

Meeting not open to the public

**Notes of meeting the Office Accommodation Executive Group
Held on
Wednesday 22 February 2017**

Present:

Councillors: Paul Diviani, Tom Wright, Ian Thomas

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

		Action
1.	Apologies: Cllr Andrew Moulding 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">• All relevant expenditure, including accruals, to 31 January 2017 totals £ 1,661,520. Consequently, there remains a budget balance of £8,064,935 when compared to the overall Project Budget• The refurbishment of Exmouth is proceeding well. The contract period for the works is 32 weeks, inclusive of a shared four-week float period. A possible full occupancy date of between 9 Oct – 16 Nov is anticipated.• Interserve are understood to be content with the issued draft contract documents. They are expected to shortly complete and return the documents to EDDC for the Council's subsequent engrossment.• Heathpark: SP reported there was a large existing fir tree on site which was due to be removed as part of the works. Nesting birds could potentially cause a short	

	<p>delay to the removal of this tree should the works recommence between March and September. It has been noted that there is a planning condition preventing any tree removal until a Tree Protection Plan (TPP) and an Arboricultural Method Statement (AMS) for the protection of all retained trees, hedges and shrubs has been prepared and submitted. Since the Contractor has not been appointed the TPP and AMS cannot be prepared. Consequently, there will be the need, should the works commenced between March and September to employ an ecologist to ensure there are no nesting birds within the tree prior to felling.</p> <ul style="list-style-type: none"> • Project Risk Review – The Risk Register has been updated including Risk identified by Cllr Ian Thomas. Contractor Risks are now included. Red Risks are now generally related to PegasusLife and Strata. • Contractor Programme update: <ul style="list-style-type: none"> ○ Honiton – 70 weeks including a 4-week float. ○ Exmouth – 32 weeks including shared 4-week float period. When the Client fit out is also included, the potential full occupation date is 6 November 2017 but if the shared float period is not need then that date could be brought forward to 9 October. ○ 	
5.	<p>Internal Facilities Manager update:</p> <ul style="list-style-type: none"> • The FF&E specification documentation for the procurement enquiry is nearing finalisation. This will then be followed by an evaluation and scoring matrix process document. • 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 • Cllr Thomas raised a concern he had over the nature and screen size of monitors being issued to staff. He felt that bigger screens were needed. RC confirmed that the Desktop Strategy prepared by Strata allowed for all staff to have two 22in monitors with Planning staff have the larger 24in monitor to enable their inspection of plans etc. In addition, the proposed meeting rooms would have larger LED screens for display during reviews and meetings. Cllr Thomas still felt it was the wrong decision and asked for his concern to be noted. 	

6.	<p>PegasusLife Update:</p> <ul style="list-style-type: none"> • 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 8th June to lodge any appeal. 	
7.	<p>Exmouth Town Hall:</p> <ul style="list-style-type: none"> • Interserve formally commenced their works on 13 February. • 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. • 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. • 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 will be available. • CAB have now confirmed that they will not be returning to the Town Hall once the works have finished. • RC will be speaking to the ETC Town Clerk about their return to the Town Hall. • CCTV – a recent meeting was held with all interested parties and it was agreed to create a one hub service. ETC to be asked to monitor and fund the new installation with contributions from others, thereby there would not be any further responsibility for EDDC. Cllr Wright confirmed that the Town Clerk would be speaking to other Town Clerks to discuss further. • New leases for the Registry Office and the Volunteers are in the process of being renegotiated. 	<p>JW</p> <p>RC</p>
8.	<p>Integration of Knowle and Manstone Depots update:</p> <ul style="list-style-type: none"> • Planning permission is now place but there will be no further works undertaken until a decision on Knowle is made. 	

9.	<p>Knowle Parkland transfer to Sidmouth Town Council update:</p> <ul style="list-style-type: none"> • No further update. 	
10.	<p>Finance Workstream matters:</p> <ul style="list-style-type: none"> • RC circulated a briefing note on possible Heathpark opportunities moving forward. A report was being drafted to go to Cabinet providing an update on the current position together with recommendations for a way forward. This report will include an updated modelling exercise to be undertaken by Grant Thornton. Originally it had been anticipated that this report would go to the March Cabinet but as the GT assessment would not be ready by this time it has been agreed that a short briefing note would be prepared for the Leader to take to his group. The update report would then go to Cabinet in April • Cllr Thomas raised the option of staying at Knowle and costs associated with it. SD/SP agreed to meet Cllr Thomas to discuss further. 	<p>RC</p> <p>SD/SP</p>
11.	<p>Legal Workstream:</p> <ul style="list-style-type: none"> • No further update. 	
12	<p>HR/internal & external communications workstream:</p> <ul style="list-style-type: none"> • No further update. 	
13.	<p>ICT Workstreams:</p> <ul style="list-style-type: none"> • SP is waiting for an updated programme from Strata. Once finalised this programme will be forwarded to Interserve for their review and integration into their programme. • Although advised completion dates to have been improved in the period, telephony remains as the main concern. • Agreed to invite Strata to the next meeting for them to provide an update. AH to send invite to AS & SG requesting their attendance. 	<p>AH</p>
14.	<p>AOB:</p> <ul style="list-style-type: none"> • None. 	
15.	<p>Date of Next Meeting:</p> <ul style="list-style-type: none"> • 22 March 2017 at 3pm in Room 1 	