Date: 26 July 2016
Contact number: 01395 517535
E-mail: aherbert@eastdevon.gov.uk
Direct Fax: 01395 517507
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, Henry Gordon Lennox, Moya Moore/Jo George, Andrew Hancock, Andrew Ennis) Donna Best, Simon Allchurch, Jules Waddington)

East Devon District Council
Knowle
Sidmouth
EX10 8HL

DX 48705 Sidmouth

Tel: 01395 516551

STRICTLY CONFIDENTIAL

Office Relocation Project – Officer Working Group
Tuesday 26 July 2016, 1400 – 1600 hrs, Committee Room

AGENDA

		Responsible Officer
1.	Introductions and apologies:	**RC**
2.	Approval of previous Meeting Minutes (previously circulated) • Meeting held on 28 June – attached	**RC**
3.	Matters arising from previous Meeting	**RC**
4.	ICT Workstreams • Strata Monthly Report • EDMS update and programme, review of requirement for storage when Office has relocated. Including Offsite storage options • Progress compared to programme • New telephony • New desktops • New Flexi System • Door security system • AV • Helping Management understanding new technology • Timeline for implementation • New Intranet • New IT desktop facilities • ITC Budget review • Exmouth Town Hall – confirmation of ITC budget liabilities (e-mail 3 March 16) • Substitution of fax lines for an electronic system • Other	**KJ / CP / JW**

5.	Exmouth Town Hall
	• Update of impacts, including temporary accommodation issues, Section 25 Notices and Managing Change for;
	  ○ EDDC including Home Safeguard
	  ○ ETC,
	  ○ CAB,
	  ○ Registry Office
	  ○ Volunteers
	  ○ CCTV
	• Town wide CCTV coverage using Wi Fi
	• Car Park matters
		RC / SP / JW

6.	Office Relocation Project particulars:
	• Project update,
	• Project cost to date
	• Design including Stage 4 and Design Team update
	• Planning Applications
	  ○ Exmouth Town Hall
	  ○ Heathpark Honiton
	• Contractor update
	• Programme update, including identification of critical dates.
	• Risk Review
	• Gateway 7 - Project Cost reconciliation with those advised to Council in March 2015
	• Project Issues
		SP

7.	Internal Facilities Manager update
	
	• Furniture, Fixtures and Equipment (FF&E) progress
	  ○ Procurement arrangements and timeline - Pricing, commissioning, tendering and supply
	  ○ Existing furnishings
	• Removals – Budget cost update
		JW

8.	Pegasus Update • Planning Submission	**RC / SP**
9.	Knowle Parkland transfer to Sidmouth Town Council update.	**RC**
10.	Finance Workstream matters	**SD**
11.	Legal Workstream	**HGL**
12.	HR / Internal & external communications worksteam	**KJ**
13.	Progress update re integration of Knowle and Manstone Depots relocation.	**AH / SA / JW**
14.	Any other business • Use of current Room Booking and Beach Hut Booking software • Consideration of elements to be incorporated into the gable ends of the new Heathpark Office • Replacement of existing Chamber audio / recording equipment	

15.	Dates of next Meetings: • 27 September 2016 – 1400 – 1600hrs, Richard's Room • 25 October 2016 – 1400 – 1600hrs, Richard's Room • 22 November 2016 – 1400 – 1600hrs, Richard's Room	
16.	Enclosures: • Meeting Notes from meeting held on 28 June 2016	