Dear

I am writing to respond to your request sent on the 11th July 2016. OUHFT can confirm that it holds the information that you requested which is contained within the enclosed attachments. Redactions have been applied to these attachments and in doing so the Trust seeks to rely on s 43 of the Freedom of Information Act 2000. This exemption allows public authorities to withhold information which it deems would affect the commercial interests of a third party. In applying this exemption the Trust has consulted with the third party.

Internal review

If you are dissatisfied with the service or response to your request you can ask for an internal review by writing to:

Director of Assurance, John Radcliffe Hospital, Headley Way, Headington, Oxford OX3 9DU.

If you remain dissatisfied with the handling of your request or complaint, you have a right to appeal to the Information Commissioner at:

The Information Commissioner's Office,
Wycliffe House, Water Lane,
Wilmslow,
Cheshire,
SK9 5AF.

Telephone: 0303 123 1113 Website: www.ico.gov.uk

Provision of this information does not constitute permission for its commercial re-use in terms of the Re-Use of Public Sector Information Regulations 2005. You are free to use the information for your own use, including for non-commercial research purposes. The information may also be used for the purposes of news reporting. However, any other type of re-use will require permission from the Oxford University Hospitals NHS Trust.

Original Request

From:
Sent: 11 July 2016 14:14
To: FOIA (RTH) OUH
Subject: Freedom of Information Request

Please may I request the following documents under the Freedom of Information Act:

1. Minutes of, and all papers tabled at or prepared for, the "Exception Board Meeting" of the Trust referred to in the attached e-mail, dated 4 March 2016, including (without limitation) the report requested from Vital Energi referred to in that e-mail and any other report prepared for or in connection with the meeting.
2. Correspondence between the Trust and Vital Energi (or third parties and Vital Energi, copied to the Trust) between 4 March 2016 and the date of this request regarding (1) the "Exception Board Meeting", (2) follow up to that meeting, and/or (3) any issue of ownership of the land along the route of the energy link or Vital Energi’s legal entitlement to place pipes and cables in that land.

3. Minutes of the OUH Contract and Liaison Meeting in relation to the energy project from March 2016 onwards.
Energy Centre Project Board

A meeting will be held on Monday 21st March 2016 at 10am in the OUH Trust Boardroom, Level 3 Academic Block, Trust HQ, JR Site

Agenda

1. Introductions & Apologies
2. Minutes of the meeting held in February 2016
3. Trust- Update Report
5. Communication Update- verbal
6. Issues for Escalation
7. Any Other Business

Date and Time of next meeting:

Monday 25th April 2016 at 10am in the Vital Energi White Building, Osler Road, JR Site

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Energy Centre Project Board Agenda: Monday 21st March 2015
Energy Centre Project Board Meeting

Minutes of the Energy Centre Project Board meeting held on Monday 21st March at 10am in the OUH Trust Boardroom, Trust HQ, Academic Centre, JR Site

Present:

- Executive Director of Finance & Procurement (Chair)
- Interim Head of Estates
- Project Manager (action note taker)
- Head of Financial Planning & Technical
- Project Manager, CEF
- Finance Business Partner
- Vital Energi
- Vital Energi
- Senior Procurement Manager.

Apologies:

- Head of Procurement
- Senior Operational Estates Manager

1. Introductions and Apologies
   As above.

2. Minutes of meeting held in February
   The minutes were accepted as an accurate record of the meeting, with the exception of apologies from Senior Procurement Manager not having been noted.

3. Trust Update Report
   Presented the circulated paper and requested that the Project Board discuss the following items in further detail:
   1. Concerns around programme version M issued and programme certainty.
   2. Update upon the specific progress on the Energy Link.
   3. Progress on the assessment and consultation with regard to traffic impact of Energy Link works upon Churchill Drive.
   4. Ensuring finance processes are in place and are suitably scheduled, to request additional essential funding to support the Project.
   5. Ensuring communication processes are clear pertinent and robust.

   These categories supported the meetings main agenda items and are accordingly treated as separate headings.

4. Concerns around programme version M issued and programme certainty.

   Confirmed concerns made by Trust about the accuracy of version M of the programme issued by
   Stated that are now working on version N where aim to indicate the CHP up and running by Nov/Dec 2016 and therefore generation of a significant element of the savings, with other works then following on.

   The Trust welcomed this review. added that if this approach is proposed it will be a change to the original contract and therefore a "variation paper" will need to be written for the Trust Board to approve. requested time for any such paper to be considered by the Trust. stated there were 5-6 months before a final
5. **Update upon the specific progress on the Energy Link.**

confirmed that in the last couple of weeks have met with both Oxfordshire County Council (re section 50 road works) and Oxford City Council (re planning).

Oxfordshire County Council have given their "opinion" that the road is within their vested responsibilities for highways.

Oxford City Council have requested a revised planning application. have appointed a planning consultant who has advised that the process is likely to be as follows:

1. to make a revised planning application by end April 2016.
2. Anticipate up to 12 weeks for proposal to be considered and consulted by OCC.
3. Subject to 1 and 2 above anticipate works will commence in residential streets in Headington in autumn 2016.

stated that are currently consulting with Oxford City and Oxfordshire County Council over possible changes to the route that may be favourable.

6. **Progress on the assessment and consultation with regard to traffic impact of Energy Link works upon Churchill Drive.**

stated that a traffic consultancy had been commissioned to help advise the Trust upon how best to manage any temporary road closure on the Churchill Site.

confirmed that 16 different stakeholder groups had been identified as parties that may be affected by temporary closure of Churchill Drive. A meeting to consult with these stakeholders has been set up on 7th April to record names and positions of all people attending meeting.

It was considered this was the best way to share information in the planning stages, Trust comms aware of meeting.

7. **Ensuring finance processes are in place and are suitably scheduled, to request additional essential funding to support the Project.**

It was acknowledged that additional finance would be sought to support the project in 2016/17.

requested that a paper for additional funds is prepared within the next couple of weeks. to work with

8. **Ensuring communication processes are clear pertinent and robust.**

commented that the project had moved to a position where most of the comments were positive rather than negative as some of the benefits of the project were being realised, e.g. new lighting and the disruption to roads on the JR site coming to an end.

confirmed the Trusts intention for the re-launch of the Trusts communications programme in support of the Energy Link works, but stated this cannot be completed until after the Planning Application process is complete and dates/route are confirmed by

The next resident's liaison meeting was confirmed at 6.30pm Thursday 23rd April and is being held in the Upper Hall at All Saints Hall, Headington Oxford. added that hopefully will be in a position to advise further on planning progress at this meeting.
<table>
<thead>
<tr>
<th>Issue for Escalation</th>
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</thead>
<tbody>
<tr>
<td>No issues for escalation.</td>
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<tr>
<th>8. Any Other Business</th>
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<tbody>
<tr>
<td>[Redacted] to support the process of consideration of extra funds to support the project [Redacted] confirmed current requests for information from [Redacted] of VE for costs for additional items needed. This is part 2 of the variation enquiry process, the Trust have signed part 1 of the process. [Redacted] to ensure costs provided in timely fashion.</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Date of next meeting</th>
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<tbody>
<tr>
<td>Monday 25th April 11.00-12.00am in the White Building to the North East of Ivy Lane Flats</td>
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<th>ALL</th>
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</table>
**Oxford University Hospitals NHS Foundation Trust**

Meeting: 21.03.2016 at 10.00am  
Venue Trust Board Room L3 Academic Block JR

<table>
<thead>
<tr>
<th>Title</th>
<th>The Hospital Energy Project</th>
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<table>
<thead>
<tr>
<th>Status</th>
<th>For Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>History</td>
<td>Project Agreement Signed 18th June 2015</td>
</tr>
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<table>
<thead>
<tr>
<th>Board Lead(s)</th>
<th>Director of Finance</th>
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<tbody>
<tr>
<td>Key purpose</td>
<td>Strategy</td>
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Hospital Energy Project
Executive Summary

Background
This Project represents the Trust’s most significant investment in energy generation and primary energy distribution infrastructure at the JR and CH in 40 years. The Project provides the Trust with not only the opportunity to make guaranteed annual energy savings but also to improve the resilience of its energy generation. It also reduces the Trust’s risk, by replacement of dilapidated plant, which will then be managed by others.

Partnership
Vital Energi are the Trust’s partners on this Project as part of a formal project agreement. Vital Energi are responsible for delivering the scheme and then maintaining the new plant for 25 years, whilst guaranteed savings are delivered to the Trust.

Programme
The Project started on site in September 2015 with a target completion of December 2016 and the contractor has a well-resourced and experienced team on site. The project is in delay owing to a series of issues coming to light towards the end of 2015. In terms of overall progress, the Project has moved forward without any known significant impact upon patient services. The project is now circa 25% complete. Vital Energi have issued a revised programme, Rev M which shows 6 months delays taking anticipated completion to June 2017. The Trust has welcomed the revised programme but does not accept and is challenging the level of delays indicated.

Finance
Limited capital finances (£X) have been provided in this financial year (2015/16). Further targeted capital finances will be sought from the Trust to enable the scheme and mitigate delay costs in 2016/17. Some minor cost savings as lights are being replaced are already being realised by the Trust. Further more significant savings will start to be realised in autumn 2016 as heat starts to be generated by some of the new plant.

Risk
Although risks have been mitigated where possible, significant risks remain around the Trust’s reputation, programme delays (and therefore costs) and the Energy Link.
## Overview

Briefly describe the project

Replacement of the dilapidated central energy generation plant at JR and CH sites and provision of an Energy Link, sharing energy between the sites.

Vital Energi are the Trust’s partner on this project. The project has a project construction value of circa £15M and an overall contract value of circa £48M, the project is funded by Aviva. The contract states the Trust will realise guaranteed overall savings in excess of £460k per annum, (this will be more if the differential between electricity and gas prices continues to be above that set as a datum at the time of the contract signature) together with new greener energy generation.

### 1. Progress

- **a)** Contract signed by all parties on 18th June 2015.
- **b)** Start on Site 4th September 2015, with completion planned for end December 2016.
- **c)** Team of in excess of 100 Vital employees/ sub- contractors working upon the detail design, coordination and site installation of plant, for a phased plan of works covering 18 months.
- **d)** Project being managed by Trust Operational Estates
- **e)** Approx. 80% of detailed design has been assessed and approved by Trust.
- **f)** Major shutdowns on JR site have occurred to facilitate initial changes in plant.
- **g)** 90% of the sections of Energy Link have been installed on JR site. Current works are occurring on the road between the WIMM building and the Women’s Centre and the parking area outside Arthur Sanctuary House.
- **h)** Vital Energi had planned to set up a site compound at the Churchill Site with a view to working in the plant rooms in March 2016, this has been delayed further by asbestos removal and additional notice for the shutdown of the boilers.
- **i)** Residents liaison meeting occurred on Tuesday 18th February 2016
<table>
<thead>
<tr>
<th>j)</th>
<th>The Energy Link outside of hospital grounds in the residential areas between the JR and CH is delayed because of three main factors, which are all the responsibility of Vital Energi to resolve, namely:</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>• Legal challenge by residents over ownership of roads.</td>
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<td></td>
<td>• Planning Application related to these works has been deemed invalid by Oxford City Council, because of questions over ownership.</td>
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<td></td>
<td>• Section 50 approval by Oxfordshire County Council for road closures has been withdrawn.</td>
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<td></td>
<td>The Trust should also be aware of another scheme the City and County councils are trying to progress called Access To Headington. This is a series of road and junction improvements that were planned to occur summer 2016.</td>
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<td></td>
<td>Vital Energi have informed the Trust of plans to submit a revised planning application which changes the route slightly of the Energy Link.</td>
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<td></td>
<td>Vital Energi are aware of the Trusts concerns on these matters and are proposing to report directly upon these issues.</td>
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<tr>
<td>k)</td>
<td>Planning to facilitate works on the Energy Link on the Churchill Site are progressing with transport consultants advising the Trust upon the impact of proposed partial closure of Churchill Drive and discussions with stakeholders being programmed.</td>
</tr>
<tr>
<td>l)</td>
<td>Vital Energi’s programme shows works on the Energy Link being delayed until the issues in j and k above are resolved.</td>
</tr>
<tr>
<td>m)</td>
<td>Freedom of Information requests (various) have been made which the Trust are responding to.</td>
</tr>
<tr>
<td>n)</td>
<td>The Trusts Estates Communication and Engagement Officer has been effective in both responding to enquiries and pro-actively planning future communication. This in turn will help to mitigate any further delays and thereby save considerable costs whilst also protecting the reputation of the Trust.</td>
</tr>
<tr>
<td>o)</td>
<td>The following are key design and programme issues that the team are currently addressing:</td>
</tr>
<tr>
<td></td>
<td>1. The Trust has responded to delay notices received from Vital Energi. The Trust have requested further information to prove impact upon the programme critical path.</td>
</tr>
<tr>
<td></td>
<td>2. Vital Energi have issued a revised programme Revision M which shows 6 months of delays over the original programme. The Trust does not accept this programme as it does not accept Vital Energi are indicating how delays can best be mitigated, but instead have assumed long waits for decisions by the Trust. Please see appendix B</td>
</tr>
<tr>
<td></td>
<td>3. Vital Energi have been asked to submit information for stage 2 of Variation Enquiries so that the Trust can accurately assess the need for and provide additional funding to facilitate this project.</td>
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<tr>
<td></td>
<td>4. The long outstanding issue of temporary and permanent power supplies for new plant at the JR, has now been progressed with the Trust and Vital having a series of options to provide power within a limited time frame.</td>
</tr>
</tbody>
</table>
5. Delays have occurred in "handing over" working areas to Vital Energi at the Churchill Hospital, mainly relating to the need for asbestos clearance but also linked to the fragility of the existing plant and need for extra controls. It now looks unlikely that the Trust will be able to handover this area until mid April 2016.

2. Risk Management

The Trust has undertaken a high level review of risks facing this project. With the improved resource most of the risks facing the Trust have been mitigated. However significant concerns remain relating to :-

- Managing the reputation of the Trust relating to Vital Energi works on the Energy Link in residential areas.
- Ensuring the Variation Enquiry process is expedited.
- Ensuring the project has sufficient Capital support to enabled works to proceed and prevent further costly delays.
- Minimising delays.

The Risk Matrix is attached to this report as Appendix A.

3. Cost Pressures

This is a 4___ construction project. 4___ of additional funds have been made available for essential enabling works (2015/16) to maximise scheme benefits and minimise delays.

Delays are anticipated for a series of reasons most fall into the following categories:-

1. The need to survey then remove asbestos in areas before Vital can start works.
2. The Trust being able to confirm availability of existing supplies.
3. The time taken by the Trust in considering and approving Variation Enquiries (contract methodology for dealing with unanticipated changes, which are inevitable on a scheme of this scale) and raising orders.

Working closely with Trust finance teams, we are reviewing the most cost effective manner of supporting these cost pressures, with the finance team then making recommendations to the Trust, based upon financial modelling.

Detailed costs are awaited from Vital Energi to allow the Trust to carefully target capital funds to both enable the project to maximise benefits and thereby realise the savings that were envisaged and prevent further delays and financial penalties to the project.

4. Communications

  a) Communications are now being handled with emails being answered promptly and the use of social media helping to get the good news stories out to stakeholders.
  
Managing the impact of the Energy Link in residential areas continues to represent the main focus of communications, however whilst work in this area is on hold the Trust have been able to communicate
The Trust has also been working closely with University Estates representatives to ensure University services will not be disrupted and existing energy supplies continue at the same levels.

5. Project Management Arrangements

a) Project Structure
The Project is supported by a Project Board, led by [Redacted].
The day to day management of the Project is supported by [Redacted] - Interim Head of Estates.
The Project also has the benefit of 3rd party contract advice from the Carbon Energy Fund.
As of 04.01.2016 the project has Project Management/ Comms resource of the equivalent of 3.2 WTE.
This is seen as adequate resource and may be reduced down to 2.6-2.8 WTE in December 2016 as the major Comms messages have been sent and Comms liaison moves to other key Estates projects.

b) Weekly/ Fortnightly meetings are occurring under the following headings
- Contractor Liaison (weekly)
- Energy Shutdown preparation (fortnightly)
- Traffic and Travel (fortnightly)
- Communications (fortnightly)
- Communications with Third parties e.g. PFI providers and University are ongoing.

