

**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 40
Miscellaneous Minutes from Design and
Construction Phase**

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NEW SOUTH GLASGOW HOSPITALS PROJECT CONSTRUCTION MANAGEMENT

Group	Project Steering Group	Project Management Group	Commercial Group	Construction Interface Group	Technical Design Group	Design and Healthy Environment Strategy Group (Sub-group of Technical Design Group)	Joint Commissioning Group	Medical Planning Groups	IT Group	Equipment Selection Group
Remit (refer to Group remits paper)	<ul style="list-style-type: none"> - On a monthly basis identify key Strategic Drivers for the coming quarter. - Carry out a monthly review of Project Strategic Drivers providing direction to the Project management Group as required. - Carry out a monthly review of project issues (reported from sub groups via the PMG) that have not been cleared at sub group level. - Provide direction to the sub groups on the resolution of issues. - Monitor and identify any shortfalls in Project resources. - Monitor critical path of Project Programme 	<ul style="list-style-type: none"> - Manage change control - Monitor short term design, procurement and construction programmes - Monitor project administration ie diary, document control, meetings -Oversee work of sub groups - Monitor sign off progress of sub groups - Monitor Community Benefit progress - Unblock sub group issues - Report key issues to Steering Group 	<ul style="list-style-type: none"> - Manage Changes to Brief - Manage Payment Process - Manage valuations and costs - Manage Risk Register - Manage Early Warning/Compensation Event process - Report key issues to Project Management Group 	<ul style="list-style-type: none"> - Identify short term works on site particularly any that may impact upon the hospital activities - Identify short term Hospital activities that may impact upon the construction works - Communicate construction activities to relevant 3rd parties - Monitor impact of works on surrounding area - Report key issues to the Project Management Group 	<ul style="list-style-type: none"> - Ensure that planning Applications are submitted on time - Ensure that Planning Conditions are discharged on time - Ensure that Building Warrant application is submitted on time and all queries closed out - Monitor design compliance with the ER's and CP's. - Monitor design sign off - Monitor progress of key design strategies – fire, access control, acoustics etc - Manage any derogations from ER's and CP's - Manage any clarifications required against ER's and CP's - Monitor design programme - Manage Mock up and samples programme and signoff - Report any key issues to the Project Management Grp 	<ul style="list-style-type: none"> - Review how art can best be incorporated into the scheme - Agree Project Art Strategy - Advice the design process of opportunities for art - Advise the design process and spatial and technical requirements for art - Report any key issues to the Technical Design Group 	<ul style="list-style-type: none"> - Monitor the production of a Project Commissioning Plan - Monitor the production of a Project Commissioning Programme including operational commissioning - Review the design for “commissionability” - Manage specialist validations required ie pharmacy, CSSD, mortuary - Ensure equipment installation programme co-ordinated with main commissioning programme - Report any key issues to the Project Management Group 	<ul style="list-style-type: none"> - Monitor the Medical Planning Programme and clear any blockages - Monitor resource levels required to meet programme - Monitor the medical planning sign off process and identify any critical delays - Ensure that other sub groups ie IT and Equipment feed into the medical planning process - Manage mock ups for functionality sign off - Monitor production of Room Data Sheets - Report changes to the Project Management Group 	<ul style="list-style-type: none"> - Produce Project IT Strategy in sufficient time to inform the main design - Ensure that IT spatial requirements are co-ordinated with the main design - Ensure that IT technical requirements are incorporated into the design - Ensure that Equipment IT requirements are identified sufficiently early to inform the main design - Report any issues to the Technical Design group 	<ul style="list-style-type: none"> - Monitor the inclusion of Equipment spatial and technical information on the Loaded Plans and Room Data Sheets - Ensure that Equipment spatial and technical information is provided to meet the design programme - Ensure that Equipment selection and procurement is carried out in time to meet the design and construction programme - Manage the approval of Equipment Selection - Manage change control in relation to Equipment provisions - Ensure that Equipment installation and commissioning is integrated into the Joint Commissioning Group - Report key issues to the Project Management Grp
Member-Ship (Leads indicated in red)	Alan Seabourne Alan McCubbin Alex McIntyre David Hall Douglas Ross Peter Gallagher Peter Moir Chris Lovejoy Ed McIntyre Neil Murphy Ross Ballingall Steve Pardy Tim Bicknell	Alan Seabourne David Hall Peter Moir Douglas Ross Mark Baird Ross Ballingall Paul Serkis David Bower Darren Smith Ed McIntyre Tom Allan	Alan McCubbin Alan Seabourne Douglas Ross Peter Moir Paul Serkis Eric Napier Tom Allan	Hugh McDerment Sam Suddese Shiona Frew Estates Dept Facilities Dept Health & Safety Supervisor Alan Keeley Dave Jordan Kevin Graham Dave Bower Norman Sutherland	Alan Seabourne David Hall Frances Wrath Heather Griffin Karen Connelly Mairi Macleod Peter Moir Infection Control Supervisor Darren Smith Manny Ajuwon Chris Lovejoy Ed McIntyre Emma White Alastair Leighton	Alex McIntyre Anna Baxendale Dan Harley David Hall Dorothy Cafferty Frances Wrath Heather Griffin Jackie Sands Kate Munro Louise Watson Mairi Macleod Peter Moir Darren Smith Neil Murphy Liz Petrovitch Tom Littlewood	Fiona McCluskey Frances Wrath Heather Griffin Karen Connelly Mairi Macleod Peter Moir Supervisor C&B Support Ross Ballingall Chris Lovejoy Ed McIntyre Dave Bower Ron King	Alan Seabourne David Hall Fiona McCluskey Frances Wrath Heather Griffin Mairi Macleod Infection Control Darren Smith Emma White Paul Britton Dave Bower	Alan Seabourne (tbc) Frances Wrath Hugh McDerment Karen Connelly Mark Greig Marion Stewart and/or Alisdair Finlayson C&B Support Chris Lovejoy Tony Duddy Ed McIntyre Steve Pardy	Frances Wrath Hugh McDerment Karen Connelly Peter Moir Robert Stewart C&B Support Dave Bower Darren Smith Manny Ajuwon Chris Lovejoy Steve Pardy
Attendees	To be identified as required	To be identified as required	To be identified as required	TA Advisers as required	TA Advisers as required	To be identified as required	Clinical reps/ Technical Advisers as required	To be identified as required	To be identified as required	To be identified as required
Frequency of Meetings	Monthly – Last Tuesday of each month 4pm	Every Tuesday 12.30pm	Every Tuesday 9am	Every Thursday 2pm	Every week - to be scheduled out	By Agreement	1 per month - to be scheduled out	Every week - to be scheduled out	3rd Friday of every month 9am (TBC)	3rd Friday of every month 1pm (TBC)
Reports to:	New South Glasgow Hospitals and Labs Project Executive Board through Alan Seabourne	Project Steering Group	Project Management Group	Project Management Group	Project Management Group	Technical Design Group	Project Management Group	Project Management Group	Technical Design Group	Project Management Group

The agenda of the Project Management Group may expand to create a separate Construction Group

These groups will merge at some point

CONSTRUCTION INTERFACE GROUP MEETING

ACTION NOTE: 14th JANUARY 2010**PRESENT:**

Dave Jordan, Brookfield
Karen Connelly, Facilities
Sharon Hutchison, Facilities

Alan Keeley, Brookfield
Hugh McDermott, Project Team
Norman Sutherland, Brookfield

Chris McGuire, ROK
Jim McFadden, Estates
Ronnie Clinton, Facilities

Danny McNally, H&S
John McCulloch, Estates
Sam Suddese, Project Team

APOLOGIES:

Harry Christie, Capital Planning

Luddon

Shiona Frew, Project Team

DISCUSSION:

Item No	Item	Discussion/Information	Action	Action by whom
1.	Role/Remit of group	Hugh gave brief introduction on the group remit and confirmed primary objective was to coordinate all construction works on site to minimise disruption to the existing Hospital during the construction stages.	-	-
2.	Site Works	Alan gave details of the Brookfield Site Works occurring on site during week Monday 18th Jan – Sunday 24th Jan . These would consist of Site Survey works by Technical Staff who would operate out of the existing cabin on site.	-	-
3.	Site Mobilisation	<p>Alan gave a brief summary of the site accommodation mobilisation occurring in the medium term, this can be summarised as follows –</p> <ul style="list-style-type: none"> • 10 no. Cabins arriving on site during early February • 39 no. Additional Cabins arriving during April/ May 2010 for Stage 1 Phase Accommodation <p>Norman raised an enquiry if there was a 1MW power supply available for the Stage 1 site accommodation arriving in April/May.</p>	<p>Jim confirmed that 80KVA supply and water as requested was available for the 10 no. Cabins arriving on site in February.</p> <p>Hugh confirmed that the utilities drawn from the existing infrastructure will be metered to allow cross charging to the Project.</p> <p>This is to be investigated.</p>	Hugh/Norman

4.	Site Access	<p>The group discussed use of the Govan Road access road during the project.</p> <p>It was agreed that Brookfield will not require estates issue contractors hospital passes whilst working within the Stage 1 areas remote from the hospital during site set up but they will require passes and approvals when they are working outwith these areas on the general site.</p>	<p>Brookfield confirmed that Oil/Medical Gas deliveries will gain access by reporting to the gate and will be given access or escorted on site as is required.</p> <p>-</p>	-
5.	Site Hoardings	Dave commented that consideration will need to be given to the placing of the hoarding bordering onto the Back of the Therapies/A/E buildings which may block any Fire Escapes.	Brookfield/H.McD are to look at this on site.	Allan / Hugh
6.	Contacts	Dave requested contact details for fire officer.	<p>HMcD to provide contact details for fire officer</p> <p>An Operational site contacts directory as well as the Project Directory is to be forwarded to the group members</p>	<p>Hugh</p> <p>Hugh</p>
7.	Forthcoming Works	<p>Luddon did not attend this meeting as they have not started on site, they will be represented next week by Harry who will update on their planned works.</p> <p>Chris gave details of ROKS planned works for week Mon 18 Jan Sun 24th Jan, this will consist of continuing with the Temporary Car Park /Catering Projects currently underway.</p>		
8.	New Staff Car Park/ Waste Compound Relocation/ New Multi Storey Car Park Projects	Ronnie highlighted that the New Staff Car Park/ Waste Compound Relocation/ New Multi Storey Car Park Projects need to be coordinated to ensure that Car Parking availability is maintained.	A plan is to be prepared for the next meeting to demonstrate this.	Sam
9.	Next Meeting	The next meeting is confirmed as Thurs 21st January at 2.00pm in the Hillington Projects Offices.		ALL

Present:

Chris Magee (CM)
John McCulloch (JMc)

Dave Jordan (DJ)
Ronnie Clinton (RC)

Howard Carter (HC)
Sam Suddese (SVS)

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2. cont	Operational Site Contacts Directory Phase 1 Site Accommodation - Electricity	HMc advised that he was planning to prepare an Operational Site Contacts Directory. It was reported that there would be no spare electricity capacity for the 39 cabins and the usage of generators were being investigated. Brookfield would ensure that the generators were not noisy so that they could run through the evening.	HMc to prepare site contacts directory and circulate to group members. Feedback to be provided at next meeting	HMc AK
3.	Works to be undertaken <i>Brookfield</i>	<p>The following updates were provided in respect to work being undertaken the following week:</p> <p>Advised that Trial Pits would be opened up on Friday (22/01) and utilised through to Monday (25/01). The scope of the trial pits had been expanded. It would be good to have a walk-round the site with people with a good knowledge of the site.</p> <p>Meeting with Dunnes on site scheduled for Monday at 2pm to check security aspects from safety perspective.</p> <p>Anticipating starting on site to remove spoil w/c 1st February 2010. Suggested that the following departments will need to be notified about the construction work starting and to the increase in traffic:</p> <ul style="list-style-type: none"> • Outpatients • Medical Records • Theatres • Therapy • A&E • And Anne Malloy <p>RC requested that consideration be given to stopping lorries sitting with their engines ticking over. The Board had experience of this causing a problem elsewhere as when the Beatson was under construction dust from the standing lorries had polluted the theatres. RC advised that weekends and public holidays were best days for undertaking very noisy or dirty works.</p> <p>There will be security on site looking after the 5 on 5 cabins.</p> <p>The permanent fencing erection is anticipated to be 1st March. This timescale has been identified to accommodate a meeting with Ross Campbell and to undertake the fencing tendering. CM advised that ROK are willing to leave their fencing up until Brookfield are ready to put up their hoardings.</p>	<p>AK to contact JMc to arrange site walkround.</p> <p>-</p> <p>Inform the appropriate departments of work starting on site.</p> <p>To ensure lorries which are parked up have their engines switches off.</p> <p>AK to confirm to ROK if they want the ROK fencing to remain in place.</p>	<p>AK</p> <p>HMc</p> <p>AK</p> <p>AK</p>

	<i>Brookfield (cont'd)</i>	<p>AK advised that a gate will be installed to enable access for demolition. The positioning of the gatemen and wheel washers was advised.</p> <p>Brookfield would be undertaking a scrape of the scrub for CBR test.</p> <p>A meeting with Doig & Smith in respect to the dilapidation survey had been arranged. The survey would primarily be visual and nothing intrusive was planned.</p>	<p>-</p> <p>-</p> <p>Copy of dilapidation survey to be provided to JM and RC</p>	DJ/AK
	<i>Multi-storey Carpark</i>	<p>Advised that work will commence on Monday with Oasis type Cabins going on site. The programme of works is awaited and the spoil will be analysed. Temporary road crossings have been put in place and the beletia beacons would be installed later that day. A traffic plan is in place and more signage will be installed. Concern was raised about the back avenue being blocked by vehicles i.e. Luddons. HC advised that once the gas mains are done then everything will be done from the site compound and that he would address the issue of the back avenue when he went back on site.</p> <p>DJ enquired if there was a plan to realign the road. HC advised that 4 crossings had been put in place. DJ advised that the Brookfield hoardings cut across the road and it would be advantageous to take the opportunity to have Hypostyle realign the road at the carpark. It was confirmed that the car park will have 700 spaces which will be split 60/40 for patients/staff. JM advised that the carpark would need to have traffic lights installed so that the carpark traffic is able to access the road.</p>	<p>Ensure back entrance not being blocked</p> <p>Discuss potential road alignment</p> <p>Investigate installation of traffic lights at carpark</p>	<p>HC</p> <p>HC</p> <p>HC</p>
	<i>ROK Temporary Carpark</i>	<p>CM advised that work to the surface carpark was going well. The reduced level was almost finished and it was anticipated that tarmac would be laid starting on Tuesday of the following week and finishing by the Saturday. The lightning would also be erected the following week with the supply being obtained from the existing pillar.</p> <p>HMc advised that the costs of the signage would need to be looked at. CM confirmed that ROK could undertake the signage if asked, NHS to advise what's required for reversing vehicles. It was suggested that curved mirrors could be installed at the kitchen.</p> <p>It was enquired what the pedestrian access and egress would be and reported that consideration would need to be given to segregating pedestrians from vehicles. RC reported that the Land Engineering skips would need to be uplifted.</p>	<p>-</p> <p>HMc to look at costs for signage</p> <p>Segregation of pedestrian from vehicles to be looked at</p>	<p>-</p> <p>HMc</p> <p>SVS</p>

	<i>ROK (cont'd) Temporary Car Park</i>	DJ enquired about the segregation of the spoil material from the carpark being undertaken and it was confirmed that it was being segregated into bund and spoil heap. DJ requested that a 2m clearance was left between the fence and the spoil to allow access to put up the hoardings. DJ requested that when ROK stop shifting muck that Brookfield are informed as they were about to have another topographic survey undertaken. AK reported that Brookfield were intending taking away the scrub. HMc advised that he had been informed that the F10 had been submitted and DJ reported that he had been informed by URS that the F10 would be submitted in a couple of weeks.	Ensure 2m clearance from bund and spoil heap Inform Brookfield when shifting of much stops	CM CM
	<i>Waste and Porters Compounds</i>	CM advised that he was meeting with SVS at 1pm on Friday for a pre-start meeting for the waste & porters compound. RC was asked to attend this meeting. A pre-start meeting to discuss the new porters and waste compound had been arranged for the following day. HMc clarified the power supply arrangements for the Dunne's cabins. JM reported that ROK were not now using as much supply so he would organise for their supply to be moved to another box. HMc enquired whether Brookfield would want ROK to add in extra ducts as they were already working in that area. DJ advised that he would take a look at this on Monday.	RC to attend meeting Confirm if ROK to install extra ducts	RC DJ
4.	AOCB	DJ enquired who the skip on site belonged to. HMc advised that a meeting with John Scott to discuss would take place on Friday. He would feedback to the group at the next meeting.	HMc to confirm what is happening with the skip	HMc
5.	Date and Time of next meeting	Thursday 28 th January 2010 at 2pm, Project Offices, Hillington		ALL

ACTION NOTE

Present:

Alan Keeley (AK)
Howard Carter (HC)
Shiona Frew (SF) (Notes)

Bernard McCulloch (BM)
Hugh McDermont (HMc)

Chris McGhee (CM)
Ronnie Clinton (RC)

Dave Jordan (DJ)
Sam Suddese (SVS)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action Note from previous meeting	Accepted as a true record subject to amendment to item 2 as it was confirmed that AK did not meet with Gibby Donnelly. HMcD met with Gibby Donnelly.	-	-
2.	Matters Arising			
	Fire Exits	HMc confirmed that he had met with Gibby Donnelly to discuss the Fire Escape routes from the Therapies building. HMc would walk round with AK after the meeting to advise of the routes requested by the Fire Officer. There would be a requirement to install temporary footpaths. A drawing outlining the fire routes would be provided to the Fire Officer, BCL and Estates for comment.	Provide drawing showing fire route proposals to Fire Officer, BCL and Estates Dept	HMc
	HV Cable	Confirmed that HMc would be contacting DSSR to obtain a note re HV cable being spiked. He had tried to contact DSSR and would continue to pursue.	HMc to contact DSSR	HMc
	Excavated Spoil	HMc advised that the excavated spoil had been rationalised into 3 categories i.e. a) Balfour Beatty, b) left from various SGH works and 3) area round waste compound.	-	-
		DJ advised that all the information had been provided to the Board team on Tuesday 16 th February 2010. HMc advised that a study of the new topographic study against the old topographic had taken place. DJ advised that Doig & Smith had provided the removal costs to Peter Moir and BCL were awaiting the PMI from Peter Moir. HMc agreed to progress with Peter Moir.	HMc to discuss raising PMI with Peter Moir	HMc
	Contaminated Material (Multi-storey)	Still work in progress	-	-
	Site Works	HMc advised that power had been obtained for the 5 cabins with thanks to Jim Dargan. AK was requested to provide the water and electricity readings to HMc. HMc would then provide a copy of the readings to the Estates Dept.	AK to provide meter readings to HMc. HMc to forward readings to Estates Dep	AK/HMc

Item No	Item	Discussion/Information	Action	Action by Whom
3.	Site – Forthcoming Works <i>Brookfield</i>	<p>AK advised that Monday was the target date to move the spoil in preparation to getting the piling started and the foundations started for the full site set-up.</p> <p>SEPA were being pursued for sign-off of the Knotweed Management Plan. They had indicated that they were satisfied with the method statement however they wanted to know where the knotweed would eventually go. HMc suggested that the Board proposed that the knotweed being banded for treatment and the treated material to be buried under the basement. AK raised concern about the proposal to bury the treated material under the basement. HMc agreed to discuss the proposal with Peter Moir. AK advised that he needed to speak to Peter Moir re how high the bund could be stacked.</p> <p>The fence around the existing Car Park would be removed to facilitate the removal of the knotweed. A 20 yard skip would be delivered on Monday morning. BM agreed to find out if the keys for the gate were suited in order to provide a copy to BCL. HMc agreed to liaise with Estates Dept to obtain the gate keys for AK. BM suggested that BCL should review the corner at the road as it appeared to be held up by old tyres.</p> <p>AK advised that WSP had met to discuss Borehole Investigation Works and requested that he be kept informed on all site issues. A number of boreholes would be investigated and a lot of borehole investigation work would take place on the existing estate. WSP had been requested to provide drawings and a copy of their method statement. It was anticipated that the borehole investigations would be carried out using ground penetrating radar and utilising clearance pits. HMc agreed to provide the Estate and Facilities Departments with the drawings and method statement.</p>	<p>-</p> <p>HMc to discuss Knotweed proposal (Bury beneath basement) with P Moir</p> <p>HMc to liaise with Estates to obtain key for gate and pass to Brookfield</p> <p>HMc to provide drawings and method statement re Borehole Investigation works</p>	<p>-</p> <p>HMc</p> <p>HMc</p> <p>HMc</p>
	<i>Multi-storey Car Park</i>	<p>HC advised that the work remained on schedule. The pipe-work would be installed during the current week. The timeline to need a connection was 10 days and contact with the estates departments would take place in due course.</p> <p>BM advised that there the works had been creating bottle-necks in a couple of areas. HC advised that he was aware of the bottle-necks and was pushing the work on as quick as possible. HC advised that he was still to make contact with John Scott re the Multi-Storey Car-Park start date as do not want a big delay between enabling starting and car-park starting.</p> <p>HMc advised that access will be required to the public car-park area for a trial pit as trying to establish where services are going. HMc advised that he would ensure that the trial pit contractor liaised with HC.</p>	<p>-</p> <p>HC to liaise with John Scott re start of Multi-Storey carpark</p> <p>-</p>	<p>-</p> <p>HC</p> <p>-</p>

Item No	Item	Discussion/Information	Action	Action by Whom
	ROK <i>Porters Compound</i>	CM advised that the fencing towards the back area had been completed. The existing waste compound flood lighting would be utilised. The installation of the palisade fencing had been disrupted due to being let down by the supplier. Another team of joiners had been brought in to assist the push on for Sunday completion. Access to the Board will be required soon and CM was requested to liaise with John McCulloch. It was anticipated that by Sunday all the civils works would be complete.	CM to liaise with John McCulloch re access to the Board	CM
	ROK <i>Waste Compound</i>	CM advised that work remained on target date for the decommissioning of the waste compound by end of February 2010. The connection was anticipated to be completed on Tuesday. The floodlight stands would be left however the floodlights would be removed. RC advised that time was required to enable the compactors to be moved. It was enquired if the concrete would have enough time to cure. CM advised that he had held back the concrete pouring due to the low temperatures over the last few days however it was not anticipated that getting the concrete in and cured for bolting the compactors onto would be a problem.	- -	- -
4.	AOCB <i>Security</i> <i>Contractor Information</i> <i>Weekend Working</i> <i>Existing Services</i>	HMc provided a copy of the recent Scottish Government Directive in relation to the use of only SIA Approved sub-contractors. BM requested a list of Brookfield's Contractors so that the Estates and Facilities Departments can direct any lost deliveries. HMc agreed to provide a site contractor list asap. AK advised that it was intended to work on the Saturday morning. AK advised that during a walkround he had found a vent pipe and enquired what the pipe was for. He was requested to take a picture off the vent pipe. BCL had prepared a mark-up of the obvious services and enquired how best to inform this drawing further. HMc advised that he would download the BIW Site Services diagram and pass to Estates for comment/additions.	- HMc to provide site contractor list to estates and facilities - HMc to forward BIW Site Services diagram to Estates dept	- HMc - HMc
5.	<i>Date and Time of Next Meeting</i> <i>Thursday 25th February 2010 at 2pm in the Dunne's Site Cabin, SGH</i>			

ACTION NOTE

Present:

Alan Keeley (AK)
Sharon Hutchison (SH)

Paul Allan (PA)
Sam Suddese (SVS)

Howard Carter (HC)

Hugh McDermott (HMc)
Will Gingell (WG)

Apologies:

Shiona Frew (SF)

David Jordan (DJ)

Ronnie Clinton (RC)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action Note from previous meeting	Accepted as a true record	-	-
2.	Matters Arising			
	Fire Exits	It was reported that a meeting had been arranged for HMc. and AK to meet with fire officer Gibby Donnelly at 1530 to review the work done to date on the temporary fire escape route.	Arrange meeting with Gibby Donnelly to approve Fire Route to rear of therapies on completion.	HMc
	Knotweed	HMc advised that Peter Moir (PM) was requiring knotweed off-site costs. DJ to provide costs to PM.	DJ to provide knotweed off-site costs	DJ
	Borehole Investigations	Site Investigation rigs would be starting soon within the Existing Hospital Areas. AK & WG are to arrange walkround with PA and SH next week and physically show areas where it is planned to drill, These will be checked for suitability. HMc will forward contact details for SH and PA as he is on A/L next week.	Forward Contact Details	HMc
	Labour & Plant Returns	HMc Acknowledged that manpower on site records had been submitted by WG and would be attached to weekly minutes	Walkround of proposed areas	AK/WG/SH/PA
	Medical Gas Pipe/Vent	HMc advised that Medagas representative had visited site and spike proven the redundant oxygen pipe in the area where the New Project Team Cabins were being positioned.	-	-
	Waste Compound	The waste compound camera's had been salvaged and SH would arrange for their pick up	Organise Porter to pick up	SH

Item No	Item	Discussion/Information	Action	Action by Whom
3.	Site – Forthcoming Works <i>Brookfield</i>	<p>AK advised that</p> <ul style="list-style-type: none"> • Laboratory Piling works would be underway • Sheet piling works to the Basement would be underway • Filling of piling mat's to the basement would continue • Site boundary Hoarding and fencing would be underway • Foundation work to the Project Team Offices would be underway • Locating Undergorund Services works would be underway 		
	<i>Multi-storey Car Park</i>	<p>HC advised that the groundworks contractor (Luddon's) would be offsite in three weeks time and that the appointment of the Contractor for the Multi Storey site is expected to be imminent and there should be no lag where the site is unoccupied.</p> <p>The confirmed finish date for the Multi Storey Car Park is to follow.</p> <p>HC reported that the road settlement issue had been looked at and was very minor and would be corrected when the roadworks would be undertaken during the Construction stages.</p>	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
4.	AOCB Waste and Porters Compounds IT	Advised that some spoil had been left at the porter's compound. SS to liaise with ROK. HMc advised that it is expected NHS Project Team will connect to Network through a cable to the Neonatal Building. Route is to be surveyed within Neonatal Building	SS to liaise with ROK re spoil HMc look at -	SS HMc.
	Transport Compound Containers Oil Storage Area Dilapidation Survey Site Water	JM enquired if there had been any progress getting the CCTV. HMc advised that he would chase up. Container's have been removed by JM The 2 palisade gates had been reinstated across the road from the oil storage area. HMc advised that Doig & Smith had undertaken some internal surveys in therapies, SITU and Biochemistry. He had notified the users as appropriate. HMc confirmed that site water issue needed to be resolved and that hospital water would not be used. AK advised that the water meter was being installed later that day. It was enquired if it was a manual read and this was confirmed. HMc reported that he would send through the water readings to estates on a regular basis.	HMc to feedback on CCTV progress to JM Site Water issue to be resolved	HMc AK

	Scottish Water land	HMc advised that a drawing was required to progress this showing the arrangement round the phone mast for acceptance by Orange that the mast did not need to move to allow the land transaction to progress. AK agreed to set up a meeting with Gillespie's/ HMc to progress.	Meeting to be set up with Gillespie's H.M.	
5.	Date and Time of Next Meeting Thursday 25 ^h March 2010 at 2pm in the Dunne's Site Cabin, SGH			

Dunne Site Offices

ACTION NOTE

Present:

Alan Keeley (AK)
Sam Suddese (SVS)

Apologies:

Jim Magee (JM)

Dave Jordan (DJ)
Shiona Frew (SF) (Notes)
Bernard McCulloch (BM)
Paul Allan (PA)

Hugh McDermont (HMc)
Howard Carter (HC)
Will Gingell (WG)

Ronnie Clinton (RC)

Sharon Hutchison (SH)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action Note from previous meeting	Accepted as a true record	-	-
2.	Matters Arising			
	Fire exits/path	HMcD advised that the fire officer was happy with the arrangements in place for the new fire path with only minor issues to be resolved.		-
	Knotweed	AK advised that the knotweed had been levelled off and a site measure had been completed which indicated a reduction from that previously proposed. The new measurements had been submitted to Dunne's and Doig's for costing. Thereafter the costing information would be provided to PM – anticipated to be by end of the following week.	Provide costs to PM	DJ
	Borehole Investigations	AK reported that the walk-round of the potential boreholes had taken place. RC reported that there were 2 boreholes that the Board did not want completed in the kitchen area at this time. It was noted that they could be undertaken once that part of the site had been handed over to the demolition contractor.	-	-
		HMc advised that Jim Magee has asked for a copy of the programme and drawings. RC suggested that SH had these and that he would ask her to provide a copy to JM.	RC to ask SH to provide a copy of drawings and programme to JM	RC
		HMc enquired if all the service clearances had been done and this was confirmed.		
		HMc requested that any disturbed land be left level to ensure the grass cutting machines can go over them. AK advised that BCL had a labourer starting the next week and he would be assisting to ensure areas are levelled off. HMc enquired if it would be possible for someone from BCL to occasionally sweep the temporary car-park as the chips were being moved onto the tarred area.	AK to ensure that Board land areas are levelled off	AK

Item No	Item	Discussion/Information	Action	Action by Whom
2. contd	<i>Matters Arising</i>			
	<i>Labour Returns</i>	The labour returns for the following week were discussed. These would be forwarded to HMc in due course.	Supply Labour returns to HMc	AK/WG
	<i>Medical Gas Pipe/Vent</i>	HMc confirmed that the Oxygen line had been isolated. AK advised that Med-A-Gas rep had wanted an order number and that he was liaising with Chris Fairhall to resolve.	-	-
	<i>Multi-storey car-park</i>	HC was not present at the meeting therefore the update provided by HMc was as per email HC sent to HMc i.e. works were on target and the MSCP work was due to start. RC advised that it appeared that Luddon's were digging a lot of holes and that the area was becoming a bit of a mess. HC was requested to liaise with RC on return from leave.	HMc to liaise with HC on return from leave re MSCP works	HC
		RC raised concern that there was an area of 'no-man's land' between catering and the car-park which will ultimately flood due to the difference in path heights brought about due to the recent works in that area. He had contacted Currie & Brown who said that the path height would be left as and he stressed to them that this was not acceptable. A decision about who should be responsible for ensuring that the area will not be susceptible to flooding (installing drainage) was required asap as the catering contractor would be due to finish and therefore leave the site. The plans show a gulley which this area could drain into. HMc to liaise with HC and thereafter HC to discuss with RC.	HMc to liaise with HC re drainage at catering/car-park area	HC
	<i>CCTV</i>	SS advised that the CCTV would be installed on 12 th April 2010.	-	-
	<i>Site Water</i>	AK advised that he had met with Utilities and Chris Lovejoy. He was going to ask to get a tank on a feed so that during the day he could draw off the tank for the accommodation requirements.	-	-
		HMc advised that the Borehole water proposal was again being considered. If using a tank then BCL would need to ensure that there were 2 check valves to ensure no backflow/contamination. HMc had given the Borehole contact details to DS.	-	-
	<i>Hoardings</i>	HMc advised that Option 1 was the agreed option. AK advised that he was getting the logos priced up and made. The man gate would need to have quite a few signs.	-	-
	<i>Security</i>	AK advised that he had completed the interview for the Security Contract. A preferred contractor has been identified.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
2. cont	Scottish Water	HMc advised that the drawing issued could not be used for the purposes of the Land Transaction. DJ advised that the land transaction could not take place until the Masterplan had been agreed with the Planners. It would be important to ensure that there is no impact to the programme. HMc advised that he anticipated that the land transaction would take between 4/5 months to complete.	Ascertain impact to programme if delay to SW Land transaction	DJ/HMc
3.	Forthcoming Works			

Brookfield

AK advised that the forthcoming works for BCL consisted of:

- 39 Cabins and welfare units were arriving on 6th April and they would be craned in over the following days. HMc advised that he had spoken to DS re using 1 inch feed and tanking.
- Temporary Electrics and Supply – the contract for this work had been awarded to Windgates. It was anticipated that the temp supply would be off Govan Road. There was a need to put in a 5 x 5. Sketches are awaited from Windgates to ascertain what their requirements are.
- Hoardings - work continuing
- Boreholes – work continuing – WSP supervising this work
- Trial pits – due to start
- Manholes and Drains – WSP have requested further surveys. The method statement submitted for this work had been too generic and a revised method statement had been requested. It was anticipated that Castlebrae would commence work the following Wednesday. Castlebrae would be trying to trace what water is going into the burns.
- Govan Road – starting to use Govan Road access to take muck away from far side of site. The Govan Road access has a gateman in situ.
- Security – preferred contractor identified. Contract will be awarded in due course.
- Piling – the piling work would continue to take place on Friday however the site was not open again until the Tuesday.

HMc advised that he would continue to meet with anyone who has a complaint.. AK advised that he had wanted to meet with the local residents as soon as the site set-up was in site. He had liaised with Mark McAllister and an event to meet the local residents would take place sooner rather than later. AK reported that BCL were looking to use the Haul Road as much as possible to remove the muck from the site.

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Item No	Item	Discussion/Information	Action	Action by Whom
4.	<p>AOCB</p> <p><i>Access for Mock-ups</i></p> <p><i>Helicopter Management Plan</i></p>	<p>SS advised that the room identified at Neuro had been agreed however a local storage space would be required in order to relocate the toys and beds currently being stored in this room. AK enquired if there was anywhere nearby Neuro that BCL could put a container so that it could be used for the items to be stored. RC advised that there was no-where near-by to site a container. The group discussed various options and HMc agreed to tie up with AK the following Tuesday (6th April). AK advised that he had arranged to meet with the contractor instructed to build the mock-ups. HMc advised that he would investigate and identify the storage requirements and investigate whether the Board could provide some modular units to store the toys and whether the landing area would be suitable for this type of storage.</p> <p>DJ advised that BCL had reviewed the Helicopter Management Plan the previous day. He enquired about what needs to happen to get the plan signed off. HMc advised that the plan needed to be finalised with the BCL contact number for the person overseeing the cranes. Thereafter the Plan would be circulated with a pro-forma for each stakeholder to sign-off the Plan. RC advised that the wing commander would need to sign-off the plan and there had been difficulty in contacting him. AK advised that he was a bit confused as to what the Plan required BCL to do. DJ reported that the plan would need to make it clear that a phone call to the crane would not stop the crane from operating therefore the helicopter people would need to understand the crane turning circle, etc.</p>	<p>HMc to liaise with AK re mock-ups</p> <p>HMc to identify Neuro storage requirements and identify solution</p> <p>DJ to provide contact no for inclusion in the Plan.</p> <p>HMc to ensure that Plan clearly states that the crane will not stop working in the event of the crane operator being contacted.</p>	<p>HMc/AK/SS</p> <p>HMc/AK/SS</p> <p>DJ</p> <p>HMc</p>
5.	<p><i>Date and Time of Next Meeting</i></p> <p><i>Thursday 7th April 2010 at 2pm in the Dunne's Site Cabin, SGH</i></p>			

ACTION NOTE

Present:

Alan Keeley (AK)
Sam Suddese (SVS)

Apologies:

Dave Jordan (DJ) (part)
Shiona Frew (SF) (Notes)
Bernard McCulloch (BM)
Paul Allan (PA)

Howard Carter (HC)
Will Gingell (WG)
Sharon Hutchison (SH)
Ronnie Clinton (RC)

Hugh McDerment (HMc)

Jim Magee (JM)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action Note from previous meeting	Accepted as a true record	-	-
2.	Matters Arising			
	<i>Fire exits/path</i>	HMc advised that he had sent an email to AK re the fire officer requesting delineation to the edge of the fire path so as in the event of an night evacuation the fire path can be easily identified and no-one should fall off the edge. HMc agreed to liaise with AK to consider and agree the way forward.	HMc to liaise with AK	HMc/AK
	<i>Knotweed</i>	DJ advised that the costing information would be provided to Peter Moir as soon as possible.	Knotweed costing to be provided to PM	DJ
	<i>Borehole Investigations</i>	WG advised that the boreholes had been completed. This item should be closed out	Item to be closed out	-
	<i>Grassed Areas</i>	HMc reported that the grassed areas which had already been disturbed had been levelled off. BCL were asked to ensure that any future areas of disturbance also be levelled off.	AK to ensure any future disturbed grassed areas are levelled off.	AK
	<i>Manpower</i>	The labour returns for the following week were discussed. These would be forwarded to HMc in due course. It was estimated that there were currently 70 men on site.	Supply Labour returns to HMc	AK/WG
	<i>Catering/Multi-storey car-park</i>	HMc advised that RC had raised concern about an area between the catering and MSCP which would be likely to flood. HC advised that a meeting to discuss this had taken place and agreement had been reached that ROK would install a form of drainage to that area. HC reported that he will also ensure that the pavements would be installed to run away.	Drainage to be installed to area between catering/MSCP	HC

Item No	Item	Discussion/Information	Action	Action by Whom
2. cont	<p><i>Scottish Water Land Acquisition</i></p> <p>Mock-ups</p> <p><i>Helicopter Management Plan</i></p>	<p>HMc advised that DS was working to obtain an updated Scottish Water land drawing for the purposes of the land acquisition.</p> <p>SS advised that the space in neuro previously identified as the location for the mock-ups was now not available. It had also been proposed that the mock-ups would be built at Yorkhill however Alex McIntyre had just recently advised that he may be using the available spaces at Yorkhill. If the space at Yorkhill became unavailable then the Board would propose building the mock-ups at Mansionhouse.</p> <ul style="list-style-type: none"> WG advised that BCL have purchased a mobile phone for contacting the crane operator. The phone number would be provided to HMc for inclusion in the Helicopter Management Plan. DJ instructed HMc to include the following text in BCL's procedure for when Helicopters' are landing. 'Once a call is received BCL will continue to operate the cranes with caution. If no answer/response is had from calling BCL's designated phone number; this will mean that the Cranes are not operational and are in 'free slew'.' DJ advised that he would like to bring forward the meeting with the Helicopter operators in order to get the 'Helicopter Management Plan' signed off before the cranes were erected. <p>A meeting with the HMS Gannet, Bond Helicopters was being arranged to take place the following week.</p>	<p>Liaise with DS re Scottish Water land drawing</p> <p>Continue to pursue space availability on Yorkhill and at Mansionhouse for the mock-ups to be built. Confirm AMcl space utilisation at Yorkhill.</p> <p>Provide mobile phone no for inclusion in the Helicopter Management Plan</p> <p>Confirm date of meeting</p>	<p>HMc</p> <p>SS</p> <p>WG/DJ</p> <p>JM</p>
3.	<p>Forthcoming Works</p> <p><i>Brookfield</i></p>	<p>WG advised that the following work would take place over the following week:</p> <ul style="list-style-type: none"> Mortuary levels will be removed Crane bases being poured Cabin installation should be completed by the end of this week and the fit-out would start the following week Rotary piling Trail pits Castlebrae continuing drain/manhole survey work Crane erection may perhaps commence at the end of the following week 	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
3.	Forthcoming Works (cont'd) MSCP	<p>HC advised that</p> <ul style="list-style-type: none"> Luddon would be off-site by the end of the following day with only a few small pieces of work still to be finalised. The preferred contractor for the MSCP had been identified. A pre-start meeting with the preferred contractor was scheduled to take place on Monday. There had been discussion in respect of the contractor start on-site date. At the moment the start on site date was anticipated as being 26th April however the Board were keen to bring this date forward. <p>HMc requested that once the contract had been awarded to the MSCP contractor that contact details be supplied to himself for inclusion in the Helicopter Management Plan. The MSCP Contractor would be required to sign-up to the Helicopter Management Plan. The contractor would be required to provide information on the locations of their tower cranes and the working radius.</p>	- HC to provide MSCP Contractor details to HMc	- HC
4.	Any other projects on SGH site	As there were no other projects currently on the site there was currently nothing to report on.	-	-
5.	AOCB Disruption	HM advised that the disruption complaint received from the theatres staff nurse had been resolved by providing sound-proofing to the fire exits in that area. He thanked BCL for briefly stopping the piling works whilst the sound proofing works were being undertaken.	-	-
6.	<i>Date and Time of Next Meeting</i> <i>Thursday 15th April 2010 at 2pm in the Dunne's Site Cabin, SGH</i>			

ACTION NOTE

Present:

Alan Keeley (AK) (part)
 Paul Allan (PA)
 Steven Gunn (SG)

Apologies:

Sharon Hutchison (SH)

Howard Carter (HC)
 Mark McAllister (MMc)
 Will Gingell (WG)
 Bernard McCulloch (BM)

Hugh McDermont (HMc)
 Ronnie Clinton (RC)

Dave Jordan (DJ)

Jim Magee (JM)
 Shiona Frew (SF) (Notes)

Sam Suddese (SVS)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Welcome and Apologies	HMc welcomed MMc, Community Engagement Manager, NHS GG&C to the meeting and advised that the Construction Interface Group had been established to co-ordinate all the works on the SGH site. Apologies were intimated as above.		
2.	Action Note from previous meeting	Accepted as a true record	-	-
3.	Matters Arising			
	<i>Fire exits/path</i>	HMc advised that he had met with the Fire Officer who had approved the delineation to the fire path however he had asked that the night-lighting is checked. WG advised that he had checked the night-lighting and satisfied that the night-lighting was okay.	-	-
	<i>Knotweed</i>	HMc advised that the Board were still awaiting the Knotweed costs and requested that BCL pursue the submission of the knotweed costs to Peter Moir.	DJ to pursue submission of knotweed costs to Peter Moir	DJ
	<i>Manpower</i>	The labour returns for the current week were discussed. It had been calculated that there were currently 70 operatives on site. WG agreed to send the Labour Return to HMc later that day.	Supply Labour returns to HMc	WG
	<i>Catering/Multi-storey car-park</i>	HMc advised that he had raised concern about the area between the catering and MSCP at the previous meeting on behalf of RC. HC advised that he had met with ROK and Doig & Smith. The MSCP Contractor would create the pavements in such a way to ensure that the water runs off into the drains. RC advised that an email had been circulated which advised that there was no money in the budget for drainage and he had met with ROK and they had not installed the drainage as yet. HC reported that he had spoken to Keith Stewart (Hypostyle) and Keith had confirmed that ROK would install the drainage. HMc agreed to liaise with Arthur Hughes to identify a budget for these works. HMc agreed to meet with RC to view the area causing concern prior to meeting with Arthur Hughes.	Ensure risk of pooling between Catering and MSCP is minimised HMc to liaise with Arthur Hughes. HMc to meet with RC	HC HMc HMc/RC

Item No	Item	Discussion/Information	Action	Action by Whom
3. cont	<i>Scottish Water Land Acquisition</i>	HMc advised that he had received the Scottish Water land drawing for the purposes of the land acquisition. Work was on-going to conclude this land acquisition.	Conclude land acquisition	HMc
	Mock-ups	HMc advised that the availability of suitable space on any NHS GG&C Sites had been unobtainable. BCL were now investigating leasing premises specifically for the purposes of the housing the mock-ups. HMc reported that identifying a new site for the mock-ups was becoming time critical. BCL would need to provide a programme for the construction of the mock-ups.	SS to confirm sites for mock-ups.	SS
	<i>Helicopter Management Plan (HMP)</i>	HMc advised that the Helicopter Management Plan (HMP) was currently being circulated to all parties for sign-off. RC raised concern that the onus was placed upon the Facilities Dept to notify the site contractors timeously and he had discussed his concern with AS. RC reported that the Board needs to ensure that the onus is put on the Helicopter Services notifying the site and if they didn't that the Health & Safety of the whole site would be their responsibility. WG agreed to send HMc notification of the start of using the site cranes. HMc to liaise with A Seabourne to obtain go-ahead that the site cranes can be used.	WG to liaise with HMc re starting to use the site cranes. HMc to liaise with A Seabourne to obtain go-ahead to start using site cranes.	WG/HMc HMc/AS
		RC raised concern about the radius of the MSCP crane to be located nearest to the helipad and enquired if it could be fixed to a 180° arc. SG advised that during working hours the crane could be fixed to a 180° arc. Out-with working hours the cranes would be fixed down however it would only be able to be held to a certain windspeed. SG reported that the crane plan tabled at the previous meeting had been an initial proposal and that Barr Construction was investigating other options. RC suggested that it would be advantageous to have the crane located in the centre of the MSCP site. HMc requested that SG investigate options which did not have their crane over the helipad. SG advised that he would present other proposals to a future meeting.	SG to present crane proposals to a future Construction Interface meeting.	SG
		WG advised that the notification process was so far working well however it would be useful to be informed as to what direction the helicopter was approaching from. JM reported that information in respect to which direction the helicopter was approaching from was not always known. HMc agreed to circulate the HMP to SG. SG to provide the MSCP management plan for inclusion in the HMP. SG advised that it was programmed to bring the tower cranes on site during week 10 of the programme i.e. end of June/beginning of July 2010.	HMc to issue the HMP to SG	HMc
	<i>Day Tank</i>	HMc enquired if PA had spoken to Jim Dargan re being provided with a day tank. PA advised that the Estates Dept already had a bowser. HMc requested that Jim Dargan liaised with AK to obtain access during the day to the fuel tank.	JDargan to liaise with AK re access to fuel tanks	PA/JD/AK

Item No	Item	Discussion/Information	Action	Action by Whom
3. cont	<p><i>Multi-Storey Car-Park</i></p> <p><i>Webcam/Aerial</i></p> <p><i>Residents Meeting</i></p>	<p>HC reported that the security signs on the heras fencing around the MSCP site were still to be removed. It was anticipated that the hoardings would be installed on Monday and it was proposed to remove the signs when the heras fencing was being removed.</p> <p>HMc requested that SG provide HMc was the security proposals for the MSCP site.</p> <p>It was confirmed that the electrical connection had been scheduled to take place the following morning.</p> <p>HC advised that he was unable to organise for the removal of the skip located at the Estates Dept. JM agreed to organise for this skip to be removed from the site.</p> <p>HMc advised that the duct excavation for the webcam aerial would be complete by the end of the following week.</p> <p>AK advised that MMc and himself had organised a meet and greet event with the local residents. The meeting had taken place the previous week and had been a positive meeting.</p>	<p>HC to organise for the security signs to be removed from the heras fencing.</p> <p>SG to send security proposals to HMc</p> <p>JM to organise for the removal of skip at Estates Dept</p> <p>-</p> <p>-</p>	<p>HC</p> <p>SG</p> <p>JM</p> <p>-</p> <p>-</p>
4.	<p>Forthcoming Works</p> <p><i>Brookfield</i></p>	<p>AK advised that the following work would take place over the following week:</p> <ul style="list-style-type: none"> • Trial Pits and Boreholes to be complete by the end of the week • Hoarding work ongoing • Turnstiles in place • Security Huts in place • Security gates to be put in place • Start using the cranes • Cranes to be operational • Temporary cable route <p>RC raised concern about the incident which had occurred earlier that week whereby a member of staff had been soaked with water whilst the drain jetting was taking place. There is a need to ensure that this does not happen again. HMc requested that should anything like this happen in the future that RC notifies AK immediately so that he can stop the associated works. AK advised that BCL were a member of the Considered Constructors and that he would organise a dedicated complaints contact number. WG advised that he had requested that if the contractor hits water that they stop jetting immediately. HMc agreed to investigate obtaining a site helpline contact number. AK advised that BCL had a complaints register for use for both NHS and Public complaints. RC requested the Security Contact Number. AK advised that he would provide a hierarchy of contact numbers in due course. SG was requested to consider these issues.</p>	<p>-</p> <p>RC to contact AK immediately of any BCL site work incidents on the SGH site</p> <p>HMc to investigate obtaining a helpline number.</p> <p>AK to provide a hierarchy of contact numbers to RC.</p>	<p>-</p>

Item No	Item	Discussion/Information	Action	Action by Whom
4.	Forthcoming Works <i>Brookfield</i>	<p>AK enquired if the security entry cards should have the NHS logo. The group discussed this and it was agreed that the cards should not have the NHS logo on them to ensure that there was no difficulty identifying the NHS Staff ID Cards from the Site Security Cards.</p> <p>MM enquired if new contractors to the site were being advised of the training and recruitment targets which had been agreed between Brookfield and the Board. AK advised that all new contractors were signed-up to the training and recruitment targets. He had not enforced the training and recruitment targets on the CUK contract as the security contract had been difficult to conclude the security tendering process.</p> <p>AK advised that he would notify Alan Seabourne of intent to start using the cranes prior to putting them into operation. BCL would be keeping a log of the helicopter notifications together with a note of any observations. JM agreed to confirm the meetings arrangements with HMS Gannet as soon as possible – it was hoped that the meeting would take place on either the Monday or Tuesday.</p> <p>AK reported that he would be Meeting with Rosh Campbell (SW Regeneration Agency) the following week.</p>	<p>Security Passes not to have NHS Logo</p> <p>Continue to meet training and recruitment targets with sub-contractors.</p> <p>AK to notify AS of intent to use cranes.</p> <p>JM to confirm HMS Gannet meeting</p> <p>-</p>	<p>AK</p> <p>AK/MM</p> <p>AK</p> <p>JM</p> <p>-</p>
	<i>Multi-story Car Park</i>	<p>SG advised as follows of the works for the following week:</p> <ul style="list-style-type: none"> • Site set-up beginning to be established • Cabins being brought in on Monday to get a start. The final cabin set-up will be 4up/4down. • Hoping to make a start on the site • Ground works to hopefully start at the end of the week <p>RC enquired if Barr would be putting up hoardings. SG advised that he had plotted the site and there was not enough space to put up hoardings so may need to put up heras. JM enquired if the heras would be netted. RC advised that with the MSCP site being in the middle of the hospital site that people would be able to see it to it. SG advised that at the kitchen area there was a need to keep a 2m distance for trolleys out of the total 3m distance therefore there was no room to install hoardings to that area. RC advised that heras would be acceptable only if there was no other option. JM enquired if the piling programme had been prepared. HC advised that he had a copy of the full works programme and he would provide a copy to JM. HMc enquired what type of piles would be used on the MSCP project and SG advised it would be rotary driven piles. RC stressed that the Board required access to a building in that area therefore Barr and the Board would need to work closely together.</p>	<p>-</p> <p>SG to retain a 2m pathway for trolleys access</p> <p>HC to provide works programme to JM</p>	<p>-</p> <p>SG</p> <p>HC</p>

Item No	Item	Discussion/Information	Action	Action by Whom
4. cont		<p>SG tabled a copy of the ground-works plan and advised that stabilisation works would need to be undertaken which entailed digging up the road. RC stressed that Barr would need to provide a temporary access solution whilst the road was dug up. JM and RC raised concern about the Board's access requirements and it was agreed that SG should mark out the ground so that JM and RC could do a walk-round to see the issues. SG advised that he had a meeting with Hypostyle and enquired if JM or RC would like to attend and it was confirmed that they would like to attend and SG should provide them with the meeting arrangements.</p> <p>It was reported that there had been movement to the MSCP for the purposes of the Masterplan and that Gillespies had been requested to contact Hypostyle to discuss and resolve MSCP siting for the Masterplan.</p> <p>JM raised concern about mortuary services going through public areas. RC suggested that if the pavement could be maintained down past the catering building then this would be adequate for trolley access.</p>	<p>SG to mark out ground indicating areas he would need for soil stabilisation purposes prior to JM and RC doing walk-round.</p> <p>-</p> <p>Maintain pavement down past catering for trolley access to mortuary</p>	<p>SG/RC/JM</p> <p>-</p> <p>SG</p>
5.	AOCB	<p>Community Benefits</p> <p>MM advised that there was a need to build up evidence of Community Benefits. It would be helpful if he could be provided with a list of who is on-site and who will be coming on site. AK reported that all the key sub-contractors had been informed of the recruitment target during the tendering process. MM advised that it will be important to increase the visibility of the sub-contracting information. AK acknowledged that the sub-contracting profile needed to be heightened and the website being set-up would assist.</p> <p>Hoardings</p> <p>RC enquired about a gap in the hoardings at the staff car park and AK advised that a knee-rail was to be installed in that area.</p> <p>Drain Surveys</p> <p>AK advised that SEPA had contacted himself over a report from Thales that silt/sewerage and cooking oils had come from the hospital site onto an open culvert on the Thales site. AK and HMc agreed to liaise with SEPA to resolve this.</p> <p>Access to BCL Site from SGH Site</p> <p>RC enquired about getting access to the BCL site from the SGH Site and HMc advised that he would organise for access to be provided.</p>	<p>Continue to promote community benefits Increase visibility of sub-contracts.</p> <p>Install knee rail</p> <p>Provide update from SEPA meeting</p> <p>Organise for access to BCL site from SGH site</p>	<p>AK</p> <p>AK</p> <p>AK</p> <p>HMc/AK</p> <p>HMc</p>
6.	Date and Time of Next Meeting <i>Thursday 29th April 2010 at 2pm in the Dunne's Site Cabin, SGH</i>			

ACTION NOTE

Present:

Jim Magee (JM)
Paul Allan (PA)
Will Gingell (WG)

Apologies:

Mark McAllister (MMc)
Sharon Hutchison (SH)

Campbell Evans (CE)
Ronnie Clinton(RC)

Bernard McCulloch (BM)
R Shiona Frew (SF) (

Howard Carter (HC)

Dave Jordan (DJ)
Sam Suddese (SVS) Alan Keeley (AK)

Hugh McDerment (HMc)
Steven Gunn (SG)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action Note from previous meeting	Accepted as a true record	-	-
2.	Matters Arising			
	<i>Knotweed</i>	P. MOIR to issue instruction.	-	-
	<i>Manpower</i>	The labour returns for the current week were discussed. It had been calculated that there were currently 76 operatives on site. WG agreed to send the Labour Return to HMc later that day.	Supply Labour returns to HMc	WG
	<i>Catering/Multi-storey car-park</i>	Awaiting design proposals for land between dining room and multi story, Hypostyle to proosse	Hypostyle/HMc	Hypostyle/HMc
	<i>Scottish Water Land Acquisition</i>	HMc advised that work to conclude the Scottish Water Land Acquisition was on-going. BCL had submitted a new drawing which had an increased land take. The revised drawing had been submitted to Scottish Water.	Conclude land acquisition	HMc

Item No	Item	Discussion/Information	Action	Action by Whom
2. cont	Mock-ups	AK advised that they had identified a unit in the Ibrox area for the mock-ups. The lease for the unit would be finalised by the end of the following week. The sub-contractors had been geared to start the mock-ups on 10 th May 2010. It is estimated that it would take 3 weeks to complete the mock-ups.	AK to provide regular updates to the Board re mock-ups	AK
	Helicopter Management Plan (HMP)	<p>A meeting was held on Tues 11th May with a visit by Airman Hinchcliffe and team from HMS Gannet in a Sea King Helicopter. This was attended by NSGH Project Team members, Brookfield, Barr, MSCP Project Team, Facilities Team and HSE.</p> <p>The main article of business was the location of the MSCP tower crane and its proximity to the Helipad.</p> <p>The Helicopter crew were given drawings and shown physically on site the possible proximity of the towercrane to the helipad.</p> <p>Lead Airmen Hinchcliffe was to take drawings and have HMS Gannet briefing room discussions and give opinion on if this would impede air safety or not. Decision to be made within 2 weeks.</p> <p>Hypostyle will provide better drawing and Barr are to mark on site with paint the nearest point to the helipad.</p> <p>Further meeting is to be organised with Bond Helicopters Chief Pilot for his view</p>	<p>-</p> <p>Produce Drawing Mark on Ground</p> <p>Org Meeting with A.Rooney</p>	<p>Hypostyle SG</p> <p>JM</p>
	Day Tank	PA advised that he had liaised Jim Dargan and he had been advised that the Estates Dept bowser was not road legal. PA agreed to liaise further with HMc.	Liaise with HMc re Estates Bowser	PA
	Helpline	HMc advised that he would discuss directly with AK re setting up a helpline number.	Discuss setting up helpline number	HMc/AK

Item No	Item	Discussion/Information	Action	Action by Whom
4.	Forthcoming Works <i>Barr</i>	<p>SG advised that works would predominatly be site set up and arrival of piling rigs and start of piling works.</p> <p>SG reported that no company had been awarded the MSCP Site Security.</p> <p>HC will liase with SG to make sure that no impact to existing traffic during site investigation works</p> <p>. HMc requested that he be informed once identified who the preferred security contractor would be.</p>	-	-
	<i>Brookfield</i>	<p>WG</p> <ul style="list-style-type: none"> the hoardings work would be continuing Painting and signage works would continue Visual panels would be installed in the hoardings. Consideration was being given to installing a vision panel to the front gates. The web camera had been installed The turnstiles and turnstile cabins had been put in situ. The inductions and re-inductions would be staggered over the following week commencing on the Monday. The Welfare Units were operational and canteen was operating Focus was being given to completing the site enabling. The Tower crane lights are now operational again 	Provide details in respect to the preferred security contractor for the Barr Site	HC/SG -SG
Item No	Item	Discussion/Information	Action	Action by Whom
		<p>HMc stated that the installation of the board's fibre cable for I.T was complete.</p> <p>HMc confirmed that the move date for the New South Project Team was now changed to 27th May after there was a delay with phone installation</p> <p>WG raised the question of the electrical cable installation for .the labs building. RC and PA confirmed that there were no issues with the route from a Facilities and Estates view. H.McD confirmed that the route was now acceptable but that the MS/R.A. and appropriate</p>	-	-

		Service's Clearance Procedure must be adhered to prior to works commencing.		
5.	AOCB	<ul style="list-style-type: none"> WG raised the question of the IT cable for Brookfield to be routed through the existing Hospital Building, RC and PA confirmed that if the route was through non critical clinical areas Brookfield could provide a joiner to move/replace ceiling tile rather than use Estates where manpower might not be available, it was however reinforced by HMc that all ceiling tiles must be inspected before being moved and replaced immediately and this is to be closely supervised and monitored and inspected by Brookfield site staff. HMc asked that a drawing is to be produced by Brookfield which shows the route together with Method Statement's /Risks Assessments to be given to Facilities and Estate's prior to start. Containers HMc advised that the demolitions had been programmed out and that the containers would need to be moved by July 2010. 	- - -	- - -

Item No	Item	Discussion/Information	Action	Action by Whom
6.	Date and Time of Next Meeting <i>Thursday 13th May 2010 at 2pm in the Dunne's Site Cabin, SGH</i>			

ACTION NOTE**Present:**

Alan Keeley (AK)
Shiona Frew (SF) (Notes)

Apologies:

Mark McAllister (MMc)

Howard Carter (HC)
Steven Gunn (SG)
Bernard McCulloch (BM)
Ronnie Clinton (RC)

Hugh McDerment (HMc)
Will Gingell (WG)
Dave Jordan (DJ)
Sam Suddese (SVS)

Paul Allan (PA)

Jim Magee (JM)
Sharon Hutchison (SH)

<u>Item No</u>	<u>Item</u>	<u>Discussion/Information</u>	<u>Action</u>	<u>Action by Whom</u>
<u>1.</u>	<u>Action Note from previous meeting</u>	<u>Accepted as a true record</u>	-	-
<u>2.</u>	<u>Matters Arising</u>			
	<u>Knotweed</u>	HMc advised that PM would raise a Project Manager's Instruction in relation to the removal of the knotweed. AK reported that the knotweed had been removed.	-	-
	<u>Manpower</u>	HMc advised that WG had reported the site manpower figures as 83 operatives on-site.	-	-
	<u>Area between MSCP/Catering</u>	HMc advised that the Board were awaiting the Hypostyle/RK proposal for the area between the catering and MSCP.	HMc awaiting information to progress	HMc
	<u>Scottish Water Land Acquisition</u>	HMc advised that the Board had received a further drawing from BCL which had subsequently been sent to Scottish Water.	HMc awaiting Scottish Water agreement to land take	HMc
	<u>Helicopter Management Plan</u>	HMc advised that a meeting with HMS Gannet had taken place. Lead Airman Hinchcliff had attended the meeting and he was advised of the proposed crane locations for the MSCP. A response from HMS Gannet would be received by the Board by the end of May 2010 on whether the proposed crane locations would impact on their service.	HMc awaiting response from HMS Gannet re crane locations	HMc
		HMc advised that Keith Stewart (Hypostyle) had been requested to provide a better drawing of the MCSP site. SG had been requested to mark out the crane location as a spot on the ground. It was believed that the distance between the centre of the crane location and the helipad was in the region of 45m which would be too close.	KS to provide improved drawing of the MSCP site SG to mark crane location as a spot on the ground	KS/HC SG
		SG advised that the tower crane personnel had been identified. He requested a decision on the tower crane location asap if there is any issue.	HMc to advise SG of the HMS Gannet decision	HMc
		HMc enquired whether the MSCP tower crane could be sited in another location should HMS Gannet respond negatively to the crane proposal. SG advised that there was no alternative location.	-	-
		The group were advised that JM was organising for Bond Helicopters to also visit the site to review the crane proposals.	-	-

Item No	Item	Discussion/Information	Action	Page 44	Action by Whom
2. cont	<p><i>Diesel Tank</i></p> <p><u>NHS Helpline</u></p> <p><u>MSCP Site Security</u></p>	<p>PA advised that withdrawing diesel from the tank remained an NHS issue. WG reported that BCL had instructed the gatemen to allow the NHS to access the diesel tank. PA reported that the NHS bowser was not road legal and steps would be taken to make the bowser legal for road use so that they could use it outwith the SGH site. PA noted that BCL had instructed access to be given to the Estates Staff for accessing the diesel tank. AK requested that BCL be provided with the registration plate number in order to ensure that it is only the SGH Estate Staff accessing the diesel tank.</p> <p>HMc advised that the Estates Dept had requested a bund pump and a ladder to the top of the tank and enquired if BCL could organise for a scaffolder to install the ladder. WG advised that a ladder had been installed and advised of the set-up. AK raised concern that the ladder in its current location may be a risk to site security and he would need to check the ladder arrangement.</p> <p><u>HMc advised that the set-up of an NHS Helpline was under review. Consideration was being given to the NHS utilising the BCL Helpline number.</u></p> <p><u>AK reported that he would provide the BCL hierarchy of contact numbers as soon as available.</u></p> <p><u>SG advised that Prima Security had been appointed as the Security Contractor for the MSCP site. HMc raised concern that he had not been notified prior to Prima being appointed as the Board needed to ensure that all Security Contracts were only awarded to SIA Approved contractors and liaison was to be made with the Community Policing Officers of Strathclyde Police prior to the appointment. HMcD stated that this was minuted at previous meetings and SG had agreed that he would inform of which security company Barr had intended to use to allow for vetting prior to their appointment. SG reported that the client team had been informed by email prior to Prima being awarded the contract and as he received no response it was accepted that the client team had no issues with Prima being appointed. HMc advised that he had not received this notification. HC agreed to forward to HMc a copy of the email which had been sent to the client team.</u></p>	<p>PA to provide AK with registration number for bowser</p> <p>AK to check ladder location re security risk to site</p> <p>HMc to arrange set-up of NHS helpline</p> <p>AK to provide hierarchy of contact numbers</p> <p>SG to inform HMc of the preferred security company</p> <p>HC to forward email to HMc re appointment of Prima</p>		<p>PA</p> <p>AK</p> <p>HMc</p> <p>AK</p> <p>SG</p> <p>HC</p>
3.	<u>Forthcoming Works</u>				
	<i>Barr Construction Ltd</i>	<p>SG advised that the following week's works would be:</p> <ul style="list-style-type: none"> • Fencing works ongoing • Hoarding works ongoing • Piling works ongoing over the next 3 weeks. The piles to date were going in as expected • <p>SG reported that the site was tight with the piling rigs in situ.</p> <p>HC advised that SG would need to liaise with JM re pharmacy road issue.</p> <p>SG reported that there were circa 30 operatives on site. He reported that the crane piles would be going into the ground over the next few weeks therefore a decision on the helicopter issue was required as soon as possible.</p>	<p>-</p> <p>-</p> <p>SG to liaise with JM re pharmacy road issue</p> <p>SG requested decision on helicopter issue asap</p>		<p>-</p> <p>-</p> <p>SG/JM</p> <p>SG/HMc</p>

<u>Item No</u>	<u>Item</u>	<u>Discussion/Information</u>	<u>Action</u>	<u>Action by Whom</u>
3.	<u>Forthcoming Works (cont'd)</u> <u>Brookfield</u>	<p>AK advised that the following week's works would be:</p> <ul style="list-style-type: none"> • Hoarding works (painting, external and vision panels) ongoing • Piling ongoing • Temporary trench for the HV cable may be undertaken the following week. This would include works outside the site hoarding. BCL were proposing to drop the HV cable into the soft and backfill it. The HV cable would be marked out. PA reported that BCL should use marker tape to mark out the HV Cable. HMc suggested that there may be issues with the current proposed IT route due to the number of clinical areas it would need to be routed through. He reported that BCL should consider installing a duct into the HV trench as an alternative route for the IT cabling. PA reported that installing a duct in the HV trench would be acceptable as long as not using copper and therefore not inducing a voltage. AK advised that BCL would consider utilising the HV trench as an alternative IT route. • Tenon saw operation would commence the following day • Site inductions had commenced and the turnstiles would go live the following day. A number of staff had already been inducted and inductions would continue to take place at 8.30am every Monday, Wednesday and Friday. • The webcam had been installed. HMc agreed to send AK the webcam link • The canteen was now in operation • Site enabling works were ongoing i.e. white lining, tidying up and top soiling areas • Wayfinding and signage to be finalised • The base for TC3 was being casted • Almost all the Dunne's site cabins would be removed from the site and the staff would relocate to the ground floor of the site offices. Dunne's would be leaving 2 cabins. • Mock-ups were ongoing. The set-out had been started. The materials were on order and would be received the following week. Peter Moir had issued information in relation to the mock-up set-up. The plasterboard works would commence the following week. AK reported that as soon as the track is laid he would request Peter Moir to view. • SEPA Correspondence – HMc advised that a meeting to discuss the SEPA letter would need to be set-up and the drainage survey works would need to be completed. HMc advised that John Treacher (SEPA) had requested a meeting be scheduled for the following week. AK advised that the final drain would need to be cleaned out as the flood risk assessment could not be completed until BCL had an understanding of what happens at that drain. HMc agreed to meet with AK to discuss response to SEPA letter. AK reported that the Linthouse Burn had been capped off at the rear of the residencies and it was good to know that no water was coming onto the site. AK advised the BCL would need to have a rigorous method statement to undertake the silt clearance from the final drain. HMc reported that Glasgow City Council owned this drain and therefore that NHS GG&C had no responsibility for this drain. 	<p>Use marker tape to mark out HV trench</p> <p>HMc to forward webcam link to AK</p> <p>-</p> <p>HMc/AK to meet to discuss SEPA response</p> <p>AK to obtain method statement for the cleaning of the burn</p>	<p>AK</p> <p>HMc</p> <p>-</p> <p>HMc/AK</p> <p>AK</p>

Item No	Item	Discussion/Information	Action	Action by Whom
3. cont'd	<u>Forthcoming Works (cont'd)</u> <u>Brookfield</u>	<p>HMc suggested that BCL should not investigate this drain. AK stressed that this drain needed to be investigated as it was a large part of the Flood Risk Assessment.</p> <ul style="list-style-type: none"> • <u>Programme – AK advised that progress against the programme was acceptable. Work to programme out the burn diversions would be undertaken.</u> • <u>Helipad – AK raised concern that the Helipad would not be vacated until mid March 2011 and he had thought that it was at FBC.</u> 	- - -	. - -
4.	<u>AOCB</u> <u>SGH Site Lamps within BCL</u> <u>Hoardings</u>	<u>WG enquired if the site electrician had been arranged to disconnect the lamps. PA agreed to arrange.</u>	PA to arrange SGH Electrician for disconnection of power to lamps	PA
	<u>PPE</u>	<u>HC advised that Barr's had instructed that no-one will be allowed on site wearing rigger boots. AK advised that this instruction was only relevant for the Dunne's staff and their sub-contractors. BCL would continue to allow their staff and sub-contractors wear rigger boots.</u>	-	-
5.	Date and Time of Next Meeting <i>Thursday 20th May 2010 at 2pm in the Site Offices, SGH</i>			

ACTION NOTE

Present:

Alan Keeley (AK)

Paul Allan (PA)

Apologies:

Mark McAllister (MMc)

Hugh McDerment (HMc)

Shiona Frew (SF) (Notes)

Bernard McCulloch (BM)

Ronnie Clinton (RC)

Jim Magee (JM)

Steven Gunn (SG)

Dave Jordan (DJ)

Sam Suddese (SVS)

John McCulloch (JMC)

Will Gingell (WG)

Howard Carter (HC)

Sharon Hutchison (SH)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action Note from previous meeting	Accepted as a true record	-	-
2.	Matters Arising			
	<i>Knotweed</i>	HMc advised that this issue had been closed off	-	-
	<i>Manpower</i>	HMc reported that there was 92 operatives on site	-	-
	<i>Area between MSCP/Catering</i>	HMc advised that discussions were on-going and Hypostyle had been tasked with providing a solution.	HC to provide update at next meeting	HC
	<i>Scottish Water Land Acquisition</i>	HMc advised that the drawings had been issued to Scottish Water and work to agreed the land take was ongoing.	HMc to continue liaising with Scottish Power re land take	HMc
	<i>Helicopter Management Plan</i>	HMc advised that comments were awaited from the ARCC re crane locations for the MSCP site however informal communications received by the Board thus far indicated that the ARCC were not satisfied with the proposed crane location. As this Construction Interface meetings were liaison meetings and not contractual meetings he would liaise with Harry Christie re informal communication from ARCC.	-	-
		SG reported that he would need a decision on the tower crane location before 27 th May 2010 as the piling rigs would only be on-site for just over a week and a piling rig would be needed for the crane base.	HMc to liaise with Harry Christie re MSCP Crane proposals	HMc
		SG advised that the information for inclusion in the HMP was being finalised. He had submitted the crane permits to Glasgow Airport and he had already received notification that there was no issue with obtaining the permits.	MSCP team to liaise with SG re crane locations	HC
			-	-

