

APPROVED MINUTES (Paper 1):

Estates Meeting

15 March 2022, 08:30– 9:45 MS Teams

Present:	Peter Redman (PR), Estates and Development Manager
	Jo Cogswell (JC) – Director of Transformation
	Helen Delaitre (HD) – LMC Primary Care Director
	Gareth Kenworthy (GK), Director of Finance
	Julie–Anne Howe (JAH), Senior Commissioning Manager
Apologies	Julie Dandridge (JD), Deputy Director, Head of Primary Care
	Carole Rainsford (CR) – Project Manager, Planned Care
	Catherine Mountford (CM), Director of Governance
	Dr Meenu Paul (MP), Assistant Clinical Director Quality

		Action
1.	Notes of Last meeting Not discussed. To be approved or otherwise at the next meeting	
2.	Actions Outstanding from last meeting: Not discussed. To be picked up at the next meeting.	
3.	SOHC Update – Paper 2 PR presented his Paper briefly and the history of the outstanding issues between NHS PS and the Practice revisited. It was agreed that the most appropriate way forward was to approve the Paper’s recommendations for the CCG to fund the 6 months’ rent free figure (through the NHS PS budget with PR liaising with Jenny Simpson) PROVIDED a Tenant’s Internal Repairing liability lease is completed by the Practice with NHS PS. This lease must contain an NHS PS commitment to have (as a minimum) a new roof, funded at NHS PS’ own cost. PR to liaise with Practice and NHS PS and report back at the next Estates meeting.	PR
4.	Farringdon Update – Paper 3	

	<p>This Paper was briefly presented and a conversation ensued regarding costs/benefits of locating non-clinical space near (as opposed to with) clinical space in GP settings. A clear benefit was seen for this project in adopting the recommendations of the Paper which would free up 5 clinical rooms within the existing GP Practice building. The Estates Group approved the PID request as a proactive solution to the Practice's space issues, subject to further scrutiny of the CSU's GPIT costs and a DV Value for Money Report. The GPIT costs require scrutiny by JD and/or the next IMT Programme Board. PR to feed back to Practice and instruct the DV.</p>	<p>JD PR</p>
5.	<p>Wantage Practices - Verbal update PR explained that Assura have now been informed that the Planning Committee will now be convened on 24 March and will report back the result at the next Estates Meeting.</p>	<p>PR</p>
6.	<p>Northgate Project – NHS Capital contributions to abating fit-out rent PR explained that the £3.6 M NHS E capital (legacy ETTF capital) is still considered to be able to be spent by or on 31 March and that a Direct Agreement (NHS E with Jesus College) and Grant Agreement (NHS E with GPs, NHS E and CCG) will be completed by or on that date. PR to update the Group on this and the financial implications of this at the next Estates Meeting</p>	<p>PR</p>
7.	<p>Bicester (Graven Hill) – Verbal Update PR explained that Assura want to have legal close in mid-April, this means that PR to instruct Bevan Brittan asap to undertake the side letter between the CCG and the Practices to ensure the reduced rent reimbursement is provided until the list size reaches 45k</p>	<p>PR</p>
8	<p>Didcot – GWP and Valley Park - (Verbal Update) Not discussed. Update at next meeting</p>	
9	<p>Kidlington, Diamond Place etc - (Verbal Update) Not discussed. Update at next meeting</p>	
10	<p>AOB</p> <ul style="list-style-type: none"> - ICS financial and project commitments to OCCG Primary Care projects <p>Not discussed (except that PR will provide such a Paper once Northgate ETTF payment is received)</p> <ul style="list-style-type: none"> - CHP meeting regarding Lift properties (East Oxford Health Centre and the Leys Health Centre) <p>Not discussed</p>	

11.	Date of Next Meeting - 17 April 2022 <i>Note consideration being given to combining Oxon and Bucks Estates Meetings.</i>	