

John Wheatley College
Board of Management
Project Management Group

**Minutes of the Project Management Group meeting held on Wednesday
17 January 2007 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;
Maggie Forsyth;
Sheila Reddix (Marsh UK Ltd);
Jim Coleman (co-opted member) (until 1.50pm); and
Martin Axford (co-opted member).

In Attendance:

George Webb (Capita Symonds) (from 12.35pm);
Sharon De Sykes (Capita Symonds) (from 12.35pm until 1.45pm);
Russell Boyd (Associate Principal – ICT Manager); and
Sylvia Vaughan (Committee Co-ordinator).

2. Apologies

Lori McElroy
Elaine Fisher
Jim Cope
Colin White
Alan Sherry

3. Declarations of Interest

The Chair declared an interest in respect of items 7(a) (Landscape Proposals – Letter from Brian Fitch, Scottish Enterprise Glasgow) and 7(b) (Landscape Proposals – Letter to Brian Fitch, Scottish Enterprise Glasgow) as a result of his employment by Scottish Enterprise Glasgow and items 12 (Financial Report: Report Number 18 – 11 January 2007*) and 13 (Scottish Funding Council Monthly Project Reports) as a result of his membership of the Scottish Funding Council (SFC) Property and Capital Investment Committee.

S De Sykes and G Webb 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 6 members in attendance.

5. Minutes of the meeting held on 15 November 2006

The minutes were accepted as an accurate record of the meeting held on 15 November 2006.

6. Matters arising from the minutes of the previous meeting held on 15 November 2006

There were no matters arising.

7. Correspondence

a) Landscape Proposals – Letter from Brian Fitch, Scottish Enterprise Glasgow

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 correspondence from Brian Fitch (Senior Development Executive, Scottish Enterprise Glasgow) which requested confirmation on whether the College had instructed the Planning Supervisor and HBG Construction to undertake a review of Mr Fitch's initial comments concerning the proposed landscaping to the new Campus building. Members noted the contents of the correspondence.

b) Landscape Proposals – Letter to Brian Fitch, Scottish Enterprise Glasgow

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 his correspondence to Brian Fitch in response to item 7 (a). He stated that he was still awaiting a final report from the Planning Supervisor on landscape matters and that the trees that were to be sited on the Haghill Road side of the building were to be re-sited on the north side of the building. He confirmed that a 750mm maintenance access strip was being installed along the west side of the building as suggested by Mr Fitch and that a fence and additional handrail were being fitted to the south-east corner of the site. Members noted the contents of the correspondence.

c) Landscape Proposals – Draft letter from Planning Supervisor

The Depute Principal spoke to the contents of the correspondence from Paul Graham (Project Manager, Health and Safety Access Consultancy) which reported that following discussions with David

Cruse (ABK), Paul had acknowledged that the gradient of the elevation on Carntyne road posed a potential hazard for the maintenance of the slope. However, he considered the scale of the risk to be acceptable and capable of mitigation, if the maintenance of the slope was undertaken by a competent person. He also stated that his company had been advised by ABK that a balustrade at the north end of the Haghill Road would extend as necessary to prevent falls to the area behind the retaining wall. Members noted the contents of the correspondence.

d) Parkhead Railway Station – Letter from Frank McAveety MSP

The Depute Principal spoke to the contents of the correspondence from Frank McAveety MSP which contained letters sent to Ron Culley (Chief Executive, Strathclyde Partnership for Transport [SPT]) and Alistair Watson (Chairperson, SPT) which asked Mr Culley and Mr Watson to convey their support for a station at Parkhead at a meeting with Transport Scotland and Network Rail. Members noted the contents of the correspondence.

