

**PARSONS
BRINCKERHOFF**

Date & time:	6 th October 2014	
Venue:	Wick High School	
Contract title:	Wick High School	
Contract No:	3511443A/NMW	
Purpose:	Wick Stakeholder Group Meeting	
Attendees:	Lawrence Bews Iain Baikie Lesley Henstridge Arlene Farquhar Traylan Peat Ruan Peat Keith Moncur Simon Swanson Andy Somerville John Ritchie Philip Shannon Elena Koponen-Baikie Ally Budge Ewen Pearson Councillor Bill Fernie Graham Nichols Marc Willis Brenda Jones Ken Allan Councillor Neil MacDonald Scott Alexander Fiona Grant Matt Haggerty Rebecca Machrie Catherine Patterson Brian Porter Linda Shearer Lillian Wark Councillor Gail Ross Pat Ramsay Allan Farquhar Eric Baijal Cameron Stewart	Head Teacher North Primary Wick High School Parent Council North School Parent Council North School Parent Council Disability Access Panel Caithness HLH HLH HLH Morrison Construction Morrison Construction The Highland Council WHS & Pulteneytown Academy PC Head Teacher Hillhead Primary School Hillhead Parent Council The Highland Council The Highland Council Morrison Construction Parsons Brinckerhoff The Highland Council The Highland Council Morrison Construction Wick High School GMA Ryder Wick High School Tannach & District Community Council The Highland Council Hub North Scotland Pulteneytown Academy The Highland Council South School RB Wick Community Council South School Parent Council Morrison Construction
Apologies	None	

Item	Action
1.0 Minutes of meeting 26th August 2014	
Corrections:	
Item 2.0: The reference to the North of the River PS being late and over budget. AF noted that this comment referred to James Gillespie School in Edinburgh.	

Pat Ramsay and Lillian Wark attended the meeting.

2.0 Actions from previous meetings

- Action tracker:
- 2.1 Copy of current programme(1)
BP advised that a programme for each project will be issued shortly. *BP*
- 2.2 3D model of Noss PS (3)
BP advised that this was too large to go on the Council website; it will be issued on disk to HT's *BP*
- 2.3 Process for agreeing uniforms
AB advised that a red uniform has been agreed for Noss Primary. Pupils will be working on ideas for a logo. LW advised the uniform for the South will be looked at next year. *AB/LB*
- 2.4 Change in Primary School catchment areas
GN advised that the division will be the river from December 2014 onwards. GN to review the allocation of the South of the River area currently in the North catchment. *GN*
- 2.5 Meetings with Community Building Users (8)
SS has held meetings held with library users, swimming pool and canoe club groups so far..
- 2.6 High School revenue budget
GR has raised with previous Director. GR advised that the HS Parent Council take this up directly with the new Director.
- 2.7 Expenditure to date
BP advised this is £5.6m for both projects up to end September.
- 2.8 Questions
CP asked whether the staff know about the meeting with the Triathlon Club. SS advised that he has not yet agreed a date for this meeting.

SS agreed to meet with gym users. *SS*
- Actions from minutes of last meeting
- 2.9 Clarification about project cost increase
Update given in minutes.
- 2.10 Issue of detailed cost breakdown
LS advised that this could not be issued as the contract has not been awarded yet.
- 2.11 Contractor update on progress
Morison has issued a newsletter for Noss. A campus newsletter will be issued shortly. This will contain updates on local subcontractors and apprenticeship.
- 2.12 3D model of campus
Morrison will try to compress the model and issue on CD to the HT's. *AS*

2.13 Cost and schedule performance indicators

BP advised that this type of information will not be included in newsletters; consideration will be given to how relevant information can be shared with the stakeholder group.

AS

2.14 Update of Stakeholder Group membership and contact details

BP advised that this has been done.

2.15 Questions about actions updates

IB asked for further clarification on the issue of the additional funding and asked for a table showing the original and actual funding from the Council and the Scottish Government. To be provided to Stakeholder Group

BP

LS clarified that the project is now fully funded by Scottish Government revenue funding.

IB advised that Mike Russell had advised 300 jobs will be created, of which 100 would be local, and 24 apprenticeships would be created.

4.0 Project progress

4.1 Campus Early Works Contract 2

This was signed today by all parties. This is a £3.2m contract of 8 weeks duration. This allows work to progress onsite while main Design Build Finance Maintain contract is finalised.

