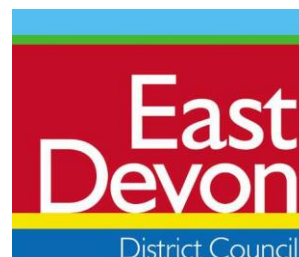


Date: 21 February 2018
 Contact number: 01395 517535
 E-mail: aherbert@eastdevon.gov.uk
 Our Reference: Joint Meeting of Office Relocation Project Executive Group and Officer Working Party



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, Simon Allchurch,
 Laurence Whitlock, Andrew Hancock,
 Steve Gammon, Adrian Smith, Steve Roach

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STRICTLY CONFIDENTIAL

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

Wednesday 21 February 2018 – 1500 – 1700hrs. – Committee Room, Knowle

AGENDA

		Responsible Officer
1.	Introductions and apologies:	RC
2.	Approval of previous Meeting Minutes (previously circulated) held on 24 January 2018.	RC
3.	Matters arising from previous Meeting.	RC
4.	Project Budget Review, including consideration of: <ul style="list-style-type: none"> • Project Budget overall • New Access Road 	
5.	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"> ○ Snagging and defect correction • Blackdown House, Honiton <ul style="list-style-type: none"> ○ Update ○ Contract Administration 	SP

	<ul style="list-style-type: none"> ○ Site progress/programme ○ Specific Project issues ● New Access Road ○ Update 	
6.	<p>Project Risk Review</p> <ul style="list-style-type: none"> ● Update 	SP
7.	<p>Facilities Manager update</p> <ul style="list-style-type: none"> ● Liaison with Members, Officers and Departments, including Workshops ● Fit Out and Decanting programme update ● Clearing and disposal of redundant furniture and equipment from Knowle prior to VP 	SA
8.	Finance Workstream	SD
9.	HR/Internal and external communications workstream	KJ
10.	Legal Workstream	HGL
11.	<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 ● Other 	SG/AS
12.	<p>Exmouth Town Hall</p> <ul style="list-style-type: none"> ● Update following relocation ● Tenants 	RC/SP/SA
13.	<p>Integration of Knowle and Manstone Depots relocation</p> <ul style="list-style-type: none"> ● Progress update <ul style="list-style-type: none"> ○ Programme ○ Knowle Depot ○ Removal of surplus elements from Manstone and Knowle Depots prior to VP 	AH/SA
14.	PegasusLife update	RC/SP
15.	Any other business	
16.	<p>Dates of next meetings: 2018</p> <ul style="list-style-type: none"> ● 21 March at 3.00pm – Committee Room 	

