

# CONFIDENTIAL – Legally privileged

## OFFICE RELOCATION OFFICER WORKING PARTY MEETING NOTES FROM TUESDAY 21 FEBRUARY 2017

Present:

Richard Cohen	RC	Deputy Chief Executive
Steve Pratten	SP	Relocation Manager
Simon Davey	SD	Strategic Lead
Jay Lambe	JL	Service Lead
Henry Gordon Lennox	HGL	Strategic Lead
Jules Waddington	JW	Project & Facilities Manager (Office Relocation)
Simon Allchurch	SA	Senior Building Surveyor
Georgina Teale	GT	SWAP

Item	Notes/Decisions	Action
1.	<b>Apologies/Introductions:</b>  John Golding Karen Jenkins Donna Best Andrew Hancock Moya Moore  Send invites to forthcoming meetings to Adrian Smith and Steve Gammon in Strata.	
2.	<b>Minutes of meeting held on 24 January 2017 to be agreed and considered for release:</b>  Minutes agreed and now ready to be published.	
3.	<b>Matters arising from previous minutes:</b>  See below.	
4.	<b>ICT Workstreams:</b> Officers from Strata were unable to attend the meeting. <ul style="list-style-type: none"><li>• SP reported that he had been issued on 15 February with a copy of Strata's updated SMT Reports. SP advised that several of the key dates had been brought forward – for instance, the ETH telephone installation was now due to be completed by the end of July rather than the end of October.</li><li>• A meeting has also been held with AS to discuss aspect of the Project. The deliverable from this meeting will be the initial version of Strata's programme for ETH. Prior to this document being finalised, advice from ICL is required in respect of several key elements of the works. Following issue of the programme, a copy will be sent to ICL for their considering and coordination of works. SD asked SP to let him have exact details of his request to Strata for the programme, which he will subsequently follow it up with Strata.</li></ul>	<b>SP Strata</b>



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6.	<p><b>Exmouth Town Hall:</b></p> <ul style="list-style-type: none"><li>• Interserve formally commenced their works on 13 February.</li><li>• EDDC staff are due to move from the existing Reception area to the former CAB Offices on 24 February. To assist with this move Strata will be at the Town Hall from Friday lunchtime to start installing the new network points and moving the existing ICT equipment. EDDC Property services have provided an improved environment for EDDC Officers during the last week or so, and will also be on hand to assist with the move this Friday. New signage will also be in place informing the public during this time.</li><li>• It has been agreed that the ETH office will not open until 10.00am on next Monday morning to allow for any fallout from the weekend. Strata are hoping to have completed all the ICT works by Sunday. JW will be there on Monday to manage any outstanding issues.</li><li>• JW confirmed that EDDC staff who will be working at ETH during the works understand there will be disruption. She also confirmed that temporary facilities for refreshments and reheating of food would be available.</li><li>• CAB have now confirmed that they will not be returning to the Town Hall once the works have finished.</li><li>• RC will be speaking to the ETC Town Clerk about their return to the Town Hall.</li><li>• CCTV – following a meeting with all interested parties it was agreed that a working group would be set up to look at the future of CCTV in East Devon and SA will be attending future meetings. Currently EDDC contribute £25,000 towards the running costs but it is suggested that this may be something that the Town Council will take over in the future.</li><li>• New leases for the Registry Office and the Volunteers are in the process of being prepared in readiness for renegotiation</li><li>•</li></ul>	<b>RC</b>
7.	<p><b>Internal Facilities Manager update:</b></p> <ul style="list-style-type: none"><li>• The FF&amp;E specification documentation for the procurement enquiry is nearing finalisation. This will then be followed by an evaluation and scoring matrix process document.</li><li>• Within the specification, suppliers will be asked to include prices for both Heathpark and ETH. They will also be given the opportunity of providing alternative products that they consider will be suitable and are within the budget allowances. A final “cut” of suppliers will be required to provide samples for a 2-week trial period allowing staff to evaluate style, comfort etc. Colour samples of furniture and carpets will also be provided.</li></ul>	<b>JW</b>

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8.	<p><b>Pegasus Update:</b></p> <ul style="list-style-type: none"> <li>• Following refusal of their planning application Pegasus are meeting with the LPA to discuss and further understand the issues surrounding the categorisation of C2 and C3 before lodging any appeal. The conditional contract confirms that PegasusLife have until 8<sup>th</sup> June to lodge any appeal.</li> <li>• RC to speak to Mick Marran for an update.</li> </ul>	<b>RC</b>
9.	<p><b>Knowle Parkland Transfer to Sidmouth Town Council:</b></p> <ul style="list-style-type: none"> <li>• No further update but RC to include in Cabinet report that positive commitment was received from the Town Council when the transfer of the land was discussed.</li> </ul>	
10.	<p><b>Finance Workstream matters:</b></p> <ul style="list-style-type: none"> <li>• Figures to be prepared for Cabinet Report but these will not be available until a response has been received from Grant Thornton. SD to email GT for an update.</li> <li>• Telephony costs being brought forward will also to be included in report.</li> <li>• RC to give a verbal update at Cabinet briefing as to timing of reports etc.</li> </ul>	<b>SD</b>
11.	<p><b>Legal Workstream:</b></p> <ul style="list-style-type: none"> <li>• No further debate.</li> </ul>	
12.	<p><b>HR/Internal &amp; External communications work stream:</b></p> <ul style="list-style-type: none"> <li>• Comms business is continuing as usual. JW to speak to Comms on a proposal for a photo competition called 'capturing the working environment of the Knowle &amp; Depot'. This is a proposal for teams to take photos of their working area before any move takes place.</li> </ul>	<b>JW</b>
13.	<p><b>Progress update re integration of Knowle and Manstone Depots relocation:</b></p> <ul style="list-style-type: none"> <li>• Planning permission has now been obtained but no further work will be undertaken until a decision is made on the Knowle.</li> </ul>	
14.	<p><b>AOB:</b></p> <ul style="list-style-type: none"> <li>• No further matters were identified.</li> <li>•</li> </ul>	
15	<p><b>Date of Next Meeting:</b></p> <ul style="list-style-type: none"> <li>• 21 March 2017 2.00pm in Richard's Room</li> </ul>	

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