

**Bundle of documents for Oral hearings
commencing from 13 May 2025 in relation
to the Queen Elizabeth University Hospital
and the Royal Hospital for Children,
Glasgow**

**Bundle 31
Project Management Group**

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ACTION NOTE

Present:

Alan Seabourne
Gill Kirkness
Peter Moir
Allyson Hirst (Notes)

David Bower
Heather Griffin
Ross Ballingall
Shiona Frew (Notes)

David Hall
Mark Baird
Tim Bicknell

Douglas Ross
Paul Serkis
Tom Allan

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Project Groups	<p>Overview of the Project Groups, role, remit and the reporting arrangements was provided by RB. The frequency for the meetings was agreed as:</p> <p>Project Steering Group – Last Tuesday of each month at 4pm Project Management Group – every Tuesday at 2pm Commercial Group – every Tuesday at 9am Construction Interface – every Thursday at 2pm Technical Design – every Thursday at 9am Art Strategy Group - last Thursday every second month at 4pm Joint Commissioning Group – every second Friday at 9am Medical Planning Groups – every second Thursday at 1pm IT Group – every 4th Friday at 9am Equipment Group – every 4th Friday at 1pm</p> <p>The 'lead' for each of the project groups was discussed and agreed. The leads agreed as:</p> <p>Project Steering Group: Alan Seabourne Project Management Group: Alan Seabourne Commercial Group: Douglas Ross Construction Interface – Alan Keeley Technical Design: Darren Smith Art Strategy Group: Anna Baxendale Joint Commissioning Group: Fiona McCluskey for Clinical Commissioning and Peter Moir for Non-Clinical Commissioning Medical Planning Groups: Darren Smith IT Group: Alan Seabourne Equipment Group: Robert Stewart</p> <p>Commercial Remit to include managing risk registers.</p>	<p>RB to amend the Project Groups documents in relation to their remits, reporting and meeting frequency.</p> <p>AS to review the NHS membership of the groups</p> <p>RB to amend Commercial Remit to include managing risk register</p>	<p>RB</p> <p>AS</p> <p>RB</p>

2.	Labs (General)	<p>Confirmed that PM was scheduling the Labs meetings into his diary.</p> <p>AS advised that the Labs Directorate were in the process of scheduled out Labs Project Board meetings.</p>	-	AS
	Labs (Stage D to E – Variances)	<p>Confirmed that the Brookfield team had gone through the various lists prepared to outline the changes from design stage D to E. Majority of changes are minor with recurring themes i.e. changes to fire walls, door changes, additional shelving, additional screens. BMJ were updating the door schedule.</p> <p>It was expected to take 2 to 3 weeks to quantify all the changes.</p> <p>Key architect/build and M&E themes had been identified i.e. tunnel arrangements, water tank store, structural steel walkway, atrium floor change to materials, roller shutter gates, link bridge specification change, increase in no of ceilings (this has an impact on M&E), reduction to number of plate heat exchangers, reduction to number of calorifiers, air handling units, stand-by chillers, Post Mortem tables.</p> <p>Critical issue was the basement as proposed to rationalise the depth of tunnel and raise the building which would allow open cut instead of sheet piling.</p> <p>AS advised that there would be 2 approval categories i.e. the Operational issues could most likely be approved by Alex McIntyre whereas operational service and building issues would require the input from the users.</p> <p>RB advised that a greater understanding of the interstitial floor was required.</p> <p>Confirmed that any cost associated with the reworking of a design would be quantified and included in the total cost profile for the Early Warning. In addition, an allowance for design reworking had been included in the bid cost.</p>	<p>-</p> <p>Quantify the stage D to E changes</p> <p>Brookfield to provide a list of the issues with their respective value engineering proposals. In addition Brookfield to provide a list of potential Early Warnings. Another meeting to further discuss the design changes to be arranged.</p> <p>Post mortem tables to be raised as an Early Warning.</p> <p>Brookfield to provide the new tunnel plan which should indicate how the plan dovetails</p> <p>-</p> <p>-</p> <p>-</p>	<p>-</p> <p>GK/TA</p> <p>Brookfield/GK/TA</p> <p>Brookfield</p> <p>-</p> <p>-</p> <p>-</p>

2.	Labs (Programme)	Confirmed that the programme for stage 1 had been amended to include the 1:50 sign-off drop dead date. All but 1 Labs dept had been signed off. Internal finishes – quality passed indicator. Brookfield were anticipating to value engineer and their proposals would be provided.	- Provide internal finishes proposals	- -
3.	Site (Waste Compound)	AS confirmed that he was awaiting information re cost reprovision for the waste compound. DB advised that the programme required the waste compound cleared by end of February.	AS to confirm when the waste compound would be cleared.	AS
4.	Design Programme	The existence of knotweed on the SGH being investigated. A Keeley has contacted URS to arrange a meeting to discuss.	Meeting being arranged	A Keeley
5.	Adult and Children's – Stage 2 - Sign-off Process	The sign-off process was discussed and changes to the flow diagram were agreed.	SF to amend the flow-diagram and issue to RB for comment	SF/RB
6.	Architectural and Design Process	Work in progress. Work being led by D Bower.	Issue a design review programme to show expected issue dates for main information contained in appendix K (including M&E Services)	RB/DB
7.	Logistics Programme	Demonstration of Aconex to be provided to Project Management Group and wider NHS Team. Doig & Smith having a demonstration of the system on Wednesday 13 th Jan. Reassurance was provided by Brookfield and their partners that Aconex is able to deliver NEC3. Short term hoarding arrangements.	Demonstration arranged for 20 th January at 4pm. - - To be issued out	RB - - RB
8.	Utilities	Meetings with Gas and Water Companies to be arranged. Meetings with the Utility Companies taking place later that week.	Update to be provide at next meeting	RB
9.	Land	The decision on the removal of the telephone mast was still to be undertaken as Brookfield were undertaking another topographic survey in order to plot exactly where the new buildings would sit as the architects masterplans are slightly different.	Decision on the re-siting of the telephone mast to be taken by 22 nd January 2010.	RB
10.	Consents	Realignment of Water Course	Being progressed by WSP. Progress to be reported back at next meeting.	RB

11.	Project Directory	Draft project directory available for cross-checking.	To be issued out and the details checked and confirmed back to SF for finalising.	
12.	Project Bible	A meeting to discuss the project bible would take place later that day. Brookfield were copying their information (D to L) to disk for issue. BIW and RFI Logs – all completed	- -	- -
13.	Brookfield Glasgow Base	Office at Mirren Court being arranged as current temporary office in City Centre was not now big enough. Approximately 10/12 members of the Brookfield team are in Glasgow full-time. A number of other staff will be transferring in the next few weeks.	-	-
14.	SOD Cutting Ceremony	Dates for ceremony still to be obtained from the Scottish Government. PM advised on the SOD cutting ceremony for the ACAD's	AS to confirm date asap. AS/SF to link with NHS Communications Dept to find out what is all required i.e. banners. SF to obtain the pictures taken of this event.	AS/SF
15.	Site Office	The proposed layout of site office had been prepared for comment.	PM to review and provide comments	PM

ACTION NOTE

Present:

Alan Seabourne (AS)
Gill Kirkness (GK)
Tom Allan (TA)

David Bower (DB)
Mark Baird (MB)
Shiona Frew (SF) (Notes)

David Hall (DH)
Paul Serkis (PS)

Douglas Ross (DR)
Ross Ballingall (RB) (Conference Call)

Apologies:

Peter Moir (PM)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Notes from previous meeting	Agreed subject to the following amendment the last para re Labs (Stage D to E – Variances): Confirmed that any cost associated with the reworking of a design would be quantified and included in the total cost profile for the Early Warning. In addition, no allowance for design reworking had been included in the bid cost.	Amend previous note	SF
2.	Project Groups	The dates for the first lot of project groups meetings had been circulated out.	Schedule of meetings to be finalised	SF
3.	Labs (General)	Confirmed that PM was scheduling the Labs meetings into his diary. AS advised that the Labs Directorate were in the process of scheduling out the Labs Project Board meetings with the first meeting arranged to take place on 1 st February 2010 at 10am. Advised that Brookfield would be represented by Dave Jordan and himself at this meeting.	- AS to provide schedule of Labs Directorate meetings to RB as soon as available.	- AS
4.	Labs (Stage D to E – Variances)	Advised that there was a whole range of changes and work was in progress to identify what should be focused on. It was agreed that a session would be required with the appropriate Board personnel to get all the required decisions. Two early warnings had already been issued in relation to the Labs Scheme with another couple to be issued in due course further to discussions at the Commercial Meeting earlier that day. Advised that 2 Labs departments were still to be signed-off. It was anticipated that Pathology sign-off would be achieved at the end of the	Board personnel to be identified and meeting to be arranged. Further Labs early warnings to be issued Complete sign-off of remaining	AS PS AS (F Wrath)

		following week. Microbiology sign-off would be achieved later that day.	departments	Page 14
5.	Site (Waste Compound)	AS confirmed that the Board timescale for the waste compound being available would be by end of February 2010.	-	-
6.	Design Programme	<p>AS advised that PM had done a walk-round of the SGH site and he had managed to locate only one area of knotweed presence.</p> <p>RB confirmed that Brookfield were arranging for a specialist contractor to review the site for knotweed presence.</p> <p>AS advised that it had been suggested that a bund be started to which the knotweed could be put in.</p> <p>AS reported that PM had also found some asbestos boards during his walk-round.</p>	<p>-</p> <p>Specialist contractor to review site</p> <p>Potential for bund to be investigated</p> <p>PM to inform Brookfield about the asbestos boards.</p>	<p>RB</p> <p>RB</p> <p>PM</p>
7.	Adult and Children's – Stage 2 - Sign-off Process	<p>The sign-off process had been finalised and agreed.</p> <p>DB advised that the revised 1:200 Design Programme had been issued the previous day.</p>	<p>-</p> <p>-</p>	<p>-</p> <p>-</p>
8.	Architectural and Design Process	RB advised that Brookfield anticipated work to continue re appendix K information for a further 2 weeks.	Issue a design review programme to show expected issue dates for main information contained in appendix K	RB/DB
9.	Logistics Programme	<p>Demonstration of Aconex being provided to Project Management Group and wider NHS Team on 20th January at 4pm in the Project Offices, Hillington.</p> <p>PM had issued a list of areas that need to be covered re functionality.</p>	<p>-</p> <p>Brookfield to review list</p>	<p>-</p> <p>RB</p>
10.	Utilities	RB advised that a number of productive meetings had taken place between ZBP and Wallace Whittle with ideas being identified. Early warnings will be raised in due course. Discussion will take place with the joint teams.	<p>Early warnings to be issued.</p> <p>To be discussed at a future Project Management Group</p>	PS

		Meetings with Scottish Power and Scottish & Southern arranged for 22 nd January 2010. Meeting with Scottish Water arranged for 22 nd January 2010. A meeting with the Gas Utility Company would take place within the next 2 weeks.	Meeting dates to be provided to F Wrath and H McDerment.	Page 15 PM
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11.	Land	Telephone Mast - A decision on the removal of the telephone mast was still to be undertaken. Brookfield would be undertaking another topographic survey in order to identify the anomalies between the sub-contractor masterplans	Decision on the need to re-sit the telephone mast required asap	RB
	Land (cont'd)	Scottish Ambulance Service (SAS) – The Board had almost completed all the detail to enable the SAS to be off the site by end April 2010. The Board were in the process of finalising the associated finances.		
12.	Consents	RB advised that a meeting with SEPA had taken place the previous week. Two (2) further meetings have been scheduled. Early indications were that agreement to reclassify the burns will not be given however it potential to not be required to divert round the back of the Labs facility. RB to provide SEPA meeting feedback.	- RB to provide SEPA meeting feedback.	RB
13.	Project Directory	RB advised that the project directory had been issued out.		
14.	Project Bible	The Project Bible was almost finalised. It was enquired if there was a good version of the contract document.	- Agreed to check if there was a good version of the contract document.	- MB/AS
15.	Brookfield Glasgow Base	Brookfield taking over office at Mirren Court in next few weeks. The Mirren Court offices will be set-up to allow the Design team to use the offices.	-	-
16.	SOD Cutting Ceremony	AS advised that the potential dates for ceremony still to be obtained from the Scottish Government. RB advised that Brookfield would be preparing the banners and this might dictate the timescale. Enquired who would approve the banners for use and AS advised that it would be the Board's Comms Dept.	AS to confirm date asap.	AS

17.	Site Office	<p>Ten cabins being put on the SGH site over next few weeks.</p> <p>Anticipated that the main set-up may be 4 weeks early (end April 2010)</p> <p>The Boards comments to the proposed site layout had been provided back to Brookfield.</p>	<p>-</p> <p>-</p> <p>-</p>	<p>Page 16</p> <p>-</p> <p>-</p>
16.	Review of Early Warnings	<ul style="list-style-type: none"> • Stage D to E Labs Design Brookfield have raised an EW on the above. Work on-going to crystallise the drawing lists. Doig & Smith have continued to look at the drawings they have already got. DH advised that Stephanie was going on annual leave should they wish to liaise with her. • Value Engineering Items re Labs Brookfield have raised an EW on the above. Discussed at Commercial Group earlier that day. Identified areas to focus on. Key issues are the a) the Post Mortem tables and b) the interstitial floor – there may be a way round i.e. twin lighting. • Japanese Knotweed PM will be raising an EW on the above. RB advised that a survey will be done to raise the peculiarities. • Fly-tipping EW to be raised re Fly tipping on the site. AS advised that it had been estimated at 3500 I³. A meeting has been organised to discuss however it is expected that there will be no way of identifying those responsible for the fly-tipping. The value to remove the material will be assessed. • Utilities Brookfield indicated they may be raising an early warning re Utilities. Information is awaited from Chris Lovejoy. <p>It was advised that SF was compiling the EWs until the online collaboration system is operational. A decision on the online collaboration system would be taken in due course.</p> <p>It was suggested that EWs will become a main part of Commercial Meetings and EWs would be reported to the Project Management Group by exception.</p>	<p>Brookfield to provide update on at next meeting.</p> <p>Brookfield to provide update on at next meeting.</p> <p>PM to raise EW re Japanese Knotweed.</p> <p>AS to provide feedback at future meeting</p> <p>PS to raise EW as necessary.</p> <p>SF to be copied into all EWs for collation.</p> <p>Add “Early Warnings” as standing item to Commercial Group agenda</p>	<p>PS</p> <p>PS</p> <p>PM</p> <p>AS</p> <p>PS</p> <p>PS/PM</p> <p>DR/SF</p>

		PS advised that they were trying to have raising EWs as the mind-set rather than issues being buried to create a larger problem at a later date.	-	Page 17
17.	Other Meetings	AS requested that everyone input to the project meetings agenda as necessary.	Forward agenda items to meeting group chairs as necessary.	ALL
18.	Labs Programme (Stage 1)	<ul style="list-style-type: none"> • Hoarding Plans PS advised that the team were working on the hoarding plans. Anticipated to be complete by early March 2010. • Building Warrant RB advised that the building warrant flows from the piling contractor. Completed tenders have been received from piling contractors. A few of the tenders are not compliant with the requirements as stated by URS and a meeting with URS has been arranged to discuss their requirements. TA reported that compliance with the URS requirements may be an issue depending on the discussion with URS. <p>It was enquired how the contract with the successful piling contractor can be concluded. Advised that WSP will sit down with Brookfield and Doig & Smith to discuss successful tender against the Brookfield design and tunnel change.</p> <p>TA advised that they are undertaking an analysis in conjunction to Eric Napier to identify how the tender fits with budgets, etc. This will be discussed at the next Commercial Group.</p> <p>It was confirmed that it is not the intention of the Board to review tenders received by Brookfield.</p>	<p>Update on hoarding plans to be provided at next meeting.</p> <p>Update to be provided at next meeting.</p> <p>-</p> <p>To be discussed at next Commercial Group</p>	<p>RB</p> <p>RB</p> <p>-</p> <p>TA/EN</p>
19.	Hospitals (Stage 2)	<p>The User Groups have all been scheduled and it is a tight schedule. Everyone has bought into the process.</p> <p>AS advised that he had a briefing meeting with the Architects prior to the User Group meetings commencing. The need for leadership and control were discussed.</p> <p>Doig & Smith will attend all the User group meetings in order to be sighted on changes/costs.</p>	<p>-</p> <p>-</p> <p>-</p>	<p>-</p> <p>-</p> <p>-</p>

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20.	Nightingales Contract	PS advised that discussions were on-going in relation to whether their contract was option A or C and that the preferred option was C. AS advised that the Board would be flexible and open to discuss any options that Brookfield came up with.	Update to be provided at a future meeting	PS
21.	Programme	Brookfield were advised that the programmes require to be formally issued for acceptance/approval and also to allow tracking.	Programmes to be submitted on a monthly basis. Stage 3 and 3a only need to be submitted when they have been impacted upon by either Stage 1 or Stage 2. Brookfield to provide the date for submitting the monthly programmes.	DB
22.	Planning	<p>DH & AS had met with Brookfield the previous night to provide background info for the forthcoming meeting the City Council.</p> <p>AS suggested that Brookfield should flag these meetings with the Board in order that they can brief Brookfield on previous meetings or can provide Board support at the meeting.</p> <p>JMP have been organised to provide a presentation on Traffic and Transport nuances and Section 75. Nightingales are arranging appropriate representation for this meeting</p> <p>DH advised that the Council have indicated that nothing further will be approved until the masterplan is sorted out. They have 4 main areas of focus: a) Transport and Roads, b) Drainage and Water, c) Landscape and d) Architecture. A Planning Steering group will be established which will take place every month.</p> <p>It would appear that Fastlink are wanting extra land-grab.</p> <p>The Helipad was receiving many complaints therefore will need to address these and look at acoustics, etc. Community Engagement to be asked to get involved with the local community.</p> <p>New Heliport at Thales Site – concerns raised about vibration and noise of helicopters.</p>	<p>-</p> <p>Brookfield to advise Board of dates for any meetings with either City Council SPT.</p> <p>-</p> <p>Masterplan to be finalised</p> <p>-</p> <p>Discuss with Community Engagement their future involvement with the local community</p> <p>-</p>	<p>-</p> <p>RB</p> <p>-</p> <p>Brookfield/Board</p> <p>-</p> <p>AS</p> <p>-</p>

		If the masterplan is sorted out then it is anticipated that any approved matters will run through smoothly.	-	Page 19 -
22.	Planning (cont'd)	Actions from the meeting were to: Set up further meeting with the Council Provide further information Provide timelines information	Set up further meeting with the Council Provide further information Provide timelines information	RB/DH
23.	Monthly Reporting	Advised that a monthly report should be submitted to the Project Management Group. The report should provide an executive summary from each of the other groups.	Report to be prepared for the 3 rd Tuesday of every month.	Group Chairs
24.	Basement Rationalisation	PS provided an overview of the basement rationalisation plans.	<p>Brookfield to provide an update to the next meeting. Brookfield to</p> <ul style="list-style-type: none"> • provide the Board with an understanding of the travel distances re robotics • consequences of moving basement to a less busy area i.e. more carts required, more sensors req • provide an overlay of where the access was and where it is now proposed as being • be mindful of the bereavement pathway • Provide the Board with an understanding of the Fire escape requirements • Add text to the meaning of rationalisation. <p>Cost of forming water tanks to remain separate from Labs costs</p>	PS/GK
25.	Date and Time of Next meeting Tuesday 26 th January 2010 at 2pm in the Project Offices, Queen Elizabeth Avenue, Hillington			

ACTION NOTE

Present:

Alan Seabourne (AS)
 Douglas Ross (DR)
 Peter Moir (PM) (part Of meeting)

David Bower (DB)
 Gill Kirkness (GK)
 Ross Ballingall (RB)
 Ed McIntyre (EM)

David Hall (DH)
 Mark Baird (MB)
 Shiona Frew (Notes)
 Tom Allan (TA)

Darren Smith (DS)
 Paul Serkis (PS)

Apologies:

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Notes of previous meeting (19 th January 2010)	Accepted as accurate record. AS requested confirmation that he would not be charged for the sketched being developed due to discussions from user group meetings. RB confirmed that there would be no charge except in the event of the architect undertaking a lot of rework which then gets rejected.	- -	- -
2.	Project Groups	Scheduling out meetings is on-going. Difficulty in getting the Technical Design Group and Medical Planning Group meetings organised due to NHS Reps being involved in the 1:200 User group meetings.	To programme out the 1:200 Adult and Children's User group meetings to identify available slots for the Medical Planning Group. To prepare agenda for Medical Planning Group meeting. Bill ???? and David ???? to be added to membership of Medical Planning Group as they are, respectively, involved with the Adult and Children's 1:200 User Groups.	DB DB SF
3.	Labs	Confirmed that Labs meetings being programmed into PM's diary. Confirmed that the date for the Labs Directorate Project Board is Monday 1 st February 2010 in the ???, SGH. Brookfield would be represented at this meeting by RB and Dave Jordan. Confirmed that Brookfield should provide an update of the Labs scheme. AS reported that he would like to advise the Labs Project Board about the Early Warning process as this is the group where issues can be presented to for decision i.e. granite/slate/lino.	- To provide update to Project Board meeting Provide overview of Early Warning process To attend the meeting	- RB AS/DR DR

Item No	Item	Discussion/Information	Action	Action by Whom
4.	Labs (Stage D to E)	Programme of outputs to be provided in order to: a) Have knowledge of the outputs b) Plan to provide resource as required c) To review progress against programme	Provide programme of outputs	DB
5.	Waste Compound	Confirmed that the Board are still working towards waste compound being available by end February 2010. DB to confirm the 'drop dead' date which was anticipated at being 2 weeks	To confirm 'drop dead' date for Waste Compound	DB
6.	Specialist Contractor – Japanese Knotweed	<p>Japanese Knotweed contractor has been on the SGH site to identify areas of Japanese Knotweed. 8 clumps of active growth had been identified and a further 3 areas where the canes are dead and there had been no growth last year. The contractor will prepare a report for the Board. Suggested that an area should be identified to bund and treat the knotweed. Advised that the knotweed should not affect the programme. Suggested that the knotweed contractor should be on site to identify the knotweed when it is being dug out. Previous experience of knotweed on other sites indicated that to dig out the knotweed entails digging to a distance of 1m.</p> <p>DS advised that the planners should be involved in the plan to deal with the knotweed. Confirmed that knotweed is a condition of planning. PM advised that a Knotweed Management Plan will need to be submitted to the Council Planners. Agreed that PM should review the planning conditions and discuss the knotweed issue with Blair Greenock. DS advised that he had identified a number of other issues and that he would discuss these with PM in the first instance to obtain a view on the best approach to deal with these.</p> <p>Brookfield to raise EW on back of EW already raised.</p>	<p>Obtain Knotweed contractor report.</p> <p>To identify a site to bund the knotweed.</p> <p>Prepare and submit knotweed management plan</p> <p>Review planning conditions and contact Blair Greenock to discuss Knotweed</p> <p>Discuss planning issues with PM</p> <p>Raise EW</p>	<p>PM</p> <p>RB (D Jordan)</p> <p>?????</p> <p>PM</p> <p>DS</p> <p>GK/TA</p>
7.	Adult & Children's Stage 2 Sign-off Process	<p>Process agreed by the Board's Senior Officers.</p> <p>DB reported that H Griffin has asked for a period of time for pre-preparation however it is important that the programme is not extended. AS advised that he had asked HG to discuss with DB the plan for the 2nd tranche of meetings and to confirm which meetings she wants to clump together. Due to the intensity of the user group meetings HG was looking to have some touch-down time.</p>	<p>-</p> <p>Discuss plan for next tranche of user group meetings with HG.</p>	<p>-</p> <p>DB</p>

Item No	Item	Discussion/Information	Action	Action by Whom
8.	Appendix K	<p>Discussion re content and deliverables to be organised to discuss what Brookfield thinks is achievable. A schedule had been prepared which is currently being commented upon by Brookfield's consultants. Thereafter it would be circulated to the Board for comment/discussion. Target date for completion = 5th February 2010.</p> <p>AS reported that the Board would need to do an audit plan on Brookfield's proposed Appendix K.</p>	<p>Circulate Appendix K schedule to Board (DH, MB, PM)</p> <p>Audit plan to be prepared</p>	<p>DB</p> <p>AS</p>
9.	Aconex	<p>PM advised that from a drawing/ document/ communication tool perspective the Aconex system appeared to be fine however the NEC element was under development and needed to ensure that NEC can be achieved i.e. having in built EW that can be tracked.</p> <p>Reported that Angela (Currie & Brown) was reviewing the system. A meeting to discuss the system with John Ko would take place on 28th January 2010. Advised that the A-Site solution was less cumbersome and had an online tracker. Need to try to get online tracker system workable. AS enquired if there was a solution if the online tracker could not be made to work and it was confirmed that there is an off-line solution. RB advised that the tracking works through the Workflows. DH agreed to provide feedback from the meeting on Thursday. PM reported that he had fed back that there is a whole range of forms - more than just the EW and CE forms which have been discussed.</p>	<p>-</p> <p>Provide feedback from meeting on Thursday.</p>	<p>-</p> <p>DR</p>

Item No	Item	Discussion/Information	Action	Action by Whom
10.	Utilities	<ul style="list-style-type: none"> <i>Electricity</i> Brookfield have met with both Scottish Power and Scottish & Southern. Next step is to clarify what the requirements are and issue to them to provide quotes. Enquired if there had been a change to the load requirements. RB confirmed that there had been an increase to the load requirements and that Chris Lovejoy was also looking to have the supply ramped up as required. AS enquired what was the critical time - for the Labs. RB reported that both Scottish Power and Scottish & Southern have indicated that they can't provide the power in time for power on to the Labs however it was not unusual for the power companies to give this reply. DH reported that this highlights the importance of having detailed programmes. RB agreed to provide a paper for the next meeting. <i>Water</i> PS requested a copy of the 'Water Network Analysis' report. PM advised that URS have been instructed to install flow meters to the burns. AS requested that SF check with FW re Water Network Analysis Report. <i>Substation</i> PS enquired about the possibility of Brookfield designing and building Car Park 2 as is key detail of their Masterplan. Other CP details were also required for the Masterplan. Brookfield to provide a list of the other specific details required to the Board for response. PM agreed to provide the CP drawings to Manny Ajuwon. The benefits of Brookfield building CP were discussed and it was agreed that RB should provide a proposal which should cover a) buildability, b) programme betterment, c) de-risking and d) cost savings. DH requested that a proposal for the design only of car-park 2. <p>Confirmed that CP2 could not be opened until the hospitals open and therefore could only be used for construction traffic. RB suggested that the build of the CP could be staged.</p> <p>AS requested that the CPs were shown to barrier controlled.</p> <ul style="list-style-type: none"> <i>Gas</i> 	<p>Provide detailed programmes</p> <p>Provide a paper for the next PMG</p> <p>Obtain Water Network Analysis from FW</p> <p>Prepare paper for next PMG detailing proposal for Design & Build and Design only re Car Park 2</p> <p>-</p> <p>Ensure Car Parks are illustrated with barriers</p> <p>-</p>	<p>DB</p> <p>RB</p> <p>SF</p> <p>RB</p> <p>-</p> <p>Brookfield</p> <p>-</p>

		Meeting with the Gas Company still to take place – no issues at present		Page 24
Item No	Item	Discussion/Information	Action	Action by Whom
11.	Land	<ul style="list-style-type: none"> <i>Telephone Mast</i> The potential road/fastlink layout was discussed. Agreed that it was a mix of both the diagrams provided. The fastlink should have a dedicated route on the left hand-side. Discussion confirmed that there is no requirement to move the mast. Confirmation of the junction requirements to be provided as the junction may need to be bell-mouth therefore still requiring a piece of the Scottish Water land. Suggested that a piece of land to the back of the therapies could potentially be used to filter fastlink at junction. Reported that if reducing the cycle lanes then need to show the site cycle plan. The principle of the junction would need to be discussed with the City Planners. WSP to provide plan of junction layout. <i>Scottish Ambulance Service</i> The Board had almost completed all the detail to enable the SAS to be off the site by end October 2010. Work in progress. Meeting organised between SAS and Board CE and Director of Finance on 5th February 2010. 	<p>-</p> <p>Site cycle plan to be prepared if reducing the cycle lanes</p> <p>Provide plan of junction layout</p> <p>-</p>	<p>-</p> <p>RB</p> <p>DS</p> <p>-</p>
12.	Consents	Advised that SEPA may now accept the siphon arrangement. WSP have reworked and reissued to SEPA.	Check if SEPA sign-off discharges the planning condition.	RB/PM
13.	Project Bible	Nearing completion. Meeting with Brookfield to be held to go through the information.	Meet with Brookfield to go through the information.	MB
14.	Brookfield Project Base	Confirmed that Brookfield had arranged offices at Mirren Court. The furniture was being delivered the following day. BT was also installing the phone lines the following day. Offices should be fully operational the following week.	-	-
15.	SOD Cutting	The Board Comms dept had confirmed the SOD Cutting as 16 March at 11:00 The Board Comms dept have requested to meet with Alan Keeley to discuss.	Meeting to be arranged with Alan and Board's Comms Reps	SF/A Keeley

Item No	Item	Discussion/Information	Action	Action by Whom
16.	Site Office on SGH Site	Confirmed it is still the intention to have ready 4 weeks early i.e. end April. 10 Cabins were being put on the site the following week for Dunne's The Brookfield and Board IT staff are linking up	Confirm date to move on site. Terminate lease for NHS Project Offices with Ashtenne.	RB AS/HMc
17.	Early Warnings	The importance of ensuring everyone is involved and linked in was discussed. Confirmed that the Early Warnings had been discussed at the Commercial Group meeting earlier that day. The Brookfield Labs Value Engineering EW had been prioritised of which the tunnel is the first priority.	- -	- -
18.	Contract Access to Site	Advised that Brookfield were doing some pieces of work on the SGH site and the March contract access date meant that the site was still the Boards and the HSE might view liability lying with the Board. It was agreed that the Contract Access date should be changed to 1 st February 2010. Enquired if URS had issued the F10 as yet.	PM to issue a Project Managers Instruction and Compensation Event. Compensation Event would be at no cost or impact on programme To check if F10 been issued by URS	PM PM
19.	Hoarding Plan	Drawing to be prepared by Thursday for discussion/agreement	Issue hoarding drawing to PM	PM
20.	Building Warrant	Advised that discussion still on-going with URS re piling. Brookfield have discussed the suitability of CFA with various piling contractors and they agree that it is appropriate and the correct approach. Further discussions with URS have been arranged. Unable to appoint a piling contractor until URS discussions have been concluded. Enquired if URS are self-certified. Confirmed that Building Warrant	Discussions with URS to be concluded Ascertain if URS self-certified -	- - -

Item No	Item	Discussion/Information	Action	Action by Whom
21.	Tunnel Layout Proposals	Confirmed that Brookfield preparing a package of information on revised tunnel layout (option 2) for issue to the Board for approval. Swisslog have agreed that option 2 is workable. Proposal will realise both time and cost savings.	Issue tunnel proposal information package. Information to include a clean copy of the tender tunnel proposal. Information to include text re lifts and fire escapes. Check which Board reps need to agree the tunnel layout. Decision on proposal required by 4 th February 2010.	PS SF AS (PM/KC/DH)
22.	User Group Meetings – Progress Update	DH advised that some of the presentations could be sharper and emphasise more positively what the design delivers. RB reported that Brookfield will be reviewing the input to users groups on an ongoing basis. DH suggested that it would be good to have the person responsible for drawing the room present at the meeting.	Review architect/healthcare planning representation for user groups	RB
23.	Nightingales Contract	Item discussed at the earlier Commercial Group Further discussion to be had. Will provide feedback to PMG at a future meeting.	Provide feedback to future PMG	PS
24.	Programmes (monthly reporting)	Discussed the appropriate timing for the issue of the programmes and cashflow reporting	PS to schedule out the dates	PS
25.	GCC Planning Dept	DH reported that a recent meeting had taken place with the Planning Group. They were given an overview of the project as it currently stands – this was received positively. Indicated that there is a clear focus on Masterplan and that nothing will be approved unless the masterplan has been approved. Approval of the masterplan should ease obtaining approvals for the other conditions. There are 4 main areas of focus on the Masterplan: a) Roads and Transport, b) Drainage, c) Building Form and d) Landscaping. A key focus is on getting the roads to work. The Planners are supportive of the programme to deliver the project. DS advised that the conditions for the Labs does not fit with the masterplan and that a view should be obtained from the Planners should the Labs only be built.	Masterplan to focus on a) Roads and Transport, b) Drainage, c) Building Form and d) Landscaping. The key focus is to ensure the roads to work. Obtain view for Planners	RB PM

		DS enquired about the Planners Sign-off i.e. signing off the cladding – is this before starting the build or before fitting. Advised that Raj Deb has liaised with the Council and that Brookfield should link with Raj Deb.	Liaise with Raj Deb	Page 27 DS
Item No	Item	Discussion/Information	Action	Action by Whom
25.	GCC Planning Dept (Cont'd)	<i>Helipad</i> The Council had been receiving letters of concern re the helipad. Need to undertake engagement with local community. Consideration should be given to undertaking a hypothetical study in order to provide the community with idea of future helipad usage and impacts taking cognisance of the difference in volume.	AS to speak to Mark McAllister, Community Engagement Manager re engagement with SGH local community	AS
26.	Monthly Reporting	Agreed that responsibility for submitting the monthly Construction Project Group reports will be the Chair of each group i.e. those marked in red.	Group chairs to provide monthly report for consideration by the PMG and then PSG.	ALL
27.	AOCB	<i>MRI</i> Concern has been raised about the positioning of the MRI scanner above the basement as the gauss lines extend down. This would affect the hotel services dept. Need to review the zone that will not be useable due to the positioning of the MRI. RB suggested that shielding would need to be given consideration. DS suggested discussing the issue with RPI. <i>Construction Group</i> Advised that HV cable across the site is still live. PM confirmed that this is being addressed.	PM to organise meeting with RPI. PM to organise for cable to become 'dead'.	PM PM (F Wrath)
28.	Date and Time of Next Meeting Tuesday 2 nd February at 2pm in the Project Offices, St Andrews House, Hillington.			

ACTION NOTE

Present:

Alan Seabourne (AS)
 Douglas Ross (DR)
 Paul Serkis (PS)
 Shiona Frew (SF) (Notes)

Darren Smith (DS)
 Ed McIntyre (EM)
 Peter Moir (PM)

David Bower (DB)
 Gill Kirkness (GK)
 Ross Ballingall (RB)

David Hall (DH)
 Mark Baird (MB)
 Tom Allan (TA)

In attendance:

Mark McAllister (MM)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action Note from previous meeting (26 th January 2010)	Item 6, Specialist Contractor – Japanese Knotweed, last line – amend to read “Brookfield to utilise existing Early Warning”	Amend previous action notes	SF
2.	<p>Matters Arising</p> <ul style="list-style-type: none"> Project Groups Labs Labs (Stage D to E) 	<p>AS advised that due to the heavy involvement of project team members in the user group meetings that it had been difficult to schedule in the Technical Design and Medical Planning Group meetings. DH has been tasked with progressing. DH advised that a number of dates had recently been identified and these dates were being circulated around the group members to confirm meeting attendees.</p> <p>AS advised that the Labs Directorate Project Board meeting had been attended by RB, Dave Jordan (DJ), PM and himself. RB and DJ had provided an update to the group members. The members were not advised about the Early Warning process. RB advised that there are a few design actions to be completed from this meeting.</p> <p>AS advised that this item had been discussed at the earlier Commercial Meeting. No further update required.</p> <p>Also discussed at the Commercial Meeting was a) the Proposed revised tunnel arrangement, b) the piling change.</p> <p>A programme of outputs has been provided via the Commercial Group.</p>	<p>DH to ensure that the TDG and MP Group meetings are scheduled out</p> <p>Complete design actions from Labs Project Board meeting</p> <p>-</p> <p>-</p> <p>-</p>	<p>DH</p> <p>RB/DJ</p> <p>-</p> <p>-</p> <p>-</p>

Item No	Item	Discussion/Information	Action	Action by Whom
2. Cont'd	• Labs (Stage D to E) – cont'd	AS advised that technical issues which can be resolved should be presented to the PMG. Operational issues which need to be presented to another forum should be separately identified.	DB to identify separately the technical and operational outputs.	DB
	• Waste Compound	AS confirmed that the Board were still working towards the waste compound being available by end of February 2010. DB advised that end of February was acceptable.	-	-
	• Specialist Contractor – Knotweed	PM confirmed that the URS report had not yet been received and this would be forwarded to Brookfield as soon as received. He had undertaken to produce a method statement based on experience/knowledge of dealing with knotweed on other GGC hospital sites.	PM to copy URS Knotweed report to Brookfield. PM to prepare method statement	PM PM
		DH advised that consideration of the proximity of any burns to the bund for the knotweed would be required. He reported that there was a 10m restriction requirement re locating bunds in proximity of watercourses. DH to check restriction and feedback.	DH to check watercourse/bund restriction requirements.	DH
		RB tabled a site plan and indicated the 2 areas currently identified for the knotweed bund.	-	-
		PM advised that he had discussed the knotweed issue with Blair Greenock and that he would submit an action plan to them. RB enquired about the timeframe for turnaround of the action plan by the Council and PM agreed to check however it was thought to be circa 2 weeks.	-	-
	• Adult and Kids Stage 2 Sign Off Process	AS advised that DB should liaise with HG re scheduling out tranche 2 and 3 user groups. AS requested that the current schedule be extended by 5 days and sought confirmation of the back-stop date. DB advised that he was liaising with HG and the 12 May 2010 was the contract back-stop date.	DB to schedule out tranche 2 and 3 user groups in liaison with HG	DB
	• Appendix K	AS requested that the key M&E milestone dates be provided. RB confirmed that the appendix K information should be available for the end of the week/beginning of following week. AS advised that PM and DH should be copied this information as he was on leave the following week. AS advised that he would need to do an audit overlay when the appendix K information is received.	RB to provide Appendix K information	RB

Item No	Item	Discussion/Information	Action	Action by Whom
2. Cont'd	• Aconex	DR advised that an initial meeting with Brookfield had taken place. There are still concerns that Aconex does not work as required by the Board i.e. the tracking of EW/CEN/PMI and summary reporting. Another meeting was being held with Aconex on 4 th February 2010. RB reported that he would challenge Aconex to meet the Board's requirements.	DR to provide feedback from meeting held on 4 th Feb 2010 with Aconex to next PMG	DR
			RB to challenge Aconex to meet Board's requirements re tracking/reporting	RB
	• Utilities	AS advised that a discussion on the Utilities programme was required. DB tabled a programme and advised on the expected quotation dates from Scottish & Southern (8 th February) and Scottish Power (end of March). He had been unable to ascertain the equipment lead time for Scottish Power at this time. DH enquired if the quotation was required due to the increase from 20 to 24kVa and this was confirmed.	Decision on whether to use Aconex to be made at next meeting.	ALL
		DB tabled a procurement programme for the substation based upon the Scottish & Southern quotation date and 15 month equipment lead time. Based on this the power on date for the Labs would be mid September 2011 which would be approx 7 months before Labs project completion. The on-site temporary power supply would need to be used from July 2011 until the power on date. The issue for the programme was the procurement of the transformers not the cabling.	-	-
		DH advised that procurement of the substation was sitting on the critical path. RB reported that discussions were still on-going with Scottish Power and they would be challenged to reduce their 2 month quotation period.	Continue discussions with Scottish Power	RB
		RB advised that the programme would need to be reviewed to identify where time can be built in. DH reported that the current programme is not compatible with the overall master programme and therefore would need to be discussed.	Agreed that an urgent separate meeting to discuss Utilities should be organised. Proposed that this meeting takes place directly after the next PMG meeting (09/02/10).	SF

Item No	Item	Discussion/Information	Action	Action by Whom
2. cont'd	• Substation	PM confirmed that he had not been able to email the CP drawings to BCL due to their size and RB was given 2 discs.	-	-
		RB advised that they were working on the cost modelling for the proposal. It was anticipated that the proposal would be issued in advance of the next PMG for discussion.	RB to provide proposals for design and design/build of car Park 2	RB
		AS asked about the impact on programme for each of the proposals. RB advised that he had been shown examples of building structures around live substations. The issue for consideration is whether there is value in building the car park at the same time.	-	-
		DH suggested that if only one quote received then the Board would need to consider any implications this posed i.e. governance. PM reported that there is a need to ensure value for money (VFM) and to consider costs as part of the programme of VFM.	RB to ensure power quote is value for money	RB
	• Water Analysis	PM advised that he had recently initiated the process for the water analysis. A copy of the water analysis proposal would be provided to Brookfield. The analysis will monitor trunk mains M3 and M5.	PM to provide copy of water analysis proposal to Brookfield when received	PM
	• Gas	RB advised that there were no issues in relation to gas supply for the site. DH advised that consideration would need to be given to the move from low pressure to medium pressure due to taking in the retained estate. To be further discussed at separate Utilities meeting referred to above.	Chris Lovejoy (CL) to provide update on SGH gas supply at the separate Utilities meeting	RB/CL (Chris Lovejoy)
	• Land <i>Telephone mast</i>	All agreed that there was no requirement to use the mast land however there remained a residual issue in respect to widening the road and the creation of an appropriate road junction. DH advised that there is a need to be able to convince the City planners that the roads solution works.	Brookfield to ensure roads solution does work.	RB
	<i>Scottish Ambulance Service</i>	AS advised that he was meeting with the SAS on Friday 5 th February to present the proposal to take them off the site. He would provide an update at a future PMG	AS to provide update on SAS removal from site	AS

Item No	Item	Discussion/Information	Action	Action by Whom
2 cont'd	Consents	RB confirmed that they had received no further information from SEPA and Pete Dunbar was pursuing.	RB to provide update to next PMG	RB
	Project Bible	The Project Bible was almost finalised and a meeting with Brookfield had been scheduled for the following day.	MB to finalise project bible as soon as possible	MB
	Brookfield Glasgow Base	Brookfield had moved into new offices at Mirren Court., Paisley	-	-
	SOD Cutting Ceremony	SOD Cutting ceremony arranged for 16 th March at 11.00am. A Keeley is liaising with the Board's Corporate Comms Dept with a meeting arranged to take place on Thursday 4 th February to discuss ideas.	SF to provide update at next PMG	SF
	Site Office	RB reported that it was still anticipated that the main set-up may be 4 weeks early (end April 2010)	-	-
		The IT reps from the Board and Brookfield have been liaising. A meeting has been held the WACO and the requirements are now clearly understood.	-	-
	Early Warnings	This items was discussed in detail at the earlier Commercial Meeting therefore no further update was required.	-	-
	Revised Tunnel Arrangement	RB advised that he had instructed URS to progress the designing of the revised tunnel arrangements.	-	-
		AS reported that RB should check with Raj Deb that the interstitial floor/mortuary arrangement had been signed off by Isabel Ferguson.	RB to confirm sign off by Isabel Ferguson of the interstitial floor/mortuary arrangement	RB
		PM reported that consideration would need to be given to the location of the escape stair. RB confirmed that the escape stair would not be required until the new hospitals open. Consideration would be given to locating the escape stair.	RB to consider location of escape stair when design the revised tunnel arrangement	RB

Item No	Item	Discussion/Information	Action	Action by Whom
2 cont'd	Site Access	It was confirmed that a) the Project Managers Instruction had been issued; b) the F10 had been completed and c) Construction Phase Health and Safety Plan had been agreed the previous day.	-	-
		RB advised that Brookfield have a few insurance issues to be resolved. PS reported that the Employer's Liability and Public Liability were in place. Work on-going to put together CR Policy. A temporary stop-gap was being arranged for the cabins. A full CR policy would be put in place asap to cover all the works. RB advised that the risk of someone burning down a cabin had yet to be covered.	PS to finalise insurances	-
	User Group Meetings – Update	DH advised that he had recently attended some user group meetings. There had been an improvement to the front-end presentation.	-	-
		There are some challenges for a few dept i.e. requests for additional space.	-	-
		DH enquired how Brookfield felt the meetings had been going. He reported that 'putting the jigsaw' back together would be a challenging and asked RB to provide a methodology of the plans to the next PMG.	RB to provide methodology for next PMG meeting	RB
		AS reported that the pre-meeting with Nightingales before the Adult User Groups had been very helpful and another pre-meeting should be organised with Nightingales in advance of the Children's User Groups.	SF to organise a pre-meeting with Nightingales to discuss the Children's Hospital User Groups	SF
		DH suggested that the input of the Healthcare Planner should be focussed to those meetings where users had not influenced the Brookfield layouts. The HCP input to the 11 depts completed for the exemplar had been limited.	HCP input to be focused appropriately	RB
		DH advised that HCP input would be invaluable to many of the Children's User Groups in order to help them visualise how the new Children's Hospital will work. It was suggested that benchmark information would assist selling the new model of care.	RB to prepare benchmark information in relation to the new model of care for NCH	RB
	Nightingales Contract	AS confirmed that NEC3 Option A was acceptable with the provision of a resource plan.	PS to provide update to next Commercial Grp	PS
	Programmes	PS advised that the programmes and cashflow would be issued 3 rd Friday each month. The monthly report would be issued on the Friday immediately prior to the Project Steering Group meeting. i.e. for this month on 19 th Feb.	Issue programme, cashflow and monthly report as agreed	PS

Item No	Item	Discussion/Information	Action	Action by Whom
2 cont'd	Planning Update	<p>AS advised that satisfying the City Planners was critical to the success of the project. The Board requires to be updated on the planning progress being achieved.</p> <p>DS would liaise with PM to discuss planning issues. He had scheduled out a list of issues to be discussed. Meetings are being set-up to discuss how the Masterplan fits. DH advised that focus will need to be broken into the 4 groups of Drainage, Roads & Transport, Building Form and Landscaping as these area are dealt with by different planners.</p> <p>It was enquired if the de-layering of the masterplan had been progressed and DS confirmed this had been done. He planned to link into the labs meetings.</p> <p>DH advised that a meeting with A&DS would need to be organised. DS advised that he was working on scheduling out major dates. DH requested that an overview update paper on planning aspects was provided to the next PMG.</p>		
	Helipad	The group discussed whether a noise impact assessment should be undertaken in relation to the proposed final location of the helipad. It was agreed that a noise impact assessment should be undertaken. RB agreed to liaise with their Acoustic Consultant.	RB agreed to liaise with Acoustic Logic.	RB
	Monthly Reporting	DH advised that he had been tasked with getting all the groups up and running. Dates had been circulated for the remainder of the groups and the meeting dates would be confirmed asap.	DH to confirm the meeting dates for the remaining groups	DH
	MRI	AS advised that PM would take this issue forward. DH advised that he had attended the meeting where the issue was discussed and that he would forward the note to PM. PM reported that Hugh McDermont had been in liaison with Barry Condon and he would be asked to provide an update to the next PMG.	DH to forward a copy of the MRI meeting notes to PM	DH
		DS agreed to speak to the Radiation Protection adviser. AS reported that he would ask HMc to link to DS	PM to request HMc provides an update to the next PMG DS to liaise with the Radiation Protection adviser. AS to ask HMc to link to DS	PM DS AS

	HV Cable	It was confirmed that the work to cut the supply to the HV cable would be undertaken by w/e 7 th February 2010.	-	-
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Item No	Item	Discussion/Information	Action	Action by Whom
3.	Community Benefits	<p>MM advised that there were a number of actions to be completed in relation to Community Benefits i.e. identify the outcomes and reporting of outcomes, identify how to demonstrate added value.</p> <p>MM agreed to liaise with PS to take forward Community Benefits.</p> <p>AS advised that he would be required to report on a) target areas, the monitoring of these target areas and c) the success of the target areas, to the Board's PRG on a quarterly basis. AS advised that MM would be seconded to the team on a part-time basis to assist Brookfield with Community Benefits.</p> <p>MM advised that there was 3 areas to be driven forward and these were:</p> <ul style="list-style-type: none"> a) analysis of the outcomes to provide deliverables b) measuring of these outcomes c) Communications/Marketing/Branding <p>AS requested that PS prepare a workplan and submit to the PMG for discussion at their meeting on 2nd March 2010.</p> <p>AS advised that an Engagement Plan with the public would need to be prepared. The plan should have regularity and consistency. PS to prepare and submit Neighbourhood Engagement Plan to the PMG by 2nd March 2010.</p> <p>MM advised that a Health Impact Assessment would be undertaken.</p> <p>PS advised that he had a meeting with Ian Davidson on 15th Feb and invited MM to attend this meeting.</p> <p>AS advised that MM would attend the PMG meetings on a monthly basis</p>	<p>-</p> <p>MM agreed to liaise with PS to take forward Community Benefits.</p> <p>-</p> <p>-</p> <p>PS to prepare and submit workplan to the PMG by 2nd March 2010</p> <p>PS to prepare and submit Neighbourhood Engagement Plan to the PMG by 2nd March 2010</p> <p>-</p> <p>MM to attend meeting of Ian Davidson and Brookfield. PS to confirm arrangements to MM</p> <p>MM to attend PMG on a monthly basis</p>	<p>-</p> <p>MM/PS</p> <p>-</p> <p>-</p> <p>PS</p> <p>PS</p> <p>-</p> <p>PS</p> <p>MM</p>
4.	Issues arising from the Commercial and Construction Interface	There were no matters arising from the meeting notes of the Commercial and Construction Interface Groups	-	-

	Groups			Page 36
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Item No	Item	Discussion/Information	Action	Action by Whom
5.	Site Security	AS advised that a meeting to discuss the site security and the procurement of site security with Strathclyde Police. Site security services could not be carried out by any company that was not on the SIA Approved List. Early discussions with a few security companies suggested that the services could be sub-contracted out to companies not on the SIA Approved list and therefore consideration to be given to adding a clause into the tender to state that the contract cannot be sub-contracted. RB to inform	RB to consider adding clause to security tender requirements to state that the contract could not be sub-contracted	RB
6.	Hoarding Plan	The hoarding plan was tabled and discussed. RB advised that there had been no issues raised at the Construction group. AK was liaising with the Board's Corporate Comms Dept re the design of the hoardings. MB enquired if it was proposed to have viewing areas and RB confirmed that viewing areas were being proposed.	-	-
7.	Labs - Design Approval Process	AS advised that the Labs Directorate have prepared a group structure for the Labs project. The linkages between the Labs groups and the Hospitals groups will need to be identified. There is a desire by the project team to try to streamline the amount of groups. It was agreed that the leads from the Labs Groups should be a member of the Project Construction Management groups. The workplans for the Construction management groups to be developed and assessed against the Labs Directorate groups. AS agreed to provide feedback to Aileen MacLennan. The Labs Design Approval Process will be prepared by PM. DH advised that it was anticipated that the meeting with the planners on Thursday 4 th February would resolve the current tender issue.	AS/PM to identify the linkages from the Labs groups for the Hospitals Construction Groups AS to assess the Labs workplans AS to provide feedback to Aileen MacLennan PM to prepare Labs Design Approval Process DH to provide feedback from meeting with the planners	PM/AS AS AS PM DH
8.	AOCB <i>Actions</i> <i>Food Waste System</i>	DH advised that it was important that everyone managed their actions. This was being looked at through the design process meetings. It was requested that Brookfield submit a proposal.	Ensure actions are completed RB to provide proposal re Food Waste System	ALL RB
9.	Date and Time of next meeting			
	Tuesday 9 th February at 12.30pm in the Project Offices, St Andrew's House, Hillington			

ACTION NOTE

Present:

Alan Seabourne (AS)
 Gill Kirkness (GK)
 Tom Allan (TA)

David Bower (DB)
 Mark Baird (MB)
 Ed McIntyre (EMcI_)

David Hall (DH)
 Paul Serkis (PS)
 Allyson Hirst (AH) (Notes)

Douglas Ross (DR)
 Peter Moir (PM)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Notes from previous meeting	The action points of 16 th February were noted as accurate		
2.	Matters Arising	Labs Design Sign Off Process	Completed and issued to Brookfield	
		Appendix K	DS to arrange meeting to discuss further	DS
		Utilities	Chris and Norman will meet with the electricity suppliers and report back to the group	RB (CL)
		Car Park – It was noted that quotes had been received and were in the process of being reviewed. AS requested a quick decision to be made for budget purposes Could the work be carried out in 4 weeks	PS and PM would liaise on costs This was achievable – there are some issues but all in hand	PS/PM PS
		Telephone Mast – additional work was required on the further details re fencing and collision bollards	HMcD and DS will continue to work on this and DS will supply drawing detail	DS
		Project Bible	This was now complete and issued	-
		Early Warning - An Early Warning Summary is to be issued along with the papers for the Project Management Group	SF – Project Administrator would be asked to do this	AS/SF

		Monthly Report - The lead from each section would complete and submit regularly around the 19 th of the month or every 3 rd Friday	The draft report from February will be sent out thereafter this will be done on a regular monthly basis	Page 39
		Responsibility	This would be the responsibility of Brookfield	
		Helicopter Management Plan – a question was raised on the acoustics	This would be raised as an RFI via C&B	DS
		There are two separate documents 1. current running procedure and 2. after construction	AS stressed it was imperative that this was seen and signed off by all the relevant people	
		Community Benefits	The next meeting of this group will show how this is progressing and will be reported to this group on a quarterly basis	PS/MM
		Food Waste System – two different systems to be looked at pulping and straining	Systems to be viewed in locations and consideration given to size of processors and bi-products and any cost implications to the Board	EB
		Planning – DH reported that meetings had taken place between the project and the city planners – he noted that these had been somewhat challenging meetings with some issues	Reviewing finishes to buildings, elevation of NCH. Nightingales were working on some ideas to take back to the planners on the elevations and parks	
		The planners had requested use of arts in the new build	The artist for the project would be requested to input ideas	
		Clear statements would be required on rendering, and materials	Meeting with Blair Greenock will look at all these options	
		Transport - meetings continuing to progress for a design team and NCH basis		
		Drainage – the adaptation of roads to be resolved and AS/DH would discuss this in further detail at a future meeting.	It was noted that roads would require to be build to an adoptable standard maintaining the SUD system otherwise this could become a future issue	AS/DH
		Laboratory water storage – CL reviewing demands over 24 hour period	CL will report back to the group on any issues including standing water	CL
		NRAC Audit – this was being investigated	Report back to AS with costs	DS

3	Notes of other Meetings	Medical Planning Group – Process being looked at to make the process of equipment purchase easier and more comprehensive.	Looking into catalogue style coding. Requires to be concluded with options to involve the change of drawings over the design/build period to allow the capture of any changes	Page 40
4	Laboratory	It was noted that the Sod Cutting event was confirmed as 16 th March and invitations were already out.	Brookfield would supply safety equipment	RB (AK)
5	AOCB	Modular Units IT Hawkeye pictures and Site Camera	On programme Proving to be challenging and expensive Brookfield would organise Hawkeye photographs on a monthly basis and forward to the project team. CCTV camera to be mounted on appropriate building within the SGH site to allow clear view of building area – Comms Department are taking this forward.	- - RB
6.	Date and Time of Next Meeting	16 th March at 2.00pm, Project Offices, St Andrews House		ALL

PROJECT MANAGEMENT GROUP MEETING : 16th March 2010

ACTION NOTE

Present:

Douglas Ross
Ross Ballingall

Apologies:

Alan Seabourne
Paul Serkis
Mark Baird
Peter Moir

Tom Allan
Gill Kirkness

Darren Smith

David Bower
Hugh McDerment

Ed McIntyre

Item No	Item	Discussion/Information	Action	Action by whom
1	Previous Minutes	Ed Boxall should read Ed McIntyre Action point for Helicopter Accoustics should be DS not C&B	AH will amend and reissue	AH
2	Matters Arising	Telephone Mast	HMCD and DS to review the Drawing – detailed required to show spacing around mast and bollards etc before taking forward to Scottish Water and finally on to the purchase of the land	DS
		Early Warnings Summary	No further action	
		Bore Hole Water	RB reported that the testing of the bore hole water indicated not suitable for use in concrete mix but would be useful for other construction activities. RB to investigate via WSP.	RB
			RB to ask Alan Keeley to investigate the water requirements for the site	RB
		Monthly Report	Each head will provide input report for their sections. Action notes for the Equipment and IT Groups will be forwarded for the first report due on 26 th March 2010	PS
			Reports will include programme, construction and summary finance. Community benefit to be included within the monthly	PS

Item No	Item	Discussion/Information	report Action	Action by whom
2. cont'd		Helicopter Management Plan	A clear pathway of instruction is required including crane operators, crane co-ordinators.	HMCD
			It was noted that the piling equipment would not be included as they are below 30m, although HMCD indicated that he had informed Air Traffic Control. BCL have a plan of the movement tracks of the cranes. HMCD to get clarification from Glasgow Airport in writing that there are no implications of the piling equipment	HMCD
		Acoustics	Height of helicopter landing pad has implications on surrounding houses etc.	
		Partnership Agreement	PS reported on the progress and advised on recruitment process and format for recruiting to NHS Board. AS advised that the first report to the Board would be the May PRG.	PS
		Food Waste	AS to review the e-mail – PS to forward	PS
		Drainage	Jim Miller to advise on work required regarding not adopting roads	Brookfield
		Labs Water Storage	CL to investigate the capacity requirement possibly reducing from 24 hour to 12 hour. RB to speak to CL and then feedback to MB and AS. Full risk assessment to be completed.	RB
		Site Move	Modular units should be ready for 11 th May. AS stated he would need a firmed date in order to organise the move of the team. RB suggested speaking to Dave Vassey, IT for Brookfield if there were any issues in connections etc	

Item No	Item	Discussion/Information	Action	Action by whom
3.	Appendix K		C&B met with BCL this information needs to be written up by DS on his return from leave. The document is to be worked in tandem with planning	DS
4.	Car Park 2 Proposal	Complete Numbers	C&B to instruct drawing and move onto masterplan Vehicle numbers accessing car park required by Hypostyle. Patient footfall available via the travel plan. Information needed for design of Car park 2	C&B AS
5.	Utilities	Returns	A quick decision is required on the successful bidder. RB to chase and report back to AS. RB to request an extension to the date by 1 week	RB
6.	Planning Progress	Labs Hospital	Review of progress to date – no major issues and all in hand Good progress made better understanding from GCC on layouts and reasons behind	
7.	Date of Next Meeting	30 th March 12.30pm in the Project Offices		

ACTION NOTE

Present:

Alan Seabourne (AS)

Gill Kirkness (GK)

Ross Ballingall (RB)

Apologies:

David Bower (DB)

Mark Baird (MB)

Shiona Frew (SF) (Notes)

Darren Smith (DS)

David Hall (DH)

Paul Serkis (PS)

Ed McIntyre (EM)

Douglas Ross (DR)

Peter Moir (PM)

Tom Allan (TA)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action Note from previous meeting (16 th March 2010)	Previously discussed at PSG meeting. Accepted as a true and accurate record	-	-
2.	Matters Arising			
	<ul style="list-style-type: none"> Helicopter Management Plan 	<p>DH advised that there was concern around some of the activities in the plan i.e. individuals deciding whether or not to stop lifting operations when a helicopter arrives. He provided an overview of the process set out on the plan and stressed that the main issue for operating cranes during the arrival/departure of helicopters was the downdraught especially from the SARS helicopter. He enquired whether the staff making the decision would be competent to do so. RB reported that they would need to be competent to take such a decision.</p> <p>PM advised that he envisaged that all crane operations would stop when a helicopter arrives. RB suggested that a lot of time could be lost if every crane was to stop lifting operating during helicopter arrival and departure and suggested that lifting operations should be able to continue in areas not affected by the helicopter arrival/departure.</p> <p>DH suggested that there was a lot of potential for people to take different decisions and there was a risk of miscommunication therefore a singular person should take a decision on all lifting operations. RB confirmed that BCL would have method statements and risk assessments underlying the Plan. AS reported that a meeting was being arranged with the helicopter organisations and he requested attendance at this meeting from BCL and that he planned to attend the meeting. The Board needs to stress that it is imperative that the site must be notified prior to the helicopter landing.</p> <p>RB suggested that the Plan should be amended to state that "Initially every load will be taken to a place of safety. Over the 1st month this will be monitored to ascertain the effect on helicopter landings/take-offs on lifting operations and review if necessary."</p> <p>DH reiterated that BCL need to ensure that any light materials are also securely stored in order not to be lifted by the helicopter downdraught.</p> <p>He raised concern in relation to the communication arrangements and suggested that it cannot be left to assuming that if the mobile is not answered that the cranes are not in operation.</p>	<p>-</p> <p>-</p> <p>RB to ensure Method Statements are in place</p> <p>Amend Helicopter Management Plan</p> <p>Contact arrangements to be identified.</p>	<p>-</p> <p>-</p> <p>RB</p> <p>AS</p> <p>AS</p>

Item No	Item	Discussion/Information	Action	Action by Whom
3.	<p>Matters Arising</p> <ul style="list-style-type: none"> Helicopter Management Plan 	<p>AS stressed that himself and RB would be responsible for ensuring that steps are taken to eliminate the potential for any helicopter/crane collisions.</p> <p>DB enquired whether the Helicopter Management Plan would need to be signed off prior to the crane erection or prior to the lifting operations. RB advised that Method Statements were in place for the mobile cranes.</p> <p>DH suggested that the BCL crane erection method statement should be amended to include the actions to be taken by BCL when a helicopter comes onto the site. RB agreed to review and amend the crane method statement as necessary.</p> <p>DH advised that there may be an issue in relation to the crane being used to erect the 3 site cranes as the NOTAMs only covered the 3 site cranes. He suggested that the height information contained on the NOTAM seemed overly high and agreed to check this information and report back.</p>	<p>-</p> <p>-</p> <p>BCL Crane method statement to be amended as necessary to include arrival/departure of helicopters to the SGH site</p> <p>DH to confirm the accuracy of the NOTAMs</p> <p>RB to provide update at next meeting</p>	<p>-</p> <p>-</p> <p>RB/AK</p> <p>DH</p> <p>RB</p>
4.	Labs Stage D to E	The Labs Stage D to E reconciliation had been discussed at the previous Commercial Group and it was agreed that no update was required for the PMG.	-	-
5.	Detailed Design – Progress Update	<p>MB advised that meetings had taken place to discuss the process of moving from 1:200 to 1:50. All the 1:200 meetings were going well and remained on programme. There were a number of actions to be completed such as:</p> <ul style="list-style-type: none"> 1:50 groups (following the 1:200 programme) – looked at time requirements for 1:50 meetings. This programme would be overlaid by Appendix K. SofA Tracker sheet – Tribal have been requested to provide. The tracker sheet would be used alongside the codebook and thematics now being used. He explained that the spreadsheet is a brief. Each room would be drawn up and colour-coded to illustrate which rooms are oversized and which are undersized. A spreadsheet of the drawn area (including 30% circulation space) would be prepared which would allow for a check of the drawn area against the briefed area. In brief terms the spreadsheets would map the changes across the different areas. In advance of the 3rd User Group meetings the Board would receive a desktop version of what had been drawn up to check. Equipment – there had been a lot of discussion in relation to the equipment list and Tribal would produce the equipment list by end May 2010. Tribal had advised that the preparation of the equipment list cannot be short cutted due to the information being in different formats. The timeline for the equipment list had been discussed with Robert Stewart and he is comfortable with the end of May date. Tribal would be producing a code-breaker and code allocation tracker 	<p>-</p> <p>BCL to issue updt</p> <p>BCL to add issue of equipment list by end of May to programme</p>	<p>-</p> <p>DB</p> <p>DB</p>

Item No	Item	Discussion/Information	Action	Action by Whom
5.	Detailed Design – Progress Update	<ul style="list-style-type: none"> The focus of the next equipment meeting would be the imaging requirements and discussing the replacement strategy. Nightingales were investigating future replacement as there may be pinch-points (MRI) due to changes in the layout. <p>DB advised that work was progressing to go through the ADB codes unfortunately some rooms have not been named definitively so spurious equipment requirements are being identified for the rooms in question. MB advised that the Board had met with BCL reps from Nightingales and Tribal and had run through what the Board will be expecting to receive and what BCL would be providing. RB suggested that the design process was now at the stage that WSP could ramp up as 1:200s get frozen.</p> <p>AS advised that there was an outstanding issue regarding orthopaedic theatres whereby the orthopaedic consultants have asked for their prep rooms to have laminar flow in order that the sterile theatre instrument trays can be opened up in the prep room. He was just raising this issue for information as the Board still had internal work to do in relation to process, practice and productivity therefore no further work on this was required by BCL at this time.</p> <p>DH suggested that the theatres department had given up storage space as the packs would be stored in the prep room but if packs were opened in the prep room then there may be a need to supply more storage area in the theatres department.</p> <p>DR advised that Karen Connelly had been requested to identify what processes take place in the kitchen which is proposed to be moved. PS agreed to provide the cost implications for moving the kitchen down. RB reported that moving the kitchen impacted upon the classification of the basement grade. GK advised that it changed the basement grade from 3 to 4 and this had been costed up.</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>PS to provide cost implications for moving kitchen</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>PS</p>
6.	Car Park 2 – Proposal	PS agreed to finalise the BCL proposal and issue to the Board for consideration. DR requested that BCL advise when the optimum for CP2 would be so as could be factored in cash-flow. It was agreed that a meeting should be arranged to discuss cashflow and CP2.	SF to arrange a meeting to discuss CP2 and cashflow	SF
7.	Utilities – Sub-station	AS advised that a meeting to discuss Utilities had taken place earlier that day. The meeting had been very productive and the incoming KVA had been reduced. Norman Sutherland (NS) had agreed to investigate obtaining a temporary power supply rather than undertake the commissioning of the labs using generators. The Scottish Power proposal was about to be signed up to. The power on date had been indicated as being July 2011 which would be tight in terms of powering the tower cranes and commissioning the Labs. NS had agreed to try to bring the power on date forward again. RB reported that the power on date should be 20 th June. DH suggested that there was a risk to programme against the drop dead date. RB reported that there was no slack in the utilities programme. PS agreed to discuss the generator supply with DS and NS and report back.	PS to discuss generator supply with DS and NS and report back	-

Item No	Item	Discussion/Information	Action	Action by Whom
8.	Planning Progress <ul style="list-style-type: none"> <i>Labs</i> <i>Masterplan</i> <i>Vissim Model</i> <i>A&DS</i> 	<p>RB advised that the GCC Planners had responded well to the presentation of the proposed finishes materials(Chinese Granite) and progress was being made on this basis. There was a risk that the GCC Planners would request the same materials for the new hospitals. PM reported that Manny Ajuwon was still to obtain sign off for the materials from Blair Greenock. DH enquired if BCL had issued the revised elevations as yet and it was confirmed that the revised elevations had not been issued as yet.</p> <p>There were issues with the roads into the Labs. The GCC Planners are happy with the current hub proposal. The roads issue is in relation to the queuing of lorries/delivery vehicles entering the yard area which only has space for 3 vehicles in the loading bays. AS advised that PM had reviewed the roads layout and suggested that WSP should meet with PM to discuss proposals. PM intimated that he had received a negative response to his proposal from WSP and that with a concerted effort the roads could be made to work. He believed that the CP moves 8m into the Children's Park. RB reported that WSP had informed him that the access road had been re-profiled to be as tight as it could be and that it was now within ½m of 1st floor overhang. It was agreed that a meeting should be held with WSP and PM.</p> <p>RB enquired if there was a real need to have a slip road to park up waiting delivery vehicles. PM reported that the concern is if there is a back-up then there was potential for a delivery vehicle to cut across the fastlink lane and block it off. If the delivery vehicle is still unable to access the yard then it would have to reverse back across the fastlink. The reason for the slip-road was to minimise the risk to blocking off the fastlink and collisions. RB agreed to arrange WSP to meet with PM.</p> <p>AS enquired if work to prepare the Vissim model was progressing. RB advised that he thought it was progressing well.</p> <p>AS advised that he would be receiving a run through of what was being presented to the Council and A&DS. RB requested agreement as to who should be at the Council and A&DS meetings. It was agreed that Neil Murphy, Alistair Leighton, Darren Smith and Jim Miller should be the attendees on Monday and Chris Lovejoy, Peter Moir, Alan Seabourne, Darren Smith and Jim Miller should attend the A&DS Meeting. RB enquired how much impact the A&DS review could have on the project. DH advised that after the May review they would issue a formal report which would become publicly available so it was imperative to achieve a positive review.</p>	<p>-</p> <p>PM to meet with WSP to discuss road layout proposals. RB to arrange this meeting</p> <p>-</p> <p>-</p> <p>-</p>	<p>-</p> <p>RB/PM</p> <p>-</p> <p>-</p> <p>-</p>
9.	Appendix K	<p>DH confirmed that he had received the draft Appendix K. He had scanned the document and noticed that it had still to have a number of dates added to it. A meeting to discuss Appendix K should be organised for early the following week. AS enquired if there were checkpoints and it was confirmed that there were checkpoints. AS reported that the Board required a plan of what is required. MB advised that Appendix K would provide a plan of what is required by default. AS asked that after the meeting the appropriate reps met to advise him of the details and checks.</p>	Re-arrange appendix K meeting	SF

Item No	Item	Discussion/Information	Action	Action by Whom
10.	Equipment List	<p>PS enquired if the Board would be preparing equipment lists. DR reported that BMJ had provided the equipment in their detailed briefing sheets. AS requested PM to instruct the equipment lists for groups 1, 2 3 and 4 to be prepared. PS advised that BCL would need also need a comprehensive list of group 5. DH advised that the group 5 equipment list could not be provided as this was a 'best guess' list so that the appropriate services are installed. GK advised that the M&E price was based on WW drawings however the WW and BMJ drawings were not co-ordinated as there appeared to be less services in the WW drawings than indicated in the BMJ drawings. AS reported that all information should be read together to form tender. GK reported that the BMJ information had not been issued to Mercury. PS agreed to check the briefing sheets against the BMJ drawings. AS suggested that an urgent meeting with Raj Deb should be arranged and PS agreed to organise this meeting.</p> <p>DB enquired about the ranking of information in relation to 1:50 architectural drawings and briefing sheets and it was confirmed that the 1:50 drawings take precedence.</p>	<p>PS to check the briefing sheets against the BMJ drawings.</p> <p>PS to arrange a meeting with Raj Deb</p>	<p>PS</p> <p>PS</p>
11.	Site Matters	<p>PM advised that he had done a site walk-round on Friday and the following issues had become apparent.</p> <ul style="list-style-type: none"> • Labs Tunnel • Drainage • Oxygen Tank <p>AS advised that to make a decision the Board would need to be informed of the cost/cost avoidance and the associated benefits.</p> <p>GK advised that there was a meeting taking place later that day to discuss drainage and she would feedback to the group.</p> <p>PM reported the Alan Keeley (AK) had advised that there was a pinch-point at the oxygen plant and would ideally like the VIE moved. The Board felt that moving the VIE would be a high cost and would prefer not to move at this time and for BCL to continue to work around it. AS intimated that he did not want disruption to the site and therefore the VIE should not be moved at this time. DH reported that the final site for the VIE was still to be identified and that the Board would only be prepared to move the VIE once. Consideration would need to be given to installing protection for the VIE. RB agreed to discuss the VIE concerns with AK and agreed that there should be no VIE interim moves.</p>	<p>-</p> <p>PS to provide cost and cost avoidance information in respect of the proposals for the Labs Tunnel, Drainage and Oxygen Tank.</p> <p>RB to discuss with AK moving VIE and identification of final VIE position</p>	<p>-</p> <p>PS</p> <p>RB</p>

Item No	Item	Discussion/Information	Action	Action by Whom
12.	AOCB			
	<i>ConForce</i>	RB advised that this work was a few days later than planned due to the piling overrun.	-	-
	<i>Mock-ups</i>	AS advised that the sites for the mock-ups were proposed as: <ul style="list-style-type: none"> • Paediatrics – Queen Mother's Hospital • Adult – Victoria Infirmary Annex. A Board rep was checking out the space availability on both the sites for the mock-ups.	AS to feedback re site proposals for mock-ups	AS
	<i>BREEAM</i>	The group discussed the role of the current BREEAM Advisor (SL). RB reported that BCL had contracted WSP to undertake the BREEAM advisor role. AS requested that RB send the WSP scope to AS for checking against the scope of the current BREEAM Advisor. DH suggested that for continuity the current BREEAM Advisor should continue. PM suggested that SL could be used to undertake an interim design review. AS enquired when BCL were proposing that a design review should take place and RB confirmed that it should take place during the 1:50 design review process and suggested mid June 2010.	RB to provide a copy of WSP scope for BREEAM duties.	RB
13.	Date and Time of next meeting			
	Tuesday 27 th April at 12.30pm in the Project Offices, St Andrew's House, Hillington			

ACTION NOTE

Present:

Alan Seabourne (AS)
Douglas Ross (DR)
Paul Serkis (PS)

Apologies:

David Bower (DB)
Ed McIntyre (EM)
Peter Moir (PM)
Gill Kirkness (GK)

David Hall (DH)
Mark Baird (MB)
Shiona Frew (Notes)
Ross Ballingall (RB)

Darren Smith (DS)
Mark McAllister (MM)
Tom Allan (TA)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Notes of previous meeting	Accepted as accurate record.	-	-
2.	Matters Arising			
	Car Park 2	PS confirmed that a meeting to discuss Car Park 1, Car Park 2 and the Helipad had been arranged to take place on 12 th May 2010 at 2pm.	-	-
	Site Matters	AS confirmed that the site matters raised at the previous PMG (Labs Tunnel, Drainage round the rear of the Labs and the Oxygen Tank) had been discussed at the Commercial Group meeting which had taken place earlier that day. Information re: moving with Oxygen Tank was awaited from AK.	-	-
	BREEAM	AS advised that he had emailed DS re BREEAM. Susan Logan (SL) would need to be aligned to the Labs Design Team in order that she could update the BREEAM Assessment Design information as there would be changes, for example to the M&E information. It would be beneficial to close out the Stage D to E prior to SL being instructed to carry out the interim design certificate assessment.	Need to close out the Stage D to E prior to instructing SL to undertake BREEAM Design Certificate Assessment	PS/AS/DS
3.	Helicopter Management Plan	AS advised that stakeholder sign-off of the Helicopter Management Plan (HMP) was almost complete. HMS Gannet were yet to sign-off the plan and their sign-up to the plan was being pursued. HMS Gannet had verbally agreed to give the site 5 minutes notice of their arrival on the SGH site. AS enquired when BCL needed to start operating their cranes. It was advised that BCL needed the cranes to start operating immediately and AS confirmed that crane operations could now begin. He requested that the crane co-ordinator be instructed to have an increased awareness of the potential for helicopters to approach without notice.	BCL to start the crane operations Crane co-ordinator to be instructed to have an increased awareness of helicopters arriving	RB/PS RB/PS

Item No	Item	Discussion/Information	Action	Action by Whom
4.	Labs Stage D to E	Work to conclude the Labs Stage D to E was nearing completion.	-	-
5.	Detailed Design	<p>AS advised that he had received a message from AK which indicated that the mock-ups would be complete in approximately 3 weeks. The Board needed to get the finished mock-ups available as soon as possible. DS agreed to discuss Alan Keeley to ascertain if there is potential for the mock-ups to be completed sooner. DH enquired if the mock-ups for both the Adult and Children's Hospitals would be in the same place and this was confirmed. PS enquired if it was known what would be going into the mock-ups. DS reported that PS had agreed to check the contract. MB reported that the mock-ups did not need to be fully functioning but that they should be fully simulated out as there was a greater benefit for everyone to have the mock-ups as detailed as possible. AS enquired if there was a finish date for the mock-ups and DH suggested that the finish date would be the FBC. It had been unfortunate that the Board had been unable to assist BCL in identifying an appropriate space for the mock-ups however they were now being requested by user groups.</p> <p>DB advised that the 1:200 process remained on programme and the 1:50 process had been programmed out. AS advised that the Project Team had reviewed the 1:50 programme and comments were being provided back to Nightingales. DB was requested to liaise with Emma White (Nightingales).</p> <p>DH enquired if the 1:50 programme would drive out the confirmed date for the equipment list so that the Equipment Group could be informed. MB advised that this would come out of the batching.</p> <p>MB advised that the Schedule of Accommodation tracker needed to be confirmed as "at a point in time". Need to have record copy and agree that the SoA is at a point in time. DS advised that it was recognised that departmentally there had been a size movement both up and down to some rooms within departments which had been worked through by the User Groups.</p> <p>MB sought clarification on the basis of measurement for codebook i.e. net floor area, including service ducts, etc. Confirmation was required about the SoA and the desktop SoA (Tribal version) and whether departmentally they fitted. Is codebook looking for the briefed or the desktop SoA. DS advised that when doing the 1:50 will derive into codebook to provide an iterative SoA. MB requested clarification whether codebook picked up the briefed or design area as the User Groups had instigated some tweaks to the SoA. DS agreed to liaise with Tribal to obtain clarity re codebook. DS advised that he would add Codebook/SoA on the Medical Planning Group agenda.</p>	<p>DS to discuss mock-ups with AK</p> <p>PS to check the contract for mock-up detail</p> <p>-</p> <p>DB to liaise with Emma White</p> <p>-</p> <p>Obtain record copy and agree with Board that at a point in time</p> <p>DS to liaise with Tribal</p> <p>DS to add Codebook/SoA to MPG agenda</p>	<p>DS</p> <p>PS</p> <p>-</p> <p>DB</p> <p>DS</p> <p>DS</p> <p>DS</p>

Item No	Item	Discussion/Information	Action	Action by Whom
5. cont	Detailed Design (cont'd) • Kitchen Re-location	AS enquired if there would be close down of the Architects over the holiday period and DS reported that the Architects would continue to work through the holiday period. AS advised that the Board had requested information in relation to the background of the costs for the grade 4 concrete solution. DS advised that BCL were working on preparing the information for submission to the Board.	- Provide the Board with costs for grade 4 concrete solution	- DS
6.	Labs Construction • Site Progress Meeting • Progress Update	PM advised that he would be instigating a Labs Construction – Site Progress meeting as a monthly monitoring meeting. The Construction Interface Group would continue to meet weekly as this group interfaces with all the projects on the site. PM would issue a format for the new Site Progress Group in due course. PM advised that the Japanese Knotweed had been levelled off. DS enquired if the Board were in a position to provide a decision on whether to keep on site or level off. PM advised that the Board would be instructing the removal of the knotweed. DS reported that he would need to check what had been said to the GCC Planners about removing the knotweed from the site. PM advised that as long as the knotweed is taken to a licensed coup and a receipt is received then the planners would be satisfied. DS agreed to notify the GCC Planners. The piling to areas core 2 and core 3 were progressing well as the ground conditions had been as expected. The test pile had been tested to be within accepted limits. The tower crane bases had been installed and the tower cranes were ready to start operating. Work on the basement excavation was on-going. The sheet piling had been completed. The de-watering had been completed. During the drain survey works a drain had been jetted and silt appeared at the Linthouse Burn in the Thales site. On initial investigation it was thought that there appeared to be a foul connection into this drain. PM advised that there was a meeting on-going to discuss the Linthouse Burn and he would provide an update on discussions when received.	Issue the format for the Labs Site Progress Group Issue PMI re Knotweed DS to notify GCC Planners re Knotweed removal from the site - - - - Provide feedback from meeting with SEPA	PM PM DS - - - - PM
7.	Utilities Sub-station	DS advised that BCL had dealt with temporary solution for the Labs Project which will be covered by a sum in the contract.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
8.	Planning – Progress Update <ul style="list-style-type: none"> A&DS 	<p>DS advised that the presentations had been made to both GCC and A&DS. The team were congratulated for the level of information presented as there had been a short timescale for preparing this information. The team thought that the information had been well received by A&DS. It had been made clear that the project is a live project and the decisions to date could not be revisited. AS advised that there is a range of actions which can be taken forward however there were issues which could not be progressed. DS advised that A&DS would provide a response to the GCC Planners as they are a Consultee.</p> <p>DH enquired if the A&DS pre-application assessment meeting had been at the request if the team and this was confirmed. DS advised that future consultations will take place via the GCC Planners. Work was on-going to identify what was being approved under the auspices of the Masterplan. It was thought that that there may be an issue between the GCC Planners and A&DS re the red and yellow zones. PM advised that previous Masterplans had covered the whole SGH site however the new Masterplan had been focussed on the BCL site. AS enquired who would receive the A&DS report and PM suggested that it would be Jim Miller. AS intimated that there were a couple of conflicts between A&DS and the GCC Planners i.e. materials, and therefore it would be important to obtain final agreement on the materials and other conflicts.</p>	<p>-</p> <p>-</p> <p>Obtain final agreement with GCC Planners re materials</p>	<p>-</p> <p>-</p> <p>DS</p>
	<ul style="list-style-type: none"> Planning Conditions 	<p>DS advised that BCL were reviewing the detailed planning report to identify outstanding conditions. AS enquired if there were any conditions outstanding for the Board. DS agreed to review and advise the Board accordingly.</p>	<p>Review conditions and advise Board of any Board conditions to be concluded</p>	<p>DS</p>
	<ul style="list-style-type: none"> Health Impact Assessment 	<p>MM intimated that he had requested that the PERL had been requested to undertake a literature search on HIAs in relation to hospital design. He would incorporate this information into a HIA report. The Board would then work with the Centre for Population and Health to undertake a number of stakeholder workshops in June. It was anticipated that the HIA would be completed by end June 2010. DH reported that the HIA was not a planning condition but that he expected that the GCC Planners would request a HIA report. MM advised that he would prepare a report for the GCC Planning Committee by end of June 2010. AS requested that MM liaised with DH and DS. MM intimated that the focus of the HIA would be landscape, environment and community engagement.</p> <p>DH advised that that the application had now been submitted to GCC and that he expected that the neighbourhood notifications and consultees would be informed later that week.</p>	<p>-</p> <p>-</p>	<p>-</p> <p>-</p>

Item No	Item	Discussion/Information	Action	Action by Whom
8.	<ul style="list-style-type: none"> Health Assessment (cont'd) 	<p>Impact</p> <p>AS enquired what the Board would need to undertake in terms of consultation. MM reported that he had asked DS to identify any other engagement activities which should be undertaken. DH suggested that GCC would most likely get enquires from consultees to view the application. The consultees will have the opportunity to raise any objections i.e. helipad, parking, etc. The Board will then need to provide information back in relation to any objections raised.</p> <p>MM advised that engagement is not a condition of planning however it was an aspect for BREEAM and that he had already completed some work on BREEAM engagement. He expected to receive an invite to attend a Hardgate Road residents meeting.</p> <p>MB enquired about the status of the Helicopter Impact Assessment and DS advised that BCL have completed baseline information. It was reported that the Council were concerned that they do not have any back-up information re the rooftop helipad. DS advised that he would provide the detailed approach taken and baseline information to PM. MM reported that the focus on Community Benefits should be increased as this could assist the application going through the GCC Planning Committee. DS suggested that consideration needs to be given to promoting the rooftop helipad and then changing it at a later date. AS reported that the Board were investigating 3 local sites for a ground helipad. It was expected that the Helipad being taken off the roof would be more acceptable to the local residents. DR reported that the team needed to continue to work on the basis that the helipad will be on the rooftop as it was unlikely that the Board would take a decision prior to FBC. DH reported that it would be advisable to inform the GCC Planners as to when they would receive the acoustics report.</p>	<p>-</p> <p>-</p> <p>-</p> <p>Continue to work on the basis that helipad will be located on the rooftop.</p> <p>Advise GCC Planners when they will receive the acoustics report</p> <p>-</p> <p>Board to be provided with images of the polished concrete solution</p> <p>Arrangements to be made with Board for presentation of the VISSIM Model</p>	<p>-</p> <p>-</p> <p>-</p> <p>ALL</p> <p>DS</p> <p>-</p> <p>DS</p> <p>DS</p>
	<ul style="list-style-type: none"> Materials 	<p>DS advised that BCL would put a process in place whereby the materials would be stickered up and displayed in a room in order that the Board can easily identify what materials had been signed up to.</p>	<p>-</p>	<p>-</p>
	<ul style="list-style-type: none"> Vissim Model 	<p>AS reported that Manny Ajuwon had informed him that the Planners had indicated that they want the columns to be covered as well and that the Board would not sign up to having the columns covered. PM reported that it would be advantageous for the Board to be provided with images of the polished concrete solution.</p> <p>DS advised that the VISSIM model would be finalised by Friday and would be presented to the Board as soon as possible thereafter.</p>	<p>Board to be provided with images of the polished concrete solution</p> <p>Arrangements to be made with Board for presentation of the VISSIM Model</p>	<p>DS</p> <p>DS</p>

Item No	Item	Discussion/Information	Action	Action by Whom
8.	<ul style="list-style-type: none"> Tree Protection Orders Site Investigation 	<p>DS advised that a survey of the existing TPO's had been completed the previous day. The survey information had been provided to Gillespies so that they could prepare a drawing. It was understood that the survey had indicated that there were trees with TPO's already missing.</p> <p>The group were advised that URS had prepared 2 reports and BCL should liaise with URS to check the SI adequately covers the planning requirements. DS advised that he had been informed that the URS Report was not adequate in terms of presenting a clean site. AS requested that he be informed if information is missing from the URS Report.</p>	<p>-</p> <p>Liaise with URS re SI reports</p> <p>Inform Board of any information missing from the URS SI Reports</p>	<p>-</p> <p>DS</p> <p>DS</p>
9.	Appendix K	<p>DS advised that a meeting to discuss Appendix K had taken place the previous day. BCL now had a list of the deliverable and had identified dates against the deliverables. He expected that the list would be issued to the Board the following week. DS requested that MP provides the M&E queries.</p> <p>MB advised that the appendix K would need to be overlaid with the RDD Programme in order to identify when information is expected. DS reported that the RDD programme would be finalised after appendix K and that cost certainty is achieved after appendix K. He would provide the Board with a list of the groups which would need to be set-up i.e. Fire. DH requested a date for submission of Appendix K and DB agreed that the Appendix K would be submitted by close of play on Friday 30th April 2010. PM advised that the Board would issue some comments back re appendix K as soon as possible. MB enquired if the Board would receive the RDD Programme at the same time. DS advised that he had already started work on the RDD Programme and that he would provide his excel spreadsheet to DB. MB reported that there was a lot of cross-over between the RDD Programme and Appendix K therefore it would be advantageous to receive both at the same time.</p>	<p>Provide Board with a list of groups to be set-up</p> <p>Return comments on draft appendix K to DS</p> <p>Issue Appendix K to Board</p>	<p>DS</p> <p>MB/PM</p> <p>DS/DB</p>
10.	Scottish Water	<p>DS advised that WSP had met with PM and HMcDermont to advise on how the swails would work and the additional land take required. HMc had since marked up a further drawing which would be provided to WSP as the final version. PM raised concern about whether the swails at the side of the road would be visually acceptable and requested information on alternatives to having swails down the main entrance. DS advised that the land take had increased because the proposed swails were of a width to enable them to be self maintaining and that he didn't think that there was an alternative to the swails.</p>	<p>Provide the Board with costed alternative(s) to swails down main entrance road</p>	<p>DS</p>

Item No	Item	Discussion/Information	Action	Action by Whom
10.	Scottish Water (cont'd)	PM enquired about the potential to use gullies through conventional drainage system to first level filtration and then into the second level as pushing an extra 6m into Scottish Water Land was an additional cost to the Board and also the road was now really hard up against the pond and it is unknown how much land SW would be prepared to sell to the Board. DS agreed to liaise with WSP to check out alternatives to the swails. DH stressed that the plans were being based on the assumption that the Board would be able to purchase the necessary land from Scottish Water but what would happen if a deal with Scottish Water could not be achieved. PM suggested that in the long term he felt that the swails would not be managed very well and requested BCL to provide a costed alternative. AS raised concern about the request of increases to the land take as the Board had been informed months previous of the land take. DS tabled a copy of the recently marked up plan. PM advised that it was the swails which were pushing the boundaries out. The team discussed the increase to the land take and DR advised that the tender documents would need to be reviewed to calculate the increase to the land take now required. AS requested that confirmation be sought from Scottish Water that they are still willing to sell land to the Board. PM to liaise with HMc re response from Scottish Water.	-	-
11.	Site Offices	PS advised that Alan Keeley had committed to having the site offices ready for the teams to move in on the 11 th May 2010.	Ascertain if SW still willing to sell land to Board	PM (HMcD)
12.	Sypro	PS advised that Alan Keeley had committed to having the site offices ready for the teams to move in on the 11 th May 2010.	Arrange for Board offices to relocate	AS/SF
13.	AOCB	The group were advised that the Sypro website for the project was now active and the Board's historic EWs, PMIs and CEs were being loaded on. Members would be notified once the uploading of the historic information had been completed.	Inform members on completion of historic uploads	SF
	<ul style="list-style-type: none"> <li data-bbox="387 842 631 880">Labs Programme 	DB suggested that at the Labs meetings there should be a Programme item to focus on the Stage 2 Programme and that he would include a 6 week look-ahead.	Prepare Labs Stage 2 Programme and 6 week lookahead for Labs Group	DB
	<ul style="list-style-type: none"> <li data-bbox="387 904 631 943">Early Warning Technical Meetings 	DS requested that regular Technical Early Warning meetings be arranged. It was agreed that these meetings should be arranged to take place every fortnight on the alternate Tuesday to the PMG meetings. SF to liaise with Allyson Hirst for potential meeting dates.	Arrange regular fortnightly Technical Early Warning Meetings	SF/AH

Item No	Item	Discussion/Information	Action	Action by Whom
13.	AOCB (cont'd)			
	<ul style="list-style-type: none"> Car Park 1a and 1b 	<p>DS advised that there was an issue for the masterplan re the location of Car Park 1a and 1b. DS reported that it was intended that CP1a could be accommodated by moving a bus-stop. CP1b could be set back and would not be on the same building line. A revised drawing would be issued to the Board so that they could advise of the implications. DH enquired about the anticipated distance. DS suggested that the distance was approximately 7m. DH suggested that BCL could either set back CP1b or something could be removed as the height of this CP was fixed. It would be beneficial for BCL to discuss the CP with Hypostyle (Keith Stewart) PM reported that the Board had already provided the latest drawings to BCL and it had already been identified that there was not a lot of scope to move the building back as facilities access is required to the production building. DH suggested that they could shorten the front of the CP1b and leave the back as is. PM enquired if the slip-road was a necessity and DS advised that it would be good to have to assist traffic movement. He reported that he would instruct the drawings to be revised and issued to the Board for review.</p>	-	-
	<ul style="list-style-type: none"> Building Control 	<p>DS advised that he had met with Building Control to examine some of the principles being utilised in the development of the new hospitals design. The Building Control Dept would not commit to anything without having a building warrant. He was trying to identify a mechanism to achieve Building Control commitment. The issue for BCL was that they were trying to obtain certainty of design in relation to fire. AS suggested that he expected that for the purposes of fire engineering that the buildings were being planned on a worst case scenario and enquired why there was a need for the principles need to be tested. DS reported that the planned is being planned as state of the art against old building codes and the primary concern was main atrium fire-fighting. PM enquired if Building Control have the in-house expertise to review an engineered design or would they contract a specialist consultant to review. DS reported that Building Control had confirmed that they would review internally. PM reported that the ACAD's were almost complete before getting the fire strategy was signed off by the Council. DH suggested that there may be an opportunity to have a pre-application session with Building Control in order to have an advanced discussion on the fire strategy. DS advised that he would meet with Colin Herd of the Building Standards Agency to discuss the fire strategy. PM advised that BCL should inform the Board if there is any assistance required</p>	<p>Issue revised drawing to the Board for review</p> <p>-</p> <p>Provide update to future PMG Meeting</p>	<p>DS</p> <p>-</p> <p>DS</p>

Item No	Item	Discussion/Information	Action	Action by Whom
13.	AOCB (cont'd) <ul style="list-style-type: none"> Boreholes 	AS reported that the Board had a detailed tender from Business Stream to undertake a borehole for water. The Business Stream tender was £63k +VAT to do a single borehole and the Board estimated this could provide a saving of circa £800k. It would be worthwhile doing the single borehole just now to test the water quality. The proposal appeared to be very positive and he enquired if there was a reason why the borehole water proposal was not being pursued. PS reported that the Business Stream proposal should be discussed CL and it was agreed to defer this discussion to the PSG. PS stressed that obviously if there were benefits to be utilised then they should be.		
14.	Date and Time of Next Meeting Tuesday 11 th May at 12.30pm in Boardroom, Contact Centre, 1 Jubilee Court, Hillington			

ACTION NOTE

Present:

Darren Smith (DS)
Ross Ballingall (RB)

Apologies:

Ed McIntyre (EM)

Alan Seabourne (AS)

Douglas Ross (DR)

Shiona Frew (Notes)

Gill Kirkness (GK)

David Bower (DB)

Paul Serkis (PS)

Tom Allan (TA)

Mark Baird (MB)

David Hall (DH)

Peter Moir (PM)

Mark McAllister (MM)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Notes of previous meeting	Accepted as accurate record however the 'action' had been omitted from Item 2 re moving the oxygen tank. RB advised that he had asked Alan Keeley to start attending the PMG.	Amend notes to include omitted action -	SF -
2.	Matters Arising			
	Car Park 2	AS confirmed that a meeting to discuss Car Park 1, Car Park 2 and the Helipad had been arranged to take place on 12 th May 2010 at 2pm.	-	-
	Site Matters	Tunnel - AS advised that the tunnel works could be progressed as per BCL request. Drainage – AS enquired about the timescale for making a decision on the reduction of the size of the drainage pipe (reducing pipe diameter from 750mm to 325). DS advised that a decision was required as soon as possible and certainly before FBC as it impacted on the Labs Project. He had also requested WSP to investigate further and they had identified 2 options. AS requested that the Board team be provided with a) the costs to undertake the works now and b) the costs which will be lost should the work not be completed pre FBC. DS agreed to obtain these costs for submission to the Board team for consideration/approval to proceed. AS intimated that 2 elements of the drainage work needed to be done pre FBC. RB advised that the 2 elements were i) increase to the drainage pipe size running along the side of the Maternity Building and ii) decrease to the drainage pipe size to serve the hospitals. The issue of decreasing the pipe size had been raised due a vast reduction in the amount that can be discharged into the burn and the size of this pipe would be dictated by the drainage survey results. PM enquired if the survey report could be provided to inform the Board's decision. DS advised that the modelling work had not yet been undertaken. The Scottish Water drainage report had been inconclusive and WSP would be instructed to carry out another survey. AS enquired if the increase to the Labs Drainage scheme would be an additional cost and PS confirmed that it would be an additional cost. DR advised that the Board would need to further review these revised drainage proposals. DH enquired where the drainage pipe connected into and DS reported that it connected in at the helipad. DH suggested that it would be logical to undertake both the decrease to the pipe size and the diversion works at the same time. DS stressed that the drainage decision was required as works were a part of the Labs Project. He advised that he would investigate the sequencing of the drainage works and culvert diversion. AS reported that the Board would most likely not be in a position to instruct the pipe size change prior to FBC.	Progress tunnel works as per BCL request Provide costs to Board team Board team to further review the drainage proposals and costs Investigate sequencing of drainage/diversion works	DS DS AS/PM/DR DS
	A51662829			

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising (cont'd) BREEAM	AS advised that DS had given access to all the Labs drawings to allow Susan Logan (SL) to undertake the BREEAM Design Certificate assessment and a BREEAM workshop would take place on 26th May 2010.	-	-
	Helicopter Management Plan	AS advised that HMS Gannet had verbally agreed to the operating principles contained with the Helicopter Management Plan (HMP). A meeting with HMS Gannet would take place later that day to sign-off the HMP. Thereafter, the HMP would be regularly reviewed.	Review HMP	AS
	Mock-ups	AS advised that the specifications for the mock-ups had been agreed between PM and AK. RB reported that AK was working through the specification and that he had now taken possession of the unit and would commence work to provide the mock-ups.	-	-
	Discovery of Ground Gases	AS enquired about the discovery of ground gases. PS reported that methane gas had been located at a depth of 18m in one of the pile casings. It didn't appear to be a threat and a rigorous method statement had been put in place. BCL had also requested a method statement from Stent and this was awaited. A review of the ground gas situation has been under continual review since discovery.	Continue to review the ground gas situation	RB/AK
		RB reported that is a potentially serious issue for the operatives on the site and AK was ensuring that the issue is dealt with appropriately and that Method Statements are agreed and put in place. The ground gases had only been discovered in the mortuary basement excavation area.	Ensure rigorous method statements are in place.	RB/AK
		AS suggested that the Board still had a duty of care and he requested that the CDM co-ordinator prepared a report on what had taken place and that he is satisfied with the actions taken and plans instigated by BCL. DR reported that the Board's duty of care was to provide the contractor with as much information as possible and for the contractor to have the appropriate qualified people on the site. AS enquired what the Board needed to do. PM agreed to check the scope of duty of the CDM Co-ordinator position. DH reported that it was about the client having fully discharged all duties. DR advised that it was about the Board providing relevant information to the contractor about what was on and in the site. It was the responsibility of the contractor to have safe methods of working and ultimately the responsibility of BCL to check. RB stressed that BCL were dealing with the incident as appropriate and would provide with any information they required. PS advised that the Health & Safety representative had appropriately reported the incident.	Check the scope of duty for the CDM Co-ordinator	PM
			-	-
	Contamination	PM advised the Hugh McDermont had met with John Treacher, SEPA to discuss the contamination which had been discovered on the Thales site. John Treacher would be writing officially to Castlebrae, BCL and the Board. The correspondence is not an enforcement notice and he is seeking to organise a tri-partite meeting to discuss and resolve the contamination issue. AS advised that there were issues around who owns the drains that were being investigated/jettied and that Castlebrae were working on a drain in the live site and no-one from the Project Team had been informed. DS reported that AK would not do anything without first clearing it with the Project Team. AS requested that in future the Project Team be informed of all works taking place on the live site. RB agreed to check out the reporting process prior to undertaking this work.	Project Team to be informed of any works taking place outwith the BCL boundary prior to commencement of works	RB/AK

Item No	Item			
2. cont	Matters Arising (cont'd)			
	Planning Update	DS advised that the schedule had been updated and it would be issued out separately. BCL would be reviewing the schedule.	-	-
	Health Impact Assessment	AS advised that Mark McAllister was organising a couple of workshops that would take place during June 2010.	-	-
	Site Investigation Survey	AS was advised that a decision was required in respect to BCL carrying out their own site investigation (SI) survey. URS had confirmed that there was gaps in their site survey information and a meeting with URS to discuss the information gaps had been scheduled for the following day. DH reported that URS had initially stated during the tendering process that their SI survey was preliminary. PS reported that the contract stipulated that the Board needed to inform BCL that the site was clear and that he would double check the contract and report back. DR reported that during the dialogue process BCL were informed about URS SI information, that they could perform their own SI for their comfort and that the SI survey had been included in their bid. PS reported that a further SI would be undertaken as part of their bid however the ramifications of the SI were not covered. DS reported that he had a meeting with the GCC Planners to discuss how to discharge the conditions and that an SI would be required. DH advised that the SI density would be attained once the investigations underneath the retained estate had been undertaken. RB enquired why the SI condition needed to be discharged now. DS advised that BCL needed to review the information gaps to ascertain the impact on discharging the condition. DH reiterated that coverage would be attained once the investigations underneath the retained estate were undertaken. AS advised that the buildings in question would be demolished in a few months.	Check contract re requirement on Board to inform BCL of a clear site	PS -
	Scottish Water	AS advised that feedback was still awaited from Scottish Water (SW) and Hugh McDermont was pursuing SW for this feedback. SW were still doing a final in-house check on their potential requirements for the land. AS enquired what the contingency plan was should the land acquisition not be achievable. DS advised that WSP had been requested to investigate other options for the main entrance. PM advised that he personally thought there was a better design solution for the swails proposal and that he foresaw long-term maintenance issues re the grass. RB enquired about other alternatives especially when being pushed re land availability. DH enquired whether BCL could not use another type of covering i.e. AquaPave. RB advised that he had experience of using AquaPave and that in the long term it could become clogged up. RB confirmed that alternative solutions would be requested from WSP. DS advised that he had asked WSP for a back-stop date.	Request alternative solution for swails/grass covering to swails	RB/DS
	Car Park 1a & 1b	DS advised that he had received a revised site drawing from Gillespies which indicated that Car Park 1a could be accommodated in the arrangement however Car Park 1b would need to be moved back in order not to need to realign the road. He would submit the drawing to the Board team for review and discussion with Keith Stewart (Hypostyle) re capacity. DH enquired how far back Car Park 1b would need to be set back and DS reported that it would need to be set back about 7m.	Discuss Car Park 1b with Hypostyle	PM

Item No	Item	Discussion/Information	Action	Action by Whom
2. cont	Matters Arising (cont'd) Building Control	DS advised that a Director of WSP was liaising with Building Control. The contact in the Building Control was Raymond Barlow. DS agreed to report any issues back to the Board team. AS requested that HMc send the fire evacuation /firepath information for Neurosciences and Neonatal to DS. DH suggested that the neonatal firepath information had been issued to BCL during the tendering process via BIW. DS suggested that he would organise a meeting to discuss the fire plan information at an appropriate time.	Report issues to PMG	DS
3.	Design Development – Progress Update	<p>1:200 Design Development – DB advised that most the Adult 1:200 plans had been agreed with the exception of Imaging. The programme for the Children's Hospital continued to be on target for completion. A meeting had been scheduled to take place on 17th May with catering representatives to discuss the kitchen 1:200s and spacial planning.</p> <p>1:50 Design Development – DB advised that the 1:50 plans were being rolled out and on target for completion as identified in the programme.</p> <p>The concrete issues had been resolved and the ducting work was ongoing.</p> <p>DH reminded the group that the outputs of the 1:200s and 1:50 would be the equipment list. DB confirmed that the equipment lists would be available on 29th May 2010. DH requested clarification of the codebook measurement, e.g. net useable area, and he requested a sample. DS suggested that a meeting should be arranged with DH and MB to discuss and review codebook and sample. DH requested clarity that codebook would take the columns out of the rooms and this was confirmed.</p>	<p>-</p> <p>-</p> <p>-</p> <p>Ensure equipment lists are provided to Board team by 29th May 2010</p>	<p>-</p> <p>-</p> <p>-</p> <p>DB</p>
4	Labs Construction – Progress Update	<p>PS advised that a meeting had been scheduled to take place on 13th May 2010 to conclude the Stage D to E. PM reported that a few drawings were still to be signed off. RB enquired if the BMJ Drawings were up to date and DS advised that the BMJ Drawings were currently being updated. AS enquired if BCL had any other value engineering issues to be raised and PS confirmed that he was not aware of any further value engineering issues to be raised.</p> <p>PM noted that the Board team were not receiving any of the Labs construction information and that he would be obliged if some of the general layout construction drawings could be provided/viewed. AS suggested that this issue would disappear once the BCL and Board teams were co-located in the site offices.</p>	<p>-</p> <p>-</p>	<p>-</p> <p>-</p>
5.	Planning Progress Update	The group were advised that the external finishes materials for the Labs build had been agreed by the GCC Planners however the colour for the west elevation was still to be agreed. The GCC Planners have approved the use of copper for the column finishes however the cost for this would need to be identified. PM reported that the Labs Design Team had indicated that they did not see the cost being an issue. He had earlier spoken to Jim Miller for feedback and he advised that Blair Greenock had signed-up to the finishes proposals and that the sample boards would need to be provided to GCC.	Sample boards to be provided to GCC	DS

Item No	Item	Discussion/Information	Action	Action by Whom
5. cont	Planning Progress Update (cont) <ul style="list-style-type: none"> A&DS Transport 	<p>AS advised that the A&DS Report had been received by the Board and BCL. He raised concern that Heather Chapple (HC) had intimated that A&DS should be consulted about the internal architectural detail. DH reported that A&DS were only to be consulted on the Masterplan.</p> <p>The group agreed that there were no major issues in the report. AS reported that he had comments to feedback to HC i.e. their commission had officially finished and not that the Board had ended their commission. DH suggested that prior to arranging a further A&DS meeting it should be confirmed with the GCC Planners whether they intend to consult with A&DS on the architectural details of the hospitals. DS agreed to liaise with Jim Patrick. DH stressed that it was not the responsibility of the Board to request A&DS to review but that of the Council. AS requested that DH draft a response to HC correspondence re A&DS involvement in the architectural detail.</p> <p>AS requested that DS liaised with JM to find out if/what responses had been received from consultees.</p> <p>AS advised that WSP had presented the VISSIM model to the Project team and that they had thought the model was very good. DH reported that the GCC Planners had accepted the VISSIM Model. There had been no major issues however SPT need to liaise with GCC as there is a difference in opinion as to the usage of the Fastlink lane and GCC were stipulating that only Fastlink would be able to use this lane. GCC had also indicated that they would have the right, in terms of drop off points, to install bus gates on the road through the site without requiring permission from the Board. The GCC Planners have requested the calculations and assumptions taken in preparing the VISSIM model be provided. They are seeking information on the Transport Policy i.e. portion of staff/patient parking to the Car Parks. He had requested that WSP provide him with details of the assumptions they had taken. AS reported that there is a parking science and a decision on how to patient versus staff parking would need to be taken. He requested that a meeting to discuss the GCC request be arranged and that the meeting should involve AS, DS, DH, Heather Griffin and Elaine Barrie. DH intimated that the meeting would need to take place asap as the information would most likely need to be provided via GCC to SPT to enable them to finalise their consultee response. DH advised that he had a slight concern about obtaining agreement from both Scottish Water and GCC to the proposals for the Scottish Water entrance. DS stressed that the GCC Planners would need to be convinced against pursuing a left turn only junction instead of a traffic controlled junction.</p>	<p>-</p> <p>-</p> <p>Discuss the GCC Planners A&DS role</p> <p>Draft a response to HC email for AS</p> <p>Liaise with JM re consultee responses</p> <p>Organise meeting to discuss VISSIM model calculations and assumptions</p>	<p>-</p> <p>-</p> <p>DS/DH</p> <p>DH</p> <p>DS</p> <p>DS/SF</p>
7.	Site Office Moves	AS reported that he had liaised with AK who had confirmed that the revised date for the Project Team to move into the site offices was 24 th May 2010.	-	-
8.	AOCB M&E Environmental Matrix	DH enquired if the M&E Environmental Matrix, in terms of the RDS, would be provided to the Board Team. DS confirmed that the matrix would be provided.	Provide M&E Environmental Matrix to Board team	DB

Item No	Item	Discussion/Information	Action	Action by Whom
8. cont	<div>AOCB</div> <div>Peer Review</div> <div></div> <div>Social Committee</div> <div>Programme</div>	<p>RB suggested that a date would need to be identified at the end of June so that a Peer Review could be undertaken. He advised of what the Peer Review would entail, the time commitments required and the potential membership of the review panel. DR suggested that the Peer Review was akin to the Board's Gateway Review which was equally time consuming. RB suggested that the Peer Review would identify anything that the project is missing or could be improved upon. AS suggested that not enough work had been completed for a design review to be of value. RB enquired whether it would be worthwhile visiting the Fiona Stanley Hospital prior to the Gateway Review. AS reported that a visit to the Fiona Stanley Hospital prior to Gateway Review would be difficult as the preparations for Gateway Review would start in approximately a months time however a visit before end of December would be worthwhile as part of the process. RB agreed that he would arrange for an internal Peer Review and would feedback the outcome to the Board. PM suggested that it would be beneficial to identify key Gateway Review headings for the Peer Review to cover as this would assist in achieving a positive outcome to Gateway Review 3. PM agreed to provide the key gateway headings.</p> <p>AS requested that RB provide a proposal for a visit to the Fiona Stanley Hospital so that he could discuss this with Robert Calderwood.</p> <p>RB suggested that a Social Committee be established to arrange/co-ordinate events for the teams. RB nominated Sophie Rainey to be on the Social Committee as the Brookfield representative.</p> <p>DB enquired whether a meeting to specifically discuss the Labs programme should be arranged. It was confirmed that the Labs programme would be reviewed at the programme meeting scheduled to take place on 24th May 2010.</p> <p>DB requested the key dates for the development and submission of the FBC to incorporating in the master programme. PM advised that MB was preparing a table outlining the key FBC and Gateway dates and that he would ask MB to provide this information to DB.</p>	<p>Organise internal peer review and report outcome to Board team</p> <p>Provide proposal for visit to Fiona Stanley Hospital</p> <p>Social Committee to be established</p> <p>-</p> <p>Provide key FBC and Gateway dates to DB</p>	<p>RB</p> <p>RB</p> <p>RB/AS</p> <p>-</p> <p>PM/MB</p>
9.	<p>Date and Time of Next Meeting</p> <p>Tuesday 25th May at 12.30pm in Boardroom, Contact Centre, 1 Jubilee Court, Hillington</p>			

ACTION NOTE

Present:
David Hall (DH)
Mark McAllister (MM)
Tom Allan (TA)
Apologies:

Alan Seabourne (AS)
Darren Smith (DS)
Paul Serkis (PS)

Ed McIntyre (EM)

Alan Keeley (AK)
Douglas Ross (DR)
Ross Ballingall (RB)

Gill Kirkness (GK)

David Bower (DB)
Mark Baird (MB)
Shiona Frew (Notes)

Peter Moir (PM)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Notes of previous meeting	Accepted as accurate record.	-	-
2.	Matters Arising Car Park 1a, 1b and 2	<p>PS confirmed that BCL were finalising the proposals on CP2 for submission and consideration by Board team. He would organise a follow-up meeting in due course. DH advised that he had requested information in relation to the extent of design and layout and the information was still awaited.</p> <p>AS reported that he had received an Early Warning (EW) re conflict in height of car-park 1b. DH advised that the EW was in relation to the number of car spaces being lost re height. A discussion had taken place with KS (Hypostyle) re the substation space implications to the ground, 1st and 2nd floors. The EW was irrelevant as the Car Park 1b plan had already taken account of the substation requirements. He had attended the meeting with Scottish Power the previous day at Scottish Power had intimated that they would be requiring less height than anticipated. They would confirm the height requirements as soon as possible however early indications were that they were requesting a height of circa 7m. This Early Warning should be closed off.</p>	-	-
	Tunnel	DH advised that all parties were in agreement as to the timing of the road construction, ie post FBC, and therefore there is no requirement to extend the tunnel beyond the laboratories boundary at this time. This issue had therefore been closed off.	-	-
	Drainage	DS advised that the costs to undertake the drainage change i.e. reduction of the size of the drainage pipe (reducing pipe diameter from 750mm to 325mm) were being identified. It was acknowledged that there would be a restriction to the proposed drainage works i.e. link at Helipad to be carried out post FBC. AK reported that WSP would be informed to keep the 300mm pipe and install attenuation pipe however this work would need to be carried out pre FBC. DH requested a drawing illustrating the proposed drainage work. DS reported that the URS drawings had indicated a 225mm pipe. AK tabled a site plan and indicated the proposed drainage works and advised on the reasoning why the works should be undertaken prior to FBC approval.	Close out the Car Park 1 Early Warning	PS
	BREEAM	AS advised that he had received an email from Manny Ajuwon intimating that he had issued the Labs drawings to Susan Logan however Hugh McDermont had subsequently advised that Susan Logan had intimated that she had not received the drawings as yet. It was noted that the BREEAM workshop was scheduled to take place the following day. He reported that the Borehole would also provide a gain in BREEAM points. He requested an indication of the works involved to obtain the BREEAM Interim Certificate so that a schedule of meetings can be programmed. DR reported that once the Labs Design had been assessed it would be a marker in the sand.	BCL to provide details of proposed interim drainage requirements	DS
	A51662829		Provide AS with a programme of works to be completed to obtain BREEAM Interim Certificate	DS

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising (cont'd)			
	Helicopter Management Plan (HMP)	AS advised that there was an issue with the crane proposals for MSCP 1a however the HMP had been signed-off by all stakeholders for the BCL site. A meeting to review the HMP had been scheduled for Friday 28 th May 2010.	-	-
	Mock-ups	AS advised that Heather Griffin had raised concern that the mock-ups would not be finished in time for the next critical care meeting and 1:50 User Group sign-off could be impacted upon.	-	-
		AK advised that a meeting with Heather had been arranged at the mock-up unit in order that she could view the mock-ups and be provided with an explanation of the progress which would be achieved at each stage/date that is required.	AK meeting with HG on 31/05	-
	Discovery of Ground Gases	RB confirmed that rigorous method statements had been implemented in respect to the discovery of ground gases and the method statements would continue to be reviewed. AK reported that it was not known about the potential impact of ground gases to the Stage 3 works and it would not be known until the stage 3 works commenced.	Continue to review method statements	-
		DH enquired if all of the site had been monitored for ground gases and he was advised that BCL had carried out a lot of monitoring and there was no knowledge of the ground gases being discovered elsewhere on the site however BCL would need to have further boreholes undertaken for the purposes of identifying any potential further decontamination and the results could also potentially identify further pockets of gas.	-	-
		PS reported that the type of rock being drilled into had pockets of gas and the drill was making a spark during the drilling process. RB reported that he was satisfied with the processes which had been put in place and the construction team would remain alert to the potential for ground gas. The pockets of gas were in the rock therefore it was not possible to identify by testing.	-	-
	Contamination	AK advised that there had been a tri-partite meeting on 17 th May with John Treacher (SEPA). It had been identified that there had been a breach of rule 5 (not about contaminating but about containment). Remedial works had been undertaken which were more extensive and covered greater area than that affected by the incident as a good will gesture. The issue remaining was to find out the source of the pollution. SEPA had agreed to close out the incident once the remedial works had been completed. He had requested that WSP advise whether they still require to have the drain cleaned out as BCL do not want a repeat of the pollution incident. There were still a couple of manholes to be investigated. Five disks containing survey information was awaited from Castlebrae.	AK to seek confirmation from WSP re drain survey completion	AK
	Health Impact Assessment (HIA)	MM advised that 3 HAI workshops had been scheduled (3 rd , 7 th and 14 th June) to take place on the SGH site. A literature review had been undertaken and no HIA reports had been identified. The outcome of the 3 workshops would be written up and a report would be prepared for submission to the GCC Planners. A number of partner organisations had been invited to the workshops i.e. South West Regeneration, Glasgow City Council. The sessions would focus on a) the external environment and b) the broader community. He would be opening the sessions with a presentation on the project. AS requested that he liaise with Alistair	MM to liaise with Alistair Leighton	MM
	A51662829			

Leighton to prepare the presentation. SF to ask PM if he can attend the workshops.

SF to ask PM to attend
workshops

SF/PM

Item No	Item			
2. cont	Matters Arising (cont'd) Car Park 1a & 1b	<p>DH reported that an Early Warning had recently been raised for Car Park 1. He had assumed that the EW was in relation to Car Park 1a. The issues in relation to the location of Car Park 1a had been resolved therefore this EW should be closed off.</p> <p>DH advised that he had asked Hypostyle to investigate the implications of moving Car Park 1b backward and the projections in relation to the clock tower. DS advised that he would provide a drawing to DH later that day.</p> <p>DH suggested that discussions on the structural solutions for Car Park 2 should be commenced as soon as possible and the group agreed that discussions should commence.</p>	<p>Close out the Car Park 1 Early Warning</p> <p>Provide drawing to DH re Car Park 1b</p> <p>Commence discussions on structural solutions for CP2</p>	<p>PS</p> <p>DS</p> <p>DS/DH</p>
	Building Control	<p>AS advised that he had requested Hugh McDerment to provide the fire evacuation/fire path information for Neonatal and Neurosciences. There was not a lot of information available for either of these buildings and the Maternity building did not have a muster point. DS advised that he had liaised with HMc and it had been agreed that should HMc locate any further information that this be forwarded to BCL.</p> <p>DS advised that he had raised a number of RFI's re fire/fire strategy and it would be advantageous to have a specific meeting arranged to discuss these RFI's.</p> <p>DH advised that the information in response to the Dry/Wet risers RFI had been stated in the Employer's Requirements (M&E 3) i.e. under 60m – dry risers, over 60m – wet risers. The Employer's Requirements had also stated that the wet risers could be completed in sections to allow them to be used for construction fire fighting. It was enquired if BCL could use the same principle for the dry risers and this was agreed.</p> <p>DS advised that an RFI had also been raised in relation to the audibility of fire alarms. He hadn't investigated the detail re decibels and enquired if this would be a Project Manager issue. AS agreed that a meeting should be arranged to discuss all the RFI's raised in relation to fire.</p>	<p>-</p> <p>-</p> <p>BCL to comply with ER's. Same principles to be applied to dry risers.</p> <p>Meeting to be arranged to discuss fire/fire strategy</p>	<p>-</p> <p>-</p> <p>DS</p> <p>SF</p>
	Peer Review	RB confirmed that he had received the Gateway Review 3 information from Peter Moir for incorporating in the Peer Review	-	-
	Social Committee	RB advised that Sophie Rainey would be the BCL representative for the Social Committee.	-	-
	Programmes	DB advised that a meeting to review the programmes had taken place the previous day. DH advised that the meeting had identified the process for reviewing the programmes. The immediate actions had also been identified. The hospitals actions were mostly covered in Appendix K and the Labs tenders had already undergone a design review. He proposed to distribute the RDD to PM and DH only in the first instance. The other key programme would be the 6 weekly programme and this would be used as the tracking programme.	-	-
	A51662829	There would be design, procurement and construction programmes for each project therefore as the project		

		progresses there will be 6 programmes to be reviewed.		
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Item No	Item	Discussion/Information	Action	Action by Whom
2. cont	Matters Arising (cont'd) Programmes (cont'd)	<p>The long lead items would be back tracked to identify the decision dates. The look-ahead programme would continue as at present. AS enquired if the frequency of the programme review meetings (monthly) was adequate and DB reported that it would be advantageous to have fortnightly review meetings. The co-location would assist in the programme monitoring and review process. The demolitions programme would need to be reviewed an integrated with the master programmes. AS enquired if the programmes identified the key milestones for retention release. DH advised that the programmes did identify the key milestones for retention release however the dates needed to be pinpointed out of the mass of information.</p> <p>AS advised that the Imaging 1:200 plan had been signed off subject to BCL being able to identify suitable routes to get the MRI scanner and other sizeable equipment into the building. AS enquired if this could stop retention release and DR advised that it would not stop retention release as it is a percentage view.</p>	Programme review meetings to be scheduled fortnightly	DB
3.	Design Development – Progress Update	<ul style="list-style-type: none"> 1:200 Design Development – DB advised that almost all the Adult 1:200 plans had been agreed. The programme for the Children's Hospital 1:200's remained on target for completion. AS suggested that there may be an issue with the NCH Theatres. <p>DH enquired if the Board had formal sign-off of the 1:200's and AS confirmed that the Project Managers had a list of those departments formally signed-off. MB enquired how BCL were reconciling the column positions and whether the signed off drawings took account of the column positions. RB reported that the signed off drawings should take account of the column positions. MB agreed to liaise with HG and MM. DS advised that a lot of the columns had been adjusted and that the columns would be signed off at the 1:50 stage. MB suggested that it was important to have a list of columns at the 1:200 stage which don't work. DH reported that the Board would need evidence that column issues are being/had been resolved in an economic way.</p> <ul style="list-style-type: none"> 1:50 Design Development – DB advised that the 1:50 programme had been adjusted to focus on the priority departments first. <p>AS reiterated that the mock-ups and 1:50 sign-off were integral parts. AK acknowledged the importance of the mock-ups in the 1:50 design process and advised that he would be meeting with Heather Griffin, Mairi Macleod and Fiona McCluskey to identify the key mock-up issues to focus on during the creation of the mock-ups.</p> <p>RB enquired if the generic rooms list had been signed off and this was confirmed. MB enquired if the batching work had been completed and DB advised that he would provide the equipment list by the end of the following week.</p>	<p>-</p> <p>Liaise with HG/MM re column sign-off</p> <p>Liaise with HG/MM/FMc re Mock-ups</p> <p>Equipment list to be provided by 4th June 2010</p>	<p>-</p> <p>MB</p> <p>AK</p> <p>DB</p>

Item No	Item	Discussion/Information	Action	Action by Whom
3. cont	Design Development – Progress Update (cont'd)	<ul style="list-style-type: none"> Kitchen Relocation. DS reported that a meeting to discuss the kitchen relocation would take place later that day and that BCL were still working to mitigate the relocation costs. DH enquired if the AGV requirements had been reviewed in respect to the kitchen relocation i.e. does the change of kitchen location increase/decrease the amount of carts required due to the shorter distance from the delivery area. AS reported that DH should liaise with Karen Connelly re AGV requirements review. AS enquired if the gauss lines would affect the AGV route and DH advised that throughout Competitive Dialogue the Board team had reiterated that the designers should not design schemes whereby the carts would need to go underneath the scanners. DS reported that work to finalise the kitchen relocation plan was on-going. 	Liaise with Karen Connelly re AGV requirements	DH
4.	Planning Progress Update	<p>DS advised that work reviewing the conditions was ongoing however 2 pre-start conditions had been identified to either be lodged or agreed i.e. materiality and drainage. The drainage application had been submitted and the finishes application was being finalised. A meeting to discuss Architecture would take place the following day. BCL had recognised that the GCC Planners would want the materials at the hub to be of a similar quality to that of the Labs. The materiality and elevations of the Adult and Children's Hospitals were being reviewed.</p> <p>The Labs external columns would be finished in copper. AS enquired if the copper finish would be cost neutral and DS advised that there were cost implications. PS enquired if DS had reconciled the costs and DS advised that the costs had been reconciled. PS reported that the reconciliation costs would need to be provided to AS. AS enquired if all the other Labs issues were cost neutral and DS confirmed that it was only the columns which had a cost implication. AS requested that reconciliation cost information as soon as possible.</p> <p>AS noted that A&DS had approved of the proposed finishes and enquired whether the GCC Planners were aware of their approval. DS advised that the GCC Planners were aware of A&DS approving the finishes. The future discussion with the GCC Planners would be on the Hub entrance and ensuring that there would be no mismatch in finishes and BCL were continuing to focus on keeping any cost implications as low as possible. BCL had identified the preferred finishes and Jim Patrick's agreement to the preferred finishes would be pursued prior to 22nd June submission. DH stressed that obtaining agreement to the materials/finishes prior to the 22nd June 2010 was critical. DS enquired what would happen if the application is submitted and subsequently it is identified that the finishes are unaffordable. DR reported that an amendment would need to be submitted. AS enquired about the potential finishes costs and DS advised that it was circa £600k and BCL were still identifying alternative solutions.</p> <ul style="list-style-type: none"> A&DS Report AS advised that the A&DS Report would be discussed with the GCC Planners at the Planning Co-ordination meeting scheduled for 27th May 2010. Transport AS noted that the VISSIM model had been submitted to the Council. There had been a few queries which needed to be responded to and a meeting to discuss the queries had been organised for 27th May. DH reported that ideally a response to the queries should have been submitted by 25th May to allow the consultees to fully respond to the application. AS enquired if there had been any feedback from consultees thus far and it was noted that none of the group members had been informed. DH advised that the reason for the consultee responses was to allow Blair Greenock to prepare a report for the Committee. DS reported that Blair Greenock had stated previously that all the submitted information would go to the Committee. 	<p>-</p> <p>Labs reconciliation costs to be provided to AS</p> <p>-</p> <p>-</p> <p>-</p>	<p>-</p> <p>PS</p> <p>-</p> <p>-</p> <p>-</p>
	A51662829			

Item No	Item	Discussion/Information	Action	Action by Whom
5. cont	Planning Progress Update (cont) <ul style="list-style-type: none"> Helipad Drainage Landscaping 	<p>DS suggested that there had been a break-down in communication between the different offices of the Council as Blair Greenock had not been aware that Acoustics Logic had met with officers of the Council. He was keen that the Helipad decision should be made in conjunction with the Masterplan decision as opposed to being dealt with through the reserved matters process. AS reported that the rooftop helipad had been presented to the Council on numerous occasions and there had been no adverse comments received by the Board to date. DH suggested that the rooftop helipad and hub should be a fundamental decision due to the need to get patients to the site. It was noted that there was no guidance available in relation to emergency vehicles.</p> <p>DS advised that there were no significant issues re drainage. He had submitted a form of word in relation to the legal issue. Information re the swales had been sent to PM. AS requested that SF should forward this information to DH as PM was on leave.</p> <p>DS advised that there were no significant issues re landscaping. The landscaping information to be finalised was detailing and renaming the square as the arrival zone. DS agreed to liaise with DH re planning construction. AS enquired about the need for the Car Park Management Plan and DS advised that it was required as purification to condition 27.</p> <p>DS proposed to ask Jim Miller to prepare a report to highlight any other issues that would satisfied/partly satisfied by conditions 1 and 3 and this was agreed.</p>	<p>-</p> <p>Forward swales information to DH</p> <p>-</p> <p>Liaise with Jim Miller to prepare report re conditions being partly satisfied.</p>	<p>-</p> <p>SF</p> <p>DS</p>
6.	Site Investigation Reports	<p>AK advised that the reports received to date provided an adequate level of information for the site foundations for the Adult and Children's Hospitals however it did not contain enough information re contamination. DS reported that URS had provided a report however this was needed in excel format so that WSP could interrogate the statistical information and finally determine the number of boreholes required to activate British Standards Council guidelines. He suggested arranging a meeting between Ian Lee (WSP) and URS to discuss. AS requested that the meeting be arranged for w/c 31st May 2010. DH enquired about the GCC Planners expectations and DS advised that the borehole density was a pre-start condition. DH suggested that the GCC Planners need to be informed of the reasons should the density requirements not be achievable i.e. boreholes to be carried out at building not yet demolished. DS agreed to identify potential dates for a meeting to discuss the reports/information gaps.</p> <p>DR intimated that the URS Report always contained a caveat for the borehole density and indicated that a further site investigation would need to be carried out.</p>	<p>Meeting to be arranged to discuss SI Reports</p> <p>-</p>	<p>DS/SF</p> <p>-</p>

Item No	Item	Discussion/Information	Action	Action by Whom
7.	Scottish Water Land-take	<p>AS advised that the Board team had received the revised land-take drawing and this had subsequently been submitted to Scottish Water. The Scottish Water Land-take remained a key issue for the Masterplan. Scottish Water had indicated that they would provide an agreement in principle to the land-take by 28th May. AK requested a mark-up drawing of what needed to be handed over once the Labs facility had been completed. DH suggested that it would be beneficial to provide a marked-up drawing after approval of the FBC. AK advised that the issue re Labs land plan at handover was bringing in the services. DH reported that if the FBC did not get approved then the services would need to be routed down the main road. DH confirmed that detailed discussion on materials and building the sub-station was a part of the Labs planning process. AK advised that BCL were planning on the basis of getting the Scottish Water land and routing the services down this land.</p> <p>AS requested that DB review the programme and provide a back-stop date for BCL getting the land if Scottish Water agree to the land sale. RB enquired if the Board could not complete the deal and put it on escrow.</p>	- Provide back-stop date for Scottish water land decision	- DB
8.	Project Supervisor	AS advised that Capita Symonds had been appointed to undertake the Project Supervisor role. The official start date would be 31 st May 2010. RB enquired what their role would be and DR advised that under NEC3 contract required a supervisor role and the duties carried out in this role were similar to that of an independent tester.	-	-
9.	Demolitions	AS advised that the demolitions work had been discussed with BCL at an earlier meeting and that BCL would be carrying out the demolition works. The Board would provide BCL with a scope of service for the demolition works in due course.	BCL to be provided with Scope of Service re demolitions	AS/PM
10.	Site Office Relocation	AK advised that he had no further information on when the BT lines would be operational. AS advised that it had been suggested that the Board should delay their move for a further week and this had been agreed. The Board team had rescheduled their move to 3 rd June 2010.	-	-
11.	AOCB <ul style="list-style-type: none"> ▪ Project Steering Group ▪ RDD 	<p>RB suggested that the Project Steering Group be re-scheduled to 8th June 2010 and this was agreed.</p> <p>MB advised that the RDD should be extracted from the Appendix K. DB advised that PM had provided a list of the RDD which identified those items which were not in equipment group 1 and the mortuary equipment. He reported that BCL planned to go to tender and obtain the lowest compliant bid. He enquired if the Board would require to review the tender prior to release and this was confirmed. DS reported that Appendix K provided the cost certainty however the process going forward would be RDD. MB requested that the RDD information be extracted from the Appendix K. DS and DB agreed to liaise to discuss the RDD. MB advised that he would review the Appendix K information and provide comments back.</p>	Re-arrange Project Steering Group RDD information to be extracted from Appendix K and provided to Board team	SF DB/DS

Item No	Item	Discussion/Information	Action	Action by Whom
11.	AOCB (cont'd) <ul style="list-style-type: none"> Sypro 	<p>DH suggested that the Sypro system needed to be reviewed to identify those items which needed to be closed out.</p> <p>PS advised that BCL would be issuing an Early Warning in relation to the Site Investigation Survey information and ramifications of incomplete information.</p>	<p>Review Sypro and close out EWs and CEs</p> <p>-</p>	<p>BCL/NHS</p> <p>-</p>
12.	<p>Date and Time of Next Meeting</p> <p>Tuesday 22nd June at 12.30pm in the Boardroom, Top Floor, SGH Site Offices</p>			

ACTION NOTE

Present:

David Hall (DH)
Paul Serkis (PS)

Alan Seabourne (AS)
Darren Smith (DS)
Peter Moir (PM)

Alan Keeley (AK)
Douglas Ross (DR)
Shiona Frew (Notes)

David Bower (DB)
Liane McGrath (LM)
Tom Allan (TA)

Apologies:

Mark McAllister (MM)

Ed McIntyre (EM)
Ross Ballingall (RB)

Gill Kirkness (GK)

Mark Baird (MB)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Notes of previous meeting	Accepted as accurate record.		
2.	Matters Arising			
	Car Park 2	DH advised that Hypostyle would develop the Board's requirements for the future tendering purposes and that they would work with BCL to ensure that the Car Park can accommodate the substation. The NHS team had instigated a waiver and that he would organise a meeting to take forward the design of Car Park 2. PS enquired if Hypostyle had been instructed to design CP2 including the structural design and DH advised that Hypostyle would not be preparing the structural design. PS reported that BCL would need to have an understanding of the structural element of CP2. DH advised that the BCL Structural Engineer would work with Hypostyle to assess the loads within the design of CP.	Arrange meeting to progress Car Park 2 proposals	DH
		DS suggested that there would be warranty issues for BCL re CP2 and these would need to be identified and discussed. DB enquired about the practicalities of BCL building the substation within the CP. DH reported that the current sub-station layout had been designed to allow the CP structure to pass through it therefore an understanding of the car park 2 loads would be required. The Board team needed WSP and Hypostyle to review and assess the car park loads. The information from WSP and Hypostyle would then be utilised to inform the Car Park Employer's Requirement package and the build contractor would need to adhere to this information. Therefore the substation box envelope would be built by BCL with the structure in place to accept the car park load. AS enquired as to the programme criticality of this work and DS advised the information was required immediately. DH reported that the design for the substation was programmed for end of July. PS agreed to check the programme and confirm the July date.	WSP to work with Hypostyle to review and assess the loads for CP2.	DH/DS
		AS requested that DH or PM be involved in the CP2 meetings with Hypostyle.	Confirm substation programming	PS
	Car Park 1b	DH reported that Keith Stewart (Hypostyle) had been requested to provide a view on whether moving Car Park 1b forward would impact upon the GCC skyline/clock tower stipulations. Keith Stewart had advised that he did not think that the Car Park would be visible above the clock tower building ridge line and therefore moving the car park would not be an issue for consideration by GCC.	Attend CP2 meetings	DH/PM
	Drainage	AS advised that the costs for the service drainage proposal (i.e. 225 pipe being increased to a 300 pipe) were awaited by the Board team.	-	
			Costs to be provided by BCL	PS

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising (cont'd) BREEAM	AS reported that an initial meeting with Susan Logan had taken place. He suggested that the walling and U value issues had been resolved. SL would be pulling together the tracker and would run through the tracker information at the next BREEAM session. DS advised that BCL were awaiting a complete copy of the evaluation tracker calculations. AS suggested that SL had provided the evaluation tracker information and DS reported that the information received had been incomplete. AS requested that DS review the information provided by SL and inform the Board team if it was incomplete. PM agreed to check with HMc if the tracker information received was complete.	Review BREEAM tracker and inform NHS team if incomplete. Check tracker information with HMc	DS PM
	Helicopter Management Plan (HMP)	AS advised that all the MSCP crane positions had been revised and the crane position information had been provided to HMS Gannet for comment. The HMP for the BCL site continued to be regularly reviewed and a number of operational changes had taken place i.e. removal of the horn alert warning, loads not being dropped. The next review would be undertaken prior to the demolition works.	- HMP Review to be organised prior to demolitions work commencing	- AK
	Borehole Water	AS advised that Hugh McDermont was progressing discussions regarding the revised borehole site plan as the proposed location was approximately 25m away from the helipad. DS advised that BCL were investigating the borehole building and running costs.	Borehole location to be agreed	NHS/BCL
	Mock-ups	AK advised that the mock-ups would be completed by 26 th July 2010. A review meeting with the Board would take place on 7 th July to finalise the final arrangements.	-	-
	Ground Gases	AS advised that ground gases had been discussed at the Early Warning meeting held on 17 th June. Derek McFarlane had information to provide to the Board team for discussion at the next EW meeting.	Provide Ground Gas/SI information	BCL
	Contamination	AK advised that BCL had undertaken a further 2 days clear up works to the contaminated burn. The manhole survey had been completed. Concern was raised about the drain that runs into the Lidl site as it was badly silted up which would have an impact on the site drainage. For the purposes of the flood risk assessment WSP had taken the volume of this drain as maximum. It would be preferable to identify the source of the contamination before any works commence on the site which could be blamed should further contamination be identified at a later date on the Thales site. It was agreed that the contamination issue should be discussed in a separate meeting.	Arrange meeting to discuss contamination	AK
	Health Impact Assessment	AS advised that Mark McAllister was taking the HAI forward.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
3. cont	Building Control	DS advised that he had approached Building Control (BC) to look at the basic principles re building design. Building Control and subsequently BC had spoken to HFS. A warrant application for the hospitals buildings had since been lodged so that the fire plans could be formally discussed with BC. A meeting with HFS had taken place on Friday 18 th June 2010. The group discussed the fire strategy compliance against fire-code and British Standard 9999, other guidance documents, extended travel distances, alternative design provision, single route escape and additional staircases.	-	-
		DS advised that he would meet with WSP the following day to further discuss fire strategy and compliance. The warrant application had been made so that Building Control could officially comment on the design plans. The group discussed obtaining 3 rd party validation of the design plans and DS advised that he would ask another fire engineer to comment on the design plans. DH requested that BCL reviewed previous Building Standard decisions. DS advised that he was going to ascertain the process to obtain Building Control approval. He would provide a report on the building control/fire strategy by 7 th June 2010. SF was requested to organise a meeting with DS and AS prior to 25 th June 2010. The TA team were requested to cost 3 additional fire escapes.	DS to review previous BC decisions	DS
	Programme Review	DB advised that a programme review meeting had been scheduled for 25 th June 2010.	Arrange meeting for AS & DS re Fire Strategy	SF
	Design Development	AS advised that the Theatre NCH issue raised at the previous PMG had been resolved.	Attend Programme Review	PM/DH
			-	-
4.	Detailed Design – Progress Update	AS enquired if the meeting to discuss columns had impacted upon the 1:200 design. DS advised that there were minimal changes due to the column positions. NM advised that Nightingales had already contemplated the column position during the 1:200 design development process.	-	-
		It was noted that the meeting with the medical physicist had gone very well.	-	-
		AS advised that the NHS team were reviewing the discharge lounge plans as there was a natural light issue due to the overhang. There were only 5 light-wells in the hospital therefore the Board wished to protect the size of the light-wells as much as possible.	Outcome of review of discharge lounge plans to be provided to BCL	AS/PM
		AS raised concern that that all the 1:200's had been signed off by the users and subsequently 1 drawing had been received which had been changed after the users had sign-off the previous design. AS requested that DS discuss the imaging design with Heather Griffin. AS reported that an IPS had also been located in the MRI control room and that DS should discuss this with HG. AS stressed that drawings should not be changed once signed off by users.	Ensure plans are not revised subsequent to Board sign-off without prior approval	NM

Item No	Item	Discussion/Information	Action	Action by Whom
4. cont	Detailed Design – Progress Update Kitchen Relocation	<p>It was noted that the decontamination pod was being relocated inside the building which was impacting upon the transport base. DH reported that during the dialogue process a clarification had been issued by the Board team confirming that the decontamination unit should be located inside the building and the space had been included in the schedule of accommodation. As the decontamination unit had been moved into the area identified for the transport hub therefore a solution to relocate the transport hub was required. AS requested that PM/DH discuss the transport hub issue with Frances Wrath/Mairi Macleod the following day.</p> <p>AS obtained agreement to confirm the Board's agreement to the proposed kitchen relocation to the BCL team on 25th June 2010.</p>	<p>Transport hub solution required</p> <p>Meet with FW/MM</p> <p>Confirm Board's agreement to kitchen relocation.</p>	<p>BCL/NM</p> <p>PM/DH</p> <p>AS</p>
5.	<p>Labs Construction – Progress Update</p> <p>Labs Stage D to E</p> <p>Labs Construction Progress Meeting</p>	<p>PM advised that he had issued a Project Manager's Instruction re the enlarged X-ray room and that he required feedback and a design for the enlarged room.</p> <p>The Labs Project was going well and all the Labs project groups had been established. The dates for the Labs Change Control group were to be scheduled out. The construction programme for the Labs project remained on target. PS advised that there remained a lag behind with design. DS requested a copy of the Labs project groups meeting schedule.</p> <p>PS reported that a meeting to discuss the Stage D to E cost reconciliation with DR would take place later that day. PM enquired if there was anything outstanding from the Board team which was delaying the reconciliation being finalised. PS advised on the process being undertaken to identify the Stage D elements of the latest equipment list.</p> <p>PM advised that he proposed establishing a Labs Construction Progress group. The Board would chair this group and PM would draft the agenda in conjunction with BCL. The group would meet monthly to discuss the programmes, supervisor role and health and safety.</p>	<p>Provide design for enlarged X-ray room</p> <p>Provide Labs Project Groups meeting schedule to DS</p> <p>-</p> <p>Establish Labs Construction Progress Group</p>	<p>BCL</p> <p>PM</p> <p>-</p> <p>PM</p>
6.	<p>Planning Progress</p> <p>A51662829</p>	<p>DS advised that the Masterplan had been signed off by the City Planners earlier that day. Good progress was being made to obtain sign-off of the Matters Specified in Conditions (MSC). The pre-start conditions had also been signed-off. He had produced a programme for lodging the MSC applications. Jim Miller was analysing the Committee report to ensure that GCC were not requesting any further information. DS was requested to liaise with Allyson Hirst and identify time prior to 5th July sign-off session with DH, AS and PM.</p> <p>DS reported that the A&DS Storyboard was being submitted the following day (23rd June 2010). AS reported that it had been agreed that the A&DS report would be submitted to the Council before the 12th July 2010. He enquired if A&DS would release part B of their report at this time. It was reported that the A&DS story board would inform the City Council on the items where the team had endeavoured to meet the A&DS desires as identified in part b of their report. AS advised that the NHS team had not been sighted on what BCL had done to address the A&DS issues and he requested that DS met with AS/PM to discuss what BCL had undertaken.</p> <p>DS raised concern that the Arts Strategy would not be known in time for the Full Business Case. PM reported that an appropriate level of design would be known by end of July 2010. The arts programme would be presented to the next Design and Healthy Environment Group and it was expected that there would be sufficient information by end of July for the MSC application.</p>	<p>Identify sign-off session with NHS Team</p> <p>Provide an overview to AS & PM of the work undertaken to address A&DS issues</p> <p>-</p>	<p>DS</p> <p>DS</p> <p>-</p>

Item No	Item	Discussion/Information	Action	Action by Whom
7.	Site Investigation Survey	DS advised that he had instructed a further site investigation survey. The implications of the differences between the SI reports would be discussed with the Board team in due course. AS enquired when the SI report would be available and DS confirmed that the report for gas would be available at the beginning of August.	SI meeting to be arranged with NHS Team once SI Report received by BCL	DS
8.	Scottish Water Land Take	AS advised that he had been informed that Scottish Water would sell the land required by the Board.	-	-
9.	Demolitions and Site Clearances	DH advised that the tenders had been released. The demolitions and site clearances were on programme to commence on 19 th July 2010. The demolitions and site clearances plan was in accordance with the decant plans. AK reported that he wished to meet with Ronnie Clinton to discuss the demolition works logistics during a site walk-round. PM reported that he would ask Sam Suddese to organise this meeting. PM reported that the asbestos surveys would need to be undertaken. DH advised that the asbestos survey work was in hand however concern had been raised due to the discovery of asbestos in a duct. DH advised that the type 2 and 3 asbestos survey information had already been issued.	- Organise site walkround with RC and AK	- PM/SS
10.	Planning	AS reported that the elevations needed to be discussed with the Board team.	Discuss elevations with NHS Team	BCL
11.	FBC Tracker	AS reported that Currie & Brown had prepared a plan to prepare the Full Business Case. MB would manage the plan. The Board team would sit down with BCL in due course to discuss the FBC plan/tracker.	Liaise with BCL re FBC tracker	AS
12.	AOCB <ul style="list-style-type: none"> Printing Appendix K AGV's 	<p>PM advised that the Board team had a requirement for a number of A0 prints and that Hobbs were unable to undertake the work until the Board had an account set-up. PS agreed to contact John Clare to set-up an account for the Board team.</p> <p>DH requested that BCL add on theatres and schiehallion to the updated programme list. BCL also needed to check that all the submission dates were present and correct as there appeared to be a few date omissions. The Board team also required that the RDD issues were separated out from the Appendix K and that "Critical Failures" were added to the list.</p> <p>AS advised that Board reps had viewed the cart and Karen Connelly had subsequently prepared comments for discussion with BCL. He requested that the AGV discussion be continued to the next PMG and that KC should attend.</p>	<p>Contact John Clare re setting up printing account with Hobbs for NHS team</p> <p>Revise appendix k programme list and amend dates. Separate RDD issues out</p> <p>Invite KC to next PMG</p>	<p>PS</p> <p>DB</p> <p>DB</p> <p>SF</p>
13.	Date and Time of Next Meeting Tuesday 6 th July at 12.30pm in Boardroom, Site Offices – Top Floor, SGH Construction Site			

ACTION NOTE

Present:
Darren Smith (DS)
Mark McAllister (MM)
Apologies:
Ross Ballingall (RB)

Alan Keeley (AK)
Douglas Ross (DR)
Paul Serkis (PS)
Alan Seabourne (AS)
Tom Allan (TA)

David Bower (DB)
Liane McGrath (LM)
Peter Moir (PM)
Ed McIntyre (EM)

David Hall (DH)
Mark Baird (MB)
Shiona Frew (Notes)
Gill Kirkness (GK)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Notes of previous meeting	Accepted as accurate record.		
2.	Matters Arising			
	Car Park 2	PM advised that he would meet with Keith Stewart (Hypostyle) later that week and a letter to formally start Hypostyle would be issued in due course. A Community Engagement event had been organised for the local population to be provided with information about the project. KS had been requested to provide an image of CP3 in order to allay fears over the size and scale of this car park. DS reported that existing images shows the car park as being 3 storeys and that he would liaise with Nightingales to ascertain if their images could also be updated. PM advised that he would ask KS to provide a CAD drawing of the CP and he would send the drawing to Gillespies and Nightingales. DS suggested that it would be good to get a view of the CP in relation to the neighbouring housing in a correct dimensional form.	PM to meet with KS DS to liaise with Nightingales re images being updated re car park	PM DS
	Substation	DS advised that Hypostyle were liaising with WSP. The substation design had been received and Scottish Power had raised no concerns about the design. BCL had identified issues in relation to warranty which he wished to discuss with the Board team. The design was being progressed and a building warrant would need to be arranged. AK requested clarification of the dates for land handover/return and PM suggested that this could be discussed in the "Sequencing" meeting that had been arranged for later that week. It was noted that the "Sequencing" meeting and attendees clashed with the GCC Planners meeting and therefore may need to be rearranged. PM agreed to confirm whether the Sequencing meeting would be rearranged. PM requested that DS provided a list of reservations/issues for review by the Board team.	DS to provide a list of reservations/issues for review by the Board team	DS
	Drainage	PM advised that the costs for the drainage proposal to the west side had been agreed and a compensation event had been raised.	-	
	BREEAM	PM reported that he had requested a status update from Susan Logan and that the tracker would be reviewed at the Labs Design meeting scheduled for the following day. DS advised that there was a potential issue re items being moved and WSP not knowing which items had been moved. PM advised that SL had been tasked with producing an interim design assessment report and that he had asked her to confirm what remained to be completed. DS reported that WSP had undertaken an initial BREEAM assessment on the hospitals scheme. The information to support the assessment was being collated. There was no indication that the hospitals	PM/DS to provide update to next PMG	PM/DS