8. Recommendation
The progress of the project should be noted.
The impact of external communications represent a reputational risk to the Trust. Vital Energi are working with the Trust on the Energy Link element, to help to mitigate this risk. This should be noted.
The risk matrix for the scheme has been reviewed at a high level, this identifies that significant risks remain with the project, these need to be addressed, and this should be noted.
It is recommended that consideration is given to the provision of carefully targeted capital funds. These funds would both enable the project to maximise benefits (increased savings, lower carbon, and lower risk) and prevent further delays to the project.

March 2016
<table>
<thead>
<tr>
<th>Date or Risk Ref No</th>
<th>PRINCIPAL RISKS</th>
<th>Risk Rating</th>
<th>Controls</th>
<th>Residual Risk</th>
<th>ACTIONS NEEDED TO IMPROVE CONTROLS</th>
<th>Assurance (Existing Assurance / Gaps &amp;or Recommended Assurance)</th>
<th>Review Date</th>
<th>Lead Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Resource</td>
<td>Project Management - project under resourced</td>
<td>4 4</td>
<td>Currently trying to resource project manager, if resourced there will be a catch up period of 2-4 weeks.</td>
<td>1 1</td>
<td>Done</td>
<td>Additional project management resourced secured</td>
<td>Jan-16</td>
<td></td>
</tr>
<tr>
<td>2 Programme</td>
<td>The contract was let with a start on site 4th September 2015 and completion 24th December 2016. This is dependent upon areas being provided by the Trust in which the contractor can install equipment connecting to existing supplies. These areas are not prepared and don’t have the correct supplies, delays are costing the Trust approximately 3 weeks. The current programme shows a 5 month delay.</td>
<td>4 5</td>
<td>The current areas of delay are known and the contract allows for Variation Enquiries to be issued to enable the contractor to produce a revised solution to the delays. Once a costed solution is known the Trust then have to find capital to support this process. The Trust is expected to complete £3.3m of funding to support the project work in this financial year has been found. Working with Trust STT’s the variation enquiry process has been shortened. A revised programme Rev M has been issued by Vital Energi but still requires clarification.</td>
<td>4 3</td>
<td></td>
<td>Support for change in procedure</td>
<td>Mar-16</td>
<td></td>
</tr>
<tr>
<td>2.1 Energy Link On route</td>
<td>Energy Link Route- Churchill pipe route not currently viable as a transport plan needs to be agreed to support the route. There is a considerable amount of work to be done to put in place a viable option.</td>
<td>4 5</td>
<td>Trust has engaged external consultants to review the viability of plans to route energy link at the Churchill site as energy link is installed. Trust has had preliminary talks with representatives from the PFI at CH and also has plans to discuss with other CH stakeholders</td>
<td>4 3</td>
<td></td>
<td>Support for consultation process</td>
<td>Mar-16</td>
<td></td>
</tr>
<tr>
<td>2.2 Delays to Energy Link on route due to residential planning permission</td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>2.3 Delays due to asbestos</td>
<td>Asbestos - Delays to programme from not being able to access spaces due to presence of asbestos. No work currently occurring at CH boiler house.</td>
<td>4 5</td>
<td>Vital Energi are working to mitigate risk and continue Energy link works ASAP.</td>
<td>4 4</td>
<td></td>
<td>Support for process</td>
<td>Apr-16</td>
<td></td>
</tr>
<tr>
<td>3.0 Design Changes</td>
<td>Need to change design because of inadequate energy supplies or changes in client needs since contract was signed.</td>
<td>3 5</td>
<td>Any required changes go through a design review process that culminates in a variation enquiry being issued. The likely implication of a variation enquiry is an increased cost but a few enquires result in decreased costs</td>
<td>3 4</td>
<td></td>
<td>Need for additional financial support</td>
<td>Apr-16</td>
<td></td>
</tr>
<tr>
<td>4.0 Comm</td>
<td>Communications - Poor communications with local residents</td>
<td>4 5</td>
<td>Working with Vital to engage with stakeholders, Trust Estates Communications and Engagement Officer is ensuring that issues are raised in a clear, transparent and coherent manner</td>
<td>4 2</td>
<td></td>
<td>Acknowledgement of issues</td>
<td>Apr-16</td>
<td></td>
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</tbody>
</table>
Dear [Name],

The intention had been to have an exceptional board meeting about the Energy Link but given the response below is it worth instead having a separate agenda item at the next board meeting on 21st March. I will ring you to discuss,

Regards,

[Name] BSc Hons, MRICS, MBA Cert,
Locum Project Manager,
Oxford University Hospitals NHS Foundation Trust
Operational Estates,
John Radcliffe Hospital.
OX3 9DU.

Email [Name]@ouh.nhs.uk
Mobile [Contact Number]
Landline [Contact Number]
Working Mondays, Tuesday, Wednesdays and Fridays for OUHT

From: [Name]
Sent: 07 March 2016 09:10
To: [Name]
Cc: [Name]

Subject: RE: OUH Energy Project - Progress with Energy Link Update

Dear [Name],

Thank you for your considered and clearly set out response it is clear Vital Energi are tackling these issues in a logical fashion.

The conclusions I am drawing from your note are that

- [Name] are looking and have a clear programme to attempt to resolve the energy link issues.
- There are some other known electrical infrastructure issues that could impact the programme, that we are working with you to resolve.
- [Name] are considering options should the energy link be impossible/ economically no longer viable.
- The point in time at which we need to formally discuss alternative options has yet to be discussed perhaps at our meeting later this month that can be clarified.

Thank you for the dates you have put forward, I will discuss with [Name] and others and get back
to you,
Regards,

BSc Hons, MRICS, MBA Cert,
Locum Project Manager,
Oxford University Hospitals NHS Foundation Trust
Operational Estates,
John Radcliffe Hospital.
OX3 9DU.
Email
Mobile
Landline
Working Mondays, Tuesdays, Wednesdays and Fridays for OUHT

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From: 
Sent: 04 March 2016 16:31
To: 
Cc: 
Subject: RE: OUH Energy Project- Progress with Energy Link Update

Good Afternoon,

Thanks for your note which may have unfortunately coincided with my conversation yesterday afternoon with [redacted] During the conversation with [redacted] I provided an update which included the following salient points:

1. Oxfordshire County Council Highways
   - The legal challenge regarding land ownership emanates from residents in Stapleton Road and correspondence issued by Oxfordshire County Council. [redacted]
   - We anticipate the next phase of dialogue on this thread with the Oxfordshire County Council Highways team.
   - We issued correspondence to Oxfordshire County Council 26 February 2016 regarding the ownership or vested ownership of the Highway and we have a meeting in response scheduled at 1.30pm on 7 March 2016. We are meeting with Cllr [redacted] and [redacted] Our correspondence to Highways reflected the advice received from our specialist advisors.
   - The outcome of the dialogue with Oxfordshire County Council will be fed back to you and I offered to contact [redacted] on Monday afternoon following the meeting.
   - The provision of Section 50 licenses will become unblocked once the ownership of the Highway is resolved. We note the background discussions regarding future projects in the area and potential for programme disruption but clearly we will analyse this at a later stage. This is clearly a risk which is part mitigated below in item 3.

2. Planning Application
   - We have a meeting arranged for 17 March 2016 with [redacted] at the City Council Planning team. Given the ‘invalid’ status of the application, the meeting on the 7 March is of greater significance than meeting with the Planners.
   - The Construction Phase Traffic Management Plan has been updated in line with comments received from [redacted] and this can be represented when we next meet with
him. I have attached a copy of the current work in progress for your information.

3. What Happens if issues surrounding the Energy Link are unresolvable?

- The CHP is in manufacture and delivery commitments running to schedule. This means during Q4 2016, we will have a low carbon energy generation asset available to operate and generate heat and power, with the associated financial and technical benefits. This assumes the existing infrastructure is available to facilitate its operation.
- In the event the infrastructure and energy generation equipment are available in advance of the energy link, the project is enabled in a manner that the equipment can be operated in isolation of the Energy Link. We will clearly work with the Trust to develop this strategy at an appropriate juncture.
- We have commenced a process of high level option analysis for alternative schemes. These proposals are worthy of consideration and discussion in the current Energy Link scheme issues become considered unresolvable within an agreed time frame. Typical scenarios include a 2nd remote CHP, the consequences of such were reasonably documented during the original tender process.

I have attached a copy of the recent project report which fills in any missing gaps from the summary above.

In the short term, to the end of March, we propose the following steps:

a) Continue to engage with Local Planning and Highways representatives engaging in technical dialogue based on guidance from our specialist team.

b) Continue to focus on the actions and measures required to enhance the existing infrastructure to facilitate the introduction of the new assets, namely the electrical works.

c) Develop and share a high level appraisal (time, carbon impact, capital and operating cost) of the alternative options available should the Energy Link programme be delayed or omitted, this includes:

i. Early operation of CHP1
ii. Options for a CHP2?

iii. Deferred completion of the Energy Link with / without a 2nd CHP.

Some availability for the meeting you propose (suggest this follows the Highways and Planning meetings) includes:

- 18 March anytime
- 21 March anytime
- 22 March anytime
- 23 March morning only
- 29 March anytime
- 30 March anytime
- 31 March anytime

Please let me know if you need any additional details at this stage?

Regards

Headquarters:
Century House | Roman Road | Blackburn | Lancashire BB1 2LD
t: 01254 091 091 | f: 01254 091 091

www.vitalenergi.co.uk  download brochure on  iTunes
From: [Redacted]
Sent: 04 March 2016 15:25
To: [Redacted]
Cc: [Redacted]

Subject: OUH Energy Project - Progress with Energy Link

Dear [Redacted]

I trust you are well.

We are aware Vital Energi are experiencing considerable difficulties on many different fronts in relation to the Energy Link and wanted to both understand your proposed routes to resolution and your timetable for doing so; since we are both keen to work with you on this and we also need to keep our stakeholders abreast of progress.

We believe the three main areas of challenge are:

1. Legal challenge regarding the ownership of the residential roads.
2. Planning Application made by yourselves being declared “invalid” by Oxford City Council.
3. Section 50 Road Closure notices being “withdrawn” by Oxfordshire County Council.

The impact of the above is that the [Redacted] is unaware of how [Redacted] are addressing the issues. The Trust’s concern on the matter of the Energy Link is such that we propose to hold an Exception Board Meeting just to discuss this issue, to which yourself and [Redacted] would be invited from [Redacted] in order to maximise the effectiveness of the proposed meeting we would request that you prepare a considered report upon the issues and in that report you provide a clear programme as to how you intend to resolve the various areas of challenge, together with the input you would request from the Trust and contingency measures if decisions do not work in your favour.

I trust that you agree the above is a sensible way to plan for resolution and for us to understand and work together with [Redacted] on this difficult issue. As stated we would like to schedule this Exception Board meeting ASAP there please can you let me know by Wednesday 9th March when your report will be available together with [Redacted] availability to the [Redacted] in order that we can plan to meet shortly afterwards.

I look forward to hearing from you accordingly, if you have any further queries please do not hesitate to contact me,

Regards,

[Redacted] BSc Hons, MRICS, MBA Cert,
Locum Project Manager,
Oxford University Hospital NHS Foundation Trust
Operational Estates,
John Radcliffe Hospital,
OX3 9DU.

Email [Redacted]
Mobile [Redacted]
Landline [Redacted]

Working Mondays, Tuesday, Wednesdays and Fridays for OUHT
FYI
I always try to thank people.
I realise we are all under pressure and thought the timing of this note may help,

Regards,

[Name], BSc Hons, MRICS, MBA Cert,
Locum Project Manager,
Oxford University Hospitals NHS Foundation Trust
Operational Estates,
John Radcliffe Hospital,
OX3 9DU.
Email [email]@ouh.nhs.uk
Mobile
Landline
Working Mondays, Tuesday, Wednesdays and Fridays for OUHT

cid:image002.png@01D10390.B8583EE0

From: [Name]
Sent: 16 March 2016 13:43
To: [Name]
Subject: RE: OUH Energy Project- Notable Performance

Dear [Name],

I have previously commented upon the skills of [Name] in communicating with a client team. These skills continue to be shown, despite more challenging times as the Trust struggle to complete removal of asbestos and find appropriate LV supplies.

I write because hopefully today with [Name] and the [Name] team we have found a way forward on the LV supplies.

With [Name] shortly on leave I also wanted to put on record the Trusts thanks to [Name] and his team for all the work on the Energy link at the JR site.

With the issues elsewhere on the Energy Link, [Name] has always offered his support in discussions with planners, residents etc. The work at the JR has not been without its difficulties and again [Name] has always made himself available to find a way “through or around” any issues that have faced the scheme. Excavation works on the JR site will be virtually complete by Easter a sound result.

I hope [Name] enjoys his break and look forward to his return when hopefully we can complete the Energy link through to the Churchill.

Thank you for your support and for enabling your team to progress matters when at times we have faced difficult situations.
Regards,

BSc Hons, MRICS, MBA Cert,
Locum Project Manager,
Oxford University Hospitals NHS Foundation Trust
Operational Estates,
John Radcliffe Hospital.
OX3 9DU.
Email @ouh.nhs.uk
Mobile
Landline
Working Mondays, Tuesday, Wednesdays and Fridays for OUHT

cid:image002.png@01D10390.B8583EE0

From:  
Sent: 11 March 2016 14:02  
To:  
Subject: RE: OUH Energy Project- Progress with Energy Link Update  
Thank you  
I will send out the agenda and papers next week,

Regards,

BSc Hons, MRICS, MBA Cert,
Locum Project Manager,
Oxford University Hospitals NHS Foundation Trust
Operational Estates,
John Radcliffe Hospital.
OX3 9DU.
Email @ouh.nhs.uk
Mobile
Landline
Working Mondays, Tuesday, Wednesdays and Fridays for OUHT

cid:image002.png@01D10390.B8583EE0

From:  
Sent: 11 March 2016 12:17  
To:  
Subject: RE: OUH Energy Project- Progress with Energy Link Update  
I am available for the 21 March.
See you then.

Regards
From: [Redacted]
Sent: 11 March 2016 11:02
To: [Redacted]
Cc: [Redacted]
Subject: RE: OUH Energy Project- Progress with Energy Link Update

Dear [Redacted],

Thank you for continuing to keep us informed of your progress.

In terms of Exceptional Board meetings it has been decided on this occasion that since we have a Project Board Meeting already scheduled for 10 am on the 21st March 2016 we should utilise this and add a separate item in for the Energy Link.

If you are therefore still able to attend on 21st and can present an update to include progress, future actions and anticipated programme at our board meeting it would be much appreciated. I will forward an invite to the meeting to you.

Any further queries please let me know,

Regards,

[Redacted] BSc Hons, MRICS, MBA Cert,
Locum Project Manager,
Oxford University Hospitals NHS Foundation Trust
Operational Estates,
John Radcliffe Hospital.
OX3 9DU,
Email [Redacted]@ouh.nhs.uk
Mobile [Redacted]
Landline [Redacted]
Working Mondays, Tuesday, Wednesdays and Fridays for OUHT
cid:image002.png@01D10390.BB583EE0

From: [Redacted]
Sent: 04 March 2016 16:31
To: [Redacted]
Cc: [Redacted]
Subject: RE: OUH Energy Project- Progress with Energy Link Update

Good Afternoon [Redacted],

Thanks for your note which may have unfortunately coincided with my conversation yesterday
Among the points I provided an update which included the following salient points:

1. Oxfordshire County Council Highways
   - The legal challenge regarding land ownership emanates from residents in Stapleton Road and correspondence issued by Oxfordshire County Council. We anticipate the next phase of dialogue on this thread with the Oxfordshire County Council Highways team.
   - We issued correspondence to Oxfordshire County Council 26 February 2016 regarding the ownership or vested ownership of the Highway and we have a meeting in response scheduled at 1.30pm on 7 March 2016. We are meeting with Cllr and . Our correspondence to Highways reflected the advice received from our specialist advisors.
   - The outcome of the dialogue with Oxfordshire County Council will be fed back to you and I offered to contact on Monday afternoon following the meeting.
   - The provision of Section 50 licenses will become unblocked once the ownership of the Highway is resolved. We note the background discussions regarding future projects in the area and potential for programme disruption but clearly we will analyse this at a later stage. This is clearly a risk which is part mitigated below in item 3.

2. Planning Application
   - We have a meeting arranged for 17 March 2016 with at the City Council Planning team. Given the 'invalid' status of the application, the meeting on the 7 March is of greater significance than meeting with the Planners.
   - The Construction Phase Traffic Management Plan has been updated in line with comments received from and this can be represented when we next meet with him. I have attached a copy of the current work in progress for your information.

