

John Wheatley College
Board of Management
Project Management Group

**Minutes of the Project Management Group meeting held on Wednesday
25 April 2007 at 12.30pm in MF/12, East End 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;
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

Arthur Allison
Colin White
Andrew Macdougall
Jim Coleman
Jim Cope

3. Declarations of Interest

The Chair declared an interest in respect of items 11 (Financial Report: Report Number 20 – 19 April 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 5 members in attendance.

5. Minutes of the meeting held on 15 February 2007

The minutes were accepted as an accurate record of the meeting held on 15 February 2007.

6. Matters arising from the minutes of the previous meeting held on 15 February 2007

There were no matters arising.

7. Correspondence: HBG – Prospective visit to John Wheatley College

The Principal spoke to the contents of the correspondence from Doug Hamilton (Construction Director) which thanked the Principal for his invitation to allow prospective HBG clients to visit John Wheatley College's East End Campus. Members noted the contents of the correspondence.

8. Minutes of Project Meetings

- a) **Progress Meeting Number 13 - 7 February 2007**
- b) **Pre-Handover Meeting - 16 February 2007**
- c) **Handover Meeting – 22 March 2007**
- d) **Client Review Meeting – 7 February 2007**
- e) **External Drainage Progress Meeting Number 2 – 15 February 2007**
- f) **External Drainage Progress Meeting Number 3 – 15 March 2007**

The Chair stated that items 8 (a) to 8 (f) inclusive would be covered under item 9.

9. Project Status Reports

a) East End Campus – Project Status

The Depute Principal spoke to the contents of the report, which apprised members of the current project status. He reminded members that the East End Campus building had received its approval for occupation from Glasgow City Council Building Control on 15 March 2007 and that the College had formally occupied the building from 19 March 2007, with classes commencing on that day. The building's IT systems had been made operational on a phased basis. The network was operational by 12 March and four computer rooms were available from 19 March. A Kirk reported that the building wireless system, including wireless phones, was now fully operational. However, the individual tracking system was yet to be selected and commissioned.

A Kirk stated that the HBG Project Manager had remained on-site until 6 April 2007 and had supervised the snagging work which had taken place. There were a large number of minor snags, most of which had been cleared or were in the process of being cleared. The Depute Principal confirmed that items which would become defects would include:

- the Chinese granite flooring;
- the floor spring housings at the ground floor corridor;
- water clearance from the east end of the ETFE roof;
- external water down pipes; and
- the operation of the plasma screen displays.

M Forsyth expressed her disappointment with visual appearance of the Chinese granite flooring, because of the way that it had been cleaned, laid and grouted. The Principal acknowledged that the flooring was disappointing. S De Sykes stated that the lack of uniformity in the flooring was partly

because the granite consisted of hand-cut blocks. A Kirk commented that he was currently addressing this issue with HBG and that options included blast cleaning the surface of the granite and also coating the surface.

Members were informed that the coffee shop had become operational on 12 March 2007 and had been positively received by both staff and students. A Kirk indicated that there had been a delay in the Construction section of the building becoming operational. However, work in this section would commence in the next few weeks, with all programmes becoming operational from August 2007. Two Childcare tenders had been received by the deadline of 20 April 2007 and it was anticipated that the Larch Childcare Centre would open in August 2007.

The Depute Principal reported that following the College's vacation of the Shettleston Campus building by 13 March 2007, there had been no additional dilapidation costs to the College. S De Sykes stated that the last formal handover meeting with HBG had been held on 22 March 2007 and that only a few minor items remained to be wrapped up in future meetings. She reported that the Clerk of Works was currently resolving a few of the outstanding issues and that she planned to meet with the Clerk before the College's next meeting with representatives from HBG.

M Axford asked whether the post-it notes on staff lockers could be replaced with appropriate signage. The Principal explained that permanent signage would not be feasible because of the number of temporary staff that utilised the lockers. He confirmed that the post-it notes would be removed from the lockers in the near future.

The Principal revealed that David Cruse (ABK Architects) had proposed some alterations to the display of furniture and fittings, which would improve the visual aspects of the building. These proposals would be considered at a future meeting of the Project Management Group. With no further discussion, members noted the contents of the report.

b) Report by Project Manager

This item was considered under item 9(a).

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 2 – 29 March 2007

The Chair requested that item 10(ii) was considered under item 13.

11. Financial Report: Report Number 20 – 19 April 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, which apprised members of the current financial position of the new build project. He stated that there was an over commitment of expenditure of almost £59,000 which related mainly to expenditure on furniture and equipment ahead of budget, but stressed that this figure did not represent an overspend. The additional expenditure on furniture and equipment had been because estimates that the College had for the relevant costs were two years old. Consequently there was no money available in the budget for additional furniture or contingencies. The Principal reported that he had written to Roger McClure (SFC) to advise him that the College proposed to reduce its overdraft facilities from the current level of £500,000 to the former level of £300,000.

