

**Cornwall STP – Shaping our Future**

**Minutes of the Strategic Estates Group Meeting held in Room 2N:04, New County Hall,  
Truro on 6<sup>th</sup> September 2017 at 11am.**

**In attendance:**

	<p>Direct or Estates RCHT - SRO for Estates (Chair)          Strategic Estates Adviser CHP          Head Estate Development RCHT          Department of Health PEP Lead (via phone)          Estates Adviser Cornwall Council          Estates Lead, Cornwall Council          KCCG on behalf of Helen Childs          Finance Director SoF          (Notetaker) SoF</p>
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**Apologies:**

	<p>Estates Manager NHS Property Services          Head of Estates CFT          NHS England          NHS Property services</p>
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**Not present:**

	Project Manager CFT
	Kernow CIC

**2017/069 Introduction and Welcome**  
 All introductions were made and apologies noted

**2017/070 Minutes of meeting held 6<sup>th</sup> July 2017**  
 ■■■/■■■ requested amendment to attendee list as their names were omitted. ■■■ **ACTION**  
 Minutes circulated prior to the meeting and ratified

**2017/071 Update from AOB**

- STP data set – ■■■ advised data not yet ready for circulation and requires validation and will share with ■■■ outside of this meeting once available. ■■■ **ACTION**
- Common policies, procedures and standards – it was noted that developing this across all Estates Departments may have to wait until ACS rolled out to see how health and social care overlap and work together. . All to consider and to discuss at future meeting in Nov 2017 ■■■ **ACTION**

**2017/072 Governance Matters**  
 Copies of TORs, Governance and reporting structure and PM Toolkit circulated prior to meeting and agreed to adopt.

**2017/073 Update from estates leads on other workstreams**

- Truro – ■ advised good progress and wins including Pydar House move. Group continues to meet. Big opportunity is moving whole service in e.g. Rheumatology. ■ to speak to ■ about, outside of this meeting. ■/■ ACTION. To be carried forward to next meeting ■ ACTION
- Saltash – nothing further to report.
- Bellair – ■ advised this is part of the CFT project, involving ■. ■ commented that all projects need to be included in the Programme to be discussed in future meetings. Agreed any discussions around viability for business case must include local GPs. ■ advised additional finance figures needed. ■ and ■ to discuss further outside meeting. ■/■ ACTION
- St Marys – Portfolio Board to stand down. ■ advised ongoing developments in IoS, outside of health and social care
- Bodmin – ETTF working group in place. GP need spaces – UTC / hub could provide. ISTC is empty, could this be extended or new build. ■ to report back by mid December. ■ ACTION

**2017/078****Update from Kajima GB work**

- ■ updated the Group on the work being undertaken

**2017/079****Any other business**

- OPE Grant funding allocation – Strategic Estates to control allocation. Monitor via quarterly report, which ■ will produce.
- Vacant property report – there is handbook of vacant properties, not much in Cornwall, maybe not all sites listed. ■ to take this up and discuss at next meeting ■ / ■ ACTION

**2017/079****Date, time and location of next meeting.**

Next meeting will be Wednesday 4<sup>th</sup> October 2017 at 11:30, New County Hall, Truro.

FINAL COPY FOR RATIFICATION

Signed by the Chair.....

Dated.....



<b>Meeting title: SOF Estates Group</b>	<b>Date: Wednesday 4<sup>th</sup> October 2017</b>
<b>Time: 11.30 – 13:30</b>	<b>Venue: 2N:04 New County Hall, Truro</b>

Agenda No	Item description	Supporting Papers	Item presenter	Time
1.	Introductions and apologies		ALL	11:30
2.	Minutes of meeting held on 6 <sup>th</sup> September 2017		■	11:35
3.	Matters arising from meeting on 6 <sup>th</sup> September 2017		■	11:40
4.	Projects Programme Review	1	■	12:00
5.	Highlight Reports from Models of Care Estate Leads :-			
	Primary Care	2	■	12:30
	Urgent Care	3	■	12:40
	Community & Outpatients	4	■	12:50
	Extra Care Housing	5	■	12:55
	Back Office	6	■	13:00
6.	Place Based Verbal Updates :- Truro Health Park Bellair Bodmin Camelford		■	13:05
7.	Update from LES work lead by Kajima : GB		■	13:20
8.	Any Other Business		■	13:25
9.	<b>Date of next meeting</b> Wednesday 1 <sup>st</sup> November 2017 @ 11.30am, 2S:01 New County Hall			

<b>Estates Group</b>	<b>Date:</b> Wednesday 4 October 2017 <b>Time:</b> 11.30am – 12.30pm <b>Venue:</b> 2N:04 New County Hall
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**Present:**