8. East End Campus – Project Progress and Completion

The Depute Principal spoke to the contents of the report, which sought to apprise members of the revised handover date for the East End Campus. *He* reminded members that the proposed completion date for the works related to the new build contract had been 29 January 2007 and he indicated that this date had now been revised to 23 February 2007. Members were informed that HBG Construction Limited had indicated in late December 2006 that it would not be possible to deliver and install the Hairdressing Islands and the Bar for the Training Restaurant by 29 January 2007. A Kirk confirmed that the proposed delivery dates were 16 February and 23 February 2007 respectively.

The Depute Principal reported that at the regular progress meeting on 10 January 2007, HBG had indicated that it was confident that the majority of the works would be completed by 29 January 2007, but that the following works were likely to extend beyond 29 January:

- supply and installation of the handrail at the building entrance ramp as this has to be site sized;
- completion of the south fire escape stair;
- painting;
- commissioning of the Building Management System;
- completion of external Sto Render due to the weather; and
- groundworks associated with the sensory garden.

However, HBG had indicated that they expected all of the aforementioned tasks to be completed by 9 February 2007. Consequently the College would be responsible for a reduced proportion of the site management and associated costs for the period to 23 February 2007. A Kirk reported that HBG had also indicated that the College could have access to the building from 29 January 2007 for the purposes of installing furniture and fittings and this would be reviewed on 29 January 2007, prior to the College accepting the offer. He confirmed that the negotiations to identify what items the College would pay for was ongoing.

S De Sykes commented that the issues which were currently being resolved included arranging for a protective covering for the carpets which had been laid, to prevent them from getting dirty because of the number of operatives on site. In response to an enquiry from the Chair regarding whether the migration to the Haghill Campus would take place in February 2007, A Kirk opined that the move may need to be delayed for more than 2 weeks. However, the Depute Principal noted that the College would be able to rent the Shettleston building during this period and that the building could be rented month to month thereafter if necessary. He hoped that the Shettleston building would be emptied during March 2007.

A Kirk stated that the College intended to commence teaching at the Haghill Campus on 5 March 2007 and that this would be reviewed on 29 January 2007. He opined that if access to the building was possible during February then a 5 March start was realistic. However, he cautioned that if access was not possible, then the commencement of classes would have to be postponed for two weeks.

Members agreed to:

- i) note the contents of the report; and
- ii) request the College to bring an update report to the next scheduled meeting of the Project Management Group.

9. Minutes of Project Meetings

- a) **Progress Meeting Number 11 - 8 November 2006**
- b) **Progress Meeting Number 12 – 12 December 2006**
- c) **Client Review Meeting held on 8 November 2006**
- d) **Client Review Meeting held on 13 December 2006**
- e) **HBG Progress Meeting Number 12 – 6 December 2006**

The Chair stated that item 9 was for information only, since it was considered under item 10.

10. Project Status Reports

- i) **Progress Report No. 24 – October/November 2006**
- ii) **Progress Report No. 25 – November/December 2006**

Items 10(i) and 10(ii) were considered together. S De Sykes reported that 124 Project Manager Instructions (PMIs) had been issued to date and that she did not expect any further PMIs to be issued. She commented that the issues raised in these PMIs had either already been considered previously in the agenda, or would be considered later in the agenda. A Kirk confirmed that the building was not yet wind and water tight, since high winds had made it unfeasible for the College to use a cherry-picker to install the high level glazing in the concourse area.

The Chair noted that the Clerk of Works had queried the quality of the finish to the Chinese Granite paving. S De Sykes stated that it was difficult to check the quality until the paving was fully installed. However, she assured members that if the quality of the paving was deemed to be unacceptable, then it would be removed and reinstalled. A Kirk commented that he had observed with the Clerk of Works that a number of the tiles were not properly aligned. Nevertheless, there were various means by which the College could rectify this. He stated that some of the Dovedale slabs at the front of the

building were not level, but this had been noted in an observation report. Members noted that Paul Jaffray (HBG) would continue to act as the site contact when the Haghill Campus was handed over to John Wheatley College. A Kirk acknowledged that at least one of the showers at the Haghill Campus would have automatic temperature control. With no further discussion, members noted the contents of the reports.

