

John Wheatley College

Project Management Group

DRAFT

Minutes of the Project Management Group held on Wednesday 18 August 2004 at 12.30pm at the offices of Capita Symonds, St Andrew's House, 141 West Nile Street.

1. Sederunt

The meeting commenced at 12.30pm and was attended by:

Andy Woolley (Chair)
Billy McCallion
Jimmy Graham
Ian Graham
Ann McDonald – co-opted member
Fiona McDade – co-opted member
Jim Coleman – co-opted member

In Attendance:
Alex Kirk
Shelia Reddix - Marsh
Alan Sherry
George Webb – Capita Symonds
Laura Crouchman (for recording purposes only)

2. Apologies

Martin Axford
Jim Cope

The Freedom of Information Act was noted by members.

3. Terms of Reference

Members noted the terms of reference for the Project Management Group. It was confirmed that the meeting was quorate with 4 in attendance

4. Declaration of Interest

Andy Woolley declared Item 6 – East End Campus – Progress Report as a result of his membership of SFEFC's Property and Capital Investment Committee.

5. Appointment of Project Managers

A Kirk spoke to this report and informed members that Ian Graham, Jim Cope, Andy Woolley and himself were involved by a 3 stage tender process. Three

organisations were considered with summary scores looked at. Each section of the questionnaire was weighted by importance to give an overall score. In response to questions he informed members that the fee proportion was given a forty percent weighting as a result of his exercise Capita Symonds were updated project managers for the Board's proposed capital project. He further reported that G Webb from Capita Symonds would attend meetings of this group and provide update reports on the progress of the project. .

The Principal informed members a paper on the appointment of Project Managers would be considered at the Board meeting scheduled for 18 August 2004.

Members noted the contents of this report and its appendix.

6. East End Campus – Draft Progress Report on Recent Developments

The Principal informed members that this was a draft report and that a final version would be considered at the Board meeting scheduled for 18 August 2004. He then proceeded to highlight the following:

a) Site Acquisition

He confirmed to members that the District Valuer had now reported and it is expected that the total purchase price will be £300,000 (this might however, be reduced if the geotechnical survey commissioned by the College revealed site 'anomalies' which were likely to increase construction costs). The Principal reported that he had briefed the relevant elected members including all three MSP's and local city councillors. In response to questions he confirmed that all expressed their support for the College's proposal. He also confirmed that the College would expect the sale of the site to be conditional on the College obtaining the necessary funding to execute the project and on it obtaining full planning permission.

b) Site Investigation

The Principal confirmed that the College had engaged Halcrow to undertake a full geotechnical survey of the new site and the results should be available next week.

d) Appointment of Other Consultants

The Principal asked members to note that the Project Managers had placed an OJEC advertisement, on behalf of the College, to recruit an architect led design team for the capital project. Mr Graham confirmed that there may be some constraints due to Scottish Water's long-term under-investment and in water and sewerage infrastructure in the East End. In response to questions he confirmed that the Director of Land Services (Glasgow City Council) had expressed an interest in a collaborative approach to soft landscaping in the area surrounding the proposed Haghill/South Carntyne campus. He further informed members that he would invite T Mitchell from Regeneration Services (Glasgow City Council) to address the next meeting to highlight the City's approach to the redevelopment of the East End.

He added that on Monday 23 August 2004 the letting process for architects would take place. The outcome of that process would be reported to future meetings of the Group and the Board.

e) Appointment of Building Contractors

Mr Graham confirmed that the Project Managers will also prepare an OJEC advert for building contractors in line with the timeline identified in the Full Business Case.

f) Outline Planning Permission

Mr Graham intimated that the College had been apprised by the Parr Partnership that an application for Outline Planning Permission had been lodged in June 2004. Alex Kirk informed members that the Planning Department had revised two concerns. These being traffic impact and advertising fee, both of which would not delay the process. Andy Woolley suggested that it had been accepted in theory but that he thought there may still be some difficulties with Scottish Water as a consequence of the poor infrastructure in the area. He opined that this was more likely to hold up social/domestic housing developments rather than one-off building, specifically designed to have minimal impact on water supply or drainage.

Mr Graham suggested issues related to Scottish Water be placed on the Risk Register by the Project Managers. This was agreed by members.

g) European Regional Development Fund (ERDF) Application

The Principal confirmed that this application had been submitted and is currently being considered by the Strathclyde European Partnership (SEP). He informed members that it was anticipated that the Advisory Committee would make a recommendation on the project in September 2004. The College had received informal feedback that the project had scored very highly. Mr Graham added that it was likely that the rate of intervention will be lower than anticipated in the Full Business Case and that discussions are underway with SEP's Executive to explore the likely rate of grant and how it may be enhanced.

Andy Woolley added that he thought this was the best route as the College will require funds to have the necessary flexibility as the project progresses.