 Garth Weaver  


*Chair* Director of Estates RCHT - SRO for Estates  
 Strategic Estates Adviser, CHP  
 Estates Lead, Cornwall Council  
 Head Estate Development, RCHT  
 Department of Health PEP Lead


(via phone)




**Apologies:**
  
 Karl Simkins  


Head of Estates, CFT  
 One Public Estate Project Manager, Cornwall Council  
 Finance Director SoF  
 NHS Property Services

**Not present:**

Estates Manager, NHS Property Services  
 Kernow Health CIC  
 NHS England  
 Project Manager, CFT

**In Attendance:**
 Note Taker, SOF PMO

Agenda No	Item Discussion	Action By
2017/080	<b>Apologies</b> Noted as above	
2017/081	<b>Minutes of last meeting – 6 September 2017</b> The minutes were agreed.	
2017/082	<b>AOB Declared</b> <ul style="list-style-type: none"> <li>i. STP estates workbook </li> <li>ii. Attendance tracker</li> </ul>	
2017/083	<b>Matters Arising / Actions Update</b> <ul style="list-style-type: none"> <li>▪ 2017/071: STP Data Sets – GW spoke of the data packs provided to the July co-production engagement events. <b>Action:</b>  to email packs to GW.</li> <li>▪ 2017/071: Common policies, procedures and standards – to be on the agenda for the November meeting.</li> </ul>	

Agenda No	Item Discussion	Action By
2017/086	<p><b>Place Based Work</b></p> <ul style="list-style-type: none"> <li>i. <b>Bodmin</b> – developing OBC, accelerate completion by Christmas. Working group to come back together soon. Treatment Centre use discussed as part of the options being reviewed.</li> <li>ii. <b>IOS</b> – on hold currently.</li> <li>iii. <b>Bellair</b> – to be discussed as a feasibility project. ■ spoke of interest for care housing on that site. Demand is known (Penwith 200 units). Could be a quick win. CFT services being provided from this site currently. <b>Action:</b> ■/■ to review and if viable take forward with ■ ■ and ■ to prepare a capital bid.</li> <li>iv. <b>Truro Health Park</b> – challenges with cost charges for the space. ■ spoke of this being a prime location for Rheumatology and Dextra scanner away from the RCH site, but the occupancy costs are too high, even taking into consideration the cost benefits. CCG paying the costs of the void (empty space) anyway. ■ also spoke of Occupational Health interest but the terms of the contract do not make it a viable option. <b>Action:</b> Need a system wide view of occupancy costs and principles for working. ■ to raise with the CCG.</li> </ul>	<p>■, ■</p> <p>■</p>
2017/087	<p><b>Update from LES Work lead by Kajima GB</b></p> <p>Discussion at Cornwall Strategic Property Group held last week. Business case being reviewed to bring up to presentation stage. Will remain in draft form pending further discussions.</p>	
2017/088	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>i. <b>Estates STP Workbook</b> – has been circulated with STP capital bids and needs to be updated and resubmitted by March 2018. Drafts to be seen by Christmas. <b>Action:</b> ■ to send out with covering note identifying who needs to lead on each of the sections.</li> <li>ii. <b>Travel planning and sustainability</b> – to be considered alongside the new model of care developments. Not only for patients but also staff, to identify the most efficient and effective methodology in light of the different ways of working being proposed for the workforce in the future. <b>Action:</b> GW/■ to raise with ■</li> <li>iii. <b>Attendance tracker</b> – template to be completed to record attendance at this meeting. <b>Action:</b> ■ to share a template with ■</li> </ul>	<p>■</p> <p>GW, ■</p> <p>■</p>
2017/089	<p><b>Date of Next Meeting</b></p> <p>Wednesday 1 November, to commence at 11.00am until 12.30pm</p> <p>Attendance needs to improve. <b>Action:</b> GW to email all group members.</p>	<p>GW</p>

<b>Meeting title: SOF Estates Group</b>	<b>Date: Wednesday 1<sup>st</sup> November 2017</b>
<b>Time: 11.00-12.30</b>	<b>Venue: 2S:01 New County Hall, Truro</b>

