

Meeting not open to the public



District Council

Date: 16 April 2015
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Our Reference: AMH

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Office Relocation Project Executive Group Wednesday, 16 April 2015 – 1400 - 1600 hrs. – Room 67

AGENDA

**Responsible
Officer**

		Responsible Officer
1.	Apologies	RC
2.	Approval of previous Meeting Minutes (previously circulated)	RC
3.	Matters arising from the previous Meeting	
4.	Feedback from the previous; <ul style="list-style-type: none">• Officer Working Group Meeting• Cabinet Meeting• Council Meeting	RC
5.	Review of Project Governance Structure <ul style="list-style-type: none">• Role of Executive Group going forward• Consideration of additional Members joining the Executive Group• Leaders Think Tank / Member engagement•	
6.	Consideration and review of proposed update of Office Relocation Project Executive Group Terms of Reference	RC / SP
7.	Review and consideration of the declassification of confidential Project documentation	RC

8.	<p>Consideration of impacts on;</p> <ul style="list-style-type: none"> Exmouth Town Hall – ETC, CAB, Registry Office. Managing change for ETH and its tenants East Devon Business Centre – Tenants and HQ development impact 	RC
9.	<p>Office Relocation Project particulars:</p> <ul style="list-style-type: none"> Project cost to date Project update, including Design Team procurement Knowle – Pegasus's Agreement of HoTs and Contract. Short term programme implications including identification of critical dates. Risk Review – (New + Red and Orange Risks Only) 	SP
10.	<p>Internal Project Manager / Facilitator.</p> <ul style="list-style-type: none"> Role and Responsibility. 	RC / KJ
11.	Finance Workstream matters	SD
12.	HR / Internal & external communications worksteam	KJ
13.	<p>External / Equalities Consultations</p> <ul style="list-style-type: none"> Best value consultations 	KJ
14.	ICT Workstreams	KJ
15.	Legal Workstream	HGL
16.	<p>Any Other Business</p> <ul style="list-style-type: none"> Appointment of Relocation Manager 	RC
16.	<p>Date of Next Meeting</p> <ul style="list-style-type: none"> To be confirmed post-election 	