Mr Graham confirmed that the SFEFC Property and Capital Investment Committee will consider the College's Full Business Case again on 10 September 2004.

Ann McDonald expressed interest that Glasgow City Council were seeking the market value for the land. The Principal informed members that the City Council had a statutory obligation to seek maximum return on all land sales. He confirmed that the College believed that the District Valuer's assessment was appropriate and represented a fair price. He also reported that the City Council had agreed to consider a reduction in the proposed price should the geotechnical survey reveal the need for pre-construction landworks to prepare for the construction process. In response to questions the Depute Principal informed

members that initial reports indicated that any contamination was likely to pose a low risk and would not eliminate site as a location of an educational facility.

Andy Woolley asked for confirmation as to how the design team will be engaged. Alex Kirk the architects will lead that team. However, all the specialists will have separate contracts. This was in line with the recommendations from RIAS. Alex Kirk also added that the first item on the next agenda will be a Project Manager's Progress Report.

Jim Coleman asked about the possibility of sponsorship from other organisations. Mr Graham indicated that the College would seek to explore this avenue as the project progressed to an appropriate stage.

The Principal further reported that the College had established a Sustainable Development Advisory Committee which will meet early in session 2004/05. Members considered that body's remit and deemed it to be appropriate.

There being no further discussion, members of the Project Management noted the draft recommendations to:

- i) note the contents of the Principal's report and its appendices;
- ii) note the decision to appoint Capita Symonds as the College's Project Managers for the East End Campus Project;
- iii) note the request for additional information from the SFEFC (as outlined in appendix 2) and endorse the College's proposed response (as indicated in appendix 3);
- iv) endorse the proposal to establish a Sustainable Development Advisory Committee as outlined in appendix 4; and
- v) request the Principal to apprise the Board of the outcome of the discussion at the SFEFC's Property and Capital Investment Committee (to be held on 10 September, 2004).

7. SFEFC Financial Model for Haghill/South Carntyne

Following considerable discussion members noted the contents of this paper.

8. SEP Request for Additional Information

Alex Kirk spoke to his report and informed members that this was the initial response by SEP to the College's application for ERDF. He reported that he had responded to the points raised. He confirmed that the points were mainly of a technical nature. As had previously been discussed he informed members that it now appeared likely that the intervention rate would be less than originally anticipated.

In response to members questions Ian Graham confirmed that he would be meeting with Laurie Russell, Chief Executive – SEP, in the near future to discuss recent developments with the Objective 2 Programme before the date.

The Principal confirmed that Marion Keogh, Chief Executive of Glasgow Alliance, had responded to SEP on behalf of the East End SIP as currently there was no Partnership Manager in post. This response expressed support for the College's new build project.

Members noted this report.

9. Responses to OJEC Advert for Design Team

George Webb spoke to his report and informed to members that thirty-nine architects, four engineers and five others had responded to the OJEC advert. He added that final submissions were due in on Friday 20 August 2004.

He further informed members that the scoring of the tender submissions was scheduled for 25 August 2004 where a short list of 4-6 organisations would be selected. In response to questions he confirmed that it was intention to seek the agreement of those on the short list to a shorter period of thirty-five days before moving to the next stage of the selection process. If all parties agreed the final selection process would be held during week commencing 4 October 2004.

Alex Kirk confirmed that Andy Woolley, Ian Graham and George Webb would be scoring the tender submissions. Ian Graham confirmed that the College would be taking advice at the short list stage from Karen Anderson of Anderson, Bell and Christie and Professor Edwards from Edinburgh College of Art. The Principal reminded members that the successful design team would offer the Board a series of design options from which a final decision would be made.

Members noted this report.

10. Sale of Shettleston Building

Alex Kirk spoke to his report and informed members that the College had been working with James Barr, Chartered Surveyors, to progress the sale of the College's Shettleston building. Andy Woolley asked Alex Kirk if this paper would be made public. Mr Kirk confirmed that the information would be made available to staff and students to notify them of what would be happening.

In response to questions A Kirk confirmed that any fee charged by James Barr for the disposal of the building would include all associated elements such as advertising.

There being no further discussions, members agreed to:

- i) note the contents of this report and its appendix;
- ii) approve advertising for sale of the College's Shettleston building and land; and
- iii) request the College to bring forward further reports to the Project Management Group as information becomes available.

11. Schedule of meetings

Following discussions members agreed meetings should be held following key events as the project progressed (rather than the monthly cycle originally planned). The next meeting was therefore arranged for Tuesday 26 October 2004 at 12.30pm.

12. Closure

Having discussed all items on the agenda the Chair of the Committee thanked members for their attendance. The meeting closed at 1.45pm

13. Date of Next Meeting

The next meeting is scheduled for Tuesday 26 October 2004 at 12.30pm at the offices of Capita Symonds, 141 West Nile Street, Glasgow.

LC/AS
30 August 2004