4.2 Campus main contract

BP advised that the completion date has slipped to mid-September 2-16. The main challenge has been the complexity of the contract structure, due to the funding arrangements involved with the DBFM model. This involves a third party funder (Aviva) and other parties (e.g. contractor, FM provider). All these parties have their own legal advisers.

EB stressed the importance of the community getting realistic information about the timescales. He asked for clarification about the delay since the last meeting.

EB also noted that every delay in the project makes local stakeholders distrustful about the management of the project and whether the Council is being transparent about the programme.

EB also stressed the importance of the arrangements for a mid-term transition being very robust.

LS advised that the cause of the recent delay was legal negotiations in relation to the EWC2 contract. The negotiations were required for all parties to be comfortable with the risks that they were taking on under the contract.

LS advised that the current end date is the one that is expected to be achieved.

EB asked why contingency had not been built into the programme to allow for extended negotiations.

SA advised that now that the EWC2 Contract had been signed gives much more certainty about the construction programme. This is a major milestone that will allow Morrison to progress both works and specialist design works.

EB stressed the importance of all parties doing their utmost to deliver the project to this programme. BP acknowledged the importance of this.

BP advised that the Council needs to have the main DBFM Contract in place by the end of the EWC2 contract (5th December). If the DBFM contract is delayed, the Council will look to extend EWC2.

IB suggested that the Council does not commit to the £10m Tain campus until the Wick contract has been signed.

BP advised that the funding arrangement for Wick is in place; the £48.5m cost is now agreed with Hubco, so no additional funding is required.

IB advised that he had been intending to ask whether BP would resign if the project was not complete by July 2016. IB expressed concern that all dates given to the stakeholder group have been missed, so the credibility of BP is at stake

GR advised that BP has only been in post for two months and the project involves a lot of different people, so it is unfair to speak about people resigning.

4.3 Noss Primary

BP advised that due to the timber frame sub-contractor pulling out, the completion date will now be 2nd October 2015.

EP asked when the existing school will be demolished. AS advised that once the building is empty, a final asbestos survey will be done. AF asked whether the asbestos survey could be done during the summer holidays. AS advised that it is a legal requirement to do a final demolition survey once the building has been vacated. The asbestos will then be removed under controlled conditions before demolition goes ahead. The final survey will take approximately one week. The time taken to remove the asbestos will depend on the extent. The programme currently allows 12 weeks for the survey and asbestos removal.

5.0 Update on project management structure

5.1 Presentation

LS gave an overview of the various workstreams and project participants. Copy of presentation issued with the minutes.

LS advised that the main parties' legal, technical and financial advisers all scrutinise the contract to check that their client's position is protected.

LS advised that there are four workstreams (Legal, Technical, Financial and Facilities Management). Each workstream has defined tasks to reach contract award.

5.2 Questions

(i) Where does this Hubco EK-B model come from?

LS: Hubco is a Scottish Government initiative. Hubco North was set up in 2010; it is one of five across Scotland. The Hub initiative is an evolution of previous Public Private Partnership (PPP) initiatives. Unlike previous PPP projects, each Hub company involves a large number of public sector participants.

LS advised that all Design, Build, Finance and Maintain contracts follow a similar contract model, irrespective of whether the Hubco model is used.

- (ii) Have the delays to the project come about because of the structure of the project, or something specific about this project?

LS: It is a combination of both. The funding structure has changed over the course of this project. It was also difficult to get tenders for this project and tenders came back over budget.

EB: People in Wick are not interested in the process of the contract; they are focussed on getting better facilities for their children's education. It is important for the Council to make sure that the right people are involved and held to account for completing the project on time.

LS emphasized that all members of the project team are committed to delivering the project.

EB asked the elected members whether they can do anything to make sure that the officers give sufficient priority to this project and overcome any problems.

BF advised that the private funding model allowed the Council to bring the programme for the new school forward.

BF advised that Councillors get regular reports on progress of the project. The original programme did contain contingency, but this has been used up.

GR advised that Councillors have been pressing for progress on the project; she has faith that Council Officers are doing all they can to progress the project. Elected members obtained additional funding from the Scottish Government for the project.

- (iii) EP asked whether there will be penalties for the delay of the Noss Primary School

BP confirmed that the contract contains provisions for penalties for delay, which the Council will enforce.

NF advised that he echoed the concerns about the need for the Council's project team to give priority to concluding the contract.

6.0 Architect's presentation of the update Campus proposals

6.1 Presentation

MH gave a presentation of the current proposals. A copy of the presentation will go on the school website (a link will be in the minutes).

KA

The design team is currently doing detailed co-ordination drawings.

