

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

Minute of the Meeting of the Property and Estates Committee held on 30 April 2009 at 9.30 am in the Boardroom.

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

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

ITEM

ACTION

1. **APOLOGIES**

D McCrindle.

Mr Thomson reported that Mr T Milne had resigned from the Property and Estates Committee as he had accepted the appointment as full member of the Board at North Glasgow College.

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 5 February 2009 was approved, subject to minor amendments.

ITEM**ACTION**

The following matters arising were discussed:

- **VAT**

Ms Elliott reported that £5/6K savings were anticipated from VAT relief as a result of Disability Discrimination Act (DDA) regulations but that there were few potential savings based on future commercial activity. However, Ms Elliott outlined the financial risks to the College of over estimating commercial activity.

The nature of the appointment with Freeman McLeod was clarified and it was agreed that any future work with surveyors regarding commercial activity would be sent out for competitive tender. Mr Hyslop assured members that there was no contractual obligation to continue to work with Freeman McLeod and he agreed that they would be informed of the Committee's view.

RWP

Mrs Bruce stated that in terms of value for money, it may be worthwhile incorporating APUC procedures in this area Mr Hyslop stated that the College was risk averse and would not be over-optimistic regarding future commercial activity.

SB

- **Furniture/Fittings**

Mr Paterson reported on the appointment of 2 companies who would provide the above. He added that staff had been fully consulted on this matter. Mr Paterson informed members that the 'small assessment team' led by APUC had carried out the assessment.

- **Gateway Residents' Association**

Mr Hyslop reported on the present situation and further clarification was sought. He stated that the College would not contribute to this while the issue of double funding (from Glasgow City Council and Langside) remained unexplained.

ITEM**ACTION****4. NEW ESTATE****(i) Project Manager's Report No 19**

Mr S Harris provided a full report on progress, design and quality, finance, procurement, risk, statutory approvals and health and safety. A number of issues were raised including the asbestos risk when the Langside building was demolished. The main risk was discovering buried asbestos, the cost of removal of such was shared between Langside and Balfour Beatty. The College had carried out surveys and some asbestos had been cleared in 2003. All asbestos above ground was the contractor's risk.

(ii) New Estate Financial Report

Mrs Bruce stated this report had been reconciled with the report which was sent to the Finance Committee.

Mrs Bruce explained the level of surplus anticipated and College borrowing, if required, for contingency. Mrs Bruce reported on bank interest projected to the end of the year.

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

Noted. Mr Hyslop referred to the efforts to achieve financial or in-kind donations for the new estate and stated that in the present financial climate, hopes were not high.

5. PROJECT REPORT (CAPITAL AND REVENUE)

Ms Elliott referred to the summary report and to supporting document relating to the above. She stated that the report advised members of progress in areas where funding for projects was via the formulaic capital funds from the Scottish Funding Council.

ITEM**ACTION**

Ms Elliott added that the lay-out had been changed in an attempt to simplify and consolidate information. There were no areas of concern.

Following a question of clarification, Ms Elliott agreed to review the titles of columns.

TE

Mrs Bruce stated that the expenditure on energy performance included £2,000 for energy performance certificates, but that she was examining these issues with relevant staff.

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

- (i) note the report; and
- (ii) confirm their acceptance of the revised and agreed report layout.

6. **STRATEGIC IMPLEMENTATION PLAN: REPORT TO PROPERTY AND ESTATES COMMITTEE**

Mr Hyslop stated that the report model covered the areas of interest and responsibility relating to property, estates and resources.

The matter of an asset register was raised and Mrs Bruce stated that the move management consultants were helping with this. College staff were working towards the entry to the new build as a starting point for a new asset register.

It was stated that operational manuals were part of the completion of the new build arrangements and that facilities staff were being trained at the moment on boiler, electrics, CCTV, fire arrangements, etc.

Mr Harris stated that a temporary completion certificate would be issued which allowed the College to occupy the building.

ITEM**ACTION****7. HEALTH & SAFETY MANAGEMENT GROUP: 26/3/09**

Noted. Mr Hyslop clarified a number of matters including progress on the cycle scheme, the identification and training of first aiders and the Prospect Residences. A discussion took place on the latter and Mr Hyslop stated that options for change were discussed on a regular basis as the issue was perennial.

8. DATE OF NEXT MEETING

Thursday: 28 May 2009.

Checked	
Dispatched	
Draft Approved (Chair)	
Dispatched (Members)	

Copied to Library	
Copied to Assistant Principals	