

MINUTES of the MEETING of the OPEN SESSION of the NEW CAMPUS PROJECT BOARD held in the Management Meeting Room, Longman on Wednesday 3 September 2014

PRESENT: Fiona Larg Colin McEwen, Donella Steel, Diane Rawlinson, Garry Sutherland, John Wilson
CHAIR: Garry Sutherland
APOLOGIES: Louise James, Maria Roberts
ATTENDING: Anna Daley, New Campus Project Director
Niall McArthur, Director of Corporate Services
Peter Baxter, Gardiner & Theobald
Lynne Stewart, Gardiner & Theobald
Julia Kennedy, SFT
College Secretary

2. MINUTES

The minutes of the Meeting of the New Campus Project Board held on 4 June 2014 were **AGREED** as a correct record and were **APPROVED** and signed.

3. PROJECT STATUS REPORT

Lynne Stewart spoke to the Project Status Report, highlighting the key issues since the last meeting.

Four items under the project dashboard were shown as a red risk – affordability of Group 2 and Group 3 FF&E, and the affordability and delivery of the nursery. The others, as listed below were amber risks.

Affordability – Group 2 FF&E. The current cost submitted by MCUK in relation to the group 2 provisional sum was £1,940,477, a potential exposure of £940,477 above the £1M provisional sum. This had been reduced by £346K following challenges by the college. The anticipated outturn cost for equipment only was £1,312,149 and this cost was based on supplier quotations which had still to be formally agreed. All figures excluded VAT.

Affordability – Group 3 FF&E The college was undertaking benchmarking exercises for the procurement of group 3 equipment to establish the cost position against the allowed provisional sum. Tenders had been returned for the ICT/AV package which was above the anticipated budget figure.

Affordability – Nursery – Details of the design proposal for the nursery were still awaited from MCUK. Once received the college would require to establish a cost plan for the design, procurement, statutory obligations and fit out requirements of delivering the completed nursery. The total lack of design and programme proposals was a key risk for the delivery of the nursery in line with the opening of the Beechwood campus.

Quality - A number of specific quality concerns had been raised with MCUK for urgent review and remediation. A meeting had been requested with the Independent Tester to ensure appropriate focus on any quality matters arising.

Programme- MCUK continued to report that they were 6 weeks behind the contract critical path programme but they would complete in line with the Phase Actual Completion date of 1 May 2015. Works were progressing well on site and in line with MCUK's revised programme to completion.

Testing and Commissioning – A revised programme with detail and appropriate timescales had been requested from MCUK. The first commissioning activity was due to commence in October and achievement of this milestone would be a key indicator in terms of programme delivery.

M&E Installation – Concerns had been raised in relation to the co-ordination of the M&E installation and the room layouts, FF&E installation and user requirements and a request had been made that a full design review take place as a matter of urgency to ensure adequate provision was installed.

Utilities – Clarification had been sought from Project Co. on responsibilities for utility provision and connections.

Variations – All variations raised to date had been agreed and instructed at a total cost of £631,567 including vat, life cycle and FM costs.

BREEAM – Some progress had been made by the college in achieving the college credits. A full update was expected from the BREEAM assessor.

There was a discussion about the college being the pathfinder for NPD projects and the need therefore, for there to be recognition that some additional costs had been incurred as a result. Others were able to learn lessons from Inverness College being the pathfinder.

The issue of affordability for the project in totality had to be considered and it was **AGREED** that a revised project budget would be submitted to the next meeting. It was noted that any additional expenditure could be paid from previous capital grant monies, savings achieved on the operational budget, from the Foundation and potentially from ERDF funding. The key governance issue for the board was the issue of affordability.

It was **REQUESTED** that the format of the affordability table which was used in the August exceptions report be updated and used for the next meeting and that all figures quoted should be inclusive of VAT.

Other matters covered in the report included

- Key project milestones
- Construction progress
- Variations to project agreement
- Community benefits – work experience, new entrants and apprentices
- Meetings with Project Co.
- Specialist gases and classroom ventilation

- Buy out of Miller Construction by Galliford Try - rebranding

- Moveplan

It was **AGREED** that a draft Moveplan programme would be submitted to the next meeting

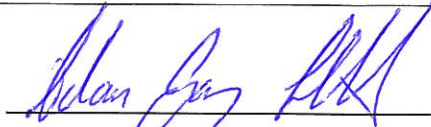
- Balloch Asbestos survey
- Project forward planning

It was **AGREED** that a section on Health and Safety be added to the next Project Status report from Gardiner and Theobald.

4. DATE OF NEXT MEETING

Wednesday 19th November 2014 at 11.00 a.m.

Signed by the Chair:



Date:

19th Nov 2014