The Chair noted that other anticipated funding included £25,043 for inclusiveness funding in 2006/07 and a SUST grant of £18,000. A Kirk reminded members that the College may receive £16,000 additional funding if its application for a grant for the installation of photovoltaic cells was successful. He indicated that approximately £60,000 was available in the budget for the purchase of land. M Axford commented that the £14,876.66 figure quoted for the Library desk seemed excessive. The Principal agreed with M Axfords comments and revealed that the College was continuing to pursue this issue.

I Graham explained that the College had paid £46,482.79 to purchase woodwork machines because the Construction Industry Training Board (CITB) had confirmed that these machines were the top of the range. A Kirk opined that the £24,791.30 cost of library shelving was a necessary expense. He explained that the £231,736 for ICT equipment was cost effective because the College would not have to replace the equipment for some time. M Forsyth commended the College's approach to secure the best teaching resources available for its students.

M Axford opined that the acoustics in room MF/12 were excellent for individuals with hearing impairments. However, the Principal stated that acoustic panels may be required in the Administration office and the Principal's office, in order to improve the acoustics in these rooms. He indicated that the College planned to invite children with hearing impairments to tour the East End Campus to provide feedback on the acoustics, as part of the College's consultation process on the Disability Discrimination Act (DDA).

The Chair noted that the expenditure to date was £14,346,340.58, which represented 96.46% of the current cost of the East End Campus project. The cost of decanting and moving was £45,000. I Graham indicated that the College planned to erect a sign in the East End Campus building which acknowledged the Energy Saving Trust grant that the College had received from the Scottish Executive. Having heard the Depute Principal's report, A Woolley opined that the East End Campus project had been a challenging project, which had been excellently managed and was largely on budget. 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 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 twentieth monthly project report, which would be submitted to the SFC on 25 April 2007, as required as a condition of grant. The report confirmed that 95% of the project had been completed and that 96.33% of the overall cost had been committed.

Members subsequently agreed to:

- i) note the contents of the 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 twenty dated 19 April 2007.

13. 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 East End Campus. He stated that the attenuation tank was almost complete. The concrete floor of the tank had been poured in March 2007 and the walls were expected to be completed by the end of April 2007. The water test would commence immediately after the walls of the tanks had reached their 28 day strength, at which point the engineers would monitor the tank for signs of autogeneous healing, since the concrete under the water would become stronger. The tank would then be filled with water and checked for signs of leakage before the lid was secured on the tank. The Depute Principal indicated that the College was reviewing where the water would be directed to, in view of the restrictions that had been imposed by Scottish Water. He reminded members that the College had received section 56 consent for the East End Campus building.

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.

Item 10(ii) External Drainage and Attenuation Tank Cost Report Number 2 – 29 March 2007

A Kirk proceeded to discuss item 10 (ii) on the agenda, stating that the estimated final account was currently £569,783.11. He highlighted the significant cost changes since Cost Report number 1, which had included a £22,000 provision for road closures, which were requested by Glasgow City Council. The Chair commented that it was unfortunate that road closures had been necessary during the Christmas period. A Kirk acknowledged this and commented on the poor weather conditions, which had also delayed work at the East End Campus building. He further noted that the presence of two 36 inch gas mains in Duke Street had also delayed proceedings. A Woolley

acknowledged that consequently there had been changes in the cost of the East End Campus building contract which the College could not have predicted. A Kirk confirmed that he was content with the quality of the engineers' work. He indicated that Doig and Smith had suggested that the College should raise the issue of the roadworks with Glasgow City Council. With no further discussion, members noted the contents of the report.

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 that EWNs 75 to 78 had been raised to 19 April 2007. These represented additional handrails required by Building Control (EWN 75), supplying and fitting mirrors to Hairdressing (EWN 76), the supply and installation of a heel kerb as required by Building Control (EWN 77) and the installation of data and power to the reception desk (EWN 78). A Kirk stressed that EWN 77 was not required as a condition of the College's receipt of an occupation certificate. He indicated that EWN 78 had no potential cost, because the builders had overlooked the installation of data and power to the reception desk.

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 133 PMIs had been reported to previous meetings of the Group, with PMIs 134 to 145 raised to 18 April 2007. He highlighted the most recent PMIs, which included the supply and installation of a fence around the extractor unit (PMI 142) and the supply and fitting of mirrors in the Hairdressing section (PMI 144). 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 indicated that 3 Compensation Events had been reported to previous meetings of the Project Management Group and reported that no further Compensation Events had been raised to 19 April 2007. Members noted that the value of the contract with HBG 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 – 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 minor changes to the register, including the demission of the 'achieving critical path dates' and 'sufficient program time' hazards.

Members subsequently agreed to:

- i) note the contents of the report 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.

18. Closure

The meeting closed at 1.30pm, with the Chair thanking all members for their contribution.

19. Date of next meeting

It was agreed that the meeting scheduled for 16 May 2007 would be cancelled and that A Kirk would arrange the next meeting prior to the end of the academic session.

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