

**JOHN WHEATLEY COLLEGE**  
**BOARD OF MANAGEMENT**  
**CAPITAL AND ICT COMMITTEE**

**Minutes of the meeting of the Capital and ICT Committee held on Monday 9 May 2005 at 5 pm, in the Alex Viola Suite (Room S/09), Easterhouse Campus.**

**1. Sederunt**

Andy Woolley (Chair)  
Ian Graham (Principal)  
Arthur Allison (Coopted member)  
Russell Boyd (Associate Principal - ICT)  
Peter Craig  
Steve Gallagher (Coopted member)  
Margaret Forsyth  
Andrew Macdougall ( Support Staff representative)

**Also in attendance**

Alan Inglis (Assistant Principal)  
Craig Green (Network Manager)  
Alan Sherry (Assistant Principal)  
Alex Kirk (Depute Principal)  
Sylvia Vaughan (for recording purposes only)

**2. Apologies**

There were no apologies.

**3. Declarations of Interest**

The Chair declared an interest in respect of item 11 (East End Campus – Additional Funding Applications) as a result of his employment by Scottish Enterprise Glasgow.

**4. Terms of Reference**

Members noted the terms of reference for the Capital and ICT Committee. It was confirmed that the meeting was quorate with 8 members in attendance.

**5. Minutes of the Previous Meeting held on 2 March 2005**

**13 UKERNA: The JANET Report 2003-2004**

R Boyd requested that the phrase “R Boyd reported that there had been only two outtages over the last few years and that these had been due to problems with Clydenet” be replaced with the phrase “R Boyd reported that there had been two problems over the last two years due to problems with Clydenet”.

Pending this alteration, the minutes were accepted as an accurate record of the meeting held on 2 March 2005.

**6. Matters arising from the Minutes of the Previous Meeting**

**Item 10(a) Correspondence: Glasgow City Council – Full Planning Permission**

The Depute Principal reminded members that when the College received Outline Planning Permission for the Haghill building, it had been informed that there would be no objection from Scottish Water to the connection of the new building to the existing water, sewerage and surface water drainage systems. However, he informed members that the College had subsequently been informed by Scottish Water that the connection to the foul sewerage and surface water drainage systems could present a difficulty. He further informed members that apparently the wrong department in Scottish Water had initially agreed to the connections when full planning consent was granted and that this had led to the College wrongly being informed that there were no objections to the new Campus development. As a result of this, the College had been required to pay Scottish Water to undertake hydrostatic testing, in order to ascertain if a connection to sewerage and surface water drainage systems would be possible. The Principal reported that the College's consultants had recently received the results of the tests which were conducted by Scottish Water and that it was currently examining a number of possibilities, including an on-site treatment option which would cost approximately £30,000 and which could be paid for using the funds that the College had set aside for contingencies. He stated that he was confident that an appropriate solution would be found by the College.

**7. Correspondence – ASC Training Programme for College Board Members – Estates Development and Management – 26 April 2005**

Members noted the contents of the correspondence.

**8. Minutes of the Project Management Group meetings held on:**

**i) 20 January 2005; and**

**ii) 9 March 2005**

The Chair requested that items 8 (i) and 8 (ii) be considered together. Members agreed to this request. Members noted the contents of the minutes. The Principal stated that these minutes would be added to the agenda of the next meeting of the Board of Management.

**9. Marsh Ltd – Minutes of the meeting held on 25 January 2005**

The Depute Principal spoke to the contents of the minutes. He reported that the College had received a quote for owner controlled insurance from Marsh Ltd, which was within the appropriate cost band while providing the insurance cover required by the College. The Principal informed members that Sheila Reddix (Marsh Ltd) was currently investigating the cost of health insurance for the College's management team, in order to compensate for the effects of

any of the team being absent from the College due to illness during the course of the project. This would not, he stressed, become a part of the remuneration packages of these staff. It was a response to the management of a risk to the completion of the East End Campus project. He informed members that this was being undertaken following discussion at the Project Management Group, who expressed concern with regard to the impact the long term absence of a key member of the Senior Management Team would have on successfully delivering the new campus on time and on budget. He again emphasised that this form of insurance cover would only be in place for the duration of the capital project.

Members subsequently noted the contents of the minutes.

