

John Wheatley College
Board of Management
Capital and ICT Committee

**Minutes of the Capital & ICT Committee held on Wednesday 25 February, 2009
at 6.15pm in the Alex Viola Suite (Room S/O9), Easterhouse Campus.**

1. Sederunt

Prof A Allison (Chair);
A Woolley (Chair of Board of Management, ex officio);
B Rooney;
I Graham (Principal, ex officio);
J Strang;
R Boyd (co-opted member).

In Attendance:

A Kirk (Depute Principal);
A Inglis (Assistant Principal);
A Sherry (Assistant Principal);
C Green (Information & Learning Services Manager);
J Gow (Chief Finance Officer); and
L McEwan (for recording purposes only).

2. Apologies

S Afridi (Support Staff Representative).

3. Declarations of Interest

There were no declarations of interest made at the meeting of 25 February, 2009.

4. Terms of Reference

Members noted the terms of reference for the Capital & ICT Committee. It was confirmed that the meeting was quorate with 5 members in attendance.

5. Minutes of the previous meeting held on 25 September, 2008

The minutes were accepted as an accurate record of the meeting held on 25 September, 2008.

6. Matters arising from the minutes of the meeting held on 25 September, 2008

There were no matters arising from the minutes of the meeting held on 25 September, 2008.

7. Energy Performance Certificates

The Depute Principal spoke to the contents of his report which sought to apprise members of the Energy Performance Certificates obtained for each of the College's two main buildings.

A Kirk informed members that the assessment for the College's East End building was undertaken by IES Ltd. Members were provided with a copy of the Energy Performance Certificate for the East End Campus and also the Recommendation Report produced by IES. Members noted that the East End Building was rated as 'A' and further noted that the benchmark for this type of building was 'B'. Mr Kirk confirmed that there were no recommendations given to move the building to a carbon neutral position.

In addition, the Depute Principal informed those present that the assessment for the College's Easterhouse building was undertaken by COSA Solutions, which is part of Buro Happold. Members were provided with a copy of the Energy performance Certificate for the Easterhouse Campus and also the Recommendation report produced by Buro Happold. Members noted that the Easterhouse building was rated as 'B' and further noted that the benchmark for this type of building was 'B+'. Mr Kirk confirmed that a number of recommendations were provided to improve the performance of the building to category 'A'. Following discussion in respect of the recommendations, members of the Capital and ICT Committee agreed to note the contents of the report and its appendices.

8. Energy Efficiency

A Kirk spoke to the contents of his report which sought to apprise members on Audit Scotland's *Improving Energy Efficiency* document, advise members of the College's response and provide and update on energy consumption information for session 2007/2008.

Members were provided with a copy of a report entitled *Improving Energy Efficiency* which had recently been published by the Auditor General for Scotland and the Audit Commission. A Kirk informed those present that the report focused on Central Government, Local Government and the National Health Service but the recommendations were applicable to all Scottish Public Bodies including the College.

He intimated that the report's recommendations had relevance for the College's response to the Climate Change Commitment and to anticipated new Statutory Duties in these respects.

The Depute Principal took members through the key points of his report which included the following:

- Improving Energy Efficiency;
- Estate Performance Indicators 2007/2008; and
- Energy Consumption 2006/2007 – 2007/2008

In addition, A Kirk confirmed that the remit of the Sustainable Development Committee would be revised to monitor energy efficiency and that from 2010

targets would be set in this respect. A recommendation in this respect would be made to a future meeting of the Board early in Session 2009/10.

A discussion followed on the Performance Indicators for both College buildings and members noted the significant savings made in energy usage per meter square (particularly at the East End Campus).

Members of the Capital and ICT Committee agreed to:

- i) note the contents of the report and its appendices;
- ii) note the contents of the Auditor General for Scotland and the Audit Commission report on *Improving Energy Efficiency*;
- iii) note the Draft Climate Change Commitment Action Plan;
- iv) note the College's Estate Performance Indicators for 2007/2008;
- v) endorse the proposal to amend, at a future date, the remit of the Sustainable Development Group to include a role on energy monitoring; and
- vi) request the College to bring forward further performance indicators as they become available.

