

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

Minute of the Meeting of the Property and Estates Committee held on Thursday 5 February 2009 at 9.30 am in the Boardroom.

PRESENT: C Scott (Chair), A G Hyslop, J Scott, D McCrindle, J Hamilton

IN ATTENDANCE: R W Paterson, S Bruce, T Elliott, J Pugh, S Harris,
Ewan McCrindle (work experience), C M Thomson (Secretary to the Board)

ITEM

ACTION

1. **APOLOGIES**

B Miller

2. **DECLARATION OF INTEREST**

There were no Declarations of Interest.

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

The minute of the previous meeting held on 12 November 2008 was approved. There were no matters arising.

ITEM**ACTION****4. NEW ESTATE****(i) Project Manager's Report No 18**

Mr Harris provided a brief summary:

- (a) the contract period was discussed with reference to Deanston and Library Corridor. Negotiations with the contractor were on-going. It was noted that the programme period was one third completed;
- (b) minor design developments were noted;
- (c) VAT discussions were on-going with the VAT Consultant;
- (d) no changes to procurement; and
- (e) no change to risk. The risk to the contractor's supply chain was noted as the responsibility of Balfour Beatty.

(ii) New Estate Financial Report

Mr Paterson referred to the summary report and to supporting documentation relating to the above. He developed previous discussion points with regard to VAT and, in particular the savings produced by the reduced level of VAT. It was recognised that there was a need for a tight control of spending but the relief was welcomed. Mrs Elliott raised the matter of the timing of spend and how the current forecast VAT savings are dependent on this

Following a full discussion, the Property and Estates Committee agreed to:

- (i) note the report.

(iii) Scottish Funding Council: Conditions of Grant Action Plan

Noted.

ITEM**ACTION****(iv) APUC - Invitation to Tender (ITT) for Furniture (supply and installation)**

Mr Paterson referred to the summary report and to supporting documentation relating to the above. He reported that good progress had been achieved and that the tender document had been sent out with a return date of 20 February 2009. A full discussion took place on a furniture purchase VFM strategy for the whole new build programme. Mr Paterson stated that a small assessment team would recommend a supplier and the contract would be issued.

Following a full discussion, the Property and Estates Committee agreed to:

- (i) note the progress in procuring the furniture for the new build and commend the work of David Cooper (Head of ICT) for his support/partnership working with the Depute Principal/Project Sponsor.

(v) Considerate Constructors - Monitor's Site Report

Noted (as very positive).

(vi) Residents' Association

Mr Paterson referred to the letter from the Gateway Residents Association and outlined their recent request. Mr Hyslop stated that he was sympathetic to their request and was minded to help on the basis of the City's Safe Environment Strategy and a good neighbour approach. The Committee shared this view and the matter was remitted to the Principal.

ITEM**ACTION****(vii) Scottish Funding Council: Post Occupancy Evaluation of College Capital Projects**

Mr Hyslop referred to the correspondence and explained the value for money rationale of the Scottish Parliament. The evaluation was noted and welcomed.

5. PROJECT REPORT (CAPITAL AND REVENUE)

Mrs Bruce referred to the summary report and to supporting documentation relating to the above. She reported that some of the projects were making slow progress but that there were no significant problems. Some projects would not proceed but the funds would be redistributed and that other projects would replace the above.

It was noted that the projects supported the strategy of making improvements to areas of the College other than those affected by the new build, such as the Rutherglen Campus.

Following a full discussion, the Property and Estates Committee agreed to:

- (i) note the report.

6. STRATEGIC IMPLEMENTATION PLAN: REPORT TO PROPERTY & ESTATES COMMITTEE

Noted. The positive reports on energy were highlighted.

7. HEALTH & SAFETY MANAGEMENT GROUP: 27/11/08

Noted. The *Status Quo* regarding the no smoking position statement was highlighted as was the on-going discussion on health and safety with the Students' Residences owners.

8. ENERGY PERFORMANCE CERTIFICATES IN SCOTLAND

Mr Pugh was commended and the appointment of FPS Ruston to carry out EPC surveys was noted.

ITEM**ACTION**9. **DATE OF NEXT MEETING**

Thursday 30 April 2009 at 9.30 am.

Checked	
Dispatched	
Draft Approved (Chair)	
Dispatched (Members)	

Copied to Library	
Copied to Assistant Principals	

CMT/JD/PRP0502M
 10 February 2008
 Amended 12 February 2008/HB
 Amended 23/02/09/MW