

John Wheatley College
Board of Management
Project Management Group

**Minutes of the Project Management Group meeting held on Thursday
15 February 2007 at 12.30pm in the Alex Viola suite at the Easterhouse
Campus, John Wheatley College.**

1. Sederunt

The meeting commenced at 12.30pm and was attended by:

Andy Woolley (Chair);
Ian Graham (Principal);
Alex Kirk (Depute Principal);
Maggie Forsyth (from 12.35pm);
Prof Arthur Allison;
Colin White ;
Elaine Fisher;
Sheila Reddix (Marsh UK Ltd); and
Martin Axford (co-opted member).

In Attendance:

Sharon De Sykes (Capita Symonds)
Alan Sherry (Assistant Principal)
Sylvia Vaughan (Committee Co-ordinator)

2. Apologies

Jim Coleman (co-opted member)
Jim Cope (co-opted member)
Andrew Macdougall

3. Declarations of Interest

The Chair declared an interest in respect of items 11 (Financial Report: Report Number 19 – 8 February 2007) and 12 (Scottish Funding Council Monthly Project Reports) as a result of his membership of the Scottish Funding Council (SFC) Property and Capital Investment Committee.

4. Terms of reference

Members noted the terms of reference for the Project Management Group. It was confirmed that the meeting was quorate with 7 members in attendance.

5. Minutes of the meeting held on 17 January 2007

The Chair requested that under item 11 (Cost Report Number 9) the phrase "The Chair spoke to the contents of the report . . ." be changed to "A Kirk spoke to the contents of the report . . .". Under item 12 (Financial Report:

Report Number 18 – 11 January 2007) A Woolley asked that the phrase “A Kirk expressed his concern that the College’s ERDF application . . .” be altered to “A Kirk expressed his concern that the College’s Department of Trade and Industry (DTI) application . . .”. He also requested that the sentence “He confirmed that the College’s solicitors would appoint surveyors to survey the land” be altered to “He confirmed that the College’s solicitors would appoint surveyors to value the land”.

With these changes, the minutes were accepted as an accurate record of the meeting held on 17 January 2007.

The Principal reported that the East Central and Calton Community Planning Partnership Board intended to hold a meeting at the East End Campus on 12 March 2007.

M Forsyth entered the meeting at 12.35pm.

6. Matters arising from the minutes of the previous meeting held on 17 January 2007

Item 12 - Financial Report: Report Number 18 – 11 January 2007

The Principal reported that the College was in the midst of discussions with the Big Lottery Fund regarding its preliminary application, subsequent to developing a full funding bid.

Item 18 – East End Campus: Cafe Facility

The Depute Principal reported that Alba Catering Ltd had experienced difficulties with the production of the counter for the cafe and consequently this facility would not become operational until the Community Open Day on 24 March 2007.

**7. Correspondence:
Strathclyde European Partnership: East End Campus Supplementary Application**

The Principal spoke to the contents of the correspondence from Anne Houston (Chief Executive, Strathclyde European Partnership), which thanked the Principal for his letter of support with regard to the outcome of the recent tender exercise and for the College’s supplementary application for the East End Campus project. However, he informed members that no funding was available to support a supplementary application.

In response to questions, A Kirk informed members that the ERDF claims were being processed satisfactorily. I Graham further informed members that Strathclyde European Partnership had recently audited the ERDF claims and concluded that the College was an exemplary applicant. He stated that a report would be considered by the College’s Audit Committee in due course.

A Kirk reported that the College had yet to receive approximately £256,000. Members noted the contents of the correspondence.

- 8. Minutes of Project Meetings**
- a) **Progress Meeting Number 12 - 10 January 2007**
 - b) **Client Review Meeting held on 10 January 2007**
 - d) **External Drainage Progress Meeting Number 1 – 18 January 2007**

Members noted the contents of the minutes.

- 9. Project Status Reports**
- i) **Progress Report No. 26 – December/January 2007**

S DeSykes informed members that a further report had been issued subsequently, however not within the timescales required by the Board's Standing Order. She reported that the work was progressing well and HBG was on target for a completion date of 23 February 2007. S DeSykes reported that the Clerk of Works had conducted quality reviews of almost all of the classrooms and that there were no major quality issues. She also reported that the building was now largely wind and water tight. Issues related to the procurement of a small minority of window units was still preventing the building being wind and watertight.