## **10. Assessment of Proposed Renewable Energy Technologies**

The Principal spoke to the contents of the report, which sought to provide members with an assessment of the potential of Renewable/Sustainable Energy technologies to meet the College's requirements in the new East End Campus building. Copies of plans for the use of Wind Turbines, solar thermal modules, air source heat pumps and Photo-Voltaic cells in the East End Campus building were distributed to all present. The Principal informed members that the bio-mass boiler system which would be utilised at the East End Campus would heat water and provide the 'base' provision associated with the building's central heating system. He reported that high levels of building insulation would be used and that the levels of building insulation would considerably exceed those required by current building regulations. He further informed members that a building management system would be put in place which would effectively control energy usage within the building. In addition, systems which would automatically switch off lights and other power sources would be utilised in the majority of teaching areas.

He also reported that solar water heating systems which pre-heat domestic water would be utilised and that rainwater would be harvested, which would reduce the energy required to provide water supplies to the building. The Principal informed members that the report (appendix 1) compiled by the consultant on behalf of the Carbon Trust stated that the College rainwater harvesting system would produce the greatest energy saving. He stated that over-and-above those systems included in the original budget for the new building, the College proposed (as a separate but related second phase) to seek grant assistance from the Energy Efficiency Centre and from the Department of Trade and Industry (DTI) to explore other emerging technologies outlined earlier. He stated that these included aerogenerators (or wind power turbines) to provide electrical power to the building, air sourced heat pumps to provide localised heating in some parts of the building and photovoltaic (PV) cells to generate electricity directly from sunlight. In the case of the latter, he informed members that PV technology is supported by grant assistance provided by specific grants from the DTI.

The Principal reported that the College had obtained grant assistance from the Carbon Trust to engage an energy consultant (David McNeil) to explore further the best 'mix' of technology to optimise both energy production and consumption and to reduce the carbon-related emissions associated with more traditional energy sources. He reported that the consultant's report had informed the College that there were no additional modifications which could

be made to the design of the building, which would further improve or increase its energy efficiency. Therefore he stated that the building's design was apparently optimal in this respect at this time and given the current levels of technology.

The Principal highlighted that the payback periods that were outlined in the report by Buro Happold which formed the annex to his report were notional, as accounting procedures had not yet been revised to take account of 'green' technologies. However, he informed members that the regular technical bulletin which had recently been issued by Audit Scotland had suggested that the Chartered Institute of Public Finance and Accountancy (CIPFA) would issue guidelines on the treatment of sustainable technologies in due course. The Principal informed members that the Audit Committee would consider such guidance when it was available.

The Principal informed members that the College anticipated that it would receive a 50% grant towards the capital cost of the Renewable/Sustainable Energy technologies which would be utilised in the new building. He reminded members that the new build's design life would be 60 years, as compared to the public sector norm of 30 years. The Principal reported that the aerogenerators used in the new building would require to be imported from Finland as a traditional windmill design and would not receive planning permission. In response to questions, he confirmed that this would result in a reduction in energy efficiency. He also informed members that the College currently did not have planning permission to install wind generators on the site of the new building, but that it anticipated that such permission would be granted in due course. In response to questions, the Depute Principal informed members that similar wind turbines had already been used elsewhere in the UK. The Principal commented that it was unfortunate that there was no UK supplier who could supply and maintain the turbines (they would be imported from Finland).

The Principal informed members that as a result of the design of the new building, the energy savings which would be achieved should be better than and ahead of those required under the terms of the Kyoto Agreement (on climate change).

Members subsequently noted the recommendations which were made in this report for the Project Management Group, which were to:

- i) note the contents of the Principal's report;
- ii) note the contents of the Buro Happold appraisal of Renewable Energy Technologies (attached, for information, as an annex to this report);
- iii) note the engagement of an energy consultant (with assistance from the Carbon Trust) to inform the College's Alternative Energy Strategy for the East End Campus; and
- iv) note that the College will, in due course, submit applications for grant assistance to the local Energy Efficiency Centre and the DTI in respect of the technologies to be deployed in the East End Campus.

