

Date: 10 October 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,  
 Rachel Pocock, Chris Powell, Steve Pratten, Colin Slater,  
 Henry Gordon Lennox, Andrew Ellins, Andrew Hancock,  
 Nigel Harrison, Donna Best)

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**Office Accommodation – Officer Working Group**  
**Thursday 16 October 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"> <li>• Project cost to date</li> <li>• Critical Project issues and concerns</li> <li>• Reconsideration of potential location of new office including Project issues and updates where relevant               <ul style="list-style-type: none"> <li>○ Skypark</li> <li>○ Clyst House</li> <li>○ Heathpark - including refurb of EDBC for EDDC use?</li> <li>○ Smaller Heathpark facility, refurb of EDBC and Exmouth Town Hall for EDDC use.</li> <li>○ Other locations – reconsideration of previous options</li> </ul> </li> <li>• Knowle and Manstone Depot / ATC Hut, including marketing and bidding update</li> <li>• Consideration of New Office costs.               <ul style="list-style-type: none"> <li>▪ EDDC requirements</li> <li>▪ Cost reviews</li> </ul> </li> <li>• Programme implications including identification of critical dates with particular reference to Bid submissions for Knowle / Manstone and Cabinet / Council Papers for Meeting 17 December.</li> <li>• Risk Review – ( New + Red and Orange Risks Only)</li> </ul>	SP

5.	Feedback from the Executive Project Board Meeting.	RC
6.	<p>East Devon Business Centre</p> <ul style="list-style-type: none"> <li>• Update on the Business Centre succession arrangements</li> <li>• Confirmation of who will be handling issues re EDBC after NH retires.</li> </ul>	NH
7.	Update on Knowle and Manstone Depots relocation.	AH/DB
8.	Update on strategy, timescales for roll out of council devices for home, flexible and mobile working including phones and DCMS	CP
9.	Update on Open for Business website project	KJ
10.	<p>EDDC service provision across the District</p> <p>Update on the document management project, including confirmation of performance against timescale</p>	KJ
11.	<p>Communication, consultation and engagement</p> <ul style="list-style-type: none"> <li>• Staff</li> <li>• UNISON</li> <li>• External</li> <li>• Equality consultation</li> <li>• Best value consultation</li> </ul>	KJ
12.	<p>Legal updates re:</p> <ul style="list-style-type: none"> <li>• Public Rights of Way</li> <li>• TVG</li> <li>• Legal review of Project processes</li> <li>• OJEU Procurement re Skypark</li> <li>• Legal support for Knowle / Manstone bids</li> <li>• Other</li> </ul>	RP / HGL
13.	Any other business	RC
14.	<p>Dates of Meetings for 2014:</p> <ul style="list-style-type: none"> <li>• <i>(TBC) 5 November 3.00 pm – Combined meeting of Members Executive Project Board and Officer Working Party to review Savills summary of bid submissions and selection of bidders for Interview that will be held on 12 November.</i></li> <li>• 20 November 10.00 am</li> <li>• <i>(TBC) 03 December 3.00 pm – specifically to discuss Papers for Cabinet / Council meeting 17 December 2014, including the Project Review Report</i></li> <li>• 18 December 10.00 am</li> </ul>	

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## OFFICE RELOCATION OFFICER WORKING PARTY MEETING NOTES FROM 16 OCTOBER 2014

Present:


Richard Cohen	RC	Deputy Chief Executive
Steve Pratten	SP	Relocation Manager
Rachel Pocock	RP	Corporate Legal and Democratic Services Manager
John Golding	JG	Head of Housing
Karen Jenkins	KJ	Corporate Manager – Organisational Development
Donna Best	DB	Principal Estates Surveyor

Item	Notes/Decisions	Action
1	<b>Apologies:</b> Apologies received from: Simon Davey Colin Slater Andrew Hancock Andrew Ellins	
2.	<b>Minutes of meeting held on 18 September 2014</b> Agreed.	
3.	<b>Matters arising from previous minutes:</b> To be discussed in next item.	
4.	<b>Office Accommodation Project Particulars:</b> <ul style="list-style-type: none"><li>• Cost to date is £500,400. The previous agreed budget is £705,568, therefore there is a balance of £205,168 including a Contingency allowance of £61,211. The costs associated with the Tribunal will be Project allocated. RP confirmed that there were other legal costs that needed to be posted and advised that the costs associated with Eversheds should be around the £10,000 but this may not be the final total.</li><li>• EDDC are in discussions with the HCA regarding previous grants provided for the two phases of the East Devon Business Centre (Phase 1 from the DC Development Commission and Phase 2 from SWRDA). The Council is looking at the legal and financial considerations involved. Any agreed further repayments or allowances will need to be included as a liability from the capital asset receipt in the relevant financial reconciliations in the Project Review Report. SD dealing with the finance issues and is to confirm whether any more payments are due from EDDC. Also need to find out whether HCA have a signed agreement for the Phase 2 Grant from EDDC and if so to be asked to provide copies. BW reviewing all documentation and to provide a short conclusion of where we are and the way</li></ul>	

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forward following his findings.

