

Date: 15 August 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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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**

**Wednesday 23 August 2017 – 1500 – 1700hrs. – Committee Room**

**AGENDA**

		<b>Responsible Officer</b>
1.	Introductions and apologies:	<b>RC</b>
2.	Approval of previous Meeting Minutes (previously circulated) held on 26 July 2017	<b>RC</b>
3.	Matters arising from previous Meetings	<b>RC</b>
4.	Office Relocation Project: <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 / Contract Administration</li> <li>○ Site progress / programme</li> <li>○ Health and Safety</li> <li>○ Specific Project issues</li> </ul> </li> <li>• Blackdown House, Honiton               <ul style="list-style-type: none"> <li>○ Update</li> <li>○ Contract / Contract Administration</li> <li>○ Site progress / programme</li> <li>○ Specific Project issues                   <ul style="list-style-type: none"> <li>▪ Border Road</li> </ul> </li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>• Approval of Project Progress Reports</li> </ul>	
5.	<p>Project Risk Review</p> <ul style="list-style-type: none"> <li>• Update</li> </ul>	<b>SP</b>
6.	<p>Internal Project &amp; Facilities Manager update</p> <ul style="list-style-type: none"> <li>• Furniture, Fixtures and Equipment (FF&amp;E) update <ul style="list-style-type: none"> <li>○ Procurement update</li> <li>○ Removals</li> <li>○ Disposal of existing furniture</li> <li>○ Signage and other associated elements</li> </ul> </li> </ul>	<b>JW</b>
7.	<p>Facility Management Matters post hand over</p> <ul style="list-style-type: none"> <li>▪ Exmouth Town Hall <ul style="list-style-type: none"> <li>○ Day One Information Welcome Pack</li> </ul> </li> <li>▪ Blackdown House, Honiton</li> </ul>	<b>RC / KJ / SA / JW</b>
8.	Finance Workstream matters	<b>SD</b>
9.	HR / Internal & external communications worksteam	<b>KJ</b>
10.	Legal Workstream	<b>HGL</b>
11.	<p>ICT Workstreams</p> <ul style="list-style-type: none"> <li>• Strata Monthly Report</li> <li>• EDMS update and programme, review of requirement for storage when Office has relocated. Including Offsite storage options</li> <li>• Progress compared to programme</li> <li>• New telephony</li> <li>• New desktops</li> <li>• New Flexi System</li> <li>• Door security system</li> <li>• AV</li> <li>• Helping Management understanding new technology</li> <li>• Timeline for implementation</li> <li>• New Intranet</li> <li>• New IT desktop facilities</li> <li>• ITC Budget update</li> <li>• Other</li> </ul>	<b>SG / AS</b>
12.	<p>Exmouth Town Hall</p> <ul style="list-style-type: none"> <li>• Move programme</li> <li>• Staff preparation for move – clearing surplus paperwork and associated elements.</li> <li>• Update re occupiers who will remain within the building during the refurbishment works; <ul style="list-style-type: none"> <li>• EDDC,</li> <li>• CCTV</li> </ul> </li> <li>• Progress on the agreement of new leases <ul style="list-style-type: none"> <li>○ Exmouth Town Council</li> <li>○ County Registry Office</li> </ul> </li> </ul>	<b>RC / SP / JW</b>

	<ul style="list-style-type: none"> <li>○ Volunteers'</li> </ul>	
13.	<p>Integration of Knowle and Manstone Depots relocation</p> <ul style="list-style-type: none"> <li>• Progress update <ul style="list-style-type: none"> <li>○ Programme</li> <li>○ Knowle Depot</li> <li>○ Removal of surplus elements from Manstone and Knowle Depots</li> </ul> </li> </ul>	<b>AH / SA / JW</b>
14.	<p>PegasusLife Update</p> <ul style="list-style-type: none"> <li>• Planning Appeal</li> </ul>	<b>RC / SP</b>
15.	<p>Knowle Parkland transfer to Sidmouth Town Council update</p>	<b>RC</b>
16.	<p>Any other business</p> <ul style="list-style-type: none"> <li>• Update re publication of previous Reports, Agendas and minutes</li> </ul>	<b>RC / HGL</b>
17.	<p>Dates of next Meetings:</p> <ul style="list-style-type: none"> <li>• 19 September 2017 – Room 1 – 1500 - 1700hrs.</li> <li>• 18 October 2017 – Committee Room – 1430 - 1630hrs.</li> <li>• 15 November 2017 – Committee Room – 1430 - 1630hrs</li> </ul>	