

**John Wheatley College**  
**Board of Management**  
**Project Management Group**

**Minutes of the Project Management Group meeting held on Thursday 17  
August 2006 at 12.30pm in the Alex Viola Suite, Easterhouse Campus.**

**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);  
Professor Arthur Allison;  
Ann MacDonald (co-opted member) (from 12.35pm to 1.15pm);  
Colin White (Teaching Staff Representative);  
Lori McElroy (co-opted member);  
Martin Axford (co-opted member);  
Jim Cope (co-opted member); and  
Sheila Reddix (co-opted member Marsh UK Ltd).

**In Attendance:**

Sharon De Sykes (Capita Symonds) (from 12.35pm);  
Alan Sherry (Assistant Principal);and  
Sylvia Vaughan (Committee Co-ordinator).

**2. Apologies**

Jim Coleman  
Andrew Macdougall (Teaching Staff representative)  
George Webb (Capita Symonds)

**3. Declarations of Interest**

The Chair declared an interest in respect of items 7(a) (Scottish Enterprise Glasgow – East End Strategic Approaches) and 11 (Financial Report: Report Number 14 – 10 August 2006\*) as a result of his employment by Scottish Enterprise Glasgow and his membership of the Scottish Funding Council (SFC) Property and Capital Investment Committee. He informed members that he had recently accepted an invitation to serve for another 3 years on the Property and Capital Investment Committee.

**Maggie Forsyth, Anne MacDonald and Sharon De Sykes entered the meeting at 12.35pm.**

#### **4. Terms of reference**

Members noted the terms of reference for the Project Management Group. It was confirmed that the meeting was quorate with 11 members in attendance.

#### **5. Minutes of the meeting held on 12 July 2006**

The minutes were accepted as an accurate record of the meeting held on 12 July 2006.

#### **6. Matters arising from the minutes of the previous meeting held on 12 July 2006**

##### **Item 7(d) Correspondence: Land at 71 Carntyne Road – Letter from Anderson Fyfe**

The Principal reported that he had been informed by representatives of Glasgow City Council that the local authority would have no objection to the College acquiring the land at Carntyne Road. He further informed members that the Council intended to remove the two billboards adjacent to the Haghill Campus, that the viaduct had been redesigned and that the College had received confirmation that a new railway station would be located directly across from the site of the new Campus. The Principal observed that a comprehensive transport network encompassing car parking, the railway station, national cycle route and bus stops would be integrated in the vicinity of the Haghill Campus. He advised the Committee of related infra-structural developments in adjacent areas which had been discussed in a recent meeting with the Council's Planning Department.

#### **7. Correspondence**

##### **a) Scottish Enterprise Glasgow – East End Strategic Approaches**

The Depute Principal spoke to the contents of the correspondence from Derek McCrindle (Director, Competitive Infrastructure, Scottish Enterprise Glasgow) confirming that subject to satisfactory completion of Scottish Enterprise Glasgow's appraisal of the proposals for the environmental upgrade of the area, that approval would be sought from the SEG Executive for a contribution to the College of £200,000 towards the project. He reported that he had since received verbal confirmation from Scottish Enterprise Glasgow that the College's application had been successful and that it would receive a letter of award for £600,000 in due course.

Members noted the contents of the correspondence.

##### **b) Glasgow City Council – 2006/07 Grant Award**

The Depute Principal spoke to the contents of the correspondence from Hugh Kelly (Principal Officer, Social Initiatives, Glasgow City Council) confirming that on 26 June 2006 Glasgow Community Planning Partnership had agreed to provide the College with £200,000 towards the building costs of the Haghill Campus. He reported that the College would be able to utilise the funding by 31 March 2007, which was one of the conditions of grant. Members were informed that the Principal had replied to the letter indicating the College's

acceptance of the conditions of grant and subsequently noted the contents of the correspondence.

**c) HBG Newsletter Issue 3 – July 2006**

The Depute Principal informed members that the latest edition of the HBG newsletter, which detailed recent progress with regards to the Haghill Campus, had been circulated to the local community. He commented that to date the feedback from the majority of local residents was that they welcomed the creation of the new Campus.

Members subsequently noted the contents of the newsletter.

**8. Minutes of Project Meetings**

The Chair requested that items 8 (b) and (c) be considered together.

**a) Progress Meeting Number 7 – 26 July 2006 – not available yet**

The Depute Principal reported that the minutes were not available at this time and would be considered at the next meeting of the Project Management Group.

**b) Client Review Meeting held on 5 July 2006**

Members noted the contents of the minutes.

**c) HBG Progress Meeting Number 7 – 26 July 2006**

Members noted the contents of the minutes.

