

**Maxwell Suite Refurb**  
3<sup>rd</sup> October 2024 Via MS Teams  
**NOTES**  
Chair/notes: Kyra Boon

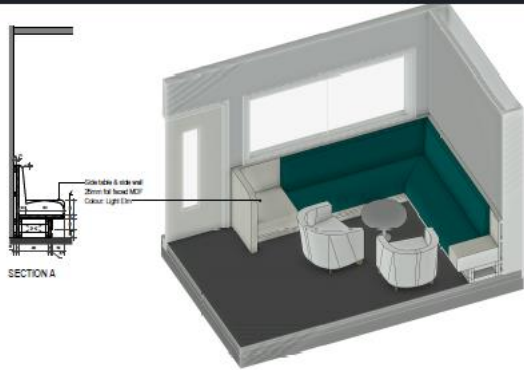
<b>Present</b>	
Kyra Boon, Julie Pitman, Laura Harvey, Rob Muse, Ian Leese	
<b>Apologies</b>	
Amy Barnes, Debra Briggs	
<b>1. Governance</b>	
<b>1.1 Matters arising from September</b>	
<b>Actions</b>	
Police rep – agreed to consult during design process rather than join group <b>Closed</b>	
KB to speak to Inclusion lead for support/advice on engaging expert by experience, also RM mentioned inviting a peer support worker to the group <b>Action KB (post mtg note done)</b>	
AWP connections – Rob Martin and Leon to visit 9 <sup>th</sup> Oct 2024 and feedback findings to group	
<b>Action RM/MG</b>	
Meeting to discuss doors, location and swing happened prior to this meeting, to include route staff will take to respond to incidents. <b>Notes below.</b>	
<b>2. Work Stream updates</b>	
2.1	Design
<p>A paper went to CMG in September, it was approved but the risks around the gym reprovision and fire evacuation had to be detailed before final approval. The outcome of these discussions will go to October CMG. The loss of the gym and the reprovision will be part of a QEIA process but this ties in with a service review that the therapies are doing anyway. A proposal for the evacuation has been worked through specifically for Montpellier patients.</p> <p>Design team appointment – we are going to Ridge Consultants, who are offering a combined service and will manage it all. A site visit has been arranged for wc 28<sup>th</sup> Oct. Previous discussions have noted to increase showers from one to two.</p> <p>Doors – a Teams session is arranged for 22<sup>nd</sup> Oct as they do not have a small portable version.</p>	

Discussion around doors held earlier in the day;

**Doors (Rob, Julie, Mark, Martin) 3.10.24**

- Airlock is required
- Move doors out of airlock
- Airlock doors to open out
- Staff base – open out into circ
- All interview rooms open in
- Rear access doors for maintenance staff in all int rooms
- Doors out of gym for fire and unit access

Secure fencing of outdoor area to also have a door for access.



Equipment – a visual of what we could include. RM said Knightsbridge may also do something – KB to check **Action KB**

**3. Financial**

Current cost plan is £1.1 million

**4. Programme**

Indicative at this stage until approved and design team appointed.

Maxwell Suite															
Updated 21.10.24	Q2			Q3			Q4			Q1			Q2		
	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25
Feasibility and costs															
CMG paper															
Delays due to gym related issues															
QEIA process															
Structural advice				wc. 21.10											
Procure design team															
Full design															
Procure contractor															
Mobilisation , noting the lead in times on some items															
On site works (depending on enabling timing)									Enabling	Maxwell Suite					

5. Risk		
<ul style="list-style-type: none"> <li>• Approval of QEIA process</li> <li>• Level of enabling works for the gym and where in the timeline that fits.</li> <li>• There is a risk of not spending much in this financial year</li> </ul>		
6. General items		
6.1	<p><b>Any Other Business</b></p> <p>Director of Nursing raised a query with Associate Director of Estates over interview room numbers. MG sent the data through separately that although not accurate does show 3 detainees data and explained the theory is this will increase with Right Care Right Place. MG will be working on a business case for the staffing mix of the Maxwell Suite but independent of this project. RM sent the SOP through for KB.</p>	
6.2	<p>Date and of Next Meeting(s) All on MS Teams</p>	<p><i>1<sup>st</sup> Thursday of each month @ 3pm.</i></p> <p>Next 7<sup>th</sup> November at 3pm via Teams</p>