The Depute Principal reported that the Sto tender application had not yet been completed because the temperature had to be 2 degrees Celsius and rising before this work could be undertaken. S DeSykes informed members that the car parking facilities at the front of the East End Campus would not be completed until the build-outs were finished.

I Graham reminded members that the College must vacate the Shettleston Campus by 13 March 2007, therefore the progress to date was welcomed.

S DeSykes opined that the Health and Safety record on site was very good to date and that this had been recognised by an internal HBG award for Health and Safety. A Kirk reported that the College had also received an award because of the accessibility of one of its toilets for disabled students.

S DeSykes reported that a meeting to resolve outstanding issues would be held in the near future.

In response to questions, A Kirk reported that both he and S DeSykes had already examined the water and heating systems, the biomass boiler, the electrical power systems, the building management system and the fire and intruder alarms.

In response to questions, the Principal informed members that there would be 24 hour security coverage at the Shettleston Campus until the College vacated the building. S Reddux agreed to ensure that the College's insurers were informed of this fact. A Kirk opined that the overall insurance coverage for the College's storage facility at Swanson Street in Glasgow would need to be increased by approximately £500,000, in order to take account of the relocation of equipment from the Shettleston Campus. S Reddux agreed to arrange for representatives from Marsh Ltd to visit the Swanson Street storage facility, in order to ascertain the level of insurance coverage that might be required there.

The Principal reported that the College had informed the staff who would be deployed to the East End Campus, following discussions with Trades Unions.

E Fisher expressed her concern that the One Plus childcare facility had closed. The Principal agreed that this was regrettable, although the circumstances were completely outwith the control of the College.

A Kirk reported that the statue 'A Mighty Blow for Freedom' would be installed when the sensory garden had been completed.

Members noted the contents of the report.

10. Cost Report

i) Cost Report Number 10

Members noted that this report was not yet available.

ii) External Drainage and Attenuation Tank Cost Report Number 1 – February 2007

The Depute Principal spoke to the contents of the report, informing members of the progress to date.

The Chair commented that it was regrettable that there had been a £75,500 increase in the costs associated with the East End Campus project, because of the need for additional trial pits, an embargo on road closures over the key festive shopping period, additional programme changes and sundry design changes. A Kirk reported that the Council's embargo on road closures in the run up to Christmas had represented an additional cost of £21,974, but that this had been outwith the control of the College. S DeSykes reminded members that initially no road closures had been required but that they had become necessary because pipes had to be laid in the middle of the road and not along the edge of one road as previously planned. The Principal informed members that this was a consequence of inaccurate service drawings related to a number of public utilities. A Woolley reminded members that this had resulted in the need for additional trial pits, which had increased the overall cost of the project by a total of £26,837.

In response to questions, A Kirk informed members that representatives from Fairhurst were on site and monitoring the situation.

The Chair concluded that the cost of the project had increased because of the poor quality of the information that had been available and that this was outwith the control of the College. A Woolley reminded members that delays had also been caused by the approach adopted by Scottish Water to the drainage scheme, including the initial planning consent.

Being no further discussion, members subsequently noted the contents of the report.

11. Financial Report: Report Number 19 – 8 February 2007*

Members agreed that due to the commercial-in-confidence nature of the information contained in this report that it would not be placed in the public domain at this juncture.

The Chair reminded members that he had previously declared an of interest with regard to this item as a result of his membership of the

Scottish Funding Council (SFC) Property and Capital Investment Committee and his employment by Scottish Enterprise Glasgow.

The Depute Principal spoke to the contents of the report, apprising members of the current financial position of the new build project. He reported that he had written to Scottish Enterprise Glasgow in order to finalise the details of the £200,000 sustainability grant. He further reported that the College's application for approximately £16,000 funding from the Department of Trade and Industry (DTI) for photovoltaic cells had been resubmitted by Buro Happold on 26 January 2007. He informed members that the cost of landscaping the triangle of land at the East End Campus had yet to be established. The Principal reported that the College had identified a Trust Fund which may be able to provide funding for this purpose.

The Depute Principal proceeded to outline the additional work instructed which represented a total of £128,211.77 and which included a provision of £19,000 for paint booths, which HBG would install following completion of the main contract. He reminded members that there was £131,527 of additional work which had previously been instructed, which included £45,527 for the broadband link and a further cost of approximately £80,000 to install the broadband system.

