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| Meeting:       | Brighton and Sussex University Hospitals NHS Trust: 3Ts Programme Board |
| Date:          | 20 October 2016   |
| Board Sponsor: | Kirstin Baker, Chair 3Ts Programme Board                                |
| Paper Author:  | Anna Barnes, Associate Director Governance                              |
| Subject:       | Minutes (Enclosure A)   |

## Executive summary

This paper contains the minutes from Programme Board in September 2016.

|   |   |
|---|---|
| Links to corporate objectives   | Link to Corporate Objective(s) <ul style="list-style-type: none"> <li>• High performing;</li> <li>• Best and safest care and</li> <li>• Academic excellence.</li> </ul> |
| Identified risks and risk management actions  | Risks and mitigations are more fully explained within the risk report which is to follow.   |
| Resource implications   | As above.   |
| Report history  | Programme Board notes from September 2016.  |
| Appendices  | Nil   |
| Action required by the Board<br>Programme Board is invited to <u>agree, or correct</u> this report. |   |

**Minutes of RSCH Hospital Redevelopment Programme Board (Part I): 22<sup>nd</sup> September 2016  
11.30am to 12.30pm in Boardroom, St Mary's Hall**

**Present:**

|                  |  |
|------------------|--|
| Jonathan Abbott  | Project Leader, Laing O'Rourke                                   |
| Kirstin Baker    | Chair / Non-Executive Director, BSUH                             |
| Rachel Cashman   | Director of Strategy & Commercial Development, BSUH              |
| Graham Dodge     | Deputy 3Ts Clinical Director, BSUH                               |
| Dom Ford         | Director of Corporate Affairs, BSUH                              |
| Helen O'Dell     | Interim Chief Nurse, BSUH  |
| Duane Passman    | Director of 3Ts, BSUH  |
| Spencer Prosser  | Chief Financial Officer, BSUH                                    |
| Mark Angus       | Interim Deputy Chief Operating Officer, for Emergency Care, BSUH |
| Helen Weatherill | Director of HR, BSUH   |

**In Attendance:**

|                 |  |
|-----------------|--|
| Anna Barnes     | AD, 3Ts Governance, BSUH               |
| Rob Brown       | Head of Capital Development, BSUH      |
| Steve Chudley   | 3Ts Main Scheme Project Manager, BSUH  |
| Peter Griffiths | Trust Board Development Advisor, BSUH  |
| Ross Hanson     | Director, Turner & Townsend            |
| Dale Vaughan    | Director of Facilities & Estates, BSUH |

**Apologies:**

|                   |                                     |
|-------------------|-------------------------------------|
| Nick Groves       | AD, 3Ts Service Modernisation, BSUH |
| Gillian Fairfield | CEO, BSUH                           |
| Mark Frake        | 3Ts Project Accountant              |
| Kyle McClelland   | Director, Turner & Townsend         |
| Gary Speirs       | Capital Project Manager, BSUH       |

- 1.1        **Welcome, Introductions & Apologies**  
Kirstin welcomed everyone to the meeting.
- 1.2.       **Declarations of Interest**  
No further interests were declared.
- 1.3.       **Previous Minutes**  
The minutes of 25<sup>th</sup> August were approved.
- 1.4.       **Action Log/Matters Arising**
- 1.4.1      **Use of chapel**  
Duane reported that LO'R alternative proposals for the timing of the development are in progress.  

**Action: Jonathan Abbott**
- 1.4.2      **Decant After Action Review**  
Duane reported that this is in progress and learning will be submitted to Programme Board. Scope change is likely to be identified as a key issue.  

**Action: Rob Brown / Anna Barnes**
- 1.4.3      **Re-wording of risks**  
Meeting taking place that afternoon.  

**Action: Anna Barnes**

## 1.5. **Notes from Subgroups**

The notes of 3Ts Programme Team (19<sup>th</sup> August) were received. Duane had requested that all sub-groups use the agreed risk escalation forms.

