

Date: 1 April 2015  
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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,  
 Chris Powell, Steve Pratten, Colin Slater, Henry Gordon Lennox  
 Andrew Hancock, Donna Best)

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**STRICTLY CONFIDENTIAL**

**Office Relocation Project – Officer Working Group  
 Wednesday 1 April 2015, 10.30 – 12.30 hrs, Room 67**

**AGENDA**

		<b>Responsible Officer</b>
1.	Introductions and apologies	<b>RC</b>
2.	Approval of previous Meeting Minutes	<b>RC</b>
3.	Matters arising from previous Meeting	<b>RC</b>
4.	Review of Council Meetings in March; <ul style="list-style-type: none"> <li>• Cabinet Report</li> <li>• Cabinet Meeting 11 March 2015</li> <li>• Special O&amp;S / A&amp;G Meeting, dated 12 March 2015</li> <li>• Extraordinary Council Meeting, 25 March 2015</li> </ul>	<b>RC</b>
5.	Feedback from the Executive Project Board Meeting	<b>RC</b>
6.	Review and update of Officer Working Group Terms of Reference	<b>RC</b>
7.	Internal and External Audit updates including review of recommendations <ul style="list-style-type: none"> <li>• SWAP</li> <li>• Grant Thornton</li> </ul>	<b>RC/ SD / SP</b>
8.	Office Relocation Project particulars: <ul style="list-style-type: none"> <li>• Project cost to date</li> <li>• Project update, including Design Team procurement</li> <li>• Knowle – Pegasus’s Agreement of HoTs and 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>
9.	Internal Project Manager / Facilitator.	

	<ul style="list-style-type: none"> <li>• Role and Responsibility.</li> <li>•</li> </ul>	
10.	Finance Workstream matters	<b>SD</b>
11.	HR / Internal & external communications worksteam	<b>KJ</b>
12.	External / Equalities Consultations	<b>KJ</b>
13.	ICT Workstreams <ul style="list-style-type: none"> <li>• EDMS update and programme</li> <li>• Flexi System / Lync</li> <li>• Helping Management understanding new technology</li> <li>• Timeline for implementation</li> <li>• New Intranet</li> <li>• Other</li> </ul>	<b>CP</b>
14.	Legal Workstream <ul style="list-style-type: none"> <li>• Public Rights of Way</li> <li>• Knowle appropriation</li> <li>• Community Right to Bid</li> </ul>	<b>HGL</b>
15.	Feedback from Executive Project Board Meeting	<b>RC</b>
16.	Progress update re integration of Knowle and Manstone Depots relocation.	<b>AH/DB</b>
17.	Any other business	
18.	Dates of next Meetings: <ul style="list-style-type: none"> <li>• 23 April – 1000 hrs.</li> <li>• 28 May – 1000 hrs.</li> <li>• 25 June – 1000 hrs.</li> <li>• 23 July – 1000 hrs</li> <li>• 27 August – 1000 hrs.</li> <li>• 24 September – 1000 hrs.</li> <li>• 22 October – 1000 hrs.</li> <li>• 26 November – 1000 hrs.</li> <li>• 24 December – 1000 hrs.</li> </ul> <p>Note all meetings to be held in Room 67 – Richard's Office</p>	