

Date: 19 April 2017  
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Our Reference: Officer working Group/RC/ah



To: Members of the Office Accommodation Officer Working Group  
  
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## **STRICTLY CONFIDENTIAL**

**Office Relocation Project – Officer Working Group  
Tuesday 25 April 2017, 1400 – 1600 hrs, Council Chamber**

### **AGENDA**

		<b>Responsible Officer</b>
1.	Introductions and apologies:	<b>RC</b>
2.	Approval of previous Meeting Minutes (previously circulated) held on 21 February 2017	<b>RC</b>
3.	Matters arising from previous Meeting	<b>RC</b>
4.	Exmouth Town Hall Finishes Proposals – Presentation by Ian Noakes, LHC – Interserve's Novated Architect.	
5.	ICT Workstreams <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></ul>	<b>SG / AS</b>

	<ul style="list-style-type: none"> <li>• Fax line – requirements by particular Departments.</li> <li>• Other</li> </ul>	
6.	<p>Office Relocation Project particulars:</p> <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>○ Health and Safety</li> <li>○ Project issues</li> </ul> </li> <li>• New Offices at Heathpark <ul style="list-style-type: none"> <li>○ Update</li> <li>○ Consideration of potential commencement date, pending Council's consideration 26 April 2017</li> </ul> </li> <li>• Project Risk Review</li> </ul>	<b>RC / SP</b>
7.	<p>Exmouth Town Hall</p> <ul style="list-style-type: none"> <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>• Agreement of New Leases</li> <li>• Potential for provision of further desks for EDDC use.</li> </ul>	<b>RC / SP / JW</b>
8.	<p>Internal 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 route</li> <li>○ Outline specification</li> </ul> </li> </ul>	<b>JW</b>
9.	<p>PegasusLife Update</p> <ul style="list-style-type: none"> <li>• Planning Submission determination and subsequent associated issues.</li> </ul>	<b>RC / SP</b>
10.	Knowle Parkland transfer to Sidmouth Town Council update.	<b>RC</b>
11.	Finance Workstream matters	<b>SD</b>
12.	Legal Workstream	<b>HGL</b>
13.	HR / Internal & external communications worksteam	<b>KJ</b>
14.	Progress update re integration of Knowle and Manstone Depots relocation.	<b>AH / SA / JW</b>
15.	Any other business	
16.	<p>Dates of next Meetings:</p> <ul style="list-style-type: none"> <li>• 23 May 2017 – Committee Room – 1400 / 1600hrs</li> </ul>	

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|  | <ul style="list-style-type: none"><li>• 20 June 2017 – Committee Room – 1400 / 1600hrs</li><li>• 25 July 2017 – Committee Room – 1400 / 1600hrs</li><li>• 22 August 2017 – Committee Room – 1400 / 1600hrs</li><li>• 26 September 2017 – Committee Room – 1400 / 1600hrs</li><li>• 24 October 2017 – Committee Room – 1400 / 1600hrs</li><li>• 21 November 2017 – Committee Room – 1400 / 1600hrs</li></ul> |  |
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