

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

**Minutes of the Project Management Group meeting held on Wednesday 20 September 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);  
Professor Arthur Allison;  
Ann MacDonald (co-opted member);  
Martin Axford (co-opted member); and  
Sheila Reddix (co-opted member Marsh UK Ltd).

**In Attendance:**

Sharon De Sykes (Capita Symonds);  
Alan Sherry (Assistant Principal) (until 1.20pm); and  
Sylvia Vaughan (Committee Co-ordinator).

**2. Apologies**

Andrew Macdougall  
Colin White  
Jim Cope

**3. Declarations of Interest**

The Chair declared an interest in respect of items 9 (Project Status Reports – Progress Report No. 21 – July/August 2006) and 11 (Financial Report: Report Number 15 – 13 September 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.

**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 August 2006**

The minutes were accepted as an accurate record of the meeting held on 17 August 2006.

**6. Matters arising from the minutes of the previous meeting held on 17 August 2006**

There were no matters arising.

**7. Correspondence**

**a) SFC – Capital formula funding for Financial Year (FY) 2006-07 and FY 2007-08**

The Depute Principal spoke to the contents of the correspondence from Martin Kirkwood (Deputy Director of Funding [Property and Capital Funding]) which confirmed that the College would receive its capital funding allocations for FY 2006-07 and FY 2007-08 in November 2006.

Members noted the contents of the correspondence.

**b) SEP – Approval documents for ESF grant**

The Depute Principal spoke to the contents of the correspondence from Anne Houston (Acting Chief Executive) Strathclyde European Partnership, which contained an Offer of Grant for a maximum of £2,818,479 towards the construction costs of the Haghill Campus. The Chair thanked the College staff involved for their hard work in preparing the application for funding.

Members noted the contents of the correspondence.

**8. Minutes of Project Meetings**

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

**a) i) Progress Meeting Number 7 – 26 July 2006  
ii) Progress Meeting Number 8 – 16 August 2006**

**b) Client Review Meeting held on 9 August 2006**

**c) HBG Progress Meeting Number 9 – 13 September 2006**

In response to questions, the Depute Principal informed members that acoustic seals had been installed to meet the design specifications for particular rooms and where appropriate that grills were being removed on the internal toilet doors, with the doors being undercut by approximately 15mm for ventilation purposes. He requested members to note that HBG had proposed some additional work which the College had deemed unnecessary, such as the location of light switches in the floor in the administration office. S De Sykes confirmed that these issues were mainly minor in nature and that working relationships with HBG on these matters remained positive.

A Kirk reminded members that all of the changes which had cost implications had been accounted for in the appropriate Project Management Group report.

Members subsequently noted the contents of the minutes.

## 9. Project Status Reports

### i) Progress Report No. 21 - July/August 2006

**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.**

S De Sykes spoke to the contents of the report, which summarised activities up to 16<sup>th</sup> August 2006 and informed members that the Clerk of Works had issued nine field observation reports and that no major quality issues had been identified. She reported that the defective areas of plasterboard which had been damaged by the weather had now been replaced by HBG. S De Sykes opined that the roof construction was progressing well for both Kalzip roofing in the teaching block and workshop and permaquick roof covering. She also reported that the ETFE roof pillows over the learning hotspot had now been completed.

S De Sykes reminded members that a single building warrant application was submitted on 16 March 2005, which was subsequently amended to a staged warrant and the first stage was granted for piling work. She further reminded members that the second stage warrant was granted on 11 January 2006 for all other works.

The Chair reported that Scottish Enterprise Glasgow had some concerns regarding health and safety issues associated with the 1.5m strip of land surrounding the Haghill Campus, due to the potential for individuals to access this area. He noted that the landscape drawings showed tapering, where a break should exist. A Woolley commented that Scottish Enterprise Glasgow was also concerned with the degree of slope at the eastern end of Carntyne Road. A Kirk reminded members that the College had accepted a design scheme for the landscaping and had yet to agree the detail of the layout. He informed members that S De Sykes would ensure that the detailed landscape design took account of the issues raised by SE Glasgow.

