

SCHEDULE 7: PROGRESS MEETINGS AND REPORTING

1. Reporting

The EVCPO shall provide all required monitoring information as outlined within any grant agreements, to enable updates as required for any monthly / quarterly reporting to funders as detailed below and as regards the progress and delivery against any awards.

The EVCPO must report all health and safety incidents and where required by law to the HSE (see **Schedule 5**).

The EVCPO must present a report at progress review meetings on installation, maintenance/repair progress and the status of the EVCP network.

The reports are to include evidence of delivery against the SLAs / KPIs, and submitted prior to progress meetings.

2. Progress Meetings

Progress and performance meetings to be as below:

- A Contract start-up meeting within two weeks of Contract award.
- Within years 1 - 3 - monthly progress meetings to include performance review
- Subsequent years – monthly/quarterly progress meetings to include performance review as required
- As required for stage gate phases

The EVCPO shall use progress meetings to:

- identify and demonstrate to CCBC the progress made by the EVCPO in delivering the Approved Implementation Plan;
- identify and demonstrate to CCBC the EVCPO's compliance with its duties under the Construction (Design and Management) Regulations 2015;
- review key delivery risks and issues in conjunction with CCBC;
- review any finances applicable to the delivery of the Contract in conjunction with CCBC; and
- review the EVCPO's performance in conjunction with CCBC.

3. Format of Progress Meetings

The EVCPO shall chair each progress meeting, which shall:

1. take the form of a meeting between the EVCPO and Buyer; and
2. adhere to the following agenda items:
3. Introductions (where necessary).
4. Safety moment (to be recorded in the minutes of the meeting).

5. Progress against the Approved Implementation Plan.
6. Health, safety and welfare including the EVCPO's compliance with its duties under the Construction (Design and Management) Regulations 2015.
7. Risks and issues.
8. Finances (Connection Works spend and projections).
9. EVCPO performance.
10. Any other business.

CCBC will record the outcomes of each progress meeting.

4. Arrangements for Progress Meetings

- The EVCPO shall co-ordinate the date, time and duration of each progress meeting with CCBC so that the arrangements for the meeting are mutually agreed.
- The EVCPO shall provide CCBC with at least two weeks' notice of the requirement for a progress meeting.
- Wherever possible, the EVCPO shall schedule progress meetings to take place at the same time and place as stage gate reviews to make the best use of the EVCPO's and CCBC's time.
- Meetings shall be held virtually or face to face by mutual agreement between the EVCPO and CCBC.

5. Submission of Documentation

The EVCPO shall submit the agenda and any supporting documentation that the EVCPO intends to rely on in the progress meeting to CCBC in electronic form at least one week before the scheduled progress meeting.

6. Outcomes of Progress Meeting

CCBC will prepare and issue notes describing the key points and actions from each progress meeting within one week of the progress meeting.