Agenda No	Item description	Supporting Papers	Presenter	Time
1.	Introductions and Apologies	-	ALL	11:00
2.	Minutes of meeting held on 5 <sup>th</sup> October 17	App 01	■	11:00
3.	Project Phoenix Update <i>In Attendance: James Bawn</i>	-	■	11:05
4.	STP Estates Workbook	App 02	■	11.45
5.	Highlight Reports from Estate Leads:- i. Primary Care ii. Urgent Care iii. Community & Outpatients iv. Extra Care Housing v. Back Office	App 03 App 04 App 05 App 06 App 07	■ ■ ■ ■ GW ■	12:00
6.	Any Other Business i. Assessment and response to Naylor review	-	GW ■ KS	12:25
7.	<b>Date of next meeting:</b> Wednesday 6th December 2017 11.00am in 2N:06 New County Hall			

**SOF Estates Group Members:**

Garth Weaver



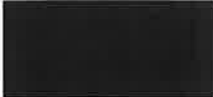
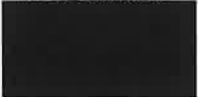
Karl Simkins



*Chair* Director of Estates RCHT - SRO for Estates  
Head of Estates, CFT  
Strategic Estates Adviser, CHP  
Estates Manager, NHS Property Services  
Estates Lead, Cornwall Council  
Head Estate Development, RCHT  
Finance Director SoF  
Kernow Health CIC  
NHS England  
NHS Property Services

<b>Estates Group</b>	<b>Date:</b> Wednesday 1 November 2017 <b>Time:</b> 11.00am – 12.30pm <b>Venue:</b> 2S:02 New County Hall
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**Present:**

	Strategic Estates Adviser, CHP Estates Lead, Cornwall Council Department of Health PEP Lead Finance Director SoF Project Manager, CFT	<i>(acting Chair)</i> <i>(via phone)</i>
Karl Simkins 	Estates Manager, NHS Property Services Kernow CCG	<i>(via phone)</i>

**Apologies:**

	Head of Estates, CFT	
Garth Weaver 	<i>Chair</i> Director of Estates RCHT - SRO for Estates Head Estate Development, RCHT NHS England NHS Property Services	

**Not present:**

	Kernow Health CIC
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**In Attendance:**

	Note Taker, SOF
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Agenda No	Item Discussion	Action By
2017/090	<b>Apologies</b> Noted as above	
2017/091	<b>Minutes of last meeting – 4 October 2017</b> The minutes were agreed.	
2017/092	<b>AOB Declared for later discussion</b> <ul style="list-style-type: none"> <li>i. Public question in regards Deloitte Naylor report and estates programme of works</li> <li>ii. Disposal of Land at Launceston</li> <li>iii. ISTC at Bodmin</li> </ul>	KS
2017/093	<b>Matters Arising / Actions Update</b>  2017/084 Projects Programme Review RCHT information has been populated. Primary Care information still needs more detail, noting that this will be part of a longer term strategy.	

Agenda No	Item Discussion	Action By
	<p>identify the most efficient and effective methodology in light of the different ways of working being proposed for the workforce in the future. Action: GW raise with . <b>Action Closed</b></p> <p>iii. Attendance tracker – template to be completed to record attendance at this meeting. Action: to share a template with . <b>Update 1/11 – has produced attendance record and will reissue meeting dates for all responses to go to her Action closed</b></p>	
2017/094	<p>Project Phoenix – verbally updated the group with progress APs</p> <p>i. to forward information re off-balance sheet to KS/</p> <p>ii. to check with re exclusivity around LIFTco etc</p>	█
2017/095	<p><b>Update from LES Work lead by Kajima GB</b></p> <p>Discussion at Cornwall Strategic Property Group held last week. Business case being reviewed to bring up to presentation stage. Will remain in draft form pending further discussions. <b>Not discussed - cfwd to next meeting – to put on agenda</b></p>	█
2017/096	<p><b>Highlight reports - Not discussed - cfwd to next meeting – to put on agenda</b></p>	█
2017/097	<p>i. KS tabled discussion around assessment and response to Naylor review, and to questions from member of the public.</p> <p>1. What are we doing around efficiencies and</p> <p>2. What is our programme of work?</p> <p>KS suggested group need to further develop programme and linkage and move forward.</p> <p>AP KS/ to discuss with GW. to send response to Q1 to KS</p> <p>ii. Launceston Land disposal – adverse public reaction around this. explained process - approached re the disposal, matter discussed at this group but not minuted. AP to forward emails to KS for information. Going forwards STP estates group to be consulted.</p> <p>iii. Bodmin – Ramsay Health provided tenants' improvements (kit) while occupants. At end of tenancy advised he asked CCG for future use of the buildings with view to buying the kit if it could be used effectively. No further information forthcoming therefore items removed from building as belonged to Ramsay Health. Need to discuss further what the premises can be used for in future. Building is 1250m2, 12 years old, CCG paying for void space. queried whether model of care delivery group is correct forum to raise usage. KS advise it possibly was. to ask GW to raise at group. /GW</p> <p><b>Action.</b></p>	<p>KS/ / GW</p> <p>█</p> <p>█ GW</p>
2017/098	<p><b>Date of Next Meeting</b></p> <p>Wednesday 13 December, to commence at 2:30pm – 4:30pm</p> <p>Venue tbc</p>	



