

Meeting not open to the public

Notes of meeting the Office Accommodation Executive Group Held on Wednesday 25 January 2017

Present:

Councillors: Andrew Moulding, Tom Wright, Ian Thomas

Officers: Richard Cohen, Mark Williams, Steve Pratten, Simon Davey,
Henry Gordon-Lennox, Julia Waddington,

		Action
1.	Apologies: Cllr Paul Diviani Karen Jenkins	
2.	Approval of previous meeting notes: Agreed and ready for publishing.	
3.	Matters arising: covered below	
4.	Office Relocation Project Particulars: <ul style="list-style-type: none">• Interserve – Letter of Intent re Exmouth was issued yesterday. EDDC have required Interserve to provide a Bond for the works at Exmouth.• The F10 Notification has now been signed by EDDC and returned to the TA CDM Advisors for his forwarding to the HSE• Programme Update – it has now been agreed that the contract for Exmouth will be extended by 2 weeks. Interserve are looking to complete by 25 September with a further 6 weeks for fit out works. Occupation date by staff would be week commencing 6 November 2017. This period includes a four-week shared float period, which if not used could enable an earlier completion / occupation date to be achieved.• SP to attend a pre-start meeting with the Contractor for Exmouth on 6 February.• Heathpark – we have a firm fixed price for the Contractor for the agreed Project Works. This price identifies a	SP

	<p>particular commencement date.</p> <ul style="list-style-type: none"> • All relevant Project expenditure, including accruals, to 31 December 2016 totals £ 1,565,035. There remains a budget balance of £8,161,420. • Risk Register – A Workshop meeting was recently held to review and update the Risks. Cllr Thomas wanted to add a new Risk regarding the possibility of structural changes to Local Government. His concern was that should there be any relevant changes within Local Government how would EDDC be justified in building of new offices. Discussion followed and it was advised that the new office facilities would be fit for purpose providing suitable services and if necessary could be leased out as modern offices. The risk is not project related but Council related. The risk will be added to the Risk Register. • Pegasus update – an appeal may be submitted in due course. There will be a possible 12/18 month delay waiting for a decision on Planning. They may wish to resolve some of the planning issues before submitting an Appeal and may also consider submission of a slightly amended design to the Inspector. • SD spoke to the group regarding the financial costs associated with the move and the opportunities available to them. These were based on both the sale of the Knowle and moving prior to any sale. • Agreed to prepare a report for the March Cabinet outlining all options, opportunities and costs with the move going forward. This Group to hold a special meeting prior to the Cabinet to discuss the report. 	<p>SP</p> <p>RC</p>
5.	<p>Internal Facilities Manager update:</p> <ul style="list-style-type: none"> • JW had prepared a report on the FF&E Procurement for consideration which had been discussed at the Officer Group the day before. Following review and discussion, Members confirmed that they agreed with the recommendations. The Executive Group accepted the Officer Group recommendation. JW to progress. 	JW
6.	<p>PegasusLife Update:</p> <ul style="list-style-type: none"> • See above. 	
7.	<p>Exmouth Town Hall:</p> <ul style="list-style-type: none"> • CCTV – no response has been received regarding the unidentified cables in the Town Hall so once the contractors are ready to start work those cables will be removed. A meeting is due to be held on 21 Feb with those involved with the CCTV and Gerry Moore to look at way forward. • Work has now commenced in the CAB offices to allow the Revs & Bens teams to move in. • During the works to the Town Hall 7 car park spaces will be available in the car park for public use whilst attending the Town Hall etc. but there will be no access to these spaces at weekends. 	

	<ul style="list-style-type: none"> All tenants have moved out and the process for new leases has now started. The disposal of the furniture at the Town Hall has started with the red chairs being donated to Exmouth Football Club. Any remaining unwanted furniture will be taken away in due course. 	
8.	Integration of Knowle and Manstone Depots update: <ul style="list-style-type: none"> Planning permission has now been obtained but no further works will be undertaken until a decision on Heathpark / Knowle is made. 2 containers have been replaced due to the deteriorating state of the others. 	
9.	Knowle Parkland transfer to Sidmouth Town Council update: <ul style="list-style-type: none"> No further update. 	
10.	Finance Workstream matters: <ul style="list-style-type: none"> As discussed above. 	
11.	Legal Workstream: <ul style="list-style-type: none"> HGL confirmed that the submitted appeal against the ICO decision had now been withdrawn and relevant relocation documents will be published in due course. 	
12	HR/internal & external communications workstream: <ul style="list-style-type: none"> No further update. 	
13.	ICT Workstreams: <ul style="list-style-type: none"> Still have concerns about various deadlines within the project especially for Exmouth. These are being raised with SMT. 	
14.	AOB: <ul style="list-style-type: none"> None. 	
15.	Date of Next Meeting: <ul style="list-style-type: none"> 22 February 2017 at 3pm in Room 1 	