

| ESTATE MAJOR PROJECTS AUTHORITY | |
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| Date of meeting: | 8 th February 2019 |
| Attendees: | Richard Samuda (Chair), Harjinder Kang, Dinah McLannahan, Toby Lewis, Alan Kenny, David Hollywood, Kevin Reynolds, Jayne Dunn |
| Apologies: | n/a |
| Key points of discussion relevant to the Board: | <ul style="list-style-type: none"> • Procurement programme for final contractor, including single bidder provisions |
| Positive highlights of note: | <ul style="list-style-type: none"> • Continued progress in delivering of the Early Works contract, broadly on track for completion by June 2019 (Fly-through showing installation of the winter garden on track) |
| Matters of concern or key risks to escalate to the Board: | <ul style="list-style-type: none"> • Need to manage Whitehall approval process to fit with summer recess and competing priorities for time |
| Matters presented for information or noting: | <ul style="list-style-type: none"> • Work to finalise reconfiguration programme for 2019-20 • Confirmation of risk management arrangements arising from capital programme and MMH delay (last meeting) |
| Decisions made: | <ul style="list-style-type: none"> • Delegation of NEC4 project selection between final two bidders • Approval of revised faster programme to achieve PB decision by July 2019 |
| Actions agreed: | <ul style="list-style-type: none"> • Virtual meeting to consider financial viability assessment for hard FM supplier (procurement to start in late February) |

Richard Samuda

Chair of the Estate Major Projects Authority

For the meeting of the Trust Board scheduled for 7th March 2019