

John Wheatley College
Board of Management
Project Management Group

**Minutes of the Project Management Group meeting held on Wednesday
15 November 2006 at 12.30pm in room S/09 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);
Andrew Macdougall;
Martin Axford (co-opted member) (until 1.20pm); and
David Smith (Scottish Purchasing Partnership Ltd) (until 1.05pm).

In Attendance:

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

2. Apologies

Colin White
Maggie Forsyth
Arthur Allison
Jim Cope
Jim Coleman
Lori McElroy
Sheila Reddux

3. Declarations of Interest

The Chair declared an interest in respect of items 11 (Financial Report: Report Number 17 – 9 November 2006*) and 12 (Scottish Funding Council Monthly Project Reports) as a result of his employment by Scottish Enterprise Glasgow and 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 4 members in attendance.

5. Minutes of the meeting held on 11 October 2006

The minutes were accepted as an accurate record of the meeting held on 11 October 2006.

6. Matters arising from the minutes of the previous meeting held on 11 October 2006

Item 7a(i) Correspondence: Landscape Proposals - Scottish Enterprise Glasgow

A Kirk reported that he had not yet received a formal response from Scottish Enterprise Glasgow regarding the College's landscape proposals, but that when a response was received it would be included on the agenda of a future meeting of the Project Management Group.

The Chair welcomed David Smith (Scottish Purchasing Partnership Ltd) to the meeting and explained that D Smith would act as a consultant with regards to item 17 (East End Campus – Cafe Facility). A Woolley requested that item 17 was considered at this stage.

In response to a request from the Chair, A Kirk agreed to ask Russell Boyd (Associate Principal - ICT) to provide an updated report on the broadband connection for the Haghill Campus at the 17 January 2007 meeting of the Project Management Group.

17. East End Campus – Cafe Facility

The Depute Principal spoke to the contents of his report, which apprised members of the progress towards the appointment of an external contractor to operate the cafe facility at the Haghill Campus on the College's behalf. He reminded members that the Scottish Purchasing Partnership Ltd had been appointed to lead the tender process for the cafe facility and that it had invited nine organisations to submit tenders. The Depute Principal indicated that tenders had been received from Sodexo, Avenance, Aramark and Alba Catering, the other organisations having withdrawn from the tender exercise for a variety of reasons. D Smith informed members that in his view all four companies could provide a cafe facility which met the tender specification and that all had appropriate experience in delivering such a service.

There followed considerable discussions as members considered the quality and content of the tender documents which had been submitted. In response to questions, the Depute Principal confirmed that the companies would either have to meet the conditions laid out by the College in the tender documentation or withdraw from the process. In conclusion, members agreed that both Alba Catering and Aramark would be invited to proceed to the next stage of the tender process.

In response to an enquiry from S De Sykes, A Kirk confirmed that although it had originally been intended that three organisations would be invited to deliver a presentation, since two of the companies did not meet the criteria outlined in the tender documentation, then only two companies would be shortlisted. The Chair indicated that he would inform A Kirk which members of the Project Management Group would be able to attend a meeting on 21 November at 9.30am in room S/09 at the College's Easterhouse Campus, at which Alba Catering and Aramark would be invited to deliver presentations.

Members noted that the format for the meeting would be a one hour presentation by each company, followed by 15 minutes of questions and the successful company would be selected immediately after the meeting. The Chair thanked D Smith for his participation in the meeting.

Members agreed to:

- i) note the contents of this paper and its appendix;
- ii) note the timetable of events in relation to the tender for the cafe facility in the East End Campus;
- iii) consider the report prepared by the Scottish Purchasing Partnership Limited; and
- iv) select two tenders to make a presentation to a selection panel on 21 November 2006.

D Smith left the meeting at 1.05pm.

7. Correspondence: Post Project Evaluation in Sustainable Development Projects – minutes of the meeting held on 1 November 2006

The Depute Principal spoke to the contents of the minutes, informing members that Queen Margaret University College had been granted a Building Research Establishment Environmental Assessment (BREEAM) 'excellent' award at the design stage of its new Campus. Members noted the contents of the minutes.