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising (cont'd) BREEAM (Cont)	DH suggested that the next session with SL should be over 2 days and the first day SL could present the Labs BREEAM tracker and on the second day she could review the WSP BREEAM assessment. DS reported that he would need to identify dates that SL could meet. DH advised that the Board team need to ensure that the principles remained and that any proposed ER changes were signed off prior to being changed.	PM to review ER changes and BREEAM principles	PM/HMc
	Helicopter Management Plan (HMP)	AK advised that a meeting had been held between BCL, The Board and Bond Helicopters the previous day. Agreement that loads did not need to be returned to the ground during helicopter take-off/landing had been achieved. The BCL crane operators would however continue to risk assess whether dropping a load was required during helicopter take-off/landing. PM advised that the MSCP team had been informed that their Luffer crane did not have adequate lighting however no such issues had been raised in relation to the BCL cranes.	BCL to continue risk assessments re crane loads -	BCL/AK -
	Borehole Water	It was noted that Darren Pike was nearing completion on identifying the initial set-up and ongoing borehole costs to finalise the cost information requested by the Board team. DS requested that the Board team pursue obtaining the confirmation letter from Business Stream and PM agreed to liaise with HMc to obtain the necessary correspondence.	PM to liaise with HMc re obtaining confirmation letter from Business Stream	PM
	Contamination	AK advised that the potential for further contamination continued to be monitored. It had been suggested that a meeting be held with John Treacher (JT) however JT had intimated that he did not want to meet unless there was a specific issue. It was proposed that a regular quarterly meeting with JT was arranged and that the first meeting would take place prior to making any changes on/to the site i.e. burn diversions. The manholes would continue to be monitored.	Arrange regular quarterly meetings with John treacher	AK
	AGVs	DS reported that an AGV meeting had taken place earlier that day to review the AGV operations/routes within the podium and tower. Further detailed work was ongoing. He advised that Karen Connelly had raised concern about 3 areas that would have AGV and patient access which would not be acceptable. The AGVs in relation to clean and dirty routes had also been discussed. Refining work would need to be undertaken however it was felt that there would be no fundamental change to the layout. There was an issue with Core F as the departments had been designed on the basis that they are AGV serviceable however the core had not been designed to take account of the AGVs. DH intimated that there had been a malfunction in the design which meant that there was a serious and urgent piece of work required to identify the podium AGV strategy. DS reported that he was seeking clarity about the workability of the AGV strategy. PS enquired if it was anticipated that there would be a major impact on any departments as the 1:200s had already been signed off i.e. reconfiguration of a department. DS advised that there would be a need to review layouts with some departments. Work to identify solutions had commenced and that each floor needed a different solution. DH suggested that consideration also needed to be given to whether purchasing conversion carts to enable	Podium AGV Strategy to be identified DS to identify departments which may be affected by AGV Strategy	DS DS

		non-compatible carts to be used would provide value for money. DS advised that KC had undertaken to identify the end use of carts to ascertain in conversion carts would be required. DS also requested that the Board's Infection Control adviser provided a view in relation to the potential to use lifts for both clean and dirty.	KC to identify end use of carts and conversion needs	KC/PM
Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising			
	AGVs (cont)	PS enquired if the savings for the cart washer removal would be utilised to cover the cart compatibility issue. DR reported that the savings would not be used. DH advised that there were 2 separate AGV issues i.e. a) change to the ER's with removal of cart washer and hence CE raised and b) future cart utilisation i.e. 85% utilised in new hospitals and 15% to retained estate.	-	-
	"Services" Workshop	PM reported that a "Services" workshop had been arranged for Thursday 8 th July. He raised concern that the services workshop may not produce a defined position and enquired if there were any options which should be considered. AK advised that a sub-contractor would need to be instructed to identify and trace all the services. PM agreed to consider the utilising the services of a sub-contractor to trace all the services.	PM to consider utilising a sub-contractor for services tracing work	PM
	Appendix K	DB advised that he had updated the Appendix K information to incorporate the Board's previous comments. The updated Appendix K would be submitted by 16 th July 2010. PS enquired if there would be any changes to the consultant appointments in line with the revised Appendix K and DB advised that Critical Failures needed to be added to the Appendix K which would affect the WSP contract. It was stressed that the Appendix K provided surety of functionality as well as cost.	DB to provide update at next PMG	DB
3.	Detailed Design – Progress Update	DS advised that the 1:50 process was underway. He raised concern at the amount of user group meeting date changes which had taken place. DB reported that the date changes were contained within the timescales initially agreed. He suggested that it had been intimated that a 3 rd tranche of meetings may be required for some of the User Groups and programming these within the initial target date may be problematic. An early indication of user groups which may require a 3 rd meeting was requested. MB reported that the meetings with the groups which might be problematic had been scheduled earliest in the 1:50 programme. DS stressed that the knock-on effects to the Consultants needed to be considered prior to changing any further user group dates as they are working to a programme to produce drawings and information in preparation for the 1:50 meetings. It was also imperative that the 1:50 programme does not slip. PM agreed to liaise with Frances Wrath re the 1:50 meeting schedule.	PM to provide an indication of areas which may require a 3 rd User Group meeting PM to liaise with FW re 1.50 meeting schedule	PM PM
	Kitchen Relocation	PM reported that the Board had agreed to the proposal to relocate the kitchen from level 3 to the basement. A Compensation Event had been raised. DH enquired if Andy Brennan had been advised of this change and signed off on allowing AGVs to run below the MRI scanner. He suggested that he should be notified of the change and that the gauss lines would be moved further in. DS advised that he would liaise with Andy Brennan and request an update to the schedule that he had previously issued to him.	- DS to liaise with Andy Brennan re impact of kitchen relocation/gauss lines	- DS

Item No	Item	Discussion/Information	Action	Action by Whom
	Fire Strategy	DS advised that he had received the revised report from WSP and that he would issue this to Building Control as soon as possible.	DS to issue revised Fire Strategy report to Building Control	DS
		DH advised that Nightingales had raised a question in relation to the linen bays as historically linen stores needed to be sprinklered. PM reported that the Board team need assurance that the linen bays do not pose a high fire risk. DS requested that PM email outlining the linen bay fire risk concerns. DH advised that WSP would need to be satisfied with the Fire Strategy before requesting the Board's Fire Officer to review/agree. DS requested a copy of the Board's Fire Management Procedures. DH advised that WSP were going to confirm what the design principles are based upon and that the Board would then provide correspondence to state that the Board would provide Fire Management procedures which accorded to the WSP design principles.	WSP to provide Fire Design Principles and thereafter Board to confirm that the Fire Management procedures will be developed in line with the principles	DS/PM
	Acoustics and Planning	DS requested that he met with PM to review a number of drawings prior to submission to the GCC Planning Dept. DS was requested to liaise with SF to identify a suitable date/time.	SF to identify date/time for drawing review by DS/PM	SF
4.	Labs Construction – Progress Update	<p>DB advised that progress on the construction of the Labs facility was generally going well. He reported that:</p> <ul style="list-style-type: none"> • Core 4 – last poured earlier that day • Core 1 – expected to be another 2 weeks work • Mortuary basement – work progressing well. Completion targeted at end of August • URS information submission was still a bit hand to mouth however the delay in information submission had been shortened • The drainage for the mortuary basement had been delivered earlier that day and was being installed • Works to the POD area had been advanced due to sequencing changes • The ground slabs to area 3 would be commenced the following week <p>DH reported that there was concern that if a compatible waste eurocart solution was not achieved then the loading bay would needed to be closed during a bin exchange however the loading bay could not be closed as there was no area to hold waiting vehicles/lorries. DS reported that KC was investigating the waste cart exchange requirements. The addition of an extra cart lifter had also been discussed at the earlier AGV meeting.</p>	-	-
			DS to provide update at future PMG	DS

Item No	Item	Discussion/Information	Action	Action by Whom
5.	Planning Progress	<p>Architecture - DH enquired if the materiality issue had been resolved and this was confirmed however the zinc finishing was still to be agreed with the GCC Planners.</p> <p>Transport - Concern was raised that the Planners were still pursuing having a drop off point and utilising CP2 for drop-offs. DH advised that at the previous GCC Planning meeting AS had emphasised that providing drop-off points would not be possible. DH and DS agreed to liaise to discuss the strategy for the forthcoming GCC Planning meeting.</p> <p>Drainage – DS reported that WSP were progressing the SUDS calculations and they were trying to move the SUDS northwards. The swales had been agreed. The depreciation proposals would need to be reviewed and agreed by the Board. DH reiterated that there could be no standing water on the site.</p> <p>Landscaping – It was noted that the landscaping meeting with the GCC Planners would take place later that day.</p>	<p>DS to liaise with GCC Planners re zinc finishes agreement</p> <p>DH and DS to agree strategy for forthcoming GCC Planning meeting</p> <p>DS to provide update at next PMG</p> <p>DS to provide update at next PMG</p>	<p>DS</p> <p>DH/DS</p> <p>DS</p> <p>DS</p>
6.	Site Investigation Survey	DS advised that the updated SI Report would be received by BCL during August 2010. The remainder of the SI investigation would be completed in December subsequent to the demolitions. DH enquired if the SI investigation would include the SAS and SW land. DS advised that he would check if this was being considered.	DS to consider expanding SI to cover SAS and SW land	DS
7.	Scottish Water Land Take	<p>PM advised that the Board had received approval to allow BCL to progress the planning application for the road. DS advised that the application was being progressed with GCC and a readjustment of the red line boundary as on the masterplan would be undertaken. DH reported that the red line boundary on the outline consent would also need to be amended. The outline consent would need to be regularised in line with the masterplan red line boundary.</p> <p>PM reported that the Board were awaiting the District Valuers valuation. DB enquired if there was a duration process and DR reported that the SW acquisition would need to be concluded by FBC approval. PM advised that the Board would at least have the Heads of Terms signed off and the Legal works commenced by FBC.</p>	<p>DS to review Outline Planning consent boundary and update as necessary.</p> <p>-</p>	<p>DS</p> <p>-</p>
8.	Demolitions and Site Clearances	PM requested that DB updated the BCL programmes taking account of the demolitions programme. The Project Team were being challenged to empty the buildings. DH advised that the programme had been revised to take account of a delay to decant the Walton Building and a revised start date had been identified. AK reported that it would not be beneficial to start the demolition works and then not be able to finish the demolitions due to a decant delay. PM requested that BCL provide the back stop date for completion of the decants. The Project Team would need to strongly encourage the FM reps to progress emptying the buildings. DH intimated that it should be made clear to the FM reps that any delay to emptying buildings would impact on the demolitions programme. DH confirmed that the warrant for the demolitions had been obtained. AK enquired who would be undertaking the CDM Co-ordinator role for the demolitions works and DR advised that Currie & Brown would be fulfilling this role. DR enquired if it would be worthwhile commencing the process to obtain a building warrant for the SAS land and this was confirmed.	<p>DB to update BCL programme with demolitions programme</p> <p>DB to provide backstop date for the demolitions commencement/completion</p> <p>DS to obtain building warrant for SAS land</p>	<p>DB</p> <p>DB</p> <p>DS</p>

Item No	Item	Discussion/Information	Action	Page 84	Action by Whom
9.	FBC & Gateway Tracker	<p>MB advised that the Scottish Government needed external assurance that the project was fit to proceed to approval of the Full Business Case and this external assurance would be provided through the OGC Gateway Review process. He had scheduled out all the information requirements and information owners and had prepared a tracker document to capture all the actions and information which needs to be collated and identify those actions requiring joint working between the Board and BCL. The dates for the Gateway Review had been identified as 4th, 5th and 6th October 2010. The Gateway Planning meeting would take place at the end of July/beginning of August. It is proposed to provide the reviewers with a presentation on the first morning so that they have knowledge of the progress achieved by the Project since the Gateway 2 Review. It would be helpful if the key BCL team members could block out the October dates at this time.</p> <p>Benefits Realisation and Community Engagement would be key items to focus on over the coming months. The Board would be keen to use demonstrable information for the Community Engagement section of the FBC. PS reported that he would progress the Community Engagement appointment as soon as possible. DR advised that Gateway Review 3 would also need to identify what will be produced for Gateway Review 4. MB reported that the trackers were being refined and would be circulated to BCL in due course.</p>	<p>BCL to block out 4-6th October 2010 for potential meetings with Gateway Reviewers.</p> <p>PS to progress Community Engagement appointment</p>		<p>ALL</p> <p>PS</p>
10.	Aconex	The BCL team were informed that the NHS Team were finding that downloading documents from the Aconex site during the afternoon was very slow. The BCL team confirmed that they did not have any problems downloading documents at any time of the day.	-		-
11	AOCB				
	<ul style="list-style-type: none"> Drawing Issue List M&E Matrix Pedestrians crossing site access 	<p>DR advised that at the previous PSG meeting that it had been agreed that BCL would provide a weekly drawing issue list to the Board team. It was important for the Board to be sighted on progress and understand the process. DS advised that he would get all the documents uploaded to Aconex from this point forward.</p> <p>MB requested clarification of the headings on the recently uploaded M&E Matrix.</p> <p>MB requested that BCL installed additional signage at the site access gate to ensure pedestrians are made aware that they are crossing a site access and that vehicles entering/exiting are aware that they are crossing a pavement.</p>	<p>DS to provide drawing list release/upload documents to Aconex</p> <p>CB/BCL to confirm M&E matrix headings</p> <p>BCL to install additional signage to increase pedestrian awareness at site entrance.</p>		<p>DS</p> <p>C&B/BCL</p> <p>AK</p>
13.	<p>Date and Time of Next Meeting</p> <p>Tuesday 20th July at 12.30pm in Boardroom, Site Offices – Top Floor, SGH Construction Site</p>				

ACTION NOTE

Present:

Darren Smith (DS)

Paul Serkis (PS)

Apologies:

Mark McAllister (MM)

Alan Keeley (AK)

Gill Kirkness (GK)

David Hall (DH)

Ross Ballingall (RB)

Alan Seabourne (AS)

Liane McGrath (LM)

Peter Moir (PM)

Douglas Ross (DR)

Tom Allan (TA)

David Bower (DB)

Mark Baird (MB)

Shiona Frew (Notes)

Ed McIntyre (EM)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Notes of previous meeting	Accepted as accurate record subject to the following amendments: <i>Item 2, Appendix K:</i> "...DB advised that Critical Failures needed to be added to the Appendix K which would affect the ZBP contract. It....." <i>Item 5, Planning Progress, Transport:</i> "...AS had emphasised that providing drop off point would be a necessity...."	Amend previous action note	SF
2.	Matters Arising Car Park 2/Substation	<p>AS advised that a Neighbourhood Engagement event had taken place on 19th July 2010. The turn-out at the event was low however as this was an additional event prior to submission of the application to planning the low turn-out was not of concern. It had been beneficial to be able to show the local community that CP3 would not be on 3 levels as had previously been shown on earlier plans.</p> <p>PS advised that Hypostyle had been formally appointed to provide Architectural Services for CP2. DS reported that Hypostyle and WSP had met. The design for the substation was being progressed. He had sent an email to PM outlining a number of concerns i.e. Building warrant, warranty, etc. The issue in relation to warranty was that BCL would only be providing a design for part of the total building and therefore the CP contractor would need to take on the substation as built.</p> <p>Concern was raised that there may be insufficient CP 2 internal design information i.e. traffic flow/traffic egress and this could impact on the design and structure for the substation i.e. columns through the substation. The design would identify cables and pits. AS enquired who would check that the car park build-ability against the substation design. DS suggested that BCL could provide the substation drawings to the Board team and he was requested to provide the substation drawings.</p> <p>PS advised that the costs for the substation would need to be updated to take account of the changes to the structure i.e. change from flat slab to piled. AS requested that the NHS team be given an early indication if costs were expected to increase. DS advised that the substation design works remained on target to submit the building warrant application in August 2010.</p>	<p>-</p> <p>PM to liaise with DS re the concerns raised in his email</p> <p>DS to provide substation drawings to NHS team</p> <p>PS to advise of change in costs for substation</p>	<p>-</p> <p>PM/DS</p> <p>DS</p> <p>PS</p>

Item No	Item	Discussion/Information	Action	Page	Action by Whom
2.	Matters Arising (cont'd)			86	
	Helicopter Management Plan (HMP)	AS suggested that BCL had been given clearance to continue to lift and lay loads whilst helicopter take-off/landings. AK reported that H McDermott had emailed Andy Rooney to seek written confirmation. He enquired whether the HMP would need to be revised to incorporate this clearance. PM agreed to check whether the HMP would need to be updated.	PM to check if HMP needs further updated		PM
		AK advised that there was an on-going issue re crane illumination for both the BCL and Barr cranes due to the proximity to the airport. The lighting specification of the BCL crane lights was also being checked against the NOTAM and any other lighting regulations being enforced due to the close proximity to the airport.	AK to check BCL crane illumination requirements		AK
	Appendix K	DB advised that the 6 week look-ahead had been issued to PM and DH. DS reported that BCL were proposing to prepare an Appendix K tracker document.	-		-
	Kitchen Relocation	DS advised that he had met with Andy Brennan (AB) to discuss the kitchen relocation. Subsequently WSP would need to redo a gauss line on the drawing. The RPI schedule had been prepared with assistance from AB. The kitchen relocation works were progressing well and a revised drawing would be issued by WSP very soon. DS advised that the gauss line spec was dependent to the type of machine purchased by the Board.	-		-
	Site Investigation Report	DS advised that the target date for the first SI report was August 2010 and he agreed to check that work was on target for August 2010 completion.	DS to check progress of SI		DS
	FBC and Gateway	MB advised that the Board were progressing identifying, preparing and collating information for the Gateway Review and FBC. LM had been collating the historical background information. There were areas of crossover between the Board and BCL and he would discuss these areas with PS in due course.	MB to discuss Gateway with BCL		MB
	Drawing Issue List	DS advised that he proposed to commence the provision of a drawing issue list to the Board team the following week.	DS to commence issue of drawing list from w/c 26 th July 2010		DS
	M&E Matrix	MB advised that he was awaiting feedback from Wallace Whittle.	-		-
	Pedestrian Access	AK reported that the safety at the gate should be managed by the Gate Personnel. The give way sign at the site egress would be changed to a "Stop" sign. The entrance gate would be moved before the start of the substation and the hoardings at the new access would be tapered to provide better sight for both pedestrians and drivers. AS suggested that gate personnel were not always present at the gate and AK agreed to check.	AK to check and ensure that gate personnel are present at gate at all times		AK
	BREEAM	PM advised that a BREEAM meeting would take place later that week. The meeting had been split into 3 sessions in order to focus on a) Labs, b) Adult and Children's Hospitals and c) Site wide. He raised concern that the BREEAM target had been set on the earlier design and that there was a lot of tracker information outstanding for the current assessment. AS reported that it was expected that BREEAM would be a focus for Gateway. DS raised concern that the previous design assessment had been inaccurate and that she needed historical information such as HLM meeting minutes. AS reported that the interim design certificate is based on a specific point in time. He suggested that LM or SF attends the BREEAM meeting to note the information	LM/SF to attend BREEAM		LM/SF

		requirements outstanding.	meeting	Page 87
Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising			
	BREEAM (cont)	DS advised that it would be useful to ascertain the mandatory BREEAM points and points that are linked thereby preventing other points being attained. AS stressed the importance of achieving BREEAM Excellent status. He enquired if there was a date for completion of the Interim Design Certificate and PM advised that the Interim Design Certificate was overdue. He reported that the tracker was used by the team to benchmark where the team thought points could be achieved. Some points are currently not achievable so "Excellent" status is not possible at this time however it is imperative to pursue and obtain the information that is required to get the points that are achievable at this time.	Focus on obtaining information for Interim Design Certificate.	ALL
	Borehole Water	AS noted that the letter was still awaited from Business Stream and Scottish Water. AK reported that there were no current issues re site water.	-	-
	AGV's	AS reported that the key issue still to be resolved was in respect to AGV movements at the south east corner of the hospital build. The principles for the strategy were acceptable for the New Children's Hospital and ward core but not for the podium key departments in the New Adult Hospital. The AGV arrangements had not been fully signed off by the Board's FM Directorate. Concern had been raised that the current proposal does not achieve what the Board wants i.e. full FM lifts and clean and dirty holds. DS advised that BCL would further review the proposal. He stressed that the Board would need to work with BCL to achieve a solution to the current FM AGV issue. AS agreed that the Board would work with BCL to achieve a solution. AS reported that the manual handling proposal was not acceptable and AGV holding areas would be required. He suggested that if some of the ducting areas could be manipulated then the Board would consider however it was the responsibility of BCL to provide a design that worked.	BCL and NHS to liaise to identify solution to AGV FM issues.	ALL
	Mock-ups	AK advised that he had visited the mock-ups with Fiona McCluskey earlier that day. It was programmed that further user group rep visits would be undertaken in August 2010. Further refinements to the mock-ups would be undertaken before the next planned visits i.e. bi-fold door function, single leaf door opening up to 180°. Other items may be changed as appropriate. There was also a wheelchair accessibility issue to be resolved in relation to the dimension between the wash-hand basin and the toilet. AS reported that the glazed screens seemed to be agreeable to the NHS team.	-	-
		AS enquired if BCL were still pursuing bathrooms being built as pods and it was confirmed that BCL were weighing up the pros and cons of having bathrooms built off-site as pods. AK reported that there were concerns over what would happen to the non-pod bathrooms i.e. risk of them being different, and this had been identified as a business risk. PS reported that BCL were also considering the implications to community benefit targets as having the pods built off-site would reduce the number of trades on the site therefore reducing local employment opportunities. AK advised that he would be identifying the number of one-off bathrooms.	-	-
		DS advised that BCL were going to prepare mock-ups of the front facade to the New Children's Hospital and that he would provide drawings to the NHS team in due course.	NCH drawings to be provided to NHS team	DS

Item No	Item	Discussion/Information	Action	Page	Action by Whom
3.	Detailed Design – Progress Update			88	
	1:50 programme	DB reported that the 1:50 programme remained on target for completion. The first round of 1:50 meetings had been completed and the 2 week recess had just commenced.	-		-
	Fire Strategy	DS advised that the Fire Strategy Report would be submitted to Building Control the following day. The compartment drawings would be finalised and submitted in due course.	-		-
		A meeting had been held with Building Control and the Fire Brigade. It was proposed that a follow-up meeting be scheduled to allow a question and answer session on the Fire Strategy Report and Compartment drawings. Building Standard's had indicated that their timescale for providing a response was 15 days. AS enquired if the Fire Staircase proposal had been costed by Doig & Smith and GK reported that a costing had been prepared. DS suggested that the addition of 3 staircases to the new Adult Hospital may be an issue for the GCC Planners.	-		-
		DS reported that he had met to discuss the energy centre earlier that day and it had been a positive meeting.	-		-
4.	Labs Construction				
		DB advised that the pouring of the cores was on programme for example core 4 had been completed, core 1 had 2 more lifts to go to completion and core 3 had 1 more lift to go to ground floor level. The mortuary slab had been cast and the drainage installed. The tunnels had been completed to core 2 and work on the mortuary walls would commence w/c 26 th July 2010. The works to the mortuary were on target for completion at end of August 2010.	-		-
		The works to area 1 included the columns being erected and the drainage being installed.	-		-
		The verticals to the pod area would start later that week.	-		-
		The construction and 6 week look-ahead programmes were continuing to be discussed with DH. PM reported that an update of the RDD was awaited. AS enquired if there was anything that BCL were awaiting from the NHS team and it was confirmed that there were no actions for the NHS team at this time.	RDD update to be provided		DB
		PM reported that the Commissioning and Environmental Impacts were being progressed. The bench-mounted equipment specification had been identified in order to allow the electricity to be appropriately sized. DB enquired whether the equipment schedule (revision4) was being updated and it was confirmed that it was not being updated.	-		-

Item No	Item	Discussion/Information	Action	Action by Whom
5.	Planning Progress			
	Labs	DS reported that good progress had been achieved for the Labs Project and all the pre-start conditions had been completed.	-	-
	Masterplan	DS advised that the masterplan for the Adult and Children's Hospitals Project had been approved and the 19 conditions had been addressed and responded to. In relation to the pre-start conditions it would be necessary to hone out on the final materials. The sign-off of the conditions was pursuant to the red-line boundary and it had been suggested that the GCC Planners may not sign-off on whole conditions as there were some conditions that were SGH wide i.e. lighting, security, cycle paths, etc. There was a need to identify a mechanism to allow the GCC Planners to sign off conditions within the BCL site zone within the red-line boundary.	Identify mechanism for GCC Planners to sign-off conditions	DS
	A&DS	DS confirmed that A&DS had intimated that they do not require any further information. Jim Miller would be sending the Nightingale information to A&DS on CD.	-	-
	Transport	It was noted that there would need to be a drop-off point(s) for the hospitals. AS reported that he had been asked to demonstrate where drop-off points at other hospitals work. He had asked SPT and WSP to identify hospitals which had successful drop-off points.	-	-
		DS reported that the GCC Planners had intimated that they would be willing to discuss road ownership options i.e. whether the NHS would prefer to keep the road as a private road or to have the road adopted. It was suggested that should the road be a private road then Scottish Water would not need to be involved in any Roads Construction Consent. DH had attended the meeting with the GCC Planners and he should be asked to advice at a future PMG what undertaking is required by the Board. PM reported that the RCC takes account of drop-off point management. MB advised that if the road was to be kept as private then there was different drop-off point regulations i.e. needs to have a 2m strip from drop off point to carriageway.	DH to provide update on GCC Planning Transportation discussions at next PMG	DH
	Drainage	DS advised that the drainage proposals had been discussed with Tom Barnsley (TB). It has been indicated that the NHS do not want a pond that could become an eyesore or a safety issue. BCL were looking at adjusting paths to move 'pond' further away from the front. TB would be reviewing the potential to move paths and would issue a new drawing in due course. GK reported that the pond/drainage issue was under review and a meeting with WSP had been scheduled for later that week.	DS to provide update to next PMG	DS
	Reserved Matters	DS advised that the information to satisfy the "Reserved Matters" had been submitted.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
6.	Land Acquisitions			
	Scottish Water	PM reported that the Board were awaiting the District Valuers valuation. DS advised that an application to planning had been submitted re strip of land.	-	-
	Scottish Ambulance Service	PM reported that the tender for the refurbishment works at Leverndale Hospital. A package of works to relocate Estates had commenced.	-	-
		PM advised that the demolitions works package for the ambulance depot had been prepared. The proposed start date for the demolition had been targeted at November 2010. It was hoped that the Ambulance Service Depot decant would be timeous. The lease for the new workshop was being signed.	-	-
		DB sought confirmation about when the existing helipad would be decommissioned and AS reported that it would be decommissioned in March 2011. DB enquired about the process to decommission the helipad. AS advised that the SAS had to finalise site for heliport and they were responsible for identifying an interim solution. DB enquired if there was a possibility of decommissioning the site earlier as there was an impact on the timeline for the Jenny's Burn diversion. AS advised that he would ask SAS if there was any opportunity for them to move off earlier.	AS to enquire if Helipad can be decommissioned earlier that March 2011	AS
7.	Demolitions and Site Clearance Works			
		AK advised that tenders for the demolition works had been returned and the successful contractor had been identified. He requested a PMI to start/let the demolition contract. Due to the demolitions target start date of 9 th August 2010 the PMI would be required asap. The asbestos survey information would need to be provided to the contractor asap in case they needed to inform the HSE prior to commencing the demolitions work.	-	-
		PS advised that there were two options re contracting the demolitions works. The 2 options were as follows: <ul style="list-style-type: none"> Option 1 would be to set-up a separate cost code in cost plan and do the demolitions as disallowable cost and BCL to raise a separate invoice. This option may cause an audit issue. Option 2 would be to set-up a separate stand-alone NEC Small Contract. BCL had experience of small works contracts on the Peterborough contract and no issues had been identified. AS requested that PS check whether the demolitions contract would be NEC or JCT. GK enquired about the dilapidations survey and it was noted that there were no adjacent buildings.	PS to confirm if demolitions contract would be NEC or JCT	PS
	Services	PM advised that as there was concern that the historical site services information may be incomplete a tender had been put out for site survey works. The tenders would be received by the Project Team on Friday 23 rd July 2010. AK reported that it was planned to isolate the services at the buildings being demolished and remove the services at a later date.	-	-
		PM reported that he would instruct another company to undertake the electricity works to the nursery.	Instruct Nursery electricity service works	PM

Item No	Item	Discussion/Information	Action	Action by Whom
8.	AOCB			
	<ul style="list-style-type: none"> Other Site Issues 	<p>AS enquired if there were any further site issues requiring discussion at the PMG. AK advised that he was awaiting drawings. DB suggested that the other site issues would be headline issues for discussion at the PMG i.e VIE relocation, Substation, Oil Tanks and Linthouse Burn diversion. AS reported that the NHS team would need to have a separate session to go over the drawings and AK agreed to organise as necessary. PM reported that the Board team were still considering the final location for the VIE as it would be advantageous to have the VIE as close to theatres as possible.</p> <p>AK advised that he was considering utilising the CP2 space until December 2013 for a waste station and he enquired if the Board would be requiring this land prior to 2013. PM agreed to confirm if the land would be required.</p>	<p>Organise separate sessions for site services drawing review</p> <p>Confirm if Board require CP 2 area prior to 2013</p>	<p>AK</p> <p>PM</p>
	<ul style="list-style-type: none"> FM 	<p>DS reported that a reconciliation of the scheduled area was being undertaken. Early indications were that FM was over area by approximately 240m² from that originally scheduled. AS advised that the focus for the Board was the total area as changes should be undertaken on a holistic basis. DS intimated that he would be meeting with Tribal the following day to review and agree. AS enquired if a reconfiguration of the extra FM area could solve the AGV issue and DS agreed to check if this would be possible.</p>	<p>DS to check if reconfiguration of FM could solve FM AGV issue</p>	<p>DS</p>
	<ul style="list-style-type: none"> Discharge Lounge 	<p>PM advised that he had met with Emma White on 17th July 2010 to discuss the discharge lounge. EW had undertaken work to resolve the discharge lounge issue and had identified that rotating the discharge lounge may be a solution. A further meeting would take place on 22nd July and DS was invited to attend.</p>	<p>PM to provide update at future PMG</p>	<p>PM</p>
9.	<p>Date and Time of Next Meeting</p> <p>Tuesday 3rd August 2010 at 12.30pm in Boardroom, Site Offices – Top Floor, SGH Construction Site</p>			

ACTION NOTE

Present:

Darren Smith (DS)
David Hall (DH)

Apologies:

Mark McAllister (MM)
Shiona Frew (SF)

Alan Keeley (AK)
Gill Kirkness (GK)

David Bower (DB)
Ross Ballingall (RB)

Alan Seabourne (AS)
Liane McGrath (LM) (notes)

Mark Baird (MB)
Tom Allan (TA)

Douglas Ross (DR)
Peter Moir (PM)

Ed McIntyre (EM)
Paul Serkis (PS)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Notes of previous meeting	Accepted as accurate record subject to the following amendments: <i>Item 2, Car Park 2/Substation</i> "...to show the local community that CP3 would not be on 3 levels..." <i>Item 3, Detailed Design progress update, Fire Strategy:</i> "...the Fire Strategy Report would be submitted to Building Control the following day...."	Amend previous action note	LM
2.	Matters Arising Appendix K Kitchen Relocation Site Investigation Report Drawing Issue List	<p>DS advised that a schedule for managing the Appendix K process was now planned out. Dates of the workshop meetings have been included in the tracker which also details drawings that will be reviewed. DS agreed to forward the updated tracker to AS and PM.</p> <p>PM noted the importance of streamlining the process and ensuring all key dates are captured within this one document. PM noted concern that some actions detailed on the Appendix K programme had not been carried out and the document does not reflect the current status.. DP confirmed that other key dates from the Appendix K programme have been updated and are also included in the tracker. This tracker will replace the programme as the main process management tool.</p> <p>DS noted that an area on the top floor of the project offices had been set aside to hold the drawings required for the Appendix K reviews.</p> <p>DS advised that the revised drawing had been drafted to show the gauss line.</p> <p>DS advised that the first part of the SI report was complete and ground contamination will be next. The work is on target.</p> <p>DS advised that the Laboratories drawings have been checked and the list is being refined, this will be issued this week. DS noted that Capita Symonds still required access to some drawings in order to carry out their Project Supervisor role. PM confirmed that the Capita brief has been forwarded and this details their remit.</p>	- - - - - -	- - - -

Item No	Item	Discussion/Information	Action	Page 93	Action by Whom
2. contd	M&E Matrix	DR advised that he has received feedback from Wallace Whittle and will be confirming workshop dates. DP enquired as to what this matrix detailed, DR advised it is an environmental data matrix for the whole project and information included in it has been extracted from the room data sheets. This information will be cross checked with the ERs to check compliance.	-		-
	Pedestrian Access	AK advised that a procedure for the changing over of gate personnel has been agreed. A stop sign has also been placed at the site exit.	-		-
	Car Park 2	PM advised that a meeting with Hypostyle, BCL and WSP was held and all parties agreed that the substation will be designed with the understanding that a car park will be on top. Liability issues will be addressed in due course.	-		-
		DS noted that the design is progressing and meetings between WSP and Hypostyle are ongoing. This building may also be exempt from requiring a building warrant, due to the location and use of the structure, DS is exploring this further.	-		-
		AK queried the date for hand back of this land as BCL would like to put hard standing down on the footprint, however, if there is a possibility this would need to be removed within a short time frame this would be reconsidered. AS confirmed that the hand back date for the land is scheduled for December 2013 and currently could not foresee any change to this.	-		-
		AS queried if there were any warnings that the substation structure costs would be outside of the £3.4million, DS noted that this still needs to be quantified.	-		-
	BREEAM	AS noted that following the BREEAM meetings actions should be progressing. PM noted that Hugh McDerment has been asked to follow up on which actions are complete and to chase any that are outstanding. AS noted it is extremely important that all actions are completed within the timeframe. AS advised that Susan Logan will be producing a report based on the evidence provided and this will be used at the Gateway review. DP noted that a similar report would be useful for Full Business Case submission, AS agreed that a progress report would be required.	-		-
		DH queried as to why the exemplary scoring is not being sought for some of BREEAM points. DP advised that he had received an explanation for this from the contractors, however, the full details would be better explained directly from them. DH noted that an explanation would be helpful as if there may be measures that could be taken to help achieve the points. DP agreed to collate the contractors reasoning and circulate.	-		-
		AS noted that a meeting will be arranged between himself, PM, DH, Hugh McDerment and a BCL representative to discuss BREEAM progress further.	BREEAM meeting to be organised		LM

Item No	Item	Discussion/Information	Action	Page 94	Action by Whom
2. cont'd	AGVs	<p>DS confirmed that updated drawings had been sent to PM, DH and Karen Connelly. DS has requested that the drawings are reviewed and comments fed back. DH noted that after reviewing the drawings he had some concerns including:</p> <ul style="list-style-type: none"> - One major procedures room has been reduced from 27.6m² to 24.7m², ERs detailed a requirement of 29 m² - Sterile supplies area has reduced from 24.7m² to 11m², ERs detailed requirement of 15m² - Female staff changing room reduced from 39.5m² to 20m² - Query that workstation and x-ray bay have been removed from ground floor <p>DH noted that he had further queries and would discuss with DS.</p> <p>AS advised that further discussion between the client and the architect is required so agreement on the changes can be reached.</p> <p>AS noted that Karen Connelly would be attending the Early Warning meeting next week to give an update on AGV and cart issues.</p>	-		-
	Mock Ups	<p>AK noted that the first of the three user group visits to the mock ups took place today, further visits are scheduled for the 6th and 25th August. A final round of feedback will follow and then any decisions on changes will be made. AK noted that the bi-fold doors had been replaced with 2 leaf doors in the mock up.</p> <p>AS noted that the press had shown interest in viewing the mock ups. It will be noted that these structures are working areas and not show areas. Any visits by the press will be organised through Fiona McCluskey.</p>	-		-
3.	Detailed Design – Progress Update				
	Fire Strategy	<p>DS advised that BCL are trying to ascertain if the Fire Strategy Report had been sent on from Building Control. BCL are awaiting formal feedback.</p> <p>DS noted that further meetings including Building Control and the Fire Brigade will be set up, AS requested that the Board's fire officer be include in any further meetings. AS also requested that DS seek advice from WSP as to whether compliance with fire code will be achieved.</p>	-		-
			-		-
4.	Labs Construction	AK advised that good progress is being made on the construction site. The site is now ready for suspended slab pour and next week the pour over the mortuary will be progressed. AK also noted that information from URS had improved.	-		-

Item No	Item	Discussion/Information	Action	Action by Whom
5.	Planning Progress	<p>DS advised that he will issue an up to date schedule. Good progress with the process is being made. DS advised that current the main focus is on addressing the outstanding pre-start conditions.</p> <p>DS noted that the Board need to consider the issue of complete discharge of conditions given that the BCL work only affects part of the masterplan. The GGC Planning department have advised a mechanism to deal with this issue will need to be agreed in due course.</p> <p>DS noted that clarity is required on what the expectations are for the rest of the SGH site. AS noted that the Board needs to confirm if additional works on other parts of the SGH site can be carried out post the project completion in 2016. PM and DS will discuss further.</p> <p>DS advised that further technical meetings are still to take place, AS noted that is possible he will attend. PM advised that the Board are awaiting consent for the Linthouse burn diversion</p>	-	-
6.	Land Acquisitions Scottish Water	PM reported that the Board were still awaiting the District Valuers report. AS noted that this item should be removed from the PMG agenda in future and will be brought back to the group once an update is available.	-	-
7.	Demolitions and Site Clearance Works	<p>PM advised that the demolition contract has been entered into. The demolition start date is still to be finalised and will be confirmed once asbestos reports have been received.</p> <p>AK advised that a flooded duct was noted by the surveyors and confirmation that is has been isolated will be required before demolition can commence. If isolation can not be confirmed then a further survey will be required so it can be isolated. AK noted that he has discussed this with Sam Suddese.</p> <p>AS queried as to whether a penalty will be enforced by the sub-contractor if the start date is delayed. DH advised that this would not happen, however, the timescales are tight and if demolition is not started imminently then the BCL programme will be affected.</p> <p>AK confirmed that ground dampening will take place during demolition work and surrounding buildings may be advised to keep windows closed during this time.</p>	- - -	- - -

Item No	Item	Discussion/Information	Action	Action by Whom
8.	AOCB			
	<ul style="list-style-type: none"> Mock up panels Monthly Report Scottish Water 	<p>DS advised the he will follow up on the mock up panels and will forward to PM when available.</p> <p>PM noted that within the 'constructional logistics' section reference is made to materials arising from the demolitions being taken off site through gate 6. AK confirmed that this was correct and had been planned so materials did not need to be transported through the car park.</p> <p>AS advised that PS agreed to change the format of the monthly report, future reports will be formatted as a contractors report on progress. The Board will add an update from Capita Symonds and any additional information as required.</p> <p>DP noted that a meeting was held with Scottish Water some time ago to discuss off site infrastructure. An application for connection to the Laboratories site will be required so dialogue with Scottish Water may need to be opened again soon. AS noted that it would be helpful to set up a meeting with Scottish Power and the Project Team.</p>	<p>Mock up panels to be forward to PM when available.</p> <p>-</p> <p>-</p> <p>Scottish Power meeting to be set up</p>	<p>DS</p> <p>-</p> <p>-</p> <p>DP</p>
9.	<p>Date and Time of Next Meeting</p> <p>Tuesday 17th August 2010 at 12.30pm in Boardroom, Site Offices – Top Floor, SGH Construction Site</p>			

ACTION NOTE

Present:

Darren Smith (DS)
Shiona Frew (Notes)

Apologies:

Paul Serkis (PS)

Alan Keeley (AK)
Douglas Ross (DR)

David Hall (DH)
Peter Moir (PM)

Alan Seabourne (AS)
Gill Kirkness (GK)

Liane McGrath (LM)
Ross Ballingall (RB)

David Bower (DB)
Mark Baird (MB)

Mark McAllister (MMc)
Tom Allan (TA)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Notes of previous meeting	Accepted as accurate record.	-	-
2.	Matters Arising			
	Kitchen Relocation	DS advised that work to finalise the detail of the kitchen relocation re radiation was ongoing. BCL were continuing to liaise with Frances Wrath.	Finalise kitchen relocation detail for sign off by NHS team	DS
	Drawing Issue List	DS requested a copy of the Capita appointment. SF was asked to check whether PM had already issued this to DS. DS reported that he had met with John Redmond to discuss the appointment and that after the drawing review he would ask the BCL Document controller to issue all the Labs drawings to Capita.	PM to issue copy of Capita appointment	PM
	Car Park 2	It was noted that the sub-structure costs were still to be quantified. DS advised that liaison was continuing between BCL, WSP and Hypostyle to design the substation.	-	-
	Monthly Progress Report	AS advised that the format of the Monthly Progress Report will change. The revised format had been discussed with Paul Serkis. A report from BCL would still be required for inclusion in the new consolidated report.	BCL to forward report for inclusion in the monthly report	PS
	Appendix K	DS advised that the Appendix K was being updated and would be issued to the Board team on Thursday 19 th August 2010. The schedule will thereafter be shared with the Board on a regular basis. There are a number of workshops and meetings on-going however BCL would prioritise the drawings to the NHS team for review. AS stressed that the NHS Team were continuing to push on towards FBC.	Appendix K to be issued to NHS Team by 19/08/2010	DS/DB
	Labs BREEAM	AS reported that at the previous meeting with Susan Logan to discuss obtaining the Labs Interim Certificate there were a number of actions on both the NHS and BCL teams. A joint meeting to review of the current status of actions and agree the consolidated had been arranged to take place on Friday 20 th August 2010.	-	-
		AS advised that as the FBC for the Labs Project had already been approved by the Scottish Government they would not be pushing for the Labs to be BREEAM "Excellent" however the Board are still continuing to pursue "Excellent". A further meeting with Susan Logan had been scheduled to take place on 25 th August 2010.	-	-
		DS reported that the current BREEAM criteria was not Labs building specific and he enquired whether it would be possible to request a bespoke BREEAM criteria. It was agreed that this could be further discussed at the meeting scheduled for Friday. AS enquired about gaining further points due to having obtained Considerate	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising (cont'd)			
	AGV	<p>Podium - AS enquired whether the AGV podium issue had been resolved as the Board were awaiting a final drawing from Nightingales for sign-off. DS agreed to check the status of the sign-off as he thought that the final drawing had been provided to the NHS team.</p> <p>Carts - AS reported that the AGV carts would need to be further discussed at the forthcoming Early Warning meeting. The discussion would cover the carts, costs, pits/lifters and over-over costs which BCL would be contributing.</p> <p>The NHS team also needed to have a session to discuss AGV strategy, etc. DS reported that the AGV simulation would be finalised on Friday 20th August 2010. Thereafter, Swisslog were proposing to provide a presentation to the NHS Team. DR reported that it had been agreed at the Commercial Group that BCL should arrange a 4 hour workshop and provide the detail of the AGV Strategy. AS requested that BCL liaise with the NHS team to agree the agenda for the AGV workshop.</p>	<p>DS to advise on sign-off status</p> <p>-</p> <p>BCL to organise AGV session with Board team</p>	<p>DS</p> <p>-</p> <p>DS</p>
	Mock-up Panels	<p>AK reported that he had issued the drawings to Structal. It was proposed to build the mock-up panels on the grassed area at the front of the site offices. A target date for this construction was still to be identified and liaison with Structal was on-going.</p> <p>AS enquired if not having the mock-up panels would have any impacts on planning . DS confirmed that there were no issues at present. BCL were providing the Planners with a generic description of each of the materials. AS suggested that the Planners wanted to view the panels before going to Committee. DS reported that constructing the mock-up panels was not a quick task. He would liaise with Jim Miller to ensure that it had been reinforced to the Jim Patrick that the mock-ups would not be available.</p>	<p>-</p> <p>DS to liaise with JM re reinforcing to JP that the mock-up panels would not be available</p>	<p>-</p> <p>DS</p>
	Scottish Power	<p>AS thanked AK for notifying the Facilities Department about the parking restrictions on Hardgate Road. He asked that more notice be provided in future. AK reported that BCL only found out about the parking restrictions when the road signs were put in place and that BCL would endeavour to provide more notice in future. Scottish Power had started the temporary power supply works. It was anticipated that the temporary power would be on in 2 to 3 weeks and this would allow for the removal of the temporary generators.</p>	<p>-</p>	<p>-</p>
3.	Detailed Design – Progress Update			
	1:50 Process	<p>It was noted that the 1:50 process was ongoing and remained on target.</p>	<p>-</p>	<p>-</p>

Item No	Item	Discussion/Information	Action	Action by Whom
3.	Detailed Design – Progress Update (cont)			
	Fire Strategy (cont)	<p>DS reported that the report had been submitted to Building Standards Division.</p> <p>A meeting to discuss other fire issues had taken place the previous week with Building Control, Fire Brigade and Gibby Donnelly. The issues which had been discussed at this meeting were a) design notes/alternative compliance issues, b) compartment sizes, c) hydrant positions. DS advised that he intended to have a separate information session with Gibby Donnelly (GD) and AS requested that a representative from the Board team also attended the information session. He requested that due to the on-going discussions that the ward layout should not be discussed with GD until the fire strategy had been approved by Building Control.</p> <p>DS advised that he was trying to arrange a separate session with Raymond Barlow to discuss the Wards Fire Strategy to discuss options i.e. lobby, fire curtain, etc. AS enquired about the timeline for feedback from Building Control and DS reported that they had indicated 15 days.</p> <p>DS reported that the Building Warrant fee had been discussed and that it was accepted that the Building Warrant ties the new hospitals proposals into the old regulations which are known standards. The way forward re staging had been agreed.</p> <p>GW was reviewing the fee costs and staging payments. The fee for the energy centre was still to be bottomed out prior to FBC in order to be able to start immediately after FBC approval. AS requested that BCL identifies the cost in order that DR can check the cashflow.</p>	<p>-</p> <p>NHS team to provide a rep for the meeting of BCL with GD</p> <p>-</p> <p>-</p> <p>BCL to advise DR re fee costs/staging for checking against the cashflow.</p>	<p>-</p> <p>AS</p> <p>-</p> <p>-</p> <p>PS</p>
4.	Labs Construction Programme	<p>It was noted that:</p> <ul style="list-style-type: none"> the Labs Construction was on programme, the quality was acceptable, the drainage works were on-going, suspended slabs were commencing, 2 cores were nearing completion, The control of materials coming on site was being addressed by David Jordan. 	-	-
5.	Planning Progress			
	A&DS/GCC	<p>DS advised that a meeting had been held with the Planners to discuss the horizontal landscape materials i.e. granite, etc. He reported that there should not be any problems addressing their issues. Jim Patrick had indicated that he does not want zinc and that he has requested sandstone along the bottom of the front elevation then glass. The design team were not happy with this request, they believe that it will make the hospitals frontage look like a shop and BCL will continue to defend the current proposals. The entrance has been revised to take account of Jim Patrick's other comments.</p> <p>AS confirmed that the focus should continue to be on satisfying the Council Planners requests.</p>	<p>-</p> <p>Continue to focus on Council</p>	<p>-</p> <p>DS</p>

Item No	Item	Discussion/Information	Action	Action by Whom
5.	Planning Progress (cont)			
	A&DS (cont)	DS reported that there were differing views re the treatment to the north elevation of the energy centre (Jim Patrick requesting it to be translucent). BCL were working on a proposal to satisfy the differing views. AS asked that should the materials on the main build not be agreed whether this would then become a condition. GK confirmed that the materials would become a condition. DS suggested that it would be highly impossible to obtain approval at Committee for all the conditions. AS requested that BCL ascertain if there is any information that is critical to ensuring that the Planning Committee date does not change.	- BCL to check if there is any critical information awaited by the GCC Planning Committee	- DS
	Labs	DS reported that work was on-going.	-	-
	Masterplan	DS reported that the only issue remaining was how to discharge condition re red line boundary v's BCL Construction site. DS reported that there was concern re maintaining the parks i.e. ensuring that the parks are not built on at a later date. It was noted that even if the Board decided to build on the parks at a later date that this would be subject to a planning application therefore the GCC Planners would ultimately have to decide whether the parks could be built on.	- -	- -
	Roads	DS reported that the legal discussions re RCC were being progressed and an analysis of the timeline was being investigated. It was noted that BCL needed to provide feedback on the current status of the Legal Perpetuity Agreements. DS suggested that there may be a need for wayleaves re cabling. DS enquired if there would be an acceptable but unenforceable condition which the GCC Planners could request i.e. 1 that the Board could never meet as this would prevent the Council from adopting the road and would protect their position. MB was requested to investigate cabling/road permissions.	- BCL to provide update on current status of Legal Perpetuity Agreements MB to investigate cabling/roads permissions	- DS MB
6.	Land Acquisitions			
	Scottish Water	AS reported that the Board had reached agreement to purchase the required land from Scottish Water. The price of the land was within budget. The terms had been agreed in principle. The land acquisition would be progressed once FBC has been approved.	-	-
	Scottish Ambulance Service	AS advised that the NHS Team would provide a plan for the demolition of the SAS buildings. HMc was liaising with Reigart to discuss these demolition works and obtain a quote for the works.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
7.	Demolitions and Site Clearances	AK advised that the contract notice had been issued to Reigart and Reigart would start on site on 31 st August 2010. BCL were liaising with Reigart to prepare a revised demolitions programme. The programme was currently being reviewed to identify if the programme can be reduced to 10 weeks in order to complete the works before FBC. The buildings would need to be demolished in order to undertake the Geo Technical Report by December 2010 so that start on site can commence immediately thereafter. AK was requested to provide the NHS team with a plan identifying when the buildings are needed, mobilisation and construction plan. AK was requested to flag up any pressure points with the NHS team.	Provide NHS team with plan including when buildings are needed, mobilisation and construction	AK
8.	AOCB	<ul style="list-style-type: none"> Mock-ups AK requested a wrap-up report of the comments received from the mock-up visits and AS agreed to ensure a report was provided.	AS to liaise with FMc re Mock-up Report of comments	AS
9.	Date & Time of Next Meeting	Tuesday 31 st August 2010 at 12.30pm in the Boardroom, Top Floor, SGH Site Offices.		ALL

ACTION NOTE

Present:

David Hall (DH)
Liane McGrath (LM)
Shiona Frew (notes)

Apologies:

Peter Moir (PM)

Alan Keeley (AK)
Douglas Ross (DR)
Mark Baird (MB)

Darren Smith (DS)
Tom Allan (TA)

Alan Seabourne (AS)
Darren Pike (DP)
Mark McAllister (MMc)

Gill Kirkness (GK)

David Bower (DB)
Grant Wallace (GW)
Ross Ballingall (RB)

Paul Serkis (PS)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Notes of previous meeting	Accepted as accurate record.	-	-
2.	Matters Arising			
	Kitchen Relocation	AS advised that the kitchen relocation detail had been completed apart from the radiological protection issue which was still be finalised. DH reported that the radiological protection issue would be discussed at the Joint Medical Planning and Technical Design meeting scheduled to take place on 1 st September 2010.	Add radiological protection to agenda for MPG/TDG	DH
	Drawing Issue List	RB reported that all the drawings had been made available to Capita.	-	-
	Car Park 2	RB advised that drawings had been prepared and issued to Hypostyle for comment. It appeared that the sub-station did not need a Building Warrant as the sub-station would need to be incorporated in the Building Warrant application for Car Park 2. It was noted that the NHS Team would receive a copy of the drawing once finalised.	Provide drawing to NHS team once finalised	RB
	Scottish Power	DP advised that he was trying to locate the person who was programming the re-laying of the road to try to delay the works until after the Scottish Power cable had been installed rather than the digging up the new road. He agreed to continue trying to make contact with the appropriate person. It was noted that Scottish Power had received early payment to allow them to commence the works before the football season started. DH suggested that DP should liaise with the GCC Roads Dept rep who had been attending meetings taking place in relation to the masterplan application. DH agreed to provide the contact information to DP.	Continue to pursue cable being laid before road has been re-laid.	DP
	Appendix K	DB advised that:	Provide contact info for Roads Dept rep	DH
		a) Hard Landscaping – the drawing(s) had been revised to incorporate the changes made by GCC Planners. Doig & Smith were undertaking a cross check of the costs.	-	
		b) Elevations - the drawing(s) had been revised to incorporate the changes made by GCC Planners. Doig & Smith were undertaking a cross check of the costs.	-	
		c) 1:500s – updated and ready for issue.	-	
		d) 1:200s – children's hospital drawings had been issued and the adult hospital drawings would be issued later that week to the NHS team.	SF to check NHS team had received the revised drawings.	
		e) Finishes – The NHS Team had completed the review of the finishes drawings. Doig & Smith were undertaking a cross check of the costs.	-	

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising (cont'd) Appendix K (cont'd)	<p>f) Wall Protection - The NHS Team had completed the review of the finishes drawings. Doig & Smith were undertaking a cross check of the costs.</p> <p>g) Glazed screens - The NHS Team had completed the review of the finishes drawings.</p> <p>h) Radiation Protection – cannot be progressed any further at this stage Fire Strategy – final strategy now known re wards/tower. The Board were still to review these drawings. AS suggested that it would be useful for WSP to meet with Gibby Donnelly (GD) to give him an overview of how the areas were designed. It was confirmed that the next Fire meeting was scheduled to take place on 16th September 2010. LM was requested to check that GD would be attending this meeting. DH suggested that the NHS team were yet to receive the podium plans.</p> <p>i) Acoustics – had 1 meeting so far and the next meeting would be scheduled asap. MB advised that he had not seen any output from the first meeting. DB agreed to check for the output and provide to MB.</p> <p>j) 1:50 programme – programme ongoing and on target to complete on time</p> <p>DP updated on the M&E drawing review as follows:</p> <ul style="list-style-type: none"> Electrical – completed all electrical drawings including fire alarms, sprinklers fire strategy circa 2 weeks previous Medical Gas, VIE and Renal – being reviewed the following day Public Health – scheduled for review on Thursday <p>DH reported that in terms of the information passed over to the NHS team for review that the M&E design information was more advanced than other workstreams. There was a need for BCL to pass over any outstanding information asap. DP reported that only minor items remained to be concluded.</p> <p>MB reported that Currie & Brown had comments to feedback to DS re the co-ordination of the Appendix K. The Civils information requirements had been reviewed and the provision of method statements may reduce the amount of civils drawing information required. DP reported that the Vacuum tube and Swisslog detail was not being reviewed as part of the Appendix K review. It had been agreed that the final issue of the M&E revised drawings would be held back until after 10th September 2010 when all information would have been reviewed and all drawings would therefore be provided in final form.</p> <p>GW advised that there were no cost issues arising from the design review process to report at this time. DR reported that in terms of the 1:50 process the next key milestone the completion date for the 95% standard/generic room types sign off. DB agreed to confirm the issue date.</p>	<p>-</p> <p>WSP to meet with GD LM to check 16/08 suitable for GD Check if Board have been issued with podium plans</p> <p>Acoustics meeting output to be provided to MB</p> <p>-</p> <p>Feedback C&B comments to DS Provide drawings to NHS team</p> <p>Confirm issue date for standard/generic room types</p>	<p>-</p> <p>LM DB/SF DB - MB DS DB</p>

Item No	Item	Discussion/Information	Action	Page 104	Action by Whom
2.	Matters Arising (cont'd) Appendix K (cont'd)	<p>DH advised that the NHS Team had only received the codebook schedule of accommodation for the New Children's Hospital and he requested information to be able to obtain an indication of the overall schedule of accommodation as what had been provided so far was a departmental SoA for the Children's Hospital only. DH reported that progress towards completing the Appendix K exercise was good however a tremendous effort was still required to conclude the exercise on time. He advised that the M&E review process had worked well and due to the large amount of costs being attributed to M&E a robustness of the costs had been obtained. Concern was raised that due to the amount of information being reviewed and the different teams involved there was not one person who had a full picture of everything at this stage. He reiterated that the target date for all the information to be provided to the NHS team was 15th September 2010. It was noted that for the purposes of the FBC that the costs needed to be produced by the 8th September 2010.</p> <p>DP advised that the M&E VE items had been put to the side for now and that he proposed to undertake a page turning exercise and prepare a schedule of the changes. Some of the changes had been due to how the ER's had been interpreted however the BCL proposals did provide what was expected which may not necessarily be as what was alluded to in the ER's. It was agreed that a page turning session should be organised.</p>	<p>Schedule of Accommodation information to be provided which allows for the total SoA to be identified.</p>		DB
	Labs BREEAM	AS reported that the Board were still pursuing BREEAM "Excellent" status for the Labs Project. DB advised that BREEAM "Excellent" appeared now to be more achievable. AS thanked everyone for the good effort put in to reach the current status. DH intimated that the good effort needed to continue to achieve the interim certificate at "Excellent" status. DP advised that there were still some areas where points could be achieved and discussions were ongoing to obtain these points. AS enquired when the interim certificate would be received and DP advised that it was expected at beginning September 2010.	-		-
	Adult and Children's BREEAM	It was noted that the Adult and Children's BREEAM was following the process undertaken for the Labs BREEAM however the co-ordination would be improved upon due to lessons learned from the Labs Project. DH requested that cognisance be given to the lessons learned from the Labs process and where possible the early points achieved. DP suggested that some of the conception points may be difficult to obtain however these were being pursued. AS stressed that BREEAM "Excellent" was mandatory for the Adult and Children's scheme.	-		-
	AGVs	DP reported that Core F was nearly set and a workable proposal had been provided to Swisslog for them to incorporate into the simulation. A few pinch-points had been identified for discussion with the NHS Team. DP advised that the simulation presentation to the Project Team may need to be changed to 7 th September as Swisslog had advised that the 6 th September is not possible for them to attend.	Confirm date and time for Swisslog meeting		DP
	Carts	DP advised that Swisslog have provided a revised sub-base proposal. It was believed that the sub-base could be further tweaked to ensure the sub-base system would be more manufacturable. The revised sub-base would now take a single NDC trolley. The revised sub-base information would be provided to the NHS team asap. GW advised that discussions on the costs were still on-going.	-		-

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising (cont'd)			
	Carts (cont)	AS reported that the carts/sub-base issue had been discussed at the weekly Early Warning meetings. The ER's had stated that the AGV system would need be able to be able to lift carts and subsequently BCL had developed a sub-base. The costs for the sub-bases were therefore within the bid. The Board had identified the number of sub-bases which would be required and would like to discuss the possibility of obtaining a contribution from BCL to reduce the number of sub-bases by purchasing new compatible carts. The contribution would be in lieu of purchasing as many sub-bases. The NDC carts would then be the only carts which were incompatible and would need sub-bases. GW advised that Swisslog did not think that they were ever providing sub-bases. DH enquired if there was potential to investigate off-loading from the lorry tailgates onto sub-bases to eliminate the need for cart lifters. It would need to be ascertained that there were no Health & Safety or Handling issues and if this operation had been carried out before. DP agreed to investigate the potential to install a kerb/step so that the NDC carts could be wheeled onto the sub-bases and provide feedback asap but that there would be some operational issues which would need to be identified. AS reported that the NHS team would meet again as diaries allowed. It was stressed that the AGV meeting with the FM department was to demonstrate the flows and traffic only.	BCL to consider providing a contribution towards new carts in lieu of purchasing sub-bases.	RB/PS/GW
	Mock-up Panels	The group discussed the pros/cons and timetable for providing mock-up panels for the GCC Planners to view. It was agreed that mock-up panels should not be provided as BCL had not procured the Adult & Children's Hospital envelope/finishes. RB reported that it was normal for Planners to place a condition on external finishes and that BCL would accept the risk of this condition. RB agreed to contact Jim Miller in order that Ironside Farrer can inform the GCC Planners that mock-up panels will not be provided however a visit to Peterborough could be organised to show them the quality BCL will be striving to replicate on the Adult and Children's Hospitals. DR suggested that it needed to be enforced to the GCC Planners that the full contract for the Adult & Children's Hospitals had not yet been let therefore the sub-contractors had not yet been procured.	RB to liaise with JM re reinforcing to JP that the mock-up panels would not be available	RB
	Perpetuity Agreements	MB advised that the Board had issued a letter to Blair Greenock re entering into a 'In perpetuity' agreement re SUDS drainage system maintenance however no response from the GGC Planning Department had been received. He reported that he would liaise with GCC Planners to obtain a response.	Liaise with GGC Planning Dept re response	MB
	Borehole	AS reported that the Board team had received the cost information from BCL. The borehole proposal would be progressed through the Board's Change Control Process.	-	-
		It was noted that a meeting to discuss the further site investigation survey had taken place however feedback was awaited from GCC. RB was requested to ask Dr Alex Lee to provide a short 1 page summary on what had been undertaken, the findings and the outcome with the Council in order that AS could report on at the next NHS Board meeting.	Liaise with Alex Lee re providing summary paper to AS	RB
		It was advised that Borehole progress had been held up in terms of understanding what needs to be undertaken in terms of monitoring. The Borehole was out-with the current construction site boundary at the heli-pad. AS requested that AK/DP showed him where the proposed borehole location. DH advised that it would be beneficial to do the borehole for Labs in order to minimise the building water charge for the Labs.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
3.	Detailed Design – Progress Update 1:50 programme Fire Strategy (cont)	<p>DH reported that the Board's certainty on the Equipment list had reduced as there had been a greater inaccuracy on the first run as it had been based on standard ADB and not on User Groups information. The standard ADB was very out of date and obviously technology had also moved on. It was not anticipated that the Board would be able to achieve a 90% level of certainty about the equipment list and 85% certainty was now anticipated.</p> <p>DH also reported that there may be an issue re equipment list pricing as it was now proposed to provide Robert Stewart with an mdb and it was believed that there was not enough time remaining to allow the mdb information to be rerun. It had previously been expected that an addendum would be provided to RS which could be completed in the time allocated. AS requested a meeting with FW and DH to discuss ADB, MDB and the Addendum information requested for issue to Robert Stewart.</p> <p>It was noted that the 1:50 process was progressing well.</p> <p>RB advised that the completion of the revised Fire Strategy was being progressed. DS had liaised with Building Control re withdrawing the initial strategy from being reviewed as the Fire Strategy is being further refined due to comments from Building Control. AS advised that he would contact Bill Dodds to ensure that he had been advised that the initial strategy was being refined to include a range of improvements as requested by Building Control and that Building Control had advised that if the improvements were incorporated then they would not request Building Standards Division to review.</p> <p>AS reported a meeting with HFS to advise them on the amended ward plan. HFS had been extremely positive about the amended ward plan and they had advised that no further input would be required from them.</p>	- Arrange meeting	- SF
4.	Labs Construction Programme	<p>It was noted that:</p> <ul style="list-style-type: none"> • the Labs Construction was generally on programme, • the mortuary basement was almost complete • the last pour to the water tank would take place later that week • level 1 had been poured the previous week • work to the level 2 tables were being commenced • Core 7 (pod) – preparation works finalised and ready for pouring • Cores 4 and 1 – works complete • Core 2 – works being progressed • The first pre-cast columns for levels 1 to 2 were expected in the next 2 weeks • 450 cube of concrete had been poured the previous week • The ground floor slab at area 3 was being progressed round the corner • Preparation works to area 4 had commenced <p>DB reported that there were no concerns with procurement and the procurement of packages was being</p>	-	-

		progressed.		
Item No	Item	Discussion/Information	Action	Action by Whom
4.	Labs Construction Programme (cont) Equipment (Group 2 & 3)	AS reported that Currie & Brown had completed a review of the Fume and Safety Cabinets. The NHS Team carried out an exercise to identify what needs to be “new” against “transfer”. A cost profile of “new” against “transfer” had been evaluated at a high level as this was a cost implication for the new hospitals.	-	-
5.	Planning Progress	<p>A&DS AS reported that he had met with A&DS to discuss their initial report as the report was not based on all the information provided.</p> <p>AS reported that GCC had indicated that they would acknowledge taking account of the comments provided by A&DS.</p> <p>Master-planning RB advised that Gillespies had updated the drawings. Progress was ongoing.</p> <p>Labs DS reported that work was on-going.</p> <p>Transportation RB reported that the 3rd application to address Matters Specified in Conditions had been submitted. The issues in relation to SUDS, Noise and Ground Contamination were being worked through.</p> <p>All issues were progressing reasonably well and within timescale. DH reported that he was hoping to get an update on the number of objections later that day. Earlier that day he had been informed that there had been no objections lodged.</p> <p>Risk DH suggested that he did not envisage the Adult and Children’s project not obtaining the relevant planning approvals however there may be other conditions enforced and it would be beneficial to undertake a risk and costing analysis on the conditions.</p>	- - - - -	- - - - -
6.	Demolitions	AK reported that Reigart had started work earlier that day and they were starting to erect the fencing. The asbestos surveys for the kitchen, etc, were being progressed.	-	-
7.	Site Investigation	It was noted that WSP would be providing a brief summary re site investigation works to the sub-group.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
8.	AOCB			
	Mock-up rooms	AK requested a wrap up report of the mock-up comments. He advised that he had received correspondence requesting that the mock-up reviews continue for a further month. Acoustics Logistic had requested that an acoustics box (6m x 3m) be constructed for testing purposes and it was proposed to construct this at the unit where the mock-ups are. AK requested an indication of the further visit dates and highlighted that it may be that the acoustics box is being constructed at the same time as visits were taking place. AK enquired if it would be possible to provide FM with the key for the mock-up units so that she could organise for the opening/closing of the unit in line with her visit programme. AS reported that the Board team could be provided with a key however on occasion there may be a need for BCL to assist with opening/closing the unit as for safety reasons he did not want lone females attending the unit.	-	-
	Ogilvie	AK reported that a meeting with Ogilvie would take place the following week to progress the land deal. A planning application for the site would be submitted in due course.	-	-
	VIE relocation	DR enquired whether the VIE relocation information had been provided to PM. AK reported that he had received the revised drawing. BCL were looking for agreement to move the mess hut at the back of A&E. A discussion on a) who would undertake the move, b) who would cover the costs and c) who would manage the process was required. AS requested that AK provide information on a) what needs to be shifted, when it needs to be shifted and c) any implications. AS enquired if an area had been identified for the relocation of the VIE and AK confirmed that he had a drawing and that he would also mark out the ground so that a walk-round could take place.	Information to be provided by BCL re what needs shifted, timing and implications	AK
		AS reported that he would organise for a meeting to discuss the transformer, VIE, Oil Tanks and Linthouse burn relocations with BCL, Ronnie Clinton and Alistair MacLean. BCL were requested to raise an Early Warning on the Sypro system.	Organise meeting with RC and AMcL with BCL	SF
	Risk Assessment	It was noted that a following risk review meeting was to be organised. RB suggested that the risk review be scheduled to take place after the next PMG.	Risk Review meeting to be organised	SF
9.	Date & Time of Next Meeting	Tuesday 14 th September 2010 at 12.30pm in the Boardroom, Top Floor, SGH Site Offices.		ALL

ACTION NOTE

Present:

David Hall (DH)
Liane McGrath (LM)

Peter Moir (PM)
Douglas Ross (DR)
Ross Ballingall (RB)

Paul Serkis (PS)
Darren Pike (DP)
Mark McAllister (MMc)

David Bower (DB)
Shiona Frew (notes)
Derek McFarlane (DM)

Apologies:

Alan Seabourne (AS)

Darren Smith (DS)
Tom Allan (TA)

Gill Kirkness (GK)
Alan Keeley (AK)

Grant Wallace (GW)
Mark Baird (MB)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Notes of previous meeting	Accepted as accurate record.	-	-
2.	Matters Arising			
	Kitchen Relocation	DH advised that the radiological protection issue had been discussed at the Joint Medical Planning and Technical Design meeting and had been resolved. PM noted that this item could now be closed.	-	-
	Car Park 2	RB advised that the drawings previous issued to Hypostyle for comment would be finalised by the end of this week. Following this they will be issued.	Provide drawing to NHS team once finalised	RB/DS
	Scottish Power	DP advised that he had contacted the road department to request that the re-laying of the road be postponed until after the cable had been installed, although no official response had been received the work has been stopped.	Continue to pursue cable being laid before road has been re-laid.	DP
		PS noted that he would contact Scottish Power to request an update on the works including schedule for completion.	Contact Scottish Power for update on work	PS
	Appendix K	DB noted that the Appendix K tracker had been reviewed and updated to reflect amended drawing lists. DH requested that this tracker be distributed, DB agreed to forward the fully populated tracker as appropriate.	-	-
		DH noted that agreed with DS all architectural drawings would be updated and uploaded to the system by the end of September. The review of M&E drawings is set to conclude today, following this a report will be prepared by Capita the Project Supervisors. A quick turnaround for this report is expected.	-	-
		DP advised that a programme of uploads has been prepared, detailing which sets of drawings will be uploaded when. The upload will commence on Monday and will take approximately 4 days to complete. Following the upload, each drawing will be printed and delivered to the NHS Board for final review and sign off.	Drawings to be uploaded then printed and delivered to NHS Board	DP
		PM advised that all drawings should be signed off prior to FBC. DH noted that the reviews had gone well and all involved should be comfortable with the final drawings.	-	-

Item No	Item	Discussion/Information	Action	Page 11	Action by Whom
2. cont	Appendix K (cont'd)	<p>DB reported that the 1:50 programme will conclude on Friday. Nightingales have started to upload revised drawings and they will be issued as part of a workflow by 4th October. PM advised that a process for signing off is required and requested that hard copies of all drawings are given to the NHS Board so they can be signed off, the workflows will also be signed off formally on Aconnex. DH noted that drawing scales have been reviewed so fewer drawings will require sign off.</p> <p>DP advised that an air products meeting had taken place. At this meeting points were raised over oxygen units, 2 full size units have been requested which may cause frost issues in future as both would not be used constantly. An alternative of having 1 full size unit and 1 half size unit was raised. DP agreed to draft this into a written proposal and circulate.</p> <p>DH noted that the workshops to review the architectural drawings had worked differently from the M&E reviews. Most of the architectural drawings have not been issued to the Board, they have been presented on the day of the workshop. It is planned that these drawings are amended and issued by the end of September.</p> <p>PM queried as to whether the schedule of accommodation had been checked. DH noted that clarification on what was in original schedule is required so this is comparable with the current issue. All accommodation including departments, plant and circulation space is required to be detailed along with totals.</p>	BCL to provide process information		RB
			Oxygen tank proposal to be drafted and circulated		DP
			-		-
			BCL to provide SoA		RB
	BREEAM	PM noted that there were a small number of outstanding issues that needed to be addressed before the Labs tracker can be completed. PM will be discussing this with Hugh McDermont on Thursday. Once this is complete Susan Logan will be able to issue the report.	PM to liaise with HMc		PM
		DP noted that a short internal review would be beneficial before the final information is sent to Susan Logan, this review should include PM, DP, DH and Hugh McDermont.	DP to organise internal review		DP
		DP advised that progress with BREEAM for the Adult and Children's hospital continues to go well. Currently the forecast for an Excellent rating to be achieved.	-		-
	AGVs	<p>a) Presentation to FM Directorate</p> <p>DP advised that Swisslog had presented a simulation of the AGV movements to the FM Directorate. The FM reps did not raise any major issues and the simulation proved that, based of the quantities stated in the ERs, the AGV system worked. The simulation would be further refined to make the AGV movements more efficient. PM suggested that there was confusion over the cost of a cart lifter. DP advised that the cost saving associated with the removal of a cart lifter from the system did not realise the saving initially anticipated as buffers, etc still needed to remain. Conversely, the cost of adding in an extra cart lifter to the proposal would not be as expensive as first anticipated as the buffers were already included in the proposal.</p>	-		-

Item No	Item	Discussion/Information	Action	Page 11	Action by Whom
2. cont	AGVs	b) Compatibility of Carts DP reported that work to finalise the sub-base issue was progressing. Good progress had been achieved to date by both the NHS and BCL teams to minimise the number of sub-bases which may be required. The NHS Team now only required sub-bases for the NDC carts. PM requested a copy of the simulation and DP agreed to obtain a copy and provide this to PM.	DP to provide a copy of the simulation		DP
	Borehole	PM asked for an update on progress re Borehole Water. DH reported that the NHS Team were awaiting confirmation from WSP that GCC/SEPA were not requiring any additional monitoring measures to be put in place re leeching. RB agreed to liaise with Dr Lee (WSP).	RB to liaise with Dr Lee re GCC/SEPA confirmation		RB
3.	Planning – Progress Update				
	<i>Objections</i>	DH reported that the Planning Application had only received 1 objection in relation to the construction of the new hospitals however Thales had raised concern re potential impact on their land (i.e. further burn contamination). As the Planning Application did not receive 3 or more objections the application would not be submitted to Committee and would instead be dealt with through delegated authority.	-		-
	<i>Timeline for Decision</i>	It was noted that a decision from GCC was expected at the end of September 2010.	-		-
	<i>Transport Meeting</i>	DH reported that the last Transport meeting was to discuss technical aspects and that no formal instructions had been issued from GCC.	-		-
	<i>Mock-up Panels</i>	RB confirmed that the mock-up panels for the GCC Planners would not be provided at this time. It had been accepted that the GCC Planners would place conditions on the external finishes. Once the sub-contractors for the external finishes packages had been procured then the mock-up panels would be prepared.	-		-
	<i>In-perpetuity agreement</i>	DH advised that the NHS Team had not received a response to the “In-perpetuity agreement” correspondence which had been sent to Blair Greenock. He suggested that he did not expect the GCC Planners to respond and that the correspondence would be accepted.	-		-
4.	<i>Conditions</i>	BCL confirmed that further information to discharge conditions had been submitted to GCC. DH agreed to liaise with JM re MSC timeline and to report back to the next PMG meeting.	DH to liaise with JM re MSC timeline		DH
	Building Control	RB advised that the initial application had been submitted to Building Control. Building Control were satisfied with the revised ward plans and they were no longer requesting a review by the Building Standards Division.	-		-
		A&DS had not formally responded to GCC Planning.	-		-
	<i>Fee</i>	RB reported that the Building Warrant fee had been agreed at £650k. BCL were identifying a payment profile and to identify the 10% discount a payment had to be made before 1 st October 2010 (for the Energy Centre) in order to realise the benefit for the overall scheme.			

Item No	Item	Discussion/Information	Action Page 11	Action by Whom
4.	Building Control cont'd <i>Fire</i>	It was noted that a revised Fire Strategy proposal had been discussed with Building Control, HFS and the Fire Brigade and all the parties had indicated that they were satisfied with the revised Fire Strategy. The Board's Advisors had advised that BCL should focus on achieving compliance with Fire Code. DH agreed to provide costs for 3 rd party review to PM. BCL were continuing to finalise the Fire Strategy on the basis that the revised plan was compliant.	- DH to provide 3 rd party review costs to Board. -	- DH -
5.	Labs Construction Progress <i>Basement/Fire Strategy</i>	DB reported that the labs construction progress was going well. Specifically, progress was as follows: <ul style="list-style-type: none"> Mortuary basement complete at level 0 Mortuary ground floor nearing completion Level 2 – work in progress Cores 3 and 5 had 2 more lifts to go to complete the programme generally remained on target DB advised that an area within the basement did not meet FFL and to make this area compliant with the Non Domestic Technical Handbook it was anticipated that a mechanical air extract would be required. DS had met with the Fire Brigade and a further meeting had been scheduled for later that week. PM reported that the issue would be discussed further at the Labs Construction Progress meeting taking place the following day.	- Add to Labs Construction Progress meeting agenda	- PM
6.	Design Process <i>1:50 Process</i>	DB reported that the final round of the 1:50 User Group meetings would be concluded by 17 th September 2010. The 1:50 drawings were being updated for formal issue to the NHS Team. DH enquired if it was anticipated that there may be User Groups requiring a further meeting and it was confirmed that no further meetings had been requested thus far. It was noted that a meeting to allocate rooms to specific design criteria had been undertaken i.e. specifying consulting rooms. DH reported that the Board had organised a session to review the 1:50s the following week.	-	-
	<i>Equipment</i>	DB reported that the Equipment List had been issued earlier that day. DH reported that the equipment list had been provided in excel format and not mdb. It was confirmed that Nightingales were preparing the equipment list in mdb format. PS suggested that it would be advantageous to issue the equipment list via the Early Warning process and that he would organise for the early warning to be provided.	PS to raise EW re Equipment list	PS

Item No	Item	Discussion/Information	Action	Action by Whom
7.	Demolitions and Site Clearances	It was noted that the asbestos had been removed and the buildings were ready to be demolished. The survey report undertaken on the kitchen was awaited. BCL were awaiting formal sign-off of the isolations. DH requested confirmation of the target completion date for the demolitions and PS confirmed 12 weeks from the start date of 31 st August 2010. PM reported that the Board team would formalise the disconnections information re water and gas.	PM to formalise disconnections information	PM
8.	33KV Sub-station	DP reported that the sub-station works were due to commence at end of November 2010. The start date had been pushed back due to site access congestion issues. The works had been re-programmed however the Scottish Power date remained unchanged. The design detail had been identified which had allowed the programme to be refined. Some of the programme items had already commenced i.e. new lamp-posts. DH enquired whether the refined programme took account of adverse weather and this was confirmed. DP advised that Scottish Power were utilising the Ogilvie site for their parking and storage needs.	-	-
9.	Site Investigations	DP advised that WSP were obtaining confirmation from SEPA/GCC re leeching/monitoring requirements.	Provide update at next meeting	DP
10.	VIE, Surgical Sub-station, Oil Tanks	DH advised that AK had prepared drawings for review. AS wanted to initially review these drawings internally. The Board did not have a desire to move these items. BCL were requested to advise the Board on the time criticality of these items and if moving these items was a necessity. PM enquired if these items were impacting on current works and DP confirmed that there was no impact to the current works.	RB advise Board re necessity and time criticality.	RB
11.	AOCB	<p><i>Equipment Group</i> DH reported that the Equipment Group were starting to consider future procurement and it was proposed to set-up groups to focus on specific issues i.e. theatres, imaging. The process would be led by Robert Stewart and supported by John McGarrity. PM requested that a paper be provided to the NHS team outlining the proposal.</p> <p><i>Programme Review</i> PM suggested that the Programme Review meetings with the Board were needing to be re-established. DB advised that the programmes had just been updated and proposed meeting on the 17th September and this was agreed.</p>	<p>DH to provide paper outlining proposal re establishing small groups to look at specific equipment issues</p> <p>DH and PM to attend Programme Review meeting on 17/09/2010</p>	<p>DH</p> <p>PM</p>

Item No	Item	Discussion/Information	Action	Action by Whom
11.	AOCB <i>FBC Timescales</i>	PM advised that the timescales for FBC completion and submission were as follows: <ul style="list-style-type: none"> • Full Business Case first draft to be completed by 29th September 2010 • Full Business Case final draft to be completed by 14th October 2010 • Full Business Case to NHS Chief Executive on 14th October 2010 • Full Business Case to NHS Board on 26th October 2010 • Full Business Case to Capital Investment Group on 9th November 2010. 	-	-
12	Date and Time of Next meeting	The next Project Management Group meeting would take place on Tuesday 28 th September 2010 at 1.30pm in the Boardroom, Top Floor, Construction Site Offices.		ALL

ACTION NOTE

Present:

David Hall (DH)
Liane McGrath (LM) (notes)

Peter Moir (PM)
Douglas Ross (DR)
Ross Ballingall (RB)

Alan Seabourne (AS)
Paul Serkis (PS)
Mark McAllister (MMc)

David Bower (DB)
Darren Smith (DS)
Derek McFarlane (DM)

Apologies:

Mark Baird (MB)

Darren Pike (DP)
Tom Allan (TA)

Gill Kirkness (GK)
Alan Keeley (AK)

Grant Wallace (GW)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Apologies	As noted above.	-	-
2.	Notes of previous meeting	Accepted as accurate record.	-	-
3.	Matters Arising			
	Car Park 2	DS noted that BCL are currently looking at the setting out of the car park. The position of cabling has been surveyed and the report will be issued to the Board once the final co-ordinates are available. The Board can then liaise with Hypostyle.	-	-
		DB noted that Scottish Power remain on programme. The start date for the substation works has been put back to aid site logistics. The car parking displacement issue while the substation work is carried out needs to be addressed, the solution will be an interim measure and AK is coordinating this. Up to 50 car park spaces may be affected and the Ogilvie site is being looked at as a potential temporary site for additional parking, this will be progressed following FBC approval.	-	-
		DB advised that the revised programme for the substation has been run. Power connection for the Laboratory building is scheduled for the second week in August at present; however, this will be discussed further with Mercury. Temporary power would be available if required for early commissioning.	-	-
	Appendix K	DS reported that a meeting between PM, DH, MB and himself took place last week to assess the level of Appendix K documentation that requires to be signed off. Drawings are currently being uploaded to Aconex following M&E review and workshops. Agreement is needed on how the drawings should be presented for sign off. PM, DS and DH to discuss this further.	Clarification on how drawings should be presented to the Board to be agreed	PM/DS
		PM noted that clarification on exactly what the Board is signing off at this stage is required. DH noted that sign off of clinical functionality on the 1:50, 1:200 and 1:500 drawings would be done; however, the technical specifications of drawings would not be signed off at this stage. DS agreed to draft a list for the Board detailing what will be signed off fully and what will be signed off as 'work in progress'.	List of sign off criteria to be drafted and issued to the Board	DS
		RB noted that the main issues for BCL is whether the design meets the requirements detailed in the output specifications. Some elements of the output specifications have changes and agreement on whether they	-	-

Item No	Item	Discussion/Information	Action	Page 11	Action by Whom
		replace the originals needs to be achieved.			
		AS noted that the Board will sign off the requirements detailed in the drawings, however, will not sign off how these requirements will be delivered, therefore the output will remain the same. DH noted that issues may occur if the output specification on the drawings do not detail the correct Board requirements and have not been scrutinised as part of the Appendix K process. RB noted that the obligation for BCL to meet the ERs is clear and BCL will work towards this.	-		-
		RB noted that some elements BCL are obligated to satisfy require Board input, e.g. the fire strategy requires the Board to develop a satisfactory operational policy to support the design. Consensus on these points will need to be reached as the project progresses.	-		-
		AS advised that the final sign off date for Appendix K is the 20 th October, AS also noted that a summary reconciliation meeting on Appendix K would be required prior to FBC.	Appendix K summary meeting to be organised		LM
	BREEAM - Labs	AS noted that information had been sent to Susan Logan and a final update is awaited. The information sent should satisfy many of the requirements and a positive outcome is anticipated. DS noted that this additional information was a result of the initial review; Susan Logan had replied with some minor queries however BCL have now addressed these. DS advised that Manny Ajuwon had spoken with Susan Logan on 24 th September and no further information was requested. The interim certificate is due to be issued soon.	-		-
	BREEAM - A&C	DS noted that the current target is set at 74%. This is ambitious and will be challenging to achieve however work is ongoing towards this.	-		-
	AGVs	DS noted that an AGV presentation had been delivered to the Board, the same presentation was then delivered to FM staff. The presentation was well received from both groups. DS is currently collating the documentation from the presentation and the data that was used to input into the model. This will form part of the package that will be reviewed.	-		-
		NDC cart compatibility remains an outstanding issue. DH advised that this cart will not be changed for compatibility reasons and that a base will be required, the NDC warehouse is based around one cart design so changing this to meet with SGH requirements is not an option. AS noted that the design of the base needs to be considered carefully.	-		-
		AS noted that the original tender documentation noted that the Board would be using different sized carts and that there was a requirement in the contract to accommodate all carts. AS noted that proposals on addressing this issue need to be developed by BCL as do any costs associated with the options.	Options for cart compatibility to be developed		BCL
	Borehole	AS noted that it was agreed that BCL would install, maintain and operate the borehole. Work on the borehole to be progressed.	-		-

Item No	Item	Discussion/Information	Action	Page 119	Action by Whom
4.	Planning	<p>DS advised that the third MSC application had been submitted. The decision on the second MSC application is due before the 30th September. DS advised that further discussions with Jim Patrick re the application are planned.</p> <p>Materials to construct the mock up panels are currently being collated. The architects have viewed the materials and the Board will be able to view this week. Planners will be able to see the materials following this. DS reminded the group that the materials are purely samples and not full mock ups as the sub-contractors that will supply the final materials have not been selected yet. The plan is to illustrate quality of supplies to the planners rather than actual materials. The planners will not fully approve the materials based on the samples provided at this stage.</p> <p>DS advised that the planners have the current Energy Centre designs and will approve the application based on these designs. Any changes following this will require to be agreed by the planners. DS noted that the ongoing discussions on the Energy Centre are putting pressure on the project; DS, AS and Jim Patrick are scheduled to meet on 4th October to discuss further. In the meantime the current design is being analysed to calculate costs.</p> <p>RB noted that a final date for material submissions requires to be clarified.</p> <p>DH enquired on progress with conditions on the master plan consent and asked for an update on the construction waste management plan and tree removal. RB noted that the construction waste management plan is well underway and DS advised that the trees need to be down before April, the start date is October and they will be down before then.</p>	<p>-</p> <p>-</p> <p>Meeting with Planners to take place on 4th October</p> <p>-</p> <p>-</p>		<p>-</p> <p>-</p> <p>DS</p> <p>-</p> <p>-</p>
5.	Building Control <i>Labs Basement</i> <i>A&C</i>	<p>DS advised that approval to stage 2 is complete and the application for stage 3 has been submitted. DS noted that the previous issue raised over the basement height was linked to guidance rather than regulation and therefore a decision was taken based on discretion. A formal note of approval is required from building control and DS has requested a letter of confirmation.</p> <p>DS advised that he is meeting with building control on Thursday and all information required has been provided including a list of non-compliance to guidance. DS will seek assurance from building control that they do not have any issues.</p> <p>Stage 1 warrant for the Energy Centre has been submitted and this will lock in the application to the current regulations. The Energy Centre Stage 2 application will be submitted this week.</p> <p>AS asked for clarification on the fire strategy design and the plans for the tower roof. DS advised that in the event of a significant fire in the atrium a section of the roof would be burned off to allow access and viewing. A robust alarm system is currently being worked through and this will support the design. AS noted that due to the height and scale of the building this design needs careful consideration. Examples of this design in other buildings and assurances on its effectiveness would be welcome. DS agreed to research further and provide examples to give comfort around replacement processes if the roof mechanism was ever used and to give more understanding of the process. DH noted that a maintenance strategy would be key to manage replacement and</p>	<p>-</p> <p>-</p> <p>-</p> <p>More information on fire design of tower roof to be provided to Board.</p>		<p>-</p> <p>-</p> <p>-</p> <p>DS</p>

Item No	Item	Discussion/Information	Action	Page 120	Action by Whom
		downtime if this was ever required in future.			
6.	Labs Construction Progress	<p>DB gave an update on progress with Labs construction, highlighting the following points:</p> <ul style="list-style-type: none"> - Level 0 – Ground floor slab 90% complete - Level 1 – 1, 2, 3 and 7 poured - Level 2 – 1 poured and 2 being poured today - Level 3 – Area 1 deck in progress - Core 1 complete - Core 2 complete to Level 1 - Core 3 complete to Level 3 - Core 4 complete - Core 5 complete to Level 3 form work - Drainage around site almost complete - Overall on programme and good progress being made <p>AS noted that Barry White, Chief Executive of the Scottish Futures Trust, will be visiting the site on Thursday. This site visit has been organised with David Jordan.</p>	-		-
7.	Design Process	DH noted that the 1:50 user group meetings for this stage have concluded. 700 room types have been agreed and will be coded against every room. All revised drawings will be loaded on to Aconex and issued to the Board for sign off over the coming weeks.	-		-
	Equipment	DH advised that Frances Wrath has been reviewing the equipment list and a reviewed list should be available by the end of this week. The original list provided from Nightingales have been reviewed, anomalies identified and fed-back and a revised list will be issued. This will provide assurances for the FBC figures. AS noted that any issues need to be resolved quickly to ensure confidence around the list and costs.	-		-
8.	FBC	<p>AS advised that all sections of the FBC are now complete except the Economic and Finance sections where a draft framework has been written. A finance meeting is scheduled for later today to discuss these sections.</p> <p>The NHS GGC Board presentation will take place next Tuesday, AS, DR, Douglas Griffin, Alan McCubbin and Peter Gallagher will attend.</p> <p>AS noted that progress with the FBC is going well. Inflation scenarios have been prepared for the next 5 years and will be included. The FBC document will be finalised for submission to the Gateway reviewers today and will be issued to them without cost figures.</p> <p>AS advised that the FBC will be issued to Robert Calderwood on the 14th October.</p>	-		-
9.	Gateway Review	AS advised that the Gateway review will take place next week from 4 th – 6 th October. All requested information has been issued to the reviewers and a copy of the Draft FBC will be issued this week. A briefing note will be issued to all involved with the interviews.	-		-
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Item No	Item	Discussion/Information	Action	Page 12	Action by Whom
		AS noted that the two previous Gateway reviews were positive and it is anticipated that this one will also have a good outcome.	-		-
10.	Demolitions & Site Clearance	<p>PM advised that the demolitions commenced at the end of August with soft strip and asbestos removal ongoing. Two machines are now on site to begin the building demolition. DB and D Jordan have prepared a new programme detailing the sequence of the demolition work; this has been developed to coincide with the culvert works. The last building to be demolished will be the Management Annex due to more asbestos removal now being required. PM noted that the demolition works are set to complete before Christmas.</p> <p>All ground service surveys around the perimeter have been issued to BCL; a copy will also be forwarded to NHS Estates.</p> <p>PM noted that Hugh McDerment and David Jordan are reviewing car parking and how this will be managed as the project progresses.</p> <p>DB noted that sequence drawings are being drafted to detail areas that will be occupied on a weekly basis. AS noted the importance of maintaining car parking for as long as possible and to mitigate against any losses.</p>	- - -		- -
11.	Site Investigation	DS advised that the report was submitted into the Planning Department. An email response was received noting the requirement for monitoring the quality of water, delineation hot spots, gas and SI on demolition areas.	-		-
12.	VIE, Surgical substation and Oil Tank	<p>AS advised that the Board require a more detailed drawing on the proposals and the need for VIE movement. AK is due back next week and will progress this issue.</p> <p>DB noted that the moves need to be complete by January 2011 in order for the programme to remain on target.</p> <p>DB advised that a drawing is available detailing the proposed road layout and agreed to forward it. The projected shut down sequence will also be issued.</p>	- -	Drawing detailing proposed road layout and projected shut down sequence to be issued to the Board	- DB
13.	Risk Management	AS advised that the Board Risk Register and BCL Risk Register were reviewed at the workshop held on 14 th September. No significant issues were reported.	-		-
14.	AOCB <i>SME Information</i>	MMc requested that PS issue the SME information they had discussed previously. PS agreed to issue this week.	SME Information to be issued to MMc		PS

Item No	Item	Discussion/Information	Action	Page 122	Action by Whom
	AOCB (cont) <i>Schedule of Accommodation</i>	DR noted that the Schedule of Accommodation was included as part of the Appendix K programme but had not been issued to the Board. DS agreed to look into this. The format needs to be equivalent to the previous format so comparisons can be made.	Schedule of Accommodation to be issued to the Board		DS
15.	Date and Time of next meeting	The next Project Management Group meeting will take place on Tuesday 12 th October 2010 at 12.30pm in the Boardroom, Project Offices.			

ACTION NOTE

Present:

Darren Pike (DP)
Mark McAllister (MMc)

Alan Seabourne (AS)
Darren Smith (DS)
Paul Serkis (PS)

Alan Keeley (AK)
Douglas Ross (DR)
Peter Moir (PM)

David Bower (DB)
Liane McGrath (LM)
Shiona Frew (notes)

Apologies:

Ross Ballingall (RB)

David Hall (DH)
Tom Allan (TA)

Gill Kirkness (GK)

Mark Baird (MB)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Attendees	PS reported that representatives of Doig and Smith will attend future meetings by exception.	-	-
2.	Notes of previous meeting	Accepted as accurate record subject to the following changes: Item 12 - DB to forward detailed drawing amend to "It was agreed that the VIE discussion would take place once AL had returned back to work. Item 5 – "More information on fire design....." AS confirmed that this action related to the Atrium Roof Design (Fire) and the Board were awaiting details for site visits. AS confirmed that he wanted to look at the design detail and operational issues.	Amend notes -	SF -
3.	Matters Arising			
	Appendix K	PS advised that the BCL had met earlier that day to discuss the Appendix K tracker. It was recognised that the Board needed to receive drawings timeously in order to allow an appropriate time frame for review and sign-off. DB was currently finalising the Appendix K drawing lists and the administration staff were updating the date information. A meeting would take place later that day of the BCL staff in order to identify any information shortfall to the Board team. Any outstanding information will be provided to the Board team as soon as possible thereafter. It was acknowledged that the Board team may receive drawings which were still being updated. AS stressed that the Board team required sufficient time to enable drawings to be appropriately reviewed and signed.	-	-
	AGV's	PS reported that the issue re sub-bases had been resolved. BCL were proposing to obtain a specification for the sub-base and to give local SME's the opportunity to manufacture the sub-bases. It was anticipated that 100 sub-bases would be manufactured for the NDC carts. PS requested contact details for local fabrication companies. MMc advised that he would liaise with South West Regeneration Agency to issue a distribution list. AS suggested that the Board would need to test the robustness of the sub-bases.	-	-
	Labs BREEAM	PM reported that the Labs BREEAM and Carbon Trackers would be discussed at the Labs Design Team meeting taking place later that week. A final status update on the trackers was requested from the Labs Design meeting for the next PMG meeting. It was confirmed that the Labs BREEAM assessment was currently achieving "Very Good" status and there was still work to be carried out to achieve "Excellent" status.		

Item No	Item	Discussion/Information	Action	Action by Whom
3. cont	A&C BREEAM	DS reported that the A&C BREEAM was currently targeting 74. Approximately 34 points had been locked down. He reported that Hugh McDerment was investigating some initiatives where the Board could achieve points. AS enquired if the Board team could meet with WSP over the next month to discuss the A&C BREEAM. DS advised that he had received their latest status update report and that he would forward a copy of this report to the Board team.	Provide a copy of the WSP BREEAM Status Report to NHS Team	DS
	SMEs Information	MM reported that information re procurement was awaited from BCL. The information was required in order that the Board team could report on the liaison taking place with SMEs. The team needed to be more systematic on what was being collated re procurement from local companies. PS reported that the project was not at the stage to be providing works packages to SMEs. BCL were undertaking further work to the web portal and further "Meet the Buyer" events were planned. AS suggested that it may be worthwhile organising a networking session post FBC. PS reported that a "Meet the Buyer" event had already been planned post FBC. MM reported that the Board team needed to be able to report on how SME's were being engaged with and the outcome of these communications and report against the targets that were set. MM advised that it was important that all works packages be uploaded to the web portal. It was important to increase the number of companies registering on the web portal.	Add to next PMG Agenda	SF
4.	Planning – Progress Update	<p>DS advised that subsequent to approval of the Masterplan which had 20 conditions BCL had made an application to answer the conditions. He had been informed that GCC had received sufficient information to resolve 13 conditions. BCL had subsequently provided further information to resolve the 7 remaining conditions however of these 2 conditions remained outstanding. The 2 remaining conditions related to a) external site design appearance and b) junction at Govan Road. BCL had provided GCC Planners with materials to demonstrate the level of quality which would be provided. The GCC Planners would further review the external finishes when the mock-up panels are completed. BCL had an internal meeting earlier that to discuss the mock-ups as some of the supply chain were coming on Board. A further meeting would be held the following week to finalise the programme for the preparation of the mock-ups. BCL were liaising with their procurement team.</p> <p>It was enquired if the Board had any comment on their Scottish Water drawing. AS reported that he had instructed HMc to progress. The Board were trying to progress discussions with SW based on option 2. It was anticipated that time-wise the GCC Planners would place a condition on the new Scottish Water junction.</p> <p>It was enquired if the filter lane at the Luma building was part of the outline conditions. DH was requested to check the outline conditions and liaise with AS. AS advised that he had emailed Jim Miller (JM) to request that he reaffirmed to the GCC Planners the Board's timeline and requirement for a decision by 19th October 2010.</p>		
	Energy Centre (EC)	It was noted that the revised Energy Centre drawing had been submitted to GCC Planning Department. The EC design had been changed to reduce costs and bring the external design of the building back into line with the actual purpose of the building therefore allowing money to spend more appropriately.		

Item No	Item	Discussion/Information	Action	Page 125	Action by Whom
4. cont	Wind Study	DS advised that the Wind Study Report had been completed. He had reviewed the report and the amendment requested by the Board would be made. There was a bit more work to be done re trees. He would liaise with JM re the submission of the Wind Study report.			
	Labs	DS advised that there were no urgent issues to be progressed. Once planning approval had been achieved for the Adult & Children's Hospitals then the Labs Project would be refocused on. PM reported that the location of the 2 police parking spaces needed to be checked and that this would be discussed at the Labs Design Team meeting taking place the following day.			
5.	Building Control – Update	<p>DS advised that the issue re basement height/fire guidance had been resolved. BCL were awaiting the outcome of the Stage 3 application. He had met with Raymond Barlow to discuss those items that were not strictly code compliant and which needed to be reviewed in conjunction with the wider strategy. BCL had recorded the outcome of the meeting onto a matrix and they had submitted the meeting matrix back to Raymond Barlow. It appeared that Building Control do not like electro-magnetic locks. He had been provided with the access control documents.</p> <p>The application for the Energy Centre (Stage 1 – structure) had been submitted. This application locks the proposals into the old legislation. The Stage 2 application re GA's with the Fire Strategy had also been submitted. BCL were nearing completion on agreement of the payment staging.</p>			
6.	Labs Construction Progress	<p>DB gave an update on progress with Labs construction, highlighting the following points:</p> <ul style="list-style-type: none"> • Level 0 – Ground floor slab – 90% complete • Service Yard to compound - complete • Level 1, area 5 – complete • Core 4 and 6 – reinforcement works in progress • Level 2, Area 7 – concreted • Areas 3, 4 and 5 – reinforcement works in progress • Areas 1 and 2 decking and reinforcement in progress • Core 3 – completed to level 4 • Core 5 – complete <p>Overall, on programme to complete on target</p> <p>AS enquired when fit out would commence and DB reported that the start date would be November 2010. AS requested that DP feedback re wireless. MM enquired whether the fit out would be undertaken by Mercury. DP advised that Astins had been programmed to start early November to fit the head track. Mercury would start approximately 22nd November 2010. DP reported that the Board's wireless decision was not required at this time.</p> <p>AS enquired if BCL had any concerns re fumes/noise issues for the service yard. DP suggested that the service yard set-up was tight for the activity proposed.</p>			

7.	<p>Design Process</p> <p><i>Equipment</i></p> <p><i>FBC</i></p> <p><i>Gateway Review</i></p>	<p>BCL were updating their equipment schedule against what had been included in their bid and what is currently on the equipment list. BCL would have an indication of the final lists and costs by mid week. AS enquired if a meeting had been scheduled and PS agreed to arrange a meeting with DR.</p> <p>AS advised that the Board team wanted to clearly see the additions and omissions and those items which had been shifted into a different category.</p> <p>AS advised that the FBC had been prepared however the financial section was awaited to finalise the document. He had provided a presentation to the NHS Board re Capex and affordability. He requested updated 3d visuals to present to the Medical Directors and Acute Directors later that week. DS agreed to obtain updated 3d visuals asap. The Board had been provided with an update on the Building Control process and Planning Department expectations.</p> <p>AS reported that the Gateway Review had given a very good outcome.</p>	<p>Page 126</p>
8.	<p>Demolitions and Site Clearances</p> <p><i>Car Parking</i></p>	<p>AK advised that the asbestos removal was complete in all buildings except Admin Annexe and these works would commence shortly. The breakout of the foundations of the buildings already demolished had commenced. There had been 5 vibration complaints and BCL were liaising with local residents and vibration monitors had been installed in some of the local houses. The vibration monitors were indicating vibration at a very low level i.e. on a scale of 1 to 10 they were showing 2. BCL had not received any complaints from the Council or the Environmental Agency. The BCL hotline was working well to capture and deal with complaints. BCL are considering future works in that area i.e. vibration of pile mats. He reiterated that some of the neighbouring properties had been surveyed by Doig & Smith prior to any works starting on that side of the site. The demolition works were on target to complete in December 2010. AS requested a meeting to discuss the method statements for the demolition of the Management Annex. AK reported that he had received a separate method statement for the Management Annex and that it was currently being reviewed.</p> <p>AK advised that Paul McGuinness was investigating the car parking provision and access/egress and it was proposed to change the route into the car park when the works to demolition the Management Annex commence. AS requested that the Board team be provided with the detail of Car Parking at the Maternity Building and Hoarding lines as the Board would wish to discuss these items with BCL.</p>	
9.	33KVA Sub-station	<p>AK advised that the full construction drawings were issued the previous day and the number of piles had been subsequently reduced in conjunction with advice from Stents. PM reported that the drawings had been issued to Hypostyle and he awaiting feedback from Hypostyle as to whether they needed a CAD drawing. AK reported that the road off Hardgate Road to the new Labs Block would need to be commenced as the sub-station would block the current entrance. It was noted that the new road was a Stage 3 cost. PS reported that it had been proposed to discuss this issue at the Commercial Group meeting earlier that day. He agreed to provide a drawing of the new road(s) with the associated high-level cost of the works.</p>	
10.	VIE, Surgical Sub-station, Oil Tanks	<p>AS confirmed that a meeting was being held later that day to discuss the relocation of the VIE, Surgical Sub-station and Oil Tanks.</p>	

Item No	Item	Discussion/Information	Action	Page 12	Action by Whom
11.	Site Investigation – Update	AK advised that there was 6 tasks for Site Investigation and work was being progressed. Identified the boreholes for the Energy Centre for the monitoring of gases. They had received the drawing for the boreholes to monitor the aquifer. They had a clear understanding of the trial pit and boreholes for the demolitions site and ambulance service. They had a good understanding of what needs done to discharge SI.			
12.	AOCB				
	Yorkhill Dinner	PS reported that Brookfield had organised for 3 tables at the Yorkhill Dinner and they had invited the NHS team to attend the event. PS requested that the NHS team confirm the numbers attending from the NHS team.			
	Tree Removal	AK advised that BCL were awaiting approval for removal of trees later that day and the phasing of the tree removal was being investigated. Tree removal works at the Oil Tanks were being proposed for the coming weekend.			
	Mock-ups	AK enquired when the Board needed to keep the mock-ups until. AS advised that the Board had no need for the mock-ups after the Board Members had visited them. DP reported that BCL wished to keep the mock-ups longer in order to carry-out some changes i.e. IPS, and to review build-ability. AS advised that he would ask F McCluskey to feedback comments from the BATH Group.			
	Commissioning	AS enquired when the first patient would be admitted to the Peterborough Hospital and this was confirmed as 15 th November 2010. The Board team would like to understand the lessons learned from the Peterborough Hospital and that he would like someone from the Project Team to shadow the Peterborough commissioning team. PS advised that the Peterborough Commissioning Team had learned lessons from the Birmingham Project.			
	Stage 2 Offices	AK reported that the foundations for the stage 2 offices would commence at end of November 2010. PM suggested that the NHS would need to review the NHS set-up. AK reported that the getting the foundations and installing the drainage was a tight programme.			
	Date and Time of Next Meeting				

ACTION NOTE

Present:

Darren Pike (DP)
Mark McAllister (MMc)
Peter Moir (PM)

Apologies:

Ross Ballingall (RB)

Alan Seabourne (AS)
Douglas Ross (DR)
Mark Baird (MB)
Tim Bicknell (TB)
Alan Keeley (AK)

Alan McCubbin (AMC)
Grant Wallace (GW)
Neil Murphy (NM)
Shiona Frew (notes)
Darren Smith (DS)

David Bower (DB)
Liane McGrath (LM)
Paul Serkis (PS)

David Hall (DH)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Notes from previous meeting	Project Steering Group (28 th Sept 2010) and Project Management Group (12 th October 2010) - Accepted as an accurate record.	-	-
2.	Matters Arising			
	<i>FBC</i>	AS reported that the FBC had been approved by the NHS Board earlier that day. AS thanked everyone and their teams for their input to the FBC. The FBC had subsequently been submitted to the Scottish Government Capital Investment Group.	-	-
	<i>Labs BREEAM</i>	AS suggested that there was still work outstanding to close out outstanding BREEAM points i.e. Wallace Whittle interaction with Ecoteric. DP advised that Wallace Whittle had concluded their outstanding actions. AS requested that DP updates PM on current status. He advised that BCL had been reviewed by the Considerate Contractor scheme and that BREEAM credits had been obtained due to the excellent review outcome. DP agreed to check with Manny Ajuwon and report back.	DP to provide status update to PM	-
	<i>Adult and Children's Hospitals</i>	PM advised that progress was being achieved. The BREEAM target was mid 70's and the current banked credits totalled 30-40 points. The remaining actions to be closed off in next few weeks should increase the banked credits to 45 points.	-	-
	<i>Appendix K</i>	PM advised that the Appendix K information was now continually being received. The M&E information was currently being reviewed. The building work, finishes and locking mechanism information had been reviewed by FW, KC, PM and DH. The tracker was being updated and monitored. PM stressed that the Board would still need a sufficient period of time to adequately review the drawings. The outstanding information needed to be provided asap to ensure that the Board can sign the contract on the target date. PS enquired if, in general, the drawings had been updated in line with the comments previously submitted. PM advised that he was awaiting a report on the M&E information and that the other information being reviewed i.e. building services, landscaping was a first review. MB advised that as a sub-set of appendix K a tracker document was being finalised for Appendix X – Critical Failures. C&B had met with BCL to discuss appendix X and a pack of information would be prepared in due course.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
3.	Monthly Progress Report	<p>PM summarised the key points of the report as:</p> <p><u>FBC</u> – works to finalise the FBC for submission to NHS Board and CIG had concluded;</p> <p><u>Stage 2</u> – design development process concluded;</p> <p><u>Appendix K</u> – work in progress. May be another few weeks to conclude;</p> <p><u>Stage 1</u> – works generally on programme;</p> <p><u>Procurement and Construction programmes</u> – reviewed monthly and on programme;</p> <p><u>Reviewable Design Date (Labs)</u> – on-going;</p> <p><u>Planning Approval</u> – obtained Planning approval for new hospitals after GCC Planners reviewed MSC2 application. The approval was with conditions which are mainly in relation to aspects requiring further detailed design development. NM advised that a schedule and dates had been identified to close out some of the conditions;</p> <p><u>Building Control</u> – the Labs Stage 3 warrant application has been submitted. The Labs stage 2 warrant certificate has been obtained. The stage 1 and 2 warrants for the Energy Centre have been submitted which locks the energy centre into previous legislation;</p> <p><u>Labs Fire Issues</u> – the issues raised re basement had been closed out;</p> <p>Adult & Children's Hospitals Fire Issues – there was still work to be done to close out issues. A recent meeting had taken place with WSP at which the Board's Fire Officer was advised on compartmentation plans. The Board would need to identify how/who would prepare the management plan;</p> <p><u>Labs Construction Progress</u> – DB advised that 50 % of the suspended slab had been poured and works were on target to complete the frame at beginning of January 2010. It was anticipated that fit-out would commence 8th November 2010;</p> <p><u>Demolition works</u> – phase 1 was complete and phase 2 was progressing well. Discussions were on-going re accelerating the programme. Breaking out the foundations had been harder than anticipated and was an unknown for the remaining buildings. It was suggested that there had been a couple of complaints made from neighbouring properties. PS advised that surveys had been carried out to residential properties next to the site and vibration monitors had been installed. MMc was liaising with AK re complaints;</p> <p><u>PMI's</u> – continuing to be dealt with through Labs Design meetings. A further potential value engineering item had been identified. The Board were awaiting feedback from Wallace Whittle to progress;</p> <p><u>Design Process</u> – the 1:50 user group meetings were complete. The area schedules were being reviewed.</p> <p><u>Wind Study</u> – confirmed that the report had been submitted to GCC Planners. The outcome of the wind study had minor implications for the landscaping plans;</p> <p><u>AGV's</u> – the sub-base prototype had been reviewed by the Board team. The sub-base required to have a lip added to the front so that the cart did not roll back off the sub-base. GW advised that a meeting was being held with Swisslog the following week. AS advised that there were implications for moving and handling which the Board would need to resolve. AS enquired if the lifts were appropriately sized in height to take the sub-bases with the carts and it was confirmed that the lifts had been designed around a clearance of 21.50m.</p> <p><u>EFTE Roof</u> – PM advised that the Board has some concerns about the EFTE roof and that they wished to visit various reference sites and to understand smoke evacuation. DP advised that DS is in the process of organising visits. AS reported that this issue needs addressed soon.</p>	<p>-</p> <p>-</p> <p>NHS team to identify who/how management plan would be prepared</p> <p>-</p> <p>-</p> <p>-</p> <p>DS to organise site visits</p>	<p>-</p> <p>-</p> <p>AS/PM</p> <p>-</p> <p>-</p> <p>-</p> <p>DS</p>

Item No	Item	Discussion/Information	Action	Page 130	Action by Whom
3.	Monthly Progress Report (cont)	<p><u>33KV Substation and HV Cable</u> – it is planned to move the sub-station a metre east. PM had liaised with Hypostyle to amend the drawing. Hypostyle have been requested to liaise with DS re implication for the Masterplan;</p> <p><u>Flood Risk</u> –a meeting to discuss Flood Risk with Pete Dunbar was being arranged. The meeting should also have DH in attendance therefore would need to take place w/c 1st November 2010;</p> <p><u>Roads Construction Consent</u> – The Board have reviewed the plan. WSP should be asked to identify what sections of road needs RCC and which will require Section 56. Some slight amendments have been made to the plan and WSP should be asked to amend and reissue the drawing to allow further discussion;</p> <p><u>Equipment List</u> – C&B have costed the equipment list. A review would be undertaken at the next iteration. AS suggested that a meeting with BCL be arranged to take place the following week;</p> <p><u>VIE, Substation, Oil Tanks, etc</u> – advised that BCL are advising the NHS Team on what needs to be moved. It had been accepted by the NHS team that the VIE needed to be moved. The surgical sub-station would need to be moved and discussion was ongoing as to whether an interim move should take place or whether the sub-station should be moved only once and into its final position. It had been agreed that the oil tanks will need to be moved.</p>	<p>-</p> <p>-</p> <p>DS to ask WSP to identify which sections of road require the different consent/permission</p> <p>BCL to meet with C&B</p> <p>-</p>		<p>-</p> <p>-</p> <p>DS</p> <p>DR/GW</p>
4.	Community Benefits	<p>MMc advised that he had met with Paul Heath and Chris Fairhall. It had been agreed that BCL would prepare a 3 month schedule, regular updating and to ensure that all opportunities are posted on the website. MM requested that PS instructed Eric Napier to provide monitoring information to MMc and this was agreed. For reporting purposes it was important to provide high level details in relation to what contract had been let and the value of the contract. AS reported that the Community Benefits information was needed for updating NHS Board members.</p> <p><u>Cardonald College</u> – MMc advised that Cardonald College had secured £400k funding, with the assistance of BCL, and they had set-up a healthcare training facility. An open event had been held to allow the local schools and population to view the facility. The event had been beneficial in raising awareness of BCL and the project. The college were also proposing working with local schools to raise awareness of healthcare training available.</p>	<p>PS to ask ENapier to provide monitoring info to MMc</p> <p>-</p>		<p>-</p> <p>-</p>
5.	Risk Workshop	<p>It was agreed that a workshop to review the risk registers be organised for the end of November 2010.</p> <p>Planning Risk – AS suggested that the planning notice referred to an old Energy Centre drawing (old costs) and BCL should ensure this risk was closed out.</p>	<p>Arrange workshop to review risk registers</p> <p>DS to check Planning notice</p>		<p>SF</p> <p>AS</p>
6.	Strategic Drivers for next quarter	<p>The strategic drivers for the next quarter were identified as follows:</p> <ul style="list-style-type: none"> • Reconfiguration of the NHS Project Team • Mobilisation for next stage • Community Engagement – raising the profile • Scottish Water and Scottish Ambulance Service Land acquisitions – almost complete • Reconfiguration of governance groups and memberships • Set-up of offices for next stage. DB enquired if the dates had been set for the SAS move out and AS advised that PM would confirm. • Demolition of SAS – advised that tenders have been sent out. The Board would be providing a clear 	<p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p>		<p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p>

		site	Page 131	
Item No	Item	Discussion/Information	Action	Action by Whom
6.	Strategic Drivers for next quarter (cont'd)	<ul style="list-style-type: none"> Scottish Water road – WSP have been commissioned to progress. It was anticipated that the tender would be issued prior to Christmas however this was subject to the land acquisition being concluded. 	-	-
7.	AOCB			
	<i>Mock-ups</i>	AS to ask F McCluskey to liaise with AK re mock-ups. AS enquired if BCL were still proposing to retain the mock-ups until December 2010 and this was confirmed. AS reported that the NHS Team and BCL would need to agree what the mock-ups were to be used for and finalise as much detail as possible. AS requested that BCL kept the NHS Team informed about what was happening with the mock-ups. MMc enquired why BCL may not keep the mock-ups and DP confirmed that the issue was in relation to there being a requirement to pay rates for the property if the lease were to be extended.	AS to ask FMc to liaise with AK re mock-ups	AS
8.	Date and Time of Next Meeting	Project Management Group – 9 th November 2010 at 12.30pm Project Steering Group – 30 th November 2010 at 3.30pm.		

ACTION NOTE

Present:

David Hall (DH)
Peter Moir (PM)

Apologies:

Mark Baird (MB)

Alan Keeley (AK)
Douglas Ross (DR)
Shiona Frew (Notes)
Alan Seabourne (AS)
Paul Serkis (PS)

Darren Smith (DS)
Grant Wallace (GW)

Darren Pike (DP)
Ross Ballingall (RB)

David Bower (DB)
Mark McAllister (MMc)

Liane McGrath (LM)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action note from previous meeting	Accepted as an accurate record.	-	-
2.	Matters Arising <i>Appendix K</i>	<p>PM enquired whether the Board team had now received all the documents for Appendix K review. DS advised that all drawings had been provided to the Board for review however if there were any other drawings which the Board required then they should inform him. Clarification was awaited regarding the bundled drawings for Appendix X. PM enquired about the process for storing signed off drawings. DS advised that a filing cabinet is located in the document control office and all the signed off drawings are stored in this filing cabinet. DS was reviewing all the drawings and associated comments being returned. He was signing of those drawings which he agreed with and identifying drawings which required further discussion with the Board team. PM enquired if there were any drawings returned which raised commercial issues. DS confirmed that the lifts in the new hospitals requiring to be 5 tonne raised commercial issues. BCL were liaising with Schindler and they had confirmed that a 4 tonne would be the largest lift available without changing the lift shaft. GW advised that 4 tonne lifts would carry a cost implication and that he proposed to raise the issue at the future Commercial Group meeting. PM advised that he had requested a review of Philips and Siemens equipment specs to identify the maximum box sizes and weights. DH reported that he had been informed that Andy Brennan (Dept Head) had received guidance from the supplier which indicated a 4 tonne maximum lifting requirement.</p> <p>GW reported that 4 tonne lifts would not be possible for the Labs facility. DH reported that a 4 tonne lift was required in the Labs facility i.e. a 4 tonne lift would be required at each end of the tunnel as this was the route being used to get certain equipment into the new hospitals. PM intimated that BCL had agreed to obtain clarification from Schindler on what the maximum load capacity of the Labs lifts is without changing the lift shafts. GW was requested to confirm whether the Labs lift shaft is capable of taking a 4 tonne lift. DH suggested that the Board team needed to understand whether the reason Schindler are advising that a 4 tonne lift is not possible is either a) the size of the shaft does not allow for a 4 tonne lift or b) the lift is already being manufactured therefore it is a cost issue.</p> <p>DS requested a meeting with C&B to discuss the clarification logs and DH agreed that a meeting would be beneficial.</p>	<p>NHS team to inform DS of any other drawings required. Clarification awaited re Appendix X</p> <p>GW to advise Commercial Group of lifts cost issue</p> <p>GW to provide confirmation of lift load capacity for Labs and Hospitals to NHS Team</p> <p>Meeting to discuss clarification logs</p>	<p>PM DS/MB</p> <p>GW</p> <p>GW</p> <p>DS/DH</p>

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising (cont'd)			
	<i>Labs BREEAM</i>	PM advised that a meeting to discuss BREEAM had taken place on 10 th November 2010. The outcome of the meeting had been 8-10 actions, the majority of which were BCL actions. He understood that most of the actions had now been dealt with. The following 2 actions were outstanding: a) HEA10 – Labs Energy Model and b) ENE5 – Low Carbon Technologies	Close out remaining 2 actions	DP
	<i>Adult and Children's Hospital Facade</i>	DH reported that the Board team had raised concern about the proposal for the A&C Facade i.e. window in entirety for the tower. DS advised that BCL and WSP had discussed the issue and a review of the compliant schedule, model and analysis was being reviewed. DS agreed to provide feedback to the Board team once WSP had reported their review findings to BCL.	Provide feedback to NHS Team once WSP findings received	DS
	<i>Fume Cupboards/Safety Cabinets</i>	PM advised that the Board were finalising the schedule of Fume Cupboards and Safety Cabinets and this information would be provided to BCL by 26 th November 2010. The Board would like BCL to test this equipment as Group 1 equipment as it was anticipated that there would be value for money benefit should the Labs suppliers manufacture and fit the Fume and Safety Cabinets. PM agreed to raise an Early Warning to ask BCL to test the market. The Board team would provide all the technical data to allow BCL to test value for money. PM enquired to the current status of the Labs fitted furniture procurement. It was noted that the Labs Architectural team had drawn the units into the plans/drawings. It was confirmed that the equipment would and change to grouping with the associated CE raised. DH reiterated that the NHS team would raise an EW and attach the schedule. DR reported that the NHS would test their own procurement as the Labs Fume Cupboards/ Safety Cabinets may be procured as part of a larger package associated with the GRI project.	Early Warning to be raised re BCL pricing Fume and Safety Cabinets	PM
	<i>Substation</i>	PM advised that he had met with Hypostyle. Confirmation of the co-ordinates had been provided. There had been a query re airflow and fire grill rating. The Board's SGH Car Park Management Plan would be able to accommodate the loss of a few spaces to assist the design of the Car Park around the sub-station if required. It was agreed that the GCC Planners would be informed of the shift to the Car Park when further detailed design had been undertaken but not at this time. AK advised that BCL were ensuring that the substation would not interfere with the car park vent/louvres. BCL were looking to ensure that the sub-station was built as a standalone build. AK raised concern that Scottish Power had not yet agreed the air flow. DS suggested that Hypostyle had concern re internal floor falls. DS advised that BCL would have no difficulty should Hypostyle wish to change the louvers. PM agreed to liaise with KS. AK reported that BCL had received the colour information.	Liaise with KS	PM
	<i>Mock-ups</i>	AK advised that work to finalise the IPS panels, grab rails, etc was nearing completion. The mock-up units would be given a general tidy-up prior to being opened up for further NHS visits. The mock-ups would be available w/c 29 th November until 8 th December 2010. BCL would be taking photos of the mock-ups. The mock-ups would be dismantled from 9 th December 2010 and the unit would be handed back on 17 th December 2010.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising (cont'd)			
	<i>Mock-ups (cont)</i>	DH enquired about the date when the acoustic testing would be carried out. DS advised that BCL had undertaken acoustic testing to ensure that the design criteria had been met and to investigate potential value engineering proposals. Additional testing would be undertaken and he would confirm the date and time and invite Capita and Currie & Brown to attend.	DS to confirm arrangements for acoustic testing	DS
		AK confirmed that he had informed FMc that the mock-ups would be available 29 th November to 8 th December 2010.	-	-
		MMc enquired if the sub-contractors would be reclaiming their supplies/fittings or whether there would be potential for any fittings to be used in the training centre. AK reported that anything re-useable would be saved	-	-
	<i>Scottish Water</i>	PM advised that he and Darren Pike had met with Colin Lindsay (CL). A quote has been provided for the works from the bottom of Hardgate Road to Govan Road. CL had been challenged to identify if any works could be undertaken this financial year. CL would be undertaking a survey to ascertain the best route. CL will let the works through the Frameworks process. AK suggested it may be beneficial for the works to start at the new road.	-	-
	<i>Arts Strategy</i>	DS advised that he had received confirmation from Doig & Smith re funded and core Arts. He had forwarded this information to PM. A meeting with Anna Baxendale had been arranged to take place on Friday 26 th November 2010. It is proposed to show what is available without the Arts budget. DS confirmed that the distraction therapy costs had been issued as part of the funded information.	-	-
4.	Planning – Progress Update	PM enquired if BCL were working through the pre-start conditions. DS advised that 2 pre-start conditions had been outstanding a) knotweed, which had subsequently been dealt with and b) bird nesting. DS advised that he would send the schedule to PM.	Forward schedule to PM	DS
		DS reported that the Ground Contamination survey needed to be submitted to GCC Planners before Christmas 2010. He was continuing to liaise with the GCC Planners and Building Control. DS advised of the need for a gas membrane to the Energy Centre. PM enquired if C&B had reviewed the requirements for a gas membrane.	Review the requirements for a gas membrane	DH
		DH advised that he requested a copy of the WSP Final Report as noted in the Early Warning. DS reported that the final report would not be available until just before Christmas 2010. DH requested a copy of the most up to date report and the accompanying factual information. DS reported that he had instructed that a report be prepared for AS which outlined what had been done, what has yet to be done and the current status. PM advised that the Board needed reassurance of whether it is a pocket of gas or across the site.	Provide copy of WSP Report and factual information	DS

Item No	Item	Discussion/Information	Action	Action by Whom
4.	Planning – Progress Update (cont)	<p>DH enquired if there were any outstanding section 75 information requirements i.e. superstop. It was noted that PM had discussed the superstop with Jim Miller and he had been advised that the superstop had been dealt with as part of MSC. It would be difficult to provide information at this time as uncertain whether Fastlink going ahead. JM would write to Blair Greenock and advise that the superstop requirements would be developed over next few years.</p> <p>MMc intimated that he had been advised that the funding for the Commonwealth Games includes funding for Fastlink from Glasgow City Centre to the SECC and onwards to the SGH.</p>	-	-
5.	Building Control – Progress Update	<p>DS advised there were no significant issues to report. He was in the process of scheduling another meeting with Building Control. PM enquired about progress with the Fire Strategy and DS advised that BCL had kept a very strict record of what had been agreed through meetings. BCL were potentially submitting the Fire Strategy application the following week. WSP had advised that Building Control may not sign off the strategy until the very end of the project.</p> <p>DS suggested that the Fire Management Strategy needed to be progressed. PM advised that the Board were unable to commence preparing a Fire Management Strategy. DS reported that he proposed to start drafting the structure for the strategy and to provide to the Board's Fire Officer for review. PM and DH agreed to discuss and confirm how to progress the preparation of the Fire Management Strategy and advise DS accordingly.</p>	<p>-</p> <p>Confirm how NHS Team will progress preparation of Fire Management Strategy</p>	<p>-</p> <p>PM</p>
6.	Community Benefits	<p>MMc advised that a meeting to review the works packages would take place later that day. A 'Meet the Buyer' event had been arranged for 30th November 2010. A follow-up session had also been scheduled. BCL had a number of packages for release. A number of sub-contractors would be present at the Meet the buyer Event i.e. Dunnes, Ventrac, Praters, Boston Networks and Astins.</p> <p>The web portal had over 1,000 individuals registered for work. It was highlighted that the portal did not have a facility to upload CV's or allow for apprentice/trainees to register for their specific trade. MMc agreed to check these issues out. He advised that there were a few vacancies to be released on the portal in addition to the BCL trainee QS vacancies.</p> <p>AK advised that BCL were proposing to site the training centre on this site and not on the Ogilvie Site.</p>	-	-
7.	Labs Construction Progress	<p>DB advised that the following progress had been achieved on the Labs Project as follows:</p> <ul style="list-style-type: none"> • Level 2 – complete • Level 3 – 85% complete (area 6 to be poured) • Level 4 – 30% complete (area 5 now complete and the last pod pour would be later that week) <p>All concrete pours are anticipated to be complete before Christmas 2010.</p>	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
10.	Energisation of Intake Sub-station	PM suggested that a separate meeting be arranged to discuss the energisation of the intake sub-station. PM agreed to organise.	Arrange separate meeting re energisation of intake sub-station	PM
11.	Site Investigation Works	It was agreed that site investigation issues had been covered under previous agenda items.	-	-
12.	VIE, Surgical Sub-station, Oil Tank	<p>PM advised that the Board still required BCL to provide further detail re VIE, Surgical Sub-station and Oil Tank proposals. PM enquired as to the timescale to provide this information to the Board. DB reported that the phasing plans would be available by 3rd December 2010. It was agreed that a meeting to discuss the phasing plans should take place asap. PM advised that the Board FM team would need to be presented with the proposals and the staff working in that area would require 1 week notice of the invasive works.</p> <p>AK reported that BCL were reviewing method statements, pre-start arrangements. DH enquired if George Leslie (GL) would attend the phasing meeting and AK advised that if the Board wanted GL at the meeting that he would organise. PM requested a preview of the proposals prior to the meeting. DB advised that BCL were targeting the 6th December to commence the temporary road.</p>	<p>-</p> <p>Provide preview of proposals to NHS Team</p>	<p>-</p> <p>AK</p>
13.	AOCB			
	<i>Next Steps</i>	PM reported that BCL, C&B and the Board would need to focus on finalising the "Instruction to Proceed" Logs in order to be ready to sign off the Stage 3 contract.	-	-
	<i>FBC</i>	<p>PM advised that the Board team had responded to all the questions raised by the Scottish Government in relation to the FBC. It had been assumed that there would be no further questions. There was no indication as to when the Government would provide correspondence confirming approval to proceed and that it was expected that the correspondence would provide feedback on the finances available. The Board were continuing to liaise with Scottish Government reps to try and progress obtaining the formal decision.</p> <p>DR requested that BCL identify if RB would be available to sign contract should the decision be provided during the next week.</p>	<p>-</p> <p>Check availability of RB for contract signing</p>	<p>-</p> <p>GW/AK</p>
16.	<i>Date and Time of Next Meeting</i>			
	Tuesday 7 th December 2010 at 12.30pm in the Boardroom, Top Floor, Site Offices.			ALL

ACTION NOTE

Present:

David Hall (DH)
Mark McAllister (MMc) (part)

Alan Seabourne (AS)
Darren Smith (DS)
Shiona Frew (notes)

Alan Keeley (AK)
Douglas Ross (DR)

Darren Pike (DP)
Grant Wallace (GW)

Apologies:

Paul Serkis (PS)

David Bower (DB)
Peter Moir (PM)

Liane McGrath (LM)
Ross Ballingall (RB)

Mark Baird (MB)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Notes from previous meeting	Accepted as an accurate record.	-	-
2.	Matters Arising			
	<i>PMG – Terms of Reference</i>	AS provided an overview of the terms of reference for the new Project Management Group. GW requested that the membership be amended to include Alan Keeley.	Amend membership	SF/LM
	<i>Appendix K</i>	DS advised that the vast majority of information had been signed off and returned by the NHS Team. There were still a few pieces of information outstanding from the NHS Team. DS enquired about the Buro Happold report in respect to the M&E drawings. DH advised that the Buro Happold comments had been marked onto the relevant M&E drawings. DP suggested that BCL had received circa 60% of signed-off M&E drawings. DS reported that once all the remaining information had been returned to BCL that all the Appendix K information would be burned to disk.		
	<i>Appendix X</i>	DH advised that the appendix X information had been supplied. The NHS Team were comfortable with the position and appendix X was work in progress. DS reported that BCL were proposing to arrange a couple of gateway type review sessions in order to check that drawings were progressing as appropriate. It was anticipated that the review sessions would be scheduled in January, May and October 2011. AS enquired about the information to be presented to Ian Powrie and DH advised that a meeting with Ian Powrie would be arranged at an appropriate time as the information was still work on progress.		
	Labs/Hospitals Lifts Capacity/ Maximum Load	GW reported that there remained an issue re the goods lift for the new Hospitals. He had issued a proposal to Schindler and expected comment/feedback at the beginning of January 2011. DP advised that he had provided a list of each of the lifts in the Labs Facility with their respective capacity to PM. He confirmed that the maximum load available in the Labs Facility would be 2.5tonne.		

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising (cont'd)			
	<i>Labs BREEAM</i>	<p>DH advised that he was not aware of anything outstanding. DP reported that he had liaised with Graeme Thomson (GT) and he (GT) had intimated that he was not aware of anything outstanding. There was 1 credit which would be awarded however would need to be proved in the construction stage. BCL had banked 3 points for the ENE5 however this item was actually worth 4 points.</p> <p>AS enquired whether the points for the Considerate Constructor had been credited and DP suggested that these points had already been banked.</p> <p>AS enquired if the Borehole would achieve points towards the Labs BREEAM and DP advised that the Borehole had no impact for the Labs BREEAM. DP suggested that if Susan Logan (SL) supported applying to BRE to obtain the point then BCL would consider. He advised that there was an issue reusing the first cycle of water.</p> <p>DS reported that some outstanding issues had been passed to Hugh McDerment for action i.e. good corporate citizen. DH advised that BREEAM would be further progressed in the new year.</p>		
	<i>Adult and Children's Hospital Façade</i>	<p>DS advised that BCL had taken on board the comments in the Early Warning issued by the NHS team. The model was being amended in line with NHS comments. The model still worked on the premise issued. There were opportunities becoming apparent i.e. potential to use opaque panels and BCL were liaising with Building Control.</p> <p>DS suggested that Scotland used different 'U' values for England i.e. opaque panel was counted as walling. DH reported that the modelling should be undertaken on a notional building and not elementally. DS advised that he believed that elementally the target could still be achieved. DH advised that SL has requested a copy of the model. DP advised that it had been agreed that a schedule of meetings would be arranged to co-inside with the dates when the various iterations would be available. The complete IES model would not be available until later next year. AS suggested that the IES model should be discussed at the LCT/Adult Façade meeting scheduled to take place with SL on the 18th January 2011. DP agreed to liaise with SL and set the agenda for the meeting on the 18th January 2011 to include the model as an item on the agenda which also included Façade, Ventilation and Heating.</p>		
	<i>Substation</i>	<p>AK advised that there had been some issues with these works i.e. a machine had broken down and the weather was causing difficulty with the concrete (going off). AK had met with Dunne's to remind them of the key dates which needed to be achieved. The completion of the piling works would now be later than previously programmed. AK enquired if there were any issues working around the HV and AK advised that the pilemat had been installed and everything marked up. DP advised that the HV move had been programmed to happen at the same time as letting Scottish Power on-site and constructing the lay-by. The kit from Scottish Power had been ordered and no delay had been notified by Scottish Power.</p>		

Item No	Item	Discussion/Information	Action	Page 140	Action by Whom
2.	Matters Arising (cont'd)				
	<i>Energisation of sub-station</i>	DP advised that the energisation of the sub-station needed to be driven through the PMG and sub-groups set-up to progress specific items. The main focus			

3.	Monthly Progress Report	<p>PM summarised progress to date as:</p> <p><u>FBC</u> – works to finalise the FBC for submission to NHS Board and CIG had concluded;</p> <p><u>Stage 2</u> – design development process concluded;</p> <p><u>Appendix K</u> – work in progress. May be another few weeks to conclude;</p> <p><u>Stage 1</u> – works generally on programme;</p> <p><u>Procurement and Construction programmes</u> – reviewed monthly and on programme;</p> <p><u>Reviewable Design Date (Labs)</u> – on-going;</p> <p><u>Planning Approval</u> – obtained Planning approval for new hospitals after GCC Planners reviewed MSC2 application. The approval was with conditions which are mainly in relation to aspects requiring further detailed design development. NM advised that a schedule and dates had been identified to close out some of the conditions;</p> <p><u>Building Control</u> – the Labs Stage 3 warrant application has been submitted. The Labs stage 2 warrant certificate has been obtained. The stage 1 and 2 warrants for the Energy Centre have been submitted which locks the energy centre into previous legislation;</p> <p><u>Labs Fire Issues</u> – the issues raised re basement had been closed out;</p> <p><u>Adult & Children's Hospitals Fire Issues</u> – there was still work to be done to close out issues. A recent meeting had taken place with WSP at which the Board's Fire Officer was advised on compartmentation plans. The Board would need to identify how/who would prepare the management plan;</p> <p><u>Labs Construction Progress</u> – DB advised that 50 % of the suspended slab had been poured and works were on target to complete the frame at beginning of January 2010. It was anticipated that fit-out would commence 8th November 2010;</p> <p><u>Demolition works</u> – phase 1 was complete and phase 2 was progressing well. Discussions were on-going re accelerating the programme. Breaking out the foundations had been harder than anticipated and was an unknown for the remaining buildings. It was suggested that there had been a couple of complaints made from neighbouring properties. PS advised that surveys had been carried out to residential properties next to the site and vibration monitors had been installed. MMc was liaising with AK re complaints;</p> <p><u>PMI's</u> – continuing to be dealt with through Labs Design meetings. A further potential value engineering item had been identified. The Board were awaiting feedback from Wallace Whittle to progress;</p> <p><u>Design Process</u> – the 1:50 user group meetings were complete. The area schedules were being reviewed.</p> <p><u>Wind Study</u> – confirmed that the report had been submitted to GCC Planners. The outcome of the wind study had minor implications for the landscaping plans;</p> <p><u>AGV's</u> – the sub-base prototype had been reviewed by the Board team. The sub-base required to have a lip added to the front so that the cart did not roll back off the sub-base. GW advised that a meeting was being held with Swisslog the following week. AS advised that there were implications for moving and handling which the Board would need to resolve. AS enquired if the lifts were appropriately sized in height to take the sub-bases with the carts and it was confirmed that the lifts had been designed around a clearance of 21.50m.</p> <p><u>EFTE Roof</u> – PM advised that the Board has some concerns about the EFTE roof and that they wished to visit various reference sites and to understand smoke evacuation. DP advised that DS has been</p>		
4.				

