

<b>Item 1</b>
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## Ops Group

12 September 2012

Note of Meeting

**Present:**

Glyn Evans (Chair)	WFC
Alistair Burg	WBC
Tom Dobrashian	WHC
Kyle McClelland	WHHT
David Duffield	Stace
Ayesha Malik	WHC

**Apologies:**

Louise Gaffney	WHHT
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No.	Item	Action	Status
<b>1</b>	<b>Minutes of meeting 8 August</b>		
1a	Ops Group agreed minutes of July meeting	Noted	-
1b	Matters not on Sept Agenda John Rockminster has produced paper on land equalisation. He has also had meetings with both WBC and WHHT.	Noted	-
1c	John Rockminster is: <ul style="list-style-type: none"> <li>▪ After meeting with WHHT, a new paper on the principles for land equalisation was to be produced.</li> <li>▪ Working on figures in Kier's model to try and resolve issues on how abnormals and infrastructure costs are allocated.</li> </ul>	TD has JR's paper on principles which he will distribute	Paper distributed. 2 <sup>nd</sup> meeting planned 11 Oct.
1d	Agreed that engagement with acting WHHT CEO required and paper to go Strategy Committee	LG to discuss with Natalie Forrest	Natalie has been invited to upcoming key meetings
1e	Typo of Manny's name notes	Noted	-
1f	Ops Group asked to note Programme Milestones requested at previous meeting are attached to minutes of meeting.	Noted	-
1g	AM stated that in final tables of individual evaluation scores – those who had not provide evaluation reports (scores and justifications) have been "highlighted" for audit purpose. Nabarro had advised that these scores are not included, however the moderated score remained unchanged. NB: both members of WBC and WHHT as well as WFC had provided evaluations to appropriate criteria and sub criteria.	Noted	-
1h	TD stated that feedback had been provided to John Laing. He reminded the Group that John Laing's BAFO fell below expectations in three key areas:	KMcC requested copy of John	Sent to KMcC

No.	Item	Action	Status
	Financial; supply chain and local jobs	Laing's feedback report.	
<b>2</b>	<b>SMG Decision and Key Issues Paper</b>		
2a	SMG had accepted recommendation in report at 28 August meeting. This stated that Kier, having scored the highest at BAFO stage should be offered Preferred Bidder status.	Noted	Kier as Preferred Bidder announced
2b	Offer letter had been prepared and sent to Kier. Kier have stated that they would like WBC and WHHT to underwrite some of Kier's development of proposals at Preferred Bidder stage. WBC are mindful to underwrite survey work during this period	Noted	Kier have signed offer letter of 29 August (as amended)
	Key Issues Paper		
2c	TD outlined key issues in paper which Kier will be working on: <ul style="list-style-type: none"> <li>▪ Car park and the need to provide for staff car parking;</li> <li>▪ Consider housing typology with view to increasing 2 and 3 bed units.</li> <li>▪ Way forward for listed building and hub area redevelopment</li> <li>▪ Issues of urban design, to be discussed with Jane Custance.</li> <li>▪ Link development of CHP and sustainability together</li> <li>▪ Kier would be required to resolve provision of CHP (WHHT development or build their own).</li> </ul>	Noted	On going
2d	Discussion took place on considering car parking proposals for WFC.  Also access arrangements for vehicles around hub area and need to prevent cut through. Concerns raised on the viability of Kier's proposal for traffic management in this area.	Overall car parking provision to be coordinated with WBC's (Vinci) proposals. Kier to provide further evidence of their traffic management proposals	AB to provide update  Meeting with GE arranged 10 October
2e	It was noted proposals for housing investment fund would be done after Financial Close	Noted	-
<b>3b</b>	<b>Preferred Bidder Timetable of Meetings</b>		
i	Group asked to note the current version of meetings arranged. Timetable will be updated at regular intervals.	Noted	On going
ii	Group agreed that as we go forward, committee and WHHT Board meetings will be added. Also potential proposals for shadow Partnership Board and Ops Board	Noted	On going
<b>3c</b>	<b>Mobilisation meeting notes</b>		
i	Minutes of meeting with Kier held and agreed on 3 Sept were discussed. Following points made: <ul style="list-style-type: none"> <li>▪ Commercial approach indicated in the voting rights of Partnership Board members;</li> <li>▪ Key will be delegation of decision making from</li> </ul>	Noted	On going

