

John Wheatley College
Board of Management
Capital and ICT Committee

Minutes of the Capital & ICT Committee held on Thursday 15 February 2007 at 6.15pm in the Alex Viola Suite (Room SO9), Easterhouse Campus.

1. Sederunt

The meeting commenced at 6.15pm and was attended by:

Prof A Allison (Chair);
A Woolley;
R Boyd (Associate Principal – ICT Manager);
I Graham (Principal)
M Axford (co-opted member); and
P Craig

In the absence of Prof Allison A Woolley chaired the meeting.

In Attendance:

A Kirk (Depute Principal);
A Sherry (Assistant Principal);
A Inglis (Assistant Principal);
J Gow (Chief Finance Officer); and
S Wilkie (for recording purposes only).

2. Apologies

A MacDougall

3. Declaration of Interest

The Principal made a formal declaration of interest in respect of item 14 as a consequence of his membership of the Shettleston, Baillieston and Easterhouse Community Planning Partnership Board.

4. Terms of Reference

Members noted the terms of reference for the Capital & ICT Committee. It was confirmed that the meeting was quorate with 4 members in attendance.

5. Minutes of the Capital and ICT Committee held on the 7th September 2006

The Chair asked that a few minor amendments be made.

On Page 1.

Minutes of the Audit Committee held on Thursday 7 September 2006. This should read Minutes of the Capital and ICT Committee.

Under Terms of Reference it should state Capital and ICT Committee not Audit Committee. S Wilkie agreed to make the amendments to the Minute.

Members of the Capital & ICT Committee agreed to accept the minutes as an accurate record once the amendments have been made by S Wilkie.

6. Matters arising from the meeting held on 8 May 2006.

Item 14 – Post Capital project Evaluation Exercise

A Kirk reported that the development of this project is ongoing and that the advert for the tender exercise would be published in early March 2007.

7. Minutes of the Project Management meeting held on:

- i) 17 August 2006**
- ii) 20 September 2006**
- iii) 11 October 2006**
- iv) 15 November 2006**

Members noted the contents of the minutes of the Project Management Group meetings.

8. Information and Communication Technology Services – Draft Operational Plan 2006/07

The Associate Principal (ICT Manager) spoke to his report informing members of the operational priorities and targets for 2006/07. He reminded members that the Board had previously agreed that the Senior Management Team would approve Operational Plans however they would be brought forward to the appropriate Standing Committee for information purposes only. He informed members that the Operational Plan ICT Services included targets which had been established within the College Plan sessions 2006/09 and from the action points which had been identified as a consequence of the team self-evaluation process. He informed members that the Senior Management Team routinely received update reports on the progress made against targets within the operational plan.

The Associate Principal proceeded to highlight the key areas of his report including:

- a) the development of the Helpdesk Service;
- b) the reliability of the network ;
- c) further developing the security of the network; and
- d) the procurement of the ICT system for the new East End campus.

Following discussion members of the Capital & ICT Committee noted the contents of this report.

9. FRS-15 Valuation of Easterhouse Campus

The Chief Finance Officer spoke to his report which had been referred by the Financial Control Committee in order to ensure that members were aware of the latest valuation of the Easterhouse campus. He informed members that James Barr, Quality Surveyors, had been appointed as the qualified, independent surveyor to assess the valuation and remaining economic life of the Easterhouse campus. He informed members that the valuation was based on depreciated replacement costs which required an estimated market value for the land and the replacement cost of the building subject to deductions for age and condition.

J Gow reported that the depreciated replacement cost valuation provided by James Barr for the Easterhouse campus as at the 31 July 2006 was £6,350k. He further reported that James Barr had assessed the life of the building as 47 years greater than the 30 year figure previously used by the College to assess depreciation.

The Chief Finance Officer further confirmed that the valuation is broadly in line with the budget for the year ended 31st July 2007.

Members of the Capital & ICT Committee agreed to note the contents of this report.

10. New Build ICT Infrastructure Progress Report

The Associate Principal - ICT informed members of the progress made to redesign the local area network and the wide area network as a consequence of the planned relocation to the new East End campus. He reported that the College had engaged consultants to assist in the preparation of two reports that would form the design principles for the ICT infrastructure at Haghill and any interoperability requirements with the Easterhouse local area network. He informed members that the tender for the ICT infrastructure had been

within the Office of Government Commerce catalyst Framework for Specialist Solutions-Convergent Solutions.

The Associate Principal – ICT gave a brief overview of the wide area network and the different circuits. He added that the 100mbps connection from Glasgow University to Easterhouse had been delayed by BT as they have a lack of core fibre and at present they can not install new cable due to a blockage in their ducting.