Item No	Item	Discussion/Information	Action	Action by Whom
Item No	Item	Discussion/Information	Action	Action by Whom
12.	AOCB			
	Date and Time of Next Meeting			

ACTION NOTE

Present:
David Bower (DB)
Mike Sharples (MS)
Apologies:

Alan Keeley (AK)
Douglas Ross (DR)
Paul Serkis (PS)
David Hall (DH)

Alan Seabourne (AS)
Grant Wallace (GW)
Peter Moir (PM)
Liane McGrath (LM)

Darren Pike (DP)
Mark Baird (MB)
Ross Ballingall (RB)

Darren Smith (DS)
Mark McAllister (MMc)
Shiona Frew (Notes)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action note from previous meeting	Accepted as an accurate record subject to the following amendment as clarification: AS advised that a meeting <i>between the NHS and BCL</i> reps to discuss the Fire Management Strategy had been arranged for later that day.	-	-
2.	Matters Arising <i>PMG – Terms of Reference</i>	AS advised that the revised terms of reference for the PMG had been jointly agreed by BCL and the NHS and this was the first meeting of the new group.	-	-
	<i>Appendix X</i>	DP advised that meetings to discuss BMS and Low Carbon would be arranged with Ian Powrie in February 2011. DR advised that Appendix X was work in progress.	-	-
	<i>Labs BREEAM</i>	AS enquired about the BREEAM credits gained through the Considerate Constructor scheme. AK advised that he had met with WSP who had advised that BCL can gain 3 credits for obtaining a visit score of 36 and above. The score achieved from the last visit was 35½ and a score of 36 was anticipated to be achieved from the next visit. DP suggested that the BREEAM points in relation to the Considerate Constructor had already been banked.	-	-
		DP advised that BCL had agreed and signed off all actions outstanding from the Ecoteric list. The emphasis was now on ensuring that BCL drive through what has been agreed.	-	-
		DP reported that the Hospitals BREEAM was currently scoring 67/67½ credits and that securing another 3 credits to achieve Excellent status would be very difficult. DR stressed that development of Labs Stage D to Stage E had been commenced on the basis that BREEAM Excellent needed to be achieved.	BREEAM Excellent to be achieved	DP
	<i>Adult and Children's Hospital Facade</i>	AS reported that this item would be discussed at the meeting with Susan Logan scheduled to take place on 19 th January 2011.	-	-
	<i>Sub-station</i>	AK advised that works to the sub-station had been affected by the adverse weather conditions. He suggested that the piling works would be completed on 24 th January 2011. He had liaised with Dunne's re accelerating their works programme in order to achieve the target completion date.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
2. cont	<i>Energisation of sub-station</i>	AS reported that he had met with BCL and the Board's appointed person to commence discussions re energisation of the sub-station.	-	-
	<i>Mock-ups</i>	AS reported that the decision re horizontal or vertical trunking for the New Children's Hospital had been taken and he confirmed that horizontal trunking had been agreed.	Progress horizontal trunking in NCH	AS
	<i>Acoustic Testing</i>	AS enquired whether the acoustic report had been issued to the NHS Team. DS agreed to issue the report as soon as he had reviewed and marked-up the report with comments/proposals.	Issue acoustic report to NHS Team	DS
	<i>Opportunities List</i>	AS advised that a meeting had taken place with BCL to agree the status of the majority of VE items i.e. whether VE or scope change. A further meeting to discuss and agree the remaining items would be arranged.	Arrange VE/Opportunities Register meeting	DR
	<i>Labs Value Engineering</i>	AS advised that the NHS team had considered a number of outstanding VE items i.e. a) agreed with BCL on way forward re chillers and a meeting had been scheduled on 14 th January 2011, b) awaiting costs from BCL on hose system, c) meeting arranged with Scottish Water to discuss hot water issue and d) costs were awaited from BCL re safety cabinet/fume cupboard.	-	-
3.	Planning – Progress Update	DS advised that there had been 2 outstanding actions reported at the previous meeting and that 1 action had since been closed out. The remaining action was in relation to "what is being done with the top soil" and would be closed out in due course.	-	-
	<i>Ground Contamination</i>	AS advised that this would be discussed at the end of the meeting as URS would be in attendance to discuss the WSP ground investigation findings. DS requested a copy of the URS response to the WSP report. DR reported that BCL had been provided a copy via Aconex however he would check and provide a copy if necessary. DS reported that the further testing/monitoring had identified issues re aquifer and gas monitoring.	URS response to be provided to DS	DH
4.	Existing Hospital Site Works Progress	<u>VIE</u> – BCL were investigating that access at the revised location is adequate. BCL were awaiting written confirmation that access is adequate. AS reported that he had identified the Board's Appointed Person. A meeting of the NHS team with BCL and Air Products to detail and agree the scope of works should be arranged. AS reported that he was liaising with Steve Soper re Air Products quote. It was noted that these works had an 8 week lead in time. <u>Gas</u> – The Board would be dealing with the diversion of gas. AS advised that BCL had been requested to mark out and AK confirmed that the mark out had been carried out earlier that day. <u>Surgical Sub-station</u> – AS advised that the Board had identified that the July holiday fortnight should be used for the sub-station move. AS agreed to confirm the exact July dates. DP advised that BCL and FES had jointly prepared a scope of works. AS requested that a meeting between NHS, BCL and FES be organised.	Meeting to be arranged with BCL, NHS and Air Products - Meeting to be arranged with BCL, NHS and FES	SF - DP/SF

Item No	Item	Discussion/Information	Action	Action by Whom
4. cont	Existing Hospital Site Works Progress (cont'd)	<p><u>Oil Tanks</u> – AK advised that HMc was progressing the oil tanks relocation works.</p> <p><u>Culvert Diversion</u> – AK advised that BCL had identified a solution to overcome the interface issue with Car Park 1a on the basis that Barr did not move their hoardings. WSP were investigating potential solutions to relocate a man-hole from the pavement. A meeting had been scheduled on 20th January 2011 and an NHS Estates rep should attend this meeting. A meeting of AS, PM, HM & AK to discuss the services found should be arranged.</p> <p><i>Backfilling works</i> AK reported that the backfilling works to the admin building had taken place. The backfilling works to the catering block would be commenced once the pilemat level is known.</p>	<p>-</p> <p>Arrange meeting re services found</p> <p>-</p>	<p>-</p> <p>SF</p> <p>-</p>
5.	<i>Building Control – Progress Update</i>	<p>DS reported that Buro Happold (BH) would be preparing the Fire Management Strategy for the Labs and Hospitals. DR advised that he would discuss the fee for these works with AS & PM. DS reported that BCL were currently reviewing the BH comments.</p> <p>DS reported that he had enquired whether the inclusion of doors/compartimentation necessitated proposals being re-submitted to Building Control and he had been informed that resubmission would not be required. He reported that the BCL scheme met fire compliance therefore if the Board requested the additional set of doors that this would be an additional cost.</p> <p>DS advised that the Fire Safety Warrant for the Energy Centre was awaited.</p> <p>AS enquired whether clarification re adult atria/EFTE had been received i.e. treated as a courtyard or atria. DS advised that the seasonal holidays had prevented him organising a meeting however he would arrange asap.</p>	<p>-</p> <p>-</p> <p>-</p> <p>Provide update at next meeting</p>	<p>-</p> <p>-</p> <p>-</p> <p>DS</p>
6.	Community Benefits	<p>PS advised that BCL were progressing the proposals for the training and recruitment centre now that the Instruction to Proceed had been obtained. The training centre would also be used for SME workshops. BCL were preparing proposals for the opening of the centre at the end of March/beginning April 2011.</p> <p>AS advised that the Topping Out Ceremony for the Labs Facility had been agreed as 8th February 2011.</p> <p>PS advised that the project portal had recently been used to advertise the next tranche of tenders, i.e. blockwork, brickwork, windows. The tender information is now shown as a specific link on the portal.</p> <p>MMc advised that discussions are ongoing with GCC re utilising their Commonwealth Games portal. It was anticipated that the GCC portal would be ready for use by BCL at end April 2011. In the interim GCC had agreed to email out tender packages to those listed on their database. Caron Dunlop (CD) and Eric Napier (EN) were identifying the next packages in order to give GCC an early indication of these.</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p>

Item No	Item	Discussion/Information	Action	Action by Whom
6. cont	Community Benefits (cont'd)	<p>MM reported that he was trying to obtain workforce plans from the BCL sub-contractors. The BCL portal had 1800 people registered for work and that he was aware that a few sub-contractors had been recruiting out-with the agreed protocol. PS advised that BCL had re-emphasised to all sub-contractors that they must follow the recruitment protocol. Currently 11% new entrants was being achieved and BCL were continuing to push recruitment protocols with contractors. MM advised that CD and EN were reviewing documentation to ensure it is more robust. PS advised that BCL were ensuring that all companies were/had been responded to. PS reported that BCL were liaising with Govan High School with a view to initiating an Independent Learning Project. Discussions with the Head Teacher were ongoing. BCL would proposing to mentor students through the project. AS advised that he would check out the regulations surrounding working with children.</p> <p>AS advised that at a recent Performance Review Group meeting the chair had commented that the Community Benefits process was going well and it was important to continue the good work in this area.</p> <p>MM reported that as part of Neighbourhood Liaison a residents meeting would need to be instigated. AK advised that a newsletter had been prepared for issue to the local residents. AK agreed to provide AS with a copy of the newsletter prior to issue.</p>	<p>Workforce plans required for MM</p> <p>AS to investigate regulations re working with children</p> <p>-</p> <p>Provide newsletter to AS prior to issue.</p>	<p>PS</p> <p>AS</p> <p>-</p> <p>AS</p>
7.	Labs Construction Progress	<p>DB advised that progress was as follows:</p> <ul style="list-style-type: none"> • Framing – complete to floor level. Completing the upstands; • Cores – complete except for capping slab to Cores 1 and 5; • Structural steel – complete in areas 1 and 2; • Fit out - complete in areas 1 and 2 (level 1); • External walling to west elevation – complete at levels 1,2 and 3; • Roofing – severely affected by the adverse weather however decking complete in areas 1, 2 and 3; • Pod area – progressing priority partitions in all areas; <p>PM advised that the Project Supervisors had submitted a number of notifications which were being progressed by BCL. AK confirmed that BCL were actioning and closing out the notifications. PM reported that he was conscious that BCL were awaiting decisions on a few VE items and confirmed that these were being progressed. PM requested BCL provide information re waterproofing layer for roof in order that a PMI could be issued.</p> <p>DB advised that the following packages were being commenced:</p> <ul style="list-style-type: none"> • Piling mat and piling to Energy Centre • Unitised cladding to Labs • Blockwork <p>DB advised that an EWN had been raised re inclement weather affecting roof and steel works.</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p>

Item No	Item	Discussion/Information	Action	Action by Whom
8.	Energisation of Sub-station	AS advised that meetings with Board reps would need to take place as the process progresses.	-	-
9.	Design Process – 1 to 50 programme	DR advised that the 1 to 50 programme had been jointly agreed between NHS and BCL. The first batch of information had been provided to the Board team late which had delayed the Board's Pre-UGM session. DR emphasised the criticality that the Board team receive information as agreed. DS advised that he had liaised with Nightingales re room elevations and Nightingales are trying to identify areas where assistance could be provided. DS stressed that BCL did not expect to be providing the room elevations at this time and it was important that the agreed programme be maintained. AS stressed that the NHS Team were advising that it was agreed to provide the room elevations at this time. AS reported that the NHS Team may now need to have further user group meetings to obtain room elevation sign-off. He suggested that the NHS team and BCL needed to work together and reach a point where sign-off can be achieved. RB suggested that it was not necessary to have every elevation signed off by user group as BCL would only need enough information to allow construction of the hospitals. In previous projects elevations had been used to solve sign-off of difficult areas. PM reported that his experience of other NHS Projects, both as the project architect and the NHS Project Manager, was that room layouts can be difficult for people to understand and the room layout has always been accompanied with the room elevation when seeking sign-off as this allowed users to understand and sign-off appropriately. RB advised that it was not possible to provide all the room elevations at this time and therefore the programme should be analysed to identify what information is sacrosanct and what information doesn't need required for June. AS reported that the NHS team needed to understand what was being provided. DS reported that he should have the Nightingale list of room elevations for later that day. AS suggested that this issue needed to be resolved and should not drag on into the programme. RB advised that BCL would need to review the timescales. AS reported that BCL and NHS needed to agree what was being provided/received. RB advised that BCL would review the programme in order to identify structural info requirements, holes through floors, etc. AS and DS agreed to discuss this issue further once the Nightingales list had been received.	DS to provide Nightingale 1:50 elevation list to AS. Meeting to agree what NHS expects and what Nightingales can provide.	DS/AS
10.	FM Management Strategy	DS reported he had requested this item be added to the agenda in order that BCL could be provided with updates from the NHS Team on progress. The strategy needed to be progressed i.e. BCL needed to understand the service yard specifically control of, barrier, security and AGV's. AS agreed to progress this issue with the NHS Team. AS requested a meeting with LM and KC.	Arrange meeting with KC and LM	SF
11.	Fire Strategy	AS advised that it would be useful for WSP to provide the NHS Team with a run through of all the Fire Strategy elements i.e. Fire Extinguishers, Auto detection, etc. He enquired whether it was still proposed to prepare a cardboard mock-up of a touchdown space demonstrating the fire extinguisher storage. PM advised that the warrant for the Labs Facility had been awarded. DS enquired whether the 'Cause and Effect' matrix had been reviewed by Gibby Donnelly. PM reported that the matrix had not formally been received by the NHS team. DS agreed to check and provide as necessary.	Organise meeting to discuss all aspects of Fire Strategy - Provide 'Cause and Effect' matrix to NHS	DS/SF DS

Item No	Item	Discussion/Information	Action	Action by Whom
12.	AOCB			
	<i>Team Building</i>	MM advised that: <ul style="list-style-type: none"> a 7 a-side football match had been arranged for end January 2011 should anyone be interested in participating; Yorkhill Children's Foundation were looking for football teams to participate in a fundraiser they were organising should anyone be interested in participating; A trip has been organised to Glencoe on Saturday 8th May 2011 – please let MM know if you wish to attend Curling Competition – has been arranged for 17th Feb 2011 should anyone wish to participate. 	Liaise with MM re football matches or Glencoe trip	ALL
	<i>FM Strategy/Succession Planning</i>	AS advised that a) the NHS Team would join the BCL team to obtain background knowledge in preparation for the Labs Facility opening and b) the Board were very keen that the apprenticeships proposal was progressed however there was no current NHS funding for posts. PS suggested that at this stage BCL wished to obtain agreement in principle that the NHS would employ apprentices at end of their apprenticeship. MM was requested to liaise with HR re NHS employing apprentices and MM advised that he was currently liaising with Sarah Lesley.	Liaise with HR re employment of apprentices at end of apprenticeships	MM
14.	<i>Date and Time of Next Meeting</i>			
	Tuesday 1 st February 2011 at 1.30pm in the Boardroom, Top Floor, Site Offices.			ALL

ACTION NOTE

Present:

David Bower (DB)

Peter Moir (PM)

Apologies:

Alan Keeley (AK)

Douglas Ross (DR)

Ross Ballingall (RB)

David Hall (DH)

Alan Seabourne (AS)

Mark Baird (MB)

Shiona Frew (Notes)

Grant Wallace (GW)

Darren Pike (DP)

Mike Sharples (MS)

Liane McGrath (LM)

Darren Smith (DS)

Paul Serkis (PS)

Mark McAllister (MMc)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action note from previous meeting	Accepted as an accurate record.	-	-
2.	Matters Arising	AS advised that Tim Bicknell had enquired at the Steering Group meeting whether anything was outstanding to conclude the Instruction to Proceed. MB intimated that there remained 1 minor issue to be concluded. The Instruction to Proceed would be burned onto disc asap.	Instruction to Proceed to be concluded and burned onto disc.	MB
	Sub-station	AK advised that the piling works for the sub-station had been completed. Dunne's had now commenced their works however it would be difficult to make back all the time that had been lost. DB would be reviewing the programme to identify if the works could be accelerated. AS enquired if the delay had any implications. DP advised it had implications for the power on to the Labs to allow commissioning and it was now planned to focus on getting one feed operational and realigning the Scottish Power programme. AS requested that he be kept updated on progress/issues.	Update AS on any developments	DP
	Energisation of Substation	AS advised that further meetings would be set-up.	Future meetings to be arranged	AS
	Labs Value Engineering	AS advised that the NHS team were still awaiting the chillers final proposal.	BCL to provide chillers final proposal	DP
		AS reported that he had met with DP and WW to discuss the hot water issue in relation to Scottish Water By-laws in advance of the meeting scheduled with Scottish Water. The meeting with Scottish Water had subsequently been cancelled as it had been confirmed that WW had not taken cognisance of Scottish Water By-Laws in their initial design. He had written a letter to WW raising concern over the omission from their initial drawings. AS was awaiting queries from MS.	Queries awaited by AS	MS
	Labs BREEAM	AS reported that SL had issued a positive response re Labs BREEAM. There appeared to be 2 miniscule pieces of information awaited by SL. SL had agreed to provide an Interim Certificate of Excellent for the Labs Facility. AS would liaise with Graeme Thomson and provide feedback re outstanding information.	AS to liaise with GT and provide feedback to BCL	AS

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising (cont)			
	<i>Adult and Children's Facade</i>	AS reported that the facade had been discussed at the Low Carbon Tracker meeting. Subsequently, SL had attended ZBP offices to obtain a demonstration of the model and she had issued a report via aconex. DS advised that ZBP had been requested to respond to the report issued by SL. BCL would be appointing a new consultant (from Building Sciences) to provide advice on the curtain walling.	-	-
		DP advised that he had met with ZBP to discuss presenting the model in Scotland. ZBP advised that the modelling information could not be manipulated off-site however they could provide "frozen in time information" which could be available w/c 31 st January 2011. DP agreed to confirm what information could be viewed off-site in order to ascertain whether a visit to London would be of value.	DP to confirm to NHS what can be presented in Scotland.	DP
	<i>Acoustic Testing</i>	DS advised that he had received the Acoustic Report. He had requested ball park figures to attach to the options available and would present to the NHS Team once available. He anticipated that the information should be available early w/c 31 st January 2011. PS reported that the Astins element of discussions needed to be run alongside the acoustic discussions.	DS to provide Acoustic report to NHS	DS
	<i>Opportunities Register</i>	DR reported that a consolidated list had been agreed and he was liaising with DMF to obtain costs. The omission of the turbines had also been listed in the VE/Opportunities list even though not actually VE. DP advised that to remove the turbines would require the ER's to be written. DS suggested that it would be worthwhile discussing renewables with SL to ascertain options. The reason for the removal of the turbines had been due to the turbine manufacturer downgrading the data re renewable energy which would mean that double the amount of turbines would now be needed to achieve that previously indicated. RB suggested that Chris Lovejoy may be able to assist. AS advised that the NHS would prefer to have more energy meters installed.	DP/DS to discuss renewables with SL	DP/DS
		DR reported that the NHS still had a number of decisions to make to close out some of the VE items.	Meeting to be organised to agree VE items	DR
3.	Planning – Progress Update			
	<i>Ground Investigation</i>	<u>Gas</u> DS advised that WSP had taken additional readings and the interim results were favourable. On this basis he was optimistic that the results from the gas clam (still to be fitted) would also be favourable. A final report should be available by 11 th March 2011. The results would advise on the need for a basement liner.	-	-
		<u>Water</u> DS advised that samples had been taken and the results were awaited. He enquired if a PMI had been issued for these works and it was confirmed that a PMI had been issued. AS enquired if GCC Planners would accept the results and DS advised that WSP would liaise with the GCC Planners on this issue.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
3.	Planning - Progress Update (cont)	<p><u>Planning</u> DS advised that he had received a draft approval for MSC3. He has requested Jim Miller to obtain the signed approval.</p> <p><u>Pre-start Conditions</u> DS suggested that there may be 1 outstanding pre-start condition remaining and he was investigating this as it may be a paperwork issue to conclude.</p> <p>AS requested the gas and water monitoring information as soon as possible.</p>	- - -	- - -
4.	Existing Hospital Site Works Progress	<p><u>VIE</u> AS advised of the plan for relocating the VIE. BCL were preparing a programme of the works. DS enquired whether the plan had any impact on the permanent works and whether there were any planning issues. AS confirmed that there were planning issues for the permanent plan but no issues for the temporary plan. AK reported that HMc had since suggested that the VIE may need to move by 1m so that it did not block and window and that he would liaise further with HMc.</p> <p><u>Oil Tank</u> AK advised that he would further investigate the potential oil tank siting. He was concerned about the start date in relation to installing the cabins and undertaking the Jenny's Burn diversion. HMc had asked for a site compound for the oil tank works therefore to ensure no impact on the BCL works it may be necessary to change the siting plan at this time. It was agreed that AK, AS and HMc should meet after the PMG meeting.</p> <p><u>Surgical Sub-station</u> AS advised that a meeting to discuss the surgical sub-station had been arranged for later that day.</p> <p><u>Culvert Diversion</u> AK advised that the Linthouse Burn diversion works had commenced however a solution to block off either ends of the burn was needed as Heras fencing could not be used. It was anticipated that works would be completed by week commencing 14th February 2011.</p> <p><u>Car Park 1a Interface</u> AK advised that it had been agreed that Barr would not move their hoarding. There may be an issue re unloading and this was being investigated.</p> <p><u>Temporary Car Park</u> AK advised that the temporary car park had been formed and white lined.</p>	<p>AK to meet with HMc</p> <p>AK, AS and HMc to meet after PMG</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p>	<p>AK/HMc</p> <p>AK/AS/HMc</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p>

Item No	Item	Discussion/Information	Action	Action by Whom
4.	Existing Hospital Site Works Progress (cont'd)	<p><u>Backfilling</u> AK advised that the backfilling works to the admin block had been completed. The kitchen area had not been backfilled as this level would be reduced for the pilemat being installed in the next few weeks.</p> <p><u>Sub-station</u> AK advised that Dunne's had commenced work. The piling works for the Energy Centre had commenced and it was hoped these works could be accelerated. The work to the foundations was progressing well.</p>	- -	- -
5.	Building Control – Progress Update			
	<i>A&C - General</i>	DS advised that 2 further applications had been made for Adult and Children's Hospitals warrants i.e. external drainage and drainage to energy centre. He reported that Building Control may be requesting their fee before the end of March 2011. He had reminded the Building Control Officer of the fees conversation which had taken place in October 2010. AS reported that the NHS did not have the £600k as part of the 2010 cashflow. PS agreed to check when the fees were scheduled into the BCL cashflow.	BCL to check cashflow re Building control fees	PS
	<i>Labs Fire Compliance</i>	It was noted that a number of Early Warnings had been raised re Fire Issues and BCL were looking to close the issues out with Building Control.	-	-
6.	Community Benefits	PS advised that Community Benefits was progressing well. The newsletter to local residents had been distributed. BCL were proposing to have future newsletters hand delivered.	-	-
7.	Labs Construction Progress	<p>DB advised that:</p> <ul style="list-style-type: none"> the design procurement issues in relation to the envelope and roof had been overcome and it was hoped to commence these works the following week; unitised cladding – expected to start 14th February 2011; the tables were being removed; progress overall – lost approximately 4 days. Looking to realign the fit-out programme and potential to have more overlap of sub-contractors at fit out stage <p>AK advised that 1 crane had been taken down that weekend and a 2nd tower crane (TC2) would be taken down week ending 13th February 2011.</p> <p>AS requested a backstop date for the demolition of biochemistry. DP advised that he had met with Lorraine Peebles and further meetings would be set-up to work through their commissioning/decant programme. Consideration was being given to the demolition period.</p>	- - -	- - -

Item No	Item	Discussion/Information	Action	Action by Whom
8.	Design Process	AS advised that BCL, C&B and NHS had met to discuss the 1:50 process. DH would provide the finalised elevation list later that day. DR reported that he thought there were approximately 100 elevations to move across into the stage 1 and stage 2 list.	To be concluded asap	AS/DH/MS/DS
9.	FM Strategy	DS advised that KC had started preparing the document and MA was pulling together comments. Further agreement was required re waste management strategy as there was potential to remove area from the basement. AS reported that the NHS team were awaiting the 2012 Labs Plan from BCL. DS advised that BCL had considered an alternative compliant option and needed a decision from the NHS in order to progress. PM advised that KC had reviewed the food waste proposal and enquired whether the unit could be replicated in a different size. DP advised that BCL were progressing this enquiry.	BCL to provide comments to NHS BCL to provide the 2012 Labs Plan DP to provide feedback to KC re food waste containers	DS/MA DS/MA DP
10.	Fire Strategy	DS advised that a meeting had been arranged with Buro Happold and WSP on 14 th February 2011 to discuss the WSP report and Buro Happold responses. WSP had subsequently reviewed the Buro comments and provided responses to these. He was reviewing all the comments and would provide to the NHS asap.	DS to provide Fire Strategy comments to NHS team	DS
11.	AOCB			
	<i>Office Accommodation</i>	PM requested indicative dates for the new cabins. AK advised that it was proposed to strip back the area which needs parted on 10 th and 11 th February 2011. AK advised that the cabin will not be open to the environment and the cabins would be screened off to allow for the fit-out works in the new area. FW should be able to relocate into her desk area on 14 th February 2011. The fit out of the cabins should be completed by w/c 21 st February 2011.	-	-
	<i>New Starts</i>	It was noted that BCL had a number of new members to their team.	-	-
	<i>Scottish Water Land</i>	PM advised that the tenders were due to be returned on 4 th February 2011 and the works would be commenced as soon as possible thereafter. AK was requested to provide a backstop date for the erection of the permanent fencing and when BCL needed the land.	-	-
	<i>Trade Unions</i>	RB advised that BCL were close to signing an agreement with UCAAT. The agreement had been amended to state that only UCAAT would be recognised on this site.	-	-
12.	<i>Date and Time of Next Meeting</i>			
	Tuesday 15 th February 2011 at 1.30pm in the Boardroom, Top Floor, Site Offices.			ALL

Present:

Alan Keeley (AK)

David Hall (DH)

Peter Moir (PM)

Paul Serkis (PS)

Alan Seabourne (AS)

Douglas Ross (DR)

Shiona Frew (Notes)

Ross Ballingall (RB)

Darren Pike (DP)

Grant Wallace (GW)

Liane McGrath (LM)

Darren Smith (DS)

Mark McAllister (MMc)

Mark Baird (MB)

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Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising (cont)			
	<i>Labs Value Engineering (cont'd)</i> <i>Scottish Water By-Law</i>	AS advised that he had written to Wallace Whittle (WW) re the design of the hot water system not meeting Scottish Water By-laws. WW had responded to this letter and AS had subsequently written to BCL. DP advised that he has received his letter and would respond in due course.	Response to be provided to AS correspondence	DP
	<i>Labs BREEAM</i>	AS reported that he was looking for Susan Logan (SL) to provide an Excellent Interim Certificate. The publication of building information had been completed and the ACDP Statement had been provided however he suggested that the statement may not be succinct enough. DP reported that the ACDP was a statement and the consultants would only confirm that they have taken cognisance of the guidance however they had not fundamentally followed the guidance. DP thought there was potential for WW to amend the statement wording. AS advised that he would liaise with SL re obtaining the Interim Certificate. Further, he was dealing with the outstanding acoustics issue.	AS to liaise with SL re Interim Certificate	AS
		AS enquired whether a statement was still required to close out the MAN3 action. DP agreed to provide the statement asap.	Liaise with WW re ACDP statement	DP
	<i>Adult and Children's Facade</i>	AS reported that the NHS Team would be visiting London on 22 nd & 23 rd February to view the IES model at the WSP offices.	Provide MAN3 Statement	DP
	<i>Acoustic Testing</i>	AS advised that the NHS Team were still awaiting the Acoustics Report. DS reported that he had been identifying opportunities and requested a meeting to discuss the report. It was agreed that a separate session to discuss the report would be held after the PMG meeting.	-	-
	<i>Opportunities Register</i>	AS advised that the NHS Team were still awaiting the Acoustics Report. DS reported that he had been identifying opportunities and requested a meeting to discuss the report. It was agreed that a separate session to discuss the report would be held after the PMG meeting.	DS to provide Acoustic report to NHS. Report to be discussed after PMG	DS DS/AS/PM/ DH
		DP advised that the ERs re on-site generation target would need to be amended. There was potential to add further PV however the ERs target would still be unachievable. AS enquired if there were any regulatory impact. DP reported that there was no impact on Planning however he was unsure if there was any impact due to Internal Mandatory Guidance. He stressed that the site energy would in any case be 'green' energy i.e. produced at a wind-farm near East Kilbride. Utilising wind-farm energy was a recognised way to achieve the 'green' credentials. DH suggested that as long as the project achieves 20% CHP provision then renewable target achieved.	NHS to investigate internal mandatory guidance	PM
		AS stressed that a further Opportunities Register meeting needed to be scheduled. It was agreed that the Opportunities Register should be discussed at the next Commercial Group meeting. DR requested that BCL advise at next Early Warning meeting what actions are outstanding and by whom.	Opportunities Register to be discussed at next Commercial Group meeting (01/03/2011)	DR
	<i>Oil Tanks</i>	AK advised that he had liaised with Hugh McDerment (HMc) and the location for the relocated oil tanks had been agreed.	-	-
	<i>Cashflow</i>	DS reported that the issue re Building Control fees for the current year had been resolved however the cashflow for 2011/2012 needs to be reviewed as Building Control had intimated that they will be requesting payment of all the fees in full next year.	Cashflow to be reviewed.	GW/DR

Item No	Item	Discussion/Information	Action	Action by Whom
2.	<p><i>Matters Arising (cont)</i></p> <p><i>FM Strategy</i></p> <p><i>Food Waste System</i></p> <p><i>New Starts</i></p> <p><i>Scottish Water Land</i></p> <p><i>UCAAT</i></p> <p><i>Adult and Children's Façade</i></p>	<p>AS advised that KC was preparing the FM Strategy document.</p> <p>DP advised that he had discussed the Food Waste System with KC. A discussion re scope change/VE would need to be organised as the original Food Waste System only picked up 7 kitchens not 14 kitchens.</p> <p>It was noted that BCL had started a number of new people. AS suggested that it would be useful for the NHS team to be introduced with the senior manager new starts informally.</p> <p>AS advised there were no issues regarding the Scottish Water Land Transaction.</p> <p>MS advised that UCAAT would be present on the site from 11th April 2011. MM enquired whether Unite would also have a presence and MS confirmed that UCAAT will represent all the Trade Unions.</p> <p>DS advised that NHS and BCL team members would be visiting the WSP Offices, London on 22nd February 2011 to view the IES model. The scope of service for Building Sciences had been reviewed and returned back. BCL were looking at options to add insulation to the obscured glass area, associated costs and build-ability. The scope of service for Building Sciences was envisaged to be: a) interface issues, b) build-ability issues, c) testing and d) analysis of building to identify areas to be tested.</p> <p>PM enquired whether the IES model included a factor of safety, i.e. permeability not achieved. DS reported that the IES model is undertaken on a worst case scenario basis – designed to 5 as per ER's. AS enquired about the cost for the Building Sciences services and the cost was suggested to be circa £100k. DH requested that a breakdown of the cost be provided and those items which are required anyway be identified. It was perceived that these services should have been a part of the architecture fees. AS requested a copy of the Building Services scope of works. DH enquired whether Building Sciences would be providing design liability. DS reported that Building Sciences would not be providing design liability as this would be Nightingale and that Building Sciences would be working for BCL.</p>	<p>VE/Scope change discussion required</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>Building Service Scope of Service and associated costs to be provided to NHS Team</p>	<p>NHS/BCL</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>DS</p>
3.	Planning - Progress Update			
	<ul style="list-style-type: none"> Pre-start Conditions 	DS suggested that the Japanese Knotweed sign-off may be an outstanding condition as he didn't think that the GCC Planners had signed off this condition. PM reported that GCC Planners had been sent the necessary information to allow this condition to be signed off. DS suggested that it may be a paperwork issue and that he would request J Miller to check this out.	Liaise with Jim Miller re checking out Japanese knotweed condition	DS

Item No	Item	Discussion/Information	Action	Action by Whom
3.	Planning - Progress Update (cont)			
	<ul style="list-style-type: none"> Ground Conditions 	<p><u>Gas</u> DS advised that he had requested a high-level simplistic report and that this should be available later that day. WSP had reported results for the standard testing (sampling) and gas clam. The gas clam testing had significantly reduced monitoring time and thus far the results were favourable. If the results continue to be as favourable then the liner underneath the A&C Hospitals basement may not be required. The final monitoring results would be available in mid March 2011. Discussions with the GCC Planners were ongoing. DH suggested that the positive results should be emphasised in the report to GCC Planners. DS reported that the results would speak for themselves. DR stressed that should the GCC Planners insist on a liner underneath the A&C Hospitals basement this would put the Board in a difficult position.</p> <p><u>SAS Land</u> DS advised that further tests had been undertaken and GCC had been notified of the pocket of contamination. Nine areas had been sampled, 4 results were awaited however 1 pocket was of concern due to discovery of diesel particles. BCL had emphasised to GCC Planners that the SAS Land was a vehicle repair area.</p> <p><u>Water</u> DS advised that BCL had a plan indicating the 4 positions for the water monitoring. The results from 1 borehole had identified a high PH compound (fuel) and it was believed that the source was a local private unit external to the site and consideration was being given to sinking further monitoring along the boundary edge to prove that the contamination is coming onto the site. A 2nd test had been undertaken which showed a high Ph A sample which may have been due to cross contamination from drilling. DH enquired about the depth of the samples and this was unknown.</p> <p><u>Planning</u> DS advised there were no other planning issues to report.</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p>
4.	Existing Hospital Site Works Progress	<p><u>Culvert</u> AK advised that he had managed to get access to undertake the cross-over connection. The tarmac works should be commenced on 21st February 2011. He had received a request from Ronnie Clinton (RC) for white-lining onto the diversion road once car park in use and he proposed to liaise with WSP. He suggested it would be beneficial to undertake some traffic monitoring. AS suggested that once the car park was complete/white lined, etc, it would be useful to organise a site walk-round with some NHS reps to check the signage, etc.</p> <p>DH enquired whether RC was proposing to open the car park fully as he was concerned that the number of spaces on site would be increased which was not allowed due to an existing planning condition. AS advised that the car park would be opened fully however the number of spaces on site would not be increased and this car park would only be replacing spaces previously lost.</p>	<p>Organise site walk-round once car park complete</p> <p>-</p>	<p>AK</p> <p>-</p>

Item No	Item	Discussion/Information	Action	Action by Whom
4.	Existing Hospital Site Works Progress (cont)	<p><u>Diversion of Services</u> AK sought clarification on the process for dealing with the identification of further services. AS advised that HMc had been requested to have appropriate engineers on standby for being on site within an hour to terminate services as required and that once terminated BCL would excavate. It was agreed that AS, AK and HMc should meet to agree the process later that day. AS enquired how many services had been found and AK advised that currently there was uncertainty regarding 2 gas pipes. DR reported that the Leslie's compensation event was creating a cost pressure for the NHS Project Team. GW reported that he was in discussion with Leslie's to mitigate their claim and the Adein drawing was in the Leslie's contract however live existing services could not have been allowed for. AK reported that BCL had already changed the line of the new drive to keep clear of an existing service. AS enquired if the Leslie contract was appropriately resourced and AK confirmed that it was appropriately resourced. GW advised that Leslie's were claiming for a 2 week delay. AS suggested that their 2 week delay could not be solely attributed to locating services.</p> <p>AK reported that after installing the new drive there are a few spaces at Pharmacy which need to be moved. RC was reporting that the visitor spaces would be lost and therefore another 20 spaces would be required. AS advised that RC could not instruct BCL to carry out any works and RC should be asked to liaise with AS. PM stressed that consultation with Estates and FM colleagues had taken place at the beginning of January, their comments had been taken on board therefore they could not now make changes. PM enquired whether there was potential to find further services. AK advised that the Adein survey shows a lot of services of which some may be live and some not. Difficulty arises when they find a service in a duct and it is unknown whether this service is live or dead. It was agreed to further this discussion after the PMG meeting.</p> <p><u>VIE</u> AK advised that a gas pipe needed to be diverted and the slab put in before the VIE move could take place. He proposed to use the old waste transfer station for access. DP advised that he had a programme of works and that he would provide a copy of the programme to AS.</p> <p>Concern was raised that the NHS Team do not have sight of programmes and therefore do not have the opportunity to comment/provide information, monitor programme or ensure critical path items are progressed. AS stressed that it was important that the NHS team were made aware of any services which may impact on existing Hospital services.</p> <p>DH requested detailed programmes of works for stage 3 and peripheral works. AS advised that the NHS team receive presentations to agree principles, etc and a detailed programme should subsequently follow these presentations.</p> <p>DP advised that Air Products had requested a larger slab as they wanted to install a bigger cylinder because Air Products deemed the current cylinder to be undersized. This did not cause any issues for BCL however as the NHS pays rental charges on the cylinder this may therefore be an issue for the NHS. DP was requested to ask the Air Products rep to contact AS. AS requested that BCL are flexible regarding the VIE relocation works.</p>	<p>AS + AK to meet with HMc</p> <p>RC to be requested to liaise with AS re replacement pharmacy spaces.</p> <p>AK, AS and HMc to meet after PMG</p> <p>VIE Programme to be provided to AS</p> <p>-</p> <p>-</p> <p>Request Air Products Rep to liaise with AS</p>	<p>AS/AK/HMc</p> <p>AK</p> <p>AK/AS/HMc</p> <p>DP</p> <p>-</p> <p>-</p> <p>DP</p>

Item No	Item	Discussion/Information	Action	Action by Whom
4.	Existing Hospital Site Works Progress (cont)	<p><u>Surgical Sub-station</u> DB reported that following the presentation provided to the NHS Team the programme for the surgical sub-station works had been prepared specifically based on the information provided in the presentation. AS reported that the NHS Team had requested a meeting with FES to obtain assurance prior to undertaking the work. DP agreed to check this request and arrange a meeting as necessary.</p> <p><u>Oil Tanks</u> AK advised that the oil tank position had been amended in order to ensure that there were no interface issues for Luddons. Luddons were due to start on site on 7th March 2011. AK had attended the Luddons pre-start meeting.</p> <p><u>Car Park 1a Interface</u> AK advised that the roles and remits for the BCL and Barr works had been agreed. BCL had moved a drain off the footpath therefore pedestrians would be able to utilise the pavement area between the Barr hoardings and BCL barriers.</p> <p>AS enquired how many spaces had been lost. SF was requested to liaise with BCL to obtain this information. AS agreed to contact RC.</p> <p>AS raised concern about the materials being utilised by Leslie's specifically the racetrack astroturf matting as this was a) a helipad issue and b) a trip hazard. He had instructed HMc to organise for the matting to be flattened out and weighted down. AK advised that he would investigate these concerns. AK stressed that Leslie's had been made aware of the importance of ensuring that everything is secured down.</p>	<p>Check arrangements for FES Meeting</p> <p>-</p> <p>-</p> <p>Liaise with BCL re Car parking spaces lost</p> <p>Emphasise to Leslie's importance of ensuring material tied down</p>	<p>DP</p> <p>-</p> <p>-</p> <p>SF</p> <p>AK</p>
5.	Building Control – Progress Update <i>Fire Compliance</i>	<p>DS advised that there were no Building Control issues to report.</p> <p>DS advised that a meeting with Buro had taken place. The Fire proposals are progressing well. Further work is required in relation to the EFTE/Atrium roof. AS requested to be involved in the EFTE discussions with the GCC Planners.</p> <p>An additional meeting to further discuss the fire strategy had been arranged. This additional meeting would cover aspects such as a) principles of escape, b) sprinkler exclusions and c) fire extinguisher points. PM and DH requested pictures of the mock-up touch-down space and DS agreed to provide. AS enquired whether the mock-up touchdown base was being left open so that the fire extinguisher could be placed in. DH suggested that a half-fix should be added to the mock-up touchdown base so that the impact can be viewed as appropriate.</p>	<p>AS to attend Atrium/EFTE Roof discussions with GCC Planners</p> <p>Provide picture of touch-down base mock-up Consider fitting half-fit to mock-up touchdown base</p>	<p>DP</p> <p>DS</p> <p>DS</p>

Item No	Item	Discussion/Information	Action	Action by Whom
6.	Community Benefits	MM advised that the 10% new entrants target had been exceeded and current figures indicated that 14% new entrants had been achieved. Agreement with Glasgow City Council had been obtained in respect to BCL utilising their Glasgow Business Portal whereby BCL would become a buyer on the portal and thereafter Mercury would follow the same process as BCL. MM stressed that even though the target was currently being exceeded that it was important not to miss any viable opportunities and to re-emphasise the Partnership Agreement with all sub-contractors. MS reported that BCL would continue to reiterate the Partnership Agreement with its sub-contractors and that BCL were proposing to organise a workshop with its suppliers. MM was requested to liaise with AK should there be any issues.	- Liaise with AK if any Community Benefit issues	- MM
7.	Labs Construction Progress	DB advised that: <ul style="list-style-type: none"> • No further time had been lost and programme was being maintained; • The fit-out programme was being reviewed with sub-contractors; • The unitised cladding works had commenced and the panel installation would commence 21st February 2011; • Structural steelwork (main structure areas 5 & 6) to be commenced; • SFS External wall – approx 50% complete; • Window Frames had arrived on site – Perspex may be installed in the interim. PM enquired whether the glazing was a programme issue and DB advised that the frames could be made quicker than the windows; • Roof – BCL were investigating temporary solutions to seal the roof; • Piling complete for the sub-station. The pile caps and sub-station was work in progress; • Stage 3 Linthouse Burn – ongoing; • Site Accommodation Extension – ongoing; • Energy Centre – piling work commenced. Approximately 1/3 complete and anticipating works to be complete by 14th March 2011. 	- - -	- - -
8.	Programming	AS suggested that a discussion on programme look-ahead and look-back was required as he was investigating potential to reshape the NHS Project Team and it would be important for the NHS Project Team to have knowledge of the 6 week look-ahead and associated items needing to be progressed. DB agreed in future to identify key milestones for the NHS Project Team. MS enquired when the Construction Management Group meetings would commence and it was confirmed that these meetings would be scheduled out starting in March 2011. SF was requested to identify meeting dates.	Key milestones to be provided to NHS Team Identify meeting dates for Construction Management Group	DB SF

Item No	Item	Discussion/Information	Action	Action by Whom
9.	Design Process	<p>DH advised that currently in week 5 of the Pre User Group Meeting Process and the process was thus far working well and the drawings now being provided had a greater level of accuracy. The User Group meeting drawing flow would commence in March 2011. The revised equipment list was still awaited by the NHS Team. GW advised that he had received the revised equipment list the previous day, he had quickly reviewed the list and it would appear that there had been a reduction on some items however the equipment list did not have a look-up of the previous numbers to enable easy cross-checking. DH requested the equipment list and enquired when BCL would have the list ready for issue to the NHS Team so that it could be monitored as the baseline. GW agreed to provide the equipment list later that day.</p> <p>AS enquired whether the 1:50 process had been formally signed off. DH confirmed that formal sign-off was yet to be completed. AS stressed that sign-off should be concluded asap and no later than 18th February 2011. It was noted that the Architectural response from 14th March needed to be clarified.</p> <p>AS enquired about the comments received in relation to the staff base/lobby in wards. DH advised that issues had been resolved in sketch form for Renal (hardest area). The staff base/lobby in the general wards was still to be resolved. In addition clarification was required re doors opening inwards. DS advised that he did not think there would be an issue having double swing doors.</p>	<p>Provide equipment list</p> <p>To be concluded asap</p> <p>-</p>	<p>GW</p> <p>DH/DS</p> <p>-</p>
10.	FM Strategy	PM confirmed that he had received the interim Labs Access drawings and a meeting with FM reps had been arranged. KC was continuing to progress the FM Strategy.	-	-
11.	Fire Strategy	PM confirmed that PMI's would be issued to instruct BCL to proceed with the dry riser, doors and main reception proposal. A single compensation event would be raised to wrap up these items.	PMI to be provided to BCL	PM
12.	Technical Commissioning Schedule of Deliverables	<p>DH advised that consideration needs to be given to agreeing the process to handover the Labs i.e. witnessing, testing, etc. It was noted that BCL would be preparing a schedule in April 2011 for the Labs handover</p> <p>DH enquired about the process to take forward the outstanding Appendix K items as there were numerous M & E drawings. DP reported that BCL have interim internal design reviews scheduled and the drawings would thereafter be discussed with the NHS team. PM advised that liaison with Estates and Facilities would need to be arranged. MS advised that consideration needed to be given to the validation of autoclaves. DP reported that this item had been discussed at a meeting with Labs Commissioning Group Reps. DH advised that BCL should be aware that there would be a separate specific Technical Commissioning group.</p>	-	-

13.	AOCB			
	<i>RPA Schedule</i>	DS advised that BCL was awaiting the RPA schedule to progress design.	NHS to provide RPA schedule	SF
	<i>Assessment Queries</i>	GW enquired whether DR had sufficient information to undertake the payment assessment. DR confirmed that he had no further outstanding queries.	-	-
	<i>Scottish Gas</i>	DP advised that he would be seeking input from the NHS Team re Scottish Gas quote.	-	-
	<i>Scottish Water Land</i>	AK advised that he had been requested to provide a backstop date for when BCL needed the land to commence fence erection, etc, however, he requested a programme identifying when the NHS would get the land. He reported that tree works would be undertaken week commencing 21 st February 2011. The method statement for these works had been provided to HMc.	Provide SW Land handover date to AK	AS
14.	<i>Date and Time of Next Meeting</i>			
	Tuesday 1 st March 2011 at 1.30pm in the Boardroom, Top Floor, Site Offices.			ALL

ACTION NOTE

Present:
Grant Wallace (GW)

Alan Seabourne (AS)
Mike Sharples (MS)

Darren Smith (DS)
Paul Serkis (PS)

David Bower (DB)
Peter Moir (PM)

Douglas Ross (DR)
Shiona Frew (Notes)

Apologies:

Alan Keeley (AK)

Darren Pike (DP)

David Hall (DH)

Mark McAllister (MMc)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action note from previous meeting	Accepted as an accurate record subject to the following amendments: Instruction to Proceed:- DS reported that there were a few drawings and documents to be signed off by <i>the NHS Team and the BCL team</i> . Fire Compliance:- AS requested to be involved in the EFTE discussions with <i>Building Control reps</i> .	Amend Notes	SF
2.	Matters Arising	DS reported that the Appendix K tracker had been reviewed and updated. There were still a few documents and drawings to be signed off by the NHS Team and BCL Team.	Outstanding documents/drawings to be signed off	PM/DS
	<i>Instruction to Proceed</i>			
	<i>Labs Value Engineering</i>	AS enquired whether a PMI had been provided to BCL re Labs chillers and PM confirmed that a PMI had been issued.	-	-
	<i>Scottish Water By-Law</i>	AS advised that he had written to Wallace Whittle (WW) re the design of the hot water system not meeting Scottish Water By-laws. WW had responded to this letter and AS had subsequently written to BCL. A response from DP to AS was still awaited.	Response to be provided to AS correspondence	DP
	<i>FM Strategy</i>	AS advised that the NHS team had agreed with BCL about the completion of the Labs road system.	-	-
	<i>Food Waste</i>	AS advised that a discussion on the food waste system would be required. NHS were requesting a semi-automated system therefore not requiring as much pipework to install system. DP had previously indicated that the original Food Waste System only picked up 7 kitchens and not 14 kitchens as now requested and the NHS Team did not agree with this statement.	Arrange meeting	DP
	<i>Scottish Water Land</i>	DB reported that he had requested a back-stop date for when the NHS would have the SAS Land. AS advised that there were no issues with the SW land transaction however the Scottish Water land had a third party lease arrangement with Orange and Scottish Water were having difficulty contacting the Orange legal team to arrange for a variation to their current lease.	-	-
	<i>Planning Conditions</i>	DS advised that the Japanese Knotweed condition was yet to be signed off by the GCC Planners.	-	-
	<i>Ground Conditions</i>	AS reported that a meeting to discuss the ground conditions report would take place after the PMG meeting.	-	-

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Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising (cont) <i>Service Diversions/Culvert/VIE</i>	<p>DB provided the following update:</p> <p><u>Linthouse Burn</u> - the tarmac works for the temporary road would be commenced later that week. The temporary road was anticipated to be ready for opening on 10th March 2011. The existing blue light route would be closed and thereafter the drainage works would be commenced. AS requested that Ronnie Clinton be involved in the site walk-round being organised by AK. The diversion works were currently running 3 weeks behind programme as the tarmac works had now been delayed by 1 week. GW reported that the 3 weeks delay was due to a number of minor issues. He had met with Leslie's to discuss the Early Warning that Leslie's would be raising. He proposed to provide a wrap-up Early Warning to the NHS and would discuss the issues at the forthcoming Early Warning meeting.</p> <p><u>Car Park 1a</u> – it was confirmed that there were no issues to report in relation to the Car Park works. The NHS needed an indication of the BCL costs. GW reported that he had requested Paul McGuinness to split the work to be undertaken by BCL into packages to allow a costing exercise to be undertaken. AS enquired whether the principles had been agreed and this was confirmed.</p> <p><u>VIE</u> – AS confirmed that the VIE had been discussed at the earlier Commercial Group meeting. AS was preparing a detailed programme for the VIE works. The programme would be focused on 4 parts i.e. a) testing & checking valves, b) isolations and installing new valves and BCL installing the new base, c) the Air Products element and d) meeting with users. The VIE changeover works would commence 11th April 2011. It was confirmed that the NHS Team would pay for the actual Air Products move works as defined cost and that the ground works would be paid for/undertaken by BCL.</p> <p><u>Surgical Sub-station</u> – AS confirmed that the Surgical Sub-station had been discussed at the earlier Commercial Group. He reported that he did not want the surgical sub-station moved. DP and team were further reviewing plans to identify any alternative proposals to allow the sub-station not to be moved.</p> <p><u>Oil Tanks</u> – AS reported that the oil tanks move was work in progress.</p>	<p>Arrange site walk-round – invite Ronnie Clinton</p> <p>Wrap-up CE to be provided to NHS Team</p> <p>Costs to be provided to NHS team</p> <p>-</p> <p>Alternative proposals to be provided to NHS Team</p> <p>-</p> <p>Process to be signed off by BCL and NHS asap</p> <p>-</p> <p>Meeting between PM and KC</p> <p>-</p>	<p>AK</p> <p>GW</p> <p>GW</p> <p>-</p> <p>DP</p> <p>-</p> <p>DS/DH</p> <p>-</p> <p>PM</p> <p>-</p>
	<i>Design Process</i>	AS enquired whether the 1:50 design process had been agreed by BCL and the NHS Team. DS confirmed that the process had been agreed and that BCL had provided a revised programme and had indicated back-stop dates.		
	<i>Equipment</i>	GW advised that he had issued the revised equipment list.		
	<i>Labs Access</i>	PM advised that he would meet with Karen Connelly to finalise the security issues. He would formally notify BCL about removing the footpath. He would be visiting Cowlairs to look at the gates within the next week.		
	<i>Compensation Events</i>	PM reported that the dry risers, etc would be included in the wrap-up Compensation Event once the NHS Team had been advised by BCL of the Car Park costs		

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising (cont)			
	<i>Technical Commissioning</i>	AS acknowledged that BCL had confirmed that BCL would be preparing a schedule in April 2011 for the technical commissioning for Labs handover. He requested a session with BCL to gain an understanding of how the schedule would be built up, inputs, etc. MS agreed to arrange a meeting.	Arrange meeting	MS
	<i>Radiation Protection</i>	AS enquired whether BCL had received the outstanding RPA information and it was confirmed that the documents had been registered on aconex earlier that day.	-	-
	<i>Scottish Water Land</i>	DB confirmed that the BCL back-stop date was 8 th March 2011.	-	-
		AS enquired whether testing/sampling of the Scottish Water strip off land would be required. DS agreed to check the Planning Permission. DS suggested that there would only be an issue if during excavations contaminants were found. It was suggested that trial pits/CBR testing could be carried out. AS agreed to liaise with WSP.	Check planning permission	DS
		DS suggested that Scottish Water may have a legal responsibility to erect a fence around their site. DR suggested that as Scottish Water had a fence then it was the obligation of the NHS to provide the replacement fence. MS suggested that as a minimum the replacement fencing would need to be of a similar standard to that currently erected. AS agreed to check the missives.	Liaise with WSP	AS
	<i>Scottish Gas Quote</i>	SF was requested to arrange a meeting with DP to discuss the Scottish Gas quote.	Check missives	AS
	<i>Sub-station/Power onto Labs</i>	It was noted that the sub-station works had been delayed and that BCL were anticipating reprogramming the Scottish Power works.	Arrange meeting	SF
	<i>Energisation of sub-station</i>	It was advised that DP had understood that meetings to discuss the energisation of the sub-station were on-going however he had subsequently been informed that BCL were having difficulty arranging meetings with NHS AP reps.	-	-
	<i>Labs IT Active Equipment</i>	AS advised that the NHS IT Rep had been asked to bring forward the installation of the active IT equipment. AS reported that bringing forward that installation of the active IT equipment posed a procurement issue for the NHS Team. AS agreed to ascertain who had asked for the active IT equipment installation to be brought forward. MS raised concern about installing the active equipment too early i.e. damage issues.	Ascertain who requested early installation of active IT equipment	AS
	<i>Labs BREEAM</i>	AS reported that the interim certificate from Susan Logan was awaited. The NHS would inform BCL of decision re CAT 3 filtration in due course. PM agreed to liaise with SL to clarify why potentially 1 BREEAM credit would be lost. AS confirmed that the major focus for the NHS Team was Health & Safety therefore he was concerned that there was a conflict between Health & Safety and BREEAM.	Inform BCL re CAT 3 filtration	PM
			Liaise with SL re BREEAM credits	PM

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising (cont)			
	<i>A&C Facade</i>	DS advised that NHS Reps had visited the ZBP Offices to review the model and the calculations had subsequently been provided to SL. An updated report was expected later that week with an addendum to be provided the week after. Good progress was continuing to be achieved. Consideration was being given to different insulations options and their associated costs/value for money.	-	-
	<i>Acoustics</i>	DS confirmed there were no acoustics issues for the A&C Hospitals.		
	<i>Opportunities Register</i>	DR suggested that a meeting was required to agree actions before opportunities are missed i.e. retained estate boilers, diesel storage, dual distribution (removal from A&C non clinical areas, switchgear.	Meeting to be arranged	DR
		AS reported that he would be meeting with Alex McIntyre to discuss generators and requested BCL to provide a list of areas which needed dual distribution.	Provide list of areas requiring dual distribution	DP
		AS reported that the Board may not operate with the 1.5m litres of oil therefore there may be a scope change in relation to the Oil Tanks.	-	-
		DR reported that the opportunities register needed to be reviewed and relevant PMIs issued by the NHS Team to formalise agreements.	Review register and issue PMIs as necessary	PM
	<i>Pre-start Conditions</i>	DS reported that there were no issues for discussion.	-	-
	<i>Fire Compliance</i>	DS reported that a meeting to advise the NHS Team of the Fire proposals had taken place on 22 nd Feb 2011. Further meetings were being scheduled and work continued to be progressed. DS advised that he had been informed that Buro Happold would not be preparing the Fire Strategy document and he enquired when BCL would be able to have a draft document. AS reported that the document was being drafted however there were a number of outstanding decisions therefore could not be finalised until all the information was reaching finalisation i.e. evacuation, EFTE roofs, muster points, etc. DS suggested that the document should be drafted in tandem to the decisions being finalised. It was noted that the next meeting had been scheduled for 10 th March 2011. DS advised that he had received earlier that day a revised cause and effect matrix which had been updated to reflect the meeting. He was keen to ensure that the fire design develops in accordance with the programme. DR reported that DH was liaising with Buro Happold for their final report. AS reported that the Buro Happold report had to make clear that the BCL design is fully compliant with Fire Code, HTMs, etc. It was enquired when the call point positions would be received and DS confirmed that this information would be available later that day. DS reported that a comment was required re audibility.	-	-
3.	Commercial Group			
		DR advised that the early Warning meetings were working well. The cost plan had been received and the NHS would provide comments back to BCL. The Assessment Process was working well. A discussion re cash-flow carry over would be required after the next payment assessment.	Cashflow meeting to be arranged	DR

Item No	Item	Discussion/Information	Action	Action by Whom
4.	Hospitals and Labs Lead Design Group	DS advised that there were no issues to report.	-	-
	<i>Equipment</i>	It was noted that an Equipment Group meeting was being held on 7 th March 2011 however this Equipment Group did not cover Labs Equipment. MS requested a meeting with AS re equipment.	Meeting between AS and MS to be arranged	SF
	<i>IT Group</i>	It was noted that the IT Group meeting was due to take place.	-	-
	<i>Design and Healthy Environment</i>	PM advised that the NHS has an Arts Strategy. He had an understanding of the drawings which still needed to be signed off. There were circa 7/8 projects selected within the arts cost plan allocation. The next steps were to write up detailed briefs for each project and identify the allocation for the specific projects. MS suggested that early consideration should be given to anything being fixed to walls. PM advised that the NHS Team had learnt lessons from previous NHS Buildings.	-	-
5.	Retained Estate	AS advised that there were no issues to report.	-	-
6.	Construction Management Group	It was noted that the Construction Management Group schedule of meetings would be established once the membership of the group had been agreed.	-	-
	<i>Labs Construction Progress</i>	PM reported that consideration was being given to altering the timing of the Labs Construction Progress as at previous meetings the information has been historical. The agenda was also being reformatted and refocused to allow timeous reporting back to BCL. He agreed to circulate the draft agenda to BCL for comment. MS advised that concentration needed to be on identifying future issues and agreeing how to unblock forthcoming issues.	Draft Agenda to be circulated to BCL	PM
	<i>Hospitals Construction Progress</i>	It was noted that the Hospitals Construction Progress Group would be established in due course.	-	-
7.	Community Benefits	PS advised that Caron Dunlop would be chairing future Community Benefit Partnership meetings. A calendar of all the things that BCL will do had been set-out i.e. meet the buyer events, training and recruitment centre opening.	-	-
		PS advised that current figures indicated that 14% new entrants had been achieved.	-	-
		It was noted that a postcode analysis had been undertaken which identified that 50% of staff lived within Glasgow and 43% within Scotland. The postcode analysis had been based upon the induction information BCL gathered for all employees. BCL would continue to track the information going forward.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
8.	Programming	<p>AS reported that the NHS Team need to be informed of the key milestones that the NHS needs to meet in order to achieve BCL Critical Path. DB agreed to issue key milestones to the PMG every 2 weeks. AS agreed that he would identify a rep from the NHS Team to review and identify key NHS milestones.</p> <p>DB enquired about the date for the NHS providing the stage 3 clear site. AS confirmed that BCL would be handed over the cleared stage 3 site by 28th March 2011.</p> <p>DB enquired whether the NHS Team required a 6 week look-ahead for the Labs Project and this was confirmed. AS reported that DH was expecting the Stage 3 Construction programme and DB confirmed the stage 3 programmes would be issued shortly. AS requested a briefing session on the Stage 3 programmes.</p>	<p>Key milestones to be provided to PMG every 2 weeks.</p> <p>-</p> <p>Briefing session to be arranged</p>	<p>DB</p> <p>-</p> <p>MS/DB</p>
9.	AOCB			
	<i>Project Monthly Report</i>	PM advised that information from BCL was awaited to finalise the February Project Monthly Report. MS reported that BCL would provide the information the following day.	BCL to provide information for inclusion in the Monthly Report	MS
	<i>FM Strategy Update</i>	DS requested a progress update on the FM Strategy. PM advised that the FM Strategy was work in progress and the immediate focus was on the interim arrangements. Further work was required by BCL to provide a satisfactory food waste system. DS advised that the FM Strategy would need to be aligned to design and construction i.e. installation of gates, etc. DS enquired about progress in preparing operational policies for the CAT 3 suites, etc. AS reported that the operational policies had been prepared by the Labs Staff however he would arrange for BCL to be provided with an update. MS suggested that consideration needed to be given on CAT 3 on-going maintenance i.e. filters.	<p>Further discussion and proposals required for food waste system</p> <p>Arrange update for BCL re operational policies</p>	<p>DP</p> <p>AS</p>
	<i>Roof-top Helipad</i>	DS enquired whether the helipad was still anticipated to be located on the roof. DS advised that SL had mentioned extending the wind survey around the building to ascertain the effects on the building. AS advised that the NHS would not be in a position to provide a definitive answer re not having the helipad on the roof until July 2011 but that there was no indication that the helipad would be relocated from the rooftop.	-	-
10.	Date and Time of Next Meeting Tuesday, 15 th March at 1.30pm in the Boardroom, Top Floor, Construction Site Offices			

ACTION NOTE

Present:
Grant Wallace (GW)
Apologies:

Darren Pike (DP)
Mike Sharples (MS)
Alan Keeley (AK)

David Bower (DB)
Paul Serkis (PS)
Alan Seabourne (AS)

David Hall (DH)
Peter Moir (PM)
Darren Smith (DS)

Douglas Ross (DR)
Shiona Frew (Notes)
Mark McAllister (MMc)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action note from previous meeting	Accepted as an accurate record subject to the following amendments: <i>Food Waste</i> - DP had previously indicated that the original bid Food Waste System proposal only serviced 7 of the 14 kitchens however the revised proposal would service all 14 kitchens; <i>Acoustics</i> – DS confirmed that BCL were not pursuing alternative acoustic solution; <i>Opportunities Register</i> - AS reported that he would be meeting with Alex McIntyre to discuss generators and requested BCL to provide a list of suggested areas which <i>did not need</i> dual distribution.	Amend Notes	SF
2.	Matters Arising <i>Instruction to Proceed</i>	DH acknowledged that the NHS Team had still to sign-off the door locking drawings and that these drawings would be reviewed during the break in the 1:50 process (i.e. April). DH reported that the Maintenance Access drawings were now being reviewed by Karen Connelly and FM colleagues. In addition the Arts and Way-finding Strategies would be signed-off asap. DP suggested that there were a series of M&E Security drawings outstanding. DH suggested that the NHS Team would target April to sign-off the outstanding drawings. DP requested a meeting with DH to agree what M&E drawings were outstanding in order to prepare a condensed list of outstanding documents. DH suggested that a number of the outstanding drawings would be covered by the Capita report. PS advised that the discs would be burned once drawing sign-off list had been agreed. PM enquired whether all the information would then be loaded into an appendix K area on Aconex and PS confirmed that all the information would be loaded into an appendix K area on Aconex.	Outstanding documents/drawings to be signed off Meeting to be arranged between DP & DH Cross check drawing list with Capita report	PM/DS SF DP
	<i>Scottish Water By-Law</i>	DP advised that he would formally respond to correspondence received from AS. The separate cold and hot feed to the Labs sinks was not the configuration at Labs Stage E therefore this change would be a defined cost increase.	Response to be provided to AS correspondence	DP
	<i>Food Waste</i>	DP advised that BCL had received a PMI to investigate alternate solutions and BCL had commenced this work. Once the base proposal had been identified then he would arrange a meeting with KC and FM colleagues to detail the proposal. He suggested that providing future flexibility may be difficult to achieve. PS advised that serious consideration would need to be given to future proofing the food waste system proposal and operational impacts. DP advised that BCL were trying to second guess future legislation however BCL would at the very least leave a method to enable food to be diverted away from the drainage system.	Identify alternative food waste proposal. Arrange meeting with KC and colleagues	DP DP

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising (cont) <i>Scottish Water (SW) Land</i>	<p>PM advised that the SW Tender had resulted in 4 prices being submitted and that 2 of the 4 prices were very close. The tender report had identified a number of the consultant risks in each of the tenders therefore the 2 lowest tenders were being asked to reconfirm their prices in relation to the risks they identify. It was anticipated that the confirmation would be received the next day and that an appointment could be made by w/e 18th March 2011. The NHS Team had keys to access the SW site and the NHS team were awaiting formal correspondence from SW allowing the NHS to commence works pending finalisation of land purchase. The NHS Team were proposing to meet with BCL to discuss harmonising the works in that area. It was proposed the heras fencing would be erected between SW and BCL to ensure no impediment to BCL works.</p> <p>PM advised that an issue had been raised re Dunne's cost codes which would need to be investigated to ensure not being double charged. GW advised that H McDermont (HMc) had agreed to obtain quotes for the erection of a permanent fence. PM agreed to liaise with HMc and feedback progress.</p>	-	-
	<i>Service Diversions/Culvert/VIE</i>	<p>PS provided the following update:</p> <ul style="list-style-type: none"> VIE – Way forward agreed Oil Tanks – works ongoing. PM advised that he understood that the base had been completed and it was hoped to undertake the move by end of the month. Surgical Sub-station – AS proposal being reviewed by BCL Linthouse Burn – PM enquired whether BCL had liaised with RC. GW confirmed that a site walk-round had taken place however he was not sure whether RC had been involved in the walk-round. Car Park 1a – PS enquired when Barr Construction would be completing their works. PM advised that he had liaised with the Project Manager for Car Park 1a and he had been advised that it was hoped that Barr would be either part or fully complete by 4th April 2011 however as a contingency Barr would work to complete 2/3 decks by 4th April 2011 and continue to work in other areas. The date which BCL would take over the site had been agreed and would remain unchanged. DR enquired whether a communication needed to be issued to staff to inform them that the car park would not be fully open on 4th April 2011. PM agreed to check whether a communication needed to be issued. 	<p>Arrange meeting to discuss harmonising works on Scottish Water land</p> <p>Liaise with HMc re obtaining quotes for permanent fencing</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>Check whether communication needs to be issued to staff</p>	<p>PM/SF</p> <p>PM</p> <p>-</p> <p>-</p> <p>-</p> <p>PM</p>
	<i>1 to 50 process</i>	DH advised that the 1:50 process had been agreed however was yet to be formally signed off however all parties were currently working to the process as agreed. DH enquired whether the priced appendix K plus list had been priced and GW confirmed that he had a priced appendix K plus list. GW advised that the BCL equipment list to track equipment movements still needed to have manual adjustments undertaken. DH reported that the manual amendments had been undertaken at a meeting the previous week with Phil Biginton and Fraser Dunlop. DH stressed that the NHS Team needed to know how the equipment list was moving and the current status of the equipment list. He acknowledged that the appendix K plus list was still based on the multiplier but that the NHS needed to get comfort that the price was reducing. GW agreed to check with PB and FD To ascertain whether there were any queries outstanding. GW was asked to provide an updated equipment list.	<p>Check with PB and FD re outstanding equipment list queries</p> <p>Provide priced equipment list</p>	<p>GW</p> <p>GW</p>

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising (cont) <i>1 to 50 process cont'd</i>	<p>DH advised that there was an issue re getting the next equipment list run which was due to be provided before the user group meetings commence. An interim proposal had been suggested to provide the next equipment list on 11th April 2011 which would be based upon circa half the departments. He had liaised with Gavin Burnett and asked that he check with Doig & Smith (D&S) about how process could work top down from Nightingale drawings and bottom up with D&S. The run on 11th April will capture all the updated drawings plus for those departments not updated it would capture the pre-user group drawings which would allow a take-off from the mark-ups. He enquired how detailed the D&S take-off's were. GW reported that until Nightingale put the poly-line around their drawings then the multiplier would need to be used. DH stressed that the NHS Team were trying to increase equipment list certainty for 11th April, the 1:50 process was working well however the equipment list certainty remained as a concern. PM stressed that it was very important for the NHS Team to be able to get a snapshot at this time in order to provide the NHS Chief Executive and NHS Board confidence in the equipment list price. DH advised that the NHS Team were to trying to get benefit of the pre-UGMs to identify headroom and equipment before going back to the Users so don't need further UGMs organised later to request Users reduce equipment requirements even further.</p> <p>DH suggested that it was expected there would be minimal changes to FM, AAU and Critical Care. DH advised that 2 UGM dates had also been swapped over.</p>	-	-
	<i>Labs Access</i>	PM advised that he had visited Cowlairs. He had generated drawings to show how the yard would work. He would issue a PMI to BCL to request a cost for the associated works. PM agreed to organise a meeting with BCL to discuss the yard access proposals.	Issue PMI	PM
	<i>Technical Commissioning</i>	MS advised that work to identify the strategy was ongoing and it was anticipated that it would be finalised by the end of April 2011. BCL would be identifying all criteria and clarifying the electronic checking system requirements. BCL would provide a plan to the NHS Team for discussion and identify key dates. BCL would also be carrying out internal reviews/checks. MS enquired whether there was an expectation that Users would be involved and PM confirmed that Users would be involved. MS advised that User involvement could be beneficial as long as in a controlled manner. MS provided an overview of the commissioning process and advised that BCL would be using handheld devices for the technical commissioning. The final compliance would be based on room data sheets.	Organise meeting with BCL	PM
	<i>Labs BREEAM</i>	<p>DP advised that he would be liaising with GT. DH advised that there were 3 items outstanding which were as follows:</p> <ul style="list-style-type: none"> MAN1 commissioning statement – DP advised that the MAN 1 statement had been completed as the design had been undertaken however a statement was now required for construction commissioning. DH requested that DP confirm with SL later that week that there was no impact on the interim certificate application. ACDP – DP advised that SL was now looking for a statement from the CATIII supplier however BCL had not appointed their CATIII supplier as yet. 	Provide plan to NHS team	MS
			-	-
			Confirm requirement with SL	DP
			-	-

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising (cont) <i>Labs BREEAM cont'd</i> <i>Opportunities Register</i> <i>Labs Equipment</i>	<ul style="list-style-type: none"> Acoustics – DP advised that he was not aware of anything being outstanding re acoustics but that he would clarify with SL later that week. DP advised that the 3rd issue he was aware of related to a modelling issue which Wallace Whittle have subsequently resolved. <p>DR advised that there continued to be ongoing review of the opportunities register and there was no change from the previous meeting. DP advised that he had provided AS information re retained estate/dual distribution. PM enquired whether it would be beneficial to meet to discuss the retained estate/dual distribution and it was agreed that a meeting should be arranged.</p> <p>PM reported that he had met with MS and Derek McFarlane to review the list of 114 Laboratory Equipment queries and confirmed that all issues had been resolved.</p>	<p>Confirm requirement with SL</p> <p>-</p> <p>Meeting re retained estate/dual distribution to arranged</p> <p>-</p>	<p>DP</p> <p>-</p> <p>SF</p> <p>-</p>
3.	Commercial Group	<p>DR provided the following update:</p> <ul style="list-style-type: none"> VIE – resolved Sub-station – ongoing discussions Fume & Safety Cabinets – NHS required costs asap. DP reported that BCL were still receiving supplier queries Car Park 1a – DR advised that Leslie's quote for these works needed to be challenged i.e. it included £24k for plant which seemed excessive. GW advised that he had not fully reviewed the quote prior to providing a copy to DR and confirmed that the costing would be fully reviewed and challenged as necessary. MS suggested that a meeting should be arranged between Leslie's, GW and DR to agree cost for the works. PM requested that BCL identify any impact to programme due to the decision on cost being awaited. 	<p>Meeting to be arranged to discuss Leslie quote</p>	<p>DR/GW</p>
4.	Hospitals and Labs Lead Design Group			
	<i>Hospitals Design Group</i>	<p>DP provided the following update:</p> <ul style="list-style-type: none"> Conclusion of the appendix K sign-off remained a key issue; Lift Cores C&D – issue resolved; Insulation schedule provided to PM. DP enquired if the schedule was acceptable to the NHS Team. PM reported that he was unsure as to what was to be signed off. DP advised that there was a statement in the Employer's Requirements that stated GWP should be zero and this was impossible. SL accepted at the previous low carbon meeting that this had been a misprint and should read "5". BCL were requesting a statement from the NHS Team to allow BCL to pursue other types of insulation. DH requested that DP provide the reference for the ER statement so that the NHS Team could investigate. PM enquired whether BCL needed to be provided with a waiver and DP confirmed that a waiver would be required. <p>..... cont'd</p>	<p>Provide BCL with waiver re GWP ER's statement (3.4)</p>	

Item No	Item	Discussion/Information	Action	Action by Whom
4.	Hospitals and Labs Lead Design Group <i>Hospitals Design Group – cont'd</i>	<ul style="list-style-type: none"> A&C Facade – DH advised that a revised proposal had been provided i.e. mineral fibre replaced by PIR however the associated drawing showed a mix of mineral fibre (100mm) and PIR (90mm). GW advised that the proposal had been further revised to use all Selotex. DH enquired whether the Selotex had a thermal break. DP was requested to check the insulation properties and confirm whether Selotex was being used as Selotex was a manufacturers name. Equipment Schedule information – ZBP were breaking down the schedule into manageable chunks – DP enquired whether the schedule had been provided to the NHS team for review. DH agreed to check and confirm back. Helipad Ramp Compliance – DH advised that Building Control is stating that the ramp doesn't need to comply with part S therefore complies with ERs. PM advised that Building Control were awaiting the landings issue that BCL should continue with a 1:20 ramp. FM Access Strategy – KC had these drawings to review with FM colleagues. 	Check insulation properties	DP
			Check if NHS team received ZBP Equipment schedule info	DH
			-	-
			-	-
		DH advised that he had an action to arrange a meeting to discuss Fire.	Arrange meeting re Fire	DH
	<i>Labs Design Group</i>	PM provided the following update: <ul style="list-style-type: none"> a meeting to discuss access into the Labs would be arranged asap. the RDD process was ongoing – no issues to raise MSC – the NHS Team had received a copy of the two preferred bidders and work to extrapolate information specifically relevant to the New Labs Facility had been commenced. The NHS Team would feedback info asap. DH advised that the MSC tender was Board-wide and not just SGH so not easy to identify the SGH specific information. The NHS would attempt to undertake an evaluation and confirm that the assumptions that the Board made re services, connections, etc are reasonable. Ultimately it was acknowledged that changes would be required. The NHS Team would be meeting with the preferred bidder on the 4th April 2011. MS advised that BCL needed to understand anything that is fixed in, access routes, timings etc. 	-	-
			-	-
	<i>Equipment</i>	DH advised that the Equipment Group concern was the outputs from the 1:50 process. Once the codebook version will be a lot easier for all concerned.	-	-
	<i>IT</i>	DP advised that BCL had already had a few meetings with NHS IT Reps. The meetings had been positive and actions were being undertaken. Work in this area continued to be progressed.	-	-
	<i>Design and Health Environment</i>	PM advised that a meeting was being held between Jackie Sands and Gingko. The next task to be undertaken was to plan out the work of the joint groups in taking the arts projects forward within the	-	-

		allocated budgets.		
Item No	Item	Discussion/Information	Action	Action by Whom
5.	Retained Estate	PM advised there were no specific issues to report.	-	-
6.	Construction Management Group	PM advised that at the previous PMG he had raised an issue re the timing of the Labs Design meetings. The meeting schedule and agenda had subsequently been revised and would commence in April 2011. The NHS Team wanted the Labs Design meetings to be more constructive and the onus will be on BCL to provide information to the NHS Team timeously before each meeting.	-	-
	<i>Labs Construction Progress</i>	PM advised that the Labs Construction Progress meeting was taking place the next day and that the NHS Team had not yet received any information from BCL to review prior to the meeting to allow for a meaningful report. MS advised that he would like to agree the format of the report. PM raised concern about not receiving information timeously and that the Labs Progress meeting was a very important meeting for the NHS Team. The NHS Team needed to have an understanding of all areas of the contract. DH suggested that to ensure beneficial team working that getting information prior to the meeting to allow the NHS Team to review was crucial to ensure meaningful conversations. The format of the report was discussed and examples of the NHS and BCL reporting lines were highlighted. PM advised that BCL could also use the reports for their reports. The monthly reports should be in a format to allow use to/by many groups. MS agreed that the same report format should be utilised.	Agree report format	PM/MS
	<i>Hospitals Construction Progress</i>	DP advised that BCL needed to know the format for the Asset Labelling/Tagging i.e. tagging or bar-coding. MS advised that this information was being requested so that it could be filtered down to the supply chain.	Ascertain Asset Tagging/Labelling system	PM
	<i>Construction Interface Group</i>	It was agreed that these meetings should commence in May 2011. SF was requested to schedule out these meetings. MS suggested that the Hospitals Construction Progress meeting should take place on the same day as the Labs Construction Progress meetings.	Schedule Construction Management group meetings	SF
		There was no-one present at the meeting to provide an update.	-	-
7.	Community Benefits	PS provided the following update: <ul style="list-style-type: none"> current figures indicated that the 10% new entrants target was being exceeded and collectively achieving 18%. 52 new entrants had been recruited from GSWRA the postcode analysis indicated that 62% of people on the site were from the Glasgow area. 7 apprentices had been recruited to date BCL were working with Govan High School re Independent Learning Project. Caron Dunlop provided a presentation to the Project Team re BCL engagement Neighbourhood Liaison meetings continuing – next meeting 5th April 2011. Construction Project – due to commence 	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
8.	<p>Programming</p> <p><i>6 week look-ahead</i></p> <p><i>Adult & Children's</i></p>	<p>DB advised that the 6 week look-ahead programme had been issued on Sypro on the 7th March 2011. He had extrapolated a schedule of key activities for the NHS Team i.e.</p> <ul style="list-style-type: none"> • Item 3 – Scottish Water Land transfer • Item 5 – mobilisation and site clearance of stage 3 site • Item 19 onwards – VIE. He believed there had been an issue re car-parking. DP advised that Russel had been preparing a presentation – a random car park space had been identified to the side of the road and the location would be discussed with the NHS Team. DH advised that the location of the car-park space only needed to be within the zone identified. The single car-park space was for the emergency transfer of equipment. DP agreed to discuss with the NHS team • Item 26 – relocation diesel tanks • Item 29 – Access route/Scottish Water land • Surgical Sub-station. DH advised that Item 70 (Order and delivery) was based on a finish date of 24th June however discussions were now based on an October date therefore this item needed to be reprogrammed. • Item 81 – Comms. Various amounts were ongoing. DP advised that he had a series of meetings with IT. He suggested that this item could be removed as a line item and if needs to be added back on at a later date he would confirm. PM suggested that nodes had been identified i.e. 2 and 12 (A&E and clock-tower). He enquired whether BCL were responsible as part of their contract to run the cabling and DP advised that BCL were contracted to run the ducting but not the cable. PM suggested there must be infrastructure that BCL could tie in to. <p>DP advised that he was trying to progress the Scottish Water works and proposed to re-submit the application and provide a copy of the PM email in order to try and accelerate the works. BCL will need to see the options especially if they proposed to lay pipes through the site. PM agreed to contact David McKenzie for an update.</p> <p>PM requested BCL provide an indication of where the programming issues/pressures are.</p> <p>DP provided the following update:</p> <ul style="list-style-type: none"> • The pilemat was being installed in zone K • The piling was due to commence on 28th March 2011. <p>DH enquired about the link bridge piling and if doing in the first zone therefore Neuro would need to be provided with a new temporary entrance. He enquired whether it was the correct time to undertake piling works in zone K. He suggested that the piling works at Maternity needed to be reviewed.</p> <p>DB reported that the piling works were being tied in with the Linthouse Burn works. He agreed to organise a meeting and provide a plan sp that PM could liaise with the Users. DH advised he was</p>	<p>Liaise with NHS Team re location of single car park space</p> <p>Re-programme works based on October date</p> <p>Remove line item from programme</p> <p>Contact David McKenzie</p> <p>Provide indication of pressures/issues</p> <p>-</p> <p>-</p> <p>Organise meeting re Piling works</p>	<p>DP</p> <p>DB</p> <p>DB</p> <p>PM</p> <p>DB</p> <p>-</p> <p>-</p> <p>DB</p>

		highlighting the piling as this was work which needed to be focused upon by the NHS Team so that there is an understanding of all the implications.		
Item No	Item	Discussion/Information	Action	Action by Whom
8.	Programming <i>Critical Matters</i> <i>Ground Water Contamination</i>	PS enquired about the RCC item. DB advised that an RCC was required for piling to tunnel link at A&C as road going across tunnel therefore all the piling and tunnel works needs to be signed off. DR advised that it had been agreed by DS to bring forward the next ground monitoring results at borehole 1 prior to the NHS commencing any works on the Scottish Water Land. DB agreed to check. DR reported that the NHS Team were awaiting the WSP report re ground gases. DB agreed to check.	- Confirm ground monitoring results being brought forward Provide WSP report	- DB/DS DB/DS
9.	AOCB <i>Helipad</i> <i>New Starts</i> <i>Site Sign Boards</i> <i>Project Monthly Report</i>	PM confirmed that the SGH site would be available until 29 th March at 7.30am and that no further landings would take place after this date/time. PM advised that there had been a number of new starts and enquired about the future Car Parking proposals. MS advised that BCL were progressing 2 options and they were continuing discussions with Ogilvie. BCL had the temporary area until mid April 2011. BCL had enquired whether Ogilvie would extend the temporary contract however Ogilvie were not willing to extend unless there was agreement on the existing piece of land. BCL anticipated that the car park spaces needed to be increased for May (240 cars). DH enquired how workers would be discouraged from parking in Hardgate/Govan Road. MS advised that BCL were looking at options to discourage workers parking close to the site and displacing staff who already park in these roads. PM advised that he would liaise with AK to discuss the Site Sign Boards as soon as plan prepared. PM requested that the NHS Team receive information timeously to include in the Project Monthly Report.	- - Liaise re site sign boards Provide info for inclusion in Project Monthly report	- - AK/PM ALL
10.	Date and Time of Next Meeting Tuesday, 29 th March at 1.30pm in the Boardroom, Top Floor, Construction Site Offices			

ACTION NOTE

Present:
David Bower (DB)
Shiona Frew (Notes)
Apologies:

Alan Seabourne (AS)
Douglas Ross (DR)

David Hall (DH)

Alan Keeley (AK)
Mike Sharples (MS)

Grant Wallace (GW)

Darren Pike (DP)
Paul Serkis (PS)

Darren Smith (DS)
Peter Moir (PM)

Mark McAllister (MMc)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action note from previous meeting	Accepted as an accurate record subject to the following amendments: Item 2, Technical Commissioning, Last Sentence: The final compliance would be based on 1:50s and not room data sheets. Item 2, Service Diversions/Culvert/VIE, Car Park 1a: The date which BCL would take over the site had been agreed as 28 th March 2011 and would remain unchanged.	Amend Notes	SF
2.	Matters Arising <i>Instruction to Proceed</i> <i>Scottish Water By-Law</i> <i>Food Waste</i>	AS advised that he had received correspondence from Tim Bicknell who raised concern that the Instruction to Proceed was still to be concluded. DR advised that there was minor admin duties required to finalise the instruction to proceed i.e. C&B were unable to access a document as it was password protected. He was of the understanding that Mark Baird had emailed DP to try and close out the remaining items. PS advised that BCL had undertaken an internal review and there were still a few documents needed sign-off/closed out. PM reminded the group that at the last meeting the NHS Team had agreed to sign-off the remaining drawings during the 2 week gap in the 1:50 process i.e. mid April 2011. DP advised that he would formally respond to correspondence received from AS. DP advised that BCL had started to investigate alternate options however these had been put on hold until after the meeting with a Food Waste System Supplier on 4 th April. The supplier would be providing a presentation on an insitu food waste to water system which may provide the solution to the current food waste system issues. DP had further researched the new solution being proposed and advised that the system a) used a lot of water, b) was heavy and c) there were concerns operationally in relation to having live bacteria enzymes in the regen kitchens. AS advised that in addition to the issues previously identified there was also concern that if system was not cleaned out properly over a period of time an unpleasant odour may develop. AS advised that the NHS Team would like to view the food waste system on operation in order to make an informed decision.	- Response to be provided to AS correspondence Visit to view food waste system in operation	- DP DP

Action by Whom

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising (cont) <i>1 to 50 process</i>	It was noted that there were no issues requiring PMG input to resolve. DR advised that DH had met with GW to discuss the equipment list and there were no issues requiring PMG discussion.	-	-
	<i>Labs Access</i>	PM advised that he would be providing a presentation to the Labs Reps on Friday 1 st April re Labs Access. A PMI had been issued to BCL re gates and barrier. A meeting to discuss the gates/barrier had been scheduled to take place on Thursday 31 st March 2011.	-	-
	<i>Technical Commissioning</i>	MS advised that work to identify the strategy was ongoing and it was anticipated that it would be finalised by the end of April 2011.	-	-
	<i>Labs BREEAM</i>	AS advised that he had been informed that there were two outstanding actions. DP provided the following update on the actions which were outstanding: <ul style="list-style-type: none"> • MAN1 commissioning statement – completed; • ACDP – requires a statement re ventilation only; • Acoustics – he had reviewed the acoustic report and would request Wallace Whittle to provide a statement. AS asked that DP confirm the outstanding actions via Aconex to the NHS and C&B Teams.	Confirm outstanding actions via Aconex to NHS and C&B	DP
	<i>Opportunities Register</i>	DP advised that he had provided DH the information re retained estate/dual distribution. AS suggested that he had asked for another clinical area to be added to the list.	-	-
		AS reported that he had obtained the numbers for boilers.	-	-
		AS reported that he had internally discussed the Medium Temperature Hot Water feed but he was waiting to check out some further information. SF was requested to organise a meeting between the NHS Team and BCL to discuss the above 3 items.	Organise meeting	SF
		AS enquired whether BCL had information to provide re generator fuel storage and DP advised the information had been sent. SF was requested to locate this information.	Locate information re generator fuel storage	SF
3.	Commercial Group	AS provided the following update: <ul style="list-style-type: none"> • VIE – resolved; • Sub-station – ongoing discussions. AS agreed to provide further information to BCL; • Fume & Safety Cabinets – ongoing; • Car Park 1a – PS advised that GW had met with Leslie's to discuss re-scoping their works. Discussions were ongoing. 	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
4.	Hospitals & Labs Lead Design Gp	DS advised there were no issues to report.	-	-
	<i>Hospitals Design Group</i>	<p>AS provided the following update:</p> <ul style="list-style-type: none"> • Lift Cores – agreed and confirmed through a PMI • GWP Waiver – PM confirmed he had provided the waiver • A&C Façade – he enquired whether it was worthwhile having a further discussion re a) SL view of the overall energy calculation, b) facade detail and impact on the U Value and c) operating times (a few departments had extended their hours) and the culmination of these to achieve 80kgm². DS agreed to check with the design team for an update. <p>AS enquired whether SL had feedback to BCL about the calculation. DP advised that SL had prepared a report for the low carbon meeting which answered most of the points above and she had no major issues with the calculation. He thought that there were minor issues to resolve for SL i.e. the tower to be run at severe and some queries re light and diversity allowance, CHP allowances. BCL considered this to be too much detail for the baseline model. The next low carbon meeting was set for the 6th April therefore hoping to conclude by w/e 18th April 2011.</p> <p>ZBP Equipment Schedule – DR advised that DH had informed him that ZBP were providing the information broken down into sections so information can be checked against the loadings. DP advised that ZBP were going to break down the information into sections relevant to the 1:50s.</p> <p>Helipad Compliance – DS enquired what “Part S” as noted in the previous minutes related to. PM advised he had received a query from BCL about complying with Part S and he had confirmed to BCL that Building Control had reported that the helipad did not need to comply with Part S therefore the BCL design was acceptable.</p>	Liaise with Design Team for update and feedback to NHS Team	DS
	<i>Labs Design Group</i>	<p>PM provided the following update:</p> <ul style="list-style-type: none"> • Meeting held with David Jordan, Raj Deb and Darren Pike to discuss access into the Labs • RDD Process- AS advised that in particular the Labs fitted furniture was a major issue for the NHS Team. MS reported that Nigel Hollowell would be providing an updated tracker to PM asap. PM requested that BCL provide colour samples boards. • MSC Contract – C&B had undertaken an exercise to extrapolate the equipment for the new Labs Facility from the MSC Board-wide tender documents. The NHS Team would be meeting with the preferred bidder on 4th April 2011. Thereafter, BCL would be invited to be involved in the next steps. 	<p>Tracker to be provided to PM</p> <p>Samples board to be provided to PM</p>	MS MA/DS
	<i>Equipment</i>	No current issues to report.	-	-
	<i>IT</i>	AS advised that he had an IT and Telephony List for the NHS systems and would provide to DP for pricing. He had reviewed the list and had a series of queries regarding the IT and Telephony list.	Provide IT & Telephony List to DP for pricing	SF

Item No	Item	Discussion/Information	Action	Action by Whom
4.	Hospitals & Labs Lead Design Gp <i>Design and Healthy Environment</i>	<p>Adult & Children's Hospitals - PM advised that an initial meeting had been held between the NHS and Gingko. The next task to be undertaken was to scope out the work of the next stage i.e. what the projects are, budgets, timelines, who involved. DS enquired whether in terms of the core Arts strategy and the associated funding that the D&HE Group would be working within these parameters and PM confirmed that the D&HE Group have 7/8 core strategies and a budget and they have been tasked with breaking down the strategies into projects, writing briefs for the projects, allocating budgets, preparing timelines and ensuring appropriate governance. DS enquired about the timelines in relation to any arts project with service implications and PM advised that he was expecting Gingko to liaise with BCL re service implications.</p> <p>Labs – PM advised there was a budget of circa £10k for the Labs Facility. He was expecting architects to provide proposals to enhance finishes in the 3 mortuary public areas.</p>	-	-
5.	Retained Estate	PM advised there were no specific issues to report.	-	-
6.	Construction Management Group <i>Labs Construction Progress</i>	<p>PM advised that he had seen the format for the current month report and acknowledged that the format had been improved by using a tabular format i.e. individual packages / % complete /status comment. The Labs Construction Progress meetings had been rescheduled in line with the issue of programmes from DB. AS enquired whether the format for the Labs Construction Progress report should be used for the Hospitals Construction Group and this was confirmed.</p> <p>MS requested the format for Asset Tagging as this information was being requested by the supply chain partners. SF was requested to provide the asset tagging format.</p>	-	-
	<i>Hospitals Construction Progress</i>	Hospitals Construction progress meetings to commence May 2011 on same day as Labs Construction progress meetings.	Provide Asset Tagging format to MS	SF
	<i>Construction Interface Group</i>	<p>AK advised there were no issues to report. At the last meeting the following items had been discussed:</p> <ul style="list-style-type: none"> • Car Park 1a • Linthouse Burn - issues resolved re lighting • Hoarding lines <p>AS advised that he had agreed with AK the notice board format and requested AK to provide a copy to PM.</p>	-	-
			Provide format for Notice Board to PM	AK
7.	Community Benefits	<p>PS provided the following update:</p> <ul style="list-style-type: none"> • The first formal community benefits report was due to be issued at the end of the month and thereafter the report will be issued quarterly; • The next Neighbourhood Liaison meeting has been scheduled however BCL had received a request to change the date and this was being considered; • The Barcelona Tower Project would now commence in June 2011. 	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
8.	Programming – Actions Arising			
	6 week look-ahead	PM advised that a meeting had been held with Scottish Water Horizons (SWH) which DP had attended. SWH indicated that they were nearing completion of the design for the new mains. It was still anticipated that the SWH design could still dovetail with the BCL design to allow the main to be installed through the site. He requested BCL to advise of the date when a decision on the SWH design would be required.	Advise of deadline date for SWH decision	DP
		DP advised that he needed the drawing so that he could submit the reapplication for the water main meter connections. BCL had identified that the end of May 2011 was the date for putting in the pipe through the site.	Provide SWH drawing	PM
	Adult & Children's	AS enquired about the plans for the link bridge and grounding it over at Neuro. AK advised that BCL were considering mini-piles. DB advised that the whole area at Neuro needed to be considered against the proposals and it would be beneficial to revisit the area. DS advised that BCL had requested any existing structural information for the Neuro and Maternity. AK reported that mini-piles would not require the large piling rigs. AK advised that Adien had been instructed to redo the survey in that area for any existing services in that zone. PM reported that he had been unable to locate any existing structural information for the Neuro and Maternity – he had only located general arrangements drawings. DS advised that BCL were trying to ascertain what loadings could be put these structures. DS commented that he would arrange for BCL to identify what initial works would be required i.e. surveys and that he would liaise with WSP to carry-out these works. AS suggested that DS liaise with the NHS Team in order that the relevant personnel can get access to the buildings, etc.	Existing structural info re Neuro and Maternity to be provided to BCL	PM
			Liaise with NHS Team to obtain access to Neuro and Maternity	AK
			-	-
	Critical Matters Requiring PMG Input to Resolve			
	• RCC	AS enquired about the RCC item. DS advised that he had received an update whilst on leave and would review and feedback as appropriate.	Provide update re RCC as necessary	DS
	• Car Parking	AS advised that concern was being raised by NHS colleagues about the state of the road and construction site staff parking on Hardgate Road. PS advised that BCL reps had met with Ogilvie on Tuesday night and an agreement was nearing conclusion. AK advised he was aware of the issue as 377 operatives had been on site on the previous day. AK was trying to identify an interim solution and was hoping by the end of the following week that BCL would be able to utilise the Ogilvie land on a temporary basis to move construction site operative vehicles from parking on the road. PS advised that the application for the permanent solution was currently being drafted. AK advised that he was reviewing access to the Ogilvie site and was proposing to install a new entrance and neither of the current entrances were suitable.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
8.	Programming	<i>Critical Matters Requiring PMG Input to Resolve (cont'd)</i>		
	<ul style="list-style-type: none"> Commercial Group Hospitals and Labs Lead Design Group Retained Estate Construction Management Group 	<p>DR advised that the only area of concern was Leslie claims and a meeting had been scheduled to discuss the Leslie claims on Thursday 31st March 2011.</p> <p>DS advised that the only item to be finalised was the change control process for the whole 1:50 process which he wanted to discuss and agreed with DH. The User Group process had commenced. He understood that the discs had been burned which would provide a benchmark to mark changes against i.e. post pre-UGM.</p> <p>No issues requiring discussion</p> <p>AK advised that he had met with GW to discuss the EW earlier that day. He would provide an update at the Leslie's Claim meeting on 31st March 2011.</p> <p>AK commented that the first pile had been cast earlier that day (25m). He was reviewing the dewatering proposal. AS enquired how much noise would need to be endured at the Neuro building. AK advised that he proposed to obtain readings but he reassured the group that there would be no readings over safety levels however acknowledged the noise may be at a nuisance level.</p>	<p>-</p> <p>Discuss change control process with DH</p> <p>-</p> <p>-</p> <p>Provide update at meeting on 31/03</p> <p>-</p>	<p>-</p> <p>DS</p> <p>-</p> <p>-</p> <p>AK</p> <p>-</p>
9.	Programming – <i>Current Update</i>	<p>DB advised that he had updated the stage 3 programme mid month from that issued on Sypro for PMG reporting purposes. DB provided the following update:</p> <ul style="list-style-type: none"> Stage 3 piling – on programme – commenced on 28th March 2011 Linthouse burn – as already discussed Scottish Water Land – as already discussed. BCL were identifying ways to mitigate the SW Land delay i.e. temporary fencing/permanent fence erection and overlap VIE – as already discussed however on programme Bore being installed on the following day Relocation of current set-up - BCL were wanting to get some of the current set-up relocated to commence works to the tunnel, etc. Energy Centre – piling complete and contractor clearing out the core Sub-station - remains on target to complete on 30th May 2011. AS enquired what the date was for Scottish Power commencing works and he was informed that Scottish Power would start on site on 31st May 2011. AS enquired where the 8 cables currently terminated and DP advised that the cables were terminated in the middle of the road and Scottish Power would connect into the cables. 	<p>-</p> <p>-</p> <p>-</p> <p>-</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p>
10	AOCB	AK advised that the Regeneration Office would be moving over on 3 rd May 2011.		
10.	Date and Time of Next Meeting	Tuesday, 12 th April at 1.30pm in the Boardroom, Top Floor, Construction Site Offices		

ACTION NOTE

Present:

David Bower (DB)

Peter Moir (PM)

Apologies:

Alan Seabourne (AS)

David Hall (DH)

Shiona Frew (Notes)

Grant Wallace (GW)

Alan Keeley (AK)

Douglas Ross (DR)

Paul Serkis (PS)

Darren Pike (DP)

Mark McAllister (MMc)

Darren Smith (DS)

Mike Sharples (MS)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action note from previous meeting	Accepted as an accurate record subject to the following amendments:	Amend Notes	SF
2.	Matters Arising			
	<i>Scottish Water By-Law</i>	DP advised that he had formally responded to correspondence received from AS. AS advised that he had not received this response and would double-check.	-	-
	<i>Food Waste</i>	AS advised that a presentation from a food waste system supplier had been organised. The NHS GG&C Health and Safety Manager had provided a view of the new regulations to come into force. AS agreed to pass a copy of the new regulations to DP.	Provide copy of new regs to DP	AS
	<i>Labs BREEAM</i>	PM advised that the outstanding Labs BREEAM actions had been concluded and that he would ask Susan Logan to confirm that all the actions had been completed.	-	-
	<i>Opportunities Register</i>	AS confirmed that a meeting to discuss a number of M&E opportunities would take place later that day.	-	-
	<i>A&C Facade</i>	AS advised that the NHS Team were awaiting detail on the A&C Facade. DS advised that a meeting to discuss the facade would be arranged asap.	Arrange meeting to discuss A&C Facade	DS
	<i>Labs RDD</i>	PM advised that the RDD Tracker had been provided. The outstanding samples had now been signed off. A colour and sample board had been received and PM would be organising a meeting with Senior Labs reps to obtain sign-off of outstanding samples and colours. MS advised that a decision re flooring and IPS was required asap as becoming time critical.	Confirm flooring and IPS samples	PM
	<i>IT</i>	AS advised that he had received a quote from BCL to compare against the NHS quote.	-	-
	<i>Asset Tagging</i>	SF advised that information was awaited from Stephen Baker re system used at the Beatson Centre. AS enquired whether the asset tagging was for plant and equipment and this was confirmed by MS.	Provide asset tagging info	SF

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising (cont) <i>Construction Site Notice Board</i>	AS requested AK to show PM the format for the Construction Site Notice Board.	Liaise with PM re notice board	AK
	<i>Water Main</i>	DP advised that he had received a copy of the drawing showing the route for the new water main through the construction site and he would submit the application with the drawing. There were no issues in regard to the tunnel.	-	-
	<i>Link Bridge</i>	PM advised that he was collating information for providing to Alasdair Fernie and he had agreed to provide the information on Friday 15 th April 2011. AS enquired whether the NHS should visit the buildings with a view to discussing the landing for the link bridge deck. AK advised that he proposed to meet with the BCL structural engineers and Architect before approaching the NHS Team. DS advised that he proposed to provide the NHS team with a bullet point list of items requiring joint review.	-	-
	<i>RCC</i>	DS advised that the AIP had been approved for the tunnel. Other outstanding planning items were being progressed.	-	-
	<i>Construction Site Offices Parking</i>	AK advised that from Monday 18 th April the construction site office parking would be permit only parking.	-	-
	<i>Hospitals and Labs Design Group</i>	DS advised that the Change Control Process had been discussed with DH who had provided the schedule. The discs of pre-UGM drawings had been burned which would provide the benchmark to measure against. A schedule of the drawings burned to disc was being prepared.	Disc and schedule of drawings to be provided	DS
3.	Commercial Group	DR provided the following update: <ul style="list-style-type: none"> George Leslie meeting – feedback to the NHS team was awaited i.e. tabular table of actions; Fume Cupboards –the quotes were due to be received by BCL on 14th April 2011. AS requested the BCL provide a summary of the tenders Inclement Weather EW – A meeting between Graeme Thomson (GT) and Derek MacFarlane (DMF) had been arranged to review the weather delay programme. 	Feedback awaited by NHS team Summary of tenders to be provided to AS Provide update at next meeting	GW DMF DR
4.	Programming	DB confirmed that the next month's programme had been uploaded to Sypro and a programme review with DH and GT had taken place on 8 th April 2011. DB advised there were no specific issues regarding the Labs 6 week programme with the exception of the outstanding MSC information. PM advised that the NHS were trying to pre-empt the timescale issue as meetings would be held with each of the service heads to try to find out what each bit of equipment is and where each bit of equipment would be located and therefore identify power, drainage requirements, etc. PM advised there was potentially a change the drainage below the track analysers at level 1. MS advised that BCL had an issue re group 2 and group 3 equipment requirements. PM advised that he wished to obtain a copy of the revised 1:50 drawings which had been updated with equipment. MS reported that the drawings had only been updated with the group 1 equipment. DS suggested that it may be worthwhile PM reviewing the drawings in conjunction with M Ajuwon and PM confirmed he was comfortable with this approach.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
4.	Programming (cont'd)	AS commented that the NHS team would be meeting with the Technical Service Managers, C&B had reviewed the MSC to extrapolate the new Labs Facility equipment information. AS stressed that the NHS Team were progressing the MSC information requirements and a considerable amount of work had been completed in the background	-	-
	<i>VIE (Stage 3 Programme)</i>	DB reported that he had been advised that the VIE works date had been moved. AS confirmed that the VIE works would now commence on 5 th May 2011. AS sought clarification that the VIE plinth ramps would not cause obstruction to the fire escapes in that area and DP confirmed that there would be no impact to the escapes. AS advised that it was proposed to undertake the main valve break-in over the weekend.	-	-
	<i>Scottish Water Land</i>	DB advised that Dunne's had commenced their works on the Scottish Water Land. DB reported that an actioned remained on the NHS team to get a quote for the permanent fence and it was thought that HMcDermont (HMcD) was obtaining a quote. AK raised concern that he had been informed that Dunne's were not being taking any spoil off the site but creating a mound and he was unsure whether there was adequate space for the mound to remain. AS advised that this was a contract prepared by WSP and if the spoil removal was part of the contract then Dunne's would be required to ensure the spoil was removed. PM agreed to liaise with HMcD to check whether Dunne's had been requested to leave the spoil on site.	PM to liaise with HMcD re spoil	PM
		AK advised that he would be pegging out the boundary.	-	-
	<i>Utilities</i>	DB advised that he had added the surgical sub-station works to the programmes. AS advised that programme date for the surgical sub-station had been moved to the last week of September 2011. A meeting to discuss the surgical sub-station had been scheduled for the following week. DP advised that the revised timescale was adequate however there would be a pressure should the date be delayed further. DP was requested to bring the plans to the sub-station scheduled meeting.	Provide plans for surgical sub-station plans	DP
	<i>Site Investigation Works</i>	It was noted that the SI works to the Linthouse and perimeter of the site were ongoing. AK reported that the SI at the Neuro had been completed however the gas pipe had not been found.	-	-
		DH suggested that an issue re responsibility for Site surveys had been raised and he had received copied correspondence from WSP advising on CDMC duties. He was not sure WSP had provided this information however that the Board had provided all the information they have and the Employer's requirements stated that legally it was not unreasonable for the contractor to undertake surveys on the clients' behalf. MS stressed that it was the responsibility of the Board to provide a safe site. DH advised that additional surveys need to be done in conjunction with the NHS Team. DS advised that at a previous EW meeting that BCL were responsible for the surveys and this was why WSP had provided a response on the CDMC. MS advised that BCL would have an internal discussion and would feedback re future surveys.	Provide feedback at next meeting	MS
		DH advised that a response to the correspondence was awaited from URS.		

Item No	Item	Discussion/Information	Action	Action by Whom
	<i>Meter Applications</i>	<p>DP advised that in general the process entailed BCL to apply for the connections and the NHS to apply for the meter.</p> <p>Scottish Gas – Scottish Gas Networks would provide the connection and Total would supply the meter.</p> <p>Electricity – same supplier for the connection and meter. BCL had applied for the MPAN numbers and had provided these to the NHS team to apply for the meter.</p> <p>DP was liaising with HMcD to progress the meter applications.</p> <p>AS enquired whether there was any critical issues requiring input by PMG members. DP reported that he was not expecting any issues.</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p>
4.	<p>Hospitals & Labs Lead Design Gp</p> <p><i>Fire Strategy</i></p> <p><i>Equipment List</i></p>	<p>DS advised that a new Strathclyde Brigade Fire Officer had been appointed who would feed into the project. To ensure no impact to the Labs Building a meeting with Gavin Glasgow had been arranged for the next day and a meeting with Gary Milne would be scheduled asap.</p> <p>DH advised that a request for further information from ZBP re the equipment list had been requested i.e. power requirements for scrubbers, etc. He requested a rep from BCL to meet with FW to discuss this information request as he thought that some of the detailed information was unnecessary at this time. DP advised that the additional information was being requested as BCL were undertaking a full design of that area. DH commented that the NHS would not be able to confirm what floor cleaners/scrubbers would be used in 2015 therefore the detailed information would be a guess. DS asked that the NHS Team answered the questions that they could. DH agreed to further the review the queries but that it would be best to arrange a meeting with ZBP.</p>	<p>Schedule meeting with Gary Milne</p> <p>BCL rep to meet with Frances Wrath re equipment list</p>	<p>AS</p> <p>DP/DS</p>
6.	Construction Management Group	<p>AK advised that BCL had pulled in the heras at the south elevation in order to relocate a bus-stop. He would provide a drawing to the NHS Team for review.</p> <p>AK commented that assistance from the NHS Estates Dept was required to stop people from parking in hatched no parking areas.</p> <p>AK reported that he was liaising with the NHS Fire Officer re the fencing to the rear of the Maternity Building.</p> <p>AK advised that there had been an issue regarding the bentonite filtration on the A&C Hospitals site. Another silt strainer had been brought onto the site to accelerate to accelerate the bentonite filtration works.</p> <p>AK reported that he was monitoring the Linthouse burn diversion works. The contractor undertaking the linthouse burn diversion works may start to work on Saturdays.</p>	<p>Provide drawing to NHS Team</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p>	<p>AK</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p>

Item No	Item	Discussion/Information	Action	Action by Whom
7.	Community Benefits	<p>MS advised there were currently no issues in relation to community benefits. AS commented that CDunlop (CD) was preparing the first quarterly report and that he was linking with CD to discuss the format of the information being presented.</p> <p>MM advised that the Procurement and Recruitment trackers were on target. More apprentices were planned and it was anticipated that by end of July a further 20 apprentice positions would have been recruited to.</p> <p>MM reported that a number of SME's had been awarded contracts and that a number of these contracts had been as a result of the "Meet the Buyer Events".</p>	- - -	- - -
8.	AOCB			
	<i>Dilapidation Survey</i>	DH advised that he had sent a response to AK re dilapidation surveys already carried out by the Board.	-	-
	<i>UCAAT</i>	<p>MS advised that Paul Mooney had started on site on the 5th April as the UCAAT representative. MM enquired whether Unite would have a rep on site. MS reported that UCAAT were the Trade Union for the Construction Industry and if Unite needed to raise anything that they would raise through UCAAT.</p> <p>AK advised that Paul Mooney would be undertaking safety duties.</p>	- -	- -
	<i>Residents Complaints</i>	AK advised that he had received a complaint re vibration which had been caused whilst pulling out service ducts. He had checked with Blair Greenock who had confirmed that GCC had not received any resident complaints re vibration.	-	-
	<i>Borehole</i>	AK advised that the borehole had been drilled to a depth of 100m. A test was currently being run to ascertain the volume of water available however he was slightly concerns about potential volume based on the early results.	-	-
9.	Date and Time of Next Meeting Tuesday, 29 th April at 1.30pm in the Boardroom, Top Floor, Construction Site Offices			

ACTION NOTE

Present:

Douglas Ross (DR)

Mike Sharples (MS)

Apologies:

Alan Seabourne (AS)

Graeme Thomson (GT)

Peter Moir (PM)

Alan Keeley (AK)

Darren Pike (DP)

Grant Wallace (GW)

Shiona Frew (Notes)

David Hall (DH)

Darren Smith (DS)

John Ballantyne (JB)

Paul Serkis (PS)

David Bower (DB)

Mark McAllister (MMc)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action note from previous meeting	Accepted as an accurate record subject to the following amendments:	Amend Notes	SF
2.	Matters Arising			
	<i>Food Waste</i>	DP advised that he had received a copy of the new UK Water regulations.	-	-
	<i>A&C Facade</i>	AS commented that a meeting to discuss the A&C Facade had been scheduled for 4 th May 2011.	-	-
	<i>Labs RDD</i>	PM advised that he had met with Labs users and had achieved sign-off of all the samples and colour schemes shown to them. PM had also signed off the remaining samples.	-	-
	<i>Asset Tagging</i>	AS commented that it was proving difficult to get information on Asset Tagging. DP advised that BCL proposed to provide a proposal based on what was implemented on the Peterborough Project.	Provide Asset Tagging proposal	DP
	<i>Water Main</i>	PM advised that the tender for the water main works had been received back by Scottish Water Horizons (SWH) who had put the tender to 3 Framework contractors. PM was awaiting the tender report from SWH and he would be liaising with David MacKenzie. SWH had raised an Early Warning in relation to contamination at Hardgate Road and that they now required to use ductile iron pipe up to the boundary of the site. PM suggested that this additional cost would be minimal. SWH were keen to get the works commenced. AS advised that the NHS Team would organise a meeting with SWH as soon as possible.	Organise meeting with SWH	PM
	<i>Hospitals and Labs Design Group</i>	DS advised that the discs of pre-UGM drawings had been burned and would be provided later that day. An aconex folder would be created specifically to enable all the pre-UGM drawings to be located for reference purposes.	Provide discs with the pre-UGM drawings	DS
	<i>George Leslie Works</i>	DR advised that the NHS Team were awaiting the tabulated actions from a BCL perspective. GW advised that he would provide the tabulated information the following week. GW proposed to meet with DR to go through the process being undertaken to assess the George Leslie payment assessment.	Provide table of Leslie works	GW

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising (cont)			
	<i>Fume Cupboards</i>	AS advised that the NHS were awaiting the tender report from BCL. GW advised that Phil Biginton was reviewing the report before being issued to the NHS Team the next day.	Tender report to be provided to NHS Team	GW
	<i>Inclement Weather</i>	DR advised that it had been agreed that the inclement weather had impacted upon the progress on site. The NHS Team were awaiting the Met Office report and thereafter the level of the delay claim will be agreed with BCL.	Met office report to be provided to NHS team	GW
	<i>Scottish Water Land – Spoil</i>	PM advised that the spoil on the Scottish Water Land would be left however not on the NHS part of land.	-	-
	<i>Sub-station</i>	AS advised that a meeting to discuss the sub-station had taken place and the overall plan had been agreed. DB was requested to realign the programme with an end of September 2011 backstop date. AS advised that the NHS Team would organise a meeting with FES to discuss the scope of works. He wishes to provide a copy of the scope of works to Russell Johnson for review prior to meeting with FES.	Realign programme with end of September backstop date	DB
	<i>Site Investigations</i>	DR reported that the NHS Team believed that all the information had been provided for the site. DS agreed to identify what additional surveys/information is required for the site. DR advised that the obligations of the NHS Team had been discharged as they had provided all the site information and that it was stated in the Employer's Requirements that if the contractor requires to carry out any additional surveys then they should do so, therefore a defined cost. GW advised that BCL disagreed based on CDMC regulations. It was agreed this issued should be further discussed at the forthcoming Early Warning meeting.	Identify what additional surveys are required.	DS
	<i>Metering Applications</i>	DP advised that the application for the gas meter was with NHS Procurement. The application for the Electricity was nearing completion with only the kwh information to be added. DP reported that Samuel Selwyn had requested a meeting with BCL. AS requested that HMcDerment liaise with Samuel Selwyn to find out why he wants to meet with DP/BCL.	To be discussed at next EW meeting	AS
	<i>Fire Strategy</i>	AS advised that a meeting with Gary Milne (GM) had been arranged to take place on the 27 th April 2011. DS suggested that GM be asked to provide his understanding of the continuity of Fire Officer input through the life of the project. It would be beneficial if the Fire Officer identified to provide input to the project had a knowledge of complex buildings. AS suggested that the meeting would be discussion focussed i.e. no presentations. DS suggested it would be advantageous to inform GM that a change in Fire Officer input impacts upon previous agreements obtained.	-	-
	<i>Equipment List - Labs</i>	MS enquired when the last drawings for the Labs would be signed off. PM advised that he was nearing completion of the level 4 drawing review, it did not appear that there had been many changes and the only problem appeared to be the vertical blinds which he understood was being included. PM advised that BCL should continue to build in accordance with the drawings and if there were any issues he would raise with BCL immediately. MS stressed that BCL needed the NHS commitment to the drawings asap and that BCL would want a PMI notifying BCL to work to the drawings.	BCL to continue to construct to the drawings	MS

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising (cont)			
	Equipment List - Labs	<p>PM advised that the Board's view was that the Board hadn't changed anything and that his understanding was that BCL had only updated the BMJ drawings with the group 1 equipment. PM commented that all the power and data points were as Stage D to E, the Labs benches appeared to be as requested by the NHS team and that there may be some minor changes which come out of the MSC however the MSC was still unknown.</p> <p>MS reported that BCL wanted to draw a line under the group 1 equipment and the services associated with the other equipment groups as BCL were getting to the point that they were closing in the building. AS asked PM if there was any opportunity to provide additional time or resource to the drawing reconciliation exercise. PM advised that he would complete the reconciliation exercise as soon as possible and that he was also trying to tidy up the equipment list as he reviewed drawings. DS enquired whether PM was trying to reconcile the equipment list. PM confirmed that he was reconciling the equipment list however BCL should continue to build to the drawings. AS and PM agreed to discuss potential to resource the reconciliation exercise and thereafter discuss with BCL. AS enquired whether it would be possible for BMJ to provide a list of changes and DS agreed to check if this would be possible. MS reported that BCL did not want to go back and open up services for the installation of groups 2, 3 or 4 equipment and that BCL wanted confirmation that the current drawings were a line in the sand.</p>	-	-
	- Hospitals	DP reported that he had met with FW and DH to progress a number of equipment based queries. DS enquired whether FW was more comfortable with the ZBP queries. DP advised that a miscommunication between ZBP and FW had been resolved.	Discuss resourcing the drawing reconciliation exercise Check if BMJ can provide a schedule of the changes	AS/PM DS
3.	Commercial Group	<p>DR provided the following update:</p> <ul style="list-style-type: none"> Fume Cupboards – as already covered Linthouse Burn – as already covered Labs Temporary Generators – he had emailed DP earlier that day and this would be discussed at the forthcoming Early Warning meeting. Invoices – DR had received the invoices and they were being processed for payment. Bond – feedback from Shepherd & Wedderburn was expected later that day. 	- - For discussion at next EW meeting - -	- - DP/AS - -
4.	Programming	<p>DB reported that:</p> <ul style="list-style-type: none"> VIE – the works were still on track for delivery on 5th May 2011. AS commented that the connections would not be carried out until approx 17th May 2011. SW Land - DB requested the date that Dunne's would complete their works. GT advised that practical completion was due by w/e 29th April 2011 with tidy-up by middle of w/e 6th May 2011. All other issues were being dealt with separately. Piling rigs - PM enquired what was happening with the piling rig. MS advised that the piling rig was being repaired and that a further piling rigs had been brought on site. Bridge Links – DB understood that the NHS Team and WSP had met to discuss the link bridges. PM advised that the NHS Team were still trying to obtain M&E and Structural information for the Maternity building. 	- - - -	- - - -

Item No	Item	Discussion/Information	Action	Action by Whom
4.	Programming (cont'd)	<p>MS enquired who would have the building manuals for the Maternity. AS agreed that he would check who had the manuals. DB reported that as the design work for the link bridges had not been completed therefore the work at Neuro would not be undertaken with the Linthouse Burn works. AS enquired whether it was proposed to advise the Neuro users through a programme of the works and highlight all the disruptions i.e. front entrance, connections, car parking. DB confirmed that a session with the Neuro users was proposed.</p> <p>- Linthouse Burn – not progressing as anticipated however BCL were in discussions with George Leslie and the potential to work in concurrent areas was being identified.</p>	-	-
5.	Hospitals and Labs Lead Design Group	<p>Appendix K – DS enquired whether all the appendix K drawings had been returned to BCL. PM advised that he understood that all the drawings had been returned. DS agreed to check whether the drawings had all been reviewed.</p> <p>Plant Access – DS advised there had been a strategic document which BCL and the NHS CDMC had reviewed and that a meeting had taken place the previous week with NHS reps to commence developing the strategy further.</p> <p>Locking Strategy – DS reported that he had noticed that the locking strategy drawings had been returned and that drawings had global changes i.e. thumb-turns to digilocks, thumb turns not wanted on certain door sides and he proposed that a separate meeting be arranged to discuss these changes.</p> <p>Ward Tower, doors, partitions, dampers – DS was awaiting information from DH as follow-up to the Buro report.</p> <p>Atrium - DS reported that Building Control were looking at a combination of vesda and CO detection and that the combination should help to prevent the EFTE roof opening. BCL were also reviewing potential to install a bund above the lift shaft.</p> <p>AS enquired whether DS had any comments re the marked up sprinkler schedule. DR advised that DH would return the sprinkler schedule to DS the next day.</p>	<p>Check if appendix K drawings are all signed off</p> <p>-</p> <p>Arrange meeting to discuss locking strategy</p> <p>Provide follow-up info re Buro report</p> <p>-</p> <p>Provide marked-up sprinkler schedule to BCL</p> <p>-</p>	<p>DS</p> <p>-</p> <p>DS</p> <p>DH</p> <p>-</p> <p>DH</p> <p>-</p>
	Labs Design Group	<p>DS enquired whether PM had liaised with Richard Shaw. PM reported that Richard Shaw had just been moved to another post and that he would now need to liaise with Grant Mackenzie who was CPA accredited. PM commented that the Home Office accreditation would not be achieved until after the Labs Facility was operational. A meeting with Biosave to discuss licensing the CAT3 Labs and maintaining the facility on an annual basis was trying to be arranged for early May 2011.</p> <p>DP advised that at the recent IT Convergence meeting there had been a request for fridges with a data point. It was noted that there was no bespoke fridge alarm systems. PM agreed to liaise with Kenny Birney and confirm requirement asap.</p>	-	-
			Liaise with Kenny Birney re data points for fridges	PM

Item No	Item	Discussion/Information	Action	Action by Whom
6.	Construction Management Grp	<p>It was noted there were no items requiring PMG input to resolve.</p> <p>Energy Centre – progress remained on target Sub-station – structurally completed with fit out currently being carried out</p> <p>Dust suppression – GT advised that the issue of dust on the A&C Hospital site had been raised with him the previous week and that he had liaised with AK to raise this issue. MS agreed to further liaise with AK.</p> <p>Surgical and VIE – AS advised that the plan for these works was being progressed.</p> <p>Luddon's Oil Tanks – AS advised that the works to the oil tanks should be completely cleared up by the end of the week.</p>	<p>-</p> <p>-</p> <p>-</p> <p>Liaise with AK re dust suppression</p> <p>-</p> <p>-</p>	<p>-</p> <p>-</p> <p>-</p> <p>MS</p> <p>-</p> <p>-</p>
7.	Community Benefits	<p>MS advised that there were no issues requiring input from PMG Members to resolve. He commented that the ILP with Govan High School was progressing well.</p> <p>MMc advised that the Neighbourhood Liaison meetings were generally good meetings. It was apparent that the same issues were being raised i.e. neighbours requesting that double glazing be installed to the property. MMc advised that AK was picking up all the issues.</p> <p>MMc commented that BCL were on track re recruitment and that Dunne's would be undertaking a recruitment drive very shortly.</p> <p>MS advised that the new training and recruitment centre would be opening on 16th May 2011. The GSWRA were taking over the centre. MMc advised that the GSWRA were the main partner however other organisations would have a presence in the centre i.e. Action for Sick Children. MMc advised that he would continue to liaise with Caron Dunlop re community engagement activities.</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p>
8.	AOCB	There was no other items requiring discussion.	-	-
9.	Date and Time of Next Meeting Tuesday, 10 th May at 1.30pm in the Boardroom, Top Floor, Construction Site Offices			

ACTION NOTE

Present:

Douglas Ross (DR)

Mike Sharples (MS)

Apologies:

Alan Seabourne (AS)

Graeme Thomson (GT)

Peter Moir (PM)

Alan Keeley (AK)

Darren Pike (DP)

Grant Wallace (GW)

Shiona Frew (Notes)

David Hall (DH)

Darren Smith (DS)

John Ballantyne (JB)

Paul Serkis (PS)

David Bower (DB)

Mark McAllister (MMc)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action note from previous meeting	Accepted as an accurate record subject to the following amendments: Atrium - DS reported that the <i>Design team</i> were looking...not Building Control.	Amend Notes	SF
2.	Matters Arising			
	<i>Asset Tagging</i>	AS commented that it had been agreed that DP would provide a proposal based on what was implemented on the Peterborough Project.	Provide Asset Tagging proposal	DP
	<i>Water Main</i>	PM advised that a meeting with DP and Scottish Water Horizons (SWH) had been scheduled to take place on 19 th May 2011. It was projected that the SWH works would take 10 weeks.	-	-
	<i>Linthouse Burn</i>	GW advised that he would be meeting with George Leslie on 12 th May 2011 and the tabulated actions would provide asap thereafter.	Provide tabulated actions	GW
	<i>Fume Cupboards</i>	AS advised that the NHS have prepared a paper for submission to the NHS Board. He would discuss the Fume Cupboard procurement options with RC on 11 th May 2011 and thereafter would present information to the ASSB Executive Group for a decision on the procurement route.	Advise BMCL of agreed procurement route for fume cupboards	AS
	<i>Inclement Weather</i>	The NHS Team were awaiting costs from BMCL in relation to their claim however the quantum had been agreed between BMCL and C&B.	Provide claim costs to NHS team	GW
	<i>Sub-station</i>	AS advised that a meeting to discuss the sub-station had taken place, the overall plan had been agreed and the programme had been realigned with an end of September 2011 backstop date. AS commented that he had no concerns about not achieving the programme however Russell Johnson had some concerns.	-	-
	<i>Site Investigations</i>	AS advised that the site investigation gap analysis was work in progress. This item was being progressed through the EW meetings. DS reported that he had met with GT and what had been provided was not as expected. DR reported that the NHS Team believed that all the information had been provided for the site and that DS needed to reinforce what information was required. DS advised that he had details of what survey information was required and he had asked for a pack of all the survey information including drawings not listed in appendix N. Once he had a complete file he would identify any gaps. He had identified reasons why the off BMCL site information was being requested.	Provide feedback re Site Investigation information gap analysis	DS

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising (cont)			
	<i>Equipment List</i> - <i>Labs</i>	PM advised that he was targeting 1 week to complete the drawing review. DS advised that he had liaised with BMJ and they did not have a schedule of changes to provide. PM stressed that BMCL should continue to build in accordance with the drawings and if there were any issues he would raise with BMCL immediately.	Raise any Labs equipment issues with BMCL	PM
	<i>Appendix K</i>	DS advised that the BMCL Document Control were checking whether all the appendix K information had been returned but that he wasn't aware of any drawings that were outstanding.	-	-
		Maintenance Access Strategy – DS advised that a follow-up meeting should be arranged to address the queries from the 1 st meeting.	Follow-up meeting to be arranged	DS/SF
		Locking Strategy – A & C – DS suggested that a meeting to discuss the locking strategy for the A&C Hospitals should be arranged. Changes to the locking strategy were being driven through the 1:50 process however the changes were not being marked up on the 1:50 drawings. DR advised that DH had provided a response to BMCL yesterday clarifying the requirements from the ER's in relation to the locking strategy. DS agreed to raise any issues as appropriate at future EW meetings.	Raise locking strategy issues as required at EW Meeting	DS
	<i>Ward Tower</i>	DS advised that BMCL had progressed a range of different options and these were currently being costed.	Provide options/costings	DS
	<i>Sprinkler Schedule</i>	DR advised that DH was awaiting a response from BMCL in relation to the marked-up schedule which had been returned to BMCL.	Response re sprinkler schedule to be provided	DS
	<i>Labs Fridges</i>	AS advised that it had been agreed that the Labs Fridges don't need the Schneider BMS system. PM confirmed that there was no requirement for the Schneider BMS system to monitor fridges and freezers as a Cat 6 connection would be sufficient. DR confirmed that this would be an omission from the statement.	No requirement for Schneider BMS for fridge/freezer monitoring	-
	<i>Dust Suppression</i>	AK advised that he had raised awareness of the need to suppress dust on the A&C construction site. Additional dust suppression equipment had been brought onto the site and the dust levels would continue to be managed.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
3.	Commercial Group			
	<i>Labs - Temporary Generators</i>	DR advised that he had received a response from BMCL and he agreed that there had been no request for temporary generators but awaiting a response from BMCL re relocating the permanent generators to service the Labs and keep them operational in the interim period i.e. until the Energy Centre was operational. AS commented that it was never proposed for the Board to get 2 temporary generators. DR reported that the Stage D to E agreement noted that there was a specification requesting temporary relocation of 2 of the permanent generators to serve the Labs in the interim period. AS enquired why HV Generators could not be installed. JB advised that HV Generators would require a redesign and installation of backfeed to the sub-station. AS suggested that he might be able to provide a transformer from the retained estate but would need to check this out. JB suggested that there were technical challenges to be overcome and that the loading may not require 2 generators. AS requested that BMCL identify the technical challenges for discussion with the NHS Team and this was agreed.	BMCL to provide technical challenges of temporarily linking the permanent generators to the Labs Facility in the interim	DP
	<i>Cash-flow</i>	DR advised that he noted that the BMCL cash-flow was £2m down. GW confirmed that the cashflow was £1.4m down due to the bond being attributed to a different month and £0.5m due to the Skansa works not progressing their works as expected to be at this time.	-	-
4.	Programming	MS reported that DB had been delayed at a meeting and he would request that the programmes be circulated electronically.	Issue programmes electronically	MS/DP
		MS suggested that key programme issues were a) getting the MSC Information and b) services to equipment confirmed. PM enquired whether the Leslie works being delayed would impact on piling works. AS advised that a meeting had been arranged for later that day to discuss the link bridges. DS suggested that the BMCL Team had managed to obtain drawings from Arups and were liaising with Fairhurst.	MSC information to be provided when available as becoming critical	PM
		AS reported that it was key that BMCL obtain the existing structural drawings to enable a logistics plan to be developed which would cause minimal disruption to the Neuro building users. AS advised that he had agreed with Susan Walker that she could use the side entrance.	-	-
5.	Hospitals and Labs Lead Design Group	DS raised concern that the caveat being placed on the 1:50 signed-off drawings which was not allowing BMCL to progress and the Room Data Sheets needed to be signed off in conjunction with the 1:50 drawings. He suggested that the NHS Team had been unable to review and sign-off the RDS due to a resource issue. SF advised that the NHS Team had requested that the issuing of the RDS was stopped as the RDS did not contain environmental information. PM advised that he did not think the RDS could be appropriately signed-off without having all the elevations. MS commented that there would be some rooms that would not have elevations and BMCL expected that the non-clinical rooms and those departments with elevations would be signed off. MS reported that the list of clinical elevations had been agreed, prioritised and signed off by DH and Frances Wrath. AS requested that DS and DH meet asap to discuss 1:50 drawing sign-off/caveat. PM requested a copy of the signed off 1:50 protocol document.	DS and DH to meet asap to agreed drawing sign-off wording	DS/DH
	<i>1:50 Sign Off</i>		Provide signed off 1:50 protocol doc to PM	DS

Item No	Item	Discussion/Information	Action	Action by Whom
5.	Hospitals and Labs Lead Design Group (cont'd)	DS advised that a further meeting to discuss Fire proposals was due. He noted that BMCL expected a 1 st draft of the NHS Fire Strategy document by the end of April and this had not been received. AS reported that there were a number of proposals which needed to be agreed before the Fire Strategy could be written i.e. Atrium, EFTE roof, Wards, Podium design. DS suggested that BMCL needed the Fire Strategy in order to understand any impacts of the strategy on proposals i.e. the Ward doors and how they would operate. DS advised that Building Control would be keen to understand the Fire Strategy alongside the BMCL proposals i.e. horizontal evacuation from the wards and how this will be managed. AS stressed that there was a lot of BMCL proposals to be agreed before that Fire Strategy could be written. AS agreed to discuss the preparation of the Fire Strategy document with Project Team members. DS requested a backstop date for when the Fire Strategy document would be available and AS requested that DS provides a backstop for when the Fire Strategy document is needed for Building Control so he could resource the preparation of the document appropriately.	Discuss preparation of Fire Strategy Management Doc with Project Team	AS
	<i>A& C Fire Strategy</i>			
	<i>Labs – Fire Strategy</i>	AS advised that the design on the Labs Facility was complete. The Operational plan for people to access the egress the Labs Facility in the event of a fire had been prepared however the Risk Assessments on a) people in the building and b) systems were still to be carried out. AS reported that the evacuation principle for the Labs Facility was that on the sound of the fire alarm all staff leave the building.	-	-
		AS agreed to provide the skeleton operational policy for the Labs Facility within 2 weeks. The Cause and Effect Matrices were currently being reviewed by the NHS Fire Adviser.	Provide operational policy for Labs by 24/05/2011	AS
	<i>U-Value</i>	AS advised that he had met with JM and ZBP and the NHS Team were satisfied with the detail and option 3b should be progressed as long as it delivers the 0.47kgm ² .	-	-
		AS raised concern about the internal pane of glass, he understood the reason for not hinging the glass, however due to the size and weight of the glass it would cause maintenance access difficulties. DS reported that this issue would be picked up in the Access & Maintenance Strategy discussions. PM advised that the CDCM would also pick up this as an issue.	Internal glazing to be discussed at Maintenance Access meeting	DS
	<i>Podium Finish</i>	AS advised that BMCL had taken the NHS reps through the intention for the podium finish. The NHS Team agreed with the principle however a) the NHS would want to view the finished sample before signing off, b) the finished sample would need to be provided to the GCC Planners and c) the site mock-up panel should include the Dunhouse Buff panellised stone. AS commented that JM had advised that it may take up to 6 months to obtain the product. DS reported that this would not cause an issue to the finishes programme and that BMCL would also seek to identify an alternative option. AS requested information about how the stone would meet with the ground. AS commented that he did not think that the mock-up provided a true reflection and it would be beneficial to take the GCC Planners to view a completed building. AS advised that the NHS Team liked the principles and benefits of utilising the panelling option however the finished panel would need to be viewed as there was concern about the appearance of the jointing of the panels	Finished sample to be provided to NHS Team for sign-off	DS
			Mock-up panel to include the signed off sample prior to being shown to GCC Planners	DS
			How panels will be jointed to be explored	DS

Item No	Item	Discussion/Information	Action	Action by Whom
5.	Hospitals and Labs Lead Design Group (cont'd) <i>Main Entrance Design</i> <i>Atrium</i>	<p>AS advised that the revised proposals had been reviewed by members of the NHS Team and enquired whether the revised proposal was cost neutral. PM commented that the Design Team were advising that the proposal was cost neutral. AS stressed that if the revised design was not cost neutral then it should not be progressed and this was agreed. GW agreed to provide the cost information by 20th May 2011.</p> <p>DS advised that he had an internal meeting to consider fire arrangements, flows, EFTE for the atrium. The internal meeting confirmed that burn-off was still the way forward and that it was not possible to get adequate ventilation round the sides. It was proposed that the roof area would come off above the lift shafts, any rain would be collected in a bund and the rainwater could then be pumped out.</p> <p>BMCL proposed to use CO detection alongside a Vesda system therefore if run on coincidence would mean there was a real fire. Mercury was currently further detailing this proposal. This proposal would be further detailed out before discussion with Building Control. PM enquired about the proposed controls for an override system. DS advised that BMCL were proposing that there would be a digital counter on the override system.</p>	<p>Advise of the costs for the revised main entrance design</p> <p>-</p> <p>-</p>	<p>GW</p> <p>-</p> <p>-</p>
	Equipment Group	DS advised there was no report from the Equipment Group as the last meeting hadn't taken place due to the Public Holidays.	-	-
	Design and Health Environment Group	<p>PM advised that the Arts Plan was being progressed. The first 2 projects were about to be released to the market.</p> <p>PM reported that the Arts budget was £970k which included the management fees for Gingko. There was about 6/7 main arts projects and the remainder of the budget was split across the projects. The brief for each of the Arts Projects was being detailed with budget, timescales, what the project is about, etc. GW enquired who would contract with the Artists. PM confirmed that BMCL would contract with the Artists. GW raised concern about contracting with private contractors who would not have insurance. PM advised that the Design & Healthy Environment were trying to ensure that the correct governance strategy was put in place to manage the arts projects.</p>	<p>-</p> <p>-</p>	<p>-</p> <p>-</p>
6.	Construction Management Grp			
	<i>Labs Construction Site Progress</i>	PM advised that the construction of the Labs Facility was progressing well. MS commented that there had been an issue re the thickness of the insulation but this had now been resolved.	-	-
	<i>Hospitals Construction Site Progress</i>	MS advised that the piling works on the A&C construction had been slower than first anticipated however progress had been improved upon due to additional equipment being brought on to the site.	-	-
	<i>Construction Interface Group</i>	AK advised that the Linthouse Burn was a standing agenda item for the group. Leslie's had started a further team on the works. BMCL were continuing to monitor the Leslie works.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
7.	Retained Estate <i>Sub-station</i> <i>VIE</i>	AS advised that in discussion with BMCL the plan for the sub-station had been agreed. The sub-station works had been split into 2 parts a) Low voltage and b) High voltage. The low-voltage works had been put out to tender and the tender for the high voltage works would be issued to a number of known companies. The NHS would carry out the builder's works for the sub-station works. It was anticipated that the order process would take 10 weeks. AS advised that work was progressing well. The break-ins had been undertaken and the connections had been programmed to potentially be undertaken on 17 th May 2011. AK commented that the work to the ramp would be started later that day.	- -	- -
8.	Community Benefits	MS advised that there were no issues requiring input from PMG Members to resolve.	-	-
9.	AOCB			
	<i>Food Waste</i> <i>Acoustic Testing – Labs</i> <i>Post Construction Review (PCR) NSGH Labs</i>	AS advised that it had been agreed to trial the food waste unit at Inverclyde Royal Hospital. The trial agreement was then received by the NHS Team which had a clause stating that if the system worked that the NHS would then need to purchase the machine which could not be committed to at this time. The NHS Team were liaising with HCI to find out if the machine they were purchasing could be trialled at the IRH prior to being installed at HCI. GH enquired how many food waste machines would be needed and AS confirmed 1 machine per regen kitchen therefore circa 12 machines. AS advised that the NHS Team would continue to progress trialling the machine. DS enquired whether BMCL should review the potential to use AGVs and AS confirmed that the Director of Facilities had instructed that no brock bins will be transported through the hospitals. MS advised that Capita Symonds were continuing to request the acoustic testing for the Labs Facility and there was no obligation on BMCL to undertake acoustic testing as the guidance Capita referenced was applicable to hospitals only. PM reported that the ITN requested that acoustic testing for the Labs Facility be carried out. AS agreed to check the documents re requirements for acoustic testing in the Labs Facility AK advised that Susan Logan would be carrying out a Post Construction Review (PCR) on the Labs Facility the next day.	- Check documents for requirements re Acoustic testing in the Labs -	- AS -
10.	Date and Time of Next Meeting Tuesday, 24 th May at 1.30pm in the Boardroom, Top Floor, Construction Site Offices			

ACTION NOTE

Present:

Graeme Thomson (GT)
Shiona Frew (Notes)

Alan Seabourne (AS)
Grant Wallace (GW)

Alan Keeley (AK)
John Ballantyne (JB)

David Bower (DB)
Mike Sharples (MS)

Douglas Ross (DR)
Peter Moir (PM)

Apologies:

David Hall (DH)

Darren Pike (DP)

Darren Smith (DS)

Mark McAllister (MMc)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action note from previous meeting	Accepted as an accurate record subject to the following amendments:		
2.	Matters Arising			
	<i>Asset Tagging</i>	AS commented that it had been agreed that DP would provide a proposal based on what was implemented on the Peterborough Project.	Provide Asset Tagging proposal	DP
	<i>Water Main</i>	PM advised that a meeting with DP and Scottish Water Horizons (SWH) had taken place on 19 th May 2011. SWH had been appointed on 20 th May 2011. The subcontractor being utilised by SWH was Turriff. The works information had been copied to DP. It was anticipated that the works would not commence before 2 nd /3 rd week June 2011. SWH had been requested to provide a programme for the works and once received a copy would be provided to DP. The BMCL and SWH contact information had been shared to ensure works are co-ordinated. AK raised concern that the Scottish Water and Sub-station road excavations are co-ordinated and he was not sure of the current sub-station programme.	Provide SWH works programme to DP when available	PM
	<i>Discs</i>	GW advised that he had been informed that DS was awaiting outstanding information from the NHS Team for inclusion on the discs. GT advised that DS was awaiting 2 drawings which had been returned earlier that day.	Review sub-station programme	PM/GT
	<i>Linthouse Burn</i>	GW advised that he an internal review of the Leslie's delay programme was being undertaken by BMCL prior to discussion with the NHS Team.	Provide discs	AS
	<i>Fume Cupboards</i>	AS advised that he had received internal approval to request BMCL to procure the fume cupboards and safety cupboard and he had asked PM to provide a PMI to BMCL to confirm. JB commented that Atlas Copco had subsequently advised that dampners are fitted to control fans which were not priced in their bids. BMCL would further discuss this item with Atlas Copco.	Provide tabulated actions	GW
	<i>Inclement Weather</i>	DR advised that he had received information from DMF and he would review/agree in due course.	Provide PMI re procurement of fume cupboards/safety cabinets to BMCL.	PM
	<i>Surgical Sub-station</i>	AS commented that the programme was to be realigned to a 30 th September backstop date if not already done so. DB advised that the current programme had been realigned to a 27 th September 2011backstop.	Review inclement weather information	DR
			-	-

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising (cont)			
	<i>Site Investigations</i>	GT advised that he had provided the 2 outstanding drawings earlier that day for consideration by DS when undertaking the gap analysis.	Provide feedback re site investigation survey gap analysis	DS
	<i>Utilities – Metering</i>	AS advised that NHS Reps and BMCL had met. The metering applications had subsequently been progressed and there were no outstanding issues.	-	-
	<i>Equipment List</i> - Labs	PM advised that he was nearing completion of the drawing review (approx 20 rooms on level 3 to be reviewed). Thus far he had not identified any changes. He wished to meet with the design team to discuss data trunking and data points. He acknowledged that the fit out of the facility was progressing quickly and the benefit of rationalising trunking/data points may be missed. MS advised that there may still be a saving by not connecting all the data points at this time. AS advised that the number of data points to be connected had already been rationalised by the NHS IT reps.	Raise any Labs equipment issues with BMCL	PM
	<i>Appendix K</i>	AS enquired whether the appendix K drawings had been signed off. SF confirmed there were still a few drawings to be returned by the NHS Team and received by the NHS Team for review.	Liaise with DS re appendix K drawings	SF
		<i>Locking Strategy</i> – AS enquired whether a meeting was being arranged to discuss the locking strategy. MS commented that it had been previously agreed to raise any locking strategy issues at EW meetings.	Raise locking strategy issues at EW meetings	DS
		<i>Maintenance Access Strategy</i> – MS advised that DS was proposing to arrange a follow-up meeting to take place after the 1:50 meetings. AS suggested that after the 1:50 meetings had completed it was expected that there would be a range/series of follow-up meetings to confirm strategies.	Meeting to be arranged to take place after 1:50 meetings are complete	DS
	<i>Ward Tower</i>	AS advised that the NHS Team were awaiting options re doors, etc. DR suggested that DH had responded to DH re the doors and a discussion re costs was the next step. JB suggested that the costs discussion take place after the PMG meeting and this was agreed.	Discuss costs after PMG meeting	JB/AS
	<i>Sprinkler Schedule</i>	DR advised that DH was awaiting a response from BMCL in relation to the marked-up schedule which had been returned to BMCL. MS reported that the schedule was being reviewed by WSP prior to return to the NHS Team.	Response re sprinkler schedule to be provided	DS
	<i>A&C Site</i>	AS raised concern about the safety of pedestrians walking along the south passage. AK reported that in a few days pedestrians would be diverted across to the pavement on the other side of the road. A new crossing would be installed on Sunday 29 th May 2011. The power for the beletia beacon and speed sign was being re-sited. The heras fencing at the hoarding had been removed which gave a little more space. The bus stop outside Maternity would also be moved in the next few days. AS requested that an email be put into the system to staff advising not to walk on the road and to use footpaths.	-	-
			Organise email to all staff re using footpaths	SF

Item No	Item	Discussion/Information	Action	Action by Whom
3.	Commercial Group	<p>DR advised there were no areas of concern however the Leslie's claim needed to be resolved.</p> <p>AK reported that an HV cable had been identified on the Scottish Water land which would impact on the drainage and that he thought that there may be a way leave. He advised that he was getting a drawing(s) prepared to show where the cable was on the land. If the cable was to remain in its current situ then there is an impact on the drainage proposals. It was believed that the cable fed the Daily Record building. AK commented that an early estimate to move the cable was circa £0.25m. BMCL were currently clearing off the scrub and the fence in this area. AK commented that BMCL had also traced an LV and gas pipe however there was no issue with these. MS suggested that any way-leaves would have been included on the title documents. It was noted that it was urgent to sort this issue.</p>	<p>-</p> <p>Provide drawing to NHS Team re HV cable on SW land</p>	<p>-</p> <p>AK</p>
4.	Programming	<p>DB tabled the 6-week look-ahead programme and highlighted the key actions as follows:</p> <p><i>VIE</i> - It was noted that the VIE was due for the AP to commission. GT advised that there was 6 tonne of product to be delivered and this would be brought onto the site using a banksman. The WTP 24 was awaited from WSP.</p> <p><i>Surgical Sub-station</i> – programmed for 27th September not 30th September 2011. It was noted that the 7th June was the programmed date for Scottish Power starting on site. BMCL would return the front hoarding to the ends of the substation and put up a fence so can allow a means of escape and provide their own access. The sub-station had been made watertight. The services in front of the sub-station made need to be lowered if making a lay-by. JB reported that WSP were providing a drawing of all the intersection works out-with the main boundary.</p> <p><i>A&C site</i> - BMCL were progressing the design and there were no current issues. BMCL were continuing to progress the design. GT reported that the piling works were progressing and the works had been accelerated to bring the piling works back in line with the programme. JB enquired about the test pile load test. AK reported that a pile cap had failed and would therefore need to be recast. In addition, 1 pile had a non conformance notice as the reinforcement did not get put in on time – piles would be installed on either side of this pile. A further 2 rigs would be brought on site at end of June 2011.</p> <p><i>Neuro Link Bridge</i> – AS enquired about the link bridge works in relation to the 6 week look-ahead programme. DB advised this was just outside the 6 week programme. AS reported that a few meetings had already taken place but that it was important to get the Users on board and alleviate any concerns. PM advised that feedback from A Fernie indicated that the elevations should not need to be stripped back. AK suggested that the Leslie's works would not complete in 4 weeks. AS suggested that AF should organise a meeting with the NHS and Users to provide update on the plans.</p>	<p>-</p> <p>-</p> <p>Provide drawing of intersection works out-with the boundary</p> <p>-</p> <p>Organise another link bridge meeting to provide update on plans</p>	<p>-</p> <p>-</p> <p>JB</p> <p>-</p> <p>AK/AF</p>

Item No	Item	Discussion/Information	Action	Action by Whom
4.	Programming (Cont'd)	<p>PM commented that he had received an Aconex with the Fairhurst and Arup drawings with a request that he formally submit these to BMCL and enquired why these needed to be returned when WSP had obtained these documents on behalf of the NHS. GW suggested that the drawings had to be formally provided from the NHS to BMCL as BMCL could not accept the information from a 3rd party. PM requested a printed copy of the drawings and agreed to liaise with Jim Murray.</p> <p><i>Labs</i> – DB advised that the fit out works were progressing in a satisfactory timescale. The structure was currently being closed up. The Atrium link close-up would be progressed the following week. He confirmed there were no current programming issues for the Labs.</p> <p><i>Energy Centre</i> – DB advised that there had been an issue re cable next to the retaining wall. AK advised that BMCL had put additional resources to ensure no delay to programme. BMCL were proposing to sheet pile in meantime to protect cable. AK advised that the cable had been exposed in bits and the route of the cable was known. PM reported that the sheet piling was currently being put in. AS agreed to liaise with the Board's AP.</p>	<p>Provide BMCL with Fairhurst and Arup drawings</p> <p>-</p> <p>Liaise with NHS Approved person</p>	<p>PM</p> <p>-</p> <p>AS</p>
5.	<p>Hospitals and Labs Lead Design Group (cont'd)</p> <p>A&C Design Group - Drainage</p> <p><i>Atria</i></p>	<p>MS advised that DS was requesting a PMI from the NHS Team to allow BMCL to install drainage pipe-work which achieved industry standard (50years) as this was a deviation from the ER's which stated 70 years. PM advised that he had asked for the technical specification of the proposed drainage pipe-work. If the pipe-work proposed for the A&C was the same as that used on the Labs then in principle the Board would not have any problem issuing a PMI.</p> <p><i>NCH</i> – PM advised that a presentation on the NCH Atria would be provided the following day. He commented that he did not like the colours being used.</p> <p><i>Adult</i> – AS raised concern about the number of seats in the dining room area. He suggested that in comparison to the Peterborough Hospital the number of seats for the NSGH (larger hospital) was low. PM advised that he had reviewed the drawing of the dining room area and had spoken to G Burnett re removing the balcony and utilising this cost saving to extend the steel deck to provide extra room for additional seating. AS suggested that consideration should be given to taking away the dedicated walkway to the Sanctuary through the Cafe area however it was noted that this may be a fire escape route. MS suggested that there may be potential to use ranch seating if use glass at the balcony area. MS agreed to check whether the coffee shops in the Peterborough retail space contributed to the seating number provided by Angela Broekhuizen. MS confirmed that the footfall at the Peterborough Hospital was less than the footfall projected for the NSGH.</p> <p>JB advised that he would liaise with DS as to whether there may be a planning issue re removal of balcony. AS commented that the Planners had never been provided with an elevation with the balcony included.</p>	<p>Provide technical spec for drainage proposals</p> <p>-</p> <p>BMCL to review extending deck/removal of balcony</p> <p>Liaise with Peterborough re seating numbers</p> <p>Check with DS if any planning issues re removing balcony</p>	<p>DS</p> <p>-</p> <p>DS/GB</p> <p>MS</p> <p>JB/DS</p>

Item No	Item	Discussion/Information	Action	Action by Whom
5.	Hospitals and Labs Lead Design Group (cont'd) Labs Design Group	<p>PM advised that there were no issues for discussion by PMG members. Works were progressing well.</p> <p>MS reported that BMCL would be providing a presentation on Wednesday (25/05) to the NHS Team re the commissioning of the Labs Facility. BMCL had identified a drop dead date for the final Labs information. Any information from the NHS Team to BMCL after this date could have an impact on services. PM advised that the only outstanding information was in relation to the CAT III suite and he was awaiting a drawing to progress. MS reported that RD would provide a drawing to PM later that day. JB enquired about the issue re autoclaves and PM advised that if someone can crawl through the autoclave then there is a need for additional protection on both side. JB enquired who was researching the autoclaves. PM advised that he was trying to get a meeting with the Users to ascertain the detail of the seals. PM commented that Atlas would commission the room however would need to be witnessed by someone other than Capita and that he was liaising with HFS.</p> <p>PM reported that a meeting with Biosave had been arranged. Biosave were contracted by the Board to commission and fumigate Labs and that would need to be provided with a copy of the spec as they would not fumigate the lab unless the spec was correct.</p> <p>DB advised that BMCL had requested an FM Strategy document. AS requested that a meeting be arranged with BMJ, BMCL and WW to discuss the FM Strategy. AS commented that the majority of strategies were already known i.e. waste, security, fire, CCTV, etc. MS enquired whether the CCTV and Fire Alarms and linked back to the same place and this was confirmed. The emergency procedures regarding what shuts down in the event of a fire was being worked through. MS agreed to provide further information.</p>	<p>-</p> <p>Provide CATIII drawing</p> <p>Arrange meeting with Users to discuss CATsuite & autoclaves</p> <p>Provide copy of spec to Biosave.</p> <p>Arrange meeting with BMJ, BMCL, WW to discuss FM strategy</p>	<p>-</p> <p>MS</p> <p>PM</p> <p>PM</p> <p>DP</p>
	IT Group	<p>Labs - AS advised that he had instructed the NHS IT team to procure the IT equipment (wireless and active) as required for the Labs Facility. DP agreed to provide a drawing identifying the termination points to AS. AS agreed to ask MG to review the drawing to ensure the fitting of the wi-fi equipment is planned.</p> <p>Fume Cupboard/Safety Cabinets –the procurement process for the Fume Cupboard/Safety Cabinets had been agreed.</p> <p>Data Rooms – it was enquired whether the data rooms would hold extensive equipment and AS confirmed that the rooms would hold only switches as the servers would be located on another site. MS enquired whether BT would need to be instructed to bring in the lines and whether BT had been instructed to undertake a survey. AS asked MS to request that DP liaises with AS to discuss.</p> <p>AS advised that all the telephone equipment had been ordered for the Labs Facility.</p>	<p>Provide drawing identifying termination points.</p> <p>-</p> <p>Discussion between DP and AS re BT line/data rooms</p> <p>-</p>	<p>DP</p> <p>-</p> <p>MS</p> <p>-</p>

Item No	Item	Discussion/Information	Action	Action by Whom
5.	Hospitals and Labs Lead Design Group (cont'd) Design & Health Environment Group	GW advised that BMCL had met with Gingko and BMCL were now clearer on the way forward.	-	-
6.	Construction Management Grp Labs Construction Site Progress	It was noted that there were no issues requiring input from PMG members to resolve. GT advised that Ian Armstrong was currently reviewing the Labs Fire Strategy temporary access and egress plans.	- -	- -
7.	Retained Estate Sub-station VIE	AS advised that the tender for the LV work was out. Capita, BMCL and NHS Reps had met to discuss the configuration of the sub-station and Capita were now preparing the scope of the works. The NHS were considering 2 tenders a) all works to the contractor or b) NHS purchasing the kit and all other works to the contractor. Once the tender had been prepared he would circulate and it was anticipated that the programme would be accelerated to meet the BMCL programme. GW commented that he thought that the NHS were paying for the AP costs. AS advised that this had been discussed and agreed at various meetings and that BMCL would be paying the AP costs. AS advised that he would provide further information as to how this recharge had been set-up. JB advised that WSP were reviewing the associated road works as it was thought that the VIE was not in the best position for tanker deliveries.	- - -	- - -
8.	Community Benefits	MS advised that engagement with the community was ongoing. Various schools had visited the site during the previous week. BMCL were participating in the Govan Fair. BMCL were also sponsoring a local football team.	-	-
9.	AOCB Damages Claim	MS advised that BMCL had offered £800 to settle the claim from an SGH surgeon for the damaged tyres.	-	-
10.	Date and Time of Next Meeting Tuesday, 21 st June at 1.30pm in the Boardroom, Top Floor, Construction Site Offices			

ACTION NOTE

Present:
Graeme Thomson (GT)
Shiona Frew (Notes)

Alan Seabourne (AS)
Grant Wallace (GW)

Darren Pike (DP)
John Ballantyne (JB)

Darren Smith (DS)
Mike Sharples (MS)

Douglas Ross (DR)
Peter Moir (PM)

Apologies:

Alan Keeley (AK)

David Hall (DH)

David Bower (DB)

Mark McAllister (MMc)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action note from previous meeting	Accepted as an accurate record subject to the following amendments: Item 4, Surgical Substation..only first sentence relates to this item. The remainder of note relates to 33KVA substation.	Amend note	SF
2.	Matters Arising			
	<i>Asset Tagging</i>	AS commented that it had been agreed that DP would provide a proposal based on what was implemented on the Peterborough Project.	Provide Asset Tagging proposal	DP
	<i>Water Main</i>	PM advised that the contract documents for the water main works had been issued. It anticipated that the sub-contractor would commence 13 th June 2011 however there was a caveat which stated that they may start on 20 th June 2011 however the expected completion date would remain unchanged i.e. mid August 2011.	-	-
		AS advised that the identification of the cable had been flagged as a potential issue.	-	-
	<i>Discs</i>	It was noted that the remaining Appendix K information would be provided to BMCL in order to complete the information pack to be burned onto disc.	Provide discs	DS
	<i>Linthouse Burn</i>	AS advised that the Linthouse Burn claim was being progressed through the Commercial Group. There was no action for the PMG at this time.	-	-
	<i>Fume Cupboards</i>	PM advised that BMCL had raised a number of queries and he would meet with Labs Users to progress. It was anticipated that costs would be removed from the FC/SC contract.	Provide response to BMCL queries.	PM
	<i>Site Investigations</i>	GT advised that the survey information would be discussed with DS on Wednesday 8 th June 2011. GW enquired by what means BMCL would have received the Adein survey drawings as he had not previously seen the April 2011 survey drawing. It was agreed to further this discussion at the meeting scheduled on 8 th June 2011.	Provide feedback at future meeting	DS/GT

