</p> <ul style="list-style-type: none"> • Update on actions toward meeting • Task Groups, work plans and lead officers • Leaders Think Tank 	RC / SP
14.	<p>Any other business</p>	
15.	<p>Dates of Meetings for 2014:</p> <ul style="list-style-type: none"> • 17 July 10.00 am • 21 August 10.00 am • 18 September 10.00 am • 16 October 10.00 am • 20 November 10.00 am • 18 December 10.00 am 	

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OFFICE RELOCATION OFFICER WORKING PARTY MEETING NOTES FROM 19 JUNE 2014

Present:

Richard Cohen	RP	Deputy Chief Executive
Karen Jenkins	KJ	Corporate Manager – Organisational Development
Simon Davey	SD	Head of Finance
Chris Powell	CP	Corporate Manager ICT
Nigel Harrison	NH	Economic Development Manager
Andrew Ellins	AE	SWAP – Audit Manager
Donna Best	DB	Principal Estates Surveyor

Item	Notes/Decisions	Action
1	Apologies: Apologies received from: Steve Pratten John Golding Rachel Pocock Denise Lyon Andrew Hancock Colin Slater	
2.	Minutes of meeting held on 15 May 2014 Agreed.	
3.	Matters arising from previous minutes: None.	
4.	Office Accommodation Project Particulars: <ul style="list-style-type: none"> • Cost to date is £416,866 from a previous budget of £501,000 leaving a balance of £84,821. Following Cabinet approval on 4 June the approved budget is now £705,568. • Programme summary is much the same as the previous month but there is still an issue re the requirements of EU procurement. A meeting is to be held on 24 June with Eversheds which will inform us on which of the procurement alternatives can be realistically followed. It is anticipated at this time that the move to a new office will be around April 2017. • Heathpark – the finalisation of the contract between EDDC and Terrace Hill continues to be negotiated and it is anticipated contracts will be exchanged shortly. • Knowle and Manstone Depots – following Cabinet decision Savills are now in the process of being appointed and a pre-start meeting has taken place and Manstone survey works are now underway. The overall period for the marketing and bidding process is anticipated to be some nine weeks, concluding on 26 September with a report and recommendation from Savills being issued 	

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		<p>around 24 October.</p> <ul style="list-style-type: none"> Risk Review – document remains as discussed last month. Please let SP have any comments re updating the list in time for the next meeting. 	
5.	Feedback from the Executive Project Board meeting	<p>RC gave update following the last meeting of the Executive group from the available note of the meeting. A key element of the meeting was a discussion around options for extended borrowing to reflect the circumstances that might occur due to delay or barriers to capital receipt coming in. RC/SP/SD to discuss figures further.</p>	RC/SP/SD
6.	Update on the Business Centre succession arrangements	<ul style="list-style-type: none"> NH reported that a meeting of the Asset Management Forum was being held on 30 June when Carter Jonas would present their report. NH to organise a meeting with Carter Jonas to confirm finer details of type/amount of work needed out of the contract. We need to be in a position that once contracts with Terrace Hill are signed then will need to formalise dates with tenants to vacate the offices. NH/RC to discuss once NH has an updated position of Cosmic's involvement. 	NH
7.	Update on Knowle and Manstone Depots relocation	<p>Agreed that DB should start doing a site search for a site around 4000sqm for which costings will need to be considered (site purchase and depot facilities). DB to speak to SP to get some QS advice and then report back to the Officer Working Group. AE asked whether a business plan and options had been produced to help understand the requirements of what Streetscene need. AE to let RC have some comments by email for RC to discuss with Andrew Hancock.</p>	DB
8.	Update on Strategy and timescales for roll out of council devices for home and mobile working including phones	<ul style="list-style-type: none"> Mobile working and Windows 7 should both be in place between Oct/Jan 2015. WorkSmart will be in place February 2015. Have agreed to obtain Kits from Hewlett Packard which will be with us shortly. Open for business is progressing well. 	
9.	EDDC service provision across the District	<p>KJ has prepared a document to go to SMT. Comments needed from RC/RP before the final version is completed. Copy of the document to be sent to DB to help with preparation of report for Exmouth Town Hall. We need to be aware of the expectations of Sidmouth residents in terms of what services will be available to/in the town. RC</p>	

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		<p>suggested we look into costs associated with offering them a period of free maintenance of the Knowle gardens with Sidmouth Town Council taking over once the 3yrs expires.</p>	
10.	<p>Communication, consultation & engagement</p>	<ul style="list-style-type: none"> • KJ has met with staff in Streetscene to listen to concerns etc expressed over the move. Copy of RC report to Cabinet in June will be available for all staff to read. • Once decision on TVG is known then this could be the appropriate time to do a further update to all staff. • Questions now being asked by staff about which department will sit where. Once SP has this information then need to meet with SMT to discuss and agree. • Equality and Best Value Consultation – progressing well. • Agreed that until we know the TVG decision then no external Comms meetings need to take place. • Members had enquired whether we could put in the public domain how much the TVG has cost us – group had concerns about this and decided not to at the moment. A press release will be prepared to go out at the appropriate time. We also need to make it known that if no development takes place on the Knowle site once we have moved then the building will fall to neglect etc. RC to investigate. • Audit and Governance Committee – AE will be attending to give an update on his involvement etc at the Office Accommodation Officer Working Group. 	RC
11.	<p>Update on Document Management project</p>	<p>CP said project had now been completed and he would soon be in position to report back to SMT on the back scanning and the next steps. From the information he had already, if we do nothing then we will need 12 containers to store the files we have now or we decide not to store any files and back scan it the cost will be £450,000 over 2 years.</p> <p>We need to go back to each department again and ask them to look again at what they believe can be back scanned or what needs storing. CP/MM to take report to SMT once completed.</p> <p>CP also asked that at the present time there was no formulated budget for this kind of work, can we at the</p>	