Item No	Item	Discussion/Information	Action	Page 46 Action by Whom
2. cont	Matters Arising (cont'd)			
	<i>Site Security</i>	HMc advised that the security item had been discussed at previous Construction Interface Group meetings and it had been minuted that SG should liaise with himself for the Strathclyde Police contact prior to the security contract being awarded. He had been since learned that Barr had awarded the contract to Prima and a check of Prima's SIA status had revealed that Prima were not SIA approved. The Board required that any Security Companies be used on the site would need to be SIA approved. Strathclyde Police had assisted the Board to vet the security contractor for the new Labs Project due to the SIA list being constantly amended. SG reported that he had informed the client of the proposed contract award to Prima and that he had received a response which indicated that the client was not interested in the security contract. He had not been aware that the security proposal had not been shared with the Board team. HMc advised that the security services of Prima should not be retained. SG advised that he had spoken to CUK however there rates were significantly higher. HMc reported that Barr did not need to use CUK however they did need to ensure that the security contract only be awarded to a company with SIA approval and that the prior to contract award that the Board liaise with Strathclyde Police to check SIA status of the preferred contractor.	SG to inform Prima that there services were not being retained SG to liaise with Strathclyde Police re vetting Security Contractor	SG SG
	<i>NHS Helpline</i>	HMc advised that work to set-up a helpline contact number was on-going. He would liaise with BCL re utilising the BCL Helpline number. AK advised that he had provided the hierarchy of contact numbers to HMc. HMc reported that he would forward the contact numbers to the Estates and Facilities Departments. AK reported that he anticipated being able to add the 'Considered Constructors' contact number to the hoarding during the following week. He also proposed to add the job-seekers website details to the hoardings at the same as it was hoped that putting the job-seekers details on the hoardings would help to reduce/stop people walking on to the site enquiring about obtaining work on the site.	HMc/AK to liaise re NHS Helpline contact number HMc to forward contact numbers to Estates and Facilities -	HMc/AK HMc -
	<i>SEPA</i>	HMc advised that representatives from the Board, BCL and Castlebrae had met with John Treacher, SEPA. The issue re alleged pollution from the hospitals site would be closed and correspondence confirming this was awaited. AK reported that BCL would be undertaking remedial works as a gesture of goodwill and after these remedial works SEPA would close off the issue. HMc advised that he would forward a copy of the correspondence to Alastair Maclean once received. He would also provide a drawing identifying the drain which is not the responsibility of NHS GG&C to the Estates Dept so that they can amend their drawing for future reference. AK advised that BCL would be trying to stay away from the drain and he was awaiting on confirmation from WSP that they do not need to access the drain. The remedial works would commence the following week.	HMc to forward a) SEPA correspondence to Alistair MacLean and b) revised drainage drawing to Estates Dep	HMc

Item No	Item	Discussion/Information	Action	Page 46 On by Whom
2. cont'd	Matters Arising (Cont'd) SGH Site Lamps within BCL Hoardings	<p>PA advised that the Estates Dept would isolate the power whenever BCL wanted to undertake the isolation works.</p> <p>AK was informed that the path at the other side of the hoardings was still being used and that it may be necessary to install bulkhead lighting to the hoarding to illuminate the area at night. AK advised that he would review the light levels/illumination requirements that night.</p> <p>AK advised that the Contract stated that the site would be clear of services however this was not the case and that he had issued an Early Notification in relation to the lamps/services. AK agreed to undertake whatever work was required.</p>	<p>AK/WG to liaise with PA re isolation of power to lamps</p> <p>AK to review illumination requirements at night</p> <p>AK to raise EW re site services/lamps</p>	<p>AK/WG</p> <p>AK</p> <p>AK</p>
3.	Forthcoming Works			
	<i>Barr Construction Ltd</i>	<p>SG advised that the following week's works would be:</p> <ul style="list-style-type: none"> • Rails and sheeting to commence • Reducing the dig site • Cropping piles <p>HMc enquired if there would be any works taking place out-with the MSCP site confines and SG advised that there would be no works out-with the MSCP site confines. Barr may be doing works to the road however approval from the Board to progress these works was awaited.</p> <p>AK enquired if SG had liaised with Dunne's re the use of the road sweeper and SG confirmed that he had started discussions with Dunne's.</p>	<p>-</p> <p>-</p> <p>-</p>	<p>-</p> <p>-</p> <p>-</p>
	<i>Brookfield</i>	<p>AK advised that the following week's works would be:</p> <ul style="list-style-type: none"> • Tower Crane 3 to be erected • Signage and wayfinding to be progressed • Gate to be replaced at the Govan Road site access. <p>HMc enquired if there would be any works out-with the site confines and AK advised that the Labs cabling works would involve working outside the site confines.</p> <p>HMc advised that the Board were planning to relocate to the site offices on 27th May. AK advised that there was an issue with the BT cabling as a blockage in the ducting had been located. JMc suggested that the duct may have been concreted in as part of the OPD Project and that he would be able to show AK the area which he believed had been concreted in. HMc enquired if there was a need to excavate whether any services checks would need to be done. He was informed that the main oxygen line was installed through that area. It was suggested that IT may already have cabling in that duct.</p>	<p>-</p> <p>-</p> <p>-</p>	<p>-</p> <p>-</p> <p>-</p>

Item No	Item	Discussion/Information	Action	Page 50 Action by Whom
4.	<p>AOCB</p> <p><i>Cracks in adjacent building to MSCP site</i></p> <p><i>HV Cable</i></p> <p><i>Car Park</i></p> <p><i>Mock-ups</i></p>	<p>SG advised that he had just attended a meeting to discuss the cracks on the building adjacent to the MSCP site. Barr have vibration monitors on the site and the vibration thus far had been very minor. HMc enquired whether Barr had undertaken a dilapidation survey on the building and noted that the site had vibration monitors. SG advised that the Board had requested a further vibration monitor and this was being investigated.</p> <p>HMc advised that during site clearance works for the HV cable a number of services had been found. A drawing would be marked up and provided to the Estates Dept indicating these services.</p> <p>HMc advised that he would be arranging to get the car park swept starting from the following week.</p> <p>AK advised that work on the mock-ups had been progressing well. The plaster boarding was almost complete and the taping/jointing would commence on Monday 24th May. The ceiling would be installed the week following. He had received information on the make-up of the mock-ups and the scope had changed since the Employer's Requirements which now required specific items to be manufactured i.e. bi-fold doors, head trunking, etc. He would ensure that as soon as the specialist items were supplied that he would get them fitted immediately. SS enquired when it was anticipated that the design team could start to review the mock-ups. AK advised that he was unable to provide a definitive date until he was informed when the doors could be manufactured and supplied. He didn't anticipate the mock-ups being finalised by beginning of June. He would be preparing a programme of works for the mock-ups once the supply dates for the specially supplied items were known. He suggested that if the teams wanted to access to view the shell then this could be arranged. HMc requested AK to keep the Board informed on progress.</p>	<p>SG to investigate potential to install a further vibration monitor</p> <p>HMc to provide marked up drawing to Estates Dept</p> <p>HMc to arrange for car park to be swept</p> <p>AK to prepare programme of works to complete mock-ups and keep the Board informed of progress</p>	<p>SG</p> <p>HMc</p> <p>HMc</p> <p>AK</p>
5.	<p>Date and Time of Next Meeting</p> <p><i>Thursday 27th May 2010 at 2pm in the Site Offices, SGH</i></p>			

ACTION NOTE

Present:

Paul Allan (PA)
Will Gingell (WG)

Apologies:

Jim McFadden (JMF)
Sam Suddese (SVS)

Alan Keeley (AK)
Paul McGuinness (PM)

Alastair Maclean (AM)
Jim Magee (JM)
Sharon Hutchison (SH)

Howard Carter (HC)
Shiona Frew (SF) (Notes)

Bernard McCulloch (BM)
Mark McAllister (MMc)

Hugh McDerment (HMc)
Steven Gunn (SG)

Dave Jordan (DJ)
Ronnie Clinton (RC)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action Note from previous meeting	Accepted as a true record	-	-
2.	Matters Arising			
	<i>Manpower</i>	HMc reported that there was 103 operatives on site	-	-
	<i>Lamps on Footpath</i>	PA advised that he had instigated a job line for the isolation of the power to the footpath lamps in order that the lamps could be removed. AK advised that the deadline for completion of these works was 24 th June 2010.	PA to provide progress update at next meeting	PA
	<i>Helicopter Management Plan</i>	HMc advised that the HMP had yet to be revised to include the Barr Construction management plan which had been received by the Board team and was being reviewed. HMc thanks SG for providing a management plan for the MSCP site.	HMc to provide update at next meeting	HMc
	<i>High Voltage Cable</i>	WG to provide marked up drawing with services encountered	Compile Drawing	WG
	<i>MSCP Site</i>	SG confirmed that Barr had been given an instruction to clear the 2 foul drainage blockages.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
3.	Forthcoming Works			
	<i>Barr Construction Ltd</i>	<p>SG advised that the following week works would be completed:</p> <ul style="list-style-type: none"> • Completion of piling • Completion of soil stabilisation <p>Thereafter the focus would be on:</p> <ul style="list-style-type: none"> • Foundation works • Pile caps • Ground beams • Shuttering • Undertaking temporary works to the road at Pharmacy • Installing the road plates • Reinstating the pavement <p>Barr Construction Ltd were anticipating getting the tower crane erected over the following 2 weeks. HC advised that the MSCP cranes would be powered off of generators. It was anticipated to be November before access to mains power would be required.</p> <p>Barr would be raising the road up to the level of the pavement and this had been discussed and agreed Jim Magee. HMc requested that SG continued to liaise with JM and RC.</p> <p>SG thanked Arthur Burns and Paul Allan for their assistance after the gas incident which occurred the previous week.</p> <p>SG advised that he would not be attending the CIG on 24th June 2010.</p> <p>HC enquired about the phasing of the demolitions and HMc agreed to provide the phasing plan to HC. He requested that HC liaised with SS. HC reported that there would be a lot of construction lorries accessing the site and it would be advantageous to understand the demolitions phasing in order to plan deliveries, etc.</p>	<p>-</p> <p>-</p> <p>SG to liaise with JM and RC</p> <p>-</p> <p>Apologies from SG noted for the next meeting</p> <p>HMc to provide demolitions phasing to HC.</p> <p>HC to liaise with SS re demolitions</p>	<p>-</p> <p>-</p> <p>-</p> <p>SF</p> <p>HMc</p> <p>HC</p>

Item No	Item	Discussion/Information	Action	Page 50 Action by Whom
3.	Forthcoming Works (cont'd)			
	Brookfield	<p>AK advised that the</p> <ul style="list-style-type: none"> The HV trench had been completed. It was anticipated that Scottish Power would be installing their equipment the following weekend Work to finish the mock-ups was continuing. Extension to the Haul Road to commence the following week. HMc requested that AK reviewed the separation as currently the site could be accessed by a member of the public Boreholes to be carried out in the car park. PM advised that BCL proposed to move the location of the borehole. PM indicated on a plan the proposed new borehole location. HMc reported that he would liaise Jim Magee re the proposed borehole location. 	<p>AK to review the separation at Haul Road</p> <p>HMc to liaise with JM</p>	<p>AK</p> <p>HMc</p>
4.	AOCB	<p>HMc enquired if BCL would need to know the location of the gas isolation points for the BCL site. AK advised that he did not need to have any knowledge of the isolation points however he would need to receive confirmation that the gas had been isolated as BCL should be taking over a clear site. He understood that Med-a-gas continued to be within the BCL site and that work was being undertaken to review all the site drawings to trace all the services. HMc suggested that it would be beneficial to have a beneficial to organise a workshop with former site services contractors, the Estates Dept and Frances Wrath to capture information about previous and current services. HMc agreed to organise this workshop.</p>	<p>HMc to organise a workshop to identify services information</p>	<p>HMc</p>
	<p>Date and Time of Next Meeting</p> <p>Thursday 24th June 2010 at 2pm in the Site Offices, SGH</p>			

ACTION NOTE

Present:

Hugh McDermont (HMc)
Sam Suddese (SVS)

Apologies:

Jim Magee (JM)
Steven Gunn (SG)

Alan Keeley (AK)
Liane McGrath
Shiona Frew (SF) (Notes)
Bernard McCulloch (BM)
Mark McAllister (MMc)

Alastair Maclean (AM)
Paul Allan (PA)
Will Gingell (WG)
Dave Jordan (DJ)
Ronnie Clinton (RC)

Howard Carter (HC)
Paul McGuinness (PM)

Jim McFadden (JMF)
Sharon Hutchison (SH)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action Note from previous meeting	Accepted as a true record	-	-
2.	Matters Arising			
	<i>Manpower</i>	HMc reported that there was 105 operatives on site	-	-
	<i>Lamps on Footpath</i>	PA advised that the power to the lamps on the footpath had been isolated but they had not been disconnected from the consumer unit. The Estates Dept would undertake the disconnection. They would pull the tails out when the BCL electrician was available to witness. WG to liaise with PA to organise BCL electrician to witness the disconnection.	BCL to organise for their electrician to witness the disconnection and liaise with PA	WG/PA
	<i>High Voltage Cable</i>	HMc advised that WG had provided a plan with the HV Cable identified. He had forwarded the drawing to PA for inclusion for the Estates Dept records. The HV cable would be captured on the as-builts. AK raised concern that the HV cable would not be captured on the as-builts.	-	-
	<i>MSCP Site</i>	HC confirmed that Barr had cleared the 2 foul drainage blockages.	-	-
	<i>Demolitions</i>	HMc agreed to check that the most up to date demolitions information had been forwarded to HC.	Check demolitions information	HMc
	<i>Site Services Workshop</i>	HMc advised that he had scheduled the Site Services Workshop to take place on 8 th July. AK raised concern that the 8 th July may be too late. HMc reported that the Board needed time to pull all the NHS Services information together. PM suggested that the meeting may be too late if there are water and gas terminations which need to be undertaken. HMc advised that he would ascertain who would be responsible for undertaking gas/water terminations i.e. Transco. It was agreed that a pre-meeting would be organised to take place w/c 28 th June 2010.	Pre-meeting to take place following next week's Construction Interface Group meeting.	HMc

Item No	Item	Discussion/Information	Action	Action by Whom
3.	Forthcoming Works			
	<i>Barr Construction Ltd</i>	<p>HC advised that the following week works would be:</p> <ul style="list-style-type: none"> • Foundation works • Pile caps • Ground beams • Shuttering • Undertaking temporary works to the road at Pharmacy • Installing the road plates • Reinstating the pavement <p>Barr Construction Ltd were anticipating getting the tower crane erected during w/c 28th June 2010.</p> <p>The MSCP works were progressing well and the works was now out of the ground.</p> <p>HMc enquired if there would be any works taking place out-with the site confines. HC advised that the road plating was provisionally to be carried out 3rd /4th July. HC would continue to liaise with JM re the road plating.</p>	<p>-</p> <p>-</p> <p>-</p> <p>HC to liaise with JM</p>	<p>-</p> <p>-</p> <p>-</p> <p>HC</p>
	<i>Brookfield Construction Ltd</i>	<p>AK reported that there were no works planned for out-with the site confines. HMc advised that he would speak to AS re the revised borehole drawing due to the proximity of the proposed borehole to the helipad. He suggested that as the height of the borehole was approximately 4m it would not cause a flight risk to the helicopters.</p> <p>AK advised that the following weeks works would be:</p> <ul style="list-style-type: none"> • Mock-ups – have 1 week before the mock-ups would be next viewed. • Construction of stair cores – another core was being poured that day. • Borehole and trial pits for investigation purposes to be undertaken at the site of the energy centre (WSP would be undertaking these works) <p>HMc advised that Doig & Smith would be carrying out a dilapidation survey to the roads during the following week. Doig & Smith had also requested access to some buildings. AM reported that Doig & Smith should liaise with HMc and SH to arrange access to buildings.</p> <p>AK reported that BCL were preparing a newsletter for distribution to the local residents. BCL would liaise with MM to produce the newsletter. BCL are keen to issue a newsletter before commencing the demolitions work.</p>	<p>HMc to discuss borehole drawing with AS</p> <p>-</p> <p>HMc and SH to liaise with Doig & Smith re accessing buildings</p> <p>-</p>	<p>HMc</p> <p>-</p> <p>HMc/SH</p> <p>-</p>

Item No	Item	Discussion/Information	Action	Page 56 Action by Whom
4.	AOCB			
	<ul style="list-style-type: none"> Port-a-cabins 	<p>HMc advised that it had been agreed that Paton Plant would remove their container on Saturday morning. AM requested that HMc liaise with Jim Magee to ensure that the Paton Plant vehicle can get appropriate access to the car park. AM requested that PA checked that all the services had been disconnected from the port-a-cabin. HMc asked that AK organise for the telephone cable, etc to be pulled.</p> <p>HMc advised that the ROK cabins would remain on site until the beginning of July and that the Jim Magee had given an undertaking to get the Land Engineering container moved. He agreed to confirm the date of the Land Engineering container.</p>	<p>Final check that services have been disconnected from port-a-cabin.</p> <p>Telephone cables etc to be pulled out of port-a-cabin.</p> <p>HMc to confirm date of LE container being off-site</p>	<p>PA</p> <p>AK</p> <p>HMc</p>
	<ul style="list-style-type: none"> Demolitions 	<p>HMc enquired if AK wished to meet with an Estates Dept rep to walk-round the site and discuss the demolition logistics. SF to organise a meeting between AK and SH.</p> <p>AM advised that a key requisite for any works taking place on the site was to ensure that trucks did not queue on the road through the site. He advised that the main road through the site was heavily used at 4.30pm each day due to the end of afternoon visiting and staff leaving work.</p> <p>AM advised that subsequent to the AK/Estates Dept walk-round that BCL should prepare a logistics plan for the demolitions work for his review and sign-off.</p>	<p>Site walk-round to be organised.</p>	<p>SF</p>
	<ul style="list-style-type: none"> Helicopter Management Plan 	<p>AM reported that SAS had raised concern about lifting operations continuing when their helicopters were arriving and departing. AK reported that he had prepared a response to issue to AS. AK did not think there was a problem with the lifting operations continuing during take-off/landings and that BCL should be able to undertake an immediate risk assessment and decide whether lifting operations should immediately stop or not. AK reported that on many occasions BCL were not notified that the helicopter would be taking off. He advised that there could be a delay to the construction programme due to craneage time being lost while waiting on the SAS Helicopter to arrive and depart.</p>	<p>Logistics plan for the demolitions work to be prepared for AM to sign off</p> <p>HMc to liaise with Helicopter Stakeholders</p>	<p>AK</p> <p>HMc</p>
	<ul style="list-style-type: none"> Hypostyle Queries 	<p>HC enquired if a pneumatic tube system would be installed to the Labs facility and this was confirmed.</p> <p>HC enquired if the date for the ambulance service being demolished was known. HMc advised that the ambulance service demolition would take place around October/November 2010.</p>	<p>-</p> <p>-</p>	<p>-</p> <p>-</p>
5.	Date and Time of Next Meeting <i>Thursday 1st July 2010 at 2pm in the Site Offices, SGH</i>			

CONSTRUCTION INTERFACE GROUP: 1st JULY 2010

ACTION NOTE

Present:

Hugh McDermott (HMc)
Steven Gunn (SG)

Apologies:

Jim Magee (JM)
Steven Gunn (SG)

Alan Keeley (AK)
Liane McGrath (LM) (notes)
Peter Moir (PM)
Paul Allan (PA)
Mark McAllister (MMc)
Alastair Maclean (AM)

Bernard McCulloch (BM)
Will Gingell (WG)
Norman Sutherland (NS)
Dave Jordan (DJ)
Ronnie Clinton (RC)
Sam Suddese (SVS)

Howard Carter (HC)
Paul McGuinness (PM)

Jim McFadden (JMF)
Sharon Hutchison (SH)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action Note from previous meeting	Accepted as a true record	-	-
2.	Matters Arising <i>Manpower</i> <i>Lamps on Footpath</i>	HMc reported that there was 112 operatives on site HMc advised that the power to the lamps on the footpath had been isolated and padlocked off. AK to liaise with PA to organise BCL electrician to witness the disconnection.	- BCL to organise for their electrician to witness the disconnection and liaise with PA	- AK
	<i>Site Services Workshop</i>	HMc advised that he had scheduled the Site Services Workshop to take place on 8 th July.	-	-
	<i>Borehole</i>	HMc advised that he had discussed the borehole drawing with Alan Seabourne. HMc also noted that the board are awaiting paperwork from Paul Serkis on this issue. An email has been received noting that the location of the borehole will not cause a flight risk to helicopters landing/taking off, however, PM advised that a formal letter would be required noting this confirmation.	HMc to request formal letter	HMc
	<i>Doig & Smith</i>	HMc confirmed that he is meeting Doig and Smith next week re the dilapidation survey.	-	-
	<i>Port-a-cabins</i>	HMc confirmed that the port-a-cabins had been removed with the exception of the ROK cabins which are due to be removed.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
	<i>Demolitions</i>	<p>HMc confirmed that the site walk-round with AK and a Facilities rep had taken place yesterday.</p> <p>AM confirmed that the logistics plan had been prepared.</p>	-	-
3.	Forthcoming Works			
	<i>Barr Construction Ltd</i>	<p>SG advised that the MSCP works were progressing, foundations are ongoing and shuttering for the first floor will be started next week. Tower cranes are up and are being given final checks. HMc asked for clarification that they are operating restricting movement, SG confirmed. Temporary road works at pharmacy are still operational.</p> <p>SG noted that an issue with a water pipe had occurred where hot water was leaking. HC confirmed that this was isolated and shut off, however this needs further investigation so it can be disconnected.</p> <p>SG advised that an issue has occurred with power supply, last weekend work was being carried out on the NHS site to change supply cables. Power was shut down, which included the site power, however, site power was not turned back on. Power was reconnected on the Monday, as this occurred at a weekend where no site work was being carried out this was not a major issue. However, the telephone number for the shift engineer has now been obtained in case of future issues.</p> <p>HMc confirmed that he has sent an email to SAS re concerns over lifting operations continuing when their helicopters were arriving and departing.</p> <p>SS will update the helicopter management plan when he returns from annual leave next week and will send out for sign off asap. HMc confirmed that cranes are not to be used in the MSCP works until the plan has been signed off.</p>	<p>-</p> <p>Investigation into pipe to be carried out.</p> <p>-</p> <p>-</p> <p>Helicopter Management Plan to be updated and sent for sign off</p>	<p>-</p> <p>HC</p> <p>-</p> <p>-</p> <p>SS</p>
	<i>Brookfield Construction Ltd</i>	<p>AK confirmed that there are no works planned this week outside of the site boundary. All work is progressing well and labour figures have almost levelled off.</p> <p>BM confirmed that a new location for the generators will be given next week.</p>	<p>-</p> <p>-</p>	

Item No	Item	Discussion/Information	Action	Action by Whom
4.	AOCB <ul style="list-style-type: none"> Wheel Wash Electricity Meter Reading Scottish Power Potholes at site entrance 	<p>HMc requested that AK confirm the wheel wash joins have been repaired as water has been leaking into the SAS site.</p> <p>HMc requested that electricity meter readings be taken as the payment will be required up to the end of June.</p> <p>AK noted that he is trying to confirm a date with Scottish Power for the temporary power supply to be switched on.</p> <p>PM advised that staff have noted concerns over potholes in the road at the site entrance.</p>	<p>Confirm wheel wash has been repaired</p> <p>Electricity meter reading to be taken and forwarded to HMc</p> <p>Further liaison with Scottish Power to confirm date</p> <p>Potholes to be repaired at site entrance</p>	<p>AK</p> <p>AK</p> <p>AK</p> <p>WG</p>
5.	Date and Time of Next Meeting <i>Thursday 8th July 2010 at 2pm in the Site Offices, SGH</i>			

CONSTRUCTION INTERFACE GROUP: 8th JULY 2010

ACTION NOTE

Present:

Hugh McDerment (HMc)
Steven Gunn (SG)

Alan Keeley (AK)
Liane McGrath (LM) (notes)
Sam Suddese (SS)

Ronnie Clinton (RC)
Will Gingell (WG)
Paul Allan (PA)

Howard Carter (HC)
Paul McGuinness (PM)
Alistair Maclean (AM)

Apologies:

Jim Magee (JM)

Bernard McCulloch (BM)
Mark McAllister (MMc)

Dave Jordan (DJ)
Norman Sutherland (NS)

Jim McFadden (JMF)
Sharon Hutchison (SH)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action Note from previous meeting	Accepted subject to the following change: Page 2, Item 3 Forthcoming Works, correction to note, HMcD stated that the minute on this item was not entirely accurate. He did not give instruction that the tower cranes were not to be used till the HMP was signed off. This was corrected to the statement that he informed that the Tower Cranes were not used on the Laboratory Project till the HMP was signed off and that the MSCP Project Team, John Scott or Harry Christie would advise Barr of the way to proceed on the MSCP site as the HMP had still not been signed off with regards to the changes made to the update on the MSCP Section. All agreed that this correction was correct and the minute was to be corrected.	Update action note	LM
2.	Matters Arising			
	<i>Manpower</i>	HMc reported that there was 122 operatives on site	-	-
	<i>Lamps on Footpath</i>	Confirmed lamps are disconnected.	-	-
	<i>Site Services Workshop</i>	HMc confirmed that the Site Services Workshop would take place at 3pm today.	-	-
	<i>Doig & Smith</i>	HMc confirmed that he has met with Doig and Smith and details of the buildings within the perimeter have been noted. HMc will copy RC into correspondence on this.	RC to be copied into correspondence from Doig & Smith	HMc
	<i>Port-a-cabins</i>	HMc confirmed that all port-a-cabins have now been removed.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
	<i>Hot water pipe</i>	HC confirmed that investigation into the hot water pipe leak is ongoing.	Investigation into pipe to be followed up.	PA
	<i>Electricity Meter Reading</i>	HMc confirmed that WG has sent this on, HMc will forward and request invoice.	HMc to forward meter reading and request invoice.	HMc
	<i>Wheel Wash</i>	AK confirmed the wheel wash joins have been repaired.	-	-
	<i>Pot holes</i>	WG confirmed that the potholes at site entrance have been repaired.	-	-
3.	Forthcoming Works			
	<i>Barr Construction Ltd</i>	<p>HMc advised that the helicopter management issue needs to be resolved, an email has been sent out identifying who needs to sign off the management plan.</p> <p>SG advised that additional lighting is required on the crane and this is being progressed. Currently the crane is not in use which has caused a weeks worth of work to be lost. Prefabricated sections are being stored on the site where ground works need to start, these require to be moved by the crane prior to ground work being commenced. Other options to move these sections have been explored, however, a solution has not been identified and therefore it is critical that the crane lighting is progressed.</p> <p>RC confirmed that a formal request for additional lighting has been received from Bond. AM noted that all helicopter regulations need to be adhered to and a timescale for resolving this issue is required.</p> <p>RC confirmed that there have been no other issues raised this week.</p> <p>HC advised that works to the roadway beside pharmacy now need to be scheduled. Once completed, this work will protect data cables that are currently in use. HC will liaise with JM as an arrangement to close the road for a short period will be required. AM noted that the fire service need to be advised of any access changes during the works.</p>	<p>-</p> <p>Crane lighting to be progressed.</p> <p>-</p> <p>-</p> <p>HC to liaise with JM re road works</p>	<p>-</p> <p>SG</p> <p>-</p> <p>-</p> <p>HC</p>
	<i>Brookfield Construction Ltd</i>	AK confirmed that there are no works planned this week outside of the site boundary.	-	

Item No	Item	Discussion/Information	Action	Action by Whom
		<p>AK noted that the demolition works are now scheduled to commence on the 9th August 2010, however lead in time prior to these works is required so the areas need to be vacated in advance. RC noted that decants should be complete by 16th July 2010. The new location for the library is currently being assessed to confirm the weight bearing capacity, RC is awaiting the report. If there is an issue with weight bearing load, the library may have to only display essential materials.</p> <p>RC noted that preparatory work could be started in the library while it is still operational so as not to delay the demolition. However, this would have to be minimally disruptive.</p> <p>HMc noted that an asbestos survey may be started in the Walton building, however, if this is too disruptive it will have to wait until the building is vacated. AK confirmed that a Neighbourhood meeting is being held in the Walton building on 19th July 2010.</p> <p>RC confirmed that the top two floors of Residence D are empty, SS will liaise with JM to organise survey work in this area.</p> <p>HMc advised that Diog and Smith will be conducting road dilapidation surveys and may be marking road areas.</p> <p>AK advised that he is currently negotiating for potential use of areas on Hardgate Road for car parking, BCL may clear the hedging and footpath, discussions are ongoing.</p>	<p>-</p> <p>-</p> <p>-</p> <p>Survey of top two floors in Residence D to be organised</p> <p>-</p> <p>-</p>	<p>SS</p> <p>-</p> <p>-</p>
4.	AOCB	There was no other business noted.		
5.	Date and Time of Next Meeting <i>Thursday 15th July 2010 at 2pm in the Site Offices, SGH</i>			

CONSTRUCTION INTERFACE GROUP: 15th JULY 2010

ACTION NOTE

Present:

Hugh McDerment (HMc)
Paul Allan (PA)

Alan Keeley (AK)
Liane McGrath (LM) (notes)
Sam Suddese (SS)

Ronnie Clinton (RC)
Will Gingell (WG)
Jim Magee (JM)

Howard Carter (HC)
Paul McGuinness (PM)
John McCulloch (JMcC)

Apologies:

Alistair Maclean (AM)
Steven Gunn (SG)

Bernard McCulloch (BM)
Mark McAllister (MMc)

Dave Jordan (DJ)
Norman Sutherland (NS)

Jim McFadden (JMF)
Sharon Hutchison (SH)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action Note from previous meeting	Accepted as an accurate note.	-	-
2.	Matters Arising			
	<i>Manpower</i>	HMc reported that there was 122 operatives on site	-	-
	<i>Doig & Smith</i>	HMc confirmed that Doig & Smith correspondence has been sent to RC. Currently when Doig & Smith are on the hospital site they sign in with Estates and are given a pass. AK noted that BCL do not always know when they are carrying out work. AK agreed to contact Doig & Smith and advise that they need to sign in with BCL when they are on site.	-	-
	<i>Hot water pipe</i>	HC confirmed that investigation into the hot water pipe leak is ongoing.	Investigation into pipe to be followed up.	HC
	<i>Electricity Meter Reading</i>	HMc confirmed that information has been sent to Rob Anderson, NHS Accountant, and an invoice will be issued.	-	-
3.	Forthcoming Works			
	<i>Barr Construction Ltd</i>	HC advised that a resolution to the crane lighting issue is ongoing. Specialist lighting has been ordered and delivery is expected this week. There are lights currently on the crane, however, they will be supplemented with the additional lighting that has been ordered.	Crane lighting to be progressed.	HC

Item No	Item	Discussion/Information	Action	Action by Whom
		<p>HC noted that internal works will be carried out to the MSCP this week.</p> <p>JMcC confirmed that there have been no estates issues raised this week. RC confirmed that there have been no facilities issues raised this week.</p> <p>SS confirmed that the asbestos surveys for the Walton Building started today; surveys for Residence D have been postponed.</p> <p>RC confirmed that the remaining buildings on the demolition site will be fully vacated by the end of this week.</p>	- - - -	- - - -
	<i>Brookfield Construction Ltd</i>	<p>AK confirmed that there are no works planned this week outside of the site boundary.</p> <p>BCL have been carrying out clearing work tot eh footpath and hedges on Hargate Road beside the Ogilvie site. AK advised that he is currently negotiating for potential use of areas of the Ogilvie site for car parking, discussions are ongoing.</p> <p>AK advised that WSP have raised queries on connections following the recent surveys. These centre around the burn and combined drain diversion. The manhole on the Barrs site will be accessed to investigate these queries further</p> <p>JMcC and RC confirmed that there have been no estates or facilities issues raised this week.</p>	- - - -	- - - -
4.	Any other projects on site	No other projects noted.		
5.	<p>AOCB</p> <p><i>Service connections</i></p> <p><i>Existing Kit on Demolition Site</i></p>	<p>HMc advised that quotes will be sought for connecting services for the Nursery through existing ducts to the Maternity Block.</p> <p>HMc asked for confirmation on which pieces of kit are to be re-sited prior to the demolition works. JMcC will email HMc advising of which existing kit is being kept, where it needs to be moved to and what connections will be required in the new location. HMc will then arrange for companies to supply quotes to carry out the</p>	- List of kit currently on demolition site that is being kept and relocated to be sent to HMc.	- JMcC

Item No	Item	Discussion/Information	Action	Action by Whom
5		work.		
	<i>Utility Surveys</i>	HMc advised that quotes from external companies for carrying out surveys on existing services are due in next week. The successful company will review existing records and carry out ground penetrating radar surveys to map out where services currently are located. This work should be started on the demolition site in approximately 2 weeks.	-	-
	<i>Site Sequencing</i>	HMc advised a site sequencing meeting was held last week. BCL proposals to re-route the main hospital access road when creating the culvert along the existing road were discussed. BCL are currently preparing drawings detailing these proposals and they will be shared when available. Estates and facilities will be involved in further discussions.	-	-
	<i>Services</i>	JMcC advised that estates will carry out isolation work, following this construction teams can work as required. SS noted that the Walton building is needed for meetings on the 3 rd and 4 th of August, therefore services should be isolated after that. SS agreed to send JMcC an updated isolation schedule.	Updated isolation schedule to be sent to JMcC	SS
	<i>Street Lighting</i>	JMcC noted that once services are isolated the street lighting that covers the car park and part of the road leading to Hardgate Road will be turned off. RC noted that further discussions were required on this. HMc confirmed that this will be discussed at the demolitions meeting.	-	-
	Date and Time of Next Meeting <i>Thursday 22nd July 2010 at 2pm in the Site Offices, SGH</i>			

CONSTRUCTION INTERFACE GROUP: 22nd JULY 2010

ACTION NOTE

Present:

Steven Gunn (SG)
Paul Allan (PA)

Alan Keeley (AK)
Liane McGrath (LM) (notes)
Sam Suddese (SS)

Ronnie Clinton (RC)
Will Gingell (WG)

Howard Carter (HC)
Paul McGuinness (PM)

Apologies:

Alistair Maclean (AM)
John McCulloch (JMcC)

Bernard McCulloch (BM)
Mark McAllister (MMc)
Hugh McDerment (HMc)

Dave Jordan (DJ)
Norman Sutherland (NS)
Jim Magee (JM)

Jim McFadden (JMF)
Sharon Hutchison (SH)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action Note from previous meeting	Accepted as an accurate note.	-	-
2.	Matters Arising			
	<i>Manpower</i>	WG reported that there are 125 operatives on site. AK noted that this should now be a steady number.	-	-
	<i>Hot water pipe</i>	HC confirmed that investigation into the hot water pipe leak is ongoing.	Investigation into pipe to be followed up.	HC
	<i>Existing kit on demolition site</i>	PA provided a drawing detailing where the exiting generators could potentially be relocated too. RC advised that there are issues with this his option and this will need to be discussed with JMcC further. SS noted that he requires details of the size and weight of the generators to be moved so quotes can be obtained for their movement. SS asked PA to confirm location of boiler plant. PA to liaise with JMF	Options for relocation of generators to be discussed with RC -	JMcC - PA, JMF
	<i>Isolation of Services</i>	SS confirmed that the updated isolation schedule had been sent to JMF. PA advised that the gas that supplies the boiler also supplies the kitchen, therefore cannot be isolated until kitchen closes. SS advised that Burgoyne's will be quoting for the helipad lights and the generator or	- - Further discussion re nursery	- - PA

Item No	Item	Discussion/Information	Action	Action by Whom
		new supply for the nursery, he has asked them to discuss this with PA. PA will discuss some potential options re the nursery with Alex Burgoyne. RC noted that if generators are to be used, the noise levels need to be considered due to the close proximity of the residential area.	services	
3.	Forthcoming Works			
	<i>Barr Construction Ltd</i>	<p>SG advised that the additional lighting for the cranes should be installed later today, this will upgrade the lighting. Clarification on the exact lighting requirements to meet the specifications is ongoing. AK noted that BCL were carrying out more research into lighting standards to check that the Lighting on BCL's cranes is compliant with the NOTAMS.</p> <p>SG noted that work on site is progressing highlighting the following works:</p> <ul style="list-style-type: none"> - Ground works finishing - Progressing with construction of frame - Concrete on upper decks <p>Next weekend Barr have proposed to carry out road works to an area behind the Neuro building, awaiting confirmation from sub-contractor that this date is suitable. This will require closing part of a road for a few hours. RC advised that traffic flow during these times will need to be clarified, including ambulance traffic.</p> <p>SG noted that there have been no estates, facilities or security issues raised this week.</p>	<p>Clarification that lighting meets specification to be obtained</p> <p>-</p> <p>NHS sign off for temporary road closure to be obtained</p> <p>-</p>	<p>SG</p> <p>-</p> <p>SG</p> <p>-</p>
	<i>Brookfield Construction Ltd</i>	<p>AK confirmed that there are no works planned this week outside of the site boundary.</p> <p>AK advised that WSP have been carrying out flood risk assessments and have requested confirmation on whether some areas are prone to flooding. A drawing has been produced highlighting the areas needing clarified. AK will discuss this further with RC. WSP have also noted that two drains will need to be traced.</p> <p>AK noted that the footpaths adjacent to the Ogilvie site have now been cleared, discussions on potentially using part of their site for car parking are ongoing.</p>	<p>-</p> <p>Flood Risk Assessments to be discussed with RC</p> <p>-</p>	<p>-</p> <p>AK</p> <p>-</p>

Item No	Item	Discussion/Information	Action	Action by Whom
		<p>The neighbourhood liaison meeting took place on Monday, although turnout was fairly low communication was given to confirm that the car park will be single story. Some local residents did raise concerns over the possibility of rats being disturbed during demolition works; AK is currently reviewing the risk of this and will respond to these concerns.</p> <p>WG noted that Doig and Smith have agreed to provide details of when they will be on site carrying out dilapidation surveys.</p>	-	-
4.	Any other projects on site	No other projects noted.		
5.	AOCB <i>Demolitions</i>	<p>RC confirmed that the last walk around of the residencies would take place tomorrow to ensure they are clear of furniture, patient information etc. This will also be carried out for the Library and Walton Building in due course.</p> <p>AK noted that he would take the sub-contractor round the buildings due to be demolished. The sub-contractor requires two weeks notice prior to starting the works, however, AK has not received anything in writing from the NHS Board confirming that this work/ cost has been agreed. Until this is received AK will be unable to instruct the sub-contractor formally. AK also noted that the sub-contractor will require the results of the asbestos surveys as soon as possible. All of this reparatory work needs to be programmed and timescales are tight.</p> <p>SS confirmed that the asbestos survey for Residence A should be finalised by tomorrow and the survey for Residence D should be finalised by end of next week. Further surveys of the Walton and Library are required as the surveyor needs to check above asbestos tiles that were discovered.</p> <p>AK noted the importance of allowing the sub-contractor to complete their works without any stops as the cost quoted was based on finishing the work within a specified timescale.</p> <p>RC noted that a date as to when the buildings due to be demolished could be handed over to AK needs to be agreed. RC noted that the last of the staff remaining in the Management Annexe will be relocated today with an aim to decommission the</p>	<p>-</p> <p>.</p> <p>-</p> <p>Advise AK of dates asbestos surveys will be available so sub-contractor can be informed.</p> <p>-</p> <p>-</p>	<p>-</p> <p>-</p> <p>SS</p> <p>-</p> <p>-</p>

Item No	Item	Discussion/Information	Action	Action by Whom
		<p>building by the end of July. RC also confirmed that the cash machine adjacent to the canteen will be removed before 23rd August; additionally the bench outside of the Chaplaincy will also be moved. Within the kitchen, all fixed equipment will be left for the demolition, the kitchen is being relocated into satellite kitchens which will be fitted with re-generation equipment. The transfer is set for the end of August, RC is currently awaiting sign off for 5 of the kitchens from ROC.</p> <p>AK confirmed that he is awaiting a response from Scottish Power regarding the power cable for the site cabins, once the cable is in the generators can be removed.</p>		
5	<p>Date and Time of Next Meeting</p> <p><i>Thursday 22nd July 2010 at 2pm in the Site Offices, SGH</i></p>	<p>HC requested that his apology be noted for next weeks meeting.</p>		

ACTION NOTE

Present:

Paul Allan (PA)
Will Gingell (WG)

Apologies:

Jim McFadden (JMF)
Sam Suddese (SVS)

Howard Carter (HC)
Paul McGuinness (PM)

Alan Keeley (AK)
Liane McGrath
Sharon Hutchison (SH)

Hugh McDermott (HMc)
Shiona Frew (SF) (Notes)

Alastair Maclean (AM)
Mark McAllister (MMc)

Jim Magee (JM)
Steven Gunn (SG)

Bernard McCulloch (BM)
Ronnie Clinton (RC)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action Note from previous meeting	Accepted as a true record	-	-
2.	Matters Arising			
	<i>CCTV Survey Report</i>	HC advised that he had liaised with Hypostyle and a copy of the survey report would be sent to the Estates Dept.	-	-
	<i>Crane Lighting</i>	HMc advised that he had spoken to Scott Stevens for clarification on the permit as it would appear that the permit had not been fully completed. He had obtained a copy of the appropriate guidance documentation and forwarded a copy to HC for reference. As adherence to the guidance was a legal requirement it was crucial for Barr to adhere to the requirements stated in the guidance. SG advised that he had read the guidance and found the information on lighting requirements was confusing. HMc requested that SG investigate to ensure that their cranes are complying with the requirements.	SG to ascertain whether the Barr crane lighting complied with requirements	SG
	<i>Hot Water Pipe</i>	HC advised that a solution had been identified for the hot water pipe issue.	-	-
	<i>Kitchen Relocation</i>	HMc advised that the kitchen would be relocated on Monday. The old kitchen would be retained for a few days in case there were any problems encountered with the move. JM advised that SH would liaise with HMc to hand over the keys as soon as it was certain that the old kitchen was not required. PA asked that the Estates Dept also be informed of the keys being handed over in order that isolation works can be commenced.	HMc to liaise with SH re handover of keys for old kitchen. HMc to inform PA of key handover	HMc HMc
	<i>Substation Removal/Relocation of VIE</i>	PM advised that the date for the removal of the substation was 11 th January 2011. He advised on the proposal for the VIE and removal of the substation. Discussions would now need to be commenced with the Board as to who will be moving the sub-station and switchboard. The proposal for the VIE still requires the rest-room at the rear of A&E to be removed.	Commence discussions re removal of substation and switchboard	PM

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising (cont'd)			
	Demolitions			
	<i>Services</i>	HMc confirmed that the 24 hour pressure test works to be the Medical Gas had taken place. SS was not present to confirm the outcome of the 24 hour pressure test. PA reported that he had heard verbally that the test was okay.	SS to provide update at next meeting	SS
	<i>Mains Gas</i>	HMc advised that the gas connection to the boiler would be required until known that the kitchen relocation has been successful.	-	-
	<i>Switches</i>	HMc confirmed that the switches had been isolated. PM agreed to liaise with Reigart	PM to liaise with Reigart	PM
	<i>Demolitions Commencement</i>	SS had received confirmation of the start date of Reigart for the demolitions works. (31 st August 2010). PM reported that BCL would be requesting that they start on Asbestos and non-notifiables.	-	-
	<i>Nursery</i>	It was enquired if the cable supplying the nursery had been located. PA suggested that it may not have been found as yet.	PA to provide update at next meeting	PA
	<i>Management Annex</i>	PA reported that Estates were awaiting confirmation that the re-routing of the helipad lighting power had been completed so that the isolations could take place.	PA to provide update at next meeting	PA
	<i>Asbestos Survey</i>	SS was not present to confirm the status of the asbestos surveys. HMc advised that Enviraz had been on site at the beginning of the week. PM enquired if the 3 areas which had been inaccessible the previous week had been able to be accessed and this was confirmed.	-	-
	<i>Switchgear</i>	PA advised that Estates would need to investigate the change over switch for the generator.	Estates to investigate change over switch for generator	-
	<i>Dilapidations Survey</i>	PM reported that the dilapidation survey for the local residences would be to those houses numbered 51 to 69.	-	-
3.	Forthcoming Works			
	<i>Barr Construction Ltd</i>	SG advised that the following week works would be the continuation of the concrete pouring to the 1 st floor slab and preparation works for the commencement of the 2 nd floor slab. Works has also commenced on the ramps. HMc reported that the Board had instructed a Services Survey to the SGH site which included the road at the MSCP. SG advised that a copy of this report would be useful for Barr.	- HMc to provide a copy of the Services Survey report to SG	- HMc

Item No	Item	Discussion/Information	Action	Action by Whom
3.	<p><i>Brookfield Construction Ltd</i></p> <p><i>Demolitions</i></p>	<p>WG reported that the following week's works for Brookfield consisted of:</p> <ul style="list-style-type: none"> Continuing to pour concrete; Scottish Power carrying out HV connection at Renfrew Road; Meters to be installed on Monday 23rd August 2010 and power switched on Wednesday 25th August 2010 <p>It was noted that BCL may site skips for the demolitions works. BCL were asked to liaise with JM re location of skips.</p> <p>WG reported that Dunnes would be commencing the temporary footpath within the Hospital grounds.</p>	<p>-</p> <p>BCL to liaise with JM re skip locations</p> <p>-</p>	<p>-</p> <p>BCL</p> <p>-</p>
4.	AOCB			
	<p><i>Site Surveys</i></p> <p><i>BCL Security Cabin</i></p>	<p>HMc reported that the Board had instructed Adien to undertake further services tracing.</p> <p>WG advised that BCL enquired if the SGH Estates could provide access to a power supply for the Security Cabin at Gate 5 so that a small light and heater could be operated. WG was requested to liaise with PA.</p>	<p>-</p> <p>WG to liaise with PA</p>	<p>-</p> <p>WG/PA</p>
5.	<p>Date and Time of Next Meeting</p> <p><i>Thursday 26th August 2010 at 2pm in the Site Offices, SGH</i></p>			

CONSTRUCTION INTERFACE GROUP: 26th August 2010

ACTION NOTE

Present:

Ronnie Clinton (RC)
Sam Suddese (SS)

Apologies:

Jim McFadden (JMF)
Sharon Hutchison (SH)

Hugh McDerment (HMc)
Paul McGuinness (PMc)

Paul Allan (PA)
Howard Carter (HC)

Bernard McCulloch (BM)
Liane McGrath (LMc) (Notes)

Alastair Maclean (AM)
Mark McAllister (MMc)

Alan Keeley (AK)
Steven Gunn (SG)

Jim Magee (JM)
Will Gingell (WG)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action Note from previous meeting	Accepted as a true record	-	-
2.	Matters Arising			
	<i>Crane Lighting</i>	HMc advised that the guidance was a legal requirement it was crucial for Barr to adhere to the requirements stated in the guidance. A copy has been passed to SG and it is now up to Barr to action as appropriate.	-	-
	<i>Kitchen Relocation</i>	HMc advised that the keys to the Kitchen will be handed over to the project team on Friday, gas pipes will be decommissioned at the weekend. The asbestos survey is scheduled to take place on Monday. RC will organise a final walk around of the Kitchen and will liaise with SS to ensure this does not coincide with the asbestos survey.	-	-
	<i>Substation Removal/ Relocation of VIE</i>	AK advised that a new drawings has been drafted detailing the relocation of the decontamination unit. RC noted that there is a stand alone tank that will need to be considered when relocating the decontamination unit. This tank will need reconnected if moved and requires to be removed with a vehicle, therefore vehicle access will be required wherever it is situated. PMc confirmed that the proposed position for the sub-station will also be checked against this. RC noted that the drawings will be reviewed and all potential solutions should be discussed before the final solution is selected. AK added that the responsibilities for removing services needs to be established and then timescales can be agreed.	-	-
		HMc noted that the process needs to be managed with minimal disruption to the rest of the hospital, drawings need to be issued and further discussions held.	Drawings to be issued.	AK
	Demolitions			
	<i>Mains Gas</i>	HMc noted that the date of removing the gas mains will be confirmed in due course.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
		The kitchen will be decommissioned by Monday and a decommission certificate will be issued. HMc confirmed that a physical break will be inserted into the gas pipe and Reighart will be made aware of where these disconnections are.	-	-
	<i>Nursery</i>	SS confirmed that the power supply to the nursery had been switched over yesterday.	-	-
	<i>Management Annex</i>	HMc confirmed that the power to the Management Annex had been isolated and the building was now clear and ready for demolition. RC advised that the final walk through was also complete.	-	-
	<i>Dilapidations Survey</i>	HMc advised that Aiden had completed the road dilapidation survey, the report will be issued once received.	Dilapidation survey to be issued when available.	HMc
	<i>Skip Hire</i>	WG not at this meeting to give update on whether BCL need site skips for the demolitions work. Update required at next week's meeting.	BCL to liaise with JM re skip locations	BCL
	<i>BCL Security Cabin</i>	WG not at this meeting to give update on whether SGH Estates could provide access to a power supply for the Security Cabin at Gate 5. Update required at next week's meeting.	WG to liaise with PA re access to power supply	WG
3.	Forthcoming Works			
	<i>Barr Construction Ltd</i>	<p>SG advised that the following week's work will continue within the site boundary. Work completed this week includes:</p> <ul style="list-style-type: none"> - Asphalt complete - Two thirds of 1st floor slab complete <p>Next week work on the first section of the 2nd floor will begin and work will continue on the concrete frame over the next few weeks. SG advised work is progressing well but is slightly behind programme; however, this should be pulled back over the coming weeks. RC advised there were no Facilities issues reported this week.</p>	-	-
	<i>Brookfield Construction Ltd</i>	<p>AK reported that a new engineer is starting with BCL next week and will be putting markers down to outline where buildings will be. This exercise should help site staff to visualise where the new buildings will be in relation to access road etc. The VIE area will also be marked out as will hoarding lines.</p> <p>AK noted that once the marking out is complete a walk around will be arranged and measurements will be taken to ensure fire access is adequate.</p>	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
	<i>Demolitions</i>	<p>PMc advised that Reigart will be on site from Tuesday. An induction will be given and demolition work will start at Residence B. Access to the car park will not be restricted until Tuesday evening, the car park entrance will be close off late afternoon so staff will have to exit the car park using the new road layout. Signage will be required and BCL will have a security guard present to assist staff if required. RC noted that he will send a staff communication out electronically to advise of the changes.</p> <p>HMc noted that the services briefing for Reigart will be added to the induction.</p> <p>RC queried as to whether Reigart staff will be using car parking on site, AK advised that Reigart staff will be arriving on site in work vans so will not be using personal car parking spaces.</p> <p>HMc advised that HAI Scribe was completed for the demolitions and wetting down of materials was a prominent issue. AK noted this and also advised that noise levels will be monitored.</p> <p>HMc noted that the keys for the Kitchen will be held by the project team over the weekend and requested that AK advise security staff that the kitchen is now part of the site.</p>	<p>Electronic staff communication on car park changes to be circulated</p> <p>-</p> <p>-</p> <p>Copy of HAI Scribe to be sent to RC and BMc</p> <p>BCL Security staff to be advised Kitchen now part of site</p>	<p>RC</p> <p>-</p> <p>-</p> <p>HMc</p> <p>AK</p>
4.	AOCB			
	<i>Site Offices power supply</i>	HMc advised that power supplies to the site offices may be affected on Monday as work is carried out. The phone lines will be out of use for a period of time. Due to the English Bank holiday most BCL staff will not be on site, however the Project Board will be in the office. HMc noted that he will liaise with BCL to clarify when and for how long power may be affected.	BCL to be asked for clarification on potential cuts to power.	HMc
	<i>Helipad</i>	RC queried as to whether consideration had been given to potential traffic jams impacting on patient transfer from the proposed temporary helipad at the Thales site. Currently patients are transferred from the helipad to the hospital by internal ambulance, however, as a public road links the Thales site with SGH this vehicle may not be appropriate to use. The internal vehicle is not equipped with a blue light and clarification is needed on whether specialist training is required before a blue lighted vehicle can be operated. HMc noted that he would discuss further with A&E staff and SAS.	Further discussions on temporary helipad site required with A&E and SAS	HMc
5.	Date and Time of Next Meeting <i>Thursday 2nd September 2010 at 2pm in the Site Offices, SGH</i>			

CONSTRUCTION INTERFACE GROUP: 2nd September 2010

ACTION NOTE

Present:

Steven Gunn (SG)
Alistair Maclean (AM)

Apologies:

Jim McFadden (JMF)
Howard Carter (HC)

Hugh McDermont (HMc)
Sam Suddese (SVS)
Will Gingell (WG)

Bernard McCulloch (BM)
Ronnie Clinton (RC)

Paul McGuinness (PMc)
Liane McGrath (LMc) (Notes)
Paul Allan (PA)

Mark McAllister (MMc)

Alan Keeley (AK)
Sharon Hutchison (SH)

Jim Magee (JM)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action Note from previous meeting	Accepted as a true record	-	-
2.	Matters Arising			
	<i>Substation Removal/ Relocation of VIE</i>	HMc advised that drawings detailing the proposed moves had been issued. AK noted that a meeting has been set up to discuss this further, Alan Seabourne will be attending.	-	-
	<i>Services Investigation</i>	HMc advised that drawings have been received from Adien, once these have been reviewed they will be issued.	-	-
	<i>Skip Hire</i>	PMcG advised that skips will be required once demolitions begin, however, they will be situated within the site boundary.	-	-
	<i>BCL Security Cabin</i>	PA advised that the action is ongoing to determine if SGH Estates could provide access to a power supply for the Security Cabin at Gate 5.	Update on power supply to BCL security Cabin to be given	PA
	<i>Site Offices power supply</i>	HMc advised that the site offices have now switched over to permanent power supply and the generators are no longer required.	-	-
	<i>Helipad</i>	HMc advised that following discussions on potential issues with traffic interfering with patient transfer from the temporary helipad at the Thales site to the SGH, information has been sent to RC and JM regarding staff training for driving vehicles equipped with a blue light. Andrew Graham from SAS confirmed that training is required and SAS can provide this.	Potential for staff training on driving emergency vehicles to be reviewed	RC/JM

Item No	Item	Discussion/Information	Action	Action by Whom
3.	Forthcoming Works			
	<i>Barr Construction Ltd</i>	<p>SG advised that work is continuing well and that the first part of the second floor pour was completed yesterday. All work is within the boundary and is progressing as planned.</p> <p>SG noted that one area outside the boundary needs to be addressed, a drainage connection is required and Barr will need access to a manhole situated on the main road through the SGH site. A main road dig is one potential option; however, Barr engineers are currently reviewing the issue to determine if an internal solution can be reached to avoid major disruption. If the main road dig is required it may mean that the whole road would need to be closed, possibly for 2 weeks. This work will need to be completed before the end of the job but with the winter weather imminent it may be better to get this done sooner.</p> <p>AMc noted that alternatives do need to be investigated; however, if the main road dig is required there is the potential for constructing a temporary road around the grass area beside the Management Building.</p> <p>SG advised that work will continue to look at alternatives and an update will be brought back to this group.</p>	<p>-</p> <p>-</p> <p>-</p> <p>Update on options for drainage dig to be given.</p>	<p>-</p> <p>-</p> <p>-</p> <p>SG</p>
	<i>Brookfield Construction Ltd</i> <i>Demolitions</i>	<p>SH advised that staff communications are being issued.</p> <p>HMc advised that Enviras are conducting an asbestos survey in the kitchen and will be continuing with this until the end of the week.</p> <p>WG reported that the dilapidation surveys are almost complete.</p> <p>PMc noted that Reigart are fencing off areas and will be starting the asbestos removal. HMc and PMc will be reviewing cables in Residence B following a concerns raised by Reigart that high voltage cabling is present. HMc has confirmed that the residences have been isolated, however, he will check this presumed HV cable as requested. AK noted that it may be useful to give Reigart a drawing to show that all supplies to the residences have been isolated.</p> <p>AMc noted the importance of dampening down the demolition site to avoid dust. AK assured the group that Reigart will not be instructed to start until their dampening procedures have been checked by BCL. The dampening equipment will be linked to the fire mains and demolitions will</p>	<p>-</p> <p>-</p> <p>-</p> <p>Cabling at Residence B to be reviewed</p> <p>-</p>	<p>-</p> <p>-</p> <p>-</p> <p>HMc/PMc</p> <p>-</p>

Item No	Item	Discussion/Information	Action	Action by Whom
		stop if a fire is reported.		
4.	AOCB			
	<i>New Entrance for substation</i>	AK advised that BCL have delayed work to construct a new entrance for the substation. There is float in the programme which has allowed this to be done with no detriment to the overall timeline.	-	-
	<i>Site Surveys</i>	HMc advised that Adien have been instructed to survey the remained of the new hospital footprint including areas within BCLs hoarding. HMc has asked Adien to contact PMc to arrange access; the surveys may be carried out overnight.	-	-
	<i>Site Hoardings</i>	AK gave an overview of where site hoardings will be relocated to in the near future, a hoarding drawing will be produced and potential pinch points can be reviewed. The new hoarding lines will also be marked out on site by the BCL's new engineer and a walk round will be arranged.	-	-
5.	Date and Time of Next Meeting <i>Thursday 9th September 2010 at 2pm in the Site Offices, SGH</i>			

ACTION NOTE

Present:

Steven Gunn (SG)
Will Gingell (WG)

Apologies:

Jim McFadden (JMF)
Howard Carter (HC)

Hugh McDermott (HMc)
Sam Suddese (SVS)

Paul Allan (PA)
Ronnie Clinton (RC)

Bernard McCulloch (BM)
Liane McGrath (LMc) (Notes)

Mark McAllister (MMc)
Paul McGuinness (PMc)

Sharon Hutchison (SH)
Alistair Maclean (AM)

Jim Magee (JM)
Alan Keeley (AK)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action Note from previous meeting	Accepted as a true record	-	-
2.	Matters Arising			
	<i>BCL Security Cabin</i>	BMc noted that a cable can be connected to the main Outpatient Department. This supply can be metered for cost purposes. WG agreed to prepare a method statement and will forward this on to HMc for distribution as appropriate.	Method Statement to be drafted and forwarded to HMc	WG
	<i>Residence B cable</i>	HMc confirmed that the cable at Residence B had been re-checked and was not a HV cable.	-	-
3.	Forthcoming Works			
	<i>Barr Construction Ltd</i>	<p>SG reported that work is progressing well and two more pours were completed this week. Work for the forthcoming week includes the completion of the 1st floor deck and the 2nd section of the second floor. Work has also started on the ramps. Work within the site boundary is mainly being concentrated on.</p> <p>SG noted that a sketch detailing the drainage issue has been sent to the project design team. The design team are currently reviewing the options however it is likely that the less disruptive option, as discussed at last week's meeting, is achievable. Once the design team respond their proposal will be shared with HMc for distribution as appropriate. If the shallow dig option is agreed upon this could be completed within a weekend without the need for full closure of the main road through the hospital. HMc conformed that once the proposal has been confirmed and agreed a permit can be issued.</p> <p>SG noted that the condensate pipe issue is still outstanding and the final scheme is awaited. SG is currently liaising with Harry Christie regarding this issue. HMc noted thanks to SG for updating the group as he was currently following due process on this issue by linking with Harry Christie.</p>	<p>-</p> <p>-</p> <p>-</p>	<p>-</p> <p>-</p> <p>-</p>

Item No	Item	Discussion/Information	Action	Page 80 Action by Whom
		No Facilities or Estates issues had been reported this week.		
	<i>Brookfield Construction Ltd</i> <i>Demolitions</i>	<p>WG noted that demolitions are underway and a hoarding will be erected around the Management Annex on the 20th September. SH queried as to whether this would affect car park entry, WG advised that the entrance into the car park would remain open at this stage. HMc noted that once demolitions are fully underway the temporary road will be used.</p> <p>WG reported that all work for the coming week will be within the site boundary. An issue was raised by Biochemistry on the SGH site regarding vibrations during the extraction of sheet piling. Colin Smith from Biochemistry has been updated regarding the work, which will now be completed at the weekend to minimise disruption to services on site.</p> <p>HMc noted that the kitchen is being cleared and some items have been put into storage. Cockroaches have been found in the kitchen duct and pest control have been instructed to resolve this issue. Other areas will also be monitored to ensure the cockroaches do not migrate to other areas of the SGH site.</p> <p>HMc asked that BMc find out what the container at the front of the dining room is used for and if there is potential to move it. This would maximise the yellow hatching area.</p> <p>SS noted that the medical gas pipe coming on to the site will be removed tomorrow. HMc confirmed that he is meeting with Arthur Burns tomorrow to discuss isolating services that come on to the site, all procedures will be followed during this process and certificates confirming isolation will be issued.</p>	<p>-</p> <p>-</p> <p>-</p> <p>Confirm what container is used for</p> <p>-</p>	<p>-</p> <p>-</p> <p>-</p> <p>BMc</p> <p>-</p>
4.	AOCB			
		No other business was noted.	-	-
5.	Date and Time of Next Meeting <i>Thursday 16th September 2010 at 2pm in the Site Offices, SGH</i>			

ACTION NOTE

Present:

Steven Gunn (SG)
Will Gingell (WG)

Apologies:

Jim McFadden (JMF)
Alan Keeley (AK)

Hugh McDerment (HMc)
Sam Suddese (SVS)
Ronnie Clinton (RC)

Paul Allan (PA)
Sharon Hutchison (SH)

Bernard McCulloch (BM)
Liane McGrath (LMc) (Notes)
Howard Carter (HC)

Mark McAllister (MMc)

Paul McGuinness (PMc)
Alistair Maclean (AM)

Jim Magee (JM)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action Note from previous meeting	Accepted as a true record	-	-
2.	Matters Arising <i>BCL Security Cabin</i>	BCL Electrician to contact Estates to progress. BMC confirmed that the best option will be to connect the cable to the main Outpatient Department. WG confirmed that the cabin is to arrive by the end of the week. HMc requested that BCL liaise with himself or SS to progress.	WG to progress	WG
	<i>NHC Container</i>	BMC confirmed that the small container outside the dining room is used to store fluorescent tubes. Facilities will be able to move the container if required. Agreed to close this action.	-	-
3.	Forthcoming Works			
	<i>Barr Construction Ltd</i>	SG confirmed that work on the concrete frame is ongoing. A pour was completed on Monday and another is planned for tomorrow, this means that 5 of the 12 pours for the main frame will be complete. Construction of the ramps will be starting soon.	-	-
		SG noted that the method statement regarding drainage is being prepared and the time scale will have to be programmed in. SG will meet BMc to discuss further.	SG and BMc to discuss drainage proposals further	SG
		Regarding the input of services, HC advised that parts of the corridor under discussion are very tight and the input of any new services will require careful planning. RC noted that substantial amount of money was spent on this area recently so any works would need to ensure the ceiling is put back to its current state. SG noted that a review of the documentation will be carried out and the new route will be planned before further discussions take place.	-	-
		SG noted that any further asbestos surveys need to be instructed by the Board, HMc advised that Enviraz have been in to survey some areas, HMc will check the reports to assess the information provided. SG agreed to carry out some further investigation, review the register provided and arrange a site meeting to discuss proposals.	SG to progress investigations	SG

Item No	Item	Discussion/Information	Action	Page 86 Action by Whom
		<p>Condensate Pipe</p> <p>The group discussed the condensate pipe and SG noted that the service trench is covered with concrete lintels. SG requires access to the pipe so it can be cut and a blank end put on it. HMc noted that if the pipe is capped but access is required following completion of the car park there will be issues over access. HMc and HC agreed to meet and discuss further.</p> <p>No Facilities or Estates issues had been reported this week.</p>	<p>SG and HC to discuss further</p> <p>-</p>	<p>SG</p> <p>-</p>
	<p><i>Brookfield Construction Ltd</i></p> <p><i>Labs</i></p> <p><i>Demolitions</i></p>	<p>WG reported that work is progressing well and will continue within the site boundary this week. SS noted that during the piling extraction work, Biochemistry had reported vibrations within their unit that had an impact on analyser machines. It has been agreed that the piling work will be stopped between 11am-12pm and 3-4pm to minimise disruption. The work will be completed this weekend. HMc noted that the main build will not use sheet piles so these issues should not reoccur.</p> <p>PM noted that Reigart are planning on putting up heras fencing around the kitchen and admin blocks, this will commence tomorrow. For the next few weeks the road between the helipad and car parking will be left open, security will be out to ensure traffic is managed and PM will continue to monitor the site.</p> <p>PM advised that the main demolition of buildings will start on Monday with Residence B. The need for dust suppression has been reinforced and BCL will inspect the provision prior to demolitions starting. RC noted that Facilities will continue to liaise with this group and will update SGH staff as appropriate.</p> <p>The Reigart asbestos removal team will be moving on to the Library and Walton Building, decontamination booths will be set up and warning signage will be set up alongside the fencing.</p> <p>HMc confirmed that gas networks have been isolated from the demolition site and discussions will now be held to plan isolations for the rest of the site.</p> <p>No Facilities or Estates issues had been reported this week.</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>
4.	AOCB			
	<i>Site Survey Report</i>	PM requested that the Adien drawings be forwarded to him for.	Adien drawings to be sent to PM	HMc

Item No	Item	Discussion/Information	Action	Page 86 Action by Whom
	<i>Boiler removal</i>	SS noted that the removal of boilers from the Package Boiler Plant will require the closure of the adjacent car park for a day to allow access for the crane. RC advised that removal would be best over a weekend. SS will discuss further with RC once the proposed removal date is advised.	SS to advise RC on potential removal date	SS
	<i>Temporary Helipad</i>	RC noted that the issue of staff training to drive a blue light vehicle had been investigated. There are issues over how many staff would require training, costs associated with this and insurance. Jim Magee will be contacting the police to clarify any issues with non SAS employees driving on public roads. RC to give update when available.	Update when available	RC
5.	Date and Time of Next Meeting <i>Thursday 23rd September 2010 at 2pm in the Site Offices, SGH</i>			

ACTION NOTE

Present:

Steven Gunn (SG)
Will Gingell (WG)

Apologies:

Jim McFadden (JMF)
Alan Keeley (AK)
Ronnie Clinton (RC)

Hugh McDerment (HMc)
Sam Suddese (SVS)

Paul Allan (PA)
Sharon Hutchison (SH)

Bernard McCulloch (BM)
Liane McGrath (LMc) (Notes)

Mark McAllister (MMc)
Alistair Maclean (AM)

Paul McGuinness (PMc)

Jim Magee (JM)
Howard Carter (HC)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action Note from previous meeting	Accepted as a true record	-	-
2.	Matters Arising			
	<i>BCL Security Cabin</i>	BMc issued a drawing detailing the potential supply to WG. HMc agreed to provide WG with J Dargen's contact details so this issue could be progressed. WG will contact JD and supply the method statement.	HMc to provide WG with J Dargen's contact details	HMc
	<i>Drainage (Barr)</i>	SG advised that this is an ongoing issue and that paperwork and timescales are currently being drafted. Further updates on progress will be given at this group. SG and HC have conducted a walk around and HC is checking if any surveys have been carried out, if not a survey will be instructed. SG noted that access to the IT server room will be required and BMc advised that Alan Rose will be able to arrange access.	Further update to be provided as available	SG
	<i>Condensate pipe</i>	SG advised that work on this issue was ongoing and an update will be given when available.	Further update to be provided as available	SG
	<i>Site Survey Report</i>	HMc confirmed that the Adien drawings had been issued to PMc, HMc will also issue these documents formally via Aconex.	Drawings to be issued via Aconex	HMc
	<i>Boiler removal</i>	As discussed previously part of the car park will require to be closed during works to remove the boiler. The costs for doing this work on a Sunday, to avoid major disruption to staff car parking, has been supplied and SS will confirm the date of this work.	Boiler removal date to be circulated	SS
	<i>Helipad</i>	HMc noted that further discussions around this issue had taken place. Currently the responsibility of getting patients from out with the hospital grounds into the hospital lies with the SAS.	-	-

Item No	Item	Discussion/Information	Action	Page 85 Action by Whom
3.	Forthcoming Works			
	<i>Barr Construction Ltd</i>	<p>SG reported that work on the concrete frame is ongoing; the target date for completion of the frame is early/mid November 2010.</p> <p>A further pour will be completed on Tuesday which will mean that the 1st and 2nd floor ours are complete. Work will then commence on the 3rd floor. Columns are being put up for the ramps and over the next few weeks more trades will be on site.</p> <p>SG noted that work is progressing well and is on target for completion in March 2011.</p> <p>All work is within the hoarding and no estates or facilities issues have been raised.</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p>
	<i>Brookfield Construction Ltd</i>			
	<i>Labs</i>	<p>WH reported that work is progressing well. The sheet piling work is due for completion by Monday and all work planned for next week is within the site boundary.</p> <p>WG advised that 165 operatives are now on site.</p>	-	-
	<i>Demolitions</i>	<p>PMc advised that asbestos removal is ongoing in the Walton Building and the machines will be on site next week. David Jordan is liaising with Reigart to discuss the programme and progress with demolitions. The demolition programme will commence with buildings relevant to the temporary access road. Two asbestos teams will be working between areas to ensure the completion date for the demolitions is worked towards.</p> <p>HMc requested that the demolition programme be forwarded for information.</p> <p>PMc noted that some security issues had been raised in relation to the demolition site, following this the heras fencing has been realigned to improve security. Security patrols will also be increased. Discussions took place around moving the heras fencing further, however, it was noted that any movement of fencing may have an impact on the roadway and therefore would need to be discussed in detail before being progressed.</p> <p>No Facilities or Estates issues had been reported this week.</p>	<p>-</p> <p>Demolition programme to be issued to HMc</p> <p>-</p>	<p>-</p> <p>PMc</p> <p>-</p>

Item No	Item	Discussion/Information	Action	Action by Whom
4.	AOCB			
	<i>Pest control</i>	SS confirmed that pest control had completed their work on the kitchen.	-	-
5.	Date and Time of Next Meeting <i>Thursday 30th September 2010 at 2pm in the Site Offices, SGH</i>			

ACTION NOTE

Present:

Steven Gunn (SG)
Will Gingell (WG)

Apologies:

Alistair Maclean (AM)
Alan Keeley (AK)

Hugh McDerment (HMc)
Sam Suddese (SVS)
Howard Carter (HC)

Paul Allan (PA)
Sharon Hutchison (SH)

Bernard McCulloch (BMc)
Liane McGrath (LMc) (Notes)
Jim McFadden (JMF)

Mark McAllister (MMc)

Paul McGuinness (PMc)
Ronnie Clinton (RC)
John McCulloch (JMc)

Jim McGee (JM)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action Note from previous meeting	Accepted as a true record	-	-
2.	Matters Arising			
	<i>BCL Security Cabin</i>	BMc will advise HMc where the connection point is following this meeting.	Connection point to be advised	BMc
	<i>Drainage (Barr)</i>	SG advised that paperwork and timescales are currently being worked on. Following the pour next week Barr have a timeslot free that could be used to carry out the connection. This work will be done over a weekend. SG confirmed that the connection is approximately two thirds into one lane on the road, meaning that one full lane will still be available for use while the work is being conducted. Barr will organise traffic control for the small area so there will be no requirement for temporarily traffic lights. SG will confirm the date of the works. JMc noted that traffic could be diverted around the front of the Management Annex while the work is being carried out. This temporary solution has been used on other occasions and is an option that could be considered.	Further update to be provided as available	SG
	<i>Condensate pipe</i>	SG advised that work on this issue remains ongoing and an update will be given when available.	Further update to be provided as available	SG
	<i>Site Survey Report</i>	HMc noted that the drawings will be issued via Aconex.	Drawings to be issued via Aconex	HMc
	<i>Boiler removal</i>	SS advised that the boiler removal was scheduled for Sunday 10 th October 2010. The work will be completed within a few hours.	-	-