- The marketing and bidding process for Knowle/Manstone has been ongoing with a total of 28 parties expressing an interest. Tenders are due back on 22 October 2014. SP to check with Savills if all of those who visited the Knowle have submitted a bid. The bidding letter has been further revised as required by Savills – this revision related to the clause re Parkland maintenance. Copies have been circulated. JG asked if it is appropriate for the Housing Team to put in a bid or would it be considered a conflict of interest? It was confirmed that a bid would be accepted and would be needed in writing. Paul Lowe would need to deal with the bid. If a bid is submitted then JG's position regarding the bidding process will need to be treated carefully to ensure that no conflict of interest occurs or is inferred to occur.
- Skypark – no further progress has occurred in respect of discussions with DCC to discuss the proposed purchase of Skypark. It is considered that a meeting with DCC (possibly including St Modwen) will need to take place urgently in order to either progress the negotiations and/or close down discussions. RP to speak with Eversheds regarding the redacted documents to get their views first before any meeting takes place.
- Terrace Hill are continuing to review their offer for the Heathpark site. It is understood that the fast food restaurant may now be a two storey outlet. This will marginally increase their offer, although the exact amount is awaiting confirming. It is understood the effect would be a marginal financial increase which could provide a revised offer figure of just over £4mill.
- The Project Overview is currently considering 5 potential scenarios, other than doing nothing, for the office relocation. These are:
  - Skypark
  - Clyst House 
  - As above but also including refurbishment of Exmouth Town Hall potentially resulting in a smaller new office footprint for the Council at Clyst House. A factor that is particularly relevant if sharing is to be considered.
  - Heathpark, with a refurbishment of the existing EDBC to potentially enable


BW

SP

JG

RP

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		<p>EDDC use. The size of the new office could be reduced to take into consideration the potential floor area of the EDBC.</p> <ul style="list-style-type: none"> <li>○ As above but also including a refurbishment of Exmouth Town Hall, potentially resulting in an even smaller new office footprint at Heathpark.</li> <li>•  A briefing note to be prepared for Cabinet briefing by SP, KJ to have some input re Council strategy etc. A joint meeting of both the Executive Group and Officer group to be arranged for first week of November to review Savills interim summary of the received bid submissions and the selection of bidders for interview.</li> <li>• Aecom cost consultants have been instructed to review all the associated cost estimates for the project and to ensure the rates inserted are current market rates rather than the use of the original rates (dating from 2012) with a cost escalator based upon the BCIS Tender Prices Indices.</li> <li>• Depending upon Members Decision re the Project in December, enquires for the Clients design team via the SW Consultancy Framework will now not be issued until early January 2015.</li> <li>• Following attendance at Exeter Magistrates Court for the ICO Tribunal and the request for future information, final submissions have now been sent and a decision is awaited. This should be before the end of the year.</li> <li>• Risk Register – updated with 4 risks added related to concerns over the sale of Knowle/Manstone. SP will update again regarding Clyst House and circulate to Group.</li> </ul>	<p align="center">SP/KJ</p>
5.	<p><b>Feedback from the Executive Project Board meeting</b></p>	<p>Executive Group updated at last meeting.</p>	
6.	<p><b>Update on the Business Centre succession arrangements</b></p>	<p>Now that NH has retired it has been agreed that all Tenancy/operational matters regarding EDBC will be dealt with by Tammy Down and any Estates/Asset matters by Donna Best.</p>	<p align="center">TD/DB</p>

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7.	<b>Update on Knowle and Manstone Depots relocation</b>	Flyer has been circulated for comments before sending out.	DB/AH
8.	<b>Update on Strategy and timescales for roll out of council devices for home and mobile working including phones</b>	Mobile devices now being trialled but not fully connected. Next stage is to look at devices for those people who will work flexible. Need to go back to SMT on this. We need clarity on what staff will have on their fixed work space/desk in terms of IT. Need to look at what space is needed for each desk i.e. some staff work with 2 screens which inevitably may mean needing more space than allocated. As soon as a decision on a building is made we need to hold a 'workshop day' to look at space requirements, individuals requirements etc. The Mobile phone roll out is still no further so this now needs to go back to SMT. Paper-free needs to be brought back to SMT again also. We need clarity on what the practices are for going forward – ICT could struggle with timetable.	KJ
9.	<b>Update on Open for Business website project</b>	On track.	KJ
10.	<b>EDDC service provision across the District</b>	This is contingent on what decision is made.	KJ
11.	<b>Communication, consultation &amp; engagement</b>	Further communication is on hold at the moment until more clarity around Skypark etc is known.	KJ
12.	<b>Legal updates:</b>	PRW update – draft order has been submitted to Planning Inspectorate – a date beyond the next Election is being looked at, HGL investigating.  TVG – nothing further at the moment, still waiting the 3 month timescale for any objection.	
13.	<b>AOB</b>	Further drawings have been submitted by Baron Keith Konopka - SP to draft a response for RC to send out.	SP/RC
16	<b>Date of Next Meeting</b>	4 November @ 1500 hrs. – Richard's Office. Extraordinary meeting to discuss Knowle and Manstone Bids, including the recommendation to the Members Executive Project Board of who should be interviewed. 20 <sup>th</sup> November 2014 at 3.00pm	