9. JISC – Managing Sustainable ICT in Further and Higher Education

R Boyd spoke to the contents of his report which sought to apprise members of the Capital and ICT Committee of the Joint Information Systems Committee (JISC) strategic overview document titled *Managing Sustainable ICT in Further and Higher Education*.

Members were provided with a copy of the overview for their information. The document examined the current issues concerning the management of environmentally sustainable Information and Communications Technology in Further and Higher Education.

A discussion followed on actions which may be taken by institutions to promote sustainable ICT within their organisations. In response to a question, the Principal confirmed that the College had a policy on the disposal of ICT equipment which conformed to current legislation.

A Kirk informed those present of a Pilot Study which would be undertaken by EAUC in respect of 'Green IT'. He confirmed that the College would wish, if possible, to participate in the Pilot.

Members of the Capital and ICT Committee agreed to note the contents of the ICT Manager's report.

10. Impact of ICT Investment on Learning and Teaching

C Green spoke to the contents of his report which sought to apprise members of the impact of investment in ICT on learning, teaching and learner engagement in John Wheatley College.

The Information and Learning Services Manager highlighted the key elements of his report which included the following:

- ICT and mainstream learning experiences;
- Individual Learning Plans;

- ICT as a community engagement tool;
- Wider Access; and
- Youth Access.

The report drew upon a variety of sources of evidence which included the following:

- The Evaluation of the Learning Experience Aggregated Report for Session 2007/08;
- The Learner Engagement in Quality Enhancement Report for Session 2007/08; and
- College Student Experience Surveys from Session 2007/08.

A discussion followed on social networking and the benefits to be gained by users in this respect.

Members stated that they found the report to be most positive. Nevertheless, it was also noted that some further progress was necessary to ensure that the College (and its learners) gained the full benefits of the investment made in information technology in recent years.

Members of the Capital and ICT Committee agreed to note the contents of the Information and Learning Services Manager's report.

11. Learning Network Infrastructure Developments

R Boyd spoke to the contents of his report which sought to apprise members of the Capital and ICT Committee of the infrastructural developments of the Learning Networks associated with the College.

The Associate Principal (ICT) informed those present that the hub for the College network was the Easterhouse Campus and connected to fourteen community venues using a wide area wireless network and plans were underway to expand with another four.

In addition, R Boyd highlighted the developments made by Boston Networks, who were commissioned by the College to commence the technical connectivity at the network infrastructure level.

Members of the Capital and ICT Committee agreed to note the contents of the ICT Manager's report.

12. Building Research Establishment Ltd – Queen Margaret University – Post Occupancy Evaluation Report – Operational Review Stage

A Kirk spoke to the contents of the report prepared by Building Research Establishment Ltd (BRE) which sought to set out the findings of the Post Occupancy Evaluation (POE) Operational Review of the Queen Margaret University's (QMU) new Musselburgh Campus development.

A Kirk took members briefly through the key points of the report and the Principal confirmed that as a cautionary measure, he would make available to the Committee the POE reports of other educational establishments.

Following a question from a member, A Kirk confirmed that every member of staff within the College was responsible for fire safety evacuation.

Members of the Capital and ICT Committee agreed to note the contents of the report which was provided for information only.

13. Risk Management – Risk Issues to be considered as a consequence of the consideration of the above agenda

Members of the Capital and ICT Committee concurred that there were no risk issues to be considered at the meeting of 25 February, 2009.

14. Closure

The meeting closed at 7.10 pm with the Chair thanking all in attendance.

15. Date of Next Meeting

The date of the next meeting would be confirmed in the Board of Management Meeting Schedule for Session 2009/10 which would be considered at the Board meeting of 16 June, 2009.