

Date: 20 August 2018
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 Our Reference: Joint Meeting of Office Relocation Project Executive Group and Officer Working Party /RC/ah



East Devon District Council
 Knowle
 Sidmouth
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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 22 August 2018 – 1500 – 1630hrs. – Committee Room, Knowle

AGENDA

| | | Responsible Officer |
|----|--|----------------------------|
| 1. | Introductions and apologies: | RC |
| 2. | Approval of previous Meeting Minutes (previously circulated) held on 25 July 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 | SP |
| 5. | Office Relocation Project: <ul style="list-style-type: none"> • Project update, • Project cost to date • General Project Issues • Blackdown House, Honiton <ul style="list-style-type: none"> ○ Update ○ Contract Administration ○ Site progress / programme ○ Specific Project issues • New Access Road | SP |

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| | <ul style="list-style-type: none"> ○ Update ● Exmouth Refurbishment Project update. ○ Snagging and defect correction | |
| 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"> ● Fit Out and Decanting programme update ● Paper Storage ● 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. | <p>ICT Workstreams</p> <ul style="list-style-type: none"> ● Strata Project Highlight Report ● EDMS update and programme, review of requirement for storage when Office has relocated. Including Offsite storage options ● Other | LW / AS / SR |
| 12. | <p>Exmouth Town Hall</p> <ul style="list-style-type: none"> ● Update ● Tenants | RC / SA |
| 13. | <p>Integration of Knowle and Manstone Depots relocation</p> <ul style="list-style-type: none"> ● Progress update | SA |
| 14. | PegasusLife Update | RC / SP |
| 15. | <p>Any other business</p> <ul style="list-style-type: none"> ● DCC Flood attenuation Pre-App for Knowle ● Members Visit to Blackdown House – 26 September 2018 | RC / SP |
| 16. | <p>Dates of next Meetings:</p> <p>2018</p> <ul style="list-style-type: none"> ● 3 October 2018 at 3.00pm – Committee Room ● 31 October 2018 at 3.00pm – Committee Room ● 28 November 2018 at 3.00pm – Committee Room | |