

Date: 19 March 2013  
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 Our Reference: Officer working Group/RC/js



To: Members of the Office Relocation Officer Working Group  
 (Richard Cohen, Donna Best, Jamie Buckley,  
 Simon Davey, Ed Freeman, Karen Jenkins, Denise Lyon,  
 Rachel Pocock, Chris Powell, Steve Pratten, Colin Slater,  
 Nick Stephen, Kate Symington)

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Office Relocation – Officer Working Group  
 Thursday 21 March 2013  
 10.00 am Room 67 / 68 (Richards)

**AGENDA**

		Page/s	
1.	Introductions and apologies		
2.	Matters arising from previous Meeting		
3.	Office Relocation update report, including; <ul style="list-style-type: none"> <li>• Location,</li> <li>• Programme,</li> <li>• Cost</li> </ul>		
4.	Update on the Outline Planning Application for Knowle, and issues related to choice of site		
5.	Risk Review		
6.	Update on communications/FOI/complaints issues		
7.	Business Plan update for Office Relocation, including prioritisation of elements of the Project		
8.	Exmouth – update		
9.	Mobile/agile working Karen Jenkins – update on Work Smart project  Chris Powell – update on ICT developments which can underpin mobile/agile working.		
10.	Chris Powell - update on the document management project, including confirmation of performance against timetable		

11.	Any other business		
12.	Date of next Meetings <ul style="list-style-type: none"><li data-bbox="272 219 778 255">• 1000 hrs 18 April 2013, Room 1</li><li data-bbox="272 255 890 291">• 1000 hrs 16 May 2013, Richard's Office</li></ul>		