## 11. East End Campus – Additional Funding Applications

**The Chair reminded members of the conflict of interest that he had previously declared with respect to this item, as a result of his employment by Scottish Enterprise Glasgow**

The Principal spoke to the contents of the report, which sought to apprise members of the additional funding applications which the College had made to finance second phase projects associated with its plans to develop the new East End Campus at Haghill. He reported that the College had submitted an additional application for £200k to Scottish Enterprise Glasgow, to enable the College to purchase land adjacent to the East End Campus site and to undertake external environment work associated with the building, which had already been agreed 'in principle'. He also reported that the College had submitted an application for grant assistance of £45,000 to the Robertson Trust, to augment the ICT infrastructure and to purchase display systems which informed users of the building of how much water and energy it was saving. He informed members that the College expected to learn of the outcome of this application on 16 May 2005.

He further reported that the College had submitted a grant application to Glasgow City Council East (Central) Area Committee for £10,000 to cover the cost of the creation of a 'sensory garden' between the construction and teaching wings of the building. He informed members that the College planned to utilise an environmentally friendly planting scheme, in order to promote biodiversity.

In addition, I Graham reported that the College was currently awaiting feedback from the Scottish Executive regarding its application to the Scottish Executive's Environmental Action Fund, for grant assistance to enable it to put in place an Environmental Management System which conforms to ISO 14001. He reminded members that this was a joint application with Milnbank Housing Association.

The Principal also reminded members that as discussed in the previous item the College would submit grant applications to the local energy efficiency centre for grants to support renewable energy projects and that it would submit a grant application to the Department of Trade and Industry (DTI), in respect of Photovoltaic (PV) technology. He reported that the College would also make an application for additional grant assistance to Glasgow City Council's 'City of Light' initiative, for a contribution towards the costs of the building's external lighting, which it is anticipated would be supported by an endorsement from the East (Central) Area Committee.

Members agreed to:

- i) note the contents of the Principal's report and its annexes;
- ii) request the Principal to apprise members of the outcomes of the applications for grant assistance described in the report; and
- iii) request the Principal to refer this report to an appropriate future meeting of the College's Project Management Group for information.

## **12. EMandate Report**

The Depute Principal spoke to the contents of the report. He reminded members that the College was required to provide benchmarking data to KPMG, in order that the Funding Council may have a database which all colleges may utilise to compare their performance against a sector-wide range of performance indicators. He reported that the data for John Wheatley College (which covered a period of two years) had now been compiled and had been submitted to KPMG, as outlined in the report.

In response to questions, the Depute Principal informed members that the total area of the College's estate was 18 hectares. He also informed members that a report on sector-wide mandate data would be issued in due course. In reference to the College's use of contractors, he reported that the College utilises value-for-money methodology and that as a member of the Authorities Buying Consortium, it has access to a comprehensive range of suppliers and contracts which provide access to services and materials at competitive prices.

Members agreed to:

- i) note the contents of this report; and
- ii) request the Property Manager to bring forward to the Capital and ICT Committee an update report on E-mandate data to an appropriate future meeting.

## **13. ICT Projects Update**

The ICT Projects Manager spoke to the contents of the report, which sought to apprise members of the progress with regards to ICT projects. He informed members that the College was currently engaged in a number of ICT projects, in particular the Greater Easterhouse Learning Network (GELN), the MANDATE (Managing Digital Assets in Tertiary Education) project, the development of the College website, the development of the FirstClass system for learning/teaching purposes and the COLA project, which sought to utilise online assessment.

He informed members that GELN now operates a new Youth Access project, which provides ICT network services to young people throughout Greater Easterhouse. He stated that this project is designed to engage young people in learning through a range of activities leading on to certificated provision in due course.

The Principal reported that the MANDATE project was funded by JISC and proceeded to provide a brief outline of the MANDATE project, which entailed the creation of a database-driven system designed to manage all College documents, including learning/teaching materials. He informed members that this project was a development of the previous pilot, which the College had participated in with three other colleges.

The ICT Projects Manager reported that the new FirstClass server which employed version 8 of the software had been installed and was now operational. He informed members that one of the major focuses for the new

server implementation would be to take advantage of the facilities which enabled learning/teaching materials to be made available across the network and the opportunity to create group folders/conferences for particular activities.