3. What Happens if issues surrounding the Energy Link are unresolvable?
   - The CHP is in manufacture and delivery commitments running to schedule. This means during Q4 2016, we will have a low carbon energy generation asset available to operate and generate heat and power, with the associated financial and technical benefits. This assumes the existing infrastructure is available to facilitate its operation.
   - In the event the infrastructure and energy generation equipment are available in advance of the energy link, the project is enabled in a manner that the equipment can be operated in isolation of the Energy Link. We will clearly work with the Trust to develop this strategy at an appropriate juncture.
   - We have commenced a process of high level option analysis for alternative schemes. These proposals are worthy of consideration and discussion in the current Energy Link scheme issues become considered unresolvable within an agreed time frame. Typical scenarios include a 2nd remote CHP, the consequences of such were reasonably documented during the original tender process.

I have attached a copy of the recent project report which fills in any missing gaps from the summary above.

In the short term, to the end of March, we propose the following steps:
   a) Continue to engage with Local Planning and Highways representatives engaging in technical dialogue based on guidance from our specialist team.
   b) Continue to focus on the actions and measures required to enhance the existing infrastructure to facilitate the introduction of the new assets, namely the electrical works.
   c) Develop and share a high level appraisal (time, carbon impact, capital and operating cost)
of the alternative options available should the Energy Link programme be delayed or omitted, this includes:

i. Early operation of CHP1
ii. Options for a CHP2?
iii. Deferred completion of the Energy Link with / without a 2nd CHP.

Some availability for the meeting you propose (suggest this follows the Highways and Planning meetings) includes:
- 18 March anytime
- 21 March anytime
- 22 March anytime
- 23 March morning only
- 29 March anytime
- 30 March anytime
- 31 March anytime

Please let me know if you need any additional details at this stage?

Regards

Regional Director
DDI:  
Mobile:

Headquarters:
Century House | Roman Road | Blackburn | Lancashire BB1 2LD

www.vitalenergi.co.uk  download brochure on  itunes

From:  
Sent: 04 March 2016 15:25
To:  
Cc:  
Subject: OUH Energy Project- Progress with Energy Link

Dear

I trust you are well.

We are aware Vital Energi are experiencing considerable difficulties on many different fronts in relation to the Energy Link and wanted to both understand your proposed routes to resolution and your timetable for doing so; since we are both keen to work with you on this and we also need to keep our stakeholders abreast of progress.

We believe the three main areas of challenge are

1. Legal challenge regarding the ownership of the residential roads.
2. Planning Application made by yourselves being declared “invalid” by Oxford City Council.
3. Section 50 Road Closure notices being “withdrawn” by Oxfordshire County Council.

The impact of the above is that the Trust is unaware of how Vital are addressing the issues. The Trust’s concern on the matter of the Energy Link is such that we propose to hold an Exception Board Meeting just to discuss this issue, to which yourself and [ ] would be invited from [ ]
In order to maximise the effectiveness of the proposed meeting we would request that you prepare a considered report upon the issues and in that report you provide a clear programme as to how you intend to resolve the various areas of challenge, together with the input you would request from the Trust and contingency measures if decisions do not work in your favour. I trust that you agree the above is a sensible way to plan for resolution and for us to understand and work together with [REDACTED] on this difficult issue. As stated we would like to schedule this Exception Board meeting ASAP there please can you let me know by Wednesday 9th March when your report will be available together with [REDACTED] availability to the [REDACTED] in order that we can plan to meet shortly afterwards.

I look forward to hearing from you accordingly, if you have any further queries please do not hesitate to contact me,

Regards,

[REDACTED]
BSc Hons, MRICS, MBA Cert,
Locum Project Manager,
Oxford University Hospitals NHS Foundation Trust
Operational Estates,
John Radcliffe Hospital.
OX3 9DU.
Email [REDACTED]@ouh.nhs.uk
Mobile [REDACTED]
Landline [REDACTED]
Working Mondays, Tuesday, Wednesdays and Fridays for OUHT

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Sent from the headquarters of Vital Energi Utilities Ltd, Century House, Roman Road, Blackburn, Lancashire, BB1 2LD.

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Dear All,

Please see below following my discussions with [Redacted].

Regards,

[Redacted]
BSc Hons, MRICS, MBA Cert,
Locum Project Manager,
Oxford University Hospitals NHS Foundation Trust
Operational Estates,
John Radcliffe Hospital.
OX3 9DU.
Email [Redacted]@ouh.nhs.uk
Mobile [Redacted]
Landline [Redacted]

Working Mondays, Tuesday, Wednesdays and Fridays for OUHT

cid:image002.png@01D10390.B8583EE0

---

From: [Redacted]
Sent: 04 March 2016 15:25
To: [Redacted]
Cc: [Redacted]

Subject: OUH Energy Project- Progress with Energy Link

Dear [Redacted],

I trust you are well.

We are aware Vital Energi are experiencing considerable difficulties on many different fronts in relation to the Energy Link and wanted to both understand your proposed routes to resolution and your timetable for doing so; since we are both keen to work with you on this and we also need to keep our stakeholders abreast of progress.

We believe the three main areas of challenge are:

1. Legal challenge regarding the ownership of the residential roads.
2. Planning Application made by yourselves being declared “invalid” by Oxford City Council.
3. Section 50 Road Closure notices being “withdrawn” by Oxfordshire County Council.

The impact of the above is that the Trust is unaware of how [Redacted] are addressing the issues. The Trust’s concern on the matter of the Energy Link is such that we propose to hold an Exception Board Meeting just to discuss this issue, to which yourself and [Redacted] would be invited from [Redacted]. In order to maximise the effectiveness of the proposed meeting we would request that you prepare a considered report upon the issues and in that report you provide a clear programme as to how you intend to resolve the various areas of challenge, together with the input you would request from the Trust and contingency measures if decisions do not work in your favour.

I trust that you agree the above is a sensible way to plan for resolution and for us to understand and work together with [Redacted] on this difficult issue. As stated we would like to schedule this Exception Board meeting ASAP there please can you let me know by Wednesday 9th March when your report will be available together with [Redacted] availability to the Trust, in order that we can plan to meet shortly afterwards.
I look forward to hearing from you accordingly, if you have any further queries please do not hesitate to contact me,

Regards,

[Redacted] BSc Hons, MRICS, MBA Cert,
Locum Project Manager,
Oxford University Hospitals NHS Foundation Trust
Operational Estates,
John Radcliffe Hospital,
OX3 9DU.
Email [Redacted]
Mobile [Redacted]
Landline [Redacted]
Working Mondays, Tuesday, Wednesdays and Fridays for OUHT
cld:image002.png@01D10390.B8583EE0
From: [Redacted]
To: [Redacted]
Subject: FW: Papers-CEF Project Board Meeting on Monday 21st March at 10am
Date: 16 March 2016 14:55:36
Attachments: March 2016 Agenda.pdf
Project Board Report for 21-03-16.pdf
February Draft Minutes 21.doc
image001.png
20160321 VC 53551 CEF Oxford Hospitals Rev M (CRITICAL PATH 01-02-16).pdf
Copy of Copy of Risk OUHT register Hospital Energy Project V1 0 Rev A.pdf

FYI
Note all information saved on J Drive
Regards,

[Signature]
BSc Hons, MRICS, MBA Cert,
Locum Project Manager,
Oxford University Hospitals NHS Foundation Trust
Operational Estates,
John Radcliffe Hospital.
OX3 9DU.

Email [Redacted]@ouh.nhs.uk
Mobile [Redacted]
Landline [Redacted]

Working Mondays, Tuesday, Wednesdays and Fridays for OUHT

cid:image002.png@01D10390.B8583EE0

---

From: [Redacted]
Sent: 16 March 2016 14:28
To: [Redacted]
Cc: [Redacted]
Subject: Papers-CEF Project Board Meeting on Monday 21st March at 10am

Dear All,

Please find attached the following documents for Monday's Energy Project Board Meeting.

1. Agenda.
2. February draft - minutes for approval.
3. Trust Update - Project Board Report.
4. Trust Risk Register Rev A
5. Vital Energy Programme Rev M

Dear [Redacted],

Item 4 on the agenda is a report on the Energy Link, please can you confirm if you intend to table a report or if you are providing a verbal update?

Dear [Redacted],

As discussed if you could please provide a verbal update.

Any further queries please let me know,

Regards,

[Signature]
BSc Hons, MRICS, MBA Cert,
Locum Project Manager,
Oxford University Hospitals NHS Foundation Trust
From: [Redacted]
Sent: 14 March 2016 15:32
To: [Redacted]
Cc: [Redacted]

Subject: RE: Agenda Items for CEF Project Board Meeting on Monday 21st March at 10am

Dear All,

Please find attached the draft agenda for the above meeting.

Please can you let me have any additional agenda items by 12 noon on Wednesday 16th March.

Regards,

[Redacted] BSc Hons, MRICS, MBA Cert,
Locum Project Manager,
Oxford University Hospitals NHS Foundation Trust
Operational Estates,
John Radcliffe Hospital.
OX3 9DU.

Email [Redacted]@ouh.nhs.uk
Mobile [Redacted]
Landline [Redacted]

Working Mondays, Tuesday, Wednesdays and Fridays for OUHT

cid:image002.png@01D10390.B8583EE0
Dear All,

Please find attached the draft agenda for the above meeting.

Please can you let me have any additional agenda items by 12 noon on Wednesday 16th March.

Regards,

[Name] BSc Hons, MRICS, MBA Cert,
Locum Project Manager,
Oxford University Hospitals NHS Foundation Trust
Operational Estates,
John Radcliffe Hospital.
OX3 9DU.
Email: [email]@ouh.nhs.uk
Mobile: [number]
Landline: [number]

Working Mondays, Tuesday, Wednesdays and Fridays for OUHT
cid:image002.png@01D10390.B8583EE0
Dear [Name],

Further to my earlier email, please see below for a short overview of how progress and issues relating to the link sit relative to the PA: I must stress this is provided here to provide some context for the ongoing discussions between the Trust and Vital and is not a legal opinion. Should a more formal opinion be required, we would be happy to discuss the matter and how best to engage DACB in the task.

**Planning Permission**

Planning Permission required for the Energy Link is expressly set out as being the responsibility of the Company (in the definition of Trust Consents). Obtaining the Planning Permission is the Company's responsibility under clause 16.1. That the Planning Permission is to be applied for by the Company at the Company's cost is repeated para 30 of Part 2 of Sch 3.

**Installation of the Energy Link**

The Company is required (under clause 5.2.5), at its own cost, to procure that the Project Operations (which include installation of the Energy Link) are carried out in compliance with Law and Consents.
Hi,

either a five months delay nor of the Trust being the cause of the reported critical delay.
Dear [Name],

Thank you for the update regarding progress with gaining permissions for the Energy pipe link through Headington.

With regards to your intention to change the pipe route from Stapleton Road to the alternative Lime walk rout; I have reservations relating to the potential traffic impact to the wider Headington residential area if Lime Walk is to be closed to through traffic. The existing route through Stapleton Road, is used less by vehicles as through route, between London Road and Old Road than Lime walk. Also the road width of Lime Walk when cars are parked, is virtually single carriageway and is unlikely to be able to effectively cope with additional through traffic. Even with the addition of traffic management, which itself would cause congestion onto Old Road, we risk a potential push back from the Headington residents at consultation.

Would it be prudent to model your proposed changes to the route and get a full expert appraisal of those potential impacts, prior to a revised planning application? Avoiding Stapleton Road may have equal unintended consequences.

Kind regards

[Name]

Interim Head of Estates
Oxford University Hospitals NHS Foundation Trust
Email: [Email]
Telephone: [Telephone]

Sent: 09 March 2016 17:08
To: [Name]
Cc: [Name]

Subject: Energy Link Update following County Council Meeting

Hi [Name],

Thank you for your note below. Please find my notes from our recent with the County Council Highways representatives:

- The County Council Highways Authority have communicated the vested responsibility to the Planning Authority, we received a copy of the correspondence at the meeting.

- The County Council Highways Authority are prepared to receive copies of drawings and comment on the ‘vested’ area of the Highway which falls under the responsibility of the Authority to coordinate. We are working towards submitting drawings of the vested area of the Highway to the County Council Highways Authority this week to allow time for Highways to comment before next week’s meeting planning discussion with the Planning Authority. This information is key to agreeing, in principle, the Energy Link falls within the area of highway under the Authorities vested control. I have attached copies of the work in progress for your information (assumes the original route).

- The County Council Highways Authority have no objections to the Energy Link.

- We are proposing an alternative route for the Energy Link via Lime Walk which will require a separate Planning Application and drawings are being progressed.

- The County Council Highways Authority are receptive to coordinating the activities of multiple projects in an orderly manner which provides suitable outcomes i.e. the Energy Link and
access for Headington schemes potentially being delivered simultaneously may reduce long term disruption.

- We are working towards a revised Planning Application by 18 March 2016 for the revised Energy Link route via Lime walk.
- We intend to publish a notice advising the local residents along the Energy Link of the proposed development following advice received from the Planning Authority.
- We have updated the Traffic Management Plan for the works in accordance with comments and direction received from the Planning Authority. We intend to share the update at next week’s meeting with the Planners.

Regards

---

From: [Redacted]
Sent: 08 March 2016 23:18
To: [Redacted]
Subject: Fwd: Heat Networks for Oxford Newsletter

Hi

Thank you for your call today. I look forward to receiving a written appraisal of the project developments regarding permissions.

In addition, I have attached information that will be of interest to you.

Kind regards

Interim Head of Estates
Oxford University Hospitals NHS Foundation Trust

---

From: [Redacted]
Date: 8 March 2016 at 19:14:18 GMT
To: [Redacted]
Subject: FW: Heat Networks for Oxford Newsletter

You might be interested in this. The Councils scheme!!
Hi

Some of you will be aware that Oxford City Council and University of Oxford have been undertaking a feasibility study on the opportunities for heat networks across Oxford, with funding from government. The newsletter attached to this e-mail has been put together by our consultants […] and […] and updates on recent developments with a particular focus on the centre of Oxford.

Hope you find it interesting and do get back to me with any comments or queries please.

Regards

This email has been scanned by the Symantec Email Security.cloud service.
For more information please visit http://www.symanteccloud.com
I am available for the 21 March.
See you then.
Regards

Headquarters:
Century House | Roman Road | Blackburn | Lancashire BB1 2LD
t: | f:

www.vitalenerg.co.uk
download brochure on itunes

From:
Sent: 11 March 2016 11:02
To:
Cc:
Subject: RE: OUH Energy Project- Progress with Energy Link Update

Dear
Thank you for continuing to keep us informed of your progress.
In terms of Exceptional Board meetings it has been decided on this occasion that since we have a Project Board Meeting already scheduled for 10am on the 21st March 2016 we should utilise this and add a separate item in for the Energy Link.
If you are therefore still able to attend on 21st and can present an update to include progress, future actions and anticipated programme at our board meeting it would be much appreciated. I will forward an invite to the meeting to you.
Any further queries please let me know,
Regards,

BSc Hons, MRICS, MBA Cert,
Locum Project Manager,
Oxford University Hospitals NHS Foundation Trust
Operational Estates,
John Radcliffe Hospital.
From: [redacted]
Sent: 04 March 2016 16:31
To: [redacted]
Cc: [redacted]
Subject: RE: OUH Energy Project - Progress with Energy Link Update

Good Afternoon [redacted]

Thanks for your note which may have unfortunately coincided with my conversation yesterday afternoon with [redacted]. During the conversation, [redacted] I provided an update which included the following salient points:

1. Oxfordshire County Council Highways
   - The legal challenge regarding land ownership emanates from residents in Stapleton Road and correspondence issued by Oxfordshire County Council. [redacted] We anticipate the next phase of dialogue on this thread with the Oxfordshire County Council Highways team.
   - We issued correspondence to Oxfordshire County Council 26 February 2016 regarding the ownership or vested ownership of the Highway and we have a meeting in response scheduled at 1.30pm on 7 March 2016. We are meeting with Cllr [redacted] and [redacted]. Our correspondence to Highways reflected the advice received from our specialist advisors.
   - The outcome of the dialogue with Oxfordshire County Council will be fed back to you and I offered to contact [redacted] on Monday afternoon following the meeting.
   - The provision of Section 50 licenses will become unblocked once the ownership of the Highway is resolved. We note the background discussions regarding future projects in the area and potential for programme disruption but clearly we will analyse this at a later stage. This is clearly a risk which is part mitigated below in item 3.

