

Meeting not open to the public



District Council

Date: 20 October 2016
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Our Reference: AMH

East Devon District Council
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Office Relocation Project Executive Group Wednesday, 26 October 2016 – 1500 - 1700 hrs. – Room 1

AGENDA

**Responsible
Officer**

		Responsible Officer
1.	Apologies:	RC
2.	Approval of previous Meeting Minutes (previously circulated) held on 28 September.	RC
3.	Matters arising from the previous Meeting	
4.	Office Relocation Project particulars: <ul style="list-style-type: none">• Project update,• Project cost to date• Design and Design Team update• Planning Applications<ul style="list-style-type: none">○ Exmouth Town Hall○ Heathpark Honiton• Contractor update• Programme update, including identification of critical dates.• Risk Review• Update of GT Model - Project Cost reconciliation with that advised to Council in March 2015• Project Issues	SP

5.	Internal Facilities Manager update <ul style="list-style-type: none"> • Furniture, Fixtures and Equipment (FF&E) progress • Storage Review update • Location / juxtaposition of Departments 	JW
6.	PegasusLife Update <ul style="list-style-type: none"> • Planning Submission and associated issues. 	RC/ HGL /SP
7.	Exmouth Town Hall <ul style="list-style-type: none"> • Update of impacts, including temporary accommodation issues, Section 25 Notices and Managing Change for; <ul style="list-style-type: none"> • EDDC, • ETC, • CAB, • Registry Office • Volunteers • CCTV • Town wide CCTV coverage using Wi Fi 	RC / SP / JW
8.	Integration of Knowle and Manstone Depots update	RC / JW
9.	Knowle Parkland transfer to Sidmouth Town Council update.	RC
10.	Finance Workstream matters	SD
11.	Legal Workstream	HGL
12.	HR / Internal & external communications worksteam	KJ
13.	ICT Workstreams <ul style="list-style-type: none"> • Progress update • EDMS • Task Customers and Ownership 	KJ
14.	Offsite storage options for paper documents	RC / JH
15.	Any Other Business	
17.	Date of Next Meeting <ul style="list-style-type: none"> • 23 November 2016 – 1500 – 1700hrs, Room 1 	