8. Minutes of Project Meetings

The Chair requested that items 8 (a), 8 (b) and 8 (c) i) and (ii) be considered together.

- a) **Progress Meeting Number 10 – 11 October 2006**
- b) **Client Review Meeting held on 4 October 2006**
- c)
 - i) **HBG Progress Meeting Number 10 – 11 October 2006**
 - ii) **HBG Progress Meeting Number 11 – 8 November 2006**

Members noted the contents of the documents.

9. Project Status Reports

- i) **Progress Report No. 23 - September/October - 2006**

S De Sykes spoke to the contents of the report, informing members that the project was progressing well and that HBG expected the main works to be completed by 29 January 2007. She reported that the fixtures, furniture and fittings proposals were currently being 'firmed up' following further consultation with staff and that good progress was being made by the design team with specialist items such as the reception desk. S De Sykes reported that the majority of the Project Manager Instructions (PMIs) which had been issued recently concerned fixtures, furniture and fittings. She reported that the Chinese granite was now on site and ready to be laid in the concourse

and the main entrance area. She informed members that the College proposed to use Dovedale in the pavement area and A Kirk reported that the architects had endorsed this proposal. S De Sykes stated that 13 field observation reports had been issued by the Clerk of Works to date and that there were no major quality issues. However, the Clerk of Works had noted that the quality of finish to the larch cladding was not acceptable and consequently a finish sample was to be provided. In addition, a sample finished room was also being prepared by HBG to enable the Clerk of Works to evaluate the quality of work prior to detailed 'snagging' being undertaken.

The Depute Principal informed members that the raised floor on the south face of the building would have to be replaced because of water damage. S De Sykes reported that safety glass had still to be installed in the building. In response to questions, S de Sykes confirmed that the underfloor heating in the restaurant would be adequate.

Members noted the contents of the report.

10. Cost Report

i) Cost Report Number 6 – October 2006

ii)

The Depute Principal stated that report number 6 had been amended and requested that this report was considered at a future meeting of the Project Management Group.

iii) Cost Report Number 7 – November 2006

The Depute Principal spoke to the contents of the cost report and confirmed that the current authorised total budget was £9,686,782. Members were informed that £84,350.60 of Provisional Sums had been expended for Utilities and that £21,937 had to be expended within PMI 39, although there was a £65,000 saving for Utilities within PMI 63. A Kirk indicated that this represented a £41,288 overspend at this stage.

Members noted the contents of the report.

Martin Axford left the meeting at 1.20pm.

11. Financial Report: Report Number 17 – 9 November 2006*

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 a conflict of interest with regards to this item as a result of his employment by Scottish Enterprise Glasgow.

The Depute Principal spoke to the contents of the financial report and highlighted the breakdown of compensation event figures, which included £106,287.25 for utility costs, and £132,255.49 for the transfer from equipment and furniture. He commented that he had no concerns with the £14,113.67 sum for additional work that had been ordered, as this was within the funding available to support the project. Members noted that the current cost of additional works instructed on HBG Construction was £92,859. In response to a request from the Chair, A Kirk agreed to indicate with an asterisk in future

reports which of the costs had been transferred because of compensation events.

The Depute Principal confirmed that the sum of £830,000 of formulaic funding would be received by the College from the SFC in November 2006 and as previously agreed by the Board this would be used to support the development of the East End Campus.

Members subsequently 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 a conflict of interest with regards to this item as a result of his membership of the Scottish Funding Council (SFC) Property and Capital Investment Committee.

The Depute Principal informed members of the sixteenth monthly project report, which would be submitted to the SFC on 16 November 2006, as required as a condition of grant. He reported that 79% of the project had been completed and that 75.28% of the overall cost had been committed.

Having heard the Depute Principal, members agreed to:

- i) note the contents of the report and its appendix;
- ii) note the content of the Capital Project Monthly Report to the SFC; and
- iii) agree the submission, to the SFC, of monthly report number sixteen dated 9 November 2006.

