

Date: 16 November 2016  
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 Our Reference: Officer working Group/RC/ah



To: Members of the Office Accommodation Officer Working Group  
 (Richard Cohen, Simon Davey, John Golding, Karen Jenkins,  
 Chris Powell, Steve Pratten, Henry Gordon Lennox,  
 Moya Moore/Jo George, Andrew Hancock, Donna Best,  
 Simon Allchurch, Jules Waddington)

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**STRICTLY CONFIDENTIAL**

**Office Relocation Project – Officer Working Group  
 Tuesday 22 November 2016, 1400 – 1600 hrs, Committee Room**

**AGENDA**

		<b>Responsible Officer</b>
1.	Introductions and apologies:	<b>RC</b>
2.	Approval of previous Meeting Minutes (previously circulated) held on 25 October 2016	<b>RC</b>
3.	Matters arising from previous Meeting	<b>RC</b>
4.	ICT Workstreams <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>• Progress compared to programme</li> <li>• New telephony</li> <li>• New desktops</li> <li>• New Flexi System</li> <li>• Door security system</li> <li>• AV</li> <li>• Helping Management understanding new technology</li> <li>• Timeline for implementation</li> <li>• New Intranet</li> <li>• New IT desktop facilities</li> <li>• ITC Budget update</li> <li>• Fax line – requirements by particular Departments.</li> <li>• Other</li> </ul>	<b>KJ / CP / JW</b>

5.	<p>Exmouth Town Hall</p> <ul style="list-style-type: none"> <li>• Update of impacts, including temporary accommodation issues, Section 25 Notices and Managing Change for; <ul style="list-style-type: none"> <li>○ EDDC including Home Safeguard</li> <li>○ ETC,</li> <li>○ CAB,</li> <li>○ Registry Office</li> <li>○ Volunteers</li> <li>○ CCTV</li> </ul> </li> <li>• Town wide CCTV coverage using Wi Fi</li> <li>• Car Park matters</li> </ul>	<b>RC / SP / JW</b>
6.	<p>Office Relocation Project particulars:</p> <ul style="list-style-type: none"> <li>• Project update,</li> <li>• Project cost to date</li> <li>• Design and Design Team update</li> <li>• Planning Applications <ul style="list-style-type: none"> <li>○ Exmouth Town Hall</li> <li>○ Heathpark Honiton</li> </ul> </li> <li>• Contractor update</li> <li>• Programme update, including identification of critical dates.</li> <li>• Risk Review</li> <li>• Update of GT Model - Project Cost reconciliation with that advised to Council in March 2015</li> <li>• Project Issues</li> </ul>	<b>SP</b>
7.	<p>Internal Facilities Manager update</p> <ul style="list-style-type: none"> <li>• Furniture, Fixtures and Equipment (FF&amp;E) progress</li> <li>• Treatment of existing FF&amp;E – in particular, Exmouth Chamber and Committee Room furniture.</li> </ul>	<b>JW</b>
8.	<p>Pegasus Update</p> <ul style="list-style-type: none"> <li>• Planning Submission and associated issues</li> </ul>	<b>RC / SP</b>
9.	Knowle Parkland transfer to Sidmouth Town Council update.	<b>RC</b>
10.	Finance Workstream matters	<b>SD</b>
11.	Legal Workstream	<b>HGL</b>
12.	HR / Internal & external communications worksteam	<b>KJ</b>
13.	Progress update re integration of Knowle and Manstone Depots relocation.	<b>AH / SA / JW</b>
14.	Any other business	
15.	<p>Dates of next Meetings:</p> <ul style="list-style-type: none"> <li>• 2 No meetings identified during December 2016</li> <li>• 24 January 2017, Committee Room – 1400 – 1600hrs.</li> </ul>	