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   - We have a meeting arranged for 17 March 2016 with [redacted] at the City Council Planning team. Given the 'invalid' status of the application, the meeting on the 7 March is of greater significance than meeting with the Planners.
   - The Construction Phase Traffic Management Plan has been updated in line with comments received from [redacted] and this can be represented when we next meet with him. I have attached a copy of the current work in progress for your information.

3. What Happens if issues surrounding the Energy Link are unresolvable?
   - The CHP is in manufacture and delivery commitments running to schedule. This means during Q4 2016, we will have a low carbon energy generation asset available to operate and generate heat and power, with the associated financial and technical benefits. This assumes the existing infrastructure is available to facilitate its operation.
• In the event the infrastructure and energy generation equipment are available in advance of the energy link, the project is enabled in a manner that the equipment can be operated in isolation of the Energy Link. We will clearly work with the Trust to develop this strategy at an appropriate juncture.

• We have commenced a process of high level option analysis for alternative schemes. These proposals are worthy of consideration and discussion in the current Energy Link scheme issues become considered unresolvable within an agreed time frame. Typical scenarios include a 2nd remote CHP, the consequences of such were reasonably documented during the original tender process.

I have attached a copy of the recent project report which fills in any missing gaps from the summary above.

In the short term, to the end of March, we propose the following steps:

a) Continue to engage with Local Planning and Highways representatives engaging in technical dialogue based on guidance from our specialist team.

b) Continue to focus on the actions and measures required to enhance the existing infrastructure to facilitate the introduction of the new assets, namely the electrical works.

c) Develop and share a high level appraisal (time, carbon impact, capital and operating cost) of the alternative options available should the Energy Link programme be delayed or omitted, this includes:

i. Early operation of CHP1

ii. Options for a CHP2?

iii. Deferred completion of the Energy Link with / without a 2nd CHP.

Some availability for the meeting you propose (suggest this follows the Highways and Planning meetings) includes:

- 18 March anytime
- 21 March anytime
- 22 March anytime
- 23 March morning only
- 29 March anytime
- 30 March anytime
- 31 March anytime

Please let me know if you need any additional details at this stage?

Regards

[Redacted]

DDI: [Redacted]
Mobile: [Redacted]

Headquarters:
Century House | Roman Road | Blackburn | Lancashire BB1 2LD
t:[Redacted] | f:[Redacted]

www.vitalenergi.co.uk  download brochure on  itunes

From: [Redacted]
Sent: 04 March 2016 15:25
To: 
Cc: 

Subject: OUH Energy Project- Progress with Energy Link

Dear [Name],

I trust you are well.

We are aware [Address] are experiencing considerable difficulties on many different fronts in relation to the Energy Link and wanted to both understand your proposed routes to resolution and your timetable for doing so; since we are both keen to work with you on this and we also need to keep our stakeholders abreast of progress.

We believe the three main areas of challenge are:

1. Legal challenge regarding the ownership of the residential roads.
2. Planning Application made by yourselves being declared "invalid" by Oxford City Council.
3. Section 50 Road Closure notices being "withdrawn" by Oxfordshire County Council.

The impact of the above is that the Trust is unaware of how Vital are addressing the issues. The Trust's concern on the matter of the Energy Link is such that we propose to hold an Exception Board Meeting just to discuss this issue, to which yourself and [Name] would be invited from [Address] in order to maximise the effectiveness of the proposed meeting we would request that you prepare a considered report upon the issues and in that report you provide a clear programme as to how you intend to resolve the various areas of challenge, together with the input you would request from the Trust and contingency measures if decisions do not work in your favour.

I trust that you agree the above is a sensible way to plan for resolution and for us to understand and work together with [Name] on this difficult issue. As stated we would like to schedule this Exception Board meeting ASAP there please can you let me know by Wednesday 9th March when your report will be available together with [Name] availability to the Trust, in order that we can plan to meet shortly afterwards.

I look forward to hearing from you accordingly, if you have any further queries please do not hesitate to contact me,

Regards,

[Name],

BSc Hons, MRICS, MBA Cert,
Locum Project Manager,
Oxford University Hospitals NHS Foundation Trust
Operational Estates,
John Radcliffe Hospital.
OX3 9DU.

Email: [Name]@ouh.nhs.uk
Mobile: [Number]
Landline: [Number]

Working Mondays, Tuesday, Wednesdays and Fridays for OUHT
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This email has been scanned by the Symantec Email Security.cloud service.
For more information please visit http://www.symanteccloud.com
Dear [Name],

Noted.

We are simply asking Vital Energy to keep us abreast of how they are progressing matters and any options that they are considering.

Regards,

[Name] BSc Hons, MRICS, MBA Cert,
Locum Project Manager,
Oxford University Hospitals NHS Foundation Trust
Operational Estates,
John Radcliffe Hospital.
OX3 9DU.
Email [Email]@ouh.nhs.uk
Mobile [Mobile]
Landline [Landline]

Working Mondays, Tuesday, Wednesdays and Fridays for OUHT

cid:image002.png@01D10390.B8583EE0

---

From: [Name]
Sent: 07 March 2016 09:15
To: [Name]
Cc: [Name]

Subject: RE: OUH Energy project; Planning for CHH LTHW Mains & Temporary car park at JRH

Hi [Name],

The project agreement was written on the basis of the Trust’s understanding of what it would be responsible for, from a planning perspective so care must be taken to avoid a new consent or risk being created. Assuming the council has formally communicated its advice, can we please be clear what that advice is, e.g. that the work may constitute development, that the works are development but may be Permitted or that they are development and need consent. The first two would normally give rise to a certificate of lawfulness or lawful development and be despatched quickly.

We need to know that VE has engaged properly with the planning process and that this is not being led by the whim of the planning officers, who may have their own reasons for a planning application being made. Could VE please share whatever planning advice it has taken on the need for this - formal pre planning consultation, scoping, planning consultant, correspondence with the planning dept.?

Regards

From: [Name]
Sent: 04 March 2016 15:41
To: [redacted]
Cc: [redacted]

Subject: RE: OUH Energy project; Planning for CHH LTHW Mains & Temporary car park at JRH

Dear [redacted],

Thank you for this update, the detail is really helpful.
You will be aware from separate email to [redacted] sent this afternoon and as discussed at the CEF meeting we are looking to Vital Energi for their general strategy and programme on the Energy link.

Regards,

BSc Hons, MRICS, MBA Cert,
Locum Project Manager,
Oxford University Hospitals NHS Foundation Trust
Operational Estates,
John Radcliffe Hospital.
OX3 9DU.
Email [redacted]@ouh.nhs.uk
Mobile [redacted]
Landline [redacted]
Working Mondays, Tuesday, Wednesdays and Fridays for OUHT

cid:image002.png@01D10390.B8583EE0

From: [redacted]
Sent: 04 March 2016 11:39
To: [redacted]
Cc: [redacted]

Subject: OUH Energy project; Planning for CHH LTHW Mains & Temporary car park at JRH

Further to the conversation held during the meeting on Tuesday this week I can now confirm we have submitted planning applications for the LTHW mains at CHH and the residents temporary car park at JRH. I will upload these to ShareFile shortly.

I can confirm that our pre-construction manager [redacted] has already queried the planning officer over the need to submit an application for the LTHW mains. Despite referring to a similar installation [redacted] where the council did not require planning, the planning officer is adamant we need to apply for planning consent.

I am prepared to ask the planning officer once the application has been registered if he would consider this falling under permitted development.

In view of the recent media coverage of the project and in particular the reference to Vital Energi stopping works because planning consent was not in place, and that the LTHW mains is not on the project critical path, then I suggest we continue to take a measured approach.

The buried section of the LTHW mains may be something we can consider separately but I will need to seek some further guidance on this.

Contracts Manager
M: [redacted]
Headquarters
Vital Energi
Century House
Roman Road
Blackburn
Lancashire
BB1 2LD
T: 
F: 
www.vitalenergi.co.uk

Description: cid:image008.jpg@01CE9E6A.D949D6A0

==================================================================

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: postmaster@vitalenergi.co.uk
w: www.vitalenergi.co.uk

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==================================================================

This email has been scanned by the Symantec Email Security.cloud service. For more information please visit http://www.symanteccloud.com
Thank you.
I realise the fluidity of the situation and understand your approach.
Regards,

BSc Hons, MRICS, MBA Cert,
Locum Project Manager,
Oxford University Hospitals NHS Foundation Trust
Operational Estates,
John Radcliffe Hospital.
OX3 9DU.
Email: [email protected]
Mobile: [Redacted]

Working Mondays, Tuesday, Wednesdays and Fridays for OUHT

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From: [Redacted]
Sent: 16 March 2016 14:56
To: [Redacted]
Subject: RE: Papers-CEF Project Board Meeting on Monday 21st March at 10am

My intention is to add to the update we provided following the County Council Highways meeting
with a Planning update (from tomorrow’s meeting).
Given the fluidity of the situation this is likely to be a single page handout which I can circulate via
email over the weekend.
Regards

[Redacted]

Headquarters:
Century House, Roman Road, Blackburn, Lancashire BB1 2LD

t: [Redacted] f: [Redacted]

www.vitalenergi.co.uk
From: [Redacted]
Sent: 16 March 2016 14:28
To: [Redacted]
Cc: [Redacted]
Subject: Papers-CEF Project Board Meeting on Monday 21st March at 10am

Dear All,

Please find attached the following documents for Monday’s Energy Project Board Meeting.

1. Agenda.
2. February draft- minutes for approval.
3. Trust Update- Project Board Report.
4. Trust Risk Register Rev A
5. Vital Energy Programme Rev M

Dear [Redacted]

Item 4 on the agenda is a report on the Energy Link, please can you confirm if you intend to table a report or if you are providing a verbal update?

Dear [Redacted]

As discussed if you could please provide a verbal update.

Any further queries please let me know,

Regards,

[BSc Hons, MRICS, MBA Cert,
Locum Project Manager,
Oxford University Hospitals NHS Foundation Trust
Operational Estates,
John Radcliffe Hospital.
OX3 9DU.]

Email [Redacted]@ouh.nhs.uk
Mobile [Redacted]
Landline [Redacted]

Working Mondays, Tuesday, Wednesdays and Fridays for OUHT

From: [Redacted]
Sent: 14 March 2016 15:32
To: [Redacted]
Subject: RE: Agenda Items for CEF Project Board Meeting on Monday 21st March at 10am

Dear All,

Please find attached the draft agenda for the above meeting.

Please can you let me have any additional agenda items by 12 noon on Wednesday 16th March.

Regards,

BSc Hons, MRICS, MBA Cert,
Locum Project Manager,
Oxford University Hospitals NHS Foundation Trust
Operational Estates,
John Radcliffe Hospital.
OX3 9DU.

Email: [redacted]@ouh.nhs.uk
Mobile: [redacted]
Landline: [redacted]

Working Mondays, Tuesday, Wednesdays and Fridays for OUHT

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CEF - Energy Project Liaison Meeting
Oxford University Hospitals NHS Trust

John Radcliffe and Churchill Hospitals, Oxford

LIAISON COMMITTEE AND CONTRACT PROGRESS MEETING NO.8: MEETING RECORD

Date: 1st March 2016, at 10.00am in the White Building, JRH

Present:

Trust: Project Lead for Trust
       Trust Energy Manager
       Trust
       Trust Finance

Vital: Project manager for the construction
       Principle Development Engineer
       CDM

CEF: Technical Adviser
     TA for RDD
     Project Manager

Apologies:

- Account Development Manager and Board Lead for Vital

PART 1

1.0 Company’s Progress Report

1.1 presented his monthly progress report, as attached to these minutes.

1.2 One delay notice had been issued in the reporting month in respect of asbestos in JRH Block 9 level 0 & CHH Block 31 P21plantroom. A summary table of all Delay Notices is included in the report. to ensure these are put on sharefile, emailed and notified formally to the Trust Representative.

1.3 Asbestos surveys to all areas are now complete: a report is awaited on block 98 at CHH. All works at CHH EC should be cleared by mid March

1.4 ACMs are present and being addressed at CHH block 31 and JRH manor plant room and EC

1.5 The revised application for planning permission for the energy link is in the process of being finalised. The site area will be that required for the services only and, following close analysis of the radar surveys and the location of other utilities in the area of highway, the line will closely follow that of other service providers. The Trust understands both the reasons for and the risks associated with this approach. The revised position of HS8 will also be shown, to reflect what has been installed, follows radar. A TMP is being completed before submission.

1.6 reported that the City Council has now cancelled its S.50 licence for reasons that are not altogether clear but likely to be connected with the due process of planning and foreseen changes of route.

1.7 Preparation of the Churchill Drive planning application is ongoing: detailed plans are being completed for submission this week. The Trust has two options: Option A will be dependent
on agreement of a Traffic Management Plan and does not appear to require planning. However, it is not clear if it could affect 3rd party rights – there are a number of 3rd parties/stakeholders. There are concerns over the impact of Option B on (tree) root protection areas. Trust is undertaking a study for this, to be followed by detailed proposals.

1.8 reported that VE would be submitted a planning application for the LTHW link works at CHH, partly as a precaution but also because VE thought if the link amounted to development in the public realm, the same could be said of the work on private land. noted there would be concern if VE created what could be said to be a Trust Consent: clarity on the point would be welcome.

1.9 Trust is seeking an extraordinary meeting with VE, etc.) to consider all matters that are threatening the delivery of the project and outside of VE’s control.

1.10 The planning application for the temporary car park is now ready to submit. The timing is critical now only to the extent that the Trust might want to fund it in the current financial year.

1.11 VE’s report suggests that there is up to a 5 month delay (an increase from 20 weeks reported last month) and that the cause related to the LV works variation challenged this when the variation had been drafted in agreement with VE to deliver a short term ‘make do’ solution to avoid significant delay, followed by a Trust funded permanent solution in the next financial year. and thought the critical path remained around the link. A separate meeting will be arranged go through the timescales for delivering the short term and permanent LV solutions.

1.12 As previously agreed that VE were obliged to give notice of anything that might cause a delay but must then take steps to mitigate the delay: the delay reported was a ‘worst case’ and, at present was not clearly attributable to the Trust. The matter remains subject to review and reprogramming.

1.13 The was no further update on the complainants’ case or positions concerning the link. No further work is planned until the planning permission has been resolved.

1.14 All work on the link has ceased pending the planning decision and reprogramming.

1.15 Work on the link at JRH was not complete – an achievement that was welcomed.

1.16 Work on temporary LV connection for CHP ongoing reported that the Trust now has access to the logging data to permit design of some temporary connections: he will issue data before 8/3/16 so designers can consider at meeting.

1.17 noted there are two demands for temporary LV – fire up combi-boiler and HS7, and then power for CHP. The Trust/VE need to understand what available connections exist from essential and non – essential sides. It was agreed to leave this to the meeting on 8/3/16 to attend.

1.18 The connection of the combi requires confirmation of available gas demand – VE assessment ongoing.

1.19 Work on agreeing costs for permanent transformers/generator and draft Supplemental Agreement drafted by CEF ongoing.

1.20 3 out of 5 heat stations have been complete, although taking longer than anticipated. HS1-HS6 are also taking longer, with more work than expected in refitting of plant room. Work is planned for completion start of April, to remove load from boiler no.4

1.21 VE will measure the heat consumption on HTHW boiler no.4 prior to removal in April when hospital only needs one boiler, thereby complying with N+1: to explain and share info with (HS7 needs to be operational to get CHP in and boilers 1 and 2 out)

1.22 Asbestos surveys are now complete with clearance work is continuing in the boiler house and generator room at CHH with a planned completion in early March.

1.23 noted that an additional heat station had been discovered and that the design would be amended accordingly.

1.24 Lighting and BMS works are continuing. The work is unaffected by asbestos.
Proposals for gas connections at CHH ongoing as part of variation enquiry process, following completion of surveys. Works are being done by the Trust as enabling works. It was agreed these are not on critical path

No additional risks identified this month, save with respect to planning matters noted above.

2.0 Health & safety overview
2.1 As VE monthly report: nothing to add.

2.0 Programme
3.1 The programme is attached to VE’s Monthly Report.

3.2 requested a programme that reads with the contract programme and not the over complicated construction management programme used by VE: agreed to issue one. AK will issue his Excel doc for to base his programme on and issue in time for the next Project Board. The programme must show where the delay is coming from. The shorter programme will be the one issued with future VE monthly reports.

3.3 There are 12 delay notices, recorded in the report. After extensive discussion, it is still not clear which of these the driving the critical path to practical completion. With the agreed strategies to clear the variations and in particular the LV supply for the CHP and boiler auxiliaries, the key driver appears to be the energy link.

3.4 The Trust and VE agreed to continue work together to mitigate delay and introduce early savings by operating the CHP and other savings measures before completion of the link.

