

Date: 18 September 2017
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 Our Reference: Joint Meeting of Office Relocation Project Executive Group and Officer Working Party /RC/ah



East Devon District Council
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 Sidmouth
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To: Councillors: Paul Diviani, Ian Thomas, Phil Twiss, Ian Chubb

Officers: Mark Williams, Richard Cohen, Simon Davey,
 Henry Gordon Lennox John Golding,
 Karen Jenkins, Steve Pratten, Andrew Hancock,
 Simon Allchurch, Laurence Whitlock,
 Steve Gammon, Adrian Smith, Jules Waddington,

STRICTLY CONFIDENTIAL

JOINT MEETING OF OFFICE RELOCATION PROJECT EXECUTIVE GROUP AND OFFICER WORKING PARTY

Tuesday 19 September 2017 – 1500 – 1700hrs. – Committee Room

AGENDA

		Responsible Officer
1.	Introductions and apologies:	RC
2.	Approval of previous Meeting Minutes (previously circulated) held on 23 August 2017	RC
3.	Matters arising from previous Meetings	RC
4.	Office Relocation Project: <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 Administration ○ Site progress / programme / Completion ○ Health and Safety ○ Specific Project issues • Blackdown House, Honiton <ul style="list-style-type: none"> ○ Update ○ Contract / Contract Administration ○ Site progress / programme ○ Specific Project issues <ul style="list-style-type: none"> ▪ Border Road 	SP

	<ul style="list-style-type: none"> Approval of Project Progress Reports 	
5.	<p>Project Risk Review</p> <ul style="list-style-type: none"> Update 	SP
6.	<p>Internal Project & Facilities Manager update</p> <ul style="list-style-type: none"> Furniture, Fixtures and Equipment (FF&E) update <ul style="list-style-type: none"> Procurement update Removals Disposal of existing furniture Signage and other associated elements 	JW
7.	<p>Facility Management Matters post hand over</p> <ul style="list-style-type: none"> Exmouth Town Hall <ul style="list-style-type: none"> FM Action List Day One Information Welcome Pack Blackdown House, Honiton 	RC / KJ / SA / JW
8.	Finance Workstream matters	SD
9.	HR / Internal & external communications worksteam	KJ
10.	Legal Workstream	HGL
11.	<p>ICT Workstreams</p> <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 Other 	SG / AS
12.	<p>Exmouth Town Hall</p> <ul style="list-style-type: none"> Move programme Staff preparation for move – clearing surplus paperwork and associated elements. Update re occupiers who will remain within the building during the refurbishment works; <ul style="list-style-type: none"> EDDC, CCTV Progress on the agreement of new leases <ul style="list-style-type: none"> Exmouth Town Council 	RC / SP / JW

	<ul style="list-style-type: none"> ○ County Registry Office ○ Volunteers' 	
13.	<p>Integration of Knowle and Manstone Depots relocation</p> <ul style="list-style-type: none"> ● Progress update <ul style="list-style-type: none"> ○ Programme ○ Knowle Depot ○ Removal of surplus elements from Manstone and Knowle Depots 	AH / SA / JW
14.	<p>PegasusLife Update</p> <ul style="list-style-type: none"> ● Planning Appeal 	RC / SP
15.	Knowle Parkland transfer to Sidmouth Town Council update	RC
16.	<p>Any other business</p> <ul style="list-style-type: none"> ● Update re publication of previous Reports, Agendas and minutes 	RC / HGL
17.	<p>Dates of next Meetings:</p> <ul style="list-style-type: none"> ● 18 October 2017 – Committee Room – 1430 - 1630hrs. ● 15 November 2017 – Committee Room – 1430 - 1630hrs 	