

Maxwell Suite Refurb
12th July 2024 Via MS Teams
NOTES
Chair/notes: Kyra Boon

Present	
Laura Harvey, Martin Griffiths, Ian Leese, Rob Muse, Kyra Boon	
Apologies	
None	
1. Governance	
1.1 Update	
<p>A paper outlining two options was discussed at the June CMG. Option 1 – close activity and refurb suite, Option 2 - build new suite in gym and transfer activity when built. Option2 preferred with a proposed shared entrance design with existing suite for future developments.</p> <p>An architect has been appointed to look at a feasibility. Plans will be available at the meeting on 1st August (and before for comment)</p>	
1.2 Terms of reference	
<p>Group would report to Project Board (Kerry Jones, Steve Ireland, Laura Harvey, Martin Griffiths)</p> <p>Agreed a working group and then a consultee group (have split in ToR draft 4.0) KB to invite all those agreed in the working group to next meeting.</p>	
Actions	
<p>MG to see if police rep interested.</p> <p>KB to speak to WL matron re representation</p> <p>KB to speak to Inclusion lead for support/advice on engaging expert by experience</p> <p>KB to invite all those agreed in the working group to next meeting.</p>	
2. Work Stream updates	
2.1	Design
<p>Schedule of accommodation reviewed 4.0</p> <ul style="list-style-type: none"> - No major changes apart from that the vision panels should be as small as possible and team were happy to rely on the CCTV for obs. - A 3 room design will make the Bethlam design difficult for one room, also the shape of the current building footprint may restrict what can be achieved in terms of shared accommodation/entrance with a future development. <p>Actions</p> <p>KB to feed back to architect.</p> <p>Reference sites</p> <p>Bethlam layout discussed, need to know how useful in reality</p> <p>AWP are asking us for a site visit as changing their design.</p> <p>IL also said that the Stonebow Unit place of safety was a good design.</p>	

Actions

RM would contact AWP and see why they are changing their unit designs
KB would follow up the Bethlam model and see if we could talk to the Ops team in the first instance.

3. Financial

800k in capital programme for this financial year.

4. Programme

Indicative at this stage until approved and design team appointed

Maxwell Suite	Q1			Q2			Q3			Q4		
Updated 13.06.24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25
Feasibility and costs												
CMG paper												
Procure design team												
Full design												
Procure contractor												
Mobilisation												
On site works (depending on phasing)												

5. Risk

Need to engage with the other users of WL site as the option to look at using the gym has been put forward, currently what needs replacing is unknown.
There is a risk of not spending much of the 800k set aside.

6. General items

6.1	Any Other Business	
	None raised.	
6.2	Date and of Next Meeting(s) All on MS Teams	<i>1st Thursday of each month @ 3pm.</i> Next 1 st August at 3pm via Teams