4.0 Design Development and RDD
4.1 As VE report: 27 and 28 were cleared in the last month (last week)
4.2 The Trust, VE and CEF have been meeting separately and have made significant progress in responding to data issued by VE and will shortly be up to date. The technical teams for Trust and VE, with CEF in attendance, have been meeting separately.
4.3 Trust/VE to discuss results of checks of BMS/flow and return temps to establish system functionality before changes under contract. It was agreed this is a matter of due diligence for VE. has screen shots of current data which he will issue for review by VE and discussion at next meeting.

5.0 Monthly achievements
5.1 As VE monthly Progress Report

6.0 Planned activities – month ahead
6.1 As VE Monthly Report
6.2 One major shutdown still to do ¼ April HS3/4/5, all agreed with

7.0 Commercial / contract update
7.1 All part 1s now issued. VE now working with on Pt 2s. to meet to go through tracker/invoices

8.0 Achievement of Trust milestones
8.1 As VE monthly report. The Trust is up to date with Milestone payments.

9.0 Outstanding RFIs / planned RFIs

CEF GH Monthly Contract and Liaison Meeting_010316
9.1 The status of RFIs is included in the progress report: the Trust, VE and CEF are meeting separately to respond to these and will shortly be up to date.
9.2 Only one has been issued concerning PSCCs: ongoing with [redacted] to arrange shut down and take measurements in connection with new electrical supply to new HS 1 – 6.
9.3 [redacted] agreement of invoice dates for spending in current year ongoing.
9.4 The variations tracker is still not up to date or complete with the VE business case information. [redacted] to check and update. Decision dates based on programme J.
9.5 VE/Trust are now agreed on [redacted] signing Part 1 variation enquiries in future.
9.6 Part 1s for 10 to 15 have been returned: agreed 10 day TAT for VE to confirm price. [redacted] agreed to comply with this timescale.
9.7 [redacted] requires invoices for works being undertaken this year – [redacted] to forward.
9.8 Variations 007/008/011/001/002/015/016 have been approved by Trust (GB email 27/1/16)
9.9 As noted above, there is an additional 600kW heat station in JR1: VE need to understand where this has come from and confirm an omission from somewhere else: [redacted] will ask Capital projects

10.0 Documents and progress photographs
10.1 VE to attach to monthly reports for upload to Fileshare and CEF website – Action VE

11.0 Matters arising from previous meetings

10/8/15 – 5.6 Appointment of Approved Inspector (to deal with matters under the Building Regulations). VE to clarify the extent of required approval under Part L 2B – Action VE
10/8/15 - 5.8 Issue/upload confirmation of GTI (meter and pipe capacity) – Action VE
10/8/15 - 5.9 Issue forecast of gas volume requirement (prior to PC to allow) Trust to notify the gas utility of the imminent connection of CHP – Action VE
10/8/15 - 5.10 Scope and work with Trust on actions around optimising costs/liabilities around CCL and EUETS – Action VE
10/8/15 – 5.13 Confirm any changes on the status of the GS9 approval and issue/upload the Agreement to Fileshare – Action VE
10/8/15 - 5.14 Clarify the likely new electrical consumption profile – Action VE
10/8/15 – 6.1 Clarify scope of proposals for oil tanks and oil (cover by RDP) - Action VE
10/8/15 – 6.2 Confirm when remedial works to the chimney at JRH will be completed – Action Trust
10/8/15 - 6.4 Confirm/clarify proposals for Interim Services for instruction by Trust – Action VE
15/9/15 – 7.3 CHP engine and Key Supplier and warranty – Action VE
15/11/15 – 7.5 [redacted] to speak to Trust consultant and [redacted] (profile and credits may change) with respect to EUETS

12.0 Future Meetings

Interim meeting (by conference call only) 10am, 22nd March (Interim progress, variations and programme)

13.0 AOB

13.1 Trust comms on progress to be updated

PART 2 - Liaison Committee – to be covered at the next project board
CEF - Energy Project Liaison Meeting
Oxford University Hospitals NHS Trust

John Radcliffe and Churchill Hospitals, Oxford

LIAISON COMMITTEE AND CONTRACT PROGRESS MEETING NO.9: MEETING RECORD

Date: 12th April 2016, at 10.00am in the White Building, JRH

Present:

Trust:
Project Lead for Trust
Trust
Trust
Trust Finance
Trust Finance

Vital:
Project manager for the construction
Account Development Manager and Board Lead for Vital

CEF:
Technical Adviser
TA for RDD
Project Manager

Apologies:
CEF

PART 1

Correction to Minutes of Previous meeting (01/03/16)

- 7.2: [ ] to provide resolution based on the contract regarding who is responsible for the written scheme, and the insurance inspections as the Energy Centre will not belong to the Trust.
- 7.3: [ ] to respond to [ ] query regarding collateral warranties, and obligations by Vital as per contract.

1.0 Company's Progress Report

1.1 [ ] presented his monthly progress report, as attached to these minutes.
1.2 Surveys at CHH will be completed this week for the gas infrastructure works
1.3 Energy link connections at JRH have been installed with flushing loop
1.4 HS8 and enclosure will be completed by tomorrow. Last part back to energy centre within next 2 weeks. Flushing in June. 3 weeks
1.5 Boiler 4 is now being removed to enable the combi boiler to be delivered at end of this week with completion mid May along with HS7. The associated electrical connections are
therefore needed by Mid May. Since requires a 4 week lead-in, the availability of power is now critical.

1.6 VE plan to run the new heat stations, then swap remaining two boilers at end of heating season from July

1.7 Vent ducting for CHP will be done early, 2-3 months before CHP arrives. Work on the CHP enclosure is planned to start in July, then as per original programme until completion in December.

1.8 VE are now planning the crux point as per plan with works at JRH finishing as per original programme.

1.9 Turley were fully engaged in the planning application this week following the meeting held with the planners on 17/3 to agree the scope of TMPs, the link route. Confirmation on the number of required planning applications is still awaited.

1.10 An EIA screening will be completed to avoid an EIA being required: the planners appear to agree one should not be necessary.

1.11 To assist in the planning applications process, the Trust has agreed to apply for permission for the car park and remove the request to alter CH Drive.

1.12 VE now expect the planning application to be submitted by the end of May, for approval in August. This will enable them to start in August and finish in January (in agreement with their works at CHH)

1.13 There is only one more weekend of ACM work to do at CHH – all will be be finished 7/7: VE have started work on the generator room this week and will proceed straight on to boiler house. The plan is for boiler no.1 to be completed first (for running in June), then to remove boiler no.2 (for running in October): asked if no. 2 could be replaced first because it is presently off and awaiting insurance inspection: VE agreed to look at the programme and avoid going so far into the heating season for the replacement and associated works to plant rooms and LTHW. A separate meeting will be arranged to discuss this aspect of the programme. Trust agreed it would assist with management of risk and avoid the requirement for N+1 I return for contingency asap on LTHW side.

1.14 to clarify the Written Scheme question.

1.15 No additional risks identified this month, save as noted above.

2.0 Health & safety overview

2.1 As VE monthly report

2.2 An incident has been reported when a lighting subcontractor received an electric shock from borrowed neutral and failure to use appropriate testing equipment. It may be a reportable incident - VE is awaiting a report. VE confirmed that better controls are now in place including a daily master sheet to confirm isolations and re energising.

2.3 In another incident, a newly fitted light fell down: VE confirmed that the subcontractor has been back to check all recently fitted lights.

2.0 Programme

3.1 VE has issued a revised, shorter programme, as requested. (attached to VE's Monthly Report).

3.2 The Trust has responded to five delay notices and will respond to the remaining 7 but, at
present is unable to link the overall delay in completion to anything other than completion of the link. After extensive discussion, it is still not clear what is driving the critical path to practical competition. VE to amend programme to explain and for Trust to review.

4.0 Design Development and RDD
4.1 RDD – no issues outstanding

5.0 Monthly achievements
5.1 As VE monthly Progress Report

6.0 Planned activities – month ahead
6.1 As VE Monthly Report and noted above

7.0 Commercial / contract update
7.1 The Trust and VE agreed that were should be commercial and financial benefits from a period of interim services: the aim is to agree these at the next meeting. VE would like nd recommend that they run water treatment - discussions ongoing. The CEF will support in terms of the contractual position, formal agreement, tests and verification of savings

7.2 Trust would like Vital to take over O&M in boiler houses in the expectation that there would also be avoided costs relating to breakdowns/call outs. to review past costs in this connection.

7.3 It was agreed that early savings from operating the combi-boiler would not be available unless there is an associated interim service: pointed out that this would not affect VE’s responsibility to plan and install the new works without interruption of services to the hospital.

7.4 need to understand how early savings from lighting and other savings will impact on/ net off the cost of utilities: to respond.

7.5 The Trust has signed off and completed 5 variations. continues to sign off for the Trust, covering off approval by

7.6 VE to complete the updating of the variations tracker for issue tomorrow.

7.7 Trust and VE continue to develop long term solutions/variations (design and costs).

7.7 Variation enquiry responses are being finalised for JRH Heat stations nos. 1 and 10 and, later no.12. HS4 will be as per the contract. A Part 2 is required for CHH-PHE4. Nos 5 and 6 are to be as per the contract.

7.8 A summary cost update of variation enquiries/responses is required by 18th April, ahead of the Project Board on the 25th: VE to issue.

7.9 is completing variation response in draft within one week for the upgrade/replacement of chiller plant, replacing evaporative cooling towers for adiabatic - both include electrical connections. The Trust will confirm how it would like to proceed. It was agreed the investment reduces risk and saves £ pa). Trust will need until the end of the summer to agree costs and seek Board approval. No TDA approval is required now that the Trust is a foundation Trust.
7.10 [Redacted] advised that [Redacted] had been carried over and is available from original [Redacted] variations provision from financial year.

7.11 It was agreed the Trust must advise the gas utility (CCS) 6 months before step change in demand from introducing CHP. [Redacted] to speak to [Redacted], noting cost/risk associated with unplanned changes in demand.

7.12 VE to provide a cost for O&M and [Redacted] of existing RO plant serving Trust boiler house and cap off the connection to University, once redundant.

7.13 [Redacted] to write a short note on the opportunity for cost savings from recovering flash from condensate.

8.0 Achievement of Trust milestones
8.1 As VE monthly report. The Trust is up to date with Milestone payments.

9.0 Outstanding RFIs / planned RFIs
9.1 The status of RFIs is included in the progress report: the Trust, VE and CEF will meet separately to respond to new RFIs as required.

10.0 Documents and progress photographs
10.1 VE to attach to monthly reports for upload to Fileshare and CEF website – Action VE

11.0 Matters arising from previous meetings
10/8/15 – 5.6 Appointment of Approved Inspector (to deal with matters under the Building Regulations). VE to clarify the extent of required approval under Part L 2B – Action VE
10/8/15 - 5.8 Issue/upload confirmation of GTI (meter and pipe capacity) – Action VE
10/8/15 - 5.9 Issue forecast of gas volume requirement (prior to PC to allow) Trust to notify the gas utility of the imminent connection of CHP – Action VE
10/8/15 - 5.10 Scope and work with Trust on actions around optimising costs/liabilities around CCL and EUETS – Action VE
10/8/15 – 5.13 Confirm any changes on the status of the G59 approval and issue/upload the Agreement to Fileshare – Action VE
10/8/15 - 5.14 Clarify the likely new electrical consumption profile – Action VE
10/8/15 - 6.1 Clarify scope of proposals for oil tanks and oil (cover by RDD) - Action VE
10/8/15 - 6.2 Confirm when remedial works to the chimney at JRH will be completed – Action Trust
10/8/15 - 6.4 Confirm/clarify proposals for Interim Services for instruction by Trust – Action VE
15/9/15 – 7.3 CHP engine and Key Supplier and warranty – Action VE
15/11/15 – 7.5 [Redacted] to speak to Trust consultant and [Redacted] (profile and credits may change) with respect to EUETS

12.0 Future Meetings

10am, 10th May, 2016

13.0 AOB

13.1 Trust comms ongoing and working well with no new issues.
PART 2 - Liaison Committee – to be covered at the next project board

LIAISON COMMITTEE AND CONTRACT PROGRESS MEETING NO.10: MEETING RECORD

Date: 10th May 2016, at 10.00am in the White Building, JRH

Present:

Trust: Project Lead for Trust
      Trust
      Trust Finance
      Trust Finance
      Trust Comms

Vital: Project manager for the construction
       Account Development Manager and Board Lead for Vita

CEF: Technical Adviser
     TA for RDD
     Project Manager

Apologies: Trust

PART 1

1.0 Company’s Progress Report

1.1 presented his monthly progress report, as attached to these minutes. A detailed written report will be issued for the next meeting.

1.2 A Planning consultation event is due to be held on 18/5/16, in advance of the planning application being made for the link.

1.3 The planning application is due to be submitted on Monday 6/6/16, with a planned determination at the Planning Committee by 3/8/16. understands that it is not considered to be ‘major’. Detailed support statements/submissions for the planning application will be available from:
   • DA in respect of tree protection
   • WYG noise and dust control (method statements)
   • GBS – topographical surveys
   • TMP – planning

1.4 Turley have reviewed Mode Transport’s support documents for CHH. VE will engage further as required

1.5 The temporary car park for residents will now form part of the link application

1.6 confirmed the licence application will be made at the same time as the planning application is submitted.
1.7 Subject to receipt of consent and licence, the energy link is expected to take between 20 and 32 weeks to complete.

1.8 Confirmed planning permission is required for pipes around buildings at CHH and that while this was applied for in February, officers appeared to have only recently begun to deal with it (in anticipation of the energy link application being made). While the council has indicated that it needs to be a separate application, pointed out that the work already had permission and could be proceeded with. VE will consider the matter if time becomes critical.

1.9 Permission for minor amendment for flues granted last April and Christmas.

1.10 The connection date for the new LV for CHP at JRH has been fixed for 21/22 May (permanent solution): Clark Energy are due back today with builder’s work and exhaust ductwork starting this month. The CHP factory witness tests are due to be undertaken in the first week of June and the engine will be installed from August.

1.11 There was a general discussion of the CEF tests for completion and agreement reached on VE producing asap a draft tests schedule ahead of Tests being planned.

1.12 asked what progress had been made on obtaining Collateral Warranties: to ask John Buer for an update. It was noted the CWs are required from Key Suppliers and in accordance with Schedule 13.

1.13 Termination letter sent to OU in connection with the supply of RO water: the service ends September, after which the Trust will need an RO service from VE. Confirmed VE are happy to provide the service since it is no longer a clinical service. The Trust want to retain the lifecycle. All agreed this inks to Interim Services discussion.

1.14 Report/survey rec’d: now has the surveys and reports in relation to the new gas supplies and has a meeting this week to agree the way forward (agree points of connection).

1.15 No additional risks identified this month, save as noted above.

2.0 Health & safety overview

2.1 As VE monthly report

2.2 Asbestos has now been cleared from CHH boiler house and Block 31: asbestos will be cleared from the flues from 16th May; otherwise, areas are now clear and safe to work in

2.3 Flat roof repairs at CHH are due to commence from 1/6/16

2.4 Shutdown are planned for HS4 at JRH this month. Works on boilers 3 and 4 are due to commence from 14th May: no road closure is required

3.0 Programme

3.1 VE is still reporting a four month delay. The Trust and CEF expressed concern that the source of delay was still not clear: accordingly, it had not been possible to respond to the delay notices issued by VE other than in terms of ‘not agreed’. VE are reprogramming and will ensure that both the critical path and the case for it are clear.

3.2 It was agreed the programme and delay notices would be discussed at an interim progress meeting.

4.0 Design Development and RDD

4.1 RDD – no issues outstanding

5.0 Monthly achievements

5.1 As VE monthly Progress Report
6.0 Planned activities – month ahead

6.1 As VE Monthly Report and noted above

7.0 Commercial / contract update

7.1 noted that programme is key to delivering variations – over £1m will be a push to agree/install within contract. to meet VE to agree spending money left for this year and required for the future.

7.2 has some queries on current invoices: he will email

7.3 to complete a proposal for savings from flash heat recovery and associated plan: a capex of £100k could yield c£20k annual savings. The Trust stated that it had only £122k available for the investment: given that time is of the essence, will speak to his supplier to see if works can be done for £100k + vat.

7.4 Discussions on Vital taking over O&M in the JRH boiler house are ongoing, noting that the service will be required from completion and first operation of boiler no.1 at JRH. It was agreed the service must include water treatment in order the harm to new equipment can be avoided and warranties complied with.

