

Date: 24 January 2017
 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, Donna Best, Simon Allchurch, Jules Waddington, Steve Gammon, Adrian Smith)

East Devon District Council
 Knowle
 Sidmouth
 EX10 8HL
 DX 48705 Sidmouth
 Tel: 01395 516551

STRICTLY CONFIDENTIAL

**Office Relocation Project – Officer Working Group
 Tuesday 24 January 2017, 1400 – 1600 hrs, Committee Room**

AGENDA

		Responsible Officer
1.	Introductions and apologies:	RC
2.	Approval of previous Meeting Minutes (previously circulated) held on 22 November 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>Office Relocation Project particulars:</p> <ul style="list-style-type: none"> • Project update, • Project cost to date • General Project Issues • Exmouth Refurbishment Project update. <ul style="list-style-type: none"> ○ Contract ○ Programme ○ Site progress ○ Issues • New Offices at Heathpark <ul style="list-style-type: none"> ○ Update ○ Opportunities following refusal of PegasusLife's Planning Application • Project Risk Review 	RC / SP
6.	<p>Exmouth Town Hall</p> <ul style="list-style-type: none"> • Update re occupiers who will remain within the building during the course of the refurbishment works; <ul style="list-style-type: none"> • EDDC, • CCTV • Car parking • CAB 	RC / SP / JW
7.	<p>Internal Facilities Manager update</p> <ul style="list-style-type: none"> • Furniture, Fixtures and Equipment (FF&E) update <ul style="list-style-type: none"> ○ Procurement route ○ Outline specification • Update re disposal of existing FF&E within Exmouth Town Hall • Desk utilisation study 	JW
8.	<p>PegasusLife Update</p> <ul style="list-style-type: none"> • Planning Submission determination and subsequent 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> <ul style="list-style-type: none"> • 21 February 2017 – Committee Room – 1400 / 1600hrs • 21 March 2017 – Committee Room – 1400 / 1600hrs • 25 April 2017 – Council Chamber – 1400 / 1600hrs 	

- | | | |
|--|---|--|
| | <ul style="list-style-type: none">• 23 May 2017 – Committee Room – 1400 / 1600hrs• 20 June 2017 – Committee Room – 1400 / 1600hrs• 25 July 2017 – Committee Room – 1400 / 1600hrs• 22 August 2017 – Committee Room – 1400 / 1600hrs• 26 September 2017 – Committee Room – 1400 / 1600hrs• 24 October 2017 – Committee Room – 1400 / 1600hrs• 21 November 2017 – Committee Room – 1400 / 1600hrs | |
|--|---|--|