Item No	Item	Discussion/Information	Action	Page 86 Action by Whom
	<i>Helipad</i>	RC noted a process for managing patient journeys from the temporary helipad to the hospital site needs to be established as soon as possible so A&E can be informed. HMc advised that he will discuss this issue further with Alan Seabourne.	- Further discussions with Alan Seabourne re helipad	- HMc
	<i>Demolition Programme</i>	David Jordan has issued the demolition programme and work is ongoing with the demolitions.	-	-
3.	Forthcoming Works			
	<i>Barr Construction Ltd</i>	SG advised that the next pour is scheduled for this week, work on the 2 nd floor is complete and the first section of the 3 rd floor will be commenced on Wednesday. Work on the ramps has started. HC has arranged for asbestos surveys to be carried out in the electrical connections area. All work is within the site and no estates or facilities issues have been raised. RC noted that although there are no facilities issues with the construction work there may be an issue that needs to be addressed once the work is complete regarding traffic management. As the car park entry and exit is through a T-junction this may cause a bottleneck at peak times. RC has raised this issue with Harry Christie and has noted that traffic management needs to be included in the scheme. Traffic lights may be a potential solution however may be costly. HMc agreed that this issue needs to be considered further and will discuss with Alan Seabourne.	- - - Traffic management following car park completion to be discussed with Alan Seabourne	- - - HMc
		SG advised that on a few occasions concrete pour work on site has went on into the early hours of the morning which has caused concerns to be raised regarding noise from staff in adjacent buildings. SG has advised that as much notice of any late work will be given as early as possible and Harry Christie has spoken to concerned staff. HMc noted that to reduce noise levels electric equipment could be used in place of motorised. HMc will forward details of equipment suppliers to SG for information.	Supplier information to be forwarded to SG	HMc
	<i>Brookfield Construction Ltd</i>			
	<i>Labs</i>	WH advised that sheet piling work is complete. All work planned for next week is within the site boundary and a one way system will be introduced within the site to manage traffic flow. An issue was raised last week re crane lights; Jim Magee had advised BCL that the lights were not visible from the ground. WG checked the lights and all are working, the lights are not visible from some angles at ground level.	- - -	- - -

Item No	Item	Discussion/Information	Action	Page 80 Action by Whom
	<i>Demolitions</i>	<p>PMc advised that the Reigart demolition team are now on site and the planned demolitions are starting with Residence B before moving on to A and then D. The Management Annex will be the last building to be demolished and this should be complete by the end of December.</p> <p>Dampening down procedures have been monitored and Reigart are awaiting larger diameter hosing to improve provision. Water pressure will be checked by BCL before work commences and will be monitored throughout the work.</p> <p>HMc noted that due to the substation works street lightning has been reduced and 4 tower lights have been brought in to provide lighting in affected areas. JMc noted that street lighting is an important issue and the hospital site must comply with lighting standards. HMc advised that the tower lights are a temporary measure and as work progresses around the site lamps will be moved and reconnected.</p> <p>SS noted that a lighting survey has been carried out and approximately 40 lights are out, this is a lamp issue and not due to power concerns.</p>	- - -	- - -
4.	AOCB			
	<i>Temporary Car Parking (Ogilvie Site)</i>	<p>RC noted that once car parking areas are reduced on the SGH site the timing and configuration of the temporary parking area on the Ogilvie site needs to be planned and managed early. HMC advised that BCL will be required to draft a proposal for these proposals, including a plan on how the period before the multi-story car park opens will be managed.</p>	-	-
5.	Date and Time of Next Meeting <i>Thursday 7th October 2010 at 2pm in the Site Offices, SGH</i>			

ACTION NOTE

Present:

Steven Gunn (SG)
Paul Allan (PA)

Apologies:

Howard Carter (HC)
John McCulloch (JMc)

Sam Suddese (SVS)
Alan Keeley (AK)
Alistair Maclean (AM)

Hugh McDerment (HMc)
Sharon Hutchison (SH)

Bernard McCulloch (BM)
Liane McGrath (LMc) (Notes)

Mark McAllister (MMc)
Jim McFadden (JMF)

Paul McGuinness (PMc)
Ronnie Clinton (RC)

Jim Magee (JM)
Will Gingell (WG)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action Note from previous meeting	Accepted as a true record subject to the following change: Item No 4 – Temporary Car Parking (Ogilvie Site): AK advised this section needs to state that although BCL are trying to secure the Ogilvie site for use as a temporary car park, the contingency plan for car parking is not a BCL responsibility. Therefore, if the multi-story car park is not ready for use when SGH car parking is reduced due to BCL works the Board will be responsible for managing the issue.	Previous note to be changed to reflect this.	LM
2.	Matters Arising <i>Temporary Car Parking</i>	RC asked if there is a set date, following FBC, when the construction site is handed over to BCL. AK advised that a full programme has been planned based on obtaining FBC approval early in November, if this is not achieved by this target date the whole programme will need to be reconsidered. RC noted that if the current car park, temporary car park and Management Annex car park are all removed from use and the Ogilvie site does not become available then parking at SGH will be an issue for the Board. SG advised that the multi-story car park completion date is 17 th March 2011.	- -	- -
	<i>Drainage (Barr)</i>	SG advised that another manhole has been identified on the pavement of the temporary road and access may be available through this, avoiding the need for closing off part of the road during the work. SG noted that he will check this option further to confirm if access is achievable, if not the original plan to use the manhole site in the road will be progressed. Paperwork has been prepared and a drawing detailing the traffic management plan can be drafted if required.	Further update to be provided as available	SG

Item No	Item	Discussion/Information	Action	Page 401 Action by Whom
	<i>Condensate pipe</i>	<p>SG advised that work on this issue remains ongoing; SG has investigated various options to address the condensate pipe issue. The valve has been turned off and Barr could cap the pipe, however, if BCL are programmed to work on the services in this area then capping the pipe may have no value. SG noted that Barr could proceed with their planned work with the valve turned off; if the valve fails then hot water would leak into the area beside the tower crane, which would not cause any issues with the multi-story car park.</p> <p>SS agreed to discuss this with HMc.</p>	<p>-</p> <p>Options to be discussed with HMc</p>	<p>-</p> <p>SS</p>
	<i>Boiler removal</i>	<p>SS confirmed that the boiler removal work on 10th October includes the boilers behind the kitchen. Jim Magee has agreed to close the car park and some spaces in front of Pharmacy while the work is carried out. The police have authorised the move.</p> <p>AMc noted that Govan Fire Station should be informed as the exit that will be used to remove the boiler is the one the fire brigade will use in the event of a fire on site.</p>	<p>-</p> <p>Advise Govan Fire Station of work</p>	<p>-</p> <p>SS</p>
	<i>Helipad</i>	SS advised that discussions between HMc and Alan Seabourne regarding the helipad issues are ongoing. Further update will be provided when available.	Further discussions with Alan Seabourne re helipad	HMc
	<i>Multi-story Car Park – Traffic Management</i>	<p>SG advised that agreement has been reached and ducts will be put in the Car Park to allow traffic lights to be installed.</p> <p>AK noted that BCL will be putting in a temporary road on the Library site for access but by then Barr should have completed the multi-story car park. RC advised that temporary traffic lights could be installed at this point to manage traffic flow from the multi-story on to the main road through the hospital.</p> <p>SG noted that various services will need to be protected by BCL when building the temporary road, including IT and Telecoms. AMc advised that Karen McSweeney, Telecoms, and Calum Morrison, Networks Manager are the NHS contacts for these services.</p>	<p>-</p> <p>-</p> <p>-</p>	<p>-</p> <p>-</p> <p>-</p>
	<i>Street Lighting</i>	<p>SS advised that Burgoyne's will be reconnecting the street lights from the Helipad to where the Residences were sited. Temporary lights are also in place.</p> <p>SG advised that the lighting around the Barr hoarding which connects to the feeder pillar wasn't working last night, PS agreed to check that the supply is working.</p>	<p>-</p> <p>Supply to lighting around Barr hoarding to be checked.</p>	<p>-</p> <p>PA</p>

Item No	Item	Discussion/Information	Action	Page No	Approved by Whom
3.	Forthcoming Works				
	<i>Barr Construction Ltd</i>	<p>SG advised that 5 pours are remaining; the next one is due to complete next week. The final pour is scheduled for mid November. On average the pours begin at approximately 7am in the morning and finish at approximately 6pm. As much notice as possible is given to adjacent buildings prior to pours if work is likely to go on later. RC requested that Facilities were notified in advance of the pours so arrangements could be made with adjacent wards to potentially relocate any patients that may be disturbed by the noise.</p> <p>SG noted that some power floating still needs to be done. AK advised that BCL are currently looking to the specification for the BCL pours to try and avoid power floating if possible.</p> <p>SG gave an update on further works, noting the following:</p> <ul style="list-style-type: none"> - Frame construction is ongoing - Centre section on 3rd floor scheduled for next week - Electricians on site - Brick layers starting next week - Crash barriers to be started over next few weeks - Ramp pours to be started soon <p>All work is within the site and no estates, facilities or security issues have been raised.</p>	-	-	-
	<i>Brookfield Construction Ltd</i>	<p>AK advised that manpower numbers have levelled off. However, more sub-contractors are now looking for office space; the SAS site needs to be available to accommodate this. SS advised that an asbestos survey has been carried out on the SAS site.</p> <p><i>Labs</i></p> <p>AK noted that the Labs construction continues to progress well. More contracts have been let and work is ongoing with other packages.</p> <p>RC noted that following completion of the Labs, FM services will be located within the building and SGH Facilities intend to use the new FM department to service the rest of the SGH site. In order to do this a road link between the new Labs and SGH site will be required. AMc noted that this issue has been raised with Alan Seabourne previously.</p> <p>RC advised that access for staff and traffic will be required. Many Labs staff will be parking within the current SGH site and will need access from the hospital site to the Lab building. AK noted that plans for security and safety issues on crossing the haul road need will need to be considered.</p>	-	-	-
			-	-	-
			-	-	-

Item No	Item	Discussion/Information	Action	Page No	Action by Whom
	Demolitions	<p>PMc advised that demolitions will be carrying on to the Library and Canteen, the area beside the canteen will require to be closed off. The earliest this area will close is week beginning 18th October. Dampening down processes are working well.</p> <p>AK advised that three reports from residents have been received regarding concerns over vibrations. An acoustic consultant has assessed the levels of vibration and advised the vibration is tactile. AK has spoken to residents to reassure them and has advised that technical readings will continue to be taken to assess levels. Two residences were previously surveyed by Doig and Smith so a baseline has been recorded to compare with any future survey work that may be required.</p> <p>PMc advised that a concrete base below Residence B has been discovered; therefore Reigart will be bringing in a breaker to remove it. Vibration and noise levels will be monitored during this work.</p> <p>AK advised that SEPA have asked BCL to monitor the quality of water that passes through the site, SEPA will be walking the site with PMc tomorrow. Trial pits and boreholes will be created on the demolition site and will also be positioned on the SAS site in due course.</p> <p>The anticipated demolition completion date, including demolition of the Management Annex, is 17th December 2010.</p> <p>PMc also advised that some setting out may take place over the next week outside the BCL site.</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>
4.	AOCB	No other business was noted.	-		-
5.	Date and Time of Next Meeting <i>Thursday 14th October 2010 at 2pm in the Site Offices, SGH</i>				

CONSTRUCTION INTERFACE GROUP: 14th October 2010

ACTION NOTE

Present:
 Hugh McDermont (HMc)
 Paul Allan (PA)
Apologies:
 Steven Gunn (SG)
 Mark McAllister (MMc)

Sam Suddese (SVS)
 John McCulloch (JMc)
 Alistair Maclean (AM)

Bernard McCulloch (BM)
 Sharon Hutchison (SH)

Alan Keeley (AK)
 Liane McGrath (LMc) (Notes)
 Will Gingell (WG)

Jim McFadden (JMF)

Paul McGuinness (PMc)
 Ronnie Clinton (RC)
 Howard Carter (HC)

Jim Magee (JM)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action Note from previous meeting	Accepted as a true record subject to the following change: Item No 4 – Temporary Car Parking (Ogilvie Site): RC advised that this section should include a note stating that BCL and Board will be working in partnership to find the best solution to the potential car parking issue.	Previous note to be changed to reflect this.	LM
2.	Matters Arising <i>Temporary Car Parking</i>	AK noted that the site is due to be handed over to BCL at then end of February, the multi-story car park is not scheduled to be complete until the 17 th March, therefore there may be car parking issues on the SGH site during the intervening period. AK advised that BCL are still pursuing the Ogilvie site which could be used as a temporary car parking solution. HMc noted that Alan Seabourne and Peter Moir are aware of this potential issue. Further update to be provided as available.	Further update to be provided as available	-
	<i>Drainage (Barr)</i>	HC advised that a meeting was held on Tuesday to discuss the options. Using the manhole on the pavement has been agreed as the preferred solution and will be progressed.	Further update to be provided as available	HC/SG
	<i>Condensate pipe</i>	HMc advised that a survey of the duct will be required and a further update will be given when available.	HMc	-
	<i>Boiler removal</i>	SS confirmed that the boiler was removed and is now being stored at Hillington.	-	-
	<i>Helipad</i>	HMc advised that Alan Seabourne will be discussing this issue further with the Chief Executive of SAS, an update will be provided when available.	Update on helipad to be provided as available.	HMc
	<i>Street Lighting</i>	SS advised that Burgoynes have reconnected the street lamps on Langlands Avenue and the main hospital road. If any further issues with street lighting occur, SS to be advised.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
		<p>HC agreed to check the lighting beside the Barr hoarding as it had been noted this was not working fully.</p> <p>SS noted that the lights beside the helipad had not been reconnected, PA agreed to discuss with Jim Magee and advise SS.</p>	<p>Lighting beside Barr hoarding to be checked</p> <p>Helipad lights to be checked prior to reconnection</p>	<p>HC</p> <p>PA</p>
3.	Forthcoming Works			
	<i>Barr Construction Ltd</i>	<p>HC advised that a pour is currently in progress and a further pour is scheduled for next week. Pours for four stories including the ground are complete, leaving one more floor, the roof and ramps still to do. The first ramp has been started and is progressing.</p> <p>HC confirmed that surveys are being carried out on the proposed location for the power connections. A route check for the power cables will be carried out, HC will instruct Enviras to do this.</p> <p>HC advised that when reinstating the road the pavement will need to be lifted and cables from the CMB Block will need to be moved closer to the building. Confirmation on what has been cut is required so time is not spent protecting cables that are no longer in use. AMc noted that Calum Morrison and Karen McSweeney should be able to advise on this. HC agreed to contact the relevant staff including Alan Rose.</p> <p>No estates, facilities or security issues have been raised this week.</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p>
	<i>Brookfield Construction Ltd</i>	<p>AK noted that the majority of work continues to progress within the hoarding. Out with the hoarding locations for the boreholes to monitor ground water quality need to be agreed, AK will be discussing this further with WSP. PMc has walked the site with WSP. Boreholes also need to be located on the demolition site, these will be within the heras fencing.</p> <p>AK advised that work on the new entrance will commence a week on Monday. Tree removal is scheduled to start on the 25th October and will affect three areas, A&C Stage 3 site, and the Haul Road. The tender for this work has been sent out and it states that weekend work will be required. WG noted that some trees are close to footpaths and car parking spaces, these areas may need to be closed off during the work and reinstated afterwards. A programme for this work will be drafted and distributed as appropriate.</p>	<p>-</p> <p>-</p>	<p>-</p> <p>-</p>
	<i>Demolitions</i>	<p>AK noted that the fire hydrant on the demolition site requires to be reconnected so dampening down can take place near the kitchen. Breaking work is continuing. AK noted that some residents had reported concerns over the vibrations during the demolitions. The</p>	<p>-</p>	<p>-</p>

Item No	Item	Discussion/Information	Action	Action by Whom
		<p>hotline number is being used by local residents. HMc noted that a complaint log needs to be kept and AK confirmed BCL currently do keep a log. HMc advised that any staff complaints also need to be documented and asked that details of any staff complaints be passed to LM for recording. The complaints should also be discussed at this meeting so a record can be kept of actions.</p> <p>The group discussed potential disruption to clinics on the SGH due to vibration/noise during the major construction work. AK noted that the ground across the site varies a lot so some areas will be more complex to construct on than others, BCL are considering using rotary piles rather than driven piles to reduced noise/vibration. AMc noted the importance of communicating the programme.</p> <p>The demolition of the library will commence on Saturday, a BCL supervisor will be on site to monitor the work. Following the library, demolition of the kitchen will be next. The demolitions remain on programme for completion in December 2010.</p> <p>No estates, facilities or security issues have been raised this week.</p>	- - -	- - -
4.	AOCB			
	<i>Gas Main</i>	HMc noted that the gas main that fed the boiler plant in the kitchen has been traced. The pipe is in the same track as the water pipe and will be isolated over the next few days. No legs fro the pipe have been traced so the isolation should not affect any other areas, however, precautions will be taken and the pipe will be capped for a few days prior to isolation to ensure no other areas are impacted. A decommission certificate will be issued once the pipe is isolated.	Gas pipe to be isolated	HMc
	<i>Road Diversion</i>	<p>HMc noted that Alan Seabourne will be attending this meeting next week. A presentation of the road diversion will be given. When a sub-contractor is selected for the linthouse burn diversion a further presentation will be arranged.</p> <p>AK noted BCL intend to mark up the WSP drainage drawing with information from the service surveys.</p> <p>HMc noted that once the method for the road diversion is agreed staff communication methods need to be established. RC noted that a simplified drawing of the road changes would be useful to give to staff. HMc advised that the work needs to be carefully planned to ensure minimal disruption.</p> <p>RC asked if the plans take account of traffic currently on site and if restrictions will need to be enforced on through traffic. AK confirmed that these issues have been taken into account and that turning circles, white lines etc are including the proposals. Pedestrian</p>	- - -	- - -

Item No	Item	Discussion/Information	Action	Action by Whom
		<p>footpaths have been protected.</p> <p>AK noted that BCL hope to have the new drainage installed prior to the road diversions. HMc noted that the depth of the drains may be very deep. WSP will investigate this further and more discussions on this will be arranged.</p>	-	-
	<i>Gateway Review</i>	HMc advised that the project's Gateway 3 Review had taken place last week and an excellent result had been achieve.	-	-
	<i>Diesel Tank Move</i>	AK agreed to provide SS with a date for this move. JMc advised that France Wrath should be contacted for specifications of the tanks and associated regulation details etc. Security needs to be considered when selecting a place for the tanks to be moved to. JMc also noted that the tanks need to be easily accessible by Estates if required. HMc noted that hospital requirements need to be established and agreement needs to be reached on where to site the tanks. All options will be considered.	Further discussions on site for diesel tanks to take place.	HMc
5.	Date and Time of Next Meeting <i>Thursday 21st October 2010 at 2pm in the Site Offices, SGH</i>			

CONSTRUCTION INTERFACE GROUP: 28th October 2010

ACTION NOTE

Present:

Alistair Maclean (AM)
Will Gingell (WG)

Apologies:

Bernard McCulloch (BM)
Mark McAllister (MMc)
Steven Gunn (SG)

Sam Suddese (SS)
Ronnie Clinton (RC)
Peter Moir (PM)

Howard Carter (HC)
Sharon Hutchison (SH)

Alan Keeley (AK)
Liane McGrath (LMc) (Notes)

Jim McFadden (JMF)
Hugh McDerment (HMc)

Paul McGuinness (PMc)
Paul Allan (PA)

Jim Magee (JM)
John McCulloch (JMc)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action Note from previous meeting	Accepted as a true record.	-	-
2.	Matters Arising <i>Car Park power installation (Barr)</i>	RC noted that more details on these plans are required from SG. PA noted that a method statement would be needed before any work can proceed. AM advised that if the ceiling does require to be removed, the current procedure would be for Estates to organise this. The cost would be charged to the contractor/project, not to Estates or Facilities.	More details on proposals to be provided at next meeting	SG
	<i>Signage</i>	RC noted that the signage SG was referring to at last week's meeting needs to be clarified.	Clarification on signage to be provided at next meeting	SG
	<i>Tree removal and borehole location</i>	RC requested that Facilities be informed of which trees are to be removed and the proposed location for boreholes. AK agreed to ensure this information was communicated. SS confirmed he sent this to RC and Estates on Tuesday 26 th October.	Facilities to be informed of tree removal and borehole locations	AK
	<i>Road diversion presentation</i>	AK advised that the presentation had been given to members of the project team last week, a further meeting has been arranged for tomorrow and an update will be given to this group when available.	-	-
	<i>Lighting (Barr hoarding)</i>	PA advised that the lighting on the Barr hoarding had been repaired and is now working.	-	-
	<i>Gas Main</i>	SS confirmed that the gas main within the BCL site had now been isolated.	-	-
	<i>Car Park lights</i>	AM queried the time the lights in the car park turn on. SS advised that the photocell activates the lights as soon as it gets dark. AM noted that the effectiveness of this	Car Park lights to come on as soon as it starts to get dark	SS

Item No	Item	Discussion/Information	Action	Action by Whom
		needs to be checked to ensure the car park is not too dark.		
3.	Forthcoming Works			
	<i>Barr Construction Ltd</i>	No update provided as apologies noted from SG and HC.	-	-
	<i>Brookfield Construction Ltd</i>			
	<i>Boreholes</i>	AK noted that agreement on the borehole locations is required. The proposals have been detailed on a drawing and are being discussed with the project team. AK confirmed that care will be taken to protect buildings and the public from any debris that is disturbed when the boreholes are being put in.	-	-
		BCL plan to coincide the borehole installations with putting in some trial pits on the demolition site. AK also noted that backfilling the demolition site is not in the Reigart contract. PM noted that backfilling may not be required if areas of the demolition site are going to form part of the new hospitals basement. AK advised that if the site is not backfilled the Heras fencing would need to stay and the costs of retaining the fencing may be higher.	-	-
	<i>Tree Removal</i>	AK noted that currently trees set for removal are located both inside and outside of the demolition site; the Heras fencing could be extended to enclose most of the trees for removal. AK noted that the removal work is scheduled to start at the weekend, however not all of the work will be completed on weekends.	-	-
	<i>Demolitions</i>	AK advised that the demolition of the library is complete except for a part of the basement, this section is being kept until after the culvert diversion is complete. Demolition of the kitchen and management annex will begin next week. AK will be asking Reigart to alter their programme to meet the original 12 week plan.	-	-
		In order to cordon off the demolition site, the current car park entrance will be closed off and car park users will be required to use the alternate route. The group agreed that this should be closed off from Monday morning and RC will organise to send a staff communication out via email.	Staff communication re car park changes to be issued	RC
		PM noted that all invoice payments need to be sent to himself for sign off and should not be put through the main contract. AK confirmed that Paul Heath (PH) from BCL is dealing with all of the financial aspects for the Reigart contract; SS will liaise with PH to ensure all invoices are sent to PM.	All demolition invoices to be signed off by PM, Paul Heath to be contacted re this	SS

Item No	Item	Discussion/Information	Action	Action by Whom
4.	AOCB	No other business was noted.	-	-
5.	Date and Time of Next Meeting <i>Thursday 4th November 2010 at 2pm in the Site Offices, SGH</i>			

CONSTRUCTION INTERFACE GROUP: 4th November 2010

ACTION NOTE

Present:

Hugh McDermott (HMc)
Will Gingell (WG)

Apologies:

Bernard McCulloch (BM)
Mark McAllister (MMc)

Sam Suddese (SS)

Ronnie Clinton (RC)

Steven Gunn (SG)

Howard Carter (HC)

Sharon Hutchison (SH)

Alan Keeley (AK)

Liane McGrath (LMc) (Notes)

Jim Magee (JM)

Jim McFadden (JMF)

John McCulloch (JMc)

Paul McGuinness (PMc)

Paul Allan (PA)

Pete Beauchamp (PB)

Alistair Maclean (AM)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Introductions	AK introduced PB to the group, advising that PB would be a regular group member.	-	-
2.	Action Note from previous meeting	Accepted as a true record.	-	-
3.	Matters Arising <i>Car Park power installation (Barr)</i>	SG noted that an asbestos survey had been conducted and HG is awaiting the report. Once received HG will issue to SG, further update will be provided as available.	Further update as available	SG
	<i>Signage</i>	SG advised that the previous conversation on this item had related to the logistics of Barr and BCL re traffic management. HMc noted that this item would be closed for the moment and will be reopened later in the project, once the traffic management scheme was under discussion.	-	-
	<i>Tree removal and borehole location</i>	HMc noted that a drawing of the proposed borehole locations had been distributed to the group prior to this meeting. JM noted that the locations were satisfactory but asked for precaution at the DN1 location as the main water lines are in that area, and also at the DN2 location as gas lines are situated there. HMc advised that service survey drawings highlighting these issues had been given to BCL and as an extra precaution hand digs would be used in these areas. PMc noted that no roads will be affected by the boreholes. RC asked if the borehole near the Biochemistry building had been moved away from the entrance, PMc confirmed that this had been done. RC also asked for confirmation that the Neonatal area would be properly screened during the installation of the borehole, PMc confirmed that this issue would be addressed.	- - -	- - -

Item No	Item	Discussion/Information	Action	Action by Whom
	<i>Car Park lights</i>	<p>HMc noted that the car park lights were in fact connected to a generator that is manually switched on and off. Therefore, the times for manual switch on need to be set to coincide with when it gets dark.</p> <p>RC noted that one of the lights on the Barr hoarding needs to be straightened, SG agreed to correct this. RC noted the importance on good lighting on the site when it gets dark, this has been raised as an important issue by the Hospital at Night Team.</p>	<p>-</p> <p>Lights on Barr hoarding to be straightened</p>	<p>-</p> <p>SG</p>
3.	Forthcoming Works			
	<i>Barr Construction Ltd</i>	<p>SG reported that the first third of the top floor deck had been poured and the centre section would be poured next Wednesday. The following week, the final pour for the top deck will be completed. SG noted that work on the ramps is ongoing and bricklayers and electricians continue to work on site. Progress is going well.</p> <p>SG advised that no large out of hours deliveries are planned for this week and all work is within the Barr site.</p> <p>SG confirmed that as soon as the asbestos survey report is received from Enviroas a meeting with the designers and M&E etc will be organised to plan a route for the power connection. Facilities and Estates will also be included in discussions.</p> <p>SG noted that confirmation on which cables in the pharmacy box are live is needed, RC advised that HC should contact the appropriate staff members to find out this information. SG agreed to discuss with HC.</p> <p>No facilities or estates issues had been raised this week.</p>	<p>-</p> <p>-</p> <p>-</p> <p>HC to be contacted re pharmacy cable box</p>	<p>-</p> <p>-</p> <p>-</p> <p>SG</p>
	<i>Brookfield Construction Ltd</i> <i>Boreholes</i>	<p>HMc requested that WG issue manpower figures weekly.</p> <p>AK noted that a total of five trial pits will be put in to the demolition excavation area as well as the Residencies and Walton Building areas. Following this, boreholes and trial pits will be put in to the kitchen and management annex areas. AK noted that BCL are keen to do this soon so the report can be submitted to Glasgow City Council as soon as possible.</p> <p>AK also noted that once the trial pits are completed, the demolition hole will be</p>	<p>Manpower figures to be issued weekly</p> <p>-</p> <p>-</p>	<p>WG</p> <p>-</p> <p>-</p>

Item No	Item	Discussion/Information	Action	Action by Whom
		backfilled and the Heras fencing will be removed. A view can then be taken on the areas and BCL may cordon off the area with a fence.		
	<i>Tree Removal</i>	AK advised that the tree removal process is going well, tree removal on the haul road may not be finished by the end of the weekend so work may continue at the beginning of next week. AK noted that starting Friday afternoon may be better so work is completed before Monday morning; JM and RC agreed that this was a sensible idea. AK confirmed that the shredder would be kept away from adjacent buildings to reduce noise levels. HMc advised that he would draft a staff communication to advise of the forthcoming tree removal work.	Staff communication re tree removal to be drafted	HMc
	<i>Demolitions</i>	AK advised that a meeting with Reigart had just taken place. A method statement for the demolition of the Management Annex will be provided to the Board. HMc noted that Alan Seabourne has requested a meeting to discuss this demolition prior to work starting. AK advised that the demolitions were proposed to start this weekend, HMc noted he would advise Alan Seabourne and feedback to AK.	HMc to discuss Mgt Annex demo with Alan Seabourne	HMc
		AK confirmed that Reigart staff would have radios and will be informed if any helicopters are coming in to land.	-	-
		Demolition of the kitchen continues and another machine is being brought in to assist. Clearing of materials has not started yet, however, most of the removals will go through the BCL site.	-	-
		AK advised that work will be starting on the new site entrance, the Section 56 licence has been granted, however various notifications need to be given. The entrance will include a temporary surface over existing cables under the footpath.	-	-
		HMc advised that the Board will be able to give BCL entry to the access road on the SAS site from 15 th Nov 2010. AK noted the SAS site could offer a potential solution for storing the fuel tanks. This site will be within the BCL compound and therefore will be included in the security site, however it will also give easy access to the fuel tanks if required by the hospital. JM noted that this seemed like a good suggestion. AK agreed to detail this plan on a drawing and share with the group. SS will liaise with John Beryl re this.	Further discussions on using SAS site for fuel tanks to be arranged.	
		No facilities or estates issues had been raised this week.	-	
4.	AOCB <i>Culvert diversion</i>	HMc noted that the Board and BCL are currently working together to agree a solution to	Update on culvert proposals	HMc

Item No	Item	Discussion/Information	Action	Action by Whom
		this issue. This is potentially one of the most disruptive parts of the programme and therefore reaching a solution is critical. Once a provisional solution is established this will be presented to Estates and Facilities for input. RC noted that other SGH staff may also need to be involved to establish how any work will affect day to day activities.	as available	
	VIE	HMc advised that proposals for VIE are progressing and will be discussed with John McCulloch. JM noted that pharmaceutical input will be required and the authorised engineer will need to be involved, Alex Black is the Authorising Engineer for Glasgow. HMc advised that the provisional date for this has been set as April 2011.	Update as available	-
	Inspection pits	AK advised that the two inspection pits beside the footpath need to be viewed. One pit is empty, however, one contains cables.	-	-
	Security	AK noted that the police are now making regular visits to the site and the CCTV camera may be reinstated on Hardgate Road.	-	-
	Nursery Building	RC advised that Facilities have been notified that the Nursery will be closing at the end of this year. This means that the building will be empty, RC asked for clarification if this building would be part of any future demolitions. AK advised that this was not planned. RC noted that this building may be able to be used for other accommodation. HMc will advise Alan Seabourne of this and feedback to RC if the project has any proposals for this space.	Alan Seabourne to be advised of availability of Nursery Building	HMc
	Resident Reports	AK advised that in total seven reports/complaints had been received from local residents regarding the demolitions. These enquires have reduced now that the demolition area has moved further away from the residential area.	-	-
5.	Date and Time of Next Meeting Thursday 11 th November 2010 at 2pm in the Site Offices, SGH			

CONSTRUCTION INTERFACE GROUP: 11th November 2010

ACTION NOTE

Present:

Hugh McDermont (HMc)
Will Gingell (WG)
Harry Christie (HCh)

Sam Suddese (SS)
Ronnie Clinton (RC)
Steven Gunn (SG)

Alan Keeley (AK)
Liane McGrath (LMc) (Notes)
Alistair Maclean (AM)

Paul McGuinness (PMc)
Paul Allan (PA)
Pete Beauchamp (PB)

Apologies:

Bernard McCulloch (BM)
Mark McAllister (MMc)

Howard Carter (HC)
Sharon Hutchison (SH)

Jim McFadden (JMF)
John McCulloch (JMc)

Jim Magee (JM)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Introductions	HMc introduced HCh to the group.	-	-
2.	Action Note from previous meeting	Accepted as a true record.	-	-
3.	Matters Arising <i>Car Park power installation (Barr)</i>	SG noted that the asbestos survey had been received and advised that the area was clean and safe. A meeting with relevant parties is being arranged to discuss the works and SG will provide an update as available.	Further update as available	SG
	<i>Lighting (Barr)</i>	RC noted that one of the lights on the Barr hoarding has not been straightened. SG will get this checked.	Lights on Barr hoarding to be straightened	SG
	<i>Cable box</i>	SG noted that confirmation on which comms/IT cables are still in service on the MSCP work area. RC advised that HC needs to contact the relevant parties to get this information. AMc noted that Alan Rose should be contacted. The group discussed the best way to obtain this information. HCh noted that his opinion was that responsibility for this should be with the NSGH project and not the Multi Storey, however, he agreed to discuss this further with HC and will ensure the information is obtained. HMc and AMc stated that the group previously agreed that HC would contact the relevant people regarding this issue. HMc stated that the NSGH project had isolated comms and telecoms cables to the NSGH areas that had been demolished in liaison with IT/Comms and that the cables to the MSCP may or may not be the same cables and that this should be checked with IT(Alan Rose) & Telecoms as had been done on the demolition site.	HCh to discuss with HC. HC to contact relevant parties to establish which cables are live.	HCh/HC

Item No	Item	Discussion/Information	Action	Action by Whom
	<i>Manpower</i>	WG reported that there are currently 130 operatives on site, this number will increase after Christmas.	-	-
	<i>Management Annex demolition</i>	HMc advised that Alan Seabourne approved the demolition plan for the Management Annex and work on this had started.	-	-
	<i>SAS site – fuel tank location</i>	HMc advised that the suggestion made by AK to locate the fuel tanks on the SAS was being investigated further. SAS staff are scheduled to move out of the site on Tuesday and demolitions will commence the following Monday. HMc and AK will conduct a site walk around once the site has been vacated.	-	-
	<i>Nursery</i>	HMc advised that following discussions with Alan Seabourne there doesn't seem to be any use for the nursery accommodation by the project. However, the project may be able to assist with the demolition of this building if required.	-	-
3.	Forthcoming Works			
	<i>Barr Construction Ltd</i>	<p>SG advised that work on the concrete frame is ongoing. Electricians and bricklayers also continue to work on site. SG is liaising with Estates and Facilities re the power connection and drainage works.</p> <p>SG asked if any progress had been made with the temporary road scheme. AK advised that a meeting would be arranged for next week to discuss.</p> <p>SG noted that the logistics of parking lorries may be challenging for the next pour. PMc noted that the fence could be brought further in to give SG space for parking. SG noted that this would be helpful and would keep the lorries off of the main road.</p> <p>No Estates or Facilities issues were reported this week.</p>	- - -	- - -
	<i>Brookfield Construction Ltd</i> <i>Demolitions</i>	PMc advised that the large machine currently working on the demolitions would be removed on Saturday and will be replaced with a smaller machine. The removal of materials will then begin. The majority of lorries will be exiting through the BCL site; however, one may have to go through the main hospital site when removing the trees beside the Barr site. There may be a requirement to work through this weekend;	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
	<i>Boreholes</i>	<p>authorisation from Peter Moir is awaited. RC and AMc noted that they have no issues with this.</p> <p>AK noted that the holes created by the demolitions may be backfilled over the coming weeks. This will be discussed at the site logistics meeting tomorrow. RC asked what the surface would be and AK advised that this would be confirmed following the meeting tomorrow. BCL may rope off the site once it has been filled.</p> <p>HMc will contact RC next week to arrange a site walk around and this can be discussed then along with lighting etc.</p> <p>PMc noted that boreholes have been started on the haul road, the next one scheduled is beside the biochemistry building. The borehole planned for the island in the road beside the maternity block may be close to services, therefore the borehole maybe moved to the grass area beside the building. The boreholes should be finished by Monday. HMc will distribute details of the final positions.</p> <p>PMc confirmed that the trial pits close to the helipad are still required, these pits are only one metre deep and if a helicopter comes in to land the site will be evacuated. .</p> <p>AK advised that the next visit for boreholes and trial pits is scheduled for the week commencing 6th December.</p>	<p>-</p> <p>Details of final borehole positions to be distributed</p> <p>-</p> <p>-</p>	<p>-</p> <p>HMc</p> <p>-</p> <p>-</p>
4.	<p>AOCB</p> <p><i>SAS site</i></p> <p><i>Labs walk round</i></p>	<p>HMc noted that SAS are moving out next week and BCL will then take possession of the car parking area. HMc confirmed that the services on the SAS site are not linked to this site.</p> <p>HMc advised that a walk around of the new Laboratory site will be arranged following next weeks meeting if anyone wants to attend.</p>	<p>-</p> <p>Lab walk round to be organised</p>	<p>-</p> <p>HMc</p>
5.	<p>Date and Time of Next Meeting</p> <p>Thursday 18th November 2010 at 2pm in the Site Offices, SGH</p>			

CONSTRUCTION INTERFACE GROUP: 18th November 2010

ACTION NOTE

Present:

Hugh McDermott (HMc)
Howard Carter (HC)

Sam Suddese (SS)
Jim Magee (JM)
Bernard McCulloch (BM)

Alan Keeley (AK)
Liane McGrath (LMc) (Notes)
Pete Beauchamp (PB)

Paul McGuinness (PMc)
Sharon Hutchison (SH)

Apologies:

Steven Gunn (SG)
Mark McAllister (MMc)

Alistair Maclean (AM)
Paul Allan (PA)

Jim McFadden (JMF)
John McCulloch (JMc)

Ronnie Clinton (RC)
Will Gingell (WG)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action Note from previous meeting	Accepted as a true record.	-	-
2.	Matters Arising <i>Car Park power installation (Barr)</i>	HC advised that the asbestos reports had been issued to SG and discussions with Facilities and Estates are taking place to plan the work. A further update will be provided as available.	Further update as available	SG/HC
	<i>Lighting (Barr)</i>	HC advised that SG was working on this. A further update will be provided at next weeks meeting.	Update at next meeting	SG
	<i>Cable box</i>	HC advised that he met with Alan Rose and they have roughly identified which cables are live. HC showed the group a drawing detailing that the cables will only need to be moved approximately one metre. This will potentially be carried out at the same time as the road realignment. Bob Black has also been involved in discussions. HC noted that potential options for conducting this work are being investigated. HMc noted that it is important that there is confidence no live cables are being cut. HMc asked that Harry Christie (HCh) be kept informed; HC advised that HCh was at the meetings.	Further update as available - -	SG/HC - -
	<i>Manpower</i>	PB reported that there are currently 165 operatives on site. AK noted this figure only includes staff that swipe in each day, there are another 50-	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
		60 staff working within the project offices.		
	<i>SAS site – fuel tank location</i>	AK advised that the actual location within the SAS site for the proposed fuel tank move will be determined next week.	Update at next meeting	AK
	<i>Nursery</i>	HMc advised that he had met earlier today with RC and SH. Following these discussions HMc will be meeting with Alan Seabourne and Peter Moir to determine if any funding is available for the demolition of the nursery building.	Update at next meeting	HMc
	<i>Boreholes</i>	<p>PMc advised that the original four boreholes were now complete and the area of the Maternity Block beside the borehole had been pressure washed.</p> <p>One shallow borehole needs to be located in the large car park and a disabled bay could potentially be used to locate this. When carrying out the work the car park bay would be closed off for a few hours. Another borehole is required where the ROC compound used to be located. Two trial pits are required beside the helipad, the location of these may move further away from the helipad, 1m³ will be removed from the area.</p> <p>PMc agreed to draft a method statement for carrying out the work beside the helipad and will issue to HMc and JM. The planned date for this work is next Thursday and will take approximately half a day to complete.</p>	<p>-</p> <p>-</p> <p>Method Statement to be issued to HMc and JM</p>	<p>-</p> <p>-</p> <p>HMc</p>
	Forthcoming Works			
	<i>Barr Construction Ltd</i>	<p>HC advised that another pour is being carried out today, the last large pour will be completed next week. Work is ongoing with the ramps and all work is progressing well and is on target. All work in the coming week is within the site boundary.</p> <p>No Estates or Facilities issues were reported this week.</p> <p>JM asked if the lights on the Barr site could be turned to assist with lighting the footpath beside the site, HC agreed to look into this and will advise JM.</p>	<p>-</p> <p>-</p> <p>Check is Barr lighting can be turned</p>	<p>-</p> <p>-</p> <p>HC</p>
	<i>Brookfield Construction Ltd</i>	PMc advised that the demolitions are ongoing. Debris is being removed through the BCL haul road. AK advised that he will be discussing the backfill of the demolition site with Peter Moir but is hoping to commence the backfill next week. AK will advise	SH to be advised of date backfill will start so staff	AK

Item No	Item	Discussion/Information	Action	Action by Whom
		<p>SH of the start date so SGH staff can be informed. HMc asked if the footpath between the two demolition sites could be closed off so there is no need for additional lighting to be provided in this area. AK agreed to organise this.</p> <p>PB advised that tree protection is back up and netting will be removed today. AK noted that the trees are being tidied up and will be cleared tomorrow. Tree stumps will be painted white to reduce the trip hazard risk.</p> <p>PMc noted that BCL will be opening up the hoarding at the end of the new road on to the BCL site next week.</p> <p>Steelwork is starting on the Labs block and the external wall has been started at the west elevation. The head track is going up. Thirteen Mercury staff are starting and the Modules will commence on Monday. The target is to have all slab pours complete by Christmas.</p> <p>No Estates or Facilities issues were reported this week.</p>	<p>communication can be issued.</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p>
	<p>AOCB</p> <p>SAS site</p> <p>Ministerial Announcement</p> <p>Schedule of Accommodation – A&C</p>	<p>HMc advised that the SAS site had now been vacated and Hunter demolitions will be starting on Monday.</p> <p>HMc advised that as part of John Swinney's ministerial statement, the NSGH Project had been supported. Formal written sign off is awaited.</p> <p>BMc requested a copy of the A&C hospitals' schedule of accommodation, HMc agreed to issue this.</p>	<p>-</p> <p>-</p> <p>SOA to be issued to BMc</p>	<p>-</p> <p>-</p> <p>HMc</p>
	<p>Date and Time of Next Meeting</p> <p>Thursday 25th November 2010 at 2pm in the Site Offices, SGH</p>			

CONSTRUCTION INTERFACE GROUP: 25th November 2010

ACTION NOTE

Present:

Paul Allan (PA)
Howard Carter (HC)

Sam Suddese (SS)
Ronnie Clinton (RC)
Bernard McCulloch (BM)

Alan Keeley (AK)
Liane McGrath (LMc) (Notes)

Pete Beauchamp (PB)
Sharon Hutchison (SH)

Apologies:

Steven Gunn (SG)
Mark McAllister (MMc)
Paul McGuinness (PMc)

Alistair Maclean (AM)
Jim Magee (JM)

Jim McFadden (JMF)
John McCulloch (JMc)

Hugh McDerment (HMc)
Will Gingell (WG)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action Note from previous meeting	Accepted as a true record.	-	-
2.	Matters Arising <i>Car Park power installation (Barr)</i>	HC advised that SG is currently working on the risk assessment and method statement relating to these works. A further update will be given as available.	Update to be provided as available	SG/HC
	<i>Lighting (Barr)</i>	HC advised that a fault with the circuit breaker had been identified, the breaker has now been replaced and lights are working. HC also confirmed that the light on Barr the Barr hoarding has been straightened.	-	-
	<i>Cable box</i>	HC noted that this links into the risk assessment and method statement being written for the power installation. HC confirmed that the cable box should not require to be moved.	-	-
	<i>SAS site – fuel tank location</i>	AK advised that a location on the SAS site had been identified as a practical location for the fuel tanks. This location will be detailed on a drawing and issued to SS for distribution.	Drawing indicating fuel tank location to be issued to SS	AK
	<i>Nursery</i>	SS advised that following discussions with Alan Seabourne the NSGH project would be unable to assist with the demolition of the nursery building.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
	<i>Boreholes</i>	PB advised that the borehole beside the helipad is being installed today. Work halted while a helicopter landed.	-	-
	<i>Backfilling of demolition site</i>	AK advised that this has been discussed with Peter Moir. An external surveyor is assessing the site and will indicate a financial figure to BCL. Once this is agreed AK will be able to give notice of when the work will start. The car park entrance will require to be closed off and alternative route used so AK will inform Facilities so a staff communication can be issued.	Notify Facilities of backfill date once agreed.	AK
	<i>Schedule of Accommodation</i>	BMc confirmed that some information has been received, however some A&C hospital information is still required. BMC requested a copy of a drawing illustrating the hospital footprint. SS agreed to forward this electronically.	Drawing to be issued to BMC	SS
3.	Manpower	AK advised that there are 186 operatives on site, with additional numbers from Praters, Pavo, Mercurt and Astins all adding to this figure.	-	-
4.	Forthcoming Works			
	<i>Barr Construction Ltd</i>	<p>HC advised that the last major pour is being carried out today. Work on the ramps is ongoing. HC noted that JM will be reviewing the lights again to ensure the provision is satisfactory.</p> <p>HC confirmed that the car park remains on target to meet the scheduled completion date and advised that SG anticipates that one crane will be removed from the site before Christmas.</p> <p>The ground floor of the car park will be tarmac with polyurethane being used for the other floors. Colours have yet to be decided and will comply with DDA regulations.</p> <p>All work for next week is within the site boundary.</p> <p>No facilities or estates issues have been raised this week.</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p>
	<i>Brookfield Construction Ltd</i>	AK noted that the original demolition programme was for 12 weeks, however and additional 2 weeks have been added to the timescales meaning that Reigart should be complete by the 6 th December 2010.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
		<p>As noted previously once the backfill procedure is agreed, relevant parties will be notified.</p> <p>AK advised that some additional car parking has been secured temporarily on the Ogilvie site for BCL. Some BCL vehicles will be diverted into this area for parking. A longer term solution is still to be agreed.</p> <p>AK also noted that the gates to the site will be changing before Christmas; a gate will be installed at the SAS site for use as the fire route, additionally another gate will be used by BCL and Project Team staff and a final gate will be positioned at the end of the site for construction site access.</p>	<p>-</p> <p>-</p>	<p>-</p> <p>-</p>
5.	<p>AOCB</p> <p><i>Lighting Survey</i></p> <p><i>Co-ordination meeting</i></p>	<p>SS advised that Burgoyne's have been instructed to carry out a survey of the lights on and beside the demolition site; if feasible some of these lights will then be reinstated so the temporary lights can be reduced. PA requested that Estates are kept informed as this will impact isolations.</p> <p>AK noted that the bi-monthly co-ordination meeting is scheduled to take place on Tuesday. The Linthouse burn diversion, new road and car parking will be discussed at this meeting.</p>	<p>PA to be informed of any changes to lighting</p> <p>-</p>	<p>SS</p> <p>-</p>
6.	<p>Date and Time of Next Meeting</p> <p><i>Thursday 2nd December 2010 at 2pm in the Site Offices, SGH</i></p>			

ACTION NOTE

Present:

Hugh McDermott (HMc)
Sam Suddese (SS)

Apologies:

Alan Keeley (AK)
Paul McGuinness (PM)
Sharon Hutchison (SH)
Liane McGrath (LM)

Bernie McCulloch (BM)
Peter Beauchamp (PB)
Steven Gunn (SG)

Howard Carter (HC)
Ronnie Clinton (RC)
Shiona Frew (SF)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Notes of previous meeting (25 th November 2010)	Accepted as accurate record.		
2.	Matters Arising			
	<i>Car Park Power Installation (Barr)</i>	SG advised that a meeting to progress the Car Park power installation would be arranged for the following week. BM requested that PA be invited to attend this meeting.	Invite PA to meeting re power installation	SG
	<i>Lighting (Barr)</i>	SG advised that the issue re lighting had been resolved.	-	-
	<i>Cable Box</i>	SG advised that the Cable Box will be considered as part of the road works.	-	-
	<i>Scottish Ambulance Station – Fuel Tank Location</i>	AK provided a drawing of the SAS site to show the proposed location for the Fuel Tanks. HMc agreed to photocopy the proposal and provide copies to the Estates and Facilities Departments.	-	-
	<i>Nursery</i>	HMc confirmed that the NSGH Project did not have a budget for the demolition of the Nursery and suggested that RC discuss this proposal with Alex McIntyre.	-	-
	<i>Boreholes</i>	AK advised that the trial pits at the helipad had been completed. A ground investigation survey would be carried out to the SAS site.	-	-
	<i>Demolition - Backfilling</i>	HMc confirmed that the demolition sites would be backfilled. AK advised he was awaiting an instruction from the Board to commence these works. He had liaised with Dunnes and they had estimated that the backfilling would take approximately 1 week to complete. BCL proposed to bring the fill materials into the site using the same route that the demolition materials had been taken off site. RC enquired when these works would commence and stressed that there could be no standing lorries on the hospital site and lorries would need to be staggered. AK advised that he wanted to commence the back-filling works as soon as possible and he proposed using the path at the cut-through. BCL were proposing to bring a few lorries in to make a roadway and that the lorry movements was be managed. AK agreed to inform RC when the works would be starting. He reported that BCL would be putting in a car-park to compensate for the loss of spaces as a result of the Linthouse Burn diversion works.	Lorry movements to be managed Inform RC of when works will commence	AK AK

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising <i>Schedule of Accommodation</i>	BM advised that he had received the SoA information and plans for the Labs Facility. He requested similar information for the Energy Centre and HM agreed to provide this. He requested a copy of the Gillespies drawing showing the hospitals footprint in CAD format.	Provide Energy Centre information and Gillespies drawing showing hospitals footprint (in CAD format).	HMc
3.	Manpower	HMc advised that there were 180 operatives on the site. The adverse weather conditions had impacted on the number of operatives on site.	-	
4.	Demolition Works	AK reported that the demolition works were due to complete by 6 th December 2010 however he did not think that the works would now be complete by the 6 th December 2010. BCL were liaising with Reigart to get the works completed as soon as possible. SS enquired if PH had reviewed the Reigart contract to identify if there was a liquidated damages clause. HMc advised that Alex Burgoyne had been asked to provide a scheme to enable the lights on and around the demolition site to be put on temporary power. The temporary car park would also be out onto temporary power.	- Check contract re damages clause	- PMc
5.	Forthcoming Works			
	<i>Barr Construction Ltd</i>	SG advised that the adverse weather was having an impact on the supply of concrete and mortar. This was having a knock-on effect on the steel and masonry works. Other areas of work were subsequently being progressed i.e. electrical. All works for the forthcoming week will be within the site confines. A meeting to discuss data points, etc, would be scheduled for the following week. Barr had programmed to undertake the drainage works over 11 th & 12 th December 2010. RC advised that the road could not be closed as the Catering Dept would be receiving deliveries. He would investigate and feedback re the potential for the catering lorries to reverse up to the catering dept. He would also need to notify users i.e. pathology department. SG enquired about the arrangements for a meeting to advise BCL on where the roads/pavement finish off so that BCL can understand how the BCL works tie-in. SG agreed to contact AK to arrange the meeting.	- RC to investigate Catering deliveries and potential for lorries to reverse up to the catering dept Arrange meeting	- RC SG/AK
	<i>Brookfield Construction Ltd</i>	AK reported that there would be no works out-with the site, with the exception of the demolition works and potential backfilling, during the following week. The new entrance to the site through the SAS site may come into operation on Tuesday 7 th December 2010. The weather has prevented the new access road from being tarred. HMc confirmed that the SAS building would be demolished this week.	- -	- -

Item No	Item	Discussion/Information	Action	Action by Whom
6.	AOCB <i>VIE/Transformers</i> <i>Signage</i>	<p>BM enquired whether the facilities dept would be receiving a further update on the VIE, Transformer proposals. HMc advised that the next update would most likely take place in the new year.</p> <p>RC enquired whether signage for the SGH site was being discussed and whether the NHS could join up with BCL for new signage required due to changing SGH site. He had identified a few signs which may need moved. AK advised that BCL were considering keeping existing signs in their original positions but hiding the information under polythene and installing new signs specifically for the duration of the new road. AK suggested that consideration needed to be given to pedestrian access as well as vehicular.</p> <p>BM enquired if there was any possibility of opening up the road at the rear of the pharmacy. RC agreed to investigate and AK agreed to consider this as an alternative route. BM suggested that BCL should investigate the sub-structure of this road.</p>	<p>-</p> <p>-</p> <p>RC to investigate opening road at the back of pathology. AK to consider this proposal</p>	<p>-</p> <p>-</p> <p>RC/AK</p>
7.	<i>Date and Time of Next Meeting</i>	9 th December @ 2pm	-	ALL

CONSTRUCTION INTERFACE GROUP: 16th December 2010

ACTION NOTE

Present:

Hugh McDermott (HMc)
Howard Carter (HC)
Paul Allan (PA)

Sam Suddese (SS)
Ronnie Clinton (RC)
Bernard McCulloch (BM)

Alan Keeley (AK)
Liane McGrath (LMc) (Notes)
Steven Gunn (SG)

Pete Beauchamp (PB)
Sharon Hutchison (SH)
Paul McGuinness (PMc)

Apologies:

Mark McAllister (MMc)
John McCulloch (JMc)

Alistair Maclean (AM)
Jim Magee (JM)

Jim McFadden (JMF)

Will Gingell (WG)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action Note from previous meeting	Accepted as a true record.	-	-
2.	Matters Arising			
	<i>Car Park power installation (Barr)</i>	SG advised that work on this issue is ongoing. The work will be carried out following the festive holidays and will be scheduled to take place either at night or over a weekend to reduce any disruption.	Update to be provided as available	SG
	<i>Schedule of Accommodation</i>	BMc noted that some information is still required, HMc agreed to contact Dannielle Stirling from BCL Document Control to ensure the relevant documents are issued to BMC.	Contact document control and issue docs to BMC	HMc
	<i>Road beside pharmacy</i>	RC noted that if the back road beside pharmacy was opened this could help with site logistics. AK agreed to investigate this proposal further with RC.	AK and RC to discuss further and provide update as available.	RC/AK
	<i>Pavement area at new Car Park</i>	SG noted that a new pavement section that will be constructed by Barr may require to be removed by BCL during their forthcoming works. This would not be an effective process and discussions are needed on an alternative solution. SG agreed that Barr will provide details of their new pavement works with dates and drawings to illustrate the area's they will be working , SG will forward this to AK/HMcD for consideration and this will be checked with the Brookfield proposals to resolve any clashes.	Barr proposal to be forwarded to AK/HMcD	SG

Item No	Item	Discussion/Information	Action	Action by Whom
3.	Manpower	PB advised that the manpower figures for the last week were 164 operatives on site; this reduction was due to the adverse weather conditions.	-	-
4.	Forthcoming Works			
	<i>Barr Construction Ltd</i>	<p>SG advised that the site will close on Wednesday evening until Wednesday 5th January 2011 for the festive holidays. Security will be onsite throughout this period and the site lighting will be on continuously.</p> <p>Work this week continues on the ramps and Electricians etc remain on site. .</p> <p>RC noted that some commercial vehicles have been parking in the patient parking area beside Neurosciences. SG advised that he will reiterate to all workers not to park in this area, however, the sub-contractors that had parked here had now finished and were off site.</p> <p>All work for next week is within the site boundary.</p> <p>No facilities or estates issues have been raised this week.</p> <p>HC agreed to confirm the date Barr are scheduled to complete. The date the car park is available for use also needs to be agreed, RC will liaise with HC re this. RC noted that staff communication will be essential before the opening of the car park. HMc noted that the group will work together to ensure the hand over is as smooth as possible and this will be a standing item on the agenda at this group each week.</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>Confirmation of Barr completion date</p> <p>Car park opening to be discussed as part of agenda.</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>HC/SG</p> <p>HMc</p>
	<i>Brookfield Construction Ltd</i>	<p>AK confirmed that the BCL site is planned to close from Wednesday evening until Wednesday 4th Jan 2011 for the festive holidays. However, if the last concrete pour is outstanding and could be completed on Thursday the site will open to accommodate this.</p> <p>Reigart are due to complete the demolition work this week and the backfill will commence in the final area following the holidays. AK needs to discuss this further with Peter Moir.</p> <p>The backfill of the Library and Walton demolition area is due to finish tomorrow, BL</p>	<p>-</p> <p>Back fill discussion to take place with Peter Moir</p>	<p>-</p> <p>AK</p>

Item No	Item	Discussion/Information	Action	Action by Whom
		will then either remove the Heras fencing and level the ground or will purchase the fencing and keep it in position. A roller will go over the area to ensure there are no trip hazards.	-	-
		No facilities or estates issues have been raised this week.	-	-
5.	AOCB			
	SAS Site	HMc advised that once Hunter demolitions have finished on the SAS site it will be handed over to BCL. The green container and cage currently left within the site are due to be removed by the SAS on Monday.	-	-
	Pay and display parking machines	SH advised that he pay and display car park machines on site are due to be removed by Glasgow City Council in January 2011.	-	-
	Signage	RC noted that Facilities have drafted a template on the requirements for road signage. The signs currently in place for pedestrians will be kept however additional signage for vehicles is needed. This template will be forwarded to AK for information.	Template on signage to be forwarded to SK	SH/RC
	Note of thanks	HMc noted thanks to all group members that have attended the Construction Interface meeting over the past year, stating that the group has worked well and has been a valuable forum for communication.	-	-
6.	Date and Time of Next Meeting			
	Thursday 13 th January 2011 at 2pm in the Site Offices, SGH			

CONSTRUCTION INTERFACE GROUP: 13th January 2011

ACTION NOTE

Present:

Hugh McDermont (HMc)	Paul McGuinness (PMc)
Bernard McCulloch (BM)	Alan Keeley (AK)
Howard Carter (HC)	Alistair Maclean (AM)
Harry Christie (HCh)	Ronnie Clinton (RC)
Steven Gunn (SG)	Sam Suddese (SS)
Pete Beauchamp (PB)	Liane McGrath (LMc) (Notes)
Will Gingell (WG)	

Apologies:

Paul Allan (PA)	Jim McFadden (JMF)
John McCulloch (JMc)	Sharon Hutchison (SH)
Jim Magee (JM)	

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action Note from previous meeting	Accepted as a true record.	-	-
2.	Matters Arising			
	<i>Car Park power installation (Barr)</i>	SG advised that a meeting is scheduled this week with the specialist sub-contractors to review the area. Following this a start date will be organised in conjunction with HC, Estates and Facilities. SG confirmed that no work would go ahead without full consultation with Estates and Facilities.	Update at next meeting	SG
	<i>Schedule of Accommodation</i>	HMc noted that he will speak to Danielle Stirling (BCL Document Control) to ensure this information if passed to BMc.	Contact document control and issue docs to BMc	HMc
	<i>Road beside pharmacy</i>	HMc advised that following further discussions on this proposal the option had been discounted as a way forward. Item closed.	-	-
	<i>Pavement area at new Car Park</i>	SG circulated drawings outlining the Barr proposals. The proposals will impact the public footpath, which will require re-routing when the work proceeds. It is proposed that the work take place from January to end of March/early April.	-	-
		SG advised that Barr have applied for a 2 week extension to their contract, HCh	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
		<p>noted that approval of this application is still awaited.</p> <p>AMc queried if this would affect the BCL programme. AK noted that BCL will be reviewing their programme to assess any potential impact of not getting the full site as scheduled. HMc requested that AK fully review the proposal and feedback any clashes with the programme and potential solutions.</p> <p>The group discussed the laying of the pavement area by Barr and noted that this may not be necessary as BCL would potentially have to remove this area during their works. AK agreed to share the proposal drawings with WSP for comment.</p> <p>AMc requested that a drawing of pedestrian access be provided when available so Facilities can ensure there are no obstructions etc for the public.</p>	<p>BCL to review proposals and feedback</p> <p>Drawings to be share with WSP for comment</p> <p>Pedestrian access drawing to be issued to AMc when available</p>	<p>AK</p> <p>AK</p> <p>AK/HMc</p>
	<i>Demolitions</i>	HMc noted that all demolitions had now been completed. Item closed.	-	
	<i>Pay and Display Parking Machines</i>	RC noted that Glasgow City Council had agreed to uplift these machines. RC agreed to chase this with the Board.	Board to be contacted re GCC removing pay & Display machines	RC
3.	Manpower	There were 169 operatives on site from 10 th – 14 th Jan 2011. This figure does not include office staff.	-	-
4.	Forthcoming Works			
	<i>Barr Construction Ltd</i>	<p>SG advised that various trades continue to progress on site. Work on the external cladding has started and the last of the concrete decks are being finished. Steel pre-casts have also started on the stair cores.</p> <p>All work is currently within the site boundary. It is anticipated that the tower crane will be removed from site week beginning 24th January 2011, following which the other cranes will be removed mid-February 2011.</p> <p>There have been no Estates or Facilities issues to report this week.</p>	<p>-</p> <p>-</p> <p>-</p>	<p>-</p> <p>-</p> <p>-</p>
	<i>Brookfield Construction Ltd</i>	PMc advised that the sub-contractor Leslies are currently hand digging under the temporary road to establish what services are situated there. HMc advised that Estates will be isolating the cable to the lamppost in this area today.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
		<p>The group noted that an Early Warning had been raised over this issue and discussed the NEC3 management process. HMc advised that efforts will be made by this group to look ahead of the programme and plan as far in advance as possible to avoid any further issues that may impact the works.</p> <p>PMc noted that BCL will potentially require to create an access road leading to the car park beside the Neuro building. This would require the current car park to be accessible by only one point. RC agreed that this would be possible however time is needed to advise staff of this change. Agreement was reached that this change would take place next Wednesday.</p> <p>AK noted that Dunnes will be removing the tree stumps next week, the heras fencing will then be pushed back and car parking spaces beside the old Mgt Annex area can be returned for NHS use. AMc highlighted that signage will need to be put up beside these spaces, signs will be moved from other areas if required. Lighting will also need to be reviewed. A walk around will be organised when this area is ready.</p> <p>PMc advised that proposals for barriers to be constructed at the helipad had been sent to HMc. These proposals are for 1m high concrete barriers, HMc will forward to Jim Magee for comment. The helicopter management plan will continue to be followed and the same notifications of helicopter landings will be required as per the policy.</p> <p>There have been no Estates or Facilities issues to report this week.</p>	<p>-</p> <p>Staff communication to be distributed re changes to CP access</p> <p>Walk around of Old Mgt Annex area to be arranged when CP spaces are available</p> <p>Helipad barrier proposals to be issued to J Magee</p>	<p>-</p> <p>RC</p> <p>BCL</p> <p>HMc</p>
5.	Any Other Projects on Site <i>Nursery Demolition</i>	HMc advised that the systems had been drained and services are being isolated. The tender for the demolition contract was issued yesterday and are due back in 2 weeks. It is anticipated that the demolitions will begin mid-February 2011.	Update as available	HMc
6.	AOCB <i>Fuel Tanks</i> <i>Temporary Road Drawing</i>	<p>HMc advised that the tenders for the removal of the tanks are due back next week. Work should begin over the next few weeks.</p> <p>HMc agreed to forward a copy of the temporary road drawing to HC.</p>	<p>-</p> <p>Forward drawing to HC</p>	<p>-</p> <p>HMc</p>

Item No	Item	Discussion/Information	Action	Action by Whom
	<i>Boreholes</i>	AK advised that at a meeting with Dunnes and WSP earlier today, Dunnes noted that they would like to create some more boreholes to monitor ground water. Dunnes would like to increase their confidence of the ground water level for Stage 3. AK has requested more detail on the location of the proposed boreholes and will liaise with this group when more information has been provided.	Update on proposed boreholes as available.	AK
	<i>VIE Move</i>	HMc noted that the movement of VIE will be under detailed discussion over the coming weeks. It is anticipated that some parking spaces will require to be cordoned off to allow diversion of the gas main. AMc noted that staff communications will require to be issued and signage will also be needed. HMc advised that a walk round with Facilities will be organised to discuss further.	Walk round to be organised re movement of VIE	HMc
7.	Date and Time of Next Meeting			
	<i>Thursday 20th January 2011 at 2pm in the Site Offices, SGH</i>			

CONSTRUCTION INTERFACE GROUP: 20th January 2011

ACTION NOTE

Present:

Hugh McDermont (HMc)	Paul McGuinness (PMc)
Bernard McCulloch (BM)	Alan Keeley (AK)
Howard Carter (HC)	Ronnie Clinton (RC)
Harry Christie (HCh)	Sharon Hutchison (SH)
Steven Gunn (SG)	Sam Suddese (SS)
Pete Beauchamp (PB)	Liane McGrath (LMc) (Notes)
Will Gingell (WG)	Keith Stewart (Hypostyle)

Apologies:

Paul Allan (PA)	Jim McFadden (JMF)
John McCulloch (JMc)	Alistair Maclean (AM)
Jim Magee (JM)	

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action Note from previous meeting	Accepted as a true record.	-	-
2.	Matters Arising <i>Car Park power installation (Barr)</i>	SG advised that a meeting is scheduled for Tuesday 25 th Jan 2011 to discuss this further. The paperwork will be issued to HC next week. All parties will then be informed of the plans and dates for the works will be agreed.	Update at next weeks meeting	SG
	<i>Schedule of Accommodation</i>	HMc advised that this issue had now been resolved. Some Estates staff will be given access to Aconex so drawings can be viewed as required. Item closed.	-	-
	<i>Pavement area at new Car Park</i>	HMc noted that a meeting to discuss this in detail is due to take place following this meeting. Hypostyle and WSP will be in attendance.	Update as available	HMc
	<i>Demolitions</i>	The demolition of the sub-station remains to be completed, PMc is discussing this with Reigart. AK agreed to take this forward and will report back.	Update when available	AK
	<i>Pay and Display Parking Machines</i>	SH noted that Glasgow City Council have started to remove the pay and display machines. However, this process remains ongoing.	Update as available	SH/RC
	<i>Tree Stumps</i>	PMc noted that tree stumps have been removed and will be backfilled, following this the heras fencing will be realigned. Car park spaces will be re-marked with	Update at next meeting	PMc

Item No	Item	Discussion/Information	Action	Action by Whom
		white lines, it is anticipated that this will be complete this weekend.		
	<i>Helipad</i>	HMc advised that he proposals for the barriers have been passed to Jim Magee for comment. HMc will ask JM for an update.	Contact Jim Magee for update on helipad proposals	HMc
	<i>Boreholes</i>	PMc advised that the boreholes proposed by Dunnes are all within the site boundary.	-	-
	<i>VIE Relocation</i>	HMc advised that only 3 car parking spaces are required to be used while the gas main is re-directed. A walk around for the area will be arranged with Facilities and Estates.	Walk around to be arranged	HMc
3.	Manpower	There were 203 operatives on site during the last working week.	-	-
4.	Forthcoming Works			
	<i>Barr Construction Ltd</i>	<p>SG noted that all work for the coming week is within the site boundary. Work is ongoing to finish the ramps. Work is also nearing completion on stairs 1 and 2. Grit blasting will be starting on the decks next week, work will be carried out within normal working hours and some noise will be generated. RC noted that the noise levels will be monitored and discussions will take place if noise is excessive. SG noted that the blasting will not be constant as other work will be concentrated on intermittently.</p> <p>No Facilities or Estates issues were raised this week.</p> <p>HMc reinforced the importance of highlighting the car park regulations to sub-contractors. SG agreed to remind sub-contractors not to park in patient parking areas.</p>	<p>-</p> <p>-</p> <p>-</p>	<p>-</p> <p>-</p> <p>-</p>
	<i>Brookfield Construction Ltd</i>	<p>PMc advised that Leslies will be putting up heras fencing which will take away 6 car parking spaces. Additionally another 6 will be removed from the end of Langlands Drive over the next few weeks. The temporary car park is currently being finished with white lining organised, the heras fencing from this area will be removed and stacked within the Leslie site.</p> <p>HMc noted the possibility that digging outside the site boundary will be required when isolating services, however Estates will be informed if this is planned. HMc</p>	<p>-</p> <p>-</p>	<p>-</p> <p>-</p>

Item No	Item	Discussion/Information	Action	Action by Whom
		will also ensure Paul Allan is involved if any unidentified cables etc are identified. AK advised that more cabins are set to be added to the Project Office on the 11 th February 2011. No Facilities or Estates issues were raised this week.	- -	- -
5.	Any Other Projects on Site <i>Nursery Demolition</i> <i>Local Decontamination Unit</i>	HMc advised that the fire alarm on in the nursery will be isolated on Saturday. Tenders fro the demolition are due in 2 weeks, following demolition of this building the site will be assessed for use as a car park. BMc advised that a project is underway at the local decontamination unit. Heras fencing has been put up to cordon off this area.	Update as available -	HMc -
6.	AOCB <i>Helipad Lights</i>	RC noted that some of the lights surrounding the helipad are not working. HMc agreed to contact PA regarding this.	Contact PA re helipad lights	HMc
7.	Date and Time of Next Meeting <i>Thursday 27th January 2011 at 2pm in the Site Offices, SGH</i>			

CONSTRUCTION INTERFACE GROUP: 27th January 2011

ACTION NOTE

Present:

Hugh McDermont (HMc)	Paul McGuinness (PMc)
Bernard McCulloch (BM)	Alan Keeley (AK)
Howard Carter (HC)	Ronnie Clinton (RC)
Harry Christie (HCh)	Sam Suddese (SS)
Pete Beauchamp (PB)	Liane McGrath (LMc) (Notes)
Will Gingell (WG)	Keith Stewart (Hypostyle)
Paul Allan (PA)	

Apologies:

Steven Gunn (SG)	Jim McFadden (JMF)
John McCulloch (JMc)	Alistair Maclean (AM)
Jim Magee (JM)	Sharon Hutchison (SH)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action Note from previous meeting	Accepted as a true record.	-	-
2.	Matters Arising			
	<i>Car Park power installation (Barr)</i>	HC advised that he has received the method statements; these have been issued to the relevant parties for comment. RC noted that all ceiling tiles in the corridors will need to be replaced if moved, HEI are due back and the Board needs to ensure all ceilings are satisfactory. HC agreed that this would be done.	Update as available -	HC/SG -
	<i>Schedule of Accommodation</i>	HMc advised that it was not possible to add Estates to the Aconex system, however a new procedure will be established. Estates are to contact LMc if any drawings are required and LMc will then issue. LMc agreed to forward copies of the Labs floorplans to BMc and PA	- Floorplans to be issued to BMc and PA	- LMc
	<i>Pavement area at new Car Park</i>	HMc advised that a meeting had taken place last week to discuss this and a solution has been agreed. Barr will finish to a specified area, a detailed drawing will illustrate this.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
		RC noted the importance of being able to access the new CP as soon as possible following completion. AK advised that BCL will be constructing the temporary road in this area and it will not take long to complete.	-	-
		RC highlighted that the road lining would need to be considered carefully as this will be the only method of control for the traffic flow. The group discussed the potential for making the CP exit the right away and putting a give way sign and markings on the main thoroughfare. AK noted that BCL will take facilities lead on this. RC will confirm requirements nearer to the time of completion.	-	-
	<i>Pay and Display Parking Machines</i>	RC advised that the machines have been removed however some mountings remain. GCC should be coming back to remove the remaining materials, however, BCL agreed to remove any from within their hoarding as required.	-	-
	<i>Tree Stumps</i>	PMcG confirmed that all tree stumps have now been removed. Item closed.	-	-
	<i>Helipad</i>	HMc advised that he has forwarded the information to Jim Magee and is awaiting a response. PMc noted that samples of metal barriers have been delivered to site, they are 300mm higher than the concrete ones but can be bolted to the ground.	Update as available -	HMc -
	<i>Boreholes</i>	PMc advised that the boreholes for the water table had been done. AK noted that Dunnes have proposed to put in 3 more to monitor ground gas, they should all be within the site boundary.	-	-
	<i>VIE Relocation</i>	A walk around will be organised.	Organise walk around	HMc
3.	Manpower	There were 206 operatives on site during the last working week.	-	-
4.	Forthcoming Works			
	<i>Barr Construction Ltd</i>	HC advised that work remains ongoing to finish the ramps. As noted, method statements have been issued for the data installation, once approved it is anticipated that this work will commence on the 5 th Feb 2011. HC will confirm when the crane is going to be taken off site.	- Confirm when crane going off site	- HC

