

# Meeting not open to the public



District Council

Date: 25 January 2017  
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Our Reference: AMH

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## **Office Relocation Project Executive Group Wednesday, 25 January 2017 – 1500 - 1700 hrs. – Room 1**

### AGENDA

**Responsible  
Officer**

		<b>Responsible Officer</b>
1.	Apologies:	<b>RC</b>
2.	Approval of previous Meeting Minutes (previously circulated) held on 7 December 2016.	<b>RC</b>
3.	Matters arising from the previous Meeting, 7 December 2016	
4.	Office Relocation Project particulars: <ul style="list-style-type: none"><li>• Project update,</li><li>• Project cost to date</li><li>• General Project Issues</li><li>• Exmouth Refurbishment Project update.<ul style="list-style-type: none"><li>○ Contract</li><li>○ Programme</li><li>○ Site progress</li><li>○ Issues</li></ul></li><li>• New Offices at Heathpark<ul style="list-style-type: none"><li>○ Update</li><li>○ Opportunities following refusal of PegasusLife's Planning Application</li></ul></li><li>• Project Risk Review</li></ul>	<b>SP</b>

5.	Internal Facilities Manager update <ul style="list-style-type: none"> <li>• Furniture, Fixtures and Equipment (FF&amp;E) update <ul style="list-style-type: none"> <li>○ Procurement route</li> <li>○ Outline specification</li> </ul> </li> <li>• Update re disposal of existing FF&amp;E within Exmouth Town Hall</li> </ul>	<b>JW</b>
6.	PegasusLife Update <ul style="list-style-type: none"> <li>• Planning Submission determination and subsequent associated issues.</li> </ul>	<b>RC/ HGL /SP</b>
7.	Exmouth Town Hall <ul style="list-style-type: none"> <li>• Update re occupiers who will remain within the building during the course of the refurbishment works; <ul style="list-style-type: none"> <li>• EDDC,</li> <li>• CCTV</li> </ul> </li> <li>• Car parking</li> <li>• CAB</li> </ul>	<b>RC / SP / JW</b>
8.	Integration of Knowle and Manstone Depots update	<b>RC / JW</b>
9.	Knowle Parkland transfer to Sidmouth Town Council update.	<b>RC</b>
10.	Finance Workstream matters	<b>SD</b>
11.	Legal Workstream	<b>HGL</b>
12.	HR / Internal & external communications worksteam	<b>KJ</b>
13.	ICT Workstreams <ul style="list-style-type: none"> <li>• Progress update</li> <li>• EDMS</li> <li>• Task Customers and Ownership</li> </ul>	<b>KJ</b>
14.	Offsite storage options for paper documents	<b>RC / JH</b>
15.	Any Other Business	
17.	Date of Next Meeting <ul style="list-style-type: none"> <li>• 22 February 2017 – Room 1 – 1500 / 1700hrs.</li> <li>• 22 March 2017 – Room 1 – 1500 / 1700hrs.</li> <li>• 26 April 2017 – Room 1 – 1500 / 1700hrs.</li> <li>• 24 May 2017 – Room 1 – 1500 / 1700hrs.</li> <li>• 21 June 2017 – Room 1 – 1500 / 1700hrs.</li> <li>• 26 July2017 – Room 1 – 1500 / 1700hrs.</li> <li>• 23 August 2017 – Room 1 – 1500 / 1700hrs.</li> <li>• 27 September 2017 – Room 1 – 1500 / 1700hrs.</li> <li>• 25 October 2017 – Room 1 – 1500 / 1700hrs.</li> <li>• 22 November 2017 – Room 1 – 1500 / 1700hrs.</li> </ul>	