

Meeting not open to the public



District Council

Date: 15 March 2017
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Our Reference: AMH

East Devon District Council
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Office Relocation Project Executive Group Wednesday, 22 March 2017 – 1500 - 1700 hrs. – Room 1

AGENDA

**Responsible
Officer**

		Responsible Officer
1.	Apologies:	RC
2.	Approval of previous Meeting Minutes (previously circulated) held on 22 February 2017.	RC
3.	Matters arising from the previous Meeting, 22 February 2017	
4.	Office Relocation Project particulars: <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○ Health and Safety○ Project issues• New Offices at Heathpark<ul style="list-style-type: none">○ Update○ Opportunities following refusal of PegasusLife's Planning Application• Project Risk Review	SP

5.	Internal Facilities Manager update <ul style="list-style-type: none"> • Furniture, Fixtures and Equipment (FF&E) update <ul style="list-style-type: none"> ○ Procurement particulars ○ Outline specification 	JW
6.	PegasusLife Update <ul style="list-style-type: none"> • Planning Submission determination and subsequent associated issues. 	RC/ HGL /SP
7.	Exmouth Town Hall <ul style="list-style-type: none"> • Update re occupiers who will remain within the building during the refurbishment works; <ul style="list-style-type: none"> • EDDC, • CCTV • Agreement of new leases 	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"> • 26 April 2017 – Room 1 – 1500 / 1700hrs. • 24 May 2017 – Room 1 – 1500 / 1700hrs. • 21 June 2017 – Room 1 – 1500 / 1700hrs. • 26 July2017 – Room 1 – 1500 / 1700hrs. • 23 August 2017 – Room 1 – 1500 / 1700hrs. • 27 September 2017 – Room 1 – 1500 / 1700hrs. • 25 October 2017 – Room 1 – 1500 / 1700hrs. • 22 November 2017 – Room 1 – 1500 / 1700hrs. 	