

Meeting not open to the public



District Council

Date: 14 July 2015
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Our Reference: AMH

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Karen Jenkins, Henry Gordon Lennox, Brian Wilkes,
Steve Pratten

Office Relocation Project Executive Group

Please note that the next meeting date conflicts with the Interviews of the Multi-Disciplinary Design Teams on Wednesday 29 July 2015. It is suggested that this agenda is discussed during an extended lunch break between 1330 – 1440 hrs in the Interview Room (Committee Room). Consideration will be given at that time whether a further meeting need to be convened before the next scheduled meeting.

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 – 5 July 2015• Other Council Meetings	RC
5.	Review and consideration of the declassification of confidential Project documentation	RC
9.	Update of impacts on; <ul style="list-style-type: none">• Exmouth Town Hall – ETC, CAB, Registry Office. Managing change for ETH and its tenants	RC

	<ul style="list-style-type: none"> • East Devon Business Centre – Tenants and HQ development impact 	
10.	<p>Office Relocation Project particulars:</p> <ul style="list-style-type: none"> • Project cost to date • Project update, • Design Team procurement <ul style="list-style-type: none"> ○ SWCF Mini Competition ○ CFSW – Part 1 Mini Competition • Knowle – update of Pegasus’s Agreement of Contract. • Short term programme implications including identification of critical dates. • Risk Review – (New + Red and Orange Risks Only) 	SP
11.	<p>Internal Project Manager / Facilitator.</p> <ul style="list-style-type: none"> • Role and Responsibility. 	RC / KJ
12.	Finance Workstream matters	SD
13.	HR / Internal & external communications worksteam	KJ
14.	<p>External / Equalities Consultations</p> <ul style="list-style-type: none"> • Best value consultations 	KJ
15.	<p>ICT Workstreams</p> <ul style="list-style-type: none"> • Progress update 	KJ
16.	Legal Workstream	HGL
17.	Any Other Business	RC
18.	<p>Date of Next Meeting</p> <ul style="list-style-type: none"> • To be confirmed at the meeting • 26 August at 3.00pm • 23 September at 3.00pm • 21st October at 2.00pm (Cabinet briefing starts at 4.00pm) • 18th November at 3.00pm • 16th December at 2.00pm (Cabinet briefing starts at 4.00pm) 	
19.	<p>Enclosures:</p> <ul style="list-style-type: none"> • Meeting Notes from Meeting 26 June 2015 • EDDC Office Relocation Project Progress Report Nr 17 	