

Maxwell Suite Refurb
1st August 2024 Via MS Teams
NOTES
Chair/notes: Kyra Boon

Present	
Laura Harvey, Amy Barnes, Elena Llewellyn-Springett, Ian Leese, Adam Keightly, James Green, Debra Briggs	
Apologies	
Rob Muse	
1. Governance	
1.1 Terms of reference	
The latest ToR are attached version 5, as there is a wider group now please review and confirm at next meeting (action all)	
1.2 Matters arising from 12th July	
Actions	
MG to see if police rep interested. Ongoing	
KB to speak to WL matron re representation Done, separate briefing meeting held, and invited to group	
KB to speak to Inclusion lead for support/advice on engaging expert by experience Meeting arranged for 10th September	
KB to invite all those agreed in the working group to next meeting. Completed	
2. Work Stream updates	
2.1	Design
The plan sent earlier in the week was discussed. This shows a 3 room suite in the footprint of the gym, both larger and smaller.	
KB explained that Wotton Lawn have major concerns about this option and will be challenging this as it impacts their service provision. <i>Post meeting note – the area has no legal restrictions, this has been checked. In addition the fire officer has noted that this is the current secure refuge in the event of a fire.</i>	
Comments on plan	
<ul style="list-style-type: none"> • Larger handover and welfare can be combined – max 8 • Queried need for clinical storage size, detail of what needs storing to be looked at. • Single ensuites preferred from IPC perspective – in relation to query can we minimise this, we could possibly have one shower but would need all user access. • A need for a separate interview room was discussed but not concluded • KB asked to see current operational policy, and will contact JPitman. Action • Waste disposal was discussed and how this occurred. • Cleaners cupboard footprint could also be used to store towels and bedding • Patient food prep needs considering – KB to ask Graham Povey Action 	

Reference sites

KB has had some contact with the Bethlem Estates staff, and is following it up.

Actions

RM would contact AWP and see why they are changing their unit designs **Ongoing**

KB would follow up the Bethlam model and see if we could talk to the Ops team in the first instance. *Post meeting note – quick discussion with South Maudsley Head of Nursing reveals this unit mothballed now for 7 or so years and they have a central 5/6 room unit fully manned and staffed*

3. Financial

800k in capital programme for this financial year.

4. Programme

Indicative at this stage until approved and design team appointed

Maxwell Suite												
Updated 13.06.24	Q1			Q2			Q3			Q4		
	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	1 st Thursday of each month @ 3pm. Next 5 th Sep at 3pm via Teams