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising (cont)			
	<i>Equipment List</i>	AS reported that Price Waterhouse Coopers (PWC) had advised that they would be carrying out an audit on the project over a 3 week period. PWC want to review the 1:50 process and the equipment list was a key element of the review as this is an item on the project team's risk register. AS was trying to persuade PWC to delay their audit until later on in the year but he was not hopeful of being able to delay the audit.	Provide equipment list	MS/JB
	<i>Appendix K</i>	SF confirmed there were still a few drawings to be re-provided to the NHS Team for review and sign off. The drawings would be provided to the NHS Team later that day.	-	-
		DS advised that a schedule of meetings would be identified in order to undertake a review of Appendix K strategies i.e. maintenance and access strategy, locking strategy, protection strategy, etc	Provide schedule of strategy review meetings	DS
	<i>Sprinkler Schedule</i>	AS advised that the NHS Team were awaiting the BMCL response to the marked-up sprinkler schedule.	Response re sprinkler schedule to be provided	DS
	<i>A&C Site</i>	AS advised that he had instructed an email to be put into the system to staff advising that they should not walk on the road and to use footpaths. AS suggested that the walking zone should have a hand barrier. GT advised that this item was being progressed by the Construction Interface Group. The use of the road by pedestrians would continue to be monitored in the meantime. Pedestrians were now being directed across the road so that pedestrians did not walk along the roadside.	-	-
	<i>HV Cable</i>	AS enquired whether the meeting later that day with Scottish Power had been confirmed. DP advised that Scottish Power had not confirmed their attendance. AS advised that if so wished he would contact Scottish Power to progress.	Provide details of contact at Scottish Power to AS	DP
	<i>Intersection Works</i>	JB advised that BMCL had considered all the intersection works required. WSP were preparing a marked-up drawing for review by the NHS Team. DS agreed to contact WSP to progress the issuing of the drawing to the NHS Team.	Contact WSP for intersection works drawing	DS
	<i>Link Bridge</i>	PM advised that he had provided an alternative phasing proposal to A Fernie (AF). He would arrange a meeting with AF and Tim Baillie to discuss.	Arrange meeting with AF and TB	PM
		DS enquired whether he would receive correspondence from PM re BMCL using the Fairhurst and Arups drawings. PM advised that as agreed at the Site Progress meeting he would provide a response on Aconex saying that BMCL were free to use the drawings for their design works however he was unable to confirm the accuracy of the drawings. DS advised that he would ask WSP to detail out the intrusive works which would be required to check whether the drawings were "as-built". AS agreed to check with Fairhurst the accuracy of their drawings. MS agreed to provide AS with a list of the drawing numbers to be checked.	Provide a response on Aconex re Arup drawings	PM
			Provide Fairhurst drawing numbers to AS for checking with Fairhurst	AS

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising (cont) <i>Drainage Proposal</i>	PM confirmed that he had received for review the Agreement certificates for the two types of pipe being proposed. JB advised that Dunne's had been requested to provide a sample of the pipes and this was awaited. DS agreed to liaise with Dunne's to get the samples asap. DS reported that a decision on the drainage pipe proposal was required asap.	Provide pipe sample to PM	DS
	<i>Restaurant</i>	AS suggested that the planning of the restaurant area was progressing. PM advised that further to the drawing recently received via aconex an alternate design had now been provided. DS and PM had arranged to discuss the alternate design after the PMG meeting. MS agreed to confirm the Peterborough seating numbers.	Confirm Peterborough restaurant seating numbers	MS
	<i>CAT III</i>	PM advised that he had issued a PMI requesting a cost to upgrade the Level 4 CAT III Labs to SR4 grade security.	-	-
	<i>FM Strategy</i>	AS enquired whether a meeting had been arranged to discuss the FM Strategies. It was agreed that BMCL would arrange a meeting so that AS could advise on the FM Strategies.	Arrange meeting to discuss FM Strategies.	MA/DS
	<i>IT – Cabinet Termination Points</i>	DP advised that this item was being discussed through the IT Group.	-	-
		DP reported that all NHS Communications and IT would be routed through the switch. BT would need to be instructed to install the Red Care lines. MS enquired about the phones in the lifts as the line would be required to commission the lifts. DP advised that the line goes to Schindler first with a relay back to the NHS. Each lift would require a separate line out i.e. circa 11. AS agreed to liaise with Karen McSweeney re the red care lines. DP agreed to confirm who is responsible for getting the lines put in. It was acknowledged that the NHS would ultimately need take these lines over.	Liaise with Karen McSweeney re Red care lines	AS
			Confirm who responsible for instructing the lines to be installed	DP
3.	Commercial Group	AS advised that the Commercial Group had met earlier that day. It was agreed that there was no issues requiring input by PMG members to resolve.	-	-
4.	Programming	PM advised that there were no programming issues raised at the Hospitals or Labs Site Construction Progress Group meetings which took place on the 6 th June 2011.	-	-
		PM reported that DB had revised and reissued the NEC Laboratory Construction Programme	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
5.	Hospitals and Labs Lead Design Group	<p>DS advised that the Hospitals and Labs Lead Design Group meeting was scheduled for the next day (8th June 2011)</p> <p>DS advised that the BMCL Avionics Consultant had been confirmed to visit Glasgow on 17th June 2011. AS advised that he would liaise with Andy Rooney to ascertain when he could be available on the 17th June 2011 to meet with Peter Rover.</p>	-	-
6.	Construction Interface Group	It was noted that there were no issues requiring PMG input to resolve.	-	-
7.	Retained Estate	<p>It was enquired if the exact location of the surgical sub-station had been agreed. DP agreed to confirm the proposed location for the sub-station. GT suggested that consideration needed to be given to the cable run. DP advised that BMCL would like to meet with the contractor appointed to undertake the surgical substation works in order to ensure that these works are co-ordinated with BMCL works.</p> <p>AS raised concern that the banking at the VIE was restricting access/egress to a nearby fire exit. It was suggested that the banking may have slipped and a retaining wall would prevent the banking from slipping further and resolve the access/egress issue. DP advised that he would immediately investigate this concern.</p> <p>AS advised that the works re shifting the surgical sub-station would need to be co-ordinated with the interim access to the Labs, gas pipes, etc.</p>	<p>-</p> <p>Investigate Fire Access issue at VIE</p> <p>-</p>	<p>-</p> <p>DP</p> <p>-</p>
8.	Community Benefits	It was noted that a presentation would be provided by Govan High School S1 pupils on the 13 th June 2011.	-	-
9.	AOCB	There was no other business requiring discussion.	-	-
10.	Date and Time of Next Meeting Tuesday, 21 st June at 1.30pm in the Boardroom, Top Floor, Construction Site Offices			

ACTION NOTE

Present:
David Bower (DB)
Mark McAllister (MM)
Apologies:

Alan Keeley (AK)
Douglas Ross (DR)
Shiona Frew (Notes)
Alan Seabourne (AS)

Darren Pike (DP)
Graeme Thomson (GT)

Mike Sharples (MS)

Darren Smith (DS)
Grant Wallace (GW)

Peter Moir (PM)

David Hall (DH)
John Ballantyne (JB)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action note from previous meeting	Accepted as an accurate record subject to the following amendments: Discs – It was noted that the remaining Appendix K information would be provided to BMCL in order to complete the information pack to be uploaded to a <i>project reference site</i> .	Amend note	SF
2.	Matters Arising			
	<i>Asset Tagging</i>	JR commented that BMCL would provide a draft Asset Tagging proposal to the NHS Team by end July 2011.	Provide Asset Tagging proposal	DP
	<i>Appendix K/Discs</i>	DS advised that the Appendix K information was being reviewed and would be uploaded to a project reference site. DS confirmed that he had provided a disc of the pre-UGM drawings to DH. DH advised that he had reviewed the disc and provided comments back to DS. DS and DH agreed to discuss the 6 unsigned sketches included on the disc.	- DS/DH to discuss	- SD/DH
	<i>Fume Cupboards</i>	JB reported that AS had confirmed the financial budget to BMCL and BMCL had an understanding of the scope of works. JB advised that PM had notified BMCL that the height of the autoclave apertures were too high and needed to be reduced and this was being undertaken by BMCL.	- -	- -
	<i>Site Investigations</i>	GT advised that he was finalising the drawings for issue to BMCL however he would liaise with DS prior to issuing the drawings.	-	-
	<i>Equipment List</i>	DR thanked BMCL for providing the updated equipment list earlier that day. He confirmed that the next equipment list was expected by end of July 2011.	-	-
	<i>Appendix K</i>	DS enquired whether the outstanding drawings could be returned that day. DH advised that he would endeavour to ensure all documents are returned by close of business on 22 nd June 2011. DH and DS agreed to discuss the outstanding drawings to achieve sign-off.	DS/DH to discuss	-

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising (cont)			
	<i>Sprinkler Schedule</i>	DS advised that a meeting to discuss the sprinkler schedule (amongst other items) would take place on 22 nd June 2011.	-	-
	<i>HV Cable</i>	DR advised that the NHS Team had been provided with the quote from BMCL. The NHS Team had raised a cheque for the works. GT reported that the current quote was addressed to BMCL however in order for the NHS Team to pay for the works the invoice would need to be readdressed to the NHS Team for the attention of Hugh McDermont. GT advised that Russell Johnson had liaised with SGN to request a re addressed invoice.	RJ to obtain new quote from SGN	RJ
	<i>Intersection Work</i>	DS advised that he would liaise with BMCL to obtain the intersection works drawing (i.e. a drawing showing those intersection works out-with the BMCL site boundary which require to be undertaken). DS reported that BMCL would also provide a list of the non-compliance items.	DS to provide Intersection drawings DS to provide items list	DS DS
	<i>Link Bridge</i>	DR enquired whether there was any action remaining on the NHS Team. It was acknowledged that PM had provided a response on Aconex re BMCL using the Arups drawings however a response re the Fairhurst drawings was outstanding. DS reported that WSP would use the drawings as the basis for identifying the intrusive survey works which would be required. GW reported that he Karen Connelly had emailed AF to inform that BMCL should be undertaking an asbestos survey. JB requested that the NHS Team provide a PMI to instruct BMCL to carry out these works. DH suggested that a co-ordination exercise was required to ensure that the asbestos survey contractor meets with AF to determine what area(s) needs to be exposed/surveyed. It was agreed that this should be discussed at the forthcoming EW meeting.	Further discussions at Early Warning Meeting	
	<i>Drainage Proposal</i>	DR commented that a PMI had been issued by the NHS Team to confirm acceptance of the drainage proposals.	-	
	<i>P/borough Hosp – Restaurant Seating</i>	JB advised that MS would provide this information asap to the NHS Team.	MS to provide information	
	<i>FM Strategies</i>	It was noted that a meeting to discuss the Labs FM Strategies had been arranged for 27 th June 2011.	-	
	<i>Red Care Lines</i>	DR suggested that Karen Connelly was investigating this issue. DH confirmed that the installation of the Red Care lines were the Board's responsibility.	Karen Connelly to investigate	DR/KC
	<i>Retained Estate – Fire Access at the VIE</i>	AK advised that he was liaising with HMc to develop the proposal to be presented to the Estates Dept and User Groups re providing access to the decontamination unit.	-	-
		AK advised that BMCL would be removing the banking and putting in concrete blocks to widen the path.	-	-
		GT reported that the immediate Fire Access/Egress issue had been resolved.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
3.	Commercial Group	It was agreed that there was no Commercial issues requiring input by PMG members to resolve. The key items under discussion was the SP cable.	-	-
4.	Programming Stage 3	<p>DB provided the following overview of the Stage 3 key programming items:</p> <ul style="list-style-type: none"> • The VIE had been decommissioning and removal had been completed • Commencement of the FM Tunnel extension for the Labs Facility in the next few weeks • Linthouse Burn - works ongoing and BMCL anticipating works would be complete by 1st August 2011. GT enquired if there was any further impact to the piling of works due to the later completion date. AK reported that BMCL would be meeting internally to discuss/identify options • Surface and Foul water drainage – the works from Linthouse burn to the Labs Building were ongoing. The siphon had been installed and continuing to progress works from Jenny's Burn to the east of the site. AK reported that he would issue a notification to advise that a number of parking spaces will be lost next week and there would be no parking w/c 4th July for 2 weeks as the connection was in the middle of the old ambulance station land. • Surgical sub-station – GT advised that the tenders were due back on 24th June 2011. The NHS Team had pre-ordered the kit for delivery in approximately 2 weeks time. The cable tracing works were ongoing. The NHS Team were still on programme to complete the works as previously identified (end September 2011). • 33KV Sub-station – Scottish Power were currently on-site. The transformers had been installed and the cable pulling was ongoing. • Water and Gas – the water connection from Hardgate Road would be completed by 19th July 2011. There remained issues re meter sizing for the gas and DP was progressing this. GT suggested that options for the meter sizing were being considered. AK confirmed that the feed for the Gas was from Govan Road. AK advised that the cable would need to be put in however the attenuation drainage would need to be put in before the cable diversion. The gas, water and comms would be located down the current Haul Road. AK advised that BMCL were proposing to install the permanent drainage solution i.e. 1200mm pipes • Pile Mat formation –nearing completion (zone F continuing) • Piling – 2 more rigs arriving on the 27th and a further rig on the 8th July with a view to increasing production as the outputs are not are programmed. • Dewatering – AK reported that the dewatering was working well. The batter angle had been improved upon however there may be a need to put in additional piles before commencing the excavation. BMCL had anticipated working closer to the batter than is currently possible. AK would be meeting with Cementation to discuss their productivity outputs. • Tower Cranes – TC4 was erected over the past weekend. TC8 foundations were progressing. • Bulk excavations – early works progressing in core G. 	- - - - - - - - - - - - - -	- - - - - - - - - - - - - -

Item No	Item	Discussion/Information	Action	Action by Whom
4.	Programming Stage 1	<p>DB provided the following overview of the Stage 1 key programming items:</p> <ul style="list-style-type: none"> • External envelope – closing up works ongoing and anticipating water-tightness by end of July • AK advised that momentum was being gained with all the internal trades • GT suggested that JR had informed him that he had discussed the reviewing of test rooms with AK and that GT would liaise with DJ. • Samples – GT advised that a substitution paint finish to walls had been agreed i.e. eggshell • JB reported that BMCL needed to understand the MSC scope of works in order to co-ordinate their activities with the BMCL activities. GT advised that he had requested a commissioning programme from BMCL as the commissioning programme would allow the MSC works to be targeted. It was confirmed that the single points of contact would be Andy Richardson for BMCL and Peter Moir for the NHS. DH commented that the tender had been issued by the Labs Directorate and not the Project Team. The tender was an output spec so the exact equipment was unknown and may change from that contained within their tender submission. DR reported that Currie & Brown had undertaken an exercise to identify the equipment for the New Labs Facility from the Abbot tender submission and there were no concerns identified re power, cooling, etc. It was agreed that once the Project Team had an understanding of the MSC then a meeting with BMCL and Abbots would be arranged. • Energy Centre – remains on programme. JB commented that BMCL were awaiting confirmation from AS re dates temp generation will be required for. GT agreed to identify the date and confirm to BMCL. DR suggested that the ongoing Abbot discussions may be having an effect on the temporary generation date. • Biochemistry decant date – subsequent to the request from the NHS Team to move the biochemistry handover date BMCL would review the programme to identify any float which would allow the NHS to retain the building after the 4th May 2012. DS enquired if the Board had a building warrant for the demolition of the biochemistry building. DR advised that he did not think that the Board had a warrant for the demolition works and that this was BMCL works. AK advised that the Board would decommission the building including isolating services and BMCL would carry out an asbestos survey 	<p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>Future meeting with Abbott</p> <p>Confirm date when NHS temp generation</p> <p>Review Programme and identify when BMCL requires Biochem handed over</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>AS/GT</p> <p>DB</p>
5.	Hospitals and Labs Lead Design Group	<p>DS advised that he had raised 3 Early Warning in relation to the rooftop helipad. A meeting between BMCL, NHS, Bond with Peter Rover had taken place on 17th June 2011. Recent changes to guidance in relation to off shore helipad installations required that a CFD analysis be undertaken before the helipad is constructed. The general consensus from the meeting was that a CFD analysis should be undertaken. BMCL were obtaining costs for the CFD analysis however BMCL did not accept that this cost was part of defined costs.</p> <p>DS reported that the ER's placed an obligation on BMCL to obtain relevant documentation from the CAA in respect of the helipad however this obligation could not be achieved as the CAA will not sign-off the design and the CAA do not have an approvals process.</p>	<p>CFD analysis to be carried out</p> <p>Discussion re cost to be arranged</p>	<p>BMCL</p> <p>DS</p>

Item No	Item	Discussion/Information	Action	Action by Whom
5.	Hospitals and Labs Lead Design Group (cont'd)			
		<p>DS advised that recent guidance also prevented the helipad from being skirted off which was a requested from the GCC Planners. DH enquired if there was a formal response from the specialists stating the issues. A meeting would then be required to discuss the issues with the GCC Planners would need to be arranged. DS advised that he had forwarded the report from Peter Rover to AS for information. He had also requested that BMCL reviewed the helipad in relation to the other corners of the building as these had previously been lifted to ensure that the helipad was not as noticeable.</p> <p>DS commented that to ensure no conflict of information he proposed to omit the ceiling height information from the RDS as this information was part of the strategic plans. He wished to have a discussion with DH regarding the omission of acoustics information from the RDS.</p> <p>DH enquired why the water level of the hydrotherapy pool was not able to be level with the floor. DS reported that the hydrotherapy pool had been design as a standing pool. BMCL have investigated sinking the pool however there is insufficient space to install a balancing tank to allow the water to be level with the floor. DH advised that concern had been raised at a subsequent UGM. DH acknowledged that the NHS Team had previously confirmed that the water did not need to be level with the pool lip however further to the UGM discussions there was a requirement for the water to be level with the pool lip/floor. GW suggested that to fit a balancing tank an area would need to be identified close by which was equivalent to 1/3 the size of the pool. DH enquired if there was any limitation on the distance between the balancing tank and the pool. GW commented that it would be more expensive the further away the balancing tank was from the pool due to the associated plumbing which was required. DH agreed that the NHS Team would confirm if there was an area close by the Hydrotherapy pool which could be sacrificed to enable a balancing tank to be installed. DS advised that BMCL would need to consider any programme issues in relation to installing a balancing tank as it may be something that can be designed in but actually undertaken later on.</p> <p>DH advised that ZBP had attended a few of the User Group meetings however there were some minor items being raised at UGMs which ZBP did not attend and he enquired what the process was to capture these issues i.e. there was a equipment room in the NCH Rehab and therapies where a lot of dust was created. DP reported that BMCL would review this specific item.</p> <p>DS advised that there had been an early conversation about non-compliance issues which had been noted however it would be beneficial to meet with DH to compare and discuss any non-compliance issues. DH agreed to meet with DS.</p>	<p>Review corners</p> <p>RDS acoustics</p> <p>Information to be sourced from users and submitted to BMCL</p> <p>BMCL to review programme</p> <p>BMCL to review</p> <p>Non compliance discussions</p>	<p>BMCL</p> <p>DS/DH</p> <p>DH</p> <p>BMCL</p> <p>BMCL</p> <p>DS/DH</p>

Item No	Item	Discussion/Information	Action	Action by Whom
5.	Hospitals and Labs Lead Design Group (cont'd)			
	Labs Design Group	DS advised that BMCL were awaiting the detailed scope of the area to be tested. BMCL were investigating the IPS Acoustic issues in the back to back toilets. GT commented that he understood BMCL were instructing their Acoustic specialist to identify areas for testing. DS confirmed that BMCL were awaiting on proposals from their Acoustic specialist as to which rooms to test. He would provide the proposals to the NHS team so that the NHS could review and identify if there were any further areas/rooms requiring testing. GT requested that DS provides the plan so that the NHS can mark-up.	DS to provide plans to NHS	DS
	Equipment Group	It was noted that the NHS Team had received the revised equipment list and the next updated equipment list would be provided in July 2011.	-	-
	IT Group	DS advised that there were no IT Issues requiring input by PMG members to resolve.	-	-
	Design & Healthy Environment Group	DS advised that there were no IT Issues requiring input by PMG members to resolve.	-	-
6.	Construction Interface Group	It was noted that there were no issues requiring PMG input to resolve.	-	-
7.	Retained Estate	It was noted that there were no issues requiring PMG input to resolve.		
8.	Community Benefits	<p>MM reported that the training and recruitment targets were being achieved on programme. Constructionarium was currently on the site and a graduation type event was being arranged for the students involved in the Constructionarium to be presented with certificates.</p> <p>CD was reviewing the Commonwealth Games business portal to identify the pros and cons and to make sure that it portal process were more streamlined and provided value for BMCL. CD has identified some viable opportunities for Social Enterprises. BMCL had undertaken further 'Meet the Buyer' events with the most recent taking place at Celtic Park. MM wished to congratulate BMCL on their excellent collaboration with Govan High School with the Independent Learning Project. JB advised that BMCL proposed to invite pupils to meet with construction leaders to discuss career routes and BMCL proposed to maintain the momentum achieved to date.</p> <p>AK advised that it was hoped to move GSWRA into the Training and Recruitment Centre soon. BMCL did not have a definitive date from BT as to when the lines would be installed. It was anticipated that once the centre was open that a lot more information in relation to the training being undertaken could be captured. AK commented that due the current site works there would be a slow-down on recruitment however recruitment would start to ramp up again in May next year. AK advised that the next Neighbourhood Liaison meeting was scheduled to take place on 22nd June 2011.</p>	<p>-</p> <p>-</p> <p>-</p>	<p>-</p> <p>-</p> <p>-</p>

Item No	Item	Discussion/Information	Action	Action by Whom
9.	AOCB	DH suggested that there had been mention of all staff needed to be re-inducted to get access to the construction site. AK advised that the re-inductions were ongoing however nearing completion.	-	-
10.	Date and Time of Next Meeting Tuesday, 5 th July at 1.30pm in the Boardroom, Top Floor, Construction Site Offices			

PROJECT MANAGEMENT GROUP: 5th July 2011

ACTION NOTE

Present:	Alan Seabourne (AS)	Alan Keeley (AK)	David Bower (DB)	
	David Hall (DH)	Darren Pike (DP)	Mike Sharples (MS)	Peter Moir (PM)
	Darren Smith (DS)	Mark McAllister (MMc)	Allyson Hirst (Notes)	
Apologies:				
	Graeme Thomson (GT)	Grant Wallace (GW)	John Ballantyne (JB)	Douglas Ross (DR)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action note from previous meeting	Accepted as an accurate record		
2.	Matters Arising			
	<i>Appendix K</i>	DP/DH to agree exact scope of outstanding data, which is minimal, and ensure conclusion by 15 th July 2011.	DP/DH to meet to review outstanding drawings	DP/DH
	<i>Asset Tagging</i>	A proposal was due to be received from DP	DP agreed to arrange	DP
	<i>Intersection Works</i>	Reported that BMCL had two drawings showing the area works to be carried out – agreed to pass these to Board for information – these drawings show works that come under BMCL contract and the areas outwith. Some issues will require resolve but discussed outwith this meeting forum. Non-compliance –BMCL proposed to omit elements of construction detail contained within the RCC application on the basis that NHS GG&C do not intend to request adoption of the roads outwith the junctions. NHSGG&C agreement will be entirely dependent upon GCC acceptance of this strategy. BMCL to pursue agreement Works involving Hardgate Road/Shieldhall Road re traffic management . Discussions around the financial aspect – using a portion of Section 75 monies, with agreement of the Council and around the tenders for works took place. BMCL agreed to ask Peter Toal to quote for works in order to gauge what is involved AK noted he had received advisory notice for access at Ogilvie site – AK agreed to seek clarity around what is required and report back to Board.		
	<i>Link Bridge</i>	One final drawing due from Fairhurst. Agreement on schedule of works for asbestos clearing would be required Hugh McDermont and GT would organise		

Item No	Item	Discussion/Information	Action	Action by Whom
2.	<p><i>Restaurant Seating</i></p> <p><i>Atrium Mezzanine</i></p> <p><i>NCH Sanctuary</i></p> <p><i>Retained Estates – Fire Access at VIE</i></p> <p><i>Demolition</i></p> <p><i>CFD Analysis</i></p> <p><i>Hydrotherapy Pool</i></p>	<p>Noted that seating was available for 400 – coffee areas within retail zones on ground floor would be a separate count.</p> <p>Nightingales and BMCL working on these and will produce revised proposals for review by Board. Definite decision made on the removal of balcony area and moving disabled toilet with door opening at different positioning.</p> <p>Decisions needs to be taken on the level this will sit at and if not lowered to ground floor what would the under space be used for. Nightingales have been tasked with forming a solution and this may be available for Wednesdays Design Review Meeting.</p> <p>These works are now underway by BMCL</p> <p>Bio-chemistry demolition works are identified on the programme. Question of responsibility for asbestos checking was raised client or contractor. Still to be resolved. Completion will be 12 weeks from 04/05/11 A sub-programme was required – DB agreed to provide this for lead up works</p> <p>Quote of £30K received from WSP for wind tunnel analysis. DS agreed to write to Bond stating that we did not think it necessary as regulations apply to off shore helipads and nothing stated about top of buildings helipads. DS to report back to the group on response received</p> <p>DS noted he would have the technical information by the close of this week – Board required details of works required to incorporate a balancing taken to allow water level to be at top of pool</p>		
3.	Commercial	<p>It had been intimated noted that there was no signage planned for the internals of the laboratories building. This issue would be addressed by BMCL with an economic specification/brief</p> <p>AS asked that BMCL inform him of any potential scope issues before they become serious issues in advance to seek resolution</p> <p>It was noted that fume/safety cabinets had been instructed – Board were to review “as fitted drawing” and take to users before final sign off on their entire scope</p>		

Item No	Item	Discussion/Information	Action	Action by Whom
4.	Programming	DB reported that there were no issues arising on Laboratories at present. The only significant issue on the programme at the moment was the removal of the sub-station by the Board		
	<i>Laboratory Access</i>	BMCL had gone out to tender for the hard and soft landscaping and therefore any issues should be reported back as soon as possible		
	<i>Interim Laboratory Access</i>	Drawing will be signed off this week by PM		
	<i>Traffic Access to Laboratory</i>	Advice was being sought from WSP on way forward in compliance with Glasgow City Council requirements. DS agreed to check format for submission of TRO.		
	<i>Utilities</i>	Water – works were commencing on 17 th July with installation of meter on 8 th August – 2 nd meter would be installed once bio-chemistry had been demolished		
	<i>Group 2 Equipment</i>	Gas – reported that no network capacity study required to take place for Labs and connection would take place in mid August 2011 Although the full list was to be agreed procurement would commence on 10 th August with Managed Service Contract items beginning procurement in September The question of insurance of equipment installed before final handover date. BMCL would take no responsibility for items installed but that they would work to ensure that as equipment has installation dates these rooms would be incorporated into the lock down of the areas It was noted that specifications would be required on any major pieces of equipment to allow for heating and cooling to be correctly commissioned.		
	<i>Fire</i>	Building control had raised the issue of an extra door at the end of ward areas but the group agreed that these discussions would need to be finalised. AS agreed to speak to Buro Happold re building control issues and how this information is being relayed to the appropriate people.		

Item No	Item	Discussion/Information	Action	Action by Whom
5.	Construction Management	No major issues – only mention that a best method would need to be worked on for tarmac of roadways		
7.	Community Benefits	<p>Training and recruitment is on target 155 jobs provided with 96 of these being new entrants 24 apprentices had been taken on 100 work placements had been made Constructionarium had taken place over two weeks with two different groups of college students</p> <p>Procurement – 70% of procurement packages had been placed with Scottish based companies</p>		
8.	AOCB	QA Manager for Laboratory Project John Wales would be starting with BMCL on Monday as will John Barr – Engineering and Quality for Stage 3		
9.	Date of Next Meeting	19 th July at 13.30 in the Board Room – NHS Floor – Construction Offices		

ACTION NOTE

Present:
David Hall (DH)
Shiona Frew (Notes)
Apologies:

Alan Keeley (AK)
Douglas Ross (DR)

David Bower (DB)

Alan Seabourne (AS)
John Ballantyne (JB)

Graeme Thomson (GT)

Darren Pike (DP)
Mark McAllister (MM)

Grant Wallace (GW)

Darren Smith (DS)
Peter Moir (PM)

Mike Sharples (MS)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action note from previous meeting	Accepted as an accurate record subject to the following amendments: Adult Sanctuary: re Identifying an alternative area for the bicycle stands. DS advised that it had been agreed that himself and PM would identify an alternative area. There was no further input required by PMG members to close off this item. Labs Target programme – remove the word 'target'.	Amend note	SF
2.	Matters Arising			
	<i>Asset Tagging</i>	DP advised that discussions with the IDMS Rep were nearing conclusion and a proposal was expected at the end of August 2011.	Provide Asset Tagging proposal at end of August 2011	DP
	<i>Appendix K</i>	DS advised that invites to the Appendix K Aconex site would be provided later that week.	Aconex transmittal to be issued	DS
	<i>Intersection Works</i>	Govan Road/Shieldhall Road - DS reported that a quote of £3k had been advised for the left turn filter for the Intersection works. BMCL wanted to obtain confirmation from Blair Greenock that if BMCL undertake the left turn filter works that this closes out the outstanding condition. DS had requested WSP to ascertain if the Board can challenge the left turn intersection works as if was believed that a left-turn filter may cause congestion at the junction. DH advised that WSP had already been requested to provide a professional opinion on a) how the junction was currently operating and b) what impact the left-hand filter lane would have on the junction. AS reported that he expected that the junction works would be paid for through the Section 75 works. DS advised that he had provided info to DH re Bellevue.	Obtain confirmation from GCC Planners/Blair Greenock that left-hand turn works satisfies outstanding condition Obtain professional view from WSP re challenging the left-hand turn condition	DS
	<i>Neuro Link Bridge</i>	AK advised that a meeting to discuss the link bridge had been held earlier that day. The drawing of the piling works in that area and the procedures for stopping works had been agreed. The hoarding would be put back up. JB advised that consideration needs to be given re patient/visitors accessing the building/security arrangements. AS suggested that temporary signage would suffice in directing patients/visitors to access the building. AS agreed to liaise with KC to obtain an update from the earlier link bridge meeting.	Liaise with KC for update of discussions from link bridge meeting	AS

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising <i>Neuro Link Bridge (cont'd)</i>	JB reported that the protocol for ensuring that clinical requirements are not impacted at key times was being prepared. BMCL would provide a list of emergency contact details and the NHS team would identify specific emergency contact(s) and these personnel would be the only personnel that could request work to be stopped. AK advised that this was discussed at the previous Construction Interface meeting and it was suggested that it would be beneficial to understand in advance the activity taking place so that works could be planned so that a request to stop works did not occur whilst a pile was being bored. AS advised that a record of a) when works were stopped, b) who stopped works and c) the hour by hour impact of the works being stopped would need to be recorded.	Record details of works being stopped	BMCL
	<i>Adult Sanctuary</i>	DS confirmed that the changes to the Adult Sanctuary based on the current proposal were cost neutral.	-	-
	<i>Biochemistry Demolition</i>	DH advised that the demolition programme for the Biochemistry had been received. The programme identifies the decommissioning completion and handover dates to the contractor as 22 nd May. AS advised that the NHS would work towards handing over the Biochemistry building to BMCL on 22 nd May date.	Biochemistry building to be handed over to BMCL on 22 nd May 2011	AS
	<i>CFD Analysis</i>	DH noted that the HTM referenced the off-shore guidance as a source of information. The cost for the wind tunnel had been advised (circa £30k) and the costs for the CFD analysis were being obtained by DS. The NHS would consider these costs and advise BMCL of way-forward and that as this was a change to the guidance that any costs for the CFD or Wind Tunnel analysis would be cost to the NHS. AS advised that he had contacted Andy Rooney who had advised that he would ultimately assess the helipad and that Bond had no intention of instructing either a CFD or Wind Tunnel Analysis. AS agreed to advise BMCL of the way-forward as soon as possible.	Provide indicative costs for Wind Tunnel Analysis	DS
	<i>Internal Signage for Labs</i>	PM advised that he had received a proposal for the main building and DS had agreed to provide a sample for the door signage.	Advise BMCL on way forward.	AS
	<i>Fume Cupboards/Safety Cabinets</i>	AS advised that this item had been discussed at the previous Commercial Group meeting.	Conclude internal door signage discussions	PM/DS
	<i>Labs Interim Access Requirements</i>	AS advised that this item had been discussed at the previous Commercial Group meeting.	-	-
	<i>Labs Interim Access Requirements</i>	PM advised that a review of the access route, ballustrading, etc was underway by BMCL. AK advised that it would be difficult to provide 1 drawing to show access as there were 3 different elements a) east – BMCL looking at installing kerbing and considering views/sight-lines of footpath and hoardings, b) Hoarding to VIE and c) bit getting across the road. It was anticipated that a series of drawings would be provided by the end of August indicating how BMCL would accomplish access to the Labs Facility. DR suggested that BMCL would also need to consider what will be handed over in terms of access warranties, etc. JB suggested that BMCL would be considering the infrastructure of the hospitals.	Provide drawings for interim access routes by end August 2011.	

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising <i>Labs Interim Access Requirements (cont'd)</i>	<p>DS enquired whether DH had received the TRO process information as he had requested that this information be provided to DH. DS agreed to check that the TRO Process information had been provided to DH. DS enquired if there was any feedback from Niall McGrogan from his meeting with David Campbell. MMc was requested to liaise with NMc to obtain feedback. DS advised that clarity regarding whether a TRO for the Labs opening was required. AS advised that WSP was requested to progress discussions with the GCC Planners and that they should request clarity regarding the Labs opening before the Hospitals and the temporary interim access arrangements.</p> <p>AK enquired what Labs Facility traffic was expected in the interim period in/out of the gate. DH confirmed that the Labs Facility traffic would consist of waste collection (1 or 2 per week) and samples deliveries (significant amount – the figure could be provided if required). AS suggested that the GCC Planners should be asked to confirm their expectation of the Labs Facility being open before the main hospitals as the Project expectation was that the controls/restrictions will not be in place until the Hospitals were complete.</p>	<p>Check TRO process info provided to DH</p> <p>Obtain feedback from NMc re meeting with David Campbell</p> <p>Obtain confirmation that controls/restrictions are not required for the Labs Facility opening</p>	<p>DS</p> <p>MM</p> <p>DS/WSP</p>
	<i>Equipment List</i>	<p>JB requested that the NHS Team provided a definitive list of the Labs group 2 equipment so that BMCL could programme in the equipment fit-out requirements. PM advised that the NHS Team had a definitive list and that the NHS Team had gone through the BMCL lock-down programme to identify dates when BMCL would need the group 2 equipment. The group 2 equipment list mainly consisted of toilet roll, soap and paper towel dispensers. The ventilation cabinets and the dissections tables (now being classed as group 3) were being put out to tender with a view to the successful bidder installing these items of equipment with input from BMCL. JB requested clarification on what version of the Labs Equipment list everyone should be working to. AS advised that LP had pulled together all the equipment requirements and matched this against the 1:50 database. The equipment list detail was being tested against specific rooms. PM advised that LP had identified some anomalies when carrying out the testing. DP enquired if the list was focused on the MSC equipment and AS reported that the equipment list included every piece of equipment i.e. transfer, group 2, MSC and an equipment gap analysis. A list of group 2 equipment had been extracted from the master list and dates for equipment had been identified from the BMCL lock-down programme and all this information had been provided to Robert Stewart for procurement purposes. JB commented that BMCL wanted a definitive list of equipment, room by room, in order to be able to confirm to the NHS that the lock-down programme remained achievable. DR confirmed that BMCL should continue to work to the 1:50 drawings. PM advised that the MSC information on the current NHS equipment list was incorrect therefore he was unable to provide the current NHS equipment list at that time. DH advised that the first lockdown was scheduled to take place 1st week September and that the group 2 equipment was expected to be provided 2 weeks in advance. AS suggested that the supply of the group 2 equipment by the Board would be staged in line with lock-down programme however there would be specific pieces of equipment which would not be provided until much later i.e. April/May. AK advised that BMCL were trying to ascertain in advance of any impacts to areas that equipment was to be fitted to. BMCL were trying to gain an understanding of the outstanding requirements to complete the Labs Facility. AS agreed to discuss the Equipment list with LP, PM and DH the following day.</p>	<p>BMCL to continue working to the 1:50 drawings</p> <p>Provide final equipment list to BMCL as soon as available</p> <p>Discuss equipment list with LP, PM and DH</p>	<p>BMCL</p> <p>PM</p> <p>AS</p>

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2.	Matters Arising			
	<i>Fire Strategy</i>	DH advised that he had received the response from Buro and based on this response did not anticipate BMCL needing to meet with Buro. However, Buro were requesting further development of the risk assessments for ceiling voids as these had been generic. All areas for sprinkler coverage had been agreed. Buro had also provided information on how to deal with other areas in a non-technical way. (i.e. protected staircase) DH suggested that he would liaise with DS to discuss the Buro response. DH noted that the only item to be closed off was the clustering and the pantries.	Liaise with DS re Buro report	DH
	<i>George Leslie Delay Claim</i>	AS requested that the meeting to discuss the George Leslie claim was arranged asap.	Arrange meeting asap	SF
	<i>Programming</i>	DH advised that the detailed external works programme had been requested. DH noted that both BMCL Planners were on leave and enquired whether the Programme Review meeting arranged for 5 th August would require to be rescheduled. JB reported that the BMCL operational staff would be able to attend the programme review. PM advised that a PMI had been issued to not install benches in level 1 as identified in a marked-up drawing.	Provide detailed external works programme to NHS Team -	DS -
	<i>Hospitals Design – link bridge</i>	DS advised that Nightingale had prepared a proposal to provide an omitted link. DH advised that he was awaiting confirmation from the WSP Fire Designer as to how the current design would achieve compliance as the current design had a single direction of travel exceeding 15m. DH had requested confirmation of a compliant solution within the existing design. DH suggested that the omission of this link also had an impact on the operation of the ward which was the largest ward in the hospital and could only be accessed from one route. AS requested that BMCL liaise with Building Control for their view and then BMCL to provide worst and best case proposals.	Liaise with Building Control re compliance of current design. Provide worst and best case design proposals and associated costs as necessary	DS DS
	<i>CAT III</i>	PM advised that a further meeting to discuss the CAT III had taken place the previous week. An updated cost was awaited from Atlas based on providing SR4. JB advised that the CAT III information was being flagged as programme significant. DH agreed to provide a timeous response to BMCL once the costs are known. DS advised that he had not received that Labs Management Plan. AS agreed to liaise with KC and to provide that document asap.	Confirm way forward re CATIII with BMCL asap Liaise with KC re provision of Labs Management Plan to DS asap	DH/PM AS
	<i>IT Equipment (Labs)</i>	AS confirmed that the NHS IT would be fitting the IT equipment. DP advised that BMCL would be progressing the IT rooms in advance of all areas to ensure lock-down agreements and security on the IT Hubs are in place to allow the fitting of the equipment. He proposed that the security arrangements and lock-down would be discussed at the next IT Group meeting.	Security and lock-down arrangements to be discussed at next IT Group	DP

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2.	Matters Arising			
	<i>Surgical Sub-station</i>	DH advised that the base for the surgical sub-station was being undertaken by FES w/c 8 th August 2011. DP reported that he had chatted with FES reps the previous day and no issues had been raised. DH suggested that all the survey works had been concluded and the programme had been issued.	-	-
	<i>Labs Mobilisation Plan</i>	PM advised that the Labs Mobilisation Plan was awaiting sign-off by the Labs Project Management Group prior to being issued to BMCL. The Plan was being submitted to the next meeting of the LMPG scheduled for 12 th August 2011.	Provide Labs mobilisation plan once agreed by LMPG to BMCL	PM
3.	Commercial Group	JB advised there were no issues requiring input by PMG members to resolve. DR advised that BMCL appeared to be utilising weather reports from the Paisley Weather station to the Bishopton weather station. It was noted that this item would be discussed at the next Early Warning Group meeting.	Confirmation to be provided re weather station being utilised for obtaining weather reports. To be discussed at next EW meeting	JB
4.	Programming	<p>JB advised that the Labs minor queries needed to be closed out asap to ensure no impact to programme i.e. CAT III, fitted furniture. In addition, BMCL were requiring the MSC information asap. DP suggested that there were a few items needed closed out asap in order to not impact the commissioning activity i.e. fume cupboards.</p> <p>AS suggested that a session to discuss/close out the equipment queries be scheduled. He agreed to discuss with DH and PM.</p> <p>DH requested a copy of the RDD schedule for the next 6 month as the allocation of resource for the RDD process needed to be identified and planned for NHS Team members asap. DS agreed to provide the indicative RDD schedule for review at the next PMG (16/08/2011)</p>	<p>Discuss with DH and PM re way forward to close out remaining Labs equipment queries</p> <p>Provide A&C RDD Schedule for discussion at next PMG</p>	<p>AS</p> <p>DS</p>
5.	Hospitals and Labs Lead Design Gp			
	<i>Interventional/hybrid Theatres</i>	DS requested information regarding the Interventional/Hybrid Theatre. AS advised that the NHS Team were discussing the need for 2 interventional/hybrid theatres to ensure that the whole theatre activity was appropriately provided. He anticipated that there may potentially be minor alterations required to wall configuration and cooling to 2 theatres however did not believe there was a programming issue. DS advised that he did not think there was a programming issue however the Healthcare Planner had been requested to provide a report. AS reported that the Healthcare Planner had been requested to provide a view on whether the change of size/shape will work for everything that it will ever need therefore there is no requirement for change to size/shape. The Director of Surgery will be requested to confirm that the change in theatres configuration does not impact on the original plan.	Confirm way forward re interventional/hybrid theatres	AS

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5.	Hospitals and Labs Lead Design <i>Labs Samples Drop Box</i>	DS enquired what was required by the NHS Team for the samples box. PM suggested that DS liaise with MA who had been provided with a drawing identifying exactly what was required. PM reported that he needed the drawing formally issued to sign-off. He reported that the sample box needed to have a lockable back.	Provide samples box drawing to PM for formal sign-off	DS
	<i>Fire Drawings</i>	DS advised that the NHS Fire Officer had provided comments on the Fire drawings on a separate sheet of paper and that he was in the process of adding the comments to each drawing for return back to BMCL. DS requested the Labs Fire drawings in advance of the Hospitals Fire Drawings.	Provide commented Fire drawings to BMCL asap	DH
	<i>Hydrotherapy Pool</i>	DP advised that he was liaising with an alternative provider to check that the current proposals were in line with requirements.	Confirm way forward re hydrotherapy pool	DP
	<i>Front Doors</i>	DS reported that he needed to understand what the purpose of each entrance was and the requirements for each entrance. A schedule had been prepared for comment by the NHS Team. DH advised that he was liaising with SL re the 2mps. He had verbally asked G Burnett to progress proposals on the basis that the 2mps was erroneous.	Provide front doors schedule to NHS for comment	DS
	<i>Maintenance and Access Strategy</i>	DS advised that the Maintenance and Access Strategy was part of the strategy meetings to be scheduled out. CDMC would be involved in this meeting. DH suggested that some of the decisions required re how the building operates were fundamental i.e. abseil cleaning. DS enquired why abseil cleaning was an issue. DH suggested that the Board would need to decide if the abseil cleaning was affordable, in what areas it was required, frequency etc. DH suggested that consideration needed to be given to the design of the platforms (for plant replacement) as he had viewed a drawing which had the crane base at the emergency entrance to the Maternity building therefore the lifting point on the building may not be located appropriately. DS agreed to review the strategy meetings schedule and identify an earlier date for a Maintenance and Access Strategy meeting (before end of August).	Maintenance and Access Strategy meeting to be arranged before end of August	DP
	<i>Design & Healthy Environment</i>	DS advised that he had attended the 'Meet the Artists' event held at the Pearce Institute. MM advised that a 'Match-maker' event was being organised whereby the smaller organisations could join together as a consortium to allow them to bid for work.	-	-

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6.	Construction Interface Group	<p>AK advised that the Labs Construction had now reached the final quarter of the programme. He requested that the number PMI's for the Labs Facility be minimised to ensure no impact on the works. The externals works programme would be coming more in to effect as services go on and services are diverted.</p> <p>The sub-station and link bridge programmes were going well. The Scottish Water land works had been a bit problematic however progress was being achieved. Scottish Power (33kv substation) were all geared up. DH enquired if they cables were all in and DP advised that works were due to commence across the road (15th August). The water connection works were progressing well. DH enquired where the water connection works would cross the road and AK confirmed at/close to the main entrance.</p> <p>AK advised that the Jenny's Burn programme was progressing well however there had been an issue with some of the pipes having failed (pipe manufacturer problem) and they had to be taken back out and new pipes reinstalled. Dunne's had the programme for the reinstatement works. It was anticipated that the car-park would be reopened early the following week.</p> <p>AK reported that GSWRA had now moved into the Training and Recruitment centre however BT had advised that it would be 5 days before the broadband was operational.</p> <p>The Construction Interface Group was continuing to work well.</p> <p>BMCL had taken over elements of the George Leslie works in order to accelerate George Leslie leaving the site.</p> <p>AS enquired about the site sign-boards. AK advised that the sign-boards had been ordered. The sign-board to the North-east corner of the site would be erected after the hoarding had been installed (hoarding works commencing from 10th August 2011). AK agreed to liaise with PM re location for the sign-board at the corner to ensure no issue regarding the emergency access.</p> <p>AK noted that the stage 3 works were ongoing. Tower crane no 8 had been erected at the weekend. The pour of the base for core F would be undertaken later that day. The piling works were continuing momentum and the piling would finish on programme (the slip form would come off the critical path). The car park work on the Ogilvie site would commence on 15th August. It was proposed to put in tarmac roadways, install lighting and tree removal to extend land to full extent (there would be no wholesale removal of trees as per outline planning condition.</p>	<p>Minimise number of PMIs being issued to BMCL re Labs</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>Discuss location of site sign boards with PM</p> <p>-</p>	<p>PM/NHS</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>AK</p> <p>-</p>

Item No	Item	Discussion/Information	Action	Action by Whom
7.	Community Benefits	<p>MM advised that to date there had been 185 notified vacancies, 109 had been filled as new entrants of which 25 were apprentices (including 1 pupil from Govan High School who attended a work placement/team building event.) MM reported that as more contractors start on site it was important to ensure all vacancies are captured.</p> <p>Dunnes and Mercury had been offering work placements/work experience. AK advised that the Labs Project were now at a different stage whereby creating opportunities was more difficult with Astins and Mercury undertaking the bulk of the fit-out works. DP suggested that opportunities should start to be created by Summer 2012. MM advised that Astins had agreed to provide 10 apprenticeship placements. There was over a 100 work placements created to date. An SME event was planned for the City Chambers in early September 2011. MM had arranged to meet with A McIntyre to discuss transition of apprenticeships. MM was working with C Dunlop to identify if some smaller landscaping packages could be ring-fenced to provide opportunities for SME's.</p> <p>AK advised that BMCL had achieved a score of 37.5 out of 40 in the recent Considerate Constructor review. MM advised that the Considerate Constructor reviewer had been impressed with the array of community benefits events.</p>	<p>Continue to capture all vacancy/training opportunities</p> <p>-</p> <p>-</p>	<p>BMCL/MS</p> <p>-</p> <p>-</p>
9.	<p>AOCB</p> <p><i>Food Waste Digester</i></p> <p><i>Aconex</i></p> <p><i>Energy</i></p>	<p>DP enquired whether it was worthwhile promoting the success of the food waste digester as there may be potential to obtain an innovation BREEAM point. AS suggested that it may be a bit early to promote the food digester system as it would be beneficial to continue with the testing.</p> <p>DP advised that he had sent an aconex to advise that AGV witness testing was being scheduled for end August and enquired whether anyone from the NHS Team wanted to attend.</p> <p>AS advised that Ian Powrie had joined the team with a specific remit to review energy requirements for the site . AMc had also requested that IP review the oil tank sizing.</p>	<p>-</p> <p>Confirm if any NHS reps will attend the AGV witness testing</p> <p>-</p>	<p>-</p> <p>AS</p> <p>-</p>
10.	<p>Date and Time of Next Meeting</p> <p>Tuesday, 16th August 2011 at 1.30pm in the Boardroom, Top Floor, Construction Site Offices</p>			

ACTION NOTE

Present:

Grant Wallace (GW)
Shiona Frew (Notes)

Alan Seabourne (AS)

John Ballantyne (JB)

Darren Pike (DP)

Mark McAllister (MM)

Darren Smith (DS)

Mike Sharples (MS)

Douglas Ross (DR)

Peter Moir (PM)

Apologies:

David Hall (DH)

Graeme Thomson (GT)

Alan Keeley (AK)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action note from previous meeting	Accepted as an accurate record subject to the following amendments:		
2.	Matters Arising			
	<i>Asset Tagging</i>	DP advised that discussions were ongoing with the IDMS rep.	Provide Asset Tagging proposal	DP
	<i>Intersection Works</i>	DS advised that discussions regarding the intersection works were ongoing. There were no issues requiring input by PMG members. It was agreed this item could be removed from the next agenda.	-	-
	<i>Neuro Link Bridge</i>	AS advised that he had agreed to cover the portering costs for security at this point. AS requested a formal process to stop works and to track the impact of works being stopped i.e. how and in what way the works are being held back. DR advised that GT had confirmed that a protocol and process had been put in place with Neurosurgery to stop works.	-	-
	<i>CFD Analysis</i>	AS reported that DS had obtained 2 quotes and AS was comfortable with 1 of the quotes. DS had confirmed with Peter Rover that the spec was what was required and DS was to liaise again with preferred contractor to confirm the requirements and AS would authorise the payment for the works.	DS to confirm the works with preferred contractor. AS to authorise the payment for the works	DS AS
	<i>Laboratory Signage</i>	PM advised that he had commented on the first set of drawings. The final sign-off drawings had subsequently been provided and he would sign these drawings off once he had viewed the sample which MA was procuring.	Final sign-off drawings to be signed-off and returned to BMCL	PM
	<i>Labs Interim Access Requirements</i>	PM advised that he had not seen the revised proposals. JB reported that AK had targeted end of August for issuing the 3 iterations of drawings of the Labs Access requirements. DR enquired if there was a drawing showing what would be handed-over regarding the intention of agreeing warranties/insurances. PM advised that BMJ had been reviewing the interim access requirements and work was nearing conclusion. PM suggested that the insurance/warranty clarifications should be advised on a WSP drawing. DS advised that WSP would provide a drawing with the RCC and Section 56 items identified. DR suggested that the first handover of Labs included part of the fastlink route as a road not the final fastlink road. It was agreed that DR, PM and AK should discuss.	Provide interim access drawings to PM Provide WSP drawing re roads for discussion re warranty/insurances Arrange meeting DR, PM, AK to discuss interim access dwgs	AK DS SF

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising (cont'd)			
	<i>TROs</i>	AS advised that a letter and payment had been provided to DS. DS advised that he had provided the letter and payment to WSP so that they could enclose their drawings for submission to GCC.	-	-
		DS suggested that the GCC would need to be encouraged to accelerate the timing of the TRO. BMCL would need to identify the extent of the TRO. DS advised there were 3 stages: a) the final campus design where an RCC is required for the completed road, b) interim position whereby 2 lanes of the highway formed although 1 lanes is fastlink- may be done as an RCC as part of a phased completion basis or under section 56. The extent of any TROs would need to be discussed as this would be based on the final solution i.e 4 lane entry to Hardgate Road. It was the intention to restrict parking 15m either side of the 2 lane junction, there was potential to install yellow line but GCC would not enforce the yellow lines.	-	-
	<i>Equipment Lists</i>	AS acknowledged that the NHS Team had received the equipment list, that BMCL were currently pricing the equipment list and FW had provided queries to BMCL earlier that day. GW advised that there had been some minor issues pricing the list predominantly where codes had changed to new union codes. BMCL were liaising with Nightingales to obtain clarity requiring the new union codes. BMCL had also provided the equipment list to Mercury however due to holiday commitments the appropriate Mercury reps were not currently available. GW suggested that it may not be possible to provide a fully priced equipment lists by the following week. GW agreed to provide AS with an update regarding progress on the pricing of the equipment list. AS suggested that an accurate priced equipment list was critical and the timeline for this work was less critical at this time. AS agreed to discuss the equipment list with DH on his return from leave.	Provide update to AS re progress on pricing the equipment list.	GW
			Discuss equipment list timeline with DH	AS
	<i>Labs Fire Strategy</i>	DS advised that KC had provided the Labs Fire Strategy document to BMCL. He had subsequently issued the document to the BMCL consultants to ensure that the strategy accorded with the design. DS would provide feedback asap.	Provide feedback re Labs Fire Strategy according with design	DS
	<i>George Leslie Claim</i>	It was noted that the George Leslie Claim had been closed out with all parties. GW requested the CE for the George Leslie claim.	Provide Sypro CE to close out claim	PM
	<i>Hospital Missing Link</i>	DS agreed to provide feedback re Building Control asap.	DS to feedback re Building Control	DS
	<i>CAT III</i>	PM advised that he had issued PMI 100 to proceed with builder's work to the CAT III Lab which also asks for an update on the M&E installation. He had subsequently discussed this with DP and DP was formulating a response. DS advised that it would be beneficial to discuss the Biosafe/Atlas queries. PM agreed to respond to the Biosafe comments and to pick-up on the issues raised by Biosafe. DS advised that he had a response to the Biosafe/Atlas queries was being finalised and he would provide to PM by w/e 2 nd September 2011.	Provide response to Biosafe comments	PM/DS/DP
	<i>IT</i>	AS advised there were no issues requiring input by PMG members. The IT Group were progressing all items as necessary.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising (cont'd)			
	<i>Laboratory Mobilisation Plan</i>	PM advised that he had issued the Labs Mobilisation Plan to Dave Jordan on the 19 th August 2011.	-	-
	Commercial Group	JB advised that the order for the on-site weather station had been placed and the delivery of the weather station was expected late that week. The siting of the weather station had been agreed with AK. The Web update version had been procured. JB would organise for training regarding the web-based system in due course.	Outcome for discussion at next meeting	JB
	Labs Programming	PM advised that a meeting with Abbott had taken place. Abbott's had subsequently been challenged to provide a list of equipment and installation timescales. In parallel to this process Users were being requested to identify what equipment needed to be fitted prior to 10 th March 2012 and what equipment can be installed post 10 th March 2012. PM would provide the information to BMCL as soon as possible.	Provide MSC Equipment list and installation requirements to BMCL	PM
		PM had received the CAD drawings for the track analyser on Level 1. He would provide the CAD drawings to BMCL in order that they can instruct BMJ to update their drawings. He did not anticipate any impact to the benching on level 1 and requested that BMCL continue on the basis of the issued PMI.	Provide CAD drawings re track analyser to BMCL	PM
		PM had subsequently received a drawing with confirmation that Swisslog can divert their receive station onto another bench. PM anticipated being able to confirm and instruct the works to level 1 by close of business 1 st September 2011. PM anticipated being able to confirm the implications of the MSC list by 7 th September 2011. He had issued a PMI regarding benching omissions to level 4.	Provide instruction re Level 1 works by cop 1 st September Provide MSC implications list by 7 th September	PM PM
		PM summarised the MSC impacts as follows: Level 1 – 10/12 rooms with MSC equipment Level 2 – no MSC equipment in genetics, some MSC equipment in molecular pathology Level 3 – all the big lab areas in the core area – majority appears to be bench mounted or floor standing and confirming if needing to be installed before 10 th March 2012 Level 4 – no MSC being installed before the 10 th March 2012. MS advised that BMCL wish to be accommodating however enquired if it would be possible to undertake the level 2 modifications until post PC. BMCL were trying to gain a momentum and get rooms closed off and it may be more economical to retrofit any modifications. PM agreed to identify modifications asap to BMCL. PM advised that the worst area is the level 1 track and the detail of this was nearing conclusion.	-	-
	<i>Interventional/hybrid Theatres</i>	AS reported that he expected confirmation of the way-forward on 5 th September 2011.	Provide confirmation of way forward	AS
	<i>Hydrotherapy Pool</i>	DS advised that BMCL were meeting with another supplier and work to identify where to situate the hydrotherapy pool plant was being progressed.	-	-
	<i>Front Doors</i>	DS advised that the front doors design would be progressed through the Design meetings.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising (cont'd)			
	AGV	DP advised that he had requested an AGV video	AGV Video to be provided to NHS	DP
	Maintenance and Access Strategy	DS confirmed that BMCL would be organising a meeting and that he would liaise with Jim Murray to confirm the date.	Confirm date of meeting to NHS team	DS
	Hospitals Link Bridge	As previously discussed DS confirmed that he would liaise with Building Control regarding fire evacuation and report any issues to future PMG.	-	-
	Gas Meter	DP advised that BMCL had been unable to obtain the larger housing for the gas meter as the larger housing would be predicated on the order for the larger meter. DP advised that BMCL were awaiting a firm connection date however the forecast date remained as mid October 2011. DP was trying to obtain confirmation of the connection fate.	- -	- -
3.	Commercial Group	DR confirmed there were no issues requiring input by PMG members at this time.	-	-
		AS enquired about the Borehole Report. DP confirmed that the Borehole report had been received and he would provide a copy of the report to the NHS Team via Aconex asap. DS advised that the PAH analysis indicated that the PAH level increases as it comes onto the site and increases across the site. In agreement with GCC the ground water monitoring would be increased from quarterly to monthly to mitigate future costs. An early warning had been raised to the NHS Team.	Provide Borehole report to NHS Team -	DP -
4.	Programme	GW suggested that A Bebbington had uploaded the programmes to Sypro earlier that day. DR advised that GT and DH would review the programmes and report back any issues.	-	-
		MS advised that CAT III and Fume Cupboards were creating programme issues for the Labs. The Fume Cupboard supplier were advising delivery post completion. BMCL were meeting again with the supplier to discuss the acceleration of their programme. MS agreed to keep the NHS Team informed of any issues.	Provide feedback at future meeting	MS
5.	Hospitals and Laboratory Lead Design Group			
	Hospitals Design group	DS confirmed there were no issues requiring input by PMG members at this time.	-	-
	Laboratory Design Group	DR confirmed there were no issues requiring input by PMG members at this time.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
9.	AOCB	Praters – JB advised that he was awaiting feedback from the NHS Team re Praters questions. He advised that BMCL had started the process with Praters. AS advised that he would provide feedback asap.	Provide feedback re Praters	AS
10.	Date and Time of Next Meeting			
		Tuesday, 13 th September 2011 at 1.30pm in the Boardroom, Top Floor, Construction Site Offices.	For noting	ALL

ACTION NOTE

Present:	Alan Keeley (AK) John Ballantyne (JB) Allyson Hirst (Notes)	David Hall (DH) Grant Wallace (GW)	Darren Pike (DP) Graeme Thomson (GT)	Darren Smith (DS)
Apologies:	David Bower (DB) Alan Seabourne (AS)	Douglas Ross (DR) Mike Sharples (MS)	Peter Moir (PM)	Mark McAllister (MM)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action note from previous meeting	The notes of 30 th August were approved as an accurate record of the meeting	-	-
2.	Matters Arising			
	<i>Asset Tagging</i>	DP advised that discussions with the IDMS Rep were still on-going but indicated a conclusion will be reached for reported at the next meeting of this group.	DP to report to next meeting	DP
	<i>CFD Analysis</i>	As the contractor had now been appointed it was decided that this item could now be closed and removed.	-	-
	<i>Laboratory Signage</i>	DS showed a sample door sign that was to be approved for use. DS indicated that this would be supplied as part of the contract but that variations in size would incur a cost.	PM to approve sign and respond to DS	PM
	<i>Labs Interim Access Requirements</i>	AK indicated that a programme detailing external laboratory works would be complete for issue later today. Drawings would be completed by the close of play this week and issued to the Board on Monday 19 th September for review. A meeting to be organised with BMCL and Board to review information within the next couple of weeks.	Board to organise meeting	SF
	<i>Equipment List</i>	GW agreed to provide an equipment list cost run down on or before 23 rd September.	GW to provide costs	GW
	<i>Laboratory Fire Strategy</i>	DS reported that the Facilities Management document was with BMJ and Wallace Whittle for comments. This document was work in progress and feedback would be reported back as soon as possible.	DS to provide any feedback	DS
	<i>George Leslie Claim</i>	GW requested that the information noted on Sypro show the build up to the price obtained. GW agreed to discuss with DR. Once concluded this item was considered closed and could be removed from agenda.	GW to review with DR	GW/DR

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising (cont'd)			
	<i>Hospital Level 2 Link Bridge</i>	DS reported that no issues were raised by Building control and the group agreed that this particular issue can be closed off following resolution	-	-
	<i>CAT III</i>	DS reported that he had still to meet with PM to finalise these discussions	DS to meet with PM	DS/PM
	Commercial Group	JB reported that there were some software and calibration issues with the weather station. This was being worked on to resolve	Outcome for discussion at next meeting	JB
		DH noted that the report on Borehole investigations had been received and a meeting was to be organised to review. As a result of this meeting a report would be written up and a case put forward to Scottish Water	-	GT/PM/DP
		Due to the increase in PAH analysis it would be necessary for the Board to raise a compensation event	CE to be raised	PM
	Programming	GT had met with Manny to catch any pertinent issues in PMs absence and would meet with PM to catch up on his return. DS asked if the relevant information could be incorporated into the migration programme that had been created by Board as this would be a good platform for clarity to all sides.	GT to meet with PM and update/review any outstanding issues. Migration Programme to be updated	
		CAT II and Fume Cupboards supplier issues had been reviewed with the supplier and DP noted that he was working with the company to improve delivery time frames	DP to update on progress	DP
	<i>Interventional/hybrid Theatres</i>	DH agreed to provide a PMI confirming the details of the interventional theatres	Board to raise PMI	DH
	<i>Hydrotherapy Pool</i>	DS agreed to provide the further information required on the siting of the pool plant space.	DS to feedback info	DS
	<i>Front Doors</i>	DS agreed to provide information on the front door design.	DS to feedback info	DS
	<i>AGV Video</i>	DP reported that he was no further forward in acquiring the video but would contact the company again to request	DP to source video	DP
	<i>Maintenance and Access Strategy Programme</i>	Meeting was organised for Friday 16 th September	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising cont			
	<i>Surgical Sub-station</i>	GT reported that the change over was now in progress and was scheduled to complete on 27 th September	-	-
	<i>Communications</i>	DH reported that the issues with Capita liaising directly with building control and designers had been resolved	-	-
3.	Commercial Group	No issues were noted for discussion as this meeting	-	-
4.	Programming	It was to be noted that AK would report to this group on these issues.		
	<i>Critical Matters</i>	AK reported that due to the positioning of the pipes for mains and fire hydrant waters on the road there would be difficulty in the formation of the swail and a plan would be required to resolve this issue. DH reported that Hugh McDermont and Paul McGuinness had discussed and were working to resolve this. The group decided that a meeting involving AS would required to be organised. This meeting would take place after this meeting	Meeting to be organised	GT
	<i>Generators</i>	DH reported that documentation was currently with BMCL to be agreed. All issues raised have been answered and resolved and DH requested that the documentation be issued on Wednesday of this week with a copy forwarded to the Board for their information	BMCL to issue documentation	DP
	<i>Piling</i>	AK reported that the programmed piling works at neuro were now completed well within predicted time scale and that Dunnes were now moving into the area to start their works which is programmed for a 3 week period	-	-
5.	Hospitals and Laboratory Lead Design Group			
	<i>Helipad</i>	DS requested feedback on the recent visits to helipads with specific emphasis on the gradients of ramps DS raised the question of crew facilities and storage facilities inclusion at the helipad as these were not included in the original bidding process and would require to be an additional cost. DH asked for a review of space within the level 12 plant room area as a potential use as a storage area of equipment. DP agreed to look at this area. BMCL would require a response within the next week if any additional equipment required	DH agreed to provide Board to respond to BMCL on equipment and/or space requirements	DH DH
	<i>Hospital Fire Strategy</i>	DS asked if the hospital fire strategy document was completed. DH responded that there was no such document in place as yet although there was a very draft version of a potential document that had not yet been through the formal channels for approval by the Board. DH noted that if BMCL required such a document then they would require to inform the Board in order to give sufficient time to prepare. DS noted that this would be a useful tool during the cause and effect scheduled meetings with Council. DH agreed that the informal document created by Karen Connelly could be used with a clear understanding that it was not a ratified document	Document prepared by KC to be used in the interim for C&E meetings	DH

Item No	Item	Discussion/Information	Action	Action by Whom
5.	Hospitals and Labs Lead Design cont'd			
	<i>NCH Drainage Holding Tank</i>	DH reported that in relation to the NCH Schiehallion ward space for a holding tank would be required to store the toilet waste from one of the bedroom areas to allow the reactive waste to reduce before disposal into the normal sewage system. Although this was not a requirement at the moment it has been suggested by SEPA that this may be required in the future. It was suggested that this be located in the basement before connection to the main sewage. It was noted that this would not require to be a large space. DP agreed to review the space in the basement area below and report back	DP to review space in area directly below and report back on possibility	DP
	<i>Adult Tower External Façade</i>	DH advised that he had requested BMCL (Jim Murray) to clarify the implications of the improved air filtration rate (5m³/m²/hr) of the façade compound to the Aberdeen University report. This is fundamental to considering the validity of the report rather than undertaking tests.	BMCL to clarify and report back	BMCL
	<i>TRO</i>	It was noted that a meeting would require to be organised to review the expectations of the TRO. This meeting would require the following in attendance AK/ Russell Johnstone, representatives from WSP and Board (GT/PM)	SF would be asked to organise this for the next couple of weeks	SF
	<i>Design and Healthy Environment</i>	A programme would required to be provided in order to give this group timelines to work to and this requires to be integrated into the A&C Design Programme.	DS agreed to speak to Mairi Macleod to review	DS
	<i>IT Group</i>	DP noted that the laboratory network would be required to be resolved by the end of October in order to keep to programme. DP would work with Mark Greig to ensure this was kept on scheduled		DP/MG
6.	Construction Management Group	AK noted that these meetings were continuing on a weekly basis with relevant staff from both BMCL and NHS and would continue for as long as necessary		
	<i>Laboratory Construction Progress</i>	AK reported that works were progressing well with the majority of areas nearing completion internally. Externally landscaping works had been put out for tender with the expectation of works commencing in November. AK also noted that the crane situated at the rear of the laboratory block was scheduled to be removed in early October.		
	<i>Energy Centre</i>	DH indicated that a decision was reached on door security for the energy centre and this would be by key entry. DH agreed to confirm this in writing.	DH to confirm security for door	DH
	<i>Hospital Construction</i>	AK reported that core construction was progressing on programme as was piling although due to breakdowns the full quota of piling machinery would remain on site for the foreseeable future.	-	-
	<i>Planning</i>	DS reported that all relevant information has been forwarded to the planners and he was scheduled to meet with Jim Miller of Ironside Farrar – no issues has been noted or raised through this	-	-

7.	Community Benefits	All progressing to plans. It was noted however that the figures for recruitment may be slightly down in the next period but would pick up as the construction process picks up and moves onto the next stages	-	-
8.	AOCB	DS reported that he had issued the Hub drawing for Niall McGrogan to review with SPT JB reported that himself and AS had agreed to review meeting attendees and agendas to ensure correct attendees and discussions were taking place at the various meetings relating to the projects	- JB and AS to meeting and review in the near future	- AS/JB
9.	Date and Time of Next Meeting	Tuesday 27 th September at 9am – attendees are requested to note the change in time	-	-

ACTION NOTE

Present:
Douglas Ross (DR)
Peter Moir (PM)
Apologies:

Alan Seabourne (AS)
Grant Wallace (GW)
Shiona Frew (Notes)
David Hall (DH)

Alan Keeley (AK)
John Ballantyne (JB)
Mark McAllister (MM)
Graeme Thomson (GT)

Darren Pike (DP)
Mike Sharples (MS)

Darren Smith (DS)
Mark McAllister (MM)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action note from previous meeting	Accepted as an accurate record subject.		
2.	Matters Arising			
	<i>Asset Tagging</i>	AS commented that DP would be provided with the actual codes being used in the SGH by Ian Powrie. DP and IP to discuss.	Arrange for DP and IP to discuss providing current coding	SF
	<i>Maintenance Costs</i>	AS enquired when it would be possible to provide maintenance costs to AMcl's team. DP advised that he had already provided a range of cost information to KC, IP and MG team for the key Labs main systems i.e. security system, BMS, CCTV, etc. AS advised that further to the earlier generator meeting DP would be able to provide indicative costing information regarding the generators to AMcl's team.	Provide generator costs to AMcl's team	DP
		AS advised that as the Zutec system is populated that information is provided to AMcl and this was agreed.	-	-
	<i>Helipad – CFD Analysis</i>	It was agreed there were no outstanding issues regarding the CFD Analysis therefore this item was closed for this group.	Item closed	-
	<i>Equipment List</i>	AS advised that he had requested that FW and DH focus on reviewing the Equipment meeting and that he had a meeting with DH and FW on his return from leave to discuss the outcome of their review and thereafter feedback would be provided to BMCL.	Provide feedback to BMCL re Equipment list	AS
		GW commented that BMCL had linked the equipment list to the codes therefore if there were any queries regarding the equipment list then BMCL could provide further detail i.e. what specific room the equipment was located in. DR noted that the certain areas had seen large increases i.e. WC's. GW advised that he had discussed this with DH and this was due to the WC's for the whole dept being omitted from the previous equipment list. GW confirmed that these WC's had however been recorded in the FBC equipment list. It was noted that the NHS Team needed to understand what was the correct number. GW commented that BMCL had always advised that the equipment list was a moving target until the fully coded list was available. He acknowledged that the Users had probably made changes worth circa £50k.	-	-
	<i>Labs – Fire Strategy</i>	It was agreed there were no outstanding issues regarding the Labs Fire Strategy therefore this item was closed for this group.	Item closed	-

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising (cont'd)			
	<i>CAT III</i>	It was agreed there were no outstanding issues regarding the CATIII Lab therefore this item was closed for this group. PM advised that he was meeting with Users to update them on the agreements against the Bio Safe comments.	Item closed	-
	<i>Weather Station</i>	It was agreed there were no outstanding issues regarding the weather station recording therefore this item was closed for this group.	Item closed	-
	<i>Fume Cupboards</i>	DP advised that there was no further update on the timescales however BMCL did have the delivery sequence. The timescale remained as early February 2012	-	-
	<i>Interventional Theatres</i>	PM advised that he was awaiting a layout from Nightingales however it was agreed there were no outstanding issues regarding interventional changes requiring input from PMG members therefore this item was closed.	Item closed	-
	<i>Hydrotherapy Pool</i>	GW advised that this was a cost included in the Equipment list.	-	-
	<i>Front Door design</i>	DS reported that BMCL were progressing the design of the front doors on the basis that the NHS Team did not want revolving doors on the front entrances and that the NHS would take the risk on the air flow through.	-	-
		DP advised that he had discussed with Susan Logan at the Low Carbon group who had referred discussion back to the Design Group meetings. AS advised that in lieu of the revolving door on the NCH entrance that the NHS Team were expecting double sliding doors.	-	-
		MS advised that in his previous experience that automatic sliding doors always remain open due to people standing in close proximity to the doors and therefore the air blankets would not work effectively meaning that the reception area will get very cold. He suggested that there should be manual doors on the inside doors. AS suggested that consideration should be given to having two sets of doors to access and two sets of doors to egress. MS suggested that at Peterborough the doors were mainly always open. MM reported that manual doors presented accessibility issues. MS suggested that the front door design should be further considered. DS advised that the front door design would be considered through the design process and that the NCH design would be based upon having 2 sliding doors. AS commented that the NHS Team had not totally ruled out revolving doors.	Finalise proposals re sliding doors for discussion with NHS Team	DS
	<i>AGV Video</i>	DP advised that he had received the AGV video and he would upload the video to Aconex and issue to the Project Team.	Circulate AGV video via Aconex	DP
	<i>Maintenance & Access Strategy</i>	DS advised that an initial meeting had taken place and a follow-up meeting would be arranged. AS requested the follow-up meeting be arranged for his return from leave. DS requested a bullet point list of any concerns. SF was requested to ask DH to provide a bullet point list of any concerns to DS.	Provide bullet point list of any concerns	DH

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising (cont'd)			
	Surgical Sub-station	AS confirmed that the surgical sub-station works had been concluded therefore this item could be closed.	Item closed	-
	<i>Discovery of Water Pipes at Boulevard</i>	AS advised that HMc had resolved the water pipe issue at the east of the site however he understood that there was another issue at the Maternity area as there was a water pipe and hydrant in the way of the Neuro piling. AK suggested that works to relocate the water main and hydrant were due to commence soon as instructed by HMcD. PM was requested to ensure arrangements were in place for these works in HMcD absence.	Check water pipe/hydrant relocation works in hand in HMc absence	PM
	<i>Generators</i>	AS advised that a meeting to discuss generators had taken place earlier that day. He suggested that there may be a performance issue regarding ramping up the generators to provide all of the load for the hospitals within a specific time period. AS wanted reassurance from the suppliers that the generators would work to a specific time-span through provision of a bond. The meeting earlier that day had identified that a bond arrangement was not possible and therefore generator suppliers would not subscribe to bond arrangements therefore there was a commercial issue which would need to be resolved. DP suggested that the key part of the guarantee would be the wording of the contract and the certifying tests would be when the suppliers would be made to ensure that their system works as agreed. MS enquired if there was a sequence of ramping up. DP advised that the spec was within 15 seconds to provide 6.5MW available and 25 seconds to have a further 7MW available and how this was done was to be advised by the generator supplier. AS advised that 6.5MW would effectively feed the hospitals with the exception of some large coolers not being brought on. AS suggested that the issue would be to test the 20MW which was being provided by the 10 generators as when the hospitals are complete it would not be using the full load i.e. scanners not working, etc. Consideration should be given to bring in some load banks then. DP suggested that it would be key to identify appropriate wording for the generator contractor to get assurance. AS advised that the NHS would need to view a test whereby all the generators come on and therefore reassurance provided. JB suggested that the writing of the test criteria would be key. DP commented that the test criteria was key however so was an explanation of what their liability would be. AS suggested that it was important to be mindful that if the test doesn't happen then the NHS would be unable to accept the building and therefore damages £250k per week. AS advised that he wanted to work with BMCL to conclude the generator key issues.	Identify appropriate wording for guarantee arrangement	DP/AS
	<i>Helipad</i>	AS enquired if there was a timescale for the CFD Analysis testing. DS advised that he would be liaising with RWDI to obtain a status update and would feedback.	Provide feedback re CFD analysis	DS
	<i>Schiehallion – Drainage Holding Tank</i>	DP advised that BMCL had been provided with an explanation of what happens and that a holding tank for 10 day effluent was required. DP had requested confirmation that the holding tank picked up everything that was required and confirmation was awaited. AS requested that PM progresses this item.	PM to advise way forward	PM

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising (cont'd) <i>Adult Tower External Facade</i>	AS advised that the Dunhouse Buff stone was not dissimilar in fitted appearance to the panellised version. DS advised that he proposed that the NHS and BMCL have a collective agreement on the way forward based upon build-ability, colour and cost before providing the mock-ups to the GCC Planners. AS advised that PM should be the NHS rep for the discussions re build-ability, colour and cost. PM raised concern about timescales and potential delay in delivery in regard to the stone being quarried in this country and then shipped to America, processed and shipped back. JB advised that he did not have any negative experiences with the company and noted that the sample had taken longer to arrive due to the supplier minimising the shipping costs. DS agreed to ascertain the cost difference between the two different options.	-	-
	<i>Labs - RDD</i>	It was agreed that there were no outstanding Labs RDD therefore this item was closed.	Provide costing info re options	DS
	<i>Labs – Camera Cables</i>	AS advised that the mortuary camera cable connections were being progressed by PM. It was agreed this item was closed for this group.	Item closed	-
	<i>Multi-tone</i>	AS Advised that he had discussed the multi-tone requirements with DP and this item had subsequently been closed.	Item closed	-
	<i>Labs – Mobilisation Plan</i>	DS advised that he had discussed the mobilisation plan with DH and that DH had advised that the plan would be populated with MSC and telephony dates. The programme received by BMCL starts on 10 th March 2012 and it assumes all MSC and all telephony and BMCL were requesting an indication of the plan for MSC and telephony. PM advised that he would be arranging a meeting to discuss the MSC and telephony plans asap.	Item closed	-
			Provide MSC and Telephony programme	DH
3.	Commercial Group	It was noted that there were no further Commercial items requiring input by PMG members to resolve at this time.	-	-
4.	Programme	PM advised that at the Labs Construction progress meeting it was noted that the programme was indicating that there had been 5 days lost in the critical path however the completion date would remain unchanged. MS suggested that there may be some float built in. It was agreed that PM would discuss the programme with AK and AB. MS confirmed that the 10 th March 2012 still remains on track.	Discuss programmes with AB and AK	PM
		AK advised that the piling works in the basement area were now becoming awkward due to congestion of machinery and it was anticipated that the piling may run on an extra 4/5 days however this piling would not impact on critical path items.	-	-
	<i>PMIs</i>	MS enquired if there was any further PMIs pending. PM advised that there was 2 PMIs to be issued for the Labs a) change in soffit and b) data cable run between 2 pendants in the mortuary to a TV in one of the viewing rooms.	Issue PMIs asap	PM

Item No	Item	Discussion/Information	Action	Action by Whom
5.	Hospitals and Laboratory Lead Design Group			
	<i>Hospitals Design Group</i>	DS advised that there were no issues requiring input from PMG members to resolve. The next HLLDG was due to meet the following day. AS enquired if the HLLDG would be progressing the doors item and this was confirmed.	-	-
	<i>Laboratory Design Group</i>	PM advised that the waste compactor guide rails proposal was being progressed by HMc. The guide rails were not in the project. HMc was liaising with Jim Magee to identify a solution and costs and thereafter to identify appropriate procurement. It was anticipated that 3 guide rails would be required. AS suggested that the operation of the yard would need to be controlled to ensure no damage to the building from vehicles reversing.	-	-
		DP advised that work to complete the lifts works was going okay.	-	-
		DP advised that a plan to sort the plant room tanking had been identified.	-	-
	<i>Equipment Group</i>	PM advised that the contractor to supply the Dissection and Staining Tables on level 3 had been identified and the tender award was in the 10 day standstill period. The preferred bidder had a walk-round of the site earlier that day and the company would be asked for a price for connections/adaptations into the services being left by BMCL. Information regarding diameter of water connections, etc being left by BMCL would be requested from BMCL in due course. Each service needed to be surveyed and this would be undertaken as soon as the contractor had received their formal letter.	-	-
		DS advised that the previous Equipment Group meeting had been cancelled and that this group was key to maintaining progress on Labs Equipment items prior to handover of the Labs Facility in March 2012. DS requested a copy of the notes from the latest Equipment group meeting.	Provide previous meeting note	SF
	<i>IT Group</i>	DP advised that there were no issues requiring input from PMG members to resolve and the group were working through the integration plans. BT was due to commence their works on the 24 th October 2011.	-	-
	<i>Design and Healthy Environment Grp</i>	MS advised that the meeting with MM and Yorkhill Children's Foundation was still to be arranged. PM advised that he would continue to focus the group on core plan. DS advised that he had met with Ginkgo to discuss the work ahead and focus the work on the core projects.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
6.	Construction Management Group			
	Construction Interface Group	<p>AK advised that the Hospitals and Labs Construction Progress meetings had taken place the previous day. There was a clear understanding of the works to be completed to complete the Labs Facility.</p> <p>AK advised that through the Construction Interface Group meeting the swail issue regarding the pipe at the boulevard road had been resolved, the pipe issue at Maternity was in the process of being resolved. AS reported that BMCL needed the 2 containers at the Biochemistry moved asap. PM advised that HMc was working on getting the containers shifted asap. AK commented that the intention was to move the containers closer to Biochemistry in order to create a better turning circle for the VIE tanker.</p> <p>AK advised that the Labs Layout plan was nearing conclusion. PM noted that there were a few details to be finalised i.e. revised position for Air Products tanker and crossing point detail (i.e. relocate crossing point to the middle of gates to provide a better view better vision.)</p>	- - -	- - -
7.	Community Benefits	<p>AS advised that he had received the BMCL Community Engagement report and he had provided a copy of the report to Robert Calderwood for information. There were no issues arising from the report. MMc advised that there were a few more people on site since the report was issued. CD was reviewing sub-contractor opportunities. MMc suggested that it would be beneficial to have the sub-contractors to do a look-ahead re community benefits.</p> <p>MMc reported that plans for the formal launch of the Training and Recruitment Centre were being prepared. It was proposed that the launch should involve BMCL, NHS Chair and GRA Chief Executive. MMc noted that he would liaise with CD to finalise plans.</p> <p>AS commented that the Sunday Mail would be running an article in a future edition of the newspaper regarding a female apprentice plumber employed on the site as a part of the broader articles they were proposing to run regarding Women in Construction.</p> <p>MMc advised that BMCL were continuing to build on the engagement with local schools. MMc noted that at the recent engagement event at Braehead that car-parking was the main issue raised.</p>	- Liaise with CD re launch of training Recruitment Centre - -	- MMc - -
8.	AOCB			
	Labs Planning Sign-off	DS reported that he had seen the draft final planning sign off therefore all planning conditions for Labs had been met.	-	-
	HBN/HTM Derogation	DS advised that in relation to the Labs Facility Capita were still referring to items not being HBN/HTM compliant and he asked that PM discuss this with Capita. DS was requested to raise any specific issues with PM.	Identify specific issues for PM	DS

Item No	Item	Discussion/Information	Action	Action by Whom
8.	AOCB (cont'd)			
	Abbott Programme	MS advised that the Abbott programme had been received by BMCL and it was currently being reviewed. Any queries generated from the review would be provided to PM to respond.	-	-
	Gas Meter Invoice	DP enquired whether the NHS had paid the Gas Meter invoice. GW was requested to provide the details to SF for checking if payment had been made.	Provide details to SF for checking	DP/GW
	Boundary Fence at Labs	It was noted that final authorisation to carry out repairs to the Imperial Commercials and More Than fence as required. AK advised that he would prepare a scope of works for the repairs works. Consideration should be given to the need for the final fence. AS advised that the NHS would review the remedial works and then advise on way forward regarding installation of NHS fence.	NHS to review remedial works and advise way forward	AK/PM
9.	Date and Time of Next Meeting	Tuesday, 25 th October 2011 at 1.30pm in the Boardroom, Top Floor, Construction Site Offices.	For noting	ALL

ACTION NOTE

Present:
David Hall (DH)
Apologies:

Alan Seabourne (AS)
Douglas Ross (DR)
Grant Wallace (GW)

Alan Keeley (AK)
Peter Moir (PM)
John Ballantyne (JB)

Darren Pike (DP)
Mike Sharples (MS)
Mark McAllister (MM)

Darren Smith (DS)
Shiona Frew (Notes)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action note from previous meeting	Accepted as an accurate record subject to the following amendment: Item 5, IT Rooms - DP acknowledged that patching would commence <i>January</i> 2012 - not February 2012.	Amend note	SF
2.	Matters Arising			
	<i>Generator Test Criteria</i>	DP advised that he had received the test criteria and he returned it with some minor alterations. Once the final test criteria had been received he would provide this to the NHS team. AS advised that the programme had been discussed with the NHS Team.	Provide test criteria to NHS	DP
	<i>Energy Centre A side hand-over</i>	DR advised that the contractual aspects would be discussed once it was known what was being handed over.	Discuss contractual aspects once known what was being handed over	DR
	<i>Helipad</i>	DS advised that ZBP had confirmed that there was no available space in the plant room for helipad accommodation/storing PPE. DS suggested that consideration would need to be given to planning for needing plinths and requested that AS confirms the accommodation requirements to DS.	Confirm helipad accommodation requirements to DS	AS
	<i>External Facade</i>	AS advised that the A&C External Façade material discussions had been satisfactorily concluded with the GCC Planners. It was agreed that there were no outstanding issues therefore this item could be closed.	Item closed	-
	<i>NHS Contractor Method Statements</i>	AK advised that the Method Statement workshop was being organised by Ian Armstrong who would provide a workshop tailored for the NHS Project Team.	-	-
	<i>Migration Plan</i>	AS suggested that the migration plan may have been updated since issued to MS and requested that SF provide the updated version.	Provide migration plan to MS	SF
	<i>Blood Fridges</i>	AS advised that there was an issue with the Blood bank testing which needed to resolved. DP advised that he had reviewed the C&M testing specification against the Ace testing proposals and there were no drastic differences. The only real difference is the loading of the freezer rooms for testing. The format, probes and testing are very similar to what Ace were proposing carrying out. There was an outstanding query re the loading for the testing and there was no guidance available on this. C&M would normally carry out their test as a validation therefore the fridge would already be loaded. Ace had advised that they had previously carried out the testing on dry fridges for the Blood Transfusion Service. DP enquired if the NHS could provide the saline bags. AS requested that PM liaise with T Moffat and it may be beneficial to get Ace and T Moffat to liaise.	PM to liaise with T Moffat re testing of blood fridges	PM

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising (cont'd)			
	<i>Labs HBN/SHTM</i>	DH advised that he had provided a response back to BMCL and had met to discuss the response with DS. DS was to provide a response to the HBN 15.	Provide response to DH re HBN 15	DS
	<i>RDD Tracker</i>	DS advised that it had been updated in line with the timelines agreed with the NHS Team. The tracker would be provided to the NHS Team every 3 rd Friday of the month.	DS to issue RDD by cop 20/01/2012	DS
	<i>Non-A Status drawings (non equipment)</i>	DH advised that there was to be a meeting arranged to discuss the non-A status drawings. DS had advised that BMCL would be having an internal discussion in the first instance. A meeting with the NHS Team would be organised to take place after the BMCL internal discussion.	Provide feedback at next meeting	DH/DS
	<i>Missing Drawings</i>	AS requested clarity regarding what drawings were missing. DS advised that he had written to AS and requested the GB liaise with AS and FW with a list of the missing drawings. It was suggested that FW may be awaiting drawings for Nuclear Medicine.	G Burnett t liaise with FW and AS re what drawings are missing/outstanding	GB/DS
	<i>BT Fibre Link</i>	AK advised that the 2 nd BT Fibre link works would commence that week and commence on the 18 th . BMCL had identified a revised route and he would have a walk-round with HMCL later that day to agree the revised route.	Provide update as necessary	AK
	<i>Labs Interim Access Solution</i>	AS advised that AK had provided a plan and a meeting to discuss the plan had been scheduled for the 11 th January 2012.	-	-
	SGH – Flood Risk Assessment	DH advised that the NHS Team had reviewed the position and believed that it was BMCLs responsibility to construct 2d and 3d models and carry-out hydrological testing as requested by the ERs. DS advised that DH needed to refer to the WSP Flood Risk Assessment Report and that this indicated that the NHS would need to carry-out some works as there was off-site flooding and the concern was that the off-site flooding (area to the East of the hoarding) would reflect badly on the hospital. DH suggested that there had been intimation that the 350mm diameter pipe was not able to take the flow from the new hospitals. MS suggested that the WSP was indicating that the NHS would need to replace the drain at some point. AK advised that the Linthouse Burn had been diverted, a new storm had been installed and the combined had been diverted. When carrying out these works some of the storm had been taken out of the combined and put into the storm. DS suggested that BMCL had improved the drainage and mitigated the flood risk due to the increased retention installed on the site. AK advised that the concern was that the timing of the hospitals coming on line and the proposed NHS works (demolitions, etc) may not be adequate. DH suggested that the drains to the East of the blue light route were the Board's responsibility and there was a question over the section of existing combined drain as the study was suggesting that there would not be the capacity to take the new hospitals. DH suggested that the issue was that the existing combined sewer doesn't have capacity as has branches coming into it therefore doesn't have capacity for the hospitals. DS suggested that he would arrange for WSP to meet with the NHS Team to advise on the issues. AS and DH agreed to review the WSP report.	AS and DH to review the WSP report and feedback to DS. If any issues then DS to organise for WSP to meet with AS and DH to explain there report (Post Note: Board do not have the WSP report)	AS/DH DS

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising (cont'd) <i>Labs Inspection Programme</i>	PM advised that the NHS Team required an updated inspection look-ahead programme for the forthcoming visit by K Winter. AS enquired whether the inspection programme would be discussed at the Labs programme specific meeting arranged for 11 th January 2012. AK advised that the inspection programme was not prepared for discussion at the 11 th January meeting however would be provided for the Labs Site Progress meeting on 16 th January 2012. DH advised that the NHS team did not have an inspection programme which included forecast dates for inspections on the remainder of the building. AK agreed to provide the look-ahead inspection programme for the 11 th January 2012 meeting. AK advised that he had drawings marked up to relate to the programme and a graph showing what had been inspected to date against the total number of rooms.	Provide inspection programme with look-ahead dates for discussion at 11 th Jan meeting	AK
	<i>Fire Stair (Core G)</i>	DS advised that the Fire Strategy meetings were on-going and a response from Building Control was expected at the end February/beginning of March 2012 therefore there was no update on this issue at this time.	Provide update once response received from Building Control	-
	<i>Acoustics Report</i>	DH advised that the Labs Acoustic issues had been concluded.	Item closed	-
	<i>EFTE Options</i>	DS to provide a copy of the drawing outlining the two options for triggering the roof burn-off. On receipt of this AS agreed to provide written process for its operation.	Provide drawing Provide process of operation	DS AS
		AS noted that the details and procedure for roof burn-off were still subject of on-going discussions and that the BMCL bid read that this would be a manually controlled activity. DS noted BMCL disagreement with the assessment and stated that automatic trigger was intended. AS enquired, on this basis, how the 2 clearly identified stages of operation a) actuator operated opening vents, b) roof burn-off would both be automatically and separately actioned. DS advised that vents would open on VESDA detection with roof burn-off triggered by Carbon Monoxide detection. DH noted that this would not assess volume of smoke/size of fire and therefore contradicted the BMCL bid document which stated "Strict procedural control will be developed in agreement with the approval authorities over activation of any 'hot wire' system to ensure operation would only occur in an extreme fire event that threaten major conflagration throughout the atrium space." DS expressed concern that whereas he understood the Atria Fire Strategy to have been agreed it now appeared that this was not the case. AS intimated that the NHS Team had not agreed to an automatic EFTE burn-off and that, in his opinion, all parties were working toward manual operation as viewed at Stoke Mandeville Hospital. AS further noted that DS had previously reported that Strathclyde Fire and Rescue (SF&R) had agreed to activate the burn-off although BMCL had advised Building Control that the 'responsible person' would take this action. This is not acceptable and BMCL should advise GCC Building Control that it will be SF&R. DS noted that he required NHS to provide a Management Policy Statement for the roof burn-off and AS agreed to provide this. DS noted that NHS had provided the draft Fire Management Document direct to BMCL and Building Control and although he had significantly to this he had not seen the final issue. AS agreed to provide a copy. It was noted that a further meeting to discuss these matters along with the NCH Atrium had been programmed for 18/01/2012.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising (cont'd) <i>Labs – Outstanding RDD Drawings</i>	PM advised that GD had provided a set of marked up layout drawings to MA in the autumn. GD was later provided with a further set of drawings which he reviewed and advised PM that the drawings had not been updated with his previous comments which still stood and that he had further comments to add to those previously made. PM had liaised with MA and that as the Board would be placing the Fire Extinguishers that there was no need for these drawings to be marked-up. DS advised that he would remove the reference to these drawings from the RDD Tracker. AS enquired if PM had liaised with BMCL re some manual fire points needing to be relocated in the Labs Facility. PM reported that he had liaised with Capita who would raise this observation with BMCL i.e. in break out spaces there were fire points on the wrong side of the partition.	Item closed. RDD Tracker to be updated with references to Fire Extinguisher docs removed	- DS
	<i>Labs Entrance Lighting</i>	PM advised that Capita were taking this item forward. AK noted that Capita had raised the lighting level as an observation. DP advised that the NHS Team had visited Whitecroft, subsequently agreed the lighting design and BMCL had then provided drawings which had been agreed. PM advised that as he was not a Lighting Engineer he had asked Capita to check that the lighting levels were adequate for the purposes of the space. DS suggested that BMJ had developed a scheme of how the atrium should look and the lighting was part of that scheme. AS suggested that there was still a number of lights to be fitted in the atria area. PM advised that he had asked Capita to identify what the issue was in order that PM could then liaise with BMCL. DH enquired whether there was a diagram showing the lighting levels. DP advised that BMCL had provided a document through the RDD process to explain the lighting levels through the building.	PM to liaise with Capita	PM
	<i>Fire Dampers – Fuseable vs Motorised</i>	DH advised that an internal meeting had been arranged for 12 th January 2012 in order that the NHS could advise the way forward.	Provide feedback at future meeting	-
3.	Commercial Group	DR advised that the Commercial Grp had met earlier that day. The group had discussed the EW and PMIs. An updated on the weather station had not been provided. AK advised that Steven Docherty was progressing the set-up of the weather station for BMCL. The current siting of the weather station was not appropriate and BMCL were now proposing to relocate the weather station onto the roof of the security hut.	-	-
4.	Programme	AK advised that there were no critical programming matters and the exceptions would be discussed with the NHS team at the meeting organised for the 11 th January 2012. DR enquired if there had been any impact on progress due to the high winds and MS confirmed that the high winds had impacted on progress.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
8.	AOCB			
	<i>Temp Generators</i>	DP requested a discussion with AS re the spec of the generator which the NHS may be able to provide and getting the contact details of the supplier so he could liaise with the supplier to raise any queries. AS advised that he was waiting on a response from the NHS Rep as to whether the generator had a housing or not. AS enquired if it would be possible to put the generators in the NDC area and exhaust out if the generator is not enclosed in a housing. DP advised that he did not think this would be possible but if he could get the contact details for the supplier he would ascertain the spec and identify any implications.	AS and DP to liaise. AS to provide supplier details to DP	AS/DP
	<i>Mass for freezer rooms</i>	DP advised that he was meeting with Ace later that day and that he would feedback to PM regarding the mass/load requirements for testing.	DP to liaise with PM after meeting with Ace.	DP
	<i>Running of Labs Post handover</i>	DP enquired if the NHS Team had identified a person to deal with any issues post handover when the Lab Facility was operational. AS advised that he wished to negotiate with BMCL the provision of a first responder for circa 3 months.	Discuss 'first responder' with BMCL	AS
	<i>Laboratory Facility Equipment</i>	AK advised that the fitting of the AFOS benching and Ventilated Cabinets was in hand.	-	-
	<i>More Than Fence</i>	AK advised that the remedial works to the More Than fence had been completed and that it would be worthwhile the NHS Team having a look at the fence. AS advised that he had recently had a quick look at the fence from the Labs Building and that the fence had been straightened up. AK advised that the fence was now rigid. AS advised that the fence looked ok with the current covering on it however consideration would need to be given once the covering had been removed.	-	-
	<i>Damage incurred due to high winds</i>	AK advised that the Labs Facility had incurred some damage to a section of stone render due to a coping coming off. Praters had been informed that they would need to carry out rectification works and were investigating why the coping had come off. MS advised that a vent cover from the Maternity Building had come lose and this had been placed at the rear of the Project Offices. MS suggested that BMCL could refit the vent covers. AS advised that SF had liaised with the SGH Estates Dept to get them to collect the covers and organise for the vents to be refitted therefore he would not be asking BMCL to refit the covers.	-	-
9.	Date and Time of Next Meeting	Tuesday, 24 th January 2012 at 1.30pm in the Boardroom, Top Floor, Construction Site Offices.	For noting	ALL

ACTION NOTE

Present:
David Hall (DH)
Mike Sharples (MS)

Alan Seabourne (AS)
Douglas Ross (DR)
Peter Moir (PM)

Alan Keeley (AK)
Grant Wallace (GW)
Shiona Frew (Notes)

Darren Pike (DP)
John Ballantyne (JB)

Darren Smith (DS)
Mark McAllister (MM)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action note from previous meeting	Accepted as an accurate record subject to the following amendment:	-	-
2.	Matters Arising			
	<i>Generator Test Criteria</i>	DP advised that discussions were ongoing on the way the labs will be generator backed up. This will impinge on the test methodology. Update to be provided when decision made.	Provide update at next meeting	AS/DP
	<i>Energy Centre A side hand-over</i>	AS advised further to the wrap-up meeting the a-side handover was under consideration by all parties. MS advised that BMCL wanted to find out about generators, sizing, availability and price which DP was progressing.	Further meeting to be organised in due course	MS/AS
	<i>Helipad</i>	PM advised that he had met with DS. DS confirmed that he had received the accommodation sizing information from PM and he had passed the information onto Nightingale's so that they could prepare a sketch for the NHS team.	Provide Nightingale sketch re helipad to NHS team	DS
	<i>External Facade</i>	AS advised that a meeting to discuss the brise soleil had been scheduled to take place on 8 th February 2012.	Provide update at next meeting	AS/DS
	<i>Blood Fridges (Labs)</i>	DP advised that PM had sent through the scenario testing and associated information. The programme to undertake the testing would be discussed with PM in order that there is no impact to the commissioning programme.	Discuss timing of scenario testing with PM	DP
	<i>Labs HBN/SHTM list</i>	DS advised that there was 1 item to be discussed to close out the Labs HBN/SHTM list. DS and DH had agreed to discuss the outstanding item directly after the PMG meeting.	Agree Labs HBN/SHTM list	DH/DS
	<i>RDD</i>	DS advised that the RDD Tracker was being updated with all the 1:50 plans, elevation and RDS returns from the NHS. It had been agreed that the RDD was to be fully up to date at end of April 2012. It was the intention to continue to issue the RDD tracker on the 3 rd Friday of every month. DH advised he was concerned about anything slipping through the net as there was a lot of M&E RDD information being provided to and returned by the NHS Team. DP advised that he was comfortable that KHall and SF were keeping an accurate record of what information was being received and returned which was tracking the information. DH advised that he was satisfied as long as all information being provided to the NHS and returned from the NHS was being tracked. MS enquired if Aconex could not be used for tracking the documents. DS reported that actively updating the RDD tracker was the main focus.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising (cont'd) <i>RDD Tracker (cont'd)</i>	<p>AS reported that to ensure clinical input 6weeks notice was required for any user meetings that required clinician input. DS clarified that it was intended to have all the RDD tracker updated with the historical information by the end of April and he would provide a separate co-ordinated (M&E, Architectural, etc) meeting schedule for the 6 week look-ahead. DH enquired if the component selection would be included on the schedule and this was confirmed. DH sought clarification that the next release of the RDD tracker would take place on 17th February 2012 however this tracker would not be fully updated and this was confirmed by DS. DS advised that the meeting schedule would provide the diary dates looking forward and the RDD Tracker would continue to be forward looking for documentation release however would not be updated with the historical information. AS advised that he may be able to assist resourcing the updating of the RDD. DS agreed to review the RDD Tracker and resource required to update and feedback to AS.</p> <p>AS noted that the NHS Team appeared to be comfortable with the clinical equipment selection process as provided by BMCL.</p>	<p>Confirm if assistance from NHS Team to update the tracker is wanted</p> <p>-</p>	<p>DS/AS</p> <p>-</p>
	<i>Non Status A drawings (Blue dots)</i>	GW advised that BMCL had an internal meeting to discuss the blue dot changes and a meeting with the NHS Team to agree the blue dot changes was not required. It was agreed this item was closed.	Item closed	-
	<i>SGH – Flood Risk Assessment</i>	AS advised that the NHS Team needed the WSP report and associated drawings to review in advance of organising a meeting to discuss. DS advised that the information had been provided earlier that day.	Review FRA and drawings and provide feedback to DS	AS/PM/DH
	<i>SHTM 81 (part 3) – Fire in healthcare atria</i>	DH advised that he had met with K Hamill and K Hamill had confirmed that the review of the design against SHTM 81 – part 3 was in hand.	Provide feedback at future meeting	DH
	<i>EFTE Options</i>	<p>DS requested a copy of the notes from the recent Atria Fire meeting. AS advised that he had reviewed the notes and these would be passed to DH for review before being issued for review to DS.</p> <p>JB enquired if the Vectofoil solution had been agreed. DS enquired if the procedure had been written out and sent to Building Control. DH advised that the procedure had been provided to DS and it had been anticipated that DS would provide the information to Building Control. DS advised that BMCL were reviewing the information against the documents/drawing. AS reported that BMCL did not want to confuse matters with Building Control and expected BMCL to continue their liaison with Building Control as previously requested. DH suggested that the procedure document needed to be issued to Building Control as part of the warrant application. GW suggested that BMCL were continuing to hold off procuring the EFTE roof and that way forward was needed asap. JB advised that Building Control approval was a BMCL risk however the double knock system was an NHS risk. AS enquired what would happen if the Fire Officer advised that he would not be responsible for pushing the button. DS reported that the system was automatic. AS acknowledged that in terms of pushing the button the system was automated however in terms of burning off the roof this could not be automatic. AS suggested that BMCL liaise with Building Control and/or Strathclyde Fire & Rescue (SFR) to obtain formal confirmation that SFR will be responsible for activating the roof burn off.</p>	<p>Provide Fire meeting notes to DS</p> <p>BMCL to provide procedure document to Building Control</p> <p>BMCL to liaise with Building Control/Strathclyde Fire (SFR) and obtain formal confirmation that SFR will be responsible for activating the burn-off.</p>	<p>SF</p> <p>DS</p> <p>DS</p>

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising (cont'd)			
	<i>EFTE Options</i>	AS proposed that a joint meeting with SFR and B Control should be arranged if SFR advised that they would not be responsible for activating the roof burn-off. DS advised that he had been unable to progress the discussions with B Control however as he now had the burn off operational procedure from the NHS he would progress this discussions. DS advised that he proposed to locate the previous B Control/SFR minutes to reaffirm previous agreements.	-	-
	<i>Capita Observations</i>	PM advised that he had spoken to Capita who had agreed to review the call points on site	-	-
	<i>Atria</i>	AS noted that it had been discussed at the previous meeting that a general discussion regarding the atria should be arranged i.e. revolving/single/double doors, etc. AS enquired who should attend this meeting. MS confirmed that D Smith, J Murray and Nightingale's should be in attendance. AS noted that both sides had issues to discuss/resolve. AS advised that it would be beneficial for BMCL to undertake an analysis in order to identify how the atria and building should work. PM suggested that the air curtains fitted to the Labs may provide an understanding of effectiveness of air curtains for the hospitals doors.	Organise meeting to discuss atria door strategy	DS/SF
	<i>Lighting</i>	DP advised that BMCL and Wallace Whittle had reviewed the lighting levels and there were 2 areas raised by Capita which the lighting level needed to be further reviewed i.e. the half landings. For the half-landings, BMCL were considering running a conduit from the bulkheads to a single fitting and then painting out. PM advised that he would wish to consider proposals and that he did not want conduit running all over the place. DP advised that it was proposed to run the conduit inside the beam and light pointing down was required as currently the lighting on the half landing consisted of one light washing up the wall and 1 light washing down the wall.	Proposals to be provided to PM	DP
	<i>Landings – Tiling vs Vinyl</i>	AS noted that the tiling on the staircase changed from tiles to vinyl and level 1. AK advised that delivery of the tiles to complete the stairs was awaited and the vinyl had been put down in the interim in order to improve the appearance of this area.	-	-
	<i>Fire Dampers – A&C Hazard Rooms</i>	DH advised that he was waiting on a written response from Capita about the requirements for Hazard Rooms. DH had been verbally informed that motorised dampers would not be required in hazard rooms and there were many precedents of fuseable link dampers being used (predominantly in England).	-	-
	<i>Weather</i>	GW advised that there had been no 1 in 10 year weather event recorded for the month of January 2012. GW agreed to meet with DR to close out the previous weather early warnings.	Close out previous weather Early Warnings	DR/GW
	<i>Reinforcement Tracker</i>	DR advised that he was awaiting the reinforcement tracker as discussed at the previous Commercial Group meeting. GW advised that he was awaiting the reinforcement tracker from the sub-contractor and would forward to DR as soon as received. DR noted that GW had until the next assessment was being concluded to provide the tracker.	Provide reinforcement tracker to DR	GW

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising (cont'd)			
	<i>Visible Renewables</i>	AS advised that a PMI for visible renewables was to be provided. Wording of PMI to be agreed by all parties.	Agree PMI wording with BMCL	DR/PM
	<i>More Than Fence</i>	AS noted that the More Than fence remedial works looked good. The NHS Team hadn't decided whether the fence should be painted and whether the erection of a fence was required.	Confirm if any further works required to More Than Fence	AS
	<i>Scottish Water Meter/Connection</i>	DP advised that he would be meeting with Scottish Water and Business Stream at the offices of Business Stream, Edinburgh the following day. DP did not expect any glitches however wanted to check there would be no administrative delays and the meter connection works would commence w/c 20 th February 2012. DP noted that if there were any glitches then he would report this back to AS asap. AS confirmed that the NHS would fulfil their obligations to Scottish Water and DP could report this at the meeting.	Provide feedback to AS asap	DP
	<i>Piling</i>	AS acknowledged that there was a meeting with the Loss Adjustor on 10 th February 2012 however there was an anomaly in the information being provided re the number of piles being out of tolerance. JB advised that AF had clarified the previous day that focus needs to be given to the number of pile clusters and not the number of single piles. AFernie had advised that there were 29 clusters affected. DH suggested that previous documentation indicated that there were 25 clusters. GW advised that all piles had now been surveyed and the total number of clusters affected had been confirmed as 29. BMCL were continuing to survey those piles affected to ensure no further movement. DH commented that he was awaiting a note on the piling from GW. GW reported that he would provide the email which had been sent to the Loss Adjustor which included the drawing and the note. DH reported that A Fernie had advised that the Robert Bird report would be provided at the end of the week (10/02/2012) and it would be provided to the NHS w/c 17 th February 2012.	Provide email to DH as sent to the Loss Adjustor re piling	GW
	<i>GCC Info Requirements</i>	AS advised that he had liaised with Brian Tierney re the SGH site information which had been requested. AS confirmed that the address would remain as 1345 Govan Road, the name for the hospital road would be identified by GCC and the name for the site and the buildings was not required by GCC at this time.	-	-
	<i>TRO</i>	AS advised that he and DS had met with the GCC TRO rep and it had been agreed that the TRO rep would submit the application. DS advised that the final items for the RCC had been closed out i.e. lighting. BMCL had requested that the 3 RCC approvals be provided immediately back to BMCL. The section 56 approvals had not been progressed as BMCL need discussion regarding re-servicing of those.	- -	- -
	<i>A&C Drainage – VE proposal</i>	PM advised that the NHS Team were still awaiting A&C above slab and below slab drainage drawings. DS advised that the 1 st zone drawings had been provided the previous week to BMCL and these drawings would be provided to the PM later that day.	Provide above slab and below slab VE drainage drawings to PM	DS

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising (cont'd)			
	<i>Third Party Approvals</i>	AS advised that the brain-storming session regarding third party approval input for the A&C Hospitals specialist equipment was to be organised by DS in due course.	Organise brainstorming session	DS
	<i>Security Gates</i>	PM advised that the he had signed of a stamped set of security gate drawings	Item closed	-
	<i>Secure By Design</i>	DS confirmed that he had seen a letter regarding the Labs Secure by Design. DS proposed to provide an email to the NHS regarding the post handover obligations, such as Secure by Design, to reflect the conversations with the NHS in the various forums so that there was a record of information which could be provided to John Wales and Capita.	-	-
	<i>Zutec</i>	AS enquired if it had been agreed that all the Labs information would be electronic. DH reported that he was checking the legal position regarding having the information as electronic for the Health & Safety file. AS noted that it would be beneficial for key pieces of plant/equipment that any hard copy information/manuals be stuck to the side of the plant/equipment.	Confirm that electronic information is suitable for Health & Safety files	DH
	<i>Labs BREEAM</i>	DP advised that he had liaised Susan Logan(SL) in the form of a semi-close out meeting. SL had advised that she would be visiting the site on 22 nd February to carry-out the PCR. BMCL had 20/30points to respond back to SL on however to respond to some of these points would require Board confirmation. SL had acknowledged that not all information would be available for the 22 nd February i.e. post PC information such as the final Secure by Design Letter. SL had advised that she had allocated 2 weeks to write her report and 10 weeks for BRE to respond with the final certificate. DS enquired if SL had indicated how she would deal with any post PC items. DP reported that SL had advised that for the post PC she would state the BMCL position.	-	-
	<i>IT Ducts (Hospitals)</i>	DH advised that he would be attending an internal technical meeting on 9 th February 2012 and thereafter a meeting with BMCL would be arranged.	Meeting with BMCL to be arranged in due course	DH
	<i>Beneficial Use lift</i>	AS advised that it had been agreed that BMCL would remove all the protection for hand over of the Labs to the NHS. AS noted that he was awaiting contact information from D Jordan on the company which had installed the protection and would be removing the protection in order that the NHS could contract with this company to put protection on the lifts post handover. DH advised that it was the intention that 4 goods lifts are used to equip the building/move all the materials around the building.	Contact details to be provided to AS	AK/DJ
	<i>Site Visits</i>	AS noted that the Ministerial Visit to the Training Centre had been postponed however BMCL had agreed to a visit to the site by a Chinese Delegation. MMc advised that the Ministerial Visit would be rescheduled for post 10 th March and he was pushing for a late March date.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
3.	Commercial Group	<p>DR summarised the recent Commercial Group discussions as follows:</p> <ul style="list-style-type: none"> • Weather – as discussed earlier in the meeting • Cashflow – on track and getting update at the end of the following week <p>There were no items of major concern.</p> <p>AS enquired whether the £125m cap would be met. JB advised that BMCL had always agreed to cover anything over the £125m.</p> <p>JB advised that DR and DMF would meet with PM to undertake the final reconciliation of the Labs Project.</p> <p>AS enquired if the Praters package had been agreed. MS confirmed that the Prater deal had been done and the scope of works was just being tidied-up.</p>	<p>-</p> <p>-</p> <p>-</p> <p>Meet to discuss Labs Reconciliation</p> <p>-</p>	<p>-</p> <p>-</p> <p>-</p> <p>DMF/DR/PM</p> <p>-</p>
4.	Programme <i>Labs Building</i>	<p>AK provided the following update regarding the Labs close-out:</p> <p>AFOS benches – there was some services which needed changed but BMCL were reluctant to take out panels but that there was a meeting to discuss the service changes on site later that day. AK advised that it had been suggested that BMCL could cut the wall open however BMCL were reluctant to do this as there was concern that the building in these areas would appear unfinished on handover. MS reported that he would prefer that the NHS accepted the rooms before any holes are cut. PM reported that the pipe and duct-work was installed in advance of the benches being put in-situ, all the benches had been assessed, 90% of the connections had been made however there were a few connections which were causing difficulty and BMCL had already made adaptations. The works required to enable the installation of the final 5 benches would be discussed on site later that day. PM noted that he was keen that all the benches were installed before handover to ensure no impact to the Board's Mobilisation Plan. The Board were happy to work with BMCL to enable the remedial works to be carried out and early sign-off of the rooms affected may be acceptable to the NHS team. AK suggested that BMCL would need to identify any impact to commissioning and b) identify the resource requirements to undertake the works and ensure re-established by 10th March 2012. AS requested that decision makers attend the site visit later that day as he had thought that BMCL had previously indicated that remedial works would be completed with no impact on the handover. MS advised that BMCL had advised that the works would be concluded based on the information provided at that time however this was a further change and BMCL needed to take stock of where works are at. AK enquired if there was a situation where it would be beneficial to start for a completion date of 17th March 2012 and this was confirmed.</p>	Visit to site arranged to review	AS/AK

Item No	Item	Discussion/Information	Action	Action by Whom
4.	Programme (cont'd) <i>Labs Building</i>	<ul style="list-style-type: none"> Fire Extinguishers – before BMCL can remove their Fire Extinguishers the NHS Fire Extinguishers need to be in place. DH advised that the NHS Fire Extinguishers were currently arranged for installation on the 12th March 2012. AS requested that DJ liaise with K Connelly. AS enquired whether it was the preference for the installation of the NHS Fire Extinguishers pre handover. MS reported that there was no issue with the NHS Fire Extinguishers being installed before handover as long the installation works were undertaken tidily. PM requested that BMCL leave their Fire Extinguishers in until the NHS Fire Extinguishers were installed. JB noted that the NHS would need to ensure that the BMCL Fire Extinguishers provided the correct level of cover and were suitable for an NHS occupied building. PM advised that the building would have very limited occupation over the first few weeks. AS advised that he would ask the NHS Fire Officer to sign-off the BMCL Fire Extinguishers for the Labs building post hand-over until the NHS Fire Extinguishers had been installed. <p>AS enquired whether the A&C Hospitals Fire Extinguishers had been agreed contractually. DR reported that it was still to be agreed who was to provide the A&C Hospitals Fire Extinguishers however a sum of money for the A&C Hospitals Fire Extinguishers had been agreed.</p> <ul style="list-style-type: none"> Labs Fire Doors – Capita had raised an issue regarding the half-leaf of the doors not being on a closer and BMCL were currently reviewing this. AS noted that there were numerous half-leaf doors. DH suggested that there was a relatively simple retrofit solution if required. AS enquired how it was being identified if a closer was required. DH advised that the Building Regs were being reviewed. DH suggested that it was accepted that single rooms have half leaf doors as a manual operation but not on circulation areas as no individual is in control of the circulation area doors. Sliding Doors opening (changed size) – 1 sliding door had been changed to a swing door and PM had raised concern regarding this change and that it would need to be agreed by the user. PM advised that he would check this with the user once he had been advised of the location of this door. AK advised that the opening for the sliding doors was correct on levels 1 and 2 however there had been a different interpretation of the door opening on level 3 forcing the change to the door type. CAT III – the bench upstand integrated cove was still causing concern. PM advised that he had reviewed the upstand and on the basis that the upstand is bonded to the bench then he did not see an issue. In addition, the upstand and bench-back was bonded to the vinyl wall therefore everything was able to be cleaned/washed. PM had discussed the issue with DJ and it appeared that there was a mis-match in the Atlas spec for the CATIII against the rest of the building. DJ had requested the design team to confirm why there was a difference in the cove height spec. AK agreed to liaise with D Jordan. 	<p>Request NHS Fire Officer to review BMCL Fire Extinguishers for level of cover until NHS Fire Extinguishers installed</p> <p>-</p> <p>Provide update at future meeting</p> <p>Liaise with Users re change of door from a slider to swing. Confirm location of change</p> <p>Liaise with DJ</p>	<p>AS</p> <p>-</p> <p>DH</p> <p>PM AK/DJ</p> <p>AK</p>

Item No	Item	Discussion/Information	Action	Action by Whom
4.	<p>Programme (cont'd)</p> <p><i>Labs Building</i></p> <p><i>A&C Progress</i></p>	<p>DR noted that it was important that BMCL had all the Zutec information available at handover as this was an element of the completion of the works. DS enquired whether DR had discussed this with J Redmond and DR confirmed that he had not discussed the required for the Zutec information on handover with Capita. DH noted that Capita had a set of completion criteria which they were working through and the CDM would need to link into the process and review all the Health and Safety files.</p> <p>CATIII Labs – Witness and Validation – DH enquired whether the witness and validation testing had been agreed with BMCL. DP advised that further to the informal discussion with AS he would discuss with MS and confirm back to AS.</p> <ul style="list-style-type: none"> Bulk excavations: zone A pile caps substantially complete and piles caps in the basement continue to be installed with approx. 65% completed. Pile caps in zone e substantially complete and zone h due to complete. Zone F pile caps due to have commenced 6th February 2012. Core A and M Pile caps completed. Now have tables in the basement. Drainage: Underslab drainage in zone g commenced and will continue for 10 weeks. BMCL liaising with WSP regarding information flow Link tunnel – slab in to release the walls Basement tunnel – final slab pour on Friday. Basement tunnel should be complete in 3 weeks and BMCL want to put a gate on the tunnel for security and H&S reasons. Slip cores – B, C, E, F, G and H completed. Core D equalising pour completed. Core J was well commenced. Pre-cast stairs – continuing to be installed to core G and Core F was complete and being used as main access. Main concrete frame - Zone D level 2 had been completed. Zone G level 3 had been completed. Zone E first vertical riser had been poured. Zone H columns are due to start with the tables expected 3rd week February 2012. M&E – headtrack being installed in advance of the module installation commencing 22nd February 2012. External works – final services going in to release external areas so can tar road and bring vehicles in Cladding works – due to commence 26th February 2012 Temporary Suds – being installed in order to take the rain water off the Labs 	<p>-</p> <p>Liaise with MS re JD attendance at validation testing and confirm back to NHS</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p>	<p>-</p> <p>DP</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p>
5.	<p>Hospitals Design</p> <p><i>Helipad</i></p>	<p>DS advised that the helipad tender pack was due on the 15th February and he had asked J Murray to liaise with the NHS team in advance of the 15th February to review the helipad elevation/ramp drawings. AS requested that H Griffin and P Munro be involved in this helipad discussion.</p>	<p>HG and PM to attend Helipad ramps meeting</p>	<p>PM</p>

Item No	Item	Discussion/Information	Action	Action by Whom
8.	AOCB	There were no items requiring discussion.	-	-
9.	Date and Time of Next Meeting	Tuesday, 21st February 2012 at 1.30pm in the Boardroom, Top Floor, Construction Site Offices.	For noting	ALL

ACTION NOTE

Present:
Grant Wallace (GW)
Apologies:

Alan Seabourne (AS)
John Ballantyne (JB)
Darren Smith (DS)

Alan Keeley (AK)
Peter Moir (PM)
David Hall (DH)

Darren Pike (DP)
Mike Sharples (MS)
Mark McAllister (MM)

Douglas Ross (DR)
Shiona Frew (Notes)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action note from previous meeting	Accepted as an accurate record subject.	-	-
2.	Matters Arising			
	<i>Generator Test Criteria</i>	DP advised that the HV Factory test criteria had been, the HV factory testing had been scheduled for 21 st March 2012 and an NHS rep would witness the factory testing. The LV test had been set. A bit of work would be required for the on-site HV as it would not be possible to test all five on full load bank and Capita would be asked to pick 3 from the 5 to test. AS enquired to DR whether Capita and Currie & Brown would make an arrangement to test when a full load is available and that the warranties would need to be discussed and this was confirmed by DR. JB enquired whether the NHS team could be satisfied not seeing all 5 on-site tested under a full load. DP advised that the 5 generators would be tested against a full load in the factory and then all 5 would be installed on-site under the cyclic regime. AS noted that he would need to seek advice from the NHS Technical Advisers.	Provide update at next meeting	AS/DP
	<i>Temporary Generators</i>	AS advised the NHS Team had a discussion with Deselec to discuss moving the BMCL Generator and bringing in one large generator. It was proposed that BMCL would be responsible for the transportation. Deselec had been asked to provide a cost for the assembly and disassembly of the unit. A discussion regarding the costs would thereafter be organised between the NHS and BMCL. DP advised that he wanted to continue to proceed on the basis of utilising the generator at the GRI. AS advised that the GRI generator was not available and HMc and AS were identifying the best way forward. The current plan was to swing the 2 current generators round the corner and bring in the new generator, assemble the new generator then carryout the connection over a 5 day period. AS stressed that the NHS could not be left exposed. DP agreed to double check the plan. AS agreed to further discuss the plan with HMc.	Confirm requirements re full load test after discussion with TA's	AS
	<i>Energy Centre A side</i>	AS advised that there were a few items to be concluded with Building Control i.e. Fire protection, fire escape however this was work in progress and agreement was nearing conclusion. DP suggested that a meeting to discuss the A-side handover be organised for w/c 9 th April 2012. JB advised that BMCL were meeting with Building Control that day and would take the opportunity to confirm there was no change to previous discussions i.e. locking and escape.	Discuss temp generator plan re getting on-site/assembly/hooks up	AS/HMc
	<i>Helipad</i>	PM advised that he had received drawings for the helipad design which he would review asap and provide back to BMCL.	Organise meeting re Energy Centre A -side handover	SF
	<i>External Facade</i>	AS noted that a discussion regarding the Prater Integrated Spec was to be arranged. It was agreed the attendees at this meeting needed to include AS, DH, PM and JB.	Arrange meeting to discuss Prater spec	JB

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising			
	<i>Blood Fridges (Labs)</i>	PM advised that Ace was currently on site. The User Group rep was in contact with Colin Grindley to arrange the witness testing as necessary. The additional monitoring was to ensure that the users were satisfied with the blood fridges operation. PM had provided a response to the User's query re monitoring system. The NHS would require a calibration validation certificate for the probes.	Continue to liaise with PM	DP
		PM advised that he understood the 7 day log for the -40 freezer was still outstanding but that he understood the report was circa 60 pages. DP advised that provision of the results was nearing conclusion. AS noted that he was not expecting any comments from C&M Refrigeration.	Provide 7 day log report	DP
	<i>RDD</i>	DH advised that the RDD tracker had been brought up to date. The tracker would continue as work in progress alongside the RDD process. Most of the RDD had been programmed and the RDD tracker updated to include the necessary drawing references. DP advised that the look-ahead was part of the schedule.	-	-
	<i>Flood Risk Assessment</i>	It was agreed that there was no further discussion required regarding the Flood Risk Assessment and therefore this item was closed.	Item closed	-
	<i>SHTM</i>	DH advised that he was waiting on feedback from WSP regarding the updated CFD analysis which WSP had agreed to undertake based on the current proposed design strategy (burn-off located over 2 floors) at the last Design Group meeting.	Provide update at next meeting	DH
	<i>A&C – Doors(Single Action Point of Release)</i>	DH advised that Building Control had issued a clarification regarding meeting regulations. In summary, Building Control wanted single action push bar on all doors on routes i.e. departmental doors. DH had spoken to Building Control regarding why the NHS did not want single action push bars on all departmental doors and Building Control advised that the NHS would need to obtain a view and this will slow up the warrant application for Fire. Building Control understood that the NHS did not want push bars on all doors on routes and acknowledged that they would never last.	-	-
	<i>Adult Atria</i>	AS advised that there were no items requiring PMG input to resolve. The NHS team would be provided with drawings indicating the revised design based upon the final discussion.	Provide atria drawings	DS
	<i>Weather</i>	DR advised that he had 1 final piece of information to discuss with GW to conclude. The close out of the weather EWs continued to be work in progress however would be concluded asap.	Provide info to DR	GW

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising			
	<i>Visible Renewables</i>	AS advised that a PMI had been issued for the visible renewables. DP enquired if the wording of the PMI took into account the ER's 0.5 % requirement for on-site renewables. GW noted that the PMI did not cover the percentage requirements. DP reported that PV would not achieve 0.5%. DR advised that BMCL should provide proposals for the on-site renewables and the NHS Team would issue a clarification PMI on the basis of these proposals.	Provide on-site visible renewable proposals	DP
	<i>More Than Fence</i>	AS suggested that the More Than fence looked satisfactory. AK advised that the grading works were currently being finished off in the area but that he was uncertain how satisfactory the interaction with the slab at the west elevation to the Energy Centre. DH advised that an element of retaining wall was required as the tanker would be going round the corner. DP advised that WSP had reviewed the requirements for this area on the basis of the tanker going round the corner. AK advised that it was planned to take the slab round to the west staircase. AK agreed to check the detail and advise AS of any issues.	Check detail for retaining wall at energy centre	AK
	<i>Scottish Water Connection</i>	AS advised that Scottish Water had now provided costs for the upgrade works i.e. pipes and valves. AS had subsequently emailed DP for clarification of what in the bills remains to be paid. DP advised that there was a check valve at Hardgate road, one at Govan Road and one at the meter. DP noted that BMCL had installed the thrust blocks and fitted the chambers to the valves. The BMCL programme for the works was never going to be when SW were doing their works at Hardgate Road. AS advised that 3 way conversation would be beneficial.	-	-
		DP advised that the connection to Govan Road was live but closed onto the Labs at the moment until the sterilisation results had been checked. Anne Dallas (SW) had advised that the dates given were for the installation of the Hardgate Road meter and that he would give her the MPAN no and discharge info and would provide details of where the bill should go.	-	-
		AS noted that he had an indicative cost of £100k for the water charge. DP advised that the NHS Team should disagree with that invoiced cost as this very high. GW advised that BMCL had assumed £40k for water usage. DP enquired whether the invoice had included for the building water charge.	-	-
	<i>Piling</i>	AF advised that there were now 2 mini-pile rigs on site and there had been no further issues identified that week. AF had met with the Loss Adjustor and their appointed Consulting Engineer on site earlier that day (Marshall's, London). AF would continue to progress the mini-pile works. AS requested any updates in order that the NHS Board could be provided with updates as necessary.	Update AS re any issues	MS/JB/AF

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising (cont'd)			
	<i>RCC/TRO</i>	GW enquired if the NHS had seen the RCC drawings which had been received by BMCL the previous week. DH advised that he had not recently seen any RCC drawings. GW advised that he would obtain the drawings and go through them with DH. AK advised that he was due to contact Roads Department to arrange an on-site meeting to discuss the Hardgate Road access and he was awaiting a return call from them. DH raised concern that the current Labs road was operating as a public road and immediately adjacent was the site access therefore pedestrians had to cross over two vehicular entrances and queried whether this required to have a safety audit or whether WSP had reviewed the temp access set-up. AK reported that he was expecting a communication from GCC Building Control and he was expecting Building Control to request drop kerbs to be installed. GW enquired if any of the entrances were adoptable and this was confirmed. AS raised concern that Building Control could stop the access to the Labs from being used and it was critical to ensure that this did not happen.	Advise on any issues asap	AK
		AS advised that the TRO had been processed through the 1 st stage and was due to be advertised.	-	-
	<i>A&C Drainage VE Proposal</i>	DH advised that he had reviewed and returned the drawing provided by BMCL and there were no issues. It was agreed this item was closed.	Item closed	-
	<i>Third Party Approval/Specialist Input</i>	AS advised that the NHS would be having an internal brainstorming session in advance of discussing with BMCL.	-	-
	<i>Labs BREEAM</i>	AS suggested that a separate meeting between BMCL and the NHS to discuss the Labs BREEAM should be organised. AS advised he was concerned and anything but Labs BREEAM Excellent would not be acceptable.	Organise meeting	SF
	<i>IT Duct</i>	DH advised that he had obtained the basic duct information and subsequently forwarded to Karen McSweeney for liaising with BT. DH was waiting on the chamber details to be provided.	Provide chamber details	DP
	<i>Fire Extinguishers (Labs and A&C)</i>	AS advised that the Labs Fire Extinguishers had been fitted. It was noted that the commercial position regarding the A&C Fire Extinguishers was understood.	-	-
	<i>CL3 Labs</i>	DP advised that all commissioning with the exception of the fumigation had taken place. The fumigation was scheduled to take place over the 22 nd /23 rd March 2012.	-	-
	<i>Access to Labs</i>	AS requested that it is checked that the highest waste truck will fit under the aperture.	Ensure no height issues for waste truck	PM
	<i>Exclusions</i>	DH advised that a meeting to discuss the exclusions would be organised in due course i.e. omit ceilings.	Meeting to be arranged in due course	DH
	<i>Ceiling Heights</i>	DH advised that he had received the drawings and would liaise with F Wrath and provide feedback asap.	Provide feedback re ceiling heights	DH

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising (cont'd)			
	<i>Stage 1 – Insurance Bond</i>	DR advised that he had been provided the information for review prior to providing to BMCL.	Formally return bond to BMCL	AS
	<i>Inflation</i>	JB advised that he would meet with AS and DR to discuss the inflation proposals.	Discuss inflation proposal	JB
	<i>AGV Dilapidation Survey</i>	AS requested that HMc be reminded to provide the AGV Dilapidation Survey information to BMCL asap.	Remind HMc to provide AGV Dilapidation Survey	SF
	<i>Slab Finishes</i>	DH advised that confirmation about the suitability of the slab finishes was awaited. AF advised that he was liaising with the suppliers and would provide info asap.		
	<i>Complaint Letter (Luma Tower)</i>	AS advised that the NHS had formally provided a response to the Luma Tower complainant through the Complaints Commissioner and requested that BMCL have no liaison with the complainant.	Provide copy of letter to MS	SF
		AK advised that a local resident had recently complained about the proximity of the building to her residence and the associated vibration and noise. The resident intimated that she would be requesting a meeting with the NHS. The resident was liaising with Joanna Lamont. AS noted that there had only been 1 complaint from Neurosciences which was closer than the residencies.	-	-
		AK advised he had also received a call from the Environmental Agency (EA) raising concern about dust on Govan Road. AK advised the EA rep that BMCL had a 1 way system in operation on the site. AK had advised that he would review the concern.	-	-
	<i>Hospital Design</i>	<u>Canopies</u> – DH advised that there had been a successful workshop with users. It was presented to the Users that there was still the option for no canopies/down-stands. It appeared that there was a single supplier who had managed to get the system to work properly without canopies/downstands and this system was being installed in Bristol later in the year. The management of user expectations will be required. The users understand that the no canopy option is potential however they would be keen to pursue this system. AS noted that there were no other sites in the UK with a no-canopy solution therefore the system was unproven. DH suggested that for the no canopy solution to be eliminated that the users would require serious justification of why the option had been ruled out. DH advised that the next stage was that BMCL provide a performance spec which will not exclude the canopy solution and the market will be requested to provide a solution i.e. provision of the best flow rates at the table. MS advised that he was not comfortable at pursuing the no canopy solution as he was not comfortable that BMCL could be put in a position whereby BMCL could satisfy their obligations and this was a major change mechanically as effectively trying to create an air blanket. DP advised that the ventilation rate would need to increase, all the work is done above the ceilings and the flow needs to be sent down faster – higher up so needs more thrust. AF suggested that there would potentially be maintenance issues in the future. MS advised that BMCL would discuss the no canopy solution with Mercury.	Discuss canopy solutions with Mercury	MS

[illegible]

Item No	Item	Discussion/Information	Action	Action by Whom
5.	Hospitals Design (cont'd)	<p><u>Pharmacy</u> – DH advised that the Pharmacy issue had been concluded earlier that day. Building Control had categorised it as a store and then a retail unit. DH had clarified that operation of the unit i.e. predominantly for out-patients.</p> <p><u>M&E Return of RDD</u> – DH advised that he would liaise with Capita for return of the outstanding drawings. DH noted that Capita had been focussed on the Labs Handover.</p>	-	-
	Equipment Group	<p>AS enquired if there was a programme impact re wiring for the nurse call system which was awaiting decision. DP advised that there was no issue as there was no change to the wiring as it would be the front end that would be the change. DH noted that he was concerned that the opportunity to make efficiency savings i.e. integration with Board's IT/Telecoms.</p> <p>MS advised that he had spoken to ZBP who had commented that they need real details re major kit that the NHS would be buying to ensure that there were adequate power loads, etc. DH noted that there were several exercises which were required i.e. a) identifying all the equipment which would be needed and this exercise had been concluded, b) identifying which equipment the Board can transfer in and c) procurement exercise. The procurement of equipment was 2 years away and cannot specify specific types of equipment so unable to clarify loads, etc at this time. MS suggested that jointly there should be a strategic decision taken on what allowances are identified. DH commented that he assumed that BMCL would be leaving room for associated pipework. MS advised that there was space for a quench pipe currently planned but not a vent pipe which was required by some manufacturers. MS questioned what resilience BMCL should be currently building in. AS requested that BMCL flag-up the issues so that the NHS can organise for meetings with appropriate users. MS advised that power, ventilation, cooling, humidity were all potential issues. AS enquired if bandings could be used. DP noted that previously there had been an exercise to work through various scenarios and suggested that this exercise be resurrected and further reviewed. It was agreed that a meeting should be arranged to go through the schedule. AF noted that he had a crib sheet with a list of queries re specific areas which had been based on lessons learned from other projects. AS enquired if for the large kit whether there could be a big change from one supplier to another and DP confirmed that there could be a large difference between suppliers. DH advised that the ER's state that the proposals should be based on the worst case scenario i.e. heaviest weight, heaviest load, heaviest cooling. One MRI machine had already been excluded due to its unachievable vibration requirements. AS requested that DH meet with DP to discuss the agenda/requirements/outcome expected from meeting with the NHS.</p>	<p>Liaise with Capita re M&E drawings</p> <p>-</p> <p>Meeting to discuss equipment schedule to be arranged</p> <p>Set agenda and discuss information expectations</p>	<p>DH</p> <p>-</p> <p>DH/SF</p> <p>DH/DP</p>

Item No	Item	Discussion/Information	Action	Action by Whom
5.	Hospitals Design (cont'd) IT Group	DH enquired about the data wiring due to be installed in the first zone as the pendant issue was still to be concluded and there were implications for the data wiring. DP advised that the wiring installation will be carried out on the basis of the current proposals and data wiring taken out would be a catch up. DH enquired when the wiring would be commencing and DP suggested the wiring would commence in circa 2 week time. DH enquired if this was identified on any of the programmes issues to the NHS Team. DH was keen to capture any benefits eg – taking out data from the pendants in critical care. DH suggested that consideration also needed to be given to asset tagging implications and enquired there would be spare capacity of data cabling. AS enquired if spare data cabling had been requested by the NHS. DH advised that the NHS had requested the space to allow for extra data cabling but not spare cabling. DP advised that there would be no spare capacity on data cabling only space as there was little point to installing additional cabling as BMCL would need to guess the end points. DP advised that BMCL were currently undertaking an internal discussions and it had been asked when the network will need to start and appear. DP suggested that it would need to start in advance of the sub-hubs.	Issues to be raised at next IT Group meeting	DH/DP
	Design & Healthy Environment Gp	PM advised that there were no issues requiring input by PMG members to resolve.	-	-
6.	Construction Management Laboratory Facility	<p>AK advised that a PMI programme had been prepared which showed all the PMIs instructed post-handover and those PMIs not completed pre-handover. It was hoped to conclude the PMI works by 16th April 2012. PM advised that he had a couple more PMIs to instruct for the Labs Facility such as a) the level 4 security locks at end sets of doors were removed however for anti-terrorism requirements there will need to be a swipe card, panic button and break glass fitted and he would be requesting a cost for this. AS requested that this change be put through J Grant for approval. DH suggested that the original design would need to be reviewed as there may be a need for an amendment to a warrant. AS advised that he did not understand why this change was required and whether putting in swipe card access will work for the purposes intended.</p> <p>AK advised that he had spoken to KC on 19th March 2012 and she did not raise any issues. DH advised that the cleanliness of the telecoms rooms had been raised earlier that day i.e. cabinet tops hadn't been cleaned. MS advised that if BMCL could get access then they would put in cleaners. AS advised that access could be provided.</p> <p><u>Crossing from existing site</u> - AS enquired why there were operatives on the crossing point. AK advised that 1 operative was being used as a spotter whilst the other operative was being used to power wash. The 2 operatives were as a precautionary measure.</p> <p>The programme for the external works was being updated.</p> <p>BMCL were expecting to complete the IDMS snags later that week.</p>	<p>Discuss level 4 security requirements</p> <p>Provide cleaners for Labs Telecoms rooms</p> <p>-</p> <p>-</p> <p>-</p>	<p>AS/PM</p> <p>AK</p> <p>-</p> <p>-</p> <p>-</p>

Item No	Item	Discussion/Information	Action	Action by Whom
6.	Construction Management Hospitals	<p>AF provided the following update: Zone K – lift housing at top nearing completion Core A – starting to come out of the ground and in circa 3 weeks will be at the top Level 4- fit-out progressing well and the boarding will commence the next day Level 2 – head-track commenced Courtyard roofing – commencing samples and examples. Courtyards – bringing metsec and external walls into line Mini-piling being completed in Core A & C & H Sub-structure – continue to work in zone G & F and should start to see pile caps in for main entrance columns Sub-structure works in core j (out-patients) – progressing Zone K – critical area –ensuring preparations completed for steelwork (anticipated early June)</p> <p>AS enquired about the thermal wheel discussions. DH advised that it appeared that it was only the tower that did not have thermal wheels and K Hall had agreed to provide an indication of the numbers. SL had requested information from ZBP in order to identify the Energy Saving based upon the gas cost. DH agreed to provide a copy of the correspondence to DP.</p>	-	-
	Construction Interface Group	<p>AK advised that there were no issues requiring input by PMG members to resolve.</p> <p>AS requested that there be no discussions regarding the Labs at the Construction Interface Group. AS advised that the Labs belongs to the Project Team therefore there was no interface and should not be discussed. AS agreed to reaffirm the Construction Interface Group role and remit with HMCD.</p>	<p>Provide copy of correspondence to DP</p> <p>-</p> <p>Discuss role of CIG with HMCD</p>	<p>DH</p> <p>-</p>
7.	Community Benefits	It was noted that there were no issues requiring input by PMG members to resolve.	-	-
8.	AOCB			
	Sedum Roof	AK enquired about the way forward regarding the Labs Sedum roof. DH advised that 41 types of species were required. DP advised that AK should discuss with J Wales.	Liaise with J Wales	AK
	Easter Holidays	AK advised that it was BMCLs intention to work on 6 th April 2012 however the site would be closed on 7 th , 8 th and 9 th April 2012.	-	-
	Labs – Formal Handover	AS advised that HG had a plan for the formal handover and all the arrangements had been made. AK Advised that BMCL had instructed for cleaning works to take place to the ground floor.	-	-
9.	Date and Time of Next Meeting	Tuesday, 3 rd April 2012 at 1.30pm in the Boardroom, Top Floor, Construction Site Offices.	For noting	ALL

ACTION NOTE

Present:
Grant Wallace (GW)

Alan Seabourne (AS)
John Ballantyne (JB)

Mark McAllister (MM)
Darren Smith (DS)

Darren Pike (DP)
Mike Sharples (MS)

David Hall (DH)
Allyson Hirst (Notes)

Apologies:

Peter Moir (PM)

Alan Keeley (AK)

Douglas Ross (DR)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action note from previous meeting	Accepted as an accurate record with a few minor changes to section 2 RCC/TRO, section 5 Hospital Design	Changes to be made	AH
2.	Matters Arising			
	<i>Generator Test</i>	It was noted that the testing was now complete but a discussion is required to clarify the warranty situation if not powered up. BMCEL agreed to forward, via Aconnex, the test certification from the recent testing carried out in Belfast	Test Certification to be forward to NHS	BMCEL
	<i>Temporary Generators</i>	AS advised that a plan was now in place to deal with the issues that had arisen. Costs would be shared between NHS and BMCEL. BMCEL noted that if cabling was not able to be completed to schedule another date would need to be found	-	-
	<i>Energy Centre A side</i>	Meeting has now been held and drawings prepared from that meeting. DS reported that a meeting was scheduled with Building Control this afternoon to resolve certification required	DS to report back on meeting	SS
	<i>Helipad</i>	DS noted that the Helipad drawings had been issued via Aconnex. PM has been asked to review the labelling of the rooms and revert back to BMCEL. The gradient is 1:16 and this was considered appropriate. DS reported he was meeting with planners at the end of April beginning of May	PM to review labelling	PM
	<i>Prater</i>	JB reported that he had a potential delivery option but would need to discuss this further. JB agreed to arrange the meeting	Arrange meeting to discuss Prater spec	JB
	<i>Blood Fridges</i>	Work would be completed on these this week		
	<i>Fire Issue</i>	DH noted that he was awaiting an update from WSP and anticipated for the end of April	Update from WSP	DH
	<i>Design Drawings</i>	Designs are being drawn up at the moment		
	<i>Visible Renewable</i>	This was to be discussed at the Low Carbon meeting scheduled for Wednesday with Susan Logan	Update from Low Carbon	AS
	<i>More Than Fence</i>	The fencing was to be reviewed again once the labs were complete but it was to be noted that the slab at the energy centre edging required to be monitored	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising			
	<i>SW Connection</i>	AS noted that contact has been made with Scottish Water relating to the works carried out by BMCEL on site comparing this to the invoice sent in by them – AS noted there were some anomalies that required investigation. Response was awaited from them to clarify	Response back awaited from SW	AS
	<i>RCC/TRO</i>	AK was preparing the information required before setting up a meeting with the Roads Department Information on the TRO will be posted on the lampposts of the roads in question. DS noted that a wrap up meeting would require to be arranged for TROs and Section 56	AK to arrange meeting	AK
	<i>Labs BREEAM</i>	DH advised that he had written to Susan Logan with updated information but had noted that the information has not be included in the paperwork. AS suggested that this is discussed at the Low Carbon meeting on Wednesday	To be discussed on Wednesday	-
	<i>Weather</i>	Discussions have now been completed and item can be closed off	Item concluded	-
	<i>Third Party Approval/Specialist Input</i>	AS advised that NHS were compiling a list and will meet internally followed by a meeting with BMCEL	NHS to set up meeting	AH
	<i>IT Duct</i>	Chamber details are still awaited	DP to progress	DP
	<i>Cat 3 Lab</i>	Further testing will be carried out on 18 th April. There are no defects to complete. A quotation to be sourced from a local company for fumigation. Mr Daniels to be invited to carry out fumigation testing	Contact Mr Daniels to carry out testing	AS
	<i>Access to Yard</i>	AS noted that signage was required internally and externally noting size of clearance. BMCEL to arrange. AS would ask Karen Connelly to check the highest delivery vehicle was able to clear the area	Signage to be posted and highest vehicle to be checked	BMCEL/ KC
	<i>Exclusions</i>	DH advised that the meeting was now scheduled to take place next Tuesday 10 th April to progress this	-	-
	<i>Ceilings</i>	It was reported that Frances Wrath has reported back on ceiling heights on Monday 2 nd April	-	-
	<i>Stage 1 – insurance Bond</i>	DR has now reviewed the information and this item is now concluded	Item concluded	-
	<i>Inflation</i>	JB advised that this was a work in progress	To be followed up	JB
	<i>Dilapidation Survey</i>	AS advised that pictures were now with BMCEL	-	-
	<i>Slab Finishes</i>	DH asked for clarification that roof slab was up to specification including waterproof finishing	BMCL to confirm spec	BMCEL
	<i>Complaints</i>	AS asked that a copy of the complaint letter be forward to MS for information	AH to forward letter	AH

