

Date: 17 May 2018  
 Contact number: 01395 517535  
 E-mail: aherbert@eastdevon.gov.uk  
 Direct Fax: 01395 517507  
 Our Reference: Joint Meeting of Office Relocation Project Executive Group and Officer Working Party /RC/ah



East Devon District Council  
 Knowle  
 Sidmouth  
 EX10 8HL  
 DX 48705 Sidmouth  
 Tel: 01395 516551

To: Councillors: Paul Diviani, Ian Thomas, Ian Chubb,  
 Alan Dent, Dean Barrow

Officers: Mark Williams, Richard Cohen, Simon Davey,  
 Henry Gordon Lennox John Golding,  
 Karen Jenkins, Steve Pratten, Andrew Hancock,  
 Simon Allchurch, Laurence Whitlock, Adrian Smith,  
 Steve Roach

**STRICTLY CONFIDENTIAL**

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

**Wednesday 23 May 2018 – 1500 – 1700hrs. – 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 25 April 2018	<b>RC</b>
3.	Matters arising from previous Meetings	<b>RC</b>
4.	Project Budget Review, including consideration of; <ul style="list-style-type: none"> <li>• Project Budget overall</li> <li>• New Access Road</li> </ul>	<b>SP</b>
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>• Blackdown House, Honiton               <ul style="list-style-type: none"> <li>○ Update</li> <li>○ Contract Administration</li> <li>○ Site progress / programme</li> <li>○ Specific Project issues</li> </ul> </li> <li>• New Access Road</li> </ul>	<b>SP</b>

	<ul style="list-style-type: none"> <li>○ Update</li> <li>● Exmouth Refurbishment Project update.</li> <li>○ Snagging and defect correction</li> </ul>	
6.	<p>Project Risk Review</p> <ul style="list-style-type: none"> <li>● Update</li> </ul>	<b>SP</b>
7.	<p>Facilities Manager update</p> <ul style="list-style-type: none"> <li>● Liaison with Members, Officers and Departments, including Workshops</li> <li>● Fit Out and Decanting programme update</li> <li>● Paper Storage</li> <li>● Clearing and disposal of redundant furniture and equipment from Knowle 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.	<p>ICT Workstreams</p> <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>● Other</li> </ul>	<b>LW / AS / SR</b>
12.	<p>Exmouth Town Hall</p> <ul style="list-style-type: none"> <li>● Update following relocation</li> <li>● Tenants</li> </ul>	<b>RC / SA</b>
13.	<p>Integration of Knowle and Manstone Depots relocation</p> <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	<b>RC / SP</b>
15.	Any other business	
16.	<p>Dates of next Meetings:</p> <p>2018</p> <ul style="list-style-type: none"> <li>● 25 July 2018 at 2.30pm – Committee Room</li> <li>● 22 August 2018 at 3.00pm – Committee Room</li> <li>● 3 October 2018 at 3.00pm – Committee Room</li> <li>● 31 October 2018 at 3.00pm – Committee Room</li> <li>● 28 November 2018 at 3.00pm – Committee Room</li> </ul>	