**Meeting title: SOF Estates Group**

**Date: Wednesday 13 December 2017**

**Time: 14:30 - 16:30**

**Venue: 2S:01 New County Hall, Truro**

Agenda No	Item description	Supporting Papers	Presenter	Time
1.	Introductions and Apologies		ALL	14:30
2.	Minutes of meeting held on 1 <sup>st</sup> November 2017	App 01	■	14:35
3.	UTC Estates Assessment Criteria	App 02	■	14:45
4.	Programme of Work Development	App 03	■	15:00
5.	Highlight Reports from Estate Leads:- i. Primary Care ii. Urgent Care iii. Community & Outpatients iv. Extra Care Housing v. Back Office	App 04 App 05 (at meeting) App 06 (to follow) App 07 App 08	■ ■ ■ / ■ ■ ■	15:15
6.	STP Estates Workbook	<i>Verbal</i>	■	
7.	Realisation lists of NHSPS assets	App 09 & 10	■	
8.	CIL Charging Schedule	App 11 & 12	■	
9.	AOB – STP Capital Points for STP finance update	<i>Verbal</i>	■	
10.	<b>Date of next meeting:</b>	Wednesday 3 January 2018 11:00 in 2N:02 New County Hall		

**SOF Estates Group Members:**

Garth Weaver	<i>(apologies received)</i>	Director of Estates RCHT - SRO for Estates
■	<i>(acting Chair)</i>	Head of Estates, CFT
■		Strategic Estates Adviser, CHP
■		Estates Manager, NHS Property Services
■		Estates Lead, Cornwall Council
■		Head Estate Development, RCHT
■		Project/Development Manager, Kernow CIC
Karl Simkins	<i>(apologies received)</i>	Finance Director SoF
■		Kernow Health CIC
■	<i>(apologies received)</i>	NHS England

<b>Estates Group</b>	<b>Date:</b>	<b>Wednesday 13 December 2017</b>
	<b>Time:</b>	<b>14:30 – 16:00</b>
	<b>Venue:</b>	<b>2S:02 New County Hall</b>

**Present:**

Garth Weaver (*Chair*)



Director of Estates RCHT - SRO for Estates  
Strategic Estates Adviser, CHP  
Estates Lead, Cornwall Council  
Project Manager, CFT  
Estates Manager, NHS Property Services  
Cornwall Council  
Kernow Health CIC

**Apologies:**



Karl Simkins



Head of Estates, CFT  
NHS England  
NHS Property Services  
Finance Director SoF  
Department of Health PEP Lead  
Kernow CCG

**Not present:**



Kernow Health CIC

**In Attendance:**



Note Taker, SOF  
Deputy Director System Resilience, Kernow CCG

<b>Agenda No</b>	<b>Item Discussion</b>	<b>Action By</b>
2017/099	<b>Apologies</b> Noted as above	
2017/100	<b>Minutes of last meeting – 1 November 2017</b> The minutes were agreed.	