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising			
	<i>Canopies</i>	Skirtless Canopies – it was noted that tenders would be sent out on the basis that they would respond with all available types including skirtless. The scoring matrix would account for all available. The process for discounting any particular design or supplier will be clear and concise for audit trail purposes including reasons for discounting any design or supplier	-	-
	<i>Programme</i>	There were no issues that required input from this group	-	-
	<i>Blinds</i>	DH reported that Jim Murray was planning to present findings on queries raised on blinds design at a meeting next week	-	-
	<i>Pneumatic Tube</i>	AS would instruct Alistair Smith to carry out a further test to ensure that the tube system was fully operational	AS to request ASmith to carry out further test	AS
	<i>Energy Centre</i>	Lighting up panels – WIP	Report back to future meeting	DP
	<i>Fire Warrant</i>	Relevant discussions have taken place with Fire and Building Control personnel but building control have not yet passed information to fire brigade. DS noted that he would check the timeline for completion of atrium information and this should be forwarded to GCC this week	-	-
	<i>M&E RDD</i>	DH advised that due to the works still to be carried out on Labs he had not yet received the information from Capita	DH to pursue information	DH
	<i>Equipment Schedule</i>	A list of assumptions for each room that was to house large equipment was to be completed to ensure that power loads etc were sufficient for purpose was to be completed by Board to be submitted with the tender documentation. This would ensure that all equipment purchased would be fit for use within the building. The Nurse Call workshop has taken place and this has aided in clarification and allow some new ideas to be taken forward	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising cont'd	<p><i>IT</i></p> <p>It was noted that this item still required discussion. BMCEL still required information to allow the commissioning of zones as the building progressed. BMCEL required to meet with IT to resolve this. Although it was noted that initial areas are not heavy in unknown equipment but may be difficult to future proof. Pendant information is now in place and it is known where cabling will be run, although it was not clear for the Board of an understanding of the feedback to comms rooms – DP reported that he had met with MG but further discussion is required.</p> <p>Alarms would be run over BMs and Data</p> <p>Security – this would run off the back of infrastructure but work was still to be carried out on the end point of any alarms being activated. It was noted that some internal alarms, if activated, would be heard and acted upon by the departments themselves eg humidity alarm for MRI</p> <p>Data points – the issue of the lack of data points in certain areas was noted – this was due to some unknown information. It was agreed by the group that there should be at least some data points placed within the machine rooms and DP agreed to take this forward – PM would create a PMI to reflect this request. It was to be noted that careful planning required to ensure that some hub rooms are not over loaded whilst others are left partially empty. DP agreed that he would include this in his discussions with IT</p> <p><i>Laboratory Locks – Level 4</i></p> <p>For the installation of security locks due to nature of works in this area. PM would be asked to create a PMI to reflect this additional work</p> <p><i>Seedum Roof</i></p> <p>Discussions were continuing with AK and John Wales</p>	<p>BMCEL to meet with IT</p> <p>DP to discuss further with MG</p> <p>End point of alarms clarified</p> <p>PM to create PMI for data points</p> <p>Hub room population discussion with IT</p> <p>PM to create PMI for locks</p> <p>Feedback to later meeting</p>	<p>BMCEL</p> <p>DP</p> <p>Board</p> <p>PM</p> <p>DP</p> <p>PM</p> <p>AK</p>
3.	Commercial group	It was noted that cash flow was about to complete and valuation will be completed tomorrow. No issue to be discussed or resolved by this group.	-	-
4.	Programme	It was noted that this required some review and a meeting was required to resolve – MS would slot this into another meeting already diared. Other than some issues to be resolved BMCEL were happy with progress	MS to speak to NHS Admin to seek date	MS
	<i>Piling</i>	MS reported that piling was progressing well – sequencing had altered slightly but still on programme. A 3 rd rig was being brought onto site	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
4.	Programme con't <i>Insurance</i>	The majority of information has now been passed to insurers and some is still a work in progress and will be passed as soon as completed. AS requested sight of the information already passed on and GW agreed to provide on a disk as soon as possible. It was noted that an anticipated 1 month period before resolution once complete information forwarded to the insurance company.	GW to forward information to AS	GW
5.	Design <i>URSCDMC</i> <i>Sample Room</i> <i>Laboratory atrium</i>	<p>DS asked noted that some drawings had not yet been returned. DH noted he was progressing these and would return as soon as possible</p> <p>DS asked if the CDMC sends formal reports back to the NHS. AS responded no but attends the Design Team Meeting and updates at this. DS suggested that an overview report would be useful. DH agreed to progress</p> <p>DS reported that he would be reviewing the samples within the BMCEL sample room and PM would be asked to sign off those to be kept for A&C and the remainder removed</p> <p>AS reported that the laboratory atrium floor issues had not yet been resolved – the cleaning chemicals had set of alarms all over the building – AK and Dave Jordan have been asked to follow up contacting supply companies to resolve the issues with cleaning</p>	<p>Drawing returns to DS</p> <p>Progress CDMC report</p> <p>-</p> <p>AK/DJ to follow up</p>	<p>DH</p> <p>DH</p> <p>-</p> <p>AK</p>
6.	Construction Management <i>Laboratory PMI</i> <i>Water Pipe</i> <i>Concrete Slab</i>	<p>Meeting completed</p> <p>BMCEL reported that a water pipe had been located within the site and concerns were noted that it was clad with an unknown material – potentially asbestos. AS noted this would be investigated and BMCEL confirmed that Paul McGuinness would be asked to draw up and notify of exact location</p> <p>Dunnes had reported a concrete slab located within the A&C site and an Early Warning has been raised. This would be discussed at the week Early Warning meeting on Thursday</p>	<p>-</p> <p>Drawing to be forwarded to NHS and NHS to review and feedback to BMCEL</p> <p>For further discussion</p>	<p>-</p> <p>BMCEL/ NHS</p> <p>-</p>
7.	Community Benefits	MMcA had no update for this meeting but would provide an update for the next meeting of the group	MMcA to provide update	MMcA
8.	AOCB	There was no further discussion required and the meeting was closed	-	-
9.	Date and Time of Next Meeting	Tuesday, 17 th 2012 at 1.30pm in the Boardroom, Top Floor, Construction Site Offices.	For noting	ALL

ACTION NOTE

Present:
Grant Wallace (GW)

Alan Seabourne (AS)
John Ballantyne (JB)

Peter Moir (PM)
Alan Keeley (AK)

Darren Pike (DP)
Mike Sharples (MS)

Douglas Ross (DR)
Allyson Hirst (Notes)

Apologies:
In Attendance :

David Hall (DH)
Frances Wrath (FW)

Mark McAllister (MM)

Darren Smith (DS)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action note from previous meeting	Accepted as an accurate record of the previous meeting	-	-
	Specialist Equipment	FW was in attendance to review the specialist equipment – a meeting was scheduled for 16 th May to review the list this would generate questions which would require responses from both sides. In order to break down the list into more manageable sections FW had highlighted two areas Blue – specialist areas and specific kit and BMCEL Group 1 equipment ears. FW reported that some information is already known to populate the areas for Group 1/specialist areas but some information would be sought from users and therefore deadline dates are required so that meetings can be set up within timeframes required	-	-
		Draft transfer and purchase list to BMCEL to understand the commissioning process	Forward info to BMCEL	AH
		Other items not under specialist or Group 1 which includes Communication Fire fighting Meigan – review list (rooms) General Medical RPA Lasers – Drawings marked up Charity areas to be fitted out Patient entertainment is being discussed through IT Group	-	-
2.	Matters Arising			
	<i>Generator Test</i>	Cost was now provided	Item closed	-
	<i>Energy Centre</i>	Commercial Group require to have further discussions re warranties	To be discussed at commercial group	DR
	<i>Royal London Helipad</i>	AS reported that Dr Phil Munro and himself had visited the Royal London to see the 1:12 gradient. And PM noted he was happy with the gradient and would forward an e-mail to AS to reflect this. It was however decided to include a landing on the first length to break up ramp – a shelter was discussed but no firm commitment on style as yet. It was noted that nSGH would not want the same lighting as this was positioned on the handrail and could become a hazard. BMCEL agreed to forward design to Board for sign off	Gradient 1:12 was sufficient and design forwarded to NHS for approval	BMCEL

CFD Analysis	It was reported that Kenny Hamill was reviewing this information and it would be forwarded to NHS for sign off this week	CFD information to Board	BMCEL
Visible Renewables	Design compliance to be issued to BMCEL from Board	PMI to be forwarded	PM
More Than Fencing	A fencing proposal was forwarded to BMCEL – AK noted that he wanted to review this design proposal especially at the wall to ensure aesthetics was appropriate – PM noted that Board had no access to the detailed drawings of this area – BMCEL agreed to forward	AK to review proposal Drawings of fencing area to be forwarded to Board	AK BMCEL
RCC/TRO	It was noted that in this regard BMCEL were preparing a strategy which will be shared by BMCEL to NHS	Forward strategy once complete	BMCEL
Laboratory Breeam	AS reported that he was planning to meet with LMcG next week to review the requirements Biodiversity – BMJ reported that no further species to be provided – confirmed that this was cleared by Ecoterics Susan Logan Cycle path – PM agreed to discuss this with SL – potentially using the already layed out staff walk route Secure by Design – PM noted that this was now completed	AS to meet with LMcG PM to updated Item Closed	AS PM -
3 rd Parties	AS reported that he had started a process with the project team on gathering specification information from users and will review this with BMCEL at a later date	Spec information to be shared with BMCEL	AS
IT Ducts	DH was taking this forward with DP- they have discussed the ERs and requirements and will take forward to conclusion	DP/DH to conclude	DP-DH
Inflation	AS reported that informal proposal has been review and the process will continue forward	-	-
Slab Finishes	AF reported that increased testing will be carried out on roof slabs and will continue to liaise with Capita to take forward	AF/Capita continue to work together	AF/Capita
Cable Runs	It was reported that a meeting was scheduled for the 23 rd May to take forward		
Machine Rooms	It was noted that there were no data points in machinery rooms – NHS would prefer to have these as may come in useful in future	AS agreed to take this forward	AS
Underside Slabs	BMCEL noted that they would continue with this until told otherwise as was part of the ERs but would only be within exposed areas	AS agreed to speak to DH re this	AS
Fire Warrants	It was noted that the 21 statutory date period ended today but Strathclyde Fire and Rescue had requested an extension to this the additional items, ironmongery and additional cross corridors BMCEL were to provide further information Tower – additional doors to be added and a drawing reflecting these to be produced	Update for next meeting	BMCEL
Planning	It was noted that Blair Greenock was visiting the office on Wednesday to introduce his replacement	-	-

	<i>Window Wand</i>	Meeting was scheduled for next Tuesday (22 nd May) to review the design – NHS to feedback comments	Comments from NHS	NHS
	<i>IT Group</i>	Some reservations on the quality of Boston Networks works were highlighted by NHS. BMCEL were not concerned and will continue to use as appropriate	-	
	<i>YCF Works</i>	A PMI was to be issued for these works	PMI to be raised	PM
	<i>Shelters on Boardwalk</i>	PM highlighted his concerns on the design and positioning of the shelters on the boardwalk as these areas would be in shadow and in a particularly windy area. He noted he would review the designs again	Review of shelter on Boardwalk	PM
	<i>Laboratory Glass</i>	It was noted that the replacement glass was scheduled to be installed next week	-	-
	<i>Defects</i>	There has been some disagreement on what is actually a defect and AS expressed his concerns on a few particular items which are noted below		
		Noise in Mortuary – BMCEL agreed to record noise levels and analyse	Report back findings	BMCEL
		Radioisotope Drains – AS noted his concern that if this was not resolved to satisfaction it would prevent the move of a service into the laboratory – Dave Jordan was tasked with resolving this issue, liaising with PM	DJ to resolve issue and feedback	
		Sink for radioactive waste – NHS were informed that it would take 8 weeks to replace but has forwarded details to BMCEL on a quicker supply route. MS agreed to take this forward to resolve	Feedback on outcome	MS
		Coolant – it was noted that the coolant system for the building was not working correctly – instead of cooling particular rooms it was cooling entire areas – this would need to be looked into and resolved	BMCEL to investigate and resolve	BMCEL
		It was important to ensure that the users were happy with the building and AS/DP would work to resolve issues as they arose	Continue to work together to resolve any issues	BMCEL/ NHS

Item No	Item	Discussion/Information	Action	Action by Whom
3.	Commercial Group	Prater presentation – JB noted that he was aware that a Prater presentation was required but the contract details were not fully worked out once this was completed a presentation would be organised Cashflow – A confirmation e-mail was required from BMCEL – GW reported this was being finalised and would be forwarded later today (£184M)	Presentation on Prater -	JB -
4.	Programme	No issues to report		
5.	Design	Glasgow City Council – will need to be informed when the reissue of the 1:12 gradient drawings are completed about the cowl Helipad – bootroom – after seeing the set up at Royal London the proposal would need to be reviewed Aseptic Sprinklers – AS reported that he had met with NHS representatives of Aseptic areas and they would not accept the proposal to have sprinklers within the aseptic suites as it would have a major impact on service delivery if they were to be activated. AS reported that he would require to have the approval of the Fire Officer and CEO before this could be taken forward as an acceptable design proposal	Drawing to be reissued to GCC Review storage options Review design and take forward proposals to Fire Office and CEO if necessary	BMCEL BMCEL /NHS
6.	Car Park 1	Keith Stewart from Hypostyle is already liaising with NHS/BMCEL – in the plans the red line was not noted and it may be necessary to have further surveys in the surrounding area carried out. KS will progress and revert to PM with findings Discussions on pricing have not yet commenced – once drawings are completed this work will start. AS highlighted that the Board were keen to see an affordable pricing going forward	- -	- -
7.	Construction Management Group	AS raised concerns that he had not been informed of the near miss accidents on site and asked that he is informed of any incidents within a reasonable time period	AF agreed to this	AF
8.	Community Benefits	AS reported that the Quality and Performance Group had approved the benefits set up within the project	-	-
9.	AOCB	Bio-chemistry date for handover to BMCEL was noted as 22 nd August although hoarding works could commence on the 2 nd July	-	-
10.	Date and Time of Next Meeting	Tuesday, 29 th May at 3pm in the Boardroom, Top Floor, Construction Site Offices. – Please note change in time	For noting	ALL

ACTION NOTE

Present: Alan Seabourne (AS) Alan Keeley (AK) David Hall (DH) Darren Pike (DP)
 Douglas Ross (DR) Grant Wallace (GW) Mike Sharples (MS) Shiona Frew (Notes)

Apologies: John Ballantyne (JB) Mark McAllister (MM) Darren Smith (DS) Peter Moir (PM)
In Attendance: Alasdair Fernie (AF) Jim Murray (JM)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action note from previous meeting	Accepted as an accurate record of the previous meeting	-	-
2.	Matters Arising			
	<i>Specialist Equipment</i>	MS noted that BMCL were awaiting the draft transfer list (legacy/new). DH advised that the transfer list was not available at this time. MS advised that BMCL would be satisfied with a very early draft version. DH noted that John McGarity had started in post and would be tasked with producing a transfer list asap.	Provide list asap	AS/DH
	<i>Generators</i>	AS noted that the use of the current generator had been secured for a further 4 weeks (until 21 st September 2012).	Item closed	-
	<i>Royal London Helipad</i>	AS reported that NHS Reps had visited the Royal London to see the 1:12 gradient helipad ramp. The NHS Team were satisfied to progress the 1:12 gradient ramp and were now awaiting revised drawings and detail.	Provide drawing and detail re helipad/ramp	JM/DS
	<i>CFD Analysis</i>	DH advised that the CFD analysis had been issued to BMCL. JM reported that he had reviewed the report on 25 th May 2012 and as everything was in order he would be asking K Hamill to formally issue the report via Aconex to the NHS Team.	CFD information to Board	JM/DS
	<i>Visible Renewables</i>	PM to be requested to provide a PMI regarding the way forward for the visible renewables on site (%).	PMI to be issued	PM
	<i>More Than Fencing</i>	AS advised that PM would carry out a site walk-round with AK on return from leave. AK commented that he would liaise with PM to review the BMCL proposal.	Liaise with PM re fencing proposal	AK
	<i>RCC/TRO</i>	AS advised that NHS Staff were raising major concerns within the Board due to the recent notices being placed on lamp-posts around the site advising of the intent to implement traffic restrictions. AS had subsequently spoken to K Bannigan (GCC) who advised that he is in the process of putting the yellow lines down. K Bannigan alluded to WSP pressurising to have the lines in place asap. AS spoke to D Campbell at WSP who confirmed that WSP were pushing to get the process formally commenced but were not pushing for the yellow lines to be put down at this time as the car parks were not in place, etc. K Bannigan was going to liaise with his manager to advise that the NHS did not want the lines put down until 2015/hospitals open however he would still be putting the 20m lining down either side of the junction which would take care of the access to the Labs Facility.	Provide updates to NHS	DS/JM

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising			
	RCC/TRO (cont'd)	JM suggested that the next issue will be to look at the junction for the boulevard road (going North) which will need to have a similar process so the junction can start to be formed. AS requested that BMCL informs the NHS Team of process progress.	Provide updates to NHS Team	DS/JM
	Laboratory BREEAM	AS noted that the Biodiversity information had been concluded and SL was satisfied with the information provided. AS reported that he did not think that the NHS process info was in existence to enable the NHS sections for the Building User Guide to be completed. AS would liaise with L McGrath the following date for an update of progress.	WIP – NHS will confirm what information is available to D Wilson	AS/LMcG
	3 rd Parties	AS requested SF to check whether the list of specialist areas had been provided to BMCL. DP confirmed that the NHS Had not yet been provided with this information. AS advised that the NHS Team had started the 3 rd party input process i.e. have provided the Medical Gas information to an external advisor to review and a further set would be provided to Lynn Morrison (NHS rep) for review. AS was awaiting the Schematics drawings or Vacuum and AGS plant detail. DP commented that the design process was not at an appropriate stage to provide these drawings. DP noted that the meeting held on 28 th May was to kick off the medical gas RDD process which had been important to identify each party's views. AS suggested that in future presentations to the client/users should be more polished. DP noted that the initial meeting had allowed for a precedent and timetable going forward to be set.	List of specialist areas to be shared with BMCL	AS
	BT Ducts	DH advised that K McSweeney was currently on leave but that AS and DH would meet with KMcS as soon as she had returned back from leave.	Meet with KMcS and thereafter provide feedback to BMCL	AS/DH
	Slab Finishes	AF reported that a sheet had been provided to the NHS Team for review. DH advised that the sheet had been reviewed and returned back with queries to BMCL. AF advised that it was the same material being used in the 3 rd floor plant room as was used on the Energy centre finish. AF was requested to check whether he had received the returned NHS Queries.	Check have NHS Queries	AF
	Machine Rooms / Data Points	AS advised that John McGarrity (NHS) would be requested to review this item as soon as he started working on the project which was imminent.	Provide feedback asap	AS/DH
	Underside Slabs	BMCL will continue to seal the underside of the slab in plant rooms, IT areas, etc where the concrete was exposed.	Item closed	-
	Fire Warrants	JM advised that BMCL had met with BC earlier that day and Brian had generally accepted the BMCL comments and views. Strathclyde Fire had raised 3 comments a) CFD Analysis Input data, b) Sprinkler Omissions and c) hose pipe pressures. DP noted that he had reviewed the hose and sprinkler calculations and identified the hose pressures. JM advised that KH was progressing discussions on these items with Greg at Strathclyde Fire & Rescue. B Tierney was anticipating provide a follow-up letter by the following week. AS enquired about the sprinkler omissions query and DH reported that this was regarding ceiling voids, computer rooms, staff toilets, en-suites. JM noted that SF&R were only seeking clarity.	Update for next meeting	BMCEL

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising			
	<i>Fire – Tower Doors</i>	<p>JM noted that BMCL had advised how the design re tower doors had evolved, current status and NHS involvement in discussions. It had been agreed that the information would be issued formally for B Control to review. BMCL had noted that it was proposed to have 12 additional doors which were not standard doors but 30min doors.</p> <p>DH noted that there was a suggestion that B Tierney did not want the additional tower doors as BT thinks that a decision has already been made with HFS/Building Standards to omit the doors. BT was not present at the meeting where Gordon Allen had in fact requested the doors. DH commented that he thought that the doors will be needed i.e. 3 additional doors from the 4th floor up (24 doors). GW reported that these doors were listed on the BMCL Risk Register.</p> <p>AS enquired when would the Building Control and SF&R wrap-up take place. JM anticipated that the items would be closed out by the end of the week and B Tierney would provide a formal letter the following week. JM commented that discussions were still required to debate the push bars which were not fit for purpose. DH suggested that he suspected that Building Control will want an indication of how many people will pass through each door which was impossible to work out accurately. Push bars would not last any length of time. B Tierney had also requested that a push bar be fitted to the 24hr NCH Entrance. GW sought clarity as to whether BMCL were now in a position to procure ironmongery. JM advised that at the moment BMCL were not in a position to procure ironmongery but that he was sure a resolution could be achieved very soon.</p>	-	-
	<i>Atria</i>	AS enquired if BControl had now concluded that the Atria design was now compliant with SHTM 81 part 3 DH suggested that this was part of the Fire Strategy. AS advised that it was critical that B Control stated that the Atria was SHTM 81 part 3 compliant.	Provide update once Building Control letter formally received	DS/JM
	<i>Window Wand</i>	AS noted that the NHS Team were awaiting further update from BMCL re the window wand. JM advised that BMCL had been liaising directly with Warema and a Warema rep would be visiting the site for a meeting to progress the wand discussions/explore options. BMCL had stressed the importance of getting this item concluded in order that a mock-up could be provided to the NHS to review/sign-off.	Provide feedback to NHS	JM/DS
	<i>YCF Works</i>	<p>MS noted that a further meeting was being arranged for 21st June and BMCL were currently pricing the PMI. AS advised that the NHS would be meeting with the Science Centre to discuss the purchase of equipment from the Science Centre.</p> <p>AS was liaising with Shona Cardle to ensure that the YCF Funding was appropriately structured.</p>	-	-
	<i>Shelters on Boardwalk</i>	PM to further review the shelter on the Boardwalk on his return from leave.	Review of shelter on Boardwalk	PM

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising	<p><i>Defects</i></p> <p>AS noted that he had a meeting scheduled with Capita to obtain an update on defects the following day.</p> <p>Radioisotope Sink - AS noted that a replacement sink was expected to arrive on site on the 14th June 2012.</p> <p>Noise in Mortuary – DP noted that DH had been discussing with Capita what the interpretation of the regulations could mean. BMCL have reviewed the design/over-capacity and have identified leeway to wind systems back to reduce the noise to under 50db and then agree way forward re 36db request. AS noted that IP had advised that the downdraft noise is part of the system. AS had advised IP that a theatre with a lamina flow would be circa 50db therefore it was critical that BMCL achieved under 50db for the mortuary downdraft benches. AS suggested that BMCL should consider the profile of the ceiling grilles.</p> <p>Coolant Levels – AS noted that BMCL were currently working with the Building Environmental System in order to set them at a reasonable level. Consideration would be given to dealing with any individual rooms which may need individually tweaked.</p> <p><i>Commercial Group</i></p> <p>Prater presentation – AS noted that a Prater presentation was still awaited by the NHS Team</p> <p>Cashflow – GW advised that the cashflow had been reissued to DR.</p> <p><i>GCC Planners</i></p> <p>Helipad - JM advised that BMCL had liaised with Blair Greenock and Kevin and BMCL had a contingency plan for a further meeting to talk through the changes still to be implemented and signed off. The date of this meeting would be scheduled once the Nightingale drawing had been updated.</p> <p>AS enquired if HMCD had liaised with AF re the helipad container. AF suggested that the flat-pack solution being proposed by HMCD looked to be a good solution. AF was checking to ensure that the size/weight of the flat pack elements was suitable for the lift.</p> <p><i>Aseptic Sprinklers</i></p> <p>DH advised that he was awaiting feedback from Lynn Morrison but that due to IT issues LM had requested that DH resend the information for review which he would do later that day.</p> <p><i>Car Park 1</i></p> <p>DH advised that KStewart was pulling together the Planning Application for the Car Park 1. N McGarry had subsequently clarified the drainage query i.e. drainage will connect into the permanent SUDS system.</p> <p>DH noted that all car-parks would eventually be through the permanent SUDS and 2nd level treatment as per WSP Drainage Strategy. The principles for the completed multi-storey car park should be the basis for discussions re Car Park 1.</p>	<p>-</p> <p>-</p> <p>WIP</p> <p>WIP</p> <p>Presentation on Prater package to be provided</p> <p>-</p> <p>-</p> <p>-</p> <p>Provide feedback asap</p> <p>-</p> <p>-</p>	<p>-</p> <p>-</p> <p>BMCL/DP</p> <p>BMCL/DP</p> <p>JB</p> <p>-</p> <p>-</p> <p>-</p> <p>DH</p> <p>-</p> <p>-</p>

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising (cont'd)			
	Car Park 1 (cont'd)	MS commented that BMCL will need to discuss the installation of the SUDS at the Children's Play Park as this work was dependent on the current offices moving. AS noted that he would need to check with KS when he was going to GCC Planning and the NHS Team would need to discuss with BMCL re design costs. MS enquired about the current status of the advert through the OJEU Process. AS noted that the advert was halfway through the OJEU process.	Check with KS timetable for going to Planning	AS
		DH suggested that K Stewart may want to speak to Scottish Power but that he would request that K Stewart liaises with D Pike in the first instance.	-	-
	Incidents on Site	AK advised that AS had been added to the distribution list for the Incident Reporting. AF confirmed that an operative had suffered an injury to his finger which had been the 1 st RIDDOR for the A&C site. Laterly an operative had suffered from heat exhaustion and as he had panicked he was taken to hospital but has subsequently been discharged.	-	-
	Community Benefits	AS noted that the Minister for Health had officially opened the Glasgow Regeneration Agency Office the previous day.	-	-
3.	Commercial Group	It was noted that there were no issues requiring input by PMG Members to resolve.	-	-
	• Site Issues	AS raised concern about BMCL working beyond site working times as set by GCC Planners. AS requested at least 24hr notice of any requests to work out-with these times and that the NHS should not be forced into a position where failure to have approval to work out-with the site times means that products will be wasted. BMCL were requested to organise pours/pour sizes than can be dealt with within the allotted site working hours.	Ensure NHS have notice to make decision re working after site hours	AK
		AS advised that he would forward a copy of the letter being issued to Johann Lamont to Mike Sharples.	Provide copy of letter to MS	SF
4.	Programme	AF advised that there were no issues to report and works were progressing well due to the weather being good. The build was starting to come out of the ground and big changes to the site would be noticeable over the next 6 months. BMCL had retained the 3 mini-piling rigs and it was anticipated that 1 would be removed from site in 7 days and a further rig would be removed from site in 2 weeks. AF noted that the mini-piling works remained on programme to complete by end of June 2012.	-	-
		DH requested a copy of the mini-piling diagram and AF agreed to provide this.	Provide mini-piling diagram to DH	AF
5.	Design Groups	JM suggested that the key items had already been discussed i.e. Helipad, Doors, Ironmongery.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
5.	Design Groups Cont'd			
	<ul style="list-style-type: none"> IT Group 	<p>AS noted that a further IT Group meeting was being arranged for mid June 2012. DP suggested that this meeting was similar to the medical gases meeting in that it would enable a clear understanding of where decisions are required and to set a programme to ensure that joint decisions are made timeously.</p> <p>AS commented that he was awaiting the security maintenance costs for options A and B from Mercury in order to inform the decision making process.</p>	<p>-</p> <p>Provide security maintenance costs</p>	<p>-</p> <p>DP</p>
	<ul style="list-style-type: none"> Equipment Group 	<p>DH advised that at the previous Equipment Group meeting there had been debate regarding the need for a procurement programme and were requesting that the programme be shared with the group. DH suggested that the current programme was too wide ranging to be shared in this forum therefore there was a need to break down the programme so can be shared with the group. There was comment regarding why the Equipment Group should be shared. GW noted that he hadn't been invited to the rearranged Equipment Group meeting which had taken place the previous date. DH noted that the Equipment Group wanted a programme in order that the group could monitor progress and do a forward look and identify those pieces of equipment/rooms which will require user input. MS suggested that this was linked to the BMCL request for the specialist transfer list in order that BMCL can identify and agree with the NHS which rooms will not be completed until post pc. DH advised that an example of the need for the Equipment Procurement Programme is the identification of when the Audiology Booths will be purchased in order that ensure sufficient notice period to obtain audiology rep input.</p> <p>AS raised concern that this item was still open and suggested that a meeting should be arranged to agree the way forward. MS agreed that a meeting would be beneficial. AS requested that DH organise this meeting.</p>	<p>-</p> <p>Arrange meeting</p>	<p>-</p> <p>DH</p>
6.	Construction Management Group	<p>AK noted that the Biochemistry demolition interface was okay and the Gas Leak interface was okay. The Neuro white & yellow lining had been completed. BMCL was considering the final (stage 3) solution for the fence at Govan Road.</p> <p>Car Park – BMCL and NHS to discuss start date for Car Park.</p>	<p>-</p> <p>-</p>	<p>-</p> <p>-</p>
7.	Community Benefits	AK noted that Govan Fair was taking place on 1 st July 2012.	-	-
8.	AOCB	AF advised that BMCL were proposing to carry out the 3 Peaks Challenge at the beginning of September 2012 and enquired whether there was anyone from the NHS Team interested in taking part.	Send out invite to NHS Team	SF
9.	Date and Time of Next Meeting	Tuesday, 29 th May at 3pm in the Boardroom, Top Floor, Construction Site Offices. – Please note change in time	For noting	ALL

PROJECT MANAGEMENT GROUP: 26th June 2012
ACTION NOTE

Present:
 Darren Smith (DS)
 Alistair Fernie (AF)
Apologies:

Alan Seabourne (AS)
 Douglas Ross (DR)
 Allyson Hirst (Notes)
 Mike Sharples (MS)

Alan Keeley (AK)
 Grant Wallace (GW)
 Mark McAllister (MM)

David Hall (DH)
 John Ballantyne (JB)

Darren Pike (DP)
 Peter Moir (PM)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action note from previous meeting	Accepted as an accurate record of the previous meeting with only 1 minor change to page 5 item 2 Car Park 1 it should read Planning Application and not Planning Approval	Update notes	AH
2.	Matters Arising			
	<i>Draft Equipment Transfer List</i>	JB noted that he was aware that the meeting was to be arranged and was in hand. The meeting should involved John McGarrity/Frances Wrath/David Hall and Mike Sharples	Meeting to be arranged	SF
	<i>CFD Analysis</i>	DH reported that he had reviewed the information and was satisfied. This information has now been passed to Burro Happold for comment	DH to feedback to PMG	DH
	<i>Visible Renewables</i>	PMI has been issued	-	-
	<i>Cycle Lane</i>	This item can now be closed off – users will travel through the site	Closed off	-
	<i>TRO</i>	DS noted that this issue is on-going – a meeting is scheduled with Glasgow City Council at the beginning of August 2012	-	-
	<i>Breeam</i>	AS reported that the user guide has been submitted and was awaiting response from Susan. Comments are also awaited on A&C Hospital	AS will update at next meeting	AS
	<i>3rd Party/Key Component List</i>	AS distributed paper copies of the NHS 3 rd Party/Key Components List to those in attendance. This paper lists the key areas/issues within the project and who the NHS responsible member of staff is in order that BMCEL can contact the right person for the right information. AS instructed that for any issues BMCEL contact the responsible person who should be able to assist or to locate appropriate information	AH asked for forward electronic copy to the group	AH
	<i>BT Ducting</i>	DH reported that BT have reviewed the ducting arrangements and unfortunately plans had been rejected. A meeting will now be required to review and plan. DH asked for an electronic copy of the ducting arrangement and DP agreed to forward this.	DP will forward drawing	DP
	<i>Data Points</i>	DH noted he is sourcing information but not yet concluded. DH agreed to continue until conclusion	DH to source information	DH
	<i>Fire Warrant</i>	DS reported that he had met with Raymond Barlow and the outcome was positive. Queries raised by building control had been responded to and he was preparing to write to SR&R and should have a confirmation letter in the next few weeks	Update at future meeting	DS

	<i>Ironmongery~</i>	DS reported that he was awaiting response from building control on the proposals for ironmongery which was being reviewed in several areas	Update at future meeting	DS
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Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising			
	<i>Tower Doors</i>	Reference was made to the inclusion, or otherwise, of the additional smoke control door-sets at the end of each ward. AS intimated his concern, that were these not to be incorporated as previously agreed, then it could be anticipated that HFS would express their concern. DS confirmed that whilst Building Control has not expressly requested their inclusion, they were being incorporated into the amended proposals being prepared for presentation to Building Control. These are in addition to the circa 12 door-sets being added in on the podium and basement levels to respond to Building Controls concerns over excessive corridor lengths. DH advised that whilst Building Control had not expressly requested the ward doors, they did so on the assumption that the Scottish Building Standards Agency had previously agreed the layout without them. What Building Control are not aware of, is that SBSA took advice from HFS, who have subsequently agreed to the inclusion of the additional doors.		
	<i>Window Wand</i>	DS reported that the triangular mechanism had been altered to remove the need for a hook attachment and that a full sized mock up was being prepared for review on site. AS raised his concerns that the plastic would be resistant to cleaning products. DS responded that he was not aware of the material and would find out and revert back	DS to report back on wand material to AS	DS
	<i>Blinds</i>	Size and colour of podium blinds is an outstanding issue. DH noted that the size of the slats was still an issue that required to be resolved.	Review blind size	All
	<i>YCF</i>	PMI 163 had been raised to cost for works. Financial aspect will be reviewed with key people before the Arts meetings	This item is now concluded and can be removed from discussions	-
	<i>Shelters on Boardwalk</i>	GW reported that a meeting had taken place to discuss the financial aspect of the arts projects with all sides agreeing on the way forward.	-	-
	<i>Laboratory</i>	Noise Issues – DP reported that this was a work in progress with further testing to be carried out although the timings of these were important as this was now a fully working area. DP would liaise with Ian Powrie to work out the details. Cooling – DP reported that alterations were made and a process of 4 week monitoring has commenced. DP agreed to work with Ian Powrie on the best way forward.	Feedback to future meeting	DP
	<i>Prater Packages</i>	JB reported that the sub-contract had been awarded to Prater and will be signed up very soon. The requirement for presentation was now removed	-	-

	<i>Aseptic Sprinklers</i>	DH reported work in progress and will continue to pursue	Feedback for future meeting	DH
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Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising			
	<i>Car Park 1</i>	AS reported that this for the purposes of planning documentation be referred to as Car Park 2. BMCEL have all information required and a timescale of end of July to conclude pricing. AK noted his concerns re the movement of the ramps and their proximity to Jenny's Burn. AK agreed that he will check the drawings to ensure that columns etc had no impact on the Burn or HV cabling in that area. DS reported that an attribute had been assigned on Aconnex for all car parking documents.	AK to check positioning of columns and ramps in relation to HV cabling and Jenny's Burn	AK
	<i>Samples</i>	IPS panel samples were now situated in the NHS offices with two sample taps. It was agreed that these could be signed off as B with additional comments on the tap positioning, type of tap for different areas and height of these. PM raised concerns about the beading and was not happy to sign off until this was resolved. GW noted that it would be the coved corner beading being installed and this was a superior product that already seen. PM asked to see ceiling finishes before he would be happy to sign off. BMCEL were keen to get this order placed and GW would upload this information onto Aconnex. AS agreed that he would relay information on tap heights etc as soon as possible after conversation with his team.	Sign off IPS panelling with exceptions noted AS to forward on details of heights and taps for specific areas	PM AS
	<i>Design Group Project Team Input</i>	DS forwarded drawings to DH and had DH has responded – some comments but DS/DH will discuss further	Update at future meeting	DS/DH
	<i>Generator</i>	Hospital A side is now programmed for completion at the end of October 2012 but it is hoped that this can be improved upon. Transformer and panel delivery causing the delay. Emergency power will continue until back up is in place. Concrete date is now secured. Aluminium transformer windings have now been confirmed and the information relayed back to BMCEL	-	-
	<i>Pneumatic Tube</i>	AK reported that no firm date had been set as yet as there were still some design issues to be resolved taking into account Stage 3 works and the design has to take this into consideration before being undertaken. AK agreed to review and have an appropriate timeline in order that AS can report to his Executive Sub-Group which take place on Friday 29 th June.	AK to respond with date to AS before Friday 29 th June	AK
3.	Commercial Group	DR reported that Car Park discussions are continuing and the payment process in continuing. No issues to report at this time	-	-
4.	Programme	AF reported on the construction works <ul style="list-style-type: none"> • Mini piling was almost complete and was now off the critical pathway with the rig being stood down at the moment to allow surrounding works to continue. • The last of the basement works will be completed next week and this was a milestone reached and completing. • Rains had had no detrimental affect on the construction programme. • Heavy plant would be seen on site within the next 6-8 weeks. • NCH first floor pour commencing today and power floating works completed within the allocated 	-	-

		<p>working day for noisy works as the pours were being made smaller to ensure that this was achieved</p> <ul style="list-style-type: none"> • Work now progressing to Zone D • Fit out of modules • Zones G&D level 1 being fitted out • Theatre works commencing • Zones C&D steelworks in around 3-4 weeks • Zone J through to core K work progressing • All other works progressing to programme • No issues with Health and Safety <p>DH asked if information requirements are being met from NHS – Mostly but noted that window colours were as yet unknown and these would be delivered to site in August. DH noted that the glazing specification has been agreed and all were the same.</p>		
5.	Design	<p>DS undertook review of fire documents and only minor changes. Ironmongery has been reviewed and information to support decisions to be concluded. Agreement to be reached on building control requirements and then meet with HFS to review work so far</p> <p>Monitoring water - Dewatering final risk assessment should take place in February 2013</p> <p>It was agreed that progress on component selection had come to a stop and would need to be moved on again</p> <p>AS asked that at the next Low Carbon meeting boilers, pumps and chillers be discuss with their whole life value reviewed in particular. It was noted that an RDD is required to be completed for these with the choice being whittled down to 1 company represented at the meeting</p> <p>Medical Gas review – AS reported that the report for this should be with him in the next week or so and thereafter a meeting will be pulled together to review.</p>	<p>Meeting with HFS</p> <p>Progress component selection</p> <p>Boilers, pumps and chillers on Low Carbon meeting</p> <p>Medical Gas Review of outcome meeting to be arranged</p>	<p>DS</p> <p>DS/DH</p> <p>AS</p>
6.	Construction	<p>It was noted that the hoarding could be erected around bio-chemistry at this time as long as there was no interference with portering activity.</p> <p>Dust levels within maternity were noted as being higher than domestics can contain – the levels on the monitoring pads had indicated spikes but not concerns have been raised from estates or domestics until this point. HMcD was arranging to meet with domestic supervisor and IC staff to resolve. BMCEL continue to dampen down frequently to alleviate the problem as much as possible</p> <p>AK reported that the staff car park would require to be closed off to allow the works on SUDs and drains to be carried out. AK will update on timescale and date ASAP.</p>	<p>Feedback from meeting</p> <p>Date for closure of Car Park</p>	<p>AS</p> <p>AK</p>
7.	Community Benefit	<p>AS reported that the quarterly report was recently issued for review</p> <p>AK reported that the surveying of properties was in hand with letters being prepared for sending to relevant residents</p>	-	-
8.	AOCB	<p>AS reported that he had not yet received a response from Susan Logan on the A&C report. DS agreed to chase this up with Susan</p>	-	-
9.	Date and Time of Next Meeting	10 th July 2012 at 13.30 in the Board Room – Project Offices	For noting	All

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ACTION NOTE

Present:
Douglas Ross (DR)
Apologies:

Alan Seabourne (AS)
Grant Wallace (GW)
Alasdair Fernie (AF)

Alan Keeley (AK)
Mike Sharples (MS)
Darren Smith (DS)

David Hall (DH)
Peter Moir (PM)
John Ballantyne (JB)

Darren Pike (DP)
Shiona Frew (Notes)
Mark McAllister (MM)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action note from previous meeting	Accepted as an accurate record of the previous meeting	-	-
2.	Matters Arising			
	<i>Draft Equipment List</i>	It was noted that a meeting was still to be set-up with MS, FWraith and J McGarrity to discuss the draft Equipment List.	Arrange meeting asap	SF
	<i>CFD Analysis</i>	DH advised that he had received comments o the CFD Analysis from Buro Happold on 9 th July 2012. DH would review these comments asap and append comments as necessary to the RDD CFD Analysis.	Return CFD Analysis RDD to BMCL	DH
	<i>BREEAM</i>	AS advised that he thought the BREEAM points had been secured.	-	-
	<i>3rd Party/Key Component List</i>	DP confirmed that they had received an electronic copy of the NHS 3 rd Party/Key Component List.	Item closed	-
	<i>BT Ducting</i>	DH advised that he had received the drawing of the ducting arrangements from DP.		
	<i>Data Points</i>	DH advised that he had a resolution from the yesterday and had spoken to DP. A formal instruction would be issued to BMCL asap.	Issue instruction to BMCL	DH/PM
	<i>A&C Ironmongery</i>	DH advised that a meeting had been scheduled for 3.30pm that day in order to conclude what would be presented to Building Control.	Provide feedback at next meeting	DH
	<i>Window Wand</i>	AS noted that BMCL would be providing a sample for the NHS to review (full size mock-up).	-	-
	<i>Blind Slats</i>	PM noted that the slat size samples were awaited by the NHS.	Provide sample blind slats	DS
	<i>Cooling in Labs</i>	DP noted that he would be meeting with IP later that day to discuss/resolve any cooling issues.	-	-
	<i>Mortuary Door</i>	PM advised that work was in progress to resolve the mortuary door issue.	-	-
	<i>Aseptic Suite – Sprinkler Omissions</i>	DH advised that he was close to having a formal response for BMCL however he was awaiting clarification on 1 query.	Provide feedback to BMCL asap	DH

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising			
	<i>Car Park 1</i>	AK advised that that BMCL had met with Hypostyle. The ramps had been discussed i.e. ramps moved out for ease of construction as previously the springing point was in the building. The car park would now need to move back. AS enquired if there was the opportunity to move the car park back and this was confirmed. AK advised that the position of the car park was very close to Jenny's Burn. Hypostyle had previously provided co-ordinates and BMCL had requested that Hypostyle provide a radius point and radius so that BMCL can set out the ramps in relation to the sub-station. AK noted that the constraints were Jenny's Burn and the HV cable. PM advised that he had some query responses to provide to BMCL. AS enquired if BMCL were still on programme to provide a cost by the 27 th August 2012 and this was confirmed. AK noted that Dunne's won't commit to the rebar cost. AS enquired if AK had an ideal time to construct the car park. MS noted that ideally BMCL were looking to complete the car park works late 2014. DH noted that the car park was required for Planning purposes. MS advised that the Planning condition would be based on the first patient into the hospitals. AK noted that the car park construction was a 62 week build period.	-	-
	<i>Sample IPS</i>	PM advised that the NHS Team had provided enough information to allow BMCL to progress the IPS. The boards had generally been approved.	Provide response to BMCL re queries	PM
	<i>Taps</i>	AS advised that the NHS would be requesting the Horne valve in all clinical areas and DP was proposing to install the Horne valve in the areas currently being worked in. The NHS were awaiting final confirmation from Infection Control that there were no issues preventing the Horne valve from being used. AS suggested that the tap position on the mock-up looked low. DP advised that the tap had been positioned as 980mm to the centre line of the tap (fixing on the wall). MS advised that the tap could be positioned as high as the NHS requested. DP advised that Nightingales have drawings being progressed through the RDD process which identifies the mounting heights. DP noted that there was a standard distance between the tap and the basin which also would need considered.	-	-
	<i>Pneumatic Tube</i>	AK advised that the excavation works for the bases had commenced and that the bases would be put in during the week with the support work undertaken at the weekend and tube installed the following week.	Confirm way forward taps/valves	AS
	<i>Meeting with HFS</i>	DH suggested that this item could not be progressed until the Fire Strategy had been considered by Building Control and the Warrant received.	-	-
	<i>Dewatering</i>	AS advised that he would issue a PMI and CE for the extension of the dewatering period. GW enquired if AS had been informed of the final dewatering date and this was confirmed as 4 th July 2012.	Provide PMI and CE	AS
	<i>Boilers/Pumps/Chillers</i>	AS noted that a meeting to discuss the boilers, pumps and chiller's had taken place. DP advised that BMCL were set on the chillers and further work on the whole-life costs for the boilers would need to be undertaken. DH advised that Monklands Hospital had previously had an issue with the economiser.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising	DH advised that he had fed back some initial information. AS advised that a positive review had been undertaken by Graeme Dunn (Atkins). DP noted that BMCL need the type (aesthetics) of AGS Panel signed off by the NHS asap. DH suggested that the issue may be the height of the AGS Panel. MS suggested that the panel normally sits 50mm above the bumper rail. DH noted that he had seen the AGS Panel on-site and aesthetically it was satisfactory however the only issue was the position against the bumper rail. AS suggested that DP provide a sketch of the AGS panel so that AS could provide to G Dunn for review.	Sign-off aesthetics of AGS Panel	PM/DH
	Biochemistry	AK advised that the hoarding install had started however a gap had been left for access. The dust levels were lower than previously.	-	-
	Staff Car Park	AK noted that Method statements for works within the staff car park were awaited. It was expected that works would commence 13 th August and would take 6 weeks. BMCL will be extending the permit area parking in the Brookfield Hardgate Road car park.	-	-
3.	Commercial Group	DR and GW confirmed that there were no issues requiring discussion which were not already being dealt with through the EW Group meetings.	-	-
		DR advised that the main commercial focus was on the new Car Park. DR had issued the queries for the monthly payment assessment. GW advised that he would provide the majority of the information in response to the queries later that day.	Provide response to DR re payment assessment queries	GW
4.	Programme	AK noted that the mini-piling should be complete by 25 th July 2012. MS advised that there was circa 6 mini-piles to be completed to conclude these works. AS reported that there was a rumour spreading that one of the cores was sinking. AS has been advising that the cores are categorically not sinking.	-	-
5.	Design Groups	MS advised that he was not aware of any issues.	-	-
	Equipment Group	Surgeon's Panels – DP advised that BMCL needed some of the information sooner i.e. the back box detail. DP had asked FW to bring forward the 1 st meeting to the 20 th August 2012. DH suggested that FW had requested FMc to arrange this meeting in her absence. AS agreed to check if this had been progressed.	Confirm if Surgeon Panel meeting is being arranged.	AS
	IT Group	DH advised that the BT Duct acceptance would need to be pushed through. KMcS had received the initial response and was trying to escalate this within BT.	Progress BT Duct acceptance	DH
		AS noted that the NHS needed to know the wireless system i.e. density, type of equipment, etc. DH advised that there was an IT Meeting scheduled for the 1 st August 2012.	Provide Wireless System info	DP

Item No	Item	Discussion/Information	Action	Action by Whom
5.	Design Groups (cont'd) <i>Design & Healthy Environment Gp</i>	PM advised that the D&HE group had met earlier which had included a conference call link-up with Tom Littlewood. The group had a useful table of projects. PM had made clear that the work on enhancements is at their (Ginkgo) risk at present. PM had raised concern about the shelters/structures and the cost to provide within the cost plan. GW advised that he had the same concern and noted that the Shelter designer has his own cost advisor to ensure that the shelter project is achievable within the cost plan. PM had asked that the PM has sight of cost plans. GW suggested that the larger shelter could be made shorter if there were any cost pressures. GW noted that some of the other arts projects were coming in under budget therefore there may be potential to move budgets.	-	-
6.	Construction Management	<p>AK advised that there were no issues being raised. BMCL were keen to get the ground floor slab progressed quickly. Praters are keen to progress the cladding works and would be bring more operatives onto the site. GW advised that the Prater contract had been concluded. AK advised that JDP would be starting w/c 16th July 2012 on the steelwork between the cores.</p> <p>DR suggested that the NHS may wish to explore the opening on the link bridge going into the Neuro. PM advised that access panel had already been designed in.</p> <p>DP advised that M&E modules were being installed in the ground floor and more risers would be delivered over the weekend.</p> <p>AK advised that there would be a ground floor slab pour and works on the pneumatic tube taking place on Saturday.</p> <p>AS reported that the A&C Construction site was far better organised than Labs Construction site had been. Capita had also reported that the A&C Site was one of the tidiest sites they had ever witnessed.</p> <p>AK provided an overview of the recent incident on site i.e. operative was going up ladder whilst constructing a table and the table toppled with the operative harnessed to the structure. AS enquired at what point do the HSE become involved in site incidents if no-one is hurt. AK reported that there is a list of what and when incidents need to be reported. DH enquired whether the incident was recorded as a near miss. MS advised that BMCL had checked the method statement for these works. DH noted that it would be important to have a trail of evidence of what was done and action taken to ensure does not happen again. MS reported that BMCL react to incidents cautiously and methodically to ensure that BMCL can ascertain exactly what has actually happened. AK advised that BMCL have discussions as to whether an incident is a reportable event.</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p>

Item No	Item	Discussion/Information	Action	Action by Whom
7.	Community Benefits	<p>AK advised that 8 out of the 10 property surveys had been carried out. The properties still to be surveyed were no's 51 and 65 and AK was checking why these properties had not been surveyed. It was suggested that the reason for the 2 surveys not having been undertaken was that the owners of these properties may be on holiday. Doig & Smith had commented that most of the neighbours were bothered by the noise and vibration rather than the property. Doig & Smith noted that they had not experienced any noise or vibration in properties whilst carrying out the surveys. BMCL would be installing a further monitor and camera. AS suggested that should there surveys identify no issues then he would prepare a response to Johann Lamont advising that the surveys had come back clear.</p> <p>AK advised that Alex Neil would be visiting the site w/c 16th July 2012.</p> <p>AS noted that he had provided feedback on the recent Community Benefits Report however AS had not received the final version. AS proposed to provide the report to the this Project Board.</p>	<p>Advise AS re survey results</p> <p>-</p> <p>Provide copy of final Community Benefits report</p>	<p>AK</p> <p>-</p> <p>MS (CD)</p>
8.	BREEAM	BREEAM – DH requested an update from WSP re BRE feedback.	Liaise with WSP re feedback from BRE	DP
9.	AOCB	<p>Drawings – PM advised that there had been a discussion at the Hospitals Design Group about Capita being provided with drawings. John Wales had agreed to progress the request that Capita be copied into drawing issues. PM noted that drawing registers be provided in order that Capita are aware of what drawings exist.</p> <p>DP suggested that JW was liaising with JR to identify what information may be missing.</p>	<p>Provide drawing registers</p> <p>-</p>	<p>BMCL</p> <p>-</p>
10.	Date and Time of Next Meeting	Tuesday, 24 th July at 1.30pm in the Boardroom, Top Floor, Construction Site Offices. – Please note change in time	For noting	ALL

ACTION NOTE

Present:
Darren Smith (DS)
Apologies:
Mike Sharples (MS)

Peter Moir (PM)
Douglas Ross (DR)
Alan Seabourne (AS)

Alan Keeley (AK)
John Ballantyne (JB)
David Hall (DH)

Alasdair Fernie (AF)
Shiona Frew (Notes)
Grant Wallace (GW)

Darren Pike (DP)
Mark McAllister (MM)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action note from previous meeting	Accepted as an accurate record of the previous meeting subject to the following amendment: Item 2, Car Park 1 - AK noted that Dunne's won't commit to <u>a January 2014</u> rebar cost <u>but will commit to an April 2013</u> .	Amend notes	SF
2.	Matters Arising			
	<i>Draft Equipment List</i>	It was noted that a meeting was still to be set-up with MS, FWraith and MMacleod to discuss the draft Equipment List. BMCL attendees to be confirmed so that meeting can be organised. DS agreed to liaise with JDonnelly re BMCL attendees.	Arrange meeting asap	SF
	<i>CFD Analysis</i>	PM confirmed that the CFD Analysis had been returned back to BMCL with comments. DS advised that this information had subsequently been passed to WSP to review. DS noted that a joint meeting to discuss the comments with WSP and Buro may be requested.	Provide feedback at next meeting	DS
	<i>Data Points (machine Rooms)</i>	DP confirmed that BMCL had received an instruction re the Data points (machine rooms). It was agreed this item could be closed.	Item closed	-
	<i>A&C Ironmongery</i>	DS noted that the meeting between the NHS, BMCL and WSP had taken place with the Building Control. KHamill had met again with the Building Control on 23 rd July 2012. K Hamill was subsequently preparing a document for submission to the Building Control for 'a view'. Feedback from Building Control would then be awaited.	Provide feedback at next meeting	DS
	<i>Blind Slats & Window Wand</i>	DS advised that 2 blind slat samples had been received by BMCL and would be made available for NHS Team review later that week.	NHS To review blind slat samples	PM
		DS reported that the full size blind mock-up (including the wand mechanism) would be provided w/c 10 th September 2012.	-	-
	<i>Mortuary Door</i>	AK advised that the temporary fix had been carried out. AK confirmed that the supplier PM had noted that the door needed replacement parts and an overhaul which would be carried out by the end of July 2012.	Item closed	-
	<i>Aseptic Sprinkler Omissions</i>	PM advised that BMCL had been provided with confirmation of the rooms which have been requested by the Aseptic Users to have no sprinklers. DS advised that the sprinkler omissions had been informally discussed with Building Control and the list of rooms would formally be submitted to Building Control for their feedback.	Provide feedback at next meeting	DS

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising			
	<i>Car Park 1</i>	PM advised that a meeting of the NHS, BMCL and Hypostyle had taken place to respond to queries (i.e. motability scooter points, no of toilets) in order that BMCL can cost the construction of the car park. JB advised that BMCL were on track to present the cost information to the NHS by the due date. The BMCL cost would be priced at now i.e. April 2013. PM enquired if BMCL would want to start the Car Park in April 2013. AK advised that he would be reluctant to start in April 2013 as this would cause logistic/space issues for the A&C construction site. AK advised that he was awaiting feedback from WSP as to how the Car Park would fit in the proposed location. AK advised that it was thought that the Car Park can move slightly to the North because the ramps either oversail Jenny's Burn or the manholes to Jenny's Burn. AK acknowledged that the car park would need to stay square to the sub-station. DS advised that it would be preferred to move the ramps back rather than the car park. JB noted that the setting out detail was being checked by WSP and feedback was awaited.	-	-
	<i>Taps</i>	PM advised that the NHS Team had received an email which had raised concern about the Horne Taps (a hospital has reported screaming taps). The taps had started to scream after an aggressive cleaning regime was undertaken to deal with the discovery of pseudomonas. PM advised that the NHS would confirm to BMCL what taps were to be used and where by the beginning of w/c 30 th July 2012. PM agreed to forward the email re the Horne taps with DP. DP enquired if BMCL were still preparing a sample and DP confirmed a sample was being prepared.	Provide email to DP re Horne tap issue Confirm way forward re taps	PM PM/AS
	<i>Pneumatic Tube</i>	PM advised that the pneumatic tube operations had gone live at 9am that morning (24 th July 2012). AK suggested that the NHS would want a few days comfort before removing the porters and decommissioning the biochemistry building. PM advised that the use of porters would finish that day and the surveys for the Biochem building would be undertaken on 30 th July 2012. AK noted that the demolition programme depends upon on survey results i.e. should a notification be required if asbestos identified. PM advised that it would be worthwhile BMCL having a look at/in the building once the NHS FM department has finished clearing the building. PM agreed to ask HMcD to liaise with AK. PM reported that the NHS would handover the building to BMCL at the earliest opportunity.	HMc to liaise with AK re walkround of Biochem	PM
	<i>Dewatering</i>	PM acknowledged that the PMI for the continuation of the ground water monitoring due to the extended dewatering period had been provided. It was agreed that this item was closed.	Item closed	-
	<i>Medical Gas Panels</i>	PM advised that it had been expected that DP would provide a sketch and that there were no bumper rails on the on-site sample and there was an expectation that the medical gas panel would interfere with the bumper rail. DP advised that it was not expected that medical gas panels would interfere with the bumper rails. DP agreed to provide a copy of the technical submittal for the medical gas panels. JB enquired if the panel type had been agreed and DP confirmed that the panel type had been agreed. PM suggested that it would be useful to get a sketch so that the sketch can be sent to G Dunne to sign off.	Provide technical submittal for medical gas panels	DP
	<i>Construction Site Office Car Park</i>	AK noted that there was no change to the intended to date i.e. works would commence in the car park on 13 th August and would take 6 weeks.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising <i>Commercial Group – Assessment Queries</i>	DR confirmed that information to close out the queries had been provided by GW and the Payment Assessment subsequently issued.	Item closed	-
	<i>Design Groups – Surgeons Panel</i>	DP noted that the meeting to review the Surgeons Panel had been arranged to take place on 21 st August 2012.	Item closed	-
	<i>BT Ducts</i>	PM advised that there was no update available for this meeting. PM agreed to liaise with KMcS and A Smith and provide an update at the next PMG meeting. PM noted that this was a rubber stamping exercise.	Provide update at next meeting	PM
	<i>Wireless</i>	DP advised that he thought the Wireless information had been provided to the IT Group as part of a pre-RDD pack and that the IT Group had subsequently responded back. PM agreed to liaise with EMcColl & MGreig.	Liaise with EMc and MG re wireless system info.	PM
	<i>Community Engagement/ Neighbouring Property Surveys</i>	AK advised that 8 surveys had been completed and the 2 remaining surveys would be undertaken w/c 30 th July 2012. AK was anticipating that BMCL would receive a report based on the findings of the surveys on the 8 homes later that week.	Provide feedback when report available	AK
	<i>Community Benefit Report</i>	PM enquired if the recent Community Benefit report was available in its final format. AK advised that CD was finalising the report and that AK would liaise with CD to confirm when the report will be finalised and advise SF.	Liaise with CDunlop re Community Benefit report	AK
	<i>Labs BREEAM</i>	DS advised that JW was awaiting feedback on the VOCs however all other information had been provided. It was anticipated that should the last item be awarded that the Labs BREEAM score would be 73.	Provide feedback at next meeting	DS
	<i>A&C BREEAM</i>	DS advised that he had received some comments back from BRE but they were incomplete. DS had requested that WSP chase up BRE. WSP were preparing a tracker to monitor and progress the A&C BREEAM.	-	-
3.	<i>Drawing List</i>	DS suggested that Capita had received a drawing list. PM agreed to confirm that Capita have received what they had requested re drawing list.	Liaise with Capita to check if drawing list satisfactory for their needs	PM
	Commercial Group	DR and GW confirmed that there were no issues requiring discussion which were not already being dealt with through the EW Group meetings. DR advised that the main commercial focus was on the new Car Park.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
5.	Design Groups (cont'd) <i>CDMC Input</i>	DS requested a discussion with the NHS Team regarding the CDMC Input to the project as it had been suggested that there should be a greater input. It was agreed that DS would meet with DR separately and provide examples of any concerns. PM advised that the NHS Team would have an initial internal discussion and then liaise with DS.	Liaise with DR re CDMC Input	DS
	<i>Equipment – Renal Panel</i>	DP advised that it appeared that the proposed Renal Panel was not as expected by the NHS Team however it met what was required against codebook. PM advised that the renal panels were identified by a codebook code which was not a bespoke code for what was required. FW had advised that it was thought that the renal panel could be used in some areas but not in others due to a lack of power and data. DP requested that the NHS Team a) identify in which locations the panel could be used and b) in which locations the proposed panel was not suitable and what was missing from the panels in these areas. DP suggested that the NHS should raise an Early Warning to advise that the proposed renal panels were not suitable in all areas. DP noted that there was a fundamental difference between what BMCL were proposing to provide and what FW was expecting. PM advised that he would further discuss the Renal Panel issue with FW. DP suggested that alternatively the NHS could review the sample and mark it as a 'c' status.	Liaise with FW re renal panel PMI	PM
	<i>Pendants</i>	DP advised that the pendants were out to the marketplace. JB enquired if a final PMI could now be provided to confirm the pendant provision. DR advised that DH would progress this item on return from leave w/c 30 th July 2012.	Provide PMI re pendant final position	PM/DH
6.	<i>Construction Management</i>	<p>AK advised that there were no issues requiring input by PMG members to resolve. AK reported that backfilling would be undertaken on 2^{6th} July 2012 for the pneumatic tube.</p> <p>AK noted that the Construction Interface meetings were ongoing and the pneumatic tube and biochemistry handover had been discussed at the latest Construction Interface meeting.</p> <p>DP advised that BMCL were keen to install the permanent IT and BT cables. There were 2 choices available a) feed into the junction box at the end of the car park and do the link from the junction box to a later date as the other option b) entailed finding an alternate route as the current route was through a building into the hub room and part of the building would be demolished in due course. DP noted that it was BMCLs preference to do the route to the junction box now and leave the junction box onwards route at a later date. PM requested that DP provide the proposal on a drawing for NHS review. DP confirmed that he would provide a marked up drawing to PM. DP confirmed that the route from the junction box to the hub would be installed once the building had been demolished. BCM would want to install the link into the building before beginning of September 2012. BMCL would want to use the links at present. PM confirmed that he would review the marked up drawing and provide feedback to BMCL.</p> <p>AK noted that quotes were being received by BMCL for the lowering of the services at Govan Road.</p>	<p>-</p> <p>-</p> <p>Confirm way forward re install of IT and BT cables. DP to provide sketch of proposals</p> <p>-</p>	<p>-</p> <p>-</p> <p>PM/DP</p> <p>-</p>

Item No	Item	Discussion/Information	Action	Action by Whom
6.	Construction Management (cont'd)	<p>PM noted that further to the recent walk-round PM was awaiting sub-contractor proposals for crash-rails at the Energy Centre. AK advised that BMCL were awaiting the final position for the gate and sub-contractor proposals. PM noted that this information had already been provided to the BMCL i.e. gate was moving towards the road. AK suggested that this would alter the swept path analysis. PM confirmed that the swept path would be altered as vehicles would no longer be able to queue off the main road as requested by FM. JB enquired if the instruction had been issued via a PMI. PM advised that he would liaise with KC to ensure that the marked up drawing had been provided to BMCL.</p> <p>PM noted that the NHS would want to see the programme for the bridge links in order that the NHS Team could liaise with the Building Users.</p> <p>DS enquired whether Car Park 2 had moved in some way. PM advised that there had been no decision made to move Car Park 2 however there had been a discussion about the potential to move Car Park 2.</p> <p>AK noted that BMCL currently having noise, vibration, static monitors and cameras installed to the south-west corner of the site.</p>	<p>Liaise with KC to ensure BMCL been informed of gate position</p> <p>Provide link bridge programme</p> <p>-</p> <p>-</p>	<p>PM</p> <p>AK/AF</p> <p>-</p> <p>-</p>
7.	Community Benefits	AK advised that there was a forthcoming photo shoot scheduled with the apprentices. Banners with the NHS logo were available should PM wish to review in advance of the photo shoot.	Review banners	PM
8.	Building Control	DS advised that he had no intention of providing the CFD Analysis to Strathclyde Fire & Rescue at this time. DS suggested that Strathclyde Fire & Rescue had the operational information required and would likely ask for the CFD analysis should there be a fire.	Continue to monitor and provide feedback as and when necessary.	DS
9.	AOCB	<p>AK advised that Mercury were meeting with Unite the following day.</p> <p>PM noted that the visit by Alex Neil went well.</p>	<p>No action required</p> <p>No action required</p>	<p>-</p> <p>-</p>
10.	Date and Time of Next Meeting	Tuesday, 7 th August 2012 at 1.30pm in the Boardroom, Top Floor, Construction Site Offices.	For noting	ALL

ACTION NOTE

Present:
Darren Smith (DS)
Shiona Frew (Notes)

Alan Seabourne (AS)
Douglas Ross (DR)

Alan Keeley (AK)
Grant Wallace (GW)

David Hall (DH)
John Ballantyne (JB)

Darren Pike (DP)
Peter Moir (PM)

Apologies:

Alasdair Fernie (AF)

Mark McAllister (MM)

Mike Sharples (MS)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action note from previous meeting	Accepted as an accurate record of the previous meeting.	-	-
2.	Matters Arising			
	<i>Draft Equipment List</i>	AS advised that a meeting had taken place between BMCL and the NHS to discuss the Draft Equipment list. It was agreed this item was now closed.	-	-
	<i>CFD Analysis</i>	DS advised that K Hammil had marked up comments in a table format with the WSP/BMCL responses to the CFD Reviewer (Buro) comments. DS advised that this information would be provided to DH later that day.	Provide CFD comments to DH	DS
	<i>A&C Ironmongery</i>	DS advised that BMCL were continuing to progress/conclude discussions with Building Control re A&C Ironmongery. It appeared that Building Control was trying to move the responsibility for a decision to the Building Standards Division (BSD). BSD have advised that they work on a case by case basis. DS was asking for a view to be prepared. DS would be meeting with R Barlow on 07 th September and would discuss the A&C Ironmongery issue at this meeting. AS enquired if there would be a benefit to asking for input from Gordon Allan (HFS). DS advised that he was going to ask R Barlow to clarify if the BSD comments will incorporate HFS comments and dependent on this clarification it may subsequently be of benefit to seek input from Gordon Allan. R Barlow had however received unofficial comments from BSD. It was apparent that there was a clear difference of opinion as to how the guidance is applied. R Barlow has the definitive view of the guidance which appears to have been backed up by BSD and HFS.	Provide feedback from R Barlow meeting	DS
		The BSD rep has fed back to Nightingale's that use of mag locks is not prohibited across the board however there is guidance which must be adhered to. DH suggested that when the edict was written that it was not expected that there would ever be a single department of more than 60 people. AS agreed to contact Gordon Allan for an HFS opinion.	Contact Gordon Allen for opinion on A&C Ironmongery	AS
	<i>Aseptic Sprinkler Omissions</i>	AS advised that the NHS Team had provided confirmation to BMCL re Aseptic sprinkler omissions. It was agreed this item was closed.	Item closed	-
	<i>Blinds</i>	AS advised that the colour and slat size had been signed off and the NHS Team were awaiting the full size mock-up to review the blind mechanism. DS advised that the full size mock-up was expected to still be available by end of September 2012.	Confirm availability of full size mock-up.	DS

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising			
	<i>Car Park 1</i>	AS advised that the Full Business Case for Car Park 1 would be presented to the NHS Board for approval on 18 th September and then to the Capital Investment Group for approval on 9 th October 2012. DS enquired if a response to the Planning Application had been received. PM advised that it was anticipated that consent would be issued once Blair Greenock had returned from annual leave. K Stewart was currently checking if there was a reason for the delay in obtaining planning consent as it had been expected that the Planning Consent would be received at the end of the previous week. AS noted that the Board would be progressing the reduced level car park i.e. not 8 storeys and the main benefit of not progressing the 8 storey build was that the car park would not block out the NCH.	-	-
	<i>Taps</i>	DP advised that a proposal would be issued to the NHS asap. FW would be provided with a copy in advance of BMCL meeting with the NHS reps.	Issue proposal to NHS	DP
	<i>Pneumatic Tube</i>	AS advised that this item was now closed as the pneumatic tube was operational.	Item closed	-
	<i>Medical Gases/ Panels</i>	AS noted that a follow-up meeting was required asap to finalise the medical gases proposals. DP advised that he was liaising with AK to organise a meeting. DP reported that Graeme Dunn had reviewed the panel and confirmed he had no issues with the panel. DP commented that BMCL would ensure that there was no clashes with the bump rails.	Meeting to be organised	DP
	<i>BT Ducts</i>	DH noted that discussions are ongoing between the NHS and BT to organise BT to visit the site.	-	-
	<i>Wireless</i>	AS noted that E McColl and M Greig were in discussion with BMCL and AS had provided them the Mercury costs for review.	-	-
	<i>Community Engagement/ Neighbouring Property Surveys</i>	AK advised that surveys had now been completed on all 10 homes. An initial review of the surveys indicated that there were no items of concern however a minor crack has appeared on one property that was not identified in the first survey. It was noted that the letters to be issued to the residents would advise that BMCL are continuing to monitor site noise and vibration. AK commented that there was a few set-up issues with the monitoring equipment to be resolved i.e. cannot print off historic information only real time and the noise measurement is not decibels however the monitoring equipment is installed on site and working.	Advise of any issues re survey results	AK
	<i>Community Benefit Report</i>	AS advised that he had reviewed the final version of the latest Community Benefit report therefore this item was now closed.	Item closed	-
	<i>Labs BREEAM</i>	AS advised that he was meeting with S Logan and J Wales on 5 th September 2012 to agree the outstanding items.	-	-
	<i>A&C BREEAM</i>	DS advised that the Design Report had been provided to BRE. BRE had subsequently provided comments on only the Management aspects and DS had escalated the need for BMCL to be provided with comments on the full report to ensure that points are not currently being lost.	Provide feedback at future meeting	DS

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising			
	<i>Drawing List</i>	PM commented that Capita have still not received a drawing list from BMCL. DS advised that he had written to Capita to check whether they were satisfied with the drawings being received and Capita had advised that there were no issues with the drawings being received. DH advised that the circulation of drawings to Capita from BMCL was going well however as Capita did not have a drawing list they were unable to check if they had not received documents/drawings. AS requested that BMCL provide a drawing list asap. DS reported that a drawing list could be provided however this list would not include the C status drawings as the C status drawings were not normally provided to the NHS. DH advised that it was expected that BMCL would provide an updated drawing list via Aconex at least every month and this was agreed.	Provide drawing list	DS
	HV and LV panel boards	AS advised that factory testing had been undertaken with A Smith present to represent the NHS. There may be an issue re other training.	-	-
	<i>Samples Review/sign off</i>	PM advised that the NHS Team had a samples review/sign-off session therefore this item was closed.	Item closed	-
	<i>RDD Returns</i>	DS advised that BMCL were continuing to receive sign-off RDD drawings from the NHS and it was important to keep the momentum of drawings being returned.	Item closed	-
	<i>CDMC Input</i>	DH advised that he had met with DS to discuss the CDMC input. DS requested that DH provides the CDMC report via Aconex for audit purposes.	Provide CDMC Report via Aconex	DH
	<i>Renal Panel PMI</i>	It was noted that this item was closed.	Item closed	-
	<i>Pendants</i>	AS advised that DH was focussed on assessing the pendant information. It was hoped that it would be able to provide feedback in 1 week. DH would review the pendant information on the basis of complies/does not comply. GW commented that there was circa £30-40k between the suppliers.	Provide pendant information	DP
	<i>IT/BT Cable Ducts</i>	DP advised that BMCL had discussed the 3 options for the cable route. BMCL were now identifying what was the BMCL preferred option/route and costing up. AS advised that the NHS would dig the trench. DP advised that he was awaiting information about the loft space. AS enquired if BMCL would consult the asbestos survey initially and this was confirmed.	Provide proposal re preferred route	DP
	<i>Gate Position (Labs)</i>	DS advised that a drawing had been updated to reflect the new position of the gate. This drawing and the Management Plan had subsequently been provided to GCC Planners for the RCC application.	-	-
	<i>Link Bridge programme</i>	PM noted that the programme had not been received by the NHS as yet. AK advised that the anticipated start date for the link bridge works was February 2013 however BMCL were reviewing the programme to identify the suitability of the February 2013 date. The design for fully clad link bridges was underway. BMCL would liaise with the NHS nearer the time to carry out the works. PM advised that the NHS would need notice of the link bridge break-ins so that the Users could be informed.	Advise NHS of link bridge programmes	AK

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising <i>Apprentice Photo-shoot</i>	PM commented that the Apprentice photo shoot had taken place. This item could be closed.	Item closed	-
3.	Commercial Group	DR and GW confirmed that there were no issues to be raised at the Commercial Group requiring PMG discussion.	-	-
4.	Programme	<p>AK advised that the construction activities underway were:</p> <ul style="list-style-type: none"> Demolition of biochemistry underway and hoping to complete the works by the end of the week. There was a star-pipe on site to be installed once the demolition works had been completed at the basement. Good progress was being achieved on the demolition works. AS enquired where the pipes had been terminated which the NHS would connect into and DP advised that the pipes had been terminated at the back end of A&E (in a valve pit at the back of the ramp). There would also be a pipes at the front of the NCH (towards the Children's park). Atrium – works progressing well and hoping to be completed in 3 weeks The final ground floor pour had taken place at the weekend. Pours to levels 2, 3 and 4 were ongoing. Fit out works progressing well and due to expand into zone H. Once the pours have been undertaken the tables were being moved and the headtrack install was being commenced asap. The site numbers were increasing as the fit-out works increase. There would be a few more people starting on site for BMCL in October which would include some graduates. W Gingell would be leaving Glasgow soon and a replacement for this position would be starting asap. CP1 – AS enquired when BMCL was proposing to start the Car Park works. AK advised that once all the information had been received the works would be commenced. BMCL were trying to dovetail the Car park works with the end of the current Dunne's works on site so there was continuity. It was anticipated that the Dunnes podium works would be complete by November 2013, the NCH by March 2014 and the tower by early July 2014. AS enquired how many cranes would be required for the car park works and JB advised it had been identified that 3 tower cranes would be required for the car park works. AK commented that tower crane 7 would be getting taken down in September 2012. Procurement Sign-off – DH suggested that consideration needed to be given to the procurement sign-off dates so that there was adequate time between NHS sign-off and procurement order dates. Energy Centre – AS advised that he had just had sight of a close out programme for side A. AS noted that he would organise a meeting of the NHS and BMCL for a run through of the programme. AS commented that he had visited the Energy Centre the previous week and he had concerns that the works would not be able to be completed on time. 	- - - - - - - -	- - - - - - - -

Item No	Item	Discussion/Information	Action	Action by Whom
5.	Design Groups <ul style="list-style-type: none"> A&C Design Group 			
	<i>Courtyards</i>	DS enquired if it would be possible for PM to meet with JMurray to discuss the courtyards. PM agreed to schedule a time with JM. GW advised that J Murray had a set of drawings to run through with PM.	Meet with JM re Courtyards	PM
	<i>Fastlink</i>	DS advised that D Campbell had issued the roads drawings for providing to Fastlink. DS enquired why Fastlink had requested roads drawings. AS advised that he had discussed the request from Fastlink for the drawings and had reiterated that the NHS would be building the roads to the correct standard as previously required. AS commented that the Fastlink route would not have a special Fastlink Bus but would be ordinary buses of a specific standard. DS enquired whether consideration needed to be given to the impact of Fastlink buses on the traffic lights at the hospital junctions. AS suggested that Fastlink may ask for changes however any changes would need to be paid for by GCC.	-	-
	<i>DCFP</i>	DS enquired whether consideration needed to be given to the use of the enabling bars used adjacent to the en-suites. DH advised that the NHS want to review anti-ligature on a wider scale and discuss this with the Users when meeting to discuss the anti-ligature sprinklers. DS enquired whether enabling bars were needed adjacent to the toilets. AS suggested that the DCFP patients had 1 to 1 nurse care therefore patients would not go to the toilet unaccompanied. DS advised that BMCL wished to understand the need for the bars adjacent to the toilets. DH agreed to progress via M Macleod.	Discuss need for enabling bars in the DCFP ensuite toilets	DH
	<i>Floor Flatness</i>	DS advised that BMCL were considering the requirements for SR1 and SR2 floor flatness. DS had spoken to Nightingale's who had advised that floor flatness to SR1 was required. DS enquired if it would be beneficial to identify for discussion those critical areas that required SR1 noting that the AGVs would run on SR2. BMCL did not want to have SR1 spec throughout the whole building. DH agreed to discuss this item with H McDermont and review the ERs and associated SHTMs. DS to suggest a date to meet/discuss.	Liaise with HMc re ERs/SHTMs Suggest date/time for meeting	DH DS
	<i>Cross Corridor Doors</i>	DS noted that there was a need to have the cross corridor doors for Level 1 Zones D & G signed off no later than the end of that week. DS advised that that Building Control appeared to have accepted that there should be no additional doors at the Theatres. It was thought that Building Control were still keen that there was additional doors needed on the first floor (4 doors) which BMCL proposed to accept so as not to impact on the programme. DH suggested that the access at Critical Care/CCU would need to be reviewed. Acute Assessment unit – DS suggested that what Building Control was asking for did not fit with how the NHS wanted this department to work. AS advised that he could organise for S Gallagher, H Griffin and F McCluskey to attend the next Building Control meeting to discuss where additional doors for Acute Assessment unit was to be discussed. AS requested that DS provide a plan which highlights all the additional doors for NHS review in advance of the meeting with Building Control so that an assessment of the operational impacts can be identified. DS advised that he was going to request that R Barlow attended the next Building Control meeting (expected to take place late w/c 10 th September 2012) and he would advise the NHS of the Building Control meeting date.	Review access at Critical Care/and CCU Provide copy of AAU plan marked up with the additional doors.	DH DS

Item No	Item	Discussion/Information	Action	Action by Whom
5.	<ul style="list-style-type: none"> A&C Design Group (cont'd) <i>A&C External Panels</i> 	DH advised that the NHS didn't expect that the panels would be sitting out for 9 months and there was concern about damage sustained whilst still pouring concrete. DH acknowledged that the NHS had been provided with reassurances re weathering and replacing damaged panels at a later date. JB advised that he understood the panels were protected with a plastic covering. AS noted that the NHS needed clarification as to whether the panels had a protective cover. The NHS were now content with the panel fixings and the panel being open at the top allowing weathering of the concrete behind the panels and the rear of the panels. The NHS need a guarantee that the colour will not disintegrate. It was accepted that damage due to construction activities was a BMCL risk however there should be measures put in place to ensure no waste in order not to impact on the defined cost of the project. DH noted that the NHS were still to see the actual colours. PM requested the detail of the shadow gap in the form of a mock-up sample. AK advised that he would liaise with J Curry as he had previous experience of leaving on the protective covering on panels which subsequently held water which had impacted on the panel finish.	Confirm whether panels will have a protective covering	AK
	<i>A&C Acoustics</i>	DH requested confirmation that the products being used in the atria did not change the previous calculations i.e. assumed sound reflection from them, etc.	Provide confirmation of no change to acoustic report assumptions based on current products.	DS
	<i>NCH Acoustics</i>	DH advised that he had provided a response to the recent NCH Atria Acoustic report	-	-
	<ul style="list-style-type: none"> <i>Equipment Group</i> 	DH advised that the Equipment programmes which had been updated to reflect the 15 th September and 29 th September 2012 would be formally accepted. The NHS had provided information on 5 rooms already known and the NHS would provide the Interventional Theatres Equipment details no later than cop 15 th September and all other imaging equipment details by no later than cop on 29 th September 2012.	-	-
		GW sought clarification as to the recent RFI response which suggested that the NHS wanted to review the technical proposals for every Mercury Group 1 item i.e. PIR, switches, sockets, etc. DH agreed to review the response to the RFI. DP noted that the sockets had been signed off and it was not proposed that the NHS would be provided with the technical submission for sockets.	Review response to RFI and provide clarification as required	DH
	<ul style="list-style-type: none"> <i>IT Group</i> 	DH noted that there were meetings due to take place to discuss wireless and Patient Entertainment. The NHS were also looking internally at the spec for IT which was nearing conclusion. The IT Group were also progressing the Telecomms aspects.	-	-
		Hub Rooms – DH advised that this was being discussed with MGrieg and he would feedback asap. DP noted that there was no direct fed UPS in the hub rooms. DP had advised DH why it was not economical to have a centralised system.	Provide feedback re UPS to Hubrooms	DH

Item No	Item	Discussion/Information	Action	Action by Whom
5.	Design Groups (cont'd)			
	<ul style="list-style-type: none"> <i>Design & Healthy Environment</i> 	<p>PM advised that most projects progressing satisfactorily and projects were apparently working within their budgets. The Group were expecting presentations on the projects in September and October.</p> <p>Art Strategy – AK enquired if there would be any issue carrying out the shelter at the ends of the SUDS through stage 3a instead of 3. AK suggested that the shelter juts out into the SUDS which would create difficulty completing the SUDS. AS suggested that it would be dependent on the programme to carry out the shelter works. AS requested that BMCL provide a proposal and that the NHS would work with BMCL to provide most economical and efficient solution.</p> <p>Yorkhill Enhancements - GW suggested that there is a meeting scheduled for 5th September to discuss the Science Centre information however he had not seen any further information for this meeting and the previous information had been put on hold. AS noted that MS had been fully involved in the Yorkhill enhancement discussions. AS had reviewed the contract and suggested amendments. The contract had one programme for one set of works at a BMCL indicative cost of £23k. AS had asked MMacL to provide the design and implementation programme to GW. He did not think that there was any change to power and data.</p> <p>Sky Ceilings – AS acknowledged that BMCL did not have the detail for the sky ceilings. AS agreed to liaise with MMac for an update on the Sky Ceilings project. AS suggested that BMCL should be aware of the Sky Ceiling details as there are drawings for the sky ceilings which have been circulated to the wider NHS.</p>	<p>-</p> <p>Provide indication of when in stage 3a shelter could be provided</p> <p>MMac to provide design and implementation programme to GW</p> <p>Liaise with MMac for update re Sky Ceilings</p>	<p>-</p> <p>AK</p> <p>AS</p> <p>AS</p>
6.	Construction Management	<p>AK provided the following Construction Management update:</p> <ul style="list-style-type: none"> Consideration needs to be given to the VIE adjacent to CP2. AK enquired if there would be any impact on the Car Park 1 design on Car Park 2. DH advised that Car Park 1 was immediately adjacent to Car Park and that there was a need for a large bus stop and the logistics/craneage needs would need to be considered. AS noted that should the car park at the VIE not go ahead then would need to be shrouded. AK requested that AK sets out the timescales for when BMCL will be needing information. GW enquired if the NHS still had indicative timescales for the Car Park 2 and AS suggested that the previously reported dates remained unchanged. DH noted that the car park 2 had to be complete for the new hospitals opening. AS suggested that it may be beneficial to commence the design for Car Park 2 so that there can be contingent plans prepared should the design of Car Park 2 be refused. 	<p>Provide deadline date of when car park information required by BMCL</p>	<p>AK</p>
7.	Community Benefits	<p>AS advised that BMCL Community Benefits report had been received. AS suggested that in future the report should not contain numbers i.e. 65% of all works have gone to Glasgow companies.</p>	<p>-</p>	<p>-</p>

Item No	Item	Discussion/Information	Action	Action by Whom
8.	AOCB <ul style="list-style-type: none"> <i>Labs Closeout</i> Unistrut 	AK confirmed that J Wales would be taking over the Labs Defects/Close Out since Anthony Foggarty had moved on. AS noted that he had been informed that BMCL were dealing with the Sedum Roof and Blockwork clean up. The only current issue for the NHS was the Mortuary Floor Flatness which Capita were going to investigate. AS noted that Vacuum Cleaners to soak up the water had been provided however City Mortuary still saying that the floor needs to be flat. AS suggested that it may be required to obtain a view from a Floor Specialist to ascertain what can be done if the floors are identified as not being flat.	Provide feedback at next meeting	AS
		GW enquired if DH had received the revised Unistrut details for Resus, etc. DH suggested that the revised details may have been provided to FW as FW is dealing with the Specialist Equipment.	-	-
9.	Date and Time of Next Meeting	Tuesday, 2 nd October 2012 at 1.30pm in the Boardroom, Top Floor, Construction Site Offices.	For noting	ALL

ACTION NOTE

Present:	Peter Moir (PM) Alasdair Fernie (AF)	Alan Keeley (AK) Douglas Ross (DR)	David Hall (DH) Mark McAllister (MM)	Darren Pike (DP) Allyson Hirst (AH)
Apologies:	Alan Seabourne (AS) Grant Wallace (GW)	John Ballantyne (JB)	Mike Sharples (MS)	Darren Smith (DS)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action note from previous meeting	Accepted as an accurate record of the previous meeting.	-	-
2.	Matters Arising			
	CFD	DH reported that he had received response and had now been issued to Buro Happold and was awaiting feedback. DH hoped to have a response by the next meeting of this group.	Update to next group	DH
	Ironmongery	DH noted that it was decided to defer speaking to Gordon Allan until final meeting with building control. Meeting scheduled for 9 th October on smoke doors and ironmongery.	Update to next group	DH
	Blinds Mock Up	BMC reported that this would be ready to view late October. DH noted that the date was reported as different parts of October and asked for a definitive date in October	BMC to revert back with Date	BMC
	Car Park 1	PM reported that conditional planning had been granted on 11 th September. The Full Business Case was now with CIG to be discussed on the 9 th October.	CE to be generated if passed at CIG	PM
	Taps	DP – drawings have been issued and meeting taken place. FWraith is reviewing the drawings and agreed position on which toilets have sensor and not – all relevant parties are aware of the requirements	-	-
	Medical Gas	Meetings have taken place with BMC and NHS to work through items highlighted at the last meeting with GDunn. A further meeting will now take place with GDunn and reps from NHS and BMC on 26 th October	Update to next group	AS
	Residents Surveys	AK reported that surveys have been carried out, on the homes of 10 local residents – feedback from these have now been forwarded to residents but at this time no feedback has been received. MMcA suggested that a letter is sent to JLamont as she was in attendance at a recent meeting of several residents/NHS and BMC – MMcA agreed to check with AS on his thoughts	Check with AS on thoughts	MMcA
	A&C BREEAM	Next meeting scheduled for 10 th October	Update at next meeting	PM
	Drawing List	AK agreed to forward list to Capita – Feedback on usability	Update at next meeting	PM
	CDMC	DH reported that he had received report and issued to all attendees at the group meeting	Feedback for next meeting	DH
	Pendants	Actions were completed from last meeting. Supplier has now been appointed and due to the work on the tenders the difference between suppliers was around 3-4K It was noted that 3 further pendants required further design work specific to their purposes		

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising con'd			
	<i>IT Ducts</i>	This is a discussion on the route between laboratory and node 12 – since the last meeting of this group further reviews and proposals have been suggested for the best route to the node from laboratory. BMCs preferred route is low level at the building and through the ceiling voids. There were potential issues with asbestos and access as the corridor is used frequently. It is hoped to have this work in progress/completed by end of October – HMCD is taking forward the preparatory works for NHS and BMC will pull the cable. PM suggested that a brief meeting is held in order to complete details and agree on a timescale	Meeting to be arranged	PM
	<i>Link Bridges</i>	It was originally programmed that the link bridges would be constructed in the 1 st quarter of 2013 but due these cause and obstruction to the construction roadway it was decided that this could be pushed back within the programme and it was now intended to programme these as Neonatal November 2013 and Neurosurgery May 2014. It may be possible to interlink these works with the T&L facility being constructed.	-	-
	<i>Courtyards</i>	AF reported that a review of the plants and stones to be installed within courtyards and after some review it was noted that the bamboo would grown too quickly and there were too many plants being considered, this was now being reviewed. AF is awaiting final drawings which he will forward to the project team for approval.		AF
	<i>DCFP</i>	DH is awaiting appointment to design co-ordinator. BMC meeting internally and then with project team and then with users to allow this to be closed off.	Update at next meeting	DH
	<i>Floor Flatness</i>	Nightingales drawings indicate what is required and is being built to these specifications. A revised drawing will be forwarded to the project team for any comments		
	<i>Cross Corridor Doors</i>	Coronary Care doors are being reviewed. Building Control had requested 3 extra doors which were not suitable to be placed this was responded to and awaiting outcome. AAU issues have now been concluded	-	-
	<i>A&C Atrium Panels</i>	Concern was raised that the panels would become damaged or broken during construction process. AF/AK assured that these would be protected during construction and that they were suitable to be exposed to the elements as they were suitable for external cladding.		
	<i>Acoustics</i>	It was noted that this was still outstanding and BMC were requested to progress this	Update at next meeting	-
	<i>Equipment Group</i>	DH agreed to liaise with GW outwith the meeting	Update at next meeting	DH
	<i>IT Group</i>	This matter was now complete and local UPS procured as part of the IT package		
	<i>Shelter in Gardens</i>	AK reported that he had been asked to move the construction of the shelters into the next stage completion by August 2016. DH suggested that an estimated programme was all that was required. AK agrees to liaise with PMcGuinness to agreed on the hoarding planning and placement		AK/PMcG
	<i>Yorkhill</i>	PM noted he would like to review contract dates to assist programme and noted that FW/MM were reviewing sky ceilings – this work is on-going	-	

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising con'd			
	<i>Construction Management</i>	AK agreed to review details – ongoing	-	-
	<i>Labs Closeout</i>	20 defects reported – 11 of these were reported as emergency lighting battery faults. Whitecroft have diagnosed or replaced all lights issues – it was noted that this was possibly a software interface issue with the building management system. DH expressed his concerns that this did not happen within A&C due to the scale of the building		
	<i>Mortuary Floor</i>	PM reported that users have issues with the gulley's and floor. It may be necessary to request BMC to carry out some remedial works. PM noted he was liaising with laboratory staff and would develop a design that all were happy with before any works commence. Project team opinion is the floor is as to design and therefore it should not be necessary to make change but noted that the users were very unhappy with it so it would be reviewed.	-	-
3.	Commercial Group	DR reported there was no update other than cashflow was scheduled for the end of the week	Provide cashflow for A&C Hospitals	JB/GW
4.	Programme Issues	AK reported that the biochemistry demolition went well and the area was now being back filled and the roadway and hoarding being re-routed. Star pipes were now installed. Window installation had commenced but due to high winds this had not been able to continue. Weather issues had also prevented TC7 being removed and this was now scheduled for the coming weekend. Energy Centre – fire strategy and key arrangement will need to be put in place for the handover. It is proposed to walk through on Tuesday 9 th October. The planned demonstration for Wednesday needed to be postponed and reorganised. Group 1 equipment was progressing well on all sides Mini piling will be completed by 3 rd October and piling rig will be off site by the end of the week.	- Outcome reported back	-
5.	Design	DS not in attendance at this meeting and had not reported any issue to AK for the meeting Medical Gas design is progressing – meeting has taken place to review issues previously noted by GDunn. A further meeting with GDunne was scheduled for the 26 th October which should clear the previous issues RDD – it was noted a meeting had taken place and issues were being worked through Section 56 It was reported that GCC had asked BMC to undertake retarmacing of Hardgate Road – this was not part of BMC remit and further discussions would be required to resolve this. Further discussion on this matter between Council and NHS	- Confirm GCC position on this formally	-
6.	IT	Items to conclude Patient entertainment – NCH - meeting is scheduled for 11 th October and will allow further discussion on adult provision to take place. Wireless – further discussions will be required to resolve – DP reported that a meeting was set for Friday but this may have to be postponed.	Outcome reported back Outcome reported back	DP DP

Item No	Item	Discussion/Information	Action	Action by Whom
7.	Stairs	AF reported that BMC were reviewing stair finishes and may have a VE option to present to the Board. P asked AF to prepare their proposals along with mock up of stair treads/nosings for review.	AF to create mock up for review	AF
8.	Construction Managements	DH reported that positive progress had been made with BT on ducts and manhole covers – DP agreed to forward information to BT to progress DP noted that BT had offered to provide ducts – DH suggested that they would put in a type of duct particular to their needs and it would likely be wiser to purchase our own so that they were all same throughout	-	-
9.	Community Benefits	MMcA reported that benefits are on track with programme. The quarterly report was due in the next few weeks from CDunlop. MMcA reported that a local MP had requested information on community benefits and a response was being prepared and forwarded today	-	-
10.	AOCB	It was noted that new staff were being employed by BMC and will be brought on to work on the new hospitals. It was suggested a list of the new staff and their responsibilities would be helpful to have and to have the floor managers for the A&C introduced to HMcD and AGSmith at the earliest opportunity as in order that they had contact as they will be walking the site every day. It was agreed this would be useful	List of new staff and responsibilities prepared and introduced to NHS staff	BMC
11.	Date and time of next meeting	Tuesday 6 th November at 1.30pm in the Board Room, NHS offices	For noting	All

ACTION NOTE

Present:
Grant Wallace (GW)
Apologies:
Mike Sharples (MS)

Alan Seabourne (AS)
John Ballantyne (JB)
Alan Keeley (AK)

Alasdair Fernie (AF)
Peter Moir (PM)
Darren Smith (DS)

David Hall (DH)
Shiona Frew (Notes)
Douglas Ross (DR)

Darren Pike (DP)
Mark McAllister (MM)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action note from previous meeting	Accepted as an accurate record of the previous meeting.	-	-
2.	Matters Arising			
	<i>CFD Analysis</i>	DH advised that he had expected comments back from Buro in relation to the BMCL/WSP comments. DH reported that he would chase up the Buro response and provide feedback asap.	Provide feedback to BMCL response to Buro comments	DS
	<i>A&C Ironmongery</i>	DH reported that Building Control have advised that they will accept a recommendation from Jamie MacLean. AS and DH to liaise.	Liaise with DH	AS
	<i>Request for Additional Doors (Building Control)</i>	AS enquired if the number of additional doors which have been requested by Building Control had increased i.e. circa 40. DH advised that the number of additional doors had subsequently decreased based on further discussions with Building Control and that the 40 additional doors included the additional ward doors. GW advised that he had included for 24 additional doors in the BMCL cost plan.	Provide feedback re number of additional doors	DH/DS
	<i>Blinds Mock-up</i>	AS noted that the NHS Team had been provided with photos of the glazing and that the full size mock-up was expected at the end of October 2012.	-	-
	<i>Car Park 1</i>	AS advised that a letter from the Scottish Government Health Department to confirm approval of the Car Park 1 Full Business Case was awaited. JB advised that BMCL were still continuing to progress the plans for Car Park 1.	-	-
	<i>Medical Gas Drawings</i>	DH advised that the drawings had been returned to BMCL. BMCL had subsequently provided the drawings back to DH in order that the RDD front sheet(s) can be completed. A further meeting had been scheduled to take place on 26 th October 2012 with NHS, BMCL, HPI. The focus of this meeting was to run through the principles with Graham Dunne i.e. Valve locations. The Team also needed to understand any resilience issues. DP advised that BMCL had received the main set of marked-up drawings with G Dunne's comments. It was important to BMCL that the 26 th October meeting provided an opportunity to flesh out if there is anything else desired i.e. link at level 3.	Provide feedback at next PMG	DP
	<i>A&C BREEAM</i>	AS advised that 2 of the 3 NHS Actions had been concluded i.e. provision of the travel plan, confirmation of sign-off of the security. The remaining action in relation to the OPD dispensary was work in progress to conclude and a confirmation was awaited from DS to progress. AS understood that the BMCL/WSP actions were work in progress to conclude.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising			
	<i>Drawing List</i>	PM advised that a drawing list had been received.	Item closed	-
	<i>CDMC Report</i>	DH advised that he had received the latest CDMC Report and had subsequently circulated this report. DH had not received any comments on the report nor had any issues been raised by anyone.	Item closed	-
	<i>IT/BT Cabling/ Ducts</i>	AS noted that the duct works were progressing well. DP advised that he was awaiting an anticipated ductwork completion date in order to programme the cable install. JB suggested that BT had raised an issue regarding the ducts. DP reported that BT had now agreed to utilise the duct as previously offered.	Item closed	-
	<i>DCFP</i>	DH advised that the NHS Team were awaiting confirmation from BMCL as to when a rep can be available for the Specialist meetings as D Cartwright was no longer with the project..	BMCL to confirm Specialist Equipment Group rep	DS
	<i>Acoustics</i>	AS advised that he had emailed J Wales, D Smith and S Logan earlier that day requesting confirmation as to when the acoustics BREEAM item can be closed out so that the formal BREEAM Assessment can be submitted.	Provide update at next PMG	DS
	<i>Equipment Co-ordination</i>	DH advised that the Uni-strut proposals had been agreed and an instruction would be provided to BMCL asap.	Provide instruction to BMCL	DH/PM
	<i>Mortuary Floor Flatness</i>	PM advised that the NHS had agreed to the proposed remedial works and a rep from the Fiscal's Office would be on-site tomorrow to review the proposals. Proposed works were on course to commence on Thursday 18 th October 2012. D Jordan was on stand-by to start the works once confirmation had been provided by the NHS. The access routes for the remedial works had been agreed.	Confirm to BMCL that remedial works can commence.	PM
	<i>Commercial Group</i>	It was confirmed that the cashflow had been agreed between BMCL and NHS.	Item closed	-
	<i>Programming Issues – Energy Centre</i>	AS advised that a couple of walk-rounds had taken place. There were a few delineation items to be finalised i.e. ensuring safe routes, appropriate alarms, etc. A meeting to discuss the fire alarms had been scheduled for w/c 22 nd October 2012. It was noted that the NHS Generator would be available until January 2013 however BMCL should confirm when the Energy Centre A-side works would be complete. DP advised that he was getting a week by week programme identifying what works would be complete and by when so that the NHS can pick a date for A-side handover. DP suggested that the revised target date for completion should be mid December 2012 however BMCL did not want the NHS to switch on the A-side until after the Christmas break. AS was agreeable to the early January switch on as long as the NHS Team could be re-orientated and this was agreed. AS enquired when was the best time for the NHS to take beneficial rights. DH suggested that BMCL would need to discuss the Handover Commercial Items with DR. AS suggested that consideration needs to be given to who has responsibility should there be any issues on the A-side which disrupts the B-side once the NHS takes over beneficial rights. JB noted that the NHS would be responsible for their actions. AF advised that BMCL would make a claim against the BMCL Insurance who would subsequently try to claim the NHS Insurer.	Confirm date for Energy Centre A-side handover	DP
			Discuss beneficial rights with JB	DR

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising			
	<i>Energy Centre</i>	DP suggested that if the Energy Centre is linked into the retained estate then there would be issues for BMCL for testing & commissioning and the NHS would need to have a mechanism to put the retained estate back on to their system. BMCL could not be on-call with the Estates Dept and being told when can/cannot switch on/off for testing/commissioning, etc.	-	-
	<i>Section 56/96</i>	AS noted that BMCL had previously been advised that they should liaise with WSP to advise GCC that BMCL would not be carrying out any works to Hardgate Road. JB advised that BMCL had met with all the Consultants the previous week. GW noted that JMurray had indicated that all RCCs and 56s had been obtained. AS commented that he understood that GCC would look to re-lay the road and claim the costs from the Project Sponsor (i.e. NHS) via the Section 96. GW reported that dilapidation surveys had been carried out. JB confirmed that WSP would be confirming imminently to GCC that BMCL would not be relaying the road as it was not BMCLs responsibility to do so. GW advised that consideration was being given as to whether further dilapidation surveys should be carried out noting that the road had not majorly deteriorated since the previous survey and that the deterioration to the road was where cars were being parked. PM suggested that GCC may not sign-off the roads for adoption. GW noted that there was only 1 road and the junctions which were adoptable. DH noted that GCC would still need to sign-off the roads works 12 months after completion therefore there may be difficulty in obtaining a Completion Certificate. AF suggested that there would only be an issue if there was an accident due to the roads not being maintained. GW advised that he would need to check whether BMCL had accepted the quote for the street lighting.	Provide feedback at next PMG meeting	DS
	<i>Patient Entertainment</i>	DP advised that a presentation of the patient entertainment proposals had been provided to the NHS Team. DP had discussed with H Griffin who had advised that the NHS were deliberating the 2 systems. AS advised that the proposals were being shared with the NCH Users and NHS Team deliberating whether same system to be put into the Adult Hospital. JB emphasised that the cost of replacement for a touch screen was 3 times more expensive than a normal TV. AS advised that he would ask MMacleod to provide feedback on return from leave.	Provide feedback to BMCL re Patient Entertainment	AS/MMac
		PM noted that the NHS Team had seen a 32inch screen/TV system for the New Adult Hospital but that there were concerns that the 32inch screen was too big to be fitted on the wall of the New Adult Hospital therefore consideration was being given to using a smaller TV and mounting this on an arm. DP suggested that Airwave was the BMCL preferred proposal. DP requested feedback from the NHS Team asap.	-	-
	<i>Wireless</i>	AS noted that a meeting to discuss the wireless proposals had been arranged to take place on 26 th October 2012. DP intimated that he had been advised that he was to receive the IT proposal by COP 17 th October 2012. DP advised that he would be happy to present the proposal to a smaller NHS Group for discussion w/c 22 nd October 2012. AS requested that DP provide the proposal to AS for distribution to key NHS Reps.	Issue Wireless proposal to AS for distribution to key NHS Reps	DP

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising <i>Stair Finishes (Value Engineering proposal)</i> <i>BMCL New Starts</i>	AS noted that AF would be providing proposals for the finishes of the staircases. AF advised that he would be liaising with Nightingales to discuss stair finishes proposals in order that drawings can be provided to the NHS Team for discussion. AF noted that another 3 Construction Managers and 2 Graduates had started this month.	- -	- -
3.	Commercial Group	<p>JB noted that BMCL were awaiting the invoicing of the monthly assessment. GW suggested that DR had highlighted that the balance of the unspent contingency from stage 1 to 3 had been moved in CHEOPS. JB noted that DR had asked BMCL to provide a final account statement for Stage 1. JB suggested that the revised pain/gain share could be done on the final account should the Project Manager wish to do so. JB advised that BMCL had undertaken a further audit on Dunne's. JB suggested that the final account statement for Stage 1 should be available for end October 2012.</p> <p>AS enquired if BMCL would be providing a revised inflation proposal. JB agreed to confirm when BMCL would be providing the revised inflation proposal.</p> <p>JB enquired about the Uni-strut Ceiling PMI. DH confirmed that a PMI would be instructed asap.</p> <p>GW advised that it was thought that the scope for the Medi-cinema had been agreed between GW and FWraith however he had been subsequently informed that F Wrath had issued the scope to the Users for checking. FWraith was awaiting feedback from the Users. BMCL were awaiting confirmation of acceptance of the scope.</p> <p>DH noted that DR and JB needed to liaise to discuss the proposal for the Energy Centre A Side handover.</p> <p>JB noted that a 'Market' meeting of the Insurers and the Broker had been scheduled for 17th October 2012 regarding the piling claim. AF advised that TBaillie would be sending a meeting request to ASeabourne and WRoxburgh to ensure Capita and NHS are comfortable with all the piling information which had been uploaded. PM noted that it had been agreed that all the As-Fitted drawings would be uploaded. AF noted that TBaillie and AFernie were scheduled to meet with the Insurer in 3/4 weeks to go through what had happened on-site. JB suggested that BMCL expected ¾m at best from the Insurer however BMCL would then try and claim the remaining monies from the contractor/sub-contractor. AS enquired if the number of piles affected was 81 and this was confirmed.</p>	<p>Provide final account statement for Stage 1 to NHS.</p> <p>Confirm date Inflation proposal will be provided to AS</p> <p>Provide Uni-strut PMI asap</p> <p>Confirm acceptance of medi-cinema scope of service</p> <p>-</p> <p>-</p>	<p>JB/GW</p> <p>JB</p> <p>DH/PM</p> <p>AS/FW</p> <p>-</p> <p>-</p>

Item No	Item	Discussion/Information	Action	Action by Whom
4.	Programme	<p>AF advised that there were no issues not already reported to date. AS enquired if AF was receiving the NHS Weekly Report. AF advised that he had not received the weekly report and SF had agreed to check.</p> <p>AF noted that the NCH construction programme had a 4 week delay due to the mini-piling activities, there had been a few crane breakdowns which had not helped. BMCL had re-sequenced the programme and re-issued to the NHS. The focus for BMCL was to ensure that the NCH is not being commissioned at the same time as the Adult Tower. BMCL were liaising closely with Mercury to ensure that areas were being closed out as soon as possible. BMCL were also focusing on how to stop water getting into the building. AF acknowledged that water damage was a BMCL risk however it was important to continue progressing the construction and it was not possible to stop putting up walls. The emphasis was on mitigating the potential for damage and bringing the NCH construction back in line with the previous programme. AF noted that boarding had started in Areas J & A. The fit-out programmes in some areas had been shortened. It was difficult to keep the water out whilst still constructing the building and this would be especially prevalent during the construction of the tower. AS suggested that building a tower and keeping it dry must be a pretty standard issue. DP advised that building a tower and keeping it dry is what is done as a standard however there were always challenges. AF provided an overview of the proposals which may be utilised to assist keeping the building dry. AF noted that the tower would be constructed in legs which was not normal practice. AF reported that co-ordination of the modules installation was key. BMCL would be potentially using moisture resistance boards in some areas and use a roll-along cover to limit damage.</p>	<p>Check that AH has sent the weekly reports to AF</p> <p>-</p>	<p>SF</p> <p>-</p>
5.	Design Groups	AF enquired about the status of the sample bedhead trunking. AS advised that DS was to organise with FW to alter the sample. The NHS had organised for suction filters, bedhead, etc to be provided. DP reported that he had been told that alterations to the bedhead trunking had been undertaken. SF was requested to check whether F Wrath was aware that the amendments to the bedhead trunking had been made so that FWrath and ASeabourne could review. DP advised that FWrath may not be aware that the trunking amendments had been made but the DP anticipated checking the bedhead trunking sample against the drawings.	<p>Check that bedhead Trunking alterations have been made</p> <p>Check if FW aware that bedhead Trunking alterations have been made</p>	<p>DP</p> <p>FW</p>
	<ul style="list-style-type: none"> A&C Design Group 	Courtyard Drawings – AF enquired if PM had received revised Courtyard landscaping drawings and PM confirmed that he had not. AF agreed to chase up the drawings to be provided to the NHS for review.	Provide courtyard drawings to PM	AF
	<ul style="list-style-type: none"> Equipment Group 	DP enquired about the NHS Group 5 transfer list as he was looking for the technical information. DH advised that he understood that BMCL had been provided with the information via D Cartwright and that FW was resending all the information to DS. DP agreed to check that BMCL had received the Group 5 Transfer information. SF noted that FW had resent the information to DS on 15 th October 2012. DP advised that he intended to make K Hall the BMCL Technical Rep.	<p>Check BMCL has received the Group 5 Technical Info</p> <p>Future Technical Info to be provided to K Hall</p>	<p>DP</p> <p>AS/DH</p>

Item No	Item	Discussion/Information	Action	Action by Whom
5.	Design Groups <ul style="list-style-type: none"> Equipment Grp (cont'd) 	<p>DP suggested that it was important to keep the group 2, 3, 4 information exchange between NHS and BMCL on programme. AS advised that he expected that a further iteration of the Equipment List would be provided by BMCL in November 2012 in order that the NHS can check with the Users that there is nothing missing. DH acknowledged that a further iteration of the Equipment list was expected in November but that he wasn't aware that the list would be checked by the Users. AS enquired if the reconciliation advised what equipment was in each room and this was confirmed. DH suggested that DP would only be interested in those items which have power, water, drainage requirements and any items of size. DH advised that in reality much of the equipment would not be purchased for quite a while and the NHS would need to purchase equipment to fit the space left allocated on the Nightingale drawings. AS enquired if someone from the NHS Team reviewed each room and identified all the equipment in each room. DH advised that at the moment the drawings have ADB codes and Nightingales have drawn something on the drawings so the NHS would need to buy to suit the ADB code. DP suggested that occasionally there will be a piece of equipment that will need the drainage outlet on the opposite side than expected. DP suggested that it would be advantageous if the NHS could double check each room for equipment. AF suggested that a difference in drainage requirements was a common occurrence with Dental Chairs. DH noted that the Dental Chairs were being progressed through the Specialist Equipment group. The Board were working to the summary programme provided by ABebbington. AS enquired whether the NHS should be further reviewing the ABebbington summary programme. DH noted that he had reviewed the programme with FW the previous day and there were no current issues in meeting the programme dates. DP suggested that the NHS needed to be mindful that pendants and chairs are separate and the gases are in the ceiling but should the pendant go onto the chair then the gases would need to be moved from the ceiling. GW reported that BMCL were considering putting the chairs into the Mercury package. DH advised that the dental chairs may transfer.</p> <p>GW noted that in the aseptic areas there were some group 3 equipment which BMCL would want transferred into group 1 so a full package can be provided to specialist contractor which would mitigate co-ordination issues. AS advised that he would need to consider that there may be equipment/fittings for transfer. GW noted that the NHS would need to confirm what equipment/fittings would transfer so that the specialist contractor is aware of everything in the area(s) he is dealing with. AS requested that BMCL provide a list of the key areas where BMCL would be requesting the group 3 equipment/fittings to be transferred into group 1.</p> <p>DP noted that during the group 1 review of the Canopies there was an extra stage in the process which had not been scheduled in the programme i.e. NHS review of the technical details. DP advised that he was in a position to provide the technical detail for the M80 Canopies and enquired if the NHS could review and return this information quickly. DP noted that as with the Canopies the technical details for the Surgeons Panels had been received and enquired if the NHS could also review and return this information quickly. DH advised that this would require a technical review by FWrath and DHall which would impact on the ability to achieve other RDD dates as agreed on the RDD Programme. DS advised that he expected the review would last no longer than a ½ day work and that he was only asking that the NHS confirm the size of the canopies only.</p>	<p>-</p> <p>Provide a list of key areas where BMCL would be requesting Group 3 items transfer to Group 1.</p> <p>Review Canopy and Surgeon Pendant Technical details asap.</p>	<p>-</p> <p>GW</p> <p>DH/FW</p>

Item No	Item	Discussion/Information	Action	Action by Whom
5.	Design Groups <ul style="list-style-type: none"> Equipment Grp (cont'd) 	<p>AS suggested that DP provide the information to the NHS and he would ensure the review was addressed as quickly as possible in discussion with FW, DH and PM. AS enquired why the issue re Emergency Generator light on the Surgeon's Panel had been raised at the Early Warning meeting instead of the design meetings. DP advised that as he was going on annual leave he had asked for the query to be raised.</p> <p>DP advised that BMCL had proposed Starkstrom and Brandon for the LIG light and that the NHS had subsequently put through queries re Brandon which had been responded to. DP enquired if there were any outstanding issues which prevented BMCL from progressing discussions with their preferred contractor. DH advised that FW had carried out an exercise reviewing the lighting and had identified that there were too many lights and in some cases the lights were too high spec for what is required i.e. reading lights. FW would be providing a response to BMCL re lights. DP requested approval to proceed with the Theatre Lights as BMCL were looking to install the theatre light spindles in the ceiling. DH advised that consideration was being given to the procurement strategy for the sundry lights.</p>	-	-
	<ul style="list-style-type: none"> <i>Design & Healthy Environment</i> 	<p>AS advised that, in agreement with MSharples and NMurphy, a request had been made to Ginkgo to provide a presentation to update on a) the status of the process, b) what are the proposals, c) what are the outputs and d) what are the proposals to provide the output on site. NM and MS are leading the process. AS had provided an agenda to Ginkgo for this meeting. AF suggested that he should attend this meeting in order to gain an understanding of how to incorporate the Arts Project into the Construction works. AS reported that he continues to get concerned about the amount of money being spent on the creation rather than the final product and installation of the final product.</p>	-	-
6.	Construction Management	AF advised that there were no further Construction issues requiring discussion at this time.	-	-
7.	Community Benefits	AS advised that there had been no complaints raised recently.	-	-
8.	AOCB <ul style="list-style-type: none"> <i>Labs Official Opening</i> Sub-contractor Payments UPS Tests 	<p>AS reported that the new Laboratory Building was to be opened officially by the Minister on the 4th November 2012. AS enquired if BMCL had been advised of the official opening. SF was requested to check that the NHS Comms Dept were liaising with BMCL.</p> <p>AS advised that KWinter had recently enquired if there were any issues with sub-contractor payments. GW advised that there were no issues.</p> <p>DP noted that as per the recent communication from ASeabourne that the NHS Team did not intend to send a rep to witness the UPS tests. DP advised that there were stringent BS guidelines on how to factory test. BMCL had requested that all 10 be tested in the factory but that BMCL proposed to witness 4 out of the 10 tests i.e. the biggest, smallest and 2 random UPS. DP noted that the UPS would also be tested on site which BMCL and Mercury would also witness. AS advised that he had discussed the witness testing with Capita and Capita were comfortable not to attend as they would be able to review the test results.</p>	<p>Check NHS Comms liaising with BMCL Comms</p> <p>-</p> <p>-</p>	<p>SF</p> <p>-</p> <p>-</p>

Item No	Item	Discussion/Information	Action	Action by Whom
8.	AOCB <ul style="list-style-type: none"> RFIs – Teaching & Learning Centre Helideck Boiler Fuel 	<p>DP noted that he had received a number of enquiries regarding the Teaching & Learning Centre and enquired if there was a protocol for dealing with RFIs for the Teaching & Learning Centre. DH requested that DP confirm to PF which RFIs he would respond to. AS reported that any RFIs that the RFIs would be provided from PFairie to MMacleod to raise queries with BMCL and or the service. MMacleod will be co-ordinating the RFI process in the interim as a new Project Manager would be starting in due course. AS requested that DP advise AS if there are any issues responding to RFIs.</p> <p>AF advised that the design to construct the helipad had been reviewed and revised to be a concrete roof under the helipad. The construction would be undertaken in 2 parts. The design was currently being concluded with WSP. AF noted that he had not forgotten about the NHS Accommodation box and there were no time pressures on the NHS at this time.</p> <p>AS enquired if IP had written to BMCL re red diesel and the new type diesel. DP advised that BMCL and Mercury had provided information back to IP. DP suggested that there was no issue using the alternate new diesel (de-sulphured fuel.)</p>	<p>Confirm to PF which RFIs will be responded to by BMCL</p> <p>-</p> <p>-</p>	<p>DP</p> <p>-</p> <p>-</p>
9.	Date and Time of Next Meeting	Tuesday, 30 th October 2012 at 1.30pm in the Boardroom, Top Floor, Construction Site Offices.	For noting	ALL

PROJECT MANAGEMENT GROUP

Notes from meeting held on 30th October at 1.30pm in the Boardroom, Top Floor**Present:**Darren Pike (DP)
John Ballantyne (JB)Alan Seabourne (AS)
Derek McFarlane (DMF)
Mark McAllister (MMc)
Mike Sharples (MS)**Action Note**Alasdair Fernie (AFe)
Douglas Ross (DR)
Peter Moir (PM)Alan Keeley (AK)
Darren Smith (DS)
Shiona Frew (SF)David Hall (DH)
Grant Wallace (GW)**Apologies:**

Item No	Item	Discussion / Information	Action	Action by whom
1.	Action Note from Previous meeting	Accepted as an accurate record.	-	-
2.	Matters Arising			
	<i>CFD Analysis</i>	DH advised that he had chased Buro for their response to the BMCL CFD comments however the Buro rep was currently on annual leave. DH reported that he would continue to chase for a response w/c 5 th November 2012.	Liaise with Buro re response to BMCL comments	DH
	<i>A&C Ironmongery</i>	DS advised that he had arranged to meet with J MacLean the following day to discuss the A&C Ironmongery.	Provide feedback from discussion	DS
	<i>A&C – Additional Doors</i>	DH advised that the need for additional doors in Zones D&G had been agreed with the exception of 2 additional doors in critical care. Building Control had asked for a further explanation for not having the additional doors in coronary care which GBurnett had subsequently provided. Feedback from Building Control was now awaited.	-	-
		DH noted that other zones of the building had also been discussed and it appeared that Building Control would request doors to be upgraded and there was no indication that they would request additional doors. Feedback from Building Control was awaited. GW advised that the 24 additional doors were not on the BMCL Cost Plan but on the BMCL Risk Register.	-	-
	<i>Medical Gases</i>	DP advised that the joint meeting with G Dunne had taken place on the 26 th October 2012. The meeting had been positive and allowed the proposals to be confirmed to G Dunne. DP acknowledged that there had been some actions to be taken forward by BMCL. DP would provide a final set of agreed drawings asap for provision to G Dunne. DH noted that the drawings didn't include the link and DP confirmed that the drawings did not include the link and the link would be progressed when the schematics are being prepared.	-	-
	<i>A&C BREEAM</i>	AS advised that responses had been provided to WSP to close out the security and travel plan BREEAM points. The NHS were awaiting feedback from WSP regarding the dispensary BREEAM requirements. DS agreed to liaise with WSP to follow-up the Dispensary query.	Provide confirmation re dispensary BREEAM requirements	DS
	<i>DCFP</i>	DH noted that the meeting with DCFP had been arranged for 8 th November 2012 and that sprinklers, etc would also be discussed at this meeting. DH enquired who would be progressing the specialist equipment/departments since the departure of David Cartwright. PM advised that DS had provided him with potential dates to discuss the specialist departments/items and he would share these dates with MMacleod and FWraith.	Liaise with MMac & FWraith re diary dates	PM

Item No	Item	Discussion / Information	Action	Action by whom
2.	Matters Arising <i>Labs - BREEAM</i>	AS advised that he thought that there would be sufficient points already achieved and that the acoustic testing may not be required. The application to BRE had been made by SLogan. AS agreed to confirm whether the acoustic testing was required as soon as possible.	Advise BMCL if Acoustic Testing needs to be carried out	AS
	<i>Equipment Co-ordination</i>	DH noted that the Unistrut PMI had been issued to BMCL.	Item closed	-
	<i>Mortuary Floor</i>	PM noted that IFT were on site. Works were progressing to programme. The wearing coat works around each of the gulleys was underway. The first set of rooms were expected to be completed by 7 th November when works to the second set of rooms (last 3 rooms) would be commenced. PM noted that he would be checking with the Users regarding the plan for the Official Opening. AS requested that SF check with LP whether there was a plan to walk the Labs Building at the Official Opening and if so to advise that the mortuary areas not be included in this walk-round.	Check with LP the arrangements for the official opening of the Labs Facility	SF
	<i>Energy Centre</i>	AS noted that a meeting to discuss the Energy Centre had taken place to progress specific items i.e. Fire Alarm system, and that the fire alarms had been tested the previous day and no issues had arisen. It was important that BMCL ensured that there were no obstacles/safe routes for the NHS staff. AS advised that discussion re liabilities would be required. DP proposed that the handover be scheduled for the 16 th January 2013. AS agreed to check that the NHS generator was available until this time. AS reported that the Energy Centre would require NHS Fire Officer and GCC Building Control sign-off. AS proposed that the NHS and BMCL have another few walk-rounds of the Energy Centre and that the NHS would need to have further training and familiarisation sessions. DP advised that the training and familiarisation sessions had commenced and he was liaising with IP.	Confirm generator availability until 16 th January 2013	AS
	<i>Section 56/96 (Hardgate Road)</i>	AS enquired whether WSP had issued the letter to GCC. DS advised that he had the draft letter for review by AS prior to being issued. DS advised that there had been a query re the link road/boulevard road and that GCC were now asking that these roads are dealt with outwith the RCC. DS had sent a response to the Roads Dept confirming that BMCL do not want this road included in the RCC. DH noted that GCC would not be adopting any roads. GW noted that the Boulevard Road is Stage 3 works and the link road is Stage 3a works. DS suggested that the GCC Roads Dept were looking for the RCC on those roads that the Fastlink would run on. .	Discuss draft letter	AS/DS
	<i>Patient Entertainment</i>	AS noted that MMacleod had been requested to advise BMCL of the preferred system for inclusion in the New Children's Hospital. AS advised that HGriffin had been requested to obtain a cost for the proposed NCH system to be installed in the Adult Hospital. AS requested that BMCL provide an elemental cost for the patress, arm and TV. GW suggested that he had only been requested to provide a patress cost. AS noted that this costing request was specifically for stroke as this area was currently being constructed. DH advised that the NHS Team wanted a cost for the remaining rooms i.e. putting in a patress and the arm cost as a separate TV cost. AS requested this cost information urgently.	Provide cost information	GW
	<i>Wireless Proposal</i>	AS advised that the proposal was generally accepted and that the NHS IT and BMCL needed to agree the final proposal.	-	-
	<i>Labs – Final Account</i>	DMF advised that he would provide the Labs Final Account by cop 2 nd November 2012.	Provide Labs Final Account	DMF

Item No	Item	Discussion / Information	Action	Action by whom
2.	Matters Arising			
	<i>RPI</i>	AS noted that he would meet with TB to discuss RPI on 31 October 2012.	-	-
	<i>Medi-cinema</i>	AS advised that he had confirmed to BMCL that the Medi-cinema Scope of Service was agreed.	Item closed	-
	<i>NHS Weekly Reports</i>	AS requested that SF check that AHirst is issuing the NHS Weekly reports to AFe. AFe advised that he no longer needed to receive these reports.	Item closed	-
	<i>Bedhead Trunking</i>	AS acknowledged that the NHS had received an Early Warning regarding the length of the bedhead unit and the location of the bedhead trunking. AS noted that the NHS Team were reporting that the NHS had not signed off any of the bedheads and that the NHS Team were still working with Static Systems to confirm the layout therefore until the layout is agreed nothing else could be signed-off. DS had raised concern regarding the bedhead length and on the basis that the drop trunking is on the correct side (i.e. nearest side to the door) the NHS had agreed to the bedhead being 2.1m long. AS reported that it was his view that the bedhead was design development and nothing had been signed off therefore the EW regarding potential costs for the NHS was of concern. DS advised that BMCL had adjusted the layout of the 2.1m bedhead trunking mock-up for review by the NHS. AS advised that the NHS Team were advising that the 2.1m bedhead trunking could work as long as the gases are not above the patients head and were positioned closest to the door. DS advised that the gases could be moved to the left hand-side. AS enquired whether there was scope to bring down the gases, power cables, data cables, etc. DS advised that he did not think there would be an issue pushing the gases to the left hand-side of the trunking. DH noted that the clinical staff wanted the gases starting 150mm from the end of the trunking. DH noted that it there would need to be an understanding of whether the gas can be underneath the drop/faceplate of the gases. DS advised that he would further review the bedhead and see how far the gases can be pushed to the left for NHS Review.	Provide revised bedhead mock-up for NHS review. Confirm how far gases can be pushed to left hand-side of trunking	DS/DP
	<i>Pendant Locations</i>	AS noted that DH had provided a response to BMCL regarding the Pendant location Early Warning. AS suggested that a theoretical position had been suggested for the pendants and it was understood that the NHS were working within the tolerance of this theoretical position. DH noted that it had been agreed in all meetings that a location would be selected within a 500mm box to allow BMCL to fit any secondary support and that once the final pendant make/supplier was identified that the final location would be finalised. On this basis the NHS signed off the drawings as an A-status as if the pendant position principle had not been agreed then the drawings would have been returned as a B-status stating subject to final positioning of pendant.	-	-
		JB suggested that as the construction was moving at a pace it was important that if there is anything else that the NHS consider not to be signed off where there may be an issue that this be identified/raised asap.	-	-
	<i>Courtyard Drawings</i>	PM advised that he had reviewed the revised courtyard drawings and the commented drawings had been returned to BMCL.	Item closed	-
	<i>Equipment Group 5 – Technical Information</i>	DP acknowledged that BMCL had received the Equipment Group 5 Technical Information.	Item closed	-

Item No	Item	Discussion / Information	Action	Action by whom
2.	Matters Arising (cont)			
	Equipment – Recategorisation of some group 3 & 1 items	GW noted that BMCL were proposing there be a turnkey contractor for the Aseptic suite however as there were some aseptic items listed as group 3 therefore BMCL would need confirmation of what was being provided by the NHS. DH advised that these items and likewise for audiology, endoscopy and decontamination, would be discussed through the Specialist Equipment meetings being taken forward by DS.	-	-
	Surgeons Panel and Canopy Spec	DP advised that there was 1 query outstanding which was nearing conclusion. DH noted that the query re computer spec was now with Mark Greig (MG) and he would liaise with MG to ensure the computer spec was confirmed to BMCL asap	Confirm computer spec and advise BMCL	DH
	Lighting Procurement	DP advised that he had received a response from the NHS which allowed BMCL to install the steelwork for the theatre lights.	-	-
	Labs Official Opening	AS confirmed that information regarding the Labs Official Opening was being provided to MSharples.	-	-
	Teaching & Learning RFIs	It was agreed this item was closed.	Item closed	-
3.	Commercial Group	It was agreed that there were no issues requiring input by PMG members to resolve. DMF noted that the cash-flow was due for update at the end of the current week. AS advised that the EW meeting scheduled for 1 st November 2012 had been cancelled as there were no NHS Reps available to attend.	-	-
4.	Programming	AF advised that there were no issues/exceptions requiring input by PMG members to resolve.	-	-
		AS noted that he had been advised by Barry White that an advisor who had recently visited the site had commented that the site was the best construction site he had ever visited.	-	-
		AF noted that he had received positive feedback from KWinter regarding his recent site visit.	-	-
5.	Design Groups <ul style="list-style-type: none"> RPA 	<p>DS noted that boarding and lead works to theatres was due to commence. DS enquired whether the NHS RPA rep would need/want to see these works. PM suggested that the NHS RPA rep could be invited along to observe 1 or 2 walls with the rest of the walls being presented photographically. AS requested that BMCL provide an indication on when the NHS Rep should visit the site to witness. AF agreed to provide dates to PM. DH advised that to date the NHS RPA Rep had been provided with Astins details and should be given the opportunity to visit on site and stress that Capita will be responsible for ensuring quality.</p> <p>DS advised that the RPA schedule had been signed off by the NHS (Andy Brennan) and that BMCL are proceeding in accordance with those drawings/schedules however that BMCL had identified that some doors are not lead lined. AFe that he had a similar experience of this at the new Victoria ACH whereby the RPA Adviser had retrospectively asked for the doors to be lead lined. Retrospectively fitting lead lined doors also impacts on the damper requirements/door structural support. DS noted that the drawings/schedule had been signed off by FWrath and ABrennan.</p>		

Item No	Item	Discussion / Information	Action	Action by whom
5.	Design Groups (cont)			
	<i>Bariatric Hoists</i>	DS noted that the bariatric hoist proposal as provided to the NHS Team had not been signed-off by the NHS. DS enquired confirmation as why the hoist was not compliant. GW advised that Arjo had also offered a number of alternatives to FW. BMCL were awaiting confirmation from the NHS Team re way forward. DH agreed to liaise with FW and confirm back to BMCL way forward.	Liaise with FW and confirm way forward re bariatric hoists	DH
		AS raised concern regarding the hoist runs/stays installed at Critical Care (level 1, zone G) i.e. in his view it did not appear to be adequate for a 20 stone patient. AS enquired whether the NHS would be provided with an Insurance Certificate for the lifting equipment (hoist, lifting gear, support) and this was confirmed.	-	-
	<i>Alternate Compliance Schedule</i>	DS requested a meeting with DH to discuss/finalise the Alternate Compliance Schedule.	Meet to discuss Alternate Compliance Schedule	DH/DS
	<i>Design Co-ordination</i>	DS advised that BMCL were identifying a rep to progress any on-site design-co-ordination issues/queries (i.e. fitted furniture). AS advised that someone from the NHS Team would be identified to be deal with on-site design co-ordination issues/queries.	Confirm NHS Rep to deal with on-site design co-ordination issues	AS
	YCF 2	GW raised concern that BMCL were not aware of any proposals for the 2 nd tranche YCF enhancements. SF was requested to liaise with MMacleod to progress. AS stressed that MSharples has been involved in all the YCF Enhancement discussions. GW noted that MS had advised that BMCL do nothing unless instructed by the NHS.	Liaise with MMac and request that BMCL be advised of the proposals	SF/MMac
6.	Construction Management	AK noted that the cable connections to the clock tower were being progressed later that day. DH noted that telecoms would need to be notified re terminations and changeover. The trunking and containment was all in and the cables were due to be pulled in. DP noted that confirmation was awaited from Boston Networks as to when they would be undertaking the cable pull and confirmation of date of proposed termination date. DP noted that he would continue to liaise with the NHS. BMCL would take the cables into the room and leave coiled up for NHS to do the terminations and changeover.	-	-
	<i>Ground Water Monitoring</i>	AS enquired if there was any further feedback re Ground Water Monitoring at Biochemistry. DS advised that he would provide information to AS asap.	Ground Water monitoring info to be provided to AS	DS
7.	Community Benefits	MMc advised that he had received the latest quarterly report from CDunlop the previous week. MMc would review the report and provide feedback asap. The recruitment targets continued on track.	-	-
		Iain Davidson had visited the site on 26 th October 2012 and subsequently had requested information. MMac advised that the information would be provided asap once checked by CD, MMac and AS.	-	-
		Housing Associations – CD and MMac were liaising with local housing associations to identify what support can be given to the projects locally.	-	-

Item No	Item	Discussion / Information	Action	Action by whom
6.	A&C BREEAM	AS noted that the indicative score for the A&C BREEAM was circa 76%. A full response from BRE had been received.	-	-
7.	AOCB			
	<i>Go Awards</i>	AS noted that the Labs Project had won the GO Award for CSR.	-	-
	<i>Complaint</i>	AS noted that a complaint had been received regarding the duration of the Site Inductions. AK would draft a response for MS/AS.	Provide draft response to complaint re inductions	AK
8.	Date and Time of Next Meeting	Tuesday 13 th November 2012 at 3.30pm.	For info	ALL

PROJECT MANAGEMENT GROUP

Notes from meeting held on 13th November 2012 at 1.30pm in the Boardroom, Top Floor

Action Note

Present:	Peter Moir (PM)	Alan Keeley (AK)	David Hall (DH)	Darren Pike (DP)
Derek McFarlane (DMF)	Douglas Ross (DR)	Grant Wallace (GW)	John Ballantyne (JB)	Mark McAllister (MMc)
Shiona Frew (SF)				
Apologies:	Alan Seabourne (AS)	Alasdair Fernie (AFe)	Darren Smith (DS)	Mike Sharples (MS)

Item No	Item	Discussion / Information	Action	Action by whom
1.	Action Note from Previous meeting	Accepted as an accurate record subject to the following addition: RPA – add “BMCL are constructing in accordance with the signed off RPA Drawings and schedules”.	-	-
2.	Matters Arising			
	<i>CFD Analysis</i>	DH advised that he had received a response from Buro Happold which he had reviewed and that there were no major issues raised. DH would discuss the CFD Analysis response with DS at their meeting on 15 th November 2012.	Discuss CFD Analysis response with DS	DH/DS
	<i>A&C Ironmongery</i>	DH advised that DS had an initial meeting with JMacLean and would be having a further meeting with JMacLean. It was agreed that DS should provide an update at the next meeting.	Provide update at next meeting	DS
	<i>A&C BREEAM</i>	PM noted that DS had written to PM regarding the NHS response to the dispensary BREEAM query. A meeting of DS, PM and HGriffin to discuss a revised NHS response may be required.	Discuss NHS response re dispensary	DS/PM
	<i>DCFP – Sprinklers</i>	DH noted that it had been agreed by DCFP that anti-ligature heads should be installed. It was agreed this item could be closed as the issue had been resolved. GW requested that the NHS Team provide formal confirmation re using anti-ligature heads in DCFP to BMCL.	Confirm use of anti-ligature heads in DCFP to BMCL	DH/PM
	<i>Labs - BREEAM</i>	PM advised that the Post Construction Report had now been submitted by Susan Logan to BRE. The review process normally takes 4 weeks and feedback is therefore expected early December 2012. If comments are received on the submission then feedback would then be received in a further 4 weeks. The PCR submission is currently indicating circa 72.76 therefore it was expected that it would only be if points are lost that the Acoustics BREEAM requirements would need to be revisited.	Provide feedback re outcome of submission (Early December)	PM
	<i>Mortuary Floor</i>	PM advised that the remedial works to the gulley's in the Mortuary were progressing well. It was agreed this item could be closed.	Item closed	-
	<i>Energy Centre</i>	PM advised that the NHS Team had confirmed that the generator would be available until 16 th January 2013. PM enquired if there were any implications for the extended use of the NHS generator. DP advised that the black start will not have been done until the end of December 2012 but that BMCL will have time to fix any issues before 16 th January 2013 handover. DP noted that there were still works going on in the boiler-house side of the A-side. DP advised that by January 2013 the pipework would not all be complete however the pumpsets, connections, etc would be in place to carry out the necessary tests.	-	-

Item No	Item	Discussion / Information	Action	Action by whom
2.	Matters Arising <i>Section 56/96 (Hardgate Road)</i>	PM noted that the NHS Team had received a copy of the letter submitted to GCC and feedback was awaited by BMCL from GCC.	Provide feedback from GCC when available	DS
	<i>Patient Entertainment</i>	JB noted that BMCL had received confirmation that the link road/boulevard road was not a factor. PM advised that a PMI had been issued to request the cost of installing patient entertainment to the remainder of the Adult Hospital. DP had requested that the NHS Team advise where the pattress should be positioned. PM had marked up the pattress position on the mock-up and would discuss agree the final position for the pattress with DP after the meeting. JB enquired about the double sheeting sequence of works and DP noted that the stroke ward was about to be double sheeted therefore the pattress position was required asap. PM agreed to provide a PMI to confirm the pattress positioning. JB enquired if it was still proposed to install a pattress at each side of the bedhead. PM advised that it was proposed to only position one pattress on one side of the bedhead. PM requested that BMCL provide a sample of the bedhead light and a couple of Airwave arms so that the final position of the pattress can be properly identified.	- Provide sample bedhead light and Airwave arms so NHS can confirm position of pattress.	- DP/PM
	<i>Labs Final Account</i>	DMF advised that the Labs Final Account was nearing completion. There had been a few queries with Dunne which had just been resolved. DMF would provide the detail to DR. It was agreed that DMF would provide the final account to the NHS Team by 16 th November 2012. PM noted that an issue had been raised by TCocozza re the recent payment assessment. DMF advised that the final Labs account would resolve the issue raised by TCocozza.	Provide Labs Final Account by 16/11/2012	DMF
	<i>Bedhead Trunking</i>	PM noted that the layout had been reconfigured. DP advised that he had requested that Static provide a revised drawing of the Bedhead Trunking to BMCL so that the NHS Team could sign-off the bedhead trunking layout. BMCL were progressing obtaining bump-rails.	Provide revised bedhead Trunking layout drawing for NHS sign-off.	DP
	<i>Surgeons Panel/Canopy RDD</i>	DH advised that both the Surgeons Panel and Canopy RDD information had been returned to BMCL.	Item closed	-
	<i>Bariatric Hoist</i>	DH noted that FWraith would be providing the RDD document along with a brochure of a bariatric hoist which would be acceptable to the NHS Team.	Provide bariatric hoist info	DH/FW
	<i>Alternate Compliance</i>	DH advised that the alternate compliance would be discussed/agreed with DS at the meeting scheduled to take place on 15 th November 2012.	Discuss with DS on 15/11/2012	DH/DS
	<i>YCF 2</i>	SF advised that MMacleod had reported that the NHS were not in a position to provide information regarding the proposed YCF 2 Enhancements. GW suggested that MMacleod had advised that the YCF2 had been ditched. PM advised that BMCL should proceed on the basis of information known at this time acknowledging that no information re YCF2 had been confirmed to BMCL. .	-	-
	<i>Groundwater Monitoring</i>	JB noted that the DS was confirming the asbestos fibres count and that DS would provide feedback to the NHS Team once information available. JB agreed to discuss with DS to ensure an update was provided to AS asap.	Provide update re Groundwater monitoring info to AS asap	JB/DS
	<i>Complaints</i>	PM noted that responses had been provided to the 2 recent complaints received by the NHS Board i.e. a) noise disruption after 8pm and b) length of site induction process.	Item closed	-

Item No	Item	Discussion / Information	Action	Action by whom
3.	Commercial Group	DR advised that there were no issues requiring input by PMG members to resolve. The Cashflow would be updated once the assessment had been received. The A-side handover was to be formalised between the NHS and BMCL.	-	-
4.	Programming	AK advised that there was no information awaited from the NHS Team which was impacting on works. The IT Cable installation was due to commence 19 th November 2012. The containment in the car park would be changed and it was anticipated that this would commence 17 th November 2012.	- -	- -
	• 6 week look-ahead	Consideration being given as to what can be clad before the Christmas close-down. Consideration being given as to what works could be completed to the Energy Centre before the Christmas shut-down. Consideration being given to what Praters can get closed in with the SFS going into zone J. Podium concrete works should be complete by Christmas External works – more drainage being installed Fit-out – increase to the number of operatives on site by circa 100. There are circa 1000 people on the BMCL site (including office staff.)	- - - - - -	- - - - - -
		AK advised that he would provide a Christmas Holiday Contact list/Rota to the NHS Team in due course.	Provide Christmas Emergency Contact list	AK
		PM noted that he and DH had noticed some unexpected damp areas in the Adult Hospital i.e. middle of cores. AK advised that consideration was being given to whether or not to a) take temporary protection of roof turrets off, b) leaving apertures exposed, etc.	-	-
	• Energy Centre (DP)	Generator load bank tests to be undertaken Fire protocols agreed Boilers to be delivered to site w/c 19 th November 2012 Works to close out as much of the face as possible would be progressed. Black start tests to be undertaken late December 2012. Load tests to take place during the current week. DH requested that BMCL provide a programme for the testing so that Capita can be advised when to attend. DH noted that Capita have limited availability during the current week. DP advised that it was always known that the testing would take place at some point in the coming week. BMCL would want the load tests carried out this week as the load bank is charged for a part/week basis. DH noted that currently Capita could be available either Wednesday 3pm onwards or Friday. DP advised that he was agreeable to carry out the load tests as per the Capita availability for the current week. DP agreed to confirm the date/time for the tests. DH noted that the load tests took 5 hours to complete. PM advised that the NHS Team & Capita would appreciate obtaining as much notice as possible. DP advised that it was known for a while that the load testing would be carried out during the current week. PM noted that ASmith was a Board employee who may be involved in witnessing however AS would not formally sign-off witness testing as this was Capita's role.	- - - - -	- - - - -
			Confirm date/time of load tests	DP
	• Specialist Areas	DH noted that a meeting to progress the Specialist Areas had been scheduled to take place on 19 th November 2012	-	-

Item No	Item	Discussion / Information	Action	Action by whom
4.	Programme (cont'd) • Exemplar Rooms	DH enquired when the Commissioning Programme and Method Statement for the testing of the exemplar rooms would be provided to the NHS. DP advised that BMCL were not treating the exemplar rooms as being separate from the remainder of the zone. BMCL would be carrying out electrical testing, dead tests, etc. DP advised that the Commissioning Programme was being reviewed and revised and DP did not want to share the programme until it had been discussed with the NHS Team. DP noted that it was not the intention to put water into any systems before Spring 2013 as this date ties in with the plantrooms being finished.	Discuss proposal for Exemplar room/ zone testing with the NHS Team	DP
5.	Design Groups (cont) <i>NCH Atrium</i> <i>Specialist Departments</i> <i>Windows in Renal Dialysis</i> <i>Fixed Furniture Configuration Review</i>	PM advised that the NCH Atrium would be discussed later that day. JB advised that dates had been offered by BMCL for proposed further User meetings. JB advised that consideration had been given to the windows in renal dialysis and there would be difficulty changing due to finestrations implications. DH suggested that the window ribbon was consistent and there should be an option for the NHS to change the window divide make-up i.e. request glass rather than a blanking panel. JB advised that he had seen pictures of windows already produced and ready to be shipped. JB suggested that this item would need to be discussed separately asap. DH noted that the Clinical Output Spec had requested that the Renal Dialysis space should have plenty of natural light and an outside view. DH suggested that the window at the 'aisle' could be lowered. DH suggested that a compromise position could be achieved through discussion. JB agreed to check if the window as suggested by DH can be moved and would discuss this with GBurnett. JB advised that BMCL had commenced the fixed fitted furniture review and RFIs would start to be issued to HMCD very soon. PM advised that he would be monitoring the process over the first month to ensure that responses are provided to BMCL timeously.	- - Discussion required re Renal Dialysis windows Check if window(s) can be lowered -	- - DH/JB JB/GB -
	• Equipment Group	DH advised that the focus was on the release of the Equipment List (version 4) as the NHS Team were keen to provide this to RStewart asap for pricing however the NHS would need to review the Equipment List in advance of sending to RStewart in order to check the NHS manual adjustments. DH enquired when the latest Equipment list would be available for the NHS. GW advised that the revised Equipment list had been prepared in 3 sections i.e. NCH, Adult Podium and Adult Tower and BMCL were currently merging the 3 sections into one document. GW suggested that the revised Equipment List should be able to be provided to the NHS by 23 rd November 2012 as BMCL need to do manual adjustments to the list i.e. sensors taps. BMCL wanted to sense check the revised Equipment List in advance of providing to the NHS. DH suggested that FW and DH could review the Equipment List with GW and this was agreed. DP noted that BMCL were meeting with the NHS Team on 19 th November 2012 to review the information and identify any information clarifications re the Group 5 install so as not to impact on works. .	Provide revised Equipment List to NHS by 23 rd November 2012. Meet with DH/FW to sense check the Equipment List -	GW GW/DH -

Item No	Item	Discussion / Information	Action	Action by whom
5.	<ul style="list-style-type: none"> Equipment Group (cont'd) 	JB noted that there were some information clarifications re sizing of group 2 equipment i.e. towel dispensers to be provided i.e. it was expected that BMCL would state to the NHS the maximum size of group 2 equipment to fit the space available. DH acknowledged that this process had been agreed. PM suggested that the NHS had recently contracted with a Group 2 supplier (5 year contract). DP advised that it would be useful for BMCL to obtain some group 2 samples for the exemplar rooms. DH requested that BMCL provide the actual room numbers of those rooms which BMCL wanted group 2 samples for and the NHS Team would organise the samples to be provided.	Provide list of room numbers for which fittings/samples are required.	DP
	<ul style="list-style-type: none"> IT Group 	<p>DH noted that the Wireless proposal was expected to be imminently provided to the NHS Team. DP agreed to ensure the proposal was provided asap.</p> <p>DP noted that he was aware that there was a IT during December and that BMCL should have their IT/Fibre cable works complete by the end of November and advised he would be writing to EMcColl/MGreig to request confirmation of when the NHS want to do the Labs Fibre and Copper links. DH enquired if there would be a problem if the temporary fibre links works are not done until January 2013 and AK confirmed that there would be no issues. The next works in this area was to take down the hoarding, transfer aspects from the existing compound across so can commence works on the Car Park.</p>	<p>Provide wireless proposal to NHS</p> <p>Discuss timing of NHS IT/Fibre cable works</p>	<p>DP</p> <p>DH/EMc</p>
	<ul style="list-style-type: none"> Design & Health Environment Group 	PM advised that the Design & Health Environment Group had met earlier that day. MMcA reported that the push was to focus on the core programme and outputs. Works were currently on track. GBurnett was pushing to get some items signed-off for construction purposes. PM noted that he had the RDD Drawings re Outside Shelters. MMcA advised that he had comments to provide re the outside shelters.	Provide comments to PM re shelters	MMcA
6.	Construction Management	<p>AK noted that there were no construction issues requiring PMG input to resolve. BMCL would be revising the Construction Progress report as advised at the Hospitals Construction Progress meeting.</p> <p>The concrete works to the podium concrete were due to complete early December 2012, the NCH by March 2012 and the Adult Tower by July 2013. The east elevation works were progressing well. The fit-out programme was progressing well. There had been little damage sustained due to weather conditions. Generally everything was progressing well due to the mild conditions. The main entrance was looking impressive with the large beams in situ. The props to the ground floor were starting to be removed.</p>	-	-
7.	Community Benefits	<p>MMc advised that Training and Recruitment remained on track, targets being set were being maintained. MMcA was liaising with CD re identifying further SME information. Pilot project with SE and with Astins due to commence in January/F2013 (Logistics project with Project Oskar).</p> <p>Liaising with local Housing Association to identify opportunities for collaboration and small projects which can become involved with. Also, incentives to support the Elderly in the Community over the Christmas period.</p> <p>Linking in with the GRA in the New Year re recruitment planning. AK noted that most of the packages were now let. MMcA advised that the smaller contractors were trying to be encouraged to identify training/recruitment opportunities.</p> <p>During a recent visit by Ian Davidson a response to queries was to be provided and MMcA needed to check with CD whether a response had been provided.</p>	-	-

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8.	AOCB			
	<i>Car Park 1</i>	DR enquired when BMCL could provide a programme indicating the start date of the Car Park works so that the NHS can incorporate into and issue the Compensation Event. AK advised that BMCL had a design team meeting on 15 th November 2012. KS had previously tabled a Design Programme which needs to be revised. AK noted that the F10 would be required however not imminently. GW advised that WSP had been instructed to start the boreholes and ground contamination survey. AK noted that BMCL would prefer to commence the first piling in early April 2013 as it was hoped to utilise the NCH Dunne's workforce for continuity of work on the site. GW enquired if there was an indication of when BMCL would be receiving the CE for the Car Park works. PM noted that as soon as the NHS get approval of the revised design from GCC Planners. JB noted that BMCL had met with KStewart to finalise the elevational treatments for submission to GCC Planners.	-	-
	<i>Temporary Heating</i>	DH enquired if it was proposed to install temporary heating to those areas in an advanced fit-out. DP advised that a temporary heating scheme would be coming on very soon. AK advised that the switch on of the temporary heating fits with the installation of the vinyl.	-	-
	<i>Stair Nosing</i>	DH advised that he had reviewed the stair nosing on site and would discuss his observations with AF on return from leave. PM suggested that the stair nosing did not need to be as heavy duty. DH suggested that the heavy duty version created a trip hazard. PM suggested that the stair nosing could be thinner. PM suggested that there is potential to cut back on the level of finishes on the higher stairs. DH confirmed that white paint was not good are irregularities are made more prominent. It was suggested that a form of portaflec could be used.	-	-
	<i>Labs Facility</i>	PM noted that the Design Team for the Labs Facility had received a commendation for the Labs Building at the GIA Awards Ceremony on 9 th November 2012. A copy of the certificate would be provided to BMCL In due course.	-	-
	<i>Labs Formal Opening</i>	PM noted that the Labs Formal Opening by the Minister for Health was due to take place on 14 th November 2012 at 10am. DP noted that there would be no load testing carried out during the handover	-	-
9.	Date and Time of Next Meeting	Tuesday 27 th November 2012 at 1.30pm.	For info	ALL

Notes from meeting held on 27th November 2012 at 1.30pm in the Boardroom, Top Floor

		Action Note		
Present:	Alan Seabourne (AS)	Alan Keeley (AK)	Alasdair Fernie (AFe)	Darren Smith (DS)
David Hall (DH)	Darren Pike (DP)	Derek McFarlane (DMF)	Douglas Ross (DR)	
Grant Wallace (GW)	John Ballantyne (JB)	Mark McAllister (MMc)	Peter Moir (PM)	Shiona Frew (SF)
Apologies:	Mike Sharples (MS)			