**9. Project Status Reports**

**i) Progress Report No. 20 - July 2006**

S De Sykes informed members that the programme was progressing well and was currently on schedule. She reported that the ETFE roof was now in place. She reported that WA Fairhurst and Partners had completed the detailed design of the attenuation scheme and that tenders had been issued by Doig and Smith on 21 July 2006, with a return date of 21 August 2006. S De Sykes informed members that one of the companies which had previously indicated that it intended to submit a tender could no longer do so due to work commitments and that consequentially the College expected to receive 4 tenders. She further reported that the landscaping tender had been returned and reviewed and the design team had made the final amendments in accordance with the College's instructions. In response to questions, the Depute Principal informed members that it was anticipated that this revised scheme would meet the requirements of Scottish Enterprise Glasgow. The Principal reported that he had been informed by Rachel Smith (Head of Land Services – Landscape Design, Glasgow City Council) that the College's planting schedule would be adopted by the City Council as part of the work related to the regeneration route and therefore would continue along the length of Todd Street.

The Principal informed members that Gerry Grams (City Design Adviser, Glasgow City Council) had visited the Haghill Campus and had been very impressed with design of the building.

S De Sykes reminded members that Allaway Acoustics had been appointed directly by HBG as a sub-contractor to install the sound booths, with work commencing in September 2006.

The Depute Principal requested members to note that the College intended to instruct ASB into the main contract with HBG and that ASB would install the paint spray booths in the workshop block. He further reported that the design of the reception desk was currently being discussed.

S De Sykes proceeded to highlight the contents of the Clerk of Works' report (appendix 5) and concluded that the Clerk was content with the quality of the work being carried out and the progress to date. However, she acknowledged that some minor issues related to the roof had been noted. The Depute Principal reported that he had discussed these issues with the Clerk on 16 August 2006 and that HBG had actioned all of the points that the Clerk had raised. In response to questions, he confirmed that the College was satisfied with HBG's response.

Members agreed to note the contents of the progress report.

**10. Cost Report Number 5 – not yet available\***

The Depute Principal stated that Cost Report Number 5 was not available at this stage, but that it would be available for consideration at the Project Management Group meeting on 20 September 2006.

**11. Financial Report: Report Number 14 – 10 August 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 report which apprised members of the current financial position of the new build project. He reported that there had been few changes since the last report and that the last revision had been made on 10 August 2006. He requested that members note that the College had received formal confirmation that the grant application for solar heat pumps had been successful.

A Kirk informed members that the actuators for the front doors had previously been removed from the plans for the Haghill Campus in order to effect a cost saving. However, he stated that since these were essential to facilitate the access of the College's disabled students to the building they would be added to the specifications once again, at a cost of approximately £8,000.

The Chair informed members that Scottish Enterprise Glasgow wished to view the landscape drawings, the costs for the landscaping and a report on the costs regarding the sustainability issues, in order to progress the

College's grant. A Kirk reported that he would provide the requested information and that the drawings had already been prepared. The Principal reported that both he and A Sherry would work on an application to the Big Lottery Fund for funding to enhance the ICT infra-structure that would be deployed in the Haghill Campus to support local communities. It was expected that this would be submitted in early September 2006. In addition the potential of year end flexibilities related to European Structural Fund grants were considered. The potential of these would also be kept under review.

The Depute Principal reported that to date the College had spent 53.99% of the funding which it had received for the construction of the Haghill Campus. He further reported that the College had sought the agreement of HBG to reschedule the payment dates in order to re-align the payment process with the receipt of grant funding and was currently awaiting a response to this request.

The Principal informed members that a report would be considered at the next meeting of the Project Management Group detailing the SFC supported post-project evaluation exercise to evaluate sustainability elements in capital projects, which would be led by the College. He further informed members that this exercise would also include Lauder College and Queen Margaret University College.

Following discussion, members agreed to note the contents of the report and its appendices.

## **12. Scottish Funding Council Monthly Project Reports**

The Depute Principal spoke to the contents of the report, apprising members of the thirteenth monthly project report which would be submitted to the SFC on 18 August 2006, as required as a condition of grant. He informed members that 53.99% of the funding had been committed to date and that 53% of the project had been completed.

Having heard the Depute Principal, members agreed to:

- i) note the contents of the report and its appendices;
- ii) note the change of cost information forwarded to the SFC; and
- iii) the submission, to the SFC, of monthly report number thirteen dated 10 August 2006.

## **13. East End Campus – Off-Site Drainage**

The Depute Principal spoke to the contents of the report, informing members of the progress on the scheme for site drainage. He reminded members that under item 9 they had been informed that it was anticipated that 4 tenders from contractors would be returned to Doig and Smith on 21 August 2006. Following discussions, it was agreed that Professor Arthur Allison and the Chair would attend the opening of the tenders on behalf of the Board of Management.

A Kirk further informed members that Doig and Smith would review the tenders, in order to compare the proposals against the specification and to

certify the costs. He reported that the College was currently investigating the possibility of rerouting the drainage pipes in order to avoid potential traffic congestion during the construction phase. However, he stated that this may not be possible.

The Depute Principal further reported that it was anticipated that work would commence on site in October 2006.

S De Sykes informed members that the drainage work would be completed by January 2007, if the construction phase was on schedule. In response to questions, A Kirk informed members that it would be the contractor's responsibility to apply for Section 56 approval. The Depute Principal acknowledged that a delay in the completion of the drainage works could result in a subsequent delay in the College acquiring a Completion Certificate. However, he stated that he was hopeful that this would not be the case and reminded members that the College was scheduled to occupy the new campus in March 2007, leaving some scope for an overrun.

