

Meeting not open to the public



District Council

Date: 16 November 2016
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Our Reference: AMH

East Devon District Council
Knowle
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Office Relocation Project Executive Group Wednesday, 7 December 2016 – 1500 - 1700 hrs. – Richard's Office

AGENDA

**Responsible
Officer**

| | | Responsible Officer |
|----|---|--------------------------------|
| 1. | Apologies: | RC |
| 2. | Approval of previous Meeting Minutes (previously circulated) held on 26 October. | RC |
| 3. | Matters arising from the previous Meeting, 26 October 2016 | |
| 4. | Office Relocation Project particulars: <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 |

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|-----|---|---------------------|
| 5. | Internal Facilities Manager update <ul style="list-style-type: none"> • Furniture, Fixtures and Equipment (FF&E) progress • Treatment of existing FF&E – in particular, Exmouth Chamber and Committee Room furniture. | JW |
| 6. | PegasusLife Update <ul style="list-style-type: none"> • Planning Submission and associated issues. | RC/ HGL /SP |
| 7. | Exmouth Town Hall <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, • ETC, • CAB, • Registry Office • Volunteers • CCTV • Town wide CCTV coverage using Wi Fi | RC / SP / JW |
| 8. | Integration of Knowle and Manstone Depots update | RC / JW |
| 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. | ICT Workstreams <ul style="list-style-type: none"> • Progress update • EDMS • Task Customers and Ownership | KJ |
| 14. | Offsite storage options for paper documents | RC / JH |
| 15. | Any Other Business | |
| 17. | Date of Next Meeting <ul style="list-style-type: none"> • No meetings identified during December 2016 • 25 January 2017, Room 1 – 1500 – 1700hrs. | |