Item No	Item	Discussion / Information	Action	Action by whom
1.	Action Note from Previous meeting	Accepted as an accurate record.	-	-
2.	Matters Arising			
	<i>CFD Analysis</i>	DH advised that he and DS had met to discuss the Buro Happold response. There were 6 minor issues. DS reported that he had forwarded the Buro Happold response to WSP and had subsequently received a draft response from WSP.	Discuss WSP response with DH	DH/DS
	<i>A&C Ironmongery</i>	DS advised that he had met with JMacLean however he did not think this approach was of benefit so had subsequently requested that KHamill (WSP) prepares a 'view' for submission to GCC. DS reported that BMCL were proposing to use an electro-magnetic lock with zero residual magnetism.	Provide update at next meeting	DS
	<i>A&C BREEAM - Pharmacy</i>	DS advised that he was exploring a couple of options. The pharmacy response was required to satisfy one element of a larger question however all parts of the question are required to secure the full credit.	Discuss NHS response re dispensary	DS
	<i>DCFP – Sprinklers</i>	DH noted that he had written to KHall to confirm that anti-ligature heads should be used in DCFP. GW suggested that BMCL should be issued with a PMI as confirmation that anti-ligature heads should be used in DCFP. DH advised that as the NHS was not changing anything that a PMI was not required. DP advised that the DCFP drawings had been returned back to BMCL as a status B subject to confirmation of the type of sprinkler head. DP had confirmed to Mercury that anti-ligature heads should be used in DCFP. DS noted that he understood that Nightingale's were revising the drawings.	Item closed	-
	<i>Labs - BREEAM</i>	DS advised that he had received the Post Construction Report as submitted by Susan Logan to BRE in respect to the Labs Building.	Item closed	-
	<i>Patient Entertainment (Adult Hospital)</i>	AS noted that the NHS were awaiting cost information for the installation of the patient entertainment to the remainder of the Adult Hospital. DMF advised that he was awaiting indicative costs from Mercury and he would push for these costs for discussion at the forthcoming Early Warning meeting.	Provide cost information for install of patient entertainment system	DMF
		DP advised that the patient entertainment system arm had been delivered to site and would hopefully be fitted on 28/11/2012.	Advise when arm has been fitted for NHS review	DP
	<i>Labs Final Account</i>	DR confirmed that he had received the information from BMCL.	Item closed	-

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2.	Matters Arising <i>Section 56/96 (Hardgate Road)</i> <i>Bedhead Trunking</i>	DS advised that he was chasing WSP to find out if there had been any response to the letter. DP advised that drawings would be progressed through RDD Process which reflects what is on the wall for NHS Sign-off – the drawing should be submitted to the NHS within the next few days.	Provide feedback at next meeting Drawings to be signed off by NHS	DS PM
	<i>Bariatric Hoist</i>	DH advised that the information had been passed back to BMCL during w/c 22/11/2012. DS enquired if the sample had been signed off as a C status. DH advised that the hoist proposal was presented as the solution for both the normal and bariatric hoist therefore had been given a C status as not accepted for bariatric. DH reported that he would liaise with FW regarding the sign-off of the non-bariatric hoist. GW suggested that the hoist information had been returned as a B status. DH agreed to check and confirm the way-forward asap for both the normal and bariatric hoists.	Progress sign-off of non-bariatric hoist	DH
	<i>Alternate Compliance</i>	DH advised that he and DS had met to discuss the alternate compliance schedule and DH would update the schedule on the basis of this discussion and re-issue to DS.	Provide updated alternate compliance schedule to DS	DH
	<i>YCF Enhancements</i>	AS explained that there were 3 different YCF enhancement projects i.e. a) the Science Centre proposals (YCF 1), b) additional works in the atrium (YCF 1+), c) sky ceilings (YCF 2), etc. The YCF 1 and 1+ proposals were being collated into 1 package for presentation to BMCL. AS acknowledged that BMCL did not have the information to progress YCF2 at this time as the YCF2 proposals have not been cancelled.	-	-
	<i>Ground Water Monitoring Complaints</i>	AS advised that he had asked DS to provide a hypothesis on the worst case scenario. DS agreed to provide asap. AS noted that the residents article had not appeared in the newspaper.	Provide hypothesis of worst case scenario -	DS -
	<i>Energy Centre</i>	AS advised that Capita had confirmed that they will accept the tests and ASmith is satisfied with the results he has seen to date. AS enquired if it was only the black start tests remaining to be carried out and this was confirmed.	-	-
	<i>Specialist Equipment</i>	DS advised that the Aseptic meeting was scheduled to take place on 29 th November 2012. MM has just provided dates to DS for the Dental and Audiology meetings and DS would need to check these dates out. Consideration would need to be given as to whether at an appropriate stage to meet with the end client. AS advised that if MMac had organised the meetings with the Users then the meetings could not be cancelled. DH advised that JMcGarrity is suggesting that there will be no pendants and that all points would be located on the chair. DS agreed to liaise with MMAc	Liaise with MMac re End User meetings	DS
	<i>Exemplar Rooms</i>	DP advised that the commissioning of the exemplar rooms would be carried out as part of the zone commissioning and testing. DP noted that it was proposed to meet with the NHS in the New Year to discuss the Commissioning Programme.	-	-

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2.	Matters Arising <i>Windows in Renal</i>	<p>DH advised that he understood that the issue re the difference between inside/outside of the windows and it was now planned to provide a full height window to one side of the bay and the other window will have a 3/5 proportionate split. JB requested that a PMI be provided to BMCL for the investigative works re dropping the windows/identifying clashes. DH noted that the windows had always been shown as full height glazed externally therefore BMCL would always have had to have done the same as every other split window. JB advised that dropping the cills has an impact on services co-ordination, the window had now been dropped and BMCL would need a PMI to carry out the internal investigative works. AS enquired whether there was any potential cost to the NHS associated with the PMI and JB confirmed that there would be costs associated with designers and BMCL to research. AS confirmed that he was not willing to incur any potential costs. DH reported that this would leave the window with glass on the outside and wall on the inside. JB advised that BMCL had now agreed to provide a larger window so in the sequence of events he thought it had been agreed that a PMI would be provided to BMCL to carry out the investigative works to confirm that there were no co-ordination issues. DH reported that the NHS had been provided with an elevation which showed an empty space. JB advised that BMCL had not been advised to make any change to the elevation drawing through the RDD however the space was in relation to the renal panel which was still under discussion. DS noted that there had been a lot of discussion regarding the renal panel and BMCL did not want to commit to providing the larger window and then when carrying out the works on site identify that the lower sill height cannot be achieved. DS agreed to investigate the spatial co-ordination of the proposed renal panels and feedback.</p> <p>JB noted that the issue re the Internal Wall partitions/screens had been resolved. DS advised that the Internal Wall partition drawings were marked as a status B, BMCL will continue to investigate the external window cill heights (particularly the window in the corridor and acknowledged that the issue re the windows was about getting more light into the dept.</p> <p>AS confirmed that there were to be no costs to the NHS re windows in renal.</p>	-	-
	<i>Equipment List</i>	<p>GW advised that the Equipment List had just been issued to the NHS with an accompanying health warning. There are some obvious issues i.e. no of hoists and proposed to meet with FW & DH to go through the Equipment List. GW explained that the Equipment List was not correct due to sweep up issues, timing and that the 1:50 process is still ongoing. DS advised that the Equipment List was based on a moment in time i.e. pre 1 to 50 RDD. AS raised concern that the confidence in the Equipment List was poor due to the list not being accurate i.e. canopies. GW noted that Nightingale have been advised not to change anything unless they have a PMI or an instruction from DP and that a PMI for removal of 1 of the canopies had only just been provided. This was a manual omission of the previous equipment list.</p>	Investigate spacial co-ordination of proposed renal panels	DS
	<i>Group 2 Equipment Supply</i>	<p>DP advised that he would provide a list of room numbers for which fittings/samples are required by BMCL to the NHS asap.</p>	Item closed	-
	<i>IT Wireless Proposal</i>	<p>DP noted that the proposal had been provided to the NHS IT Reps who had disagreed with the proposal. After further discussion the proposal had then been resent and the NHS IT Reps had replied to BMCL with queries. BMCL were working with the NHS IT reps to finalise the proposal.</p>	-	-
			Provide list of room numbers for which fittings/samples are required.	DP
			Provide update at next meeting	DP

Item No	Item	Discussion / Information	Action	Action by whom
2.	Matters Arising <i>IT Links to the Clock Tower</i> <i>Arts – Shelters</i>	<p>DP confirmed that the links to the clock tower were now in and it was for the NHS to organise for the connections. DH reported that FCarnie has suggested this work will be carried out early December 2012.</p> <p>PM advised that the NHS were meeting internally on the 6th December to discuss the shelters proposal and feedback would be provided to BMCL by 11th December 2012. AS suggested that there was angst about the design of the shelters. DS reported that the process has been transparent and was not being done in isolation of the NHS Project Team reps. BMCL were happy to change the design to whatever the NHS wanted however there would be a requirement for further design fees. PM noted that the NHS had seen images for the shelters, the design has evolved, there was always a concern about the ability to construct what was proposed within the cost plan. The main concern was the shelter proposed for outside the Adult Out-patients on the boardwalk. Through the RDD process now have a smallish box made of Perspex (previously glass) with stainless steel rods. The size of the shelter has now shrunk and since seeing the design there has always been concern. It had been agreed that a sample should be provided so that NHS can understand the design i.e. steel rods) and that it had now been recently suggested that the shelter would be provided in poly-carbonate for anti-vandalism. PM suspected that the shelter would be used as a smoking shelter and that it was not suitable for putting in this area and that it may be preferable to purchase a proprietary structure. FM colleagues had raised concern regarding the upkeep/maintenance of the proposed shelter. AS advised that he was not happy that that the design is becoming smaller and smaller as materials are not affordable as per the first design proposed. PM advised that by the 11th December 2012 it was proposed to provide positive feedback and clear direction to BMCL re the shelter proposals. DS suggested that it should be able to compromise and make the box/shelter larger. DS enquired if PM/NHS Team were reviewing all of the Arts Projects and PM reported that he was only focusing on the shelter project as other the other Arts Projects were okay. PM commented that he felt the Shelters Project needed to be rescued rather than discarded and that if the shelter was more open it would become less malodourous. PM advised that it was not sure whether the shelter would have a light and JB confirmed that it was not proposed that there would be a light. AS intimated that the shelter would have to have a light.</p>	-	-
3.	Commercial Group	<p>JB enquired about the A-side handover documentation for the Energy Centre. DR advised that the documentation was due to be discussed by the NHS on 28th November 2012 but that this meeting had been cancelled. DR noted that all the information had been provided via Aconex and it was for the NHS to understand what was being handed over so that the NHS could agree that what was being handed over was everything the NHS required. DH noted that it was no longer a discussion re beneficial rights but was about handover. DR noted that the NHS Team needed to review the list provided by BMCL and agree that what is being handed-over is what the NHS required. Once NHS confirmed that list is satisfactory then DR would provide a formal response to BMCL. AS advised that the Energy Centre meeting arranged for 28th November 2012 was to discuss process, training, orientation, fire, etc. DR advised that this was part of the technical list provided by BMCL. AS agreed to review the Energy Centre information provided via Aconex and feedback to DR.</p>	Provide feedback re shelters project to BMCL by 11/12/2012	PM
			Review EC Handover documentation	AS

Item No	Item	Discussion / Information	Action	Action by whom
4.	<p>Programme</p> <ul style="list-style-type: none"> 6 week look-ahead 	<p>AF advised that concreting works were up to level 6 on the tower and would commence to level 7 soon. There had been a delay to the zone J & H tower works due to the heavy rain (impacting on pours and finishing works). Works to the NCH were being focused on. AK advised that the number of operatives had increased to 1000 with 300 working on Saturday. AF advised that there had been 2000 cube of concrete poured during the previous week. Concrete works were at level 2 in all areas of the podium and level ½ in the NCH. Fit out continues to go well. BMCL were focusing on closing in works in advance of the Xmas period i.e. boarding in, using temporary sealing, vertical ductwork being delivered with lids on them so can control the water coming down the ducts. Structural meeting scheduled for w/c 3rd December 2012 with a view to Structural starting their survey work during w/c 10th December 2012. There had been some damage to the tower because of the heavy rain however BMCL were working to resolve.</p> <p>AS enquired about the NCH Finishes proposals and AF advised that the NCH Finishes discussion with the NHS was not programme critical at this time. The roofing works and steelwork for the NCH would commence at the end of January 2013. The steelwork was currently in manufacture. BMCL were struggling to get the floor paint down in the plant-room.</p> <p>AS enquired about how BMCL proposed to keep zones D & G warm. AF advised that temporary power would be put into these areas, BMCL had closed loading bay in Zone D, temporary doors would be installed, temporary heaters would be installed and this fitted in the install of the vinyl. AS enquired how it was proposed to heat these areas over the festive holidays to respond to the climate. AF advised that a BMCL rep would be on site each day over the festive period (except Xmas Day and New Year's Day) and a schedule was currently being prepared for the festive holidays. AS enquired if it was proposed to enhance security over the festive period due to the recent Union activities at the site. AK noted that the security arrangements for the festive period were in hand (1 guard manning the Security Hut and 2 guards on patrol). AS suggested that BMCL should consider putting up additional signage advising that the site was covered by CCTV, etc.</p>	-	-
	<ul style="list-style-type: none"> Energy Centre 	<p>AK advised that all the boilers were in and there were no further big plant deliveries due until January 2013. The A-side level 2 works would continue until Easter 2013. Works being progressed well. DP noted that the works to the Energy Centre would stop in April and recommence in October when the CHP works commence. AK advised that BMCL proposed to complete the north yard and drainage works from April however he had seen a recent communication from ASmith advised that the NHS want to have the cable installed prior to the end of the financial year and consideration was being given to the impact of the NHS cable install works upon the BMCL programme. AS noted that the BMCL programme must take precedent. AK advised that he thought that the NHS Cable install may be able to be accommodated within the BMCL programme.</p>	Provide Festive Holiday Emergency Contact lists	AK/AF
	<ul style="list-style-type: none"> Gartnavel Generator 	<p>AK advised that he had also seen a communication from ASmith regarding storing the gartnavel generator where it currently is and enquired whether it would be possible for BMCL to keep the generator where it is until Easter as this would assist BMCL to continue works on the A-side. DH requested clarification of whether BMCL wanted to delay the handover of the A-side until Easter. DP noted that it was beneficial to BMCL to keep working on the A-side whilst still having full control of the Energy Centre, works would be more efficient. BMCL proposed to have both the A and B side complete including Fire Alarms, etc (with the exception of the CHP works) by Easter. The current programme runs to 10th April 2013. AS enquired if BMCL would want 2 week's notice of when the NHS require the generators to be returned and agreed to liaise with the NHS Estates Dept to request a definitive date for the return of the Gartnavel generator.</p>	Confirm to ASmith whether NHS Cable install can be accommodated in the BMCL programme	AK
			Confirm date for return of generator to Gartnavel	AS

Item No	Item	Discussion / Information	Action	Action by whom
4.	Programme (cont'd)	DR suggested that there would be benefits to BMCL to retain full control of the Energy Centre i.e. avoid abortive temporary works. DH enquired whose generator was in the tank and DP advised that it was BMCL fuel and the NHS had not topped in fuel up as yet.	-	-
	• External Works	AK advised that the drainage works towards the manhole at the Labs crossing was being progressed. The gas main, water main and comms ductwork towards the A&C would be progressed and this would allow the road to be finished. The zone J drainage was to be completed in order that hoist and loading bay can be installed.	-	-
5.	Design Groups (cont) <i>Car Park 1</i>	DS requested an update regarding the Car Park 1 Planning Application. PM advised that KStewart had been asked by GCC Planners to provide the background to the amendment i.e. removal of stair, change to cladding, removal of a deck, etc and KS had subsequently provided this information therefore approval from GCC was now awaited. AS enquired when BMCL proposed to commence the Car Park works and AK advised that BMCL proposed to commence on 29 th April as it was hoped that Conforce and Dunne will cut the period back to the beginning of April 2013. BMCL proposed to have the current compound emptied by mid March 2012 to enable the Car Park works to be commenced asap. AS enquired if the Compensation Event (CE) had been issued to BMCL and it was confirmed that the CE would be issued once the NHS had obtained the BMCL programme and Planning Approval. AK noted that regular design team meetings were taking place so BMCL are in a position to commence works asap.	Provide update re Planning Application to BMCL Provide programme for works to NHS	PM AK
6.	Construction Management	AK provided an explanation of the recent site incident whereby when the crane slewed round the slings from a tower crane (TC3) had wrapped around a gallows bracket at the 3 rd floor, zone F, the gallows's fixing had subsequently become loose (pulled out of concrete) and fell hitting the 1 st floor k guard and then fallen to the ground (in an area where lifting operations into the basement take place). No one was injured during this incident and the incident was therefore non-reportable however BMCL understood the criticality of the incident i.e. more critical than some reportable incidents. The crane driver had been red-carded from the site and the driver suggested that he was responsible for the incident (driver error). The banks-man had been yellow carded and stopped from undertaking any banks-man duties. BMCL were currently identifying how many banks-men are full time slinger-signallers and how many have other duties. AS requested that BMCL provide an update at the next PMG on the 'next Actions' and AK agreed to provide AS with a full report on the incident. AK reported that banksmen had been advised that the strops should now be hooked up or taken off. AK acknowledged that he had a similar knowledge on a previous job of tag lines snagging. Cabling – works had been progressed well and cabling to be connected by the NHS before Xmas.	Provide update at next PMG re 'Next Actions'	AK
7.	Community Benefits	AS enquired if the BMCL Neighbourhood Liaison meeting scheduled for 29 th December 2012 was still going ahead and MMc confirmed that the meeting was still going ahead. AS noted that the local residents had received there surveys and reports but that no response regarding their survey/reports had been received from the residents.	-	-

Item No	Item	Discussion / Information	Action	Action by whom
7.	Community Benefits (cont'd)	<p>AS stressed that BMCL could not work outside the hours agreed with GCC.AK advised that on occasion there was a need to continue pouring concrete out-with the agreed site working hours as once a pour has started it is not possible to just stop it. AK advised that before the job had started he had sought clarity as to whether the agreed site working hours were in relation to noise or actual work. MMc enquired if BMCL had any referrals to Environmental Health and AK confirmed that there had been 2 referrals i.e. a) piling and b) late concreting works. AK suggested that it was hoped that once the building is clad that there will be potential to work on later at night.</p> <p>AK advised he had demonstrated the noise and vibration data collection on the pc. AK couldn't understand the units which the residents had quoted and would be interested to know if and how the residents are monitoring noise. MMc enquired if BMCL were carrying out an analysis of the vibration/noise results on a monthly and AK confirmed that he had not undertaken any analysis as there had been no complaints but had he had looked for trends, etc. MMc enquired if there was a pre-determined noise level which BMCL could work to. AF advised that there was no specific level as it is what causes someone disruption and causes them to complain. AS suggested that AK explain to the residents how BMCL carry out monitoring activities. MMc advised that the target has almost been met and everything is on track.</p>	-	-
8.	<p>AOCB</p> <p><i>Link Bridge Design</i></p> <p><i>Window Mock-up</i></p> <p><i>Govan Road</i></p> <p><i>Stair Core G</i></p>	<p>DH enquired when the Link Bridge design would be provided to the NHS Team for review. DS advised that he had liaised with J Murray on 26th November and the design would be provided to the NHS Team shortly.</p> <p>AS advised that there were a lot of positives to be taken from the window mock-up i.e. good vision out of, but there was some further details to be concluded i.e. whether window blind is convex or concave, how the blind turns. AS suggested that further consideration needed to be given to the blind mechanism and the robustness of the mechanism. AK suggested that there is potential to shorten the little flex. DS suggested that the length at the tip of the wand may enable some flex i.e. if someone tries to overturn the wand and suggested that this might be worthwhile considering.</p> <p>It was noted that consideration was being given to identifying all the existing cables in the area and identifying those cables which will be coming out so can discover if there is potentially enough depth to lower the Cable & Wireless/Virgin cables when the redundant cables are removed. DH was awaiting a drawing from RJohnson.</p> <p>AFe advised that the stair nosings and paint finishes had been renewed for NHS review.</p>	<p>-</p> <p>Consideration to be given to mock-up mechanism</p> <p>Provide drawing of Govan Road cabling</p> <p>Review finishes and stair nosings</p>	<p>-</p> <p>DS</p> <p>DP</p> <p>PM</p>
9.	Date and Time of Next Meeting	Tuesday 27 th November 2012 at 1.30pm.	For info	ALL

Notes from meeting held on 11th December 2012 at 1.30pm in the Boardroom, Top Floor

Action Note				
Present:	Alan Seabourne (AS)	Darren Smith (DS)	David Hall (DH)	Derek McFarlane (DMF)
Grant Wallace (GW)	John Ballantyne (JB)	Mark McAllister (MMc)	Peter Moir (PM)	Shiona Frew (SF)
Apologies:	Alan Keeley (AK)	Alasdair Fernie (AFe)	Darren Pike (DP)	Douglas Ross (DR)
	Mike Sharples (MS)			

Item No	Item	Discussion/Information	Action	Action by whom
1.	Action Note from Previous meeting	Accepted as an accurate record subject to the following amendment: Item 9 - Date of the next meeting should read 11 th December 2012 and not 27 th November 2012.	Amend note	SF
2.	Matters Arising			
	<i>CFD Analysis</i>	DS advised that he was awaiting Mercury to provide input to the CFD Analysis response. The comments would then be collated and provided back to the NHS Team. DS aimed to provide the collated response to the NHS Team before the Christmas break.	Provide collated CFD Analysis to NHS Team	DS
	<i>A&C Ironmongery</i>	DS advised that he had met with RBarlow and had discussed the output from the meeting DS had with JMacLean. DS sought confirmation from RBarlow as to whether the A&C Ironmongery would be dealt with as "a view" from Building Standards Division or GCC and RBarlow had confirmed that the A&C Ironmongery would be a GCC "view". DS advised that there had been discussion on mag locks and to meet guidance compliance double doors should have a electro-magnetic lock to one door and a manual on the other door as there was concern that there could be a failure of the electro-magnetic lock/residual magnetism. DS had explained to RBarlow that BMCL had tested another type of mag lock which had zero residual magnetism. DS thought that RBarlow may accept the zero residual magnetism locks however formal feedback was awaited.	- Provide feedback at next meeting	- DS
	<i>A&C BREEAM - Pharmacy</i>	DS advised that he had discussed the NHS BREEAM dispensary/pharmacy response with HGriffin. AS reported that he had seen the response prior to HG issuing. DS noted that he had not seen the response from HG and agreed to check that WSP had received the response from HG.	Check WSP have received the Pharmacy response	DS
	<i>Patient Entertainment (Adult Hospital)</i>	DMF advised that he was still awaiting a costing from Mercury and would be progress asap. AS noted that the NHS Team now had other options.	Provide Mercury cost info to NHS Team	DMF
	<i>Section 56/96 (Hardgate Road)</i>	DS confirmed that WSP had written to GCC and that a copy of the letter would be provided to AS. AS enquired if the letter had referenced a dilapidation survey of the road. DS advised that the previous letter had already referenced that GCC had made no comment on the BMCL Dilapidation survey at the time. DS would request that DCampbell sets up a joint BMCL/NHS meeting with GCC in the New Year. In advance of the meeting BMCL would compare the BMCL dilapidation records against the GCC records.	Provide feedback at next meeting. Arrange meeting with GCC	DS DS

Item No	Item	Discussion / Information	Action	Action by whom
2.	Matters Arising			
	<i>Bedhead Trunking</i>	PM advised that the bedhead trunking drawings had been received and were under review by the NHS Team.	Drawings to be signed off by NHS	PM
	<i>Bariatric Hoist</i>	DH advised that the hoist documents had been returned to BMCL accompanied with Lyco information. The NHS Team were awaiting proposals from BMCL re the bariatric hoist. GW agreed to liaise with Phil Bigington.	Provide proposals re bariatric hoist	DS
	<i>Alternate Compliance</i>	DH advised that he had circulated the alternate compliance to PM and FW for comment. Once he had received any comments he would provide to DS.	Provide update at next meeting.	DH
	<i>Ground Water Monitoring</i>	AS advised that he would email DS re getting a meeting with WSP in order to get an overview. It was agreed this item could be closed.	Item closed	-
	<i>Specialist Equipment</i>	AS noted that the specialist equipment meetings were ongoing. GW advised that the dental pre-meeting was scheduled for later that day. DS enquired if a date had been set to meet with the Dental User Group and SF was requested to check when the Dental meeting had been scheduled to take place.	Check arrangements for dental meeting	SF
	<i>Windows in Renal</i>	DH noted that the panels were all agreed and there was no impact on the windows. The only remaining item to be considered was the patient entertainment. DS advised that BMCL had been able to lower the cill height on a number of the windows which had resolved the issue.	Item closed	-
	<i>Equipment List</i>	DH advised that the summary list had been received and was deemed to be of limited use. DH had liaised with AKerr who was now working on preparing a spreadsheet. DMF noted that work to finalise inputting the data should conclude later that day however BMCL wanted to sanity check the final spreadsheet before providing to the NHS Team. DH noted that AKerr had previously intimated that the completion date would be 21 st December 2012. DMF reported that the revised equipment spreadsheet will allow information to be filtered on the ADB Code. AS requested that BMCL meet with DH and PM to discuss what was being handed over in advance of formally providing to the NHS. DMF advised that BMCL had already liaised with DH and FW to provide an overview of what was being handed over.	Provide equipment list to NHS Team	GW/DMF
	<i>Group 2 Equipment Supply</i>	DH reported that AKerr has advised that the first group 2 equipment delivery is expected March 2013. GW reported that the AKerr had provided a programme. DH suggested that the programme provided had a delivery date of December 2012. DS suggested that the component list which formed part of the production group information could be filtered and GW confirmed that the component list could not easily be provided/filtered.	-	-
		DH noted that BMCL were to confirm where the equipment is to be delivered to.	Confirm delivery location for group 2 equipment	GW
	<i>IT/Wireless</i>	AS advised that EMc had written to DP requesting confirmation as to when she can expect to receive the BMCL IT/Wireless proposal.	Provide IT/Wireless proposal	DP

Item No	Item	Discussion / Information	Action	Action by whom
2.	Matters Arising <i>Arts – Shelters</i>	MMc advised that there had been a robust discussion regarding the shelter proposals and the way forward had been identified. Ginkgo were working through the points/concerns raised by the NHS Project Team, Ginkgo will then work with their design team to incorporate the comments. PM reported that the NHS comments had been issued to BMCL on 7 th December 2012.	-	-
	<i>Energy Centre Handover</i>	DH advised that the handover information had been received and largely checked. DH would liaise with IPowrie. There were no reps present to provide an update regarding the installation of the cable. PM noted that a meeting had taken place the previous day but that he was not aware of the meeting output. AS noted that the Gartnavel generator would be available until the end of March 2013. The NHS would require a new handover date and a new programme (training, familiarisation, etc) and IPowrie would be requested to agree this programme with DP.	Provide update at next meeting.	PM
	<i>Car Park 1</i>	PM advised that he had spoken to K Stewart at the end of the previous week. KS had advised that the GCC Planning Rep had been on leave however the rep had now returned back to work and the planning approval letter was now awaited. AS noted that the Design and Construction programmes had been provided to the NHS Team by J Murray and that the programme identified that the PMI for the works was to be provided by 18 th January 2013. BMCL were progressing the designs for M&E, Piling, etc. The programme identified a construction start date in April 2013.	-	-
	<i>Construction Site - Potential Incident</i>	AS asked that SF write to AKeeley to request an update on the additional preventative action which had been instigated to mitigate the risk of the incident re-occurring.	Provide update re preventative action undertaken	AK
	<i>Window Mock-up</i>	AS confirmed that the NHS Team were organised to review the mock-up on 13 th December 2012. DH noted that he was awaiting confirmation from JMurray as to the time for the NHS to review. DS agreed to liaise with JMurray and confirm the timings to the NHS Team.	Confirm timing of mock-up review	DS
	<i>Govan Road Cabling</i>	DH advised that the drawings had been received from BMCL and the exercise to liaise with telecoms companies was underway.	Provide update at next meeting	DH
	<i>Stair Finishes</i>	PM advised that the final detail was awaited for review and it was understood that a diminishing strip was to be fitted to the back of the stair edging for review.	NHS to review stair finishing when available	AS/PM
3.	Commercial Group	It was confirmed that there was no issues requiring input by PMG members to resolve.	-	-
		JB and DH would discuss cardiology issue.	Discuss Cardiology	JB/DH
		JB noted that he has spoken to DR and T Coccozza to request that the December payment is received by BMCL before the end of the financial year.	-	-

Item No	Item	Discussion / Information	Action	Action by whom
4.	Programme <ul style="list-style-type: none"> 6 week look-ahead 	PM noted that no significant programme had been raised at the Hospital Construction Site Progress meeting which had taken place the previous day.	-	-
5.	Design Groups (cont) <p><i>RFI's</i></p> <p><i>Design & Health Environment</i></p> <p><i>Link Bridge</i></p>	<p>DS advised that there were some RFI's outstanding which BMCL needed responded to asap i.e. the most urgent was RPA RFIs. DH requested that SF identify which RFIs were outstanding.</p> <p>DS enquired if there had been any update regarding the YCF 2 proposals. MMc advised that Imogen Assenti has now finished with the YCF however David had attended the meeting to get up to speed the project.</p> <p>AS enquired if BMCL had received the programme for the Science Centre works. GW was unsure if he had received a programme and SF agreed to check.</p> <p>AS enquired about the link bridge decking. JB advised that level tolerances and steel deflection was under discussion and should be resolved later that day. DH noted that the decking topping was due to be commenced that week. GW noted that the cladding works were still progressing in this area. DH acknowledged that the NHS Team and BMCL had discussed protection to the cladding due to the works being carried out of sequence.</p>	<p>Identify outstanding RPA RFI's</p> <p>-</p> <p>Check programme sent to GW.</p> <p>-</p>	<p>SF</p> <p>-</p> <p>SF</p> <p>-</p>
6.	Construction Management	<p>AS noted that anyone visiting the site would need to have a safety hat strap if visiting areas level 5 and above. AS requested that SF notify the NHS Project and Consultant teams of this requirement. JB noted that any BMCL operative going through the security gate without a chin strap was being reprimanded therefore for consistency it would be beneficial that anyone going on site has a chin strap.</p> <p>DH advised that he had raised the need for the NHS Team to know the route for the MTHW pipework through the basement and across the atria.</p> <p>DH noted that there were no issues discussed at the recent Hospital Construction Site Progress meeting which needed to be raised at this meeting.</p>	<p>Notify all NHS Project Team members and consultants re hat straps</p> <p>-</p> <p>-</p>	<p>SF</p> <p>-</p> <p>-</p>
7.	Community Benefits <p><i>Tin Collection</i></p> <p><i>Neighbourhood Liaison</i></p>	<p>MM advised that the Community Benefits new entrants target had been met i.e. over 250 new entrants. There were 76 apprenticeships with circa 5 scheduled for January 2013. Currently the work experience target (pre-employment type courses) is 20 recruits short of the target. However, MMc noted that there would be no issues achieving the work experience and apprentice targets.</p> <p>MMc advised that the collection for local residents had gone well. Representatives from the local housing association would be visiting the site offices on Friday to assist packaging the tins and to collect the presents donated for local children.</p> <p>MMc advised that at the recent Neighbourhood Liaison meeting he had met David Halliday who had raised some minor general comments. MMc was advised that there is a rumour circulating that £30,000 has been paid out to local resident and MMc had made every effort to quash this rumour.</p>	<p>-</p> <p>-</p> <p>-</p>	<p>-</p> <p>-</p> <p>-</p>

Item No	Item	Discussion / Information	Action	Action by whom
7.	Community Benefits cont	AS acknowledged that he had not read the dilapidation surveys however residents were indicating to MMc that there are problems. GW highlighted that there is one residence where the window soffit has dropped. MMc advised that he had received a call from a resident saying that it was expected that there would be a further meeting and that the resident had read the surveys and there were differences. MMc had advised the resident that residents had been told that if there were any differences between the 2 surveys that this needs to be notified in writing to BMCL.	-	-
8.	<p>AOCB</p> <p><i>Governance Arrangements</i></p> <p><i>Emergency Contacts – Festive period</i></p> <p><i>Unite Meeting</i></p>	<p>DS enquired if the meeting governance for the Car Park had been identified. PM advised that the construction elements will be covered in the Hospital Construction Site Progress meetings. DS advised that design was currently running separately. DS suggested that the design of the Car Park should continue as a separate meeting. AS advised that he would set-up a group to liaise with BMCL (JMurray and DSmith) regarding Car Park 1.</p> <p>DS advised that he would have an internal discussion on whether the governance arrangements for the project remained appropriate. PM suggested that the A&C Design Group meeting should revert into a Technical Meeting as the Design Group meetings were due to come to an end. AS requested that PM review the meeting schedule and report any proposed changes at the next meeting.</p> <p>AS advised that if BMCL provides their list of Emergency Contact List to cover the festive period then AS would add in the NHS Contacts and return back to BMCL.</p> <p>JB advised that Unite would be holding a surgery on site on 12th December 2012.</p>	<p>Provide update at next meeting</p> <p>Provide governance proposals</p> <p>Provide Emergency Contact List</p> <p>-</p>	<p>AS/DS</p> <p>PM/DS</p> <p>JB/AK</p> <p>-</p>
9.	Date and Time of Next Meeting	Tuesday 15 th January 2013 at 1.30pm.	For info	ALL

Notes from meeting held on 15th January 2013 at 1.30pm in the Boardroom, Top Floor

		Action Note			
Present:	Darren Pike (DP)	Alan Seabourne (AS)	Alan Keeley (AK)	Alasdair Fernie (AFe)	Darren Smith (DS)
	John Ballantyne (JB)	David Hall (DH)	Derek McFarlane (DMF)	Douglas Ross (DR)	Grant Wallace (GW)
Apologies:		Mark McAllister (MMc)	Mike Sharples (MS)	Peter Moir (PM)	Shiona Frew (SF)
		None			

Item No	Item	Discussion/Information	Action	Action by whom
1.	Action Note from Previous meeting	Accepted as an accurate record subject to the following amendment: Item 4 – Add 'issues'....PM noted that no significant programme <i>issues</i> had been raised....	Amend note	SF
2.	Matters Arising			
	<i>CFD Analysis</i>	DH advised that the CFD Analysis was currently with DS and feedback regarding the last set of Buro responses was awaited. DH noted that there was only 4/5 points to be concluded. AS requested that DH close this item out prior to the next PMG meeting.	Conclude CFD analysis discussions	DH/DS
	<i>A&C Ironmongery</i>	DH advised that the queries regarding A&C Ironmongery had been largely resolved. The remaining issue was in relation to 4 doors (2 in core F and 2 in core G) and a different type of lock had been identified to resolve the issue.	Provide update at next meeting	DS/DH
	<i>A&C BREEAM - Pharmacy</i>	AS noted that the NHS Response re Pharmacy had been provided and it was agreed that this item was now closed	Item closed	-
	<i>Patient Entertainment (Adult Hospital)</i>	DMF advised that he had received the cost breakdown information from Mercury and would meet with DH to run through the cost info of the 2 options.	Meeting with DH/DMF	DMF
	<i>Section 56/96 (Hardgate Road)</i>	DS advised that BMCL were still pursuing a meeting with GCC however BMCL had now been advised that they need to meet with another GCC rep (3 rd rep since trying to set-up this meeting). AS suggested that BMCL keep an audit trail of the contact being made with GCC to try and arrange the meeting.	Provide update	DS
		AS noted that the NHS Team were currently arranging a meeting with GCC and the 2 roads would also be discussed at this meeting.	Provide update	AS
	<i>Bedhead Trunking</i>	PM advised that the bedhead trunking drawings were currently under review by the NHS Team. DP noted that BMCL had received drawings for those areas being worked on site up to March 2013.	Drawings to be signed off by NHS	PM
	<i>Bariatric Hoist</i>	GW advised that the procurement of the bariatric hoist was ongoing on the basis of the information provided by the NHS (Lyco). DH enquired if Arjo will provide a Lyco hoist or will reproduce the Lyco hoist. DH enquired whether the NHS would be provided with details should Arjo reproduce the Lyco hoist and this was confirmed.	Provide update	GW

Item No	Item	Discussion / Information	Action	Action by whom
2.	Matters Arising <i>Specialist Equipment</i> <i>Dental</i>	GW noted that an initial meeting to discuss Dental had taken place. BMCL had been provided with details for the dental equipment and also contact details for a local contractor. BMCL were in discussion with Mercury as to whether the dental equipment should be BMCL or Mercury procurement.	-	-
	<i>Audiology</i>	DS noted that the NHS Team had advised that drop seals to doors were not to be provided for infection control reasons however a drop seal had been identified for an Audiology door. PM confirmed that if the use of a drop seal was incumbent on the room meeting the sound reduction requirement then a drop seal was agreeable however the preference was not to have drop seals in the buildings due to maintenance issues. DS advised that BMCL would proceed on the basis of providing a drop seal.	-	-
	<i>DCFP</i>	DS noted that a further meeting date with DCFP Users was awaited. AS requested that SF check if meeting arranged/being arranged.	Check for date of next DCFP meeting	SF
	<i>Equipment List</i>	DH noted that the Equipment List spreadsheet had been received by the NHS Team on Friday 11 th January 2013. The NHS Team were currently getting their PC software updated to enable the NHS Team to review /analyse the information. DH had commenced analysing the information in detail. DH noted that the NHS Team were awaiting the cost information and the neutral access database. JB advised that the neutral access database would be provided to the NHS Team later that day. DH noted that the spreadsheet was functioning and had been improved since the last equipment list discussion. JB noted that BMCL were currently pricing the new items on the equipment list. DH noted that the new items were mainly replacement products. AS enquired what was the impact of the equipment list delay. JB noted that an impact on BMCL may be that some of the group 2 equipment may need to be fitted at a later date. GW reported that he had spoken to RS who is ok for the equipment deliveries for the first 2 areas. DH advised that the Board Equipment is currently available and is being stored at Hillington. DH suggested that there were a few impacts on the late receipt of the equipment list i.e. implications on the timing of fitting other equipment group and, the timescales for the NHS Team to meet with Users to identify transferring equipment. JB noted that if BMCL need to go back and retrofit toilet rolls, etc then this will be undertaken. DH advised that there was a risk to design as the design was based on assumptions of what equipment may transfer and there was concern that may identify kit with higher heat outputs, loads, etc. JB advised that the next equipment list would be the 'sweep up' list and thereafter would be the 'as-fitted' list. AK advised that BMCL wanted items delivered to those that would be fitting the equipment asap i.e. JTC and the equipment would be stored in localised stores where JTC, etc are working. AK noted that BMCL were in the currently mapping out the process for delivery and storage of group 2 equipment and JTC taking possession of the group 2 equipment. AF and AK would discuss where the NHS should deliver the equipment to. DH noted that the equipment for the first 2 zones had been packaged by area and would be delivered from a central point in Hillington. AF noted that BMCL had a joint meeting scheduled for the 21 st January to discuss/finalise the NHS Equipment delivery process. BMCL had reviewed drawings and had identified potential storage rooms. AS suggested that BMCL should visit the Hillington store so that they can see the size of equipment packages. DH enquired how far on site NHS reps would need to go and whether NHS staff would require construction site inductions. AK suggested that the delivery of the group 2 equipment by NHS Staff would likely be the same as all other deliveries to site.	Provide neutral access database	JB
			Confirm delivery requirements	AK/AF

Item No	Item	Discussion / Information	Action	Action by whom
2.	Matters Arising			
	<i>IT/Wireless</i>	DP advised that there were 4 items to be finalised and a meeting to discuss and conclude had been scheduled to take place on 16 th January 2013.	Provide feedback	DP
	<i>Arts – Shelters</i>	DS advised that a re-brief had been prepared and a workshop to discuss the shelters was being arranged.	Provide feedback	DS
	<i>Energy Centre Handover</i>	AS advised that he had discussed with AK the recent email regarding Energy Centre hand-over being pushed back to the 18 th April and AS agreed to confirm acceptance of this date by email asap. AK noted that a discussion with the NHS would be required re fire detection, routes of escapes, etc.	Confirm acceptance of 18 th April hand-over	AS/AK
	<i>Car Park 1</i>	JB noted that the programme for the Car Park submission would be provided later that day.	Provide programme for Car Park submission	JB
	<i>Construction Site - Potential Incident Window Mock-up</i>	AS advised that IArmstrong would be meeting with the NHS to provide a regular monthly update. AK advised that BMCL proposed to have the window mock complete by the end of the January 2013. AK agreed to confirm the final date.	- Confirm date for completion of mock-up	- AK
	<i>Govan Road Cabling</i>	DH advised that GThomson had a positive meeting with the Virgin rep earlier that day. Further to the meeting with Cable & Wireless a cheque was being raised for Cable & Wireless Grade 4 survey works. DH suggested that it may be a prolonged exercise due to the type of cable. AS noted that GT would liaise with BMCL re trenches, cable shifts, etc. DH suggested that GT has subsequently liaised with RJohnson. GT had obtained agreement in principle with C&W that C&W did not need to cross Govan Road.	Provide update at next meeting	DH
	<i>Stair Finishes</i>	AS advised that the stair finishes would be discussed at the VE workshop to be arranged by BMCL.	Discuss at VE workshop	AS/PM
	<i>Change to Clinical Risk Category</i>	AS advised that the change to the clinical risk category of cardiology had been closed out however AS had asked PM to review pre and post endoscopy and confirmation of way forward would be provided asap.	Provide confirmation re pre & post endoscopy	PM
	<i>Outstanding RFI's</i>	DH reported that he had been advised that all outstanding RFI's had been responded to by FWrath. DS suggested that the RFI re Service penetrations to lead lined walls remained outstanding. DH agreed to check the status of this RFI.	Check if RFI re service penetrations is outstanding	DH
	<i>YCF Enhancements – Science Centre</i>	GW advised that he was not aware of having received the YCF Science Centre Programme and SF was requested to resend this information to GW.	Send programme to GW	SF

Item No	Item	Discussion / Information	Action	Action by whom
2.	Matters Arising <i>Link Bridge</i>	AF advised that he had met with Capita the previous week. BMCL had to put in 4/5 stiffeners into the steelwork as the deflection in the steel work was slightly worse than WSP had thought. BMCL proposed to use a lightweight concrete. BMCL were reviewing the fitting of the pods and that glazing, etc. AK noted that Capita appeared to be satisfied with the information they had been provided with however if they require any further information that they should speak to AF directly. DH enquired whether a movement joint was being introduced. AF advised that there would be movement joints at either end but that there was no place else to introduce a further movement joint. DH suggested that the introduction of the glass could cause a crack and there had been a suggestion of adding a movement joint. AF agreed to confirm whether a day joint was being introduced. AF advised that there had been concern regarding the weight of the pods however a way forward had been identified.	Confirm if day joint being introduced to link bridge concrete	AF
	<i>Community Benefits</i>	AS enquired if there had been any output from the response from Mercury to Unite. MS advised that he was not aware of any output.	-	-
	<i>Governance Arrangements</i>	DS suggested that the A&C Design meetings had run its course acknowledging that there were still some work-streams to be progressed with the NHS i.e. helipad. DS proposed that any A&C Design items could be picked up in the A&C Construction Site Progress meetings. AS suggested that the A&C Design Team meetings be changed into a technical meeting. DH concurred that the design team meeting should be changed to a technical meeting led by BMCL Design Manager instead of the Architects. PM agreed to consider the suggestions and feedback.		
		AS noted that he wanted the Car Park Design and Construction as separate meetings. DS suggested that Car Park Design and Construction should be 1 meeting in two halves.	Confirm governance arrangements	PM
3.	Commercial Group	It was confirmed that there were no issues requiring input by PMG members to resolve. DR noted that the Equipment list had been received by the NHS Team and was being reviewed.	-	-
		AS advised that in light of the recent email AS had received from TBicknell AS would progress the internal RPI discussions over the next few days.	Progress NHS RPI discussions	AS

Item No	Item	Discussion / Information	Action	Action by whom
4.	Programme • 6 week look-ahead	<p>DP advised that the programme for review and return of the Unistrut structured ceiling drawings was tight and he would wish to shorten the review period. DH noted that a joint meeting to go over the Unistrut structured ceiling drawings was scheduled for 21st January 2013 and that he would be happy to work through as many drawings as possible.</p> <p>AF provided the following overview of the construction activities for the next 6weeks</p> <ul style="list-style-type: none"> • NCH roof level in zone A was due to commence • Underslab drainage being progressed from B towards C (ZA completed and slab poured) • Ground floor slab – moving forward into ZJ/B and progressing towards ZE. • Core B will be completed with capping slab with internal floors to core J completed • Superstructure – ZB - Level 3 to be completed and progressing onto level 4 , ZC – L3 progressing, ZA – steelwork for the Plantroom commencing w/c 21st January 2013 • Tower –ZH to level 8 with level 9table starting this period, ZG to level 7, ZJ level 6 to commence, ZF level 5 with ongoing work towards level 6 • Link Bridge – concrete works to commence • Courtyard Landscaping – commencing in courtyard 5 at the weekend • External podium – continuing works to ZJ and ZH and around the Children's. South elevation with render base coat now on and weather permitting will start to put on the back coat. • Unitised Cladding Works to tower – ongoing installation of brackets with glazing panels due to commence to ZH Level 4 at end of February 2013. • Fit Out – exemplar area final decoration and flooring works progressing and tertiary glazing to be installed. AS enquired whether the exemplar areas were being locked down. AF advised that there were doors at either end and only flooring, M&E operatives and painters accessing this area. The area was not being locked down however there were doors on either end and the area was being controlled by the floor manager. It was thought that there were a few sinks to be sorted in the exemplar area. • Basement fit –out progressing, trench concrete complete and tank room/tanks being installed. • 1st lift ready for beneficial use by mid Feb. <p>AF noted that during December the adverse weather/heavy rain had impacted on the external works i.e. needed to pump out rainwater and impacting on external render works.</p> <p>AF advised that both the lifts in G were being installed however only the heavy/larger lift (lift 20) would be the beneficial use lift.</p> <p>AK advised that BMCL were detailing out the logistics/access at the VIE ramp, etc to ensure maintaining access at the decontamination unit, etc. AK would discuss the logistics/access with the NHS to ensure that there are no issues re 24hour access at the Labs.</p> <p>AS enquired when BMCL would need the VIE installed. DP suggested that as it was needed by 2014 therefore it was preferable that it was installed by end Q1/end Q2 2014. AS noted that the Car Park would need to be built at the same time as the VIE and meetings with residents and Carillion in advance of these works would be required. AF advised that</p>	- - - - - - - -	- - - - - - -
			Discuss logistics/access	AK
			-	-

		the NHS would need to consider the service trench/cross over as service diversions would need to be carried out.		
Item No	Item	Discussion / Information	Action	Action by whom
5.	Design Groups	DS noted that BMCL were still expecting the URS and MVP for Aseptic by the 18 th January 2013. PM agreed to liaise with MMacleod to check that there were no issues impacting on the provision of this information by the agreed date.	Liaise with MMacleod re providing URS & MVP	PM
6.	Construction Management	It was noted that there were no issues requiring PMG members input to resolve.	-	-
7.	Community Benefits	<p>MMc provided the following update on Community Benefit matters:</p> <ul style="list-style-type: none"> Community Benefits targets were being exceeded. The quarterly report was due to be provided at the end of January 2013 and MM was working with CDunlop to prepare the report. The tins and children's presents which had been collected had been distributed and CD had a video of this. A fundraising event was scheduled for later that week. Independent Learning Projects due to commence soon 1 with schools and 1 with university. <p>AK noted that BMCL had received no communication from the local resident regarding their recent surveys. MMc advised that at the latest neighbourhood meeting he had been asked to invite the local councillors and MMc had declined this request. MMc was happy to continue meet with the local councillors separate from the neighbourhood meetings.</p> <p>AK advised that he was pushing the architect for the elevations of what the car park area would look like if there is a VIE but no car park.</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p>
8.	AOCB	There was no other business requiring discussion.	-	-
9.	Date and Time of Next Meeting	Tuesday 29 th January 2013 at 9am (Note revised timing)	For noting	ALL

Notes from meeting held on 29th January 2013 at 9am in the Boardroom, Top Floor

Present:		Action Note		
David Hall (DH)		Alan Seabourne (AS)	Alan Keeley (AK)	Darren Smith (DS)
Mark McAllister (MMc)		Derek McFarlane (DMF)	Douglas Ross (DR)	Grant Wallace (GW)
Apologies:		Peter Moir (PM)	Shiona Frew (SF)	Darren Pike (DP)
		Alasdair Fernie (AFe)	Mike Sharples (MS)	John Ballantyne (JB)

Item No	Item	Discussion/Information	Action	Action by whom
1.	Action Note from Previous meeting	Accepted as an accurate record	-	-
2.	Matters Arising			
	CFD Analysis	DH advised that the CFD Analysis was currently with DS and feedback was awaited. DS advised that he was finalising the response from WSP.	Conclude CFD analysis discussions	DH/DS
	A&C Ironmongery	DH noted that a meeting with Building Control was scheduled to take place later that day and the remaining issues should be concluded at this meeting (4 doors).	Provide update at next meeting	DS/DH
	Patient Entertainment (Adult Hospital)	DMF advised that he had provided information to DH. DMF noted that HGriffin had subsequently asked for the costing to include 2 additional areas (renal dialysis and CCU). DMF advised that he would provide this information asap.	Meeting with DH/DMF	DMF
	Section 56/96 (Hardgate Road)	DS advised that a meeting with GCC to look at the road had been scheduled to take place on 12 th February 2013.	Provide update	DS
		AS noted that he had asked for the Fastlink information to be provided.	Provide update	AS
	Bedhead Trunking	DH advised that a meeting to discuss the standard M&E had taken place on 31 st January 2013 at which a number of bedhead types had been discussed and signed-off. Bedhead trunking would continue to be discussed at the fortnightly M&E meetings. It was agreed this item could be closed.	Item closed	-
	Specialist Equipment - DCFP	DS advised that the DCFP meeting had been scheduled to take place on 1 st February 2013. DS noted that he had forwarded a list of those items which BMCL required sign-off on.	-	-
	Equipment List	DH advised that the neutral access database had been provided to RStewart (RS) and no comments had been received back from RS. GW noted that he was working on the pricing of the Equipment List noting that the deadline for the price information being provided to the NHS Team was 8 th February 2013.	Provide Equipment List cost to NHS Team by 8 th February	GW
	Equipment Group 2 Delivery	GW advised that AK and AF are working with RStewart to organise the plan for deliveries. AK had suggested that BMCL will ask for the equipment to be only delivered to the site as per other deliveries. DP reported that AF was working up a proposal re delivery points and storage points.	-	-

Item No	Item	Discussion / Information	Action	Action by whom
2.	Matters Arising			
	<i>IT/Wireless</i>	AS suggested that the only item to be concluded was the provision of wireless in the lifts. DP advised discussions were WIP and there was an IT meeting scheduled for later that week.	-	-
	<i>Arts – Shelters</i>	PM advised that he had been provided with a revised proposal which he would circulate to the NHS Team for comment. DS requested feedback regarding the revised proposals in advance of the meeting scheduled for the 4 th February 2013. AK noted that 2 shelters were programmed to be provided in Stage 3A.	Provide comments before 4 th February	PM
	<i>Energy Centre</i>	AS enquired when a revised programme would be provided to the NHS Team. DP advised that the programme was currently being updated and would be provided to the NHS Team on 31 st January 2013. SF was requested to organise a meeting between the NHS and BMCL to discuss the new programme.	Provide revised Energy Centre programme Organise meeting to discuss programme	DP SF
	<i>Car Park 1</i>	AK advised that the design programme was progressing satisfactorily and BMCL were reviewing the steelwork detailing. The piling package was currently out to tender and BMCL are preparing the layout plan. PM noted that the Compensation Event for the Car Park 1 had been issued to BMCL. AK noted that the biggest issue was deciding the level to go at. DS advised that BMCL had carried out a VE exercise on the car park. DS reported that consideration had been given to the need for a fire fighting shaft and dropping the level of the car park so that no fire fighting shaft is required, this was dependent on the number of floors to the car park and the level. Further to confirmation that the car park will be 1 floor less this brings the height of the car park to under 80m therefore a fire fighting shaft will not now be required. BMCL were now detailing the air flow. AK advised that the reason for investigating the levels was to ensure no sub-station escape issues i.e. the ground between the car park and the Labs road would be sloping. The level of the car park had been reduced to ensure that the sub-station integrates with the car park.	-	-
	<i>Window Mock-up</i>	AK advised that he had received a sample of the wand retainer and he had received a drawing/sketch. AK was awaiting further samples to be provided. AK noted that the he needed to get the window reps on site to close this issue off. BMCL would be starting to put the brackets on w/c 4 th February 2013. AS enquired if the NHS Team felt that the blind isn't what is wanted. DH advised that the time taken to get the sample on site was not satisfactory and the concern was the reaction period from the company to resolve the current blind issues. AK advised that he was awaiting samples to complete the mock-up before offering to the NHS for approval. A design proposal to resolve the blind issue has been provided by Structal. DH noted that the NHS will need to understand how the blind is fixed for maintenance purposes. AS advised that he would liaise directly with AK early w/c 4 th February for a status update. AK noted that the next quality check factory visit is due soon. JB reported that the blinds will not be delivered in the window unit.	Arrange meeting for status update	AK
	<i>Govan Road Cabling</i>	DH advised that the Virgin revised quotation was expected soon however the way leave discussions had commenced. The Cable & Wireless invoice for the C4 stage survey was awaited so that a cheque can be raised for the works. AK advised he was continuing to liaise with GThomson.	-	-

Item No	Item	Discussion / Information	Action	Action by whom
2.	Matters Arising			
	<i>Stair Finishes</i>	PM advised that the NHS Team had concern regarding the fore edge of the landing stair and noted that AF was sourcing alternate paint finish. The stair finishes would be discussed at the scheduled VE workshop. AS noted that the NHS Team have identified areas that BMCL may not need to sheet. DH suggested that the areas identified by the NHS not to sheet were for example lift lobbies and cores that the public don't access. AK advised that AF had been asked to review the concrete finishes. AS requested that BMCL provide a painted sample area based on the worst concrete finish.	Discuss at VE workshop BMCL to progress samples on site for NHS review	ALL
	<i>Outstanding RFI's</i>	DH advised that the RFIs were being dealt with as follows: weekly meeting with GBurnett re any fabric issues and M&E issues being addressed in the fortnightly meeting.	-	-
	<i>Link Bridge</i>	AK advised that BMCL had met with NMCGarry to check that everything is satisfactory to commence the concrete pours. It had been proposed to commence the concrete pours on 28 th January 2013 however BMCL had cancelled the concreting works due to the high winds. AS advised that he was awaiting a view from WRoxburgh. PM reported that WR had advised that he was satisfied with the information provided this far and that he was awaiting WSP sign-off.	- -	- -
	<i>Governance Arrangements</i>	DS suggested that the Car Park 1 discussions should be held in a Car Park specific meeting. The meetings will primarily start as design meetings. AS noted that for the PMG agenda the Car Park updates would be provided under the Design and Construction agenda items. DS suggested that the Hospitals Construction Site Progress meetings should include design as a standing agenda item going forward. DH suggested that the timing of the meeting would need to be changed i.e. bring the start time forward to 3pm.	- -	- -
	<i>Access changes at VIE/Decontamination</i>	AK provided an explanation of the proposals. AK advised that he had tabled proposals at the Construction Interface Group meeting which took place on 31 st Jan 2013. AS enquired if the NHS Estates reps were satisfied with the proposals and AK advised that the Estates reps had raised no issues at the Construction Interface Group meeting. AK advised that the proposals had been marked out on site. GW enquired if AK was satisfied that BMCL undertook the construction of the new ramp as this was on NHS property. AK advised that BMCL wanted to get the roadway in and it was not practicable for the NHS and BMCL to each being doing bits of the necessary works.	-	-
	<i>Aseptic Suite – MVP & URS</i>	DS advised that BMCL would continue to progress proposals for the Aseptic Suite on the information provided by the NHS. It was agreed that this item could be closed.	Item closed	-
3.	Commercial Group	It was confirmed that there was no issues requiring input by PMG members to resolve. DR confirmed that the car park should be £185,500,000 which included the Car Park.	- -	- -

Item No	Item	Discussion / Information	Action	Action by whom
4.	Programme <ul style="list-style-type: none"> 6 week look-ahead 	<p>AK provided an overview of the critical matters requiring action</p> <ul style="list-style-type: none"> Atrium Link Bridge (action for BMCL) – in order to progress the lift shaft the concrete riser pipe needs to be removed Zone H tower – BMCL were getting Structural started however it was unsure if the screens would be in situ to allow Structural to commence works. Work to install the screens had taken place over the weekend to maintain momentum and BMCL were keen to progress the screen install over the coming weekend. AK noted that AF was on-site when the works were underway and had investigated whether any noise from the site would cause disruption to the local householders. AK reported that works were being disrupted due to the windy conditions. Fit out – continuing to progress well Steelwork – commenced in Zone A VIE – current construction programme identifies August. AK advised that BMCL were concentrating on the design for the VIE compound and layouts. AS enquired if BMCL had a position for the VIE and AK confirmed that the position was as per masterplan and BMCL would provide the NHS with the co-ordinates in due course. PM noted that he had liaised with RJohnson who had advised that he would be attending an internal meeting soon. PM advised that it would be beneficial for the NHS to see the drawings so that any implications for the NHS can be identified i.e. new road bell mouth. DS advised that he had asked WSP to draw up the layout with the VIE and ancillary buildings. BMCL would meet with the NHS in due course. AS suggested that this meeting should take place very soon. DS confirmed that he would provide a date for a potential meeting. AS requested that BMCL provide a drawing asap as AS was due to meet with the PFI provider. PM enquired if the Gillespies drawings were accurate and DS confirmed that the latest revision (either 11 or 13) showed the VIE. 	<p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>Provide co-ordinates and drawings to NHS</p> <p>Provide indicative date for meeting</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>AK/DS</p> <p>DS</p>
5.	Design Groups	<p>DS advised that BCML was now urgently awaiting a response from HGriffin re dignified spaces and PM agreed to progress this.</p> <p>DP advised that he proposed to organise a further joint lift controller meeting during w/c 11th Feb 2013. PM advised that the presentation provided the previous day had raised some queries for the NHS Team and that it would be useful for Schindler to attend the next joint meeting.</p> <p>DP confirmed that the most urgent issues for BMCL were being dealt with by the NHS Team. DH suggested that the latest most urgent information was the renal plant sign off which FWraht is progressing asap.</p> <p>Hospital Design Group – PM enquired if the final Hospital Design Group (HDG) meeting would take place at the beginning of February 2013. DS advised that he would liaise with LEwards with a view to collating any actions which would need to be progressed through the Hospital Construction Progress meeting. DS advised that he would ask for the actions to be collated for transfer to the March Hospital Construction Site Progress (HCSP) meeting. PM proposed that 'design' should be added to the agenda as one of the first items and DS concurred with this approach.</p> <p>Equipment Group – PM noted that joint meetings were taking place i.e. group 5 equipment and general equipment. It was noted that there were no issues requiring PMG input to resolve.</p>	<p>Provide response re dignified spaces</p> <p>Invite Schindler to next joint meeting</p> <p>-</p> <p>Provide HDGroup actions for transfer to HCSP group</p> <p>-</p>	<p>PM</p> <p>DP</p> <p>-</p> <p>DS</p> <p>-</p>

Item No	Item	Discussion / Information	Action	Action by whom
5.	Design Groups (cont'd)	<p>IT Group – DP advised that the wireless proposal had been provided to the NHS Team and that the hub room proposals would be submitted to the NHS Team before the end of the week (1st Feb). The wireless proposals would be progressed through the IT Wireless Protocol group.</p> <p>DP noted that the previous hub room drawings had been given a status C mainly due to the fact that the relationship with the distribution boards could not be seen. DH noted that on some drawings it looked like it would not be possible to open doors on all sides. DH noted that he was awaiting the cost for the cabling between the hub rooms i.e. awaiting clarity that cost information provided by Mercury is still current.</p> <p>Design & Healthy Environment – MMc advised that there had been positive movement regarding the shelters proposals. PM advised that he would liaise with NHS Reps to get comments on the current shelters proposals in order that he can provide feedback to DS. PM reiterated concern regarding the budget available to fulfil the Shelters proposal</p>	<p>-</p> <p>Provide cost information for cabling between hub rooms</p> <p>-</p>	<p>-</p> <p>DMF</p> <p>-</p>
6.	Construction Management	<p>It was noted that there were no issues requiring PMG members input to resolve.</p> <p>AK provided the following summary of key construction management issues:</p> <ul style="list-style-type: none"> • Fire Road being discussed at Construction Interface meetings – there will be a need for BMCL to consult with the Fire Officer. BMCL proposed to break up the fire road so can bring in ducts, take the O² from Maternity and install connection to divert the Maternity foul • Children's Fit out progressing well and Roof Steel work in progress • BMCL were continuing to keep pressure of Dunne's to ensure no delays to programme and for concrete works to remain ahead of the Structural works. The fit out to the tower was different due to the risk of exposure to the element and BMCL would wait on the cladding to go on before putting up early head track, etc. • 60 operatives were inducted on 28th Jan 2013 – mainly Mercury – think the number of operatives on site will be above 1100. AK was keeping an eye on the BMCL general car park to ensure operatives are able to park. • BMCL were bringing in additional drying rooms for the operatives • The recent Unite meeting had been attended by 3 operatives <p>DH enquired about the commissioning of exemplar rooms as the NHS would require advance notice of when the rooms will be ready for checking in order that the NHS can ensure that the appropriate reps are available to attend i.e. lifting & Handling reps reviewing the hoist, etc.</p> <p>Car Park 1 – AK advised that BMCL were aiming for moving the offices car park across to the over spill car park at the end of April so that BMCL can get the HV location checked and the pile mat installed. PM requested that BMCL provide advance notice of when the offices car park will be unavailable for parking. AK noted that BMCL would need to provide notice to Scottish Power that works are being carried out over the HV cable. DH advised that Scottish Power would need to be informed that works are being carried out in close proximity to the cable.</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>Provide advance notice of when exemplar rooms will be available for checking by NHS</p> <p>Provide advance notice of car parking being moved</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>DP/AK</p> <p>AK</p>

Item No	Item	Discussion / Information	Action	Action by whom
7.	Community Benefits	MMc advised that the Community Benefits remained on target with all recruitment streams. CDunlop has just finished the BMCL Quarterly Newsletter for issue to local residents.	-	-
		MMc noted that he had started to engage with the neighbours close to Car Park 2. MMc advised that during this engagement some of the residents had mentioned the dilapidation surveys and MMc expected some of the residents to contact BMCL. AK noted that he had 1 neighbour communication to respond to (provided by MMc).	-	-
		MMc reported that the recent BMCL Fundraising event had raised circa £19,000.	-	-
8.	AOCB <i>Car Park 1</i>	AK advised that when BMCL complete the car park that the road would come under Dunne's and enquired if it was the intention that BMCL put this road in. DH advised that the NHS Team would need to identify the implications of putting the road in i.e. how going to access the park to complete the park. DR advised that the NHS want the car park when the hospitals open therefore it was for BMCL to decide how best to provide the Car Park for the hospital handover.	Consider implications of putting road way in	DH
9.	Date and Time of Next Meeting	Tuesday 12 th February 2013 at 1.30pm.	For info	ALL

Notes from meeting held on 12th February 2013 at 9am in the Boardroom, Top Floor

Present: David Hall (DH) Shiona Frew (SF)	Action Note			
	Alan Seabourne (AS)	Alan Keeley (AK)	Darren Pike (DP)	Darren Smith (DS)
Apologies:	Douglas Ross (DR)	John Ballantyne (JB)	Mike Sharples (MS)	Peter Moir (PM)
	Alasdair Fernie (AFe)	Derek McFarlane (DMF)	Grant Wallace (GW)	Mark McAllister (MMc)

Item No	Item	Discussion/Information	Action	Action by whom
1.	Action Note from Previous meeting	Accepted as an accurate record	-	-
2.	Matters Arising			
	CFD Analysis	DH advised that he had responded to the CFD Analysis comments provided by DS and had suggested meeting with DS to finalise the last few items. DS agreed to liaise with DH to organise to meet.	Conclude CFD analysis discussions	DH/DS
	A&C Ironmongery	DH noted that the A&C Ironmongery proposals were with Building Control for approval as part of the process. It was agreed this item could be closed.	Item closed	-
	Patient Entertainment (Adult Hospital)	AS advised that he was scheduled to attend a meeting where he would request approval for the installation of pattresses at each bedhead in the Adult Hospital on the basis of the quote provided by BMCL for 973 bedheads.	Item closed	-
	Section 56/96 (Hardgate Road)	DS advised that a meeting of GCC and WSP had taken place earlier that day (12 th February 2013) and GCC had acknowledged that they have a degree of responsibility and it was intimated that GCC may accept a 60/40 split. AS enquired how the 60/40 split had been attributed and DS confirmed that he was not aware however expected that GCC would likely be claiming the 40% share. DS had asked that WSP arrange a meeting with GCC to discuss Hardgate Road and that in the meantime BMCL were identifying what cost is involved. DS intimated that BMCL may be susceptible to a percentage of the costs however the percentage would need to be agreed. If the percentage share can be agreed then BMCL would expect to transfer the money to GCC in order that they take full responsibility for the road works. DS advised that he understood that GCC were identifying what works need to be carried out to the road now. MS suggested that at the junction the road would need to be reconstructed 10m back from the traffic lights. DS noted that the view from GCC was that the road would need to be planned and sub-base repaired where necessary before resurfacing. DS noted that a letter from GCC confirmed that the concern was only to the road (the pavements are not included). DS reported that it had been suggested that Fastlink would not be resurfacing the road at the new entrance boulevard.	Provide update from GCC meeting re % share	DS
		JB noted that at the Hospital Construction Progress meeting it had been discussed that BMCL proposed to fill in some of the pot holes. AK reported that he proposed to have the pot hole patching works carried out over the weekend to make the road safe at the gates for BMCL vehicles. DS suggested that no works should be carried out to the road in case GCC view this as BMCL taking on responsibility for the road. JB noted that he had observed someone marking out Langlands Road near to the Maternity building for repairs.	No works to be carried out to road	AK

Item No	Item	Discussion / Information	Action	Action by whom
2.	Matters Arising <i>Specialist Equipment</i> - DCFP	DS advised that BMCL were reviewing the schedule (both pluses and minuses) and had identified items which BMCL considered not to be related to anti-ligature requirements. DH noted that he had requested a copy of the schedule for review by NHS. AS enquired if the windows had been agreed/resolved and AS reported that he had been advised that the change to the window size had been proposed by the Architect as a no extra cost change not by the NHS. DS noted that this was not as he had been advised i.e. NHS request. JB agreed to provide the schedule to the NHS asap.	Provide schedule of changes for NHS review	DS
	<i>Equipment List</i>	DH advised that he had received the priced equipment list on 8 th February 2013 as agreed. DH was currently undertaking a detailed review of the priced equipment list. There had been discussions regarding a number of issues i.e. the number of lights and the drawing status that the equipment list is generated from which steps back some distance i.e. June/July therefore there is a lot of information to be updated. AS raised concern that the current equipment list had been based on information from June/July as this impacted on the NHS Equipment process as it had been thought that the Equipment List would be generated from August drawings and the knock-on effect of this was unknown at this time. AS advised that DH had explained to AS the issue regarding the lights. DH noted that that the change to the lights in the ensuite had taken place circa 1 year past during a visit to Whitecroft where the Infection Control Nurse had advised that the light above the mirror was a dust gatherer and the light was then moved off the wall into the ceiling therefore no longer an Equipment list item and therefore the NHS Team expected that there would be a saving on the lighting however the current equipment list still includes the above mirror lighting.	-	-
		DH provided an explanation of the drawing process and explained which part of the drawing process reflects the Equipment list. List is based on the drawings presented to the NHS since March/April 2012 – no comments/no drawing amendments. AS enquired whether the process was right for the project. MS noted that Nightingale have followed the process rightly or wrongly noting that the process had not been clear. AS suggested that GW, DMF and DH had rescued the equipment list. JB noted that Nightingale own the Equipment List and that BMCL have assisted Nightingale to provide a spreadsheet that collates the equipment information for Nightingale in order that it can be presented. DH suggested that there had been a number of issues which had made the NHS lose confidence in the equipment list information being presented i.e. over lapping poly lines. MS noted that there will always be issues with poly lines and that the system can fail to pick up codes that are over laid however this would be both ups and downs. MS advised that he would identify what needs to be done in order that the NHS can have confidence in the Equipment Lists. PM enquired if there was anyway that BMCL could accelerate the next iteration of the equipment list. MS agreed to investigate and confirm way forward re next equipment list iteration.	Confirm way forward re further equipment lists	MS
	<i>ZBP Information</i>	AS enquired if there was anything that could be done to ensure that the NHS have all the project information in light of the recent ZBP developments. MS advised that BMCL as a business recognise that not all the project information is backed up in one area and were investigating the best way forward.	Confirm way forward to ensure no loss of information	MS
	<i>Arts Group</i>	PM advised that the Arts Group are to be provided with detailed designs for a number of the Arts projects and the Shelters Project was progressing satisfactorily however PM thought that the shelters budget would be under pressure to provide the 3 structures.	-	-

Item No	Item	Discussion / Information	Action	Action by whom
2.	Matters Arising <i>Dignified Spaces</i>	DS enquired if there was any feedback re the dignified spaces RDD proposals. PM noted that the NHS would review the proposals and provide a response/comments asap. DS noted that BMCL had received the list back from HG who had requested that BMCL look at other areas. PM advised that it was thought that the NHS could reduce the costs to 10 rooms and transfer this remaining budget to other areas. DS suggested that to transfer the budget to other areas could require drawing changes with these associated costs. AS noted that there were to be no changes which incurred an NHS cost. PM noted that GBurnett was collating the schedule of potential changes in order to understand any associated additional costs for discussion with the NHS.	Provide response re Dignified Spaces RDD	PM/HG
	<i>Energy Centre</i>	DP noted that the revised Energy Centre handover programme had been provided. DH noted that a discussion regarding the revised programme had taken place and that a joint site walk-round and discussion had been scheduled and the handover of the Energy Centre remained as 18 th April 2013.	-	-
	<i>Window Mock-up</i>	AK advised that the window mechanism had been improved and there was a noticeable improvement to the grip and the cable turning. A retainer had been fitted at 2 different positions for the NHS to review/agree. The NHS Team will be shown how the blind is secured/fitted and the removal/replacement of the glazing will also be demonstrated. The mock-up would be available during the remainder of the week for NHS review. PM requested that AK co-ordinate the review of the mock-up with NHS staff via SF.	NHS to review mock-up	AK/SF
	<i>VIE</i>	AK advised that BMCL had an internal meeting later that day to discuss the layout. AS requested that BMCL provide a layout of the compound so that the NHS can finally position the VIE. DH requested that the proposed layout included the position of the 500 tonne crane for servicing plant-room 41. DS noted that a meeting to discuss the VIE would be organised in due course.	Provide layout of compound to AS	AK
	<i>Lift Controllers</i>	PM noted that the NHS were to confirm to BMCL the position for the control panels in the lift lobbies and a meeting on site had been scheduled to take place on Friday 15 th February 2013 at 2.30pm. PM noted that there had been a positive meeting with Schindler had taken place the previous week. AS enquired if there had been a discussion re the position of the controller for the bed lift. PM noted that the controller at the ground floor has voices linkage to each floor via the lifts.	-	-
	<i>A&C Design Group – Remaining actions</i>	DH advised that this had been discussed at the Hospital Construction Site Progress meeting which had taken place the previous day.	-	-
	<i>IT Cabling between Hub Rooms</i>	DH advised that he had received a cost and was awaiting the schematic that the cost had been based on.	Provide schematic	DP
	<i>Exemplar Rooms – Availability</i>	DH noted that dates were awaited from BMCL. The NHS wished to have advance notice of when the exemplar rooms would be available for inspection in order that key users/ reps can be invited to review/see the rooms i.e. moving and handling reps to see the hoists, etc. DP advised that a list of rooms and associated dates would be provided to the NHS via JWales. DP noted that the commissioning would not go out of the standard plan.	Provide dates when Exemplar Rooms will be available for NHS checking	DP/JW

Item No	Item	Discussion / Information	Action	Action by whom
2.	Matters Arising <i>Car Park 1</i>	AS enquired if BMCL had a programme for the pre-piling works. AK advised that he wanted the compound, hoarding and turnstiles moved by the end of March 2013. AS enquired if this information was already on a programme. DH noted that this information was not detailed on the programme as activities i.e. moving hoarding. AK agreed to provide a programme which includes all the activities related to Car Park 1.	Provide programme which includes the pre-piling activities	AK
	<i>Children's Park/Car Park road</i>	It was noted that the access road to the car park cuts across the end of the park and therefore restricts access to get into the Children's Park. DH noted that the NHS could not open the car park until the hospitals open.	-	-
	<i>Relocation of Oil Tanks</i>	AS enquired about the relocation of the oil tanks. DH noted that the oil tanks can only be moved once the access to the Energy Centre is available as it had been agreed to retain the hoarding in its present location so to restrict the access to this area for H&S purposes.	-	-
3.	Commercial Group			
	<i>ZBP</i>	AS advised that he would be attending a NHS Board meeting on 15 th February 2013. AS was aware that Lynne Scott was working with Ben Keenan to look over the novation agreement however he was not aware of the timelines of what is happening and the detail of what needs to happen. MS advised that Brian Maybury of Wallace Whittle had organised to sign the sale document that afternoon however there were a few items still to be concluded. AS enquired if Lynne Scott had changed anything. MS advised that the due diligence had been carried out and the last note that MS had received was that the sale document would be signed later that day. AS enquired what would happen if Lynne Scott was not happy with the novation agreement would the NHS have input to this. JB noted that the novation agreement was a BMCL agreement and that Lynne Scott would have no input to this however Lynne Scott would need to be satisfied that the collateral warranties were appropriate. DR requested that BMCL provide an overview of the timelines for concluding the novation agreement and obtaining the collateral warranties. AS enquired what the ZBP reps were currently doing. DP noted that ZBP were not currently trading however some of the staff were still going into work at the ZBP offices off their own backs and BMCL had managed to receive some information from ZBP reps. DP noted that BMCL estimated that the project required a core of 4/5 people to continue on the project and not 15 as initially anticipated. MS suggested that it was thought that Wallace Whittle were buying the business with circa 15 core reps and that all the reps had been offered a post the previous week. MS agreed to continue to provide updates to AS.	Continue to provide updates re ZBP novation	MS
	<i>Cashflow</i>	JB noted that BMCL were continuing to finalise the Cashflow information for DR as requested. AS enquired if there was any risk that BMCL would not be able to achieve the Cashflow and JB confirmed that BMCL were focussed on ensuring the £185m cashflow is achieved. DR noted that he had carried out an analysis in order to identify why the previous cashflow had been down and had identified that the spend had been cut off at the end of December and BMCL had asked that Mercury re-run their costs to end January 2013 to ensure all invoices are included.	Provide update at next meeting	DR/JB

Item No	Item	Discussion / Information	Action	Action by whom
4.	Programming	<p>AK advised that 3 pours had been carried out to the link bridge i.e. levels 12, 11 and 10 and it was hoped to get another 2 pours carried out on 14th February 2013. The concrete pours were now being carried out using the pump boom which was easier. It was anticipated that the link bridge concrete works would be completed by 22nd February 2013. BMCL had worked extended hours on a Saturday to make up for the bad weather to ensure that everything in place to allow Structal to start on site on 20th February 2013. BMCL had taken delivery of the 2nd lot of panels from France (18 panels). The peri screens were getting lifted up and Structal were installing the brackets. There were a lot of ground floor slab concrete works going on. External works at the hub road are ongoing and BMCL are looking to complete these works asap in order to get the new access road in so can move the cabins across in March 2013. AK suggested that 86%(value of works) of the packages had been procured. The hoists were being installed and works to the beneficial use lifts were progressing well. DH enquired when the NHS Team would receive the first draft of the commissioning programme in order that the NHS can appropriately resource. DH noted that DH had discussed the gases commissioning earlier that day. DP noted that it was proposed that DP and DWilson provide a presentation to the NHS Team on the philosophy, structure, process from now until the end of the job. DP suggested that the presentation would last circa 3hours and it was agreed that DP will link with SF to identify a suitable date/time. The presentation would allow the programmes to be fully understood. AS enquired who should attend this session from the NHS and DP suggested that it should be anyone who will have an involvement in the commissioning or sign-off activities. MS suggested that the Medical Gas Rep should also attend this session. DH enquired if the Medical Gas rep was the AP or the Pharmacist. MS suggested that it should be the Pharmacist (rep who would deal with the sign-off of the purity testing). AS noted that the Pharmacist had already contacted AS for a programme so that she could identify the resources required. PM suggested that the Pharmacist may be planning to use an external organisation. PM suggested that as the Pharmacist had recently concluded works at the EMC that she had a gauge on what resource is required.</p> <p>DH advised that he was awaiting the details for the Vectorfoil roofing and also the detail of the link bridges to the existing structures/hospital. AK advised that he would liaise with JMurray for the detail of the link bridges.</p> <p>AS requested that BMCL be clear about what there expectation regarding Group 5 equipment is. DH noted that the current position is that the NHS Team is expecting BMCL to deliver drawings in a format that can be provided to NHS Group 5 Equipment suppliers i.e. autocads. DH had spoken to RStewart the previous day and are working on way to ensure no breach of procurement rules. The NHS Team will then get the suppliers to provide their proposed solutions/pieces of kit on a layout. It was then proposed to overlay the original layout with the information from each of the suppliers in order that common themes/items can be identified i.e. best positions for services, etc. MS advised that the group 5 suppliers will ultimately change the position of services. DH reported that the layout would then be provided back as the spec that they need to price for therefore if services need to be moved then that would be the Group 5 Equipment Supplier cost, not NHS or BMCL. MS advised that his personal experience is that the specialist contractors always want things moved and additional items i.e. fan units, vent pipes.</p>	<p>-</p> <p>Provide details for Vectorfoil and link bridges</p> <p>Provide room layouts in CAD format</p>	<p>-</p> <p>AK</p> <p>DS</p>

Item No	Item	Discussion / Information	Action	Action by whom
4.	Programming (cont'd)	<p>MS noted that his previously experience of specialist contractors is having the environmental controls altered and requested additional ventilation. DH noted that the current rooms have been designed on the worst case scenario based on all 3 types of equipment and some of these parameters would be provided back to the supplier as part of the spec they would need to cost against. DH noted that the NHS Team had already eliminated an MRI machine as it had a ridiculously low vibration requirement. DH suggested that the NHS proposed way forward was preferable to stopping the construction of the 42 rooms until after the equipment had been purchased. DH reported that subsequent to the latest Group 5 Equipment meeting everyone had a clear understanding of the way forward. AS enquired about the options for producing a drawing which had all the supplier details superimposed onto the room layout. DH suggested that the NHS would need to use an external consultant experienced in using CAD and this could be Nightingale's. DS enquired if the NHS needed the dwg files of the full hospital and DH reported that it was only dwg files of the rooms which were required. DH reiterated that the suppliers would be requested to superimpose their services requirements i.e. power, water, etc, on to the room dwg as a layer. Each suppliers details are then superimposed onto a single drawing in order to identify the most suitable point for services. DP suggested that it was at this point that the NHS and BMCL would need to agree the way forward if 1 supplier requests something in a completely different place from the other suppliers and this was agreed. MS advised that consideration would also need to be given to the implications on machines of the commissioning i.e. supplier installs and runs and power drops off during BMCL commissioning. DH noted that the NHS were mindful that there were 6 pieces of transfer equipment. MS reported that the NHS would need to decide in what state the rooms should be left in for the transfer equipment. AS advised that he understood that the NHS and BMCL teams were liaising to agree the state that rooms should be left for the transfer equipment. MS advised that he wanted to mitigate the risk of there being running costs, damage, replacement costs. DH noted that for the MRI rooms there was an issue re the size of the rooms and the radiation shielding. The rooms were specified for a 3T magnet at 84m² in order that magnetic shielding was not required. The rooms at FBC were smaller on basis that BMCL would be providing magnetic shielding and the current design does not show any magnetic shielding, the rooms don't constrain the 5 gauss line. Normally the door and screen are provided by the RF supplier however not certain this is the case if there is a magnetic requirement. DS suggested that BMCL needed to understand what machine was being installed. DH noted that the brief and the requirement of the ER's is to provide for a 3T machine but that the size of the rooms had shrunk. DH noted that to test the room would require a simulation of a 3T magnet without the machine. AS advised that he would discuss with DR, DH and PM the requirements for obtaining specialist input to layer the specialist supplier proposals into 1 drawing.</p>	-	-
			Discuss requirement for specialist CAD input	AS/DR/DH/PM

Item No	Item	Discussion / Information	Action	Action by whom
5.	Design Groups			
	<i>YCF Furniture</i>	DS advised that BMCL were checking in conjunction with WSP the suitability of the proposed YCF Furniture to be located in the atrium.	-	-
	<i>Status of PG1 drawings</i>	PM noted that a meeting to discuss the status of the PG1 drawings had been scheduled to take place the following day (13/020/2013). DS enquired whether PM felt that if the changes are left that the building still functions. PM advised that there were some clashes which needed to be resolved but generally 50/60% of the changes would be ok.	-	-
	<i>Group 2 Equipment Delivery Process</i>	DH noted that the safe delivery process for the Group 2 Equipment was still to be agreed. DH would be liaising with RStewart for confirmation as to how many cages can be provided. AF had suggested that 150 cages would be advantageous as this would allow 50 on site, 50 in delivery and 50 being loaded for delivery. AS suggested that it should be investigated if it is possible for the NHS to be able to borrow some cages noting that they were not cheap to purchase. DH noted that the Group 2 equipment for the first zone is currently sitting at Hillington on pallets.	Delivery process to be agreed	AF/DH
	<i>Car Park 1</i>	DS enquired if there had been any dates circulated for BMCL to meet with the NHS to discuss Car Park 1. PM advised that the NHS reps are now attending the scheduled BMCL Car Park 1 meetings. PM noted that on the basis of the HV and substation levels the NHS would want to see the revised proposals for the ground floor and all the linkages into adjoining paths and hard landscaping. AK noted that he had met with Slrvine and GMcLatchie to look at the pinchpoints at the core. BMCL were looking at the levels of the drainage at the moment.	- Provide revised proposals for ground floor to NHS	- AK
6.	Construction Management	AK noted that the interface items were the link bridges, VIE, Tower crane removal, Labs crossing alterations, Hoardings at the labs (will be difficult getting vehicles turned). DS enquired who issues that invites for the Hospital Construction Site Progress meetings. PM noted that general design issues would be progressed in separate specific workshops as and when required. DH noted that there would not be a specific design section but would be as an agenda item. JB noted that it had been discussed and agreed at the HCSP meeting the previous day that design specific issues would be dealt with through specific workshops. JB suggested that the invites to this group would be limited to DS, JMurray and GBurnett.	- Issue invite to HCSP to DS, JM and GB	- SF
7.	Community Benefits	MS confirmed that he was preparing a response to the latest complaint letter for AS to provide to MBaxter. MS proposed to extract each point in the complainant letter and provide a response to each point. MS noted that the operative has worked on and off for J Findlay on the same terms and conditions on a rate that is higher than the SITB rate. MS noted that his point re sign boards had previously been addressed and BMCL had photo's of the boards. AS advised that he proposed to also include a cover letter of observations from the NHS and Capita. AS proposed to include a comments that there are a number of Health & Safety Managers on the site that any H&S issues could be raised with. AK noted that the accident was logged with the Health Surveillance.	Provide response to AS for forwarding to MBaxter.	MS

Item No	Item	Discussion / Information	Action	Action by whom
8.	AOCB <i>Resident Complaint re Dilapidation Survey</i>	AK noted that BMCL had responded to Mrs Hutchinson's letter regarding the change between the 2 dilapidation surveys i.e. anticipated dilapidation expected on a traditional built house over a 2 year period.	-	-
9.	Date and Time of Next Meeting	Tuesday 27 th February 2013 at 1.30pm.	For info	ALL

Notes from meeting held on 26th February 2013 at 1.30pm in the Boardroom, Top Floor

Present:	Action Note			
	Alan Seabourne (AS)	Alan Keeley (AK)	Darren Pike (DP)	Darren Smith (DS)
David Hall (DH)	Derek McFarlane (DMF)	Douglas Ross (DR)	Grant Wallace (GW)	John Ballantyne (JB)
Peter Moir (PM)	Shiona Frew (SF)			
Apologies:	Alasdair Fernie (AFe)	Mark McAllister (MMc)	Mike Sharples (MS)	

Item No	Item	Discussion/Information	Action	Action by whom
1.	Action Note from Previous meeting	Accepted as an accurate record	-	-
2.	Matters Arising			
	CFD Analysis	DH advised that he had met with DS to discuss the CFD Analysis and a position had been agreed. DH would forward on the CFD Analysis document to Buro once received from DS.	Provide CFD Analysis to DH Provide CFD Analysis to Buro	DS DH
	Section 56/96 (Hardgate Road)	DS noted that a meeting with GCC was being arranged on the basis of the diary availability for AS provided by AHirst.	-	-
	Specialist Equipment	AS advised that the NHS were awaiting a copy of the omissions/additions list. GW advised that the list was with MS for review prior to providing to NHS. JB agreed to provide the list asap.	Provide DCFP additions/omissions list to NHS	JB
	DCFP			
	Equipment List	DH advised that he had reviewed the Equipment List and had noted any changes on a separate tab. The spreadsheet was currently with FW so that FW could cross check the changes identified on the separate tab and would be provided to BMCL asap.	Provide marked up Equipment List to BMCL	DH
		DS noted that after the production group 05/06 drawing review Nightingales would be in a position to provide a more up to date and accurate list noting that Nightingale have advised that when a global change is made that these changes will appear on drawings that are still to be reviewed, .i.e. a global change to something in a DSR will see the change made to all DSRs.		
		DS noted that a final equipment list was anticipated to be provided to BMCL on 9 th August 2013 and the Production Group 06 Equipment list would be provided to BMCL on 12 th April 2013. BMCL proposed to provide the NHS with the PG06 Equipment List at the beginning of May 2013. JB noted that BMCL needed 2 weeks between receiving the equipment list and providing to the NHS in order that an internal review can be undertaken by BMCL and Mercury. AS advised that a report regarding the equipment was scheduled to be provided to the NHS Board in August and enquired how accurate the April list would be. DH noted that the Production Group 06 drawings covered essentially all of the podium areas therefore the April list would not take account of any changes to mainly the wards so the equipment list would be pretty accurate. DH suggested that a manual override of the April equipment list through to August 2013. DS suggested that if there were no changes to the PG06 drawings then the equipment list would be okay.		

Item No	Item	Discussion / Information	Action	Action by whom
2.	Matters Arising <i>ZBP Information</i>	AS noted that he had not received a recent update regarding the status with ZBP and he had attended a Board meeting the previous day and was required to provide an update. AS requested that BMCL advised AS/PM formally of the current status. BMCL should highlight any distraction from the original contract. AS requested that BMCL provide a formal update to AS/PM by 4 th March 2013.	Confirm way forward to ensure no loss of information	MS
	<i>Arts Group</i>	PM advised that a meeting to discuss outside shelters had taken place the previous day. The outside shelters proposals were due to submitted to the NHS for sign off soon. PM was now more comfortable that the revised outside shelters proposal was appropriate and achievable within the cost plan. PM noted that he had a concern regarding the Beacon project however he had stressed that there would be no extra funding available therefore the Beacon project needed to be delivered within budget.	-	-
	<i>Dignified Spaces</i>	AS noted that he had been advised that there were a number of rooms which were to have been decorated by BMCL to a higher standard and that YCF had subsequently proposed to decorate a number of these rooms. The NHS team had thought that the BMCL could change their enhancements to other rooms and AS was disappointed to be advised that this would not be possible. JB advised that it was not possible to change the enhancements to other rooms due to the timing of this request. PM acknowledged that the design for the dignified spaces was pretty well advanced. PM noted that it was proposed that the YCF would come in after Post Completion to enhance a number of rooms as had previously happened in the New Lab Facility.		
	<i>Energy Centre</i>	AS raised concern that the Energy Centre may not be handed over on the agreed date and that he could not be put in a position whereby he had to advise the NHS Board that the date for the Energy Centre had changed again. DP noted that Scottish Power had to re do their cable works due to using the wrong duct. The actual works were not an issue however the co-ordination of all the relevant parties on-site on the appropriate date(s) to carry out their works was the difficulty i.e. Scottish Power, Hawker Sidley, Schneider. It was noted that the Energy Centre was still on schedule for an 18 th April 2013 handover to the NHS. DP noted that Scottish Power had admitted responsibility for installing the cable in the wrong duct and are not causing any issues about resolving the issue. AS advised that he needed to know on a day to day basis if the works to achieve the 18 th April 2013 were not meeting their deadlines. DH enquired about the arrangements for the black-start. DP advised that DWilson was liaising with IPowrie to schedule the black-start. DH raised concern if it was proposed to carry-out the black-start on a Monday as the first Monday in April was Easter Monday and the 8 th April was too close to the actual handover date. DP advised that he was comfortable that the 1 st day available be used i.e. Tuesday 2 nd April 2013 (am). AS noted that the NHS via IPowrie were to provide proposed dates for the black-start and AS suggested that this needed to be during the 1 st week of April 2013.		
	<i>VIE</i>	AK advised that BMCL were awaiting a drawings regarding the proposed layout for the VIE. PM advised that he had just received a drawing from KStewart which included a proposal for the VIE. AK advised that he needed to check that the plant replacement strategy proposals are incorporated into the drawing appropriately.	Provide VIE drawing to AK	PM
	<i>IT Cabling between Hub Rooms</i>	DH noted that the NHS were not progressing the IT Cabling between the hub rooms.	Item closed	-

Item No	Item	Discussion / Information	Action	Action by whom
2.	Matters Arising <i>Window Mock-up</i>	PM advised that the NHS Team were comfortable with the reviewed window mock-up however the colour of the wand, etc was still to be agreed. PM noted that a formal response would be provided to BMCL asap.	Provide response to BMCL	PM
	<i>Exemplar Rooms – Availability</i>	DP noted that dates were awaited from BMCL for when exemplar rooms will be available for NHS review and that JWales was confirming these dates. DH advised that the Exemplar Rooms had been discussed as part of the recent completion criteria meeting and that JW had agreed to confirm dates.	Provide dates when Exemplar Rooms will be available for NHS checking	DP/JW
	<i>Car Park 1</i>	AS enquired if BMCL had a programme for the pre-piling works. AK advised that he wanted the compound, hoarding and turnstiles moved by the end of March 2013. AS enquired if this information was already on a programme. DH noted that this information was not detailed on the programme as activities i.e. moving hoarding. AK agreed to provide a programme which includes all the activities related to Car Park 1.	Provide programme which includes the pre-piling activities	AK
	<i>Atrium Link Bridge</i>	AK noted that there were 2 pours scheduled to be carried out the next day (27/02/2013).		

Item No	Item	Discussion / Information	Action	Action by whom
2.	Matters Arising <i>Children's Park/Car Park road</i>	It was noted that the access road to the car park cuts across the end of the park and therefore restricts access to get into the Children's Park. DH noted that the NHS could not open the car park until the hospitals open.	-	-
	<i>Relocation of Oil Tanks</i>	AS enquired about the relocation of the oil tanks. DH noted that the oil tanks can only be moved once the access to the Energy Centre is available as it had been agreed to retain the hoarding in its present location so to restrict the access to this area for H&S purposes.	-	-
3.	Commercial Group			
	<i>ZBP</i>	AS advised that he would be attending a NHS Board meeting on 15 th February 2013. AS was aware that Lynne Scott was working with Ben Keenan to look over the novation agreement however he was not aware of the timelines of what is happening and the detail of what needs to happen. MS advised that Brian Maybury of Wallace Whittle had organised to sign the sale document that afternoon however there were a few items still to be concluded. AS enquired if Lynne Scott had changed anything. MS advised that the due diligence had been carried out and the last note that MS had received was that the sale document would be signed later that day. AS enquired what would happen if Lynne Scott was not happy with the novation agreement would the NHS have input to this. JB noted that the novation agreement was a BMCL agreement and that Lynne Scott would have no input to this however Lynne Scott would need to be satisfied that the collateral warranties were appropriate. DR requested that BMCL provide an overview of the timelines for concluding the novation agreement and obtaining the collateral warranties. AS enquired what the ZBP reps were currently doing. DP noted that ZBP were not currently trading however some of the staff were still going into work at the ZBP offices off their own backs and BMCL had managed to receive some information from ZBP reps. DP noted that BMCL estimated that the		

		<p>project required a core of 4/5 people to continue on the project and not 15 as initially anticipated. MS suggested that it was thought that Wallace Whittle were buying the business with circa 15 core reps and that all the reps had been offered a post the previous week. MS agreed to continue to provide updates to AS.</p>	Continue to provide updates re ZBP novation	MS
	Cashflow	<p>JB noted that BMCL were continuing to finalise the Cashflow information for DR as requested. AS enquired if there was any risk that BMCL would not be able to achieve the Cashflow and JB confirmed that BMCL were focussed on ensuring the £185m cashflow is achieved. DR noted that he had carried out an analysis in order to identify why the previous cashflow had been down and had identified that the spend had been cut off at the end of December and BMCL had asked that Mercury re-run their costs to end January 2013 to ensure all invoices are included.</p>	Provide update at next meeting	DR/JB

Item No	Item	Discussion / Information	Action	Action by whom
4.	Programming	<p>AK advised that 3 pours had been carried out to the link bridge i.e. levels 12, 11 and 10 and it was hoped to get another 2 pours carried out on 14th February 2013. The concrete pours were now being carried out using the pump boom which was easier. It was anticipated that the link bridge concrete works would be completed by 22nd February 2013. BMCL had worked extended hours on a Saturday to make up for the bad weather to ensure that everything in place to allow Structal to start on site on 20th February 2013. BMCL had taken delivery of the 2nd lot of panels from France (18 panels). The peri screens were getting lifted up and Structal were installing the brackets. There were a lot of ground floor slab concrete works going on. External works at the hub road are ongoing and BMCL are looking to complete these works asap in order to get the new access road in so can move the cabins across in March 2013. AK suggested that 86%(value of works) of the packages had been procured. The hoists were being installed and works to the beneficial use lifts were progressing well. DH enquired when the NHS Team would receive the first draft of the commissioning programme in order that the NHS can appropriately resource. DH noted that DH had discussed the gases commissioning earlier that day. DP noted that it was proposed that DP and DWilson provide a presentation to the NHS Team on the philosophy, structure, process from now until the end of the job. DP suggested that the presentation would last circa 3hours and it was agreed that DP will link with SF to identify a suitable date/time. The presentation would allow the programmes to be fully understood. AS enquired who should attend this session from the NHS and DP suggested that it should be anyone who will have an involvement in the commissioning or sign-off activities. MS suggested that the Medical Gas Rep should also attend this session. DH enquired if the Medical Gas rep was the AP or the Pharmacist. MS suggested that it should be the Pharmacist (rep who would deal with the sign-off of the purity testing). AS noted that the Pharmacist had already contacted AS for a programme so that she could identify the resources required. PM suggested that the Pharmacist may be planning to use an external organisation. PM suggested that as the Pharmacist had recently concluded works at the</p>	-	-

		<p>EMC that she had a gauge on what resource is required.</p> <p>DH advised that he was awaiting the details for the Vectorfoil roofing and also the detail of the link bridges to the existing structures/hospital. AK advised that he would liaise with JMurray for the detail of the link bridges.</p> <p>AS requested that BMCL be clear about what there expectation regarding Group 5 equipment is. DH noted that the current position is that the NHS Team is expecting BMCL to deliver drawings in a format that can be provided to NHS Group 5 Equipment suppliers i.e. autocads. DH had spoken to RStewart the previous day and are working on way to ensure no breach of procurement rules. The NHS Team will then get the suppliers to provide their proposed solutions/pieces of kit on a layout. It was then proposed to overlay the original layout with the information from each of the suppliers in order that common themes/items can be identified i.e. best positions for services, etc. MS advised that the group 5 suppliers will ultimately change the position of services. DH reported that the layout would then be provided back as the spec that they need to price for therefore if services need to be moved then that would be the Group 5 Equipment Supplier cost, not NHS or BMCL. MS advised that his personal experience is that the specialist contractors always want things moved and additional items i.e. fan units, vent pipes.</p>	<p>Provide details for Vectorfoil and link bridges</p> <p>Provide room layouts in CAD format</p>	<p>AK</p> <p>DS</p>
Item No	Item	Discussion / Information	Action	Action by whom
4.	Programming (cont'd)	<p>MS noted that his previously experience of specialist contractors is having the environmental controls altered and requested additional ventilation. DH noted that the current rooms have been designed on the worst case scenario based on all 3 types of equipment and some of these parameters would be provided back to the supplier as part of the spec they would need to cost against. DH noted that the NHS Team had already eliminated an MRI machine as it had a ridiculously low vibration requirement. DH suggested that the NHS proposed way forward was preferable to stopping the construction of the 42 rooms until after the equipment had been purchased. DH reported that subsequent to the latest Group 5 Equipment meeting everyone had a clear understanding of the way forward. AS enquired about the options for producing a drawing which had all the supplier details superimposed onto the room layout. DH suggested that the NHS would need to use an external consultant experienced in using CAD and this could be Nightingale's. DS enquired if the NHS needed the dwg files of the full hospital and DH reported that it was only dwg files of the rooms which were required. DH reiterated that the suppliers would be requested to superimpose their services requirements i.e. power, water, etc, on to the room dwg as a layer. Each suppliers details are then superimposed onto a single drawing in order to identify the most suitable point for services. DP suggested that it was at this point that the NHS and BMCL would need to agree the way forward if 1 supplier requests something in a completely different place from the other suppliers and this was agreed. MS advised that consideration would also need to be given to the implications on machines of the commissioning i.e. supplier installs and runs and power drops off during BMCL commissioning. DH noted that the NHS were mindful that there were 6 pieces of transfer equipment. MS reported that the NHS would need to decide in what state the rooms should be left in for the transfer equipment. AS advised that he understood that the NHS and BMCL teams were liaising to agree the state that rooms should be left for the transfer equipment. MS advised that he wanted to mitigate the risk of there being running costs, damage, replacement costs. DH noted that for the MRI rooms there was</p>	-	-

an issue re the size of the rooms and the radiation shielding. The rooms were specified for a 3T magnet at 84m² in order that magnetic shielding was not required. The rooms at FBC were smaller on basis that BMCL would be providing magnetic shielding and the current design does not show any magnetic shielding, the rooms don't constrain the 5 gauss line. Normally the door and screen are provided by the RF supplier however not certain this is the case if there is a magnetic requirement. DS suggested that BMCL needed to understand what machine was being installed. DH noted that the brief and the requirement of the ER's is to provide for a 3T machine but that the size of the rooms had shrunk. DH noted that to test the room would require a simulation of a 3T magnet without the machine. AS advised that he would discuss with DR, DH and PM the requirements for obtaining specialist input to layer the specialist supplier proposals into 1 drawing.

Discuss requirement for
specialist CAD input

AS/DR/
DH/PM

Item No	Item	Discussion / Information	Action	Action by whom
5.	Design Groups			
	<i>YCF Furniture</i>	DS advised that BMCL were checking in conjunction with WSP the suitability of the proposed YCF Furniture to be located in the atrium.	-	-
	<i>Status of PG1 drawings</i>	PM noted that a meeting to discuss the status of the PG1 drawings had been scheduled to take place the following day (13/020/2013). DS enquired whether PM felt that if the changes are left that the building still functions. PM advised that there were some clashes which needed to be resolved but generally 50/60% of the changes would be ok.	-	-
	<i>Group 2 Equipment Delivery Process</i>	DH noted that the safe delivery process for the Group 2 Equipment was still to be agreed. DH would be liaising with RStewart for confirmation as to how many cages can be provided. AF had suggested that 150 cages would be advantageous as this would allow 50 on site, 50 in delivery and 50 being loaded for delivery. AS suggested that it should be investigated if it is possible for the NHS to be able to borrow some cages noting that they were not cheap to purchase. DH noted that the Group 2 equipment for the first zone is currently sitting at Hillington on pallets.	Delivery process to be agreed	AF/DH
	<i>Car Park 1</i>	DS enquired if there had been any dates circulated for BMCL to meet with the NHS to discuss Car Park 1. PM advised that the NHS reps are now attending the scheduled BMCL Car Park 1 meetings. PM noted that on the basis of the HV and substation levels the NHS would want to see the revised proposals for the ground floor and all the linkages into adjoining paths and hard landscaping. AK noted that he had met with Slrvine and GMcLatchie to look at the pinchpoints at the core. BMCL were looking at the levels of the drainage at the moment.	- Provide revised proposals for ground floor to NHS	- AK
6.	Construction Management	AK noted that the interface items were the link bridges, VIE, Tower crane removal, Labs crossing alterations, Hoardings at the labs (will be difficult getting vehicles turned). DS enquired who issues that invites for the Hospital Construction Site Progress meetings. PM noted that general design issues would be progressed in separate specific workshops as and when required. DH noted that there would not be a specific design section but would be as an agenda item. JB noted that it had been discussed and agreed at the HCSP meeting the previous day that design specific issues would be dealt with through specific workshops. JB suggested that the invites to this group would be limited to DS, JMurray and GBurnett.	- Issue invite to HCSP to DS, JM and GB	- SF
7.	Community Benefits	MS confirmed that he was preparing a response to the latest complaint letter for AS to provide to MBaxter. MS proposed to extract each point in the complainant letter and provide a response to each point. MS noted that the operative has worked on and off for J Findlay on the same terms and conditions on a rate that is higher than the SITB rate. MS noted that his point re sign boards had previously been addressed and BMCL had photo's of the boards. AS advised that he proposed to also include a cover letter of observations from the NHS and Capita. AS proposed to include a comments that there are a number of Health & Safety Managers on the site that any H&S issues could be raised with. AK noted that the accident was logged with the Health Surveillance.	Provide response to AS for forwarding to MBaxter.	MS

Item No	Item	Discussion / Information	Action	Action by whom
8.	AOCB <i>Resident Complaint re Dilapidation Survey</i>	AK noted that BMCL had responded to Mrs Hutchinson's letter regarding the change between the 2 dilapidation surveys i.e. anticipated dilapidation expected on a traditional built house over a 2 year period.	-	-
9.	Date and Time of Next Meeting	Tuesday 27 th February 2013 at 1.30pm.	For info	ALL

Notes from meeting held on 12th March 2013 at 1.30pm in the Boardroom, Top Floor**Action Note****Present:**

Douglas Ross (DR)

Alan Seabourne (AS)

Grant Wallace (GW)

Alan Keeley (AK)

John Ballantyne (JB)

David Hall (DH)

Peter Moir (PM)

Darren Pike (DP)

Shiona Frew (SF)

Apologies:

Mike Sharples (MS)

Alasdair Fernie (AFe)

Darren Smith (DS)

Derek McFarlane (DMF)

Mark McAllister (MMc)

Item No	Item	Discussion / Information	Action	Action by whom
1.	Action Note from Previous meeting	Accepted as an accurate record.	-	-
2.	Matters Arising			
	<i>CFD Analysis</i>	DH advised that he was awaiting the updated CFD Analysis document from DSmith. DH would progress with DSmith when DSmith returns back from leave.	CFD Analysis to be concluded	DS /DH
	<i>Section 56/96 (Hardgate Road)</i>	AS noted that a meeting with GCC had been scheduled to take place on 27 th March 2013.	-	-
	<i>DCFP</i>	DH noted that a meeting had been scheduled for later that day with FWraht and MMacleod to finalise the door access control requirements. JB reported that he had provided FWraht with a set of drawings to assist this process.	Finalise DCFP door access requirements	DH
	<i>Equipment List</i>	DH noted that he had reviewed the Equipment List and had added a separate tab which identifies the changes. The Equipment List was currently with FWraht for cross checking and would be provided to BMCL asap (possibly later that afternoon)	Provide marked-up equipment list to BMCL	DH
	<i>ZBP</i>	AS noted that the information was with the Board's Legal Adviser for checking. JB advised that the NHS Legal Adviser had been closely liaising with Ben Keenan (BK) to ensure that the NHS comments were incorporated in the new documentation.	Provide status update at next meeting	JB/AS
	<i>Arts</i>	PM noted that the Arts Group projects were work in progress.	-	-
	<i>Energy Centre</i>	AS advised that he had written to MS and spoken to DP and that it was imperative that there was no delay to the 18 th April 2013 handover date. AS noted that the NHS Estates Rep had advised that he proposed to start disassembling the Gartnavel Generator for transfer on the 18 th April 2013.	-	-
	<i>VIE</i>	PM noted that a meeting between BMCL and the NHS was being organised to enable an understanding of the programme and current proposals. AK advised that WSP had enquired whether a site investigation survey should be carried out for both the new borehole and the VIE. AK had notified WSP that this was too short notice and AK was pursuing JMurray for a copy of the VIE layout drawing. AS advised that the NHS needed to understand the compound layout and whether a blast wall is required. DP reported that the VIE needed a 'gas diversion' wall (8m). AS suggested that the site AE (Alex Black) would need to agree what type of wall is constructed.	.	

Item No	Item	Discussion / Information	Action	Action by whom
2.	Matters Arising			
	<i>VIE (cont'd)</i>	AS requested that BMCL be economical with the space which the VIE utilises i.e. if don't need a road surrounding the VIE then don't have a surrounding wall if the vehicle can reverse up to the VIE. AK suggested that the current proposal showed the VIE road incorporated with the Car Park road. AS advised that the NHS required a programme asap. AK advised that he could provide an indicative start date. AS enquired when BMCL needed the VIE in situ by and DP advised that the VIE was required for Quarter 1, 2014. AS enquired if Planning permission would be required for the VIE. DH suggested that the Construction programme identified a start date of August 2013. AS requested that BMCL check whether planning permission was required. DH noted that the type of structures requiring consent had been recently revised/updated. DH suggested that the proximity of the VIE to the neighbouring households may lead to GCC requesting Neighbourhood Notification be carried out.	Check whether Planning permission is required Consideration to be given to VIE space requirements	DP/AK AK
	<i>Window Mock-up</i>	AK advised that he was awaiting confirmation as to when the window mock-up can be removed from the Labs and incorporated into the hospital building and he understood that KC was requiring it to be moved asap. AK advised that if the mock-up could not be incorporated into the building timeously then he would find alternative storage for the window. DH noted that the wand was at a slight angle. AK noted that the reason for the wand being at an angle so that the wand retainer can be fitted to the frame rather than the bead. AS noted that the window/window blinds in critical care (TDSL) were excellent.	-	-
	<i>Exemplar Rooms</i>	DP advised that BMCL have an internal programme to make sure that everything is being closed off appropriately which would be shared with the NHS Project Team within the next few weeks. DH enquired if the BMCL programme included all the NHS sign-offs i.e. hoists, as the Project Team may wish to call in NHS reps to review/sign off items (moving and handling for hoist sign-off). DP advised that the internal programme will be reviewed to check that NHS sign-off dates are included.	Check programme includes dates for NHS sign-off	DP
	<i>Car Park 1 Works</i>	AS noted that the NHS were awaiting the programme for the pre-piling activities. AK noted that the programme was being finalised in electronic format. AS requested a copy of the programme for later that day and AK confirmed that he would provide the programme.	Provide copy of Car park 1 enabling works	AK
	<i>Vectorfoil Details</i>	It was noted this item would be progressed as soon as DS returns from annual leave	Provide Vectorfoil construction detail to NHS	DS
	<i>Link Bridge</i>	AK advised that the link bridges were out to tender. He had met with JD Pierce to discuss potential of installing the link bridges as pre-fabricated sections to be lifted into place. Consideration was being given to the need for the link bridge at Maternity to be more traditionally built as this bridge needed to take the weight of an MRI. Due to the bridges currently being out to tender the programme and detail of the works was not available at this time. AK noted that he had received the programme for the Teaching & Learning Centre works which suggested 1 day for the T&L Centre link bridge. DH advised that this single day was for the link bridge to be lifted into place. AS suggested that consideration should be used to utilising the space being created for the new T&L centre construction. BMCL could possibly use the space for laying down the link bridge. AS requested that BMCL provide indicative dates for the road closure so that discussions with the SGH Site reps can be commenced.	- Provide indicative dates for road closures	- AS

Item No	Item	Discussion / Information	Action	Action by whom
2.	Matters Arising			
	<i>Group 5 Specialist Equipment</i>	PM noted that he had received the CAD layouts from BMCL. PM had limited success in opening the CAD drawings. The drawings would be copied to discs and provided to potential suppliers.	-	-
	<i>Magnetic Shielding</i>	DH advised that he understood that BMCL had contracted with a sub-consultant to provide specialist MRI advice. Once BMCL provide this expert advice it will be discussed with the NHS Project Team Medical Physics colleagues. JB advised that the consultant had been contracted to ensure that appropriate shielding is installed. AS advised that the discussion with the NHS Reps would need to be managed. JB advised that the advice was being provided by the company who actually installs the shielding. AS suggested that consideration should be given to the BMCL consultant preparing the requirements in partnership with the NHS MRI Reps.	-	-
	<i>Non-status A drawings</i>	PM advised that he had reviewed 2 packs of drawings and returned them to BMCL. The issue re non A-status drawings was minor and in many instances involved a small piece of kit being moved. PM would review and return the remaining packs asap.	-	-
	<i>Equipment Group 2 - Deliveries</i>	JB noted that the delivery of the group 2 equipment was occurring however there was an issue regarding the delivery of the dispensers which did not fit on site. DH advised that it had been agreed that the NHS would review this issue on site. DH noted that there was also an issue regarding the time to check the deliveries and that BMCL were accepting the goods from the NHS as unchecked. DH suggested that consideration should be given as to whether the goods can be checked by a BMCL rep at the Hillington store before being delivered to site. PM advised that he would organise with KConnelly to review the dispenser issue on site.	Review dispenser issue on site	PM
	<i>Aseptic Suite</i>	DH advised that he had contacted Lynn Morrison and was awaiting a response. LM had advised that she was going to liaise with her line manager prior to providing a response to the NHS Project Team. DH advised that BMCL were looking to order the plant asap. DH advised that he would chase LM for a response asap.	Pursue response from LM	DH
	<i>Piling - Update Report</i>	AS confirmed receipt of the piling update from BMCL. JB enquired if AS wanted a summation of the information previously provided to DH. AS advised that he had written to JB asking for a fuller report, for example, no of piles, insurance process, BMCL view of situation, how much money has been spent to date on the process and how much more money is expected to be spent. JB advised that the spend to date was circa £2.1m. DR noted that he had received a breakdown of the spend to date. JB provided a hard copy of the cost information summation.	-	-
		JB suggested that there was still an element to be repaid by the loss adjustor for the "cost of a pile". JB advised that there is a difference in an opinion in how to calculate the cost of a pile. GW advised that BMCL needed to identify the other costs associated with the cost per pile as currently calculated on the basis that it was only Skanska on site i.e. did not include for the cost of BMCL personnel being on site and not being able to progress works.	-	-
		AS enquired what the BMCL expectation of the amount of money which would be recouped against spend and JB suggested that it was hoped that £1.5m could be recouped (60p for each £1).	-	-

Item No	Item	Discussion / Information	Action	Action by whom
2.	Matters Arising <i>Ground Water Monitoring</i> <i>Labs – Sedum Roof</i>	<p>AS advised that he was awaiting the final assessment results from March from DS. Subsequent to the receipt of the results a meeting was to be organised with BMCL, WSP, URS, AS, DH and PM to discuss the way forward.</p> <p>AK noted that he had met with WMorrison (Praters). WMorrison had advised that everything was organised through Paul Allan. AK told WMorrison that works could not be progressed until AK had received the programme, action plan for remedial works and method statements. AK advised WMorrison that he would need to share this information with the NHS Project Team in advance of works being commenced. AK provided an overview of some of the issues AK had with the proposals i.e. WMorrison proposed to use a lift to transport scaffolding. PM enquired if Prater could not use a crane to transfer the spoilt roof and new materials on/off the roof. AK reported that he didn't think there would be any issue in putting up a gantry to get the materials from level 3 to 4.</p> <p>AK noted that there were to be 3 horticulturists on site carrying out the remedial works.</p>	<p>Organise meeting on receipt of March assessment results</p> <p>Liaise with PM re proposals for remediation works</p>	<p>AS/SF</p> <p>AK</p>
3.	Commercial Group	<p>It was confirmed that there was no issues requiring input by PMG members to resolve.</p> <p>JB noted that BMCL would issue a cashflow document issued later that day and requested that the assessment be processed by the NHS asap. DR advised that he would put steps in process to ensure that the assessment was processed asap.</p> <p>DR noted that the NHS had received the Early Warning claim for £149k for Adverse Weather. AS raised concern that BMCL had not flagged any of the weather issues at the time. DR advised that he would provide a response to BMCL regarding the EW Adverse Weather claim.</p> <p>PM enquired if the Car Park cashflow was proportionally down and JB advised that the CP cashflow was satisfactory and that the £500k included the enabling/mobilisation works. AS noted that the programme for the car park enabling works was required so the NHS can contractually pay for the works.</p> <p>AS enquired about the £60k for the purchase of the model was a disallowable cost and JB noted that the costs had been included. GW noted that BMCL had previously withheld £20k drawdown for 2 months however the appropriate fees to ZBP had now been paid i.e. 2 x £20k drawdown and £60k for the model.</p>	<p>-</p> <p>Ensure payment processed asap</p> <p>Provide response to BMCL re adverse weather</p> <p>-</p> <p>-</p>	<p>-</p> <p>DR</p> <p>DR</p> <p>-</p> <p>-</p>
4.	Programme • 6 week look-ahead	<p>DH advised that GT was in the process of reviewing the recently provided programmes. GW noted that should GT have any issues then he usually liaised directly with ABebbington. DH noted that any issues with the programmes are also raised at the Hospital Construction Progress meetings. PM advised that the programmes are reviewed each month and any comments are provided to BMCL.</p>	-	-

Item No	Item	Discussion / Information	Action	Action by whom
4.	Programme (cont) • 6 week look-ahead	AS enquired about the diversion works at the Labs Building. AK advised that the diversion works were being discussed through the weekly Construction Interface Group (CIG). Paul McGuinness was investigating the best ways to break out the VIE ramp due to the proximity to SGH Theatres and the anticipated noise and vibration issues. BMCL had installed the ramp to the decontamination access. The ramp to half-way up the VIE ramp had been cast in concrete. AK had raised at the CIG that he would be requiring a meeting with NHS Reps to discuss the phasing of works i.e. car park 1, children's park post completion of stage 3, etc. AK suggested that the Children's Park would need to be completed at some point between handover and occupation. To carry out the children's park would require cabins to be removed, SUDS to be finalised. DH noted that there were no programme issues raised at the HCSP meeting the previous day. AK reported that he was keen that the design details of the VIE, Helipad and Link Bridge are progressed to conclusion. AS advised that he had written to JB regarding the BMCL Helipad proposals and would be arranging a meeting with the NHS consultants to confirm whether their view regarding the way forward accorded with the BMCL view. AS reported that consideration needed to be given to a) the tender for the helicopter rescue services had missed previous target dates, b) the current NHS Helipad was on a month by month lease basis and c) the heliport to be built was owned by Bond. There are issues with the Air Ambulance landing at the airport i.e. helicopter needs to wait until any fixed winged aircraft have landed which can add time onto the patients journey. AS needed to speak to Phil Munro to check whether he could make a decision on the helipad or whether there was an NHS expert which would need to be liaised with. AS requested that BMCL await a response from AS regarding the outcome of the meeting with Phil Munro, AS suggested that he may have to request that BMCL provide a helipad capable of taking a 15tonne helicopter.	Provide feedback from meeting with Phil Munro	AS
5.	Design Groups <i>BMCL Value Engineering List</i>	<p>JB noted that he wished to meeting asap with PM in order that he can understand which aspects of the list can legitimately be pursued for the true benefit of the project .i.e. why is 2 escalators required – could remove the down escalator and use the lifts more. DH suggested that the 2nd escalator was required for a) a resilience solution and b) because without the 2 escalators the lifts did not achieve the desired numbers. DP suggested that the traffic analysis was predicated on getting people to the level 1 canteen.</p> <p>DH noted that it had been enquired whether there is a low energy saving device on the escalator that automatically stop the escalator moving when not being used and DP advised this this was not proposed due to the negligible benefits of this system.</p> <p>AS enquired whether the NHS should be considering removal of 1 of the escalators. JB noted that both the escalator and metal stair could be accommodated at this time. DH suggested that a metal stair case may not be possible due to the height potentially requiring a landing which would therefore move the start of the staircase closer to the door.</p> <p><u>Paint Finish</u> – AS advised that he had viewed the finish on site and was satisfied with the finish. AS enquired if the paint would get a glazed coat. GW suggested that the spec would need to be checked. JB suggested that the paint finish proposal was a 4 coat product. DH suggested that the paint finish consisted of a primer coat, base coat, mottle coat and glaze finish. JB agreed to confirm the spec for the proposed paint finish.</p> <p>JB advised that he would meet with PM asap to discuss the BMCL VE list.</p>	<p>-</p> <p>-</p> <p>Investigate if appropriate space for alternate stair if escalator removed</p> <p>Confirm paint spec (glaze finish)</p> <p>Meet with PM</p>	<p>-</p> <p>-</p> <p>JB</p> <p>JB</p> <p>JB</p>

Item No	Item	Discussion / Information	Action	Action by whom
5.	Design Groups			
	IT Group	DP advised that IT discussions were on-going to resolve any issues. The computer rooms were currently being agreed with IT Reps. DH noted that there had been an issue regarding the floor loadings however this is being worked through. DP noted that the temporary networks should be up in a few months time.	-	-
6.	Construction Management	AK advised that he would liaise with PM regarding the Car Park 1 egress. AK noted that as part of the Car Park 1 enabling works the offices car parking would be shut from 25th March 2013. AK provided an overview of the new car parking arrangements for the NHS Team.	Liaise with PM re Car Park 1 egress -	AK -
7.	Community Benefits	AK noted that there had been no recent issues raised by the local residents. AK noted that there had been no further responses to the dilapidation surveys. AS requested that AK provide a copy of the letter issued to Mrs Hutchison.	- Provide copy of BMCL response to Mrs Hutchison	- AK
8.	AOCB			
	<i>Ministerial Visit</i>	AS advised that John Swinney had recently visited the site. The focus of the visit was Community Benefits and he was satisfied with the progress achieved by BMCL.	-	-
	<i>Unite the Union</i>	AK noted that there had been circa 5 Unite reps at the BMCL gates on 8 th March 2013. The current Unite focus was on black-listed companies. AK suggested that Unite had failed to hold a surgery when they had the opportunity to do so.	-	-
	<i>Scottish Government Enquiry</i>	It was noted that a response had been sent to Ian Waugh in relation to the recent query regarding rates of pay.	-	-
9.	Date and Time of Next Meeting	Tuesday 9 th April 2013 at 1.30pm	For info	ALL

ACTION NOTE

Present:
Darren Smith (DS)
Mark McAllister (MM)
Apologies:

Alan Seabourne (AS)
Derek McFarlane (DMF)
Peter Moir (PM)
Alasdair Fernie (AF)

Alan Keeley (AK)
Douglas Ross (DR)
Shiona Frew (Notes)
Mike Sharples (MS)

David Hall (DH)
Grant Wallace (GW)

Darren Pike (DP)
John Ballantyne (JB)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action note from previous meeting	Accepted as an accurate record of the previous meeting	-	-
2.	Matters Arising			
	CFD Analysis	DH advised that he had received the CFD Analysis document from DS and had subsequently forwarded this document to Buro Happold for review/comment. A response from Buro Happold was expected to DH by 12 th April 2013.	Provide progress update	DH
	DCFP	DH advised that the DCFP requirements had all been agreed.	Item closed	-
	Equipment List	DH advised that the marked up Equipment List had been provided to GW. DH and GW would discuss the group changes.	Discuss the equipment group changes	DH/GW
	ZBP Administration	AS noted that he had been advised that the NHS Legal representative had the warranty agreement for signature by AS.	-	-
	VIE	AS enquired whether BMCL expected that planning permission was required for the VIE compound. DS advised that the VIE had been shown on the master-plan drawings provided to GCC therefore he expected that by providing supplementary detail to GCC would mitigate the need for a planning application. AS agreed with this approach however requested that the detail is provided to GCC early to ensure adequate time in case GCC do request a planning application.	Provide VIE detail to GCC at an early date	DS
		AS advised that the NHS Team needed to understand the VIE layout. AK advised that he had a full pack of drawings relating to the VIE. AS requested that AK check whether the NHS had provided an indication of the number of cylinders to be stored and AK agreed to check this.	Confirm whether NHS have provided an indication re the number of cylinders to the stored	AK
		AS advised that the NHS Team needed the detail of the different types of manifold i.e. nitrous. DP noted that there would be nitrous and air and that 1 manifold would be put in a courtyard as feeds 1 room in zone A. AS enquired if the manifold was 4 bar and DP suggested that it may be 7 bar. DP noted that the compressed air plant would be located in the plant rooms which would be where the manifold would also be.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising			
	<i>VIE (cont'd)</i>	DS noted that it was his understanding that no blast wall was required however a diversion wall is required if within 8m. BMCL were progressing as per regulations. DP confirmed that BMCL would not liaise with Alex Black and would allow the NHS Team to organise any dialogue.	-	-
		MMc suggested that if there was no planning requirement for the VIE then there would be no need to undertake a Neighbourhood Notification. AS suggested that the neighbourhood should be advised that there site investigation works due to be undertaken in respect to the Car Park	Advise neighbours of site investigation works to be carried out	MMc
	<i>Exemplar Rooms</i>	DP advised that BMCL had looked through the first tranche of rooms i.e. critical care, theatres. It was proposed to rollout a review of the rooms to the NHS in due course noting that some of the NHS Project Team members had started having a walk-round. AS noted that he had no plans to take any NHS reps round the building for the near future. DH advised that a plan was awaited from BMCL by 19 th April 2013. AS enquired if a regen room in CCU had been completed and this was confirmed.	Provide plan for NHS review of exemplar rooms	DP
	<i>Car Park 1 works</i>	AS enquired about the enabling works for Car Park 1. AK advised that the piling works would commence on 29 th April 2013 and a programme of the enabling had been provided to the NHS Team. AK noted that the turnstiles were currently not working and he had been advised this was due to a corrupted computer.	-	-
	<i>Vectorfoil details</i>	DH advised that he was awaiting the Vectorfoil details. DS advised sought clarity about what was awaited. DH confirmed that the Vectorfoil construction details were awaited.	Provide Vectorfoil details	DS
	<i>Road closures (Link Bridge)</i>	AS noted that he was expecting an early indication of when the blue light route would need to be closed. AK advised that the current programme indicates November for the construction of the link bridges but it was hoped to bring the works forward. Consideration was being given to the Teaching and Learning Centre and demolition programmes. AS advised that the NHS Team will work round BMCL requirements and that the NHS were proposing to do the demolition works potentially in May 2013. The construction of the Teaching & Learning Centre was not programme to commence until November 2013. AK suggested that BMCL may bring forward the link bridge works to October 2013. BMCL were reviewing the need to have a 3m clearance either side to get a scissor lift in. AK noted that the NHS were expecting to be provided with a presentation of how the works will be carried out. AS suggested that he needed to know roughly when the road closure was needed and an indication of the duration of the road closure so that he could liaise with the site users. DH enquired whether a site diversion could be put in place rather than a closure i.e. could use the road at pharmacy. MMc advised that public transport uses the main road. DS enquired if the NHS would be dealing with the public transport notifications and AS confirmed that the NHS would be dealing with the public transport notification but needed to know when and how long for.	-	-
	<i>Aseptic Suite</i>	DP noted that a meeting to progress the Aseptic Suite discussions had been scheduled to take place on 11 th April 2013.	Provide indication of date and duration of road closure	AK
			-	-

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising			
	Dispensers	JB noted that BMCL were awaiting the NHS Group 2 Delivery protocol document.	Provide delivery protocol to BMCL	PM
		JB noted that PM was to review the dispensers on site and PM confirmed that he would review the dispensers on site.	Review dispensers on site	PM
		DS noted that the Group 5 Specialist Equipment was due to be provided back to BMCL by 18 th April 2013.	-	-
	Groundwater Monitoring CE	GW noted that BMCL were awaiting the CE for the ground water monitoring. DR advised that the CE had been raised and that BMCL needed to inout the costs to this CE in order that the NHS Team could accept the CE.	Upload cost to Sypro	GW
	Sedum Roof	AK advised that it was still proposed to be finished by 19 th April 2013. The remedial works had consisted of weeding, strimming, etc and that work to remove the grass would be commenced shortly.	-	-
	Labs Leak to roof (Pod)	AS advised that the drip in the Labs had been identified and an associated water damaged tile had been located. The NHS(ASmith) were trying to locate the route of the drip/leak.	Advise BMCL of leak located in labs	AS
	March Payment processing	AS noted that the payment process had been agreed therefore this item could be closed.	Item closed	-
	BMCL Adverse Weather Claim	DR noted this was work in progress.	Close out adverse weather claim	DR/JB
	Helipad Proposals	AS noted that the discussions regarding the way forward on the BMCL weight proposals had been concluded.	Item closed	-
3.	VE Discussion	JB noted that SF was organising a meeting w/c 15 th April 2013 of JB and PM to go through the VE list.	Item closed	-
	Car Park 1 Egress	AK advised that a drawing showing the car park 1 egress was now available to enable discussion with the NHS. AK would organise to meet with NHS Reps. AK raised concern about the increase to the number of cars which will be using the road i.e. circa 600 cars. AS noted that the number of spaces to be used in the Car Park 1 will be no more than 200 as restricted to the number of spaces lost on site.	Discuss Car Park 1 layout with NHS	AK
	BMCL response to Mrs Hutchison	AK confirmed that he had provided SF with a copy of the response provided to Mrs Hutchison and this was confirmed.	Item closed	-
	Commercial Group	DR noted that the latest cashflow assessment had been provided by BMCL. DR had discussed the cashflow with AMcCubbin and TCoccoza i.e. how to bridge the year end short-fall. DR noted that an internal adjustment would be undertaken.	-	-
		The Early Warnings were continuing to be progressed through the Thursday EW meeting and there were no issues requiring input to resolve at this time.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
4.	Programme	<p>AK noted that the structure was now at roof level in the first area as there had been a 1st pour to area 12H the previous day. It was expected that the next pour to 12H would be on Friday. The structure was at level 11 on E and level 9 on J & F. It was thought that the concrete works would be concluded by mid June. DH suggested that the mid June date excluded the extra level at the helipad and this was confirmed. AK noted that when Dunnes finish the site will look at lot tidier due to the amount of equipment which will be removed from the site.</p> <p>AK reported that the Structural works were progressing satisfactorily. The learning cycle should now be completed and the number of panels being fitted each day should now increase. AK noted that one day one of the teams had managed to fit 15 panels and the BMCL target was 10 panels per day.</p> <p>AK noted that Praters were working on a number of fronts. JB noted that the BMCL contract with Prater took out a lot of the technical assurance and interface issues. JB noted that BMCL had input to Prater regarding the Prater subs. AK reported that the push was on getting the structure watertight for the end of the year. The M&E fit out was progressing well on the podium. The handover of zone 4H had been delayed. The M&E fit out to the tower would only consist of head track until the cladding is installed as it is too exposed to fit out modules, etc. Works to the tower were being pushed on. AS enquired how much of the Structural items had been manufactured and how much was on site. GW suggested that there was circa 40% manufactured and there was a material count of what was on site. DMF advised that an exact figure could be provided if wanted. AS noted that Ken Winter had raised this query during a recent visit to the site. AS requested that BMCL provide AS with an overview of what % has been manufactured and what % was currently on site and how BMCL check this. DH advised that KWinter had enquired what percentage of the Prater panels were still to be manufactured and what would happen if Prater went into administration. DMF agreed to provide the info requested by AS. AK advised that Praters have been instructed to better the programme by 3 weeks, the programme was a 32 week programme and the works were currently on week 5 of the programme. DH noted that there was currently 2 teams onsite and that a 3rd team was due to start and enquired whether the 3rd team would require a learning period. AK suggested that the hardest part of the job had been overcome i.e. setting out and AK was speaking to Praters about the preparation of panels, loading and deliveries to ensure that there would be no delays. AK noted that the first Praters were installing circa 7 panels a day but that on 1 day 1 of the teams had managed to install 10 panels. DH queried whether it would be beneficial to put the quickest team on the harder bits of work.</p> <p>AK noted that there had been some items which had delayed progress i.e. late delivery of lead lined plasterboard had impacted on the works to a couple of areas. AK advised that generally the Adult & Children's fit out was progressing well and most of the sub-contractors were working well. The M&E fit out continues to progress well. DP noted that there were pluses and minuses on the M&E fit out across the job however there were no items/areas causing concern. Power availability was now on to level 6 across zones D & G.</p>	<p>-</p> <p>-</p> <p>Provide overview of how much Prater materials/panels was on site and BMCL checking process to AS</p> <p>-</p> <p>-</p>	<p>-</p> <p>-</p> <p>DMF/GW</p> <p>-</p> <p>-</p>

Item No	Item	Discussion/Information	Action	Action by Whom
4.	Programme	AK enquired if AS had visited the basement area. DP suggested that the acid tank had not yet been installed as there was a crane base in the way but that this did not cause a programme issue. The water tanks were due to be filled in the next few weeks for testing. AS enquired whether it was proposed to leave the water in the tanks after testing and DP advised that it was proposed to drain the water back off and that these tanks were plastic so there was no detriment to draining the water back off. AS suggested that this was a lot of water to be drained off and enquired if there was any other use that this water could be used for. DP suggested that the only way to shift the water would be use the boosters sets and BMCL did not want to use the booster sets at this time.	Consideration to be given to re-using water from tanks	DP
	<i>Atrium Pods</i>	It was noted that the atrium pods were in manufacture and enquired if the NHS Team would like to visit the factory to see the first of the pods. AK suggested that the first 2 pods had been clad. It was noted that the manufacturer/factory was located in Kilbirnie, Ayrshire.	-	-
	<i>Deflection to the link bridge</i>	PM reported that on a recent visit to the site he had noticed someone putting a line on the deck structure but that he understood that BMCL would be putting a screed down to level out the floor. AK advised that screed to a certain level would be utilised and that the design is such that the floor screed can be feathered out. AS enquired what the maximum final deflection was and AK advised that John Beryl had only just received the final figures and would be discussing with AK asap.	Provide update re link bridge deflection	AK
	<i>Energy Centre</i>	AS enquired whether the Energy Centre remained on programme for 18 th April 2013 handover. DP advised that a completion criteria for the Energy Centre handover had been prepared and he wished to discuss this with the NHS Reps after the PMG meeting. DP reported that there was currently no change to the 18 th April handover. The Scottish Power reps were currently on site and the weekend had went well.	-	-
5.	Design Groups			
	<i>Section 56/GCC</i>	DS noted that the further to the recent discussions with GCC re section 56 that GCC had written and agreed to take some responsibility for the condition of the road.	-	-
		MMcA enquired whether the section 56 discussion had included signals at the top of the road. AS noted that there was an alteration to be carried out to the lights (filter) and that as part of the cycling strategy GCC (LES) had requested that toucan crossings be put on all 4 arms. DS advised that the toucan crossings would slow up the traffic. MMc advised that the toucan crossings would change 'on-demand'. AS suggested that feedback should be provided to LES to advise on what had previously been asked for and that the toucan crossing would slow up traffic. DH suggested that the installation of toucan crossings would break up the synchronisation of the lights and add in another sequence to the lights. AS requested that the letter issued to GCC be located so that the NHS can advise LES of the current proposals.	Provide copy of letter issued to GCC re junction works	SF
		Shieldhall Road – AS advised that he had informed a local resident that the road from the Sheildhall Road junction to the Hospital entrance (Maternity) was to be resurfaced within the next 6 months.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
	<i>Equipment</i>	DS enquired whether PM could provide a copy of the group 2 equipment delivery protocol to BMCL by cop 12 th April 2013	Provide equipment delivery protocol to DS	PM
		DH reported that the specialist supplier information overlay pack would not be able to be provided to BMCL until after the 26 th April as 1 supplier has advised that they will be unable to provide the information to the NHS until the 26 th April 2013. DH anticipated that the overlay pack would be provided to BMCL asap, potential 29 th /30 th April 2013. DS advised that he would liaise with AFernie regarding the delay in BMCL receiving the overlay information pack.	Provide Group 5 information pack to BMCL asap	DH/PM
	<i>IT Group</i>	DP noted that he would imminently be providing the IT computer room drawings to MGreig for review. DP proposed to split the IT Room information into rooms/packages. AS noted that FCarnie was assisting the project to integrate the systems and DP acknowledged that FCarnie had been helpful.	-	-
		DH suggested that there was 1 outstanding issue i.e. the structural ability of the slab to support the loads. DP advised that he would progress this with NMcGarry and it had been hoped to have the workings for the following day (10 th April 2013). DH noted that he had confirmation that the raised floor will take the weight but confirmation was awaited from the Structural Engineer that the slab will take the weight. DH suggested that this was only an issue on the ground floor slab. DP noted that there was no issue for the NCH as the server equipment would be located in a plantroom. DP agreed to liaise with WSP for a response/confirmation.	Provide confirmation from WSP that slab can take the server equipment loads	DP
	<i>Design & Healthy Environment Gp</i>	PM advised that he had not attended the recent DHE however HGriffin had fed back that everything was progressing positively. There had been an enquiry regarding the Dignified Spaces RDD and that PM had confirmed that the information had been provided back to BMCL document control the previous day. PM noted that the shelters were progressing to the next level of design. MMc advised that each project had a process to go through and that PHeath was making sure that commercially the projects remain on track. GW reported that PHeath has got the projects detailed out.	-	-
6.	Construction Management	AK advised that a meeting to discuss the Teaching & Learning Facility had taken place the previous day. AS noted that the NHS want to run fibres to the T&L. DP advised that the install of the fibres was easy however the timing of the works was critical i.e. a) ensuring that BAM are in a position to accept the fibre and b) ensuring that this is done early so to cause minimal disruption to the number of completed areas. DP suggested that the Fire Alarm system would need to be had wired into the multi-tone unit in the Labs unless the T&L put in their own multi-tone unit. DP noted that there were routes to the Labs. DH agreed to raise this query with PFairie.	Liaise with PFairie re multi-tone proposals for T&L	
		DH noted that discussion regarding bridge design would need to be arranged. DP noted that all that was proposed for the bridge was smoke detectors, lights, potentially a couple of radiate panels. DP noted that no services exit the bridge. AS advised that the NHS may want to install a pneumatic tube across the bridge. DP suggested that there was a small ceiling void at the suspended ceiling.	-	

Item No	Item	Discussion/Information	Action	Action by Whom
6.	Construction Management (cont'd)	<p>AK noted that the hoarding at the Labs crossing would be continuing, the VIE ramp had been cut and a section would be removed so can extend the road to the haul road. The foul drain at the NCH which runs along the fire road at the rear of maternity would be linked. The Fire Brigade would need to be diverted through BMCL gate 1 when the works to the gate are carried out. AK noted that a meeting/discussion with the Fire Brigade would need to be had.</p> <p>AK noted that a discussion re the Fire Alarm procedures for the Energy Centre would need to be arranged.</p>	<p>-</p> <p>Arrange discussion re EC Fire Alarm procedures</p>	<p>-</p> <p>AK</p>
7.	Community Benefits	<p>AS advised that he had received an email from AMcIntyre re capturing apprentices from the project and that he would forward this email to MMc.</p> <p>MMc advised that nearly 450 posts had been filled through the GRA in partnership with the sub-contractors. Off the 450 posts there was circa 230 new entrants. The project target of 88 apprentices would be achieved shortly.</p> <p>MMc reported that the Independent Learning Project presentations were scheduled to take place on the 24th April 2013. MMc advised that he school had approached the project in a different way.</p> <p>MMc advised that the project had been selected as finalist in 3 categories (supplier engagement, team of the year and CSR) for the National GO Awards.</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p>
8.	<p>AOCB</p> <p><i>Exemplar Rooms</i></p> <p><i>NHS Project Director</i></p> <p><i>Topping Out</i></p> <p><i>CUK Security</i></p> <p><i>Polmech</i></p>	<p>DH enquired whether BMCL had any plans for air leakage testing or acoustic testing for the exemplar areas based on lessons learned from the Labs Facility. DS advised that he would consider whether acoustic testing would be carried out and would confirm back.</p> <p>AS advised that David Loudon had been appointed to replace AS as the NHS Project Director. It was thought that David Loudon would be starting in post during June. David Loudon currently works in for Currie & Brown and is currently based in Saudi. AS advised that he would be preparing a programme for David Loudon to meet with the NHS Team and key BMCL reps.</p> <p>AS advised that the end June/beginning of July for the topping out. BMCL have proposed the 8th July for the topping out. A copy of this email had been sent to Gordon Robertson to progress.</p> <p>AS suggested that CUK had changed their name to Accent on Security. JB advised that CUK were still the Security company which BMCL were contracting with for the supply of the site security and that the change of name to Accent on Security was currently in transition.</p> <p>AS enquired if the Polmech reps were still working through the agency. DP agreed to confirm and provide an update at the EW Meeting on 11th April 2013.</p>	<p>Consider acoustic testing to exemplar areas</p> <p>-</p> <p>-</p> <p>-</p> <p>Provide update re Polmech operatives</p>	<p>DS</p> <p>-</p> <p>-</p> <p>-</p> <p>DP</p>

Item No	Item	Discussion/Information	Action	Action by Whom
8.	AOCB (cont'd) <i>Evening Times</i>	AS advised that the Evening Times were running a feature on the new hospitals and had asked to speak to the Project Architect and requested that BMCL confirm that this is acceptable. JB advised that he would discuss this with the BMCL Comms Dept. JB advised that he would ask Anne Corr to liaise with the NHS Comms reps. AS requested that SF identify images of the Adult Hospital and pass to PM for agreement to forward to the Evening Times.	Advise who should speak to Evening Times	JB
9.	Date and Time of Next Meeting	Tuesday, 23 rd April at 1.30pm in the Boardroom, Top Floor, Construction Site Offices	For noting	ALL

ACTION NOTE

Present:
Douglas Ross (DR)
Apologies:
Mike Sharples (MS)

Alan Seabourne (AS)
Grant Wallace (GW)
Alasdair Fernie (AF)
Peter Moir (PM)

David Hall (DH)
John Ballantyne (JB)
Alan Keeley (AK)

Darren Pike (DP)
Shiona Frew (Notes)
Derek McFarlane (DMF)

Darren Smith (DS)
Mark McAllister (MM)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action note from previous meeting	Accepted as an accurate record of the previous meeting	-	-
2.	Matters Arising			
	<i>CFD Analysis</i>	DH advised that he had received the report from Buro and there was 1 minor clarification to be concluded (ceiling height of the room in which the 2.5kw heater was modelled).	Provide progress update	DH
	<i>Equipment List</i>	GW confirmed that the Equipment List was due to be provided to the NHS Team by cop 26 th April 2013.	-	-
	<i>VIE</i>	DP advised that BMCL were proposing to provide the VIE proposals through the RDD Process to the NHS Team w/c 29 th April 2013. AS advised that he was expecting to see the gases info.	Provide VIE detail to NHS through RDD process	DP
		AS noted that he was expecting AK to provide an indication of the number of cylinders that BMCL are planning for. AS advised that he was meeting with KC to discuss obtaining the number of cylinders. KC to provide the cylinder details to DS.	Provide no of cylinders being planned for	AK
	<i>Exemplar Rooms</i>	DP noted that NHS and Capita reps had viewed the exemplar rooms. DP was not aware that any issues had been raised. The exemplar rooms could now be reviewed by arrangement as they had been locked down.	-	-
	<i>Vectorfoil details</i>	DS advised that the vectorfoil details would be provided to the NHS Team asap (possibly later that day).	Provide Vectorfoil details to NHS	DS
	<i>Link Bridge Details</i>	AS noted that the NHS were awaiting some detail regarding the Link Bridges i.e. road closures.	Provide link bridge details.	AK
	<i>Group 2 Delivery Protocol</i>	AS suggested that PM may be taking out all of the dispensers from the group 2 equipment list which was the reason that the group 2 delivery protocol may not have been provided.	Provide instruction re removing all dispensers from equipment gp 2	PM
		AS acknowledged that there were too many clocks noting that the NHS would need to identify where clocks were to be located.	Confirm way forward re clocks	AS
		JB noted that the removal of the group 2 dispensers would be a manual change to the most recent equipment list.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising			
	<i>Groundwater Monitoring</i>	AS acknowledged that he had not read the recent email from DS however noting that the plan was for WSP to advise GCC that there were no issues with the results and that the WSP would be reverting the monitoring back to a quarterly basis. WSP would be waiting for the results to flat line before liaising with GCC (most likely June 2013). AS advised that he would review the most recent WSP report.	-	-
	<i>RDD Returns</i>	DP noted that BMCL were experiencing some slippage on the sweep-up drawing returns from the NHS Team. AS requested that DH raise this with FW.	Liaise with FW re Sweep up drawing returns	DH
	<i>Group 5/Specialist Equipment</i>	DH advised that the NHS Project Team would be provided with all the information from the potential suppliers on the 26 th April 2013 and would provide the group 5 equipment services information to BMCL asap thereafter. DH noted that the first items to be focused on would be looking at the power and services arrangements/trunking to be located in the floor. DH noted that re ceilings and walls, an agreed position had been reached with BMCL.	Provide Group 5 Equipment information to BMCL asap	DH
		DS enquired how BMCL/NHS would deal with omissions. DH advised that the Project Team would need to review the 3 submissions and identify if there is anything located completely differently to the other submissions and if there were then the team would look at omissions. A joint exercise with BMCL Group 5 Equipment reps would be undertaken to identify those common solutions. DS suggested that the next Group 5 Construction meeting may be scheduled to late and proposed that a meeting be held w/c 30 th April 2013.	Meeting to be scheduled if required (dependent on review of supplier group 5 info)	DS/DH
	<i>Adverse Weather EW/CE</i>	JB noted that the DR had requested supplementary back-up information which BMCL were identifying.	-	-
	<i>Car Park 1</i>	JB noted that AK had prepared a phasing plan which had been provided to PM for review prior to PM discussing with AK. It was noted that the NHS would take partial occupation of Car Park 1 to enable the Board to construct Car Park 2 next April 2014. DH suggested that the NHS may only require an exit and a fire exit only exit. AS requested that a meeting be arranged with AK, DH and PM be arranged for w/c 30 th April 2013. DR suggested that there would be potential to mark out the ground floor of the car park differently in order to get more cars in as there would be no requirement for the drop off, electric charging bays. DR suggested that ramps could also be blocked off to minimise the requirement to take over more than 1 floor. DS noted that liaison with Building Control would need to take place. AS noted that BMCL would be fully finished the car park before hand over to the NHS therefore any Building Control/GCC issues would be a NHS Board issue. DS advised that GCC may not provide an occupation certificate unless there is clear egress markings. AS acknowledged that the Car Park would need to have clear egress markings. DS advised that there would be 1 staircase at Hardgate Road and another stair case at the where the soft landscaping should be so would need to install some sort of path away. JB noted that there was also a bit remaining on the Ogilvie land which BMCL did not plan to take over.	Meeting to discuss car park 1 to be arranged	SF
	<i>Labs – Leak</i>	AS advised that there definitely was a leak and that he would obtain an update from Capita and advise BMCL as appropriate.	Provide update to BMCL re Labs leak	AS

