

Date: 28 May 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, Moya Moore/Jo George,  
 Andrew Hancock, Donna Best)

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## **STRICTLY CONFIDENTIAL**

**Office Relocation Project – Officer Working Group  
 Thursday 28 May 2015, 14.00 – 16.00 hrs, Room 67**

### **AGENDA**

		<b>Responsible Officer</b>
1.	Introductions and apologies	<b>RC</b>
2.	Approval of previous Meeting Minutes (previously circulated)	<b>RC</b>
3.	Matters arising from previous Meeting	<b>RC</b>
4.	Review and consideration of the declassification of confidential Project documentation	<b>RC</b>
5.	Feedback from the previous Executive Project Board Meeting	<b>RC</b>
6.	Request by Independent Councillors for an Extraordinary Council Meeting to discuss the Relocation Project and FOI matters.	<b>RC</b>
7.	Review and update of the Draft June Cabinet Report including; <ul style="list-style-type: none"> <li>• Proposed Procurement Strategy and Procurement Routes</li> <li>• Officer Working Group Terms of Reference</li> </ul>	<b>RC</b>
8.	Consideration 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>	
9.	Office Relocation Project particulars: <ul style="list-style-type: none"> <li>• Project progress update</li> </ul>	<b>SP</b>

	<ul style="list-style-type: none"> <li>• Design Team procurement <ul style="list-style-type: none"> <li>○ Confirmation of Tenderers from SWCF</li> <li>○ SWCF Mini Competition Brief</li> </ul> </li> <li>• Project costs to date</li> <li>• Knowle – Pegasus’s Agreement of the Contract.</li> <li>• Short term programme implications including identification of critical dates.</li> <li>• Risk Review – ( New + Red and Orange Risks Only)</li> </ul>	
10.	Internal Project Manager / Facilitator. <ul style="list-style-type: none"> <li>• Role and Responsibility.</li> </ul>	<b>RC / KJ</b>
11.	Finance Workstream matters	<b>SD</b>
12.	HR / Internal & external communications worksteam	<b>KJ</b>
13.	External / Equalities Consultations <ul style="list-style-type: none"> <li>• Best value consultations</li> </ul>	<b>KJ</b>
14.	ICT Workstreams <ul style="list-style-type: none"> <li>• EDMS update and programme, review of requirement for storage when Office has relocated.</li> <li>• New telephony</li> <li>• New desktops</li> <li>• New Flexi System</li> <li>• Door security system</li> <li>• AV</li> <li>• Helping Management understanding new technology</li> <li>• Timeline for implementation</li> <li>• New Intranet</li> <li>• Other</li> </ul>	<b>CP</b>
15.	Legal Workstream <ul style="list-style-type: none"> <li>• Public Rights of Way</li> <li>• Community Right to Bid</li> </ul>	<b>HGL</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>• 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>	

	Note all meetings to be held in Room 67 – Richard’s Office	
19.	<p>Enclosures:</p> <ul style="list-style-type: none"><li>• Meeting Notes from Meeting 22 April 2015</li><li>• Agenda for Extraordinary Council Meeting, 3 June 2015.</li><li>• Proposed Terms of Reference for Executive Board and Officer Working Group.</li><li>• Proposed Procurement Strategy and Procurement Routes</li><li>• Project Report No.15 Rev 0 – 30 April 2015</li><li>• Design Team Tender Selection Report Rev 0 – 20 May 2015</li></ul>	