11. Cost Report Number 9

A Kirk spoke to the contents of the report, which apprised members of Doig & Smith's monthly cost report on the operation of the East End Campus project. He stated that the total cost of supplying and installing Furniture, Fixtures and Equipment, design development and the removal of the wall in the photocopying room would be in the region of several hundred pounds. The Depute Principal indicated that both the authorised budget and the estimated final account were £9,773,346. Although no PMIs had been issued since the last report, he informed members that HBG had issued extra information and more detailed costs, resulting in an anticipated increase of £31,001.

Members agreed to:

- i) note the contents of the report and its appendix;
- ii) note the contents of Doig & Smith's Cost Report Number 9; and
- iii) request the College to bring forward further cost reports as they become available.

12. Financial Report: Report Number 18 – 11 January 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 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 spoke to the contents of the report, which apprised members of the current financial position of the new build project. He noted that the equipment and furniture provision was £255,143 and that the sum of £165,000 had been transferred from equipment and furniture to the works contract and additional works by a Compensation Event. The Depute Principal indicated that the College had spent £221,898 on equipment and furniture. Members were informed that the current contingency figure was £44,944. A Kirk confirmed that he was satisfied with the figures detailed in the Summary Financial Information section of the report. However, he reminded members that the College had still to finalise the £200,000 sustainability grant from Scottish Enterprise Glasgow.

The Principal stated that the College had recently submitted a supplementary ERDF application for various purposes, including updating the IT network at the Haghill Campus. A Woolley requested that an appropriate report was prepared for the next meeting of the Project Management Group on 15 February 2007. I Graham reported that regrettably the College's application to the Garfield Weston Foundation for funding had been unsuccessful. He

commented that the College was still awaiting confirmation regarding whether its bid for funding from the Big Lottery Fund had been successful.

A Kirk expressed his concern that the College's DTI application for £49,900 funding for photovoltaic cells, which had been submitted by Buro Happold, had been refused. However, he noted that Buro Happold had been invited to resubmit the application (but the level of intervention would be considerably lower than the scale of the grant originally requested). He hoped that the College received the £16,000 sought in the revised application, a figure which was considerably less than the original figure because of a reduction in the intervention rate. The Principal reported that he had consequently written to Buro Happold to ask if it would like to become one of the sponsors of the Haghill Campus.

Members noted that the sum of £30,000 was quoted for the new build return. A Kirk stated that the cost of additional work estimated but not ordered was £141,927 and the cost of additional work instructed on HBG was £304,482.24. The former included £12,454 to landscape the land triangle at the Haghill site. He confirmed that the College's solicitors would appoint surveyors to value the land. Members were informed that the cost of the broadband link was £45,527. The Depute Principal highlighted the costs that had been transferred to the main building works contract, which totalled £217,239.08 and which included £5,741 for the supply and installation of spray paint booths and £15,000 for signage. These costs also included £1,500 for the childcare footpath, £1,000 to accommodate the change in the position of the dado trunking and £4,995 to fit wireless cables. A Kirk reported that the street light feeder pillar had been relocated, at a cost of £6,000. He indicated that the cost of drainage works would be £466,728.11.

Members noted the figure of £217,239.08 quoted for the Compensation Events to date. The Depute Principal proceeded to highlight the cost of value engineering (£32,744.51), the purchase of woodwork machines (£46,482.79) and the purchase of biomass fuel (£538). He noted that the expenditure for the East End Campus to date represented 81.14% of the total cost of the project and that the College had claimed £741,679 of the total funding of £950,000 from Scottish Enterprise Glasgow. A Kirk proceeded to highlight the other anticipated funding, which totalled £230,550. The Chair commented that the College currently had a cashflow surplus. Having heard the Depute Principal, members agreed to note the contents of the report and its appendices.