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising			
	<i>Helipad</i>	AS enquired if the contractor for the helipad was on board and JB advised that the total contract had not yet been awarded however the steelwork had been awarded to Bayards. DH noted that BMCL were still to provide a date for when the NHS Accommodation was required for lifting onto the helipad.	-	-
	<i>Prater</i>	JB advised that there were 3500 windows in the Prater package of which 1900 had been made, 495 were on site or already installed. There was 250 tonnes of aluminium extrusion and 19,000m ² of glass which represents 90/95% of the complete package. All materials not on site will be vested at the end of April 2013. There was circa £4.7m of materials off site.	-	-
	<i>Water Tanks</i>	DP suggested that HMc had provided wrong information – water being taken from a cold water feed. AS suggested that the fire main should have a check main on it and DP advised that the fire hydrant needed a check valve. DP suggested that HMc rechecked the picture provided. DP noted that BCL were identifying ways to reuse the water which will be drained from the tanks i.e. courtyard watering. The sprinkler tanks would not be emptied. DP proposed that before handover the tanks would be dropped, cleaned, sterilised then refilled and everything chlorinated. AS enquired how many tanks there were and DP reported that there were 2 main break tanks, 2 catch tanks, 2 storage tanks, etc (circa 10 tanks). AS enquired if there was potential to reuse the water from 1 tank in another tank that DP suggested that there was difficulty with using water from 1 tank to another as the tanks were gravity fed. AS suggested that BMCL could use a pump to pump the water from 1 tank to another. DP agreed to consider ways to reuse the water. The testing was to be carried over the course of the next few weeks.	HMc to recheck the picture provided to DP	AS
		DH stressed that GCC had not requested Building Water charges and that BMCL needed to ensure that this was not at jeopardy as this was a significant amount of money.	-	-
	<i>Link Bridge</i>	JB advised that Capita were engaged with WSP reviewing the survey output. A discussion regarding the datum to measure the deflection from was ongoing. JB noted that there would be no issues if there is a further movement of 10mm from the 60mm pre-concrete.	-	-
	<i>Slab Loading – Server Equipment</i>	DH advised that he awaiting confirmation from WSP that the Adult ground floor computer slab was able to take the weight of the server equipment. DP noted that he was still awaiting information from Neil McGarry. DS agreed to progress this.	Liaise with WSP re slab loading	DS
	<i>Construction Management - Multi-tone hard wiring</i>	DH advised that he would liaise with PFairie re hard wiring the T&L Multi-tone on his return from leave.	Liaise with PF re T&L Multi-tone	DH
	<i>Energy Centre Fire Alarm Procedures</i>	AS noted that the agreements re the Fire Alarm procedures had generally all been concluded. DP advised that he proposed to request a visit from Strathclyde Fire & Rescue in the next few weeks.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising <i>Acoustic Testing</i>	DS advised that BMCL had identified the proposed areas and were reviewing these. A proposal will be provided to the NHS w/c 30 th April 2013.	Provide Acoustic Testing proposals to NHS	DS
3.	Commercial Group	It was noted that there were no commercial issues requiring PMG input to resolve.	-	-
4.	Programme <i>Completion</i>	AS enquired if BMCL were still targeting an earlier completion and it was noted that BMCL are targeting a December completion and were continuing to drive the works towards a September completion. JB noted that once the building is wind and water-tight the building could be completed in 6 months. DH noted that the first commissioning programme runs through to December 2013. DH would discuss with BMCL some fundamental issues with the first commissioning programme i.e not an NEC 3 programme and not linked to the construction programme. DP advised that the 1 st batch of commissioning was based on January programme and that NEC moves dates. The next commissioning programme dates would tie in together with the construction programme and the recently provided commissioning programme was issued as advisory. DH noted that it was important to find a way for the NHS to accept the programme.	Discuss commissioning programme	DH/DP
		JB noted that the room handover and inspection programme was being discussed with Capita, Architects, etc.	-	-
	<i>Medical Gases</i>	DH advised that Ian Sandford was due to start later that day in the role of Medical Gas Validator. DP advised that introductions with Ian Sandford were being organised.	-	-
	<i>Energy Centre</i>	DP advised that he had just undertaken a walkround of the Energy Centre and he thought that everything looked satisfactory from a personal perspective. AS concurred with DP's view and advised that he was awaiting Capita confirming that they were satisfied that the A-side could be handed over. DP noted that Capita had produced a list of items they want to see finalised and this was being worked through and that DP would invite JRedmond back to the Energy Centre once these works had been completed (potentially tomorrow). DP advised that initially he was going to get Mercury to stop works so that the Energy Centre could be cleared up however it had been decided to keep the Mercury works ongoing and to get the Energy Centre cleaned starting on Wednesday and enquired when the NHS would want to have the handover of the Energy Centre. AS advised that the preference was that the Energy Centre be handed over on a Monday rather than a Friday. DP agreed to set a time in the diaries for Monday to carry out the formalities. AS noted that he still had the use of the Gartnavel Generator until the 16 th May 2013 and requested BMCL to confirm when they would be finished with this generator. AS noted that there had been some scratches to the generator which he would organise to get sorted. DP agreed to confirm the final arrangements for the A-side handover.	Confirm final arrangements for A-side handover	DP
		AS enquired when BMCL were planning to finish the B side. DP advised that the electrical works were almost all completed. BMCL were proposing to de-man the B-side at end of April/May with the commissioning reps going back in during July, with the CHPs coming in during November. The intent was to get the B-side operational to the A&C by October.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
4.	Programme <i>Energy Centre</i>	AS enquired about the termination of the heating pipes at the VIE and DP advised that the works had been done however location of where to leave the ends was still to be defined. BMCL were waiting until Prater to complete their works before the termination of the pipe across the road was undertaken. AS advised that the location of the ends was needed for inclusion in the spec that would be prepared for the ring main works. AS to discuss the preparation of the spec with DR.	Liaise with DR re ring main works	AS
5.	Design Groups <i>Scottish Awards for Planning</i> <i>Equipment Group Moves (Dispensers)</i> <i>Air Permeability Locations</i> <i>RFIs</i> <i>Theatre Ceiling</i>	<p>DS advised that a submission to the Scottish Awards for Planning was being made. The deadline for the submission was 30th April 2013. DS provided AS with a hard copy of the submission for signature.</p> <p>DH enquired when BMCL could expect to receive the instruction re moving equipment from group 2 to 3 and AS advised that he would discuss this with PM asap.</p> <p>DS enquired about the agreement of the air permeability locations and DH suggested that this had been concluded a couple of weeks ago and DS agreed to check this out with JMurray.</p> <p>DS noted that there was an outstanding RFI regarding the internal drugs cabinets. A series of internal cabinets had been provided for sample sign off which PM had done however BMCL had queries regarding what size the internal safes should be. HMc has advised BMCL that the internal drug cabinets need to be approved by pharmacy and nursing staff. DS proposed to prepare a schedule identifying what size internal safe would be put in the drugs cabinets and that BMCL proposed to provide the largest possible internal safe. AS requested that DS provide an email regarding this issue so that AS could progress.</p> <p>DP advised that he had seen a drawing from Starkstrom which should the appropriate clearance based on 2.8m ceiling height.</p>	<p>-</p> <p>Discuss equipment group changes BMCL instruction with PM Liaise with JMurray</p> <p>-</p> <p>Provide email overview of the drug cabinet issue</p> <p>-</p>	<p>-</p> <p>AS</p> <p>DS</p> <p>-</p> <p>DS</p> <p>-</p>
6.	Construction Management	It was noted that there were no commercial issues requiring PMG input to resolve.	-	-
7.	Community Benefits	It was noted that there were no commercial issues requiring PMG input to resolve. AS noted that the Independent Learning Project presentations were due to take place the following day.	-	-
8.	AOCB <i>BIM & 4D programming</i>	JB noted that there was a presentation provided to the RCIS on BIM and 4D Programming and sought permission from AS for BMCL to provide A&C Hospitals information.	Confirm to JB re A&C information being provided to RCIS	AS
9.	Date and Time of Next Meeting	Tuesday, 7 th May at 1.30pm in the Boardroom, Top Floor, Construction Site Offices	For noting	ALL

ACTION NOTE

Present:

Derek McFarlane (DMF)

Peter Moir (PM)

Apologies:

Alan Seabourne (AS)

Douglas Ross (DR)

Shiona Frew (Notes)

Alasdair Fernie (AF)

David Hall (DH)

Grant Wallace (GW)

Alan Keeley (AK)

Darren Pike (DP)

John Ballantyne (JB)

Mark McAllister (MM)

Darren Smith (DS)

Mike Sharples (MS)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action note from previous meeting	Accepted as an accurate record of the previous meeting subject to the following amendment re rating of fire – 2.5mw.	Amend notes	SF
2.	Matters Arising			
	CFD Analysis	DH advised that he was awaiting information (fire mw rating) from DS to conclude the CFD Analysis agreement.	Provide progress update	DH/DS
	VIE	PM confirmed that he had received 95% of the drawings through RDD however PM was waiting on the location plan. PM noted that he was obtaining information regarding the number of gas bottles/cylinders to be stored in the manifold room. AS noted that the capacity of the manifold room would need to be checked against the bottle storage requirements. AS advised that he had expected DP to provide the types of manifolds. DP reported that this information had been included on the drawing. DH explained that the drawing showed coloured circles but that there was no key and no manifold information shown. DP agreed to check the drawings and provide the manifold information as required.	Provide VIE location plan Bottle storage requirements to be checked against room storage capability	AK DS/PM
	Vectorfoil details	DS confirmed that the Vectorfoil details would be provided to DH w/c 13 th May 2013.	Confirm manifold details re gases Provide Vectorfoil details	DP DS
	Link Bridge Proposals	AS requested that any details re roads shut down be provided to the PMG before being wider advised/discussed i.e. Construction Interface Group, in order that the NHS Project Team could manage the expectations of the SGH site/service.	Link bridge and road closure details to be provided to PMG in first instance	AK
	Group 2 Delivery Protocol	PM noted that he had issued a PMI for the removal of all dispensers from the group 2 equipment list. AS advised that the Project Team would confirm the locations for clocks in due course. DH noted that the only "DIS" code remaining in the equipment list related to water coolers.	Provide clock locations to BMCL	AS
	RDD Returns	DH noted that there was a large quantity of drawings returned earlier that day. The Project Team were focused on distilling the group 5 equipment drawing returns from the suppliers in order to advise BMCL re the requirements for group 5 floor ducting/trunking, etc. The ceilings had been advanced to second fix. There was a meeting scheduled for later that week to progress the group 5 equipment queries. DP enquired about the lig light and pendant RDD returns and DH confirmed that these would be returned to BMCL later that day. AS enquired what would happen if a supplier proposed a system that did not fit with the structure (i.e. resus) and DH confirmed that the supplier would need to a) make their machine fit in the room and b) work to the constraints of the room (i.e. columns.)cont'd.....	Provide lig light and pendant RDD drawings to BMCL	DH

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising			
	<i>RDD Returns (cont'd)</i>	DH noted that there was more than 1 supplier who had provided a workable solution. AS enquired whether the group 5 meeting later that week would include a discussion regarding which rooms were to be kitted out and this was confirmed. AS noted that thereafter DH would meet with AS to discuss the programme of rooms in terms of the NHS procurement programme.	-	-
	<i>Car Park 1</i>	DH advised that the access/egress re Car Park 1 had been discussed with AK as part of the wider discussions regarding the site and the NHS reps had suggested alternative egress solutions and AK was considering the suggestions.	-	-
	<i>Leak identified in the Labs Facility</i>	AS advised that he understood that the leak identified in the labs facility had been remediated. DH noted that the sedum would be placed back into position once all parties were satisfied that the leak had been fixed.	-	-
	<i>Water Tanks</i>	AS advised that he would discuss the water tanks with HMc and DP external to the PMG.	-	-
	<i>Slab Load - Servers</i>	DH confirmed that he had received a written response confirming that the slab would be able to take the weight identified by the NHS Team re servers.	Item closed	-
	<i>Multi-tone – T&L Centre link</i>	DH reported that he had a note of the specification for the multi-tone link for the fire alarm system from the T&L to the Labs which he would progress. MS advised that there was a need to ensure that there is the ability to install boosters etc as the waves can be interrupted by furniture, etc.	-	-
	<i>Air Testing</i>	DH confirmed receiving the air testing proposals earlier that day and there had been a query regarding the advantages of including the exemplar rooms in this testing. DH was liaising with JMurray to identify the specific rooms within the proposed testing zone.	-	-
	<i>Acoustic Testing</i>	DS reported that BMCL were looking to adjust the acoustic testing proposals to include some of the exemplar area this should be finalised later that week. DH noted that the haemato-oncology area had been identified however specific locations within zones would need to be jointly agreed.	-	-
	<i>Commissioning Programme</i>	DH advised that the initial advance programme had been received and discussed with BMCL and going forward would be provided in an NEC format so that the programme can be accepted by the NHS i.e. will correspond with the construction programme.	-	-
	<i>Medical Gases</i>	AS advised that he had discussed with MS the current issue re Medical Gases (AP letter) and a way forward had been agreed.	Item closed	-
	<i>Energy Centre A-side Handover</i>	AS noted that the Energy Centre A-side had been handed over to the NHS. AS reported that the A-side was of good quality, finish and was well laid out. AS advised that the NHS had identified some minor snags. JB advised that the defect date was as per contract defect date and he would provide the warranty information for those items with extended warranty and handover agreement to the NHS asap. JB advised that GW was liaising with John Wales to prepare the handover agreement.	Provide warranty and handover agreement to NHS	JB/GW

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising <i>Drugs Cabinets</i> <i>BIM & 4D programming</i>	DH noted that he had been advised that it would take 4 weeks to receive samples, that the 2 samples were acceptable to the NHS and were waiting for BMCL to confirm what they proposed to use. DS advised that the sample would be of an outer and an inner. DS proposed to provide a table/schedule to the NHS which identified the inner/outer drug cabinet proposals. DH advised that there are 3 different inner sizes which go in JTC and that the 005 was now not being proposed. DH noted that the sample drug cabinet would need to be agreed by NHS Pharmacy Reps. DS advised that BMCL needed to know the size and location for the inner drugs cabinets. JB noted that following agreement with AS that A&C Hospitals information had been provided to RCIS therefore this item could be closed. .	- -	- -
3.	Commercial Group	DR advised that there were no areas of concern. JB noted that BMCL were awaiting Board approval of the BMCL RPI proposal. AS advised that the RPI proposals would be discussed/agreed at a Board meeting scheduled to take place on 21 st May 2013. AS noted that there may be a clinical change which would cause a reconfiguration of Haemato-oncology & renal and AS would advise BMCL of any updates/confirm way forward once known. AS advised that he would be meeting with the NHS Medical Director to discuss the changes and would be looking for BMCL to provide an indication of the cost for the changes.	Provide update re RPI proposal -	AS -
4.	Programme	AS advised that KWinter had visited the site on 3 rd May 2013 and had raised concern regarding the programme indicating a delay to the structure. DH had subsequently analysed the programme and identified that the structure delay is due to where there is infill sections and there is a need to remove a crane. DH suggested that future programmes should be issued with any relevant warnings. DH noted that KWinter had also expressed concern regarding the rate of install of the Structal panels and MS acknowledged this concern advising that BMCL are in discussion with Structal and are pressing for Structal to bring on another gang. BMCL were still pushing to get the buildings water tight by October 2013. The NHS Project Team should see a big change to the closing up of the building in circa 6 weeks. DH advised that there was concern regarding the impending summer holiday period and MS advised that the majority of the panels have been built. PM enquired if the issue re condensation and water ingress to the panels was being addressed and MS confirmed that AK has been in discussion with Structal regarding the condensation and water ingress. MS advised that the package managers were not flagging up any staffing issues regarding the impending summer holiday period.	Future programmes to advise of any issues which are causing the programme to show delay -	AK -

Item No	Item	Discussion/Information	Action	Action by Whom
4.	Programme (cont'd)	JB enquired if there was any formal NHS comment regarding the phasing of external works. PM advised that none of the issues identified were insurmountable and that on the basis of the recent discussion with NHS reps that AK was further reviewing the phasing proposal. PM suggested that it may be possible to defer the star-pipe install across the site into the existing estate until the link road works are being done. AS enquired about the connection to the children's hospital and DH advised that the route and timing for the connection pipe would need to be identified i.e. when BMCL are carrying out the BMCL works to the fire road. DP advised that if the 2 systems are linked together then this would result in two pump systems acting against each other therefore the connection should be to the plant room where a flow and return would need to be installed. DH noted that the NHS needed to identify the best way take the link to the existing estate.	-	-
5.	Design Groups			
	<i>Renal</i>	DS advised that the 4 th floor in-patient renal day bed area information was due to be completed later that week and BMCL would want the NHS to review and provide comments back to BMCL asap. DH enquired whether the high level window issue had been resolved and DP advised that there were no windows in this area.	-	-
	<i>RDD</i>	DS noted that the NHS had provided a lot of information back to BMCL and that the tracker was being reviewed.	-	-
	<i>Value Engineering</i>	Wall protection – DS enquired whether the NHS wanted to pursue the removal of the wall protection in the basement and PM confirmed that he had discussed this with KConnelly and that the wall protection was currently not to be removed. DH noted that the width of the tunnel had been value engineered to a minimum therefore it was thought that the protection should remain to stop the walls from being scuffed/damaged. PM noted that the type of wall protection had been downgraded.	-	-
	<i>Balustrade</i>	JB noted that BMCL were awaiting feedback from FW as to the requirements for double height balustrading in the adult hospital. DH agreed to progress this with FW.	Balustrade information to be provided to BMCL	DH
	<i>Ground Water monitoring</i>	DS sought confirmation of NHS acceptance to the WSP proposal to undertake ground water monitoring in April and May testing with the report to be provided June 2013 as this would give 3 results for issuing to GCC. AS advised that this had been agreed at the last EW meeting. AS noted that a wrap-up ground water monitoring/SUDS review meeting was to be held in June 2013.	-	-
	<i>Doors – Advocates Room at Main Entrance</i>	DS noted that a full glazed door to the advocates room was being requested. DH advised that a full glazed door had been requested for over a year but that the drawings had never been changed. DS noted that the atrium also has glazed doors going into the cores (A&B) which did not accord with the door strategy and that if doors are hold open then why was there a need for glazed doors. It was agreed that a discussion between BMCL and NHS re doors should be had. DH advised that the advocates room is a reception space and was always meant to be welcoming. DS advised that he would liaise with JMurray re organising a meeting.	Meeting re door strategy/doors in atrium to be arranged	DS (JMurray)

Item No	Item	Discussion/Information	Action	Action by Whom
	<i>Starkstrom</i>	DP advised that there had been a discussion re what the Board may want in the future (not in BMCL contract) i.e. pendants that will take for weight-lifting (pendant mounted aesthetic machine) and b) fully automated theatres which may be transferred from Yorkhill (OR1). DP advised that BMCL were progressing on the basis of the current signed off drawings. DP noted that Starkstrom were meeting with users to discuss OR1. AS enquired why in the 1:50 process that the surgeons had not requested 4 fully automated theatres and DH advised that the surgeons were hoping that YCF would cover the cost of upgrading a theatre to fully automated. DH noted that there was an intention to transfer 1 fully automated theatre. DH noted that there was a meeting organised with Starkstrom and the Users on 30 th May at which MMacleod and FWraith would be in attendance.	-	-
	<i>Construction Interface</i>	AS suggested that the principle of communications being routed through appropriate channels i.e. NHS do not contact BMCL consultants direct and NHS do not contact other NHS reps, e.g. Estates.	-	-
	<i>Link Bridge – Teaching & Learning</i>	DH noted that a discussion regarding the T&L link bridge could be commenced as the plan was now known which impinged on the T&L site. A discussion re the timing and crane requirements could be commenced asap.	-	-
7.	Community Benefits	AS advised that Govan High School had won the Independent Learning Project award. AS noted that the project had been successful in winning the National Go Award for Best Supplier Engagement. JB noted that BMCL had organised a charity cycle ride from Glasgow to Balloch on Sunday the 28th July 2013.	- - -	- - -
8.	AOCB	It was noted that there was no other business requiring discussion.	-	-
9.	Date and Time of Next Meeting	Tuesday, 21 st May at 2.00pm in the Boardroom, Top Floor, Construction Site Offices	For noting	ALL

ACTION NOTE

Present:

Darren Smith (DS)

Apologies:

Mike Sharples (MS)

Alan Seabourne (AS)

Douglas Ross (DR)

Alan Keeley (AK)

Peter Moir (PM)

Alasdair Fernie (AF)

John Ballantyne (JB)

Derek McFarlane (DMF)

David Hall (DH)

Shiona Frew (Notes)

Grant Wallace (GW)

Darren Pike (DP)

Mark McAllister (MM)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action note from previous meeting	Accepted as an accurate record of the previous meeting	-	-
2.	Matters Arising			
	CFD Analysis	DS advised that he had received response to the 2 minor queries identified by DH and would discuss the responses with DH asap. DS and DH concurred that the CFD Analysis agreement was nearing conclusion.	Provide progress update	DH/DS
	VIE	DH noted that PM was still awaiting a location plan for the VIE. DS advised that he was meeting with PDunbar later that day to discuss /progress the location plan. AS noted that JMurray had suggested swapping over the cylinder storage and this would need checked out with Medical Gas Reps. DS advised that BMCL wanted to progress the set-out and progress the boreholes. AS advised that any works should be carried out through HMcDermont. AS noted that the he was checking the number of cylinders which would need to be stored and that DS was checking the capacity of the storage area. DS advised that he had asked for the design to be substantiated against the facility to be provided.	Provide VIE location plan	AK
		DS advised that discussion re the manifolds had taken place with HPI. DH suggested that BMCL needed to check the Planning requirements/status. DS advised that he had liaised with JMiller regarding not approaching GCC Planners for another approval as the VIE was always subject to the new hospitals planning consent as is included on the masterplan. AS noted that GCC Planners would expect to be provided with details of the structure, shape, finishes, etc. DS advised that BMCL would provide the detail re the VIE as answer(s) to existing conditions and not as a separate approval. AS noted that the NHS had to submit a separate application for Car Park 2 as the previous application was out of time and this may be the same as the VIE. DS advised that JMiller was checking out how the VIE relates to any MSCs as MSC 1, 2 and 3 all tie back into the services required for the hospitals.	Bottle storage requirements to be checked against cylinder storage capability	DS/PM
			Confirm manifold details re gases	DP
			Provide feedback re providing information to GCC	DS
	Vectorfoil details	DH acknowledged that he had received and would review the Vectorfoil details asap.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising <i>Link Bridge Proposals</i>	DH advised that a further design workshop with JMurray had taken place and various technical aspects had been discussed and agreed i.e. fire resistance of the structures, removal of glazing/opening lights, etc. JB enquired if the removal of the windows had an impact on the ability to naturally ventilate reporting that the link bridge had a natural ventilation strategy. DH advised that there was concern that windows would be opened and never shut. DP confirmed that the strategy was to naturally ventilate the link bridges i.e. use the opening windows. DP advised that BMCL did not intend putting in cooling however radiant panels would be installed to assist maintaining comfort level(s). DH advised that he had not been made aware that mechanical ventilation is not acceptable to BMCL. It was noted that BMCL and NHS would meet to agree the way forward. AS enquired about the maternity link bridge and was advised that the maternity link bridge would be mechanically vented. AS noted that the time parameters re construction was awaited. DH agreed that the link bridge works needs to be worked in with the T&L works, etc.	Agree way forward re natural ventilation strategy for link bridge	BMCL/ NHS
	<i>Group 2 Equipment</i>	AS noted that the clock location information would be provided to BMCL in due course.	Provide clock locations to BMCL	AS
	<i>RDD Returns</i>	DH advised that the Lig light and pendant RDD drawings had been returned. DP advised that a meeting to discuss the returned drawings had been arranged for 23 rd May 2013. DH suggested that it appeared that the NHS and Nightingale were aligned but that the Mercury schedule was out of sync. DS requested that the NHS Team assisted by identifying those items that can be progressed within the information packs. DH advised that the schedule was wrong and that there had been very few comments added to the drawings therefore the focus should be placed on getting a revised schedule and if the schedule is revised then this would be easy to resolve.	Provide update at next PMG if any issues	DH/DS
	<i>Medical Gas</i>	AS advised that AMcIntyre had received correspondence from the ABlack regarding some concerns. AMcIntyre had written back to AB advising that the processes were all in place. The AB had subsequently written back to AMcI in response and AMcI has responded to this correspondence and advised that the matter is closed. AS had requested that neither Hulley or Atkins provide any information to AB.	-	-
		DH noted that the medical gas schematics were awaited in order to obtain the final sign-off from GDunne could be sought.	Provide medical gas schematics	DP
	<i>Energy Centre A-side Handover Agreement</i>	JB advised that the handover agreement was work in progress and would be provided to the NHS asap in conjunction with the warranty information.	Provide handover agreement to NHS	JB/GW
		DH advised that there was an ongoing series of emails re concluding the demarcation agreement and requested BMCL assistance to conclude this exercise. DP advised that there was a difference in opinion regarding the agreement and that when working on the construction side then there is no requirement on BMCL to follow the HTM. There are 3 switches under NHS control and 4 switches under BMCL control on a shared board. There was a debate regarding the actual paperwork required to throw the switch and DP was in agreement with the Mercury AP that works cannot be held up because paperwork hasn't been signed off by IP. The board was in a shared space (Switchroom in 33kv) and(cont'd) ...		

Item No	Item	Discussion/Information	Action	Action by Whom
2.	<p>Matters Arising</p> <p><i>Energy Centre A-side Handover Agreement (cont'd)</i></p> <p><i>Acoustic test</i></p> <p><i>Balustrade VE (Double Height – Adult Hospital)</i></p> <p><i>Advocacy Room – Glazed door</i></p>	<p>DP had requested that the Mercury AP and Ian Powrie speak to Joe Gill separately in order that common ground and way forward can be identified. AS advised that DP would need to agree to the process with IP. DP noted that there had been a process in place since last March when the NHS had 2 switches and since only 1 switch had been added and there had been no other changes it was not understood why the HV Demarcation written process was now required. AS advised that he would be happy to input if the situation continues to prove difficult to conclude.</p> <p>DS noted that the Acoustic Information had been provided to the NHS and enquired whether DH would issue this information to SLogan for the purposes of BREEAM approval. DH advised that the information had been provided to Capita and would be provided to SLogan in due course and that any comments regarding the proposal would be managed.</p> <p>DH advised that the balustrade information had been provided to BMCL. JB noted that the NHS had also removed all the timber topping and changed to plastic.</p> <p>DH advised that the NHS agrees that fire resistant glass is not required.</p> <p>AS advised that the NHS had met with Gordon Allan who was satisfied with the atrium proposals.</p>	<p>Conclude process for getting NHS approval to throw a switch.</p> <p>-</p> <p>Item closed</p> <p>-</p> <p>-</p>	<p>DP</p> <p>-</p> <p>-</p> <p>-</p>
3.	Commercial Group	DR advised that there were no areas of concern. AS noted that the RPI proposal had been agreed at the Board's Quality & Performance Committee earlier that day. It was noted that DR was liaising with DMF to prepare the Compensation Event.	Prepare RPI CE	DR/DMF
4.	Programme	<p>DH noted that the NHS Team understood the Structural issues and it was recognised that the Structural works were not on the critical path and were trying to be pulled back into programme. AFe enquired what programme KWinter had reviewed. DH advised that the NHS Team meet with KWinter to discuss the project progress and that the summary programme was discussed but that BMCL should provide future programmes with any health warnings i.e. 10 week delay due to a crane movement. AS requested that all future programmes are reviewed in advance of providing to KWinter.</p> <p>DH noted that there was concern regarding the helipad procurement. AFe advised that the package had been split down i.e. Fire Fighting items provided to Mercury. AFe noted that WSP have provided the design for the helipad which was now in manufacture. JDPierce were currently preparing the steelwork who were due to arrive on site on 10th June to do the plantroom. Bayards were due to commence on site on 23rd August 2013. DH enquired if the Bayards start on site date impacted on the crane removal date and AFe advised that TC 5 was originally due to be taken down on 25th October however BMCL were considering keeping the crane on site for an additional 3 weeks (circa) which would allow the fire box to be put on the deck and some bunce for Bayards. AFe noted that TC5 is the biggest mobile crane available (1,000 tonne crane). DH advised that he was conscious that the Contractor report had stated that that Bayards had not been procured formally however acknowledged that the helipad procurement is well in hand.</p>	<p>Future programmes to advise of any issues which are causing the programme to show delay</p> <p>-</p>	<p>AK</p> <p>-</p>

Item No	Item	Discussion/Information	Action	Action by Whom
4.	Programme (cont'd)	<p>AFe advised that Structal were due to provide a revised programme. Structal now had 4 gangs on site. AFe were in dialogue with Structal and asking that when Structal finish a zone that they completely move out of that zone so that other works can be commenced in that area. BMCL were re-sequencing other works to suit the Structal works i.e. Level 4 handed over 4 weeks late, level 5 handed over 3 weeks late and level 6 handed over 2 weeks late. The key dates had been identified between 8th July to September 2013 and BMCL would be utilising all the cranes to feed the Structal works. AFe noted that the wind and water –tight October date related to only the Structal works as the Vectorfoiltect were due to complete their works during December 2013. AFe noted that Structal were now achieving installation of 15 panels per day and the target was 12-15 panels per day. AFe suggested that if the Structal works continue on the basis of the 15 panels per day then the works could be brought back onto programme on the fingers. BMCL were reviewing the 'S'curve and were in discussion with the sub-contractors to ensure that they can provide sufficient numbers of operatives. Structal were being pushed on to achieve the programme. AFe reported that the Pods for the Adult Atrium were due to be delivered to site with the first delivery expected to be 17th June. AFe advised that he may need to undertake some work out of the site hours (until 10pm) in order to lift the Pods into place whilst minimal operatives on site for Health & Safety purposes. AS raised concern regarding working out within normal site hours and AFe advised that the site hours related to noise and that BMCL would be monitoring the noise levels during the pod installation works and that a senior manager would be on site during the works. The pods would be installed on a counter balance basis. BMCL would be monitoring the bridge during the installation of the pods for any further movement. AFe noted that WSP had formally advised that the bridge had been performed as expected/settlement as anticipated. AFe advised that BMCL proposed to carry out a trial run on 22nd May 2013 by installing an unclad pod. AFe advised that he would achieve an SR1 finish to the link bridge however that there would always be a slight deflection and that he could not keep applying load on the bridge to try and achieve a level. DH noted that the aesthetics would need to be addressed i.e skirting level. AFe advised that BMCL understood that the aesthetics would need to be addressed and that a full line of a skirting would not been seen anywhere on the link bridge. AFe advised that BMCL did not propose to make a lot of noise and did not intend to notify either GCC or Environmental Control AFe noted that it was anticipated that it would only be the noise of the crane and potential adjustment works to the Pods and that works would be stopped immediately if the level of noise is such that it can be heard at the site hoarding. AFe advised that the target was 4 pods installed per day.</p> <p>AFe noted that the mammoth and maxi hoists had been installed and these were helping to feed the building with Structal panels.</p> <p>DH advised that the issue of the commissioning programmes would need to be advanced. DP advised that the schedule had been reset and the commissioning programme was now based on the reset schedule.</p>	<p>-</p> <p>-</p> <p>Provide commissioning programme</p>	<p>-</p> <p>-</p> <p>DP</p>

Item No	Item	Discussion/Information	Action	Action by Whom
5.	Design Groups			
	<i>Building Control</i>	DS advised that RBarlow had advised that the Stage 8 Warrant would be issued via post imminently.	-	-
	<i>YCF2</i>	DH advised that he had spoken to GBurnett to close out BMCL queries. AS noted that the NHS were awaiting the cost for the YCF 2 proposals and that this would be included in the compensation event for YCF 1 which was also to be paid for by Yorkhill Children's Foundation.	-	-
	<i>CHP</i>	DH noted that the tender returns proposals had been received and subsequently reviewed by SLogan, DHall, ASeabourne and IPowrie. The Wallace Whittle Glasgow Office had been requested to confirm that the tenders accord with what the ERs asked for, technical compliance only. DH had written to KHall on the basis of the preferred supplier. DH advised that he would be requesting that BMCL do not provide any communication regarding the result without the NHS seeing these in advance. AS suggested that the unsuccessful companies should be offered a debrief and DP confirmed that this was the intention.	-	-
	<i>Value Engineering</i>			
	<i>Real-time Bus Information</i>	DH advised that the Employer's Requirements request the provision of real time bus information in the atrium. JB noted that the query was regarding the bus stops and that BMCL would only install the ducts. DH advised that in conjunction with Mark McAllister this item would be progressed with SPT. DP enquired if the real time bus information formed part of the way finding/touch-screen requirements. DH noted that the location for the real time bus information in the atrium would need to be identified. DP advised that BMCL would propose to repeat the signal provided by SPT on the internal screen. DH concurred with BMCL re repeating the signal however noted that power/data needed to be provided.	-	-
		JB sought formal confirmation from the NHS that BMCL should put in the 5 additional screens re patient alert as per the sketch provided to provide. DH agreed to provide a formal communication to confirm the location of the patient information points.	Provide communication confirming location of patient info points	DH
	<i>Minicom</i>	DH advised that this had been concluded with RJohnson. DP advised that this hadn't been progressed further to the BMCL/Nightingale process and suggested a meeting within the next 2 weeks to conclude and this was agreed.	-	-
	<i>Ducting Specialist Areas</i>	AFe enquired if there was any further information regarding the ducting for the group 5 equipment in the specialist areas. DH agreed to progress with JMcGarritty and ensure that the information is provided to AFe by cop 25 th May 2013.	Provide group 5 info to BMCL by midday 25/05/2013	DH
	<i>Topping Out</i>	AFe enquired if the date for the Topping Out Ceremony had been changed and it was confirmed that the Cabinet Secretary were proposing to attend for a topping out ceremony on 24 th June 2013 however MSharples had been requested to confirm that BMCL were comfortable with this date.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
	<i>Excavations for ducts at Neuro</i>	DH enquired if the starpipe would be installed and DP advised that he would require an instruction for the works. DR advised that BMCL would need to be requested to provide a cost for the works. DH agreed to raise a PMI for the cost of the works. DP advised that confirmation that BMCL should proceed with the works was required asap in order that there was sufficient time to install the starpipe alongside the current works.	Provide PMI requesting costs for the starpipe works	DH
	<i>Stairwell Finishes</i>	DH advised that the stairwell finishes were still to be concluded.	Conclude stairwell finishes	
	<i>Swisslog</i>	DH enquired DP noted that the AGV simulation had been given the go ahead.	-	
	<i>Lift Server resilience</i>	DP agreed to progress this and provide feedback. DP noted that DWilson had requested that Schindler confirm the resiliency for the lift server.	Provide feedback asap	
	<i>Fire Brigade</i>	DP noted that the Fire Brigade had been to site earlier that day to look at the fire road and walk through the BMCL plans and discuss the hydrants and the 3 dry risers available to SFR to use. AS advised that when he had spoken to the SFR reps they had not raised any issues.	-	-
6.	AOCB	AS enquired if the scheduled Early Warning meeting could be moved to the Friday and this was agreed. SF was requested to issue a revised diary request to all the group members.	Change date of EW meeting	SF
7.	Date and Time of Next Meeting	Tuesday, 4 th June 2013 at 1.30pm in the Boardroom, Top Floor, Construction Site Offices	For noting	ALL

ACTION NOTE

Present:
Darren Smith (DS)
Shiona Frew (Notes)

Alan Seabourne (AS)
Douglas Ross (DR)

Alasdair Fernie (AF)
Grant Wallace (GW)

David Hall (DH)
John Ballantyne (JB)

Darren Pike (DP)
Peter Moir (PM)

Apologies:
Mike Sharples (MS)

Alan Keeley (AK)

Derek McFarlane (DMF)

Mark McAllister (MM)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action note from previous meeting	Accepted as an accurate record of the previous meeting subject to the following amendment: Advocacy room requires to be fitted with a glazed screen.	Amend note	SF
2.	Matters Arising			
	CFD Analysis	DH noted that he had received the comprehensive WSP comments from DS and that the comments had subsequently been provided to Buro asking them to confirm that the information answers the queries they raised.	Advise of any issues	DH/DS
	VIE	PM advised that the NHS had requested 2 supplementary pieces of information in relation to the location and the space for the Teaching & Learning. It was understood that the bottle storage information was due to be provided to the NHS Team and the location plan had been received. DS advised that he had a pack of options to be provided to the NHS Team as BMCL had identified the interim and final solutions. DS noted that he had received the cylinder information and BMCL were drilling down into this to double check the storage requirements against the storage space plans. DS suggested that the planned size of storage may not be required and that BMCL were carrying out a storage capability review. AS suggested that if the storage space is to be reduced it should be a meaningful reduction.	-	-
		AS suggested that the layout proposals were starting to look complex and suggested that the unit could be rotated 90° and making the driver enter via a hatched pavement into the inside of the pavement to fill. AS noted that PM would liaise with JMurray. DS advised that it was JMurray's intention to speak to PM over the next few days. DS noted that if the filling pipe goes across a walking pavement then a BREEAM point will be lost. DS noted that BMCL had already considered the NHS suggestion. AS suggested that as long as the BREEAM point was not mandatory then he would be satisfied to lose this point. DS suggested that BMCL did not want to lose easy BREEAM points. AS suggested that the proposals needed further discussion.	Liaise with JMurray re layout	PM
		DP noted that he had an updated drawing which identified the manifolds and where the gases go (Nitrous, Surgical Air). Entinox had been moved to courtyard 1 and Oxygen would be in cylinders. DS showed the drawing which would be provided to the NHS in due course. DP noted that there was the main VIE cylinder and small back up cylinder however the back-up storage would need to be agreed and BMCL were currently reviewing the HPI calculations on this. AS advised that the sizing should be discussed with Lynn Morrison and Ian Powrie. DP advised that the HOI rep had been advised not to contact the NHS Estates Dept directly..	Provide manifold drawing to NHS Discuss back-up storage requirements with IP and LM	DP DP

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising <i>VIE (cont'd)</i>	AS enquired when BMCL were anticipating starting the works. DS suggested that AK had been proposing to commence the borehole(s) over the next few weeks. DS noted that he had met with JMiller to agree the process for informing the GCC Planners re the helipad, outside shelters, etc and that an update re the VIE would be included in these updates as the VIE had been shown on the Masterplan. DS reported that JMiller had raised concern that one of the conditions required an application to be lodged for Car Park 3 (now known as 2) if not started within 3 years. There were no conditions which requested an application for the VIE. BMCL would liaise with the NHS in advance of meeting with GCC Planners. AS enquired if BMCL were proposing to commence the VIE works in advance of discussing with GCC Planners as the Planners had always requested to be provided with the detail of the VIE. DS noted that the VIE had always been included on the Masterplan and the VIE is linked to the buildings as is needed to make the building work so was being dealt with no differently to the helipad. AS raised concern that it was a high risk approach being pursued by BMCL to start constructing before testing the proposals with GCC Planners. DS suggested that it was envisaged that a meeting with GCC Planners could be scheduled to take place within the next 2/3 weeks. AS suggested that BMCL should meet with GCC Planners within the next 2 weeks. DS noted that the application specifically states that if Car Park 3 is not started within 3 years then it will be subject to a separate planning application however there were no such stipulations relating to the VIE. DH raised concern that the design had evolved which had split the VIE from the Car Park. DH concurred that BMCL should progress the VIE in conjunction with the external shelters proposals with the GCC Planners in the next 2 weeks. AS noted that the VIE had been split from the car park for both safety and operational reasons	Meet with GCC asap to update the detail re VIE, Helipad, etc -	DS -
	<i>Link Bridge Proposals</i>	AS noted that there had been an issue re natural or mechanical ventilation to the link bridges. It had been suggested that BMCL were putting in triple vents and now putting in hopper windows. DS suggested that triple vents would not allow for enough natural ventilation. AS raised concern regarding the control of the hopper windows. DS suggested that BMCL were looking at a natural vent system and enquired what the NHS concern was regarding hopper windows. DH advised that there was 3 building linked together therefore no one would take responsibility for opening/closing the hopper windows therefore no environmental control. The link bridges would have heating installed therefore there was a high probability of the space being heated whilst the windows were open. DH enquired about how the NHS would deal with smoke clearance and suggested that the hoppers should be fitted with a system which would open/close the windows triggered by temperature or smoke. DS noted that there was no requirement to vent for smoke as this could be a manual operation of opening doors or windows. AS noted that there would be no issue re the maternity link as this was mechanical ventilated due to their being offices within the link. AS enquired what the proposal for heating the neuro link bridge was and DP advised that the plan for the Neuro link bridge was to have radiant panels for heating and hopper windows for cooling. AS advised that he would liaise with PM and DH and confirm how the NHS would want to proceed. JB noted that there would be an issue re the air handling plant capacity and that cartridges would need to be installed. AS enquired where the vent supply for this link bridge should be located and DP suggested that it should be located in plant-room 31 on the 1 st floor and this would not be easy to do. DH suggested that BMCL should investigate providing trickle vents in conjunction with thermal or smoke operated automatic vents.	Investigate trickle vents and thermal/smoke operated automatic vent systems	DS

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising	<p><i>RDD</i> DH advised that he had liaised with FW who had advised that the JTC information would be returned later that day.</p> <p>DS reported that BMCL were awaiting the lead penetration information and that FW had advised that she did not have all the information to progress. This information was required asap as it may start to have an effect on site. DH agreed to raise with FW to progress.</p> <p>JB noted that BMCL needed the dental chair and pendant information confirmed formally asap. DH agreed to liaise with FW to progress this item.</p> <p><i>Group 2 Equipment</i> AS noted that the clock location information would be provided to BMCL in due course.</p> <p><i>Medical Gas</i> AS noted that the NHS were awaiting the final information from BMCL in order to get sign-off by GDunne. DP promised to provide the awaited information to the NHS by COP 10th June 2013.</p> <p>AS enquired about the discussion re the position of the department AVSU and line valves. DP advised that he had received a response from HPI re the line valves and would provide this to AS and DH asap. DP suggested that a meeting to discuss the response would need to be arranged. DH noted that with the exception of 1 AVSU that all other AVSUs were in an appropriate place from both and fire, operational and safety perspective and that additional signage would need to added as this AVSU was in close proximity to a local AVSU. AS enquired how the NHS would sign-off of the AVSU/Line valves and DH suggested that there would need to be an agreed derogation. AS requested that DH liaise with GDonnelly for confirmation that he was satisfied with the AVSU locations. DP suggested that the proposals would need to be signed off by the AE. DH suggested that the proposals needed to be signed off by both the AE and the AP. AS advised that the proposals would need to be signed off by both ISandford and GDonnelly. DP suggested that the design needed to be signed off by both GDunne and GDonnelly.</p> <p><i>Energy Centre A-side Handover Agreement</i> AS advised that Energy Centre had been handed over and there were no issues. DP noted that the HV Demarcation agreement had been signed off by all parties.</p> <p><i>Acoustic test</i> DH advised that the Acoustic testing proposals had been received and DH had received comments from SLogan and was awaiting comments from Capita. Once all the comments had been received DH would incorporate all the comments into 1 response and provide to BMCL. DH noted that SLogan had suggested that there was not enough tests and enquired if the WSP BREEAM rep had checked that the number of tests complies with BREEAM and DS advised that the WSP BREEAM had checked that the number of tests complied.</p> <p><i>Inflation – Compensation Event</i> AS noted that the wording for the Compensation event was nearing conclusion.</p>	<p>-</p> <p>Liaise with FW</p> <p>Liaise with FW</p> <p>Provide clock locations to BMCL</p> <p>Provide awaited schematics, etc Liaise with GDunne</p> <p>Liaise with GDonnelly and ISandford</p> <p>-</p> <p>Provide comments re Acoustic testing proposals to BMCL</p> <p>-</p>	<p>-</p> <p>DH</p> <p>DH</p> <p>AS</p> <p>DP DH</p> <p>DH</p> <p>-</p> <p>DH</p> <p>-</p>

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising			
	<i>Programmes</i>	DP advised that the commissioning programme for plantroom 21, 31 and the energy centre (40% of the works) had been provided to the NHS. The commissioning programmes for plantrooms 32, 33 and tower would be provided circa 3 rd week June and the children's would be provided at the beginning of July 2013. DH enquired if the commissioning programmes aligned with the construction programmes and DP confirmed that the programmes were aligned noting that there may be the odd anomaly. DH enquired if the programmes were linked together and DP advised that the programmes were not linked but would be rescheduled and re-sequenced as necessary. AS requested that a meeting with DLoudon, AS, PM and DH be organised for circa 20 th June 2013.	Arrange meeting	SF
	<i>Advocacy Room – Glazed door</i>	DH advised that the NHS agrees that fire resistant glass is not required. AS advised that the NHS had met with Gordon Allan who was satisfied with the atrium proposals.	- -	- -
	<i>Building Control</i>	DS confirmed that BMCL Had received that stage 8 approval.		
	<i>Patient Information</i>	DH advised that he had provided an instruction via Sypro regarding patient information. DH noted that a meeting was being organised with SPT regarding the real time bus information.	Real time bus information requirements to be provided to BMCL	MMc/DH
	<i>Group 5 Information</i>	It was noted that this had been progressed via the Group 5 Equipment specific meeting which had taken place the previous day. It was agreed this item could be closed for this group.	-	-
	<i>MTHW Ring</i>	Maternity/Neonatal – DH noted that he had a marked up drawing with all the services identified both proposed and existing and the area was very busy therefore it appeared that the trees would need to be moved so that the duct can be installed. The duct would contain oxygen, low voltage cable and MTHW pipe. DH suggested that consideration needed to be given to the route. DP noted that BMCL had only identified the route from the building. DP advised that he would liaise with AK regarding the proposed start date for these works but that it was proposed to carry out the works in 2 stages. GW noted that the PMI states that the works should be carried out in conjunction with the data cable works which were currently being done. DH advised that GW should confirm to the NHS that this wasn't possible and that the cost is based on carrying out the works in conjunction with the other works.	-	-
	<i>Topping out</i>	AS advised that the NHS invites had been issued. AFe advised that he wished to discuss the PPE requirements with the NHS reps. AS suggested that the route should incorporate the adult atrium and critical care. AFe noted that BMCL were also trying to organise a piper for the ceremony. AFe reported that an evergreen leaf would be tied to the steelwork, quaichs would be provided and a platform plinth was being prepared at an upstand. The banners would be installed w/c10th June 2013. AFe noted that there would be a couple of labourers attending the ceremony. It was proposed that the parties would use the core c lift and walk across to F, the last top pour was scheduled to take place on 21 st June 2013.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising			
	Stairwell finishes	DH advised that he had the stairwell finishes and would conclude the review/sign-off later that week. AS noted that the stairwell he had seen was satisfactory.	-	-
	Lift Server Resilience	DP advised that this item was still being worked through.	-	-
3.	Commercial Group	It was noted that the Commercial Group meeting had taken place earlier that day and there were no areas of concern requiring input by PMG members to resolve. .	-	-
4.	Programme	<p>JB noted that AS had previously enquired about any impacts there may be to resourcing over the summer holidays and if there is any impact due to the labour force leaving to work on the Scottish Hydro project. AFe advised that all the sub-contractors had there resource plans. There was currently circa 120 inductions to site each week and 1370 operatives on site at peak periods. It was anticipated that the number of operatives on site would increase by a further 200 people soon. There was circa 20 Astins operatives being inducted every week which accommodates those operatives who leave. The Astins staffing was a good benchmark for the rest of the project/other sub-contractors. AS enquired if BMCL had allowed for a reduction in operatives over the holiday period as there appeared to be no reduction in productivity over the period. AFe advised that there had been a number of commissioning companies who had went out of business recently and many of these employees were starting work on the site. AS enquired whether all the Structural cladding gangs were working through the summer and AFe advised that the gangs would be working through the holiday period. AFe advised that a lot of the operatives were self employed therefore the impact due to holidays/sick leave was minimal. DP advised that the M&E sub-contractors know that they need to make the programme are that the sub-contractors are inducting more operatives to the site as and when required. The M&E programme doesn't suffer due to operatives being on annual leave of illness and the risks to programme had been mitigated due to the pre-wiring, modularisation, etc. AFe advised that the programme was solid and the sub-contractors know what needs to be achieved and have work-plans in place to ensure that the programme is being achieved. AFe noted that there had been some concrete operatives left the project to work on the Forth Road Bridge project however there was not the same requirement for concrete workers at this time. The last under building slab had been poured the previous week. AFe commented that BMCL were monitoring the Astins staffing.</p> <p>AFe noted that the tower and NCH works were progressing satisfactorily to the tower, NCH and podium. AFe would be discussing the shaft walls with MS and JB later that week. The vectorfoiltec works were progressing well and on programme. The pillows were due to start w/c 10th June 2013. The adult atrium pods were due to start arriving on site from the 17th June 2013. BMCL had carried out a trial install of a pod and there were no adverse effects on the bridge and the bridge deflection would not impact on the look of the pods. AFe advised that the 40mm dip in the atrium link bridge would not been seen. In general, works were progressing well and the current pressure point was the corner infills being done. Once the pods are installed then the insulation will be installed, the transfer beam will be installed and thereafter the roof will be built. Cladding to core g will then be commenced and the steelwork for the helipad will be installed (BMCL will undersling a scaffold for the helipad works).</p>	-	-
			-	-

Item No	Item	Discussion/Information	Action	Action by Whom
4.	Programme (cont'd)	<p>AFe noted that there were circa 200 rooms complete and 1700 expected to be complete by the end of 2013. Inspections were continuing to be carried out jointly with BMCL and Capita.</p> <p>AFe reported that there were 6/7 air handling units installed and water had been flushed through the heating in cores D&G. The south west elevation scaffolding had been removed and some remedial works would be undertaken in due course, also the discoloured flashings would be replaced. BMCL were working their way through the remedial works to damaged cladding. The landscapers were due to commence on site within the next courtyard in 6/8 weeks time. DH enquired about the sanctuary and AFe advised that this would be coming in as stick. AS acknowledged that BMCL were awaiting confirmation of the way forward re haemato-oncology changes.</p> <p>AFe advised that it was proposed and Structal would install the cladding on levels 9, 10 and 11 using the tower cranes. The roof would be loaded with panels in preparation for the next days work. This may involve the tower cranes working until 8pm however the only noise from the site will be from these tower cranes and BMCL would be closely monitoring the noise levels. TC2 was due to be taken down in the next couple of weeks. BMCL were hoping to get all the tower cranes taken down by Christmas.</p>	- - -	- - -
5.	Design Groups <i>Lock down of areas</i>	<p>AS advised that he had raised a concern the previous day regarding the lockdown process for those completed areas. AS noted that the areas were undergoing a builders clean and were getting dirty again as there appeared to be no control regarding who was accessing these areas. DP advised that the doors surrounding the completed area had the locking system commissioned and the restricted access process would be instigated from 7th June. From this point there would only be 2 doors available to access these areas and these doors would be under the control of Peter Norton. The access control system could not be utilised at this time as the doors/access needed to be set up using a laptop and BMCL were currently working through a couple of operational issues i.e. power loss. All the sub-contractors had been notified to advised of the process to obtain access to the completed areas. AFe reported that on the day of AS's latest visit the area had not been locked down as there was a full inspection being undertaken by Capita. AS enquired whether BMCL would be requesting that blue over shoes are worn when accessing the completed areas and AFe advised that the overshoes were available however as these did not stop damage that BMCL were proposing putting in runways. AFe was meeting with the BMCL Managers to reinforce what is expected from this point forward. DP noted that the doors could still be forced therefore BMCL were ensuring that all the sub-contractors were properly introduced to the lock down process. AFe noted that consideration had been given to using cordex however the downfall of using this could be that when the cordex is lifted in advance of handover that any uncovered areas could become a different shade from the covered areas. AFe reported that BMCL had taken on board the NHS comments. AFe suggested that where possible contracts with subs were for a lump sum fee and included damages i.e. pod ceilings. AS requested that BMCL activate the access control process that AS and PM are invited to test the process.</p>	Advise when access control commences so that AS and PM can test	AFe/DP

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Item No	Item	Discussion/Information	Action	Action by Whom
5.	Design Groups <i>Lock down of areas</i> <i>Design & Healthy Environment Group</i> <i>Samples</i> <i>Car Park 1</i>	<p>AFe advised that consideration needs to be given to when BMCL handover the 7500 rooms at the end of the job. BMCL were proposing having a maintenance crew on site for 3 months in advance of handover and would need circa 300 cleaners. BMCL wished to understand how the NHS wanted to start using the building as this would allow BMCL to manage the handover process. AS advised that he had signed up to running the building for 12 weeks in advance of the hospital site moves. JB noted that in previous hotel projects the building had been handed over to the client on a floor by floor basis and that the occupancy should be on a transitional basis. AS advised that the handover process would need to be signed off by DLoudon. AFe advised that he had a plan for the building handover which he proposed to discuss with KConnelly and DH as KConnelly had worked with AFe on this process on the Victoria ACH Project. AFe noted that KConnelly had advised that the migration plan was circa 4 months away from finalisation. AS noted that the order of the moves had been agreed and this was being sequenced in order to ensure that services are not left isolated (including clinical). A coloured chart of the moves had been prepared and FMcCluskey could advise on this.</p> <p>DS raised concern that the DHE was reporting incorrect dates for the art installations and that the reported dates were too far behind where BMCL needed them to be. AS enquired what dates were incorrect and DS advised that he would ask GBurnett to provide information to AS in order that AS could sort.</p> <p>DS noted that there were a few samples in the samples room which required NHS sign-off and enquired whether FMc still wanted to borrow some samples and this was confirmed.</p> <p>It was noted that there were no issues requiring PMG input to resolve. DH suggested that the works were circa 3 days behind programme and GW suggested that the delay may have been due to hitting dolomite. DH suggested that the only design issue to be concluded was in relation to the omission of the upstands on the ramps and the berry barrier. DS agreed to investigate. DH noted that he had asked for an extract enlarged section so that it could be compared to that in other car parks. AS noted that the NHS would still want to use the first floor only in a temporary state. DH noted that there had been a query re how the public would exit the car park and DH would liaise with AK to advise that the public should exit straight out to the Labs road or into the old site offices car park area.</p>	<p>Discuss building handover with KConnelly and DH</p> <p>Discuss migration plan with FMcCluskey</p> <p>Provide arts issues to AS</p> <p>NHS to sign-off samples</p> <p>Liaise with AK re public route to exit the car park</p>	<p>AFe</p> <p>AFe</p> <p>DS/GB</p> <p>PM</p> <p>DH</p>
6.	<i>Community Benefits</i>	<p>It was noted that there were no issues requiring PMG input to resolve.</p> <p>AS noted that the next university event had been organised. AFe advised that Skillbuild had recently been on site.</p>	<p>-</p> <p>-</p>	<p>-</p> <p>-</p>
7.	<i>AOCB</i>	There was no further business.	-	-
8.	<i>Date and Time of Next Meeting</i>	Tuesday, 18 th June 2013 at 1.30pm	-	-

ACTION NOTE

Present:

Douglas Ross (DR)

Apologies:

Mark McAllister (MM)

Alan Seabourne (AS)

Grant Wallace (GW)

Alasdair Fernie (AF)

Peter Moir (PM)

Alan Keeley (AK)

Mike Sharples (MS)

David Hall (DH)

Darren Pike (DP)

Shiona Frew (Notes)

Derek McFarlane (DMF)

Darren Smith (DS)

John Ballantyne (JB)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action note from previous meeting	Accepted as an accurate record	-	-
2.	Matters Arising			
	<i>CFD Analysis</i>	DS advised that he was awaiting the CFD Analysis to be returned from DH and DS was aware that DH had been awaiting a response form Buro.	Provide progress update	DH/DS
	<i>VIE</i>	AS advised that PM and JMurray had reviewed plans. DS noted that BMCL had another option so there was a way forward to progress. BMCL had provided information for RDD.	-	-
		AS noted that the manifold information needed to be checked. DS advised that there was 140 connected and the ability to store 60. AS noted that the NHS indicative requirements (199) were being further investigated as this figure was predicated on historical information to identify where portables would be needed.	-	-
		AK noted he had obtained approval to progress the SI and that was awaiting a final method statement for the works. BMCL were querying the timescales for the works and that a programme and plan for the works would be provided to the NHS in due course. AK advised that a snuff box would be installed to catch any bits of rocks flying off, etc. AS enquired whether BMCL had discussed the VIE with the Planners and DS noted that BMCL were awaiting the conclusion of the VIE discussions before discussing with the GCC Planners.	-	-
	<i>Link Bridge Proposals</i>	DS advised that JB was investigating an option for the opening of hopper windows in the link bridge. BMCL did not think that an automatic system was required however understood the NHS FM issues. AS noted that he was trying to obtain a middle ground between the NHS Technical Advisers stating that the bridge should be ventilated and BMCL stating that there was no requirement for automatically ventilating the link bridge. DS reported that there were fire doors at either end of the corridor and that the Fire Brigade would open windows to vent a smoke filled area.	Provide update re auto opening of hopper windows	DS/JB
	<i>RDD</i>	Lead Penetration - AS advised that FWraith was meeting with the Clinical Physics rep at Gartnavel. DS enquired when BMCL could be provided with the lead penetration information as it was getting critical to get this information asap as there was a conflict between the drawings and the RPA schedule. AS agreed to liaise with FW to obtain a return date and would confirm this date to DS asap.	Liaise with FW re return of lead penetration drawings	AS

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising	<p><i>RDD</i> Clocks (Group 2) – AS agreed to liaise with AMcIntyre re clock locations/requirements for the new hospitals and provide feedback to BMCL asap.</p> <p>Medical Gas Schematics – DP advised that the schematics had been provided to DH and GDunne and that a meeting had been scheduled to take place on 26th June 2013.</p> <p>Acoustic Testing – DS noted that he was awaiting feedback from DH.</p> <p>Commissioning Programme – DP advised that BMCL were on track to undertake commissioning activities as per the programmes due to be issued formally to the NHS at the end of June 2013.</p> <p>Real Time Bus timetables – AS acknowledged that the NHS needed to advise BMCL what was required but BMCL knew about the containment and cabling noting that the locations were to be identified.</p> <p><i>Lock-down/Access Control</i> DP advised that the access control was now in operation. AS suggested that the he was able to walk in the middle door at level 3 with no restriction.</p> <p><i>Design & Health Environment</i> AS sought clarification about the recent emails he had received. DS advised that he had asked GBurnett to provide AS with information relating to the wrong dates being stated by the D&HE Group. DS noted that the DH&HE Group were continuing to report wrong completion dates for works at meetings</p> <p><i>Sample Sign-off</i> DS noted that progress had been made re NHS Sign-off of samples.</p> <p><i>Car Park 1</i> It was noted that DH was to liaise with AK re the public route to exit the car park. AK noted that he proposed to reissue the drawing with is notes removed.</p>	<p>Confirm clock locations</p> <p>-</p> <p>Provide feedback re Acoustic test proposals</p> <p>-</p> <p>Provide locations re real time bus timetables</p> <p>-</p> <p>Liaise with DHE Group lead re correcting project dates</p> <p>-</p> <p>Liaise with AK re access routes</p>	<p>AS</p> <p>-</p> <p>DH</p> <p>-</p> <p>DH/PM</p> <p>-</p> <p>AS</p> <p>-</p> <p>DH</p>
3.	Commercial Group	<p>It was noted that there were no early warnings of concern which required PMG members input to resolve. It was noted that the cost for the additional monitoring was to be agreed and SF was to provide GW with a copy of the costs previously agreed.</p> <p>DR enquired about the insurance coverage for the Board Equipment and what needs to be done if not covered by BMCL. MS advised that the Boards equipment would only be covered under the BMCL insurance if fitted, loose equipment is a NHS/sub-contractor risk. DR noted that the NHS data equipment was due to be fitted in Summer 2013. MS advised that until fitted the data equipment would not be covered by the BMCL project insurance. GW advised that the BMCL project insurance was based on providing the insurer with upfront values for the works being done and GW agreed to liaise with JLT (BMCL Insurers). AS suggested that there were 2 issues is it covered for fire and covered for theft. MS advised that the there was also an environmental issue covered by the BMCL insurance i.e. need to make sure there is no dampness. AS noted that the switches were to be installed around the building therefore BMCL would be expected to insure the environmental factors. ...cont'd....</p>	<p>Provide previously reported borehole costs to GW</p> <p>Liaise with BMCL insurer re coverage of NHS equipment</p>	<p>SF</p> <p>GW</p>

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Item No	Item	Discussion/Information	Action	Action by Whom
3.	Commercial Group (cont'd)	<p>AS noted that there was good access control to the switch rooms. AS summarised that if the NHS equipment during fitting is not covered by BMCL insurance but once fitted in covered by BMCL insurance. MS noted that once the CT and MRI are fitted that BMCL would want to give the keys to the NHS for these rooms.</p> <p>GW enquired when the Board equipment was due to be installed and DR noted that the equipment install had already started. DP noted that the first few switch rooms have been fitted out with temporary switches supplied by FCarnie. DR noted that the IT equipment had a value of circa £2m therefore the NHS team needed to understand the insurance coverage for flood, fire, damage and theft. MS noted that once the IT equipment is fitted in the switch rooms then BMCL would expect the NHS to take the keys for these rooms and manage access.</p>	- -	- -
4.	Programme	<p>AK advised that it had been hoped to start the install of the atrium pods however this work had been re-sequenced to accommodate the topping out ceremony as the mast climbers needed to be taken down.</p> <p>AK noted that the Structal panel install had improved. There had been 140 panels installed the previous week and it was thought that this was the best which could be achieved (circa 7 panels per day). AS noted that there was a noticeable increase to the panels installed over the previous week. AK advised that he was awaiting the revised Structal programme to check what the programme is based on i.e. 10/12 panels per day in order to ascertain if the programme is achievable and programme the works for the follow on trades. BMCL were reviewing the works to ascertain if there are any in-efficiencies. Structal are pushing on with the works to make up the programme. The programme will be assisted as some of the panels will now be put in utilising tower cranes.</p> <p>Other key programmes areas highlighted were:</p> <ul style="list-style-type: none">• Roofworks to both hospitals atrium were progressing well.• Internal fit put going well and good progress being achieved behind the Structal works• M&E fit out in the ground floor area is going well• Podium fit-out – good progress achieved• NCH – continuing to progress well• 3rd floor plant room – on programme• Energy Centre – additional boiler due 27th July and then the cladding will be installed. Heat on expected to be October 2013.• VIE, link bridges and tower crane removals (cranes 8 and 10) – under review. BMCL were looking at exclusion zone requirements as a full road closure would not be simple. AS suggested that access could be prohibited only to the maternity and older peoples services to enable a road closure to occur. AK advised that he will get the options identified for discussion with the NHS Team. AS noted that he was comfortable that the NHS needed to be adaptable for the tower crane removals. AK suggested that there may be potentially 3 road closures required i.e. TC8, TC10 and link bridges.	- - - - - -	- - - - - - AK

Item No	Item	Discussion/Information	Action	Action by Whom
4.	Programme (cont'd)	<ul style="list-style-type: none"> Car park – AK was aware that he needed to liaise with PM & DH re carrying out the MTHW works. AK advised that there were a few queries to be discussed re connections i.e. fire alarms – what should be connected to the Labs or A&C or does it standalone like the current multi-storey car park. Of concern was the builders work i.e. red care. GW suggested that KHall had been asked to look at connections in relation to the BMS. <p>AK noted that there had been a spell of good weather which had allowed works to gain momentum. BMCL were keen to get some of the render installed as it was preferable not to be doing render works in the winter.</p> <p>AK reported that there were circa 1400 operatives on site the previous week.</p> <p>DP noted that the gas meter housing information had been provided to DH and DH had subsequently asked</p>	<p>Liaise with PM and DH re MTHW</p> <p>-</p> <p>-</p> <p>-</p>	<p>AK</p> <p>-</p> <p>-</p> <p>-</p>
5.	<p>Design Groups</p> <p><i>Ground Water monitoring</i></p> <p><i>Fitted Furniture RFIs</i></p> <p><i>Outstanding RDD</i></p>	<p>DS noted that for the 3rd successive month the ground water results continued to be flat-lined. DS suggested that a meeting to discuss the results and agree the way forward re GCC Planners should be scheduled preferably a date between 8th – 11th July 2013. DS agreed to liaise with SF regarding the NHS Project Team diaries. DS suggested that he may invite JMiller to attend this meeting.</p> <p>DS noted that there had been a good meeting on 15th June 2013 and it was hoped that the outstanding RFIs could now been closed asap.</p> <p>DS noted that the outstanding RDD had not been discussed at the meeting on the 15th June 2013 and that there was some information which BMCL had expected to be returned by 11th June 2013 which remained as outstanding. PM suggested that he was not aware that there were any issues. DS noted that DH had agreed to liaise with FWraith regarding the outstanding information to be provided back to BMCL. AS requested that an urgent meeting be arranged between DH, PM, AS, DS and FWraith to discuss the RDD issues. AS noted that he thought that the RDD Tracker would have been gone through at the meeting on the 15th June 2013.</p>	<p>Arrange meeting to discuss ground water monitoring results</p> <p>-</p> <p>Arrange meeting to discuss RDD</p>	<p>SF</p> <p>-</p> <p>SF</p>
6.	Construction Groups	It was noted that there were no construction issues requiring input by PMG members to resolve.	-	-
7.	Community Benefits	AS noted that the Community Benefit target in relation to apprentices had been exceeded.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
8.	AOCB <i>Fire Incident on Site</i>	<p>MS advised that the insurance inspector had visited the site and provided a report of his findings. A report from the Strathclyde Fire Brigade inspector was awaited.</p> <p>AK noted that familiarisation sessions with 5 SF&R watches were due to be commenced. Comments received thus far were that SF&R were pleased with what was on site. A number of changes had been instigated on site i.e. designated smoking shelters and no smoking on site. The first red card for smoking on site had been issued that day. AS suggested that stopping smoking on site completely could lead to people smoking covertly and throwing a cigarette away to save getting caught. MS noted that smoking on site had been stopped on the Peterborough Project. AK noted that generally when partitions start to get installed then no smoking on site is brought into force. AK noted that 2 smoking stations had been created on site. AK noted that the diesel was to be moved from the tanks over the weekend and with the subsequent removal of the tanks would allow the bund to be removed and the smoking area to be expanded. AK noted that he wanted to move the GRA out before Xmas so that the works to start the road could be commenced. MS suggested that BMCL should send notice to GRA in August 2013 re moving out. AS advised that he would ask MMcA how much of the GRA working day was on this project. AK advised that he would liaise with Rosh Campbell.</p> <p>MS noted that early indication was that the cause of the fire was due to a stray cigarette. AS noted that SF&R were satisfied with the reaction received when they were on site. AK noted that he had seen the reaction of the Fire Commander once it was identified that there were still 2 people unaccounted for. AS advised that he had requested that a process re liaising with BMCL in the event of a Fire be written up. MS acknowledged that as the building was constantly changing that in the event of a fire it is challenging for SF&R. DP noted that dry risers will start to be operational in circa 2 weeks. MS noted that it was a long walk for the SF&R when they had all their safety equipment on and carrying a hose. MS noted that the pressure in hoses drops circa 0.5bar per floor. It was noted that the report from the Fire Service was still awaited.</p> <p>AK noted that it was going to be awkward to replace the damaged cladding in the courtyard due to the nuisance factor.</p> <p>DR noted that he would discuss the insurance claim with JB.</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p>
9.	Date and Time of Next Meeting	Tuesday, 2nd July 2013 at 1.30pm in the Boardroom, Top Floor, Construction Site Offices	For noting	ALL

ACTION NOTE

Present:
Douglas Ross (DR)
Peter Moir (PM)

Alan Seabourne (AS)
Grant Wallace (GW)
Shiona Frew (Notes)

Alan Keeley (AK)
John Ballantyne (JB)

David Hall (DH)
Mark McAllister (MM)

David Loudon (DL)
Mike Sharples (MS)

Apologies:

Alasdair Fernie (AF)

Darren Pike (DP)

Darren Smith (DS)

Derek McFarlane (DMF)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action note from previous meeting	Accepted as an accurate record	-	-
2.	Matters Arising			
	<i>CFD Analysis</i>	DH advised that he had received a final response from Buro and all the outstanding items had now been closed out. DH had notified DS that the final position re the CFD Analysis was now agreed with Buro.	Item closed	-
	<i>VIE</i>	PM advised that he understood that BMCL are progressing the design. MS noted that DS had provided him with the following update: a) planning application submitted, b) minor construction issues to be resolved. PM confirmed that the NHS were satisfied with the bottle/cylinder numbers.	Provide update at next meeting	-
	<i>Link Bridge Proposals</i>	AS advised that he understood that a proposal was being identified by JB. MS noted that DS had provided him with the following update: a) does not think that hopper windows are the correct way forward and they will let in the rain and b) an automatic/electric option is circa £10K-15k. DH suggested that he was concerned that the windows would be left open or left closed and the link could overheat and as there is 3 buildings joining in then who would be responsible for the opening/closing of the windows. DH noted that the NHS had asked for a structure that the heat could be controlled in but that there was nothing specific requested. AS suggested that he was not convinced that installing actuators on the windows was the way forward either from a maintenance perspective. PM suggested that it was his preference to keep things simple and just have opening windows.. DH suggested that from an energy perspective that in cold weather if the windows are left open then the heat from the building will escape. DH noted that the height of the windows would need to be checked. AS enquired if DH had any concerns re smoke clearance. DH reported that as there was no mechanical ventilation the windows would have to be opened for the purposes of smoke clearance. AS agreed to confirm that NHS requirements to MS in due course	Provide confirmation of NHS requirements to MS	AS
	<i>RDD</i>	Lead Penetration - MS noted that DS had provided him with the following update: the drawings had been returned by FWraht, subsequently updated by BMCL and returned back to FWraht.	-	-
		Clocks (Group 2) – AS agreed to liaise with AMcIntyre re clock locations/requirements for the new hospitals and provide feedback to BMCL asap.	Confirm clock requirements	AS
		Acoustic Test proposals – DH advised that these had been returned earlier that day to BMCL.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising	<p><i>RDD</i> Real Time Bus timetables – DH advised that there was an internal discussion later that day. MMc advised that he had written to both GCC and SPT requesting further detail for the requirements for the bus shelters (Spec and sizes) and the real time bus timetables (data and power). MMc had an informal discussion with GCC and SPT with respect to the power requirements which was usually from an unmetered cable. AS noted that the NHS would provide the power and DH reported that there were no unmetered cables on the site. MMcA reported that real-time information worked on the basis of a radio system and transponders. SPT and GCC were identifying a solution to the technical challenge of relaying information from the outside to the screens within the atrium. MMcA noted that GCC run the system in Glasgow however the real-time information is not Glasgow city specific and SPT do not run the real-time information systems in Glasgow. MMc advised that Partick bus station had managed to organise for the real-time information to be displayed and MMcA had challenged SPT & GCC to come back with a solution. DH reported that the NHS were getting to the stage that an allowance for data and power would need to be identified for the real-time info system. MMcA noted that an allowance should be left for 2 points in the adult hospital and 1 point in the Children's Hospital.</p> <p><i>Design & Health Environment Group– wrong timescales</i> AS advised that he had confirmed to ABaxendale the Design & Healthy Environment project timescales.</p> <p><i>Extended Groundwater monitoring</i> AS requested that GW provided confirmation as to the cost of the extended groundwater monitoring and GW advised that this had been provided to SF. GW reported that the cost was circa £7k for the borehole and extension. AS agreed to these costs and advised that a CE event should be raised to BMCL.</p> <p>AS reported that the groundwater monitoring wrap up meeting had been scheduled to take place on the 11th July 2013.</p> <p><i>BMCL Insurance coverage of NHS equipment</i> AS noted that this had been discussed at the Commercial Group meeting. GW advised that he was liaising with the insurer.</p> <p><i>Crane Removals</i> AK noted that this was crane removals and associated road closure requirements was being identified. AS requested that AK progress these discussions through PM, DL and DH.</p> <p><i>MTHW</i> AS advised that he needed to carry out a walkround with AK and DH in order to understand the extension of the works which the NHS would require. AK noted that the drainage works to the rear of the maternity had commenced however AK required some further design info re existing oxygen pipe and checking the levels. BMCL were progressing what works they could.</p> <p><i>RDD</i> AS advised that a joint meeting had taken place and it had clarified what was to be done. MS noted that DS had provided him with the following update: there were only circa 25 drawings outstanding and the situation had progressed.</p>	<p>-</p> <p>-</p> <p>Provide CE to BMCL re extended groundwater monitoring</p> <p>-</p> <p>Provide update re insurance coverage</p> <p>Liaise with PM, DL and DH.</p> <p>Organise walkround</p> <p>-</p>	<p>-</p> <p>-</p> <p>PM</p> <p>-</p> <p>GW</p> <p>AK</p> <p>SF</p> <p>-</p>

Item No	Item	Discussion/Information	Action	Action by Whom
3.	Commercial Group	<p>DR advised that there were no commercial aspects causing concern. DR noted that BMCL were working to clarify the position re insurance coverage. AS advised that he wanted a meeting with AMcCubbin to go through the cashflow.</p> <p>AS suggested that he had received a differing view re when BMCL are expecting to receive the Inflation CE monies. MS advised that he had not be part of the previous discussions and that he would confirm to AS asap.</p>	<p>-</p> <p>Confirm when BMCL want inflation CE monies</p>	<p>-</p> <p>MS</p>
4.	<p>Programme</p> <p><i>A&C Hospitals</i></p> <p><i>Car Park 1</i></p>	<p>AK advised that the atrium, Structal and Prater fit-out was going well. BMCL were concentrating on getting the buildings water tight by Christmas 2013.</p> <p>BMCL were looking at utilisation and removal of cranes.</p> <p>The install of the pods for the adult atrium had been commenced. AS enquired about the deflection to the link bridge and AK advised that the deflection had been minimal. AS enquired if there were any noise issues when the pods had been installed and AK reported that there had been no noise issues. AK advised that it was hoped that lessons would be learned installing the pods in order that the process of fitting the pods can be streamlined increasing the potential number of pods each night to 4 pods.</p> <p>MS reported that the frame being fitted on programme was a key milestone and works are moving around the building. MS noted that Structal have 70 operatives on site which had been expected. AK advised that on Zone H level 9 was due to closed out and the panels for levels 10 and 11 would be installed using a tower crane to lift panels from the roof which was being loaded out. MS noted that using the tower crane instead of the spider enabled works to continue to the inside of that area. AK noted that Praters were making good in roads to the elevation.</p> <p>AK reported that the car park 1 works were potentially 1 week behind programme however there was no concern regarding this. Dunnes were starting to prep up for the concrete works to commence and it was now proposed to jump form the core. The programme currently identified that the slab would be commenced in advance of the core however it was now proposed to commence the core first. If the core was to be commenced in advance of the slab then BMCL would submit a revised programme. BMCL were currently considering the follow-up requirements i.e. steels.</p> <p>MS reported that he did not consider the NHS request for an additional floor to be feasible due to the need to redesign and the subsequent need to mobilise and remobilise. AS noted that he had not noticed a difference to the cost plan when the original car park proposal had been reduced by 1 floor. MS advised that he had been advised that additional ground beams, etc would be required. MS would provide confirmation asap as to whether BMCL would be able to progress the NHS request for the additional floor.</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>Submit revised programme should construction process change</p> <p>-</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>AK</p> <p>-</p>

Item No	Item	Discussion/Information	Action	Action by Whom
4.	Programme (cont'd) <i>Summer Resource Plan</i>	AK noted that Mercury had recruited some agency staff to cover for the holiday period. Due to the nature of the Prater work it would not be possible to recruit agency staff to cover for the holiday period and the current teams would work with 1 short as necessary. AS advised that the concern was as the summer resource decreases as does the productivity. AK advised that there was now a Prater team on each of the ward legs. DH reported that the concern was not in relation to a particular trade but that the programme is continuous i.e. no dips to take account of summer holidays. The query was whether the programme could continue to be achieved with 10%-15% less workforce due to the holidays. AS suggested that the French culture was to take a 1 month holiday in August and that BMCL should ensure that the parts are on site before the summer period. MS advised that Structural procurement have this in hand.	-	-
	VIE	AK reported that there were some items to be resolved i.e. the boreholes and BMCL were awaiting confirmation that the drilling reps would be on site on 15 th July 2013. AK noted that the VIE was continuing to be discussed at the weekly Construction Interface Group.	-	-
	<i>Phasing of Works</i>	AK tabled a copy of the most recent phasing drawing which had been updated to remove the BMCL notes. AK provided an explanation of the phasing proposals. AK noted that BMCL wanted to delay the NCH park and finish this in between the stage 3 handover and date of opening the hospital (i.e. 14 th August) – the contract operational date for the hospitals. AS suggested that patients may be coming into the hospital as early as 2 weeks after practical completion. DR noted that there is a 6 month date in the contract from practical completion. AS enquired if PM/DH had seen the drawing and this was confirmed. DH noted that in earlier discussions it had been anticipated that the NCH would be moving in the summer. AS suggested that not having the NCH park available for the NCH moving in was not critical. AK provided an overview of the logistics required for the NCH park i.e. moving the cabins, etc. AS advised that based on the current proposal it was anticipated that the SGH would move in June, Yorkhill in July, Victoria in August and the Western at the end of August. However, RCalderswood had indicated that he wanted the moves to be a lot quicker i.e. starting 2 weeks after pc. DH suggested that the principle and precise timings for the NCH would need to be agreed and there would need to be a negotiation with Scottish Water to open the hospital without the Suds and with a temporary connection. AS advised that AK needed to liaise with DH and PM re the phasing proposals. AS reported that he did not think that MSCP1 levels 1 & 2 would be getting used on a temporary basis by the NHS therefore BMCL could use it to suit the project.	Liaise with PM and DH re phasing proposals	AK
		MMcA enquired about the implications for GRA. AS enquired if MS had written to GRA giving an indication of the move out date. MMcA noted that the GRA understood that they would be moving off-site at some point (Xmas) however they had not expected to be moving as soon as September/October 2013. AK noted that the BMCL indicates Dunne completing their works in advance of Xmas and so would want to put the road in asap thereafter. MMcA advised that he had a meeting organised for 2 nd August with Rosh Campbell, Akeley and CDunlop. MMcA noted that GRA had a few options re where they move to. AS suggested that as part of the discussions with GRA were re how much practical time is now being spent on the project and he had asked RCampbell to identify the GRA input to the project. AK noted that RCampbell would start to see the tanks being moved and the bund being demolished.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
4.	Programme (cont'd) <i>Phasing of Works</i>	<p>AS enquired whether the NHS had a tender for these works and AK advised that he had asked that Dunne be placed on the NHS tender list for these works. AK advised that BMCL would want to use the area to extend the smoking area.</p> <p>AK will discuss any implications on the road if the MSCP does not go ahead.</p> <p>AK advised that re stage 3A, BMCL were identifying where the hoarding would be at handover, whether shelter is needed. AK noted that there would be difficulty installing 1 of the footpaths as the road would need to be realigned and this couldn't be done until the pathology, urology and main xray building was demolished. AS noted that he did not have a date for the pathology demolition and that the xray building may not be knocked down. AS suggested that a meeting be organised in order that BMCL can be updated re the NHS plans for the site/demolitions.</p> <p>GW enquired if it would be better to put the cycle path route into the Teaching and Learning works package. AS advised that he would ask PFaire to get the detail from the T&L contractor. DH noted that the T&L contractor had already asked for the BMCL detail. AS enquired who from BMCL that PFairie and ADaley should liaise with to discuss the detail. AK advised that these works could not be done until the road is in between the 2 car parks as this is currently the entrance to CP1. AS suggested that the road could be part of car park 2 works and requested that BMCL provide the scope for the works. DH suggested that the NHS could let an enabling package to do the demolitions and form the road. It was agreed</p> <p>AK noted that there were services to be moved on the south road and he did not know whether they were part of the BMCL contract. . DH advised that the services were shown on the information provided at bid stage. GW advised that the live services were to be diverted by the NHS. AK noted that there was an oxygen pipe which ran up the road just to the outside of the BMCL hoarding. AS requested that AK liaises with PM and HMcDermont. AK enquired whether there were any other NHS works which needed to be fitted into the BMCL programme. AS advised that the only NHS works was the install of a flow and return to the T&L, Offices Building, Neuro and Spinal. DH suggested the consideration needed to be given to the best time and how to do the road crossing to the T&L/Offices, etc at the front of the MSCP1a.. AS requested that if BMCL shut the road for the link bridge crossing or crane removal that the trench should be dug at the same time. DH suggested that consideration needed to be given to the space available and demolitions. AS enquired if BMCL wanted a meeting to discuss and this was confirmed. AS advised that the NHS attendees should be AS,PM, DH and IPowrie. GW enquired how the NHS wanted to be officially issued with the phasing drawing and PM requested that the drawing be sent via Aconex under an RFI. AK noted that he needed a list of the NHS needs.</p> <p>GW noted that the street lighting was to be concluded and AS noted that DH had marked up drawings. AS requested that GW liaise with DH and PM to conclude.</p>	<p>-</p> <p>-</p> <p>-</p> <p>Provide scope of works for road</p> <p>Organise meeting to provide update re NHS retained estate demolition plan</p> <p>Issue phasing drawing via Aconex</p> <p>Liaise with DH & PM re street lighting dwg</p>	<p>-</p> <p>-</p> <p>-</p> <p>AK</p> <p>SF</p> <p>AK/GW</p> <p>GW</p>

Item No	Item	Discussion/Information	Action	Action by Whom
4.	<p>Programme (cont'd)</p> <p><i>Haemato-oncology Changes</i></p> <p><i>Helipad</i></p>	<p>AS noted that the haemato-oncology clinical change proposal had been accepted at the recent NHS Board meeting. The BMCL cost of £700k (exc VAT) was to be held until 12th July and it was accepted that the detail of the £700k would need to be understood and that a design would need to be developed. AS enquired if the £700k was a maximum price or an estimate and GW advised that the £700k was a BMCL estimate and the detailed design would need to be undertaken and AS requested a copy of the estimate. AS reported that he would need to instruct BMCL to stop the work on that floor. AS noted that BMCL had provided a cost for the design and BMCL would come back with a design and an associated cost. MS requested that the PMI indicated the specific room details. GW noted that there would be some change to partitions however the fire doors were already in as part of the fire strategy. DH suggested that a fire lobby may be needed and that the production of the 2 nurse base desks would need to be stopped. MS suggested that the design would be progressed through the RDD process.</p> <p>DH enquired about progress re the helipad and MS advised that BMCL had procured Bayards and that the works were due to commence September 2013. PM advised that the NHS were looking at getting a small cabin and that the tenders had been received back for review. PM reported that there were 2 options being investigated. AS noted that it would be of a similar size to the fire box.</p>	<p>Provide estimate for changes</p> <p>Request works to stop in that area</p> <p>Liaise with HGriffin re changes</p> <p>-</p>	<p>GW</p> <p>AS</p> <p>GW</p> <p>-</p> <p>-</p>
5.	<p>Design Groups</p> <p><i>RDD</i></p> <p><i>Pattress conflict</i></p> <p><i>Sign-off of Gradus handrail samples</i></p> <p><i>ENT Specialist Desks</i></p> <p><i>AV control box</i></p>	<p>MS noted that DS had provided him with the following update:</p> <p>The NHS had moved some screens to the porters room in the adult atrium and that GW had been asked to raise an EW to the NHS regarding this. GW reported that in FWrath's opinion the current design didn't work despite the design being based on what FWrath had asked for. AS requested that GW ask GBurnett to advise FWrath that BMCL had given everything that was asked for and that FW should confirm that the screens were still to be moved. If FW still wants the screens moved then BMCL should raise an EW and AS will discuss with FW.</p> <p>DH noted that a risk assessment and algorithm calcs for the above ceiling void however there was an anomaly in the information provided i.e. risk assessment states non-combustable material and the calcs state based on combustible material.</p> <p>BMCL are awaiting sign-off of the handrail samples and PM agreed to progress.</p> <p>AS suggested that FW was looking to remove circa 20 desks and there may be more to be taken out. GW noted that BMCL needed confirmation of what 20 desks. GW noted that it was agreed that confirmation would be provided to BMCL via a PMI.</p> <p>AS noted that there was an issue re the AV Control box (below the PACs screens however allows them to alter the screens) and FW had asked Mercury/Starkstrom for a cost which AS needed to see as group 1 equipment. AS requested that BMCL assist in getting a cost.</p>	<p>GB to liaise with FW</p> <p>-</p> <p>-</p> <p>Provide PMI re ENT desks to be removed</p> <p>Assist NHS to obtain cost</p>	<p>GW</p> <p>-</p> <p>-</p> <p>PM/FWr</p> <p>MS/GW</p>

6.	Construction Groups	It was noted that there were no construction issues requiring input by PMG members to resolve. BMCL were continuing to liaise with the NHS regarding the VIE.	-	-
7.	Community Benefits	It was noted that there were no issues requiring input by PMG members to resolve. MMCA noted that the Community Benefit targets were all on track.	-	-
8.	<p>AOCB</p> <p><i>Fire Report</i></p> <p><i>Parking restrictions on Hardgate Road</i></p> <p><i>RPO visit</i></p>	<p>AK advised that he had met with the Fire Officers earlier that day and he had requested the contact details for the Strathclyde Fire service rep he needs to liaise with to obtain the Fire Report.</p> <p>AK noted that there had been no complaints re the recent parking restrictions on Hardgate Road. AS noted that he had received a letter via the Scottish Government.</p> <p>DH advised that the NHS RPO reps had visited the site earlier that day and requested feedback on the visit.</p>	<p>-</p> <p>-</p> <p>Provide feedback re RPO visit</p>	<p>-</p> <p>-</p> <p>AK/AF</p>
9.	Date and Time of Next Meeting	Tuesday, 16th July 2013 at 1.30pm in the Boardroom, Top Floor, Construction Site Offices	For noting	ALL

ACTION NOTE

Present:	Alan Seabourne (AS) Grant Wallace (GW) Allyson Hirst (Notes)	Alan Keeley (AK) John Ballantyne (JB)	Graeme Thomson (GT) Mike Sharples (MS)	Darren Pike (DP) Peter Moir (PM)
Apologies:	Alasdair Fernie (AF) David Loudon (DL)	Mark McAllister (MM) Douglas Ross (DR)	Darren Smith (DS)	Derek McFarlane (DMF)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action note from previous meeting	Accepted as an accurate record	-	-
2.	Matters Arising			
	VIE	PM advised that he was awaiting the revised RDD pack. AK reported that Air Products have asked for the base to be bigger and AS asked if this impacted on the car parking spaces – AK responded no but they would have to review the turning for the lorry. AS suggested that a review of information may be helpful for Air Products in order to make an informed decision on the revised plans	Update at next meeting	AK
	Link Bridge Proposals	It has been decided that one of the link bridges will have manually operated ventilation and the other would have manually operated windows	-	-
	RDD	Clocks – DH would be asked to take this forward and order whatever clocks were required	Take forward	DH
	Ground Water Monitoring	Ground Water Monitoring – AS reported that a positive meeting had taken place with URS. The next stage would be to reduce the number of monitoring points on site but leave a strategically placed point for the stage 3A works. Once the monitoring point has been decided upon URS will revert to the Board with information on the way forward	Update at a future meeting	BMCL
	Insurance	AS agreed to source the information on the value of equipment to be covered and to confirm that no single piece of equipment will be valued at £2.5M. It was noted that the equipment should be insured from delivery through installation and commissioning. MS asked that the insurance would cover all and any issues include crystal blown, gas leak etc and what cover would be included once the imaging machinery was up and running for commissioning and if the cover included this.	AS will speak to his IT team and to JMcGarrity and revert back to BMCL	AS
	Crane Removal	It was noted that a preliminary meeting to review the possibility of a diversion round the pharmacy and the tenders for demolition will include this as a potential. PM asked for clarity on the crane removal for TC10. BMCL are currently working on their removal programme and will update but this will require further discussion	BMCL to update on crane removal programme once completed	AK
	MTHW	It was agreed that the ring main works would be installed at a later date (2016) AS will meet with DH and IPowrie to discuss	Take forward with DH/IP	AS
	Inflation	The £6.5M was agreed and a proportion will be drawn down every month until the end of the contract. AS noted that if necessary the Board can release the funds in one payment at the end of the financial year (March) or can keep it as agreed. MS noted that his commercial director has asked for the drawn down each month and therefore it will remain as this	-	-
	CP1	Revised programme but not alteration to the completion date - C&B have no issues with the progress or programme	-	-

	<i>Phasing</i>	PM/DH and AK were reviewing plans and progressing. GW noted that he required a drawing on services and DH will located and forward	Locate services drawing for GW	DH
	<i>Haematology-Oncology</i>	PM reported that a meeting to review changes had taken place earlier today (Board and BMCL) and to review tentative agreement. PM noted that the plant room 31 solution works with a single room at the top, shallow depth shower tray will negate the need to disturb the concrete floor, doors were adequate for fire protection. These proposals will be taken to the service engineers and will be submitted to the Board via the RDD process. End August/early September is the timeline for sign off and this is in line with the programme and contract. PM agreed to write up the PMI after RDD review. AHU and design costs are covered but BMCL asked for formal confirmation to progress with this design work. AS assured them that as long as the change was within the costs already noted then the work would go ahead as this was a change requested by the Board and not the project. AS asked that PM is kept abreast of the details and if any issues arise then to be notified immediately.	Progress as planned and update as required to Board	BMCL
	<i>ENT Specialist Desk</i>	This was now being removed and would result in a negative compensation event.	-	-
	<i>Audio-visual Theatres</i>	It was noted that a meeting was scheduled to take place on Thursday to review the need for the additional equipment from Starkstrom. It may be possible to provide a solution to reduce the additional costs.		
	<i>RPO</i>	As DH was not available to attend this meeting the update on the visit will be provided to BMCL outwith the meeting	Update on visit to BMCL	DH
3.	Commercial	GW noted that the cashflow was due to be forwarded to C&B on Friday and GW was pursuing this. GW noted that there were outstanding CE to be provided - Ground Water, Sink change to basement and PMI to be issued to YCF works. It was noted that the sit on sinks were included within Group 1 and GW/DH will review costs and a PMI will be provided. Server cabinets are to be replaced with larger units and GW will pursue this. There are concerns on the infrastructure required and this will be checked with FCarnie and DPike.	Outstanding CEs and PMIs to be raised and costs reviewed	DH/GW/S F GW
4.	Programming	Structal - not holding back and continuing with unitised cladding and making up time. 40 panes installed within 2 1/2 days. Prates getting elevations signed off, Vectors foil tech ok, Atrium is progressing well and Astins progressing, 3 pods installed on Wednesday evening, fit out is progressing well with power on continuing, plant rooms progressing to fit out. workforce down by around 15% due to annual leave and a review is taking place to make up time - working weekends. It was noted that there are few trades which now close for a holiday period and the workforce can take holidays as they want them. External works are going out to tender. Helipad is currently running around 2 weeks behind programme but no concerns. the workforce will peak later in the year when further fit out takes place. AS noted that Mr Winter has recently taken a walk through the site and will be reporting back to the Chairman of the Board that he is impressed with the site and works so far. Energy Centre - Filling of systems and testing taking place with CHP being installed in January. Fencing around the energy centre is completing as is repair works to the cladding.		
5.	Design	DP reported issues with level 4 change to design and VIE design is progressing. Renal issues are being reviewed with DH/FW and BMCL and resolving to ensure users are happy with the set up. Other renal wards within NHS are being looked at to compare.		
6.	CMG	Tanks removal and demolition of the bunding after the works will be completed after the works at the rear of maternity on the foul connection. MTHW - review of the position and initially thought could go under the gas pipe but AS did not consider this the way forward and should be thought through. AK and ASmith will review plan	Review plan for MTHW	AK/AGS
7.	Community Benefits	Latest report from BMCL issued. It was noted that the GRA have been informed that they will be moving		

		out of their cabins at the end of September to allow works for the CP to be completed.		
8.	AOCB	Fire report - AK has e-mailed request to SF&R for the report and is awaiting feedback. It was noted that the site had had a break in on Saturday - vehicles had been damaged and a report submitted to the police. Not a major concern for BMCL at the moment but a review and report from security is being looked at and any changes will be implemented.	Update once report received Update if any issues	AK BMCL
9.	Date and time of next meeting	Tuesday 30th July - time to be advised	For noting	All

ACTION NOTE

Present:	Alan Seabourne (AS) Grant Wallace (GW) Allyson Hirst (Notes)	Alan Keeley (AK) John Ballantyne (JB)	Graeme Thomson (GT) Mike Sharples (MS)	Darren Pike (DP) Peter Moir (PM)
Apologies:	Alasdair Fernie (AF) David Loudon (DL)	Mark McAllister (MM) Douglas Ross (DR)	Darren Smith (DS) Shiona Frew (SF)	Derek McFarlane (DMF)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action note from previous meeting	Accepted as an accurate record	-	-
2.	Matters Arising	<p><i>VIE</i> AS noted that the VIE design was continuing to be progressed through the RDD process. PM noted that the NHS Team were awaiting a revised pack of drawings. AK reported that he understood the revised drawings had been provided to the NHS Team. PM advised that he had received a draft of the architect plan which had showed the revised internal layout however the externals and turning circle drawings were still to be provided. JB agreed to check that the revised drawings had been provided to the NHS Team. AK noted that the borehole investigations were due to be commenced in a few weeks and the construction design was being finalised.</p> <p><i>Link Bridge Proposals</i> AK advised that a schematic was being finalised. AK was scheduled to meet with JDPierce the following day. AS advised that he would expect the NHS to be presented with a step-through plan similar to what was provided for the Leslie works. AK confirmed that a step through plan would be provided to the NHS Team.</p> <p><i>RDD</i> Clocks – AS advised that DH would progress the confirmation of clock requirements. DH advised that the clocks were on the 1:50s and BMCL should progress on this basis and any amendments would be confirmed with BMCL as and when necessary.</p> <p><i>Ground Water Monitoring</i> AS noted that there had been a joint NHS/BMCL meeting with Alex Lee. It had been reported that GCC had indicated to Alex Lee that no further ground water monitoring would now be required therefore a negative compensation event for the monitoring would need to be raised. AS suggested that DR, DL and DH discuss this prior to issuing the negative compensation event.</p> <p>DS enquired if the report had been reviewed by URS and DH advised that as the report was the same as the presentation provided which had been agreed therefore there was no need to issue the report to URS for comment. It was noted that the report was to be updated to include an executive summary and the changes suggested by DS.</p> <p><i>Insurance</i></p> <p><i>Crane Removal</i></p>	<p>Confirm where in process the RDD drawings are</p> <p>Provide step through plan to NHS</p> <p>Proceed on basis of 1:50 drawings</p>	<p>JB</p> <p>AK</p> <p>DS</p>

	<i>MTHW</i>			
	<i>Inflation</i>			
	<i>CP1</i>			
	<i>Phasing</i>			
	<i>Haematology-Oncology</i>			
	<i>ENT Specialist Desk</i>			
	<i>Audio-visual Theatres</i>			
	<i>RPO</i>			
3.	Commercial			
4.	Programming			
5.	Design			
6.	CMG			
7.	Community Benefits			
8.	AOCB			
9.	Date and time of next meeting		For noting	All

ACTION NOTE

Present:
Derek McFarlane (DMF)

Alan Keeley (AK)
Grant Wallace (GW)

David Loudon (DL)
Peter Moir (PM)

Darren Pike (DP)
Shiona Frew (SF)

Darren Smith (DS)

Apologies:
John Ballantyne (JB)

Alasdair Fernie (AF)
Mark McAllister (MM)

David Hall (DH)
Mike Sharples (MS)

Douglas Ross (DR)

Graeme Thomson (GT)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action note from previous meeting	Accepted as an accurate record	-	-
2.	Format of meetings going forward	DL noted that where possible he wanted to keep the meetings focused on the agenda and that they should last no longer than 1 hour.		
3.	Commercial Group <i>Ground Water Monitoring</i>	GW noted that a negative CE was to be issued and that confirmation was awaited from GCC re stopping the outstanding monitoring. GW noted that the positive CE for the extended ground water monthly monitoring (March- May) was awaited by BMCL.	Provide CE to BMCL	PM
	<i>Insurance/Board Equipment Installs</i>	GW noted that feedback from the insurer was awaited and that the quotation was to be based on option 1 (worst case scenario) and he would progress obtaining the quotation. PM noted that the programme for the Board equipment installs was linked into the cashflow and the insurance quote. The NHS needed to understand any issues regarding storing equipment in boxes in rooms. PM noted that the group 5 tenders had been received and the tenders were predicated on the installation of equipment into the buildings in January 2013.	Provide feedback from Insurer	GW
	<i>MRI Shielding</i>	DL noted that he was awaiting feedback from EMcColl re installing CCTV into the main switch room. DP advised that BMCL were looking at a scheme of how to get the recordings to an area outwith the room to be protected and to which area this could be, the scheme was being based on a temporary camera.	Provide scheme re CCTV install to the main switch room	DP
	<i>Pollution Prevention Control Regs (PPC)</i>	It was noted that a meeting was to be arranged between DS and DH in advance of DH meeting with John Foster was to be organised.	Arrange meeting with DS and DH	SF
		DL advised that feedback would be obtained from DH on his return from leave regarding progress in investigating the need for PPC.	Provide feedback re PPC	DH

Item No	Item	Discussion/Information	Action	Action by Whom
3.	Commercial Group <i>Haemato-oncology</i>	DL noted that the NHS needed to provide confirmation to BMCL re progressing the haemato-oncology changes by 9 th September 2013. DR would need to provide assurance that the change provided value for money in order for an instruction to proceed to be provided. DS noted that the BMCL advisers were currently meeting to progress the design solution for the haemato-oncology changes. It was hoped that the drawings and associated costing would be provided to the NHS earlier than anticipated. DS noted that a design package would be provided to the NHS who would review and provide back to BMCL within 2 days. DMF noted that the BMCL Commercial team were unable to provide the costing information until the design is finalised however the costing process would run in parallel to the RDD process.	Provide confirmation to progress with Haemato-oncology changes by 9 th September 2013	DL/PM
	<i>YCF Enhancements</i>	GW noted that a response was awaited from the NHS re the YCF2 proposals. PM advised that he had received a response from SCardle however confirmation re acceptance of the costing and payment mechanism, etc was still awaited. DL enquired how time critical it was for BMCL to obtain the confirmation to proceed with YCF 2. GW reported that BMCL had already carried out the YCF1 works and would be receiving a bill for these works from their sub-contractor. GW advised that BMCL would need to know soon whether YCF2 was to be progressed. PM noted that MMacleod was in dialogue with SCardle. DS enquired about issuing the Compensation Event for YCF 1 and YCF 2 as separate Compensation Events. PM advised that MMacleod would be meeting with SCardle the following day and feedback would be provided to BMCL asap thereafter.	Provide confirmation to progress YCF 2 alterations	DL/PM
4.	Programming	<p>AK noted that the works were generally progressing well. BMCL were continuing to monitor the Prater and Strucal works. BMCL were anticipating having the building water tight by Xmas 2013. There are circa 350 rooms being inspected. BMCL were trying to get the last of the services in place. The fit-out works were progressing well. The tower area was due to be the last areas to be completed however this would benefit from the repetition of works. All the sub-contractors were performing. PM enquired if there was a reason for the slowness of the Prater works i.e. operatives being on holiday. AK advised that the Prater workforce numbers were decreased due to the holiday period. AK reported that the critical works were in the courtyards to ensure continuity of the works. Prater were not currently delaying any other works/trades on site. AK advised that the South & East elevations were well advanced. The loading bays were located on the north elevations.</p> <p>DL enquired about commissioning. DP advised that BMCL have had early discussion re commissioning with DH & FW and BMCL would refresh the commissioning proposals in relation to the group 5 equipment installs for presentation to the NHS. DL concurred that it would be worthwhile meeting to discuss the commissioning programme and that as RStewart will be involved in the procurement logistics he should be involved in the presentation/discussions.</p> <p>DP noted that the commissioning of Plantroom 21 had gone well and was on programme. Sub 5 had now been powered up and sub 2 should come on line in the next few weeks. The heat-on was work in progress and would commence at the end of August 2013.</p>	<p>-</p> <p>Arrange meeting to discuss commissioning proposals</p> <p>-</p>	<p>-</p> <p>DP</p> <p>-</p>

Item No			Action	Action by Whom
4.	Programming (cont'd)	<p>AK advised that the car park works to the ground floor were 2/3 days behind programme. The first concrete pour was scheduled for 19th August 2013. The cores were progressing well. The critical path was getting the structure water-tight for the lift install. The car park procurement was on track with the frame work contracted to Dunne, cladding works to Clad UK, M&E works to FES and Curtain Walling to Henshaw.</p> <p>AK advised that he was in dialogue with JD Pierce re the assembly of the link bridges. Some of the link bridge was being delivered to site as loose and some was as pre-fabricated. The link bridge was being built up on the north Haul Road. AK noted that he viewed the link bridge works in stages i.e. on-site assembly, transporting to the appropriate area on site/crane positions and raising into position for install. The link bridge install was tied into the BAM demolition works and BMCL proposed not to have a road closure but instead to have a road diversion. AK reported that he was awaiting method statements and programme for the works. AK was meeting the following day with JD Pierce to progress discussions.</p> <p>AK reported that the crane removal works (TC8 & TC10) had been planned to take place over weekends however should they works be winded off then there would be no issues carrying out the crane removals on a weekday. DL enquired if the site infrastructure was satisfactory to bear the crane for taking down TC8 and TC10 and AK noted that no issues were expected due to the number of wheels on the crane carrying out the removals. AK noted that a meeting between BMCL and BAM to discuss the demolitions had been scheduled for the next day.</p> <p>AK noted that the issue re the backed-up drain sewer was ongoing with Scottish Water currently present on Hardgate Road to resolve the issue. In the interim, AK had liaised with ASmith re progressing the tank and bund removal works.</p>	- - - -	- - -
5.	<p>Design <i>Aseptic – Design Qualification Info</i></p> <p><i>Specialist Equipment Install</i></p>	<p>DS noted that the design qualification information had been passed to DH so that FWraith could forward to Lynn Morrison and sought confirmation from PM that this had been progressed.</p> <p>DS noted that there had been meetings ongoing re the specialist equipment installation and enquired how the NHS would want to progress the information to the next stage. DS had a tracker sheet/traffic light report regarding the information received to date against BMCL information requirements. DS noted that he was starting to observe some slippage in the programmed dates for BMCL to receive information from the NHS. DL noted that he was progressing internal discussions regarding governance arrangements going forward which included the arrangements for the equipment group and Group 5 equipment group. DS enquired if the NHS would want the missed dates to be raised at the EW meeting. DL enquired if the NHS Team were aware of these dates and this was confirmed by DS. DL agreed to provide a response to DS asap. DS agreed to provide the traffic light report to DL citing an example from the tracker as washer/dryer info requirements whereby the NHS had given info re 3 different types.</p> <p>GW enquired about the status of the dental chair information and PM noted that FW had advised that the dental chair information had been passed back to BMCL.</p>	<p>PM to provide update to DS</p> <p>Provide group 5 tracker report to DL</p> <p>Provide a response re late info returns</p> <p>-</p>	<p>PM</p> <p>DS</p> <p>DL</p> <p>-</p>

Item No	Item	Discussion/Information	Action	Action by Whom
5.	Design (cont'd) <i>Renal Water</i> <i>Late Information Returns</i> <i>Architectural Input to the Project</i>	<p>DP noted that he had received the information from Elgar and DP would provide a complete pack to DH on return from DH's leave. DP noted that 95% of the renal system had been agreed.</p> <p>DL requested that BMCL advised either DL or PM asap if there are any concerns regarding late information. DL acknowledged that there were formal processes to be followed however BMCL should raise any issues asap. DL noted that he was focussed on the partnership approach of the project.</p> <p>DS advised that the Nightingale on site rep would be changing. DS was liaising with NMurphy regarding the way forward however as the drawing sign-off was in a good position there were no major concerns regarding the change to the onsite Nightingale personnel.</p>	<p>Provide renal water pack to DH</p> <p>-</p> <p>-</p>	<p>-</p> <p>-</p> <p>-</p>
6.	Construction Management Group <i>Level 4 Changes</i> <i>Post Completion Works</i> <i>VIE</i>	<p>It was noted that the level 4 changes were work in progress.</p> <p>DL advised that he needed to understand the post completion works i.e. site accommodation, surgical block demolitions. AK noted that there was suggestion of leaving the cabins in situ and adding in a new phase between stages 3 and 3a.</p> <p>DL advised that the NHS were continuing to work to the February 2015 handover date. The clinical migration had been ramped up based on this date. DL understood that there were discussions ongoing re the handover date however the NHS would continue to work to the Feb 2015 until BMCL provide surety regarding any revised date(s).</p> <p>DL advised that BMCL would be requested to provide a quote for some other retained estate demolition works i.e. A&E, out-patients, therapies buildings. PM advised that he was preparing marked up drawings for provision to BMCL for costing purposes. The Board were currently considering the overall strategy for the retained estate. GW enquired whether it would be clear who would be undertaking the asbestos surveys, etc and PM confirmed that information relevant to the costing exercise would be provided.</p> <p>AK noted that BMCL had carried out 3 borehole investigations 3 weeks previous and the detail regarding the foundations was awaited. A programme for the works would be prepared in due course.</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p>
7.	Community Benefits	<p>AK noted that JFG would be moving off-site in September 2013. Meetings with RCampbell and CDunlop had taken place in order to discuss the continuity of the recruitment and training services to the project.</p> <p>SF noted that MMc had advised that the submissions had been placed for the Hearld awards.</p>	<p>-</p> <p>-</p>	<p>-</p> <p>-</p>

Item No	Item	Discussion/Information	Action	Action by Whom
8.	AOCB	<p><i>Incident on site</i> AK advised that there had been a break-in to the site a few past whereby there was damage to 5 fork-lift trucks. It had been thought that this was a one-off incident and AK had spoken to the Police and changed the Security arrangements on site. A further break-in had taken place on Sunday night whereby a couple of staircases had been adorned with graffiti. BMCL had taken pictures of the graffiti and sent these to the Police. Since the last piece of tarmac had now been laid at the VIE crossing BMCL would be bolstering up the hoarding in that area and the replacement of a gate. BMCL were also considering installing presence detection and increasing the number of 'out-of-hour' guards on site.</p> <p><i>Electricity Readings</i> GW advised that in liaison with ASmith it had been agreed that there would be no charges for electricity as the reading were very similar. GW noted that ASmith hoped to have the NHS back onto the NHS connection.</p> <p><i>Health & Safety on site</i> DL noted that he had requested BMCL provide Health & Safety stats for him to present to a forthcoming NHS Board meeting (early September).</p> <p><i>Site Visit</i> DL noted that a visit to the site by Mike Baxter (Scottish Government) had been arranged to take place on 16th August 2013.</p>	-	-
9.	Date and time of next meeting	Tuesday 27 th August 2013 @ 1.30pm.	For noting	All

ACTION NOTE

Present:

Mark McAllister (MM)

Apologies:

Grant Wallace (GW)

Alan Keeley (AK)

Mike Sharples (MS)

Alasdair Fernie (AF)

John Ballantyne (JB)

David Hall (DH)

Peter Moir (PM)

Darren Pike (DP)

David Loudon (DL)

Shiona Frew (SF)

Derek McFarlane (DMF)

Darren Smith (DS)

Douglas Ross (DR)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Apologies	As noted above		
2.	Action note from previous meeting	Accepted as an accurate record subject to the following amendment: Item 3 - Commercial Group: Insurance – 1 st para, last sentence should read PM noted that the group 5 tenders had been received and the tenders were predicated on the installation of equipment into the buildings from January 2013.	Amend Note	SF
3.	Commercial Group Ground Water Monitoring Insurance/Board Equipment Installs MRI Shielding Pollution Prevention Control Regs (PPC)	<p>PM confirmed that the CE for the additional ground water monitoring had been issued and accepted by BMCL.</p> <p>DL noted that the receipt of a quotation was becoming prolonged and the equipment install/insurance issue was receiving increasing exposure at NHS Board level. It was agreed that BMCL would pursue the quotation.</p> <p>DH advised that a scheme had been provided and EMc had confirmed that the scheme is acceptable. BMCL will be installing the equipment and DH would liaise with CGrindlay to progress.</p> <p>DH noted that the information had been passed to John Foster and he would meet with the NHS Team to discuss the information on 20th September 2013. DS advised that he would check that this date would fit with the programme.</p> <p>DH advised that confirmation of the pre-meeting with the DH, EEP, JMurray, RNethery was awaited.</p> <p>DH reported that he had liaised with DP who had advised that he was referring the query to Wallace Whittle (Glasgow). Wallace Whittle were liaising with Glasgow City Council re PPC. It was anticipated that an agreement in principle with SEPA</p>	<p>Item closed</p> <p>Provide insurance quote</p> <p>Liaise with CGrindlay re CCTV</p> <p>Arrange meeting with DS and DH</p> <p>Confirm date for meeting with EEP</p>	<p>-</p> <p>GW</p> <p>DH</p> <p>SF</p> <p>DS</p>

Item	Item	Discussion/Information	Action	Action
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No				by Whom
3.	Commercial Group <i>Haemato-oncology</i>	DL noted that the NHS needed to provide confirmation to BMCL re progressing the haemato-oncology changes by 9 th September 2013. DR would need to provide assurance that the change provided value for money in order for an instruction to proceed to be provided. DS noted that the BMCL advisers were currently meeting to progress the design solution for the haemato-oncology changes. It was hoped that the drawings and associated costing would be provided to the NHS earlier than anticipated. DS noted that a design package would be provided to the NHS who would review and provide back to BMCL within 2 days. DMF noted that the BMCL Commercial team were unable to provide the costing information until the design is finalised however the costing process would run in parallel to the RDD process.	Provide confirmation to progress with Haemato-oncology changes by 9 th September 2013	DL/PM
	<i>YCF Enhancements</i>	GW noted that a response was awaited from the NHS re the YCF2 proposals. PM advised that he had received a response from SCardle however confirmation re acceptance of the costing and payment mechanism, etc was still awaited. DL enquired how time critical it was for BMCL to obtain the confirmation to proceed with YCF 2. GW reported that BMCL had already carried out the YCF1 works and would be receiving a bill for these works from their sub-contractor. GW advised that BMCL would need to know soon whether YCF2 was to be progressed. PM noted that MMacleod was in dialogue with SCardle. DS enquired about issuing the Compensation Event for YCF 1 and YCF 2 as separate Compensation Events. PM advised that MMacleod would be meeting with SCardle the following day and feedback would be provided to BMCL asap thereafter.	Provide confirmation to progress YCF 2 alterations	DL/PM
4.	Programming	<p>AK noted that the works were generally progressing well. BMCL were continuing to monitor the Prater and Strucal works. BMCL were anticipating having the building water tight by Xmas 2013. There are circa 350 rooms being inspected. BMCL were trying to get the last of the services in place. The fit-out works were progressing well. The tower area was due to be the last areas to be completed however this would benefit from the repetition of works. All the sub-contractors were performing. PM enquired if there was a reason for the slowness of the Prater works i.e. operatives being on holiday. AK advised that the Prater workforce numbers were decreased due to the holiday period. AK reported that the critical works were in the courtyards to ensure continuity of the works. Prater were not currently delaying any other works/trades on site. AK advised that the South & East elevations were well advanced. The loading bays were located on the north elevations.</p> <p>DL enquired about commissioning. DP advised that BMCL have had early discussion re commissioning with DH & FW and BMCL would refresh the commissioning proposals in relation to the group 5 equipment installs for presentation to the NHS. DL concurred that it would be worthwhile meeting to discuss the commissioning programme and that as RStewart will be involved in the procurement logistics he should be involved in the presentation/discussions.</p> <p>DP noted that the commissioning of Plantroom 21 had gone well and was on programme. Sub 5 had now been powered up and sub 2 should come on line in the next few weeks. The heat-on was work in progress and would commence at the end of August 2013.</p>	<p>-</p> <p>Arrange meeting to discuss commissioning proposals</p> <p>-</p>	<p>-</p> <p>DP</p> <p>-</p>

Action by Whom	Date	Description	Remarks

Item No	Item	Discussion/Information	Action	Action by Whom
5.	Design (cont'd) <i>Renal Water</i> <i>Late Information Returns</i> <i>Architectural Input to the Project</i>	<p>DP noted that he had received the information from Elgar and DP would provide a complete pack to DH on return from DH's leave. DP noted that 95% of the renal system had been agreed.</p> <p>DL requested that BMCL advised either DL or PM asap if there are any concerns regarding late information. DL acknowledged that there were formal processes to be followed however BMCL should raise any issues asap. DL noted that he was focussed on the partnership approach of the project.</p> <p>DS advised that the Nightingale on site rep would be changing. DS was liaising with NMurphy regarding the way forward however as the drawing sign-off was in a good position there were no major concerns regarding the change to the onsite Nightingale personnel.</p>	<p>Provide renal water pack to DH</p> <p>-</p> <p>-</p>	<p>-</p> <p>-</p> <p>-</p>
6.	Construction Management Group <i>Level 4 Changes</i> <i>Post Completion Works</i> <i>VIE</i>	<p>It was noted that the level 4 changes were work in progress.</p> <p>DL advised that he needed to understand the post completion works i.e. site accommodation, surgical block demolitions. AK noted that there was suggestion of leaving the cabins in situ and adding in a new phase between stages 3 and 3a.</p> <p>DL advised that the NHS were continuing to work to the February 2015 handover date. The clinical migration had been ramped up based on this date. DL understood that there were discussions ongoing re the handover date however the NHS would continue to work to the Feb 2015 until BMCL provide surety regarding any revised date(s).</p> <p>DL advised that BMCL would be requested to provide a quote for some other retained estate demolition works i.e. A&E, out-patients, therapies buildings. PM advised that he was preparing marked up drawings for provision to BMCL for costing purposes. The Board were currently considering the overall strategy for the retained estate. GW enquired whether it would be clear who would be undertaking the asbestos surveys, etc and PM confirmed that information relevant to the costing exercise would be provided.</p> <p>AK noted that BMCL had carried out 3 borehole investigations 3 weeks previous and the detail regarding the foundations was awaited. A programme for the works would be prepared in due course.</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p>
7.	Community Benefits	<p>AK noted that JFG would be moving off-site in September 2013. Meetings with RCampbell and CDunlop had taken place in order to discuss the continuity of the recruitment and training services to the project.</p> <p>SF noted that MMc had advised that the submissions had been placed for the Hearld awards.</p>	<p>-</p> <p>-</p>	<p>-</p> <p>-</p>

Item No	Item	Discussion/Information	Action	Action by Whom
8.	AOCB	<p><i>Incident on site</i> AK advised that there had been a break-in to the site a few past whereby there was damage to 5 fork-lift trucks. It had been thought that this was a one-off incident and AK had spoken to the Police and changed the Security arrangements on site. A further break-in had taken place on Sunday night whereby a couple of staircases had been adorned with graffiti. BMCL had taken pictures of the graffiti and sent these to the Police. Since the last piece of tarmac had now been laid at the VIE crossing BMCL would be bolstering up the hoarding in that area and the replacement of a gate. BMCL were also considering installing presence detection and increasing the number of 'out-of-hour' guards on site.</p> <p><i>Electricity Readings</i> GW advised that in liaison with ASmith it had been agreed that there would be no charges for electricity as the reading were very similar. GW noted that ASmith hoped to have the NHS back onto the NHS connection.</p> <p><i>Health & Safety on site</i> DL noted that he had requested BMCL provide Health & Safety stats for him to present to a forthcoming NHS Board meeting (early September).</p> <p><i>Site Visit</i> DL noted that a visit to the site by Mike Baxter (Scottish Government) had been arranged to take place on 16th August 2013.</p>	-	-
9.	Date and time of next meeting	Tuesday 27 th August 2013 @ 1.30pm.	For noting	All

ACTION NOTE

Present:

Grant Wallace (GW)

Apologies:

Mike Sharples (MS)

Alan Keeley (AK)

John Ballantyne (JB)

Alasdair Fernie (AF)

Darren Pike (DP)

Mark McAllister (MM)

Darren Smith (DS)

David Hall (DH)

Peter Moir (PM)

Derek McFarlane (DMF)

David Loudon (DL)

Shiona Frew (SF)

Douglas Ross (DR)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action note from previous meeting	Accepted as an accurate record	-	-
2.	Matters Arising			
	Ground Water Monitoring	DH noted that there had been a communication issued by the GCC rep to advise that he would be recommending that the Ground Water monitoring can stop however formal confirmation from GGC is awaited.	Provide formal communication to NHS once received	DS
	Insurance Coverage for Group 5 Equipment	DL advised that the Compensation Event had been issued the previous day to confirm acceptance of the Insurance coverage for the NHS Group 5 Equipment. DH noted that he had provided the list and confirmed the variation to the cashflow.	Item closed	-
	CCTV to IT Hub Room(s)	DH advised that capacity on the Labs CCTV system had been identified therefore there was no need to take 2 of the labs cameras (mortuary) off the system.	Item closed	-
	PPC	DP advised that SEPA have appointed a case officer. SEPA are going to have an internal discussion and identify the required deliverables. Thereafter DP proposed that a stakeholder meeting with attendees from BMCL, Wallace Whittle, NHS, WSP and SEPA to agree the way forward. DP suggested that the meeting would be in circa 2 weeks.	Arrange kick-off meeting	DP
	Site Visits	DL advised that he had met with the Board's Communications Rep to discuss the way forward for the media strategy and it had been agreed that a sub-group should be formed to progress the media strategy. MM advised that during a meeting with Medical Illustration reps he had raised the query re preparation of 360° videos and he had been advised that Medical Illustration could produce the video however it may not be possible to produce in a format that can be accessed by all NHS Staff. DL requested that MM liaise with NMcGrogan for an update as NMcG had been present at the meeting with the Board's Communications reps. DL noted that a short-life working group (slwg) was to be established to progress how best to communicate with staff and non-staff going forward. DL noted that SBustillo had agreed to prepare a paper for the next ASSB meeting and that a Project Team rep was required to be a member of the slwg	Liaise with NMcGrogan for feedback from Communications Meeting	MMc
	Fit out /Programme Monitoring	DH advised that DH and DP had discussed and agreed the way forward regarding the fit-out and commissioning programmes for plantrooms/M&E systems. It had been agreed that from 20 th October an expanded installation for all the plant and updated commissioning programmes would be issued. The programmes would be revised on a quarterly basis. A review would be carried out in 6 months as most of the installation will have been carried out. DL noted that an NHS meeting to review the programmes on a monthly basis had been established.	Item closed	DH

Item No	Item	Discussion/Information	Action	Action by Whom
2.	<p>Matters Arising <i>Group 5 Specialist Equipment</i></p> <p><i>Community Benefits</i></p> <p>Group 5 Transfer Information – Schedule for provision of info by NHS to be marked up</p>	<p>PM advised that there were 2 items outstanding which were endoscopy washers and MRI shielding. In relation to the endoscopy washers, a few visits had recently taken place over the previous few days and it was hoped that PM would be able to provide a proposal to BMCL to advise how best BMCL can complete their works in these areas. PM would discuss the way forward/proposal with DH in advance of discussing with BMCL. PM reported that there were 4/5 endoscopy manufacturers who would be invited to tender for the supply of the endoscopy washers and that services requirements for the different machines were not the same i.e. some needed a hot water feed and some didn't require a hot water feed, some have their own RO units and some don't. DP concurred that each endoscopy washer manufacturers' requirements can be vastly different. PM noted that the NHS Team wanted to understand what the endoscopy companies will be asked to do i.e. connecting to services and completing the bulkhead. PM proposed to provide a draft proposal for discussion with BMCL on 25th September 2013 and if acceptable to BMCL would thereafter be confirmed as a PMI.</p> <p>In relation to the MRI Shielding, the MRI rep had confirmed that he would provide feedback to the NHS by 2nd/3rd October 2013 and it was hoped that this would allow the NHS to confirm the infill requirements.</p> <p>MM advised that he had liaised with HR and Mercury regarding what opportunities could be provided to apprentices however the skill requirements going forward would need to be identified. MM anticipated being able to provide a process to DL for agreement in December 2013.</p> <p>DH advised that this information had been provided to BMCL therefore this item was now closed.</p>	<p>Provide proposal to BMCL re way forward for rooms with endoscopy washers</p> <p>Provide confirmation of infill requirements to BMCL</p> <p>Provide process re opportunities for apprentices by December 2013</p> <p>Item closed</p>	<p>PM</p> <p>PM</p> <p>MMc</p> <p>-</p>
3.	<p>Commercial Group <i>Equipment List</i></p> <p><i>Early Warning – Transport Hub</i></p>	<p>GW advised that the fully costed equipment list (which included the manual adjustments) had been provided to the NHS. GW requested that once the NHS have had the opportunity to review the equipment list that feedback is provided to GW.</p> <p>PM noted that the next meeting with SPT and GCC was scheduled to take place at the end of October. DH advised that the NHS needed some feedback from BMCL regarding the EW that had been raised in relation to the realignment of the layby in order to accommodate the buses. DH had been advised that DS was reviewing the EW proposal i.e. 1 lay-by had been omitted and 1 lay-by extended. GCC had been flexible in providing the proposed solution whereby all the buses now use the inner lane however a lay down space to enable buses to wait would be required. MM noted that the outcome of the meeting with SPT was that the NHS were to have an internal discussion regarding the proposals and then liaise with BMCL to identify the implications of the proposal. DH noted that the NHS had a pre-meeting scheduled to take place on 10th October and BMCL feedback was required in advance of this meeting.</p>	<p>Provide feedback to GW re equipment list</p> <p>Provide feedback re revised lay-by proposals provided by NHS to BMCL</p>	<p>DH/PM</p> <p>DS</p>

Item No	Item	Discussion/Information	Action	Action by Whom
5.	Design <i>IT Group</i>	<p>DP noted that he was keeping an overview of the IT works. The main UPS board had been delivered to site 1 week later than anticipated and IT were expected to commence the installation of the Wireless LAN kit on 7th October 2013.</p> <p>DP advised that Schindler were being chased up for a response re the lift resilience issue.</p>	- Provide feedback re lift resilience	- DP
6.	Construction Management <i>6 Week Look-ahead</i>	<p>AK advised that the next 6 weeks would be very busy and provided the following overview of the works to be carried out:</p> <ul style="list-style-type: none"> During this period tower cranes 8 and 10 were to be removed. A joint meeting between NHS and BMCL had been scheduled for 25th September 2013 to discuss the road diversion. The roof steelwork to the atrium roof was running behind programme however it was anticipated that the programme completion date for these works would still be achieved. The link bridge installation was planned to take place over the weekend of the 20th October 2013. BMCL had started breaking opening the bases in order to get a survey on the bolts. AK was scheduled to meet with JD Pierce and AK wanted to get the columns erected before the 20th October 2013. Bayards were due to commence the helipad works in October 2013. A lot of work was being carried out to complete the roofs The NCH elevations were progressing well. The sheeting to the NCH and main atrium roof would be commenced once the cranes have been removed. <p>DL enquired how confident BMCL were about being wind and water-tight by Xmas. AK noted that the buildings were now letting in very little water. DP noted that the last water ingress had been due to 2 bungs having been removed from roof areas. DH noted that the adult atrium is the largest open roof space which was due to be completed before Xmas and enquired if the contractor had committed to completing the works by Xmas. AK advised that confirmation had been provided by the contractor that they were pushing to have the adult atrium works complete by Xmas. AK noted that Xmas was a good target date for all the sub-contractors.</p> <ul style="list-style-type: none"> Fit out – a few dates had been missed. DP noted that progress across the podium was going well. The delay in power on to substation 2 had held back some of the final decoration in areas and resultant delay to Capita inspections. DP noted that the sub-station issue had been a temporary snag. Car Park 1 – the programme had suffered due to design issues however these had subsequently been worked through and BMCL were liaising with Dunne to identify the impacts of the delay. The design information outstanding had included column rebar, ramp rebar and angle bracket details. AK noted that the angle brackets were now on site and Dunne would provide a revised programme for their work however it was expected that Dunne would make back up the programme. On the basis of the revised Dunne programme BMCL will identify when the follow-on trades can commence their works. 	- - - - - - - -	- - - - - - -

Item No	Item	Discussion/Information	Action	Action by Whom
6.	Construction Management Group (cont'd)	<ul style="list-style-type: none"> VIE – BMCL proposing to use a driven pile solution and that the preferred contractor had been asked to provide information re anticipated noise and vibration levels. DL advised that the piling solution needed to be carefully considered in order to mitigate complaints from neighbours. AK advised that it was expected that there would be less vibration created as a result of the driven pile solution than that experienced during the recent BAM demolition works. The duration for the driven piling works was 2-3 days and it was thought that this was a manageable duration and that the residents would need to be notified appropriately. MM noted that if there is no alternative to the driven piling solution then communications with the residents would need to be dealt with appropriately. AK noted that other piling solutions were more messy, had a longer duration for the works, would increase the number of vehicles coming on/off site and were far costlier. GW noted that there is no piling solution that is quiet. MM enquired if BMCL would have measures in place to minimise the acoustic impacts. AK advised that based on the survey results it was thought that the piles could almost be pushed into place. <p>MM noted that the notification process for the piling works would be to inform David Halliday, provide a communication to both the closest residents and staff side (i.e. PDRU) advising of the works, anticipated duration, etc. AK reported that during the previous 2 years and 9 months there had only been 2 complaints received. PM advised that there were concerns about a driven piling solution being used on the site. DL advised that the NHS needed to understand the methodology and method statements. DH enquired if there was potential for the NHS to visit another site which has driven piling ongoing in order to witness first-hand the impacts. AK reported that the residents could be managed if appropriately informed and that the residents had never complained about noise during normal site working hours only out of hour's noise. MM advised that if there was no alternate piling solution then the residents would need to be managed and a good communication would need to be prepared for them. DH advised that the planning permission for works at the boundary fence would need to be reviewed in relation to noise. AK reported that BMCL had done a lot to change the piling works on site and he had confidence that there would be no issues. DL advised that he would expect the sub-contractor to demonstrate the noise and vibration control and the noise would be within the safe working range. PM agreed that it would be beneficial for NHS reps to visit another site that has these piling works ongoing in order to gain an understanding of the noise and vibration levels which could reasonably be expected on the SGH site. DH noted that the main noise and vibration would be from the casing hitting the rock-head so visiting a similar site would be beneficial.</p> <ul style="list-style-type: none"> Internally, rooms are being progressed as far as can be and once power on is achieved the decoration will be progressed and handed over to Capita for inspection. Structal – have indicated that they will be complete by end September 2013 however the Structal works had been impacted due to the windy conditions. AK suggested that there were 3-4 week worth of work remaining. DP noted that the installation of the infill panels and the removal of the hoist was not included in the 3-4 weeks as these were needed to service the fit out. The 3-4 week timescale did not include the replacement of damaged cladding or glazing. Consideration was being given to whether to leave the Mammoth hoist in situ. 	<p>Careful consideration to be given to piling method and impacts on site and neighbours</p> <p>-</p> <p>Organise for NHS to undertake a site to visit</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p>	<p>AK</p> <p>-</p> <p>AK</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p>

Item No	Item	Discussion/Information	Action	Action by Whom
6.	Construction Management Group (cont'd) <i>Construction Interface Group</i>	<ul style="list-style-type: none"> DL advised that when BMCL are carrying out the replacement glazing works that he would like to have NHS Estates reps present so that they can see how to replace the glazing. PM requested that BMCL confirm when it is proposed to carry out the replacement glazing works. Atrium roof – the stick work is all in place and the roof needs to be closed in so that the plaster board works can be progressed in this area. <p>It was noted that there were no issues requiring input by PMG members to resolve.</p>	<p>Advise NHS when replacement glazing works being undertaken</p> <p>-</p>	<p>AK</p> <p>-</p>
7.	Community Benefits	<p>MM provided the following update:</p> <ul style="list-style-type: none"> Targets – continue to progress and exceed targets GRA are in the process of moving off site <p>AK advised that BMCL had recently been audited by the Considerate Constructor scheme and had obtained 46 marks out of 50. AK advised that he would forward a copy of the audit report to the NHS for information.</p>	<p>-</p> <p>-</p> <p>Provide copy of Considerate Constructor report to NHS</p>	<p>-</p> <p>-</p> <p>AK</p>
8.	AOCB <i>Meeting Frequency</i> <i>Project Steering Group</i>	<p>DL proposed that the frequency of PMG meetings be changed to 1 per month and it was agreed that going forward that the PMG meetings should be scheduled to take place 2 weeks after the Hospital Construction Interface Group meetings.</p> <p>DL noted that the Project Steering Group had not been held for a few months and proposed that the October meeting should be used to carry-out a lookahead for the next 6/12 months and this was agreed.</p>	<p>Reschedule meetings</p> <p>-</p>	<p>SF</p> <p>-</p>
9.	Date and time of next meeting	Tuesday 22 nd October 2013 @ 1.30pm.	For noting	All

ACTION NOTE

Present:	Mike Sharples (MS) Darren Smith (DS)	Douglas Ross (DR) Mark McAllister (MM)	David Hall (DH) Peter Moir (PM)	David Loudon (DWL) Allyson Hirst (AH)	Grant Wallace (GW)
Apologies:	Alasdair Fernie (AF) Shiona Frew (SF)	Darren Pike (DP)	Derek McFarlane (DMF)	John Ballantyne (JB)	Alan Keeley (AK)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Apologies	Noted above		
2.	Action note from previous meeting	Accepted as an accurate record with a minor amendment to item 4 – BMCL should be changed to BAM and remove AKs action change to PFairie	-	-
3.	Matters Arising			
	Ground Water Monitoring	Prior action note indicated that GCC would recommend that this monitoring process could be concluded. It was noted that formal clarification was still awaited from Glasgow City Council.	Provide formal communication to NHS once received	DS
	PPC	As previous indicated the meeting arrangements have are now in place with the meeting taking place on Thursday 24 th October at 2pm.	Report back on outcome	DP
	Site Visits	DWL reported that the Communications Group was being put together to take the media strategy forward. MM reported that work was progressing with the preparations for the staff video. DWL will liaise with MS on proposals.	DWL and MS to discuss	DWL/MS
	Project Steering Group	Unfortunately the planned meeting for October had to be cancelled. It is proposed to pull together a meeting no later than mid November with relevant representatives from both Board and BMCL to discuss the way forward for the remainder of the project. MS has instructed SRainey to progress this with SF on her return from annual leave.	Meeting to be arranged	SF/ SRainey
	Equipment	Floor duct screeding information has been returned to BMCL. Endoscopy washer requirements now clarified.	-	-
4.	Commercial Group			
	Retention	DR noted that retention was still outstanding. It was noted that the figures were being prepared in a clearer format before being forwarded to the Board with full explanation.	Forward information to Board	GW
	Equipment List	GW requested that a review of grouping is carried out and a PMI issued to confirm. GW noted issues with requests from NHS warehouse directly to JTC. PM agreed to speak to RStewart to clarify that any change are to come only from the project team. GW to ensure that an updated equipment list is forwarded to JTC. FWrath/DH and GW are to meet to conclude the equipment list after Board review and to carry out readjustment of groups.	GW to arrange a meeting to PM to clarify with RStewart GW to forward updated equipment list to JTC	GW PM GW
	Early Warnings	Theatre AV – DH and MMacleod will discuss and instruction will be issued to BMCL Arrivals Square – Meeting with SPT/GCC on 30 th October. It was noted that in order to comply with SPT	- DH/MMacleod to discuss and issue instruction DS to provide a list of	- DH DS

		proposals for transport to the new hospital a review of arrival square is necessary. It is thought that the space allocated is not geometrically acceptable to allow a low floor bus to come along side and move off safely. PM asked DS for a list of requirements to make the alterations and any implications to allow a decision to be taken A cashflow review is required for the year January – December. It was noted that the issue of cashflow in September is up to date.	requirements to PM	
	Assessments		-	-
5.	Programming	MS reported that Structal have around 130 units remaining to install. Scaffolding for the heli-deck has been slightly delayed due to adverse weather conditions. Astins are progressing and Mercury are now catching up on the areas that had fallen behind. MS noted he was happy with the progress with no concerns to note. DH noted that the programme for the installation of cabin for the helipad was slightly delayed. No issues at the moment but it is required to be completed in a single continuous operation over circa 4 days.	- -	- -
6.	Design Groups			
	Lead Screen	Lead screen information it sitting with the board. Mullions have been removed as much as possible. DS asked that a further review is carried out to ensure that the board are happy with the proposal	Feedback to BMCL	DH
	VIE Trench	JMurray has been instructed to provide information to PM on the detail of the roadway	JMurray to provide info on road	JM
	Group 5 Equipment	Fire Escape signage – DH agreed to feedback to GBurnett	DH to feedback to GB	DH
	Unused Spaces	Walkthrough site has been arranged for Friday 25 th October and Monday 29 th October to review the rooms allocated to take Group 5 equipment	-	-
	Electronic Signage	DS agreed to put together a list of these and suggestions as to what to do with these rooms. Consideration should be given to the requirements for lighting and power	List to be provided and Board will make decision	DS
	IT	BMCL asked what was proposed for install within the car park to indicate spaces available. PM reported that a review of the entire site was being undertaken before decision made	-	-
		DWL asked for clarity on the reasoning behind the additional switches now required after tender was awarded. Even with contingency included there is an additional £100K +VAT which has not been accounted for within the IT budget. This will need to be reported further to the ASSB and DWL requires an understanding of the issue.	Feedback on reasons to DWL	MS
		DWL reported that some of the node rooms were in an untidy state with no lighting installed to allow Capita IT to continue their works	Issue to be looked into and resolved	MS
		DWL noted that comms rooms padlocks are being left unsecured. This is an issue for damage and theft	Issue to be looked into and resolved	MS
7.	Construction Management Group Link Bridge at Neurosciences VIE	MS noted that there were no issues to note. Link bridge install is programmed to occur weekend of 27 th October 2013. DH noted that a site visit to Edinburgh to witness the piling rigs took place. DWL asked for a defined date for this work commencing – MS would check but though it was 11/11/13. DH asked that the weight of the hammer was confirmed as that witnessed was 2 tonnes but availability for a 3 tonne was possible. This may lessen the time to push home each of the piles	- Defined date and clarity on the hammer weigh	- MS
8.	Community Benefits	MMcA reported that targets set for community engagement have been exceeded. It was noted that the GRA has now moved off site and it is proposed to continue the good work to review potential ways to continue the careers of staff taken on as apprentices for the project and how best to sustain the workforce until the end of the project. The independent learning programme is to be continued and there is a proposal for an NHS version of this	- -	- -

		to be taken forward. The next independent learning programme will commence in January 2014. MMcC reported that NHS Medical Illustration have offered to put together a video record of the work carried out on site MS reported that was no feedback on the proposed meeting with local residents – this was to be arranged.	-	-
9.	AOCB	It was noted that the programme for Haemato-Oncology was sitting separately from the project programme and will be issued to the Board in due course. MS reported that work has commenced in the area	Meeting set up with residents Programme for haemato-oncolgy to be forwarded to Board	MS MS
10.	Date and Time of Next Meeting	As previously agreed this meeting will be scheduled monthly therefore the next meeting will be 19 th November 2013	For noting	All

ACTION NOTE

Present:
Grant Wallace (GW)
Apologies:
John Ballantyne (JB)

David Loudon (DL)
Peter Moir (PM)
Alasdair Fernie (AF)
Mark McAllister (MM)

Darren Pike (DP)
Shiona Frew (SF)
Alan Keeley (AK)
Mike Sharples (MS)

David Hall (DH)
Darren Smith (DS)

Douglas Ross (DR)
Derek McFarlane (DMF)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action note from previous meeting	Accepted as an accurate record	-	-
2.	Matters Arising <i>PPC</i>	DP advised that a kick-off meeting with SEPA had taken place which had been positive. The SEPA rep advised that he did not want BMCL to use the heating system from the boilers at full as the collective load would be over the thresh-hold. The set-up meeting to commence the PPC process had been scheduled for 22 nd November 2013 to work through the PPC submission process. The programme to achieve PPC was aggressive. DP advised that it was proposed to run 1 boiler which was lower than the thresh-hold. DP noted that the difference between the 2000 and 2012 PPC is that the 2000 PPC is based on operation and the 2012 regulations are based on commissioning. The SEPA rep had advised that there would be no issue to commission the boilers, the burners, proving the systems. There would be an issue if the boilers were used to provide a constant stream of hot water. DH suggested that the SEPA rep should be advised that the contract was awarded to BMCL based on the PPC 2000 and that there change to the regulation during the contract. DP advised that the SEPA rep would be advised of the contract basis however BMCL proposed to commission each of the boilers one at a time as the load required in the building was not available. DP advised that BMCL could offer the SEPA rep to spike boilers off from the gas and not used. DL enquired who would be representing the Board at the 22 nd Nov meeting and DH advised that PM and IPowrie would be attending.	Provide update at next meeting	DP
3.	Commercial Group	<p>DR advised that there were no issues requiring PMG input to resolve. The cashflow had been received from BMCL and was under review. The Payment Assessment would be provided to PM later that day for issue.</p> <p>DR noted that he had received information from JB re retention proposal and he would provide this to DL. The retention proposed was circa £369k (ex VAT) to the NHS Board.</p> <p>DL enquired if there was any further update on the piling insurance and GW advised that there had been no further information from the loss adjustor.</p> <p>It was noted that there were no Early Warnings requiring discussion. GW enquired if DS had provided information to PM re the Medi-Cinema and PM confirmed that he had received information.</p> <p>PM noted that the Ground Water Monitoring had been concluded and the Compensation Event would be issued in due course.</p>	<p>-</p> <p>Retention proposal to be provided to DL</p> <p>-</p> <p>-</p> <p>Issue CE for GW monitoring</p>	<p>-</p> <p>DR</p> <p>-</p> <p>-</p> <p>PM</p>

Item No	Item	Discussion/Information	Action	Action by Whom
4.	Programming	<p>DH noted that in terms of the Prater work there were a lot of areas 95% complete acknowledging that BMCL were holding back on taking ownership of areas. DP advised that BMCL were holding off taking over areas as a) it was assisting to keep Praters progressing in other areas and b) while not accepted by BMCL these areas needed to be maintained/made good by Praters. BMCL were comfortable with the areas which were 95% complete.</p> <p>DH enquired about the Astins resource to complete the works and DP noted that Astins progress had a big improvement during the period. The resource had significantly increased and the works on site were progressing well and were now continuing at a pace.</p> <p>DH enquired about the Unitised Cladding completion against programme. DP noted that it was anticipated that the 5 panels were anticipated to be installed before the end of November 2013.</p> <p>DH enquired about the gas meter connection and DP advised that there had been a debate with Scottish Gas Networks as they had no record of needing to carry out the works and a rep had now visited site to identify the required works. DH enquired if not having the connection was impacting on other boiler works and DP advised that the boilers were being run of the Labs supply and BMCL had commissioned the boilers and then burners at 50% state. Once the mains gas supply is on that will be able to run the boilers at 100%.</p> <p>DH enquired about the ETFE roof progress and DP advised that progress had been impacted during the period of high winds which were encountered on site, circa 1 week of work had been lost, however, the plan was still to have the works complete by mid December 2013.</p> <p>DP noted that there were no critical matters requiring discussion.</p> <p>DL noted that the VIE piling was on-going and neither BMCL nor the NHS were aware of any concerns being raised.</p>	- - - - - -	- - - - -
5.	<p>Design</p> <p><i>Neo-natal Link Bridge</i></p> <p><i>Oxygen ring main/Connection to building</i></p>	<p>DH advised that the NHS were awaiting information re the Neo-natal Link Bridge and connections as the NHS will need to liaise with the building users and there was concern that the programme was being impacted on especially if it was anticipated that there would be dust or vibration as users would need to be moved out of some rooms.</p> <p>DH advised that the NHS needed to understand the proposals for the oxygen ring main in order that the connection into the building can be agreed. DP noted that BMCL wished to gain access to the Neuro sciences building and that there is an existing oxygen ring main that runs down to neuro and BMCL would be putting in an inner ring system which would provide a dual ring system. BMCL and the NHS needed to agree where to put the connection. DH noted that ISandford and BMcCormack would need to be liaised with to agree the connections.</p>	<p>Provide programme for Neo-natal link bridge connections</p> <p>Liaise with NHS re connections</p>	<p>AK</p> <p>DP</p>

Item No	Item	Discussion/Information	Action	Action by Whom
5.	Design	<p><i>VIE Trench</i> PM noted that the NHS were awaiting details on the VIE Trench which was becoming urgent as BMCL had started work. PM raised concern about the proposals to put the trench in with covers at tarmac road level as there had been previous negative experience of this at other sites.</p> <p>PM noted that the NHS were awaiting the VIE Road Layout drawing. PM reported that the NHS had received the elevations, sections and plans however these would not be signed off until the external works drawings had been provided in order that he could have an understanding of the paths, roads, drop off point, etc.</p> <p><i>Arrival Square</i> PM reported that DH had provided, subsequent to the meeting with SPT, a further marked up drawing re the arrival square to BMCL and feedback from BMCL was awaited.</p> <p><i>Helipad Commissioning</i> PM advised that the NHS wanted the BMCL proposals to commission the helipad so that any impacts on the NHS can be identified. DP suggested that the helipad commissioning mainly comprised of a helicopter landing on the helipad and acceptance of the helipad. DP noted that the lights, fire fighting systems, alarms, etc will be dealt with through the standard commissioning processes for the tower. DL enquired whether the helicopter would land without having emergency crews on site. DH reported that for the helipad at Newcastle the emergency crew coverage had been provided by Newcastle Airport and that it may be beneficial to discuss the potential for the Glasgow Airport Emergency crews to be involved /on-site for the hospitals helicopter landing commissioning activity.</p> <p><i>Void Areas</i> PM advised that it would be beneficial for the NHS to understand where the void areas within the buildings are and what the BMCL intent to handover these areas is. DP advised that BMCL had a draft spare space schedule and it was intended to provide/hand over these areas as per drawings. Some of the voids were lightly serviced i.e. lighting installed however they would all to prepared to a minimum standard i.e. sprinklers. DL enquired when the schedule would be complete and DP advised that he would liaise with DS. DH enquired if the schedule included areas which had been changed from their original purpose (telecoms/waste store) and DP confirmed it did not include any areas changed for their original purpose.</p> <p><i>Gas Meter Housing</i> PM noted that the NHS were awaiting the proposals for the screening of the gas meter/housing. DP advised that BMCL had received a proposal from Gillespies which had been rejected and Gillespies requested to provide a scheme based on how the site will look in 2016.</p> <p><i>Lead Screens</i> DH advised that he hadn't received a status update from BMCL since FWraith had fed back the information. DP agreed to liaise with BMCL reps to check if there are any issues.</p> <p><i>IT Node Room</i> DH advised that the untidiness and locking matters had been resolved with BMCL. DL noted that IT were about to place the order for additional switches.</p>	<p>Provide VIE trench details</p> <p>Provide VIE Road Layout drawing</p> <p>Provide BMCL response re revised arrival square mark-up</p> <p>Provide BMCL proposals for helipad commissioning</p> <p>Provide spare space/void schedule</p> <p>Provide proposals for gas meter housing</p> <p>Confirm if any issues re information provided by FW</p> <p>Item closed</p>	<p>DP</p> <p>DP</p> <p>DS/GW</p> <p>DS</p> <p>DP</p> <p>DP</p> <p>DP</p> <p>-</p>