A Kirk highlighted the compensation event breakdown, which totalled, £378,341.52 and included the sum of £220,992.18, which had been transferred from the furniture, fittings and equipment budget line.

He then proceeded to report on the furniture, fixtures and equipment expenditure, which included £12,672.71 to supply and fit the library desk and £14,876.66 to supply and fit the reception desk.

The Depute Principal reported that the costs associated with hairdressing equipment (£11,085.95 to purchase the equipment and £7,395.73 to supply and fit the equipment) and library equipment were being reviewed by Doig and Smith (the College's cost consultants).

A Kirk reported that approximately 89% of the £14,395,292 cost of the project had been spent to date. He informed members that the total cost of the East End Campus project may yet be affected by the costs associated with the attenuation tank and its associate drainage, as previously considered under item 10 ii).

Having heard the Depute Principal, members agreed to note the contents of the report and its appendices.

12. Scottish Funding Council Monthly Project Reports

The Chair reminded members that he had previously declared an interest with regard to this item as a result of his membership of the Scottish Funding Council (SFC) Property and Capital Investment Committee.

The Depute Principal spoke to the contents of the report, which apprised members of the eighteenth monthly project report, which would be submitted to the SFC on 16 February 2007, as required as a condition of grant.

He informed members that the report confirmed that 92% of the project had been completed and that 88.64% of the overall cost had been committed.

In response to questions, A Kirk reported that the SFC had not requested any further information to date.

Members subsequently agreed to:

- i) note the contents of this report and its appendix;
- ii) note the contents of the Capital Project Monthly Reports to the SFC;
and
- iii) agree the submission, to the SFC, of monthly report number nineteen dated 8 February 2007.

13. East End Campus – Off-Site Drainage

The Depute Principal spoke to the contents of the report and an additional progress update which he circulated, which sought to apprise members on the progress of the drainage system for the East End Campus.

He reported that he had visited the site on 15 February 2007 and that the work was progressing. The closure of Duke Street and Todd Street was now in place and work had commenced on the pipe between the attenuation tank and the Carntyne burn. Scottish Water had consented to an extension of the temporary surface water connection for the Campus, with the result that a completion certificate should be issued for the building.

In response to questions, he informed members that the contractors had raised no objections to the use of the New Engineering Contract (NEC) contract and reported that 8 May 2007 was the projected date for completion of this project.

Members subsequently agreed to:

- i) note the contents of this report; and
- ii) request the College to provide regular updates on this element of the project.

14. East End Campus – Early Warning Notices

The Depute Principal spoke to the contents of the report, which apprised members of the Early Warning Notices (EWNs) raised to date. He reminded members that 74 EWNs had been reported to previous meetings of the Group and stated that no further EWNs had been raised to 8 February 2007.

Members agreed to:

- i) note the contents of this report and its appendix; and
- ii) request the College to bring forward further reports on Early Warning Notices at future meetings of the Project Management Group.

15. East End Campus – Project Manager Instructions

The Depute Principal spoke to the contents of the report, which sought to apprise members of the Project Manager Instructions (PMIs) raised to date.

He reminded members that 120 PMIs had been reported to previous meetings of the Group, with PMIs 121 to 133 raised to 8 February 2007. He highlighted the most recent PMIs, which included the alteration of duct work for the sound booth (PMI 130) and the alterations to the biomass store (PMI 133) neither of which would have any impact on the programme. He reported that there was a saving of approximately £4,000 on the PA system, which was not yet detailed in the report.

Members subsequently agreed to:

- i) note the contents of this report and its appendix; and
- ii) request the College to bring forward further reports on Project Manager Instructions at future meetings of the Project Management Group.

16. East End Campus – Compensation Events

The Depute Principal spoke to the contents of the report, which apprised members of the Compensation Events raised to date. He reminded members that 2 Compensation Events had been reported to previous meetings of the Project Management Group and reported that Compensation Event number 3 had been raised to 8 February 2007. He explained that the value of the contract with HBG Construction Ltd was now £9,690,824.52.

