

Date: 28 November 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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 DX 48705 Sidmouth
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To: Councillors: Ian Thomas, Paul Diviani, Ian Chubb,
 Alan Dent, Dean Barrow

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

STRICTLY CONFIDENTIAL

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

Wednesday 28 November 2018 – 1500 – 1630hrs. – Committee Room, Knowle

AGENDA

		Responsible Officer
1.	Introductions and apologies:	RC
2.	Approval of previous Meeting Minutes held on 31 October 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 • Exmouth Refurbishment Project Update <ul style="list-style-type: none"> ○ 12 Months Defects 	SP

6.	Project Risk Review <ul style="list-style-type: none"> Update 	SP
7.	Facilities Manager update <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.	ICT Workstreams <ul style="list-style-type: none"> Strata Project Highlight Report Virgin Media/Internet connection update EDMS update and programme, review of requirement for storage when Office has relocated. Including Offsite storage options Other 	LW / AS / SR
12.	Exmouth Town Hall <ul style="list-style-type: none"> Update Tenants 	RC / SA
13.	Integration of Knowle and Manstone Depots relocation <ul style="list-style-type: none"> Progress update 	SA
14.	PegasusLife Update	RC / SP
15.	Any other business <ul style="list-style-type: none"> DCC Flood attenuation Pre-App for Knowle 	RC / SP
16.	Dates of next Meetings: <p>2018</p> <ul style="list-style-type: none"> TBC 17 December 2018 at 3.00pm – Committee Room <p>2019</p> <ul style="list-style-type: none"> 23 January 2019 at 3.00pm – EDDC Committee Room 20 February 2019 at 3.00pm – BH Meeting Room 1 20 March 2019 at 3.00pm – BH Meeting Room 1 17 April 2019 at 3.00pm – BH Meeting Room 1 	