

# Meeting not open to the public



District Council

Date: 16 June 2015  
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Our Reference: AMH

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Officers: Mark Williams, Richard Cohen, Simon Davey,  
Karen Jenkins, Henry Gordon Lennox, Brian Wilkes,  
Steve Pratten

## **Office Relocation Project Executive Group Friday, 26 June 2015 – 1400 - 1600 hrs. – Room 67**

### AGENDA

		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"><li>• Officer Working Group Meeting</li><li>• Cabinet Meeting<ul style="list-style-type: none"><li>○ Associated Cabinet Report (including Terms of Reference for Executive Board and Officer Working Group &amp; Procurement Proposals)</li></ul></li><li>• Extraordinary Council Meeting</li></ul>	RC
5.	Review and consideration of the declassification of confidential Project documentation	RC
9.	Update of impacts on; <ul style="list-style-type: none"><li>• Exmouth Town Hall – ETC, CAB, Registry Office. Managing change for ETH and its tenants</li><li>• East Devon Business Centre – Tenants and HQ development impact</li></ul>	RC

10.	Office Relocation Project particulars: <ul style="list-style-type: none"> <li>• Project cost to date</li> <li>• Project update,</li> <li>• Design Team procurement <ul style="list-style-type: none"> <li>○ SWCF Mini Competition Brief</li> <li>○ CFSW – Part 1 Mini Competition</li> </ul> </li> <li>• Knowle – update of Pegasus’s Agreement of Contract.</li> <li>• Short term programme implications including identification of critical dates.</li> <li>• Risk Review – ( New + Red and Orange Risks Only)</li> </ul>	<b>SP</b>
11.	Internal Project Manager / Facilitator. <ul style="list-style-type: none"> <li>• Role and Responsibility.</li> </ul>	<b>RC / KJ</b>
12.	Finance Workstream matters	<b>SD</b>
13.	HR / Internal & external communications worksteam	<b>KJ</b>
14.	External / Equalities Consultations <ul style="list-style-type: none"> <li>• Best value consultations</li> </ul>	<b>KJ</b>
15.	ICT Workstreams	<b>KJ</b>
16.	Legal Workstream	<b>HGL</b>
17.	Any Other Business	<b>RC</b>
18.	Date of Future Meetings (all to be held in Richard’s office) <ul style="list-style-type: none"> <li>• 29 July at 2.00pm</li> <li>• 26 Aug at 2.00pm</li> <li>• 23 Sept at 2.00pm</li> <li>• 21 Oct at 2.00pm</li> <li>• 18 Nov at 2.00pm</li> <li>• 16 Dec at 2.00pm</li> </ul>	
19.	Enclosures: <ul style="list-style-type: none"> <li>• Meeting Notes from Meeting 27 May 2015</li> <li>• EDDC Office Relocation Project Progress Report Nr 16</li> <li>• Risk Register Rev U (V 0)</li> </ul>	