13. 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 spoke to the contents of the report, which apprised members of the eighteenth monthly project report, which would be submitted to the SFC on 18 January 2007, as required as a condition of grant. He reported that 89% of the project had been completed and that 81.14% of the overall cost had been committed.

Members agreed to:

- i) note the contents of this report and its appendix;
- ii) note the content of the Capital Project Monthly Reports to the SFC;
and
- ii) agree the submission, to the SFC, of monthly report number eighteen dated 11 January 2007.

14. East End Campus – Off-Site Drainage

The Depute Principal spoke to the contents of the report, which sought to apprise members on the progress of the drainage system for the Haghill Campus. He reminded members that the ERDC Group had commenced work on a trial pit over the route of the pipe from the proposed attenuation tank to the connection with the Carntyne Burn in November 2006 and that the Road Opening Permit had imposed an embargo on road opening in the area from 1 December 2006 until 14 January 2007. He reported that ERDC had had to redig the pit using piling, due to the collapse of the original pit. S De Sykes commented that the College was currently discussing this issue with ERDC. A Kirk revealed that there were now further restrictions on road closures which had been imposed by Glasgow City Council, which included limiting the period of time that Duke Street could be closed to an initial 21 days, with a possible extension of 21 days. Members noted that there was also a restriction on closing more than one road at a time and that consequently Duke Street, Carntyne Road and Todd Street could not be closed simultaneously. The Depute Principal commented that the College intended to close Duke Street in the first instance. S De Sykes confirmed that Glasgow City Council had no objection to the College employing a contraflow system in Carntyne Road. She intimated that the College had a temporary drainage occupation certificate from the City Council and that the drainage programme would probably extend to June 2007.

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.

15. 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 and noted that EWNs 56 to 74 had been raised to 11 January 2007. He proceeded to highlight the EWNs, which included boxing in rainwater pipes to improve the visual appearance of the building (EWN 60), the change to the paving slab detail at the Childcare area (EWN 66) and the installation of a fan at the Plaster Casting area (EWN 73). He opined that any cost associated with EWN 73 would be minimal.

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.

16. 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 commented that PMIs 105 to 120 had been raised to 11 January 2007 and these included the installation of a hearing loop in the Library (PMI 107) and a cleaning trough in the Plastering area (PMI 109). A Sherry stated that he had discussed the electronic travel information boards with representatives from SPT. The Principal reminded members that the College was awaiting the delivery of shelving from Italy. 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.

17. 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 stated that there had been no additional Compensation Events raised to 11 January 2007. Members considered appendix 2, which detailed the effect on the contract price as a result of the Compensation Event Notices. They noted that the value of the contract with HBG Construction Limited was now £9,529,722.08. A Kirk reported that a signed copy of CEN2 (appendix 1) was not available at this stage, but it would be available for consideration at the next meeting of the Project Management Group.

Members subsequently 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 was 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 – Cafe Facility

The Depute Principal spoke to the contents of the report, which apprised members of the appointment of a catering contractor for the Haghill Campus. He reminded members that at the Project Management Group meeting on 15 November 2007 they had considered the tender submissions received from Sodexo, Avenance, Aramark and Alba Catering and had selected the latter two organisations to deliver presentations to a selection panel on 21 November 2006. He reported that the selection panel had recommended Alba Catering to run the College's cafe facility and that following post-tender negotiations, Alba Catering had been appointed, on the basis of the tender issued, to operate the cafe for a period of 5 years. The cafe would be operational on 5 March 2007.

The Principal stated that there were two planning applications for food vans in Haghill road had been lodged with Glasgow City Council, to which John Wheatley College had raised objections. However, he confirmed that Alba

was unconcerned with such competition. A Kirk indicated that the College had agreed to underwrite the capital costs of circa £7,000 over the next 5 years for Alba. The Principal emphasised that the College would not meet any deficit, if one occurred. He intimated that informal contact with Elmwood College had confirmed that that College had been satisfied with the quality of Alba's catering.

