

Date: 14 November 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 15 November 2017 – 1500 – 1630hrs. – Committee Room, Knowle**

**AGENDA**

		<b>Responsible Officer</b>
1.	Introductions and apologies:	<b>RC</b>
2.	Approval of previous Meeting Minutes (previously circulated) held on 18 October 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>○ Snagging and defect correction</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>	<b>SP</b>

5.	Project Risk Review <ul style="list-style-type: none"> <li>• Update</li> </ul>	<b>SP</b>
6.	Internal Project & Facilities Manager update <ul style="list-style-type: none"> <li>• Furniture, Fixtures and Equipment (FF&amp;E) update <ul style="list-style-type: none"> <li>○ Disposal of existing furniture</li> </ul> </li> <li>• Signage and other associated elements</li> </ul>	<b>JW</b>
7.	Facility Management Matters post hand over <ul style="list-style-type: none"> <li>▪ Exmouth Town Hall</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.	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>• 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.	Exmouth Town Hall <ul style="list-style-type: none"> <li>• Update following relocation</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> <li>○ Volunteers'</li> </ul> </li> </ul>	<b>RC / SP / JW</b>
13.	Integration of Knowle and Manstone Depots relocation <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.	PegasusLife Update <ul style="list-style-type: none"> <li>• Planning Appeal</li> </ul>	<b>RC / SP</b>

15.	Knowle Parkland transfer to Sidmouth Town Council update	<b>RC</b>
16.	Any other business	
17.	Dates of next Meetings: <ul style="list-style-type: none"><li>• 13 December at 3.00pm – Committee Room 2018</li><li>• 24 January at 2.30pm – Committee Room</li><li>• 21 February at 2.30pm – Committee Room</li><li>• 21 March at 3.00pm – Committee Room</li></ul>	