




EPH Modernisation Programme Board
Minutes - 27 March 2013

Present: Ian Asher, Philip Callow, Tracy Carter, Zara Carter, Kevin Hall, Melanie Hopewell (Minutes), Emma Kerr, Paul Landais-Stamp, Debbie Mitchell, Graham Terry (Chair), Chris Weeks.

Apologies: Alice Beckwith, Ross Brown, Hannah Morley.

	ITEM	Action
1	Minutes from last meeting – 27/02/13	
	 <p>Minutes - Feb-13.docx</p> <p>These were agreed as an accurate record.</p>	
2	Update on recent developments	
	<ul style="list-style-type: none"> GT fed back that CMT had agreed on 06/03 that a detailed briefing was required with key Cabinet members (JA/TS-L/DW) ahead of any Cabinet report. The report planned for 5th April was therefore postponed, most likely until 4th June. Lead in times at end of these minutes. There is a meeting planned tomorrow (28/03) to discuss the approach to, and content of, that Member briefing. CMT recognise the importance, scale and complexity of the project and the need for greater ownership of the project at CMT level. Moving forward, Cabinet reports will go jointly from Kevin Hall and Ian Floyd. 	
3	Revised project structure/governance arrangements	
	<p>The Board discussed the attached draft revised project structure/governance arrangements and AGREED:</p>  <p>EPH rnisation Programr</p> <ul style="list-style-type: none"> The revised Programme Board membership. That having Workstream Leads sharpened accountability. There should be one Finance lead but flagged that, subject to further discussions, it may not be Debbie playing that role. TC will chair the fortnightly Project Team but that the chairmanship will be reviewed at the end of the procurement process The EPH part of the Burnholme project will be managed here. 	

4	Update on procurement – approach & documentation	
	<p><u>Procurement Approach/Timeline</u></p> <ul style="list-style-type: none"> Competitive dialogue process – ZC had produced a revised timeline for this and would aim to go out to market on 5 June with a view to awarding contract by December 2014. In her opinion there would not be an operational building by May 2015. Framework agreements – EK to circulate reasons why such frameworks are not appropriate here & attempt to summarise in a slide for the presentation to Members. ZC to produce a timeline for building an “off the peg” care home – ie the quickest possible solution. <p><u>Progress on Procurement Documentation</u></p> <ul style="list-style-type: none"> CW tabled a grid showing our progress in production of the various pre-procurement documents and specifications. Progress is being made but there is still much to do. Agreed that we will still work towards a 5th June deadline for being ready to issue the OJEU advert and PQQ. CW to share latest version of all specifications with ZC to aid her drafting of the PQQ. <p><u>Financial Challenges</u> – some discussion around</p> <ul style="list-style-type: none"> Room sizes and cost Build costs & potential financing options Requirement to re-profile budget savings in ACE <p>Please note – most of this discussion, and the resulting action points, were overtaken by a more detailed consideration of the Financial Model and Procurement Approach at the following day's meeting – notes from which attached:</p>  <p>EPH meeting note - 28 Mar 2013...</p>	<p>EK ZC</p> <p>CW/ZC</p>
5	Presentation to Member briefing on 18 April	
	Discussed under item 4.	
6	AOB	
	Disposal of playing fields – PC advised that a 6 week consultation period was required – decision to begin this in May.	PC