

<b>ESTATE MAJOR PROJECTS AUTHORITY</b>	
Date of meeting:	26 <sup>th</sup> April 2019
Attendees:	Harjinder Kang, Waseem Zaffar, Toby Lewis, Dinah McLannahan, Alan Kenny
Apologies:	Mike Laverty, Richard Samuda, Mike Hoare
Key points of discussion relevant to the Board:	<ul style="list-style-type: none"> <li>• Governance model to address external and in-house FM bid process</li> <li>• Management structure for balance of 19-20</li> <li>• Delivery of Midland Met PB FBC on programme</li> </ul>
Positive highlights of note:	<ul style="list-style-type: none"> <li>• Successful handover of key capital projects in 18-19</li> <li>• Issue of Hard FM procurement documentation to market</li> </ul>
Matters of concern or key risks to escalate to the Board:	<ul style="list-style-type: none"> <li>• Timeline pressures with approvals for FBC in June across Whitehall and challenges posed by business case indecision around CCG boundaries</li> <li>• Insufficient management clarity on end to end management capability and capacity required to 2022</li> </ul>
Matters presented for information or noting:	<ul style="list-style-type: none"> <li>• Update on existing capital programme and EWC, including information on the HSE and crane incident</li> </ul>
Decisions made:	<ul style="list-style-type: none"> <li>• To consider the FBC virtually in mid-May and to support the issue of in draft version externally in month</li> <li>• To undertake an end to end capacity and capability workshop during May</li> <li>• To amend the procurement governance model for Hard FM</li> </ul>
Actions agreed:	<ul style="list-style-type: none"> <li>• A revised team plan to be developed for June's meeting which outlined the people structure to opening day, including the Hard FM management strategy for both outsourced and mixed economy models</li> </ul>

**Harjinder Kang**

**Chair of the Estate Major Projects Authority [standing in for Richard Samuda]**

***For the meeting of the Trust Board scheduled for 2<sup>nd</sup> May 2019***