A Kirk also informed members that a railing should be erected on Haghill Road and that HBG would address this issue.

S De Sykes reported that Allaway Acoustics would commence work installing the sound booths during week commencing 25 September 2006.

Members agreed to note the contents of the progress report.

## 10. Cost Report Number 5 – 11 September 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 Depute Principal informed members that the format for the report had changed as a result of work carried out by Doig and Smith. He also reminded members that a cost report had not been available for consideration at the last meeting of the Project Management Group, as Doig and Smith had been unable to provide one for that meeting.

He reported that the College had approved £273,204 of expenditure for the project in excess of the lump sum fixed price, which represented an increase of £211,009.66 on the previous report. He reported that this increase related to items such as the kitchen fit out (£130,000) and the installation of sound booths (£50,000) and a small number of College amendments, including the reintroduction of Chinese granite flooring. He informed members that there were appropriate funds to meet the costs of these items.

The Depute Principal proceeded to highlight the Executive Summary of the report and requested that members note that discussion was on-going on the costs of including the Chinese granite flooring. Members considered the project costs summary.

A Kirk reported that a draft report of compensation event number one had been received, however it was subject to amendment. The Chair noted that the cash flow graph contained within the report was as predicted.

Members subsequently agreed to:

- i) note the contents of the report and its appendix;
- ii) note the contents of Doig and Smith's Cost Report Number 5; and
- iii) request the College to bring forward further cost reports as they become available.

#### **11. Financial Report: Report Number 15 – 13 September 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 apprised members of the current financial position of the new build project. He referred members to the funding information page, which contained information on the applications which had been approved to date. A Kirk reported that £101,714 was currently available for contingencies. He also reported that both the £200,000 sustainability grant from Scottish Enterprise Glasgow and the grant for the photovoltaic cells had not been received yet. In response to questions, the Depute Principal agreed that these sources of funding represented potential risks until formal confirmation had been received.

A Kirk informed members that the College had sought tenders from three different furniture contractors for the fit-out of the Haghill Campus. He reported that the College had, following the tender process, selected Hunters Scotland Limited, which had provided the lowest quote with the appropriate level of quality.

In response to questions, he reported that the 'other costs' of £222,093 referred to in the summary financial information represented additional work which had been instructed by the College. He informed members that, as previously considered under item 10, Doig and Smith were of the view that

the costs associated with the Chinese granite flooring required to be explored further, as it was believed a saving could be effected.

A Kirk indicated that R Boyd (Associate Principal - ICT) was currently working on how the broadband link will be installed to the Haghill Campus. He reported that a 100MByte circuit would be installed in the Easterhouse Campus and that this would be used as the College's main link to Clydenet. He also informed members that an enhanced wireless network would be used as a backup.

The Depute Principal reported that £4,313,911 of funding remained to be claimed. He reminded members that the College had submitted its claim to Glasgow Community Planning Ltd and that the European Regional Development Funds would be paid in arrears. He reiterated that the College expected to receive its future formulaic capital for FY 2006/07 and FY 2007/08 in November 2006, as discussed under item 7 (a), which would be used to support the Haghill Campus. Finally, he informed members that the total expenditure to date was 62.73% of the budget.

Members consequently agreed to note the contents of the report and its appendices.

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

The Depute Principal informed members of the fourteenth monthly project report, which would be submitted to the SFC on 20 September 2006, as required as a condition of grant. He reported that 60% of the project had been completed and that 62.73% of the overall cost had been committed.

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) agree the submission, to the SFC, of monthly report number fourteen dated 20 September 2006.

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

The Depute Principal informed members of the progress on the scheme for site drainage. He reported that the College intended to appoint a contractor to carry out the additional drainage work following the tender exercise. He informed members that there was a qualification in the tender that the College could not accept, which was that if the site was found to be contaminated, then the College would have to pay for the contaminated soil to be removed. A Kirk reported that the College had subsequently agreed with the contractor that a soil test would be conducted to assess the extent, if any, of the soil contamination.