He added that the Easterhouse to Haghill (Local Area Network Extension Service) would be provided by NTL. He added that this involved a 500m dig to the new campus from an existing fibre link to provide a route to their point of presence in Alexandra Parade.

There followed considerable discussion on the technical solution adopted by the College for its re-configured ICT infrastructure and the solutions proposed by the preferred provider.

In response to questions R Boyd reported that this should be completed by 9 February 2007.

Members agreed to note the contents of this report.

11. New Build ICT Tender Evaluation

The Associate Principal – ICT spoke to his report informing members of the requirement to completely redesign the local area network to provide a data and voice solution. He reported that the invitation to tender for the Data and Telephony contract was distributed to the 14 suppliers within the Office of Government Commerce Catalyst Framework, as discussed under item 10.

He reported that 2 companies responded (NTL: Telewest and BT iNet). He gave a brief overview of each response made to the tender informing members that after careful consideration the College had selected NTL: Telewest on the grounds that:

- a) this technical solution most closely matched the tender requirements;
- b) the proposed design offered greater expandability and flexibility to meet future demand;
- c) offered considerable standardisation with existing systems which would reduce in-house support requirements; and
- d) the proposed infra-structure integrated well with the current Easterhouse network.

In response to questions the Associate Principal informed members that the bids had been assessed on a 'value-for-money' basis and that this included price and quality. Having heard the Associate Principal members expressed the view that in future it would be helpful to have a more fulsome report which contained an analysis of the both the quality and value-for-money dimensions which informed the decision making element of the tendering

process. The Principal agreed to draw this to the attention of the appropriate staff members.

There followed discussion on the details of the technical solution proposed by NTL:Telewest and how this would best meet the requirements of the College.

Members of the Capital & ICT Committee agreed to note the contents of this report.

12. The JANET Report 2005/06

R Boyd spoke to this item reminding members that the primary service provided to the College through the United Kingdom Education and Research Networking Association (UKERNA) is access to JANET via the connection to ClydeNET. He informed members that the annual report covered the range of services provided by JANET including supporting research and proposed future developments.

Members of the Capital and ICT Committee agreed to note the contents of this report.

13. Clydenet Annual Report 2005/06

R Boyd spoke to this report informing members that the fifth annual report of ClydeNET was presented to the Annual General Meeting on 18 January 2007.

He proceeded to run through the key points of the annual report.

Members of the Capital & ICT Committee agreed to note the contents of this report

14. Community Regeneration Fund Applications

The Principal reminded members of his previous declaration of interest in respect of this item as a consequence of his membership of the Shettleston, Baillieston and Easterhouse Community Planning Partnership Board.

The Assistant Principal informed members that the College had previously received financial support from the Community Regeneration Fund (CRF) which is managed by Glasgow Community Planning Limited (GCPL), for the Greater Easterhouse Learning Network and for its Youth Access Project. He reminded members that this funding is allocated on an annual basis.

He further informed members that the College had made applications to the Shettleston, Bailleston and Greater Easterhouse Community Planning Partnership for continued funding for both of its existing projects – the

Greater Easterhouse Learning Network (GELN) and the Youth Access Project.

He added that in January 2007 the College received confirmation of award of funding for both of these projects. The College received £97,812 for the GELN and £75,238 for the Youth Access project.

Members of the Capital and ICT Committee agreed to:

- (i) note the contents of the Assistant Principal's report;
- (ii) note that the College will receive contributions of £97,812 towards the costs of operating the GELN and £75,238 towards the costs of the Youth Access Project from the CRF during 2007/08;
- (iii) note that the College has been awarded £5,000 to begin the process of extending the GELN beyond its original boundaries; and
- (iv) for a report on the use of these monies be brought to the Board's Capital and ICT Committee in due course.

15. Maintenance Programme

The Depute Principal spoke to this paper informing members of the routine maintenance programme scheduled for the Easterhouse Campus. He proceeded to inform members of the key aspect of the schedule including:

- a) boiler maintenance;
- b) electrical testing; and
- c) the maintenance of fire equipment.

The Chair thanked the Depute Principal for his report as found the contents informative.

Members noted the contents of this report.

16. Risk Management – Risk issues to be considered as a consequence of the consideration of the above report

The Chair went through the agenda and highlighted two areas of risk

- i) the ICT Network; and
- ii) the potential increasing maintenance costs at the Easterhouse Campus.

No other risks were highlighted.

The Depute Principal undertook to amend the Risk Register in light of these comments.

17. Closure

Having discussed all items on the agenda the Chair of the Committee thanked members for their attendance. The meeting closed at 7.05pm.

18. Date of Next Meeting

The date of the next meeting will be confirmed at the June 2007 Board meeting.