He further informed members that the College was currently in negotiations with the purchaser of the Shettleston Campus with a view to renting that accommodation from December 2006 to February 2007, thus reducing the need to relocate learners and staff twice within a short timeframe. He reported that the initial response to this proposal from the developer was positive and that he anticipated that an agreement could be reached (which obviated the need for dilapidation works on the Shettleston building). In response to questions, A Kirk informed members that the proposed leasing agreement would not impact on the sale of the Shettleston Campus. It was noted that alternative strategies including the possibility of the use of London Road Primary School were still under consideration (to mitigate risks in respect of the use of the Shettleston building).

Members subsequently 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 spoke to the contents of the report, reminding members that 28 Early Warning Notices (EWNs) had been reported to previous meetings of the Project Management Group and informing members that numbers 29 to 34 had been raised to 10 August 2006. He highlighted EWN 29 which had been raised by Capita Symonds and was that the Hairdressing Salon would be supplied and fitted as designed by ABK. A Kirk reported that HBG would prepare the final construction drawings for the Salon and that the user specification had been signed off. He opined that this would not represent a significant cost and that the College had the necessary financial resources.

Members noted that EWN 32 was a notice of the insolvency of Brise Soleil and Louvres contractor LouverSol Ltd and recalled that a new contractor had subsequently been appointed. The Depute Principal reported that there would be no cost associated with EWN 33, which was a sketch related to the modification of the boundary wall. He estimated that the cost of increasing

the area of the ventilated ceiling in the Training Kitchen (EWN 34) would be less than £5,000. A Kirk reminded members that EWN 10 (notice of the insolvency of the roofing contractor Coverite Ltd) had been resolved with the appointment of Miller Roofing, although this had delayed the programme by 2 weeks (this was not, however, a delay on the project's 'critical path').

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, reminding members that 64 Project Manager Instructions (PMIs) had been reported to previous meetings of the Project Management Group and informing members that no additional PMIs had been raised to 8 August 2006.

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 no Compensation Events had been held to date. Members agreed to:

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

#### **17. Sustainable Energy Saving Grant**

The Depute Principal spoke to the contents of the report, informing members that Buro Happold had submitted (on the College's behalf) two applications for grant assistance related to sustainable energy saving equipment which would be installed at the Haghill building. He reported that the purpose of the paper was to apprise members of the outcome of the first sustainable energy saving grant application and to agree to the Principal accepting the grant on behalf of the College.

A Kirk informed members that the first application to the Scottish Communities and Household Renewable Initiative (SCHRI) had been submitted and the second, related to the photo-voltaic cells, would be submitted to the Low Carbon Building Programme (LCBP) in August 2006. He reported that the Energy Saving Trust Scotland had issued the College an offer of grant from the SCHRI of £50,000 and asked members to note the offer of grant document which formed appendix 2. The Depute Principal

informed members that the College would be able to meet the conditions of grant and that the reports that were required would be prepared as part of Buro Happold's consultancy appointment.

Members agreed to:

- i) note the contents of this report and its appendices;
- ii) note that two applications have been made for sustainable energy saving funding;
- iii) note the offer of grant from the Energy Saving Trust Scotland (ESTS) valued at £50,000; and
- iv) agree to the Principal accepting the grant on behalf of the College within the terms outlined by ESTS.

#### **18. East End Campus – Meeting Schedule**

The Depute Principal spoke to the contents of the report, informing members of the proposed Project Management Group meetings schedule to May 2007. It was noted that meetings would be held on 20 September, 11 October, 15 November 2006, 17 January, 15 February, 14 March, 25 April and 16 May 2007. It was agreed that an additional meeting would be held on 20 December 2006 if necessary and that all of the meetings (with the exception of that scheduled for 11 October 2006) would be held at the Easterhouse Campus. The Depute Principal confirmed that the 11 October 2006 meeting would be held at the Haghill Campus. In response to a request from the Chair, A Kirk agreed to ensure that an update on the attenuation tenders was considered at the next meeting of the Project Management Group.

Members subsequently agreed to:

- i) note the contents of this report and its appendix; and
- ii) the schedule of dates for the Project Management Group meetings.

#### **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. The Chair opined that the project was being well managed and was progressing well. He noted that the risk associated with Cost Control on page 2 of the register would remain high for the time being.

#### **Anne MacDonald left the meeting at 1.15pm.**

The Depute Principal opined that the risk associated with the decant from the Shettleston Campus detailed on page 7 would also remain high until the matter with regards to the leasing of the Shettleston Campus had been resolved. He requested that members note that with regard to the design of the ICT systems listed on page 8, HBG had agreed that a computing engineer could test the building for wireless connectivity.

The Principal informed members that progress was being made with Clydenet regarding both the specification in relation to the ICT systems and the connection to the JANET network.

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 1.15pm, with the Chair thanking all members for their contribution.

## **21. Date of next meeting**

The next meeting will be held on 20 September 2006 at the College's Easterhouse Campus.

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