

101238362  
Revision 01

## SZC SOCIAL REVIEW GROUP

### NOT PROTECTIVELY MARKED

Date:	26 <sup>th</sup> January 2024, 10:00-11:00
Location:	Teams
Chair:	Rebecca Calder (SZC)
Attendees:	Anna Crispe (SCC), Nicole Rickard (ESC), Rebecca Calder (SZC), John Davies (SZC)
Apologies:	-

#### Meeting Notes:

##### 1 INTRODUCTIONS

- John Davies (SZC) – Site Operations and Logistics Delivery Lead
- Rebecca Calder (SZC) – Community Environment Manager, DCO Planning Team
- Nicole Rickard (ESC) – Head of Communities and Leisure (to chair Group moving forward)
- Anna Crispe (SCC) – Consultant in Public Health and Assistant Director for Knowledge, Intelligence and Evidence

##### 2 TERMS OF REFERENCE

- RC noted that the purpose of the Social Review Group is to provide strategic overview across the Accommodation, Community Safety and Health & Wellbeing sub-groups. The Social Review Group reviews data, areas of concern, funding requests arising from the sub-groups and determines any disputes (passing these up to the Delivery Steering Group if the Social Review Group cannot agree). The Chair for each of the three sub-groups has been agreed.
- The three sub-groups meet quarterly and will provide a short summary report of key updates to the Social Review Group – AC proposed the format “What's working well? What are we worried about? What needs to happen next?” should be used for the summary. It was also agreed that the Chair and a SZC member from the sub-groups should attend the Social Review Group (JD advised that Ceri Bryant should be the SZC attendee from the Health & Wellbeing sub-group).
- It was agreed that the Social Review Committee will meet quarterly instead of every six months initially and alternate between virtual and in-person meetings.
- It was agreed that NR and AC will chair the Social Review Group in six month rotations, starting with NR.
- RC noted that Quod will send Social Review Group meeting date requests, circulate relevant discussion reports two weeks in advance and take meeting minutes.

**ACTION:** RC to amend Terms of Reference to update the reporting timetable and specify a reporting template for sub-groups to use.

**ACTION:** RC to create a standing agenda to use for each Social Review Group meeting.

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#### 3 DCO FIRST COMMENCEMENT UPDATE

- RC confirmed that the DCO formally commenced on 15<sup>th</sup> January 2024 and this brings the Deed of Obligation into full force. However, the ramp up of activities on site will be slow.
- JD noted that earthworks are planned to commence in Q2 2024. Archaeology works will continue and the construction of second site office has started, with expected completion in May, enabling more people to be on site.
- JD noted that the Accommodation Management System has been launched and that SZC are currently looking into Employee Assistant Programmes and other mental health services, as part of the Occupational Health Service that will be provided on site.
- NR noted that ESC are working with Suffolk Mind to produce a leaflet on wellbeing which will include links to other mental health resources. NR noted that SCC can produce copies of the leaflet for staff on site.
- RC noted that SZC are already distributing some Suffolk Mind leaflets and that Suffolk Mind have provided some very helpful webinars for the project so this would be very helpful.

**ACTION:** NR to share ESC's mental health leaflet with JD and RC.

#### 4 DISCUSSION ON SOCIAL WORKING GROUPS

- RC noted that all sub-group meetings have been positive and promoted useful and open discussion, albeit that the focus at the first meetings has mainly been the Terms of Reference. Key points to note: the Health & Wellbeing sub-group have appointed a Health and Wellbeing Officer (funded through the DCO); the Accommodation sub-group have raised concerns regarding whether the Housing Fund provides sufficient resources so SZC have met ESC to talk through the discussions during DCO Examination and are also working hard to generate supply e.g. through the accommodation management system.

**ACTION:** RC to share meeting minutes from the three sub-groups when available.

#### 5 KEY RISKS, ISSUES AND OPPORTUNITIES

- JD noted that the Land East of Eastlands Industrial Estate caravan park might be moved as the site is valuable from a construction perspective and could enable a reduction in HGVs on the road network. A potential site near Lowestoft has been identified which would provide the same number of beds as the caravan park.
- JD noted that accommodation will be one of the biggest challenges on the project.
- RC noted that there is a financial penalty if SZC does not build the caravan park within a specified time. The Accommodation sub-group will advise whether the alternative site near Lowestoft is acceptable.

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#### 6 AOB

**ACTION:** RC to send AC copies of the Socio-economic and Health & Wellbeing chapters.

**ACTION:** RC to set up a sub-meeting with AC and Quod to discuss the Deed of Obligation which sets out what the different funds will cover and why they have been proposed.

#### Actions raised during the meeting:

Date Raised	Ref.	Description	Lead	Date Due
26/01/2024	1	RC to amend Terms of Reference to update the reporting timetable and specify a reporting template for sub-groups to use.	RC	For next meeting
26/01/2024	2	RC to create a standing agenda to use for each Social Review Group meeting.	RC	For next meeting
26/01/2024	3	NR to share ESC's mental health leaflet with JD and RC.	NR	When available
26/01/2024	4	RC to share meeting minutes from the three sub-groups when available.	RC	When available
26/01/2024	5	RC to send AC copies of the Socio-economic and Health & Wellbeing chapters.	RC	With meeting note
26/01/2024	6	RC to set up a sub-meeting with AC and Quod to discuss the Deed of Obligation which sets out what the different funds will cover and why they have been proposed.	RC	Ahead of next meeting

**Author: Eleanor Wright (Quod)**