7.5 Discussion on early savings are ongoing. The CEF has agreed to support these. All agreed the need to understand the process/approvals/handover/manuals, etc. stressed that works delivering early savings must be completed, tested and be delivering savings that are subject to M&V in accordance with the contract. The matter will be discussed at the separate M&V strategy meetings and brought back to Liaison for agreement.

7.6 After discussion, it was agreed that early savings from lighting should be available from pre agreed dates when defined areas of works are completed and verified. To date, nearly 4000 fittings have been replaced: this would represent a defined area.

7.7 explained the Trust remains committed to replacing the chillers but first needs approval from Finance before submitting a proposal to Board. suggested the team starts with drafting a PID to enable it to seek approval. will draft for two weeks. In this regard, won’t late take FM responsibility for the existing plant. noted the work needs to be done in winter period. If an order is received September/early October and with a 3 months lead time, installation can start from January, 2017, so enabling the work to be completed during the winter period

7.8 VE to update the variations tracker.

7.9 A call is to be arranged with and re: gas supply/ revised supply requirements: to issue conference call details. Gas a CHH to be included. would like to join. Contract is being extended this month.

7.10 The same conference call meeting will consider EUETS

8.0 Achievement of Trust milestones

8.1 One due this month (21/5/16) in respect of boiler 1

9.0 Outstanding RFIs / planned RFIs

9.1 The status of RFIs is included in the progress report: the Trust, VE and CEF will meet
separately to respond to new RFIs as required.

10.0  Documents and progress photographs
10.1  VE to attach to monthly reports for upload to Fileshare and CEF website – Action VE

11.0  Matters arising from previous meetings

10/8/15 – 5.6  Appointment of Approved Inspector (to deal with matters under the Building Regulations). VE to clarify the extent of required approval under Part L 2B – Action VE
10/8/15 - 5.8  Issue/upload confirmation of GTI (meter and pipe capacity) – Action VE
10/8/15 - 5.10  Scope and work with Trust on actions around optimising costs/liabilities around CCL and EUETS – Action VE
10/8/15 – 5.13  Confirm any changes on the status of the G59 approval and issue/upload the Agreement to Fileshare – Action VE
10/8/15 - 5.14  Clarify the likely new electrical consumption profile – Action VE
10/8/15 – 6.1  Clarify scope of proposals for oil tanks and oil (cover by RDD) - Action VE
10/8/15 –  6.2  Confirm when remedial works to the chimney at JRH will be completed – Action Trust

12.0  Future Meetings

10am, 7th June, 2016

13.0  AOB

13.1  Trust comms ongoing and working well with no new issues
13.2  Trust video ongoing: to arrange CEF visit to Cheltenham
13.3  noted that the Dickinsons had made FOI requests concerning the project procurement

PART 2 - Liaison Committee – to be covered at the next project board

CEF - Energy Project Liaison Meeting
Oxford University Hospitals NHS Trust

John Radcliffe and Churchill Hospitals, Oxford

LIAISON COMMITTEE AND CONTRACT PROGRESS MEETING NO.11: MEETING RECORD

Date: 7th June, 2016, at 10.00am in the White Building, JRH

Present:

Trust: Project Lead for Trust

Trust
Trust Finance
Trust Finance

Vital: Project manager for the construction
Account Development Manager and Board Lead for Vita
Vital

CEF: TA for RDD
Project Manager

Apologies: (CEF) (Trust): (Vital)

PART 1

1.0 Company’s Progress Report

1.1 □ had circulated his monthly report prior to the meeting as attached to these minutes. □ noted highlights and explained that, going forward he would lead both the site based project management and the project overall with □ managing the planning and highways issued. In future, he intended to issue shorter highlight reports.

1.2 The planning application for the link is due to be submitted by Friday this week: □ and the team are finalising reports. The final plans were being done today based on Option B route via Lime Walk. The application is being submitted via the Planning Portal.

1.3 □ noted VE needed a statement from Mode on transport measures at CHH: □ stated that this should not delay the application.

1.4 □ noted the Licence application would also be made this Friday. The intention is now to have three teams working on installation for a planned completion time of 17 weeks

1.5 The planning for LTHW on/around buildings at CHH is ongoing but VE’s plan is to progress with the work in the meantime (under cover of the earlier consent).

1.6 The factory test/inspection of the CHP is due next week: the matter is one for VE’s quality planning and control

1.7 The LV panel and connection for the CHP and new boilers has now been successfully completed by the Trust and is available as per the contract.
1.8  HS4 and Combi works will to be done together: condensate for HS4 and combi will be complete next week. - main replacement to complete this week. Otherwise, HS1 to HS 6 are complete. HS7 will be operation this week.

1.9  Clark Energy will commence work on the CHP enclosure on 27/7/16 for four weeks. The CHP delivery remains 22/8/16.

1.10  The new SCADA panel is now on site and being wired.

1.11  By 27/6/16, the old pressurisation units being removed with builder’s work brought forward for new steam boilers as part of Interim Services, thereby enabling VE to reduce manning/visits only every 3 days. CHP encl. 27/7 for 4 weeks then Clark Energ

1.12  BMS infrastructure is 95% complete

1.13  500-700 lights still to fit (smart)

1.14  The focus at CHH is now the generator room, with 1.5 weeks left. There is then a further 12 weeks of work to install the new boiler, LTHW etc., before boiler 2 can be removed. The programming of this and resilience will be discussed under matters arising in Section 3 of the meeting.

1.15  ❇  noted there are 29 weeks work left at CHH but 35 weeks work still to do. He will be looking at opportunities to mitigate, e.g. improve upon the 12 weeks work in the generator room.

1.16  Discussions/planning of CEF tests for completion are being dealt with the M&V meeting that follows Liaison and are ongoing.

1.17  Collateral Warranties ongoing.

1.18  Gas connections at CHH ongoing.

1.19  VE agreed to identify and Delaps relating to Trust systems not working where these are material to delivery of the savings and services under the contract.

1.20  No additional risks identified this month, save as noted above.

2.0  Health & safety overview

2.1  As VE monthly report

2.2  Programme

3.1  ❇ is looking at how to improve on the current programme and will report back at the next meeting.

3.2  The Trust and CEF concern remains that the source of delay seems to be rooted in pre contract planning and timing between the sites and that the delay on the link should have been responded to by forward planning the CHH works rather than leaving it unchanged while the link planning problems themselves created a six month. It is still unclear whether the link is affecting the overall programme. Accordingly, it had not been possible to respond to the delay notices issued by VE other than in terms of ‘not agreed’.

3.3  It was agreed the programme and delay notices would be discussed at an interim progress meeting.

3.0 Design Development and RDD
3.1 RDD – no issues reported as outstanding.

3.2 Separate meetings are being held by the technical team to agree the M&V methodology and plan is execution for tests for completion and thereafter for the purposes of the paytech. Controls M&V. The team's reviewing includes comfort controls and opportunities (what will they save, then prioritise to meet the target savings): [needs to interrogate the BMS to answer opportunities/alternatives.

3.3 It was agreed the M&V works should feed into/support early savings under the contract.

3.4 [hopes to get the M&V scope signed off in the next 2–3 weeks, before which he must get sign-off to the schedule of works to deliver non-metered savings. The matter will be discussed at the following M&V meeting.

5.0 Monthly achievements

5.1 As VE monthly Progress Report

6.0 Planned activities – month ahead

6.1 As VE Monthly Report and noted above

7.0 Commercial / contract update

7.1 [reported his savings spreadsheet for forecast savings remains work in progress: CHH lighting finished and available and JRP next week (although agreement for the purposes of tests for completion and transfer is to be resolved under M&V/ handover procedures): BMS is not yet available but will be soon; CHP will be available in December.

7.2 It was agreed Interim Services will start 1st July 2016 under a Purchase Order to be issued by the Trust: GB will recycle energy savings (costs) to fund this using CH’s budget code. The tracking/recovery of the new cost is to be kept under review budget.

7.3 The PO will be dated until Christmas: a further ‘call off’ PO will be issued after Christmas.

7.4 [to forward a copy of the ‘variation enquiry’ establishing the costs under the PO.

7.5 [to update the variations tracker

7.6 [has issued a breakdown of savings/forecast: [to send gas and electricity.

7.7 The Trust reported that the Hotel work is unlikely to start before April, 2017

7.8 Replacement of the chillers is now in a BIP (an approval in principle) prepared by [and planned to be approved in the next month. The document has been supported by [The next stage is a full FBC in time for ordering in September/October, as agreed.

7.9 [to complete a proposal for savings from flash heat recovery and associated plan.

7.10 Update to be given on EUETS at next meeting.

8.0 Achievement of Trust milestones

8.1 [and [will be going through Milestone 6. [to discuss who signs

9.0 Outstanding RFIs / planned RFIs

9.1 The status of RFIs is included in the progress report: the Trust, VE and CEF will meet separately to respond to new RFIs as required.
10.0 Documents and progress photographs

10.1 As VE’s monthly report

11.0 Matters arising from previous meetings

10/8/15 - 5.6 Appointment of Approved Inspector (to deal with matters under the Building Regulations). VE to clarify the extent of required approval under Part L 2B – Action VE

10/8/15 - 5.8 Issue/upload confirmation of GTI (meter and pipe capacity) – Action VE

10/8/15 - 5.13 Confirm any changes on the status of the G59 approval and issue/upload the Agreement to Fileshare – Action VE

10/8/15 - 5.14 Clarify the likely new electrical consumption profile – Action VE

10/8/15 - 6.1 Clarify scope of proposals for oil tanks and oil (cover by RDD) - Action VE

10/8/15 - 6.2 Confirm when remedial works to the chimney at JRH will be completed – Action Trust

12.0 Future Meetings

10am, 5th July, 2016

13.0 AOB

13.1 Trust comms ongoing and working well with no new issues

13.2 [ ] noted the Dickinsons matter to be ongoing and now detached from the planning and S.50 City Council concern.

PART 2 - Liaison Committee – to be covered at the next project board

Issued: 27th June, 2016.
CEF - Energy Project Liaison Meeting
Oxford University Hospitals NHS Trust

John Radcliffe and Churchill Hospitals, Oxford

LIAISON COMMITTEE AND CONTRACT PROGRESS MEETING NO.12: MEETING RECORD

Date: 5th July, 2016, at 10.00am in the White Building, JRH

Present:
Trust:  
Vital:  Project Manager  Account Development Manager and Board Lead for Vita Y
CEF:  TA for RDD  TA  Project Manager
Apologies:  (Trust),  (Trust),  (Trust),  (Trust),  (Vital)

PART 1

1.0 Company’s Progress Report

1.1 [ ] had circulated his monthly report prior to the meeting as attached to these minutes.

1.2 HS16 and HS19 Cal House are now running off the link which is all pressurised and working up to HS8 (the JRH boundary of the link before leaving the site)

1.3 Site preparation works for CHP substantially complete - boilers removed/ aperture formed, then later louvre openings: the CHP is due on 22/8. VE to confirm when HV connection to be made: meeting to be arranged to agree isolation/extension of HV switchboard (affect WIMM). VE to issue design/RDD (incl. RAMS and switching programme) by end July, 2016 for completion by early October.

1.4 HS7 combi boiler will be available from tomorrow (steam to LTHW) as an interim service, back up and ultimately heat source with CHP.

1.5 [ ] asked about monitoring/visibility of the steam to HTHW conversation: previously it was visible on the boilers but now there are six different circuits. All agreed this needs to be agreed quickly, probably by a fix at the Plates but that this would not be needed before commissioning as part of the interim services. It was noted the PA does not require a BMS connection. [ ] will consider further how the existing system works and consider what is feasible: this links also to the Trust’s discussion with University on low LTHW temps. VE agreed to investigate if there are any existing temperature sensors or whether equivalents can be installed.

1.6 The new LV switch is now complete and connected to HS7/the combi.

1.7 The new LTHW system across JRH is now substantially complete from EC
1.8 The existing chimney at CHH has now been taken down and the site made ready to take out steam boiler 1.

1.9 The planning application for the link was submitted on 10/6/16 and is now registered. The screening opinion is complete with now actions. A 21 day consultation will start this week. A decision is expected within 13 week period. The Highways Licence process has now commenced and is expected to take 12 weeks. Certificate C for planning purposes has been agreed with the City Council and issued. VE believe the application will be reported to the September Planning Committee. The earliest that a start can be made off-site is 13/9/16.

1.10 VE agreed to work with [__] to retrieve data on temperatures and performance of existing system before new operating systems and software upgrade (by Trust) and update of data base.

1.11 Trust will employ their own specialist on field equipment/dilaps on secondary side to ensure it working within the requirements of the PA: VE are assisting with what needs doing. VE have this in hand at CHH but no allowance at JRH hence Trust auctioning.

1.12 SCADA control is referred to in the contract: [__] will send an earlier email on the subject to [__].

1.13 A further amount of encapsulated asbestos has been identified on the back wall of the Generator Room at CHH which the Trust will remove: Pimms will advise when removal is needed and Trust will remove (already agreed): in the meantime, VE to clarify what they need to be doing in the area given that the asbestos represents a managed risk.

1.14 [__] confirmed the Asbestos information in share file has been copied across to MICAD.

1.15 Interim services have started: VE confirmed the order has been received.

1.16 One further major shutdown in the month ahead as agreed with the Trust.

1.17 Noted (ref: 1.12 of meeting 7/6/16) 65% complete:

1.18 There was a discussion around concern over water quality on sealed secondary systems. VE say chemical treatment is required: the Trust agrees there may be a risk that needs understanding, VE has allowed for softener for HTHW + dosing pots for chemical treatment. VE suggested side filtration.

1.19 There was a discussion on systems not maintained by VE. Trust/VE to walk around to identify critical systems.

1.20 [__] confirmed the RO will be shut off as far as the University is concerned: VE to answer a variation enquiry to maintain the RO and then Trust can ask is one needed at all.

1.21 Work on LTHW on/around buildings at CHH is ongoing and now has consent.

1.22 The factory test/inspection of the CHP complete.

1.23 Clark Energy will commence work on the CHP enclosure on 27/7/16 for four weeks. The CHP delivery remains 22/8/16.

1.24 Completion of the smart light fittings will be discussed at the M&V meeting. Otherwise, lighting is complete and ready for testing and handover.

1.25 Discussions/planning of CEF tests for completion are being dealt with the M&V meeting that follows Liaison and are ongoing.

1.26 Collateral Warranties ongoing.

1.27 Gas connections at CHH ongoing.

1.28 No additional risks identified this month, save as noted above.
2.0 Health & safety overview
2.1 As VE monthly report
2.2 Programme
3.1 V.R has just been issued, reporting a 6 month delay: the Trust remains hopeful and supportive of VE’s efforts to mitigate delay and replan using all available flexibilities.
3.2 is driving programme and plans to have an optimum completion programme with mitigation available in 5 weeks. repeated that the Trust can be flexible on resilience at CHH.
3.3 to confirm further RDD for plant room layouts at CHH.
3.4 Agreement is needed between all parties on the completion programme + methodology for tests for completion (RDD): VE to issue.
3.5 The Trust and CEF concern remains that the source of delay seems to be rooted in pre contract planning and timing between the sites and that the delay on the link should have been responded to by forward planning the CHH works rather than leaving it unchanged while the link planning problems themselves created a six month. It is still unclear whether the link is affecting the overall programme. Accordingly, it had not been possible to respond to the delay notices issued by VE other than in terms of ‘not agreed’.
3.6 It was agreed the programme and delay notices would be discussed at the next interim progress meeting.
3.0 Design Development and RDD
3.1 RDD – no issues reported as outstanding.
3.2 The separate meetings are ongoing to agree the M&V methodology and plan is execution for tests for completion and thereafter for the purposes of the paytech.
5.0 Monthly achievements
5.1 As VE monthly Progress Report.
6.0 Planned activities – month ahead
6.1 As VE Monthly Report and noted above
7.0 Commercial / contract update
7.1 confirmed the BIP for the chiller variation has been approved and that a meeting to take the matter forward will be held this afternoon to agree the scope. The variation will be Trust funded. A business case will be submitted for end of this month: Board approval is anticipated early September.
7.2 VE to propose credit to Trust where Thorlux were unable to install some fittings.
7.3 Lighting savings (non smart from 1/7/16, rest from end of month
7.4 asked if there was disagreement on role of asbestos on the delay at CHH: noted that the CHH programme was not linked or dependent on the energy link, other than that the boiler and generator room works needed to be in place by the time the energy link is ready. repeated VE’s view that the CHH programme (12 month works) had been delayed and noted it was no longer coterminous with JRH. There was a general discussion on whether being ‘coterminous’ was material when the sites were to be set up separately. VE has not set up site in this regard. to email to ask for the set up costs.
7.5 ■ will check PA re asbestos and obligations to consult MICAD and advise.
7.6 Update to be given on EUETS at next meeting VE has been liaising with ■ he is dealing with EUETS/ gas and electricity consumption ■ to be invited to M&V meetings.
7.7 ■ agreed to bring the variation tracker up to date.