Item No	Item	Discussion/Information	Action	Action by Whom
		<p>RC asked that the lights on the side of the Barr hoarding be checked as some have gone out. HC agreed to raise this with SG</p> <p>HCh noted that the completion date for the CP is scheduled for 4th April, KS noted that a detailed discussion is due to take place with Barr on Tuesday and this will be confirmed.</p> <p>HMc highlighted continuing parking issues with contractor vans using patient CP spaces. HMc asked that contactors ensure that their staff and sub-contractors do not use patient parking spaces when working on site. HC noted that SG has issued letters to the Barr sub-contractors noting this.</p> <p>No Facilities or Estates issues were raised this week.</p>	<p>Check Barr lights</p> <p>-</p> <p>-</p>	<p>HC/SG</p> <p>-</p> <p>-</p>
	<i>Brookfield Construction Ltd</i>	<p>PMc advised that Leslies are progressing with the temporary road. Service isolations have been done and all others will be protected as required.</p> <p>The group discussed the construction of the helipad barriers and BCL agreed to go ahead and commence this work. The procedure for stopping work when helicopters land should still be followed.</p> <p>CP spaces will be released back to NHS once the heras fencing has been removed and the lining is complete. RC advised that SH has completed a schedule of signage required, this will be issued to HMc.</p> <p>PB advised that Crane 3 is coming down on Saturday.</p> <p>AK issued a photo of cables discovered in the corner beside the Maternity building and asked for confirmation if they are live. HMc agreed to follow this up and will get the services isolated if required.</p> <p>No Facilities or Estates issues were raised this week.</p>	<p>-</p> <p>-</p> <p>Schedule of signage to be issued to HMc</p> <p>-</p> <p>Establish if cables are live</p>	<p>-</p> <p>-</p> <p>RC/SH</p> <p>-</p> <p>HMc</p>
5.	Any Other Projects on Site			
	<i>Nursery Demolition</i>	HMc advised that fire alarms will be isolated tomorrow, PA noted that electrics etc can then be isolated. HMc agreed to check the building is clear of	Check nursery building is clear	HMc

Item No	Item	Discussion/Information	Action	Action by Whom
		records/paperwork etc.		
6.	<p>AOCB</p> <p><i>Road signage</i></p> <p><i>Oil Tanks</i></p> <p><i>BCL Security Gate</i></p>	<p>PMc noted that a drawing illustrating proposed road signage has been circulated. RC has marked up a few changes and queried the visibility of one sign from the road. PMc advised that the sign can be moved further towards the corner for ease of viewing.</p> <p>HMc also noted that an individual signs will be needed for the multi-storey CP and for each cross over point. PMc agreed to follow this up.</p> <p>HMc advised that the tenders were received back and that the selected contractor is Luddons. A pre-start meeting is being arranged.</p> <p>Windgate will be connecting a power supply for BCL Security Gate 5.</p>	<p>-</p> <p>Signage to be discussed further</p> <p>-</p> <p>-</p>	<p>-</p> <p>BCL/NHS</p> <p>-</p> <p>-</p>
7.	<p>Date and Time of Next Meeting</p> <p><i>Thursday 3rd February 2011 at 2pm in the Site Offices, SGH</i></p>			

CONSTRUCTION INTERFACE GROUP: 3rd February 2011

ACTION NOTE

Present:

Hugh McDermont (HMc)	Paul McGuinness (PMc)
Bernard McCulloch (BM)	Ronnie Clinton (RC)
Howard Carter (HC)	Liane McGrath (LMc) (Notes)
Harry Christie (HCh)	Alistair Maclean (AM)
Pete Beauchamp (PB)	Sharon Hutchison (SH)
Will Gingell (WG)	Russell Johnston (RJ)
Paul Allan (PA)	

Apologies:

Alan Keeley (AK)	Jim Magee (JM)
Steven Gunn (SG)	Sam Suddese (SS)
John McCulloch (JMc)	Keith Stewart (KS)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action Note from previous meeting	Accepted as a true record.	-	-
2.	Matters Arising			
	<i>Car Park power installation (Barr)</i>	HC advised that the work is scheduled to start this weekend. A pre-start meeting is arranged for tomorrow. The cables are being installed but will not be connected at present.	Update at next week's meeting	HC/SG
	<i>Helipad - barriers</i>	HMc noted that JM had not received any comments back from RCC, therefore the work is now proceeding.	Update at next week's meeting	HMc
	<i>VIE Move</i>	RC noted that a NHS Consultant has requested some information relating to this work, including where the unit will be going and how many car parking spaces will be affected. PMc agreed to collate the drawings and note the sequence of works. Following this HMc will then arrange to meet with the Consultant to discuss.	Drawings of VIE relocation and sequence of works to be collated	PMc
	<i>Road signage</i>	HMc noted that Alan Seabourne has requested that all signage is organised through PMc.	-	-
		SH has procured signs for the car park, HMc will arrange a walk around with PMc to confirm the locations of these signs. PMc noted that he will try and get this done tomorrow so the car park can be opened on Monday.	Walk around to be organised re car park signs	HMc/PMc

Item No	Item	Discussion/Information	Action	Action by Whom
	<i>Cables – corner beside Maternity Building</i>	HMc advised that these cables will be checked to confirm if live	Update at next week's meeting	HMC
	<i>Barr – lighting on site</i>	HC has send SG an email requesting that the lighting on the Barr hoarding is checked to ensure it is on and working.	-	-
3.	Manpower	There was an average of 221 operatives on site during the last working week	-	-
4.	Forthcoming Works			
	<i>Barr Construction Ltd</i>	<p>HC advised that all work for the coming week remained inside the site boundary. The forthcoming work includes the completion of the ramps.</p> <p>The crane at the back of the site is going off site this week and the other crane will be removed the following weekend.</p> <p>No Estates or Facilities issues were noted this week.</p>	<p>-</p> <p>-</p> <p>-</p>	<p>-</p> <p>-</p> <p>-</p>
	<i>Brookfield Construction Ltd</i>	<p>PMc reported that Leslies will be constructing the barriers at the helipad next week. The barriers are metal and will be bolted to the ground. The procedures as noted in the helicopter management plan will be adhered to.</p> <p>PMc issued a drawing of the barrier location to the group and noted that the footpath beside the helipad will need to be closed during the construction of the barriers. There is potential to link this work to the additional car park work and re-direct pedestrians to cover both works. As the car park spaces on the old Mgt Annex site will be available from Monday it may be practical to close the two small car parks at the same time. RC noted that new temporary signs will be required to direct patients and visitors to the new spaces. This was agreed.</p> <p>The group discussed the drawing issued by PMc that details the proposed road signage. PMc agreed to discuss this further with Facilities and will mark up the drawing as appropriate.</p>	<p>-</p> <p>Signs to redirect pedestrians to be prepared.</p> <p>Barriers beside helipad to be constructed</p> <p>Road signage drawings to be marked up as appropriate</p>	<p>-</p> <p>PMc</p> <p>PMc</p> <p>PMc</p>
	<i>Boreholes</i>	PMc advised that more boreholes may be required, however they will be kept within the BCL site boundary.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
		No Estates or Facilities issues were noted this week.	-	-
5.	Any Other Projects on Site			
	<i>Medical Gases</i>	<p>HMc advised that Alex Black will be taking over the AP role and will sign off the VIE works.</p> <p>The proposed work will involve a new tank being put over the existing line and connected, once in place the existing tank will be removed. This will take approximately 4 hours and only HDU will require to be run off cylinders during this time. There will be final sign off from all appropriate parties before work commences.</p>	-	-
	<i>Nursery Demolition</i>	<p>HMc advised that the demolition warrant has been passed. The tender has been awarded to Hunter Demolition. A walk around will be scheduled for next week.</p> <p>The car park on the Nursery site will be constructed in the next financial year. RC noted that fencing will be required in the interim to stop vehicles parking on the site.</p> <p>SH and RC will be checking the Nursery today to ensure it has been fully cleared.</p> <p>HMc noted that the residents with gardens adjacent to the works will be informed of the demolitions prior to them starting.</p>	<p>Update as available</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p>	<p>HMc</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p>
6.	AOCB			
	<i>BCL Security Cabin – Power supply</i>	<p>PB noted that the method statement for the works to connect the BCL security cabin to a power supply has been issued. HMc advised that this has been received and will be sent to PA for comment.</p> <p>Windgate will be carrying out the works to connect the cabin to the power supply at outpatients.</p>	<p>Method statement to be issued to PA</p> <p>-</p>	<p>HMc</p> <p>-</p>
	<i>Signage</i>	PMc noted that the information required to be listed on the sign beside Neuro	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
		needs to be considered. Facilities will advise nearer to the time of completion and will also walk the route with PMc.		
7.	Date and Time of Next Meeting <i>Thursday 10th February 2011 at 2pm in the Site Offices, SGH</i>			

CONSTRUCTION INTERFACE GROUP: 17th February 2011

ACTION NOTE

Present:

Hugh McDermont (HMc)	Alan Keeley (AK)
Bernard McCulloch (BM)	Paul McGuinness (PMc)
Pete Beauchamp (PB)	Ronnie Clinton (RC)
Liane McGrath (LMc) (Notes)	Graeme Thomson (GT)
Alistair Maclean (AM)	

Apologies:

Will Gingell (WG)	Jim Magee (JM)
Sharon Hutchison (SH)	Paul Allan (PA)
Howard Carter (HC)	Steven Gunn (SG)
Harry Christie (HCh)	Keith Stewart (KS)
Russell Johnston (RJ)	

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action Note from previous meeting	Accepted as a true record, subject to the following change: Item 2, Road signage: 'signs have now been put up' should read 'signs have been ordered'.	Update notes	LMc
2.	Matters Arising			
	VIE Move	HMc advised that work on this is progressing. A new VIE tank will be installed, connecting to the existing system. PMc confirmed that the design had been completed in conjunction with Air Products. A final meeting to discuss the planned works will be scheduled mid-March, Estates, Facilities and relevant Clinical staff will be involved. Discussions took place on the decontamination tanks below ground. AMc noted that HEG need to be contacted to give advice on how the self contained tanks could be emptied during these works.	Update as available - Further enquiry into decontamination tanks	HMc - HMc
	Gas Main diversion	HMc advised that the gas main diversion will be carried out on the 5 th /6 th March. Therefore, BCL will have access to carry out the base works from week beginning 7 th March. Fire access etc will need to be considered.	Update as available	HMc

Item No	Item	Discussion/Information	Action	Action by Whom
3.	<i>Cables – corner beside Maternity Building</i>	HMc noted that he met with Bob Black and the cables do not appear to be live. HMc will get confirmation on this tomorrow and will advise BCL.	Confirm if cables are live	HMc
	<i>BCL Security Cabin – Power supply</i>	BMc advised that Sister Boal from Out Patients should be contacted to arrange access for the connection to be made. HMc will speak to GT re this.	- HMc to discuss with GT	- HMc
	<i>Road Markings – Road and MSCP</i>	PMc noted that he spoke with Dave Campbell re this who advised there are no regulations to abide by in this area. AK will speak to WSP to seek their advice on road markings to aid traffic management. As soon as the road is finished white lines will be required. Facilities are to advise on their requirements. AMc will discuss further with BCL once WSP have been consulted, as any reasons for why the 'give way' should not be marked on the main road need to be considered. AMc also requested that HMc enquire if funding would be available for a set of traffic lights. HMc agreed to raise this question with Alan Seabourne.	- WSP to be asked advice on road markings. Potential funding for traffic lights to be discussed	- AK HMc
	<i>Car Parking - subcontractors</i>	RC advised that he emailed AK and SG re subcontractors parking their private vehicles in patient/public car park spaces. BCL have since been monitoring the situation. HMc noted that SG will be asked to confirm that Barr have provision for work vehicles on their site and that SGH spaces are not being used	- Confirm that SGH car park spaces are not being used by subcontractors	- SG
	<i>Water Connection - BCL</i>	AK asked how BCL can set up a metered pipe connecting to the fire mains. HMc noted that BCL will potentially need to fill their tank overnight to prevent a pressure drop o the rest of the site. HMc agreed to find out further details and issue to the group.	- Further details on water connection to be collated and sent to group	- HMc
	<i>Forthcoming Works</i>			
	<i>Barr Construction Ltd</i>	HMc noted that he spoke with HC earlier today. HC had advised that the construction of the new road may start next week, HC will contact Estates and Facilities directly before any work starts. All other works are within the Barr	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
		boundary. No Estates or Facilities issues were noted this week.	-	-
	<i>Brookfield Construction Ltd</i>	<p>AK noted that the progress of the road works needs to be reviewed. A drawing is required to show the locations of lighting, signage etc before hand over. An issue was highlighted over the current use of the road by pedestrians; many are walking on the road rather than using the alternative footpath. Once a drawing has been drafted detailing the alternative footpath RC will issue via a staff communication, this drawing could also be displayed in ward areas.</p> <p>AK noted that there may be a need for a zebra crossing to be installed to connect the footpath to the alternative one on the other side of the road. The group discussed the crossing alternative and agreed that a zebra crossing may be the best solution to guide pedestrians.</p> <p>AK agreed to coordinate a drawing and issue to GT who will then pass to Facilities for distribution.</p> <p>WG noted that an induction date needs to be arranged. HMc agreed to walk around with WG and meet George O'Sullivan to arrange an induction time.</p> <p>AK noted that the oxygen supply for the main hospital needs to be discussed. BCL require to know that boundaries so the route for this can be planned. AK agreed to put the details on a drawing and discuss further with HMC.</p> <p>No Estates or Facilities issues were noted this week.</p>	<p>-</p> <p>-</p> <p>Drawing of alternative route for pedestrians to be drafted and issued to GT. GT to issue to Facilities.</p> <p>Induction to be arranged via George O'Sullivan.</p> <p>Draft drawing to illustrate potential route for oxygen supply</p>	<p>-</p> <p>-</p> <p>AK</p> <p>GT</p> <p>HMc</p> <p>HMc</p>
4.	Any Other Projects on Site			
	<i>Nursery demolition</i>	HMc noted that letters were issued to residents beside the Nursery site advising of the demolition. One query came back and HMc supplied the resident with further information on the works.	-	-
	<i>Sub-station demolition</i>	HMc advised that he will be discussing this with Hunter Demolition tomorrow, it is anticipated that the demolition will commence next Saturday. This will be confirmed	Confirm date of Nursery demolition	HMc

Item No	Item	Discussion/Information	Action	Action by Whom
		prior to the start of the works.		
5.	<p>AOCB</p> <p><i>Car Park lighting</i></p> <p><i>Signage – Solar</i></p> <p><i>Car Park spaces beside Pharmacy</i></p>	<p>AMc noted that the lights beside the car park were not working last night. HMc confirmed that these lights are a Board responsibility and that he will speak to the contractor to ensure they are working.</p> <p>RC advised that the solar powered sign on the main road needs to be moved and potentially re-sited on the new road. Estates to confirm if live, if live this requires isolation. Once isolated the sign can then be stored before a new location is agreed.</p> <p>PMc advised that BCL will require the spaces beside pharmacy from Monday 28th Feb. AMc agreed to close these spaces from the 27th Feb; RC will issue a staff communication one week before this closure.</p>	<p>CP lighting to be checked</p> <p>Update as appropriate</p> <p>Issue staff communication re pharmacy car park space closure</p>	<p>HMc</p> <p>RC</p> <p>RC</p>
6.	<p>Date and Time of Next Meeting</p> <p><i>Thursday 3rd March 2011 at 2pm in the Site Offices, SGH</i></p>			

CONSTRUCTION INTERFACE GROUP: 3rd March 2011

ACTION NOTE

Present:

Hugh McDerment (HMc)	Alan Keeley (AK)
Bernard McCulloch (BM)	Paul McGuinness (PMc)
Pete Beauchamp (PB)	Will Gingell (WG)
Howard Carter (HC)	Ronnie Clinton (RC)
Liane McGrath (LMc) (Notes)	Sharon Hutchison (SH)

Apologies:

Harry Christie (HCh)	Jim Magee (JM)
Russell Johnston (RJ)	Paul Allan (PA)
Graeme Thomson (GT)	Steven Gunn (SG)
Alistair Maclean (AM)	

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action Note from previous meeting	Accepted as a true record.	-	-
2.	Matters Arising			
	<i>VIE Move</i>	HMc advised that a meeting to discuss the VIE move is scheduled to take place tomorrow. The planned start date for this works remains as the 4 th April 2011. As agreed with clinical staff, one car park space will be left in the area for use by the on call clinician.	-	-
	<i>Decontamination tanks</i>	HMc advised that following a call to the manufacturer it has been confirmed that there is no live tank at the site. RC noted that there is an old tank at this area of the site, however, it may not be connected to the new one. HMc advised that this will be reviewed as necessary. RC advised that A&E staff have commented on issues with access to the decontamination unit. If contaminated patients arrive at A&E they must be taken to the decontamination unit prior to admission at A&E, therefore an access route must be kept open for these incidents. PMc agreed to review the scheme to ensure access is provided.	- Review scheme to ensure access to decontamination unit is provided	- PMc
	<i>Gas Main</i>	HMc confirmed that the gas main work was completed at the weekend with no issues. Alan Seabourne will confirm when Brookfield Multiplex (BM) are to proceed with their works programme in this area.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
	<i>BM Security Cabin – Power Supply</i>	Arrangements to be made to connect BM security cabin to power supply.	Discuss with Estates security cabin to connect to power supply	HMc
	<i>Road Markings – Main road through SGH site</i>	RC advised that Facilities have agreed 'give way' markings should be painted on the temporary road. A sign and white lines on the road are required. If this is successful it will be replicated on the permanent road. BM to proceed.	Line temp road as advised.	BM
	<i>Traffic Management - subcontractors</i>	<p>RC noted that the area beside the Barr site is a busy thoroughfare, when site traffic such as fork lifts are entering/exiting the site a Banksman should be in place. Safety of the public on the SGH site must be considered. HC advised that he met with Paul Griffin from Barr this week and this topic was discussed.</p> <p>RC also noted that the pedestrian crossing markings on the road beside pharmacy have worn off, this either needs to be re-painted or car park spaces in this area should be closed to prevent pedestrians using this area. The group agreed that the car park spaces should be closed off, PMc will arrange for Leslie to do this.</p> <p>RC also noted that a sign indicating that major works are ahead should be positioned on the main road through the SGH site. HC agreed to speak to SG re this and organise for a sign to be put up.</p>	<p>Monitor H&S issues with entrance to Barr site</p> <p>Advise Leslie to close CP spaces beside Pharmacy</p> <p>'Major works ahead' sign to be positioned on main road through SGH site</p>	<p>HC</p> <p>PMc</p> <p>PMc</p>
	<i>Water Connection</i>	<p>AK noted that BM propose to use the hydrant beside the hoarding as a water supply, this will be piped into the site inside the BM hoarding. A meter needs to be organised and HMc requested that a split one way valve is connected so there is no risk of contamination and to ensure the fire brigade can have access to the water immediately if required. AK will be discussing this with Mercury and will provide details; BMc requested that Gibby Donnelly be included in correspondence.</p> <p>HMc advised that a procedure will be established where by BM fill up tanks at night, an emergency procedure to stop use of the water supply if the fire brigade requires access will also be agreed.</p>	<p>Update as available</p> <p>-</p>	<p>AK</p> <p>-</p>
	<i>New Hospitals – oxygen supply</i>	AK advised that he has yet to discuss this with ZBP, an update will be provided when available.	Update as available	AK

Item No	Item	Discussion/Information	Action	Action by Whom
	<i>Substation & Nursery demolition</i>	HMc advised that the nursery and substation demolitions are now complete. Item closed.	-	-
	<i>Solar sign</i>	RC advised that this sign has now been removed and is in storage until required for further use.	-	-
3.	Manpower	The work force daily average number on site for period 28 th Feb – 4 th Mar 11 was 294. This figure does not include office staff but does include BCL Site Mangers on site		
4.	Forthcoming Works			
	<i>Barr Construction Ltd</i>	HC advised that work has commenced on the pharmacy road, lines are in place for the new pavement. Work over the next week will also include glazing and work on the base at the main entrance. Wood for the front of the building will be delivered to site tomorrow and work is scheduled to start on this on Monday. Work on IT, fire alarms and phone connections will potentially commence this week.	-	-
		HC confirmed that the completion date for the MSCP remains as 4 th April 2011. Arrangements will be made for Facilities to visit the site prior to this date. It is anticipated that Facilities commissioning will start on 28 th March 2011.	-	-
		HC also confirmed that from today until the end of the contract HC, HCh or Keith Stewart will be on site each day to monitor progress. It was also noted that Gibby Donnelly will attend a site meeting.	-	-
	<i>Brookfield Multiplex</i>	AK confirmed that piling work will commence week beginning 28 th March 2011. Ian Armstrong (BM Health & Safety/Environmental Manager) will be conducting a review of the buildings around the piling site to gain a better understanding of the impact the works will have on these services. This will help to establish where monitors should be placed. RC suggested that Clinical Physics be contacted for information.	-	-
		AK noted that all planned work for the coming week would be within the site boundary.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
5.	Any Other Projects on Site <i>Heating pipe work replacement</i>	HC advised that the replacement of heating pipe work in the Maternity building is planned. Drainage will also be reviewed.		
6.	AOCB <i>Street lights – Leslies site</i> <i>Cables – pavement on corner of Maternity building</i>	<p>BMc noted the potential for the stripping of street light heads on the area currently being used by Leslies. PMc and BMc will organise a walk around to review this.</p> <p>HMc advised that Star have checked this area and a live fire alarm cable has been identified. AK suggested that BM cover over this area and if access is required this could be broken through. HMc requested that a method statement on this proposal be issued and drawings/photos of this area before and after the work be provided.</p>	<p>Walk around of Leslies site to be arranged</p> <p>Method statement for covering over cables to be provided</p>	<p>PMc/BMc</p> <p>AK</p>
7.	Date and Time of Next Meeting	<i>Thursday 10th March 2011 at 2pm in the Site Offices, SGH</i>		

CONSTRUCTION INTERFACE GROUP: 10th March 2011

ACTION NOTE

Present: Hugh McDermont (HMc) Alan Keeley (AK)
Pete Beauchamp (PB) Paul McGuinness (PMc)
Liane McGrath (LMc) (Notes) Ronnie Clinton (RC)
Sharon Hutchison (SH) Russell Johnston (RJ)

Apologies: Bernard McCulloch (BM) Jim Magee (JM)
Harry Christie (HCh) Paul Allan (PA)
Graeme Thomson (GT) Steven Gunn (SG)
Alistair Maclean (AM) Howard Carter (HC)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action Note from previous meeting	Accepted as a true record.	-	-
2.	Matters Arising <i>MSCP</i>	HMc advised that he spoke with HC earlier. HC and HCh are scheduled to meet with the Regional Director of Barr on Friday to confirm the completion date of the MSCP. Access for Facilities for commissioning will also be confirmed.	Update at next meeting	HC
	<i>Decontamination tanks</i>	PMc queried the ownership of containers beside this site. RC agreed to confirm who is responsible for the containers with Jim Magee and will ask for them to be moved. PMc advised that he would have another walk around of the area to check which containers require moving.	PMc to confirm containers that required to be moved RC to confirm who is responsible for the containers with J Magee	PMc RC
	<i>BM Security Cabin – Power Supply</i>	HMc confirmed that the method statement and proposed routes have been received and these need to be shared with the Out Patient sister responsible for the area. HMc will arrange a meeting to agree when the cables can be connected. RJ to attend this meeting.	Meeting with Sister Donaldson and RJ to be arranged	HMc
	<i>Road Markings – Main road through SGH site</i>	PMc confirmed that this now complete. Action closed.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
	<i>Traffic Management - subcontractors</i>	HMc advised that this will also be discussed with the Barr Regional Director at the meeting with HC and HCh.	-	-
	<i>Water Connection – BM</i>	AK advised that this is still under discussion. HMc highlighted that the main priority for any connection is that no contamination is introduced to the hospital water supply. Any connection to the hydrant needs to have an appropriate valve to prevent this. RJ noted that a proposal on this is currently being drafted. AK/RJ will update on any further progress as available.	Update as available	AK/RJ
	<i>New Hospitals – oxygen supply</i>	AK advised that the proposal for this is still being agreed, an update will be given when available.	Update when available	AK
	<i>43 space Car Park</i>	HMc advised that the tender for the new 43 space car park is out and responses are due back by Wednesday 16 th March 2011. HMc will give an update next week.	Update at next meeting	HMc
3.	Manpower	The work force daily average number on site for period 7 Mar -11 Mar 11 was 280 This figure does not include office staff but does include BCL Site Managers on site.	-	-
4.	Forthcoming Works			
	<i>Barr Construction Ltd</i>	HMc advised that, as discussed earlier in the meeting, Barr are meeting with HC and HCh to discuss the completion date. Currently completion is set for 4 th April 2011, the Regional Director will be asked to confirm this. HMc advised that he will be discussing the road works beside the MSCP with Alan Seabourne and access required in this area. Facilities and Estates will also be kept updated on progress with this road.	Confirmation of MSCP completion date to be given at next meeting -	HC/HCh -
	<i>Brookfield Multiplex</i>	PMc advised that the white lining on the new road will be carried before 7am on Monday; the new road will then be opened for use on Monday morning. The site will be supervised during these works. Signage will also be put up at this time.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
		<p>HMc noted that a walk round off the site perimeter has been conducted, all fences/trip hazards are being addressed, PMc confirmed that localised backfill is ongoing to ensure areas are safe.</p> <p>RC noted that the zebra crossing beside Urology is fading, PMc agreed to have this re-painted. PMc also confirmed that once the MSCP opens the heras fencing around the whole BM site will be put up; this will eventually be replaced with full BM hoardings as appropriate.</p> <p>RC queried access to the new Labs building from 2012 – 2015. AK advised that proposals for this have been drafted and have been passed to the project team for comment and sign off. AK also confirmed that an interim agreement for the pneumatic tube system is being discussed.</p>	-	-
5.	Any Other Projects on Site <i>VIE Move</i>	<p>HMc confirmed that the gas main has been diverted.</p> <p>Work on the VIE move is being planned. The first stage of this will be to restore the break in the pipe between the two tanks on site. Secondly this will be checked to ensure pressure can be maintained if the surgical area is disconnected and finally an exercise will be carried out to confirm HDU can be isolated. Following this preparation work the actual move will be progressed.</p> <p>Access to the decontamination unit was also discussed. PMc agreed to organise a walk around for Facilities once the area is set up. It is anticipated that this work will commence on 21st March 2011.</p>	<p>-</p> <p>-</p> <p>Walk around of access route for decontamination unit to be organised for Facilities</p>	<p>-</p> <p>-</p> <p>PMc</p>
6.	AOCB <i>Maternity Building – ductwork replacement</i>	RC advised that as the ductwork on the Maternity building is uncovered a piece of work will be commenced to move the pipes underground. This should not have any impact on the BM works.	-	-
7.	Date and Time of Next Meeting	<i>Thursday 17th March 2011 at 2pm in the Site Offices, SGH</i>		

CONSTRUCTION INTERFACE GROUP: 17th March 2011**ACTION NOTE**

Present:

Hugh McDerment (HMc)	Alan Keeley (AK)
Pete Beauchamp (PB)	Paul McGuinness (PMc)
Liane McGrath (LMc) (Notes)	Ronnie Clinton (RC)
Bernard McCulloch (BM)	Keith Stewart (KS)
Harry Christie (HCh)	Peter Moir (PM)

Apologies:

Sharon Hutchison (SH)	Jim Magee (JM)
Graeme Thomson (GT)	Paul Allan (PA)
Alistair Maclean (AM)	Steven Gunn (SG)
Howard Carter (HC)	Russell Johnston (RJ)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action Note from previous meeting	Accepted as a true record.	-	-
2.	Matters Arising <i>MSCP</i>	<p>HCh advised that Alan Seabourne was provided with an update on progress earlier today.</p> <p>A meeting with HCh and Barr Regional Director had taken place, Barr confirmed that the MSCP completion date will be 4th April 2011. KS advised that much of the remaining works on the MSCP are aesthetic and therefore should not prevent the opening of the CP as planned.</p> <p>PM advised that discussions are currently ongoing over the transfer of cars into the MSCP during the week commencing 4th April 2011. PM met with Mike Sharples on Tuesday and this was discussed. PM highlighted that the appropriate parts of the SGH site need to be handed over to BM by the 4th April 2011.</p> <p>The contingency plans in the event that the full MSCP is not available by 4th April were discussed. HCh advised that at least 2 floors will be available for parking, which equates to 266 spaces. RC noted that the site stands to give up over 300 spaces when BM take over the site. KS noted that it is anticipated, in the event of full handover not being achieved on the 4th, two floors will be opened with the following floors handed over by the 8th April.</p>	<p>-</p> <p>-</p> <p>-</p> <p>Contingency plan to be finalised in the event of full completion of the MSCP not being achieved by 4th April 2011.</p>	<p>-</p> <p>-</p> <p>-</p> <p>NHS/Barr</p>

Item No	Item	Discussion/Information	Action	Action by Whom
		<p>Potentially part of the site could be released to BM with the full site handed over to BM by 8th April. AK noted that this would need to be discussed in conjunction with BM Commercial colleagues. PM noted that the Board needs to agree a solution as this can not be escalated to a compensation event.</p> <p>KS noted that the hand over of three floors on the 4th April, in the event full handover does not take place, will be explored. This would provide approximately 400 CP spaces for use. RC noted that this would be preferable.</p> <p>HMc noted that the contingency plan had been agreed, however, Barr have given assurances completion will be achieved by 4th April so the contingency may not be required.</p>	-	-
	<i>Decontamination tanks</i>	HMc confirmed that ARPS have agreed to move their containers. PMc and RC have met and have agreed a plan to allow access for ambulances. PMc will progress.	-	-
	<i>BM Security Cabin – Power Supply</i>	HMc advised that he met with the Out Patient Sister who agreed that the works can be completed during the day. HMc requested that PB re-issue the method statement and HMc will then organise for BM to be meet with the Out Patient lead to arrange a date for the work.	Method statement to be re-issued Organise date for works	PB HMc
	<i>Water Connection – BM</i>	PMc advised that a proposal for the hydrant connection and meter has been issued to HMc for review. The hydrant will be fitted with a non return valve. HMc will forward this to Estates and will also discuss with the NHS Fire Officer.	Water connection proposal to be issued to Estates and discussed with Fire Officer	HMc
	<i>VIE beside Maternity</i>	AK advised that RJ is discussing this with ZBP, a walk around will then be organised. As this will run along the position of the new fire road AK noted that BM are keen to get this in place before the road is laid. Work on this is ongoing.	Update as available	AK/RJ
	<i>43 space Car Park</i>	HMc advised that the tenders for this are due back on 23 rd March 2011. A further update will be given as available.	Update as available	HMc
3.	Manpower	<p>The work force daily average number on site for period 14 Mar -18 Mar 11 is 308</p> <p>This figure does not include office staff but does include BCL Site Mangers on site</p>	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
4.	Forthcoming Works			
	<i>Barr Construction Ltd</i>	<p>HCh advised that the works over the coming week will be focused on achieving the target completion date. A summary of work to date was noted as part discussions at the beginning of the meeting.</p> <p>No Estates or Facilities issues were noted this week.</p> <p>PM, HCh and KS left the meeting.</p>	<p>-</p> <p>-</p>	<p>-</p> <p>-</p>
	<i>Brookfield Multiplex</i>	<p>AK advised that all forthcoming works for this week are within the site boundary. The borehole will be installed following site possession.</p> <p>PMc advised that Leslies are currently working on trial holes and will begin to dig for drainage on Monday. The survey conducted found gas pipe locations however other services were not identified. HM advised that Adien are scheduled to provide a team to conduct a further survey to trace the gas main from 4th April. If this is too late Adien will be approached to find out if this date can be moved forward, alternatively another company can be used. PMc advised that some other areas also need to be surveyed so it may be best to get all of this done while Adien are on site.</p> <p>RC noted that in general the new road is working well, however there is a slight concern around pedestrian safety when the MSCP opens. Potentially signs are required to indicate pedestrians are up ahead. Additionally, a sign may be required at the corner of the road beside Neuro to indicate that a pedestrian crossing is ahead. PMc agreed to find out if such signs area available in stock.</p>	<p>-</p> <p>Service survey to be organised at earliest date available.</p> <p>Check if road signs are available in stock</p>	<p>-</p> <p>HMc</p> <p>PMc</p>
5.	Any Other Projects on Site			
	<i>VIE Move</i>	<p>HMc advised that work will take place next Wednesday to connect the break in the VIE pipes. The Authorised Engineer will be involved in this process. Following this a physical test will be carried out to ensure the Maternity VIE can maintain pressure during the change over. An exercise will also be conducted to make sure HDU is the only area that will require to work from cylinders during the change over.</p>	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
	<i>Fuel Tanks</i>	<p>The work to install the breach in the VIE pipes is programmed for the first week in April 2011. The VIE tank arrives on site on 10th April and will take approximately 8 days to install. Therefore, connection will not take place until at least 19th April 2011.</p> <p>HMc advised that Luddons have poured the base, the planned decommissioning of the tanks will take place on 30th March 2011. A temporary tank will be used to decant into which will allow Luddons to strip and re-build the tank. Following this a contractor will be required to fill day tanks on a daily basis. A contingency plan for gas has also been arranged.</p> <p>HMc advised that this will be fully communicated to Jim McFadden and BM will be informed before the work starts on site.</p>	<p>-</p> <p>-</p> <p>Ensure Jim McFadden is informed of work plan for fuel tanks</p>	<p>-</p> <p>-</p> <p>HMc</p>
6.	<p>AOCB</p> <p><i>Scottish Water</i></p> <p><i>Generator on VIE site</i></p> <p><i>Street lighting on new road</i></p>	<p>HMc advised that he is meeting with Peter Moir to agree a contractor for this work. A start date will be arranged as soon as possible, HMc, PM and AK will also carry out a walk around of the site.</p> <p>PMc asked if the generator beside the VIE site is connected as this will need to be moved. HMc confirmed that this is not connected and is only being kept there in storage. PMc requires information on who moved it originally so weights etc can be assessed prior to the next move. PA should be able to assist with this.</p> <p>PMc advised that some of the street lighting at the bottom of the new road is not on at night. BMC agreed to check this.</p>	<p>Update on SW to be provided as available</p> <p>Contact PA re movement of generator</p> <p>Check street lighting on new road</p>	<p>HMc</p> <p>PMc</p> <p>BMc</p>
7.	Date and Time of Next Meeting	Thursday 24 th March 2011 at 2pm in the Site Offices, SGH		

CONSTRUCTION INTERFACE GROUP: 24th March 2011**ACTION NOTE**

Present: Hugh McDermont (HMc) Alan Keeley (AK)
Pete Beauchamp (PB) Paul McGuinness (PMc)
Liane McGrath (LMc) (Notes) Ronnie Clinton
Bernard McCulloch (BM) (RC)
Sharon Hutchison (SH) David Fraser (DF)
 Russell Johnston (RJ)

Apologies: Graeme Thomson (GT) Jim Magee (JM)
Alistair Maclean (AM) Paul Allan (PA)
Howard Carter (HC) Steven Gunn (SG)
Harry Christie (HCh) Keith Stewart (KS)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action Note from previous meeting	Accepted as a true record.	-	-
2.	Matters Arising <i>BM Security Cabin – Power Supply</i>	HMc advised that he spoke with June Ramsay from Out Patients and agreed that cabling work can be carried out during the day with the isolation during the weekend. AK raised concern at the timescale for this as the power supply has been required for some time. HMc noted that the area for the connection had been changed and that had caused a delay in the process, however HMc will speak to PA re this and get it progressed asap.	- Organise power supply connection asap with PA	- HMc
	<i>Water Connection – BM</i>	HMc requested that a pdf file of the BM proposals for the connection be supplied, HMc will forward to Estates and the NHS Fire Officer for review.	pdf of proposals to be sent to HMc	BM
	<i>VIE beside Maternity</i>	AK requested that this item be closed for the time being as discussions are ongoing. AK will raise again once progress has been made. Item closed.	-	-
	<i>43 space Car Park</i>	HMc advised that the tenders were received yesterday and will be reviewed over the coming week.	Update at next meeting	HMc

Item No	Item	Discussion/Information	Action	Action by Whom
	<i>Services Survey</i>	HMc advised that Adien are scheduled to survey areas of the site on 4 th April 2011.	-	-
	<i>Road signs</i>	HMc noted that additional pedestrian signs had been put up. RC advised that Facilities will be issuing a staff communication to highlight H&S issues and the use of designated footpaths. SH noted that a pedestrian sign is situated within the BM hoarding and asked if this can be moved into an appropriate position on the main SGH site, this will require the arrow to be altered. SH also asked if two out of date signs beside the old library site can be moved as they now contradict new signage. PMc agreed to action this.	- Move pedestrian sign from inside hoarding to SGH site and remove old signage	- PMc
	<i>Generator Move</i>	PMc confirmed that this was moved at the weekend and there were no issues.	-	-
	<i>Street lighting on new road</i>	HMc advised that this had been flagged to both PA and AK as there is a mix of Board and generator lights in this area. AK confirmed that more lights have been arranged for tonight, HMc and RJ will do a walk around tonight.	Update at next meeting	-
3.	Manpower	PB confirmed that manpower figures have risen and as of yesterday there were 370 operatives on site. AK noted that a meeting between BM and Ogilvie is scheduled for Tuesday to discuss and potentially agree an interim car parking solution on the Ogilvie site.	- Update on CP on Ogilvie site as available	- AK
4.	Forthcoming Works			
	<i>Barr Construction Ltd</i>	HMc noted that the road beside the Facilities office was originally planned to be landscaped, however this will now be tarred as it requires to be dug up again for access by BM at a later date. RC noted that this area will potentially require to be lined to stop it being used as a car parking area. HMc advised that the work in this area will be confirmed formally and will give details of what is included.	-	-
		RC confirmed that Barr have not been in touch with Facilities re training on operating the new MSCP. BMc advised that the training is scheduled for next Thursday and Friday. HMc will also attend.	-	-
		RC noted that a communication for staff will need to be sent to advise of the MSCP opening, this will include instructions on permits and patient/visitor spaces. AK advised the BM will close the	Confirm time MSCP set to open on 4 th April 2011	HMc

Item No	Item	Discussion/Information	Action	Action by Whom
		<p>other car parks, however a time for this needs to be agreed. HMc agreed to find out the time the MSCP will be open for use.</p> <p>HMc noted that Barr have confirmed the MSCP will open on 4th April 2011, a walk around prior to this will be arranged.</p> <p>The group discussed the muster point at the back of the Neonatal building and if this will be affected once BM take over the CP here. AK confirmed the fencing will be situated at the kerb side so the muster point will still be accessible.</p>	-	-
	<i>Brookfield Multiplex</i>	<p>PMc advised that ambulance access has been agreed at the temporary VIE site, a street light at the site needs to be isolated so it can be moved, RJ has been trying to contact PA re this. BMc agreed to arrange isolation through PA asap. AK noted that the tanks are arriving on site on the 10th April so there is pressure to keep this progressing to programme.</p> <p>RC advised that notice will need to be given to the clinical area beside the VIE that car parking will be removed. HMc and RC will do a final walk around to check ambulance access and the single parking bay for on call clinicians.</p> <p>PMc advised that a 7.5 tonne lorry had been noted as delivering in the temp VIE area, once the move takes place this will be too large to fit. The lorry has been arriving on Tuesdays and Thursdays. RC advised that this was potentially a stores van which will need to find an alternative route for deliveries.</p> <p>AK advised that piling on the BM site will commence on 28th March 2011.</p>	<p>Contact PA to arrange isolation of street light at temp VIE site</p> <p>Walk round of VIE site re ambulance access and single parking bay</p> <p>-</p> <p>-</p>	<p>BMc</p> <p>HMc/RC</p> <p>-</p> <p>-</p>
5.	Any Other Projects on Site			
	<i>VIE Move</i>	HMc advised that Alex Black is on site with the Pharmacist to oversee the connection of the two VIE tanks. The pressure will be checked on Sunday when the Surgical VIE is switched off.	-	-
	<i>Fuel Tanks</i>	HMc confirmed that this has been discussed with Jim McFadden. The fuel tanks will be emptied tonight and a large bowser (20, 000 litres) and two small bowsers will be on site. There is also a contingency plan for contacting other oil suppliers in place if required.	-	-
			Issue emergency	

Item No	Item	Discussion/Information	Action	Action by Whom
		HMc agreed to issue all emergency contact telephone numbers to relevant people.	telephone contact numbers	HMc
6.	AOCB			
	<i>Scottish Water</i>	HMc noted that a walk around was completed last week. Dunnes are starting on the replacement road today and fencing will be commenced on Mon/Tues. Access to the site has been arranged, Dunnes and PB both have keys. The Board now own part of the site and a licence to occupy has been arranged for the other appropriate areas of the site.	-	-
	<i>Dust on site</i>	HMc noted that as the dryer weather approaches the monitoring of dust needs to be carried out. AK advised that dust suppression will be maintained. PMc added that the road sweeper continues to be used on site daily.	-	-
	<i>Leslies delay</i>	RC queried of HAI Scribe had been carried out on site, HMc confirmed that this had been completed for the whole site with Jackie Stewart, Infection Control.		
	<i>Helipad</i>	HMc advised that following today's Early Warning meeting, he should be sent daily records of Leslie's site progress, noting delays etc. AK agreed to give Leslie's notice of this.	Advise Leslie's of requirement for daily progress report	AK
		PMc advised that as of Tuesday helicopters will not be landing on the SGH site. Following this the Heras fencing will be moved and a borehole will be installed. Hoardings will be put up from the 4 th April 2011.	-	-
7.	Date and Time of Next Meeting	Thursday 31 st March 2011 at 2pm in the Site Offices, SGH		

CONSTRUCTION INTERFACE GROUP: 31st March 2011

ACTION NOTE

Present:

Hugh McDermont (HMc)	Alan Keeley (AK)
Pete Beauchamp (PB)	Paul McGuinness (PMc)
Liane McGrath (LMc) (Notes)	Ronnie Clinton (RC)
Bernard McCulloch (BM)	Alistair Maclean (AM)
Paul Allan (PA)	

Apologies:

Graeme Thomson (GT)	Jim Magee (JM)
Howard Carter (HC)	Steven Gunn (SG)
Harry Christie (HCh)	Keith Stewart (KS)
Sharon Hutchison (SH)	David Fraser (DF)
Russell Johnston (RJ)	

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action Note from previous meeting	Accepted as a true record.	-	-
2.	Matters Arising			
	<i>BM Security Cabin – Power Supply</i>	HMc noted that a connection point has been identified within the Medical Records department. Medical Records will be advised that access to this point may be required during the day, HMc will advise RJ of location.	Advise RJ of connection point location	HMc
	<i>Water Connection – BM</i>	HMc advised that he is awaiting the pdf of the water connection proposal, once received this will be forwarded to Estates.	Issue pdf of water connection proposal to HMc	BM
	<i>43 space Car Park</i>	HMc confirmed that tenders have been received and are currently being reviewed. HMc will be discussing this with Alan Seabourne. Construction time for this work is 4 weeks.	Update as available	HMc
	<i>Road signs</i>	PMc confirmed that the signs have been moved as requested and one is due to be put back up today. Action closed.	-	-
	<i>Street Light at VIE</i>	PMc advised that this has been isolated and will go back up today.	-	-
	<i>Ambulance Access to decontamination unit</i>	PMc confirmed that the Heras fencing has been put up and an ambulance access route will be available. The single car parking bay for on call clinicians is also available.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
3.	Manpower	PB advised that there were 419 operatives on site yesterday.	-	-
4.	Forthcoming Works			
	<i>Barr Construction Ltd</i>	<p>AMc noted that confirmation of the MSCP opening date and areas ready for use is required as all parties need to be clear about the synchronisation of this change. Facilities will be designating the Ground and 1st floors for patient use and the uppers floors for staff use. If only the lower floors are handed over this will cause an issue for staff car parking.</p> <p>RC added that once the MSCP is fully open the number of spaces will equate to the number available on the SGH site prior to BM construction commencing.</p> <p>AMc noted concern that negative press may be created if parking facilities are not provided as advised. A staff communication has been prepared but this will not be sent out until clarification on the MSCP situation is received.</p> <p>AK noted that BM are waiting to hear if they will be taking over the site as planned. If so, BM plan to block off the relevant car parks on Monday night, four extra car park guards will be available to facilitate this. AMc advised that a staff communication can go out on Friday to advise of a change to car parking on Tuesday 5th April. AMc also noted that it would be useful for Facilities to discuss the preparation of a statement for any press enquires with NHS Corporate Communications.</p> <p>HMc advised that Barr have confirmed the MSCP will be open as planned on the 4th April 2011. HMc is meeting with Barr on site following this meeting to confirm progress and will update Facilities following this.</p> <p>RC noted that a walkthrough of the MSCP has been arranged for Facilities tomorrow at 10am. A decision on the change over procedures for car parking will be made then.</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>Confirm date/time of MSCP opening and how many floors will be available. Advise Facilities.</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>HMc</p>
	<i>Brookfield Multiplex</i>	<p>PMc advised that Leslies continue to progress with the drainage works; a lot of digging out has been required due to locate services.</p> <p>The borehole is being installed and will reach a depth of 60-90m, this work will continue for approx 2 weeks</p> <p>Dunnes are continuing with the foundation and slab for the VIE tank.</p>	<p>-</p> <p>-</p> <p>-</p>	<p>-</p> <p>-</p> <p>-</p>

Item No	Item	Discussion/Information	Action	Action by Whom
		<p>AK noted that the installation of the hoarding has started; hoardings will be put up on the haul road and beside the borehole before progressing to the rest of the site. Sight lines, particularly beside Biochemistry, will be checked.</p> <p>Work is continuing on levelling the Ogilvies site for use as construction site car parking. The gates will be moved to a position further down Hardgate Road. Stone is arriving on Saturday to be laid in this area.</p> <p>No Estates or Facilities issues have been reported.</p>	- - -	- - -
5.	Any Other Projects on Site			
	<i>Fuel Tanks</i>	<p>HMc advised that the fuel tanks had been decommissioned last Friday; PB noted that the bunded tanker will need to be moved on Monday morning. An area on the SGH site needs to be identified for the storing of the temporary tank until the new tanks are commissioned.</p> <p>Following discussions on some potential locations, RC highlighted that an area behind switchboard beside the van parking may be the best option. This will be explored and confirmed if appropriate.</p>	- Confirm location of storage area for temporary tank.	- NHS
	<i>VIE</i>	HMc confirmed that the bridge pipework between the surgical and maternity VIE had been connected. The pressure test has also been conducted and no issues were noted. The work on the breach will take place on Sunday 17 th April 2011. All appropriate people, including Alex Black, have been involved in this process.	Update as available	HMc
	<i>Endoscopy</i>	<p>BMc advised that a drainage fault has been identified and an area at the top of the existing main road beside Neuro may need to be dug up. PMc noted that this is unlikely to impact on the BM works as this will start at the other end of the site.</p> <p>BMc will give more details as they are received.</p>	Update as available	BMc
6.	AOCB	No other business was noted.	-	-
7.	Date and Time of Next Meeting	Thursday 7 th April 2011 at 2pm in the Site Offices, SGH		

CONSTRUCTION INTERFACE GROUP: 7th April 2011**ACTION NOTE**

Present: Hugh McDermont (HMc) Alan Keeley (AK)
Pete Beauchamp (PB) Paul McGuinness (PMc)
Liane McGrath (LMc) (Notes) Ronnie Clinton (RC)
Paul Allan (PA) David Fraser (DF)
Russell Johnston (RJ)

Apologies: Graeme Thomson (GT) Jim Magee (JM)
Howard Carter (HC) Steven Gunn (SG)
Harry Christie (HCh) Keith Stewart (KS)
Sharon Hutchison (SH) Bernard McCulloch (BM)
Alistair Maclean (AM)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action Note from previous meeting	Accepted as a true record.	-	-
2.	Matters Arising			
	<i>BM Security Cabin – Power Supply</i>	HMc advised that this had now been planned and is being taken forward by RJ. Item closed.	-	-
	<i>Water Connection – BM</i>	HMc advised that the pdf proposal had not yet been re-issued.	Issue pdf of water connection proposal to HMc	BM
	<i>43 space Car Park</i>	HMc advised that the decision on whether to proceed with this work had not yet been made. HMc will discuss further with Alan Seabourne and will update the group on potential start date.	Discuss 43 space CP with A Seabourne	HMc
3.	Manpower	PB advised that there were 403 operatives on site from Mon 4 th Apr – Fri 8 th Apr 2011.	-	-
4.	Forthcoming Works			
	<i>Barr Construction Ltd</i>	HMc advised that 3 floors of the MSCP were handed over to the Board on 4 th April 2011 and came into use on 5 th April 2011.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
		RC noted that Barr have tarred over part of the pedestrian crossing beside the MSCP. Ensuring a safe site is a priority so this will need to be corrected. RC will contact SG from Barr to arrange getting this fixed. If there area any issues with this RC will contact HMc and will discuss re-lining this area with BM.	Contact Barr re removing tar from pedestrian crossing	RC
	<i>Brookfield Multiplex</i>	<p>RC noted that an area beside the Neuro building is being used as a parking space and requested that BM move/add to the heras slightly to cordon off this area. PMc agreed to add a few panels or put up some crowd barriers.</p> <p>RC advised that an email had been received re parking at night beside the Neonatal building. As parking is not controlled at night cars park in no parking areas. RC requested that BM realign the heras in this area to make the road narrower, this will discourage parking on one side of the road as there would be no space for other cars to pass. The road must be kept wide enough for a fire engine to pass through. PMc agreed to look into doing this.</p> <p>The group discussed re-positioning the bus stop, RC noted that walking distances to other areas of the site must be considered when approving a new location. HMc and RC agreed to walk round the area and look at potential locations following this meeting.</p> <p>PMc advised that work on the VIE continues and blockwork will be starting next week. Leslies continue with drainage works and will be working on Saturday this week. Tanks for the borehole will be put in next week. All other works are within the BM hoarding.</p> <p>No Facilities or Estates issues have been reported this week.</p>	<p>Add panels to heras beside Neuro</p> <p>Re-align heras beside Neonatal</p> <p>View potential locations for bus stop</p> <p>-</p> <p>-</p>	<p>PMc</p> <p>PMc</p> <p>HMc/RC</p> <p>-</p> <p>-</p>
5.	Any Other Projects on Site			
	<i>Fuel Tanks</i>	<p>HMc advised that the temporary fuel tank has been located in the Porter vehicle yard.</p> <p>AK advised that BM require some further information on the Luddon lifting plans so the BM schedule can be adapted to fit. BM have tried to contact Luddons but can't reach anyone. HMc agreed to contact their Contracts Manager to request more information.</p>	<p>-</p> <p>Contact Luddons Contract Mgr for more info on lifting plans</p>	<p>-</p> <p>HMc</p>
	<i>VIE</i>	<p>HMc advised that the breach pipework valves care going in on 17th April 2011. This will be discussed at a User Group workshop on Thursday 14th April.</p> <p>RC noted that access for ambulances still seems tight and a pile of earth is preventing access</p>	<p>-</p> <p>Remove debris to create</p>	<p>-</p> <p>PMc</p>

Item No	Item	Discussion/Information	Action	Action by Whom
		being widened. PMc agreed to get this moved to give more space. AK noted that the VIE tanks will be arriving on site on 4 th May 2011. RJ noted that this date has changed due to a leak being identified in the small tank, therefore a new tank is currently being built. HMc noted that this date needs to be confirmed formally to the project team by air products. PMc confirmed that an emergency plan is in place to stop work if access to the decontamination area is required. This will operate in a similar way to the helicopter management plan, which worked well.	wider ambulance access area Formally confirm date of VIE tank arrival on site -	AK -
	<i>Surgical Substation</i>	PA queried when survey work for this will be carried out. HMc agreed to find out if plans for this have been confirmed. RJ noted that prior to this work being taken back by the Board BM had compiled information on a programme etc, RJ will pass this on to PA. RJ highlighted the importance of this work on the Labs construction programme. In order to avoid impacting the programme the substation work needs to be commenced soon.	Pass on substation programme info etc previously compiled by BM to PA	RJ
	<i>Endoscopy</i>	PA noted that no further update on this works was available. Carry forward.	Update when available	BMc
6.	AOCB <i>Dust suppression</i> <i>Project Office Car Park</i>	HMc noted that monitoring of dust across the site is important and BM must ensure dust is suppressed. RC added that it is important dust does not get into theatre vent systems etc as this will be costly to replace. AK assured the group that BM will be watering down on site to control dust. AK advised that parking permits will be issued to the project team next Friday.	- - -	- - -
7.	Date and Time of Next Meeting	Thursday 14 th April 2011 at 2pm in the Site Offices, SGH		

CONSTRUCTION INTERFACE GROUP: 14th April 2011

ACTION NOTE

Present: Graeme Thomson (GT) Alistair Maclean (AM)
 Liane McGrath (LMc) (Notes) Pete Beauchamp (PB)
 Paul Allan (PA) Paul McGuinness (PMc)
 Alan Keeley (AK) Bernard McCulloch (BMc)

Apologies: Hugh McDerment (HMc) Jim Magee (JM)
 Sharon Hutchison (SH) Ronnie Clinton (RC)
 David Fraser (DF) Russell Johnston (RJ)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action Note from previous meeting	Accepted as a true record.	-	-
2.	Matters Arising <i>VIE</i>	AK advised that BM are proposing to alter the one way system at the back of the biochemistry building. PA asked if a banksman could be used when deliveries arrive avoiding the need to change road markings, AK advised that the issue is that delivery times are not always known. PA noted that RC was concerned over the affect this proposed change would have on other vehicles using the area. GT noted that he would update HMc and a further meeting with Facilities will be set up to discuss.	Update HMc and arrange further discussion with Facilities	GT/HMc
	<i>Borehole – power connection</i>	AK noted that a power connection is required for the borehole. GT will discuss this with HMc and contact RJ to arrange.	Discuss power supply with HMc and contact RJ	GT
	<i>Bus stop location</i>	AK issued copies of the BM proposals for HMc and Facilities. LM agreed to scan the proposal and email to AMc. AK advised that the proposal gives further detail on the discussions from the walkaround with HMc and RC, work required and sequencing. BM require approval for item 1 at least so the fire brigade can be invited out to view the changes. The Board will review the proposals and will respond to BM.	Scan proposal and email to AMc - Review proposal and comment back to AK	LMc - NHS

Item No	Item	Discussion/Information	Action	Action by Whom
	<i>Dust Suppression</i>		-	-
3.	Manpower	AK noted that the turnstiles have been moved and an engineer is due to connect the second turnstile on Sunday. PB confirmed that the average number of operatives on site last week was 437.	-	-
4.	Forthcoming Works - <i>Brookfield Multiplex</i>	<p>AK advised that the hoarding on Landlands Drive will start this week, beginning in the South East corner, BM will ensure the hoarding does not obscure signage and will stop either side of the bus stop. Footpaths will be protected.</p> <p>The Ogilvie site Car Park will also be extended as far as possible over the next week.</p> <p>Work on the Thales helipad site will also be starting, BM will be installing a footpath and lights on the site.</p> <p>PMc noted that the VIE apron will be finished Tues/Wed of next week, blockwork will be on one side and a new fence will then go around the other two sides.</p> <p>Leslies work is ongoing, access at the cross overs will be maintained at all times.</p>	- - - -	- - - -
5.	Any Other Projects on Site VIE	GT confirmed that the breach was completed on Sunday. The new tanks will be delivered to the site on 4 th May 2011 and will be installed using a crane. Traffic management will be agreed prior to the installation.	-	-
	<i>Substation</i>			
6.	AOCB MSCP			
7.	Date and Time of Next Meeting	Thursday 28 th April 2011 at 2pm in the Site Offices, SGH		

CONSTRUCTION INTERFACE GROUP: 21st April 2011

ACTION NOTE

Present: Graeme Thomson (GT) Alistair Maclean (AM)
 Liane McGrath (LMc) (Notes) Pete Beauchamp (PB)
 Paul Allan (PA) Paul McGuinness (PMc)
 Alan Keeley (AK) Bernard McCulloch (BMc)

Apologies: Hugh McDerment (HMc) Jim Magee (JM)
 Sharon Hutchison (SH) Ronnie Clinton (RC)
 David Fraser (DF) Russell Johnston (RJ)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action Note from previous meeting	Accepted as a true record.	-	-
2.	Matters Arising <i>VIE</i>	AK advised that BM are proposing to alter the one way system at the back of the biochemistry building. PA asked if a banksman could be used when deliveries arrive, avoiding the need to change road markings. AK advised that the issue is that delivery times are not always known. PA noted that RC was concerned over the affect this proposed change would have on other vehicles using the area. GT noted that he would update HMc and a further meeting with Facilities will be set up to discuss.	Update HMc and arrange further discussion with Facilities	GT/HMc
	<i>Borehole – power connection</i>	AK noted that a power connection is required for the borehole. GT will discuss this with HMc and contact RJ to arrange.	Discuss power supply with HMc and contact RJ	GT
	<i>Bus stop location</i>	AK issued copies of the BM proposals for HMc and Facilities. LMc agreed to scan the proposal and email to AMc. AK advised that the proposal gives further detail on the discussions from the walkaround with HMc and RC, work required and sequencing. BM require approval for item 1 at least so the fire brigade can be invited out to view the changes. The Board will review the proposals and will respond to BM.	Scan proposal and email to AMc - Review proposal and comment back to AK	LMc - NHS

Item No	Item	Discussion/Information	Action	Action by Whom
	<i>MSCP</i>	AMc noted that the roof level of the MSCP has not yet been handed over and asked when this would be available. GT agreed to discuss this with HMc and Peter Moir and respond to AMc asap.	Clarify date MSCP roof level will be available	GT
3.	Manpower	AK noted that the turnstiles have been moved and an engineer is due to connect the second turnstile on Sunday. PB confirmed that the average number of operatives on site last week was 437.	-	-
4.	Forthcoming Works - <i>Brookfield Multiplex</i>	AK advised that the hoarding on Landlands Drive will start this week, beginning in the South East corner. BM will ensure the hoarding does not obscure signage and will stop either side of the bus stop. Footpaths will be protected. The Ogilvie site Car Park will also be extended as far as possible over the next week. Work on the Thales helipad site will be starting, BM will be installing a footpath. PMc noted that the VIE apron will be finished Tues/Wed of next week, blockwork will be on one side and a new fence will then go around the other two sides. Leslies work is ongoing, access at the crossovers will be maintained at all times	- - - - -	- - - - -
5.	Any Other Projects on Site <i>VIE</i>	GT confirmed that the breach was completed on Sunday. The new tanks will be delivered to the site on 4 th May 2011 and will be installed using a crane. Traffic management will be agreed prior to the installation.	-	-
	<i>Substation</i>	PMc confirmed that the substation fit out will be completed before 30 th May 2011.	-	-
6.	AOCB <i>Noise Levels – diesel tank removal</i>	GT noted that a concern had been raised from the Orthopaedic department re the noise level at the site where the diesel tanks are being removed. This has been looked into and Luddons have been asked to install baffle board to reduce noise levels affecting the clinic areas. Luddons have also been instructed to increase wetting down to reduce dust. The road cleaner will also be regularly used at this area.	- -	- -
	<i>Dust Suppression</i>	AK advised that the bowser is now on site and another machine will also be		

Item No	Item	Discussion/Information	Action	Action by Whom
7.		brought in. The importance of wetting down has been reinforced to the BM workforce. AMc noted that Haemato-oncology and Theatres have raised concerns over dust levels. There are worries that filters and air handling units will need to be changed if dust level continue. AK confirmed that the hoarding will provide some protection once up and the extra bowser will also help reduce levels. This will be monitored.	-	-
	Date and Time of Next Meeting	Thursday 28 th April, 2pm in Meeting Room 1, Site Offices, SGH		

CONSTRUCTION INTERFACE GROUP: 5th May 2011

ACTION NOTE

Present: Hugh McDerment (HMc) Bernard McCulloch (BMc)
 Graeme Thomson (GT) Alan Keeley (AK)
 Liane McGrath (LMc) (Notes) David Fraser (DF)
 Paul Allan (PA) Russell Johnston (RJ)

Apologies: Sharon Hutchison (SH) Jim Magee (JM)
 Alistair Maclean (AM) Ronnie Clinton (RC)
 Pete Beauchamp (PB) Paul McGuinness (PMc)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action Note from previous meeting	Accepted as a true record, subject to following change: Page 2, Item 4 remove : 'and lights on site'	Update notes	LMc
2.	Matters Arising <i>VIE – one way system</i>	HMc noted that as the proposals need to be discussed with Facilities; this item will be carried over until the next meeting. HMc will contact AMc/RC prior to the next meeting to discuss.	Carry forward to next meeting	HMc
	<i>Borehole – power connection</i>	PA advised that the power connection to the borehole had been carried out, Windgate now need to check the connection. RJ is currently organising this with Windgate and the checks should be completed next week.	-	-
	<i>Bus stop location</i>	AK noted that the proposal for relocating the bus stop had been previously distributed. HMc agreed to call AMc/RC to discuss and seek agreement from Facilities. Once agreed AK will instruct Dunnes to proceed with the work. Facilities will be required to interface with the bus companies to advise of the change. PA advised that he had discussed the proposals with Jim McFadden and there were no issues raised from Estates point of view.	Discuss proposal with Facilities - -	HMc - -
	<i>MSCP</i>	HMc advised that the roof level had been completed and handed over to the Board yesterday. Item closed.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
3.	Manpower	<p>AK advised that 534 operatives had swiped into the site yesterday. The average weekly figure for operatives on site this week was 502.</p> <p>BM will now be able to carry out an analysis of car park usage against the number of operatives on site. BM plan to increase car park space on the Ogilvie site to 1.89 hectares.</p>	- -	- -
4.	Forthcoming Works - <i>Brookfield Multiplex</i>	<p><u>VIE</u> AK advised that work continues with the VIE ramp works, DF noted that this will be constructed with concrete down walls bolted through the middle. The barriers will be fitted week commencing 23rd May 2011.</p> <p>Air Products are due to complete by week ending 22nd May and 6 tonnes of oxygen will be installed to commission.</p> <p>HMc noted that once handed over to the Board week commencing 23rd May 2011, power and medical alarms will need to be connected. Pipework will be completed and valve tests will be carried out so the Authorising Engineer can sign the work off. HMc will ask Medigas to start connections asap and will ask for a programme to be drafted.</p> <p><u>Hoarding</u> AK advised BM hoarding will continue to be installed over the next few weeks. The heras fence beside A&E has been removed. The fire brigade will be consulted to ensure adequate access beside the Maternity building is left prior to the hoarding being installed. Duct location also needs to be checked to ensure the fire brigade has access to water if required, PA agreed to check the location of the ducts.</p> <p><u>Leslies Works</u> AK met with Leslies today and work is continuing. Another team of Leslie operatives will be starting on site. Leslies have asked to see the scope of works for the area beside the MSCP. GT confirmed that the scope was issued to Grant Wallace; GT will also forward this to AK.</p> <p>AK noted that when works reach the Neuro area, BM have a proposal to install a traffic system using one entrance/exit point instead of the previously discussed two. This will mean removing some car park spaces outside the Neuro building. HMc noted that this will be discussed further at next week's meeting when Facilities are present.</p>	<p>-</p> <p>-</p> <p>Instruct Medigas to start connections work</p> <p>Confirm location of water ducts beside Maternity</p> <p>Forward scope of works to AK</p> <p>Discuss proposal for road layout beside Neuro at next meeting</p>	<p>-</p> <p>-</p> <p>HMc</p> <p>PA</p> <p>GT</p> <p>AK</p>

Item No	Item	Discussion/Information	Action	Action by Whom
		<p><u>Road behind MSCP</u> DF asked for clarification on works required on the two roads behind the MSCP, there is a series of different kerbs. HMc noted that safe road access must be maintained. A walk around will be arranged to clarify requirements.</p> <p><u>HV Cable protection</u> PA requested confirmation that the HV cable running from Maternity to the substation would be adequately protected during BM works. RJ noted that the contractors have currently dug to the depth of the site HV cable, once this is moved out of the way further digging will commence to the depth of the Maternity HV cable. A trench will be dug at the side of the cable and the cable will moved into the trench and encapsulated to protect it. RJ agreed to send the method statement and risk assessment to PA for review. Windgate and BM will carry out these works.</p> <p>No Estates issues were noted this week.</p>	<p>Arrange walk around of road behind MSCP with DF</p> <p>Scope of works re HV cable protection to be issued to PA</p>	<p>HMc</p> <p>RJ</p>
5.	<p>Any Other Projects on Site</p> <p><i>Scottish Water road</i></p> <p><i>BM Security Cabin power</i></p>	<p>HMc confirmed that Dunnes have completed the Scottish Water road. A walk around will be organised to check the works and confirm the ground level.</p> <p>RJ advised that an outdoor unit and meter have been put in near the link bridge. BM will run cabling to the board for Estates to connect; RJ will get Windgate to liaise with PA re this early next week.</p>	<p>-</p> <p>Windgate to liaise with PA to get power connected</p>	<p>-</p> <p>RJ</p>
6.	<p>AOCB</p> <p><i>Luddons Programme</i></p> <p><i>Gas Board</i></p> <p><i>Stand pipe connection to hydrant</i></p>	<p>AK queried when the Luddons works will be completed. HMc confirmed that a timescale had been requested and this will be shared when received.</p> <p>HMc confirmed that the Gas Board Officer is due to return to work next week, forms have been sent. HMc will clarify the process for installing the gas meter, including timescales etc.</p> <p>RJ noted that John Currie advised that there were some problems with pressure from the stand pipe connected to the hydrant. HMc noted that this connection was originally a temporary measure and asked BM to advise then the connection can be taken away. RJ agreed to so this.</p>	<p>Issue Luddons timescales to AK when received</p> <p>Clarify process for installing gas meter</p> <p>Confirm when stand pipe can be disconnected from hydrant</p>	<p>HMc</p> <p>HMc</p> <p>RJ</p>

Item No	Item	Discussion/Information	Action	Action by Whom
7.	Date and Time of Next Meeting	Thursday 12 th May 2011 at 2pm in the Conference Room, 1 st Floor, Site Offices, SGH		

CONSTRUCTION INTERFACE GROUP: 12th May 2011

ACTION NOTE

Present: Hugh McDerment (HMc) Alan Keeley (AK)
 Liane McGrath (LMc) (Notes) Pete Beauchamp (PB)
 Paul Allan (PA) David Fraser (DF)
 Alistair Maclean (AM) Russell Johnston (RJ)
 Ronnie Clinton (RC) Paul McGuinness (PMc)
 Bernard McCulloch (BMc)

Apologies: Sharon Hutchison (SH) Jim Magee (JM)
 Graeme Thomson (GT)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action Note from previous meeting	Accepted as a true record.	-	-
2.	Matters Arising <i>VIE – one way system</i>	HMc advised that Jim McFadden has requested the method statement; this request has been forwarded to RJ.	Issue method statement to JMcF	RJ
	<i>Bus stop location</i>	HMc confirmed that a walk around had taken place. Facilities are satisfied with the proposed location, however, stated that pelican crossings need to be moved to coincide with the new location.	BM to progress with re-location and ensure pelican crossing is moved	BM
	<i>VIE</i>	HMc noted that the Pharmacist and Authorised Engineer will be advised that the commissioning date of the VIE is the 30 th May 2011-05-16. RC noted that the road layout needs to be altered and the 'no entry' changed. There are no Facilities objections to this alteration however signage and road lining needs to be changed. A full one way system will need to be put into place.	- One way system to be put into place	- BM
	<i>Water ducts</i>	PMc advised that the kerb line has been changed beside the Maternity building so there is no need to change the location of ducts. Item closed.	-	-
	<i>George Leslie – scope of works</i>	The scope of works for the Leslies work has now been issued. Due to the interface between the MSCP and the Leslies site some works were taken from the Barr contract and given to Leslies, this includes the kerb and footpath. Item closed.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
	<i>MSCP – pedestrian crossing</i>	RC advised that the pedestrian crossing at the MSCP is currently unsighted when cars leave the car park due to the road levels. Concerns have been raised by both the public and staff re this. A temporary sign may be required to advise drivers a pedestrian crossing is ahead. AK agreed to organise a sign.	Install pedestrian crossing sign at MSCP	AK/PMc
	<i>MSCP – signage on site</i>	HMc noted that some issues with the public being unable to find the access point to the MSCP have been raised. There is a sign on the main road through the site pointing to the MSCP; however, the text on the sign is fairly small. RC also noted that some additional signage may be required in the other public car parks directing them to the MSCP, and a signage trail from the main road and Hardgate road entrance could be installed on the BM hoarding so the public are fully aware of where to go. AK agreed to replace the sign at the MSCP and put up additional signage to direct the public. PB will order large 'P' for parking signs and these will be installed.	- - Replace sign at MSCP and install further signage directing public to MSCP	- - PB
	<i>HV Cable</i>	RJ advised that the protection work for the HV cable will be carried out in 6-8 weeks, PA will be informed and a method statement and risk assessment will be forwarded.	Issue HV cable method statement & risk assessment to PA	RJ
	<i>Fire brigade access beside Maternity building</i>	AK advised that he has emailed John O'Brien from the fire brigade to request that he assesses the access, a response is awaited.	Update on fire brigade access at next meeting	AK
	<i>BM Security Cabin – power connection</i>	RJ advised that the power will be connected by next week.	-	-
	<i>Luddons programme</i>	HMc advised that he has requested the Luddons programme; however this has yet to be received. HMc will chase this and confirm when works will be completed.	Issue Luddons programme to BM when received	HMc
	<i>Gas meter</i>	HMc noted that he recently met with the three NHS Energy Managers who are progressing with the utility suppliers. HMc has spoken with Rob Anderson regarding the process for billing.	Update as available	HMc

