

**BOARD OF MANAGEMENT
[PROPERTY & ESTATES COMMITTEE]**

Minute of the Meeting of the Property & Estates Committee held on Friday 2 November 2007 at 9.30 am in the Principal's Room.

PRESENT: C M Scott (Chair), A G Hyslop, J Scott, B Lavalette, B Miller, J Hamilton

IN ATTENDANCE: R W Paterson, J Pugh, S Harris (Currie & Brown), C M Thomson (Secretary to the Board), M Wright (Minute Secretary)

ITEM

ACTION

1. **APOLOGIES**

D McCrindle

2. **DECLARATION OF INTEREST**

None.

3. **MINUTE OF PREVIOUS MEETING AND MATTERS ARISING**

The minute of the previous meeting held on Thursday 30 August 2007 was approved. The following matters arising were discussed:

ITEM**ACTION****VAT**

Members expressed concern that there was no update on the VAT situation and asked the Principal to instruct Mrs Bruce to arrange a meeting with the VAT consultant as soon as possible and report back to the next meeting;

**SB
Immediate**

Deanston Corridor

Mr Pugh outlined the remedial actions recently carried out which has improved the heating situation and agreed to monitor and record temperatures.

**JP
passim**

4. **LETTER FROM SCOTTISH FUNDING COUNCIL: ESTATES PROJECT APPROVAL**

Members had received an aggregate report and papers relating to the above. Mr Hyslop indicated that he had written to the full Board to outline the offer of grant as part of the due process prior to the contract being signed. Concern was expressed with respect to the 'Specific Conditions of Grant' element contained in the Funding Council's letter dated 19 October 2007. Discussion took place on the involvement of Peter Baxter as client adviser and following this discussion the Property & Estates Committee agreed to:

- (i) note the final offer of grant;
- (ii) give permission to the Principal to sign all appropriate contracts which will allow the project to progress; and
- (iii) instruct Mr Paterson to speak to Peter Baxter, Client Adviser, with a view to inviting him to attend Property & Estates Committee meetings.

**RWP
P&E Meeting
17/01/08**

5. **NOTES OF MEETING AT LITTLE SCHOLARS NURSERY: 2 OCTOBER 2007 AND UPDATE MEETING 11 OCTOBER 2007**

The above documents were noted for information.

ITEM**ACTION**

6. **NEW ESTATE: SCOTTISH FUNDING COUNCIL:
CONDITIONS OF GRANT ACTION PLAN**

The above updated document had been sent to members. It was agreed to incorporate Client Adviser position into the action plan. Following concerns raised regarding payments to sub contractors, Mr Harris, Project Manager confirmed that the Board of Management had no liability in this respect.

The issue of business continuity was raised and Mr Paterson confirmed that back up plans were already in place and that the College had a Disaster Management Recovery Plan. It was agreed that this be discussed further and the Plan updated at the next Health and Safety Management Group meeting with Mr Paterson invited to attend.

**AGH
Next H&S
Mtg**

The Chair sought and was given clarification on project milestones referred to and Mr Harris agreed to prepare a strategic programme for members.

**SH
Passim**

7. **NEW ESTATE**

(i) **Capital Project Monthly Report Form MSR**

The above document had been sent to members. Concern was expressed with regard to drawdown figures and in the absence of Mrs Bruce, Mr Paterson agreed to ensure Mrs Bruce provided the Committee with more specific information for future meetings.

**SB
Next P&E
Mtg**

Members agreed that it would also be useful if project milestones were incorporated into the information presented to the Committee;

(ii) **Project Manager's Report No 11**

Mr Harris spoke to the above paper which members had received and discussion took place on the following:

ITEM**ACTION**

- **O&M Manuals**

concern was expressed that the Certificate of Practical Completion has not been received yet. Mr Harris agreed to look into this as soon as possible;

**SH
Passim**

- **BREEAM Rating**

Mr Pugh highlighted the reasons why the rating had dropped to Good and indicated that the new bespoke BREEAM was difficult to achieve;

- **Appendices**

members agreed that they would like to receive copies of appendices referred to in the report. With this in mind, Mr Harris agreed to send these to the Secretariat to forward to members and in the future they would be copied with papers; and

**SH
Passim**

- **Procurement**

discussion took place on sub contractor warranties and the Parent Company Guarantee and it was noted that the warranty will cover latent defects for 12 year for design and installation.

Mr Paterson further informed members that Planning consent had been granted on 30 October 2007 and he commended both the Architects and Mr Miller for their help during this process.

(iii) **Project Steering Group Minutes: 13 September 2007 and 25 October 2007**

Members had received the above minutes. These were noted.

ITEM**ACTION**8. **ESTATES FINANCIAL ANALYSIS AS AT 17 OCTOBER 2007**

The above document had been sent to members. It was noted that members would prefer a cashflow document.

SB
Next P&E
Mtg

9. **HEALTH & SAFETY MANAGEMENT GROUP MINUTES: 31 MAY 2007 AND 27 SEPTEMBER 2007**

The above minutes had been sent to members and were noted for information.

10. **DATE OF NEXT MEETING**

17 January 2008 at 9.30 am.

Checked	
Dispatched	
Draft Approved (Chair)	
Dispatched (Members)	

Copied to Library	
Copied to Assistant Principals	