Following discussion, A Inglis agreed to bring forward a paper to a future meeting of the Capital and ICT Committee, which would provide additional information on how the ICT infrastructure supported the learning/teaching process. The Principal reminded members that the College was also a partner in the CISCO Construction Project, which sought to use ICT supported learning materials with construction students and that staff were supporting the CISCO Community Academy, which was operated by the East End Partnership Ltd as part of the eastendconnected network.

In response to questions, the ICT Projects Manager confirmed that he was responsible for the management of the College website and that the website was routinely reviewed, in order to ensure that the information was current. He also informed members that he routinely liaised with the Marketing Manager, in order to ensure that those elements related to this function were also current. The Principal reported that A Sherry ensured that the College website met the requirements of the Freedom of Information Act and that he did so in conjunction with the Clerk to the Board of Management and S Vaughan, Committee Coordinator.

The Principal reminded members that the ICT Projects Manager's contract would expire in December 2005 and that the College would examine the management of its ICT-related projects in due course, as part of a review of management structures. He also informed members that College staff were aware that such a review would take place in session 2005/06.

The Chair asked if all Board and Standing Committee papers could be routinely added to the College website, for the information of the Board members. A Sherry informed the Chair that regrettably at the current time the College website did not have the capacity to store all of the relevant papers, including appendices. However, he stated that the College would investigate this matter further, as it sought to develop the website. The Principal stated that members could contact S Vaughan or L Crouchman in order to request papers that they had shredded after Board or Committee meetings and that they had subsequently discovered they required for further consideration.

The Associate Principal reported that all Board members had been issued with a FirstClass e-mail account, which enabled them to access all of the documents held on this College server. Following discussion, it was agreed that the Associate Principal would bring forward a report to the first Board meeting in session 2005/06, providing members with information on how to access this system.

A Sherry informed members that the Clerk to the Board had a FirstClass e-mail account, which he uses regularly to access information.

In response to questions, the Principal informed members that the College had not recruited additional staff to support the Greater Easterhouse Pathfinder portal, which had been moved to the College webserver.

Members agreed to note the contents of the ICT Projects Manager's report and its appendix.

#### **14. Clydenet Proposal for Wessnet Colleges**

The Associate Principal (ICT Manager) reminded members that ClydeNET provides the connection for Colleges and Universities in the South and West of Scotland to a Metropolitan Area Network. He stated that Ayr, James Watt, Kilmarnock and Reid Kerr College, which make up the West and South of Scotland Network (WeSSNET) are not yet fully integrated with ClydeNET and have separate network connections. He stated that the report sought to apprise members of the proposal by ClydeNET to fully integrate WeSSNET when its current contract expires. R Boyd informed members that the WeSSNET contract for the network had been due to expire in April 2005, but will be temporarily extended.

Members agreed to:

- i) note the contents of the Associate Principal's report and its appendix; and
- ii) request the Associate Principal to bring forward an update on the WeSSNETT connectivity at a future meeting.

#### **15. Implementing E-Learning: A Toolkit for Institutions**

The Associate Principal (ICT Manager) informed members that JISC infoNet had developed an e-learning toolkit as part of the Scottish Funding Councils' response to the report of the joint e-learning working group.

R Boyd reported that the e-learning toolkit was a useful document, which provided key information on what approaches should be adopted when undertaking ICT projects. Following a request from members, R Boyd agreed to contact the staff of the CISCO Community Academy, in order to discuss the report.

In response to questions, the Principal informed members that JISC materials were more likely to be relevant to the English curricular requirements and that COLEG materials were more likely to be relevant to the Scottish curriculum. The ICT Projects Manager stated that a number of the national learning networks that were used by the College's staff were now supported by JISC and that he anticipated that this would lead to a greater uptake of its services.

Members agreed to:

- i) note the contents of the Associate Principal's report and its appendix; and
- ii) encourage the use of the JISC infoKit to support the College's implementation of e-learning.

### **Additional Item – College Risk Register**

A Sherry requested that an additional item, the College's risk register, be tabled at this meeting. The Principal stated that if any of the members of the Capital and ICT Committee had any comments to make regarding the risk register, then they would have an opportunity to provide these comments at the 24 May meeting of the Board of Management. It was agreed that A Sherry will send members a reminder of this in due course.

### **16. Closure**

The meeting closed at 6.10 pm, with the Chair thanking all members for their attendance.

### **17. Date of Next Meeting**

The date of the next meeting is to be confirmed.

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