Item No	Item	Discussion/Information	Action	Action by Whom
	<i>Stand Pipe</i>	HMc confirmed that the connection issue has now been resolved. Item closed.	-	-
3.	Manpower	PB advised that the average number of operatives on site this week was 537.	-	-
4.	Forthcoming Works - <i>Brookfield Multiplex</i>	<p><u>Hoarding</u> AK advised that work to install the hoarding is ongoing; fire brigade approval for the section beside Maternity is awaited as discussed previously.</p> <p><u>Bus stop relocation</u> As previously discussed, the bus stop relocation will be progressed as soon as possible. PMc confirmed that pedestrians will be re-directed to the back of the footpath when drop kerbs are being installed. AK also noted that a sign advising pedestrians to 'cross here for Maternity' will be provided.</p> <p>RC confirmed that Facilities will liaise with the bus companies to advise of the changes.</p> <p><u>Leslies works</u> AK advised that the completion date confirmed by Leslies is 20th June 2011; three Leslies teams are now on site. An additional team will also be brought on site to realign the kerbs.</p> <p><u>VIE</u> RJ advised VIE ramp works continue. More activity will be focused near Govan Road over the coming weeks.</p> <p><u>Dust Suppression</u> AMc reported that a lot of dust had been seen coming from the site in the evening, this needs to be controlled. AK agreed to ensure all sub-contractors are aware of the need to continue dust suppression if they are working later than usual.</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>Ensure sub-contractors continue to suppress dust if working late</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>AK</p>
5.	Any Other Projects on Site <i>Substation</i>	HMc advised that tenders are due back re an electrical survey to identify what is served from the existing substation. Isolations will then be carried out, as agreed with clinical specialties. A programme will be developed with users, including ITU and HDU. PA and Jim McFadden will be involved in this process.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
6.	AOCB <i>Piling beside Neuro - proposals</i>	<p>HMc noted that currently the road layout at the Neuro building involves a one way system; a proposal has been put forward to block these openings one at a time and employ a two way system while works are being carried out.</p> <p>RC noted that this plan, including the removal of 4 car park spaces, was previously discussed and no facilities issues were raised. PMc agreed to draft a detailed drawing of the proposal including a timeline for works.</p> <p>RC advised that Karen Connelly circulated a programme and plan to Facilities, stating that piling work in this area will take place over approx 9 weeks. However, there are two issues that need to be reviewed; pharmacy loading and the entrance to the building.</p> <p>The pharmacy loading bay is used regularly and options for temporary loading need to be considered. Additionally, the entrance to the building will need to be moved, this is a busy building and the Aroma café is situated beside the main entrance. Any move may cause a decrease in café use and profit.</p> <p>HMc agreed to speak to Karen Connelly re the plans, RC will talk to staff to ascertain the feasibility of the proposals. RC noted that a suitable compromise is required as ultimately the works need to be carried out.</p> <p>PMc noted that piles and pile caps will be installed below ground level later this year (target date August), the whole area will then be reinstated before bridge works commence in Jan 2013.</p>	<p>-</p> <p>Detailed drawing and timeline to be drafted</p> <p>-</p> <p>Options for temporary pharmacy loading and main entrance to be considered.</p> <p>Discuss plans with K Connelly</p> <p>Speak to staff re feasibility of proposals</p>	<p>-</p> <p>PMc</p> <p>-</p> <p>All</p> <p>HMc</p> <p>RC</p>
7.	Date and Time of Next Meeting	Thursday 19 th May 2011 at 2pm in the Conference Room, 1 st Floor, Site Offices, SGH		

CONSTRUCTION INTERFACE GROUP: 19th May 2011

ACTION NOTE

Present: Hugh McDerment (HMc) Graeme Thomson (GT)
 Liane McGrath (LMc) (Notes) Alan Keeley (AK)
 Paul Allan (PA) Pete Beauchamp (PB)
 Ronnie Clinton (RC) Russell Johnston (RJ)
 Bernard McCulloch (BMc) Paul McGuinness (PMc)
 Sharon Hutchison (SH)

Apologies: Alistair Maclean (AM) Jim Magee (JM)
 David Fraser (DF)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action Note from previous meeting	Accepted as a true record.	-	-
2.	Matters Arising	<p><i>VIE</i> HMc advised that BM will be completing a WTP24 document. RJ has asked Air Products and WSP for a method statement, a response is awaited and will be followed up again.</p> <p>HMc agreed to check with Frances Wrath if a current risk assessment is available.</p> <p>RC noted that road remarking and positioning of no entry signs etc needs to be carried out, HMc advised that this will be done next week as commissioning is due to complete.</p> <p>RC noted that once the VIE is finished, access to the decontamination unit will still be required, HMc agreed to view this area with PMc.</p> <p>PMc advised that the containers and spare generator currently located beside the VIE, these will need to be relocated. RC noted that there is a possibility that Eurobins could be used instead of the metal containers, which would take up less space. A way forward will be considered.</p>	<p>Method statement to be issued once received</p> <p>Check for current risk assessment</p> <p>-</p> <p>Walk around to view access to decontamination unit</p> <p>-</p>	<p>RJ</p> <p>HMc</p> <p>-</p> <p>HMc/PMc</p> <p>-</p>
	<i>Bus stop location</i>	AK advised that a power supply is required in order to reconnect the pelican crossing beacons. The street lighting is believed to be on a timer so connection to this power source would not work. HMc noted the potential for connection to a duct that feeds	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
		the Maternity building. PMc and PA agreed to discuss this further and identify a route.	Identify power supply for pedestrian crossing	PMc/PA
	<i>MSCP</i>	PB advised that the signs have been delivered and will be installed once locations have been agreed. One sign for the MSCP has been put up on the hoarding already and post holes are being put in for a sign across from the MSCP. RC advised that the Leslies works are now encroaching on the MSCP entrance. The entrance is now the width of a one way. RC noted the potential for this area being dangerous; due to pedestrians crossing, cars passing through and road works all within this small space. HMc advised that the entrance should be at least 6m wide to maintain a two way road. PMc agreed to check the width of the entrance/exit.	Continue to install signage - Check width of entrance/exit to MSCP	PB - PMc
	<i>HV Cable</i>	RJ advised that the method statement for the HV cable works is being progressed and will be issued to PA when available. The works are not due to commence for another 8 weeks.	Issue HV method statement to PA when available	RJ
	<i>Fire brigade access beside Maternity building</i>	AK advised he met the Board's fire officer Gibby Donnelly along with Mark Lamore and Gavin Glasgow from the fire service this week. The fire service will be bringing an appliance on to the SGH site to test the space for turning beside the Maternity building. AK noted that the hammer head space for turning has not been altered by BM. The fire brigade are satisfied with access to hydrants/risers, however, have indicated that they need the gate on the BM hoarding in front of the project office opened in the event of a fire alarm in the Maternity building. The group discussed potential solutions for informing BM of fire alarms here and HMc agreed to discuss the option of the NHS contact centre calling/paging BM when a fire alarm call comes through. RC also agreed to look into the possibility of getting BM a pager, however, this will inform BM of fire alarms across the SGH site.	- Discuss solution for informing BM of fire alarms in Maternity with K McSweeney Find out potential for getting BM pager to notify of fire alarms	- HMc RC
	<i>BM Security Cabin – power connection</i>	RJ advised access to connect the power supply will be given to BM next week.	-	-
	<i>Luddons programme</i>	PB advised that Luddons have left materials etc in the area they were conducting their works. PB has called them re this and Luddons agreed to clear the area.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
	<i>Gas meter</i>	HMc advised Darren Pike has applied for a connection. HMc is meeting Rob Anderson next week to discuss billing once Labs are live and thereafter.	-	-
	<i>Dust suppression</i>	AK noted that this is ongoing and methods have been put in place to suppress dust. A supply of water is also readily available for the dust suppression unit. HMc advised that no incidents re dust were reported this week and noted appreciation for the efforts that are being made to keep dust levels down.	- -	- -
	<i>Neuro building interface</i>	HMc advised that Karen Connelly will be setting up a group to take this forward, an update will be provided at this group when applicable. RC noted that this will be a big job and although some solutions have been considered a substantial amount of work is needed to ensure this work is progressed effectively. HMc asked if there were any issues with the proposed single entry/exit plan for the road in front of Neuro. PMc had prepared a drawing illustrating this plan. RC confirmed that Facilities have no issues with the plan, RC agreed to email the Neurosciences management team and Pharmacy to advise work will be starting. PMc advised that the work will commence early next week.	- Email Neuro Mgt and Pharmacy to advise work starting early next week	- RC
3.	Manpower	PB advised that there were 604 operatives on site yesterday.	-	-
4.	Forthcoming Works - <i>Brookfield Multiplex</i>	<u>Hoarding</u> AK advised that work on installing the hoarding is ongoing. Completion of some areas of hoarding is reliant on the completion of other works such as the bus stop relocation, fire brigade sign off, VIE etc. <u>George Leslie works</u> AK advised that weekly meetings on progress have been taking place; the target completion date of 20 th June 2011 now looks unlikely to be met. AK will update once further information on completion is received. <u>Ogilvie Site</u> AK noted that BM will be extending the boundary line within the Ogilvie site to ensure maximum car park space is obtained. <u>Scottish Water works</u> AK confirmed that an instruction for Dunnes to commence this work has been issued	- - - -	- - - -

Item No	Item	Discussion/Information	Action	Action by Whom
		<p>from the Board.</p> <p>BM will also be carrying out bus stop relocation and VIE works as discussed earlier in the meeting.</p> <p>Within the BM site the base for the first of ten tower cranes is being started. Dunnes have given BM a presentation on what is available in the current market and how the cranes on site will be managed.</p> <p>No Facilities or Estates issues were noted.</p>	<p>-</p> <p>-</p> <p>-</p>	<p>-</p> <p>-</p> <p>-</p>
5.	Any Other Projects on Site <i>Temporary Car Park (old Nursery site)</i>	HMc noted that the GCC Planners have advised that planning permission is not required for the temporary car park. A pre-start meeting will be arranged with Dunnes.	-	-
6.	AOCB <i>Staff parking beside Maternity</i>	<p>RC advised that Maternity staff have raised concerns re parking beside the Maternity building. A number of Community Midwives work from this building and are having difficulty parking close to the building. RC noted that potentially three car park bays could be provided next to the ramp, these would be for the exclusive use of staff on call. If BM could white line this area it would be appreciated.</p> <p>HMc agreed to walk around the area with BM following this meeting.</p>	Walk round Maternity to assess potential for white lining car park bays.	HMc
7.	Date and Time of Next Meeting	Thursday 26 th May 2011 at 2pm in the Conference Room, 1 st Floor, Site Offices, SGH		

Present:

Hugh McDermont (HMCD)
 Alan Keeley (AK)
 Russell Johnston (RJ)
 Allyson Hirst (Notes)

Graeme Thomson (GT)
 Bernard McCulloch (BMc)
 Paul McGuinness (PMc)

Ronnie Clinton (RC)
 Pete Beauchamp (PB)

Apologies :

Alistair Maclean (AM)
 David Fraser (DF)

Jim Magee (JM)
 Paul Allan (PA)

Sharon Hutchison (SH)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action Note from previous meeting	Noted as an accurate record with the exception of Item 2 Fire Brigade Access para 2 should read “access to hydrants/risers....” Item 4 Scottish Water Works “this work had been issued...”	-	-
2.	Matters Arising			
	<i>VIE</i>	RJ agreed to pass the WTP24 information to HMCD today.	-	
		Access to decontamination area required to be maintained for vehicle access especially ambulance and also for tank refills. It was agreed that this would be checked	RC agreed to check area	RC
	<i>Signage</i>	MSCP signs and change of VIE route to be fixed. The holes will be hand dug for these signs and therefore should have no impact on below surface services. It was agreed that further signage was being erected on the edge of the pharmacy building indicating pedestrians and car park and further signage once Lesley's have moved this will allow further signage. BMCEL agreed to review this issue next week	Additional signage to be erected – positioning will be reviewed next week	BMCEL
	<i>HV</i>	Method statement in preparation – project has an 8 week timeline.		

2.	Matters Arising Cont'd			
	<i>Fire Pager</i>	It was agreed that a fire pager will be sourced for BMCEL which will alert to any fire incidents within Maternity at SGH so as to allow access for fire engines to rear of the site. It was noted that the pagers are tested on a daily basis and it would be helpful if the pager holder could respond when alarm is tested. HMcD agreed that he would pick the pager up and pass to BMCEL It was noted that this item is now closed	HMcD will pick up pager - -	HMcD - -
	<i>BMCEL Security Cabin</i>	The power was now connected	-	-
	<i>Luddon</i>	The materials have now been cleared – this item is now closed		
	<i>Neuro Interface</i>	It was noted that a meeting was being planned for next week to gather all the relevant NHS and BMCEL staff together to review this situation. This would be reported back at a future meeting Clarification was needed on how to retain access to the building during the piling near the door	HMcD will report back -	HMcD -
	<i>Parking At Maternity</i>	It was suggested that once the “nursery” car park is complete, works due to start 13/06, that this could be used for permit holders to allow better access to the maternity building. This would be discussed within Facilities on the SGH site.	-	-
3.	<i>Manpower on Site</i>	PB noted that 550 workers on site.		

4.	BMCEL Works for Next Week	<p>Bus stop movement – Once this is moved BMCEL agreed to inform estates who in turn would inform the bus companies using the site.</p> <p>Wind Sign – This requires to be moved – it was agreed that this would be moved next week and put in an appropriate position to still allow the traffic speed warning to operate.</p> <p>Hoarding (Maternity Building) – this would be completed over the next week now that the fire brigade have been satisfied after their visit.</p> <p>Access Area – Decisions would be required for access to be maintained in the area around the maternity building for access for emergency vehicles. It was decided that hatching would be the most appropriate with clear signage indicting emergency vehicle access</p> <p>VIE Ramp - this to be dug and surrounding area levelled off</p> <p>Knotweed – BMCEL agreed to take responsibility for removal of knotweed in the areas they are working on at present.</p> <p>Dust Suppression – this is on-going – review of weekend spraying as the weather changes</p> <p>Ogilvie's – AK reported that further work carried out on Ogilvie site to accommodate more traffic – planning application has been submitted</p>		
5.	<i>Lesley's Access</i>	<p>It was reported that the turning at the neuro entrance was very tight – this would be solved after further taring completed today and the road way made and signed as one way traffic. As Lesley's works move away from the MSCP it was thought that the entrance and exit areas would be clearer and better visibility. – it was agreed that a walkabout was required to check the routes</p>	BMCEL/Board to walkabout	

6.	VIE Move	<p>Instructions have been given to decommissioning the old VIE - the area around this would require knotweed removed – it was agreed that proper procedures would be followed for the destruction and removal</p> <p>Agreement was reached that road markings require to be redone before the next fill which would be in the next week or so</p>	-	-
7.	AOCB	<p>It was noted that the Generator currently stored at VIE would require to be moved to a new area although this was not know as yet. Due to the space in this area it was noted that the rubbish bins would need to be changed to something similar to a Eurobins (1000l) to allow for easy access and emptying.</p>	HMCD to source	HMCD
8.	Date of Next Meeting	Thursday 2 nd June at 2pm in the Conference Room – BMCEL floor – Project Offices		

Present: Paul McGuinness (PMc) Graeme Thomson (GT) Ronnie Clinton (RC)
Pete Beauchamp (PB) Bernard McCulloch (BMc) Allyson Hirst (Notes)

Apologies : Alistair Maclean (AM) Jim Magee (JM) Sharon Hutchison (SH)
David Fraser (DF) Paul Allan (PA) Hugh McDermott (HMcD)
Alan Keeley (AK) Russell Johnston (RJ)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Apologies	As noted above		
2.	Previous Minutes	Were noted as an accurate record		
3.	Matters Arising			
	<i>VIE</i>	Installation of new VIE now complete. Air Products to decommission the old VIE – no issue on access	GT agreed that himself and HMcD will review	GT and HMcD
	<i>Signage</i>	It was noted that signage was being put in place today. Road arrows had been blanked out and the white lines would be redone next week as well as further hoarding erected	-	-
	<i>Fire Pager</i>	This had been given to security with instructions for contact and testing	-	-
	<i>Neuro Interface</i>	It was noted that meeting was held at the beginning of the week. The area was viewed with the Health and Safety Representative and Estates along with members of the project team. Several options for segregating patients and visitors away from the works areas were considered. This would be updated as plans progressed	To remain as an agenda item	-
	<i>Lesley's Access</i>	Routine checking will continue – working ok	-	-
	<i>Generator</i>	It was agreed that the waste bins be relocated in the area in question. The generator is to be moved to Hillington NHS Site for storage	HMcD to organise removal of generator	HMcD
4.	Manpower	PB noted 574 staff on site	-	-

5.	BMCEL Works for Next Week			
	<i>Lesley's</i>	Lesley's work will continue. BMCL will monitor signage requirements. Once fully complete permanent signage will be installed		
	<i>Air Products</i>	Air Products to decommission the old VIE – no issues on access		
	<i>Parking at Pharmacy</i>	Parking at front of pharmacy – this area was to be kerbed and landscaped – it was noted that this was thought to be unnecessary and could it be returned to parking? – this would need to be reviewed as a possibility until the site was complete	GT and BMCL to review and agree	GT/BMCL
	<i>Decontamination Area</i>	Decontamination Road Surface – the finish of this was not satisfactory and would need to be reviewed. GT and HMc would review and progress	GT and HMc to review	GT/HMc
	<i>VIE</i>	VIE decommissioning – after completion new signage would require to be erected		
	<i>Bus Stop</i>	Old pedestrian crossing was still active and would need to be cleared and markings removed	PMcG agreed to check and close off this item	PMcG
	<i>Pedestrian Crossing</i>	There was a electrical connection issue that required to be resolved this would be reviewed in the coming week. Suggestion of using the feed that runs from the maternity building to the site of the old nursery – this would be looked in. New beacons for the new pedestrian crossing will be erected once electrical supply obtained. Assurances were given that this would be completed by end of next week.		BMCL
6.	Other Projects	It was the intention of BMCL to use the red and white barriers instead of fencing whilst working around the road area at the neuro building – this was not thought to be and issue around safety		

6.	Cont'd	<p>Site works – Piling Excavations Tower crane erected Transformer for sub-station delivery – 14th June via Hardgate</p> <p>Dust – this is requiring constant attention as the wet areas dry up very quickly and especially over the weekend periods as the ground is able to dry out. The suggestion of dust mats were raised and this would be given some consideration to all a gauge of the actual dust levels and areas possibly affected</p>	BMCL and Board to monitor	BMCL/Board
7.	AOCB	Concerns were raised about the areas being used by lorries for exiting the site around safety for visitors and visitors cars and the spoil piles that are around the works areas. Assurances that these would be cleared by the end of the weekend	BMCL to arrange	BMCL
		There was no further business to discuss and the meeting was closed		
8.	Date of Next Meeting	Thursday 9 th June at 2pm		

ACTION NOTE

Present:

Alan Keeley (AK)
Jim Magee (JM)

Hugh McDermott (HMc)
Howard Carter (HC)

Paul Allan (PA)

Ronnie Clinton (RC)
Will Gingell (WG)

Apologies:

Steven Gunn (SG)

Bernard McCulloch (BM)
Mark McAllister (MMc)

Dave Jordan (DJ)
Sharon Hutchison (SH)

Shiona Frew (SF) (Notes)

<u>Item No</u>	<u>Item</u>	<u>Discussion/Information</u>	<u>Action</u>	<u>Action by Whom</u>
1.	<u>Action Note from previous meeting</u>	<u>Accepted as a true record</u>	-	-
2.	<u>Matters Arising</u>			
	<u>Manpower</u>	<u>HMc reported that there was 97 operatives on site</u>	-	-
	<u>Area between MSCP/Catering</u>	<u>HMc advised that discussions were on-going and Hypostyle had been tasked with providing a drainage solution for the area between the MSCP and the Catering building.</u>	<u>HC to provide update at next meeting</u>	<u>HC</u>
	<u>Scottish Water Land Acquisition</u>	<u>HMc advised that the drawings had been issued to Scottish Water and the Board were liaising with Scottish Power to obtain agreement to purchase the required land. The Property Dept at Scottish Water had intimated that they would give an "agreement in principle" later that week.</u>	<u>HMc to continue liaising with Scottish Power re land take</u>	<u>HMc</u>
	<u>Helicopter Management Plan</u>	<u>HMc noted that agreement had been reached on alternative luffing crane jib for the MSCP tower crane. Barr are to complete Appendix B of the Site Helicopter Management Plan.</u>	<u>Complete Section B of Helicopter Plan</u>	-
	<u>Footpath Lamps</u>	<u>There are presently low level posts with lamps on them , Estates are to check if these are live and also to confirm that the lampposts in the Brookfield site are isolated.</u>	<u>Check if low level lamps are powered and trace supply to other lamps</u>	<u>PA</u>
	<u>Contact Numbers</u>	<u>HMc advised that he would provide the BCL contact list as soon as the telephone number for the site offices was known.</u>	<u>HMc to provide contact numbers once site cabin numbers known</u>	<u>HMc</u>
	<u>SEPA</u>	<u>AK advised that BCL had carried out remedial works as a gesture of "good will". He had spoken to John Treacher to advise of the remedial works being completed and suggesting that SEPA should liaise with the Thales FM Manager to confirm the remedial works were acceptable. As soon as SEPA had confirmed that the remedial works were satisfactory then they would issue a close-out letter as soon as possible. AK would meet with WSP to discuss the next steps re the drainage survey.</u>	<u>AK to meet with WSP re drainage survey</u>	<u>AK</u>

<u>Item No</u>	<u>Item</u>	<u>Discussion/Information</u>	<u>Action</u>	<u>Page 185</u> <u>Responsible Whom</u>
<u>2.</u> <u>cont</u>	<u>Matters Arising (cont'd)</u> <u>Lampheads</u> <u>Cracks to buildings adjacent to the MSCP site</u> <u>High Voltage Cable</u> <u>Mock-ups</u>	<p>HMc advised that AK had agreed to investigate the illumination/light levels at night. AK advised that he had been unable as yet to carry out the night illumination review and that he would carry out the investigation asap.</p> <p>It was agreed that WG and PA would meet the following week to discuss the cabling route.</p> <p>Matter now considered to be closed after investiagtion, monitoring will continue.</p> <p>HMc advised that a number of services had been found on the site. BCL had been asked to plot the services on a drawing and to provide to HMc. HMc would then liaise with Estates and Facilities Depts to identify the history/status of the services found.</p> <p>AK advised that he had requested a meeting with HG so as to identify those mock-up items which were most important and should be completed first. Subject to obtaining the specialist items, i.e. bi-fold doors, it was anticipated that the mock-ups would be completed by end June.</p>	<p>AK to investigate night illumination levels</p> <p>AK/PA to discuss lamphead cabling re-routing</p> <p>=</p> <p>AK to provide drawing showing services which had been found</p> <p>=</p> <p>=</p>	<p>AK</p> <p>AK</p> <p>=</p> <p>AK</p> <p>=</p> <p>=</p>
<u>3.</u>	<u>Forthcoming Works</u>			
	<u>Barr Construction Ltd</u>	<p>HC advised that the following week's works would be:</p> <ul style="list-style-type: none"> • <u>Piling Works should be comopleted and rigs should be off site</u> • <u>Excavation work continuing</u> • <u>Cropping piles – on-going</u> • <u>Netting of Hoarding's ongoing</u> <p>HMc enquired if there would be any works taking place out-with the MSCP site confines and HC advised that there would be no works out-with the MSCP site confines. Barr was awaiting on approval from the Board to progress these works to the road at the pharmacy.</p> <p>JM and PA stated they had no issues with these works.</p> <p>HMC noted the issue raised on the week earlier on the blocked drainage. <u>Estates are to investigate</u></p>	<p>=</p> <p>=</p> <p>=</p> <p><u>Investigate Blockages</u></p>	<p>=</p> <p>=</p> <p>=</p> <p><u>Estate's</u></p>

<u>Item No</u>	<u>Item</u>	<u>Discussion/Information</u>	<u>Action</u>	<u>By Whom</u>
<u>3.</u>	<u>Forthcoming Works (cont'd)</u>			
	<u>Brookfield</u>	<p>AK advised that the following week's works would be:</p> <ul style="list-style-type: none"> WSP were nearing completion of the drainage survey work and they would be surveying those drains which had been missed during the first round of survey works. (HMc) requested drawing showing manholes to be lifted to allow Facilities/Estates to mitigate any possible disruption. Piling works was due to be completed at the end of the following week. HV cable trench had been completed and the cable would be installed this week and thereafter the trench would be backfilled. Tree protection works being completed A follow on meeting would be held after next Thursday's meeting to plan the forthcoming demolition works. Haul Road being widened 	<p><u>Drawing of Manholes to be lifted to be compiled</u></p>	<p><u>WG</u></p> <p>=</p> <p>=</p> <p>=</p>
<u>4.</u>	<p><u>AOCB</u></p> <p><u>Containers/Site Cabins</u></p> <p><u>Helicopter Landing Lights</u></p>	<p>HMc advised that the Land Engineering cabins would need to be moved by end of June 2010 and that JM had indicated that he may scrap the Russell's containers if possible. He enquired about the arrangements for moving the portacabin. RC agreed to discuss with John McCulloch. PA asked to be informed who the containers belonged to.</p> <p>Estate's will check out power source for these and confirm where Brookfield have to dig if alternative supply is needed.</p>	<p><u>SG to investigate potential to install a further vibration monitor</u></p> <p><u>Investigate where lights are supplied from</u></p>	<p><u>SG</u></p> <p><u>PA</u></p>
<u>5.</u>	<p><u>Date and Time of Next Meeting</u></p> <p><u>Thursday 10th June 2010 at 2pm in the Site Offices, SGH</u></p>			

Present: Paul McGuinness (PMc) Graeme Thomson (GT) Ronnie Clinton (RC)
Pete Beauchamp (PB) Bernard McCulloch (BMc) Jim Magee (JM)
Russell Johnston (RJ) Hugh McDermont (HMcD) Allyson Hirst (Notes)

Apologies : Alistair Maclean (AM) Sharon Hutchison (SH)
Alan Keeley (AK) Paul Allan (PA)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Apologies	As noted above		
2.	Previous Minutes	Were noted as an accurate record		
3.	Matters Arising			
	<i>VIE</i>	Old tanks have now been decommissioned and taken away. Services are now isolated. HMcD agreed to e-mail confirmation to BMCL for forwarding on to relevant contractors	HMcD to confirm disconnection	HMcD
	<i>Generator</i>	HMcD agreed to organise the removal of this from the SGH site to Hillington	HMcD to organise move	HMcD
	<i>Parking at Pharmacy</i>	BMCL will review to leave this area once works are complete	BMCL	BMCL
	<i>Decontamination area road surface</i>	HMcD reported he had walked through. It was agreed that this would be discussed with AK on his return and this item to be kept on the agenda for future meetings	Keep on agenda	AK/Board
	<i>Pedestrian Crossing</i>	Beacons should be erected and old crossing lines blacked out. PMcG noted that the company employed to complete the road lines would be starting work this coming Saturday. This would include the hatched area at Maternity. PMcG did report that there were still some cabling issues which would be addressed early next week. RC reported that the pedestrian crossing marked out at neuro would require to be resprayed as the markings were now fading – it was agreed to spray weekly as the job had only a short time to go before completion	PMcG to update on progress for next meeting BMCL	PMcG BMCL
	<i>Dust Suppression</i>	No issues arising due to the wet weather. To remain as a standing item on agenda	-	-

	Neuro Works	It was reported that other project works would be reducing the access to the spinal area of neuro to 1 lane – HMCD to contact project manager of these works to define timeline and impact	HMCD to contact project manager	HMCD
3.	Manpower on Site	PB reported 580 workers on site		
4.	BMCL works planned for next week			
	<i>Lesley's</i>	Work to continue with plan to finish 15/07 and completely off site by end of July	-	-
	<i>Hoarding at Maternity</i>	This will be completed leaving space for emergency vehicle access. Hatching will be completed on Saturday	-	-
5.	Other Issues/information	Scottish Power will be implementing parking restrictions on Hardgate Road passed Gate 00 to allow delivery of equipment next week	-	-
		Dunnes will be starting the nursery car park next week – residents have been informed and there was only 1 request for up to date information. Works should last around 3 weeks.	Parking for staff and visitors to maternity	-
		Fire Brigade have had a practice run at entering the site via the newly constructed gate at the rear of maternity	-	-
6.	VIE Move	Road Markings will be completed on Saturday and concrete pathway will be completed next week – signage already in place	-	-
7.	Surgical Sub-station	A meeting was held last week to discuss and surveys will be carried out next week. A users list for the Southern General site to be compiled to allow notification of works starting. Dunnes form work to be removed and the base will be marked out by BMCL for FES to start	HMCD to get information from Estates	HMcd

	Sub-Station Cont'd	HMCD informed BMCL that the transformer had been purchased and would require a storage space on site for the moment	-	-
8.	Neuro	Pile positions – still in discussion	-	-
9.	Surgical	Logistics plan being compiled DP/RJ will update weekly	-	-
10.	Labs Pneumatic Tube System	This work will commence once VIE base is moved. The installation of the tube will be carried out by Swisslog	-	-
	Labs Building Access Route	Access to the labs once complete was asked and it was intimated that Dave Jordan was working on a route from hospital site to labs and would be finalised by end of June beginning of July. Access to the labs for deliveries etc would be via the new road constructed off Hardgate Road	-	-
11.	Scottish Water Road-HV Cable	Meeting with Scottish Power(SP) , BCL,NHS was held to discuss HV cable , HMCD informed that quote to divert cable was supplied to BCL in March by SP as this was included in costs for Govan/Hardgate Road HV diversions for new Junctions. The cable is to be diverted and costs for diversion separated out.	Pass on breakdown of Quote.	BMCL
12.	Signage for Maternity	RC agreed to pass the required information to PB who agreed to prepare the signs	RC to give info to PB	RC/PB
13.	Traffic Management	It was agreed that the road management in place around the pedestrian crossing will be removed once new white lines and beacons are in place		BMCL
14.	Date of Next Meeting	16 th June 2011 at 2pm in the Conference Room – BMCL Floor		

Present: Paul McGuinness (PMc) Graeme Thomson (GT) Ronnie Clinton (RC)
 Pete Beauchamp (PB) Bernard McCulloch (BMc) Alan Keeley (AK)
 Alistair Maclean (AM) Hugh McDermont (HMcD) Allyson Hirst (Notes)
 Paul Allan (PA)

Apologies : Jim Magee (JM) Sharon Hutchison (SH) Russell Johnston (RJ)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Apologies	As noted above		
2.	Previous Minutes	The previous minutes were noted as an accurate record		
3.	Matters Arising			
	<i>VIE</i>	HMcD reported that he had not sent the e-mail confirming switch off of all services and noted that this would be done directly after this meeting	HMcD to send confirmation e-mail	HMcD
	<i>Generator</i>	HMcD confirmed that this would be moved next Wednesday 22 nd June	-	HMcD
	<i>Parking at Pharmacy</i>	It was agreed that Facilities/Project and BMCL would discuss this more fully after the meeting and reach a conclusion that satisfied all.	-	BMCL/Project
	<i>Decontamination area road surface</i>	HMcD reported he had walked through with BMCL and the area had been civilised. It was agreed to keep this item on the agenda	Keep on agenda	AK/Board
	<i>Pedestrian Crossing</i>	There was a delay in connection but assurances were given that this would be completed on Monday of the coming week. The crossing at Neuro would be redone on a weekly basis until works complete	Ensure remarking of crossing	BMCL
	Neuro Works	HMcD reported that he had discussions with Fiona Black project manager for the proposed works and it has been decided by Fiona and team that these works would not progress at this time. It was discussed that this might be the best time as the temporary road would assist with traffic flow	No further action at present	-
	Surgical Sub-station	HMcD reported that hand excavation would take place to trace cabling. HMcD agreed to inform key people of works and if necessary present to reassure if any doubts	-	HMcD

	Scottish Water Land High Voltage	This issue appears to be resolved – RJ to forward a breakdown of the costs to Board. These costs were due to be received today of around £51,000 Once order is placed work would commence 10 days later	-	-
4.	Manpower on Site	PB reported 602 workers on site		
5.	BMCL works planned for next week			
	<i>Hoarding</i>	This should be completed in the next week	-	-
	<i>Borehole</i>	Tank to arrive on site	-	-
	<i>Lesley's</i>	Works continuing	-	-
	<i>Neuro</i>	27/06 cross over to Neuro planned. Drawings would be completed to show the road positioning etc and this will give pass to estates/facilities	-	-
	<i>Other</i>	Once the hoarding is complete at Langlands the traffic management will be removed to discourage pedestrians walking in this area it will also be double yellow lined to deter parking with signs erected at relevant points Tower crane is to be completed this weekend Scottish Water area works to commence next week	PB will provide signage - -	PB - -
6.	VIE Move	Access road is now completed – this item to be removed from the agenda		

7.	Dust Suppression	<p>Concerns have been raised again about the dust levels on site and it was reported by Infection Control that there was significant dust levels within clinical areas. Theatres especially had noted that their filters required to be changed more frequently. Pamela Joannidis – Infection Control Lead for SGH contacted Jackie Stewart who has passed the dust suppression protocol for information.</p> <p>BMCL reported that dust monitoring equipment has been ordered and will be placed in key areas to monitor. It was decided that a formal methodology be implemented to ensure dust suppression was being carried out in key working areas. Lesley's site would also be included in this monitoring and suppression.</p>	<p>Monitoring equipment to be placed in key locations</p> <p>Methodology to be put in place and all contractors informed</p>	BMCL
8.	Nursery Car Park	HMCD reported that this works would be completed in next two weeks. Signage and positioning would required to be finalised. HMCD will contact SH to walk site and order signage for car park and Maternity This area was to be for Staff and Visitors to the maternity building		
9.	ACOB			
	<i>Decontamination</i>	Area to be civilised with smooth pathways and lighting and road markings with an area for ambulance to be located, Some further work is required in this area to ensure that all parties are satisfied	This would need further discussion outwith this meeting	
	<i>Neuro Piling</i>	No solution has been reached as yet – further discussion will required to be facilitated and it was important to include all relevant parties in these	HMCD agreed to pass this to Karen Connelly	HMCD
10.	Date of Next Meeting	23 rd June 2011 at 2pm in the Conference Room – BMCL Floor		

Present: Paul McGuinness (PMc) Graeme Thomson (GT) Russell Johnston (RJ)
 Paul Allan (PA) Bernard McCulloch (BMc)
 Hugh McDerment (HMcD) Allyson Hirst (Notes)

Apologies : Jim Magee (JM) Sharon Hutchison (SH) Alan Keeley (AK)
 Alistair Maclean (AM) Ronnie Clinton (RC) Pete Beauchamp (PB)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Apologies	As noted above		
2.	Previous Minutes	The previous minutes were noted as an accurate record		
3.	Matters Arising			
	<i>VIE</i>	HMcD reported that this item was now completed and would be removed from discussions	-	-
	<i>Generator</i>	HMcD reported that the generator had been moved to Hillington	-	-
	<i>Parking at Pharmacy</i>	After further discussion after last weeks meeting the decision to concrete off this area and been reached – there will be no parking. PMcG agreed to sketch the layout off for next weeks meeting	PMcG to provide sketch of area	PMcG
	<i>Decontamination area road surface</i>	AK and HMcD had walked through the site after last weeks meeting and have decided on an alternative route. BCL have instructed surfacing works.	Keep on agenda	AK/Board
	<i>Pedestrian Crossing</i>	It was reported that Burgoynes had sourced the appropriate equipment and this would be completed over the coming dates	Update from BMCL for next meeting	BMCL
	Neuro Works	There was no further information to report at present. A meeting was being arranged on the return of the Deputy Project Director and thereafter reported	No further action at present	-
	Surgical Sub-station	HMcD reported that the appropriate clinical areas had been informed by e-mail on the planned works	-	HMcD

4.	Manpower on Site	PB reported 556 workers on site		
5.	BMCL works planned for next week			
	<i>Dunnes</i>	Footpath to be completed at VIE. Soft strip and tarring to be completed	-	-
	<i>Lesley's</i>	Works continuing	-	-
	<i>Other</i>	Scottish Power are commencing their works to dig up the road for connection of sub-station		
6.	Dust Suppression	As the weather had been wet there were no issues arising. It was to be noted however that BMCL were working with Dunnes on the best methods of dust suppression over the site and once a method had been sourced then a method statement would be provided. Dust monitors had not yet arrived on site. PB would update at the next meeting	Dust Monitoring	PB
7.	Other Projects on Site			
	Nursery	HMCD reported that this should be tarred next week – HMCD and Estates to decide on signage	Signage decision	HMCD/RC/AMcL
	Surgical sub-station	Arrangements in place for FES to hand dig base for new station but this will not happen until around August 2011	-	-
	Gas Services	Re the gas main at the Helipad. ARPS to hand dig this area. It was agreed that a method statement should be completed and a permit would then be arranged via BMCL as it may come onto the BMCL side of the fencing. The user of this would need to be sourced and any issues arising will be dealt with appropriately		

	Scottish Water HV	Cheque and acceptance form should be in next week and thereafter start date decided. A drawing of where the cable is and where it has to be situated to be completed. BMCL (DF) will mark up the drawing	DF to mark up drawing	DF
8.	ACOB			
	<i>Lesley</i>	Kerb line at multi-story levels have been noted as different. PMcG agreed to check the “as built” drawings		
	<i>Borehole tanks</i>	The tanks have been delivered and in place – 10cube per day max allocated for removal from the bore hole which will be used for various things on site. This will be a large cost saving on building water fee for the site	-	-
	<i>Yellow lines/ Langlands Road</i>	These will be completed in the next week. In the meantime traffic management should stay in place to prevent unauthorised parking	-	-
	<i>One way system</i>	There may be a need to adjust the one way system at the canteen. HMCD agreed to speak to RC ASAP		
	<i>Neuro Access</i>	The switchover to allow continuing works would take place on 30 th June	-	-
	<i>New Road</i>	Temporary lighting would be required and due to the length of time this would be required to be in situ it was considered to be more appropriate to find a connection already on site to connect into to provide power. PA agreed to review and source the most appropriate feed	-	-
	<i>Signage for Road</i>	After the new road is opened agreement to be reached with facilities on road signage and what would be required. A drawing of the finished road would be provided to enable allocation and positioning of appropriate signs	BMCL to provide drawing	BMCL
	<i>Clinical Bins @ A&E</i>	As soon as pathway is complete the new route will be advised to staff	-	HMCD
	<i>Neuro Piling</i>	BMcC noted that due to the proximity of the piling at neuro to the building it may be possible that vibration could result in issues of sealed asbestos becoming loose BMCL replied that the piling rig used was of the smaller type for this very reason and vibration would be minimal	-	-
	<i>Tarring Logistics</i>	A timetable would be produced for next weeks meeting	BMCL to provide timetable	BMCL

	<i>Linthouse Burn</i>	This works should be completed by 1 st August		
10.	Date of Next Meeting	30 th June 2011 at 2pm in the Conference Room – BMCL Floor		

Present: Paul McGuinness (PMc) Graeme Thomson (GT) Russell Johnston (RJ)
 Paul Allan (PA) Bernard McCulloch (BMc) Alan Keeley(AK)
 Hugh McDerment (HMCD) Ronnie Clinton(RC)

Apologies : Jim Magee (JM) Sharon Hutchison (SH)
 Alistair Maclean (AM) Pete Beauchamp (PB)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Apologies	As noted above		
2.	Previous Minutes	The previous minutes were noted as an accurate record		
3.	Matters Arising			
	<i>Generator</i>	HMCD reported that the generator had been moved to Hillington stores have requested an estimate of how long the generator is to be sited at Hillington. Estates to advise.	Advise on how long to be kept on site.	PA/BMc
	<i>Parking at Pharmacy</i>	PMcG provided sketch of proposed timber post/rail arrangement at pharmacy. RC reviewed and commented that this is acceptable in principle and asks it noted that rail will need to continue round MSCP/Neuro radius kerbs at entrance points to ensure no cars drive up pavement. AK agreed this was possible. Full layout drawings are to be provided for final sign off.	PMcG to provide drawings	PMcG
	<i>Decontamination area road surface</i>	AK confirmed that Dunne's have been instructed to make access route for Decontamination/clinical bins and would be starting this on Monday coming. H.McD explained that there would also be operatives doing hand excavation works in the area and they will work in conjunction to ensure no one is impeded. RC asked if Jason Long should be consulted prior to walkway being complete. H.McD stated that he would walk site with Jason Long to view new access as it is formed.	Keep on agenda	AK/HMcD
	<i>Pedestrian Crossing</i>	It was reported that Burgoyne's had sourced the appropriate equipment and this would be completed over the coming dates	Update from BMCL for next meeting	BMCL
	Neuro Works	There was no further information to report at present. A meeting was being arranged on the return of the Deputy Project Director and thereafter reported	No further action at present	-
	Surgical Sub-station	HMCD reported that the appropriate clinical areas had been informed by e-mail on the planned works	-	HMCD

4.	Manpower on Site	PB reported 581 workers on site		
5.	BMCL works planned for next week			
	<i>Dunnes</i>	Footpath to be completed at VIE. Soft strip and tarring to be completed	-	-
	<i>Lesley's</i>	Works continuing	-	-
	<i>Other</i>	Scottish Power are commencing their works to dig up the road for connection of sub-station		
6.	Dust Suppression	As the weather had been wet there were no issues arising. It was to be noted however that BMCL were working with Dunnes on the best methods of dust suppression over the site and once a method had been sourced then a method statement would be provided. Dust monitors had not yet arrived on site. PB would update at the next meeting	Dust Monitoring	PB
7.	Other Projects on Site			
	Nursery	HMCD reported that this should be tarred next week – HMCD and Estates to decide on signage	Signage decision	HMCD/RC/AMcL
	Surgical sub-station	Arrangements in place for FES to hand dig base for new station but this will not happen until around August 2011	-	-
	Gas Services	Re the gas main at the Helipad. ARPS to hand dig this area. It was agreed that a method statement should be completed and a permit would then be arranged via BMCL as it may come onto the BMCL side of the fencing. The user of this would need to be sourced and any issues arising will be dealt with appropriately		

	Scottish Water HV	Cheque and acceptance form should be in next week and thereafter start date decided. A drawing of where the cable is and where it has to be situated to be completed. BMCL (DF) will mark up the drawing	DF to mark up drawing	DF
8.	ACOB			
	<i>Lesley</i>	Kerb line at multi-story levels have been noted as different. PMcG agreed to check the “as built” drawings		
	<i>Borehole tanks</i>	The tanks have been delivered and in place – 10cube per day max allocated for removal from the bore hole which will be used for various things on site. This will be a large cost saving on building water fee for the site	-	-
	<i>Yellow lines/ Langlands Road</i>	These will be completed in the next week. In the meantime traffic management should stay in place to prevent unauthorised parking	-	-
	<i>One way system</i>	There may be a need to adjust the one way system at the canteen. HMcD agreed to speak to RC ASAP		
	<i>Neuro Access</i>	The switchover to allow continuing works would take place on 30 th June	-	-
	<i>New Road</i>	Temporary lighting would be required and due to the length of time this would be required to be in situ it was considered to be more appropriate to find a connection already on site to connect into to provide power. PA agreed to review and source the most appropriate feed	-	-
	<i>Signage for Road</i>	After the new road is opened agreement to be reached with facilities on road signage and what would be required. A drawing of the finished road would be provided to enable allocation and positioning of appropriate signs	BMCL to provide drawing	BMCL
	<i>Clinical Bins @ A&E</i>	As soon as pathway is complete the new route will be advised to staff	-	HMcD
	<i>Neuro Piling</i>	BMcC noted that due to the proximity of the piling at neuro to the building it may be possible that vibration could result in issues of sealed asbestos becoming loose BMCL replied that the piling rig used was of the smaller type for this very reason and vibration would be minimal	-	-
	<i>Tarring Logistics</i>	A timetable would be produced for next weeks meeting	BMCL to provide timetable	BMCL
	<i>Linthouse Burn</i>	This works should be completed by 1 st August		

10.	Date of Next Meeting	7 th July 2011 at 2pm in the Conference Room – BMCL Floor		
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Present: Paul McGuinness (PMc) Graeme Thomson (GT) Pete Beauchamp (PB)
 Paul Allan (PA) Bernard McCulloch (BMc) Alan Keeley(AK)
 Hugh McDerment (HMcD) Ronnie Clinton(RC)

Apologies : Jim Magee (JM) Sharon Hutchison (SH) Russell Johnston (RJ)
 Alistair Maclean (AM)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Apologies	As noted above		
2.	Previous Minutes	The previous minutes were noted as an accurate record		
3.	Matters Arising			
			-	-
	<i>Generator</i>	Generator moved on to Hillington site as previously minuted. Time to be stored there is not known	This item can be removed from discussion	-
	<i>Parking at Pharmacy</i>	PMcG agreed to produce the final drawings showing proposal	PMcG to provide drawings for next meeting	PMcG
	<i>Decontamination area road surface</i>	HMcD agreed to ask Dr Long to walk the area once completed allow him to see the finished area	Arrange walk through with Consultant	HMcD
	<i>Pedestrian Crossing</i>	Reported that beacons are now finally in place. Speed monitor not yet put up. HMcD informed post in place and sign still to be erected.	Price for works to be sourced	HMcD
	Surgical Sub-station	HMcD informed that FES were successful contractor and pre start meeting to be held next week	-	-

4.	Manpower on Site	581 currently on site	-	-
5.	BMCL works planned for next week			
	<i>Dunnes</i>	excavation /pile caps continuing on main sit		
	<i>Lesley's</i>	Works continuing with surfacing planned for next week.		
6.	Dust Suppression	Dust monitors are now in place and a drawing of the site was shown to Facilities who agreed the positions were good. One further monitor to be situated around the pharmacy area but a solution as to where it should be situated is required. PB reported that the	-	-
7.	Other Projects on Site			
	Nursery	Works are now completed and car park is open for use	-	-
	Surgical sub-station	DP/GT are to chase for installation date for this cable. Once installed BMCL agreed to create an "as built" drawing for future reference	Date of installation and drawing once completed	GT/DP BMCL
	Signage for newly completed road	Drawing of the road position was reviewed. Signage positioning would be carried out in forthcoming meeting's.	For fuller discussion at next meeting	All
	Clinical Bins @ A&E	HMcD agreed to look at the positioning of the bins in relation to the staff access doors. Final position would be required for the completion of the works by BMCL	HMcD to resolve bin position	HMcD
	Tarring Logistics	Full discussion took place to work on a plan for road diversions during the tarring process. It was agreed that the majority of the works would take place during the weekend of 16-19 July to avoid busy times and high staff and visitor numbers during the week. The members agreed it would be appropriate to walk the route noting signage requirements. Any issues that arose would be discussed at the next meeting of this group	Review at next meeting issue to be resolved before works start	All
8.	AOCB	Ogilvie – works will continue to expand the car parking facility as full planning permission had been granted including tarring and lighting	-	-
			-	-

		Issues on signage and lighting for the road once reopened – it was noted that an electrical feed would be sourced and a solution found to resolve this.	- Identify amenity lighting	BCL
		It was noted that there was a move around of facilities staff and would mean that the project would have a few new people involved – Billy Hunter will take over from Alistair McLean and Ian Powrie would be joining the new hospital project team	-	-
		Neuro Survey – BMCL will carry out surveys via Enviraz – quote is awaited to carry out this work and it was agreed that the report generated from this would be passed to estates for their records. There will be no impact to the outside area of the building during testing but it would involve the decant of a consultant during the testing but he has been informed that this will take place	-	-
9.	Date and time of Next Meeting	Thursday 14 th July at 2pm in the Conference Room – BMCL floor		

Present: Paul McGuinness (PMc) Ronnie Clinton(RC) Alan Keeley(AK)
 Paul Allan (PA) Hugh McDerment (HMcD)

Apologies : Jim Magee (JM) Sharon Hutchison (SH) Russell Johnston (RJ)
 Alistair Maclean (AM) Graeme Thomson (GT) Pete Beauchamp (PB)
 Bernard McCulloch (BMc)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Apologies	As noted above		
2.	Previous Minutes	The previous minutes were noted as an accurate record		
3.	Matters Arising			
			-	-
	<i>Parking at Pharmacy</i>	PMcG produced a drawing showing the area concerned. There was then lengthy discussion on the best way forward to ensure that this would not become a trip hazard for pedestrians and a potential place for cars to park. As this was not the final finish to this area on completion of hospitals a solution would require to be sought in order ensure that there would be no trip hazards and the pavement was fit for purpose.. BMCL agreed that they would continue with the works as planned and review with Facilities. If this was unsatisfactory then a further plan would be required to be thought out and applied. PMcG agreed to write up a scope of works.	Works carried out as planned and reviewed. PMcG would write a scope of works for review	PMcG
	<i>Decontamination area road surface</i>	HMcD reported that he had planned to walk the route with Dr Long on the 20 th July and complete the signage. AK assured that works would be completed by this time.	Walk through	HMcD
	<i>Pedestrian Crossing</i>	HMcD reported that the speed sign was now erected and working	Complete and can now be removed from discussions	-

4.	Manpower on Site	577 currently on site	-	-
5.	BMCL works planned for next week			
	<i>Dunnes</i>	excavation /pile caps continuing on main site	-	-
	<i>VIE area</i>	Footpath to decontamination/clinical bin area underway.	-	-
	<i>Burn Diversion</i>	Works continuing and progressing through construction site parking area over the next couple of weeks. Staff car park closed and those affected have been informed	-	-
	<i>Drainage Works</i>	Works progressed to Hardgate Road although road permit is still awaited	-	-
6.	Dust Suppression	Some areas still noted to be causing dust clouds. BMCL have spoken to their contractors who are working to keep this under control. RC noted that for the benefit of clarity it would be appropriate to have a programme and method statement to ensure that all areas have coverage. To note the DustScan discs were activated at 1300 on Monday 11 th July and will be exchanged on a weekly basis and sent off for analysis	-	-
7.	Other Projects on Site			
	Surgical Sub-station	FES have been awarded the contract and works to commence starting with cable tracing and excavations to be started with switchover programmed for early September 2011.	-	-
	Asbestos	HMCD reported that the area of neuro to be surveyed had been viewed and occupant's made aware of the works and the rooms would be decanted when the survey is undertaken. HMCD had liaised with Lead Nurse and Clinical Services Manager who were aware of what works would be carried out and the preparation required for this.	-	-

	Signage for newly completed road	Signage for the newly open road will require to be reviewed. The signage currently on the construction road can be moved over and positioned accordingly although this would require a walkthrough to ensure all areas are appropriately sign posted. The signs should be moved over within a day or so of the road change over. Entry and exit to the neuro area should be kept as 2 lane entry and 1 lane exit although the road could be adjusted to allow two lanes at a later stage to be created. Yellow lines to be created down both sides of the road to prevent parking. Car park access/exit – give way should remain at exit. Lighting for the new road is still being reviewed and current lighting for construction road will remain in operation until a further solution can be sought.	Review carried out between BMCL and Estates	Board/BMCL
	Tarring Logistics	This piece of work would begin on Saturday morning with security in place to assist with diversion guidance and to ensure that no large vehicles block access. By Saturday evening all diversions should be removed and normal access resumed. Scottish Ambulance have been informed of the diversion and will be given priority at all times.	Report back at next meeting	BMCL
8.	AOCB			
	<i>Neuro Piling</i>	RC would be speak to Karen Connelly and HMcD after this meeting to review current suggestions on neuro piling	Update on meeting	HMcD
	Cleaning	Mud on Govan Road entrance – AK agreed that Dunnes would get this cleared if the cars parked there were removed. PA to contact AK or PB and inform them when this was arranged and they would speak to Dunnes to get cleared.	-	-
9.	Date and time of Next Meeting	Thursday 21 st July at 2pm in the Conference Room – BMCL floor	-	-

Present: Paul McGuinness (PMc) Ronnie Clinton(RC) Alan Keeley(AK)
 Bernard McCulloch (BMc) Hugh McDerment (HMcD) Graeme Thomson (GT)
 Alistair Maclean (AM) Pete Beauchamp (PB)

Apologies : Jim Magee (JM) Sharon Hutchison (SH) Russell Johnston (RJ)
 Pete Beauchamp (PB) Paul Allan (PA)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Apologies	As noted above		
2.	Previous Minutes	The previous minutes were noted as an accurate record		
3.	Matters Arising			
			-	-
	<i>Parking at Pharmacy</i>	This will continue to be reviewed throughout until works completed – tarmacing will commence through this Friday and Saturday. Estates/BMCL and NHS will walk through on Monday to review. AK noted that they will fence off any areas that are concerning eg trip hazards that become apparent.	Walk through on Monday 25 th July	BMCL/NHS/C&B
	<i>Decontamination area road surface</i>	HMcD reported that he still planned to walk the route with Dr Long but there was an emergency in A&E. The walkabout was now planned for later this afternoon. HMcD would report back on any issues.	HMcD to report any issues	HMcD
	<i>Manpower on Site</i>	PB reported as 577		
	<i>Signage for new road</i>	Signs will be redirected to the new road from the temporary road and reviewed during the walk through on Monday with Estates/BMCL/C&B	Review on Monday	BMCL/NHS/C&B
	<i>Road Diversions</i>	It was reported that this went well and no issues were reported	-	-

	Neuro	<p>HMCD/RC and Karen Connelly reviewed the updated piling drawing after last weeks meeting. RC was satisfied with the drawing and its implications on the entrance to the neuro but did note that there would be difficulties with disabled parking, trolley access through the rear of the building due to turning space. If planning to use the fire exit as entrance/exit the SGH Fire Officer would be required to OK this use. There was also the issue of security as this door was not lockable. And it may be more efficient to use the other back entrance where this could be monitored by portering staff. It was noted that this area leading up to the back entrance would require some fencing and directions for people attending the building.</p> <p>From review of the drawing RC expressed some concern around the pharmacy loading area as there would be continued deliveries including air products and pallets during the works. AK would review the space to allow a lorry to back and get back out easily during the piling.</p> <p>A further meeting will take place to discuss the works further and these issues would be brought to the attention at this time</p>		
4.	BMCL works planned for next week			
	Road	<p>The tarring will be completed over the next few days to allow the road to open fully over the weekend. And it was noted that it would be necessary to divert traffic away from canteen area for a short period of time on Saturday to allow this to be tarmaced. This should not cause too many problems as there are not too many deliveries at the weekend. It was noted that the neuro area would have its top coat applied to the road with the road being in full use and a stop/go system would be in place with only half of the road open at any one time until complete. The fencing will then be moved and by close of Saturday BMCL fencing will be completed. The stand lights will stay in place at the moment but noted that the timer requires to be checked to ensure the lights are on at appropriate times.</p>	-	-
			-	-

		<p>White lines will be completed on Sunday to complete the road markings.</p> <p>The pedestrian crossing at Langlands was now closed completely and it was noted that the light fixture and globe are to be removed for storage until required at a later date.</p>	-	-
	<i>Vibration Concerns</i>	During piling process the issue of excessive vibration was noted. There was further discussion on how best to deal with issues before they arise. BMCL expressed a wish to meet with relevant people within the neuro building to allow a formal discussion on the requirements of both parties and the process for reporting any vibration that interfered with clinical works. GT agreed to facilitate such a meeting	-	-
	<i>VIE</i>	HMCD agreed to view this after this meeting to check the movements of the containers and where their new positions would be in relation to the doors. Also noted that these doors would require to be securable to prevent blow back. Once this work is complete it will allow BMCL to complete their hoarding in this area. The hoarding is arriving on site this coming Tuesday.		
5.	Dust Suppression	<p>PB reported that the first samples had been sent to the analysing company and the results would be reported back to this meeting.</p> <p>New hoarding will be erected shortly (8th August) and it was anticipated that this would resolve some of the dust issues.</p> <p>RC reported that Govan Road was particularly messy with dust and dried mud. AK agreed to direct the street cleaner round to this area and keep this area monitored.</p>	-	-
6.	Other Projects on Site			
	Surgical Sub-station	<p>FES are starting on site with the cable tracing taking place over this weekend. This will allow assurance that when cable are cut there is full knowledge of areas being affected. HMCD spoke to Dr Inglis who indicated that he had a process matrix for such events and agreed to pass this onto him. HMCD in turn agreed to pass this to Estates for their own information. FES had requested that the area that Dunnes is working in be cleared for their access. This was agreed.</p> <p>Kerblin position was to be clarified by BMCL to ensure that any FES works would not be impacting on future planned works. PMcG agreed to produce these drawings for their information.</p>	-	-

	Scottish Gas Networks	These works would be carried out on 27 th July to cap the feed to the boiler	-	-
	Scottish Water and Power Works	Works had commenced on Hardgate Road – these were being carried out by sub-contractors. Cabling into the sub-station were due to commence on 1 st August and there was a potential for a clash of works. This was clarified as SP would be starting on internal works initially. Site inductions would be carried out by PB to allow access onto the BMCL site. HMcD agreed to forward all the relevant forms to SP with a request for a Method Statement so that these could be verified before access and site inductions would be carried out	HMcD to forward all relevant paperwork to SP and inform them of contact of PB for site inductions	HMcD
7.	AOCB			
8.	Date and time of Next Meeting	Thursday 28 th July at 2pm in the Conference Room – BMCL floor	-	-

Present: Paul McGuinness (PMc) Ronnie Clinton(RC) Alan Keeley(AK)
 Bernard McCulloch (BMc) Pete Beauchamp (PB) Graeme Thomson (GT)
 Russell Johnson (RJ) Tim Baillie (TB)
 Apologies : Hugh McDerment (HMc)
 Jim Magee (JM) Sharon Hutchison (SH) David Fraser(DF)
 Paul Allan (PA)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Apologies	As noted above		
2.	Previous Minutes	No corrections		
3.	Matters Arising			
	<i>George Leslies Works</i>	RC stated that he has concerns that the crossing at the South MSCP Elevation/Pharmacy dispensary road may need attention to alter the pedestrian flow as he had observed footpath users walking in a North direction walking straight onto the road crossing and that motorists had not time to react. RC suggested altering the barriers to make the pedestrian's change direction before crossing would address this. H.McD. agreed to meet up with RC and look at a solution	-Visit site and look for solution.	HMc/BC
		RC enquired if speed limit road signs had all been erected. PMc informed that some some speed limit signs would be erected over the next week.	Erect Signage.	PMc
		RC enquired when LED speed would be erected. HMc agreed to look into possible siting to ensure no conflict with future works.	Look for site to erect sign	HMc
	<i>Decontamination area road surface</i>	GT to organise signage to be installed and for no parking demarcation in front of VIE / access to decontamination. RC asked that no private cars are parked in this site belonging to the builders. HMc agreed to speak to FES to reinforce this.	Signs to be erected.	GT
	<i>Manpower on Site</i>		Speak to FES re private car parking. -	HMc. -

	<i>Neuro</i>	TB confirmed that site set up and works would commence from 5th September. TB stated that it may be able to keep the front doors open for phase 1 works . This will only be known when the compound is laid out.	Update at next meeting.	BMCL
Item No	Item	Discussion/Information	Action	Action by Whom
4.	BMCL works planned for next week <i>Road/ George Leslie Works</i> <i>Neuro</i> <i>Facilities/Estates Issue</i>	Remaining signage will be erected. possible drainage connection may be undertaken adjacent the morgue. This will occur over 3 Saturdays with Stop and Go boards being used for traffic management. -Site set up and phase 1 piling works will be undertaken -Facilities and Estates have no operational issues with next weeks works.	-	-
5.	Dust Suppression Piling Vibration Issues	-No complaints over dust issue's were encountered over the previous week and the weather was noted to be damp in the period. -HMc explained that complaints over noise from the piling rigs had been encountered from the 5th Floor users of the Neuro building. HMc visited the offices the previous week and conducted a brief noise survey when the piling works were taking place. No readings were taken which exceeded the noise regulations with respect to hearing damage but it was found that a specific clanging noise from the Liebherr piling rigs during the shake off of their auger resulted in a very loud noise which was a nuisance. BCL were approached and they agreed to move the Liebherr piling rig to a location of on the site farther away from the Neuro building. HMc agreed to contact the Neuro staff concerned to get feedback.	Monitor Contact Neuro users for feedback.	- HMc

6.	Other Projects on Site			
	Surgical Sub-station	<p>HMc explained that a presentation on the surgical substation relocation and consultation with the users had been given to Alex McIntyre, Mary Anne Kane, Billy Hunter, Jim McFadden and Ian Powrie the week previous.</p> <p>-HMc stated that the FES transformer/substation will need power available from 5th September.</p> <p>-HMc asked that BCL engineers mark the kerblines along the Boulevard to ensure that the additional generator does not conflict with the service routes.</p>	-	-
			-	
7.	AOCB	None Recorded		
8.	Date and time of Next Meeting	Thursday 11th Aug 11 at 2pm in the Conference Room – BMCL floor	-	-

Present: Paul McGuinness (PMc) Tim Baillie (TB) Alan Keeley(AK)
 Bernard McCulloch (BMc) Pete Beauchamp (PB) Hugh McDermont (HMcD)
 Allyson Hirst (Notes)

Apologies : Jim Magee (JM) Sharon Hutchison (SH) David Fraser(DF)
 Ronnie Clinton(RC) Graeme Thomson (GT) Russell Johnson (RJ)
 Paul Allan (PA)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Apologies	As noted above		
2.	Previous Minutes	No corrections		
3.	Matters Arising			
	<i>Pharmacy Crossing</i>	HMcD reported that the barriers would be moved at the end of this week to prevent pedestrians walking straight across the road	Barrier moved	HMcD
	<i>Drainage Works</i>	PMcG reported that drainage works would be completed next week and the hoarding completed as soon as possible thereafter	-	-
	<i>LED Signage</i>	HMcD to meet with RC to determine location. The item to be carried forward	HMcD to meet RC	HMcD
	<i>Decontamination Route</i>	GT was unable to attend this meeting – information regarding this would be noted at the next meeting	GT to update	GT
	<i>FES Parking</i>	HMcD reported that he had informed FES that no vehicles to be parked in the area of the new sub-station	-	-
	<i>Piling Noise Complaint</i>	HMcD reported that due to the change in the piling rigging the complainant was now satisfied that the noise had been reduced	-	-
4.	Manpower on Site	This was reported as 687	-	-
4.	BMCL Works for the coming week			
	<i>Neuro Piling Works</i>	TB reported that piles 1 and 2 were almost completed and that Skanska/ Dunnes would continue their works next week. It was noted however that due to the type of piling works carried out there would be a possibility of excessive noise during the removal of the casing. TB noted that this would be kept to a minimum and had hoped that each casing would take around 15 minutes to remove.	-	-
	<i>Disabled Spaces at Psychiatry</i>	TB reported that these would be back in use later today	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
4.	BMCL Works for coming week cont'd			
	<i>Scottish Water on Hardgate Road</i>	It was noted that the works were still evident as they would not be concluded until meter installation had taken place	-	-
	<i>Tower Cranes</i>	It was reported that over Friday and the weekend tower cranes 7 and 10 would be erected	-	-
	<i>Ogilvies Car Park</i>	AK reported that this would be completed next week.	-	-
5.	Other Projects on site			
	<i>Sub-Station</i>	HMCD reported that 4 of the 19 switches were now changed over and all has gone to plan so far with assistance from estates staff. HMCD and Alistair Smith from the Project Team are in attendance during the changeover. The programme indicates complete by 23 rd September and the handover being completed the following Tuesday	-	-
	<i>Gas Main</i>	HMCD reported that this had now been moved to a position adjacent the VIE	-	-
	<i>Water</i>	HMCD reported that hand digging was taking place to locate this pipe. HMCD asked that it may be necessary that BMCL excavate some trial holes within the BMCL site to enable the site investigation works. This was note thought to be an issue. HMCD noted that this work should be completed by the end of next week and thereafter a plan would be sought to take this issue forward	Plan to take forward required	HMCD
	<i>Street Lighting</i>	HMCD noted that this was being investigated and it was thought to be a controls or sensor issue as the lights were going off and on at various times. HMCD would take this forward with estates to resolution	HMCD to speak to Estates and resolve	HMCD
6.	Dust/Vibration	It was noted that there were no reports or complaints reported	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
7.	AOCB			
	<i>Borehole Damage</i>	Damage to the bore holes had been reported at the Early Warning Meeting earlier today. It was noted that it was thought to be the grass cutters causing the damage to the covers. As RC was not in attendance at this meeting BMcC was asked to inform Land Engineering. HMcD would provide a sketch of the locations of these boreholes for BMcC to feedback to Land Engineering with.	BMcC to inform Land Engineering to be aware of the damage caused	BMcC
	<i>Maternity Tunnel</i>	PMcG requested that a review of the maternity tunnel be carried out. HMcD agreed to meet and look over	Review Maternity Tunnel	HMcD/PMcG
8.	Date and Time of Next Meeting	The next meeting of the group would be on Thursday 22 nd September at 2pm in Meeting Room 1 – Project Offices – Top Floor	-	-

Present: Paul McGuinness (PMc) Tim Baillie (TB) Alan Keeley(AK)
Bernard McCulloch (BMc) Pete Beauchamp (PB) Hugh McDermott (HMcD)
Allyson Hirst (Notes)

David Fraser(DF) Ronnie Clinton(RC)

Apologies : Jim Magee (JM) Sharon Hutchison (SH) Paul Allan (PA)
Graeme Thomson (GT) Russell Johnson (RJ)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Apologies	As noted above		
2.	Previous Minutes	No corrections		
3.	Matters Arising			
	<i>Pharmacy Crossing</i>	This issue is now resolved and can be closed off	-	-
	<i>Drainage Works</i>	PMcG reported that drainage works would be completed next week and the hoarding completed as soon as possible thereafter	-	-
	<i>Decontamination Route</i>	GT was unable to attend this meeting – information regarding this would be noted at the next meeting	GT to update	GT
	<i>Infection Control</i>	HMcD reported that Jackie Stewart would be joining the group to have input on infection control	-	-
	<i>Multi-story Car Park Sign</i>	HMcD reported that he and RC would walk over the site and decide the positioning of the signage and have this erected within two weeks	Position to be decided	HMcD/RC
	<i>LED Sign</i>	Decision reached on position, close to current mortuary but angled so as to be seen clearly	-	HMcD
	<i>Scottish Water Diversion</i>	Survey completed on Saturday. Works should be concluded by next week and with new supply from alternative being installed to bio-chemistry.OPD and Therapy Plant room.	Report any issues	?
	<i>Street Lighting</i>	This is being checked and tests being carried to determine which are working and not. HMcD was asked to check when the generator lights were first erected	HMcD to check date of generator lights	HMcD
	<i>Borehole Damage</i>	Drawing has now been passed to RC/BMcC to forwarding to Land Engineering	Forward drawing	RC/BMcC
4.	Manpower on Site	This was reported as 734	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
5.	BMCL Works for the coming week			
	<i>Neuro Piling Works</i>	Continuing. TB reported that the road would be jet washed and cleaned today. Access is still available as before	-	-
	<i>33KVA Sub-station</i>	Hoarding is down at the moment to allow access to Scottish Power. A fire escape route has also been laid out	-	-
	<i>Tower Crane</i>	Tower Crane 5 will be erected at the week end. Energy Centre crane will be dismantled and removed on Monday		
	<i>Site Information Boards</i>	These are currently under construction and will be erected for public and staffs information		
	<i>Scottish Water</i>	AK noted that Scottish Water were still working on Govan Road thus preventing Scottish Gas works starting. This will be updated a future meetings		
	<i>Overflow Car Park</i>	Sourcing power supplies and is programmed to be fully operational next week		
	<i>Vermin</i>	Vermin have been spotted on the SGH site. Not thought likely to come from the construction. Estates will compile a report		
6.	Dust/Vibration	Report highlighted for the period 07/09-15/09, Graph indicates a drop in the dust levels overall on the site. Position 5/3 was highlighted as high. This was thought to be due to its proximity to the road as well as the site dust. RC reported that 2 wards had reported high spike levels of dust. This was to be investigated and reported back	Investigate and report back	RC/BMCL
		Bio-chemistry colleague had requested additional monitoring around ward 24. HMcD agreed to look into this.	Get cost of monitoring station	HMcD
		BMCL noted that as the structure increases above the hoarding level dust levels were likely to increase due to the materials being used. All attempts will be implemented to prevent this where possible	Dust levels continue to be checked	All

Item No	Item	Discussion/Information	Action	Action by Whom
7.	Other Projects On Site	BMcC noted that there would be 1 day of disruption for a new internet connection be to brought into the INS	-	-
7.	AOCB			
	<i>Fencing</i>	HMCD has spoken to the owner of Imperial the company at the end of Hardgate Road whose fencing is damaged. Happy to allow access to contractor if required. Still further discussion on exact positioning as the fence will not be so close to the company that it will be damaged again. HMCD will take this forward to BMCL	Decision on fencing to be concluded	HMCD/BMCL
	<i>Gas Service</i>	Not known at this point if required to be moved to allow works to continue. It may be possible to leave as is until bio-chemistry building is due for demolition.	Periodically review in light of any changes	HMCD
	<i>Fire Main</i>	Situated at Maternity inside hoarding. Feed location to be investigated.	HMCD to take forward	HMCD
	<i>Pharmacy Rail</i>	Damaged – NHS to organise repair	RC	RC
8.	Date and Time of Next Meeting	The next meeting of the group would be on Thursday 6 th October at 2pm in Conference Room – BMCL Offices	-	-

Present :

Paul McGuinness (PMcG)
 Bernard McCulloch (BMcC)
 Russell Johnson (RJ)
 Allyson Hirst (Notes)

Tim Ballie (TB)
 Peter Beauchamp (PB)
 Paul Allan (PA)

Alan Keeley (AK)
 Hugh McDerment (HMcD)
 Graeme Thomson (GT)

Apologies :

Ronnie Clinton (RC)

Sharon Hutchison (SH)