Item No	Item	Discussion/Information	Action	Action by Whom
5.	Design (cont'd) <i>IT hub Room – Cooling/Heat</i> <i>Design & Health Environment Group</i>	<p>DH advised that a meeting to conclude the IT Hub Room cooling had been scheduled to take place on 20th November 2013. DH had liaised with NHS IT reps and 3 of the 4 matters had been resolved. The matter remaining was in relation to the starting point for the port count i.e. total number of ports on day 1 or total number of ports in use at day 1.</p> <p>PM advised that NHS were receiving information through the RDD process for the NCH bank of illustrations, landmarking and wayfinding proposals. GW enquired how the proposals linked against what BMCL were obligated to provide and PM advised that it was still planned to have coloured walls in large areas/long corridors i.e. ED, Imaging and that graphic displays would be placed in specific corners. In general, everything was on programme.</p> <p>DH advised that he understood the scope had been extended to include sky ceilings (YCF2). PM advised that he was aware that the scope had changed however did not know the detail. GW enquired how BMCL will deal with YCF2 and PM advised that he had liaised with JBailey regarding this.</p>	<p>Provide feedback at next meeting</p> <p>-</p> <p>-</p>	<p>DH</p> <p>-</p> <p>-</p>
6.	Construction Management	<p>DP noted that there were no key issues to report and the VIE was noted however the programme was achievable however did not have as much float in it. PM requested an indication of when the offices would be removed from site. DP enquired if PM had discussed phasing proposals with AK. GW noted that he understood the offices were to be removed February 2015. DP agreed to liaise with BMCL colleagues and provide feedback asap. DP reported that there was benefits for everyone to keeping the cabins insitu as long as possible.</p> <p>DH congratulated BMCL on achieving an excellent result and report from the recent visit to the site by the Considerate Constructors Scheme.</p>	<p>Provide feedback re programme for removing the offices</p> <p>-</p>	<p>DP</p> <p>-</p>
7.	Community Benefits	<p>PM advised that minutes from the meeting with the residents had been sent to the local residents and Residents Association. The residents had indicated that they intended to write to JHamilton and PM had advised JHamilton to expect letters.</p> <p>PM noted that he had spent 30 minutes at the piling works and he could barely hear the works at either the front of the maternity or the corner of neuro. DL enquired how many piles were being driven each day and GW advised that 6 had been installed on the first day but works had not commenced until lunchtime that day. PM noted that the piling works were not creating a great deal of noise.</p>	<p>-</p> <p>-</p>	<p>-</p> <p>-</p>
8.	AOCB	<p>DP advised that it was proposed to have familiarisation sessions with FM and Estates Reps and enquired when would be a suitable time for the NHS to commence these sessions. DL advised that this would be beneficial and requested that DP clearly explain the rules of engagement i.e. not present to snag but to provide knowledge of the installations. DP agreed to liaise with IP re commencing the familiarisation sessions.</p>	<p>Liaise with IP re familiarisation sessions.</p> <p>Provide rules of engagement of FM/Estates reps</p>	<p>DP</p> <p>DP</p>

Item No	Item	Discussion/Information	Action	Action by Whom
8.	AOCB (cont'd)	<p>Equipment List – GW enquired about the Equipment List changes and DH advised that he understood that FW was liaising with RStewart. The group 2 transfer items are being checked out to ensure that the NHS has the group 2 items before reclassifying as group 3.</p> <p>External Works Package – GW reported that it would be a further couple of weeks before the external works package is concluded. GW noted that AK has got thoughts on what is proposed and some VE suggestions. There had been 4 tenders received for the soft landscaping and 3 tenders received for the hard landscaping.</p>	-	-
9.	Date and time of next meeting	Tuesday 16 th December 2013 @ 1.30pm.	For noting	All

ACTION NOTE

Present:
Douglas Ross(DR)
Shiona Frew (SF) (Notes)

David Loudon (DL)
Grant Wallace (GW)

David Hall (DH)
John Ballantyne(JB)

Darren Pike(DP)
Mike Sharples (MS)

Darren Smith (DS)
Peter Moir (PM)

Apologies:

Alan Keeley (AK)

Derek McFarlane (DMF)

Mark McAllister (MMc)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action note from the previous meeting	Accepted as an accurate record	-	-
2.	Matters Arising (not covered under the agenda)	None	-	-
3.	Commercial Group	DR advised that there was only 1 item of concern for the NHS i.e. BMCL cashflow report. JB reported that the cashflow report would be provided to the NHS by cop 19 th December 2013. DR advised that the NHS needed to understand if BMCL would catch-up on the current shortfall.	Provide cashflow to NHS	JB/GW
	<ul style="list-style-type: none"> Early Warnings 	PM advised that he would be issuing a EW to BMCL asap to advise that BMCL should not fit the MDF Controlled Drug cabinets to the New Adult Hospital Ward stack as the NHS would be substituting these with metal cabinets (9 x 4 and also a couple in the NCH). DR enquired if the MDF Drug Cabinets had already been manufactured and JB confirmed that they had been manufactured. PM noted that any manufactured drug cabinets should be sat to the side and the NHS would try to use these.	Provide EW re MDF Drug cabinets	PM
	<ul style="list-style-type: none"> Project Managers Instructions 	PM proposed to ask BMCL to provide a price for some works to the road at the front of maternity (inc sorting kerbs & building a wall), as DH had already discussed with AK. JB enquired if BMCL should check the WSP Flood Drainage Report to identify any drainage requirements for this area and this was confirmed. DL provided an overview of the works to be carried out i.e. redesign the entrance, move path. DL advised that the NHS had commissioned an underground survey, etc. DL noted that challenge was that the works needed to be concluded by 31 st March 2013. MS advised that the boundary fence for the land would need to be checked. PM advised that the title needed to be checked re the bell mouth. DL proposed that the existing boundary be untouched and a new fence installed alongside. DS suggested that a section 56 may be required and enquired if the NHS had commenced discussions with GCC and PM advised that no discussions had commenced as yet. DR reported that it was critical that the road works had to be designed and delivered by 31 st March 2013. DL noted that the NHS would be reporting to the Scottish Government re projects to be undertaken to utilise the underspend, it was about continuing the BMCL finishing spec for the existing BMCL roadworks to this additional section of road at the front of maternity on Hardgate Road. DR stressed that there could not be any slippage to the works. JB enquired whether BMCL would need to undertake discussions with users regarding the blue light route, etc and DL advised that the NHS would liaise with users.	Provide PMI re pricing works at the road in front of Maternity	PM
	<ul style="list-style-type: none"> Payment Assessment 	PM noted that the Payment Assessment had been issued.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
4.	Programming	<p>MS advised that BMCL were comfortable with the progress to date. The high winds had affected progress and there had been some water ingress. The programme still had some advantage over where it had anticipated would be. The contractors are fully sighted and geared up for what needs to be achieved 2014. BMCL will be reviewing the programme after the Christmas Festive break and a meeting of BMCL and NHS to discuss the programme was being scheduled. There was still a high level of operatives on site and the focus was still on getting the hospitals completed as soon as can. BMCL were working to put as much protection in as possible to minimise any water ingress over the festive period.</p> <p>DP noted that in relation to commissioning and fit –out the progress was as expected. The commissioning activities were achieving the dates set out and thus far had been successful/good results. The next tranche of commissioning was to Plantroom 31, there has been an aggressive programme within the high level programme set for Plantroom 31, some dates were not being achieved however the commissioning activities were largely continuing to achieve the high level dates. DL reported that there had been an internal review of the BMCL programmes and the reviewed indicated that progress is roughly where expected to be.</p> <p>MS noted that the replacement of the damaged pillows to the ETFE roof would be after the Xmas festive period. DL requested that MS advise that NHS when this work is being carried out and enquired whether NHSFM Estates reps could view this work and MS advised that he would ask AFernie to liaise with the NHS.</p> <p>DH advised that the café slab floor appeared to be lagging. DP noted that the slab was circa 2/3rd across. MS suggested that AFernie had some co-ordination of works to undertake.</p> <p>DH noted that lessons learned re availability of reps for HV commissioning. DP advised that the winds had impacted on the HV works to allow the commissioning works to be undertaken. DP noted that for consistency of HV commissioning throughout the building BMCL were keen to continue to use the current HV rep however should the HV Commissioning programme become tight then there was a 2nd company which could be utilised. BMCL would continue to monitor the programmes. DH noted that BMCL needed to make that the hub rooms were suitably finished to allow the Capita IT team to undertake their works to the hub rooms as programmed.</p> <p>DL noted that the car park was being reported as being 14 days behind. MS advised that AK was continuing to review the programme to try and recover some time back and complete the car park at the due date.</p>	<p>-</p> <p>-</p> <p>Confirm date of replacement ETFE pillows to DL</p> <p>-</p> <p>-</p> <p>-</p>	<p>-</p> <p>-</p> <p>MS</p> <p>-</p> <p>-</p> <p>-</p>

Item No	Item	Discussion/Information	Action	Action by Whom
4.	Programming (cont'd) PPC	<p>DH noted that the NHS and BMCL had met jointly with 3 representatives from SEPA. URS were in attendance at this meeting as URS were supporting in terms of pulling together the application. A plan of action to take forward the application had been identified. The timeline for the PPC was application by end of February and permit hoped to be early July. There some items of caution however i.e. where there is oil stored for any purpose SEPA have requested that site investigations are carried out i.e. generators and steam boilers and SEPA propose to visit the site in January to visit the site to identify where the SIs are required. The permit covers anything that happens on the site thereafter therefore the application requires to have baseline information. DH noted that there was SI for the construction site and some limited SI information for areas on the SGH existing site i.e. Ronald MacDonald, Teaching & Learning, it was hoped to alleviate the need/amount of SIs required. The SI information was the critical part of the application in deed should SEPA request additional SIs then these needed to be carried out and the test results written up into a report for submission of the PPC application in February – tight timescale for the SIs. DH noted that SEPA had formally advised that 2 generators and 2 boilers can be run at this time – this will allow some heat to be kept in the system and to commission boilers. DP noted that the enables BMCL to remain on programme and there may be a potential risk later on if the permit is not received by July to allow BMCL to carry out the environmental proving (late July) and the global commissioning from 13th August which was critical. MS enquired who was commissioning the SIs and DH noted this needed to be done by the NHS as is off the BMCL site. DL enquired what was the extent of the SI's and DP advised that this was to be defined by SEPA. MS enquired whether BMCL could investigate the timescales for getting an engineer in parallel to the NHS process in case BMCL can get an engineer quicker than the NHS. DL suggested that the NHS Team would discuss separately and DL would provide feedback to MS asap. GW suggested that the availability of rigs could potentially be an issue. MS advised that BMCL would carry put a preliminary dialogue with contractors. GW enquired how many locations may be required to be SI'd and DH suggested potentially 10. GW enquired when the SIs would need to be carried out on site and DH advised that the SI results would be required by end January for inclusion in the report being submitted in February and that SEPA would be visiting the site w/c 13th January to identify the SI locations therefore a borehole contractor would need to be onsite w/c 20th January 2014. DH reported that SEPA will also potentially be requiring an air pollution survey caused by both the new and existing installation (full perimeter air pollution testing).</p> <p>DP noted that SEPA wanted to know when BMCL proposed to continue the noise and vibration monitoring and he would discuss this AK. MS advised that usually hoarding is left in place until the last week prior to handover. DH noted that there was hard landscaping ties in at the south elevation and suggested the hoarding in that area may need to be taken down. MS noted that the tie-in works at the south elevation would be carried out on the final week once the hoarding had been removed.</p>	<p>Identify if BMCL can procure SI contractor for early/mid January 2014</p> <p>Liaise with AK re noise and vibration monitoring finishing dates</p>	<p>GW</p> <p>DP</p>

Item No	Item	Discussion/Information	Action	Action by Whom
5.	Design Groups	<p>DS noted that a meeting to discuss the Neo-natal link bridge was scheduled to take place later that day. DH raised concern that NHS needed to liaise with the Building Users and needed to understand the BMCL dates for the tie-ins/break through. BMCL had previously indicated January 2014 for the connections/break through into Neuro. DS advised that he would discuss this with AK.</p> <p>DP advised that BMCL had a good proposal regarding the oxygen ring main to discuss with the NHS at the meeting scheduled to take place on 18th December 2014. DH enquired if the proposal was tied into Neuro and DP advised that the proposal wasn't tied into Neuro. DH advised that he would instruct the surveying of neuro for the pipes to stop.</p> <p>DS noted that PM had previously received information regarding the product and enquired what drawing PM wanted. DH advised that the NHS needed to see a drawing and manufacturer detail as to how the insitu sections join/connect together and a drawing of how the VIE pipe crosses under the road as per JMurray's sketch.</p> <p>Arrival Square - DS advised that the drawings were being revised on the basis of previous discussions. DS enquired if there had been any feedback from GCC regarding the need for the RCC to be amended and PM confirmed that there had been no feedback from GCC re RCC. DH reported that MMcA had re-written to GCC asking about the need for an amended RCC. DL enquired what is the timeline for GCC providing the direction of travel and DH suggested that it was becoming critical now. DL requested that this be pushed on.</p> <p>Helipad Commissioning – DS noted that there was a series of papers being collated for providing as a pack to the NHS and that he would arrange for a meeting to take place early January to discuss the papers. DL advised that FM reps would need to be involved in this meeting. DP suggested that the meeting would likely be scheduled for 3rd week January 2014 with the information pack provided in advance of the meeting for NHS Team comment.</p> <p>Void Areas – DS noted that a schedule of the void areas was being prepared for issue to the NHS earlier that day. DS noted that the Building Warrants were based on the void spaces identified in the schedule. Doors were being provided for access purposes however double doors would not be installed where not needed.</p> <p>Gas Meter Housing – DS noted that feedback was awaited from Gillespies.</p> <p>Lead Screens – DS noted that the lead screens drawings had been resent back to the NHS and subsequently returned by the NHS. The NHS and BMCL had an agreed way forward. It was agreed this item could be closed.</p> <p>Hub Room Cooling – DP noted that the calculations were being worked through by Wallace Whittle and that a joint meeting (NHS/BMCL) would be held in the New Year to conclude this item.</p>	<p>-</p> <p>-</p> <p>Provide drawings to PM re manufacturer details and trench/road crossing</p> <p>Check with MMcA re feedback from GCC</p> <p>Arrange meeting to discuss helipad commissioning</p> <p>-</p> <p>Provide proposals/feedback re gas meter housing</p> <p>-</p>	<p>-</p> <p>-</p> <p>DS</p> <p>DH</p> <p>DS</p> <p>-</p> <p>DP</p> <p>-</p>

Item No	Item	Discussion/Information	Action	Action by Whom
5.	Design Groups (Cont'd)	<p>Aseptic Suite Information – DS enquired when it was anticipated that the NHS could return the aseptic information. DS noted that if the information is returned as non- status A then this causes issues. PM agreed to liaise with FW for an update regarding the return of the drawings.</p> <p>Signage/Fire Exits – DS advised that he had reviewed the drawings and GDonnelly comments. The drawings would be changed to reflect the GDonnelly comments (not additional) and resubmitted to the NHS for RDD.</p> <p>Temporary Occupation Certificate – DS noted that Raymond Barlow had agreed to provide a draft/specimen copy of the certificate in order that the NHS and BMCL can be satisfied with the wording. RBarlow had advised that in relation to the word temporary there is no time limitation and the temporary occupation certificate could be extended if so required. DS would provide a copy to the NHS as soon as received from RBarlow.</p>	<p>Liaise with FW re return of the aseptic drawings to BMCL</p> <p>-</p> <p>Provide specimen temporary occupation certificate to NHS when available</p>	<p>PM</p> <p>-</p> <p>DS</p>
6.	Construction Management Group	MS advised that he was not aware of any issues which required to be discussed at the time. DH noted that discussions with the group 5 suppliers would be commencing in the New Year and would involve BMCL reps as necessary. The procurement standstill period was due to finish on 20 th December 2013 and thereafter discussions with suppliers re getting all of the equipment into the building by end March 2014. DP advised that BMCL needed to understand the services requirements. MS noted that previous experience of group 5 suppliers is that it is difficult to get layout and services drawings and the suppliers generally provide their own builders works. DH noted that it was key to identify if any equipment requires specific environmental or electrical connections at time of placement. DH suggested that the equipment may be partially charged and the NHS would be liaising with the suppliers asap. DL noted that it was important to minimise the need for double commissioning. MS noted that it was important to minimise the need for double validation.	-	-
7.	Community Engagement	DL suggested that the Community Engagement agenda item should be held over to the next meeting.	Community Engagement update to be provided at next meeting	MMcA
8.	AOCB Site Shutdown	<p>DP noted that he had discussed the NHS Familiarisation Sessions with IP. BMCL had a programme of steps for familiarisation however IP had provided a list of 120 people to attend the familiarisation session which was too many for BMCL to carry out the drill down part of the process and some rationalisation of the number of NHS reps would be required and DL concurred.</p> <p>DL enquired about the BMCL arrangements for site shutdown. MS advised that most operatives would finish on the Friday 20th December however the site was open on the Monday 23rd and partial Tuesday 24th December 2013. MS noted that all the emergency plans were in place for the festive period and DL acknowledged receiving the BMCL Emergency Contacts list.</p>	<p>NHS to rationalise number of reps attending the familiarisation training</p> <p>-</p>	<p>DL/IP</p> <p>-</p>
9.	Date and Time of Next meeting	Tuesday, 22 nd January 2014 at 1.30pm	-	-

ACTION NOTE

Present:

Darren Pike (DP)
Shiona Frew (SF) Notes
Apologies:

David Loudon (DL)
Darren Smith (DS)

Derek MacFarlane (DMF)

Alan Keeley (AK)
Douglas Ross (DR)

Mike Sharples (MS)

Alasdair Fernie (AF)
Grant Wallace (GW)

Mark McAllister (MMc)

David Hall (DH)
John Ballantyne (JB)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Welcome and Apologies	DL welcomed everyone to the meeting. Apologies were as noted above. DL advised that he proposed to cover the agenda under the first half of the meeting and use the 2 nd half of the meeting to discuss group 5 equipment and proposed early completion.	-	-
2.	Action Notes from the previous meeting	The previous notes were accepted as an accurate record.	-	-
3.	Matters Arising	DL noted that all matters arising would be covered under the agenda.	-	-
4.	Commercial Group	DR advised that there were no commercial matters requiring input by PMG to resolve.	-	-
5.	Programming			
	6 week look-ahead	<p>Externals – AK advised that BMCL were liaising with Praters regarding getting the buildings closed in i.e. level 12 plantrooms.</p> <p>Internals – AF advised that he had a series of drawings marked up to indicate the inspections in order to formalise the inspection process with the NHS and Capita as there had been a query raised regarding the NHS not getting the opportunity to inspect rooms in December 2013. A schedule of dates for the NHS/Capita inspections would be provided to assist resource planning. If there are any issues impinging on the NHS/Capita meeting the dates then this would need to be discussed with BMCL.</p> <p>AF noted that there was discussion regarding the 8 departments that had been missed from the inspection schedule noting that 2 departments were awaiting information from the NHS to get the rooms into a position to handover these rooms for inspection and 5 departments were within the 3 week period for Capita inspections which had been carried out on the last few days. Information awaited was such as level 1 radiology where a core location was needed to allow the ceilings to be finished on level 1 and level 2. DH advised that the NHS had met with Toshiba who had indicated that they would set out their machines and provide the location of the core asap noting that Toshiba generally take 10 days to carry out the setting out exercise.. DH enquired what other information was awaited and AF advised that it was in relation to the change-over panel locations which again required input from the group 5 supplier(s). The other 5 areas had slipped against the programme due to being unable to get sub-station 4 wind and water-tight prior to switching it on for power and lights. There was however 1 area which would slip outwith the 3 week inspection period. AF noted that there are 7 elements which take place after lights go on i.e. decoration, builders clean, etc. AF reported that BMCL (contd'd)</p>	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
5.	Programming 6 week look-ahead	<p>AF reported that BMCL had reviewed the impacts on other areas and making sure that there are no issues switching on sub-station 1. AF advised that he was not nervous about any of the handover dates. DL noted that the NHS needed to ensure that the inspection process and zone checking was adequately resourced and that the timings are suitable to the NHS. DL advised that he had discussed the dates being missed with MS and that DL wanted to ensure that the NHS had adequate resources to match the BMCL plan. AF advised that BMCL had identified a 4 week period after expected completion as the period when BMCL expect that areas will be available. AFe had met with ABebington to discuss and sign-off the programmes. DH enquired that there had been a suggestion that some areas were not available due to needing group 2 equipment to finish areas. AF noted that BMCL would not hold areas back from Capita inspections due to group 2 items not being fitted. DH noted that it had been suggested that the rooms were being held back from the NHS due to group 2 elements not being fully fitted. AF advised that going forward he would ensure that dates are not held back from the NHS. DH reported that RS was endeavouring to obtain the short-term requested group 2 equipment by the requested BMCL dates however it may take 3 weeks for delivery not 2. DH enquired if the BMCL inspection dates reflect the 2 week delivery lead time for the group 2 deliveries or 3 weeks lead time.</p> <p>AF noted that the weather conditions during November and December had impacted on the BMCL externals programme due to lifting operations being restricted and the level 12 plantroom not being made wind and water tight. AF advised that end of March 2014 was the focus to have the builderswork elements in the central atrium completed. The last stud partition should be stood up by w/e 31/01/2014 (throughout the complete building) which was previously programmed as June. Works were also focused on getting the main atrium complete which would allow 8 months to take the mast climbers down, carry out the tiling works through the area and decoration. JB advised that the BMCL activity programme, commissioning, inspection and handover was aligned to the 26th January 2015. AF noted that MS was keen that the building is completed by Xmas and were continuing to push for Xmas 2014 however through the dialogue had agreed a target of 26th January 2015. AK advised that Xmas was a natural break. DL noted that the 26th January handover date was starting to be cascaded to the NHS Board, etc and that the NHS Migration Planning & programme was being brought forward to commence 26th January 2015. JB noted that the 29th February remained as the contract handover date however BMCL were targeting 26th January 2015 and BMCL were reporting progress against the 26th January date. AF advised that it would be helpful for BMCL to understand the NHS moves programme and noted that BMCL have rooms complete however if not cleaned for a period then they will get dusty/messy again. DL agreed that he would share the move programme with BMCL. DL suggested that the 26th January 2015 would move out to the press. DH suggested that the programme based on the 26th January 2015 handover showed no float period and suggested that BMCL needed to jointly identify float in the programme. AF advised that the time periods agreed with the NHS should be shown on the programme and agreed that float period could be identified. AK advised that BMCL may work Saturdays or Sundays to make up time in the period and the NEC3 programme identifies time lost in the programme .It was intended that should there be any slippage in month 1 that BMCL will ensure that month 2 is brought in as programmed. AF stressed that BMCL understood what needs to be achieved i.e. blackstart testing noting that it was expected that there will be tinkering to be carried out for servicing the NHS Equipment and requirements.</p>	<p>No inspections to be held back from NHS</p> <p>Provide move programme to AF</p> <p>Identify float within programmes</p>	<p>AF</p> <p>DL</p> <p>AF</p>

Item No	Item	Discussion/Information	Action	Action by Whom
5.	Programming <i>6 week look-ahead</i>	<p>Neonatal Link Bridge – AK advised that the neo-natal steelwork was in fabrication and a date for delivery had not been confirmed as yet. AK reported that the steelwork could be installed without disturbing the cladding as a make-up piece will be installed/make the connection. DL advised that the Project Team needed to manage the building users therefore the NHS needed to understand the date for the Neo-natal link bridge works.</p> <p>Landscaping – AK noted that the landscaping contract with Land Engineering should be signed off shortly. Works to start in March 2014 to the east elevation, BMCL would ideally have wanted these works to have started sooner. North elevation and arrival square works to commence in July 2014 (where the majority of the work is and it is expected that the number of L&E operatives would increase.)</p> <p>DL enquired about the BMCL proposals for the MTHW works to be carried out by 31st March 2014. AK advised that it was proposed to install the comms ducts first then put in the MTHW pipes noting that the pipes were not on site as yet.</p> <p>Energy Centre – AK noted that the final CHPs were scheduled to be delivered to site on 28th January 2014 and DP advised these would take circa 6-8 weeks to install. AK suggested that the boilers would be positioned on the first day however the area was fairly congested therefore would take a few days for the plant to be installed.</p> <p>Car Park 1 – AK advised this had been reprogrammed and it was still believed that completion would be by 12th July 2015. There was circa 4 concrete pours to be carried out.</p> <p>Comms Room located in NCH – DH advised that the Capita infrastructure works was tied into the cashflow and enquired whether BMCL expected to have the comms room complete in time for handover to Capita and DP confirmed that the room would be ready. DH suggested that the progress of the NCH Comms room would need to be monitored.</p> <p>VIE – AK noted that the steelwork frame had been erected. DL enquired if the discussions regarding what services will be put in the duct and AK advised that there was a meeting scheduled to take place on 23rd January to finalise discussions and respond to ISandford comments. BMCL would need to get the manufacturers spec so that the NHS can see what the BMCL intentions are.</p> <p>DH noted that earlier that day there had been a meeting regarding sizing of the retained estate. The calculation was nearing conclusion however there was a couple of queries which had been passed to the Authorised Person (AP) for response. And it was anticipated that the tanks could be ordered once the retained estate sizing had been clarified by the AP. AK noted that the sizing of the tanks had been previously been agreed. DP advised that the tank bases had been constructed on the basis of the worst case scenario based on information from Air Products however the flow requirements had been queried by Air Products. DH advised that the sizing of the tanks should be concluded by w/e 31/01/2014 so that the tanks can be ordered asap thereafter. DP noted that the retained estate was on a loop.</p>	<p>Provide date for neonatal link bridge works</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>Provide manufacturers spec to NHS</p> <p>-</p>	<p>AK</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>AK</p> <p>-</p>

Item No	Item	Discussion/Information	Action	Action by Whom
6.	Design Groups	DS provided the following updates: Awaiting the drawings back from WSP and would chase these up.		
	<i>Arrival Square</i>			
	<i>Helipad Commissioning</i>	There had been a good meeting earlier that day and it was proposed to let these discussions run their course.	Item closed	-
	<i>Void Areas</i>	Have provided the void schedule to the NHS. DL noted that he had not seen this information and DH agreed to provide the schedule to DL. DL advised that feedback would be provided to BMCL in due course.	Provide void schedule to DL	DH
	<i>Gas Meter Housing</i>	DS had been advised that RNetherey (RN) had discussed the housing proposals with PM and PM advised that he had not had discussion with RN. DS advised that he would raise with RN.	Liaise with RN re discussing gas meter housing with PM	DS
	<i>Lead screens</i>	The way forward regarding the lead screens had been agreed therefore this item was closed.	Item closed	-
	<i>Fire Exit signage</i>	Being progressed through the normal process therefore item closed.	Item closed	-
	<i>Building Control</i>	Building control had made comment about the ramps to the link bridges due to the length of the gradients and it was understood that work would be carried out to the ramps. PM advised that this matter had not been discussed and DS advised that he would liaise with JMurray. DS noted that there was no issue but that the paperwork needed to be closed out.	Liaise with JM re building control comment	DS
7.	Community Benefits	It was noted that there were no items requiring PMG input to resolve.	-	-
8.	PPC	DH advised that the works to prepare the PPC application were progressing in line with the programme for submission at end of February 2014. SEPA had undertaken a full site walkround and had seen every tank, boiler, generator, etc. It had been agreed that there was no requirement for additional soil investigation. SEPA had asked for a survey of all the storage tanks excluding the new tanks and this was underway. DP and IP were working to get all the information provided for inclusion with the application. DP advised that BMCL were continuing to provide information to URS as required.	-	-
9.	Practical Completion Certificate	DS advised that he had provided a copy of the specimen temporary occupation certificate for the NHS Review and confirm acceptance of as Building Control cannot provide a final certificate because there are works still to be carried out i.e. SUDS, etc. PM enquired what length of time would be placed on the temporary certificate and DS advised that RBarlow is open to the dates to be put on the certificate and RBarlow is aware that the length of project exceeds the period for the building warrant. DH enquired about the process in that BMCL would be the applicant therefore does any extensions need to be requested by BMCL and this was confirmed. DS noted that the certificate accepts the safety aspects of the building and provides consent for the building to be occupied. DH suggested that the date on the certificate should be 2 years hence noted on the certificate. DS noted that RB had advised that if the works go over the certificate date then there will be no issues to extend the date. PM and DH confirmed that the certificate was acceptable to the NHS.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
10.	Group 5 Equipment	<p>DL advised that FWraith is having a number of meetings with the Group 5 suppliers to obtain confirmation of the sizing of the equipment to be delivered. The NHS have a number of options to consider i.e. cancel the order for the MRI as can't get the equipment into the appropriate rooms or service the equipment and this would impact on the Board's cashflow which is a challenge for the Board. DL noted that there had been a discussion regarding the moisture content of the slab/screed and the NHS Team needed to understand the implications of the moisture content. DH noted that because of the magnets and keeping the magnets cool the MRIs needed to be connected and the gas dissipates at 6% a day if not connected to the chillers. In discussion with the supplier it was advised that to meet the install timelines they could only contract with one specific faraday cage supplier which requires there to be a maximum of 3% moisture content in the concrete and they would want to start 1st week February 2014. There was alternative faraday cage supplier which would require 5-5.5% moisture content however they cannot provide the cage within the timelines. AFe reported that he would have thought that there was a higher RH content within the building at this time and enquired if the screed was the issue or the air. DH advised that the issue is that moisture captures air and produces a build up of pressure under the copper. AFe enquired when it was expected that the cage works were to commence and DH suggested 3rd February 2014. DS noted that previous experience suggested that some of the parameters provided by suppliers are not what is actually needed. AFe advised that the screed will only dry out to the RH of the room, dehumidifying could be put in however opening the door to the room will impact on the RH. DP suggested that 3% was incredibly low. AFe noted that he didn't think that 3% had ever been achieved on any previous projects suggesting the 3% is kiln dried timber DL suggested that the supplier should be challenged to confirm the 3% moisture content requirement. DH suggested that it is due to the impact on the concrete/screed caused by the chemical reaction that dries out the slab. AFe advised that BMCL could carry out a test on the concrete however 150 deck can take in the region of 8 years to dry out to 10% and he didn't think that 3% was achievable. AFe suggested that BMCL could put in a screed and put in a moisture barrier. DS suggested that the NHS should find out the parameters provided of other faraday cage installations. AFe advised that he would check out if there are any other screed products that have a drier moisture content. DH acknowledged that the quicker you dry a product the less strength it has. DH noted that as well as the moisture content there was a requirement for environmental conditions i.e. temperature. AFe advised that the chillers are used for topping up the gas and the chillers need to be put on the roof and the roof isn't finished yet and weather permitting it would be a further 8 to 10 weeks to complete the roof and an exclusion zone/security barriers would be required. DH noted that the area that needs to be isolated is smaller as installing a 1.5T rather than 3T. DL noted that discussions with the supplier were ongoing as it was understood that the supplier had not included for the chillers in their tender. AFe suggested that it takes circa 6/8 weeks to install, test, commission and operationalize the chillers.</p>	Identify other screed products which had a drier moisture content	AF

Item No	Item	Discussion/Information	Action	Action by Whom
10.	Group 5 Equipment	<p>DL enquired if there was any commercial arrangements which could be made to ease any underspend of the cashflow and DR noted that the NHS could give a payment advance to BMCL via a payment bond if required to ease the Board's cashflow issue. The payment advance would be taken off the next payment assessment. JB advised that BMCL and the NHS had previously had a payment advance for steel which had worked satisfactorily. AFe advised that it was preferable for the MRIs to be delivered from September 2014. GW noted that there was no insurance coverage for the MRIs, etc for putting them in the building just now. GW advised that he expected the insurer to ask about the condition of the room, how keeping secure, etc. DH advised that the MRIs would be different as NHS supplier installing therefore the NHS would be taking over the room.</p> <p>It was DLs understanding that in relation to the other pieces of group 5 equipment that BMCL could accommodate these in their programme. AFe advised that at this time he was not aware of which equipment was being brought into the building and which rooms they would be put in. AFe advised that the Capita inspections of imaging were due to take place at the end of March therefore there would need to be agreement about what rooms, what size of boxes are being put in the rooms, process for inspections, guidelines re protection. AFe suggested that the equipment could be put in the level 1 bed bays in G&D so that the equipment is stored in a location which is away from the Starkstrom pendant works. DH advised that the group 5 equipment to be delivered to and stored on site is as the list provided for the insurance and the CTs. DL noted that the inspection of the rooms would need to be brought forward. DH advised that FW was currently meeting with the suppliers on site so that they can see the rooms and confirm the delivery dates and the equipment could be placed with your agreement in another room i.e. hybrid theatres – the suppliers suggested placing hardboard on the vinyl in the anaesthetic rooms, store the equipment in these rooms and suppliers would ask to install at your agreement (with the exception of 2no.6m rails). AFe advised that it would have to be a fire rated board that was used and not hardboard. AFe noted that BMCL were concerned about the respect shown to the building by the suppliers and it was preferential to have the equipment delivered in September as it would be easier for BMCL to record any damage to the building as BMCL would not have people working in these area at this time. DH advised that the suppliers were concerned about having protection in place so as not to cause any damage. AFe noted that he was not remediating any dinks, etc at this time and the painters would remediate damage at an appropriate nearer to the end of the job. DL suggested that someone could stand if necessary with the suppliers while they are storing, installing the kit and take a note of any damage. DL advised that by the end of the week (24th Jan 2014) that the NHS would be in a position to confirm the group 5 equipment deliveries and that DR & JB should explore a contractual option re advance payment. AFe enquired when it was anticipated the first of the group 5 equipment would be delivered and DH suggested beginning of March 2014.</p>	-	-
			DR and JB to discuss payment advance	DR/JB

ACTION NOTE

Present:
Darren Pike (DP)
Peter Moir (PM)
Apologies:

David Loudon (DL)
Darren Smith (DS)
Allyson Hirst (AH) Notes
Derek MacFarlane (DMF)

Alan Keeley (AK)
Douglas Ross (DR)
Mark McAllister (MMc)

Alasdair Fernie (AF)
Mike Sharples (MS)
Grant Wallace (GW)

David Hall (DH)
John Ballantyne (JB)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Welcome and Apologies	DL welcomed everyone to the meeting. Apologies were as noted above.	-	-
2.	Action Notes from the previous meeting	The previous notes were accepted as an accurate record. With the following noted – AF requested that paragraph 3 of 6- week look ahead have the word “slippage” in regard to 5 items, removed as the items were still within achievable programmed time and should therefore not be reporting as slipped.	Notes to be updated	-
3.	Matters Arising	DL noted that all matters arising would be covered under the agenda.	-	-
4.	Commercial Group	Early Warnings – no matters of concern DR advised that there were no commercial matters requiring input by PMG to resolve. Cashflow discussions with JB/DR will conclude outwith this meeting to ensure full understanding of yearend figures and negative movement highlighted.	-	-
5.	Programming			
	<i>6 week look-ahead</i>	It was noted that the recent uploaded programmes have incorporated checking periods within them. It was not thought that any areas would be unachievable and included cleaning. Adult atrium was in the process of concluding with the first of the mast climbers being programmed for removal. There was nothing of note to cause concern at this time. Building works were anticipated to conclude at the end of September with the remaining months being used for commissioning works to be completed. Haemato-oncology – DL noted that this does not appear to be progressing as quickly as thought – MS noted that the work is progressing on programme but as different trades complete their work it is not obvious that there is progress. Group 5 Equipment Group 5 equipment will be installed using the float time within the programme so as there are no impacts on construction programme. It is anticipated that Group 5 including renal equipment will take place in September. AF agreed to forward this information to DH DL noted the effort and assistance offered by the BMCL team in order to ready the imaging rooms for end of March. BMCL asked for clarity on who will escort the visiting NHS staff during their checks – it was agreed to provide this information.	- - - -	- - -

		<p>It was noted that storage areas were being marked out and Group 5 suppliers will be clear on the area to be used and if there are any uncertainties then instructed to speak to a member of staff. A protocol will be required to layout security and key handing of these areas to ensure security is sufficient</p> <p>Insurance for Group 5 equipment being installed requires no change to the premium as all items to be stored will be covered by the original policy.</p> <p>Information is awaited from Toshiba for the Hybrid theatres and a meeting will be set up to ensure clarity.</p> <p>Traffic Management will be employed at Gate 5 for the additional deliveries – the plans are yet to be finalised for sharing with companies – first deliveries are scheduled for 17th March</p> <p>Link Bridges DL asked about the schedule for link bridge connections for both Neuro and Neonatal. Options are offered to the Board for the Neuro link and until this work is concluded the programme for bridge connections cannot be carried out. Work on the internals will also be programmed for completion once design is finalised. It was noted that the NHS will require time to inform the INS users of the programme of works.</p> <p>Car Park 1 CP 1 – completion on 12th May 2014. AK noted that recent discussions with their painting sub contractor suggests a later completion date than the current programme. The escape route discussions with Building Control will not conclude until the NHS fully understand the completion date issues.</p> <p>PPC Licence Application PPC Application – the application is to be submitted to SEPA by the end of February but there were some issues to be resolved beforehand. A possible contentious issue surrounds the north side of the energy centre drainage connection – further discussions with WSP/BMCL and NHS to take place in order to conclude by Friday 28th February. A meeting is scheduled for Wednesday 26th February to review and conclude. Payment has been arranged in order to submit on time.</p> <p>VIE Installation VIE – vessel size identified and agreed and items are in stock and ready to progress to order. A quote and programme is now awaited from Air Products. It was to be noted that Air Products may be able to accelerate delivery if required. A clear understanding of the programme for trench works to bring the medical gas connection into the hospital building is required. BMCL are scheduled to meet with Land Engineering on Wednesday 26th February and outcome from this meeting will be forward to NHS. It is necessary to limit the detrimental impact to the hospital function.</p>	- - - - - - -	
6.	Design Groups	<p>DS raised the question of Group 3 furniture being moved into Group 1 in order that the colours can be matched up to the art work. PM agreed to check details and revert back</p> <p>Child Protection – BMCL asked if there was a PMI anticipated for equipment to assist with children</p>	- PM to speak to MM	PM

		<p>relating their experiences. It was not thought that BMCL will be required to provide equipment but possibly data and power – PM agreed to check with MMacleod and revert back to BMCL</p> <p>INS Entrance – Fee proposal and works to be completed by the end of March. User involvement will be arranged to capture all views. PMI issued.</p> <p>Gas Meter Housing Design – proposals are being reviewed to decide on the best way forward and will be brought back to NHS for agreement.</p>	-	
7.	Construction Management Group	No items to discuss	-	
8.	Community Benefits	MMcA was unable to attend the meeting – an update will be given to the next meeting	-	-
9.	Practical Completion Certificate	This matter can now be removed from discussions	-	-
10.	AOCB	<p>NHSGG&C Training - DP noted that a training session was being provided in May for Estate users. The programme was tight to complete the required amount of training – IP will provide feedback on numbers and timings. Video of training – DP reported that he was in contact with potential suppliers of training videos and will revert back.</p> <p>BREEAM – A representative is required from NHS to respond to questions on BREEAM - DL agreed to provide a named person to BMCL</p> <p>MS reported that the duct manufacturer has unfortunately gone into administration – no impact to construction programme</p> <p>Piling Insurance –JB noted that further information is required from Dunnes to conclude this matter.</p> <p>DL reported that Ken Winter (NHS Board Member responsible for reviewing programme) had recently visited site and was satisfied with progress..</p>	<p>DP to update on training</p> <p>DL to provide named person</p> <p>-</p> <p>JB to update</p> <p>-</p>	<p>DP</p> <p>DL</p> <p></p> <p>JB</p> <p>-</p>
11.	Date and Time of Next meeting	Tuesday 25 th March 2014 at 1.30pm	to note	All

ACTION NOTE

Present:
Darren Smith (DS)
Apologies:

Alan Keeley (AK)
Grant Wallace (GW)
Derek MacFarlane (DMF)

Alasdair Fernie (AF)
John Ballantyne (JB)
Douglas Ross (DR)

David Hall (DH)
Mike Sharples (MS)
Mark McAllister (MMc)

Darren Pike (DP)
Shiona Frew (SF) Notes
David Loudon (DL)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Apologies	Apologies were as noted above.	-	-
2.	Action Notes from the previous meeting	The previous notes were accepted as an accurate record.	-	-
3.	Matters Arising	It was noted that all matters arising would be covered under the agenda with the exception of the following items.	-	-
	<i>Child protection</i>	PM advised that he had spoken with MMacleod who had advised that the funding would be for enhanced graphics and not additional power/data.	-	-
	<i>Familiarisation Training</i>	DP advised that the training register had been issued for comment. DP requested that the NHS ensure that the reps who need to attend the training are available to attend from May/June 2014. DH enquired if IP had fed back any comments to DP and DP confirmed that no comments had been received. DH advised that he had liaised with IPowrie regarding the register and it had been suggested that some detail about the content/scope of some of the training sessions and that the NHS may have some resourcing issues where there are consecutive training dates. DH agreed to check with IP re providing feedback to DP.	Liaise with IP re provision of comments to BMCL	DH
	<i>NHS BREEAM Rep</i>	PM advised that the NHS had not yet identified an NHS BREEAM rep and in the meantime BMCL should forward any BREEAM queries to PM for response. DH enquired if HMcDermont had previously provided the BREEAM clarifications and this was confirmed.	Provide BREEAM enquires/points of clarification to PM	BMCL
	<i>Piling Insurance</i>	GW confirmed that the information had been couriered to the loss adjustor on Monday 24 th March 2014 and GW was awaiting any queries. GW noted that he had met with the loss adjustor and had explained all the information in order to minimise the chance of any queries.	-	-
4.	Commercial Group	GW advised that there were no commercial matters requiring input by PMG to resolve which were not already being discussed in other for a i.e. CEs for the Neuro entrance works and MTHW had been agreed however formal CEs to be issued. The CE for the December Weather event was awaiting confirmation of the agreed value in order that the CE can be issued. BMCL were awaiting the Equipment list to be issued back as part of a CE. The PMI for the Transport Hub was awaited.	- Issue CEs	- PM

Item No	Item	Discussion/Information	Action	Action by Whom
4.	Commercial Group (cont'd)	<p>DS enquired about the transport hub noting that BMCL understood the traffic signals element however were awaiting confirmation of the other elements. DH advised that he was pursuing GCC on a daily basis for the marked-up drawing of the 4 bus stops and the raised crossing. DS enquired about the bus stopping road and DH noted that this road was for patient transport only. DS noted that BMCL needed to consider the drainage/starpipe in that area and DH advised that the NHS would work with BMCL regarding the layout of the patient transport road/area in order to minimise the impact on the star-pipe/drainage. DS suggested that DH meet with AK and DS to discuss. DH advised that a dropped kerb is being put in at either end of the road therefore this was not a GCC item as there was no desire/requirement to revisit the TRO. It was noted that the PMI had been issued to allow BMCL to purchase the traffic lights.</p> <p>GW advised that BMCL were awaiting the 2nd of the YCF CEs. PM advised that he thought this had been issued and would check this out.</p> <p>GW noted that the cashflow had been issued to DR with a copy to DL.</p>	<p>Meeting to be held with AK, DS and DH</p> <p>Check YCF CEs</p> <p>-</p>	<p>DS</p> <p>PM</p> <p>-</p>
5.	Programming	<p>AFe noted that works on site were progressing well and the inspection process was being maintained. 2 areas had been held back due to a) a flood on the ground floor as the vinyl had to be lifted (circa 13 rooms impacted) and b) the first floor due to there being a number of doors still to be installed. Works to finger H were progressing well – inspections to level 5 were expected to take place in the next 4 – 6 weeks. The ceilings are being installed to level 10. The zone K link works would have the EPM going down later that day and once the screed had been laid then the top coat would be laid.</p> <p>There were a couple of areas to be revisited in the podium ground and 1st floors – with inspections reprogrammed to take place in the next 4 to 6 weeks.</p> <p>BMCL are in discussion with Vectorfoiltec and Billington regarding the Core H Atrium roof fittings further to the incident with the beam coming down. BMCL would provide the formal to the NHS once available. BMCL were undertaking a review of the incident and were identifying whether other works in that area should be progressed at this time. AFe would discuss the safety of working in this area with MS and AK in the first instance. AFe noted that the structure was 'sound' and the beams worked interdependently depending on how the wind is blowing. A team was due on site on site the next day to put the beam that the fixing had come out of back in place. AFe provided an overview of how the beams are fitted/fixing advising that BMCL are looking at the rubber washers and embedment. AFe provided an overview of the how the beam had come off the fixing. AFe noted that consideration was being given to the installation of a secondary pin. DH advised that the NHS would await the formal report. AFe advised that BMCL would carry out a risk assessment and associated method statements would be prepared in relation to working in the atrium area. AFe noted that there was presently very few operatives working underneath the bolts or on the floor plate.</p>	<p>-</p> <p>-</p> <p>Provide reports re beam issue</p>	<p>-</p> <p>-</p> <p>AFe</p>

Item No	Item	Discussion/Information	Action	Action by Whom
5.	Programming (cont'd)	AK noted that DL had asked for a programme and that he had demonstrated that the programme was contained within the Stage 3A which had been previously circulated for the Hospital Construction Progress meeting. BMCL were proposing to commence the crossing on 31 st March 2014. AK acknowledged that the tank was ready noting that BMCL need to understand the dates and process for the tank delivery. DH advised that a meeting to discuss the tank had been scheduled to take place early April 2014 and the 21 st April had been given as the tank delivery date. AK advised that BMCL wanted to understand if there were any works to be carried out for the tank delivery i.e. place and install, etc. AK noted that the programme for the yard and car park reconfiguration had not been included in the stage 3a programme. AK advised that BMCL needed to get the storm drain connection made before the concreting of the yard. AK noted that BMCL had not taken over all the parking bays for the works.	-	-
	<i>Externals/VIE programme</i>		-	-
	<i>Car Park</i>	AK noted that BMCL still wanted to complete the car park as soon as possible. The floor painting had been re-sequenced. BMCL were not spending any money on unproductive over-time. AK reported that Core 1 was not progressing as quickly as anticipated.	-	-
		AK reported that TCP2 was due to be removed on 25 th March 2014 with TC5 to be removed over 26 th to 31 st March 2014. Thereafter the next tower crane to be removed would be TC2 so that the cladding can be completed. It was anticipated that TC6 would be removed at the end of April.	-	-
	<i>Energy Centre</i>	AK advised that completion of the cladding works to the Energy Centre was underway. There was still some doors to be installed and the floor painting would be fitted in to the commissioning works.	-	-
	<i>Landscaping/External works</i>	AK noted that Land Engineering were due to start on site noting that the ATL had been agreed. Land Engineering would be carrying out some works which had previously been identified as Dunne's works. Dunne's were due to complete the attenuation/drain connections and it was anticipated that Dunne's would be off-site in the next 2 to 3 weeks.	-	-
	<i>Link Bridges</i>	AK advised that he had some concerns regarding the link bridges and would liaise with JD Pierce whether they are in a position to manufacture the steel for the neonatal link bridge. Praters are due to complete the soffit cladding so can join in the neuro link bridge to the adult hospital. AK was considering the install of the pneumatic tube and IT however it would mean breaking it the neuro when the cladding cannot be closed in. PM suggested that BMCL needed to have a detailed discussion regarding the neuro break-in works. AK suggested that the break-in works will require the lobby and the 2 rooms to be empty. PM requested that AK provide the detail of the neuro break-in works noting that SWalker had been asking about the break in details. AK advised that consideration was being given as to whether BMCL can divorce the entrance works from the link bridge cladding changes.	Meet with PM re link bridge works	AK
	<i>Phase 3a</i>	PM enquired if there had been any progress regarding the potential additional phase 3a works. PM requested an update about the additional works asap as PM was being pushed to get the detail in order that the NHS can identify budgets for the additional works. GR noted that DR & AMc had asked that the 3 budgets be split and GW advised that it was difficult to cost up as it was not known whether works would	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
5.	Programming (cont'd)	be 2015 or 2016. MS advised that BMCL would price up the works based on these being 2015 works or 2016 works. PM requested that BMCL provide the detail of the works and asap thereafter meet with PM to go through the detail.		
6.	Design Groups	DS provided the following updates:		
	<i>RDD – Lead details</i>	DS requested that the lead detail RDD was returned to BMCL in advance of the next EW meeting and DH agreed to chase this up with FW.	Liaise with FW re return of lead detail RDD	DH
	<i>NDC carts</i>	DH noted that the NDC carts had been discussed at the NHS Equipment Procurement meeting and he had confirmed that the NDC trolley height had been confirmed by NDC. RStewart has arranged to meet with NDC to discuss the potential to restrict the type of trolleys to be brought to the new SGH. The NHS were working with NDC to resolve the height issue. DH provided an overview of the trolley height issue.	Provide confirmation to BMCL re trolley/cart height.	DH
	<i>Feature Entrances</i>	DS advised that he had spoken to RN re the gas meter housing and DS would liaise with Gillespies and suggested that the end scheme should be focused on rather than on a piecemeal basis.	-	-
	<i>Aseptic sprinklers</i>	DS confirmed that the view for the aseptic sprinklers had been issued alongside the AGV door opening information.	-	-
	<i>Drainage/Fill point/Interceptor</i>	DS acknowledged seeing an email from IAnders however had not reviewed the email in any detail as yet. AK noted that he had sent a copy of the email to WSP. DH noted that he had received an email earlier that day that SEPA will not provide the PPC if the interceptor/fill point issue is not concluded. DH enquired if there is a fill drain that is close by and large enough/what needs to be undertaken. DH noted that the target date for the permit was July 2014 and the works need to be completed before the permit will be granted. DH suggested that if getting to the point that getting a finalised solution then can discuss this with SEPA.	Fill point issue to be concluded	DS/DP/ DH
	<i>ED Bays</i>	DH advised that he had reviewed the drawings and returned these back with some comments marked on them. DS noted that the drawings would be issued through RDD once the drawings had been adjusted in line with the comments. DH advised that the cost information was required. DS suggested that the costs could be prepared now.	Provide cost information re ED bay change	GW
7.	Construction Management Group			
	<i>Flood in ground floor</i>	DH enquired about the flood on the ground floor and whether it was due to the failure of a crimped joint. DP advised that the flood was due to a split Retorec joint which is very unusual and that Retorec were coming to site to investigate and review the system.	-	-
	<i>Labs Defects</i>	PM noted that it must be close to getting all the Labs Defects concluded. AK noted that the post-mortem tables defect and roof defect was being progressed. AK advised that a section of the guttering had to be cut out. PM noted that he had received positive feedback from the building users regarding the works. AK noted that he would liaise with DWilson re the remedial proposal for the post mortem tables i.e. cut a chase	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
7.	Construction Management Group (cont'd)	AK noted that BMCL had been awarded a gold award through the Considerate Constructors scheme. DH enquired if all the meters were reading accurately and DP advised that the gas meter had been changed.	- -	- -
8.	Community Benefits	It was noted that there were no items requiring PMG input to resolve. AK noted that BMCL were receiving numerous complaints regarding vibration. AK advised that it was difficult to identify what was causing the vibration complaints. AK acknowledged that the track machines cause vibration however these were due to finish on site at the end of the week so the monitor will show whether the vibration has reduced or may have been due to the Luddons work. AK advised that a vibration monitor had been installed in one of the neighbouring houses. Ideally, BMCL needed to have a Sunday when there was no works being undertaken so have a baseline figure.	-	-
9.	AOCB	Energy Centre – DP advised that BMCL may be looking to take back the Energy Centre back/gain access sooner than currently forecasting i.e. mid May rather than June/July. DP had requested that the need to take back the Energy Centre earlier is fully demonstrated. DH enquired if the earlier access was in relation to getting a generator and DP confirmed that it was in relation to getting a generator and that Schneider need to do software changes in advance of the generator install. DH raised concern regarding the generator order and impact on the Commonwealth Games on the availability. DP advised that BMCL have sourced a generator and there is an option for the Project to take up a generator set for October. Building Sciences Reports – DH advised that he hadn't seen any reports as yet and that the NHS should have been receiving ongoing regular reports. DS agreed to check this out.	Provide update re Energy Centre Provide update re issuing of Building Sciences reports to the NHS	DP DS
10.	Date and Time of Next meeting	Tuesday 22 nd April 2014 at 1.30pm	-	ALL

ACTION NOTE

Present:
Grant Wallace (GW)
Apologies:
John Ballantyne (JB)

David Loudon (DL)
Mark McAllister (MMc)
Alan Keeley (AK)

Alasdair Fernie (AF)
Mike Sharples (MS)
David Hall (DH)

Darren Pike (DP)
Shiona Frew (SF) Notes
Derek MacFarlane (DMF)

Darren Smith (DS)
Douglas Ross (DR)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Welcome and Apologies	Apologies were as noted above.	-	-
2.	Action Notes from the previous meeting	The previous notes were accepted as an accurate record subject to the following amendment: Item 9, AOCB, Energy Centre – BMCL have sourced a generator and there is an option for the Project to take up a generator set for June/July 2014.	-	-
3.	Matters Arising	DL noted that all matters arising would be covered under the agenda.	-	-
4.	Commercial Group	GW advised that there were no commercial matters requiring input by PMG to resolve.	-	-
5.	Programming	AF provided the following update:		
		<ul style="list-style-type: none"> During the last few weeks the focus had been on tower and bringing through the group 5 areas within the podium. The majority of the areas in the podium were finished with the exception of the area which had the hoist installed and the canteen area. Continuing to progress the completion of some of the red rooms with finishing these off. DP noted that some of the red rooms had been held back due to getting clarity regarding the equipment to be installed re A/B circuitry. Also liaising with Capita to carry out inspections on areas/red rooms There had been a couple of issues regarding floods in the period. New vinyl was being put down in some areas i.e. ED and Capita were carrying out inspections of these areas. Level 2 is substantially finished with the exception of zone F and it was anticipated that work in this area would be completed to enable Capita to carry out their inspection mid May 2014. BMCL were continuing to liaise with JRedmond regarding quality inspections. There had been one area which the NHS had an issue with however the inspection would now be undertaken this week. PM confirmed that it was the area which had the hoist installed. AFe advised that a key priority is getting the hoist down and striking down the scaffolding in the atrium so that the underfloor heating and screeding could be progressed. Ceilings installed to level 11 of the tower Zone F – slight slippage to the works but being brought back into line with the programme Zone K – BMCL now had an additional floor manager in Zone K to push on the works and bring the works into line with the programme. The majority of the roofing works were complete 	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Item No	Item	Discussion/Information	Action	Action by Whom
5.	Programming (cont'd)	<ul style="list-style-type: none"> Externally – the Structural panels were being installed. Podium – 7 pieces of glass to be fitted – some due to having suffered damage and the replacement panel work will creep into May 2014. The externals should be complete by the beginning of June 2014. Landscaping – works to the southside to commence June 2014. BMCL were working with Prater to conclude the remedial link bridge works. BMCL wanted to commence the works at the Neuro side however BMCL would require the car park area to be closed again for the works. <p>DS enquired if consideration had been given to the security implications when taking down the hoarding. AFe noted that any timber hoarding taken down is replaced by heras fencing and BMCL were considering implications.</p> <ul style="list-style-type: none"> The front end of the building was the main logistics entrance hence the installation of the front door had been held off – this was being targeted for mid May/beginning of June. Atrium roof –proposal put to WSP and anticipating that the replacement bolt works will commence in the next 1 to 2 weeks. The bolt replacement works would be carried out by a back shift crew as back shift works as this is quiet works and has not impact on other works. Checks on the bolts were still being undertaken regularly. Works in the atrium were currently being progressed between the hours of 8am to 8pm each day and there were 25 operatives working in the atrium area. <p>DL enquired if BMCL were awaiting any critical information from the NHS and AFe noted that BMCL were awaiting the core positioning information in relation to the interventional theatres from the NHS. PM noted that this information had been issued via PMI on 17th April 2014.</p>	- - - - - -	- - - - - -
6.	Design Groups	DS advised that there was no matters requiring discussion with the exception of those items listed below.	-	-
	<i>Transport Hub</i>	DS noted that there had been a couple of joint meetings regarding the transport hub and DS had also met with the designers. There were a couple of actions which rested with GCC i.e. bus stop locations, locations of ducts for the real time and enforcement camera systems. There had been an issue regarding the maintenance responsibility for the power for the lights. BMCL had provided an initial tracked vehicle layout and discussed this with PM and DH and the amendments had been provided back to WSP. BMCL had undertaken surveys earlier that week to identify the locations of existing services in that area. The design would be progressed on the basis of the surveys w/c 28 th and the indicative cost information would be provided to the NHS on 25 th April 2014. GW noted that the cost information was predicated on getting information from the NHS i.e. bus stops. PM advised that BMCL should proceed to price on the basis of 4 standard bus stops. PM advised that once WSP are comfortable with the kerb rails then the NHS will take this back to GCC and advised that this is fixed. PM advised that it would be helpful if WSP could position the bus stops in the stances as per their best knowledge suggesting that the mark-up may not quite be correct. DL suggested that it would be beneficial to ensure that GCC do not get any ammunition to cause any delay.	Liaise with WSP re positioning of bus stops	DS/GW

Item No	Item	Discussion/Information	Action	Action by Whom
6.	Design Groups (cont'd)			
	<i>Renfrew/Govan Road Junctions</i>	DS advised that the BMCL Construction reps had met with GCC regarding the Renfrew/Govan Road Junctions and GCC were suggesting that these needed to be changed. BMCL were keen to resist any change to the junctions but GCC are advising that the junctions don't work. DS noted that one of the junctions is a Section 56 and the other junction is an RCC and BMCL have both the section 56 and RCC therefore are keen to progress on the basis of these consents. BMCL were keen to identify a plan as to how to approach GCC in order to get the junctions discussion closed off. PM advised that he would be happy to assist BMCL regarding the junction discussions with GCC.	-	-
	<i>Drainage Interceptor</i>	DS noted that I Anderson was to refer information back. Information which had been referred back stated that the drainage interceptor connection into the surface water was not a show-stopper therefore BMCL were preparing a robust case as to why the interceptor should be connected to the surface water. DS proposed that a meeting be held on 2 nd May to review/agree the information to be submitted to SEPA. DL noted that the last email he had received from IA had been positive.	-	-
	<i>Building Sciences Reports</i>	DS advised that DH had been given a couple of the Building Sciences reports and also a register of all the reports so that DH could choose which reports he wants to be provided with.	-	-
	<i>Renal Acid Tank Fill point</i>	DS advised that the information as agreed with DH was with WSP and Nightingale for preparation of drawings.	-	-
	IT Group	DP noted that there were no issues requiring input by PMG members to resolve.	-	-
	Design & Health Environment Group	PM noted that the group were going through the way-finding presentations.	-	-
7.	Construction Management Group	It was noted that this item had been largely covered under the earlier progress update.	-	-
8.	Community Benefits	MM advised that there were no concerns at this time regarding Community Benefits. MM noted that the Neighbourhood were raising concerns. MS advised that he did not want any BMCL reps attending any further meetings with the neighbourhood reps. MM noted that the conclusion of the meeting was that the Neighbourhood reps did not want any further dialogue and the meeting had become very circuitous. MS noted that at the previous meetings with ASeabourne the same matters had been discussed i.e. helipad, ambulance, etc. DL advised that the NHS would send a response to the Neighbours acknowledging the meeting and that further progress will be advised. The Neighbours had been given the option to contact the Ombudsman. MS advised that BMCL expected to receive a solicitor's letter. DL suggested that the residents would likely request MSP involvement to progress their complaints. MM concurred with the view of BMCL involvement in future meetings. In terms of responding to the petition this would not be responded to directly. The NHS will need to continue to have dialogue with the neighbours.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
9.	AOCB	.		
	320 Scanner	DL enquired about progress regarding the 320 scanner. DP advised that he proposed to meet with FWraith to discuss the scanner detail and the control room. DP suggested that a meeting with the supplier would be required in order to obtain agreement as to how the room would work for them. DL noted that there were 4 potential manufacturers not 1 as previously advised.		
10.	Date and Time of Next Meeting	27 th May 2014 at 1.30pm		

PROJECT MANAGEMENT GROUP: 27th May 2014
ACTION NOTE

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Present:
Grant Wallace (GW)
Apologies:
John Ballantyne (JB)

David Loudon (DL)
Mike Sharples (MS)
Derek MacFarlane (DMF)
Darren Smith (DS)

David Hall (DH)
Peter Moir (PM)
Alan Keeley (AK)

Darren Pike (DP)
Shiona Frew (SF) Notes
Mark McAllister (MMc)

Douglas Ross (DR)
Alasdair Fernie (AF)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Apologies	Apologies were as noted above.	-	-
2.	Action Notes from the previous meeting	The previous notes were accepted as an accurate record.	-	-
3.	Matters Arising	It was noted that all matters arising would be covered under the agenda with the exception of the following items.	-	-
4.	Commercial Group	DR advised that there were no issuing requiring discussion by PMG members. The cashflow had been received from BMCL and had been provided to TCocozza and AMcCubbin.	-	-
5.	Programming			
	<i>6 week lookahead</i>	<p>DP provided the following summary of works to be undertaken in the next 6 weeks</p> <ul style="list-style-type: none"> • VIE and road crossing on-going. • The first fix to the Neurosciences link internals was underway and the cladding would be progressed at the non-obtrusive part of the works in circa 3 weeks. • The current focus was on bringing the 'red' rooms back in line with the programme and focussing on picking up anything other miscellaneous works which had prevented the Capita inspection of a room. DL noted that the NHS Project were carrying-out room inspections. The Project Team had reported that some of the areas did not appear to be of the same standard as earlier rooms/areas and that the number of exceptions appeared to be increasing. DL noted that the NHS Board was still being advised that BMCL are still proceeding on the basis of the January handover. The water damage from the large leak had impacted on circa 40/50 rooms. • The Prater works had been impacted on either due to the materials not being on site or there being a hoist in the way. <p>DP advised that BMCL want to ensure that the whole job is delivered to the same very high standard throughout and BMCL have a rectification process in place. MS advised that he had met with TDSL to discuss the tertiary glazing screen installation. DP noted that going forward BMCL had processes in place to ensure that the high standard was being achieved throughout the building. PM advised that he had carried out an inspection the previous day and it appeared that BMCL had been catching up on items that had been left behind for circa 1 month. PM noted that it had been observed that there were some items which were not of the same standard as that achieved within Critical Care and Theatres which was a high benchmark. PM noted that the floor finishes/welds may not be as good as the first areas.</p>	- - - - -	- - - - -

Item No	Item	Discussion/Information	Action	Action by Whom
5.	Programming (cont'd)			
	<i>6 week lookahead (cont'd)</i>	<p>MS acknowledged the points raised advising that MS would meet with AFe and DP the following day to discuss refocusing on quality aspects. MS noted that it was not BMCL's intention to provide anything of a lesser quality than those first areas. DH suggested that BMCL should consider the quality of the vinyl cove capping pieces/mitred joints, etc noting that the first areas had been finished to a very high standard. MS noted that BMCL had all the principal contractors on site on 4th June and would continue to remind the contractors of their obligations to quality.</p> <p>DH acknowledged that BMCL were reissuing the commissioning programmes noting that the NHS required the commissioning programme in order identify when rooms will have a stable environment so that can programme the group 5 equipment installation. DP noted that BMCL were comfortable with the group 5 installs commencing circa September as previously discussed with the NHS. DH noted that there was a sequential order to the group 5 install i.e. the general x-ray equipment had been placed in the MR rooms therefore would need to be installed before the MR equipment, etc. DH reported that the NHS proposed to have the Nuclear Medicine equipment installed as late as possible. MS reported that the rooms would have a stable environment however this may be disrupted due to commissioning activities. DH suggested that the critical equipment had in built UPS.</p> <p>Maternity link bridge – works ongoing Extension to star pipe – works ongoing Capita inspection – level 2 to be completed and level 3 inspections and NCH to be commenced. DP noted that some of the inspections are falling to the end of the Capita inspection programme which was sometimes due to BMCL ensuring that the quality is appropriate for the Capita inspection however BMCL were keeping the inspections within the 3 week period and liaised with JRedmond. DP noted that the NHS Inspection dates are cast in stone.</p> <p>DH noted that receiving the commissioning programmes was key to the NHS Project Team and acknowledged that BCL would be issuing the first couple as separately discussed with BMCL.</p>	<p>-</p> <p>Provide commissioning programmes to NHS</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p>	<p>-</p> <p>DP</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p>
6.	Design Groups	<p>PM noted that the NHS were meeting with GCC later that day to clarify to GCC what was being built re the transport hub on the basis of the updated WSP drawing. PM advised that he would need a cost for the works from BMCL asap. GW enquired if PM was expecting GCC to agree to the plan and PM advised that he saw no reason why anything needed to be changed. DH reported that the design was now compliant with what GCC wanted. MS advised that BMCL would provide a cost for the works asap.</p> <p>PM advised that he had met with the Truform rep the previous day and would provide the information to BMCL included within the PMI. PM noted that the totem was SPT works and had suggested that some of the section 75 works could be used to pay BMCL to carry out the works. GW enquired if the Traffic Light rep was attending the meeting. DH advised that he had received confirmation that John Sharkey is attending the meeting and is acting on behalf of the other signals reps. PM advised that he proposed to issue a PMI in order to get the ball rolling acknowledging that this PMI would become a CE.</p>	<p>Provide PMI to BMCL re Transport hub (include Truform info)</p> <p>Provide cost info to NHS asap</p>	<p>PM</p> <p>GW</p>

Item No	Item	Discussion/Information	Action	Action by Whom
6.	Design Groups (cont'd)	<p>DP advised that DS had reviewed the SEPA response and wished to discuss the response with DH.</p> <p>DP noted that it was understood that DH had now received the Building Science reports and DH confirmed that he had received these.</p> <p>DH noted that he had received the Renal Acid fill-point drawing, reviewed and returned the drawing back to BMCL.</p> <p>PM noted that the NHS are finalising the signage proposals.</p> <p>PM advised that he would liaise with DS re a master-plan refresh.</p>	<p>Discuss SEPA response with DH</p> <p>-</p> <p>-</p> <p>-</p> <p>Liaise with DS</p>	<p>DL</p> <p>-</p> <p>-</p> <p>-</p> <p>PM</p>
7.	Construction Management Group	MS confirmed that there were no matters requiring discussion by PMG members.	-	-
8.	Community Benefits	MS noted that BMCL had sent a response to the local resident (Mrs Dove) and would provide a copy of the letter to the NHS for information. MS reported that he did not think that the cracks in the house were attributable to the BMCL works. MS reported that the house was circa 60 – 70 years old.	Provide copy of response set to Mr Dove to NHS Team	MS
9.	<div>AOCB</div> <div>INS Entrance</div> <div>Early Access</div>	<p>DL noted that the INS Entrance was in principle approved by the QPC (formal NHS Board Committee). The next step was to agree how BMCL can progress the works as RCalderwood was keen for the works to be progressed asap. MS suggested that the way forward should be discussed with DP, DS, AF, GW and JM. DL noted that RCalderwood was considering whether new lifts should also be done. DL noted that a kick-off meeting was required and a need to conclude the costings. DR advised that there would need to be agreement re what surveys the NHS Board would want to carry out. DL agreed to organise an kick-off meeting via AHirst.</p> <p>DL advised that the NHS were considering the benefits of getting early access and to which areas the NHS would want. DP advised that BMCL were reaching a point where they would not want any further PMIs especially in relation to those early rooms/finished rooms. MS reported that BMCL want to concentrate on progressing the completion of the build.</p> <p>DL advised that the NHS were about to place an order with BT as it was proposed to have all the installation live by end December. The NHS would need to identify how best to give the reps access to the site/areas. DP noted that there was some work to do re the incoming SIP trunking from the clock tower. DP noted that BT had worked on the new Lab block. DP advised that there was detail to be agreed however he had an idea as to what BT would want. DH suggested that there was an indication that all lines were to come from node 12 (clock tower). DP noted that the infrastructure was in the main computer room however getting BT from their preferred starting point required some works. DL enquired who should be the initial contact for BT discussions and it was confirmed that the BMCL contact would be DP in the first instance.</p>	<p>Organise kick-off meeting</p> <p>-</p> <p>-</p>	<p>DL</p> <p>-</p> <p>-</p>

Item No	Item	Discussion/Information	Action	Action by Whom
9.	AOCB	<p>SEPA – DH noted that the SEPA Case Officer was scheduled to visit the site on 29th may 2014. The SEPA rep was meeting in order to run through the NHS/BMCL response to the section 4 queries. DH agreed to catch-up with DS. DH noted that there was a single issue to be concluded i.e. fuel deliveries to the Energy Centre. DH reported that the case officer was also on site to investigate some local (off-site) air quality issues.</p> <p>Horne – DL noted that a meeting of Horne, HFS and HPS had been scheduled. IP would attend this meeting on behalf of the NHS. DP advised that he would want to attend the meeting on behalf of BCML in order to listen to what was exactly being discussed/agreed. DL requested that DP liaise directly with IP re the meeting arrangements.</p>	<p>Liaise with DS</p> <p>Liaise with IP re meeting arrangements</p>	<p>DH</p> <p>DP</p>
10.	Date and Time of Next meeting	Tuesday 24 th June 2014 at 1.30pm	-	ALL

		<p>from the meeting to come up with a better solution and to hopefully reduce the number of checks not being carried out.</p> <p>It was noted that the work as it stands at this time will continue passed the previously noted September completion but will not impact on commissioning programme. Outstand areas noted as</p> <ul style="list-style-type: none"> • Zone K areas 9,10,11 • Plant rooms • Podium and front door areas <p>Builders work will be completed by end of September with tiles to be completed to close off ceilings, there will remain on site painters, plumbers etc to handle any issues found.</p> <p>Ward Mock Up –It was agreed that an area could be made available to staff to allow some scenario planning for clinical purpose – it was agreed that this could be snagged and ready and agreed that any damage will be repaired by NHS – it was expected by the NHS that nurse call and computer systems would be working and BMCL to prepare health and safety protocol and expectations from visiting staff.</p> <p>Delay in the atrium of both hospitals due to their complexities will have a knock on effect on completion of links, landscaping and impact on delivery schedules</p> <p>The NHS are happy with the proposals to bring the hospital to completion</p>		
6.	Commissioning	<p>It was noted that commissioning has now been revised to fall in line with construction and revised global programme.</p> <ul style="list-style-type: none"> • C&E Testing – September • Cleaning and sanitising – continues until handover • Medical Gas – carcass testing will be a challenge with Board pharmacist scheduled for mid September to commence testing. With anticipated completion around 1st week in January <p>Discussions required on sterilisation programme including</p> <ul style="list-style-type: none"> • Noting migration programme • NCH different set up • Renal and endoscopy require test results in December to needs to be accounted for within the programme <p>Documentation</p> <p>As paperwork is completed for each of the commissioning programmes they are to be loaded onto Zutec to ensure no back log at the end of the process – a meeting is planned for Wednesday 25th June to review documentation.</p> <p>Familiarisation sessions are underway with FM staff and relevant staff groups to ensure familiarisation with the building before commissioning begins.</p> <p>Building control certification – building control staff to be invited to the building to view areas and allow sufficient time to produce relevant certificates. These visits are in addition to the invitations to participate in</p>		

		<p>inspections as they happen throughout the year</p> <p>SEPA DP reported that the completion of the approval from SEPA may go slightly over the deadline it may be possible for some flexibility to be included. Discussions with SEPA reveal that they are comfortable with the works planned for the site and functional checking will be allowed to take place. Omission Testing will be allowed during the commissioning period of 07/08 – 26/01/15 Wetlands – long timescale – WSP drawings to be updated and forwarded to SEPA particularly section 4. The baffle wall in the main concern and has to be such that it will protect against 1 in 200 year floods. Interception and foul drain require to be installed.</p> <p>For the commissioning period it is important to ensure that there is sufficient resilience and that no key dates are missed or delayed – it is important that contractors have opportunity to contribute to the commissioning programme to ensure that they have sufficient staff to cover</p> <p>Swisslog - interface with lifts requires to be proven in functionality have indicated that they are confident of completing on time with the only area of core H possibly being delayed but can be picked up at the end.</p> <p>Pneumatic Tube – It was noted that the tube over the roadway has not approval once hospital is open as it was a temporary measure and a discussion is needed on how and when this can be removed.</p>		
7.	After Handover	<p>DL – the Board need a clear understanding on for handover, post completion on the defect reporting, what is a defect, how is it reported, who to report to – discussion to clarify and set up procedure</p> <p>Building Control Management – this will continually be monitored during the period of commissioning and thereafter once the building is occupied the system can be “tweaked” as there are different perceptions of comfortable working conditions but NHS aware of being energy efficient at the same time.</p>		
8.	Big Issues	<p>Group 5</p> <ul style="list-style-type: none"> • Series of meetings planned • Running of installation clear • Developing programme • Keep current teams to allow continuity • Clarity on status of rooms • Surveys of rooms to be kitted out is underway <p>320 Scanner</p> <ul style="list-style-type: none"> • DL noted that this remains under discussions as to whether or not this will be required and installed <p>Car Park</p> <ul style="list-style-type: none"> • Completion scheduled for 21st July then cleaned • Fire alarm will be tested but not added to the redcare system until handed to Board • Commissioning of water to the building to be completed 		

		<p>Neuro</p> <ul style="list-style-type: none"> Bridge services – commissioning, termination points clarity on pneumatic tube and medical gas routing all required to be agreed and finalised <p>Helipad</p> <ul style="list-style-type: none"> Commissioning – sits with DWilson who will push this forward in the next couple of weeks BMCL will complete to “fit to operate” but with no test flight NHS procedures to be put in place – if helicopter operator are happy with this then the first flight can take place – DL asked for support from POver to prepare the manuals for helipad <p>Stage 3A</p> <ul style="list-style-type: none"> Meetings to progress – Demolitions, site clearance and this programme to also include INS works 		
9.	Risks	<p>Risk areas</p> <ul style="list-style-type: none"> SEPA Holiday period Group 5 preparation Parking at Govan Road an issue Section 56 still to be signed off Project staffing until end of works Medical Gas Commissioning 	To note	All
10.	AOCB	There were no further items to discuss and the meeting was closed	-	-
11.	Date and Time of Next meeting	Tuesday 22nd July 2014 at 1.30pm	To note	ALL

ACTION NOTE

Present:
Grant Wallace (GW)
Apologies:

Peter Moir (PM)
Alasdair Fernie (AF)
Derek MacFarlane (DMF)

David Hall (DH)
Darren Smith (DS)
Mark McAllister (MMc)

Darren Pike (DP)
David Loudon (DL)

Douglas Ross (DR)
John Ballantyne (JB)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Apologies	Apologies were as noted above.	-	-
2.	Action Notes from the previous meeting	The previous notes were accepted as an accurate record.	-	-
3.	<p>Matters Arising Cable & Wireless/Virgin Media</p> <p>Group 5 Equipment</p> <p>SEPA</p>	<p>DH advised that phone calls had been made to both Cable & Wireless and Virgin Media. The Virgin works have been completed however it was advised that Virgin need to pull a cable back out. GW noted that it was assumed that the works had not been completed as yet and AFe confirmed that the works had not been completed. GW advised that the Early Warning should not be closed until the works were complete and PM agreed that the Early Warning should remain as open. GW noted that Land Engineering were due to have commenced working in that area. PM suggested that the matter needed to be escalated to a more senior Cable & Wireless representative and he would find out who the contact should be with.</p> <p>PM noted that an NHS/BMCL meeting to discuss the group 5 equipment install had taken place the previous week. DP advised that FW had provided a draft programme and that BMCL was check how the draft programme aligns with the BMCL commissioning programme. AFe enquired how the NHS Project Team wanted the rooms to be handed over i.e. hand over rooms to the NHS on a temporary basis for the equipment fit out then NHS hands them back to BMCL. DH suggested that the rooms would have to be handed back to BMCL so that BMCL could complete the commissioning/balancing. AFe suggested that if the NHS are taking the rooms on a temporary basis then a joint room inspection should be carried out before the rooms are handed over to the NHS. AFe advised that he would prepare a brief for the room handovers. PM enquired if the BMCL insurance still covered the equipment and GW advised that the insurance covers the equipment as if it was a BMCL sub-contractor installing the equipment.</p> <p>DH advised that there had been a meeting help with SEPA (Irene Anders) to discuss the design of the SUDS. DS noted that this had been a helpful meeting and had allowed for a clear understanding of what SEPA actually want to be obtained. BMCL are getting an adjustment made to the drawing. DS requested that an editable version of the document which had been submitted to SEPA. DH suggested that the WSP document needed to be edited and updated not the URS document as this was based on information extracted from the WSP document. DS advised that BMCL wanted to work on the current document. DH advised that the WSP document would need to be amended as this is the baseline document. DS noted that BMCL would do track changes onto the URS document as this is the preference. DH advised that the draft permit had been posted on the SEPA website on 7th July 2014.</p>	<p>Identify appropriate C&W representative to elevate issue to</p> <p>Prepare brief for room handovers</p> <p>Provide URS editable document to DS</p>	<p>PM</p> <p>AFe</p> <p>DH</p>

Item No	Item	Discussion/Information	Action	Action by Whom
3.	<i>Helipad</i>	PM noted that the Helipad inspection meeting with POver had been delayed. DS advised that it was POver had not been cancelled from meeting with the NHS. DS noted that POver had expected to see more than BMCL had anticipated showing at this time i.e. pre-inspection. DP advised that BMCL were always aiming for a September inspection. PM advised that he would liaise with KC re POver meeting and whether KC needs to meet him on the scheduled date or if there is potential for KC to wait 6-8 weeks.	-	-
4.	Commercial Group	DR advised that there are no issues requiring discussion by PMG members which are not being progressed in other fora.	-	-
5.	Programming			
	<i>6 week lookahead</i>	<p>AFe advised that he proposed to discuss the construction reporting format with PM in a few weeks time. The number of operatives on site was generally down due to the holiday period (circa 80 fewer). There are a couple of BMCL floor managers moving onto other projects so BMCL are reallocating areas of the current floor managers. BMCL have 3 managers dedicated to snagging. The number of operatives on site was generally reducing as trades complete their works. A number of the tower inspections had been moved to the end of the 3 week inspection period and a few inspections has slipped outwith the programmed inspection dates due to the issue re vinyl progress. The cleaners programme is being reviewed so as not to have a spike in the number of cleaners required. BMCL are still targeting to complete the main builders works by the end of September 2014. AFe noted that there had been a mix-up in the handover between CWilson and IHamilton and apologised that the inspection for areas had not be cancelled.</p> <p>The Prater front entrance works were ongoing however BMCL had pushed back Prater works in order to enable the hard landscaping works to be commenced. The Prater works will be carried out using long reach equipment so as not to impact on any other works in that area. BMCL are focused on keeping on top of the tower works with circa 20 areas to be completed for next inspections however BMCL may not complete 5 areas in time for the scheduled Capita inspections.</p> <p>AFe advised that BCML would be progressing the install of the lift doors so that Swisslog can carry out their modelling in mid August. DP reported that Swisslog had advised that the NHS did not want the AGVs in the Labs and Swisslog had taken that to mean that the AGVs should not be delivered. The delivery of the AGVs is now planned to take place at the beginning of August and it is proposed to line up the AGVs in the basement. DH noted that there appeared to be communication difficulties with Swisslog. AFe and DP have had a discussion with the key Swisslog rep and communication had since improved.</p> <p>BMCL are closely monitoring the systems (Mercury) install and commissioning works i.e. water, air handling to ensure no delay to the programme.</p> <p>AFe reported that BMCL would not be carrying out the front door works until all the materials are removed from the building. BMCL are finishing the main communication corridors slowly in order to mitigate the risk of them becoming damaged. A full programme is in place for the main communication corridors and stair cores.</p>	-	-
			-	-
			-	-
			-	-

Action by Whom	Date	Description	Remarks

Item No	Item	Discussion/Information	Action	Action by Whom
5.	Programming (cont'd)	<p>AFe noted that aseptic is circa 3 weeks away from completion. DP suggested that the commissioning would be circa 5 weeks away. AFe reported that FShaw and JMiller are focused on completing the works in the aseptic area. AFe noted that the deliveries are arriving on time and the workmanship to date is good.</p> <p>AFe noted that BMCL have had positive sight of the messages between Hugh and ABrennan and BMCL were not aware of any major issues. LMorrison (LM) will be onsite from 15th September 2014 to carry out the gas purity testing. DH commented that he was pleased to see the progress in the anaesthetic rooms.</p>	-	-
6.	Design Groups			
	<i>BREEAM</i>	DS advised that BMCL had carried out an update review on BREEAM and everything remained on track to achieve BREEAM Excellent. There are 3 items which have been identified as requiring to be progressed by the NHS and DS would provide an extract to PM of these items.	Provide extract of NHS BREEAM items to PM	DS
	<i>INS Main Entrance</i>	DS advised that the PMI had requested information for a management/quality plan and DS sought confirmation on what information the NHS required for inclusion in the management plan. PM agreed to confirm	Provide clarity re info requirements from BMCL or management plan	PM
		DS reported that the planning application had been lodged on time however the GCC Planners have asked for a flood risk assessment and a drainage impact assessment and GCC will not register the application until they have this information and this will impact on the planning permission approval date. DR advised that the NHS Project Team wanted the application approved so that the approved proposals can be presented to the NHS Board in September. DH enquired why the application could not be registered and that the flood risk assessment be listed as a condition of the permission. DS agreed to link in the JMiller to liaise with GCC regarding adding the risk assessment as a condition and would provide feedback to PM asap. DS enquired about the NHS backstop date for the planning permission and PM suggested that the backstop date was circa 9 th September 2014.	Liaise with JMiller re Planning application and requesting matters to be added as a condition	DS
	<i>INS Overcladding</i>	DS noted that the design team were meeting on 23 rd July 2014 to discuss the overcladding proposals. AFe suggested that there was still to be a discussion with the NHS as to how the cladding works would be done i.e. access to areas. DR noted that the NHS Team needed a cost from BMCL for the development of the INS Overcladding proposals asap not the cost of the actual works. DH enquired if the overclad solution had openable windows as openable windows were needed. DP advised that not all windows will be replaced i.e. the overclad proposal has reduction in windows i.e. 8 windows instead of 10. PM advised that he wasn't aware the number of windows had decreased. PM noted that BMCL had been challenged to provide the feasibility report by 1 st week of August with costs provided by end of August and that it had been suggested that an interim meeting have been scheduled to go over the feasibility proposals with NHS in mid July 2014. The NHS team had not yet met with BMCL to go over the proposals but that it would be beneficial for all parties for there to be a joint meeting so that the NHS team can see how the proposals in more details are progressing. PM noted that the NHS have identified some areas that could have VE. DS advised that he would set-up a meeting with the consultants in the next 1-2 weeks. ... cont'd....	BMCP to meet with NHS reps to provide detail of overclad proposals	AFe

Item No	Item	Discussion/Information	Action	Action by Whom
6.	Design Groups			
	<i>INS Overcladding (cont'd)</i>	PM noted that a solution to keep the building operational whilst giving BMCL as much construction space as possible had been agreed with the building users. DS enquired if there had been any discussion about the piling solution and AFe advised that a cased mini-piling solution was being currently priced. DS concurred that a meeting to discuss the link bridge and NHS solution should be scheduled. It was agreed that the link bridge works should be tagged onto the Stage 3a meeting.	-	-
	<i>Arrival Square & traffic signals</i>	DS noted that as far as he was aware there had been no further progress regarding the entrance boulevard and lights. GW advised that the procurement of the lights had been halted as Siemens and GCC will not progress the order. DH advised that he had written to the GCC rep to push on the GCC process. PM advised that the PMI layout provided should enable BMCL to proceed. DS advised that a refresh of the section 56 will need to be carried out. DH noted that a refresh of the WSP drawings would need to be carried out for the section 56 amendment in any case. DH enquired if the Mercury cost for the arrival hub lights had been obtained and GW advised that the cost is work in progress. PM reported that he saw no reason why BMCL could not instruct the works in this area i.e. ducting, traffic signals. AFe advised that construction were working to the drawings and programming the works accordingly. DH suggested that there should not be any reason why costs cannot be obtained for the works as the Mercury works at the arrival square was minimal. AFe suggested that construction could put an order of costs on the works. DH advised that the cost information was needed so that the NHS can discuss these with GCC re take back from the Section 75 drawings. DS suggested that a strategy to conclude the arrival hub discussions needed to be formulated i.e. reconstruction of pavements (hub), disabled bay, section 56 at Hardgate Road. AFe advised that the procurement lead time for the lamp-posts needs to be considered. DS advised that GCC have had the BMCL section 56 proposals for 2-3 years and the issue re the lamp posts needed to be forced. DR advised that he needed the cost information for the arrival square by the end of the week – this could either be the Mercury cost or GW assessment of cost. DS suggested that the BMCL section 56 amendment costs should be provided to the NHS asap.	Provide cost information to NHS	GW
	<i>IT Group</i>	DH noted that he understood that there was a time issue for BMCL in relation to the install of the copper cables/lift lines. DP advised that he was in the process of getting a schematic and he had asked for the schematic to include fibre and copper lines. Discussions are ongoing with Boston Networks.	-	-
7.	Construction Management Group	GW noted that the demolition works were out to tender.	-	-
8.	Community Benefits	It was noted that there were no Community Benefits matters requiring discussion by PMG members.		

Item No	Item	Discussion/Information	Action	Action by Whom
9.	<div>AOCB</div> <div>SEPA Monitoring</div> <div>Helipad</div>	<p>DP enquired about the best way to progress the monitoring aspects for the PPC and DH advised that IPowrie was going to write to BMCL regarding the monitoring and management aspects. The NHS understood the monitoring requirements and it was proposed to progress this through URS subject to a satisfactory tender. The management aspect would require BMCL and NHS to agree the processes to be managed by the NHS.</p> <p>PM noted that there was a pigeon problem on the helipad and advised that the NHS perceive the pigeon problem to be an ongoing problem and that KC was identifying a sonic solution and enquired if BMCL would want the NHS to instruct a company to fit the sonic sounder boxes. AFe advised this would be satisfactory and requested that the NHS links with BMCL re the works. DS requested that information regarding the sounder boxes is copied to DS in order that he can check that P Rover has no issues with this equipment being installed. PM agreed to ask KC to provide the information to DS.</p>	<div>Organise kick-off meeting</div> <div>Provide info re pigeon sounder scarers to DS</div>	<div>DL</div> <div>PM/KC</div>
10.	Date and Time of Next meeting	Tuesday 26th August 2014 at 1.30pm	-	ALL

ACTION NOTE

Present:
Grant Wallace (GW)
Apologies:
Peter Moir (PM)

Alasdair Fernie (AF)
Shiona Frew (SF) Notes
Alan Keeley (AK)

David Hall (DH)
Mark McAllister (MMc)

Darren Pike (DP)
Darren Smith (DS)

Douglas Ross (DR)
David Loudon (DL)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Apologies	Apologies were as noted above.	-	-
2.	Action Notes from the previous meeting	The previous notes were accepted as an accurate record. AFe clarified in relation to INS information on page 3 that the works were 32 weeks in total i.e. each leg was 16 weeks of works.	-	-
3.	Matters Arising	It was noted that all matters arising would be covered under the agenda with the exception of the following items.	-	-
	<i>Cable & Wireless/Virgin Media</i>	DH noted that the Virgin Media works were complete however the Cable & Wireless works were not complete. GThomson and PMcG have discussed dropping the C&W cable. AFe noted that he expected that the cable would be dropped on 27 th /28 th September 2014. AFe advised that BMCL are licensed through Land Engineering to carry out these works. GW advised that he has confirmed on numerous occasions to Scottish Power that the bill has been paid.	-	-
	<i>Group 5 equipment - Room Handovers</i>	AFe advised that a brief for the room handovers had been prepared which had been provided to FWrath and AStephen for review. AFe reported that BMCL were awaiting the Method Statements and Risk Assessments from the NHS Group 5 suppliers and these were now overdue. AFe noted that FWrath had advised that the first supplier deliveries had been pushed back from the 1 st September to the 8 th September. DH agreed to liaise with FWrath regarding the provision of the MIS and Toshiba method statements, etc.	Liaise with FW re method statements being provided to BMCL	DH
		GW enquired if FWrath had received a list of the group 1 & 2 equipment which BMCL were unable to fit in the lead lined rooms. DH acknowledged that in the general x-ray rooms there was a double base unit which was to be fitted in front of the lead screens/counter and that the NHS now had revised positions for the base units. AFe suggested that BMCL had been informed that the base units which BMCL are unable to fit should be left in the rooms. DH suggested that FWrath may be getting the group 5 suppliers to fit these however he would liaise with FWrath and request that confirmation of the way forward be provided to AStephen.	Liaise with FW re providing confirmation of way forward for those group 1 & 2 items that BMCL cannot fit	DH
	<i>SEPA</i>	DH noted that the action in relation to providing the URS document in an editable format had been closed. DH advised that the SEPA permit has been applied for and all the required documentation has been provided to SEPA. DP noted that BMCL are progressing on the basis of the original arrangement with SEPA which allowed for 3 generators and 1 boiler.	Item closed	-

Item No	Item	Discussion/Information	Action	Action by Whom
3.	Matters Arising	<p><i>INS Works</i></p> <p>AFe clarified that the INS link bridge works were programmed to take 32 weeks i.e. 16 weeks per leg. AFe noted that BMCL had drafted an EW in relation to the start date for the break in works as BMCL are due to commence the knock through at the beginning of September however GForsyth had advised that the change to the point of entry to the building could not be changed until October therefore this would impact on the start of the BMCL works by circa 4 weeks. AFe advised that the services are already installed through the bridge with only the closing piece to be installed. The 4 week impact on the link bridge works would subsequently impact on the INS Entrance sequence of works by circa 4 weeks i.e. mini-piling, etc. AFe noted that BMCL had circa 3 weeks of work in the INS Entrance area. DH enquired if GF had given a reason to why the point of entry could not be changed until October and AFe reported that GF had advised that the NHS were not comfortable with closing the main entrance until the alteration to the fire exit had been completed. AFe suggested that a meeting with GF, PMc DH and AFe be scheduled to discuss the programme of works for the fire exit alteration and to understand the NHS issues.</p> <p>AFe suggested that the NHS were having difficulty emptying the rooms and that an understanding of this matter was required by GF. AFe noted that BMCL were not comfortable with forming a room for the NHS to store equipment in case the equipment becomes damaged.</p> <p>DR enquired about the potential impact on the INS Entrance works and AFe advised that there was potentially 2 weeks impact on the INS Entrance works and the BMCL programme did not have any float time included. DH noted that there is an issue re the Building Warrant i.e. the PMI had instructed BMCL to go ahead with the Planning Application but not the Building Warrant. GW advised that the fee included an allowance for the Building Warrant. DH reported that the costs would not be approved by the NHS until the 16th September 2014 so the NHS would need to consider whether they should proceed at risk. DH enquired what would be the earliest date that BMCL could commence the sub-structure works and AFe advised the beginning of November 2014 is programmed for commencing the works. DH suggested that if the decision to progress is waited until the 16th September then that would only leave 6 weeks to get the building warrant. AFe noted that he had previously read a meeting note which stated that RCalderwood had advised that the INS Entrance works were to be completed no later than 100 days after PC but that November is a more realistic start date.</p> <p><i>Dental Rooms</i></p> <p>AFe advised that the dental rooms are progressing well and that the chairs are due to be delivered at the end of September 2014.</p> <p><i>Schiehallion Doors</i></p> <p>AFe advised that half the quantity of doors had been delivered to site and the remaining half were awaited. The doors which had arrived on site were currently being fitted. AFe advised that BMCL needed the NHS RPA reps carry out testing in order to obtain RPA sign off of the design noting that he would liaise with FW regarding test dates.</p> <p>AFe advised that it was anticipated that there would be circa 200 surplus doors at handover and enquired if the NHS would want these for maintenance purposes and if so where these doors should be stored. DH advised that he would raise this query with the NHS reps and would feedback the way forward.</p>	<p>-</p> <p>Organise meeting to discuss NHS INS works with GF</p> <p>-</p> <p>Liaise with DL re proceeding at risk re INS works to ensure warrant timelines are satisfactory</p> <p>-</p> <p>Liaise with FW re obtaining RPA rep visit to site</p> <p>Liaise with PM re doors being left for maintenance</p>	<p>-</p> <p>DH</p> <p>-</p> <p>DH/DR</p> <p>-</p> <p>AFe</p> <p>DH</p>

Item No	Item	Discussion/Information	Action	Action by Whom
3.	Matters Arising		-	-
	<i>BREEAM – NHS Items</i>	DH noted that DS was to provide a copy of the NHS BREEAM items to PM. GW noted that DS had advised that the extract of the NHS items had been provided to PM. DH advised that he would discuss this with HMcDerment.	Liaise with HMc re NHS BREEAM matters	DH
	<i>INS Main Entrance – (Cross ref PMI)</i>	It was agreed that PM/DS should be asked to provide an update re the reference to information for a Quality Management Plan at the next meeting.	Provide clarity/update at next PM	PM/DS
		It was noted that BMCL had liaised with JMiller regarding contacting GCC to request that the need for the risk assessment be added as a condition to the Planning Approval. DH requested that BMCL provide an update regarding the planning permission as the NHS backstop date for this had previously been identified as 9 th September 2014. GW agreed to obtain an update.	Obtain update re planning application	GW
	<i>INS Overclad proposals</i>	AFe advised that PM had provided a mark-up and that BMCL would be providing cost information on 29 th August 2014 to the NHS.	-	-
	<i>Arrival Square</i>	DH advised that he understood BMCL had sufficient information to progress the arrival square works however information is awaited in relation to the traffic signals. GW advised that BMCL area awaiting revised cost information from Siemens.	-	-
	<i>Copper lines for lifts</i>	DP advised this matter was work in progress and that works are progressing as agreed. DH requested that DP confirm when the 150 copper has been installed so that DH can advise KMcSweeney in order that she can order the lines.	Advise DH when 150 has been installed	DP
	<i>SEPA Monitoring</i>	DH advised that in relation to the monthly air monitoring that there was to be a joint discussion in order to agree the way forward so that a cost for the works could be obtained from URS. DP suggested that a meeting should be scheduled with IPowrie, DH and DP to discuss and agree the way forward.	Arrange meeting with DH, DP and IP	DH
	<i>Bird sounders/scarers</i>	DH noted that the bird sounder/scarers for the Helipad had been delivered to the Labs Facility and would be provided to BMCL in due course. DH noted that an issue regarding the helipad fire fighting activation button had been raised which had subsequently been dealt with.	-	-
		AFe advised that BMCL did not anticipate that they were contracted to install any further bird sounder scarers. DH advised that there would be no requirement for BMCL to install additional bird sounder scarers as long as BMCL had met their obligations as agreed in the bird mitigation strategy document. GW reported that the Bird Mitigation Strategy document was not a contractual document and had been developed because the SGH site has a bird issue and BMCL had been asked to identify other measures which could be undertaken. DH reported that the Bird Mitigation Strategy document was a contractual document which had been prepared through design development. GW stressed that BMCL had already spent more than had been allowed for i.e. building had smaller ledges, curved edges, etc and that he did not consider that BMCL had any further obligations. DH advised that the building amendments re smaller ledges was	BMCL to review obligations re Bird Mitigation	AFe/GW

		<p>through the design development and formed a part of the discussion required with GCC Planners in relation to having a 60 year maintainable building. DP suggested that as long as BMCL had met the obligations contained in the Bird Mitigation Strategy that there was no further requirement from BMCL and this was confirmed. GW stressed that the Bird Mitigation Strategy document was not a contractual document. AFe reported that BMCL would review the Bird Mitigation Strategy document and would identify the BMCL obligations as BMCL have a different view of their obligations in relation to their bird mitigation requirements. DH advised that the Bird Mitigation Strategy had been provided to the NHS Team and had been signed off therefore was a contractual document. DH recalled meeting with JMurray and JWigget to go through the requirements and to prepare the document. GW enquired if there were any meeting notes and DH suggested that the updates provided to the document were essentially the meeting note. DH agreed to check if there was any meeting notes. GW enquired if there was any Bird Mitigation on other areas of the campus and DH confirmed there were bird mitigation measures on other parts of the campus. GW noted that the NHS were providing the helipad bird sounder/scarers and BMCL were only installing them. DH agreed that the Helipad bird sounders/scarers to BMCL for fitting noting that no bird mitigation measures had previously been identified for the helipad. GW advised that BMCL could not enter into a contract with a bird sounder supplier for a maintenance contract.</p>		
4.	Commercial Group	<p>DR advised that there were no issuing requiring discussion by PMG members to resolve.</p> <p>GW advised that there were a number of PMIs which BMCL needed CEs to be provided for i.e. additional stretch of the road, Arrival square, Section 56/1. GW enquired who would progress the CE provision in PMs absence DH noted that PM had advised GCC that the costs for the Arrival square and Section 56/1 were to be taken from the Section 75 monies and a response was awaited. GW advised that there was a 16 week lead in time for the street lights therefore a CE was required asap in order that he could instruct the works. DH noted that DR/DH would discuss this with DL.</p> <p>GW noted that clarity is required regarding the 56/2 re additional lighting towards the traffic lights. AFe advised he was awaiting confirmation from DCampbell that GCC are satisfied with the drawing. DH suggested that BMCL would need to chase Billy Gould for a response. GW advised that the drawing submitted to GCC highlights all street lighting i.e. Luddon (complete), those by GCC, those which BMCL have responsibility for and those which are NHS responsibility/PMI instructed. GW noted that BMCL will need to confirm with Mercury what they are purchasing.</p> <p>AFe enquired about the feature lighting as noted in the FBC drawing. This was noted against a code and Mercury are now advising that these are £50k each. GW noted that the first specification for the feature lighting was not provided until March 2012. DH noted that the NHS did not ask for the feature lighting and therefore suggested that this was a design management matter for BMCL. DP advised that the matter needed to be resolved and enquired if the NHS would be open to an alternative proposal. AFe advised that Mercury had been asked to provide a VE proposal based on circa 50% of the current value. DR suggested that any proposal to change the feature lighting would need to be provided to PM. AFe concurred that there had been a design control issue. DR suggested that the NHS may be concerned about the potential replacement cost of the feature lighting.</p>	<p>-</p> <p>Provide outstanding CEs</p> <p>BMCL to contact Billy Gould for response re additional lighting</p> <p>BMCL to provide VE Feature Lighting proposal to PM</p>	<p>-</p> <p>DH/DL</p> <p>GW</p> <p>AFe/GW</p>

Item No	Item	Discussion/Information	Action	Action by Whom
5.	Programming (cont'd)	<p>AFe advised that he had asked a colleague to review the project and look at the key pinch points and he had advised that the construction is at the appropriate stage. AFe reported that with the exception of any major incidents i.e vandalism then BMCL will be out of the building by the 26th January 2015 with the exception of some balancing activities. AFe noted that levels 7, 8, 9, 10 and 11 should all be ready for inspection in September 2014. Anything not coloured on the schedule will be ready for inspection in October. All the information on the schedule has been reverted back to the programmes. The department/room handover dates are generally no more than 10/15 days from previously anticipated.</p> <p><i>General Matters</i></p> <p>AFe advised that there had been a reportable incident on site whereby someone had removed a screwed piece of plywood covering a hole in the floor and an operative had injured his leg as his foot had gone into the hole. BMCL were trying to identify who had unscrewed the board covering the hole.</p> <p><i>Commissioning</i></p> <p>AFe noted that the external works are progressing well and are generally in a positive position. DH suggested that BMCL should give consideration as to how to present the progress being achieved.</p> <p>It was noted that a new suite of programmes was due to be issued at the end of August 2014. DP advised that progress is being checked with the M&E reps. The programmes will be based on the plantrooms however the tower programme may be issued at beginning of September rather than end of August.</p> <p>DP advised that commissioning is progressing in a positive way i.e. the air handling units were wip, the flushing was almost complete across the building, etc. AFe noted that a full update would be provided to DL at the meeting scheduled to take place on 8th September 2014. DR noted that the NHS needed to understand the progress being made in order that the NHS can have confidence to instigate the 100 day commissioning and decommissioning programme.</p> <p>AFe noted that BMCL needed to know what will happen re NHS staffing of the building on the 26th January 2015. DH noted that the NHS have 18 people identified to look after the building from the 26th January 2015 and it was understood that the 18 NHS reps will be undertaking training in December 2014 and January 2015. Other staff will move across as the other buildings move in and by the end of the moves there would be circa 80 people onsite to look after the buildings. AFe advised that BMCL and the NHS needed to discuss who should be retained from Mercury, etc to assist the NHS staff from the 26th January 2015. DR noted that after handover the NHS to not pay for any defects so it was imperative to ensure that the correct people are in place to look after the building. AFe reported that he had advised RBallingall that he needed to have the full team still in place towards Xmas so that BMCL can ensure that all the IDMS are cleared off and that there are no defects at 26th January 2015. DP noted that the training matrix starts to identify the labour profile required. AFe advised that BMCL were keen to tailor the BMCL labour to the fit the NHS requirements.</p>	<p>-</p> <p>-</p> <p>Consideration to be given to how to present progress re externals</p> <p>-</p> <p>-</p> <p>-</p>	<p>-</p> <p>-</p> <p>AFe</p> <p>-</p> <p>-</p> <p>-</p>
6.	Design Groups	It was noted that there were no design matters which required PMG members to resolve.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
7.	Construction Management Group	AFe advised that BMCL needed absolute confidence of when the link bridge to Neuro can be handed back and DH suggested that it may be the last week April 2015. DR advised that discussion and agreement regarding the link bridge and final payment arrangements was required. DR suggested that BMCL need to build up a schedule of who is going to be retained i.e. Mercury reps in order to complete commissioning activities that could not previously be completed due to the Group 5 equipment not being installed.	Confirm date for Neuro bridge hand back	PM/DH
	TPOs	AFe enquired if BMCL needed to work round the trees which had Tree Preservation Orders placed on them or whether they could be removed. DH advised that BMCL need to work round the trees with Tree Preservation Orders placed on them as much as is reasonably possible.	-	-
	Proposed surface car park	AFe advised that BMCL needed clarity of the NHS requirements of the airport style car park. DH suggested that BMCL should organise to meeting with PM and DH to discuss the car park spec.	Schedule meeting to discuss airport style car park req's	AFe
	Multi-storey car park	AFe advised that it would be beneficial to BMCL if PM could have a walk-through of the MSCP in order that BMCL have a note of any NHS issues. DH agreed to liaise with HMCD re walkround of MSCP.	Liaise with HMCD re walkround of MSCP	DH
	Ogilvie Car Park	AFe noted that BMCL were awaiting confirmation from DL re way forward for the Ogilvie car park as BMCL need to know whether they need to strip it out. BMCL proposed to commence stripping back the car park as soon as the MSCP comes into operation.	Provide feedback re Ogilvie car park	DL
8.	Community Benefits	It was noted that there were no issues to report at this time.	-	-
9.	AOCB			
	Intumescent strips on doors	DH noted that he had noticed doors which did not have the intumescent strip fitted and AFe acknowledged that this was still an issue and reported that an NCR had been raised to TDSL regarding this.	-	-
	Crane Access Point (PR21)	DH noted that castle kerbs had been installed at the area where the crane for the replacement of plant for plantroom 21, MRI chillers, etc needed to sit and enquired if the crane could be put over the castle kerbs. AFe advised that the crane contractor would need to put down the appropriate protection however he would check this query out and confirm back.	Confirm if crane will be able to get over castle kerbs	AFe
		AFe noted that there was an issue with the final position of the bus stop (required trees to be removed) and BMCL have written to GCC Planners to request to keep the bus stop in its current position therefore BMCL may not install the lay-by. DH advised that the lay-by was required for the Maintenance and Access Strategy as the crane cannot be on the road as the crane takes 1 day to set-up and 1 day to dismantle and NHS only close the road for the actual lifting operations therefore road closure for 1 day rather than 3 days. DH noted that consideration would need to be given to how the crane can be re-sited. AFe agreed to investigate and identify a solution.	Investigate positioning of lay-by/bus stop to ensure Maintenance & Access Strategy is achievable	AFe
10.	Date and Time of Next meeting	Tuesday 24 th June 2014 at 1.30pm	-	ALL

ACTION NOTE

Present:
Grant Wallace (GW)
Apologies:

Alasdair Fernie (AF)
Shiona Frew (SF) Notes
Alan Keeley (AK)

David Hall (DH)
Peter Moir (PM)
Mark McAllister (MMc)

Darren Pike (DP)
Darren Smith (DS)
David Loudon (DL)

Douglas Ross (DR)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Apologies	Apologies were as noted above.	-	-
2.	Action Notes from the previous meeting	The previous notes were accepted as an accurate record.	-	-
3.	Matters Arising	It was noted that all matters arising would be covered under the agenda with the exception of the following items:	-	-
	<i>Group 5 Equipment</i>	DH noted that there had been a further meeting to discuss the group 5 equipment installs. The method statements from Toshiba were expected imminently. There was an ongoing commercial discussion between the NHS and MIS as MIS would not currently place the order with their supplier. DL was progressing discussions with MIS.	-	-
		DP advised that a programme of entry had been agreed with FW and based on this programme the method statements from MIS were therefore needed by w/c 22 nd September 2014. DH advised that other NHS Boards have experienced difficulties with MIS. Health Facilities Scotland had been appraised of the difficulties being encountered on this project. FW was continuing to pursue MIS for the method statements.	Provide MIS Method statements	DL/FW
		DH noted that it was the intention that BMCL would provide to the NHS the base units as free issue for the Group 5 suppliers to fit. (3 rooms).	-	-
	<i>INS Works</i>	DH advised that a meeting to discuss the INS works had taken place and it was agreed that the alteration works to the door would be complete by 30 th September 2014. The works were to be undertaken by BAM.	-	-
	<i>INS – Building Warrant/Planning</i>	PM noted that Planning approval was to be obtained for the INS Front Entrance works. DS advised that there had been a query from GCC and the Flood Risk Assessment information was being finalised for issue to GCC. DH noted that there is a £10k fee which the NHS Board will need to commit to if the warrant application is submitted.	-	-
		DS advised that in addition to the FRA that a DI0 had been requested. The information was all being progressed by DCampbell. PM requested that DS contact DCampbell/JMiller for an update on when Planning permission can be expected. DS advised that he had emailed DCampbell to check that everything is in place for the Planning permission.	Update to be provided from DCampbell/JMiller	DS

Item No	Item	Discussion/Information	Action	Action by Whom
3.	Matters Arising <i>Schiehallion Doors/RPA</i>	AFe advised that the doors were to be fitted so that the RPA testing can be carried out. DH enquired if ABrennan had been organised to undertake the tests and AFe advised that HGallagher is the rep dealing with this matter and HGallagher was liaising with FWraith. AFe understood that the testing was to be carried out 1 st week October 2014. DH enquired if it was only doors to be fitted or doors & frames and whether any of the spare doors were NCH doors or of the one type as the NHS were considering using the doors for the Maternity. AFe agreed to provide a copy of the door schedule which would advise what door types there are. AFe advised that he had entered into a Commercial agreement with Peterborough Hospital so that BMCL could reduce the number of surplus doors. DH enquired if NHS GG&C had paid for these doors and AFe advised that the surplus doors were made in error by TDSL who do not want the doors back.	-	-
	<i>BREEAM – NHS Items</i>	PM advised that he had received a copy of the schedule from GBurnett and would liaise with DH.	Provide copy of the door schedule	AFe
	<i>Quality Management Plan</i>	It was agreed that this item was closed	Liaise with DH re closing out the NHS items	PM
	<i>Information</i>		-	-
	<i>Copper Lines</i>	DP advised that the schematic for the copper lines is being finalised and would be provided with options to the NHS for review. It had been identified that there was not sufficient space to bring the lines across the pipework. DH noted that there are spares sitting on the Labs system which had been excess capacity. Taking the copper lines back to the Labs gives resilience to the system. DP advised that he would liaise with DH regarding the options as soon as the schematic is received by BMCL. DH noted that the remainder of the copper wires will be installed with the coppers for the T&L Facility and Office Accommodation block.	-	-
	<i>Arrival Square</i>	GW advised that BMCL have now received a cost from Siemens and GW would provide a copy of this to the NHS for information. GW raised concern that Siemens have advised that they will only provide a 1 year warranty through the defects period. PM agreed to review the Siemens information and liaise with BMCL as necessary.	Provide Siemens cost information to NHS	GW
			Provide feedback re Siemens cost information	PM
	<i>SEPA Monitoring</i>	DH advised that the way forward had been agreed between NHS and BMCL. The costs for the monitoring were to be obtained from URS and the monitoring was to commence at the end of January 2015.	-	-
	<i>Bird Mitigation Strategy</i>	AFe suggested that a meeting between BMCL and the NHS should be arranged to discuss the Bird Mitigation strategy. PM noted that JMurray had provided an information pack which covered all areas of concern. GW advised that the information pack was for a BMCL Internal discussion in advance of meeting with the NHS as it provided an overview of what measures could be put in place. AFe acknowledged that BMCL needed to be compliant the requirements however this was only a discussion document.	Schedule meeting	PM

Item No	Item	Discussion/Information	Action	Action by Whom
3.	Matters Arising		-	-
	<i>Compensation Events</i>	PM suggested that all the Compensation Events with the exception of one had been provided to BMCL. PM advised that a Compensation Event for the lowering of the fibre cable was yet to be issued to BMCL. GW suggested that PM would be awaiting the cost information for the lowering of the fibre cable. It was noted that a PMI had been provided for the hand digging works. DH advised that it appears that the lowering proposal will work and that spare fibre had been located in one of the junction boxes.	-	-
	<i>Section 56/2</i>	DH enquired if BMCL had resubmitted the drawing to GCC which has the 6 non NHS/BMCL street lights removed from the drawing as the drawing which had been submitted had not been reviewed by the NHS /BMCL prior to submission. DS advised that DCampbell was trying to arrange a meeting with BGould and was having difficulty getting suitable dates from the GCC Lighting rep. BGould had been advised that BMCL were progressing on the basis of the revised scheme (i.e. omitting the 6 street lights) and it was assumed that GCC would request a meeting to discuss the street lights in due course. PM advised that he was of the understanding that the revised drawing was to be resubmitted to stimulate the discussion with GCC. DS agreed to check with DCampbell if the revised drawing had been resubmitted. PM enquired about the implications should GCC request that BMCL stop the section 56/2 works. DH noted that BMCL already have had difficulty with GCC starting and stopping works which are being in accordance with drawings which are already approved. DS suggested that the risk of GCC stopping the works were a shared risk. DL advised that this matter needed to be concluded asap. DS acknowledged that 56/2 agreement status was not in the position that anyone would want. DS advised that he would speak to DCampbell and BGould about meeting. DH requested a copy of the revised drawing if it had been submitted.	Liaise with DCampbell for update re street light drawing submission to GCC and provide update to NHS	DS
	<i>VE Proposals – External Light fittings</i>	DH advised that the cost of the lights were more costly than the allowance within the BMCL cost plan and that the maintenance cost was quite expensive however the NHS had not been offered any alternate proposals. PM advised that he needed to understand what BMCL were proposing as an alternate solution. AFe advised that BMCL are awaiting proposals from Mercury and that BMCL have an ongoing discussion with regard to all the lighting. BMCL were meeting on 17 th September with Mercury to discuss the lighting and would identify what was the latest order dates for the lighting.	Provide copy of revised drawing as submitted to GCC to NHS	DS
	<i>General Matters</i>	AFe advised that the operative who had been involved in a potentially reportable incident had returned to work earlier than anticipated therefore the incident was not a reportable incident.	Provide alternate proposal	DS/DP
		DH confirmed that the neuro link hand-back was anticipated to be March 2015.	-	-
	<i>Airport style car park</i>	AFe advised that the design had been received from Land Eng. and that BMCL were meeting with Land Eng to discuss the costs. Land Eng. have advised that the costs are circa £1.2m. GW noted that he had undertaken a quick overview of the costs with DR. BMCL will formally submit the proposal and costs to the NHS after BMCL meet with Land Eng. the following day. AFe advised that BMCL were looking to identify VE Items and reduce the cost.	Provide design and cost proposal to NHS for review	GW

Item No	Item	Discussion/Information	Action	Action by Whom
3.	Matters Arising			
	<i>MSCP</i>	It was noted that JRedmond had carried out a walkround prior to the occupation of the MSCP. PM advised that he proposed to carry out a walkround and enquired if BMCL wanted this to be carried out now or just prior to handover. AFe advised that it would be helpful if PM could carry out a walkround just before handover.	-	-
	<i>Ogilvy Car Park</i>	DL advised that discussions are ongoing. AFe enquired if BMCL could carry out the reinstatement works to the condition which BMCL had received the car park. DL requested that BMCL do not carry out any reinstatement works as DL was in the process of getting a District Valuation so DL can negotiate with Ogilvy. DL advised that he had asked Ogilvy if BMCL could be allowed to hold back from ripping out the car park until after the NHS discussions have been concluded. DL noted that Ogilvy had confirmed that the car park could be sub-let.	Provide feedback re BMCL remedial works	DL
	<i>Crane Access Point at the apron of the frontage</i>	DH noted that full height kerbs were installed at the apron of the frontage and enquired if these would cause any difficulty getting the crane over them and AFe advised that unofficially the crane operative will ramp up and over any type of kerb.	-	-
	<i>Bus stop</i>	AFé advised that he had emailed HMCD for confirmation as to whether the NHS would be carrying out the services removal noting that it would be preferable that BMCL carried out this work. PM advised that he would review with HMCD.	Provide feedback to AFe	PM
		DL advised that liaison with the neighbours in relation to the tree removal would need to be carried out.	-	-
4.	Commercial Group	DR advised that there were no issues requiring PMG involvement to resolve. The Compensation Events were up to date and the price for the INS works had been received. GW enquired about the suggestion that the budget is circa £0.5m too high and DR advised that the NHS budget has a £0.5m shortfall. GW advised that he was happy to go through the costs with DR to identify if anything can be removed to assist the NHS to bridge their budget shortfall.	-	-
		AFé noted that BMCL would need to raise an EW in respect to the SUDS amendments brought about with the amendments made to the drawings for SEPA for the PPC Permit as there were costs incurred as a result of the changes. BMCL were undertaking a review of how the scheme had been developed and final scheme agreed. GW advised that he needed to have a discussion regarding the petrol interceptor. BMCL had the petrol interceptor drawings in acknowledgment that the interceptor works will need to be carried out timeously. DH advised that the works are required under the fuel storage regulations. DL advised that he would discuss the petrol interceptor works with AFe and also provide an update on other discussions in due course.	Provide EW re SUDS amendments	GW

Item No	Item	Discussion/Information	Action	Action by Whom
5.	Programming	<p>PM advised that the NHS had just completed a programme review the previous week. DL advised that KWinter had advised that he is happy with how things are progressing and reported at a recent NHS Board meeting that the project is in a good place. DL suggested that the risk register needed to be reviewed and suggested that this should be carried out at a future PMG or Hospital Construction Site Progress meeting. AFe suggested that this should be carried out at a future Hospital Construction Site Progress meeting.</p> <p>DP tabled a set of marked up floor plans for the hospitals and advised of the progress achieved thus far and the works which were to be carried out over the next 4 weeks.</p> <p>DP tabled a marked-up aerial picture and advised of the works to be carried out and timescales. DP advised that if this form of presenting the external works update was satisfactory that he would ensure that a computer marked up version is prepared for the next PMG meeting. PM advised that the NHS Team were happy with the external works update format. DP provided an overview of the external works programme.</p>	<p>Risk register to be reviewed at future HCSP meeting</p> <p>Provide computer marked-up picture for the next meeting</p>	<p>PMAFe</p> <p>DP</p>
6.	Design Groups	<p>VIE Extension – DS enquired if the NHS had a view regarding the need for planning permission and DH suggested that planning permission would be required. PM enquired if the VIE was shown on the masterplan. DP noted that another section of the slab would need to be introduced. DS enquired whether the GCC Planners should be invited to the site and DH advised that the technical solution needed to be finalised i.e. installing a 2nd cylinder or 1 larger cylinder prior to inviting GCC Reps to site. PM reported that BGreenock (GCC) had advised that if the masterplan generally identified an element then there is no requirement for separate planning applications.</p> <p>Front walls - DS suggested that consideration needed to be given to the front walls and PM advised that a planning application for the front walls would be required. DH suggested that a materials sign-off proposal could be submitted to GCC for the front walls. DS advised that he would obtain planning permission by submitting a local planning application. PM advised that he had met with GBurnett, Gillespies and Sign-brand the previous week and the front entrance walls were discussed and the Gillespies rep was going to update the drawings in line with the discussion so that DL could discuss the proposals with RCalderwood. The new hospitals names were to be shown on the walls.</p> <p>Masterplan – DS advised that he would provide what BMCL have to the NHS for review and advisement of any amendments to be made to the masterplan i.e. MSCP3.</p> <p>Food waste – it was noted that there is a current ongoing issue with the current proposed supplier however an alternative solution has been identified and the Board have received a request to provide hourly labour rates. DP advised that a whole life cost exercise had been undertaken by Mercury. DH and KC have provided a response to BMCL/Mercury re labour costs. PM noted that he had returned that latest RDD pack as a 'C' status. DH advised that there is concern about changing the supplier at this stage in the project and that it was too late for the NHS to undertake site visits, etc. DP advised that the NHS would need to consider the on-going cost implication.</p>	<p>-</p> <p>-</p> <p>Provide masterplan to NHS for review</p>	<p>-</p> <p>-</p> <p>DS</p>

Item No	Item	Discussion/Information	Action	Action by Whom
6.	Design Groups	DL advised that the NHS Team will consider the alternative however at the moment want to remain with what was seen in operation. It was noted that the new proposal has increased revenue costs and the timing is getting too late for any change.	-	-
7.	Construction Management Group	AFe advised that he would like to discuss the cleaning strategy for completion which included the internals and externals. DL advised this would be discussed at the Completion criteria meeting scheduled for the beginning of October.	-	-
8.	Community Benefits	It was noted that there was no community benefits matters requiring PMG member input to resolve.	-	-
9.	AOCB	Drainage Connection to Decontamination Suite – DP advised that the connection is in line with discussions i.e. the proposal is to pick up the helipad tank. The proposal was being further reviewed before the works are instructed.	-	-
10.	Date and Time of Next meeting	Tuesday 21 st October 2014 at 1.30pm in the Boardroom, Top Floor, Construction Site Offices	-	ALL

ACTION NOTE

Present:
Grant Wallace (GW)
Apologies:

Alasdair Fernie (AF)
David Loudon (DL)
Alan Keeley (AK)

David Hall (DH)
Peter Moir (PM)
Mark McAllister (MMc)

Darren Pike (DP)
Darren Smith (DS)

Douglas Ross (DR)
Allyson Hirst (AH (notes))
Shiona Frew (SF)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Apologies	Apologies were as noted above.	-	-
2.	Action Notes from the previous meeting	The previous notes were accepted as an accurate record with the exception of INS DIO to be replaced with DIA	-	-
3.	Matters Arising	It was noted that all matters arising would be covered under the agenda with the exception of the following items:	-	-
	<i>MIS Method Statements</i>	These have been provided and the item can now be closed. It was noted that these statements were close to refusal to work on site and BMCE asked that these are improved and provided more timeously, to ensure no refusal to site	-	-
	<i>INS Entrance Planning Application</i>	DS reported that drainage impact assessment (DIA) issues have been checked by GCC and some administrative questions raised. These will be responded to by BMCE once input has been collated from the design team. Planning consent expected around 2 weeks from receipt of additional information – DS is chasing up information to complete the information submission. Conditions applied? – if unconditional approval, then a compensation event can be sent and the project can progress	-	-
	<i>Door Scheduled</i>	NHS have requested schedule of doors – HMcD has the schedule and request from AFe access to the doors	-	-
	<i>BREEAM</i>	Equipment write up to show the procurement of low energy equipment – catering equipment covered and now require something from procurement on their policies on procuring such equipment. A review planned for next week and BMCE require some information on NHS supplied equipment to complete the review submission to BREEAM	Information required from Procurement	PM
	<i>Siemens Cost Information</i>	Order is place for the traffic signals and 1 year warranty offered.	-	-
	<i>Bird Mitigation</i>	Meeting scheduled for next week to review	Progress update at next meeting	PM/DS
	<i>Section 56</i>	Met with GCC and agreed the position on roadworks which are underway and or complete. Street lighting cabling has been completed and drawings submitted to GCC – DS anticipates hearing feedback by today – additional Section 56/2 lamp standards drawing has been seen and approved.	-	-
	<i>VE External Lights Arrival Square</i>	Column samples provided and signed off as planned	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
3.	Matters Arising			
	<i>Design and Cost Review</i>	Phase 3 demolition and additional demolition along with car park – DWL will review with R Calderwood and a paper will be presented to A&P for their next meeting in November. DWL will inform BMCE of the outcome of the discussions	Provide update to BMCE	DWL
	<i>Ogilvie Car Park</i>	Update from DWL - requested HoT but not had any response – reviewing other options at this time	-	-
	<i>Bus Stop at Langlands</i>	PMI forwarded to instruct BMCE to investigate the existing services in this area – PMcG and HMcD to be involved – this will tie in with tree removal	-	-
	<i>Commercial Group</i>	Pond lining material for use on bund wall to be specified in order to satisfy PPC permit condition and then the item can be closed		
	<i>Programming</i>	A review of the risk register for the programme to be undertaken and item can then be closed off		
	<i>Masterplan Review</i>	Decision on CP3 required and can then be closed off		
	<i>Sypro</i>	Some administration required to tidy up	Admin to be carried out	SF
	<i>Cashflow</i>	Revised cashflow provided and this is currently under review by Finance		
4.	Programme			
		DP noted that Capita inspections continue through the tower. Quality is noted as good. Main door is now in and tiling has commenced on the adult entrance floor with the Children's completed. Retail space within the atrium is being viewed by potential companies before they submit their applications	Close once information known	All
		It was noted that 400 rooms remain to be reviewed and <400 rooms on the red programme remain to be checked. AFe reported that a final sweep over the building working back across is now underway to pick up any remaining items	-	-
	<i>Link Bridges</i>	Link Bridge – progressing although noted that the programme is tight, but achievable, and work will continue over the coming weeks – Capita will inspect before the end of the year but needs to have services installed and commissioning undertaken.	-	-
		Commissioning and breakthrough of neonatal has commenced. Security of the area is to be checked regularly to ensure no breach either into the neonatal or into the construction site.	-	-
	<i>Mock Up</i>	Mock Up – it was noted that this was largely ready with some minor matters and services to be completed. With regard to video entry – this is being worked on. Training session on fire alarm to be undertaken.	-	-
		Method statements on the delivery of equipment to site has been sent from NHS to BMCE and being reviewed. CSCS card requirements from contractors? – not required AFe offered to provide labourers to	-	-

		construct any flat pack furniture delivered to labs		
	<i>Structal Cladding</i>	Cladding panel replacement will continue around the building including specialist access – around 50 panels to be installed with around 10 being completed last week. Within theatre pre areas – gas resilliance has been installed	-	-
	<i>Emergency Department</i>	Emergency department – The question was asked about the removal of some cupboards in the ED to allow access to the patient on both sides and to allow additional floor space – PMI has been issued but it was not clear that this work had been carried out.	-	-
	<i>Curtain Heights</i>	An early warning on curtain heights has to be issued and it was noted that the height varies throughout the hospital with standard height not being adhered to. It was noted that bays in critical care requires a continuous rail but this is not installed and thereby there are privacy issues.	-	-
	<i>Hybrid Theatres</i>	Toshiba are scheduled to be on site on Wednesday to provide BMCE with advice on positioning of the holes required within the two areas – once clarified the information will be forwarded to WSP	-	-
	<i>Ventilation</i>	It was noted that around 50% of the commissioning is completed with the remainder programmed to complete in the run up to Christmas with the possibility of some moving into early January	-	-
	<i>Nurse Call</i>	Progressing well – sequence to order of wording – although a resolution found it is not to requirements – In order to have the set up as required will mean a rewrite of the software and every subsequent update thereafter and due to time of updating software it may cause the system to fall behind and potential for a cost implication. BMCE was asked to check on the costs to have the system as required.	DWL to discuss with FMcCluskey on reasons for requests	DWL
	<i>Fire Alarm Panel</i>	Going well 60 of 69 completed		
	<i>Doors</i>	Auto close and access being checked and any issues being reviewed and resolved via cause and effect. With ground, 1 and 2 completed		
	<i>Ceiling Tiles</i>	Tiling progressing through although some areas left to ensure completed before tiles installed and also to allow inspections by GCC – AFe reported that badly marked and or damaged tiles that could not be sorted would be replaced and this will be ongoing through the building		
	<i>Food Waste Resolution</i>	A meeting with providers was planned for later this week to review again and should be completed after this but AFe asked if DWL would be prepared to speak to the supplier if issues arose. It was noted that a programme from the supplier was still awaited and was being chased up	-	-
	<i>Cleaning</i>	Process is underway to clean completed areas	DWL to discuss with KC	DWL
	<i>Site Visits and Lock Down</i>	Lock down is currently underway with areas being secured as completed. Site visits will tail off until the end of the year and AFe agreed to provide update of areas that will remain accessible for visits	-	-
	<i>Design Groups</i>	Signage to be completed	-	-
	<i>Helipad</i>	It was noted that P Rover who had previously advised on helipad is unwell and it is doubtful that he will be able to continue to advise the project. DS is working with CAA on requirements for the pad and offered contact details for NHS to have advice link. It was noted that this information is chargeable but the failure of the pad remains a risk to the project. DS will provide all necessary drawings to the CAA with updated Mercury drawings showing electrical and interface		

5.	Completion Criteria	It was agreed that the members of the PMG will meet every 2 weeks at 1.30 to progress Completion Criteria. The first of these meetings will take place on Tuesday 4 th November at 1.30 and thereafter every second Tuesday. John Wales will be asked to attend	Additional dates to be confirmed	SF
6.	Group 5	Inclusion by modality – BMCE asked that NHS provide a programme of works planned which will in turn allow BMCE to appropriately plan their own workforce – it was agreed that this would be provided by mid November	?	?
7.	AOCB	DWL noted that the BBC/BMCE and NHS have met and reviewed the possibility of a camera crew being allow access to the site towards the end of November to film the progress and speak to staff on the project including commissioning and clinical outcome.	AFe requested further details as they were know	DWL
8.	Date of Next Meeting	25 th November at 1.30pm	To be noted	All

ACTION NOTE

Present:
John Wales (JW)

Alasdair Fernie (AF)
David Loudon (DL)

David Hall (DH)
Shiona Frew (SF)

Darren Pike (DP)

Peter Moir (PM)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Welcome and Apologies	There were no apologies received for this meeting. PM advised that the agenda for the meeting had been based on the main headings from the Completion Criteria tracker. The purpose of the meeting was for the NHS to receive updates in relation to the actions required to conclude the completion criteria documentation. DL noted that it had been agreed that there would be a complete review of the programme and suggested that it would be beneficial if a programme update could be provided at the end of the meeting.	-	-
2.	Documentation	<p>JW advised that the completion criteria tracker had been fully updated the previous day. JW noted that the majority of the dates contained in the tracker are either November, December 2014 or January 2015, the dates in the tracker document had not changed. AFe requested that JW issue out the tracker document in advance of the next meeting in order that the NHS reps have the opportunity to review.</p> <p>DL advised that the NHS needed to understand what documentation is key for the handover. DP advised that he had met with IPowrie to discuss the PPM, Maintenance schedules, etc and these would all be in place for handover. DL advised that Zutec programme of completion was behind and DP explained that the uploads are being undertaken in sections, there could be 75% of the information uploaded to the section however only when the section was completed did it get identified as completed therefore could appear to be behind i.e. the as fitted drawings are being uploaded but will not be marked as complete until after the last drawing is uploaded.</p> <p>DL enquired if the requirements identified by IP met the CDMC requirements and DH advised that the Health & Safety File is required for CDMC. AF suggested that there was more information required to satisfy CDM than what IP had suggested he required. DH noted that the first item on the list is the Health & Safety file and that it had been targeted that the designers should have their information uploaded by end October however this did not appear to be the case. DH noted that from a design information perspective the CDM file required less information than the O&M and enquired whether the upload performance is as expected and whether the designers needed to put additional resources on the information uploads. AF advised that JW is going through the list of information to be uploaded and is chasing up the upload of the information. AF noted that the list identifies who is uploading which information and this could be shown at the next meeting of this group. JW reported that DSmith is progressing the upload of the information Zutec and has written to all the consultants and WSP and Nightingale have confirmed that they will have all their information uploaded to the H&S file and O&M file by the end of January 2015. PM suggested that the NHS could refuse to pay consultant fees if required in order to focus attention of the sub-contractors to progress the information uploads. AF noted that he had experience of retaining fees until a specific target was achieved. JW noted that there are some sub-contractors who cannot upload information until their works are complete and some subcontractors who are constantly uploading information.</p>	<p>Circulate tracker in advance of the next meeting.</p> <p>-</p> <p>Provide list of tracker showing the upload responsibility</p>	<p>JW</p> <p>-</p> <p>JW</p>

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Documentation (Cont'd)	<p>JW noted that PM had confirmed that to GB that the RDD and samples schedule is satisfactory therefore this item has been closed out.</p> <p>JW advised that there are some which are ongoing to conclude i.e. there is a programme in place with Building Control for the above ceiling sign-offs and cause & effect sign-offs, etc and the focus of the plan is to achieve the Building Control warrant just after the new year break. AF noted that an additional BMCL Manager had been tasked with progressing the door installation. All the doors with the exception of 50 were now on site for installation. There was 285 doors planned to be installed over the next 3 weeks then the remaining doors would be installed as soon as possible thereafter. AF advised that the tiling and screeding works to the stair cores had impacted on the installation of doors. Works to the tower were progressing well and the tower progress was in a good position from a construction perspective. AF acknowledged that the central core needs to be pushed on and acknowledged that there was still a lot of builders work activities to be completed. AF noted that the number of operatives onsite remained circa 800.</p> <p>AF reported that the touch-up had commenced in the building. There was 35 Structal panels remaining to be installed and the Structal Director was onsite for a meeting with BMCL to discuss how to progress the works.</p> <p>AF acknowledged that the blinds issue was an issue which needed to be resolved. BMCL had received a report from the supply chain and there was a suggestion as to what the problem is. PM noted concern regarding the blinds stating that on a mechanism he had seen it appeared as though the joint had not been crimped properly. DL reported that there was concern that there was an inherent defect and he wanted to understand what the problem is and what the sustainable solution is. AF advised that at the moment it appeared to be a design defect and the supplier needs to advise how the issue will be resolved. AF agreed to provide feedback to the NHS asap.</p> <p><i>Group 5</i> DH suggested that there was a need to identify the interface with the group 5 installations in terms of the electrical alterations as it was important to ensure that everyone was satisfied with the way these alteration works were being certified by the group 5 suppliers. AF noted that Allan Stephens continues to be the key BMCL point of contact for the Group 5 equipment. It was noted that there during a recent site visit there had been a discussion as to what needs to happen in relation to a specific piece of work, agreed strategy for when Mercury will disconnect from a certain point, what supplier works will be carried out and provide certification for the alterations and then Mercury do connections and power backup. DH noted that the NHS will test the piece of work undertaken by the NHS contractor then ask Mercury to do the connection as it was assumed that Building Control would want to see certification before sign-off. DH suggested that the timing of the final connections and certification would be much later in the programme. DH advised that the endoscopy washer dyers would need to be connected to the BMCL renal water. JW enquired what the NHS sign-off would consist of i.e. report, email, letter. JW reported that the tracker had listed the Board Approved matters. DH noted that the medical gas is an ongoing signed off of certificates however DH would need to check what Lynn Morrison would be signing off. DH suggested that the challenge was the monitoring the progress towards concluding the sign-offs/documentation.</p>	<p>-</p> <p>-</p> <p>-</p> <p>Provide feedback to NHS re blind design defect</p> <p>Liaise with LMorrison re sign-offs</p>	<p>-</p> <p>-</p> <p>-</p> <p>AF</p> <p>DH</p>

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Documentation (Cont'd) <i>Group 5 (cont'd)</i>	PM noted that he had seen some email traffic regarding BREEAM and JW advised that WSP had been on site the previous week for a general site visit and to gather evidence. WSP would be revisiting in November to gather any evidence which may have been missing (i.e. signage) and an updated schedule was expected later that week. PM reported that the forecast was 71-74 and DP advised that the current BREEAM indicative score was 74 with 6 potentials. DH noted that the ATMs should be included for a BREEAM point as there were 3 ATMs to be installed and the ATMs were currently out to tender. Data and power had been put in for the ATMs therefore it was known where these were to be located. DP noted that the points could be photographed and shown on a 400 series drawing. DH enquired if there were any BREEAM points relating to stage 3a and DP confirmed that there was however these would be shown on construction drawings.	Liaise with JW re location of ATMs	DH
3.	Inspection, Testing, Commissioning & Acceptance	<p>DP provided the following status update of the M&E works:</p> <ul style="list-style-type: none"> • PR21 – basically complete. • PR31 – basically complete with 3 fire alarm panels to be completed. Environmental testing of plantroom testing has commenced. BMS circa 90% complete • PR33 – all water systems flushed and tested. Access control for the atrium aspects has been held back. • PR41 – UPS and IPS systems proving, vent testing ongoing, water system balancing well progressed. Environmental proving to commence in December • Rooftop plantrooms – BMS complete, vent balancing is circa 30% through 123 & 124 • Domestic water balancing ongoing and complete to PR 21 & 31. Balancing and temperature checks ongoing to the tower. • Specialist water – flushing regime underway on the renal water. DL advised that ABarnes has a lot of experience re renal water and DL has asked him to write up a lessons learned/experiences paper. DL noted that the NHS are querying when the renal water will be coming on. DL reported that he would share ABarnes' report. DH noted that ABarnes previous experience had also been with Elgar systems. DH advised that the decontamination washers were due to come on site in early December and FW is arranging a pre-start meeting. AF enquired who was supplying the decontamination cabinets and DH agreed to confirm to AF. • Aseptic – DH noted that LMorrison will be carrying out the acceptance process and the timing of this would need to be agreed. DP advised that he would confirm when the area should be available for checking. • AGVs – DP advised that the AGVs are running through the basement at the Labs side. The servers are now in and BMCL are awaiting feedback that the AGV servers are linking to the lifts. DH suggested that the AGVs should be simulation tested. DL noted that the lessons learned from Fiona Stanley/Forth Valley AGVs i.e. AGVs do not run on shiny surfaces, etc. AF advised that the way the AGV system is demonstrated in the important factor. DH suggested that the AGVs needed to be tested for real as there was concern that there would be a log jam as the AGV Lift interaction is not working properly. AF advised that BMCL have asked Swisslog to look at the interaction with lift cores C&D and to prove that the system works appropriately. (cont'd) 	<p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>Provide copy of ABarnes report to BMCL</p> <p>Confirm dryer cabinet supplier to AF for info</p> <p>Confirm when aseptic area will be avail for checking</p> <p>-</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>DL</p> <p>DH</p> <p>DP</p> <p>-</p>

Item No	Item	Discussion/Information	Action	Action by Whom
3.	Inspection, Testing, Commissioning & Acceptance	<p>DH advised that the system will work visually and suggested that a full day test will allow the system to be proved to circa 90% and the remaining 10% relates to the human error element. DP enquired if there were enough carts to carry out a full day run and DH suggested that a minimum of 2 carts for each location would be required.</p> <ul style="list-style-type: none"> PR31 – Cause and effect proving had been undertaken with Capita <p>DL enquired what level of commissioning BMCL expected to be carrying out into January 2015. DP suggested that there would be some environmental testing, it was hoped to have cleared all of the balancing, possibly some security commissioning re doors and electrical testing of HV network, water sampling & testing, medigas. There was also the potential for Schneider to be onsite remediating odd issues. DH noted that the MRI magnets are being delivered to site w/c 12th January 2015 which leaves BMCL a very short timeframe to make good breakout panels, etc.</p> <p>AF noted that a critical element for BMCL is the control of people carrying out the works and ensuring that there are no damages incurred.</p> <p>DL enquired about the hydrotherapy pool. DP noted that this is a closed system which will need to be maintained. DH noted that there will be a period of circa 6 months between handover and first use of the pool and enquired whether environmentally was there any benefit to heating the water and keeping the pool running. AF advised that it would be better to run the pool so if there are any issues these can be identified before the pool gets brought into use.</p>	<p>Consideration to be given to having a full day run to test the system</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p>	<p>DP</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p>
4.	Room Mock-ups	JW noted that the room mock-ups had been provided i.e. 1-517 and also a couple of rooms in the tower. This item was closed. DL thanked BMCL was providing FMcCluskey with ward 5c and positive feedback had been received. AF noted that BMCL had also shown ward 5c to BMCL reps to emphasise that ward 5c is the standard to be achieved.	Item closed	-
5.	Building Control Completion	JW advised that there was 11 elements on the schedule and BMCL were getting the information ready for November/early December in order to provide to Building Control. DP advised that there is a schedule of agreed dates for Building Control to visit the site to see the fire stopping, above ceilings, etc. JW noted that there is a regime for sign-off and Building Control are satisfied with BMCL continuing with the self-certification sign-off process and Building Control will carry out random sampling of areas. DL enquired if there is a temporary fix for the door issue and AF advised that there is a temporary fix however BMCL do not want to have a temporary fix as Building Control have advised that the quality and finish exceeds what they have observed anywhere else. Building Control will target Health Safety Systems. DH noted that BTierney usually takes annual leave for the month of January and enquired if BMCL had considered this. JW confirmed that BMCL proposed to provide the drawings and paperwork will all be in place prior to BTierney going on leave.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
6.	Statement of Design Warranty	JW advised that there were no problems expected as the wording which had been issued was the same as what had been previously issued. There had been a few queries received and these were being dealt with. DH sought clarity that there were no issues regarding the Wallace Whittle/ZBP warranty and JW confirmed that there were no issues.	-	-
7.	Planning Approval Conditions	JW noted that these were all cleared off.	Item closed	-
8.	Road Construction Consent	JW noted that there was 1 x Section 56 consent to be concluded. DH enquired about the timing for the completion of the section 56 works and submission of the application for the safety audit. AF agreed to confirm the timing information to the NHS asap. AF noted that the delivery of the external lighting was considered by BMCL to be a red risk. The heads are currently to be delivered mid-January 2015 and BMCL may need to put in some temporary lighting so this would mean that BMCL cannot handover the road. DH noted that the roadway would only be used as access initially.	Confirm timing re section 56 conclusion and safety audit application submission	
9.	Key Components/Board Sign-off	PM advised that MMacleod had updated the key component document and issued this to BMCL for information only.	-	-
10.	Zutec/CDMC	AFe advised that BMCL had met with JMurdoch and he appeared to be satisfied with what he had been shown. DH advised that JMurdoch is satisfied with the process however is keen to see progress regarding the Zutec uploads.	-	-
11.	AOCB	<p><i>Helipad</i></p> <p>DL enquired if the CAAI were taking over the helipad inspection process and DP advised that DSmith was going to meet with CAAI on 6th November 2014. CAAI will then provide information re the onsite inspection. Peter Rover will sign-off all the design work. CAAI will be essentially carrying out the final readiness inspection. AFe enquired when the NHS expected the first helicopter to land on the helipad and DL advised it was expected to take place between February & April i.e. before the building begins to be occupied. Bond will carry out their own inspection/risk assessment then organise for a test landing.</p> <p>JW enquired about the name which had been added to the helipad in relation to the change of name for the hospitals and PM confirmed that the name on the helipad should remain unchanged.</p> <p><i>Food Waste</i></p> <p>DH suggested that the NHS would need to sign-off the food waste system when it is fully operational. DL reported that Dawsons had suggested that there would only be 2 days work however the NHS thought that there would be more than 2 days work. DP advised that Dawsons had been organised to attend site during 1st week December to carry-out their works to the ceilings and walls then come back later to carry out the actual kitchen fit-out works. The works were all to be proven by 20th January 2015. DH enquired if there was any form of environmental health sign-off required to the kitchens and catering areas. DH suggested this should be raised with KConnelly.</p>	<p>-</p> <p>-</p> <p>-</p>	<p>-</p> <p>-</p> <p>-</p>

Item No	Item	Discussion/Information	Action	Action by Whom
11.	AOCB			
	<i>Retail Units</i>	JW enquired if the NHS could provide any information in relation to what retail was being put into the units. DL advised that there would be a range of services such as a WHSmith type newsagent, M&S type establishment, NHS Coffee shops, etc. The NHS was currently concluding the selection process for the retail units. JW enquired if it would be possible for the NHS to provide information to BMCL with regards to who would be taking over the retail units in advance of the next visit from the WSP BREEAM rep and DL advised that he would be able to provide the categorisation for each retail unit.	Provide categorisation to retail units to JW	DL
	<i>INS Entrance (Planning)</i>	AFe noted that DS Had met with PM to advise that the Council have asked for a PI warranty on the design and PM suspected that this would not be possible. DS is checking through PDunbar what is exactly required. PM advised that he had held off issuing the CEN for the works until confirmation of the Council requirements had been received. AFe reported that he was unable to place an order with the Piling contractor until he receives the CEN noting the the casings and steel are items on the critical path of the programme. PM advised that he would issue the CEN as soon as he understood the Council requirements.	CE to be issued as soon a Council clarification re PI is concluded	PM
	<i>PMIs</i>	DL advised that he had issued an instruction to the NHS Project Team that there should be no further PMIs issued to BMCL. DL enquired if EMcColl had made contact with BMCL regarding the smartboard installation as it was anticipated that additional data and power was required. DP suggested that EMc could have liaised with DWilson. AFe requested that the NHS provide information re additional power and data to BMCL asap. DL advised that only DL or PM would be issuing any PMIs going forward.	Provide information re Smartboard installation requirements	DL
	<i>Section 56</i>	Meeting held with GCC and agreed the position on roadworks which are underway and or complete. Street lighting cabling has been completed and drawings submitted to GCC – DS anticipates hearing feedback by today – additional Section 56/2 lamp standards drawing has been seen and approved.	-	-
	<i>Programme and Risks</i>	AFe provided an update regarding programme and identified risks: <ul style="list-style-type: none"> • Doors – as previously discussed • External lights – as previously discussed • Prater external works – date had been fixed as 20th November for the completion of the window installation. BMCL have dates for each single pane to be installed. AFe did not foresee any issues with the works being completed however it put pressure on the decoration and cleaning works. DH noted that the according to the programme that BMCL were using the holiday period between Xmas and New Year. DL enquired about the BMCL Festive holiday period and AFe advised that the site would close on 24th December and reopen on 27th December then close on 30th December and reopen on 2nd January 2015. AFe advised that he had an agreement with the cleaning company and Baxter & Gillespie to having a small team on site to do touch-up works/cleaning during the commissioning period. <ul style="list-style-type: none"> • Ceiling tiles – there are 30 ceiling tile fixers available and 15 fitters are currently putting in ceiling tiles, tis would increase to 20 soon. BMCL proposed to try and touch-up any finger prints left on tiles by ops moving to access services. • Structural panels – 35 panels were to be installed. AFe was due to meet with a Structural Director to 	- - - - - - -	- - - - - - -

		<p>obtain assurances regarding the completion of their works. DH enquired if there had been any reoccurrence of the condensation issue and AF advised that all the panels were now sealed and there had been no panels observed with condensation issues.</p> <ul style="list-style-type: none"> • Podium construction – AF acknowledged that there was still a lot of works to be carried out at the front doors and main cores. AF noted that the screens for the sanctuary and wavy ceiling had been held back. • BMCL were making sure that the access routes and pavements are in place so that the cleaning can be commenced in November. Land Engineering have assured BMCL that all the access and egress will be in place at the front and side doors as agreed. • NCH – requires to be cleaned and it was unfortunate that the NCH gets the first footfall so is difficult to keep clean. The decoration to the central atrium has been completed and the spider is being taken down and put into the main atrium. The cleaning will then be commenced. DH queried why the spider was being taken down if it was needed for the cleaning and AF advised that the cleaning was being carried out via rope access. DL suggested that lighting cables at the NCH Main atrium still appeared to be kinked and DP advised that it was hoped to try and straighten the cables. • Adult atrium canopy – DL suggested that there had been some damage at the atrium canopy. DH advised that there is a gap at the corner which appeared to be as designed however appeared to be damage. DP advised that this design detail is to be changed. • There is a big focus on getting the light fittings into the theatres and cleaned. • External landscaping, door installation and cleaning will run close to the programme. 	-	-
	<i>Medigas Alarms</i>	DH enquired if the medigas alarm matter had been concluded and DP advised that he would check for an update. BMCL had written back to the company to get them pushed on.	Provide update re medigas	DP
	<i>Completion Date</i>	<p>AF advised that BMCL would achieve the 26th January 2015 completion date. All BMCL programmes were targeting completion by end of December with the ceiling tile installation and cleaning programmes focused on January 2015.</p> <p>DH acknowledged that BMCL could supplement the resource/labour in the building to ensure that the 26th January date is met however enquired if there was any material(s) that BMCL were unable to obtain. It was noted that there are no material procurement/deliveries which were causing concern.</p>	-	-
8.	Date of Next Meeting	2 nd December at 1.30pm	To be noted	All



Bundle of documents for Oral hearings commencing from 13 May 2025 in relation to the Queen Elizabeth University Hospital and the Royal Hospital for Children, Glasgow

Bundle 31

Project Management Group

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