Members agreed to:

- i) note the contents of the report and its appendices;
- ii) note the contents of the Compensation Event Notices;
- iii) note that the current value of the College's contract with HBG Construction Limited is £9,690,824.52; and
- iv) request the College to bring forward further reports on Compensation Events at future meetings of the Project Management Group.

17. East End Campus – Tender Evaluation of ICT Infrastructure

The Depute Principal spoke to the contents of the Associate Principal's report which apprised members of the outcome of the ICT Infrastructure tender process. He reported that the construction of the East End Campus and the vacating of the Shettleston Campus had necessitated a complete redesign of the local area network to provide an appropriate data and voice solution which would meet the needs of the College. He informed members that the invitation to tender for the Data and Telephony contract had been distributed to 14 suppliers within the Office of Government Commerce Catalyst Framework for 'Specialist Solutions – Convergent Solutions'. He also informed members that the Authorities Buying Consortium (abc) had supported this process. The invitation to tender was distributed on 28 December 2006, with a return date of 23 January 2007. Two companies had responded (ntl: Telewest [now called 'Virginmedia'] and BT iNet) with one company (Cable and Wireless) declining to tender.

He proceeded to inform members of the outcome of the tender evaluation conducted by the Associate Principal (ICT Services) and reviewed by himself. He reported that the evaluation had concluded on the grounds of quality and cost that the ntl: Telewest tender provided a superior and well designed solution, which had taken account of almost all the requirements of the

College and had considered both current and future needs. He informed members that although the value of the ntl tender was higher than that of BT iNet, it had been considered that this tender met fewer of the requirements detailed in the original tender document, was less well designed and did not contain the flexibility to meet the future needs of the College. In these circumstances, the College had selected ntl: Telewest as the preferred provider. This recommendation was based on the relative quality of ntl's response to the tender specification and its more complete proposed method of addressing the College's needs.

There followed some discussion with regard to the tender evaluation process and as a consequence the Principal agreed to request that the Associate Principal (ICT Services) ensure that future reports on tenders contain more explicit commentary on the quality issues which informed the selection process.

In response to questions, A Kirk reported that there would be 46 wireless access points in the East End Campus building. The Principal reminded members that although there would extensive use of wireless technology, a hard-wired backup would also be available. He also informed members that a Joint Information Systems Committee (JISC) survey of the IT capacity of the East End Campus would be considered at the Capital and ICT Committee meeting scheduled to be held on 15 February 2007.

Members noted the contents of the Associate Principal's report and its appendix.

18. East End Campus – Clerk of Works Report

The Depute Principal spoke to the contents of the report, which apprised members of the latest Sentinel Clerk of Works' Progress report. He reminded members that the College had appointed Capita Symonds to undertake Project Management duties for the East End Campus and one of their duties was to provide a Clerk of Works. That duty had been undertaken by an organisation called Sentinel Clerk of Works. He opined that although there were a number of areas where the Clerk of Works had made comment, there were no major quality issues overall. The issues which the Clerk had highlighted had included bumps in the concrete surface which had been painted over and a lack of protection to the finished surface of the ground floor slabs. He confirmed that the areas of water ingress had been sealed and that the Clerk would meet with Paul Jaffray (HBG) in the near future in order to resolve some outstanding issues. The College intended to monitor the quality of the Chinese granite and A Kirk commented that the College was content with the work that had been carried out by the Clerk of Works to date and the response by HBG to the issues identified in the monitoring reports.

Members noted the contents of the report and its appendix.

19. East End Campus – Risk Register (Standing Item)

The Depute Principal spoke to the contents of the report, which presented the East End Campus Risk Register as it currently stood and invited members to review and revise the Register if necessary. A Kirk recommended that no changes were made to register. Following discussions, members agreed to this proposal.

Members subsequently agreed to:

- i) note the contents of this paper and its appendix;
- ii) note the contents of the College's Risk Register for the East End Campus;
- iii) consider the completeness of the Risk Register;
- iv) consider the grading of each risk identified; and
- v) request the College to bring forward the Risk Register at each scheduled meeting of the Project Management Group.

20. Closure

The meeting closed at 1.35pm, with the Chair thanking all members for their contribution.

21. Date of next meeting

The next meeting will be held on 14 March 2007 in the East End Campus. Subsequently amended to 25 April 2007.

*** This item will not be placed in the public domain at this juncture due to the confidential nature of its contents.**