Jackie Stewart (JS)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Apologies	As noted above	-	-
2.	Previous Minutes	No amendments	-	-
3.	Matters Arising			
	<i>Decontamination</i>	GT and Bill McIntosh have met and will progress this item next week	GT to report back	GT
	<i>Scottish Water Diversion</i>	HMcD noted that pipes had been checked and would be shut off later today	-	-
	<i>Lighting</i>	Date of lights was forward to RC as 29 th September	-	-
	<i>Ward 24</i>	HMcD reported that a request had been raised to monitor the dust within Ward 24. on checking it was reported that the dust monitors used by BMCL would not be appropriate for internal use. HMcD agreed to review getting a monitor in place with Alan Seabourne. It was noted that there is already in place a monitor close by for the construction site and this should be sufficient for monitoring.	HMcD agreed to speak to AS as to the best course of action	HMcD
	<i>Fencing at Labs</i>	BMCL were given permission by Imperial to access their site. It was noted that the Employers Requirements noted that fencing to the site was to be provided by the contractor. HMcD would speak to David Hall to verify this was the case	HMcD to check with DH the requirements for fencing	HMcD

Item No	Item	Discussion/Information	Action	Action by Whom
3.	<i>Fire Main at Mat Building</i>	HMCD agreed to speak to Alan Seabourne and Peter Moir. If it was the responsibility of the Board to get this moved/closed off then it was anticipated that around 2-3 days would be required. TB noted that he would required to be notified quickly as this had implications for moving a piling rig into this area to begin work	HMCD to respond to TB as quickly as possibly to prevent any delays	HMCD
	<i>Damage to rail outside pharmacy</i>	HMCD agreed that he would organise a repair to this	HMCD to organise repair	HMCD
4.	Manpower on Site	779	-	-
5.	BMCi Works for Next Week			
	<i>Piling</i>	Piling at neuro would be completed on Tuesday of the following week. Dunnes would move in on Wednesday to complete pile caps and this would take around 1 week to complete	Progress to be noted at next weeks meeting	BMCL
	<i>Ogilvies Car Park</i>	Lights would be working next week	-	-
6.	Other Projects	HMCD informed the group that Abbotts would be on site next week to work on floor 1 of the labs to tape off the area for the track analyser. The inductions for site work would take place on Friday and until fully inducted staff would be accompanied by HMCD or Alistair Smith. HMCD intended to submit a method statement of works to be carried out	Update at forthcoming meetings	HMCD
7.	Dust/Vibration	Dust monitoring reviewed and low dust levels noted. No reported complaints of vibrations	On-going	-

Item No	Item	Discussion/Information	Action	Action by Whom
8.	AOCB			
	<i>Sub-station</i>	Gates are now completed and locked	-	-
	<i>Main Site Lighting</i>	PA noted that estates had been replacing blown lamps. AK reported that he had driven through recently at night and that there were still several lights out. PA agreed to investigate this	PA to check the lights	PA
	<i>Hoarding at Bio-Chem</i>	HMcD noted that a skip had been ordered to allow the bio-chem staff to get the containers cleared of unwanted items. This should allow for only 1 container to remain therefore allow the hoarding to be closed up.	-	-
	<i>Air Products Access</i>	HMcD had forwarded information to TB. TB noted that he was satisfied that there was sufficient room for the lorry to enter and turn round.	-	-
	<i>Solvent Store</i>	It was noted that if this was removed there would be a necessity to replace with an appropriate storage facility. Decision reached that it could be left as it is for the moment	-	-
	<i>Pneumatic Tube</i>	The connection concerns previously noted would only come to light once the bio-chemistry block was to be demolished.	Review closer to this time to ensure that there is no loss of service	All
9.	Date of Next Meeting	The next meeting of this group will take place on Thursday 13 th October 2011 at 2pm in the Conference Room – Project Offices	-	-

Present :	Paul McGuinness (PMcG) Bernard McCulloch (BMcC) Paul Allan (PA)	Tim Ballie (TB) Peter Beauchamp (PB)	Hugh McDermont (HMcD) Graeme Thomson (GT)
Apologies :	Ronnie Clinton (RC) Alan Keeley (AK)	Sharon Hutchison (SH)	Jackie Stewart (JS)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Apologies	As noted above	-	-
2.	Previous Minutes	No amendments	-	-
3.	Matters Arising			
	<i>Decontamination</i>	HMcD informed that order would be created for this work	Raise order for signage	H.McD
	<i>Scottish Water Diversion</i>	HMcD informed that this was complete. PMcG asked for confirmation of isolation points. HMcD agreed to meet after the meeting to sketch out isolation points.	-Meet and look agree points of isolation of mians	H.McD/P.McG.
	<i>Lighting</i>	HMcD informed Estates were advanced in re lamping and addressing time control issues. PA confirmed this. HMcD agreed to set up a walkround during early evening hours to ascertain if extra lighting is needed round Brookfield Hoarding	-Walkround site perimeter to see if lighting adequate.	-
	<i>Ward 24</i>	HMcD updated that he will visit Wards 24/64 with infection control lead to look at this.	HMcD to visit site with Jackie Stewart	HMcD
	<i>Fencing at Labs</i>	BMCL were given permission by Imperial to access their site. It was noted that the Employers Requirements noted that fencing to the site was to be provided by the contractor. HMcD would speak to David Hall to verify this was the case	HMcD to check with DH the requirements for fencing	HMcD

Item No	Item	Discussion/Information	Action	Action by Whom
3.	<i>Fire Main at Mat Building</i>	HMCD informed that the diversion work to the fire main would be starting on Sat 15th October and it is hoped that the diversion work will take 7 days to undertake. TB explained that he could reprogramme piling rig work so they do not need access to middle of next week. PMcG explained that they could undertake the all piles in the bridge piers except for those closest to the fire main until that work would be completed.	HMCD/T.B to update on progress	HMCD/TB
	<i>Damage to rail outside pharmacy</i>	HMCD Informed that the rail was repaired on 7th October but has subsequently suffered another collision with 2 no. posts now damaged. HMCD agreed to look at moving rail further from road to prevent future damage	HMCD to organise repair	HMCD
4.	Manpower on Site	763	-	-
5.	BMCL Works for Next Week			
	<i>Piling</i>	TB informed that all piling was now complete and that final pile cap works would be complete by the middle of next week and then the site would be cleaned and dismantled. HMCD advised that the clean up would need to be thorough before the area is handed back to the Neuro Department.	Progress to be noted at next weeks meeting	BMCL
	<i>Scottish Water</i>	Scottish Water would be working on Hardgate Road to install services	-	-
	<i>SGN</i>	SGN would be working on Gas supply installation on Hardgate/ Renfrew Road	-	-
	<i>Tower Crane</i>	Another tower crane was to be erected during next week which would make 7 in total		

Item No	Item	Discussion/Information	Action	Action by Whom
6.	Other Projects	HMCD informed that Abbots were on site and were currently marking out the outline of the track analyser on Level 1 of the laboratory	Update at forthcoming meetings	HMCD
7.	Dust/Vibration	Dust monitoring reviewed and low dust levels noted. No reported complaints of vibrations	On-going	-
8.	AOCB			
	<i>Sub-station</i>		-	-
	<i>Main Site Lighting</i>	See earlier note.		
	<i>Hoarding at Bio-Chem</i>	HMCD noted that a skip had been ordered to allow the bio-chem staff to get the containers cleared of unwanted items. This should allow for only 1 container to remain therefore allow the hoarding to be closed up.	-	-
	<i>Air Products Access</i>	HMCD had forwarded information to TB. TB noted that he was satisfied that there was sufficient room for the lorry to enter and turn round.	-	-
	<i>Solvent Store</i>	It was noted that if this was removed there would be a necessity to replace with an appropriate storage facility. Decision reached that it could be left as it is for the moment	-	-
	<i>Pneumatic Tube</i>	The connection concerns previously noted would only come to light once the bio-chemistry block was to be demolished.	Review closer to this time to ensure that there is no loss of service	All
9.	Date of Next Meeting	The next meeting of this group will take place on Thursday 20 th October 2011 at 2pm in the Conference Room – Project Offices	-	-

Present :

Paul McGuiness (PMcG)
Bernard McCulloch (BMcC)
Ronnie Clinton (RC)

Jackie Stewart (JS)
Peter Beauchamp (PB)
Russell Johnstone (RJ)

Alan Keeley (AK)
Graeme Thomson (GT)

Apologies :

Paul Allan (PA)
Tim Ballie (TB)

Sharon Hutchison (SH)

Hugh McDermott (HMcD)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Apologies	As noted above	-	-
2.	Previous Minutes	No amendments	-	-
3.	Matters Arising			
	<i>Decontamination</i>	Decontamination signs to be installed week commencing 24/10/11		
	<i>Scottish Water Diversion</i>	HMcD had marked up the relevant drawing and forwarded to PMcG	-	-
	<i>Lighting</i>	PA was not in attendance at today's meeting but it was noted that he was in the process of re-lamping. This would be updated at the next opportunity	PA to update at next meeting attending	PA
	<i>Ward 24</i>	JS reported that herself and HMcD had visited both ward 24 and 64. Dust was reported but no clarification of where it originated from and the increase in infections was thought to be traced back to practice within theatres. JS/HMcD would write up a report on their findings	-	-
	<i>Fencing at Labs</i>	PMI 115 was raised to complete these works. The fencing at Ingles would be repaired in order that BMCL can locate and fix NHS fencing. These works would take place later in the programme	BMCL to continue to progress	BMCL

Item No	Item	Discussion/Information	Action	Action by Whom
3.	<i>Fire Main at Mat Building</i>	AGS noted that this work would be completed by end of the weekend. TB to be informed once completed to allow the piling in that area to continue	AGS to inform TB	AGS
	<i>Damage to rail outside pharmacy</i>	Noted that this had been damaged again and would require to be fixed. RC noted it was a potential trip hazard and this should be completed quickly in order to avoid issues	GT to organise another fix of this fencing	GT
4.	Manpower on Site	793	-	-
5.	BMCL Works for Next Week			
	<i>Piling</i>	Piling at Neuro building was now completed and a deep clean of the area would be carried out including road, windows and doors. AK noted that this would be planned for Wednesday of next week and GT agreed to check the area after next Thursday Construction Interface Meeting	Deep clean to be carried out and area checked next Thursday	AK/GT
	<i>Scottish Water</i>	Scottish Gas were still working on Govan Road. They will be moving to work on opposite of the road next week – updates to continue	Update on progress next week	BMCL
	<i>Signage/Hoarding</i>	Hoarding close off should be completed next week and erection of signage	-	-
	<i>Tower Crane</i>	Crane was being erected this week with a further 2 still to be installed	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
6.	Other Projects	Skip at Bio-chemistry has been delivered and was to be used to clear the two containers. AGS noted that work would be completed on this at the weekend with one container being moved to another part of the site and the remaining container to be pushed back closer to the building to allow BMCL to continue their works in this area. This work would necessitate the removal of the car parking space allocated for the on-call doctor. A new space would be found and appropriate people notified	AGS to confirm once works completed. Check position of container is correct with BMCL. New car parking space to be found and notified	AGS
7.	Dust/Vibration	The report was received from BMCL and a noted spike at the monitor near the neuro building. This was considered to be caused by the works in that area being carried out. Monitoring would continue over the period of building but was noted that levels may increase as the building come up above the hoarding. RC noted that cleaning was being increased for dust in wards but there was no evidence that the construction site was causing the higher levels of dust.	On-going	-
8.	AOCB			
		Nothing further to discuss and the meeting was closed		
9.	Date of Next Meeting	The next meeting of this group will take place on Thursday 27 th October 2011 at 2pm in the Conference Room – Project Offices	-	-

Present : Paul McGuiness (PMcG)
Tim Ballie (TB)

Jackie Stewart (JS)
Peter Beauchamp (PB)

Alan Keeley (AK)
Hugh McDerment (HMcD)

Apologies : Paul Allan (PA)
Ronnie Clinton (RC)

Sharon Hutchison (SH)
Bernard McCulloch (BMcC)

Russell Johnstone (RJ)
Graeme Thomson (GT)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Apologies	As noted above	-	-
2.	Previous Minutes	No amendments	-	-
3.	Matters Arising			
	<i>Decontamination</i>	GT had not been able to attend this meeting but HMcD would get an update on this.		
	<i>Scottish Water Diversion</i>	Mains has been isolated and being diverted this item can now be closed off.	-	-
	<i>Lighting</i>	PA was not in attendance at today's meeting this item needs to be concluded as soon as possible.	PA to update at next meeting attending	PA
	<i>Ward 24</i>	HMcD noted that he would contact the ICN for SGH with the findings of his and JS recent visit to the ward.	HMcD to contact ICN to update	HMcD
	<i>Fencing at Labs</i>	AK reported that BMCL taking this work forward a price would be sought before work proceeds and HMcD would review works as they proceed	BMCL to continue to progress	BMCL
	<i>Fire Main at Maternity Building</i>	HMcD reported that the diversion had to be carried out before piling could continue in that area. Works should be completed by tonight and the grounds reinstated	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
	<i>Damage to rail outside pharmacy</i>	HMCD reported that the broken timbers would be removed and the area left as is. Should this become an issue with people trying to park another solution would be sought	-	-
4.	Manpower on Site	822	-	-
5.	BMCL Works for Next Week			
	<i>Piling</i>	Piling at Neuro building was now completed and a deep clean of the area had been carried out including road, windows and doors. It was reported that standing water had been noted in the area and drainage would required to be checked before the weather caused the area to freeze over. TB reported that WSP structural engineer had reviewed the crack and would be checking the deflection against the 1960-70 building codes to review whether the movement was within the tolerance levels of the building. The area would be reviewed 1 week later to review the deflection and note if there had been any change. TB agreed to provide a report on findings	BMCL would review the drainage in this are TB would report back any findings	BMCL TB
	<i>Scottish Gas</i>	It was anticipated that the works would finish at the end of October on Govan Road	-	-
	<i>Dunnes</i>	Work at Hardgate Road is progressing with storm drain and foul drain being connected	-	-
	<i>Hoarding Closing</i>	Is work in progress	-	-
	<i>Piling Rigs</i>	Are now down to 3 rigs and 2 the following week until end of November	-	-
	<i>Ogilvie</i>	Lights connection planned for Friday 4 th November	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
6.	Other Projects on Site			
	<i>Bio-Chemistry Area</i>	1 container is now clear of contents and will be moved to another part of the site. The other container positioning was to be checked with BMCL to ensure it did not impact on their working area. One of the containers would be used to store the excessive items from the laboratory building.	Walkabout on the site to check positioning	
	<i>Gas</i>	Will be working in laboratory building within 2 weeks	-	-
7.	Dust	Readings were recording at an acceptable level	-	-
	AOCB			
	<i>Decontamination</i>	If suitable access provided the team will be happy to close off	-	-
	<i>Tower Crane</i>	Another crane will be erected over the first weekend of November	-	-
	<i>Bio chem</i>	Discussion have already commenced discussing the demolition of this building including surveys, asbestos removal, service diversion	-	-
8.	Date of Next Meeting	The next meeting of this group will take place on Thursday 3 rd November 2011 at 2pm in the Conference Room – Project Offices	-	-

Present : Russell Johnstone (RJ) Jackie Stewart (JS) Alan Keeley (AK)
 Tim Ballie (TB) Peter Beauchamp (PB) Hugh McDermont (HMcD)
 Graeme Thomson (GT) Bernard McCulloch (BMcC)

Apologies : Paul Allan (PA) Sharon Hutchison (SH) Ronnie Clinton (RC)
 Paul McGuinness (PMcG)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Apologies	As noted above	-	-
2.	Previous Minutes	Noted as accurate	-	-
3.	Matters Arising			
	<i>Decontamination</i>	GT reported that the signage was now completed	-	-
	<i>Lighting</i>	PA reported that checks would be completed over the weekend and he would report to HMcD on Monday findings	PA to report back to HMcD	PA
	<i>Fencing at Labs</i>	AK reported that a price had been received from Dunnes for this work. He would review this with Peter Moir in the next week	AK to review with Peter Moir	AK
	<i>Neuro</i>	It was noted that the water was still gathering in the area and BMCL were investigating what can be done to resolve this	Further review and feedback	BMCL
	<i>Slab Deflection</i>	TB was not in attendance but had forwarded his comments <i>A second structural survey was carried out on Monday 21st October which demonstrated no movement in the primary and secondary beams or the structural slab from the original benchmark survey carried out after being informed on Thursday 20th October by Peter Moir. WSP are to issue a report on 4th November detailing the checks that have been carried out with regard to the deflection of the slab and note that no further checks are required</i>	-	-
	<i>Bio-chemistry</i>	1 container kept in the area and the other has moved and will be used to contain the ASAB furniture		

Item No	Item	Discussion/Information	Action	Action by Whom
4.	Manpower	862	-	-
5.	BMCL Works for Next Week			
	<i>Bio-Chemistry</i>	AK reported that works have started in this area to allow the closing of the hoarding. HMcD asked that once works complete that AK informed so that he can let the Air Products driver know of the change to the layout	-	-
	<i>Drain</i>	Foul and storm drain works continuing		
	<i>Scottish Gas</i>	RJ reported that works were completed and road was being reinstated		
	<i>Network</i>	Networking cabling for connection of the laboratory to the main network were being carried out. PA offered a route from the laboratory to the main buildings which may offer a reasonably easier path. BMCL agreed to review with Estates the best route to take	BMCL and Estate to discuss	BMCL/Estates
	<i>Out-patient Comms</i>	This goes via therapies and proposals to be discussed. There was not considered a risk from asbestos in this area	-	-
	<i>Boulevard</i>	Tidy up in progress. Road will be open after Christmas for access for Air Products and for bin removal		
	<i>Route to Labs</i>	Proposed route to access the laboratory is to be walked and any issues highlighted		
	<i>HV Cable</i>	BCL are working on hardgate road entrance Hospital HV Cable was confirmed as isolated		
6.	Dust/Vibration	Dust report from last weeks monitors has not yet been received but would be issued when available. Bio-chemistry had reported some excessive vibrations earlier today but work had been reorganised to alleviate disruption		

Item No	Item	Discussion/Information	Action	Action by Whom
7.	AOCB			
	<i>Generator Install</i>	This was planned for early next week (8 th November) – timing was crucial as the road would required to be closed off to allow the generator to be moved onto site. HMcD agreed to get the times confirmed	Timing to be confirmed to BMCL	HMcD
	<i>Cranes</i>	TC 2 would be completed on Sunday 6 th November	-	-
8.	Date of Next Meeting	The next meeting of this group will take place on Thursday 10 th November 2011 at 2pm	-	-

Present :

Hugh McDermont (HMcd)
 Paul McGuinness (PMcG)
 Bernard McCulloch (BMcC)

Jackie Stewart (JS)
 Peter Beauchamp (PB)
 Jim Magee (JM)

Alan Keeley (AK)
 Paul Allan (PA)

Apologies :

Graeme Thomson (GT)
 Russell Johnstone (RJ)

Sharon Hutchison (SH)
 Tim Ballie (TB)

Ronnie Clinton (RC)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Apologies	As noted above	-	-
2.	Previous Minutes	Noted as accurate	-	-
3.	Matters Arising			
	<i>Lighting</i>	PA reported that works to check the lighting on the SGH site were now complete. He did note that around 10 light heads would need to be replaced and that no indication of cable problems caused by the construction site had been seen. PA expressed his appreciation of the extra lighting that BMCL had directed towards the darker areas of the campus which would assist during the interim	-	-
	<i>Fencing at Labs</i>	HMcd noted that he would check the status of this	Status	HMcd
	<i>Neuro</i>	Drainage holes have been drilled to ensure that water cannot build up and a knee rail is being installed. Disabled spaces should be reinstated in this area by BMCL. A barrier was removed during the piling process and it was asked that this be reinstated just a the side of the pharmacy building.	Disabled spaces to be relined, and barrier reinstated	BMCL
	<i>Network Cabling</i>	Containment proposal was being proposed but RJ was awaiting some information. RJ would forward proposal drawing to HMcd	Drawing to HMcd	RJ
	<i>Generator Installation</i>	Dunnes have been instructed by BMCL to civilise the area up to the concrete base	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
	<i>Stage 3 Demolition</i>	HMCD reported that he had reviewed the currently held asbestos survey and cannot find any indication of asbestos being contained within the building. BMcC agreed to forward appendices to ensure that all areas were covered.	BMcC to forward appendices of asbestos survey to HMCD	BMcC
	<i>Fuel Tank</i>	HMCD noted that he had checked the fuel tank indicators and their calibration is correct. The fuel tanks do in fact require refilling	-	-
	<i>Gritting</i>	Estates look after this for the SGH via Land Engineering. HMCD noted that the area round the VIE would need to be included within the normal route round the hospital. JMcG noted that this would be noted as one of the priority areas on site to be gritted.	-	-
4.	Manpower	840	-	-
5.	BMCL Works for Next Week			
	<i>Hardgate Road</i>	AK noted that the foul connection at Hardgate Road would be completed on the road side by this coming weekend although works would then commence on the other side of the fire gates.		
	<i>Concrete</i>	AK noted that the concrete pours were now fairly close to the residencies and noise may become an issue. He stated that he would contact the Environmental Agency to inform them of the planned pours in case of complaints from local residents. Slip form continues to rise by 2.5m per day. The NCH first slip will commence on Monday 21 st November 2011.		
	<i>Bio-chemistry</i>	Area is now hoarded off and work is continuing	-	-
	<i>Sub-Station</i>	Power will be switched on 4 th December		
	<i>Roads</i>	As of Monday 21 st November the currently used one way system of entering and leaving the site will no longer be in use with lorries	-	-

		entering and leaving using both roads, This will be in effect until around the end of December 2011.		
6.	Any Other Projects			
	<i>Outpatient Ducts</i>	RJ confirmed that this work would commence next week. RJ would provide a drawing of the planned route so that HMCD can review with Estates	-	-
7.	Dust and Vibration	All reported as low readings with the exception of 1 – this was due to piling works in close proximity spraying the monitor with muck and clay - this was rectified as soon as it was noted.	-	-
	<i>Piling Rigs on Site</i>	It was noted that there are now only 2 piling rigs on site to complete some 50 piles.		
8.	AOCB			
	Gas	HMCD noted that the cheque had been sent. A reference number is required from the meter HMCD would enquire with UK gas.		-
	<i>Survey Works</i>	There will be some further surveys required on site – BMCL would be informed of which company was awarded the contract	-	-
	<i>Early Warnings</i>	The group had a discussion re early warnings. It was decided that any issues that arise on site that may then result in an early warning should be brought up at this meeting as issues arise. Which HMCD could report back to the Project Director or Deputy This was agreed and Early Warnings would be added to the agenda as a weekly item. AK stated that this might be quite difficult for him to get all the relevant information from the various areas but would work on this.	Early Warnings on agenda	AH
	<i>Fuel Tanks</i>	PA agreed to confirm with PB when the fuel tankers would be requiring access to site although most likely at night.	PA to inform PB of fuel tankers arrival	PA
	<i>CCTV Survey</i>	It had not been possible to carry this out last weekend and will now therefore go ahead this weekend.	-	-
	<i>White lines</i>	AK noted that he would have the company in to do some white lines	AK would liaise with	AK

		and asked if there were any areas of the site that could do with any white lines redone. It was mentioned that the turning from maternity to neuro was now being slightly hidden by the hoarding and a road marking may make this clear that the road veers to the left and not straight ahead only. It was also suggested that the white lines at the zebra crossings needed to be removed and the lights turned off to encourage people to stop using those which are now not in use as this could potentially be a hazard.	Estates to organise the lines. Estates would removed/switch off the zebra lights where necessary	PA
8.	Date of Next Meeting	The next meeting of this group will take place on Thursday 24 th November 2011 at 2pm	-	-

Present :

Hugh McDermont (HMcD)
 Paul McGuinness (PMcG)
 Bernard McCulloch (BMcC)
 Russell Johnstone (RJ)

Jackie Stewart (JS)
 Peter Beauchamp (PB)
 Jim Magee (JM)

Alan Keeley (AK)
 Ronnie Clinton (RC)
 Graeme Thomson (GT)

Apologies :

Paul Allan (PA)

Sharon Hutchison (SH)

Tim Ballie (TB)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Apologies	As noted above	-	-
2.	Previous Minutes	Noted as accurate	-	-
3.	Matters Arising			
	<i>Fencing at Labs</i>	HMcD reported that a PMI would be raised to request the current fence be straightened. There would be some difficulty in erecting another fence due to the lay of the land and the HV cable running under this particular section of land	HMcD agreed to speak to Peter Moir on his return	HMcD
	<i>Neuro</i>	Barrier was being reinstated and bollards	-	-
	<i>Relining</i>	AK agreed to get the parking lines redone in the neuro area but would require facilities to ensure that the area was clear for the works to be carried out preferably during the week as weekends would be more difficult.	RC and AK to liaise	RC/AK
	<i>Network Cabling</i>	RJ agreed to forward the drawing to HMcD	Drawing to be forwarded	RJ
	<i>Asbestos</i>	HMcD agreed to meet with BMcC to review the appendices next week	HMcD and BMcC to meet	HMcD/BMcC

Item No	Item	Discussion/Information	Action	Action by Whom
	<i>Fuel Tanks</i>	These had been refilled this week but would require a few more visits by the tanker. A Hooped access ladder had been installed so that access could be gained easily for the delivery driver		
4.	Manpower	852	-	-
5.	BMCL Works for Next Week			
	<i>Hardgate Road</i>	Outside of the site roads should be completed this week but the area at the fire access road will continue to be worked on for a further week.		
	<i>Neuro</i>	This area will be completed as soon as the car spaces are reinstated		
6.	Early Warning	The proposed format was discussed by the group and the general response from BMCL was that this particular format was not workable in these circumstances. There was agreement though that any issues would be brought to the Construction Interface Meeting and HMcD would record as much detail as possible of the issue to allow a better kept record of issues. No early warning issues or standing time were stated by any party during this week on site.		
6.	Any Other Projects			
	<i>Managed Service Contract and Delivery of Equipment to Labs</i>	The issues around the delivery and installation of equipment to site was raised. There requires information sharing to ensure that deliveries and installations take place without disruptions. This would allow proper planning of where items can be dropped off, ensuring that appropriate site inductions, PPE etc is provided and to also ensure that areas being worked in were adequately prepared	-	-

		and protected especially corridors, door ways, stairwells and lift interiors. HMcD informed BMCL that himself and Alistair Smith were currently working with procurement to programme these issues and any deliveries were to be coordinated with the BMCL site logistics team such that they would not impact on any BMCL works.		
7.	Dust and Vibration	Readings were noted as normal with the exception of the monitor at bio-chemistry. Due to this it would be a requirement of estates to check the filtration system for theatres and continual monitoring. JS reported that no complaints had been noted from wards on site.	-	-
8.	AOCB			
	<i>Laboratory Access</i>	RC reported that the current area for clinical bin storage would stay as it was an uneconomical use of time and resource to move this to the laboratory area until the hospitals were complete. Laboratory waste would be stored and collected from their own area and collection schedules would be arranged. The delivery route to the labs was discussed and it was deemed appropriate to use the walkway as the delivery route as long as it was clearly marked and signed to ensure that pedestrians were aware.	-	-
	<i>Water Meter</i>	HMcD asked BMCL to provide details of water usage to be offset against electricity usage for the surgical substation.	-	-
	<i>Scottish Power</i>	The works to be carried out at Gate 2 will require to be completed in two sections to allow the area to be kept open for traffic. This work will be carried out once the one-way system is back to normal after Christmas break. BMCL plan to install the ducting and power cables will be diverted by SPower. SP require 4 weeks notice and RJ agreed to inform the Board when these works were planned. As at the same time FES would be required to move the cables on the current site.	-	-
	<i>VIE</i>	HMcD agreed to check the supplier of this with Robert Stewart	HMcD to speak to Robert	HMcD

			Stewart	
	<i>Speed Sign</i>	HMCD agreed to arranged for the site to be checked and arranged for installation	HMCD to process	HMCD
	<i>Fibre Route</i>	The group discussed the review of the route to be taken from the clock tower, via the car park into the containment of this, across the footpath and then via the sleeve that was placed their during construction of that area, under the road, round past the hoarding, round the outside of Bio-chemistry and into laboratory.	-	-
8.	Date of Next Meeting	The next meeting of this group will take place on Thursday 1 st December 2011 at 2pm	-	-

Present :

Hugh McDermont (HMcD)
 Ronnie Clinton (RC)
 Graeme Thomson (GT)

Bernard McCulloch (BM)
 Alan Keeley (AK)

Peter Beauchamp (PB)
 Russell Johnson(RJ)

Apologies :

Paul Allan (PA)

Paul McGuinness (PMcG)

Jackie Stewart

Item	Item	Discussion/Information	Action	Action by
1.	Apologies	Apologies are as noted above	-	-
2.	Previous Minutes	The notes were accepted as an accurate record.	-	-
3.	Matters Arising			
	<i>Laboratory</i>	Roof Leak – AK noted that Prater had been to the laboratory to review and it appears that the works carried out of reduced the leak but not resolved. This will continue to be monitored and further investigations carried out. Seedum Roof – AK planned to review the sedum roof with the contractor and NHS to conclude to satisfaction	Continue to monitor	BMC
	<i>HV Works</i>	Date given to ensure completion of works within financial year 2012/13. BMCEL will complete the dig and FES will complete the cable and join – HMcD agreed to review the date with AGS	HMcD to review date with AGS	HMcD
	<i>Lights</i>	Crossing light now installed and working at the crossing from car park to laboratory	-	-
	<i>Roller Shutter Works</i>	BMCEL reported that roller shutter work at Bio-chemistry will commence over 9-10 th February. HMcD will inform relevant parties within laboratory. AK will liaise with contractors to ensure requirements are in place ie cleared workbenches and dust probability to ensure that the laboratory can continue to work during the installation of the roller shutter. This will hopefully ensure that any issues are known before work commences. A permit to work will be granted via NHS Estates and a temporary drop off point for samples will be set up. Power isolation will be carried out via PA.	-	-
	<i>Manpower</i>	965	-	-
4.	BMC Works	1 way road system still in place. Work is continuing on the roadway at the laboratory crossing. AK reported that mid February will see the cladding works on the hospitals. Car Park 1 works will commence at the end of April 2013 but the site preparation works will commence from March 2013 with the removal of the staff car park. No issues on any of the works were noted from Estates. RC noted that Astins had visited the laboratory to review the two cracks in walls within the labs	-	-
5.	NHS	HMcD noted that the asbestos was now removed from the old mortuary and there were slight tweaks to the isolation of the gas main to ensure that the canteen had a continued supply. HMcD noted that after demolition the area would be left flat and free of hazards. The Pathology cabin is to remain.	-	-
6.	Early Warning	No issues to report	-	-
7.	Dust and Vibration	No dust recorded. No issues reported from ICN or from hospital wards	-	-
8.	Complaints	No complaints were received from neighbours or hospital	-	-
9.	Laboratory Defects	HMcD that there had been no defects were reported since return from New Year holidays. Roof leak is on-going	-	-
9.	AOCB	HMcD reported that the installation of a Memcor filter in addition to that already installed was planned for		

		February 2013. David Wilson of BMCEL alongside Ian Powrie and HMcD were reviewing the best installation route. This additional filter was to be installed as a duty standby		
		HMcD noted that he had had a liason meeting for the forthcoming week with the Board's rates officer and rates consultant to provide information in relation to the additional rateable value the hospital will incur for the new labs block and the forthcoming adult and childrens hospital.	Update to facilities	H.McD
		GT reported that a meeting was scheduled for next week with Virgin Media to discuss the work and costs involved with the dropping of cables at the junction on Govan Road.	GT to update on progress	GT
10.	Date of Next Meeting	17 th January 2013 at 2pm – venue to be confirmed within project offices	For noting	All

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Present : Hugh McDermott (HMcD) Jackie Stewart (JS) Alan Keeley (AK)
 Paul McGuinness (PMcG) Bernard McCulloch (BMcC) Peter Beauchamp (PB)
 Ronnie Clinton (RC)

Apologies : Paul Allan (PA) Sharon Hutchison (SH) Tim Ballie (TB)
 Jim Magee (JM) Russell Johnstone (RJ) Graeme Thomson (GT)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Apologies	As noted above	-	-
2.	Previous Minutes	Noted as accurate	-	-
3.	Matters Arising			
	<i>Relining at Neuro</i>	BMCL agreed to reorganise the equipment necessary to complete. The issue of parking on the pathway would be resolved with barriers being positioned to prevent this	Relining to be reorganised and notice given to estates	AK/RC
	<i>Fuel Tank</i>	Stair now installed and this item can now be closed	-	-
	<i>Speed sign</i>	Permanent position to be found – suggested at pharmacy building as original position not suitable due to proximity to demolition works planned for later this year.	HMcD agreed to review new position and organise installation	HMcD
	<i>Clinical Waste Bins</i>	It was unclear as to whether this was completely resolved as RC noted that the Board had no license for driving clinical waste on public roads. It was noted that the road at the rear of the surgical block would remain open for access and drop off of waste from main site. HMcD noted that he had been given instruction by JMcG to move a compactor a day once the laboratory was completed but agreed to hold off until RC had confirmed this was the best course of action	RC would discuss with colleagues and confirm to HMcD the outcome	RC

Item No	Item	Discussion/Information	Action	Action by Whom
	<i>Comms Link to Labs</i>	BMcC had forwarded the asbestos report to HMcD and it showed no asbestos in the area planned for this route and noted that he had discussed with Project Director who agreed the logistics of getting this work progressed. It was noted that there was some concern on the fixing of the cable but AK confirmed that it would be encased in trunking for protection. HMcD agreed that he would pull together the relevant people and works and provide appropriate drawings, access for works to be carried out	HMcD to ensure appropriate paperwork, drawings, clearance and people in place to take this forward	HMcD
	<i>Surgical Sub-station</i>	Transfer to maternity supply to be completed in around 1 weeks time. Works will be co-ordinated in order that no impact on other works or access	-	-
	<i>Civilising Works</i>	These will take place around the VIE commencing next month	-	-
4.	Manpower	712	-	-
5.	BMCL Works for Next Week			
	<i>Fire Access Route</i>	The fire access road was now almost completed and AK will inform Fire Brigade once fully reopened	-	-
	<i>Pneumatic Tube</i>	HMcD reported that he had met with Russell Johnstone and it maybe that a simpler solution has been found for the route of the pneumatic tube link to A&E from laboratory. HMcD noted that BMCL would work on method statement and hoped to progress this in the next week. HMcD would liaise with A&E staff to keep them informed	BMCL to progress	BMCL
	Storm Damage	Some storm damage works were in progress after the recent very high winds		
6.	Early Warning	No issues reported this week.	-	-
6.	Any Other			

	Projects			
		Nothing of note	-	-
7.	Dust and Vibration	No issues were noted and scans were to be continued to ensure continuity in reporting on a weekly basis	-	-
8.	AOCB			
	Noise	AK noted that two complaints were received from residents in the local housing scheme and from Shieldhall Road. The complaints were reviewed and noted to be during power floating as there has been occasion when the weather did not allow the usual sound proofing to be put in place. AK noted that each later pour was assessed before implementation to ensure that the risk to neighbours of noise is kept to a minimum at all times	-	-
	Maternity Parking	RC noted that there was still an issue of parking at the maternity blocking ambulance routes and access routes. This was not an issue for BMCL but it was raised to seek any assistance from the project team in possibly resigning. HMcD noted that he had raised this with the project director and it was not something thought to be useful to do as the area was marked heavily with hatches and other signage and it would be left to the car park attendants to keep this area clear	-	-
8.	Date of Next Meeting	The next meeting of this group will take place on Thursday 19 th January 2012 at 2pm	-	-

Present :

Hugh McDermont (HMcD)
 Ronnie Clinton (RC)
 Graeme Thomson (GT)

Bernard McCulloch (BM)
 Alan Keeley (AK)

Peter Beauchamp (PB)
 Paul McGuinness (PMcG)

Apologies :

Paul Allan (PA)

Jackie Stewart

Russell Johnson(RJ)

Item	Item	Discussion/Information	Action	Action by
1.	Apologies	Apologies are as noted above	-	-
2.	Previous Minutes	The notes were accepted as an accurate record.	-	-
3.	Matters Arising			
	<i>Laboratory</i>	Roof – AK noted that the sedum roof has been left open to monitor roof leak. Whilst at the laboratory AK noted a valve leaking and reported this to David Wilson. AK agreed to arrange for replacement tiles to be fitted for those stained this includes the 4 floor tiles. It was noted that on the west side of the building there had been no water route found but tiles were stained. This would require investigation	Continue to monitor	BMC
	<i>HV Works</i>	A meeting is arranged for Tuesday 22 nd January to agree a programme for works (18/03)	HMcD to review date with AGS	HMcD
	<i>Rates</i>	HMcD reported that he had met with the boards rates liaison officer (Eugene Lafferty) and advisor , Tom Davidson. The site revised upward rates valuation resulting from the new labs opening did not take into account the buildings due for demolition and those already demolished. HMcD agreed to forward the relevant information to EL in order for an accurate valuation to be recorded. It was not possible at this stage to calculate the valuation for the A&C. This will be carried out at a later stage.	-	-
	<i>Virgin Media/C&W</i>	GT reported that he had met with Virgin Media to discuss the road junction cable positioning at Govan Road and noted C4 quote to be revised. GT noted that he still had to meet with C&W to get their C4 quote. The proposal is to come across the road via ducting but not lowering. VM and C&W will carry out the works but it may be a requirement to ask BMCL to dig the trench. GT noted that he will try and arrange the programme to link in with BMCL works in this area but noted that due to the nature of this work and the companies he was dealing with there was a long lead time. GT will update as progresses	GT to update	GT
	<i>Manpower</i>	1053	-	-
4.	BMC Works	Works continuing on site with no anticipated impact on NHS site	-	-
5.	NHS	HMcD noted that a water pipe was to be traced and exposed to allow a new supply to be maintained to the dining room after the mortuary is demolished. This will result in excavation and pipelaying works which will be underway over the next 3 weeks. Any works which narrow the road will be undertaken during the weekend to minimise disruption. There would be no road closures required.	-	-
6.	Early Warning	No issues to report but AK noted that the PMI has been issued for Car Park 1 works	-	-
7.	Dust and Vibration	No dust recorded. No issues reported from ICN or from hospital wards	-	-
8.	Complaints	No complaints were received from neighbours or hospital	-	-

9.	Laboratory Defects	<p>RC noted that there was still an issue with the temperature of the laboratory. HMcD noted he was aware and the cause was being investigated.</p> <p>Filtration works will commence on 02/02</p> <p>Roller shutter works are still on target and AK and HMcD agreed to review the area after this meeting. AK asked if it would be possible to commence the works at lunch time on the Friday of the schedule. This would be discussed at the walkthrough.</p> <p>Seedum roof discussions continue</p> <p>Leaks will continue to be monitored until resolved</p> <p>AK noted, when on the roof that the mortuary flues were not secured adequately and has arranged for these to be fixed.</p>	-	-
9.	AOCB	<p>HMcD noted that the mortuary demolition tenders were scheduled to arrive next week</p> <p>Crane light permit information has been passed to HMcD and there was not input required for helicopter landings.</p> <p>Ramps at the crossing for laboratory – PMcG agreed to bring drawings to the next meeting to review the works to be carried out and the hoarding erected.</p>		
10.	Date of Next Meeting	24 th January 2013 at 2pm – CONFERENCE ROOM, BMCL floor	For noting	All

Item No	Item	Discussion/Information	Action	Action by Whom
		becomes clinically required. Domestic staff will check the area in the morning to ensure that the area is clean.		
	<i>Pneumatic Tube</i>	HMCD noted that Swisslog would be on site this coming Thursday to review visually the route to be taken. HMCD agreed to inform A&E staff that works would be carried out around their area. Due to the route planned of this tubing PMcG agreed to instruct Dunnes to complete the VIE ramp area. Once the work is completed a short commissioning period and thereafter fully functional for connection to all appropriate areas.	PMcG to instruct Dunnes to complete VIE ramp area HMCD will liaise with A&E	PMcG HMCD
4.	Manpower	780	-	-
5.	Works for the coming week for BMCEL	Fibre connection from the main building to laboratory these works will take place overnight	-	-
		Pneumatic tube works will continue – HMCD requested a method statement from BMCEL	Method statement to HMCD	BMCEL
		Surgical sub-station supply change over will be on Sunday and Estates staff will be on hand to supervise. Cable jointing and power up is planned for Friday by FES to prove cable by Sunday. Alastair Smith will be on site supervising and will advise Brookfield	-	-
		Main sub-station will go live next Wednesday – RJ and HMCD will carry out relevant meter readings	-	-
		Gas Meter Housing will arrive on Monday- this is remotely monitored so no reading will be necessary. Main electricity substation will shortly be made live. HMCD and RJ to agree meter reading	Agree Meter reading	HMCD/RJ
6.	Early Warning	Nothing to note	-	-
7.	Any Other	Speed signage at pharmacy building	-	HMCD

Item No	Item	Discussion/Information	Action	Action by Whom
	Projects On Site			
8.	Dust/Vibration	For the benefit of the Infection Control colleagues at the meeting HMCD reviewed the process used for analysing. Any high readings noted are auctioned as soon as known and remedial work undertaken. No comments from staff on hospital site on elevated dust levels	-	-
9.	Complaints	Under considerate contractors scheme BMCEL are required to keep nuisance levels to a minimum for surrounding businesses and homes. AK noted that two complaints of excessive vibration had been received – checks were carried out but no known reason was found	-	-
10.	ACOB	Pharmacy – Bus stop – it was not know if this was intended to be an allocated bus stop – RC would be asked to check this with SPT	RC to check with SPT	RC
	Parking	BMCEL noted that for sub-contractors working on the laboratory site parking would be allowed within the main BMCEL car parking off Hardgate Road. Unfortunately when the laboratory becomes fully operational there will be no capacity for NHS staff parking on this site. The site will not be accessible to them from this side of the campus	-	-
	Walkroute to Labs	HMCD asked for a final drawing on the route. No signage had been decided upon but RC and HMCD would review the drawings and decision would be taken.	Drawing to HMCD and RC and HMCD to review signage	BMCEL/HMCD
	Neuro Repair	HMCD intended to meet the contractors to review method statement. It was anticipated that 2 beds would be removed and the area screened off. HMCD agreed to speak to Kirsty Forsyth as well as Pamela Joannids to inform of planned works once method is confirmed. The works should only take a few days to complete. A	HMCD to liaise with relevant staff at Neuro and infection control	HMCD

Item No	Item	Discussion/Information	Action	Action by Whom
		plan of works will also be required to repair the crack noted on the stairwell after the piling works and HMcD will speak to Kirsty Forsyth in this regard		
11.	Date of Next Meeting	Thursday 26 th January 2012 at 2pm in the Conference Room, BMCEL Floor	-	-

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Item No	Item	Discussion/Information	Action	Action by Whom
		HMCD raised the issue of line of sight at the give way with hoarding. BMCEL agreed to review to see if this could be improved		
	Bus Stop at Pharmacy	RC was asked to check with SPT if this can be designated as an official bus stop and to arrange for signage and timetable to be provided. GT was requested to check the ER's to ascertain who is responsible for the instatement of the bus stop either Board or BMCEL	RC to speak to SPT re bus stop and signage GT to confirm who is responsible for installation	RC GT
	Neuro repairs	HMCD reported that he had spoken to Kirsty Forsyth and service managers at Neuro noting that it was considered that 2 bed spaces would be lost during the repair. Response on proposal still awaited. As the extent of repair was not know at present the duration of works could only be guessed at the moment and would become clearer once works commenced. Stairwell crack repair would be carried out this Saturday - extractors would be put into place to ensure no excessive dust in the area and checks were carried out and no smoke detectors in the area	Response from neuro awaited	-
	Fibre Connection	Completion of this work on Wednesday and full testing carried out on Thursday of this week. As this is a temporary route until completion of the hospitals the permanent route would be checked for asbestos and further testing if appropriate	-	-
4.	Manpower	768	-	-
5.	Works for the coming week for BMCEL	VIE area to be made good this weekend	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
		HMCD noted that the route of the cable from the main building through the multi-story had left exposed cables and HMCD requested that these be shrouded – PMcG agreed. No issues from estates on work carried out	Shrouding around cables at Multi story	PMcG
6.	Early Warning	Nothing to note	-	-
7.	Any Other Projects On Site	RC reported that there has been an increase in rates of infection within the neuro building and they have been working on clearing out grills and filters throughout. It was suggested that vibrations from the site may have caused the filters and grills to loose any materials which are then feeding through the air systems. This was raised for information in case of any issues that may be raised at a later date		
8.	Dust/Vibration	The last reporting noted that higher than normal levels were recorded at monitor no 5 at pharmacy. It was noted that this may be due to the traffic levels in this area otherwise low readings in other monitor stations. It is though not to be possible to get particle breakdowns of what is actually in that area. No complaints recorded from site in general	-	-
9.	Complaints	No complaints received	-	-
10.	ACOB	It was noted from BMCEL that the contractors on site to fit out MSC equipment are working outwith the programmed areas and leaving areas messy. HMCD agreed to check this and feedback	HMCD to check and feedback	HMCD
	Decommissioning of Labs on SGH site	RC reported that he was leading a group discussing the decommissioning of the old laboratory buildings on the SGH site and was asked to be kept informed of the demolition schedule and planned works. It was decided that it would be useful for HMCD to attend this meeting at an appropriate stage. RC would invite.	RC to invite HMCD to Decommissioning Group meeting	RC

Item No	Item	Discussion/Information	Action	Action by Whom
	Road Marking	There was an issue of the old pedestrian crossings on the site being visible and causing confusion for both drivers and pedestrians. It was agreed that the unused crossings should be covered again with black out and the lights be erected on the working crossings.	BMCEL would cover the crossings when weather permitted and Estates would take care the crossing lights	BMCEL/Estates
11.	Date of Next Meeting	Thursday 2 nd February 2012 at 2pm in the Conference Room, BMCEL Floor	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
		be provided by BCL.		
	Sub-station	Substation in service from Friday 27th Jan and meters were witnessed by H.McD. H.McD asked for confirmation that site and labs building were on different metered supply to enable correct billing after 10th March handover. RJ confirmed that supplies would be on different meters.	Check meter reading is 0 on Friday	HMcD
	Staff Access To Laboratory	<p>RC had reviewed the drawings provided last week. RC requested that signage be placed to inform pedestrians to walk on the footpath or footpath area defined by the white lining. RC asked for confirmation that adequate street lighting would be provided. RC requested that no parking lines would be painted to assist parking management. AK agreed to these items would be included..</p> <p>H.McD enquired if CCTV coverage would be positioned to monitor staff walkway and signage could be placed to deter attacks on staff. RJ will check camera positions and inform group.</p> <p>RC enquired if crossing is manned, AK/PB explained that this will case and during site hours there will be a crossing supervisor and out of hours site access gate will be closed.</p> <p>AK tabled proposal of where to place give way for the existing Biochemistry access hoarding. to solve the current issue of line of site. RC agreed ne position.</p>	<p>Ensure adequate street lighting on route.</p> <p>Paint no parking double yellow lines, signage for pedestrians to safety on walkway, alter give way sign.</p> <p>Check and report on CCTV coverage</p>	<p>BCL</p> <p>BCL</p> <p>RJ</p>
	Bus Stop at	GT reported that having reviewed contract bus shelter was to be	Discuss with Project	

Item No	Item	Discussion/Information	Action	Action by Whom
	Pharmacy	provided by BCL during Stage 3A, RC confirmed that it would be more beneficial if this shelter was installed prior to 2015 and the bus shelter made operational as this would help access to the labs and hospital. H.McD agreed to discuss with Alan Seabourne/Peter Moir to instruct the bus shelter to be instructed to be moved into Stage 3 and installed earlier.	Director to instruct moving bus shelter in Stage 3A forward to stage 3.	
	Neuro repairs	<p>HMcD reported that he had spoken to Kirsty Forsyth and service managers at Neuro noting that it was considered that 2 bed spaces would be lost during the repair. Response on proposal still awaited. As the extent of repair was not know at present the duration of works could only be guessed at the moment and would become clearer once works commenced.</p> <p>H.McD reported that stairwell cracks on bottom floor had been repaired, extensive plasterwork had to be removed and it was found that the block infill wall bedding mortar was severely perished and resembled sand. This material had to be routed out and had been replaced with injected pointed grout to ensure wall stability. The cause of the weathering of the mortar was thought to be related to water ingress from the flat roof on the entrance canopy.</p>	Response from neuro awaited	-
	Fibre Connection	This link had now been tested and is operational	-	-
4.	Manpower	746	-	-
5.	Works for the coming week for BMCEL		-	-
		RJ informed that shrouding of the fibre cable to the MSCP would	Shrouding around cables	RJ

Item No	Item	Discussion/Information	Action	Action by Whom
		be undertaken during the week.H.McD requested that stone to match the MSCP be used.	at Multi story	
	Old crossing points	PB informed that old zebra crossing painting would be accomplished if weather suitable.	Black out old crossings	BCL.
6.	Early Warning	Nothing to be recorded with regard to site issues.	-	-
7.	Any Other Projects On Site	H.McD informed that speed sign would be installed and also that pharmacy flat roof upstand refelting would take place over weekend as access is needed on road. The puncture damage is suspected to be resulting from site debris from the recent storms.	Update Group	H.McD
8.	Dust/Vibration	2 no dust reports had been transmitted in the period with no high results. No complaints recorded from site in general	-	-
9.	Complaints	No complaints received	-	-
10.	ACOB	H.McD reported he had discussed with Alastair Smith the report from BCL that the laboratory equipment installation contractors were not sticking to agreed access time and working area's agreements with the BCL staff. H.McD informed that Alastair rejected this assertion and stated that alterations to access times were resulting from alterations by BCL and areas not been ready. The group agreed that this issue had now been resolved.		
	Decommissioning of Labs on SGH site	RC reported that he was leading a group discussing the decommissioning of the old laboratory buildings on the SGH site and was asked to be kept informed of the demolition schedule and planned works. It was decided that it would be useful for HMcD to attend this meeting at an appropriate stage. RC would invite. H.McD provided a drawing of the hospitals fibre network drawing	RC to invite HMcD to Decommissioning Group meeting	RC

Item No	Item	Discussion/Information	Action	Action by Whom
		and explained that the only medium term demolition which would have an effect on the fibre network would be the Biochemistry building and he was in discussion with the IT department to install a new fibre link to ensure that the resiliency of the network was maintained.		
	Staff/Visitors parking in BCL car park	PB raised issue of many cars suddenly appearing at BCL car park and being told “somebody” from hospital had told them to park in BCL’s car park. RC informed that there was no facilities staff informing staff/ visitors to park in BCL car park and existing MSCP had plenty of space for visitors. It may have been a comment by a visitor or uninformed member of staff and facilities would have no control over this if this was the case.		
	Road Marking			
11.	Date of Next Meeting	Thursday 9th February 2012 at 2pm in the Conference Room, BMCEL Floor	-	-

Present : Hugh McDermott (HMcD) Paul McGuinness (PMcG) Alan Keeley (AK)
 Graeme Thomson (GT) Ronnie Clinton (RC) Peter Beauchamp (PB)
 Jackie Stewart (JS)

In Attendance : Karen Connelly (KC)

Apologies : Russell Johnstone (RJ)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Apologies	As noted above	-	-
2.	Previous Minutes	Were approved as an accurate record of discussions	-	-
3.	Matters Arising			
	<i>Labs Walkway</i>	<p>HMcD reported that the majority of this meeting would handed over to the discussion on signage from the main multi-storey car park to the laboratory for visitors and staff with clarification on wording, signage sizes, font and any logos etc. In summary the following was agreed</p> <p>The title for the signage requiring would be “New South Glasgow Laboratory Medicine and Facilities Management Building” – three plates were to be created with the above heading in the same style as current signage, no logo</p> <p>New South Glasgow Laboratory Medicine and Facilities Management Building</p> <p>New South Glasgow Laboratory Medicine and Facilities Management Building – Genetics out Patient Department</p> <p>New South Glasgow Laboratory Medicine and Facilities</p>	HMcD to confirm details by e-mail to AK	HMcD

		Management Building – Mortuary. Positioning on existing sign boards where appropriate and in clear sight of the pedestrian exit from the car park, across from pedestrian crossing on the hoarding and also on the sign post already located at the corner of the surgical block – HMcD will follow this meeting up with a confirmation via e-mail to AK Lines and walkway to be clearly marked on the walkway toward the laboratory building as this will occasionally be used by hospital staff to remove and deliver supplies and removal of the white arrow painted on the road to deter drivers from using this to access laboratory building		
	<i>Relining at Neuro</i>	Walkway now complete – weather permitting the car parking spaces will be completed as soon as possible	-	BMCEL
	<i>Pneumatic Tube</i>	HMcD reported that this work will commence next week – HMcD did note that he had still to see the Method Statement	-	-
	<i>Meters</i>	Meters were read and confirmed as 0	-	-
	<i>Security</i>	CCTV coverage and lighting to be checked	-	-
	<i>Bus Stop at Pharmacy</i>	This is to be reviewed due to budget restraints		
	<i>Neuro Repair</i>	HMcD was awaiting response from Kirsty Forsyth on proposals to carry out the repair to the floor. Repairs have been completed to the stairwell – no issue arose from these works	-	-
4.	Other Works on Site	HMcD noted that the speed sign was now in place and was being charged up	-	-
		Warrants were received for demolition works. Further drawings required for the Bacteriology building to show finish to the listed building are required before signing off warrants	HMcD arranging for architectural drawings	HMcD
	<i>Mental Health</i>	HMcD reported that works were about to commence on the building at Leverndale and will complete in around 40 weeks.	-	-

		Some areas within the building SGH are already cleared and preparatory works can commence ie asbestos checks, some disconnection of services in advance of demolitions which are scheduled for early next year.		
5.	Manpower	752	-	-
6.	Works for the coming week for BMCEL		-	-
	<i>Pneumatic Tube</i>	Works will commence on pneumatic tube	-	-
	<i>Hardgate Road</i>	Tie ins to be completed	-	-
		Estates had not issues with any planned works	-	-
	<i>Biochemistry</i>	PMcG had been informed by Dunnes that they had unearthed cables adjacent to Biochemistry		
7.	Early Warning	Nothing to be recorded with regard to site issues.	-	-
8.	Dust/Vibration	No issues reported to site or ICN	-	-
9.	Complaints	AK reported that a complaint had been raised re noise on site during evening and early morning. A formal complaint has been raised via the Board and information to be sourced and response from Board will be prepared for complainant	-	-
10.	ACOB	There was nothing further to note and the meeting was closed	-	-
11.	Date of Next Meeting	Thursday 16 th February 2012 at 2pm in the Conference Room, BMCEL Floor	-	-

Present :

Hugh McDermont (HMCD)
Graeme Thomson (GT)
Russell Johnstone (RJ)

Paul McGuiness (PMcG)
Ronnie Clinton (RC)
Dave Jordan (DJ)

Alan Keeley (AK)
Peter Beauchamp (PB)
Paul Allan

Apologies :

Jackie Stewart (JS)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Apologies	As noted above	-	-
2.	Previous Minutes	Were approved as an accurate record of discussions	-	-
3.	Matters Arising			
	<i>Signage to Laboratory</i>	HMCD had forwarded an e-mail confirming the details discussed at the last meeting. BMCEL were happy with the details and would proceed	-	-
	<i>Relining at Neuro</i>	This item would be carried over until an appropriate opportunity arose. Although AK noted that it might be possible to carry this work out during the works on the laboratory walk route.	-	-
	<i>Bacteriology</i>	HMCD noted that Hypostyle had been appointed as the architects for this project and will advise on the potential finishes, produce drawing as such and assist with the preparation of application for warrants.	-	-
	<i>Demolitions</i>	HMCD reviewed the demolition plans and the preparations required to ensure that all warrants were in place when they would be required. Biochemistry demolition preparations had started with a Management survey having already been carried out and this stated that there were no positive sample results from approx 35 samples taken. HMCD reported that planning was underway on the services diversions for the biochemistry building. HMCD was working with Liz McLeod - service manager for the mental health building who indicates that there are several areas of the building are currently empty and it would be possible to carry out the required checks and get the area closed off to prevent any further staff from moving into these areas.		
4.	Manpower	697	-	-

5.	Other Works on Site		-	-
	<i>Pneumatic Tube</i>	Works on this would be completed next week. A meeting was planned to resolve the method statement issues which had arisen. Upon completion of the work a 4 hour commissioning period would be required to test the system.		
	<i>Speed Sign</i>	HMCD reported that new batteries were required and these were now on order. Once fitted the sign will be fully operational	-	-
6.	BMCEL Works for Next Week		-	-
	<i>Hardgate Road</i>	Tie in works would be completed in week commencing 20th February	-	-
	<i>Damaged Telephone Cables</i>	Works to complete the repair on the damaged cables would commence next week	-	-
	<i>Footpaths</i>	Works to commence the week after next	-	-
	<i>VIE Tank Walkway</i>	HMCD asked that the hoarding be arranged so as not to cause any obstruction. AK agreed	-	-
	<i>AOCB</i>	Estates had no issues to raise with either the BMCEL or Projects planned works but noted that works were still required to ensure the cable plinth at the multi-storey was completed. PMcG reported that this work was planned. HMCD reported that the loan generator for the laboratory is due for delivery on the 30th March. It would be necessary to borrow some fuel from the supplies on the SGH. The Estates AP's will be fully trained to familiarise / look after the generators and would be given protocol and keys to access the room where they are to be stored. BCL informed the interim generator would be delivered next week.		
7.	Early Warning	Nothing to be recorded with regard to site issues.	-	-
8.	Dust/Vibration	No issues reported to site or ICN the group were shown the graph and no spikes noted	-	-
9.	Complaints	The Board had received a formal complaint from a local resident and had responded as per the complaints protocol. AK reported that BMCEL had evening pours planned but these will be monitored from various points around the site and recorded including via a resident of	-	-

		Shieldhall Road and all possible noise prevention barriers would be put in place. The previous complainant has been given security contact details if they hear any disturbing noise they are to report and a protocol is in place to ensure that the site is checked for staff working and reported through management in BMCEL.		
10.	ACOB	HMCD requested an update on the gas readings from RJ in order that HMCD could pull together costings for payment	-	-
		AK reported that with only 3 weeks to the completion of the laboratory project the progress of works would very quickly become clear on external works.		
		Air Products access still requires clarification but to keep as previously noted until further clarification is sought		
		PB requested clarification of the positioning of the signage at the multi-storey. PB agreed to forward a method statement to Estates for their information and to clarify the position of the signage but it was initially decided that it would be on the stones directly out side the door	HMCD to confirm position PB to provide method statement	HMCD PB
11.	Date of Next Meeting	Thursday 23rd February 2012 at 2pm in the Conference Room, BMCEL Floor	-	-

Present :

Graeme Thomson (GT)
Ronnie Clinton (RC)

Apologies :

Hugh McDermott (HMcD)

Paul Allan (PA)

Shiona Frew (SF)

Dave Jordan (DJ)

Alan Keeley (AK)

Peter Beauchamp (PB)

Jackie Stewart (JS)

Bernard McCulloch (BM)

Paul McGuinness (PMcG)

Russell Johnston (RJ)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Apologies	Apologies are as noted above	-	-
2.	Previous Minutes	The notes were accepted as an accurate record subject to the following amendment : Item 6 – Footpaths – work to commence during w/c 20 th February.	Amend previous note	AH
3.	Matters Arising <i>Relining at Neuro</i>	HMc noted that the relining works were being carried out when the weather conditions were suitable. AK advised that BCM L were investigating alternative ways of burning off the lining which were created less noise.	-	-
	<i>Bacteriology</i>	HMcD advised that he was meeting with Hypostyle on 24 th February 2012 in preparation for drawings being prepared. HMc advised that some surveys in that area may be carried out.	-	-
	<i>Demolitions</i>	HMcD advised that it was hoped that access to the Biochemistry Plant rooms and unoccupied areas of the building could be obtained w/c 27 th February 2012 to make a start on the demolition refurbishment surveys. AK advised that P Biginton has requested a meeting with A Keeley to discuss the tender but that he saw no reason why the tender for the demolition works could not be finalised and the tender could be priced on what was known. GT enquired if there were in service disconnections in that area. HMc advised that the service disconnections had been planned for May 2012 based on the previous July handover date. . AK advised that the tender would be requested to be priced up with a start date up to October 2012. HMc suggested that it would be advantageous to BMCL for tendering that the building was handed over as a clean building. AK confirmed that a clean building would be beneficial and HMc advised he would discuss this with A Seabourne/P Moir. . HMc advised that the demolition warrants and application were submitted to the council.	- Discuss with AS and PM re asbestos removal prior to handover to BMCL	- HMc

	<i>Demolitions cont'd</i>	<p><u>Mental Health</u></p> <p>HMc advised that he had visited the mental health building and had confirmed that access to half the building would be possible in the next few weeks as there was not very many staff in the building and the centralisation of all staff to one area within the building was being looked at. The staff were still due to decant to Leverndale next April. BMc suggested that HMc should check the services ducts as he recalled that some ducts had been screwed shut and these may have subsequently been covered with linoleum. HMc noted that he had walked round the building with the Ward Manager who had informed him that the Estates Office at Leverndale had the keys for the building. The NHS reps discussed who had responsibility and budget for the maintenance of the building. HMc advised that he would prepare a plan for the demolition works.</p> <p>BMc requested that HMc provides copies of any asbestos survey reports for recording on the central register. HMc advised that quotes for the asbestos survey works were being obtained. BMc requested that HMc obtain confirmation of whether certification is for 1 year or 3 years.</p>	Prepare a plan for the demolition works	HMc
			Provide copies of asbestos survey reports to BMc	HMc
	<i>Pneumatic Tube</i>	<p>HMc noted that the installation was complete for the diverter. The system would however have to be shut down to install a bend which was due to be delivered. The system shut-down would be advised. GT noted that he had seen an email from RJ to Mercury chasing the installation of the bend. RC noted that the commissioning of the system took 4 hours with people running back and forward with specimens and enquired whether this exercise would need to be repeated. HMc advised that the it was thought that a 4 hour commissioning would not be required as a the work involved software only.</p> <p>HMc advised PA that due to the length of cable that a signal booster would need to be installed. A cable would have to be run over the roof into the switchroom where tube control panel was located. A Smith would be organising these works.</p>	-	-
	<i>Speed Sign</i>	HMc advised that batteries were still awaited and he would chase this up.	-	-
	<i>Damaged Telephone Cables</i>	HMc advised that it was critical that the phone cable becomes operational asap. AK advised that he would liaise with DP regarding these works.	-	-

	<i>Generator</i>	HMc advised that there was an email in the system clarifying what BMCL would be responsible for and what the NHS would be responsible for in getting the temporary generators on site. AK noted that BMCL would be responsible for the carnage and the NHS the transport to and from the site. AK requested details of the generators i.e. point loads on the base, whether on legs, lifting eyes, etc. HMc advised that it would be beneficial to liaise with Dieselec to discuss the carnage detail. AK advised that it would be better for Deiselec to do a contract lift and BMCL could place an order for the works.	Arrange meeting with Dieselec re lifting of generators	HMc
	<i>Meter Readings</i>	HMc advised that he had requested a meeting to undertake a reconciliation of the services meter readings i.e. gas and electricity. It was anticipated that the meeting would be scheduled for 27 th February 2012.	-	-

4.	Manpower	660	-	-
5.	Other Works on Site <i>Signage at Multi-storey car park</i>	HMc noted that PB provided the method statements . HMc would take PB to the Estates Cabins and advise on the process to obtain permits to work on the site. It was agreed that HMc and PB would visit the Estates Reps on 24 th February 2012.	Advise PB re process to obtain permits	HMc
6.	BMCEL Works for Next Week	<p>AK advised that the following works were anticipated to take place over the following week:</p> <ul style="list-style-type: none"> Continuing with works to the footpath and signage On completion of the footpath some of the hoarding would be painted Scottish Power would still be undertaking works until 25th February 2012 VIE retaining wall works will be commencing. Labs Pedestrian Route – drop kerb to be installed which may require barriers to be placed on the road. HMc requested that PMc provide a method statement and risk assessment for this work <p>HMc advised that the NHS work for the week ahead was to finish of the substation slab brick wall.</p>	<p>-</p> <p>Provide method statement and risk assessment for works taking place on the hospital site</p>	<p>-</p> <p>PMc</p>
7.	Early Warning	It was noted that there were no early warnings requiring discussion at this time.	-	-
8.	Dust/Vibration	Recorded as 0.1. PB advised that he had spoken to company re the spikes. The spikes were from the meters on the other side of the road which could be due to a combination of traffic and air dust. The hoarding monitor readings remained level. RC noted that the highest spike was recorded as 0.3 which was still relatively low.	-	-
9.	Complaints	A complaint was raised during the meeting from Neurosciences. The complainant had advised that the vibration was affecting an on-going surgery. HMc enquired if there were any works taking place in that area which would be causing vibration. AK investigated what site works were currently on-going and requested that the works were immediately stopped. AK advised that the vibration may be caused by the removal of the sheet piling. AK and HMc agreed to visit the site at the end of the meeting. AK suggested that the remaining sheet piling removal works would take 1 day to complete. HMc and AK agreed to liaise and re-programme the works.	Investigation underway Liaise with AK re reprogramming works	HMc HMc

10.	ACOB			
	<i>Sub-scan Survey</i>	PMc enquired about the progress on the Sub-scan Survey. HMc agreed to check progress and report back.	Feedback re progress re surveys	HMc
	<i>White Lining – Police Bays</i>	AK advised that the road configuration was not exactly as the BMJ drawing and he wished to discuss the police bays with HMc and advise of the configuration utilising the drawing.	Discuss police bays with HM and PM	AK
	<i>Road at Biochemistry</i>	HMc noted that the surface of the road at Biochemistry will become more visible after the 10 th March and enquired whether he should flag this up with the Estates Dept. RC advised that the surface would be a trip hazard and should be flagged up.	Liaise with Estates re road at Biochemistry	HMc
11.	Date of Next Meeting	Thursday 1 st March 2012 at 2pm in the Conference Room, BMCEL Floor	-	-

Present :

Hugh McDermott (HMcD)
Paul Allan (PA)
Jackie Stewart (JS)

Alan Keeley (AK)
Peter Beauchamp (PB)
Allyson Hirst (AH)

Bernard McCulloch (BM)
Paul McGuinness (PMcG)

Apologies :

Dave Jordan (DJ)
Graeme Thomson (GT)

Ronnie Clinton (RC)

Russell Johnston (RJ)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Apologies	Apologies are as noted above	-	-
2.	Previous Minutes	The notes were accepted as an accurate record	-	-
3.	Matters Arising			
	<i>Bio-chemistry</i>	HMcD confirmed that the asbestos survey of this building would be carried out by the Board. HMcD agreed to discuss the finer details with Peter Moir and revert back to AK	HMcD to discuss with PM	HMcD
	<i>Demolitions</i>	HMcD confirmed that a demolition warrant had been received Mental Health is work in progress and updates will be given to future meetings		
	<i>Generator</i>	A meeting is required to discuss the details further and would be arranged for the w/c 12 th March	HMcD to organise meeting	HMcD
	<i>Pneumatic Tube</i>	HMcD reported that the final bend was installed today. Alistair Smith planned to liaise with users to verify date and time acceptable for testing		
	<i>Speed Sign</i>	HMcD reported that the new sign was now working	-	-
	<i>Road at Bio-chem</i>	Costs for levelling this section of road were sought from BMCEL. Dunnes were liaising with contractor to ensure that pot holes were filled. It was noted that there was a narrow window of opportunity to complete this work as laboratory staff would be moving in over the coming months.		
4.	Manpower	732		
5.	Complaints	AK reported that no complaints had arisen from weekend works but noted that further piling is scheduled and Clinical staff have his direct mobile number to call at any time so that works interfering with surgery can be stopped immediately.		
6.	BMCEL works for next week	Planned works for next week are as follows Footpaths, drop kerbs, completion of tie in at Hardgate Road, white lining on (Wednesday) and it was noted it might be feasible to slot in the lining at neuro too but will be determined on the day, tidy up hoarding at entrance to laboratory, street lighting completed, bulkhead lighting to be installed if required (AK will review the area to determine whether or not required)		

Item No	Item	Discussion/Information	Action	Action by Whom
		<p>Generator is prepped only fuel levels to be checked and topped up if required</p> <p>Entrance works on Hardgate Road and signage put in place</p> <p>PMcG reported that snagging works at multi-story were now completed</p> <p>Telecoms cabling works commenced from junction box at laboratory each fibre will be joined individually</p>	HMCD to arrange top up	HMCD
	Dust/Vibration	Information was relayed to the group and it was noted that there is one particular area that spiked. This will continue to be monitored by BMCEL. No comments from site or via Infection Control staff	-	-
	Complaint	AK reported that a complaint was received from local resident re vibration – works were checked and nothing that would cause vibration felt at the housing estate could be found – it was logged on complaints register		
	AOCB			
	Helpdesk	HMCD reported that the estates helpdesk would open on 14 th March and a process has been agreed in which any issues reported about the building will be forwarded to HMCD to deal with in conjunction with BMCEL. Details of the workflow will be shared with Estates. HMCD first point of contact with BMCEL is yet to be confirmed		
	Road Repair Quote	BMCC agreed to forward quotation received to HMCD		
	Date of next meeting	Thursday 8 th March at 2pm – Conference Room – BMCLE Floor		

Present :

Hugh McDermott (HMcD)

Graeme Thomson (GT)

Jackie Stewart (JS)

Apologies :

Dave Jordan (DJ)

Alan Keeley (AK)

Peter Beauchamp (PB)

Ronnie Clinton (RC)

Paul Allan (PA)

Bernard McCulloch (BM)

Paul McGuinness (PMcG)

Russell Johnston (RJ)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Apologies	Apologies are as noted above	-	-
2.	Previous Minutes	The notes were accepted as an accurate record	-	-
3.	Matters Arising			
	<i>Bio-chemistry</i>	HMcD confirmed that the asbestos survey of this building would be carried out by the Board. HMcD agreed to discuss the finer details with Peter Moir and revert back to AK. GT informed that he would meet with HMcD and updated Biochemistry programme would be prepared.	Prepare new programme.	GT
	<i>Demolitions</i>	HMcD confirmed that a demolition warrant had been received for Biochemistry and were awaited for Mental Health, Mortuary, Pathology, Bacteriology, Pharmacy , Estates and GI clinic. Mental Health is work in progress and updates with be given to future meetings		
	<i>Generator</i>	HMcD informed that Gartnavel borrowed generator would arrive circa 2 April with the present ones repositioned over the weekend prior	HMcD to update	HMcD
	<i>Pneumatic Tube</i>	HMcD reported that the final bend was installed today. Alistair Smith planned to liaise with users to verify date and time acceptable for testing		
	<i>Speed Sign</i>	HMcD reported that the new sign was now working. RC requested proximity sensor was adjusted as sign seemed to come on when cars were very close.	-	-
	<i>Road at Bio-chem</i>	Costs for resurfacing this section of road were awaiting approval from Estates Manager contractor. It was noted that there was a narrow window of opportunity to complete this work as laboratory staff would be moving in over the coming months.		
4.	Manpower			
5.	Early Warning	A.K advised that BMCL required the Scottish water boundary fence be erected and the commercial team would be raising this as an early warning. HMcD stated that he had been advised this work was included i target cost by technical advisor and the early warning group would need to resolve.	HMcD/AK advise on outcome	HMcD/A.K
6.	BMCEL works for next week	Planned works for next week are as follows Footpaths, drop kerbs, completion of tie in at Hardgate Road, white lining on (Wednesday) and it was noted it might be feasible to slot in the lining at neuro too but will be determined on the day, tidy up hoarding at entrance to laboratory, street lighting completed, bulkhead lighting to be installed if required (AK will review the area to determine whether or not required)		

