

**Maxwell Suite Project Team (DRAFT 5)**

**TERMS OF REFERENCE**

**Project Objectives**

- Provide a 3 room admission Maxwell Suite with improvements in:
  - the room relationships and to reduce wasted space,
  - acoustics for staff confidentiality and patient experience
  - general robustness of fixtures and fittings to enable fewer maintenance issues and easier cleaning, less downtime
  - access to staff welfare when unit operational,
  - detainee access to shower facilities and improving their dignity and experience
- Ensure a layout that is flexible for the future.
- Spend in 2024/5

**Project Team Outcomes**

- To agree Schedules of Accommodation, Room Data Sheets, Operational Policy, Clinical Output Specification and layout plans on behalf of the service
- To agree service proposals and their associated components within the overall scheme;
- To ensure that key milestones within the programme are completed on time, within budget and that the development programme as a whole is successfully completed.

**User Group Members are expected:**

- To uphold Trust Values at all times
- To develop a scheme based on latest guidance and practice within the specific specialty
- Ensure that the scheme meets Infection Control guidance
- To represent colleagues in all aspects of the scheme
- To provide supporting information where necessary to facilitate approval of the scheme
- To aid Estates colleagues in drawing up the requirements of the scheme in terms of design and equipment
- To write/update the operational policy for the service in line with any changes and latest clinical guidance
- To provide regular time/energy commitment throughout
- To be realistic in expectations and sensible in requests
- To communicate regularly with colleagues to ensure plans and proposals are accepted by all
- To liaise and seek agreement from colleagues in other departments where necessary
- To sign off final plans and room data sheets on behalf of colleagues
- To continue representation where necessary when management of the scheme is handed over to a Commissioning Team

## Frequency of Meetings

The Project Team will meet on a monthly basis unless time constraints call for more frequent meetings. Likewise meetings will be cancelled if not required or not sufficient attendance.

## Core membership

Name	Role in project
Martin Griffiths/Rob Muse/Julie Pitman	Ops lead
James Green (or delegate) MG to speak with police rep	Other MS users – Police, AMHPs ?
Becky Anstis	Other Ops staff – to represent site/gym
n/a	Admin Lead
Ian Leese/Max Boyce	Security Lead
Louise Forrester/IPC Nurse	Infection Control link
TBC	Commissioning lead (Estates)
LH/Kyra Boon	Estates lead PM

## Will be consulted with/kept informed

Name	Role in project
Steve Rowe	Estates locality lead
Deb Briggs	Facilities lead
Estates colleagues as needed to comment on plans	TBC
Consultation with. Focus group	Expert by experience
Jemma Lloyd	Finance link
TBC	IT link

## Reporting Arrangements

The group will report to the Project Board. The Project Board is made up of the Service Director for MH and LD Inpatient and Urgent Care (Also Project Sponsor), Deputy Service Director for MH and LD Hospitals, Assistant Director for Estates and Facilities and Deputy Service Director for Urgent Care

The members of the User Group have a responsibility to disseminate any relevant information and decisions to colleagues and staff under their management and ensure any required action is taken.