**Action: All subgroup chairs.**

## 1.6. **Laing O'Rourke Progress Review**

### 1.6.1 **Update**

Jonathan presented the main items of progress in the circulated report, including the progress since the report was issued. Key points:-

#### **South Service Road**

- Final Foul connection completed (drainage work), this enables stage 1 piling.
- Piling near ENT building due to start on 26/09/16, after breaking ground floor entrance slab commences on 19/09/16.
- Pile capping for trauma lift foundation completed
- Trust to remove chillers from SSR, joint discussion been held for new location.

#### **Thomas Kemp Tower**

- Exploratory works, services diversions & temporary weather proofing trial to roof area ongoing.
- Survey work completed for Copping North, East and West to confirm the structure.
- Asbestos remove complete on TKT.
- Cowl /smoke extract work have commenced 50% complete by 16/09/16 to enable us to start AHU works.
- FM lift lobbies hoarding ongoing, 25% completed.
- Fire Alarm Extension competed.

#### **Main Scheme**

- Additional asbestos removal works for Estates Building ongoing (80% completed).
- Structural demo completed for Ent (545) building.
- Change in the possession date for Latilla & Nuclear Med.
- The programme has now been reworked to incorporate the new possession dates of Latilla, Nuclear medicine and Sussex Cancer buildings, also linking the decant of the Jubilee Building to the demolition of the Stephen Rali Building as per infection control agreement.

#### **Other**

- Close out of VE Items remains ongoing.
- Steelwork package placed.
- Envelop Design package review ongoing, BDP started issuing fit out packages.
- Programme for Acceptance C06 submitted with commentary. Overall programme review meeting held with Trust on 13<sup>th</sup> Sept. 16 followed by helideck programme review meeting on 15<sup>th</sup> Sept.16.

### 1.6.2 **Discussion**

Key points from the discussion:-

- Kirsten asked if the water quality issues had been resolved in the buildings which were being commissioned. Jonathan said that the testing cycles being undertaken were currently producing adequate results.
- Graham added that the new buildings would provide a far superior quality of accommodation compared to those in which staff had been providing care.
- Anna highlighted the accompanying BSUH report which outlined the key issues in relation to the programme from BSUH's' perspective.
- Helen asked for adequate notice of the commissioning period so clinical staff could prepare.

**Action: Rob Brown**

## 1.7. Risk Register

1.7.1 The Risk Register report was discussed .It was noted that one of the LO'R risks had materialised with regard to the insurance claim for the Courtyard Flooding. The risk was, however, kept open in case of another claim.

1.7.2 Duane suggested that the full register should be considered at a future meeting.

**Action: Anna Barnes**

## 1.8 Workforce and Leadership Report

1.8.1 Helen reported that the work programme required by the CQC report was underway. Work already undertaken by Nick Groves was fully integrated. The aim was to "future proof" in readiness for 3Ts.

## 1.9 Sustainability & Transformation Plan & MTC Compliance Review

1.9.1 Rachel updated on the Sussex & East Surrey Sustainability & Transformation Plan (STP), which is considering how network provider services should be reconfigured, and the NHSI/Trust review of Major Trauma Centre/Network compliance and critical clinical service co-locations, which is due to give its initial findings by December. An initial half-way report would be available in October.

**Action: Rachel Cashman**

## 1.10 Chair's issues for Escalation

1.10.1 These were repeated from last month:

- Decant programme status.
- Risk of changes to 3Ts scope.

## 1.11. Any Other Business

1.11.1 Duane reported that HLG had met that previous evening. Issues around smoking and littering on neighbouring streets had continued to dominate the discussion. B&HCC had suggested on the spot fines for those continuing with this anti-social behaviour. A communication from BSUH was agreed to be issued in advance of this action. The latest staff notification about smoking and littering on the boundaries of the site, including a warning about the issue of penalty notices, will go out as part of the mid-week all staff email on 19/10/16.

**Action: Richard Beard/Duane Passman**

1.11.2 Rachel and Jonathan reported that the principles meeting had taken place in the last week, and had been positive.

## 1.12 Close & Next Meeting

Kirstin thanked everyone for attending and closed the meeting.  
The next meeting is due to be held on **Thursday 20<sup>th</sup> October** (11.30am to 1.30pm, Boardroom, SMH).