

Date: 20 February 2019
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 Our Reference: Joint Meeting of Office Relocation Project Executive Group and Officer Working Party /RC/ah



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

East Devon District Council
 Blackdown House
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STRICTLY CONFIDENTIAL

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

Wednesday 20 February 2019 – 1500 – 1630hrs. – Tale Room (Meeting Room 3), Blackdown House

AGENDA

		Responsible Officer
1.	Introductions and apologies:	RC
2.	Approval of previous Meeting Minutes held on 23 January 2019.	RC
3.	Matters arising from previous Meetings.	RC
4.	Project Budget Review.	SP
5.	Office Relocation Project: <ul style="list-style-type: none"> • Project update • Project cost to date • General Project Issues • Blackdown House, Honiton • Exmouth Town Hall Refurbishment 	SP
6.	Project Risk Review <ul style="list-style-type: none"> • Update 	SP
7.	Facilities Manager update <ul style="list-style-type: none"> • Update of Fit Out and Decanting • Clearing and disposal of redundant furniture and equipment 	SA

	from Knowle prior to VP.	
8.	Finance Workstream matters	SD
9.	HR/Internal & external communications workstream	KJ
10.	Legal Workstream	HGL
11.	<p>ICT Workstreams</p> <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.	<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.	<p>PegasusLife Update</p> <ul style="list-style-type: none"> • DCC Flood attenuation Pre-App for Knowle 	RC/SP
15.	AOB:	
16.	<p>Dates of next Meetings:</p> <p>2019</p> <ul style="list-style-type: none"> • 20 March – Blackdown House, Yarty Meeting Room – 3.00pm – 4.30pm • 17 April – Blackdown House, Tale Meeting Room – 3.00pm – 16.30pm 	