

101227327
Revision 01

SZC DELIVERY STEERING GROUP

UK PROTECT – COMMERCIAL & CONTRACTS

Date:	18th Jan 2024
Location:	MS Teams
Chair:	R. Bull
Attendees:	R. Bull SZC (Chair) D. Peacop SZC P. Ridley ESC M.Moll SCC
Apologies:	D. Leydon

Meeting Notes:

1 INTRODUCTION

RB opened the meeting and presented the Agenda.

The Minutes and the actions from the previous meeting were agreed.

2 TERMS OF REFERENCE

The Terms of Reference for the DSG have been updated to include reference to the Oversight Partnership in line with Action 1 from 21st Nov.

The updated Terms of Reference for the DSG were approved by the meeting.

3 SZC UPDATE

RB and DP ran through the slide pack that was presented to the Main Site Forum on 16th January.

RB reported that the Forum ran well and MM stated that the wide range of SZC Co experts available at the Forum was appreciated.

ACTION: RB to circulate the slide pack that was presented to the Main Site Forum.

4 STATUS OF REVIEW GROUPS AND WORKING GROUPS

RB updated the DSG on the status of the DCO Governance Groups and meetings undertaken to date.

It was agreed that a reporting pack containing the Minutes/Actions/Reports from all Governance Groups should be collated and provided to the DSG in advance of each meeting.

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RB presented a draft summary schedule detailing each governance group meeting and information confirming the status of circulated Agendas/Minutes/Actions. MM asked that the Oversight Partnership meetings were also included (next meeting 11th March, 10-11.30 at SCC).

ACTION: RB to circulate the Governance Group meeting tracker once completed.

5 ESCALATED MATTERS OF RESOLUTION

None.

6 KEY RISKS, ISSUES AND OPPORTUNITIES

None.

7 AOB

MM asked if there was any further information from SZC regarding potential support for the Benacre Flood Relief Scheme following the recent Strategic Transport Meeting.

ACTION: RB to provide an update on the Benacre Flood Relief Scheme following the recent Strategic Transport Meeting.

Actions raised during the meeting:

Date Raised	Ref.	Description	Lead	Date Due
18 th Jan 2024	1	RB to circulate the slide pack that was presented to the Main Site Forum.	RB	Jan 2024
18 th Jan 2024	2	RB to circulate the Governance Group meeting tracker once completed.	RB	Jan/Feb 2024
18 th Jan 2024	3	RB to provide an update on the Benacre Flood Relief Scheme following the recent Strategic Transport Meeting.	RB	Next meeting

Author: Eleanor Wright (Quod)