13. East End Campus – Off-Site Drainage

The Depute Principal spoke to the contents of the report, which apprised members of the progress on the scheme for site drainage. He reported that a road opening permit under Section 56 of the Roads (Scotland) Act 1984 had been approved for the road leading to the Forge Shopping centre, but that the police had requested that the road was not closed from 1 December 2006 to 15 January 2007 inclusive, in order to ease congestion at a peak shopping period. A Kirk reported that the contractor was on site carrying out other work, having re-scheduled its work programme in order to comply with the request from the police and that despite the embargo the College would be able to open the Haghill Campus at the end of March 2007. The Principal requested that A Kirk contact Glasgow City Council to ascertain the progress with the completion certificate.

A Kirk intimated that there was a provision of approximately £20,000 within the contract for the cost of drainage and reminded members that the risk of moving was already accounted for in the risk register (item 19).

Members agreed to:

- i) note the contents of this report and its appendix; 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 informed members that 46 Early Warning Notices (EWNs) had been reported to previous meetings of the Project Management Group and that numbers 47 to 55 had been raised to 9 November 2006. He stated that EWN 47 was the provision of services for the cafe and the impact on the programme and the potential cost had yet to be established. He explained that the screen and upgrade to BMS (EWN 48) was being addressed by Burro Happold and that a grant to cover the potential cost should be available from Sust. A Kirk report that EWN 49, the change in shower bases, was currently being reviewed. He reported that the power-on date was late due to continued discussions between the College and Scottish Power (EWN 50), although this would have no impact on the cost or programme. The Depute Principal highlighted EWN 51 (abortive work for the Hairdressing islands) and EWN 52, which was the fascia closure for the ETFE roof to prevent cold bridging, neither of which would have an impact on the programme. Similarly he confirmed that EWNs 53 (the supply and installation of the glass screen at the Hairdressing salon) and 54 (the additional cost related to the extraction system in the plaster cast area) would have no impact on the programme. A Kirk reported that the College intended to peruse further with HGB EWN 55, which referred to the supply and fix of tiles in the shower room.

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 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, reminding members that 95 Project Manager Instructions (PMIs) had been reported to previous meetings of the Project Management Group and that PMIs 96 to 104 had been raised to 9 November 2006. He proceeded to highlight PMIs 99 to 104, which included the erection of a timber base for the sound booths (PMI 101) and the supply and installation of a glazed screen at Hairdressing (PMI 102) and confirmed that PMIs 96 to 104 would have no impact on the programme.

Members 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 that two Compensation Events had been raised to 9 November 2006. He reported that both Compensation Events had been signed off.

Members agreed to:

- i) note the contents of this report and its appendices;
- ii) note the contents of the Compensation Event Notices;
- iii) note the current value of the College's contract with HBG Construction Limited is currently £9, 529, 722.08; and
- iv) request the College to bring forward further reports on Compensation Events at future meetings of the Project Management Group.

18. East End Campus – Triangle of Land at Carntyne Road

The Depute Principal spoke to the contents of the report, which apprised members of progress in negotiations to purchase the triangle of land at the East end of its new build site. He indicated that BRB (Residuary) Limited had now agreed in principle that the College could purchase the land and that negotiations on the price were currently underway. He reminded members that BRB (Residuary) Limited had attached two conditions to the College's purchase of the land, both of which the College accepted.

Members subsequently agreed to:

- i) note the contents of the report and its appendix;
- iv) note the contents of the correspondence; and
- iii) request the College to bring forward further reports as information becomes available.

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. It was agreed that the likelihood of the regeneration route not going ahead would be reduced from 2 to 1 and that the client scope change risk would be demitted. Members requested that the construction risks associated with weather conditions and a shortage of materials, labour and expertise were reduced. Some further amendments to the register were agreed, including the reduction of the operational risks to 1 and the likelihood of there being sufficient programme time to 2.

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 1.50pm, with the Chair thanking all members for their contribution.

21. Date of next meeting

The Chair requested that A Sherry write to inform all of the members of the Project Management Group that a meeting would be held on 20 December, if any issues arose which required to be considered by the Group prior to its next meeting scheduled for 17 January 2007.

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