Item No	Item	Discussion/Information	Action	Action by Whom
		<p>Generator is prepped only fuel levels to be checked and topped up if required</p> <p>Entrance works on Hardgate Road and signage put in place</p> <p>PMcG reported that snagging works at multi-story were now completed</p> <p>Telecoms cabling works commenced from junction box at laboratory each fibre will be joined individually</p>	HMCD to speak to A. Smith to discuss top up with estates.	HMCD
	Dust/Vibration	Information was relayed to the group and it was noted that there is one particular area that spiked. This will continue to be monitored by BMCEL. No comments from site or via Infection Control staff	-	-
	Complaint	AK reported that a complaint was received from local resident re vibration – works were checked and nothing that would cause vibration felt at the housing estate could be found – it was logged on complaints register		
	AOCB			
	Helpdesk	HMCD reported that the estates helpdesk would open on 14 th March and a process has been agreed in which any issues reported about the building will be forwarded to HMCD to deal with in conjunction with BMCEL. Details of the workflow will be shared with Estates. HMCD first point of contact with BMCEL is yet to be confirmed		
	Road Repair Quote	BMCC agreed to forward quotation received to HMCD		
	Date of next meeting	Thursday 12 April 2012		

Present :

Hugh McDermont (HMcD)
Bernard McCulloch (BM)

Alan Keeley (AK)
Paul McGuinness (PMcG)

Peter Beauchamp (PB)
Graeme Thomson (GT)

Apologies :

Jackie Stewart (JS) ICN rep
Ronnie Clinton (RC)

Russell Johnson(RJ)

Paul Allan (PA)

Item	Item	Discussion/Information	Action	Action by
1.	Apologies	Apologies are as noted above	-	-
2.	Previous Minutes	Were accepted as an accurate record	-	-
3.	Matters Arising			
	<i>Cytology Heating</i>	HMcD reported that a probe has been installed in the room set for 26° but only achieving 21° sensor notes at 23° and heating is on at 100%. It was also noted that the next room also reports low temperatures. It was noted that this could be a stuck valve and this was reported to Capita. AK agreed to look into the cause	AK to take forward	AK
	<i>Disabled Access Door</i>	It was noted that Prater had reviewed these and AK agreed to take forward (tighten torque)	AK to take forward	AK
	<i>Shutters to main door</i>	HMcD asked if this has been resolved as he had tried the doors and found them relatively easy to close. HMcD agreed to check with the users that they were satisfied with these	HMcD to check with users	HMcD
	<i>Mortuary Demolition Site</i>	Indicated previously that there may be a requirement to create a parking area for pharmacy deliveries. HMcD noted that this was now scrapped and this item can be removed from discussions	-	-
	<i>Power Supply Loading</i>	This item related to a scanner unit that Stuart Sloss wanted to use but it was not clear that the power required was available. HMcD agreed to chase this up with PA	Update at future meeting	HMcD
	<i>Lift Abrupt Stopping</i>	It was unknown if the abrupt stopping of the lift had been resolved as it appears to be an intermittent fault and is not always apparent. BMcC agreed to look into the matter	BMcC to check on progress and update	BMcC
	<i>Boundary for T&L and A&C</i>	AK reported that he had met with the company constructing the link bridge and noted that the plans for installation have been altered from original thinking. Due to the size of the construction and the need to keep road closures to a minimum it had been decided to clad the section of bridge that will sit across the roadway. Due to the sizes of the other pieces of the bridge it will not be possible to clad before installation as it may cause problems with lifting into place and damage to the cladding. AK agreed that it will be necessary to review the drawings and discuss with AD to work out what best works for the two projects and it may be necessary for BMCL to take possession, temporarily, of an area of the site required by BAM. There was a request to bring drawings to this meeting in order that the proposals can be seen by Estates staff for patient and road access.	Discussions to take place with ADaley Drawings to this meeting	AK AK
4.	BMCL works	PMcG reported that works are continuing at the VIE slab and noted that hoarding will be erected and then the slab removed. Work is progressing on the drainage links at maternity building to complete two connections. Clearwater will be on site at the end of this week and over the weekend to remove waste water from site. TC1 is being removed over the coming weekend via gate 7		- HMcD
5.	Manpower	1137	-	-
6.	Early Warning	Nothing to report	-	-
9.	Dust and Vibration	There have been no complaints received from residents or staff. Dustscan results had not been received and will	-	-

		be forwarded when they arrive		
10.	Complaints	AK reported that a resident had complained that one of the crane lights had not been working. AK will follow up with crane staff	-	-
11.	AOCB	HV cable works are continuing. Scottish Water link from Govan Road to Hardgate Road to replace the pipework are in planning and liaison with BMCL will take place to ensure there is no impact on site access Turnstiles are being constructed at this time and over the weekend the security protacabin and hoarding will be completed for access to site. GT noted that consideration and planning would be required to ensure that the removal of TC8 and 10 would have no impact on the T&L or VIE works and also to inform SAS and Neuro of the programme of work in the event that access to the site is disrupted during the removal of these.	-	-
12.	Date of Next Meeting	The next meeting is scheduled to take place on Thursday 11 th March at 2pm in Conference Room, BMCL floor. Unfortunately due to annual leave it has been decided to cancel this meeting therefore the next meeting of the group will take place on the 18 th April at 2pm in the Conference Room, BMCL floor	For noting	All

Present :	Hugh McDermont (HMcD) David Fraser (DF)	Graeme Thomson (GT) Stevie Docherty (SD)	Jackie Stewart (JS)
Apologies :	Dave Jordan (DJ) Alan Keeley (AK) Peter Beauchamp (PB)	Paul Allan (PA) Bernard McCulloch (BM) Paul McGuinness (PMcG)	Russell Johnston (RJ) Ronnie Clinton (RC)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Apologies	Apologies are as noted above	-	-
2.	Previous Minutes	The notes were accepted as an accurate record	-	-
3.	Matters Arising			
	<i>Bio-chemistry</i>	This has been reprogrammed and is waiting for approval from Peter Moir and will be forwarded to BMCEL once complete. GT noted that services were still to be checked and this would be carried out by the Board	Forward programme	Board
	<i>Generator</i>	HMcD noted that the generator had been delivered on 2 nd April and was due to be commissioned weekend of 14/15 April. BMCEL would then remove the temporary generator	Removal of generator	BMCEL
	<i>Fencing</i>	It was thought that the fencing at SW land was the responsibility of the Board but after checking ER's it was noted as part of the BMCEL works. This item would be dealt with via the Commercial Team of BMCEL likely via the Early Warning Meeting	BMCEL to take forward	BMCEL
	<i>Fuel</i>	HMcD reported that the fuel tanks had been filled with 10,000 litres of fuel (1/4 full)	-	-
4.	Manpower	530	-	-
5.	BMCEL works for next week	DF noted that there were no planned works outside of the construction fencing. The Hardgate Road and Govan Road tie ins were scheduled for the following week	-	-
6.	Early Warnings	The pipe that was discovered within the construction site has now been checked and noted that there is no asbestos present. No further issues were raised	-	-
7.	Dust/Vibration	SD noted that the dust reports were late in arriving this week but will forward to the Board when they arrive. The spike noted at point 6 was being monitored and dust suppression on the site monitored. Nothing was reported from the Infection Control Team	-	-
8.	AOCB			
	<i>Gas Point for Bio-chemistry</i>	The isolation point for the gas main is to be located but HMcD that it may require access to the site. HMcD would inform if this was required	-	-
	<i>Neuro</i>	White lining at Neuro – AK and PB planned to take this forward on return from annual leave	AK/PB to take forward	AK/PB
9.	Date of next meeting	19 th April 2012		

Present :

Hugh McDermont (HMcD)
Bernard McCulloch (BM)

Alan Keeley (AK)
Paul McGuinness (PMcG)

Peter Beauchamp (PB)
Ronnie Clinton (RC)

Apologies :

Jackie Stewart (JS) ICN rep
Graeme Thomson (GT)

Russell Johnson(RJ)

Paul Allan (PA)

Item	Item	Discussion/Information	Action	Action by
1.	Apologies	Apologies are as noted above	-	-
2.	Previous Minutes	Were accepted as an accurate record	-	-
3.	Matters Arising			
	<i>Laboratory Defects</i>	Nothing to report. Swisslog were working within the laboratory on some remedial works required to the AGVs	-	
	<i>Cytology Heating</i>	HMcD reported that the room temperature for Cytology issue seemed to be resolved by adjustments and it would be recommended to Estates/Facilities to continue with these adjustments. The andrology screening room was still not appropriately resolved. The AHU has been altered to be high for the first hour and reduce for the remainder of the day.	-	-
	<i>Disabled Access Door</i>	AK agreed to follow up by SKEers	AK to chase up	AK
	<i>Shutters to main door</i>	HMcD noted that the doors were closing easily up to a point but the last few inches are difficult – AK agreed to chase this up with Structural	AK to chase up	AK
	<i>Lift abrupt stopping</i>	BMcC checked this again and appears to have resolved or is an intermittent fault. Nothing further has been reported and this will be removed from discussions until reported again and it will be checked again if the fault appears	To be reported again if appears	All
	<i>Link Bridge</i>	AK reported that he had met with BAM to discuss the links. BMCL still require further information and this should be sought from ADaley and PFairie. AK noted that the middle section of link will arrive almost complete with cladding the remaining sections will have to be cladded and completed as they are put in place. This will mean that there may be some impingement onto the BAM site but after review with BAM it appears that this would not impact their construction site. H.McD reiterated that the main adults and childrens project will have precedent over the T&L centre which is still to be finalised and is very much smaller and asked that BMC provide the details of the areas and schedule for access to the link bridge area. AK reported that links are scheduled for October 2013 which may allow this to be completed before BAM take over their site. Pharmacy is scheduled for demolition preparation starting from 06/13 and then preparatory work for mental health demolition. PMcG agreed to provide a drawing of the area to be worked within. A discussion will take place with Estates and project to work about the best. All proposals and plans will have the full agreement of NHS before works commence. AK noted that access into the neuro building from the link will have minimal disruption re glass work and bridge entrance having appropriate fire protection.	Update as information is known	All
4.	BMCL works	PMcG reported that work continues around the VIE once hoarding is erected. HV cabling work is continuing and there is no impact to BMCL works as the jointing is completed	-	-
5.	NHS Works	Visit by the First Minister is scheduled for Tuesday morning and preparations are on-going.	-	-

		Car park 2 – investigation works are continuing and boreholes are planned (further information discussed under AOCB)		
6.	Manpower	1279	-	-
7.	Early Warning	Nothing to report	-	-
8.	Dust and Vibration	There have been no complaints received from residents or staff. Although RC did note that the filters within the maternity building have had to be changed due to the amount of dust collected within. This will continue to be monitored but it was noted that as this side of the construction site continues to become enclosed the risk of further issues should decrease. It was noted that the dust scan results were very low for the site	-	-
9.	Complaints	No complaints reported	-	-
10.	AOCB	HMCD reviewed drawings for the proposed boreholes within the car park area under investigation for car park 2. It was noted that a coal mineshaft has been noted in the proposed building area and further investigations will be required. In order to minimise disruption to the users it was noted that 1 borehole will be completed at a time but it was anticipated that around 13 spaces would be lost for each testing area to allow equipment and safety fencing to be erected. It is anticipated that this work will commence week beginning 29 th April. BMcC and RC noted that access to the surrounding buildings should be maintained for deliveries and fire escapes. HMCD agreed to clarify details and forward these to Estates for information and agreement.	HMCD will forward information to Estates	HMCD
11.	Date of Next Meeting	The next meeting is scheduled to take place on Thursday 25 th April at 2pm in Board Room, NHS Floor	For noting	All

Present :	Hugh McDermott (HMcD) Alan Keeley (AK)	Graeme Thomson (GT) Paul McGuinness (PMcG)	Russell Johnston (RJ)
Apologies :	Dave Jordan (DJ) Peter Beauchamp (PB)	Paul Allan (PA) Bernard McCulloch (BM)	Jackie Stewart (JS) Ronnie Clinton (RC)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Apologies	Apologies are as noted above	-	-
2.	Previous Minutes	The notes were accepted as an accurate record	-	-
3.	Matters Arising			
	<i>Bio-chemistry</i>	HMcD reported that the final information was being pulled together for review by Alan Seabourne thereafter information will be passed on to BMCEL. AK noted the importance of completing the star pipe work early in the programme	Forward information	HMcD
	<i>Generator</i>	Generator was started within the energy centre on 18 th April and is working well. The two other generators have been removed from site. The new generator will be maintained by NHS. It was noted that BMCEL need to know the positioning of the gantry of the generator so that it will not impact on the positioning of the hording. It was agreed that a drawing should be marked up and agreed	Dwg to be marked up and agreed by all	HMcD
	<i>Fencing</i>	It was noted that this matter is still sitting within the Commercial Group. HMcD did not that Scottish Water (SW) had started to build a car park on an area that was considered to be part of the site and he would contact SW to clarify the position that the fencing should be in. AK raised the issue that security would be compromised by only having Herras fencing	Commercial Group asked to conclude	Board/BMCEL
4.	Manpower	571	-	-
5.	BMCEL works for next week	Hoarding completed at the generators late next week early the following week. Dunnes would commence their tie ins on the blue light route this coming Saturday. HMcD noted that the Board had some resurfacing works being carried out this weekend and would check with Estates that there would be no impact to movement within the hospital site and revert back to BMCEL if there were any problems.	HMcD to liaise with Estates	HMcD
6.	Early Warnings	Nothing to report	-	-
7.	Dust/Vibration	Reports would be forwarded as soon as possible	-	BMCEL
8.	AOCB			
	<i>Neuro</i>	Estates were tasked with painting out the redundant white lines – AK agreed that BMCEL would take this forward possibly over a few days in order to minimise disruption to users. At the same time the directional arrows require to be reviewed. HMcD agreed to speak to estates about their requirements for these PMcG asked about the parking bays at the rear of pharmacy – should these be returned to standard bays from disabled. HMcD would speak to estates to confirm requirements	BMCEL to take forward HMcD to speak to Estates	AK HMcD

	<i>Gas Mains</i>	HMCD noted that he had to seek authorisation for works to commence	HMCD to take forward	HMCD
	<i>Link Bridges</i>	A programme of works is required to review how this work will be carried out within the confines of a working hospital	Estates/BMCEL/Project team to review	All
	<i>Changeover of Power</i>	RJ noted that the generator on site will be changed over this weekend – no problems anticipated but that sensitive equipment should be turned off.		
	<i>Crowd Barrier at Labs</i>	AK reported that this would be removed. HMCD agreed to relay this information to Peter Moir and Alan Seabourne and report back to BMCEL if any issues arose.	Report back any issues	HMCD
	<i>On-way System</i>	It was reported that the one-way system round site would be back in operation as of Tuesday 24 th April. All relevant staff include sub-contractors and security have been notified		
	<i>Sign Post</i>	HMCD agreed to check with staff at labs that the sign post was now an appropriate height	Report back to BMCEL	HMCD
9.	Date of next meeting	26 th April 2012		

Present :

Hugh McDermont (HMcD)
Bernard McCulloch (BM)

Alan Keeley (AK)
Paul McGuinness (PMcG)

Russell Johnson(RJ)
Ronnie Clinton (RC)

Apologies :

Jackie Stewart (JS) ICN rep
Peter Beauchamp (PB)

Graeme Thomson (GT)

Paul Allan (PA)

Item	Item	Discussion/Information	Action	Action by
1.	Apologies	Apologies are as noted above	-	-
2.	Previous Minutes	Were accepted as an accurate record	-	-
3.	Matters Arising			
	<i>Disabled Access Doors/Shutters</i>	AK reported that Structural were scheduled to be in Thursday or Friday and these will be reviewed at this time	Feedback at next meeting	AK
	<i>Lift</i>	RC reported lift was beeping – when button pressed again noise stopped. It was thought that this was an alarm to inform that doors were not closed over or held open longer than necessary. RC to report back any noises or alarms if not clear	-	-
	<i>Link Bridge</i>	PMcG produced drawings to show the area at neuro that would be required for the works to be carried out to complete the link bridge from adult to neuro. A clear plan of the timeframe for BAM works to be communicated to AD and PF to ensure that the demolition works to be carried out at this area do not conflict with the BMCE works.. AK has planned to bring forward the commencement of this work from October to December 2013., if this was possible. HMcD agreed to forward a copy of this drawing to AD to forward on to BAM for information. Further discussion is required to clarify the access arrangements and what proposals can be put in place for the disabled parking at the front of the neuro as the previously located car parking at the rear will be unavailable due to demolition and site works. It will become clearer on the areas available once BAM site outline is clear	Further discussion required on the details. This to take place once BAM plans available	All
	<i>CP2</i>	HMcD had forwarded the information to Estates to inform of the planned works. Now that a mineshaft had been noted in the area it was now necessary to carry out ground radar works to locate. AK will liaise with WSP to check if design work can continue during this period of time.	Update at next meeting	HMcD
4.	BMCL works	PMcG reported that work continues around the VIE once hoarding is erected. It was anticipated that hoarding should be completed next week Piling works at CP1 – piling rigs are to arrive on site from next week and commence piling w/c 7/05	-	-
5.	NHS Works	BMcC reported that tarring works will continue around site. Decision to be made on tarmacing around neuro if the area planned is to be dug up for erection of the link bridge.	Clarify area at neuro before commencing	PMcG/BMcC
6.	Manpower	1261 as of Wednesday 24 th April	-	-
7.	Early Warning	Nothing to report	-	-
8.	Dust and Vibration	No complaints reports. RC noted that HAI were scheduled to visit on 15 th and 16 th May. BMcC asked if the street cleaner could be sent round the site in the days leading up to ensure roads were clean. It was noted that piling works will be taking place during this time and BMCL noted that dust suppression would be enforced as with other construction works	Street cleaner to be sent round SGH site leading up to visit	AK/PB

9.	Complaints	No complaints reported	-	-
10.	AOCB	<p>Laboratory Defects – RC noted the parking spaces allocated to the Police and asked if collapsible bollards could be erected – as this was not part of the original design this should be taken through Directorate</p> <p>Removal of scaffolding on completion of sedum roof works – this will be removed during the course of next week. Same route to be used as before.</p> <p>AK noted that BMCL have asked GCC for planning permission to paint double yellow lines at the entrance to site for safety of vehicles entering and leaving the site. There will be information notices posted by the Council and it may lead to complaints from local residents and staff but it was noted it was only at the entrance and exits to site. Hardgate Road is scheduled for resurfacing works and this will be led by GCC and a date is yet to be confirmed</p>	For information	All
11.	Date of Next Meeting	The next meeting is scheduled to take place on Thursday 2 nd May at 2pm in Conference Room, BMCL Floor	For noting	All

Present :

Hugh McDermott (HMCD)
 Alan Keeley (AK)
 Bernard McCulloch (BM)

Graeme Thomson (GT)
 Paul McGuinness (PMcG)
 Ronnie Clinton (RC)

Peter Beauchamp (PB)
 Russell Johnston (RJ)

Apologies :

Dave Jordan (DJ)

Paul Allan (PA)

Jackie Stewart (JS)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Apologies	Apologies are as noted above	-	-
2.	Previous Minutes	The notes were accepted as an accurate record	-	-
3.	Matters Arising			
	<i>Bio-chemistry</i>	GT reported that a meeting was set up to take place tomorrow to approve the suggested programme. Once approved it would be forward to BMCEL for any further discussion	Forward information	HMCD
	<i>Generator</i>	PMcG reported that ASmith had informed of the layout of the access and steps for the generator. This would only allow part hoarding with the remainder to be enclosed using Herras fencing. Once the generator was removed the gap would be completed with hoarding. BMCEL happy with information forwarded. Stage 3 works would see this area completed as per contract	-	-
	<i>Fencing</i>	It was noted that no progress update had been received – GT agreed to speak to DRoss/DHall to ascertain progress	GT to speak to colleagues	GT
4.	Manpower	581	-	-
5.	Neuro	It had been agreed that the arrow markings at the neuro building remain the same. Lines to be completed as area was laid out previously. AK reported that BMCEL were reviewing the type of markings to use due to the condition of the ground in this area being in a bad state of repair. In order to avoid parking disruption too much these works would be completed over a period of days. These lines would be temporary as works to prepare for the link to the hospitals would commence around Feb/March 2013. Mental Health area transformed to disabled parking was to be reinstated as before works. Crossings that are no longer in use are to be blacked out by Estates and those in use relined	BMCEL to take forward best way of lining Estates Dept to take forward	HMCD Estates
6.	Gas Mains	HMCD asked that BMCEL expose by hand digging the gas line within the site that was connected to the bio-chemistry department to ensure that all parties were aware of its position. In the event of any damage to this pipe major disruption could occur within the hospital. PMcG agreed to mark area affected within the construction site and review positioning with HMCD – if any doubts occurred as to the exact positioning then a hand dig would take place	To be taken forward to agreement on position	HMCD/PMcG
7.	Laboratory Access	AK reported that the crowd barrier had now been removed. The one way system for the construction site was now in operation. A security guard was positioned at the crossing to ensure that both pedestrians and lorries	-	-

		were safe to move around		
8.	BMCEL work on site	Nothing planned and no works planned that will cause excessive noise	-	-
	<i>Sign Post</i>	These works would be completed during the coming weekend	-	-
	Early Warning	Nothing to report	-	-
	Dust/Vibration	Results forwarded to relevant NHS staff on site. The rise in reading was reviewed and was thought to be caused by the lack of dust suppression available to the site at that time. This has now been resolved with a bowser being brought onto site	-	-
	AOCB	HMCD reported that there appeared to be an issue with the feed to the sub-station as both meters were showing a reading – RJ reported that the set up was as requested with no auto changeover – HMCD informed that only 1 meter be used. RJ noted that this was a back up and if removed there would be no fall back. HMCD commented that this was not an appropriate set up and asked for it to be reviewed. BMCEL were requested to provide a line drawing to clarity	BMCEL to provide line drawing and review with HMCD	RJ
			-	-
	<i>Parking</i>	AK noted that he had met with security to review the car parking at Hardgate Road – although not an issue at this time it would become an issue if more and more NHS staff parked in this area as the site gets busier. Security will be asked to remind anyone parking in this area that it is not permitted but will not move them on at this time		
	<i>Sub-station</i>	RJ reported that the sub-station at Govan Road was due for change of ownership. HMCD agreed to speak to Sam Selwin as there is a cost implication to the NHS	HMCD to speak to SS	HMCD
9.	Date of next meeting	3 rd May 2012		

Present :

Hugh McDermott (HMcD)
 Alan Keeley (AK)
 Bernard McCulloch (BM)

Graeme Thomson (GT)
 Paul McGuinness (PMcG)
 Ronnie Clinton (RC)

Peter Beauchamp (PB)
 Jackie Stewart(JS)

Apologies :

Dave Jordan (DJ)

Paul Allan (PA)

Russell Johnson(RJ)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Apologies	Apologies are as noted above	-	-
2.	Previous Minutes	The notes were accepted as an accurate record	-	-
3.	Matters Arising			
	<i>Bio-chemistry</i>	GT reported programme would be transmitted to BMCL as soon as approved for any further discussion. H.McD outlined to the group that the Biochemistry staff/ Abbot would vacate the building by the end of June 12 and the decommissioning process would take place.	Forward information	HMcD/GT
	<i>Generator</i>	HMcD reported the replacement Generator has been installed and the temp ones removed, the access steps for the estates staff had been completed. AK reported that the hoarding and gates had been completed with wider gates installed to ensure no problems with deliveries. HMcD informed that Air Products would now put the contact numbers on the delivery dockets explaining that as one of the drivers had asked the porter to call the security staff facilities had raised an issue.	-	-
	<i>Fencing</i>	It was noted that no progress update had been received – GT agreed to speak to DRoss/DHall to ascertain progress	GT to speak to colleagues	GT
4.	Manpower	587	-	-
5.	Neuro	A trial had been undertaken with the burn on tape This proved successful and BMCL have undertook to use this type off marking to replace the neuro/mental health markings. The works are to be progressed with suitable weather periods. HMcD informed that Crossings that are no longer in use are to be blacked out by Estates and those in use relined	BMCEL to take forward best way of lining Estates Dept to take forward	BMCEL Estates
6.	Gas Mains	HMcD asked that BMCEL expose by hand digging the gas line within the site that was connected to the bio-chemistry department to ensure that all parties were aware of its position. In the event of any damage to this pipe major disruption could occur within the hospital. PMcG agreed to mark area affected within the construction site and review positioning with HMcD – if any doubts occurred as to the exact positioning then a hand dig would take place	To be taken forward to agreement on position	HMcD/PMcG
7.	Laboratory Access	AK reported that the crowd barrier had now been removed. The one way system for the construction site was now in operation. A security guard was positioned at the crossing to ensure that both pedestrians and lorries were safe to move around	-	-

8.	BMCEL work on site	Nothing planned and no works planned that will cause excessive noise	-	-
	<i>Sign Post</i>	These works would be completed during the coming weekend	-	-
	Early Warning	Nothing to report	-	-
	Dust/Vibration	Results forwarded to relevant NHS staff on site. The rise in reading was reviewed and was thought to be caused by the lack of dust suppression available to the site at that time. This has now been resolved with a bowser being brought onto site	-	-
	AOCB	HMCD reported that there appeared to be an issue with the feed to the sub-station as both meters were showing a reading – RJ reported that the set up was as requested with no auto changeover – HMCD informed that only 1 meter be used. RJ noted that this was a back up and if removed there would be no fall back. HMCD commented that this was not an appropriate set up and asked for it to be reviewed. BMCEL were requested to provide a line drawing to clarify	BMCEL to provide line drawing and review with HMCD	RJ
	<i>Parking</i>	AK noted that he had met with security to review the car parking at Hardgate Road – although not an issue at this time it would become an issue if more and more NHS staff parked in this area as the site gets busier. Security will be asked to remind anyone parking in this area that it is not permitted but will not move them on at this time	-	-
	<i>Sub-station</i>	RJ reported that the sub-station at Govan Road was due for change of ownership. HMCD agreed to speak to Sam Selwin as there is a cost implication to the NHS	HMCD to speak to SS	HMCD
9.	Date of next meeting	10 th May 2012		

Present :

Hugh McDermott (HMcD)
 Alan Keeley (AK)
 Bernard McCulloch (BM)

Graeme Thomson (GT)
 Russell Johnson(RJ)

Peter Beauchamp (PB)
 Ronnie Clinton (RC)

Apologies :

Dave Jordan (DJ)
 Paul McGuinness (PMcG)

Paul Allan (PA)
 Jackie Stewart (JS)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Apologies	Apologies are as noted above	-	-
2.	Previous Minutes	The notes were accepted as an accurate record	-	-
3.	Matters Arising			
	<i>Bio-chemistry</i>	HMcD reported that Bio-chemistry staff would be moving out on 30 th June with Abbott then moving into the building for decommissioning of equipment. GT reported that the 15 th August was programmed at the moment. AK noted that he would be happy to erect hoarding as soon as the building was emptied to allow complete enclosure once all decommissioning works had take place. HMcD was already aware of the services that required to be stopped up or diverted and plans were in place to commence this work as soon as practical. HMcD agreed to pursue approval of the programme with Peter Moir and forward to BMCEL for their information	Forward information	HMcD
	<i>Generator</i>	Generator testing was completed satisfactorily and stairway access installed. BMCEL noted that although hoarding was installed gates were not yet able to be secured by padlock but were covered by a section of Herras fencing at this time – work would continue to secure this area. A refuelling of the generator was the responsibility of the Estates department	-	-
	<i>Fencing</i>	HMcD agreed to review the land purchase agreement to see if there was note of the fencing to be erected it may be a requirement to install a specific type of fencing due to the nature of the works on the Scottish Water side of the fence. If this is require a proposal will be pulled together	HMcD to check fencing mention in land purchase	HMcD
4.	Manpower	580	-	-
5.	Neuro	BMCEL had planned to lined off 4 bays on Friday 11 th May and will cordon off on Thursday evening	Works to be carried out	BMCEL
6.	Gas Mains	PMcG had marked out the area and HMcD would require to walk the site to check positioning	HMcD to walk site	HMcD
7.	Sub-Station Meters	HMcD reported that he still needed information from Sam Selwyn – HMcD to pursue and report back	Information from SS and report back	HMcD
8.	Sub-Station Govan Road	Jim McFadden is to be asked for an opinion on the usefulness of retaining this as a back up - HMcD agreed to speak to JMcf and also to investigate the costs of retaining and will report back	HMcD to investigate costs and usefulness	HMcD
9.	BMCEL work on site	AK reported that the hoarding at the surgical block is to be moved out to the kerb line. It was suggested that to prevent any incidents it would be prudent to mark the road to indicate the narrowing. AK agreed to review and	Proposal for road marking and ensure BT	BMCEL

		would inform of outcome. There are BT cables at this section and these will require to be moved to allow hoarding repositioning	cabling safely adjusted	
10.	Gas Main	HMcD reported that he would required to look for a gas main at the surgical block and may require the area to be coned off for this purpose but would inform Estates when this was required	HMcD to contact Estates for this	HMcD
11.	Early Warning	Nothing to report	-	-
12.	Dust/Vibration	It was noted that results indicated a slightly higher reading at the maternity side of the site. BMCEL agreed to keep a close monitor of this but it may be due to the work and vehicle movement within this area. RC reported that domestic supervisor on site had reported that dust was evident within the buildings but still at a level that could be maintained with regular cleaning. RC agreed to keep monitored and will inform BMCEL if this became and issue	Dust levels within wards to be monitored and reported if excessive	RC
13.	Complaints	Nothing reported to either NHS or BMCEL	-	-
14.	Date of next meeting	17 th May 2012 at 2pm		

Present :

Hugh McDermont (HMCD)
 Alan Keeley (AK)
 Bernard McCulloch (BM)

Graeme Thomson (GT)
 Jackie Stewart (JS)

Peter Beauchamp (PB)
 Ronnie Clinton (RC)

Apologies :

Dave Jordan (DJ)
 Paul McGuiness (PMcG)

Paul Allan (PA)

Russell Johnson(RJ)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Apologies	Apologies are as noted above	-	-
2.	Previous Minutes	The notes were accepted as an accurate record	-	-
3.	Matters Arising			
	Bio-chemistry	HMCD agreed to forward a copy of the programme to AK. AK reported that hoarding work will comment 2 nd July	Forward information	HMCD
	Fencing	AK reported that he was reviewing the proposal for fencing incl security and car safety to ensure appropriate for purpose. The work for this would commence as soon as specification is agreed and likely to complete before the end of summer	On-going	All
4.	Manpower	597	-	-
5.	Neuro	PB reported that 3 bays were completed on Wednesday and the others will be completed as weather permits	Works to be carried out	BMCEL
6.	Gas Mains	HMCD requested that the mains were exposed to ensure visibility as requested by the project director. AK/HMCD would walk the site to review. HMCD reported that the gas main tracing has been planned for next week and would liaise with RC	HMCD to walk site with AK Liaise with RC	HMCD/AK HMCD
7.	Sub-Station Meters	HMCD reported that the meter was showing an exporting or power and would meet with Scottish Power to resolve along with Sam Selwyn Site Electricity – HMCD reported that NHS will pay the bill and reclaim BMCEL share as this was the most cost effective way to carry this out	Meet with SP and SS -	HMCD -
8.	Sub-Station Govan Road	HMCD reported that after speaking to Jim McFadden and Ian Powrie it was decided that it was not necessary. RJ noted his apologies for today but would bring note of benefits of keeping sub-station to next meeting	Carry forward to next meeting	RJ
	Hoarding Movement	AK noted that he would arrange for the road to be marked as there was a definite narrowing of the road. AK reported that he may use the window of opportunity of the BT cables being moved for the laboratory if not possible then he would ensure careful move to allow the hoarding to be moved into place	Blue Route marked to narrow and BT cables moved if necessary	AK
	Gas Main	Disabled spaces would required to be blocked off to allow investigation of gas main at surgical block – HMCD would liaise with RC to ensure available to survey		HMCD/RC
	Dust/Vibration	It was noted that dust monitor readings were higher at the maternity end of site. Domestic staff have reported higher levels of “grit” in wards. It was thought that this was coming up from roadway and Dunnes have been		

		requested to ensure that the bowser makes regular passes before the dust can dry out. BMCEL to keep under review and ICN noted that a visit would be carried out if this was reported again.		
9.	BMCEL work on site	Only works outwith the hoarding would be the linning at neuro weather and car movement dependent	-	-
10.	EW Issues	Nothing to report	-	-
11.	Complaints	AK reported that acoustic readings were being taken in areas throughout the building to ensure that levels were not excessive. BMCEL noted that complaints will continue to be monitored, checked and registered with action as appropriate	-	-
13.	AOCB	Nothing further therefore the meeting was closed	-	-
14.	Date of next meeting	24 th May 2012 at 2pm		

Present :

Hugh McDermott (HMcD)
Ronnie Clinton (RC)

Bernard McCulloch (BM)
Russell Johnson(RJ)

Peter Beauchamp (PB)

Apologies :

Dave Jordan (DJ)
Paul McGuinness (PMcG)

Paul Allan (PA)
Jackie Stewart (JS)

Graeme Thomson (GT)
Alan Keeley (AK)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Apologies	Apologies are as noted above	-	-
2.	Previous Minutes	The notes were accepted as an accurate record	-	-
3.	Matters Arising			
	Bio-chemistry	HMcD agreed to forward a copy of the programme to AK. AK reported that hoarding work will comment 2 nd July	Completed	-
	Fencing	AK reported that he was reviewing the proposal for fencing incl security and car safety to ensure appropriate for purpose. The work for this would commence as soon as specification is agreed and likely to complete before the end of summer	Carry forward to next meeting	AK
4.	Manpower	631	-	-
5.	Neuro	PB reported that bays at neuro and at the rear of pharmacy have now been relined	Completed	-
6.	Gas Mains	HMcD reported that the gas line had been exposed – unfortunately a small leak was discovered and this had to be isolated before works commenced. Stop up of the supply would take place on 11 th June	Update for 14 th June	HMcD
7.	Sub-Station Meters	HMcD reported that Sam Selwyn had not updated on progress as yet. First quarter meter reading is due at the end of June/early July. Alistair Smith from NHS will read and feed back – verification of numbers will be carried out by Wingate and forwarded to BMCEL	Metre readings taken at appropriate times and feedback to BMCEL	NHS
8.	Sub-Station Govan Road	HMcD reported that he had discussed the sub-station with Ian Powrie and Jim McFadden who thought that there would be no benefit of taking possession of these. RJ noted that the sub-station would require to stay in NHS possession until the contract is completed as it will power the laboratory whilst the A&C is being commissioned	HMcD to report back to IP/JMcF	HMcD
	Hoarding Movement	PB reported that this was still under consideration and would feedback proposals to HMcD	Feedback to NHS	PB
9.	BMCEL work on site	No works being carried out within the hospital site this week	-	-
	Bio-chem Building	Service disconnect work has commenced. Drain down heating system. HMcD noted that due to the issue with the pneumatic tube the asbestos survey would be cancelled until this issue is resolved as the bio-chem building would be used as the back up plan for collection of samples sent to the laboratory.	HMcD to cancel asbestos survey for next week	HMcD
	Dust/Vibration	Reports reviewed and noted a spike at maternity – PB noted that the bowser had been regularly sent round the haul road and all efforts being deployed to minimise the levels.		
10.	EW Issues	Nothing to report	-	-

11.	Complaints	No complaints were reported at this meeting as AK was not in attendance	-	-
13.	AOCB	BMcC reported that he was working with Capital Planning in the implementing of PAMs It was discussed and the group agreed that this would be an ideal forum for laboratory issues as well as construction due to the membership BMcC raised the issue that the hoarding movement would require to ensure clear marking so as to discourage pedestrians thinking this was a pathway Dust Reports – AH requested to send these to Mary Anne Kane in William Hunters absence	- - - AH to alter distribution list	- - - AH
14.	Date of next meeting	7 th June 2012 at 2pm	For noting	All

Present :

Hugh McDermott (HMcD)
 Ronnie Clinton (RC)
 Alan Keeley (AK)

Bernard McCulloch (BM)
 Russell Johnson(RJ)

Peter Beauchamp (PB)
 Paul McGuinness (PMcG)

Apologies :

Dave Jordan (DJ)
 Jackie Stewart (JS)

Paul Allan (PA)

Graeme Thomson (GT)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Apologies	Apologies are as noted above	-	-
2.	Previous Minutes	The notes were accepted as an accurate record	-	-
3.	Matters Arising			
	<i>Bio-chemistry</i>	HMcD reported that due to the issues with the pneumatic tube the portering staff would be using the bio-chemistry building as a collection point for delivery of specimens to the laboratory block. AK reported that BMCEL had met internally and would report back to the NHS later today on their findings/proposals to remedy the situation. Swisslog were carrying out further testing and options to repair and use current path or create a gantry overhead at the VIE ramp were under consideration	Feedback required on outcome of discussions	BMCEL/NHS
	<i>Fencing</i>	AK reported that he was planning to meet with PM on Friday to review proposals and drawing	Carry forward to next meeting	AK
4.	Manpower	619	-	-
6.	Gas Mains	HMcD reported that a test squash of the pipe would be carried out on Monday 11 th June to ensure that no other buildings would be affected by the close off of this pipe and Arthur Burns has been made aware of plans. HMcD asked if the pipe that runs through the construction site was anticipated to be vented – BMCEL noted it should not be a risk but likely best to ensure there was no build up of gas. HMcD agreed to check with SGN that this was included in the works. A decommissioning notice from NHS to BMCEL was required	Update for 14 th June HMcD to provide decommissioning note	HMcD HMcD
7.	Sub-Station Meters	HMcD reported that after a conversation with Sam Selwyn and Scottish Power the meters were checked and working appropriately. Monthly utilities usage will be provided to Rob Anderson monthly by BMCL/NHS Project Team and a bill will be produced every 3 months and forwarded to BMCEL for payment. BMCEL reported that they were planning to keep the Govan road sub-station and were planning to meet with Wingate to discuss further	-	-
8.	Hoarding	AK reported that once the ground works were complete in the area that the hoarding was to be moved the work would then commence. AK/PB agreed to inform HMcD/RC when this was likely to occur	BMCEL to report to NHS on Hoarding works	BMCEL
9.	BMCEL work on site	No works being carried out within the hospital site this week other than the pneumatic tube. AK noted that powerfloating works were being carried out and would be kept within agreed time slots	-	-

	Dust/Vibration	Report had not been sent to BMCEL at this time PB agreed to forward on as soon as it arrived. AH to forward to Mary Anne Kane in William Hunter's absence as well as RC and Pamela Joannidis. RC reported that at this time domestic staff were keeping the dust levels down. HMCD checked that spoil heaps were being dampened – PB confirmed they were	Dust information to MAK	AH
10.	EW Issues	An early warning has been raised by NHS on the delays to bio-chemistry demolition of the pneumatic tube issues	-	-
11.	Complaints	PB reported complaints from Maternity staff member re Hardgate Road and lack of parking due to construction staff. PB assured the complainant that construction staff were parking within the BMCEL compound and there was little could be done – the complainant was offered a space in the construction site car park as a gesture of goodwill.	-	-
13.	AOCB	HMCD reported that he had spoken to representative of Scottish Water on the odour from the treatment plant on instruction from AS. Scottish Water have offered to give a presentation to senior staff on the works carried out to mitigate the smell to aid in understanding the work involved. RC agreed that this may be useful. HMCD and RC will liaise on arrangements if this is required. Unfortunately Scottish Water have no plans to enclose the tanks as the cost is outwith their current budgets		
14.	Date of next meeting	14 th June 2012 at 2pm	For noting	All

Present :

Hugh McDermott (HMcD)
 Ronnie Clinton (RC)
 Alan Keeley (AK)

Bernard McCulloch (BM)
 Russell Johnson(RJ)
 Jackie Stewart (JS)

Peter Beauchamp (PB)
 Paul McGuinness (PMcG)
 Graeme Thomson (GT)

Apologies :

Dave Jordan (DJ)

Paul Allan (PA)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Apologies	Apologies are as noted above	-	-
2.	Previous Minutes	The notes were accepted as an accurate record	-	-
3.	Matters Arising			
	<i>Bio-chemistry</i>	<p>HMcD noted that information on timescales for the reinstatement of this service – AK reported that after some discussion internally it was noted that a timescale of around 4 weeks was anticipated. AK reported that the proposed plan was a span across from Labs connecting at VIE via a gantry over the roadway as the underground tube system did not invoke confidence to provide a continued service. All plans for the temporary structure would take into account the planned construction works and would be in place until the new hospitals were completed.</p> <p>RC reported that the portering staff were coping with the additional work but as this is undertaken as overtime it is proving to be expensive.</p> <p>AK noted that final proposal would be shared with project staff and possibly laboratory staff to alleviate any possible concerns</p> <p>HMcD asked if this delay was anticipated to be for a longer period of time it may be necessary to have the biochemistry unit sectioned off so that asbestos checks could be carried out whilst still occupied by portering staff. AK assured that it would not take longer but if for whatever reason was anticipated to take longer he would relay this information to NHS as the earliest opportunity in order to put a back up plan into action in order negate any potential delay to the initial works commencing on the bio-chemistry building</p>	Any potential delays to be informed to NHS as soon as possible	BMCEL
	<i>Fencing</i>	<p>AK reported that he had met with PM and agreed the fencing proposal with the exception of one section of mesh that PM requested to view. AK noted that he was keen to have this work completed as soon as possible. HMcD asked that when ready for the section of fencing at the Scottish Water land to inform him and HMcD would liaise with Scottish Water. RC would be shown the fencing plans</p>	Carry forward to next meeting	AK
4.	Manpower	626	-	-
6.	Gas Mains	<p>HMcD reported that SGN have now isolated the main running into the site. Unfortunately they do not complete the venting work to ensure that there was not further gas within the pipe running onto the construction site. HMcD noted he was awaiting costings for this work and it would be completed next week</p> <p>HMcD noted that as per instruction from AS he was to check the live pipe that was thought to run under the</p>	<p>HMcD to arrange for venting of gas pipe</p> <p>HMcD will liaise with</p>	<p>HMcD</p> <p>HMcD</p>

		construction site and ensure that the area, if affected on site, was hand dug and appropriately marked to ensure that there was no potential for the construction works to interfere with this main	PMcG to complete this task	
8.	Hoarding	AK reported that he had completed the instruction for the movement of the hoarding earlier today. The telephone cables and lines will be moved to the new ducting before any hoarding is moved. RJ agreed to inform HMCD when this work was due to start and he would contact the NHS Network personnel to inform – this work is scheduled for week commencing 25 th June	RJ to liaise with HMCD on timing	BMCEL
9.	BMCEL work on site	No works affecting the main hospital site with the exception of the bio-chemistry works although not yet programmed to commence AK was keen to complete as much preparation works as possible. HMCD noted that whilst the portering staff were still required to use the building water, sewerage and power would require to stay as they are. The tree located close by the bio-chemistry building was reported as a memorial tree and would require to be moved to another location but AK stated he would protect that and the ground water monitoring point. HMCD asked for a walkabout the area to check on decontamination and building spec but this would take place around mid July 2012	HMCD agreed to check the status of the tree	HMCD
	Noisy Works on Site	AK noted that the only “noisy” works on site planned were power floating sessions for the floors. He was checking with AS that it would OK to work until 8.30 instead of 7pm as it is now if required. AK stated BMCL were planning smaller pours in the areas during the day and looking at electric floats as they are quieter – this relates to the recent complaints from residents and NHS clinical area.		
10.	EW Issues	No issues noted	-	-
11.	Complaints	Complaint noted from resident about vibration but no works being carried out on site that would contribute to this – AK reported that BMCEL were at present investigating some monitoring equipment to position at the hoarding which would detect date/time and location of any vibrations. This will work in line with the dust monitoring around the site in order to mitigate as much of the inconvenience as possible to neighbouring residents/staff and patients	-	-
	Dust/Vibration	Results reviewed and noted to be better than previous weeks. BMCEL continue to wet down areas and have placed tarmac in sections of the haul road which may have contributed to the lessening dust results. AK noted that the majority of excavation works should be completed in the new few weeks and this would see the dust levels drop although there will be still construction dust in the area.		
13.	AOCB	Re the BT Ducting and Virgin cabling access to site – RJ was requested to liaise with Mark Greig to resolve any questions or issues BMcC reported that further tarmacing works would commence next month within the hospital site. RC reported that a sewage pipe on Hardgate Road had become severely blocked and backed up into the Maternity plant room and basement – it was in the process of being cleaned up at this time by outside contractor. PB noted that the construction site had not been affected but had noted that under the manhole covers the water had been exceptionally high RC reported that Paul Allan has asked for detailed laboratory drawings for electrical – HMCD noted that the best person to speak to was Ian Powrie	HMCD will forward MG details	HMCD

		Additional Service Surveys – PMcG asked to meet to go through the L & M Survey of services . HMcD agreed to meet PMcG at the earliest opportunity to undertake this.		
14.	Date of next meeting	21 st June 2012 at 2pm	For noting	All

Present :

Hugh McDermott (HMCD)
 Ronnie Clinton (RC)
 Alan Keeley (AK)

Bernard McCulloch (BM)
 Russell Johnson(RJ)
 Graeme Thomson (GT)

Peter Beauchamp (PB)
 Paul McGuinness (PMcG)

Apologies :

Dave Jordan (DJ)

Paul Allan (PA)

Jackie Stewart (JS)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Apologies	Apologies are as noted above	-	-
2.	Previous Minutes	The notes were accepted as an accurate record	-	-
3.	Matters Arising			
	<i>Bio-chemistry</i>	HMCD asked for an update on the completion date of the new pneumatic tube connection. It was noted that a timescale of 4 weeks was given at last weeks meeting on 14th June which would mean a completion date of 13th July HMCD asked if this was still the completion date .AK stated that the current completion date was revised to 27th July 2012 for the pneumatic tube. Further consideration has been given to the design including any impact this could have on future works in this area and to prevent any access issues for staff and vehicles. AK noted that the proposals are not yet complete but once this happened an update would be forwarded to NHS and a discussion to accept these. AK noted that he had hoped to progress with the demolition of the outbuilding at bio-chemistry and HMCD agreed to ensure isolation of the electrical supply for the lighting within this building. AK agreed to provide a method statement for works and walk through with HMCD and RC to ensure happy with proposal	Update on proposal for pneumatic tube Walkthrough to ensure acceptance of proposal	AK AK/HMCD/RC
	<i>Fencing</i>	AK reported that he to update PM on the meshing proposal to be used at Scottish Water land. Once this completed and accepted work would commence	Carry forward to next meeting	AK
4.	Manpower	617	-	-
5.	Gas Mains	HMCD reported that was awaiting costs for nitrogen purging of the pipe. A hand dig of the hospital and construction site to be completed in order that the precise location of the gas pipe is know by all parties. PMcG asked for clarification of the exact location of this pipe in the vicinity of the VIE ramp as there will be further works in this area. PMcG and HMCD agreed to walk the route and review the drawings	Complete hand dig investigations Ensure pipe is clear of gas and review positioning	HMCD/PMcG HMCD HMCD/PMcG
6.	Tree at Biochem	BMCEL agreed that protection would be placed around this area until a final decision is made on the fate of the tree. Any removal of the tree would have to take place after the growing season if this is to be moved and relocated	-	-
7.	BMCEL work on site	AK reported that no works that directly affect the hospital site were planned – the only issue being discussed at this time was the relocation of the telecom cables to allow the repositioning of the hoarding. RJ noted that there would be a requirement for some down time during the relocation of the cabling into the permanent ducting and		

		that this might be an opportunity to complete the works at the feed into the hospital to prevent further down time at a later date. HMcD suggested that RJ and Mark Greig have a discussions regarding this and hoarding will not be moved until this matter is concluded		
8.	Noisy Works on Site	AK reported that power floating is continuing on site but pours are smaller and being started early in the working day. The work does not continue past 8.30 at night with the majority finishing much earlier. No further complaints have been received from local residents or hospital staff. AK noted that discussions were concluding on the monitoring equipment to be installed through the site. AK hope these discussions would be concluded and equipment installed by the end of July.		
9.	EW Issues	No issues noted	-	-
10.	Complaints	Nothing to note		
11.	Dust/Vibration	Results had not yet been received but BMCEL would continue to damp down roads and spoil heaps	-	-
12.	AOCB	BMcC noted that works were progressing to repair tarmacing in various points of the site AK reported that the site would be closed for public holiday on 27 th August 2012 PMcG noted that a moveable bollard had been purchased for laboratory but not take possession of as yet AK noted that the street light heads and some poles were place temporarily for the completion of the laboratory building – the permanent structures were now available for installation – RC was happy for the work to proceed The process for informing of any defects after Ian Powrie and Lorraine Peebles are off site would need some consideration – RC will give this some thought and revert back at a future meeting	PMcG to arrange delivery to RC AK will inform when works to start Comments from RC	RC AK RC
13.	Date of next meeting	28 th June 2012 at 2pm	For noting	All

Present :

Hugh McDermott (HMcD)
Graeme Thomson (GT)

Bernard McCulloch (BM)
Alan Keeley (AK)

Peter Beauchamp (PB)
Paul McGuinness (PMcG)

Apologies :

Dave Jordan (DJ)
Ronnie Clinton (RC)

Paul Allan (PA)
Russell Johnson(RJ)

Jackie Stewart (JS)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Apologies	Apologies are as noted above	-	-
2.	Previous Minutes	The notes were accepted as an accurate record	-	-
3.	Matters Arising			
	<i>Bio-chemistry</i>	Timeline given for completion as the end of July as the design for the pneumatic tube now complete. AK reported that the programme was being completed at this time. It is therefore noted that the bio-chemistry works can continue within the previous timescale. AK reported that method statements etc were being prepared for the works HMcD noted that after walking the site and discussing the proposal for hoarding it was agreed that this was appropriate and could go ahead.		
	<i>Fencing</i>	Nothing to report	Update at future meeting	AK
4.	Manpower	615	-	-
5.	Car Park	It was noted that laboratory and maternity staff would no longer be allowed to park within the construction car park off Hardgate Road as the site was becoming busier the spaces are required for staff working on the construction site	-	-
6.	Gas Mains	HMcD reported that the gas main has now been purged. The internal gas pipe within the bio-chem. building will be purged this weekend. The gas main outside of the hoarding has been located and dunnies have been instructed to trace this within the construction site and check if located within critical pathway. The main should be exposed and mark appropriately to avoid any accidental gas escapes.	-	-
	Solvent Store	HMcD reported that the solvent store was now isolated from the mains and ready for demolition. Wingate would check for their own assurances. PMcG hopes to have the demolition completed on Friday and will ensure marshalls in place to ensure public and staff are not in any danger.		
7.	BMCEL work on site	It was noted that the lampposts on the laboratory road would be replaced next Wednesday. Hoarding alteration will take place next week with added attention paid to adjusting the BT cable as this is not resolved as yet but the hoarding is required to be moved to allow construction to continue. RJ submitted a proposal for the cable to run back through to the medical block for NHS approval. It was noted that this area was congested already and there is a possible issue of asbestos in the area		

		Maintenance would take place on the tower cranes this coming weekend. No issues from estates on any of the proposed works		
8.	Dust/Vibration	Data has been distributed by PB. Noted that monitor 1 reported a spike and this is likely to be traffic causing additional dust in this area as damping down continues throughout the date HMcD reported that maternity domestic staff had reported a higher level of dust within the building and HMcD was meeting with domestic supervisor and infection control in the next couple of weeks to resolve the issue		
9.	EW Issues	No issues noted	-	-
10.	Complaints	Nothing to note		
12.	AOCB	It was noted that due to annual leave the next meeting of the group on 5 th July would be cancelled. The next meeting of the group will take place on 12 th July at 2pm in the Conference Room, BMCEL floor. AK reported that the order has been placed for monitoring equipment which will detect vibrations on the site with cameras that will record the events. The 10 local residents who previously had their homes surveyed will be given the opportunity have this carried out again to ensure that no damage has been caused by the construction on site. Letters are being prepared and they will be given 2 opportunities to respond to letters and there will also be a home visit to ask if they wish it to be carried out. PB asked that the black bags with the sewerage overspill located at the fencing at rear end of maternity be removed as soon as possible as these were a hazard. HMcD will contact the appropriate people within NHS	To note HMcD to arrange removal of bags	All HMcD
13.	Date of next meeting	12 th June 2012 at 2pm in the Conference Room, BMCEL Floor	For noting	All

Present :

Hugh McDermott (HMCD)
Graeme Thomson (GT)

Bernard McCulloch (BM)
Alan Keeley (AK)

Peter Beauchamp (PB)

Apologies :

Dave Jordan (DJ)
Ronnie Clinton (RC)

Paul Allan (PA)
Russell Johnson(RJ)

Jackie Stewart (JS)
Paul McGuinness (PMcG)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Apologies	Apologies are as noted above	-	-
2.	Previous Minutes	The notes were accepted as an accurate record	-	-
3.	Matters Arising			
	<i>Bio-chemistry</i>	HMCD reported that small amounts of asbestos had been found within the bio-chemistry building and this has been programmed for removal on the 22-24 August thereafter the NHS can handover the building to BMCEL with all services being shut down from 27 th August – BMCEL stated they are happy with the programme arrangements. Hunters Demolition had walkabout with HMCD at this he emphasised the need to be prepared to keep the dust from demolition to a minimum	-	-
	<i>Gas Mains</i>	2 gas mains noted – The SGN main is isolated in the vicinity of the worksite whilst the other is still live, most notably at a line just between the biochemistry block and the BMCEL hoarding. AK agreed to mark and expose so that it is visible to the demolition team. HMCD noted that the pipe that fed the old dinning room was capped but still active and this would also need to be marked. AK noted that BMCEL would discuss and feedback on decision	AK to discuss with colleagues on what was to be done with this pipe	AK
4.	Manpower	666	-	-
5.	BMCEL Works	AK reported that the NHS /BMCEL staff car park would be cleared and out of use from Saturday 11 th August to allow works to commence. Permit holders will be permitted to park in the construction car park at the opposite side of the site. Power floating works continue within the hospitals and no reported noise complaints. Work is finishing around 8.30pm and earlier where possible WSP carried out borehole testing and reported contamination at the bio-chemistry building – testing will continue and results monitored but not thought to be an issue	-	-
6.	Early Warnings	No early warnings to report	-	-
7.	Sub-station Plinth	HMCD reported on the planned works at the sub-station to complete the path and installation of lighting. As this was part of the Boards site but adjoining to BMCEL site informed of planned works. BMCEL saw no issue with the planned works	-	-
8.	Tree at Bio-chemistry	Ian Powrie has been instructed to have this removed by 22 nd August and BMCEL agreed to remove a section of their hoarding to allow access. HMCD agreed to notify the exact date and time	HMCD to inform BMCEL of hoarding	HMCD

			removal	
9.	Dust/Vibration	Spike noted at maternity and walkabout undertaken by project team and infection control nurse. Nothing to note within the building but will continue to monitor. Dust spike was thought to have been caused by works in the area adjacent to the monitor and the height of the monitor as the road is now higher up that when the monitor was originally positioned. This will continue to be monitored HMcD noticed that the spoil heap was drying out. AK has informed to keep the area wetted down	-	-
9.	AOCB	GT raised the issue of bridge works and noted that although this work is planned for later in the year it would be prudent to commence planning as there will be a necessity to close off the blue route for a period of time to allow the works to progress and will cause some interference with the works on the NCH Tower crane 4 will be removed in early November	-	-
13.	Date of next meeting	16 th August 2012 at 2pm in the Board Room, NHS Floor	For noting	All

Present :

Hugh McDermott (HMCD)

Bernard McCulloch (BM)

Peter Beauchamp (PB)

Apologies :

Graeme Thomson (GT)

Alan Keeley (AK)

Paul McGuinness (PMcG)

Dave Jordan (DJ)

Paul Allan (PA)

Jackie Stewart (JS)

Ronnie Clinton (RC)

Russell Johnson(RJ)

Paul McGuinness (PMcG)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Apologies	Apologies are as noted above	-	-
2.	Previous Minutes	The notes were accepted as an accurate record	-	-
3.	Matters Arising			
	<i>Bio-chemistry</i>	HMCD reported that asbestos removal company would be on site next Thursday and Friday. HMCD will walk through the site with them to agree situ of tents. The arrival of the decontamination team follows on from the HSE two week grace period which concludes on Thursday. Once completed BMCEL will take over the building and Hunters demolition will be on site on the 28 th August. Hunters have been briefed on the absolute necessity to keep dust levels to a minimum	-	-
	<i>Gas Mains</i>	AK agreed to speak to PMcG to agree on the best way forward	AK/PMcG to discuss	AK/PMcG
4.	Manpower	658	-	-
5.	BMCEL Works	Trial pit will be established at bio-chemistry by WSP following on from hydro carbons previously found in this area and therefore require further investigations	-	-
6.	Early Warnings	AK had no early warnings to report - HMCD noted that in order to keep track of the work and CEs it would be required for any mitigation works to be reported to and shown to either HMCD or AGS for noting and reporting to the Project Director on a daily/weekly basis.	AK agreed to work this with HMCD and or AGS	AK/HMCD
7.	Tree at Bio-chemistry	HMCD reported that the decision has been made to remove the tree and replant with another tree at or near the laboratory – HMCD agreed to inform AS of the discussion and seek his agreement	HMCD to speak to AS	HMCD
8.	Dust/Vibration	HMCD noted the spike at maternity monitor. RC reported that it will be necessary to employ extra domestic staff if the dust situation increases and the costs involved will be sought from the project team. HMCD agreed to visit the wards with JS and AK whenever increase dust levels were reported and ask to be informed of when this occurred to see for themselves. RC reported that SH was visiting the maternity building at the moment and will report back her findings	Visit to maternity to be carried out and monitoring of dust	HMCD
9.	AOCB			
	<i>Complaints</i>	BMCD reported that a complaint had been raised by maternity building that they had loss TV signal – believed to have occurred due to the construction – solution may be simple to raise the ariel higher on the building – HMCD would investigate	HMCD to investigate	HMCD
	<i>Lab Defects</i>	4 recorded	-	-

	<i>Security Gate</i>	RC noted that there is an audible alarm and this sounds very similar to the fire alarm could this be altered or have a flashing light instead?	Investigate and feedback na	HMCD
	<i>Estates Cabin on SGH</i>	Alex McIntyre asked that the estates cabin be dismantled on SGH site, moved and re-erected at another NHS site. HMCD noted this required to be completed before the Ronald McDonald House works commenced.	na	
	<i>Demolitions</i>	Solid fencing will be erected once the demolition and drainage works are completed. AK noted that the container situated in this area will be in the way for the completion of the hoarding works. RC commented that it may be a solution to remove the container and replace with euro bins. Access to the decontamination facility will still be available. RC happy with proposed layout out and access arrangements		
	<i>Crane at Fire Access</i>	It was agreed that the fire brigade would need to be informed of the planned crane positioning at the rear of maternity building to complete the planned works to the roof garden. AK noted that BMCEL had an alternative access arrangements in place if required. HMCD agreed to report on dates required and feedback	HMCD to ascertain dates and feedback	HMCD
	<i>Bridge Works</i>	GT raised the issue of planning of works for the link bridges to be installed. AK agreed to commence this planning once the design stage has been completed. AK agreed to find out the height of the bridge between the hospital and neuro building	Planning for site to commence once design known – AK to ascertain height of bridge	All
	<i>Weeds</i>	HMCD had arranged a company to remove weeds at laboratory building	Arrange Weeding	HMCD
	<i>Seedum Roof</i>	HMCD reported that an expert had reviewed and concluded that this required maintenance and noted that some areas needed to be replanted as they are beyond revival	Taken forward by BMCEL	BMCEL
	<i>Pigeons</i>	Strategy was now in place for the prevention of birds nesting on the laboratory block and it had been decided to use ultrasound as a deterrent – the laboratory was to be the test area and if successful a similar system would be used on the A&C building	HMCD to organise installation of Ultrasonic Detection system for trial. HMCD will progress HMCD to progress	HMCD HMCD
	<i>CCTV Signage Disabled Parking</i>	None in place and is required by law Spaces in front of the laboratory – HMCD will progress this week		
13.	Date of next meeting	23 rd August 2012 at 2pm in the Conference Room, BMCEL Floor	For noting	All

Present :

Hugh McDermont (HMcD)

Graeme Thomson (GT)

Paul Allan (PA)

Dave Jordan (DJ)

Bernard McCulloch (BM)

Alan Keeley (AK)

Ronnie Clinton (RC)

Russell Johnson(RJ)

Peter Beauchamp (PB)

Paul McGuinness (PMcG)

Jackie Stewart (JS)

Apologies :

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Apologies	Apologies are as noted above	-	-
2.	Previous Minutes	The notes were accepted as an accurate record	-	-
3.	Matters Arising			
	<i>Gas Mains</i>	PMcG and AK agreed that once the Bio-chemistry demolition was completed the gas mains would be marked along the hoarding and where not near the hoarding pegs would be used to clearly mark the path	AK/PMcG will complete	AK/PMcG
	<i>Early Warnings</i>	AK/HMcD discussed this and agreed that specific events that cause disruption to work should be recorded and witnessed	AK/HMcD to liaise	AK/HMcD
	<i>Tree at Bio-Chem</i>	HMcD reported that he had been given the OK to have the tree removed during demolition – plaques situated at the tree have already been removed by bio-chemistry staff and will be sited at the new tree to be planned	-	-
	<i>Vibration/Dust</i>	No reports of excessive dust from the hospital	-	-
	<i>Maternity TV Signal</i>	HMcD agreed to pursue this with Bill McCormack	HMcD to pursue	HMcD
	<i>Security Gate at Labs</i>	HMcD confirmed with Capita that the gate was installed as per instructions. As this was not a design fault if requested to change a cost would be incurred. This matter was now with Estates to resolve if required	Estates to take this matter up	Estates
	<i>Estates Cabins</i>	HMcD agreed to source costs for moving these to another NHS site	HMcD will feed back	HMcD
	<i>Fire Access at Mat</i>	The crane for works on the Maternity roof garden will be on site on Tuesday 28 th August. PB confirmed that he has discussed this with the Project Manager Margaret Campbell and a plan is in place	-	-
	<i>Link Bridge Height</i>	AK confirmed that drawings he had sight of indicated a clearance of 5.86M	-	-
	<i>Weeds at Labs</i>	HMcD confirmed that the weeding of the slabs had been carried out but noted that the contractors brought onto site by BMCEL had worked on the planters but unfortunately had left a mess behind once completed. HMcD asked that this be cleared up. BMCEL agreed to inform contract that it requires to be left clean and will arrange a tidy up of the areas affected.	BMCEL to arrange tidy up of planter areas	BMCEL
	<i>Sedum Roof</i>	The opinion of Gillespies was noted but BMCEL had asked Praters to visit site to review and remedy the issues with the roof	Praters to be requested to visit to resolve	BMCEL
	<i>Pigeons</i>	HMcD reported that the installation of the ultrasound deterrent will commence next week. A permit would be sought from Estates along with agreement on positioning of units	HMcD to liaise with Estates	HMcD
	<i>CCTV</i>	Signage to be installed	HMcD to organise	HMcD
	<i>Disabled Parking Bays</i>	Uncertain as to what stage this discussion is at and HMcD agreed to seek a response to this from IPowrie and ASeabourne	HMcD to liaise with AS/IP	HMcD

4.	Manpower	689	-	-
5.	BMCEL Works	Demolition works commence on Tuesday 28 th August. Water supply was reconnected but will be disconnected before demolition commences. PMcG/HMcD will catch up on Friday to ensure all sides are satisfied that everything is in order. BMCEL agreed to dust suppression be in situ before demolition commences. Banksman will be in place to ensure pedestrians are able to move through the area safely. It was thought that will be complete in 2 weeks. RC agreed to inform labs and surrounding hospital site. Considering redecoration of hoarding – costs being sought HV links from energy to surgical CMB may take place next week but will confirm.	-	-
	Dust	Dust Scans were reviewed for 1-8 August No major issues but hospital staff still noting dust on window ledges. Will continue to monitor and Estate will raise if it becomes a concern. RC noted that the haul road at labs is dusty and the construction road at maternity – have been noted to be dusty on dry days – BMCEL noted they were damping down as necessary and as frequently as required but would up this when needed	BMCEL will continue to monitor the situation and continue dust suppression	BMCEL
	Other Works	Footpath at Energy Centre – this is part of the contract for completion by BMCEL – lights will not be installed until the final stage of the contract – PA agreed the PIR lights could be installed in the interim along with hoarding lighting to ensure adequate lighting for the coming months	Lighting and path works to be completed	All
6.	Complaints	AK noted that a complaint had been received from resident of Govan Road – re parking restrictions – AK spoke to the gentleman and asked him to call Mark McAllister to have his questions answered	Complaint to MMcA	-
7.	AOCB	IT connection works continue route to be determined and confirmed – a further walkthrough planned for 3pm today to get agreement from both sides as to the best option. BMcC asked for a PDF drawing of the Energy Centre – HMCD agreed to forward	HMCD/BMCEL to walkthrough Forward dwg to BMcC	HMCD HMCD
13.	Date of next meeting	30 th August 2012 at 2pm in the Conference Room, BMCEL Floor	For noting	All

Present :

Hugh McDermott (HMcD)
Graeme Thomson (GT)

Bernard McCulloch (BM)
Alan Keeley (AK)

Peter Beauchamp (PB)
Paul McGuinness (PMcG)

Apologies :

Dave Jordan (DJ)
Ronnie Clinton (RC)

Russell Johnson (RJ)
Paul Allan (PA)

Jackie Stewart (JS)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Apologies	Apologies are as noted above	-	-
2.	Previous Minutes	The notes were accepted as an accurate record	-	-
3.	Matters Arising			
	<i>Gas Mains</i>	PMcG and AK will walk the route and complete works as necessary	PMcG/AK to complete	PMcG/AK
	<i>Early Warnings</i>	EW had been raised 9548 this was being progressed	-	-
	<i>Maternity TV Signal</i>	HMcD planned to speak to Bill McCormick to resolve the issue of loss of signal	HMcD to pursue	HMcD
	<i>Security Gate at Labs</i>	Facilities to take this forward.	Facilities to take this matter up	Facilities
	<i>Weeds</i>	HMcD was happy to report that the area had been cleaned after reported	-	-
	<i>Sedum Roof</i>	AK reported that this was on-going and was noted on the defects list	-	-
	<i>CCTV Signage</i>	HMcD confirmed that he was liaising with Capita where this responsibility lies	HMcD liaise with Capita	HMcD
	<i>Disabled Parking Space</i>	HMcD reported that a cheaper alternative to be found or source spare poles from Estates Stores	HMcD to pursue	HMcD
	<i>Footpath</i>	Footpath now complete – formal lighting will be installed at stage 3 in the interim estates happy to install PIR controlled lights	-	-
	<i>IT</i>	3 options to be reviewed and a decision made on the best option. A check for access to the alternatives and the possibility of asbestos will be checked	HMcD to liaise with Estates	HMcD
4.	Manpower	659	-	-
5.	BMCEL Works	No scheduled works outwith the hoarding. Dunnes have been asked to complete minor fixes within the laboratory site and will complete these over the next two weekends – Dunnes will liaise with estates Demolition at Biochemistry continues – not issues reported from estates	-	-
6.	Other Work	Drainage works continue at maternity building outwith the hoarding. Roof garden works will be completed by the close of the week.	BMCEL will continue to monitor the situation and continue dust suppression	BMCEL
7.	Dust	8-15 th August slightly elevated readings – dust suppression will continue as will construction pathway	-	-
8.	AOCB	Hydrant use – PMcG is resolving this pm	-	-

		Mortuary disconnection of services – discussion with HMcD and PA Hoarding lights are illuminating the laboratory walk way Hospital lights are working at appropriate time of day		
9.	Date of next meeting	6 th September at 2pm in the Conference Room, BMCEL	For noting	All

DRAFT

Present :

Hugh McDermott (HMcD)

Bernard McCulloch (BM)

Peter Beauchamp (PB)

Graeme Thomson (GT)

Russell Johnson(RJ)

Paul McGuinness (PMcG)

Apologies :

Dave Jordan (DJ)

Alan Keeley (AK)

Jackie Stewart (JS)

Ronnie Clinton (RC)

Paul Allan (PA)

Item	Item	Discussion/Information	Action	Action by
1.	Apologies	Apologies are as noted above	-	-
2.	Previous Minutes	The notes were accepted as an accurate record	-	-
3.	Matters Arising			
	<i>Weeding</i>	Further weeding to be carried out at disabled parking spaces and at surgical sub-station then these areas can be handed over to Estates	-	-
	<i>CCTV Signage</i>	HMcD reported that after investigation it was noted that this was part of the contract and was now reported as a defect for BMCEL to rectify	BMCEL to rectify	BMCEL
	<i>Disabled Parking</i>	HMcD had spoken to ASeabourne and was now authorised to install parking posts and signage – ARPs will be instructed to complete this work	Item can now be closed	-
	<i>IT Route</i>	BMCEL are still considering the best option to take the cable run – if this involves running through the attic space then further asbestos survey will be required. HMcD reported that he had now received pricing for ducts and needed to run this pass ASeabourne. HMcD asked that BMCL had requested 4 x 100mm ducts to be installed and this would be the case.	-	-
	<i>Maternity Building Works</i>	HMcD reported that drainage works are being carried out by Capital Planning Project Team and some safety concerns have been raised and reported by the nSGH project team. PB noted that some damage had been caused to the hoarding by the works at maternity and HMcD agreed to review. PB to forward photographs. PMcG raised his concerns about the route they were using for their works and the possible impact on the BMCEL works on site. HMcD agreed to check this and report back to PMcG	HMcD to check works being carried out and review hoarding damage	HMcD
4.	BMCEL Works	Demolition works will continue into next week with the slab breakout being a little more than anticipated. It was noted that there maybe vibration and extra noise impact on the site and it was decided that it should be played by ear and it may be necessary to work round the site requirements to remove this slab. BMCEL reported lights out on the site at – Zebra crossing, pharmacy and at surgical block. BMcC agreed to pursue this as Estates issue Dunnes will continue to clean up Laboratory low level block work over this coming week and possibly over the weekend.	PA to be informed of lights out to investigate	BMcC
5.	Early Warnings	Nothing reported to Project Team	-	-
6.	Dust/Vibration	Graph shows very low levels of dust at previously high readings.	For noting	All
7.	Manpower	716		-
8.	AOCB	Tower Crane 7 will be removed 27 th September and it will be necessary to enable removal to have access to gate 7 – HMcD agreed to check that this would be appropriate	HMcD to check access	HMcD
9.	Date of Next Meeting	13 th September at 2pm in the Conference Room – BMCEL floor	For noting	All

