

Date: 19 January 2018  
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 Our Reference: Joint Meeting of Office Relocation Project Executive Group and Officer Working Party /RC/ah



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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, Steve Roach

## STRICTLY CONFIDENTIAL

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

**Wednesday 24 January 2018 – 1430 – 1630hrs. – Committee Room, Knowle**

#### AGENDA

		Responsible Officer
1.	Introductions and apologies:	RC
2.	Approval of previous Meeting Minutes (previously circulated) held on 15 November 2017	RC
3.	Matters arising from previous Meetings	RC
4.	Project Budget Review, including consideration of; <ul style="list-style-type: none"> <li>• Project Budget overall</li> <li>• Strata supervision</li> <li>• Manstone Depot</li> <li>• New Access Road</li> </ul>	
5.	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> </ul> </li> </ul>	SP

	<ul style="list-style-type: none"> <li>○ Site progress / programme</li> <li>○ Specific Project issues <ul style="list-style-type: none"> <li>▪ Border Road</li> </ul> </li> <li>● New Access Road <ul style="list-style-type: none"> <li>○ Update</li> </ul> </li> </ul>	
6.	Project Risk Review <ul style="list-style-type: none"> <li>● Update</li> </ul>	<b>SP</b>
7.	Facilities Manager update <ul style="list-style-type: none"> <li>● Liaison with Members, Officers and Departments, including Workshops</li> <li>● Fit Out and Decanting programme</li> <li>● Clearing and disposal of redundant furniture and equipment prior to VP</li> </ul>	<b>SA</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 / SA</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 prior to VP</li> </ul> </li> </ul>	<b>AH / SA</b>

14.	PegasusLife Update <ul style="list-style-type: none"><li>• Planning Appeal</li></ul>	<b>RC / SP</b>
15.	Any other business	
16.	Dates of next Meetings:  2018 <ul style="list-style-type: none"><li>• 21 February at 2.30pm – Committee Room</li><li>• 21 March at 3.00pm – Committee Room</li></ul>	