8.0 Achievement of Trust milestones
8.1 No further Milestones were discussed.

9.0 Outstanding RFIs / planned RFIs
9.1 The status of RFIs is included in the progress report: the Trust, VE and CEF will meet separately to respond to new RFIs as required.

10.0 Documents and progress photographs
10.1 As VE’s monthly report

11.0 Matters arising from previous meetings
10/8/15 - 5.6 Appointment of Approved Inspector (to deal with matters under the Building Regulations). VE to clarify the extent of required approval under Part L 2B – Action VE
10/8/15 - 5.8 Issue/upload confirmation of GTI (meter and pipe capacity) – Action VE
10/8/15 - 5.13 Confirm any changes on the status of the G59 approval and issue/upload the Agreement to Fileshare – Action VE
10/8/15 - 5.14 Clarify the likely new electrical consumption profile – Action VE
10/8/15 - 6.1 Clarify scope of proposals for oil tanks and oil (cover by RDD) - Action VE
10/8/15 - 6.2 Confirm when remedial works to the chimney at JRH will be completed – Action Trust

12.0 Future Meetings
   Interim Liaison: 1pm, 19th July, 2016
   Monthly Liaison: 10am, 2nd August, 2016: ■ will send apologies)

13.0 AOB
13.1 There was no AOB

PART 2 - Liaison Committee – to be covered at the next project board

Issued: 14th July, 2016.
CEF - Energy Project Liaison Meeting
Oxford University Hospitals NHS Trust
John Radcliffe and Churchill Hospitals, Oxford

LIAISON COMMITTEE AND CONTRACT PROGRESS MEETING NO.13: MEETING RECORD

Date: 2nd Aug, 2016, at 10.00am in the White Building, JRH

Present:

Trust:  

Vital:  

CEF:  

Apologies: (CEF), (Vital), (CEF)

1.0 Company’s Progress Report

1.1 Refer to Vital report issued 01/08/2016 for details.

1.2 Planning – Energy link currently out for public consultation and Vital hopeful it will achieve determination at the Planning Committee meeting on 5th September.

1.3 Section 50 Highways licence is on a similar timescale with anticipation that it will achieve the approvals committee on 7th September.

1.4 Assuming the above is achieved means Vital anticipate commencing energy link by end of September / early October.

1.5 Vital have commenced interim services with the supply of LTHW to DHW heat stations HS9, 13-16. The Trust highlighted concerns over attendances and initial proving during the meeting and these are recorded in these notes.

1.6 The new combi steam boiler at the JRH Energy Centre has been commissioned.

1.7 The lighting installation is complete. Smart fitting elements are yet to be demonstrated. The Trust have highlighted snags on the installation as recorded in these notes.

1.8 Last shut down for steam to HTHW heat station 4 occurred last week. Vital confirmed all JRH break-ins to heat infrastructure are now complete.

1.9 The list of Variations needs updating – Vital agree to issue this w/c 10/08/16.

ACTION – VITAL

1.10 The RDD schedule needs updating – Vital agreed to issue this w/c 10/08/16.
ACTION - VITAL

2.0 Health & safety overview

2.1 CDM- The Trust Contractor in CHH Plant Room 8 will take over as Principal Designer.

ACTION – VITAL and Trust to follow up in accordance with CDM Regulations.

3.0 Programme

3.1 Revision R of the programme is still current. This shows completion at Churchill end of May 2017.

3.2 Vital target 23rd December 2016 for achieving beneficial CHP operation at JRH. This is subject to resolving program and commissioning / proving issues highlighted at the meeting.

3.3 There will be a need to convene a meeting between the parties in September following the planning confirmation to fully resolve the programme delays cited by VITAL

4.0 Interim Services

4.1 The Trust believe there is variable cover on interim operations and identified they were unclear on VITAL availability times on site.

4.2 identified that any matter of concern of this nature should be brought to his attention straight away.

4.3 Post meeting note: The Interim Services is covered by a direct PO agreed between the Trust and VITAL and does not involve Tests for PC (these are covered under the main Contract installation works).

5.0 Commissioning

5.1 Due to the sectional nature of the scheme, VITAL are currently ‘commissioning’ items of plant as they are installed and placed on line.

5.2 VITAL are aware that further proving and testing will be required to comply with the Contract (Tests for PC), which will need to be fully demonstrated to the Trust and to CEF. They are also aware and that there is only one single PC certification before which time all tests must be complete.

5.3 The Trust are concerned that the initial ‘commissioning’ of the plant is happening without the opportunity of the Trust witnessing or being clear that all necessary health /safety/ hospital resilience checks and proving has taken place.

5.4 VITAL stated that the Trust has been notified of their procedures and invited to witness.

5.5 The Trust believe CEF should manage the on-site commissioning process.

The CEF advise that it is never been their role to act as site-based works managers.

5.6 There are currently weekly process meetings between the Trust and VITAL, but these do not appear to constantly document what has been agreed as borne out by some of the frustrations aired above.

CEF suggested a standard agenda, to facilitate day to day agreements, and document agreed method statements to cover off risks.
CEF identified they would feedback further on these issues in an effort to assist in the process.

5.7 There is a separate meeting convened today to determine the approach to the removal of the redundant boilers without denying the hospital boiler cover, whilst ensuring newly installed HS4 is proved.

5.8 Post meeting note: Email 02/08/16 confirms agreement between the Trust and VITAL for one boiler removal first with the other left online to provide a further week of proving HS4.

5.9 The Trust advised that one of their installation Contractors has noted that the power wiring to some of the luminaires installed under VITAL’s contract appear to be incorrectly dual fed from two separate sources of supply and that potential for back-feeding and shorting of circuits exist.

ACTION: Trust to arrange rectification via their own on-site contractor and contra charge VITAL.

6.0 Design Development and RDD

6.1 Information is needed urgently on Vital equipment location details in CHH Plant Room 8 that serves the Day Surgery. The Trust has another Contract starting work in this plant room which may be delayed without information on Vital plant location and connection points. Vital agreed to issue this information by the end of the week.

ACTION – VITAL

6.2 Vital also agreed that all other proposed new plant to be located in existing CHH plantrooms would be identified in terms of location on GAS and that these would be provided as part of RDD in sequence.

ACTION – VITAL

7.0 Monthly achievements

7.1 As VE monthly Progress Report.

8.0 Planned activities – month ahead

8.1 As VE Monthly Report and noted above

9.0 Commercial / contract update

9.1 The Trust advised that they were still awaiting a cost for VO33 associated with provision of a footpath by the Ambulance Station. (This VO is not listed on the VO schedule in VITAL report).

ACTION – VITAL to provide ASAP.

9.2 There is a meeting between the Trust and VITAL QS this week to review the VO schedule.

9.3 There will also be a review and finalisation of the proposed new replacement absorption chiller variation at JRH.

9.4 Vital highlighted that the chiller replacement VO timing for implementation is considered crucial to maintain uninterrupted VITAL site presence (Preliminaries) and VITAL intimated that if procured in time, the chiller VO may mitigate most of their claimed previous
Preliminaries overspend from out of sequence working cited against unplanned asbestos removal. Whist this ‘opportunity’ is noted, the Trust have not necessarily agreed to the aforementioned Preliminary overspend cited against asbestos.

The Trust are aiming for the chiller replacement business case to be taken to Board in September for sign off. The options will either be with or without VITAL O & M scope as part of a VO to the existing contract.

ACTION: VITAL and Trust to finalise business case.

9.5 The Trust require the non-compliant LV panel in the CHH Generator room to be removed and made safe.

ACTION: Trust Engineer to review with VITAL on site to ensure no impact to existing site.

9.6 VO ref 010 Upgrade of HS 1-6 control panels does not include the cost of linking the panels to the trust BMS. The original VITAL bid excluded BMS links to the Trust system. It was agreed that although not needed for savings guarantee under the Contract, it would be beneficial for the link to be made. VITAL have agreed (email 28/0716) to make a without prejudiced capital contribution to the works associated with connecting the heat stations to the Trust BMS system.

ACTION: VITAL to finalise cost breakdown and confirm capital contribution. Trust to confirm VO so works can be completed.

9.7 Trust confirm the RO plant will no longer serve the University. They require a VO from VITAL to take over responsibility of the RO plant to serve the boilers only.

ACTION: Trust to issue variation request to VITAL, Vital to advise on costs.

10.0 Achievement of Trust milestones

10.1 Last milestone payment based on only 50% claim of scheduled value. Next milestone payment due 8th September, this will still miss CHP value as delivery of unit to site will not have occured.

11.0 Outstanding RFIs / planned RFIs

11.1 None reported at meeting.

12.0 Documents and progress photographs

12.1 As VE’s monthly report

13.0 Matters arising from previous meetings

10/8/15 – 5.6 Appointment of Approved Inspector (to deal with matters under the Building Regulations). VE to clarify the extent of required approval under Part L 2B – Action VE OUTSTANDING

10/8/15 - 5.8 Issue/upload confirmation of GTI (meter and pipe capacity) – Action VE OUTSTANDING

10/8/15 – 5.13 Confirm any changes on the status of the G59 approval and issue/upload the Agreement to Fileshare – Action VE OUTSTANDING
10/8/15 - 5.14 Clarify the likely new electrical consumption profile – Action VE OUTSTANDING

10/8/15 – 6.1 Clarify scope of proposals for oil tanks and oil (cover by RDD) - Agreed first two tanks at compound entrance will be retained. ACTION CLOSED OUT.

10/8/15 - 6.2 Confirm when remedial works to the chimney at JRH will be completed – Action Trust OUTSTANDING

05/07/16 – 7.2 VE to propose credit to Trust where Thorlux were unable to install some fittings. OUTSTANDING

05/07/16 – 7.6 Update to be given on EU-ETS at next meeting VE has been liaising with he is dealing with EUETS/ gas and electricity consumption. to be invited to M & V meetings. OUTSTANDING

12.0 Future Meetings

Monthly Liaison: 10am, 6th September, 2016

13.0 AOB

13.1 There was no AOB

Issued: 3rd August, 2016.
CEF - Energy Project Liaison Meeting  
Oxford University Hospitals NHS Trust  

John Radcliffe and Churchill Hospitals, Oxford  

LIAISON COMMITTEE AND CONTRACT PROGRESS MEETING NO.13: MEETING RECORD  
Issue R1 Item 5.5 revised at [ ] Request.  

Date: 2nd Aug, 2016, at 10.00am in the White Building, JRH  

Present:  
Trust:  

Vital:  

CEF:  

Apologies: (CEF), (Vital), (CEF)  

1.0 Company’s Progress Report  
1.1 Refer to Vital report issued 01/08/2016 for details.  
1.2 Planning – Energy link currently out for public consultation and Vital hopeful it will achieve determination at the Planning Committee meeting on 5th September.  
1.3 Section 50 Highways licence is on a similar timescale with anticipation that it will achieve the approvals committee on 7th September.  
1.4 Assuming the above is achieved means Vital anticipate commencing energy link by end of September / early October.  
1.6 Vital have commenced interim services with the supply of LTHW to DHW heat stations HS9, 13-16. The Trust highlighted concerns over attendances and initial proving during the meeting and these are recorded in these notes.  
1.7 The new combi steam boiler at the JRH Energy Centre has been commissioned.  
1.8 The lighting installation is complete. Smart fitting elements are yet to be demonstrated. The Trust have highlighted snags on the installation as recorded in these notes.  
1.9 Last shut down for steam to HTHW heat station 4 occurred last week. Vital confirmed all JRH break-ins to heat infrastructure are now complete.  
1.10 The list of Variations needs updating – Vital agree to issue this w/c 10/08/16.  
ACTION – VITAL  
1.11 The RDD schedule needs updating – Vital agreed to issue this w/c 10/08/16.
ACTION - VITAL

2.0 Health & safety overview

2.1 CDM- The Trust Contractor in CHH Plant Room 8 will take over as Principal Designer.
ACTION – VITAL and Trust to follow up in accordance with CDM Regulations.

3.0 Programme

3.1 Revision R of the programme is still current. This shows completion at Churchill end of May 2017.

3.2 Vital target 23rd December 2016 for achieving beneficial CHP operation at JRH. This is subject to resolving program and commissioning / proving issues highlighted at the meeting.

3.3 There will be a need to convene a meeting between the parties in September following the planning confirmation to fully resolve the programme delays cited by VITAL

4.0 Interim Services

4.1 The Trust believe there is variable cover on interim operations and identified they were unclear on VITAL availability times on site.

4.2 identified that any matter of concern of this nature should be brought to his attention straight away.

4.3 Post meeting note: The Interim Services is covered by a direct PO agreed between the Trust and VITAL and does not involve Tests for PC (these are covered under the main Contract installation works).

5.0 Commissioning

5.1 Due to the sectional nature of the scheme, VITAL are currently ‘commissioning’ items of plant as they are installed and placed on line.

5.2 VITAL are aware that further proving and testing will be required to comply with the Contract (Tests for PC), which will need to be fully demonstrated to the Trust and to CEF. They are also aware and that there is only one single PC certification before which time all tests must be complete.

5.3 The Trust are concerned that the initial ‘commissioning’ of the plant is happening without the opportunity of the Trust witnessing or being clear that all necessary health/safety/hospital resilience checks and proving has taken place.

5.4 VITAL stated that the Trust has been notified of their procedures and invited to witness.

5.5 The Trust on several occasions asked that the CEF lead the commissioning process to provide guidance based upon the CEF contract to both the Trust and Vital Energi as to, standard templates, notice periods, documents required and handover process’s etc. At no point did the Trust request CEF site based works managers. The CEF response was that commissioning was a matter between the Trust and Vital to resolve at a local level and that CEF would contact Vital Energi outside the meeting on the matter.

5.6 There are currently weekly process meetings between the Trust and VITAL, but these do not appear to constantly document what has been agreed as borne out by some of the frustrations aired above.
CEF suggested a standard agenda, to facilitate day to day agreements, and document agreed method statements to cover off risks.

CEF identified they would feedback further on these issues in an effort to assist in the process.

5.7 There is a separate meeting convened today to determine the approach to the removal of the redundant boilers without denying the hospital boiler cover, whilst ensuring newly installed HS4 is proved.

5.8 Post meeting note: email 02/08/16 confirms agreement between the Trust and VITAL for one boiler removal first with the other left online to provide a further week of proving HS4.

5.9 The Trust advised that one of their installation Contractors has noted that the power wiring to some of the luminaires installed under VITAL’s contract appear to be incorrectly dual fed from two separate sources of supply and that potential for back-feeding and shorting of circuits exist.

ACTION: Trust to arrange rectification via their own on-site contractor and contra charge VITAL.

6.0 Design Development and RDD

6.1 Information is needed urgently on Vital equipment location details in CHH Plant Room 8 that serves the Day Surgery. The Trust has another Contract starting work in this plant room which may be delayed without information on Vital plant location and connection points. Vital agreed to issue this information by the end of the week.

ACTION – VITAL

6.2 Vital also agreed that all other proposed new plant to be located in existing CHH plantrooms would be identified in terms of location on GAs and that these would be provided as part of RDD in sequence.

ACTION – VITAL

7.0 Monthly achievements

7.1 As VE monthly Progress Report.

8.0 Planned activities – month ahead

8.1 As VE Monthly Report and noted above

9.0 Commercial / contract update

9.1 The Trust advised that they were still awaiting a cost for VO33 associated with provision of a footpath by the Ambulance Station. (This VO is not listed on the VO schedule in VITAL report).

ACTION – VITAL to provide ASAP.

9.2 There is a meeting between the Trust and VITAL QS this week to review the VO schedule.

9.3 There will also be a review and finalisation of the proposed new replacement absorption chiller variation at JRH.
9.4 Vital highlighted that the chiller replacement VO timing for implementation is considered crucial to maintain uninterrupted VITAL site presence (Preliminaries) and VITAL intimated that if procured in time, the chiller VO may mitigate most of their claimed previous Preliminaries overspend from out of sequence working cited against unplanned asbestos removal. Whist this ‘opportunity’ is noted, the Trust have not necessarily agreed to the aforementioned Preliminary overspend cited against asbestos.

