

HARROW COLLEGE FURTHER EDUCATION CORPORATION
DRAFT MINUTES OF THE MEETING OF THE
PROPERTY & ACCOMMODATION COMMITTEE
MONDAY 12 NOVEMBER 2007

1. ATTENDANCE & APOLOGIES FOR ABSENCE

Membership: Dr B Field (Principal)
Mr P Harding
Mr C Hurst
Mr D Pearson
Ms J Radia (Chair)

In Attendance: Ms J Chaplin Clerk

2. DECLARATIONS OF INTEREST, CONFIDENTIAL ITEMS & AGENDA ORDER

There were no declarations of interest declared.

3. MINUTES OF PREVIOUS MEETING

The Minutes of the Meeting held on 2 October 2007 were confirmed as a correct record, and were signed by the Chair.

4. MATTERS ARISING

There were no matters arising.

5 ACCOMMODATION & PROPERTY REPORTS

5.1 One Harrow progress Report

The One Harrow progress report was received from the Director of Estates & Facilities.

The Committee was advised that:

- 5.1.1 The refreshed Application in Principle was submitted on time to the LSC but would not now be considered by them until the December Capital Committee as it had been postponed by the LSC again.
- 5.1.2 Although the project was running on schedule, it could not tolerate further delays. It was noted, however, that despite the postponement by the LSC, the LSC accepted that the work would continue.
- 5.1.3 The exclusivity agreement with the Transport for London (TfL) limiting TfL's ability to treat with other parties.
- 5.1.4 The stage 3 report had been submitted by the architects.
- 5.1.5 The risk register had been developed and revised but it was noted that some risks remained outside the control of the College.

It was reported that overall the majority of the investigation works had been completed and the risks managed. It was noted that:

- 5.1.6 The College had assembled a strong team.
- 5.1.7 An exciting design was emerging as a result of experience gained from visits around the country and consultations with staff.

5.1.8 The only remaining significant hurdle was to obtain final consent from the LSC as all other consents looked probable.

After discussion it was **RESOLVED** to **NOTE** the report.

5.2 Appointment of Main Contractor for One Harrow

A report on the appointment of main contractor for One Harrow was received.

It was reported that the process to appoint the main contractor had been concluded.

It was noted that the One Harrow project was to be delivered by a design and build contract and that the architect and structural engineer would be novated to the building contractor, who would then take responsibility for the design.

Members were advised that the main contractor would be appointed by a two-stage process as traditional tendering had not been practical due to the size of the contract and that:

5.2.1 The first stage was a competitive process that commenced with OJEU notices requiring interested parties to express their interest, following which an assessment is made and an invitation to tender issued. It was noted that tenders would then be analysed for a recommendation to be made and that during this stage the contractor would commit themselves to a range of costs.

5.2.2 During stage two, the contractor would work with the professional team to develop the final design in advance of submitting a costs proposal towards the end of stage two. It was noted that this would then form the cost plan for the project and allow an actual estimate of the final costs to be prepared and submitted to the LSC as part of the full bid.

It was noted that the project was large and complex and that it had been agreed with the LC that the College would submit its final cost plan in August 2008 when the College would be able to provide a 90% cost certainty.

It was reported that following the publication of the OJEU notice, ten contractors had submitted expressions of interest but that following analysis five contractors were invited to submit a tender.

A report updating the Committee on the appointment of the main contractor was tabled.

It was noted that:

5.2.3 Of the five short-listed contractors who had submitted a tender, three had been selected to go forward for interview:

- Laing O'Rourke.
- HBG.
- Norwest Holst

5.2.3 The interview panel had concluded that there had been little to choose between Laing O'Rourke and HBG and that both had performed well and could be recommended. Members were advised that Norwest Holst had not scored as well as the other two and were not to be considered further.

5.2.4 The interview panel had decided that, although both could be recommended, further work was required before a final recommendation made. Members were advised that the quantity surveyor and project managers had been asked to clarify points in the submission from both parties.

5.2.5 Subject to the clarification of the outstanding points, the panel had felt that either contractor could be appointed; and that it was recommended that the decision

regarding the choice of contractor be delegated to the Chair of the Corporation and the Principal and be confirmed by the Corporation at its meeting on 4 December 2007.

After discussion it was **RESOLVED** to:

5.2.6 **NOTE** the report.

5.2.7 **APPROVE** that the recommendation that the decision regarding the choice of contractor be delegated to the Chair of the Corporation and the Principal and be confirmed by the Corporation at its meeting on 4 December 2007.

5.3 **Minutes of the One Harrow Project Board Meeting.**

The Committee was advised that the minutes for the One Harrow Project Board Meeting would be available in due course.

6. **FINANCIAL REPORTING**

6.1 **Cash Flow & Monitoring Report**

The cash flow and monitoring report was received from the Director of Finance.

The actual and predicted cash flow forecast for the period 1 October 2007 to 30 September 2008 was considered and that:

- Overall, spend remained slower than planned.
- The LSC Capital Grant receipts and property professional fees were noted.
- The Committee was advised that the forecast showed that the College was projected to go into overdraft in January 2008.

After discussion it was **RESOLVED** to **NOTE** the cash flow and monitoring report

7. **OTHER BUSINESS**

No other business was raised.

8. **DATE OF NEXT MEETING**

Next Meeting – Tuesday 4 December 2007 @ 7.00pm.