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	Partnership Board and Ops Board. <ul style="list-style-type: none"> <li>Consideration will also need to be given to agreements/ approvals by WBC Cabinet and WHHT Board.</li> </ul>		
<b>4</b>	<b>Risk Register</b>		
4a	Group carried out an outline review of the risk register. Agreed to: <ul style="list-style-type: none"> <li>Close risk 93 (<i>unable to get to Preferred Bidder stage</i>);</li> <li>Leave risk 65 (<i>complex phasing and commercially unviable scheme</i>)</li> <li>Leave risk 37 (<i>cost/ vfm and environmentally friendly technologies</i>)</li> </ul>	Noted	Risk Register amended as agreed at meeting
4b	Agreed to the new risk – sign off for new road (alignment and design)	Noted	Risk Register amended as agreed at meeting
4c	Group asked to note that change in wording for risks 70 and 127 concerning both allotments	Noted	-
4d	Group agreed that Risk Register should be shared with Kier. Group to review and update prior to sending to Kier	DD to send and coordinate changes	On agenda
<b>5</b>	<b>Recruitment of Highway Engineers</b>		
5a	DD provided group with update on recruitment process: <ul style="list-style-type: none"> <li>Commission advertised on HCC Supplier portal;</li> <li>3 bidders responded</li> <li>Interviewed Robert West and Waterhouse.</li> <li>Interviews included Nick Gough from HCC</li> <li>Post interview both firms asked to provide updated fee.</li> <li>Robert West demonstrated they were able to change their fee proposals for first phases of work which did not affect quality of services provided</li> </ul> In view of this agreed that Robert West would be awarded contract – their proposals within budget	Noted	DD meet with Robert West on 13 Sept. Workshop with Kier took place on 24 Sept
<b>6</b>	<b>Progress on CPO</b>		
6a	Meeting with Nabarro (CPO) took place 5 Sept. Nabarro are completing land referencing. They have agreed with Capstick that acute areas of the Hospital should not be included Awaiting for Land Registry to provide map of all land title	Noted	On going
<b>7</b>	<b>Shrodells Building</b>		
7a	<ul style="list-style-type: none"> <li>[REDACTED]</li> </ul>	Noted SMG report to be prepared	Further meeting took place with HPFT on 26 Sept. HRFT to consider their next steps
<b>8</b>	<b>Allotments</b>		
8a	Willow Lane – Still awaiting WBC Legal to send application to Secretary of State for approval.	Noted	Application submitted to Secretary of State on 17 Sept
8b	Farm Terrace Allotments: <ul style="list-style-type: none"> <li>First meeting with Farm Terrace panel went well. KMcC to attend next meeting</li> <li>TD also discussing allotment issues with Councillors (Lab).</li> </ul>	Noted	“Planning for Real” workshop planned 11 Oct. Meeting with Kier planned 24 Oct.

No.	Item	Action	Status
<b>9</b>	<b>Ops Group Agenda 10 October</b>		
9a	Ops Group agreed: <ul style="list-style-type: none"> <li>▪ Kier to be invited to next Ops Group on 10 Oct. for part of the meeting.</li> <li>▪ Items for discussion to include Risk Register</li> </ul>	Noted	On agenda
9b	Discussion did take place on future SMG meeting. Agreed: <ul style="list-style-type: none"> <li>▪ SMG to be held in October</li> <li>▪ Consider Campus Agreement and land equalisation</li> </ul>	Noted	Arranged for 24 October – 4.30 – 6.00pm
<b>10</b>	<b>AOB</b>		
10a	DD will be providing Howard Hughes (WBC Procurement) note on Highway Engineer tender	Noted	TD taking forward any further queries from Howard Hughes
<b>11</b>	<b>Date of Next Meeting</b>		
11a	10 October – 2 – 4pm		