The Depute Principal reminded members that one of the conditions attached to planning consent was that it would have to erect a fence around the water tank. S De Sykes explained that the purpose of the fence was to ensure that no members of the public could access the water tank and that the College had proposed utilising a lockable tank instead of erecting a fence. The Depute Principal opined that it was anticipated that Scottish Water would also

not wish a fence to be erected, as they would be required to 'adopt' the fence when the scheme was completed.

A Kirk informed members that the application under section 56 could now be submitted to Glasgow City Council. S De Sykes expressed her satisfaction with the design work which had been carried out by W.A. Fairhurst and Partners to date.

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 34 Early Warning Notices (EWNs) had been reported to previous meetings of the Project Management Group and informing members that numbers 35 to 42 had been raised to 13 September 2006.

##### **The Principal left the meeting at 1.15pm.**

He reported that the glazed screen in the children's area of the library, which was referred to under EWN 35, would now not be required as the additional cost was prohibitive. A Kirk highlighted EWN 36, which was the installation of actuation for the main entrance doors, which would result in a cost of circa £10k. He reported that EWN 37 was the addition of a fire retardant finish to the larch timber, which had a potential cost of £7,000. He informed members that it was the view of Doig and Smith that this treatment was included in the contract and that there should be no additional cost to the College.

The Depute Principal informed members that EWNs 38 and 39 represented the fitting of acoustic seals (as previously discussed) to doors and the release of bond funding respectively, the latter of which represented the sum of £9,000. The Depute Principal commented that the cost of the replacement site sign board (EWN 40) had been £221.

##### **The Principal re-joined the meeting at 1.20pm.**

A Kirk proceeded to highlight EWNs 41 and 42, which represented the use of additional locks on the glazed screens and additional door ironmongery respectively. S De Sykes reported that she had queried with Doig and Smith whether these EWNs would merit an additional Project Manager's Instruction.

##### **A Sherry left the meeting at 1.20pm.**

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 84 Project Manager Instructions (PMIs) had been reported to previous meetings of the Project Management Group, with PMIs 85 to 95 being raised to 13 September 2006. He proceeded to highlight PMIs 89, 91 and 92, which were the use of fire retardant on the Siberian larch, the use of new landscape drawings and the fitting of automatic doors respectively. A Kirk reminded members that the creation of parking facilities on Haghill road (PMI 93) was one of the planning conditions which the College would have to fund. He indicated that the potential cost of this would be £6,169.

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. East End Campus – Cafe Facility**

The Depute Principal reported on the appointment of the Scottish Purchasing Partnership Limited to tender the cafe facility at the Haghill Campus on the College's behalf. He reported that the organisations who had been invited to tender were 7Day Catering, Host Management, Almond Catering, Sodexo, Alba Catering, Avenance, Aramark, Compass and Catering Academy. A Kirk confirmed that the tenders would be returned to the College in November 2006 and that they would be examined by David Smith from the Scottish Purchasing Partnership Limited.

Members agreed to:

- i) note the contents of this paper and its appendix;
- ii) note the invitation to tender for the café facility in the East End Campus; and
- iii) request the College to bring forward further information as it becomes available.

## **18. 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. He reminded members that the register had last been updated in August 2006. The Depute Principal reported that the risk associated with Mechanical and Engineering co-ordination was amber, as a result of communication issues between the architects and Buro Happold. He assured members that a member of HBG staff was now on site to monitor this situation.

The Depute Principal reminded members that the College would be able to use the Shettleston Campus until the end of March 2007. However, he reported that the decant of the Shettleston Campus continued to represent a risk, because the College did not have the terms of the lease yet. He further reminded members that work remained to be carried out on the ICT systems, which were also considered to represent a risk to the new build project.

Following discussion, it was agreed that none of the risk category gradings should be altered.

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.

## **19. Closure**

The meeting closed at 1.25pm, with the Chair thanking all members for their contribution.

## **20. Date of next meeting**

The next meeting will be held on 11 October 2006 at the East End Campus.

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