6.2 Changes to the proposals

There have been some tweaks to the design since the planning application, including:

- landscape
- community building layout
- High School layout
- Primary School layout

The changes are “bubbled” on the drawings presented.

PS advised that the changes were based on feedback from school staff and Highlife Highland. The ASN team asked for changes to the toilets and laundry rooms. The changes are of a minor nature; the overall footprint has not changed.

The plans are now “frozen” apart from very minor changes.

The main changes are in the layout of the changing village in the community building and the reception area of the library. There is now a bookable community room within the library.

SS advised that the operating model will involve shared staff between the library and pool, which will allow longer opening hours.

Specialist staff will still be employed in each area.

The roof profile has changed, it is now a shallow pitched roof.

There will also be a link to the presentation on the High School website.

FG

6.3 Questions:

(i) AF: Did you say that the detailed design is still in progress?

MH: Yes

(ii) PR: Can the name of the Primary School be shown as Newton Park on the drawings?

MH: Yes, will change

GMAR

7.0 Contractor Progress Update

7.1 Noss Primary

AS showed progress photos of the ground floor slabs. Morrison has worked with the new timber unit supplier to co-ordinate the slabs with the structure.

7.2 Campus

Enabling Works Contract 1 is complete. EWC2 will start with removal of top soil over the site. Morrison has added time in the programme due to doing ground works in the Autumn (the same has been done for Noss). During the coming October holidays, Morrison will complete the path to the All-Weather pitch.

7.3 Community Benefits update

- PPP has visited the Noss site to check suitability for work places, a representative from the High School will do the same for HS pupil work placements.
- Morrison is recruiting a Business Administration apprentice.
- The ground works contractor is recruiting local personnel.
- Morrison took part in community events (Safe Highlander, School visits, sponsorship of a gala day and RNLI).

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- Newsletters are being issued regularly.
- 7.4 Questions:
- (i) CP: How many PPP work placements are planned?
AS: Not known yet, this will be confirmed now that the site assessments have been done by PPP. AS
 - (ii) EP: Will there be lighting on the new route to the AWP?
AS: There will be lights on the site, but if additional lights are needed, they can be provided.
 - (iii) AF: Why did the timber unit supplier pull out?
AS: There are a number of reasons. The new supplier has reviewed the original design and made some changes.
SA: The new supplier is the same one that is being used on Inverness College; the kit is being manufactured.
 - (v) AF: Will the apprentices be taken on by local sub-contractors?
AS: Some will be, the ground works sub-contractor and the M+E sub-contractor will both take on apprentices. Once the Wick projects are finished, the apprentices will be given the opportunity to work on other projects for these companies.
- 8.0 Safe Routes to School**
- BP is in the process of identifying an additional person within the Care & Learning Service to co-ordinate this work. Another meeting of the Noss Group will be organised shortly. BP
- EP asked why the correct people did not attend the Noss SRTS meeting in September. BP apologised for the inconvenience of this; this is the reason why he is going to assign a person to manage this process. The next meeting will be held in October. BP confirmed that the people who attend this meeting will be able to respond properly to queries on SRTS matters. BP
- BP advised that a campus SRTS meeting will also be organised BP
- 9.0 Transition**
- GN advised that the staffing group and the operations group have started work.
- The operational group will now look at arrangements for the new completion date. When this happened elsewhere, the classes formed from the start of term. P1-P3 attended one school; P4-P7 attended the other until the new school was ready.
- 10.0 Date of next meeting**
- 8th December, 7pm at the High School
- 11.0 AOCB**
- 11.1 Programme
- AF asked for a copy of the programme and expressed surprise that this had not been provided. BP will issue. BP

11.2 Lights to all-weather pitch

IB noted that this had been discussed at the last meeting.

11.3 High School

IB advised that the High School budget deficit is currently £202,000. BP advised that this is being considered; the Council has a challenging budget position and is looking to support Head Teachers to make best use of resources.

11.4 Timing of school move

AF asked the HT's to advise whether it is feasible to move into a new school in October. PR advised that she thinks it is feasible. LB advised that this would need to be examined in detail.

LW advised that moving in during the winter means that lack of outdoor space (due to the full external area not being available) is not such a problem.

KA advised that he had managed school moves at all times of the school year, except Christmas.

11.5 Owner of the building

KA clarified that the Council will own the building and the land. Aviva (the funder) will have a direct funding agreement with the Council in case Hubco defaults.

DISTRIBUTION: Members of the Wick Stakeholder Group