The Trust are aiming for the chiller replacement business case to be taken to Board in September for sign off. The options will either be with or without VITAL O & M scope as part of a VO to the existing contract.

**ACTION:** VITAL and Trust to finalise business case.

9.5 The Trust require the non-compliant LV panel in the CHH Generator room to be removed and made safe.

**ACTION:** Trust Engineer to review with VITAL on site to ensure no impact to existing site.

9.6 VO ref 010 Upgrade of HS 1-6 control panels does not include the cost of linking the panels to the trust BMS. The original VITAL bid excluded BMS links to the Trust system. It was agreed that although not needed for savings guarantee under the Contract, it would be beneficial for the link to be made. VITAL have agreed [email 28/0716] to make a without prejudiced capital contribution to the works associated with connecting the heat stations to the Trust BMS system.

**ACTION:** VITAL to finalise cost breakdown and confirm capital contribution. Trust to confirm VO so works can be completed.

9.7 Trust confirm the RO plant will no longer serve the University. They require a VO from VITAL to take over responsibility of the RO plant to serve the boilers only.

**ACTION:** Trust to issue variation request to VITAL, Vital to advise on costs.

10.0 **Achievement of Trust milestones**

10.1 Last milestone payment based on only 50% claim of scheduled value. Next milestone payment due 8th September, this will still miss CHP value as delivery of unit to site will not have occurred.

11.0 **Outstanding RFIs / planned RFIs**

11.1 None reported at meeting.

12.0 **Documents and progress photographs**

12.1 As VE’s monthly report

13.0 **Matters arising from previous meetings**

10/8/15 – 5.6 Appointment of Approved Inspector (to deal with matters under the Building Regulations). VE to clarify the extent of required approval under Part L 2B – Action VE OUTSTANDING

10/8/15 - 5.8 Issue/upload confirmation of GTI (meter and pipe capacity) – Action VE OUTSTANDING
10/8/15 – 5.13 Confirm any changes on the status of the G59 approval and issue/upload the Agreement to Fileshare – Action VE
OUTSTANDING

10/8/15 - 5.14 Clarify the likely new electrical consumption profile – Action VE
OUTSTANDING

10/8/15 – 6.1 Clarify scope of proposals for oil tanks and oil (cover by RDD) - Agreed first two tanks at compound entrance will be retained. ACTION CLOSED OUT.

10/8/15 - 6.2 Confirm when remedial works to the chimney at JRH will be completed – Action Trust
OUTSTANDING

05/07/16 – 7.2 VE to propose credit to Trust where Thorlux were unable to install some fittings.
OUTSTANDING

05/07/16 – 7.6 Update to be given on EU-ETS at next meeting VE has been liaising with Val: he is dealing with EUETS/ gas and electricity consumption, **to be invited to M & V meetings.**
OUTSTANDING

12.0 Future Meetings

Monthly Liaison: 10am, 6th September, 2016

13.0 AOB

13.1 There was no AOB

Issued: 3rd August, 2016.
CEF - Energy Project Liaison Meeting
Oxford University Hospitals NHS Trust

John Radcliffe and Churchill Hospitals, Oxford

INTERIM LIAISON COMMITTEE AND CONTRACT PROGRESS MEETING – MAY 2016: MEETING RECORD

Date: 24th May 2016, at 10.00am in the White Building, JRH

Present:

Trust:
- Project Lead for Trust
- Trust
- Trust Finance

Vital:
- Project manager for the construction
- Account Development Manager and Board Lead for Vital

CEF
- Project Manager

1.0 General Matters
1.1 The Trust requires a controlled gate for Churchill Drive as part of the TMP, to stop exiting traffic after 3pm. It will be retained after the energy project works. The Trust will determine whether planning permission is to be applied for. The Trust will issue a variation enquiry with details of the type required.

1.2 CHP factory test next week but may have been last week.

2.0 Programme and delay
2.1 Rev Q programme now says June, without any clear rationale or evidence of mitigation. VE to address.

2.2 The Trust accepts that CHH boiler house is delayed but not that it is the critical path.

2.3 Trust noted it is not clear that other CHH works not have been progressed while the ACMs were being removed. VE will review.

2.4 Trust asked what option are there to mitigate the delay now. VE are reviewing this.

2.5 Good progress has been made across the sites: the gas supplies are in at CHH, lighting is well progressed and at JRH, the LTHW connections made with boiler 1 delivered and boiler 2 available.

2.6 VE will issue a new programme for next Liaison meeting to reflect energy link + earlier progress on CHH works + improve on the 37 weeks delay.

2.7 Overall, the Trust is not clear on the impact of delay on programme, what has driven the critical path and mitigation and why re programming has not been applied to reflect the knowledge of the team and experience since starting on site, as opposed to sticking with timescales drawn up at the contract stage.

3.0 Savings
3.1 There was a general discussion around the Trust’s concern over loss of savings. It was noted that early savings will accrue where these related to complete works for which there is compliant M&V.

3.2 The target areas of early savings are lighting and CHP.

3.3 First M&V will be on transferred equipment.
3.4  to define when the lights are tested and available for savings
3.5  Probably no early savings from boilers but to explain based on efficiency/meter readings

4.0  Interim services
4.1  It was agreed that interim services are the only safe and reliable way to operate the boiler house at JRH once new equipment needs operating. has sent proposal illustration to proposing £ per month.
4.2  Probably not required at CHH
4.3  to confirm when interim services should commence: Trust will then issue an order for £ will issue an illustration of the value of early savings to the Trust using current tariffs, noting that the calculation of early savings under the contract will use those in the reliance data with indexation.

5.0  M&V
5.1  M&V call cancelled: next meeting on 7/6/16
CEF - Energy Project Liaison Meeting
Oxford University Hospitals NHS Trust
John Radcliffe and Churchill Hospitals, Oxford

LIAISON COMMITTEE AND CONTRACT PROGRESS MEETING: MEETING RECORD

Date: 10th August 2015, at 10.00am in the Scione meeting Room, JRH

Present:

Trust:

Energy Project Manager
Senior Estates Operational Manager

Vital:

Senior Project Engineer - Site construction manager
ABCO/Vital – Principal Designer, CDM
Senior Quantity Surveyor
Graduate Engineer
O&M Supervisor
O&M Contracts Manager
Senior Development Engineer
Design Engineer - Process Installation & Maintenance Services
Project manager for the construction
O&M Director
Director for Construction
Account Development Manager and Board Lead for Vital

CEF:

Technical Adviser
Project Manager

Apologies: Main Board - Vital

1.0 Introductions
1.1 All present introduced themselves to issue a project directory.

2.0 Communications, CEF website, project data, etc.
2.1 It was agreed that communications may be point to point but any of contract significance should be copied to the CEF.
2.2 The CEF website will be the repository for contract data and will be kept up to date by the CEF.
2.3 It was agreed that VE will create a File Share portal for the storage and access of key documents agreed by the Liaison Committee. Initially, these will be:
2.4 A schedule of RDD and dates for release and agreement/closing
   • RFIs
   • Programme
   • Contractors progress Reports
   • Key documents, by agreement
     o NB: VE will create and manage Fileshare to provide simple access to current, key documents. Beyond this, it shall not create any obligation on the part of the parties.
3.0 Health & Safety
3.1 Trust will issue the F10: VE to send required info. (Trust to clarify what it needs).
3.2 Vital are the principle Designer and have full responsibility for the project under CDM
3.3 VE to follow Trust policy and procedures for access and permitting
3.4 The Trust confirmed it will continue to undertake its PPM and will liaise/co-ordinate with VE accordingly
3.5 Trust/VE to discuss collation of all H&S info as works progress, so it is available at PC

4.0 Link
4.1 The Trust confirmed it will continue to manage all coms and for this purpose requires good co-ordination and communication on programme, progress and issues from VE
4.2 VE confirmed the NI Notice has been submitted
4.3 VE confirmed the radar survey has been completed and CAD drawings prepared for the entire route. NationalCall has been instructed to create definitive plans of the route combining the results of the radar surveys with utility asset registers and VE’s proposed route. No problems are anticipated.
4.4 The process of installation was described, in terms of starting points and sectional working.
4.5 VE to provide a status report/update on approval from City and County Councils.
4.6 VE are reviewing who to instruct to undertake the civils works, i.e. the local authority (direct works) or their own contractor: the decision will be of interest to the Trust coms team but is of no contractual significance.
4.7 VE are developing the traffic management plan, for agreement with the local authority and will then be subject to an Acceptance Notice. The plan should be shared with the Trust’s coms team when ready.

5.0 Approvals
5.1 There are two current planning permissions: VE to confirm/tabulate what further permissions are required and where they will feature in the programme
5.2 VE issued plans last week to the Trust: VE to formalise this under the RDD procedure, as required.
5.3 There is likely to be a material alteration required for the kiosk required for the link.
5.4 The flue height for the steam generator at CHH will also be subject to an amendment of the planning consent.
5.5 TPO consent will be required next to the boiler house: VE has engaged an ecologist for this purpose.
5.6 VE to appoint an approved inspector to deal with matters under the Building Regulations. VE to clarify the extent of required approval under Part L 2B
5.7 VE to commission studies/obtain approvals as necessary with respect to acoustic surveys and air quality.
5.8 VE has obtained confirmation of GTI (meter and pipe capacity): VE to upload to Fileshare
5.9 VE to issue forecast of gas volume requirement prior to PC to allow Trust to notify the gas utility of the imminent connection of CHP.
5.10 VE to scope and work with Trust on actions around optimising costs/liabilities around CCL and EUETS
5.11 Trust will ask Vicas to work with VE in respect of above and review of existing utility procurement.
5.12 A new gas supply to CHH is being arranged by VE.
5.13 VE to confirm any changes on the status of the G59 approval and upload to the Agreement to Fileshare.
5.14 VE to clarify the likely new electrical consumption profile.
5.15 The Trust confirmed the HV network is all owned by the Trust and that it will be replacing the main board at CHH

6.0 Matters outstanding from FC
6.1 Oil tanks and oil: VE to clarify scope of proposals and cover by RDD
6.2 Remedial works to the chimney at JRH: Trust to confirm when complete. The chimney does not need to be cleaned.
6.3 A Variation Enquiry/Variation is unlikely be issued for the cooling within the next 5 years: VE confirmed the does not form part of the guaranteed savings.
6.4 Interim Services – to confirm for instruction by Trust
6.5 Any other outstanding matters to be raised by VE at the next Liaison meeting or by email or RFI.

7.0 RDD (process, schedule of items, planned dates for release)
7.1 The process of RDD must be strictly adhered to: VE to issue a schedule for the release of RDD and deliverables against each item.
7.2 Changes to the programme and the completion programme are also RDD
7.2 The Trust has 15 days to comment from the date of issue: it will not approve RDD but may comment, as allowed for under Schedule 10.
7.4 The M&V methodology will be subject to RDD
7.5 The Trust would particularly like to understand proposals for the lighting replacement

8.0 RFIs
8.1 All RFIs to be addressed to the Trust and copied to CEF

9.0 Risk Register and Issues Log
9.1 VE to establish and maintain an Issues Log recoding all key matters relating to consents, approvals, decision making and matters arising (whether covered by RFIs or a matter of project risk): the log should be kept on the Fileshare and reported at the monthly liaison meeting.

10.0 Monthly Liaison Meeting
10.1 Future meetings shall contain the following Standard Agenda for installation phase:

PART 1

1. Company’s Progress Report - VE:
2. Health & safety overview - VE
3. Programme - VE
4. Design development and RDD - VE
5. Monthly achievements - VE
6. Planned activities – month ahead - VE
7. Commercial / contract update - VE
8. Achievement of Trust milestones - VE
9. Outstanding RFIs / planned RFIs - VE
10. Issues summary - VE
11. Documents and progress photographs - VE
PART 2 - Liaison Committee
   1. Review of matters arising from Part 1
   2. Milestone payments
   3. Trust responsibilities
   4. AOB

10.2 Future Meetings
   10am – 12pm, 15th September at JRH
   10am – 12pm, 14th October at JRH
   10am – 12pm, 17th November at JRH

11.0 AOB

11.1 VE to forward application for second milestone payment: CEF to review position with respect to partial achievement of a milestone

Issued: 26th August, 2015. Please provide all corrections/addition to [redacted] within 5 days of issue.
Notes of Technical Meeting
22/03/16, at Vital Site Offices

Present

- Vital
- OUH
- OUH
- CEF
- Vital
- CEF
- Vital

Purpose:

Review outline M & V strategy issues and plans for onwards development and management.

Agenda

Agenda

1. Review on progress of BMS M&V strategy, in particular progress on the following points:
   a. Revision of the proposed savings, including an explanation of changes to be made
   b. Gain agreement with the Trust to all changes
   c. M&V strategy for each “TYPE” of change providing detail for an example for each “Type”
   d. Identify additional monitoring required for M&V
   e. Start collecting additional data logs that are not already being collected
2. Update on LTHW and secondary design review of 3 key buildings
3. Update on full lighting schedule - Progress of capital spend and savings so far

Notes (please note agreed actions):

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<tr>
<th>ID</th>
<th>Category</th>
<th>Action/Detail</th>
<th>Comments</th>
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<tbody>
<tr>
<td>1</td>
<td>Lighting</td>
<td>➡ to provide savings % for smart fittings</td>
<td>Not complete</td>
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</table>
| 2  | Lighting | Vital to issue completed lighting schedule | Not complete, approx. 2000 fittings have been installed. 
**Action 2.1** ➡ To issue the lighting schedule before next meeting (12/4) |
| 3  | BMS      | Vital to complete BMS M&V strategy | Provided an overview of the report which shows a lot of detail about the BMS related savings key points are:
- Original VSD and Motor drive list is incorrect - likely to be more savings
- VT temperature control and drive control savings no longer exist
- No chiller water system savings due to variation
- Logging of BMS control points has started
- The report lacks a summary of
  - Impact of the changes of
    - Opportunities that need to be removed
    - Updates to original opportunities e.g. based on latest VSD list
    - New opportunities
  - Monitoring status, what’s in place and what else needs to be
  - Next steps in gaining trust approval
  - Risks and mitigation associated with any specific opportunity
- The Trust haven’t received enough information to review and accept control changes
- M&V – demonstration needed
**Action 3.1** ➡ To provide an updated summary (W/C 11/4/16) |
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<th></th>
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<th>Suggested new list of opportunities be collated so that</th>
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<td>- The opportunities can be categorised based on the level of Trust sign off that will be required e.g Estates or Clinical etc</td>
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<td>- The opportunity is given an M&amp;V type (e.g VSD fixed profile, VSD demand,)</td>
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<td>- If any additional monitoring is needed</td>
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<td>- The total savings updates if an opportunity becomes de-selected</td>
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<td><strong>Action 3.2</strong></td>
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<td>to provide an example</td>
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<tr>
<th>4</th>
<th>BMS</th>
<th>Update construction programme</th>
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<tbody>
<tr>
<td></td>
<td>didn’t understand the requirements. – The construction programme covered the installation of the controls. This scope of this work did not include any control changes</td>
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<th>5</th>
<th>BMS</th>
<th>Requested change to monitoring period reducing it to 2 weeks from 4 weeks</th>
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<td>As most of the monitoring is in place, there should be enough time to allow 4 week monitoring</td>
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<tr>
<th>6</th>
<th>Due diligence</th>
<th>OUH and Vital review the key buildings on the 23/2 survey carried out</th>
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<tr>
<td></td>
<td>Ongoing, quote has arrived and can now proceed. However, there may only be a need for a survey of HS1</td>
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<td><strong>Action</strong> to provide likely timescales for completion of survey</td>
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<th>7</th>
<th>Due diligence</th>
<th>Vital to assess the current Data with the original Data</th>
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<td><strong>Actions:</strong></td>
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<td></td>
<td>- to check what primary and secondary monitoring is in place - started and ongoing</td>
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<td>- Trends for flue and returns</td>
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<td></td>
<td>- <strong>VITAL</strong> to review design data as it has more flow rate data than initially thought</td>
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<td></td>
<td>- to provide measured flow rates</td>
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<td>- to check if there is issue with boiler feed water quality not started yet</td>
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<td>- <strong>VITAL</strong>: WIMS gas boiler found. This may result in a lower heat demand for the CHP. Need to make sure how big a gap in heat demand and how it effects the site wide load</td>
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- **and** to review what the secondary site sensors are being collected
- **and Vital** to consider what could be done to mitigate the risk of high return temperature

Next meeting 12th April