

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

Minute of the Meeting of the Property & Estates Committee held on Thursday 13 March 2008 at 9.00 am in the Boardroom.

PRESENT: A G Hyslop, J Scott (Acting Chair), B Miller

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

ITEM

ACTION

1. **APOLOGIES**

C M Scott, D McCrindle, S Bruce.

2. **DECLARATION OF INTEREST**

None.

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

The minute of the previous meeting held on Thursday 17 January 2008 was approved subject to the following amendment on P.3 - 'Ross Quality Control had been selected' - not 'appointed'.

CMT

ITEM**ACTION**

The following matters arising were discussed:

VAT

Mr McMahon reported that the VAT consultants were carrying out a scoping exercise at the moment and were anxious to see the Annual Accounts once they have been placed before Parliament;

Disaster Management Recovery Plan

The Principal reported that the Health and Safety Management Group, on inspection of Balfour Beatty's Plan, were satisfied that there was an interface between their plan and the College Plan; and

Heating System in Deanston Corridor

Mr Harris updated members on the problems relating to the heating in Deanston Corridor which still remain unresolved. He confirmed that Buro Happold had carried out the original design and would be prepared to investigate problems further at no cost to the College although there may be a cost for the solution. Members agreed that the situation was unacceptable and Mr Harris was asked to discuss further with Buro Happold and present options to the next meeting.

SH
15/05/08

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

Members had received a copy of the updated document which it was noted required to be amended in light of the recent SMT Realignment. Mr Baxter requested a discussion following the meeting with Mr Paterson and Mr Harris with regard to items 12 and 13.

PB/RWP/SH

5. **NEW ESTATE**

(i) **Project Manager's Report No 13**

Mr Harris highlighted the summary points contained

ITEM**ACTION**

within the above report which had been sent to members. A copy of the Risk Register referred to in the report was tabled for members. Following concern expressed about the cost implications associated with possible delays outlined, Mr Harris confirmed that Balfour Beatty had adopted all risks on signing the contract. It was further noted that the Health & Safety files, which were an extremely important part of the contract, had still not been received.

The issue of procurement was highlighted and Mr Paterson indicated that discussions had taken place with a company called Premise regarding FF&E logistics. He further intimated that a presentation was being given in April by APUC (Advanced Procurement for Universities and Colleges), a company funded by the Funding Council to support the sector. Following a full discussion it was agreed that the College were willing to work with APUC if best value could be achieved.

6. **CAMPUS REDEVELOPMENT WORKS CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS - LETTER FROM DOIG & SMITH**

The Property and Estates Committee agreed to:

- (i) note receipt of the formal notification to commence construction.

7. **NEW ESTATE PROJECT - COMMUNICATION**

Members had received a summary report and documentation relating to the above which had been sent to residents and copied to staff and students. Mr Paterson informed members of the New Build Notice Board which was updated every 2 weeks. The Property and Estates Committee agreed to:

- (i) note the report and commend the ongoing communication links with neighbours, staff and students.

ITEM**ACTION****8. CAMPUS REDEVELOPMENT COST REPORT NO 1**

Members had received a copy of the above documentation prepared by Doig & Smith. Mr Paterson informed members that he felt this high level report was different, diverse and covered both technical and financial aspects of the project. The following areas of the report were discussed:

- members sought and were given clarification on the £248,000 additional funds required for Nursery Works and following discussion the Principal agreed to present a recommendations paper to the Board of Management relating to this issue;
- Mr Harris explained to members that the Cash Flow Forecast expenditure was less due to Funding Council dates for draw down and that he would keep any eye on future valuations;
- members agreed that on page 3 'add' should be changed to 'budget transfer' and Mr Baxter requested a breakdown of the £1.4m costs for Client FF&E;
- Mr Paterson confirmed Other Costs referred to on page 5 related to the sale of Valeview;
- Mr Harris confirmed that he was satisfied with the Provisional Sums on page 6 as these were costs based on quotes; and
- the Committee expressed concern that the Cost Manager was not in attendance despite being asked by the Project Manager to explain details contained on page 10. Members agreed that they would prefer to see the information in tabular form showing forecast and actual costs.

AGH
01/04/08

RWP

ITEM**ACTION**

9. **STANDING ITEM - HEALTH & SAFETY MANAGEMENT**
GROUP MINUTES: 28 FEBRUARY 2008

Members had received a copy of the above minute. The Principal informed members that the Group have taken immediate action as a result of issues which had arisen during the recent HMI visit. Discussion took place on the Funding Council's requirement of the College to ensure that a percentage of the New Build was recyclable and Mr Harris agreed to seek clarification on this issue.

SH

Following concern expressed with regard to possible terrorist attacks, the Principal confirmed that the College operated a model of vigilance.

10. **SUSTAINABILITY POLICY**

Members had received a summary report and documentation relating to the above which has been approved by the Development Committee. The Property and Estates Committee agreed to:

- (i) endorse the Environmental Sustainability Policy

11. **AOCB**

Mr Miller indicated that, due to his work commitments, he would prefer the Agenda and papers for meetings to be sent to him electronically in future.

CMT

12. **DATE OF NEXT MEETING**

Thursday 15 May at **8.30 am**.

Checked	
Dispatched	
Draft Approved (Chair)	
Dispatched (Members)	

Copied to Library	
Copied to Assistant Principals	