

Date: 20 October 2016
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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, Henry Gordon Lennox,
 Moya Moore/Jo George, Andrew Hancock, Donna Best,
 Simon Allchurch, Jules Waddington)

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**Office Relocation Project – Officer Working Group
 Tuesday 25 October 2016, 1400 – 1600 hrs, Richard’s Room**

AGENDA

		Responsible Officer
1.	Introductions and apologies:	RC
2.	Approval of previous Meeting Minutes (previously circulated) <ul style="list-style-type: none"> • Meeting held on 27 September 2016 	RC
3.	Matters arising from previous Meeting	RC
4.	ICT Workstreams <ul style="list-style-type: none"> • 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 update • Fax line – requirements by particular Departments. • Other 	KJ / CP / JW

5.	<p>Exmouth Town Hall</p> <ul style="list-style-type: none"> • Update of impacts, including temporary accommodation issues, Section 25 Notices and Managing Change for; <ul style="list-style-type: none"> ○ EDDC including Home Safeguard ○ ETC, ○ CAB, ○ Registry Office ○ Volunteers ○ CCTV • Town wide CCTV coverage using Wi Fi • Car Park matters 	RC / SP / JW
6.	<p>Office Relocation Project particulars:</p> <ul style="list-style-type: none"> • Project update, • Project cost to date • Design and Design Team update • Planning Applications <ul style="list-style-type: none"> ○ Exmouth Town Hall ○ Heathpark Honiton • Contractor update • Programme update, including identification of critical dates. • Risk Review • Update of GT Model - Project Cost reconciliation with that advised to Council in March 2015 • Project Issues 	SP
7.	<p>Internal Facilities Manager update</p> <ul style="list-style-type: none"> • Furniture, Fixtures and Equipment (FF&E) progress • Storage Review update. • Location / juxtaposition of Departments 	JW
8.	<p>Pegasus Update</p> <ul style="list-style-type: none"> • Planning Submission and associated issues 	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	
15.	<p>Dates of next Meetings:</p> <p>22 November 2016 – 1400 – 1600hrs, Richard's Room</p>	