

Maxwell Suite Refurb
5th September 2024 Via MS Teams
NOTES
Chair/notes: Kyra Boon

Present	
Kyra Boon, Julie Pitman, Laura Harvey, Rob Muse, Amy Barnes, Elena Llewellyn-Springett, Ian Leese, James Green, Debra Briggs	
Apologies	
Steve Rowe	
1. Governance	
1.1 Terms of reference	
Version 5 approved	
1.2 Matters arising from August	
Actions	
MG to see if police rep interested. Ongoing	
KB to speak to Inclusion lead for support/advice on engaging expert by experience Complete 10th September.	
AWP connections – Rob Martin and Leon to visit 9 th Oct 2024. AWP appear to run the unit like a ward and detainees are staying longer than 24 hours on a regular basis. Be good to get plans of the new building when the Trust visits.	
Any actions around the plan have been incorporated into the revised design.	
2. Work Stream updates	
2.1	Design
Plan - The revised feasibility plan was discussed (ref 7274-F-210 F02)	
<ul style="list-style-type: none"> • It had been agreed with facilities that any patient food prep could be done from the staff beverage area, but would need clear divisions in storage and fridge space. • Only one of the rooms has a shower, agreed that this was not enough but that a shared space was not suitable from IPC perspective so will re-look at two rooms having a shower (3 if poss) • Access via Wotton Lawn would still be welcome, but would need to look at secure door line, this would also help with fire egress distances as the Fire Officer had highlighted the dead end in the gym as a risk • Agreed the number, location and swing of doors were not right and Ops agreed to talk about this outside of the meeting and how they would respond to different situations with the access and egress. Action • Patient and staff areas to be colour coded. • Add in a waste disposal area by the staff door or discuss an operational solution with a trolley or something similar. • The door design was queried, KB said based on doors installed at Berkely house and would send the spec round. 	

Equipment – it will be assumed that the equipment will transfer but potentially look at built in design in the rooms so there are not sofas bolted to floor and difficult to clean under.

KB confirmed that any mechanical ventilation would be flush fitted in the ceiling.

3. Financial

Current cost plan (excluding any gym reprovion) is £1million.

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 in this financial year

6. General items

6.1	Any Other Business	
	KB explained she is appointing a design team to take this project forward.	
	None raised.	
6.2	Date and of Next Meeting(s) All on MS Teams	<i>1st Thursday of each month @ 3pm.</i> Next at 3pm via Teams