Members subsequently agreed to:

- i) note the contents of this paper;
- ii) note that the selection panel recommended Alba Catering;
- iii) note that Alba Catering were appointed to run the College's cafe facility in the East End Campus for a period of five years; and
- iv) request the College to produce update reports on the progress of the cafe operation as appropriate.

19. East End Campus – ICT Infrastructure Progress

The Associate Principal (ICT Manager) spoke to the contents of the report, which apprised members of the progress to date on the redesigning of the Local Area Network (LAN) and the Wide Area Network (WAN) to provide a data and voice solution. R Boyd stated 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 LAN, namely:

- Haghill Campus Wireless LAN deployment; and
- Haghill Campus Data and IP Telephony Tender Specification.

He commented that the last minute timing of the initiation of the design process had been considered to ensure that the latest technological advancements could be incorporated. These reports were incorporated into the invitation to tender for the Data and Telephony contract, which was distributed to the 14 suppliers within the Office of Government Commerce Catalist Framework for 'Specialist Solutions – Convergent Solutions'. The Authorities Buying Consortium was supporting this process and the invitation to tender was distributed on the 28 December 2006, with a return date of 23 January 2007. He emphasised that to accommodate the lead time of hardware from the original manufacturers, an order should ideally be placed before the end of the January supply cycle on 26 January 2007. R Boyd commented stated that the wireless phones would be used for tracking. He reminded members that it was crucial that the network at the Haghill Campus would integrate with the Easterhouse network.

The Associate Principal (ICT Manager) confirmed that the 100Mbps connection from Glasgow University to Easterhouse had been delayed by BT as it had a lack of core fibre and at present it could not install new cable due to a blockage in their ducting (possibly caused by a dead rat). Consequently the estimated delivery date was the end of February 2007. He indicated that the Easterhouse to Haghill LAN extension service was being provided by NTL and that it should be completed by 9 February 2007. The Easterhouse to Haghill wireless service had been ordered from Boston Networks and would be completed by the middle of February. The low bandwidth connection to the internet and Clydenet would be installed by Clydenet using BT at a later date. A general discussion on BT followed.

With regards to the main voice circuit to Haghill, R Boyd reported that the College had ordered 30 lines from NTL, that the direct dials from Ester house would be retained and the main switchboard number would be changed to 0141-588-1500. He stated that BT had recently provided a quote for 8 backup lines to Easterhouse if the communication links failed and that he was awaiting a quote from BT. The Chair requested that this report was placed on the agenda, for information purposes, of the next meeting of the Capital and ICT Committee to be held on 15 February 2007. Members noted the contents of the report and its appendix.

20. Shettleston Building

The Depute Principal spoke to the contents of the report, which apprised members of the progress with regards to the sale of the College's Shettleston building to Carrick Properties Limited on 14 December 2006. He reported that the College had received £35,050 when the missive was completed. A Kirk informed members that the College had negotiated a Licence to Occupy the Shettleston building to 31 March 2007, and month-to-month thereafter at a rent of £10,000 per month if the need arose. He assured members that the College had the financial resources to meet the rental costs. Members agreed to note the contents of the report and its appendices.

21. 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 indicated that the report showed a number of areas where the Clerk of Works had made comment, but overall there were no major quality issues. For instance, there were still a large number of areas of water ingress into the building from incomplete flashings, thresholds and stonework. Members agreed to note the contents of the report and its appendix.

22. 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. Following discussions, A Kirk agreed to make a number of changes to the register, including the demotion of the risk associated with inflation.

S De Sykes left the meeting at 1.45pm. Jim Coleman left the meeting at 1.50pm.

Regarding Health and Safety issues, A Kirk confirmed that there had only been a few minor injuries at the Haghill site.

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.

23. Closure

The meeting closed at 2.05pm, with the Chair thanking all members for their contribution.

24. Date of next meeting

The next meeting will be held on 15 February 2007 in the Alex Viola Suite, Easterhouse Campus.

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