

Date: 16 March 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 21 March 2018 – 1500 – 16.30hrs. – Committee Room, Knowle

AGENDA

		Responsible Officer
1.	Introductions and apologies:	RC
2.	Approval of previous Meeting Minutes (previously circulated) held on 21 February 2018	RC
3.	Matters arising from previous Meetings	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 ○ Site progress / programme ○ Specific Project issues 	SP

	<ul style="list-style-type: none"> • New Access Road <ul style="list-style-type: none"> ○ Update 	
6.	Project Risk Review <ul style="list-style-type: none"> • Update 	SP
7.	Facilities Manager update <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 matters	SD
9.	HR / Internal & external communications worksteam	KJ
10.	Legal Workstream	HGL
11.	ICT Workstreams <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.	Exmouth Town Hall <ul style="list-style-type: none"> • Update following relocation • Tenants 	RC / SP / SA
13.	Integration of Knowle and Manstone Depots relocation <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.	Dates of next Meetings: 2018 <ul style="list-style-type: none"> • 25th April 2018 at 3.00pm – Committee Room • 23rd May 2018 at 3.00pm – Committee Room 	