

Date: 27 June 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
 Knowle
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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, Andrew Hancock, Simon Allchurch,
 Georgian Teale, Steve Gammon, Adrian Smith,
 Jules Waddington, Steve Pratten

STRICTLY CONFIDENTIAL

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

Wednesday 28 June 2017 – 1430 – 1630 hrs. Council Chamber

AGENDA

		Responsible Officer
1.	Introductions and apologies:	RC
2.	Approval of previous Meeting Minutes (previously circulated) held on 25 April (OWG) and 26 April (Ex Brd) 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 / Contract Administration ○ Programme ○ Site progress ○ Health and Safety ○ Project issues • New Offices at Heathpark <ul style="list-style-type: none"> ○ Update ○ Contract ○ Programme ○ General Issues 	

5.	<p>Project Risk Review</p> <ul style="list-style-type: none"> Update following Risk Workshop held on 18 May 2017 	SP
6.	<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 update Members and Officers Review of samples Removals Disposal of existing furniture Signage and other associated elements 	JW
7.	<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
8.	<p>Exmouth Town Hall</p> <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 Progress on the agreement of new leases <ul style="list-style-type: none"> Exmouth Town Council County Registry Office Volunteers' Consideration of future use of former CAB Offices 	RC / SP / JW
9.	<p>Integration of Knowle and Manstone Depots relocation</p> <ul style="list-style-type: none"> Progress update 	AH / SA / JW
10.	<p>PegasusLife Update</p> <ul style="list-style-type: none"> Planning Appeal 	RC / SP
11.	Finance Workstream matters	SD
12.	Legal Workstream	HGL
13.	HR / Internal & external communications worksteam	KJ

14.	Knowle Parkland transfer to Sidmouth Town Council update	RC
15.	Any other business	
16.	Dates of next Meetings: <ul style="list-style-type: none">• 26 July 2017 – Committee Room– 1500 - 1700hrs.• 23 August 2017 – Committee Room – 1500 - 1700hrs.• 19 September 2017 – Room 1 – 1500 - 1700hrs.• 18 October 2017 – Committee Room – 1430 - 1630hrs.• 15 November 2017 – Committee Room – 1430 - 1630hrs	