Agenda No	Item Discussion	Action By
	<p>to lead on each of the sections. <b>Update 1/11:</b> [redacted] advised workbook has been circulated, all to look at but not action as yet as final version not available from centre and need to avoid abortive work. Comments to be fed back to [redacted]. First cut due by end Dec, to be completed by end of March 2018</p> <p><b>Update 13/12/17: as per last update, all to review and feed back to [redacted]</b></p> <p><b>2017/095</b>  <b>Update from LES Work lead by Kajima GB</b>  Discussion at Cornwall Strategic Property Group held last week. Business case being reviewed to bring up to presentation stage. Will remain in draft form pending further discussions. <b>Not discussed - cfwd to next meeting – [redacted] to put on agenda</b></p> <p><b>13/12/17 – no further update at this point – review in February AP: [redacted] to put on next agenda</b></p>	<p>ALL</p> <p>[redacted]</p>
2017/102	<p><b>UTC Estates Assessment Criteria</b></p> <p>[redacted], Deputy Director for System Resilience, Kernow CCG gave an update on the assessment criteria being used to determine the type of premises needed to house an Urgent Treatment Centre (UTC).</p> <p>Difference between Minor Injuries Unit (MIU) and UTC were outlined – UTCs will be open longer hours, be able to undertake x-rays at weekends, be GP led, ideally have a CT scanner and short stay observation beds.</p> <p>On the assumption that the current MIUs have x-ray equipment, there are 15 MIU/UTC in Cornwall (including St Mary's and Treliske) and 3 or 4 over the border in Devon, for use by the population residing in East Cornwall.</p> <p>The plan is to undertake a desktop review on each possible site to look at building fabric, accessibility, viability etc then enter findings on a report to result in a ranking system from one to five. The first desktop review is to take place early in 2018 at St Austell and the Strategic Estates Group were asked for their endorsement for this to go ahead and it was given.</p> <p>The proposed Property Asset Scorecard was discussed and it was acknowledged that there may need to be public capital made available for backlog maintenance. Further work and/or liaison with NHS PS as property owner will be necessary.</p> <p>It was acknowledged that the work done by the SW Academic Health Science Network (AHSN) regarding transport has covered many different scenarios, as public transport currently stands, although it is not known how this data can be amended as and when times and/or routes are changed. [redacted] advised that the Strategic Transport department of Cornwall Council may not be aware of the STP and the impact changes to public transport could have.</p> <p><b>AP: [redacted] already has meeting booked with Strategic Transport in early January therefore will bring this to their attention. [redacted] to obtain contact name for Transport and advise [redacted]. [redacted] to link up as necessary.</b></p> <p><b>AP: [redacted] to liaise with [redacted] from AHSN and advise him to link with Strategic Transport going forward.</b></p>	<p>[redacted]</p> <p>[redacted]</p>
2017/103	<p>Programme of Work Development</p> <p>Due to change of personnel, an interim lead has been appointed and this will now be discussed at the March meeting.</p> <p><b>AP: All to take responsibility for updating their areas as and when</b></p>	

Agenda No	Item Discussion	Action By
2017/108	<p><b>AOB</b></p> <p>i) STP Capital Points for STP finance update</p> <p>There was an STP Capital bid for a range of projects following the Autumn Statement – UTCs, Bellair for example. None have been approved at this moment in time</p> <p>ii) ■ advised the project in the Isles of Scilly is to be started again.</p> <p>iii) ■ advised that there was an opportunity for housing development for health professionals in Cornwall to be included within local development frameworks, but there didn't appear to be a clear demand at this stage. GW advised that 100 rooms were available for RCHT staff (nurses, F1 doctors etc) in the the University of Plymouth accommodation blocks and that RCHT lets around 50 rooms for locums, agency staff etc on the RCH site.</p> <p>iv) As the date for this meeting was deferred for a week and the Christmas/New Year holiday period is upon us, the meeting originally scheduled for 3<sup>rd</sup> January 2018 has been cancelled.</p>	
2017/109	<p>Date of next meeting – <b>Wednesday 7<sup>th</sup> February 2018, Room 2C:03, Pydar, Truro at 11:00</b></p>	

**Meeting title: SOF Estates Group**

**Date: Wednesday 7<sup>th</sup> February 2018**

**Time: 11:00 - 12:30**

**Venue: 2C:03 Pydar House, Truro**

Agenda No	Item description	Supporting Papers	Presenter	Time
1.	Introductions and Apologies		ALL	1100
2.	Minutes of meeting held on 13 <sup>th</sup> December 2017 and Matters Arising	App 01	GW	1105
3.	Government Response to Naylor Review	App 02	GW/■	1115
4.	Programme of Estates Projects	App 03	GW	1125
5.	Highlight Reports from Estate Leads:- i. Primary Care ii. Urgent Care iii. Community & Outpatients iv. Extra Care Housing v. Back Office	App 04 App 05 App 06 App 07 App 08	■ ■ ■ ■ GW	1130
6.	Place based Updates	<i>Verbal</i>	■	1200
7.	STP Estates Workbook	<i>Verbal</i>	■	1210
8.	CIL Proposals	<i>Verbal</i>	■	1215
9.	AOB		■	1225
10	<b>Date of next meeting:</b> Wednesday 7 <sup>th</sup> March 2018 11:30 in 2C:03 Pydar House, Truro			

**SOF Strategic Estates Group Members:**

Garth Weaver

(Chair)

Jackie Pendleton



Karl Simkins

(apologies received)



Director of Estates RCHT - SRO Estates  
Chief Officer Kernow CCG (Exec Lead Estates)  
AD Estates, CFT  
Strategic Estates Adviser, CHP  
Estates Manager, NHS Property Services  
Estates Lead, Cornwall Council  
Kernow CCG  
Project Manager, Kernow CIC  
Finance Director SoF  
CEO Kernow Health CIC  
NHS Property Services  
Project Manager, CFT