

**ESTATES STRATEGY COMMITTEE**

**10 May 2010**

**D105, Abingdon campus**

**PRESENT:**

Miranda Coles  
Mike Gaston  
Teresa Kelly  
Michael Chiyasa  
David Quayle  
Terry Stock [Chair]  
Sue Webb

**APOLOGIES:**

David Doughty

**In Attendance:**

Sara Butler (Minuting Secretary)

**AGENDA**

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. Apologies</li> <li>2. Declarations of Interest</li> <li>3. Minutes of last meeting</li> <li>4. Matters arising</li> <li>5. Progress Review</li> </ol> | <ol style="list-style-type: none"> <li>6. Estates Strategy Implementation Costs</li> <li>7. Risk Management</li> <li>8. Any other business</li> <li>9. Date of next meeting</li> </ol> |
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**SUMMARY AND ACTION POINTS**

**1. APOLOGIES**

Apologies received from David Doughty.

The Chair thanked Michael Chiyasa for attending the committee meeting during his leave.

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest reported.

**3. MINUTES OF MEETING DATED 20 APRIL 2010**

The minutes of the last meeting were approved.

**4. MATTERS ARISING**

Any matters arising would be covered within the standard agenda.

**5. PROGRESS REVIEW – ALL SITES**

**5.1 Witney**

**5.1.1 Design team appointment process – update.**

- SAW/MCh reported on the recent design team interviews. Six consultants had been invited to present their bids on 28<sup>th</sup> April:
  - Capita Symonds
  - Faithful & Gould

**Action  
By**

**By  
When**

- Gardiner & Theobald
  - Mace
  - Pick Everard
  - Turner & Townsend
- The interview panel comprised Terry Stock, Teresa Kelly, Sue Webb, Miranda Coles and Michael Chiyasa. Mace was the panel's preferred supplier. Mace was not the cheapest supplier in terms of flat rate fees, but the panel considered them to offer best value for money in terms of 'people resource' days.
  - Pick Everard was the cheapest consultant but offered less 'people resource' days. Also Pick Everard was the only consultant who could not adhere to the programme and was sub-contracting project management to another supplier (Fusion).
  - Faithful & Gould had over-resourced the project. The panel also felt there was a conflict of opinion between the two managers leading on the presentation.
  - MCh reported on communication issues with the IESE framework manager (Hampshire County Council). Mixed messages had been received concerning discounts. The committee agreed that MCh should ask the framework manager for copies of all correspondence to the six consultants.
  - It was agreed to recommend Mace as the preferred consultant at the Governors' Strategy Day on 22<sup>nd</sup> May.

**MCh**

#### **5.1.2 Business case - draft**

- The draft business case prepared by SAW/MCC was reviewed. Several amendments were suggested before submitting to governors for approval on 22<sup>nd</sup> May. Source documents would be available for inspection by governors. Apart from the revised 10 year plan governors had seen all of the referenced documents at some point.
- TK believed that the Executive Summary was the 'Introduction' and that Section A should become the 'Executive Summary'.
- MCC tabled the new format risk management document which had been mapped out to the 6 key college objectives. Risks related to affordability to be included:
  - cost escalation of project
  - income from student numbers
  - change in funding regime

**SAW**

This latest version would be used at Appendix 3.

- As the financial case was the work of Peter Darwen the committee asked that a cover sheet be prepared by MCC as governors would need college reassurance on affordability of the project. Peter Darwen could be available to meet with governors if required.

**MCC**

## **5.2 Oakley**

TK reported that there was nothing further to add from the last meeting. No final solution had been identified for Oakley.

## **6. ESTATES STRATEGY IMPLEMENTATION COSTS**

The implementation costs for April had not yet been published (10<sup>th</sup> of the month too early for these figures).

## **7. RISK MANAGEMENT**

MCC had tabled a new version of the risk management document under Agenda Item 5.1.2.

## **8. ANY OTHER BUSINESS**

No matters discussed under this item.

## **9. DATE AND TIME OF NEXT MEETINGS**

11 June, 10 a.m. at Witney campus

14 July, 3 p.m. at Witney campus