

ESTATES STRATEGY COMMITTEE

14 July 2010

Witney campus

PRESENT:

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

APOLOGIES:

David Doughty

In Attendance:

Tony Gale, Project Manager, Mace
Grant Alexander
Chris Carey
Will Renwick

AGENDA

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

1. APOLOGIES

Apologies received from David Doughty.

In the absence of Sara Butler, notes were taken by Michael Chiyasa.

2. DECLARATIONS OF INTEREST

There were no declarations of interest reported.

3. MINUTES OF MEETING DATED 21 JUNE 2010

The minutes of the last meeting were approved.

4. MATTERS ARISING

Any matters arising would be covered within the standard agenda.

5. IESE Framework

Introductions and welcomes were made to Grant Alexander (IESE Framework Manager) and to his colleagues Chris Carey and Will Renwick.

A presentation on the IESE Framework followed and the following points were highlighted:

- IESE targets

**Action
By**

**By
When**

- Frameworks
- KPIs
- Procurement routes
- IESE gateways
- Commended approach

Summary

Advantages:

- avoids OJEU
- saves time
- critical friend service
- quality assurance – gateways are good practice

Disadvantages:

- precludes other contractors not on the list e.g. Leadbitter
- risk around market price

The IESE Framework route was recommended by the committee.

6. PROGRESS REVIEW – ALL SITES

6.1 Witney

6.1.1 Project Manager's Report

The contents of Mace's July 2010 report were noted with the following points highlighted:

- Procurement strategy for hairdressing and beauty salons – approach suppliers for a free design service.
- ICT
 - brief outstanding
 - brief to reflect current college strategy
 - SMT/LR/MCh to meet to review ICT brief the following week
- Gateway review agenda and process – date to be confirmed.
- Planning meeting scheduled for 15th July.
- Procurement strategy sign-off outstanding.
- Mace plus ? – invite them to tender as there is a low risk of conflict of interest.
- Deed of accession.
- Theoretical exposure - £10k.
- Write to IESE re
 - statement of financial exposure
 - resolved in principle to use framework
 - reviewing deed of accession
- Consultants appointment to D – early contractor's involvement. Project completion date February 2012.
- Key deliverables pre-novation
 - finishes
 - fitness for purpose
- Demolitions – let as a separate package. SAW to provide estimated figure.
- Notify Local Authority re demolitions of buildings.
- SAW thanked the Design Team for their assistance with the renewal grant bid.

SAW

6.1.2 Progress update and acquisition

- Unit 23
Acquisition of Station Lane – deed of grant almost agreed.

6.2 Oakley College

- Update on tenders for refurbishment of old nursery building.

7. ESTATES STRATEGY IMPLEMENTATION COSTS

The committee noted the content of the latest report by MCC.

8. RISK MANAGEMENT

The project risk register (9.7.10) was reviewed. Risks 2.1, 2.6 and 2.12 were highlighted.

MCC

9. ANY OTHER BUSINESS

9.1 Terms of Reference

SAW to draft updated Terms of Reference for the next Board meeting.

SAW

9.2 As this was SAW's last meeting before retiring at the end of July, the Chair thanked SAW for her excellent service in respect of the capital projects.

SAW recorded her thanks to:

- all governors involved in the ESC;
- Sara Butler for supporting SAW during her time on the capital projects;
- Steve Billcliffe for his input during the Common Leys development and the sale of Warren Farm

SAW also wished the new Design Team well for the future.

10. DATE AND TIME OF NEXT MEETINGS

tba - Gateway Review meeting for early August.