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		next round of budgets make sure that each department identify a budget for storing/back scanning of files.	
12.	Legal updates:	<ul style="list-style-type: none"> • PRW update – objection has been sent to DCC and now awaiting decision as to whether informal/formal inquiry. • TVG – Inspector has made is recommendation to DCC – final decision by DCC awaited. • Skypark – meeting due to take place next week re procurement issue at Skypark. 	
13.	Preparing for Full Council in July 2014 and beyond	<ul style="list-style-type: none"> • RC to take report to Cabinet in autumn for final decision re Skypark move and purchase of site. 	RC
16.	AOB	<ul style="list-style-type: none"> • CP said he would now need to start making arrangement to have access to budget for home working to move forward. Bring back to next meeting of this group for decision on way forward. • SP to let AE have a copy of the refreshed gant chart. 	
17	Date of Next Meeting	17 July 2014 at 10.00am	

ID	Task Name	Duration	Start	Finish	Predecessors	Resource Names	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
1	EDDC OFFICE RELOCATION TO SKYPARK - BASED ON EDDC BUYING A SITE AT SKYPARK & DESIGNING / CONSTRUCTION THEIR OWN PURPOSE BUILT OFFICE	1898 days	Mon 10/06/13	Tue 12/01/21												
2	ESTABLISHMENT OF THE PROJECT VIABILITY & APPRAISAL OF RELOCATION OPTIONS	181 days	Mon 10/06/13	Wed 26/02/14												
3	Preparation for Cabinet Meeting 17 July 2013	33 days	Mon 10/06/13	Wed 24/07/13												
4	Assessing selected Viable Options - Council Meeting 26 February 2014	147 days	Fri 26/07/13	Wed 26/02/14												
5	POST VIABILITY PROVING GATEWAYS	1837 days	Wed 04/09/13	Tue 12/01/21												
6	Resolution of Procurement issues associated with land. Developer, Design Teams and Contractors (Main Build and FR Out)	84 days	Thu 20/02/14	Fri 27/06/14												
7	GATEWAY DECISION NR 1 - EDDC AGREEMENT IN PRINCIPAL TO PURCHASE A SITE AT SKYPARK	114 days	Thu 05/06/14	Wed 12/11/14												
8	GATEWAY DECISION NR 1 - Purchase site from St Modwen / DCC at Skypark	114 days	Thu 05/06/14	Wed 12/11/14												
9	EDDC EMPLOYMENT OF THE DESIGN TEAM	141 days	Mon 23/06/14	Wed 14/01/15												
10	GATEWAY DECISION NR 1 - Procurement of EDDC's Design Team - Using EU Restricted Procedure	141 days	Mon 23/06/14	Wed 14/01/15												
11	PROVISION OF NEW OFFICE	801 days	Thu 06/02/14	Tue 19/04/17												
12	Gateway Decision Nr 2 confirmation of extent of Scope and agreement to proceed to RIBA Stage D (detailed design and Planning Application)	50 days	Tue 25/11/14	Tue 10/02/15												
13	Gateway Decision Nr 3 Submission of Planning Application, Notice for Contractor Appointment and agreement to proceed to RIBA Stage E	49 days	Wed 04/02/15	Wed 15/03/15												
14	New Office Planning Application	157 days	Thu 16/04/15	Wed 23/11/15 107												
15	Gateway Decision Nr 4 - Approval of design to RIBA Stage E and agreement to proceed to RIBA Stages F & G	99 days	Thu 16/04/15	Fri 04/09/15												

ID	Task Name	Duration	Start	Finish	Predecessors	Resource Names	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
134	CONTRACTOR PROCUREMENT AND CONSTRUCTION PROCESS	504 days	Thu 16/04/15	Tue 19/04/17												
135	Gateway Decision Nr 5 - Agreement to appoint Contractor subject to final agreement of cost based upon final design details	504 days	Thu 16/04/15	Tue 19/04/17												
162	EAST DEVON BUSINESS CENTRE	314 days	Thu 05/02/14	Mon 11/05/15												
185	NEW DEPOT TO REPLACE KNOWLE AND MANSTONE DEPOTS	342 days	Thu 13/11/14	Thu 31/03/16												
213	SALE OF EDDC LAND AND ASSOCIATED ASSETS	1837 days	Wed 04/09/13	Tue 12/01/21												
214	SALE OF LAND & ASSET - HEATHPARK	120 days	Wed 04/09/13	Wed 26/02/14												
218	Realisation of monies from sale of Heathpark	754 days	Thu 27/02/14	Fri 03/03/17												
236	Confirmation of Knowle and Manstone Depot Land Values	108 days	Tue 19/02/14	Wed 23/07/14												
237	Land Agent Consultancy Appointment	108 days	Tue 19/02/14	Wed 23/07/14												
238	SALE OF LAND & ASSET - KNOWLE - GATEWAY DECISION NR 1	1644 days	Mon 16/06/14	Tue 12/01/21												
239	The Knowle - on the basis that the TVG Application has been refused by DCC	107 days	Mon 16/06/14	Wed 12/11/14												
240	Realisation of monies from sale of Knowle	806 days	Thu 13/11/14	Fri 09/02/16												
256	ALTERNATIVELY - ON THE BASIS THAT THE MARKETING / BIDDING PROCESS FOR KNOWLE & MANSTONE IS DELAYED UNTIL AFTER EDDC HAVE VACATED THE KNOWLE	831 days	Wed 19/04/17	Tue 12/01/21												
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