Present :

Hugh McDermott (HMcD)
 Graeme Thomson (GT)
 Ronnie Clinton (RC)
 Angela Johnson (AJ) (ICN rep)
 Dave Jordan (DJ)

Bernard McCulloch (BM)
 Russell Johnson(RJ)
 Alan Keeley (AK)

Peter Beauchamp (PB)
 Paul McGuiness (PMcG)
 Jackie Stewart (JS)

Apologies :

Paul Allan (PA)

Item	Item	Discussion/Information	Action	Action by
1.	Apologies	Apologies are as noted above	-	-
2.	Previous Minutes	The notes were accepted as an accurate record with the exception of AOCB 27 th September should read 29 th September	To be amended	AH
3.	Matters Arising			
	Weeding	Weeding had been completed at surgical sub-station – HMcD will walk through with estates	Walk through	HMcD
	CCTV Signage	HMcD noted that the CCTV signage was part of the contract and as such was now noted as a defect	BMCEL to rectify	BMCEL
	Disabled Parking	Signage now in place	Item can now be closed	-
	IT Route	HMcD noted that 4 x 100mm ducts were planned – BMCEL noted that all 4 will definitely be used and it might be more appropriate for 6 to be installed. HMcD noted that for the time being ASeabourne has instructed him to hold off on progressing this further. BMCEL noted that their preferred route was lower level through the building. HMcD noted that this would require an asbestos survey to be carried out and AK agreed to provide drawing showing the preferred route along with a method statement to allow HMcD to progress the asbestos survey requirements	BMCEL: to provide drawing showing route and method statement HMcD to ascertain who is required to do asbestos survey	AK HMcD
	Maternity Building Works	HMcD reported that he had viewed the area of works that was previously reported to have caused damage to the hoarding and noted that he could see nothing of note. PB agreed to forward pictures. The discharge route for the new pipes was to be investigated and HMcD agreed to source the drawings from the project team dealing with this.	HMcD to source drawing of works carried out and review hoarding damage	HMcD
	Lights Out	It was noted that the lights out previously reported had been forwarded to PA to rectify. AK noted that his latest review of the site had noticed street lights were out	BMcC will revert to PA with this information	BMcC
	Gate 7 Access	PB asked if it would be OK to use the access to Gate 7 on Saturday – RC saw no issue and agreed	-	-
4.	BMCEL Works	PMcG reported that Virgin Media would be working on Govan Road at the construction road Concrete pours continuing Mini piles would have their final checks on Friday 14 th September	-	-
5.	Estates	It was noted that there was a potential trip hazard at the laboratory entrance – BMcC agreed to check this and revert back to HMcD to determine if a defect Lights on the Surgical sub-station were to be installed	Follow up and report Follow up with PA	BMcC BMcC
5.	Early Warnings	Nothing reported to Project Team	-	-
6.	Dust/Vibration	Graph level previously noted low dust levels. RC noted that an audit of ward 50 had indicated higher than acceptable levels of dust on window ledges. Extra cleaning has been put in place and there was nothing to	For noting	All

		indicate that the dust was a health risk to patients. It was noted that as this area of the construction site was scheduled to be a main traffic route for the main stay of the construction process this would continue. RC was keen to keep on top of this via the construction team and the ICN staff at SGH. Dust suppression will continue around the site		
7.	Complaints	AK reported that the re-surveys of the house on the adjacent estate had now been completed. AK was currently putting together a response letter to residents and noted that the report shown no notable changes to the buildings – information on the outcome of the process will be forwarded to ASeabourne and MMcAllister	-	-
8.	Laboratory Defects	HMCD noted that there had been no reported defects this week RC reported that a leak had appeared in the roof of the disabled toilet on the ground floor – it was thought it may be coming from the shower area above and could possibly be a broken seal. RC was unsure if this should be reported as a defect or should be fixed by maintenance personnel. HMCD agreed to review and report back Seedum Roof – HMCD reported that the leak noted which had been thought to come from a pipe was now traced back to the roof area and a defect notice had been raised previously. Link tunnel – it was noted that there was some white marks appearing within the tunnel that links the hospitals to the laboratory. It is thought that this is efflorescence salts aided possibly by lack of ventilation and it was agreed that ventilation should increase in this area to ascertain whether or not this would resolve the issue. Capita will be asked to review and report their findings	HMCD to investigate and report back -	HMCD -
9.	Manpower	732		-
10.	AOCB	Disabled Parking – RC reported that he had received several complaints from disabled visitors and patients to the laboratory building that there were not sufficient parking spaces available. Parking in the multi-story is not appropriate due to the distance between the buildings. RC suggested using the grass verge areas as temporary disabled parking – HMCD to pass this on to P.Moir/A .Seabourne RC asked if it would be possible to post the disabled disclaimer notices on the hoarding of the construction site – PB agreed this would not be an issue CCTV – RC reported that Strathclyde Police had visited the laboratory and noted some of the CCTV camera positions were not suitable. RC agreed to forward all the information to HMCD to allow a further investigation and report back Yellow lining of the laboratory road – it was considered that if BMCEL were granted their application to double yellow sections of Hardgate Road in order to allow safe delivery of items to the site it may be possible to ask if when they are completing the yellow lining work that they continue onto the laboratory road – this could be considered and costs would be discussed PB noted that one way site traffic will be suspended for around 6 weeks next week to allow star piping installation to be completed	HMCD to check - HMCD to check - -	HMCD - HMCD - -
11.	Date of Next Meeting	20 th September at 2pm in the Conference Room – BMCEL floor	For noting	All

Present :

Hugh McDermott (HMcD)
Alan Keeley (AK)

Bernard McCulloch (BM)
Paul McGuinness (PMcG)

Peter Beauchamp (PB)

Apologies :

Ronnie Clinton (RC)
Jackie Stewart (JS)

Paul Allan (PA)
Russell Johnson(RJ)

Graeme Thomson (GT)

Item	Item	Discussion/Information	Action	Action by
1.	Apologies	Apologies are as noted above	-	-
2.	Previous Minutes	The notes were accepted as an accurate record.	-	-
3.	Matters Arising			
	Weeding	Now that weeding had been completed in this area – HMcD would walk through with PA to ensure happy with condition. Footpath is within Dunnes schedule of external works and is planned for around 6 weeks from now. HMcD will update PA and handover maintenance	Walk through with PA	HMcD
	IT Route	DP to forward detailed route to allow project team to arrange asbestos survey in appropriate areas. HMcD will check the configuration of the ducts within the building. AK/HMcD will discuss and walkthrough to have clear understanding of positioning	HMcD/AK to walkthrough	HMcD/AK
	Maternity Building	HMcD has requested a drawing from HChristy to forward to PMcG on the connection to the works on construction site. HChristy will also be asked to ensure that the hoarding is cleaned up	HMcD to liaise with HC to conclude	HMcD
	Lights on Hospital Site	BMcC noted that the lights out within the hospital site have be added to the list of works but unfortunately not prioritised. This was now a safety concern and these works should be taken forward as a matter of urgency. BMcC noted that there had been issues with equipment to allow estates staff to access the lights safely but that this was being addressed.	BMcC to update at next meeting	BMcC
	Gate 7 Access	It was noted that the works had been carried out without incident and if further works required in this area BMCEL to contact estates to inform	-	-
	Trip Hazard at Labs	IPowrie reported a trip hazard at the laboratory and photographs taken – HMcD agreed to check if this had been raised as a defect	HMcD to review	HMcD
	CCTV Signage	The missing signage has been noted as a defect.	-	-
	Laboratory Defect	As previously reported toilet ceiling leaking on the ground floor has been investigated and no leak found. A defect will be raised to replace the damaged tile and the area monitored Other defects raised were noted at 298/299/300 – AK reported that his team had reviewed the leaks and replacement tiles were being installed. The areas know will be continually monitored but after investigation it was noted that the water may be tracking via the parapet into the services and coming into the building via that route	Continue to monitor	BMCEL
	Disabled Parking	The lack of disabled parking was raised at the previous meeting – HMcD had discussed with PMoir and there will be no further spaced built at this time	-	-
	CCTV Positions	HMcD agreed to take this forward	Take forward to conclude	HMcD

4.	BMCEL Works	It was reported that as the one-way systems was not in use at this time the traffic on Hardgate Road was heavier than usual. BMCEL had requested permission from Glasgow City Council to yellow line an area outside of the entrance to the site to allow the deliveries to be parked up safely. No decision has been made from the Council on this. HMcD will source costs to complete yellow lines on the laboratory road. It was noted that a crane will be removed from site next weekend Project Oskar would commence with repainting the hoarding. Participants will be fully trained in site procedures and protocol for external to the site painting No comments on the above works were reported from Estates	-	-
5.	Early Warnings	Nothing reported to Project Team	-	-
6.	Dust/Vibration	Chart was reviewed and noted that point 6 was slightly higher than previous. No complaints have been received from the hospital site. High reading may be caused by the recent demolition in this area and will be monitored for future reports	For noting	All
7.	Complaints	No complaints received from neighbours or hospital	-	-
8.	Manpower	750		-
9.	Date of Next Meeting	27 th September 2012 at 2pm Conference Room – BMCEL Floor	For noting	All

Present :

Hugh McDermont (HMcD)
Graeme Thomson (GT)

Bernard McCulloch (BM)
Paul McGuinness (PMcG)

Peter Beauchamp (PB)
Russell Johnson(RJ)

Apologies :

Ronnie Clinton (RC)
Jackie Stewart (JS)

Paul Allan (PA)

Alan Keeley (AK)

Item	Item	Discussion/Information	Action	Action by
1.	Apologies	Apologies are as noted above	-	-
2.	Previous Minutes	The notes were accepted as an accurate record.	-	-
3.	Matters Arising			
	Weeding	Now that weeding had been completed HMcD would walk through with PA	Walk through with PA	HMcD
	IT Route	HMcD/AK/RJ walked through the proposed route. AS had instructed HMcD to carry out asbestos survey and prepared the route for the ducts. RJ noted that there may be an issue with the slated lean to. this will be assessed before work commenced. It was noted that 600 from car park to the building and 200 up the wall into switchroom and through to the other side. HMcD agreed to work up a drawing for clarity. Estates were happy with the plan as long as asbestos survey carried out and safe working plan implemented	HMcD will draw up plan and organise ground works	HMcD
	Maternity Building	HMcD will follow up request for drawing from HChristie	HMcD to liaise with HC to conclude	HMcD
	Lights on Hospital Site	BMcC reported that Burgoyne have been instructed to carry out a site survey and BMcC will update at next meeting	BMcC to update at next meeting	BMcC
	Trip Hazard at Labs	HMcD met with IP to review the reported trip hazard. No hazard had been found and this issue would be closed for the moment	-	-
	CCTV	HMcD awaiting RCs clarification on the issues	Chase up with RC	HMcD
	Laboratory Defect	Leak not found on investigation. Roof tiles will be replaced and monitor for further issues. Defect will remain open for the moment BMcC reported that the light seems to be on constantly in the photocopy room in the ground floor. This will be reported under defects	Continue to monitor	BMCEL
4.	BMCEL Works	PMcG noted that the crane planned for removal at the weekend would remain on site until a window of opportunity in the weather came available. Oskar works continue on the hoarding	-	-
5.	Estates Works	BMcC reported that hardcore replacement at VIE ramp and will be closed for 1/2 day for works to be completed. H.McD requested 3 days notice of when this will take place	Inform NHS of when happening	P.McG
6.	Early Warnings	Nothing reported to Project Team	-	-
7.	Dust/Vibration	Report was not available at this time and would be forwarded as soon as possible. No complaints were received from neighbours or hospital site	For noting	All
8.	Complaints	No complaints received from neighbours or hospital	-	-
9.	Manpower	741		-
10.	AOCB	PB reported that delivery drivers on site this morning to refuel tank at therapies had arrived on site without PPE		

		<p>and when stopped by security had been abusive and refused to wait for PPE to be provided. HMcD will speak to A Burns to inform him of this conduct. As it was understood it was unnecessary for them to actually come onto the site and this will be addressed for future deliveries</p> <p>Oil tanks will be delivered to site on Friday - HMcD will pass on details to PB to inform security</p> <p>GT noted that other companies will require access to BMC site for the energy centre and how this will be handled will require to be thought through - as the works in this area ramp up control measures will need to be put in place and who will actually carry this out?</p> <p>PMcG noted that block work cleaning had been ineffective and further thought on how to resolve will be taken forward with Dunnes</p>		
11.	Date of Next Meeting	4th October 2012 at 2pm	For noting	All

Present :

Hugh McDermont (HMcD)
Alan Keeley (AK)

Bernard McCulloch (BM)
Paul McGuinness (PMcG)

Peter Beauchamp (PB)
Russell Johnson(RJ)

Apologies :

Graeme Thomson (GT)
Jackie Stewart (JS)

Paul Allan (PA)

Ronnie Clinton (RC)

Item	Item	Discussion/Information	Action	Action by
1.	Apologies	Apologies are as noted above	-	-
2.	Previous Minutes	The notes were accepted as an accurate record.	-	-
3.	Matters Arising			
	Weeding	It had not been possible to carry out the walkthrough this week therefore carried forward to next week	Walk through with PA	HMcD
	IT Route	It was noted this work was scheduled for completion by the end of October. HMcD asked for a walk through once the ducts are complete and noted that Peter Moir had requested that excess cable be incorporated for potential future movement, possibly coil up and leave at duct in car park. HMcD noted he will keep the scaffolding up until the cable pull is complete to allow access if required	-	-
	Maternity Building	No information received from HChristie – this to be carried forward to next weeks meeting	HMcD to liaise with HC to conclude	HMcD
	Lights on Hospital Site	BMcC reported that he had received no update from Paul Allan and would update at future meeting	BMcC to update at next meeting	BMcC
	CCTV	HMcD confirmed that IP was co-ordinating the signage that is required and its positioning	Item now closed	-
	Laboratory	The 4 th floor leak had not reoccurred but would continue to monitor – AK is keen to resolve this as soon as possible	Continue to monitor	BMCEL
	Manpower	753	-	-
4.	BMC Works	<p>Painting of the hoarding continues, weather permitting</p> <p>PMcG reported that star pipe works were complete but it was now necessary to tie in from bio-chem to the access road at the VIE. These works are scheduled for November but noted that in the planned pathway there is a container, belonging to NHS that will require to be moved. PMcG produced marked up photograph to show the proposed route and the placement of hoarding. HMcD agreed to forward this to Estates to get feedback. It was noted that once the new position of the hoarding is in place the turning point for access to VIE would become tighter</p> <p>Fencing works from the energy centre to Govan Road are planned for November. Drawings of the proposal are available and will be forwarded to the project team for review before work commences. This work will be completed in two sections from Govan Road to mast and from mast to yard. HMcD would inform Scottish Water of the planned works when the programme is transmitted and BMcC noted no issues from Estates.</p> <p>TC 7 was removed during the previous weekend and not issues noted. A method statement will be required for the removal of the other cranes which are closer to the blue route. This will be carried out nearer the time.</p>	-	-
5.	Early Warning	No issues to report	-	-

6.	Dust and Vibration	No reports of complaints from hospital or residents. Dust monitoring reports returned as low	-	-
7.	Laboratory Defects	HMCD reviewed the defects reported this week Pipe leak at level 1 plant room BMS – sensor for room temperature and intermittent fault on lights Defective ballast – as a consumable this should not have failed so soon – decision on who replaces Alterations to the fire hydrant system Tunnel clean to remove substances on walls and ceiling – a key would be required although not know who has this. NB – after the meeting checked with FM and they do not have a key as this was locked up by BMC	-	-
8.	Manpower	738	-	-
9.	AOCB	RJ noted that he has been informed that I Powrie and A Smith had hoped to bring forward some HV works. H.McD informed that preliminary appraisal work was being undertaken on a “district heating “ type network from the new energy centre to existing areas of the hospitals. H.McD will update on progress.	HMCD to liaise with A Smith on works -	HMCD -
10.	Date of Next Meeting	19 th October 2012 at 2pm – in the Project Offices	For noting	All

Present :

Hugh McDermont (HMcD)
Ronnie Clinton (RC)

Russell Johnson(RJ)
Paul McGuinness (PMcG)

Peter Beauchamp (PB)

Apologies :

Graeme Thomson (GT)
Jackie Stewart (JS)

Paul Allan (PA)
Alan Keeley (AK)

Bernard McCulloch (BM)

Item	Item	Discussion/Information	Action	Action by
1.	Apologies	Apologies are as noted above	-	-
2.	Previous Minutes	The notes were accepted as an accurate record.	-	-
3.	Matters Arising			
	<i>Weeding</i>	PAllan had noted to HMcD that the weeding was satisfactory. However he would like to complete a review of the lighting in the area	PAllan will feedback	HMcD
	<i>Maternity Building</i>	HMcD reported that no further information from HChristy but he has promised to forward drawings to allow review	HMcD to liaise with HC to conclude	HMcD
	<i>Lights on Hospital Site</i>	RJ noted that during a recent walk through on the site he noted that there were very few lights on throughout the site and only noted a few on at the pharmacy building. Langlands Road also has lights out and bulkhead missing. RC agreed to take this forward in BMcC absence.	RC to take this forward	RC
	<i>Laboratory</i>	No further reports of leaks at the previously reported area on 4 th floor. RC noted that the toilet on the ground floor, disabled, had an unpleasant smell and a noise of running water from above.	Continue to monitor	BMCEL
	<i>HV Works</i>	From the previous meeting that noted that this work was planned due to the extra funds being available. HMcD reported that the process was being taken through a single tender action, if approved by procurement at NHS GG&C. Infrastructure plans are being worked through and HMcD agreed to keep PMcG updated on progress. It was noted by BMC that this additional work did not impact on the current programme	Review as necessary	HMcD
	<i>Manpower</i>	812	-	-
4.	BMC Works	Painting of the hoarding will continue assuming weather holds. PMcG produced a copy of the proposal for the repositioning of the hoarding at the laboratory crossing. RC will review this with colleagues to ascertain where the bin can be moved to and noted that this would create a smaller space for vehicles to access. PMcG noted he required a response within 2 weeks.	RC to review with colleague and respond to HMcD	RC
5.	Early Warning	No issues to report	-	-
6.	Dust and Vibration	Dustscan results were reviewed. Higher reading consistently at point 3 this may be due to road traffic as opposed to site works as there is no works being carried out at this area which would cause higher dust levels. RC reported that he had not received any complaints from hospital. JS reported to HMcD via e-mail that she had also not received any reports of complaints and nothing was noted from residents on vibration or dust	-	-
7.	Laboratory Defects	2 have been reported over the past week – light ballast and vent fan. HMcD reported that the heavy works were now complete within the mortuary and the lighter works were scheduled for the coming week	-	-
9.	AOCB	PMcG noted that Dunnes have outstanding works to complete within the yard at laboratories and had hoped to	PMcG to provide	PMcG

		<p>complete the works during the weekend of 10th November. PMcG would check if any services required to be shut off to enable this work which involved the completion of the drainage works. PMcG noted that the yard would not require to be closed off and the area to be worked on would have a barrier erected. PMcG will provide a method statement for the works</p> <p>An enquiry had been raised to security on the tree formally at the bio-chemistry building. It has been removed as part of the demolition works and it was thought to be reasonable to wait until the park works were completed to plant a new tree with the memorial plaques.</p> <p>RC noted he had received a complaint via the helpdesk from a member of the public about the time taken to induct staff. RC thought this was a complaint that should be handled by BMC and would therefore forward this to HMcD to forward to BMC for action if necessary,</p>	<p>method statement for works</p> <p>No action at this time</p> <p>RC to forward complaint to HMcD</p>	<p>-</p> <p>RC</p>
10.	Date of Next Meeting	1 st November 2012 at 2pm – venue to be confirmed within project offices	For noting	All

Present :

Hugh McDermott (HMcD)
Bernard McCulloch (BM)

Russell Johnson(RJ)
Alan Keeley (AK)

Peter Beauchamp (PB)
Graeme Thomson (GT)

Apologies :

Ronnie Clinton (RC)
Jackie Stewart (JS)

Paul Allan (PA)

Paul McGuinness (PMcG)

Item	Item	Discussion/Information	Action	Action by
1.	Apologies	Apologies are as noted above	-	-
2.	Previous Minutes	The notes were accepted as an accurate record.	-	-
3.	Matters Arising			
	<i>Weeding</i>	HMcD reported that PA had now review the surgical area lights and was satisfied	-	-
	<i>Maternity Building</i>	HMcD was still chasing HChristy for information. If unable to resolve via HChristy he would speak to T Curran	HMcD to chase drawings	HMcD
	<i>Lights on Hospital Site</i>	It was noted that there were fewer lights out on the hospital site – it was noted that Burgoyne's were continuing replacement and repair. It was noted that beacons on crossing were still not functioning	This to be take forward to ensure complete	BMcC
	<i>Laboratory</i>	Leak to the 4 th floor of the laboratory has been found and fixed. Debris still to be removed from roof area by Praters. BMC will keep this area under review during the next heavy rains. It was noted that new ceiling tiles have been delivered and were in the process of being replaced. Some do need extra cutting in order to fit around services	Continue to monitor	BMC
	<i>HV Works</i>	These works are not scheduled until early 2013. BMC agreed to forward programme of their works in order that Board can tie up their works to coincide. These works are not critical to construction pathway	Review as necessary	HMcD
	<i>Hoarding</i>	This has been repositioned at the biochemistry site and all parties satisfied with the outcome	-	-
	<i>Works on Laboratory Drainage</i>	HMcD reported that method statement had been provided and forwarded to Estates. Works are scheduled to commence on Saturday 10 th November. Access will be required to the board in order to empty and refill tanks when complete and relevant staff in laboratory will be notified as such (Willie Scott)	HMcD agreed to liaise with NHS and BMC	HMcD
	<i>Complaint</i>	RC had forwarded information from complainant to Board and BMC – response collated and forwarded. No further contact from complainant	-	-
	<i>Manpower</i>	885	-	-
4.	BMC Works	Drainage works at laboratory as noted above. Balustrade works within laboratory will commence on Friday 9 th November. Hoarding painting works continue (weather permitting). No issues from Board with planned works	-	-
5.	Early Warning	No issues to report	-	-
6.	Dust and Vibration	Dustscan results were reviewed and noted very low levels on most of the monitors. There have been no complaints from residents on dust. One complaint received from resident on noise levels during the evening. This had been responded to by P Moir and nothing further noted	-	-
7.	Laboratory Defects	Only 1 issue noted – mortuary overhear – IPowrie noted at project team meeting	HMcD to investigate	HMcD
9.	AOCB	HMcD noted that the project manager for T&L facility had asked to attend the next meeting in order to meet with the estates and construction.		

		<p>Health Minister is visiting the site on 14th November to officially open the laboratory building. HMcD asked if BMC could ensure that the road way was clean and free from delivery trusts, where possible, for the visit duration</p> <p>Tunnel cleaning – to ensure adequate ventilation and escape route it was noted that the tunnel entrance at labs be opened for the duration of these works. BMC agreed to forward a plan of works and assured that the staff were fully briefed on the route to be used if required to escape from the tunnel in an emergency. Work permits have been obtained. HMcD asked that as the lock on the mortuary side of the tunnel be taken off for the duration of these works.</p> <p>RJ suggested that in order to allow gas meter reading to be carried out without access to the site that a padlock for each side be provided and when meter reading was due Board staff could access from the hospital side. It was agreed to forward this information and provide a key which would be kept at the project offices.</p>	<p>BMC to ensure roadways clean and clear</p> <p>-</p> <p>-</p>	<p>BMC</p> <p>-</p> <p>-</p>
10.	Date of Next Meeting	15 th November 2012 at 2pm – venue to be confirmed within project offices	For noting	All

Present :

Hugh McDermont (HMcD)
Ronnie Clinton (RC)

Russell Johnson(RJ)
Alan Keeley (AK)

Peter Beauchamp (PB)
Paul McGuinness (PMcG)

Apologies :

Bernard McCulloch (BM)
Jackie Stewart (JS)

Paul Allan (PA)

Graeme Thomson (GT)

Item	Item	Discussion/Information	Action	Action by
1.	Apologies	Apologies are as noted above	-	-
2.	Previous Minutes	The notes were accepted as an accurate record.	-	-
3.	Matters Arising			
	<i>Maternity Building</i>	HMcD was still chasing H Christie for information. If unable to resolve.	HMcD to chase drawings	HMcD
	<i>Lights on Hospital Site</i>	BMC had kindly provided a note of the lights out on the site. AK agreed to adjust the site lights to illuminate the roadway and a review of the possibilities to light the crossing at multi-story to laboratory side– a sodium light was suggested and BMC will arrange	This to be take forward to ensure complete	HMcD/BMC
	<i>Laboratory</i>	AK noted that there appeared to still be water coming in and staining the ceiling tiles on the 3 rd floor and this will continue to be monitored. This ingress could be anything from wind direction to heavy rainfall collecting and then spilling over. D Wilson and AK will continue to monitor to resolve Drainage works were completed over the weekend successfully - no issues noted from either BMC or NHS Mortuary overheat previously reported – HMcD noted that the air curtain at the roller door was not switching off at temperature setting. BMC were investigating.	Continue to monitor -	BMC -
	<i>HV Works</i>	New Cable Connection of Generators to Energy Centre BMC are going to provide a programme of works to allow NHS to plan their works to tie in with these	Provide Programme of Works to allow NHS cable connection to be progressed.	BMC
	<i>Manpower</i>	933	-	-
4.	BMC Works	Completion of the second fibre route is scheduled to take place. This will initially commence with a hand dig to source the ducts then car parking spaces require to be coned off to carry this work out were noted and would be cleared for works to commence on the 19 th November time allocated to this was 2 days. Thereafter a further section of spaces requires to be coned off to allow the remainder of the works to be carried out. RC noted that this may be an issue to ensure that these spaces remained coned off – it was suggested to cordon off with cones and erect a notice informing of further spaces on the next floor for parking. Fencing at Scottish Water land commences on Monday (19 th) RC noted issues at laboratory crossing – due to the need to move the hoarding to allow drainage works the area was now tighter for turning. RC reported that several cars had difficulty in turning at this point. It was suggested that a sign be placed at the entrance to the roadway and bollards on the plinth to avoid further issues. Drainage works continue at VIE	-	-

		Mortuary floor works to continue through next week		
5.	Early Warning	No issues to report	-	-
6.	Dust and Vibration	Dustscan results were reviewed and noted very low levels on most of the monitors with the exception of point 2 located near the maternity crossing. This is entirely unexplainable as there are no exceptional construction works at this point but it was noted that this is a point of a larger number of stop start traffic due to the crossing and bus stops. This area will be monitored for future results. No dust reported within the hospitals or from neighbours	-	-
7.	Laboratory Defects	HMCD noted that 1 defect has been reported this week with regards to labelling of spurs from hand dryers. This will be rectified	-	-
9.	AOCB	No further issues to discuss and the meeting was closed	-	-
10.	Date of Next Meeting	22 nd November 2012 at 2pm – venue to be confirmed within project offices	For noting	All

Present :

Hugh McDermont (HMcD)
 Ronnie Clinton (RC)
 Bernard McCulloch (BM)

Russell Johnson(RJ)
 Alan Keeley (AK)
 Anna Daley (AD) introduction

Peter Beauchamp (PB)
 Paul McGuinness (PMcG)

Apologies :

Paul Allan (PA)

Graeme Thomson (GT)

Item	Item	Discussion/Information	Action	Action by
1.	Apologies	Apologies are as noted above	-	-
2.	Previous Minutes	The notes were accepted as an accurate record.	-	-
3.	Teaching and Learning	As part of ADs induction to the staff on site she was invited to attend this meeting of the Construction Interface. AD gave an overview of the proposed T&L facility on the SGH campus and was introduced to relevant FM staff. This meeting also gave opportunity to be introduced to some of the construction team for BMC who will be, at the later stages of the T&L linking in for various reasons	-	-
3.	Matters Arising			
	<i>Maternity Building</i>	HMcD noted he had now contacted TCurran to obtain these drawings.	HMcD to chase drawings	HMcD
	<i>Lights on Hospital Site</i>	HMcD reported that he and RJ had reviewed the site on Wednesday evening. Most lights are now working with the exception of the crossing at maternity – BMcC noted that as far as he was aware Burgoyne were still working their way round the site. HMcD thanked BMC for adjusting their hoarding lights to shine over the crossing at the multi story car park in order to illuminate the crossing.	-	-
	<i>Laboratory</i>	AK noted that there appeared to still be water coming in and staining the ceiling tiles on the 3 rd floor and this will continue to be monitored by AK and D Wilson	Continue to monitor	BMC
	<i>HV Works</i>	BMC to provide programme in early part of New Year	Programme from BMC	BMC
	<i>Manpower</i>	898	-	-
4.	BMC Works	AK noted that the mock up window was scheduled for delivery to site on Saturday 24 th November. A method statement is required from BMC for this to be erected within the service yard. AK is sourcing size in order to determine a method of fixing this unit securely. HMcD will walkthrough to determine best positioning. This will be in place until mid March 2013 Boston cable are scheduled to complete the fibre works this weekend. Car park spaces will be cordoned off to accommodate this work. Details of rooms requiring access will be forwarded to P Allan Reviewing date for works to complete the roller shutter in labs. BMC will need to inform for power down and access. AK noted this work is likely to commence in the New Year. BMC will provide a schedule of works and note of switches Drainage works continue – the haul road will be closed off during this.	-	-
	NHS	Asbestos tiles removed from mortuary at the start of December . Method statement and programme to be provided – roller shutter area will be used for decontamination area. Tender will be sent out next week for the	-	-

		demolition works		
5.	Early Warning	No issues to report	-	-
6.	Dust and Vibration	Readings back this week indicate no dust recorded	-	-
7.	Laboratory Defects	No defects reported this week	-	-
9.	AOCB	Unions continue to gather outside gate 0 during early morning – no issues just for information Further incidents involving the VIE plinth – a bollard and or signage is required to warn drivers	- RC to take forward	- RC
10.	Date of Next Meeting	22 nd November 2012 at 2pm – venue to be confirmed within project offices	For noting	All

DRAFT

Present :

Hugh McDermott (HMcD)
 Ronnie Clinton (RC)
 Bernard McCulloch (BM)

Russell Johnson(RJ)
 Alan Keeley (AK)
 Graeme Thomson (GT)

Peter Beauchamp (PB)
 Paul McGuinness (PMcG)

Apologies :

Paul Allan (PA)

Allyson Hirst

Item	Item	Discussion/Information	Action	Action by
1.	Apologies	Apologies are as noted above	-	-
2.	Previous Minutes	The notes were accepted as an accurate record.	-	-
3.	Teaching and Learning	No update.	-	-
3.	Matters Arising			
	<i>Maternity Building</i>	HMcD reported that the maternity drainage upgrade project as built drawings and been received and passed on to PMcG. It was also noted that the drainage alterations do not result in any increase in effluent coming downstream.	-	-
	<i>Lights on Hospital Site</i>	No update.	-	-
	<i>Laboratory</i>	AK noted that there appeared to still be water coming in and staining a ceiling tile on the 3 rd floor and this will continue to be monitored by AK and D Wilson AK updated the group that the ceiling tile to the ground floor disabled toilet had been replaced. This was confirmed by RC.	Continue to monitor	BMC
	<i>HV Works</i>	BMC to provide programme in early part of New Year. HMcD state that NHS works will need to be completed within financial year as revenue funding being used.	Programme from BMC	BMC
	<i>Manpower</i>	886	-	-
4.	BMC Works	AK informed that the window sample delivery on Sat 24th went to plan and the sample area was fenced off. H.McD thanked facilities and estates for their assistance in the delivery. Fibre and telecoms cabling will be completed during the forthcoming week. Fencing work to the boundary with Scottish Water will continue during the week. High Level Edge protection system installation to the ward tower areas bordering on the hospital road will continue next week. Reviewing date for works to complete the roller shutter in labs. HMcD asked BMC to inform which circuits need to be isolated during the works and for how long to allow labs equipment outage to be appraised. . AK noted this work is likely to commence in the New Year. BMC will provide a schedule of works and note of switches Drainage works to labs crossing area continue – the haul road is closed off.	-	-
	NHS	Asbestos tiles removed from mortuary from 10th December-22 December. Method statement and programme to be provided. BM requested copy of dem. report.. Water supply and power supply for decontamination tent being	-	-

		installed during the week..		
5.	Early Warning	No issues to report	-	-
6.	Dust and Vibration	Readings back this week indicate no dust recorded AK informed that he had met with D.Halliday of the residents association and complaints had been received with regard to working hours and this is being internally investigated.	-	-
7.	Laboratory Defects	Defects LM 477,478,479,480 & 481 were reported during the week and were being actioned.	-	-
9.	AOCB	RC asked for the salt spreading on the labs crossing to be reduced as the salt was being deposited into the labs building by footpath traffic.PB agreed to action this GT enquired if any programme dates had been firmed up for the maternity/neo-natal link bridge installations, AK informed that he will provide update when programme available	Reduce salt spread to prevent being dragged into labs Update group on link bridge installations.	- PB AK
10.	Date of Next Meeting	December 6th 2012 at 2pm – venue to be confirmed within project offices	For noting	All

Present :

Hugh McDermont (HMcD)
Ronnie Clinton (RC)

Bernard McCulloch (BM)
Alan Keeley (AK)

Peter Beauchamp (PB)
Paul McGuinness (PMcG)

Apologies :

Paul Allan (PA)

Russell Johnson(RJ)

Graeme Thomson (GT)

Item	Item	Discussion/Information	Action	Action by
1.	Apologies	Apologies are as noted above	-	-
2.	Previous Minutes	The notes were accepted as an accurate record. With the exception on the item on Laboratory under Matters Arising. This should read staining a ceiling tile and not the ceiling tiles as previously noted	Notes to be amended	AH
3.	Teaching and Learning	No update.	-	-
3.	Matters Arising			
	Laboratory	It was noted that monitoring continues on this area of leak. A review of work in this area and the roof area above will be reviewed in case the source can be traced back from this. AK noted that a full weather detail is noted for each day to try and ascertain in which direction, or particular type of weather brings it to notice again that the tile is stained. HMcD suggested that this be removed from the discussions and kept for review. AK agreed to update if source as found	Continue to monitor and now remove from discussions	BMC
	HV Works	It was noted that there is a scheduled meeting for next week to discuss the date of commencement. It was noted that this should not take any great length of time but this will be clarified and agreed at the meeting next week	Update after meeting	AK
	Salt Debris	This previously reported issue has now been resolved with excess salt cleared and staff instructed to reduce the amounts used. RC thanks PB for his quick response	-	-
	Link Bridge	AK reported that he had attended a meeting with WSP to review the proposals for the link bridge. At this time it looks like the bridges are being programmed for Dec/Jan 2013/2014. AK noted that the link to neuro was not designed to take on an other load, coming from T&L, the installation of the link between maternity and NCH would be delayed as it would have implications to deliveries and works to this part of the construction site. The construction programme has now been altered to reflect this being later than originally thought.	-	-
	Manpower	It was not possible to determine the number for this week due to the technical difficulties experienced with the computer within security. This was being looked at and should be up and working soon.	-	-
4.	BMC Works	PMcG reported that services installation would continue at the laboratory cross for at least a further week Fibre and telecoms links are now through. Connections are in progress Site investigation work continues within the staff car park for the new car park to support the new hospitals. Estates noted there were no issues on the works being carried out by BMC	-	-
	NHS	HMcD reported that asbestos removal works will commence next week. All appropriate work permits have been submitted to Estates for approval. Ronald McDonald representatives will be coming to SGH site early next week to carry out some testing on the	-	-

		ground water at the proposed site for the Ronald McDonald House. All relevant method statements etc will be forward to PAduring BMcC absence		
5.	Early Warning	No issues to report	-	-
6.	Dust and Vibration	Results reviewed for week commencing 21/11 a small reading noted at bio-chemistry monitor. JS noted that there have been no complaints received from staff within the hospital and nothing noted from domestics.	-	-
	Complaints	Second survey of selected houses on the neighbouring estate has been carried out and results back. AK noted he had reviewed all original and second survey reports and noted nothing of significance that could have been caused by construction site. AK did not that he was working with colleagues in preparing back ground information in the event of a complaint or claim with a comprehensive note of when works were carried out and for how long. He also noted that he had reviewed the planning restrictions and there would appear to be no barriers to working late as long as no noise can be heard at the site boundary. AK noted he checks this regularly and work is stopped if there is any indication of noise coming from the site.	-	-
7.	Laboratory Defects	Defects LM 483/484/485 were reported this week and are all being dealt with as appropriate	-	-
9.	AOCB	Crossing light to be installed – AK agreed to take forward. RC noted that although there were lights out within the hospital site the brighter lights from the construction site appeared to be making the lights that were working look ineffective. RC asked if it would be possible to redirect some of the site lights to prevent there being any issue with pedestrians and cars being seen by other users especially at crossings. There was a reported incident at the maternity crossing and it was agreed that a sodium light should be installed to negate any issues.	Lights to be moved in order to prevent impact on road users	AK
		Roller Shutter. PMI received and now out for pricing to sub-contractor. Delivery will be reported to next weeks meeting and as soon as this is clear all the other sub-contractors involved will be programmed to complete their tasks. No work or supplies will be carried out or ordered until clearance from NHS that installation plans are compliant with requirements	AK to update at next meeting	AK
10.	Date of Next Meeting	13 th December 2012 at 2pm – venue to be confirmed within project offices	For noting	All

Present :

Hugh McDermott (HMcD)
 Ronnie Clinton (RC)
 Graeme Thomson (GT)

Bernard McCulloch (BM)
 Alan Keeley (AK)

Peter Beauchamp (PB)
 Paul McGuinness (PMcG)
 Russell Johnson(RJ)

Apologies :

Paul Allan (PA)

Jackie Stewart

Item	Item	Discussion/Information	Action	Action by
1.	Apologies	Apologies are as noted above	-	-
2.	Previous Minutes	The notes were accepted as an accurate record with the exception of the statement under Laboratory should read "4 th floor ceiling tiles" not "4 floor tiles"	AH to update the notes to reflect	AH
3.	Matters Arising			
	<i>Teaching and Learning</i>	As of next Thursday 2 members of the Teaching and Learning Project will attend for the first half of the construction interface in order to update and discuss any estates issues with the estates staff. This will take place as and when required to update information and any possible interlinks between the A&C project and the T&L project	-	-
	<i>HV Works</i>	A discussion took place this week to agree the final date for these works to commence. The 18 th March is agreed and a programme will follow	-	-
	<i>Virgin Media</i>	GT reported that the C4 quote from VM is due next week. C&W C4 quote is anticipated to arrive in February. A detailed programme is awaited from BMCL and HMcD agreed to liaise with the property lawyer in order to put through the way leave agreement.	-	-
	<i>Manpower</i>	1065	-	-
4.	BMC Works	Works continuing on site with no anticipated impact on NHS site	-	-
	Crossing Works	PMcG provided three phase drawings showing the plans to alter the ramps at VIE and pedestrian access to the laboratory. PMcG noted that these works will take place over 3 stages and disruption to users will be kept to a minimum. It was noted that all these plans were designed to ensure that access is available to the decontamination unit at all times. After reviewing the plans and proposals there were not issues noted from the Estates or Facilities but did ask that during busy pedestrian periods the work is kept to a minimum. A review of lighting will be carried out once works are complete to ensure still adequate for the area	-	-
5.	NHS		-	-
6.	Early Warning	No issues to report	-	-
7.	Dust and Vibration	Small reading on no 6 which is located close to spoil heap at bio-chem no other monitors picked anything up. No issues reported from ICN or from hospital wards	-	-
8.	Complaints	No complaints were received regarding actual work noise, pollution etc but one resident responded to the survey reports and the car park intended for the old nursery site. This will be taken forward with relevant staff and is not for this groups discussions	-	-
9.	Laboratory Defects	RC noted there is still an issue with temperature in the office spaces within labs. HMcD assured RC that there	-	-

		are continuing investigations to resolve these issues.		
9.	AOCB	<p>Sample drop off arranged for roller shutter door works which will now commence on Saturday and not Friday lunchtime as originally thought. Cleaners and painters will be organised by BMCL for completion of works. AK noted that it would be useful to have other small jobs carried out at the same time and he would do what he could to arrange.</p> <p>IT lock change to frame room – this lock was being changed and therefore IT would require to be informed.</p> <p>AK reported that residents newsletter is being prepared for distribution to local residents</p>		
10.	Date of Next Meeting	1 st February 2013 at 2pm – Board Room	For noting	All

Present :

Hugh McDermott (HMcD)
 Ronnie Clinton (RC)
 Lewis Craig (Work Experience)
 Paul Allan (PA)

Graeme Thomson (GT)
 Alan Keeley (AK)
 Jackie Stewart (JS) ICN rep
 Russell Johnson(RJ)

Peter Beauchamp (PB)
 Paul McGuinness (PMcG)
 Gillian Farmer (GF) ICN rep
 Bernard McCulloch (BM)

Apologies :

Item	Item	Discussion/Information	Action	Action by
1.	Apologies	Apologies are as noted above	-	-
2.	Previous Minutes	We accepted as an accurate record	-	-
3.	Matters Arising	HMcD reported that Anna Daley will attend this meeting with Paul Fairie in order to give an update and liaise where necessary with BMCL and Estates staff		
	<i>HV Works</i>	HMcD noted that Alistair Smith (AGS) had discussions with RJ and the date was now set as 11 th March for the HV works to be carried out. AK noted that an additional boiler was possibly being added and this would delay the completion of the cladding. HMcD agreed to check the dates with AGS to confirm	HMcD to confirm with AGS	HMcD
	<i>Virgin Media</i>	GT noted that at this point there was nothing further to report and would update as and when information became clear	-	-
	<i>Crossing Works</i>	PMcG noted that that this work will commence on the 11/02 lighting and signposting will be in place for this commencement. PMcG suggested that the barriers be moved to prevent vehicles driving through this roadway as the works will reduce the possible turning point .		
	<i>Manpower</i>	1122	-	-
4.	BMC Works	Works continuing on site with no anticipated impact on NHS site Roller shutter works will commence this weekend along with cooling works and joints that are to be rectified	-	-
5.	NHS	HMcD reported that contractors will be on site next week and work weekend to connect a new section of water pipe to allow the main which goes into the mortuary site to be disconnected and the dead leg to be removed and the supply going towards the canteen to be maintained. -. This work will be carried out after hours.	-	-
	<i>Temperature</i>	RC raised the issue again about the temperature being so low within some offices within laboratory. HMcD agreed that himself and AGS get a list of the room numbers that are affected and review the BMS with estates staff to try to rectify the situation		
6.	Early Warning	No issues to report	-	-
7.	Dust and Vibration	Small readings – no issues reported either by staff or Infection Control	-	-
8.	Complaints	No complaints received from site	-	-
9.	Laboratory Defects	HMcD noted that there were 9 reported defects this week. Cills – water ingress, socket not working, heating issues. AK noted that there had been a reported roof leak but not in the same place as before, nothing reported for 3 rd floor. Capita are continuing to liaise with BMCL to resolve issues	Update at future meeting	All
9.	AOCB	Drop off area and bell located for the roller shutter works. Access will be arranged via estates for the weekend to complete the works and finishes (decoration and clean)		
		It was noted that the Deputy First Minister was coming to the site on Monday 4 th February to use the laboratory as		

		a backdrop for an announcement on capital spend. BMCL have been informed as there will be a TV crew on site and to ensure that there is nothing untoward on site.		
		Mortuary demolition works will commence on 23 rd February - HMCD will liaise with Estates for equipment access and hoarding off		
		GT noted that he would like to commence some initial discussions on how the cranes would be removed from site and to have opportunity to see the programme. AK noted that he was not aware of the programme but would liaise with John Wales and get back to GT. RC noted that if the blue route was in any way blocked or closed the SAS would require to be informed. It was decided to review the proposal with estates and take it from there.	Programme and proposal for crane removal	BMCL
		AK noted that when the works for the car park commence the contractors and skips current location would change to the north east corner of the site. The issue that may arise from its new position is the dust and noise from the skip area and although there were ways to reduce this it may prove a problem within the hospital site. AK agreed to put together a plan to review at a future meeting of this group	AK to put together a proposal/plan for the contractors and skip area	AK
	Teaching and Learning/CRF	<p>Anna Daley and Paul Faire joined the meeting to update on the progress of the Teaching and Learning Facility. AD noted that the project was progressing and that the OBC was now with the Scottish Government for approval. It was not clear at this time but discussions were continuing regarding the addition of a further floor making this a four story building. Although this has not yet been determined as there was a slightly different planning process to be fulfilled in order to progress. Design and technical meetings were now arranged and there would be around 2 meetings per area of discussion. Demolitions are programmed for July through to November and thereafter surveys carried out on the land. Work is progressing to move the appropriate staff off site and where necessary relocate to allow the continuance of work. Construction will commence fairly quickly after the demolition and survey works and there will be discussions with facilities on the routes into and out of site. It was important to have liaison with BMCL for the removal of tower cranes and the link bridges so as not to impact on programmes. AD noted that the CRF programme was a refurbishment programme and noted that there was no anticipated interaction with BMCL for this particular project but there maybe interactions with construction traffic in and out of the neuro building</p> <p>The construction company BAM have previously worked on NHS projects and are fully aware of the potential issues. The construction site logistics will be fully worked through so as not to have any impact on both the existing hospital operational site and the A&C construction site</p>	AD and PF will attend this meeting at regular intervals to provide updates	All to note
10.	Date of Next Meeting	7 th February 2013 at 2pm – Board Room	For noting	All

Present :

Hugh McDermont (HMcD)
Ronnie Clinton (RC)

Jackie Stewart (JS) ICN rep
Alan Keeley (AK)

Peter Beauchamp (PB)
Paul McGuinness (PMcG)

Apologies :

Paul Allan (PA)
Graeme Thomson (GT)

Russell Johnson(RJ)

Bernard McCulloch (BM)

Item	Item	Discussion/Information	Action	Action by
1.	Apologies	Apologies are as noted above	-	-
2.	Previous Minutes	We accepted as an accurate record	-	-
3.	Matters Arising			
	<i>HV Works</i>	HMcD checked with the group the date of the works – AK confirmed that this work will be carried out w/c 18 th March .H.McD advised had been told that work to start on 11 th March. Energy centre meetings are carried out weekly and a visit from NHS staff is now scheduled Access to diesel tanks. This is not possible at the moment as ground works are not completed. A move to the new tanks would be more beneficial to NHS	Confirm work start date is 18 th March	HMc.-
	<i>Virgin Media</i>	GT was not in attendance at this meeting therefore no update available. AK noted that at the recent PMG it was raised as to the best time to commence this work. AK noted that to tie in with Dunnes other works that August would be an ideal opportunity. HMcD will liaise with GT to confirm programme	Confirmation of programme	GT/HMcD
	<i>Crossing</i>	PMcG reported that this had been delayed due to issues with the method statement but was now to commence on Monday 18 th February. RC asked about access to the fire door during these works and once completed. PMcG assured RC that the fencing would allow access from the building and prevent the door being opened onto pedestrians	-	-
	<i>Manpower</i>	1152 – with increase in staffing for Mercury and Astins	-	-
4.	NHS Work	Water main diversion works within old mortuary to allow demolition now completed Old mortuary demolition is scheduled for Friday 22 nd February. HMcD noted that a generator will be on site to power the lights and office requirements and a small site compound would be erected at the dinning room area of SGH. Water will be made available for the duration of the demolition in order to keep dust levels to a minimum. RC asked the condition of the land once demolition complete. HMcD that the demolition company will leave the slab as intact as possible and the area will be fenced off. Paul Allan has been forwarded the method statement for these works	Update at next meeting	HMcD
5.	BMCL	Discussions continue on the appropriate time to remove the tower cranes 8 and 10 – this will be brought to the table at an appropriate time in the near future. Waste area proposals are almost complete and will be brought to the meeting for discussions. A further cabin (drying room) is scheduled for completion within the construction office area. Access is via the fire road at the rear of the office area. No issue to note from NHS on planned works		
6.	Defects	HMcD reported on defects for the laboratory building Froststats have been replaced, Level 1 14B – sensor replaced, level 3 temperature has been recorded by Alistair	-	-

		Smith and Paul Allan at 21° Peter Moir has spoken to staff about resolving the issue of the temperature especially since there is to be another piece of equipment added to the room in question Additional cooling works are being taken forward. It was noted that there were a few leaking windows and this was being investigated by Structal. It would be useful when reporting to report actual location of window in order to have it checked. Work continue to resolve issues with sedum roof		
7.	Roller Shutter	It was noted that the works were now completed. AK noted that there were some decorative matters to be completed with the area at the dado rail as this was now not covering the whole area. He would arrange for the decorators to take of this at the same time as the plaster work is completed in another area of the labs. It was noted that the roller shutter is not linked to the fire alarm as building control did not believe it to be necessary. AK has an e-mail trail to confirm this.		
8.	Early Warning	No issues to report	-	-
9.	Dust and Vibration	A new reporting system is now in place with easier to read/understand format. Small readings – no issues reported either by staff or Infection Control	-	-
10.	Complaints	No complaints received from site	-	-
11.	AOCB	RC raised a concern over the specimen box located at the doors to the laboratory and noted that it was filling with water and was not closing correctly therefore exposing the specimens and therefore patient details etc. HMCD noted that this was not a defect that should be reported to BMCL and it was the responsibility of NHS to fix. It was noted that Bruce Barnet had produced proposals for an alternative system and it would be the users to cover the costs of this work as BMCL had installed what the users had asked for.	Update at future meeting	RC/HMCD
		RC asked if the trench at the car park, recently dug for cabling works, could be filled in. HMCD agreed to progress this.	Cover over trench	HMCD
		RC asked about a barrier opening system for the laboratory. It was agreed that RC and HMCD would liaise to find a solution that is acceptable.	Take forward to solution	RC/HMCD
12.	Date of Next Meeting	21 st February 2013 at 2pm – venue to be confirmed	For noting	All

Present :

Hugh McDermott (HMcD)
 Ronnie Clinton (RC)
 Graeme Thomson (GT)

Russell Johnson(RJ)
 Alan Keeley (AK)

Peter Beauchamp (PB)
 Paul McGuinness (PMcG)

Apologies :

Alyson Hirst(AH)

Bernard McCulloch (BM)
 Paul Allan (PA)

Jackie Stewart (JS) ICN rep

Item	Item	Discussion/Information	Action	Action by
1.	Apologies	Apologies are as noted above	-	-
2.	Previous Minutes	We accepted as an accurate record	-	-
3.	Matters Arising			
	<i>HV Works</i>	HMcD confirmed that that the works will commence w/c 18/03. Alistair Smith and PA have met with representatives of estates to discuss	-	-
	<i>Virgin Media</i>	GT noted that he had spoken to the rep from Virgin Media and asked for works to commence in August to tie in with Dunnes works. The rep will check and respond as soon as possible. Cable & Wireless quote is anticipated next week	-	-
	<i>Crossing</i>	PMcG confirmed that there had been some issues delaying the work but it was now scheduled to commence on Friday 22nd February	Update at future meetings	PMcG
	<i>Trench</i>	HMcD confirmed that the fill in of the trench has now been completed as per RCs previous request	-	-
	<i>Barrier at Labs</i>	Information has been sourced and forwarded to RC	-	-
	<i>Manpower</i>	1174	-	-
4.	NHS Work	HMcD reported that the demolition works preparation has commenced at the old SGH mortuary. . A temporary generator has been installed at the pathology building and demolition will take around 2 weeks to complete. The demolition of the structure will take place over the weekend to minimise disruption and the pharmacy access will remain open during the work.HMcD and RC will review the site once completed. It was noted that Flemings were continuing to carry out some works at the maternity building. These are not connected to the main construction works.	-	-
5.	BMCL	Works to the laboratory footpath at the VIE ramp will continue for the week.	-	-
6.	Defects	Level 3 Cytology laboratory - temperature issues - it was noted that it could be a combination of suspended ceiling and position of sensor - to resolve it was suggested that the temperature was turn up and position of sensor altered.	HMcD to take forward	HMcD
8.	Early Warning	Nothing to report	-	-
9.	Dust and Vibration	Results were reviewed and noted to be low . No complaints were reported from residents or staff	-	-
10.	Complaints	Nothing to report	-	-
11.	AOCB	RC enquired to AK on details of the lease arrangement to a third party just off Hardgate Road which is used for the worksite car park. RC asked if the unused area to the South of the site was already leased by Brookfield or not with a view to enquiring about leasing the land to provide hospital car parking for the spaces that are expected		

		to be lost when the VIE/Decked A&E car park work starts in the Langlands drive car park. AK explained that they did not own this part of the site but may expand into the area after discussions with the owner. AK explained availability of the site if leased by Brookfield would depend on timings. HMcD suggested investigating if the completion of the next multi storey would allow this to be used for the decant when the VIE/A&E car park goes ahead. Mock up within laboratory courtyard. AK noted that once all were satisfied with this he will arrange for this to be removed. Cranes - the next scheduled to be removed is TC 1. It was decided that a walk through was required to review ideas although TC1 will have no impact on the hospital site during removal	Further Discussion required	H.McD/RC/AK
		Laboratory disable access - RC asked if it was possible to adjust the closure of this door. During high winds the door is being blown open - Structural sub-contractor Ingersol will be asked if there was anything that could be done.	Ingersol to be asked about closure	AK/HMcD
		Drop box at labs - it was noted that water ingress had been caused by a package being inserted and wedging the opening open. Laboratory staff were reviewing options to replace this with a more suitable system. This was not a laboratory defect as was installed on users instructions	-	-
12.	Date of Next Meeting	The next meeting will take place on Thursday 28th February at 2pm in Meeting Room 2 - NHS floor	For noting	All

Present :

Hugh McDermont (HMcD)
Bernard McCulloch (BM)

Alan Keeley (AK)
Graeme Thomson (GT)

Peter Beauchamp (PB)
Paul McGuiness (PMcG)

Apologies :

Alyson Hirst(AH)
Jackie Stewart (JS) ICN rep

Ronnie Clinton (RC)
Russell Johnson(RJ)

Paul Allan (PA)

Item	Item	Discussion/Information	Action	Action by
1.	Apologies	Apologies are as noted above	-	-
2.	Previous Minutes	We accepted as an accurate record	-	-
3.	Matters Arising			
	<i>HV Works</i>	HMcD noted that Alistair Smith and RJ were working through details for this work to commence on the 18 th March. No issues were noted at this time	-	-
	<i>Virgin Media</i>	GT noted that the C&W quote was due today but not yet arrived. GT will chase this up. GT noted that the Virgin quote has been accepted. It was noted that the payment costs will be raised for Virgin and will later be adjusted if the costs were to rise or fall. HMcD will check where these funds were to be sourced from. It will be necessary to remove the current one-way system during these works as they will be carried out across the Govan Road entrance	-	-
	<i>Crossing</i>	PMcG reported that the crossing works were continuing with the first ramp almost completed	Update at future meetings	PMcG
	<i>Defects</i>	Cytology Heating – room is being reported as too cold. Suggested that the BMS is altered to raise this rooms temperature and the sensor adjusted in order that the temperature is more appropriate	Carry out the works to adjust	HMcD
		Laboratory disabled door is not catching properly in high winds as previously reported. AK will investigate	AK to investigate	AK
		HMcD reported that the revolving door at laboratory shutters were not closing easily and it was thought that these required maintenance. AK agreed to checked and noted as urgent	AK to investigate	AK
	<i>Car Park</i>	Car parking provision during the decant of the Langland /Maternity Car Park still to be resolved.		
	<i>Manpower</i>	1200	-	-
4.	NHS Work	HMcD reported that mortuary demolition works were completing and agreed a walkthrough with RC to ensure the ground is left in a satisfactory condition. It was decided previously that the slab would be left in place as this could be used for temporary cabins if required	HMcD to arrange walk though with RC	HMcD
		It was noted that BAM are carrying out site investigation works in the area surrounding the planned area for T&L facility	-	
		Medical Physics required a full asbestos check to be carried out – this to be organised	-	

		BMcC noted that if funds were available that there would be further road repairs in various locations throughout the site. noted that Stuart Sloss had asked for a scanner to be installed but there was concern over the load placed on the power supply	- To be checked	 HMcD/PA
5.	BMCL	Work will continue around the VIE at laboratory – PMcG noted that hoarding will be altered to accommodate the works as they continued AK reported that he has been in discussions with Ogilvies to extend the space used within their land. The parking of NHS/BMCL and visitors will move from outside of the offices. PB will acconex all staff affected	-	-
6.	Defects	Lift within labs stopping abruptly – AK agreed to check on report from Schindler Bubbles on toilet floor – ladies on level 1 – Harndeck have been informed Water tap in same toilet is switching itself back on – to be investigated Consultants room – tile to be replaced – work to be carried out	Check	AK
8.	Early Warning	Nothing to report	-	-
9.	Dust and Vibration	No issues or complaints	-	-
10.	Complaints	AK noted that a complaint had been received about crane warning lights not being clear during foggy weather. AK had responded that lights complied with regulations and were checked every day.	-	-
11.	AOCB	Link Bridges – AK reported that a meeting has taken place with one of the possible manufacturers and this will be brought in pre-fabricated and made up using the haul road as a work space and lifted into place. Tenders would be sent out very soon PMcG asked if it was yet known where the boundary for T&L was known – this would be important for planning the crane removal and for the link bridge installation. GT agreed to speak to Paul Fairie to ascertain the area VIE within Car Park 2 need to be further discussed HMcD asked for drawings of the area worked on by George Leslie around the original multi story car park. AK noted that the “as built” drawings are as construction drawings uploaded to Acconex and these can be forwarded Hard landscaping linkage to T&L – this needs to be reviewed to ascertain where each of the boundaries lies and it may be necessary to review the work in light of the T&L centre being included within the campus including car parks, entrances, pavements and roads. It would become necessary to discuss the move of the cabins to another location to allow completion of the children’s park area – there was not set plan in mind at this time and it would require some consideration and discussion with Alan Seabourne.	GT to liaise with PF for boundary	GT
12.	Date of Next Meeting	The next meeting will take place on Thursday 14th March at 2pm in Conference Room – BMCL floor	For noting	All

Present :

Hugh McDermott (HMcD)
 Bernard McCulloch (BM)
 Ronnie Clinton (RC)
 Jackie Stewart (JS) ICN rep

Alan Keeley (AK)
 Graeme Thomson (GT)

Peter Beauchamp (PB)
 Paul McGuinness (PMcG)

Apologies :

Russell Johnson(RJ)

Paul Allan (PA)

Item	Item	Discussion/Information	Action	Action by
1.	Apologies	Apologies are as noted above	-	-
2.	Previous Minutes	We accepted as an accurate record	-	-
3.	Matters Arising			
	<i>Crossing Works</i>	PMcG reported that 2 nd ramp was completed and other works to be completed next week included the hand rails and fencing round the gaps	-	-
	<i>Cytology Heating</i>	This issue has been investigated and it was reported as a stuck valve therefore room was never reaching temperature. This had been rectified and a temperature probe inserted into the room and results of this will be reported next week	Clarify if resolved	HMcD
	<i>Disabled Access Door</i>	AK agreed to chase Ian Reid for response	AK to chase up	AK
	<i>Shutters to main door</i>	AK agreed to chase Ian Reid for response	AK to chase up	AK
	<i>Mortuary Demolition</i>	HMcD and RC had completed their walk through and agreed fencing arrangement	-	-
	<i>Power Supply Loading</i>	HMcD reported that he had not been able to chase this up with PA and would carry forward to next week	Chase up response with PA	HMcD
	<i>Lift Abrupt Stopping</i>	It was noted that the issue with the lift should be covered by the maintenance contract with Schindler	BMcC agreed to check on what lift(s)	BMcC
	<i>Boundary for T&L and A&C</i>	GT produced a drawing that indicated roughly where the boundary fencing would be erected. This did in fact slightly overlap the area of the link bridge works. It was suggested that there would require to be a meeting with both contractors and NHS project team to ensure that works were not impeded for either contractor. Both contract programmes to be reviewed to ensure that the overlaps were realised and resolved before they caused any delays or issues. HMcD suggested that an accurate drawing is produced to ensure that there is no impact on either side. It would be important for dialogue to ensure that the finished product was of similar style to tie in with the whole site. A discussion on access to the car park and the final car park should be undertaken	Review contractors programmes Review site plans	HMcD/BMCL HMcD/BMCL
4.	NHS Works	Asbestos checks being carried out on retained estate – if any found then arrangements for removal would be put in place.	-	HMcD
	BMCL Works	Handrails to be completed at VIE ramps Work to commence on car park 1 Ogilvie car park being prepared to accommodate further spaces Bore hole work at the proposed area of car park 2 No issues from NHS on any of these works	-	-
6.	Manpower	1234	-	-
8.	Early Warning	Nothing to report	-	-

9.	Dust and Vibration	The recent reports were reviewed and it was noted that 20/2 – 27/02 were reported as high – no site working can be tied to this particular time range. Continue with monitoring. No complaints from hospital site or residents wet down of site is continuing and haul roads are tarmaced with large parts of the building being closed off	-	-
10.	Complaints	None reported	-	-
11.	AOCB	AK updated the group on the proposals for the works to be carried out to resolve the issues with sedum roof. Drawings were shown that indicate the areas that require most attention. These areas will be trimmed, racked out and scattered cuttings. The access to the roof space would require some careful planning to ensure that there was no impact to laboratory staff. There were several options considered but access to the roof to construct the required scaffolding – including – crane lift, scissor access – AK noted that this part of the works would take only a few hours with the gardeners starting shortly afterwards. Noise levels would be kept to a minimum with the noise being from scaffold erecting, and trimming. Rubbish gathered from the site would not be disposed of via the laboratory compactor and the contractor will remove these from site. It was suggested that access to the roof area be via a pre planned stairwell with security on hand if necessary to ensure that this was adhered to due to the nature of the works carried out on this level with contractor security passes being issued for the appropriate areas	Review proposals to ensure all satisfactory	All
12.	Date of Next Meeting	The next meeting will take place on Thursday 21 st March at 2pm in NHS Project Offices	For noting	All

Present :

Hugh McDermont (HMcD)
Bernard McCulloch (BM)

Alan Keeley (AK)
Paul McGuinness (PMcG)

Peter Beauchamp (PB)

Apologies :

Jackie Stewart (JS) ICN rep
Graeme Thomson (GT)

Russell Johnson(RJ)
Ronnie Clinton (RC)

Paul Allan (PA)

Item	Item	Discussion/Information	Action	Action by
1.	Apologies	Apologies are as noted above	-	-
2.	Previous Minutes	Were accepted as an accurate record	-	-
3.	Matters Arising			
	<i>Sedum Roof Works</i>	Further proposals were agreed Method statements to be updated Access via stair 1 No access to the labs Scaffolders will be supervised Scissor lift to be used to get scaffolding to appropriate level Rubbish will be taken away by contractor each day and not disposed of in compactor Toilet access will be via the welfare cabins on site Propose to start on Monday 26th March BMcC agreed to work with HMcD to gain access codes and arrange swipe card access for supervisor AK agreed to forward paperwork to HMcD who will walk through with RC/Estates	-	-
	<i>Cytology Heating</i>	It was noted that temperature was reported to be rising	Continue to monitor	HMcD
	<i>Disabled Access Door</i>	AK reported this was discussed earlier today - Helpdesk at Estates will liaise with John Wales to resolve	Update at future meeting	AK
	<i>Shutters to main door</i>	AK reported this was also progress and some ideas to make it easier to close were being considered	Update at future meeting	AK
	<i>Mortuary Demolition Site</i>	HMcD reported that he had been asked to prepare a parking area on this to allow pharmacy deliveries to be moved from the road and also to create a safe walkway for driver	Update at future meeting	HMcD
	<i>Power Supply Loading</i>	This item related to a scanner unit that Stuart Sloss wanted to use but it was not clear that the power required was available. HMcD agreed to chase this up with PA	Update at future meeting	HMcD
	<i>Lift Abrupt Stopping</i>	BMcC noted that a call has been logged with Schindler. At this time BMcC was unaware of the outcome and whether this had been resolved	BMcC to check on progress and update	BMcC
	<i>Boundary for T&L and A&C</i>	HMcD reported that he had discussed this with PFairie and it was noted that BMCL are to provide the area they require to be free for their works and this will be included within the BAM contract. It would be useful to provide a programme of works to be carried out within this area. It was noted that there was some cross over in landscaping works and these would be removed from the BMCL works	BMCL to provide drawing and programme of area surrounding T&L	AK
	<i>Clinical Physics</i>	HMcD reported that an asbestos check was carried out on this building and was found within the cladding panels.	-	-

		HMCD reported that he was to arrange the removal of this and the works would be completed before the end of the financial year		
4.	BMCL works	PMcG reported that the works to remove the VIE ramp were scheduled for 29th March and the Herras fencing would be adjusted. HMCD had already checked that there would be no elective theatres on that day and had informed the directorate that there would be noise but it should not affect any clinical aspects. An email will be written and forwarded to the clinical areas near to the work to inform them and to offer a contact number should there be any issues. Turnstiles are to be moved to a new location within site to prepare for the works to commence with piling mat for car park 1 Parking within the compound will be moved to the construction car park as of Monday 25th March. TC1 was scheduled for removal on 6th April but this will be dismantled from inside the site and removed via Gate 7.	- HMCD to prepare e-mail	- HMCD
5.	Manpower	1242	-	-
6.	Early Warning	Nothing to report	-	-
9.	Dust and Vibration	There have been no complaints received from residents or staff. Dustscan results had not been received and will be forwarded when they arrive	-	-
10.	Complaints	None reported	-	-
11.	AOCB	HV cable works have commenced and FES are now on site. Unfortunately it had not been possible to commence the work when originally planned as the contractor had asked for some scaffolding to be erected in order to pull the cable through. Access for VIE during the ramp works has been forwarded to Air Products. PMcG will forward this information to HMCD. PB noted that the contractor working on the maternity building had a skip at their site. The high winds had scattered some items onto Langlands Drive and BMCL staff had cleared up. Please ask the contractor to be aware. Cabins are now moving to their new location on site to allow the car parking works to progress. unfortunately the high winds in the early part of the week had held this work up slight but it was now progressing	-	-
12.	Date of Next Meeting	The next meeting will take place on Thursday 28 th March at 2pm in Conference Room, BMCL floor	For noting	All

Present : Paul McGuiness (PMcG) Ronnie Clinton (RC) Bernard McCulloch (BM) Alan Keeley (AK)
 Hugh McDermont (HMcD) Russell Johnson(RJ)
Apologies : Graeme Thomson (GT) Peter Beauchamp (PB) Paul Allan (PA) Jackie Stewart (JS) ICN rep

Item	Item	Discussion/Information	Action	Action by
1.	Apologies	Apologies are as noted above	-	-
2.	Previous Minutes	Were noted as an accurate record of the discussions	-	-
3.	Matters Arising			
	<i>Revolving Door</i>	AK agreed to check the north door at the next opportunity to ensure that this was not suffering from the same issues	Check other door	AK
	<i>Link Bridge/Tower Crane Removal</i>	It was reported that the demolition programme being carried out by BAM was now further delayed. It was noted that this may cause some issue with the BMCL proposal for the installation of the diversion route. HMcD agreed to inform PF of the possible issues and this to be followed up on AK return from A/L. Sat 5 th October – 13 th October will see the removal of tower - crane removal should take around 6 days pre work of tarring and white lining needs to be completed which is dependent on Pharmacy demolition. AK noted that he was keen to have a back up plan in place in the event there are any issues. Link bridge is still on programme for installation on 20 th October. Road closure – review of necessary steps to achieve this, very likely if BAM delayed on pharmacy demolition that this work can go ahead. RC asked that confirmation of any closures are given at least 1 week in advance. A separate meeting will be set up once AK has his plan and this should be planned for the end of September – the group agreed that the best option for them at this time was 25/09 at 1pm to hold a workshop to review all the details and proposals – invitees will be the construction interface group members + Jim Magee and Mark McAllister	Update as programme progresses AH to diary this	AK AH
	<i>Neuro Investigations</i>	HMcD noted that Nimmo Architects have been instructed to carry out feasibility for the overcladding of the neuro building - Envirazsurveys are to quote to carryout asbestos survey	Update at next meeting	HMcD
	<i>Scottish Water</i>	HMcD agreed to forward contact details to AK.	Contact Details to AK	HMcD
	<i>VIE</i>	Piling consideration still not clarified and this information is awaited to ascertain whether rotary piling or driven piling – once this information is clear AK noted that hoarding placement and timing of this will be notified.	-	-
4.	Chest Clinic	HMcD reported that Enviraz investigations at the chest clinic had show asbestos found and noted that asbestos cladding appears to have been removed from pipework and behind radiators that were removed. This maybe have to be notified to HSE. Enviraz surveys to advise.	-	-
5.	Sweeper	It was reported that this was still creating a large dust cloud when used on site - AK agreed to check for alternative	Alternative to road sweeper	AK
6.	Scottish Water Land	It was planned to take this land on Monday 9 th September – Herras fencing will be erected.	Contact details to AK	HMcD
7.	BAM Projects	RC noted that he was not happy with the BAM layout as it requires further clarity. Drawing was unclear	Update at next meeting	HMcD

		and footpath requires to be in place for pedestrians. Parking for BAM staff working on site needs clarity and a suggested proposal is to be forwarded to the project team for review RC noted that the mast climbers erected at the rear of neuro were much larger than previously informed and now sticking out further from the building than previously informed – waste bins will now require to be moved by Facilities and impacts on the area required by BMCL for access to foundations		
8.	BMCL works for Next Week	Review of canopy at neuro building Fire Road access works to continue – assuming area now been cleared by Scottish Water	No issues noted for NHS site	-
9	NHS works for Next Week	Diversion of gas at chest clinic – no loss of service anticipated Chest clinic Water main – capping off at the same area It was noted that Oxygen has already been diverted Yellow markings are being continued	-	-
10.	Manpower	1448	-	-
11.	Early Warnings	-	-	-
12.	Complaints	AK reported that he had received a call from a local resident to report the foul language used by employees of the site on the local bus service	AK agreed to investigate	AK
13.	Dust/Vibration	No results have been received to review	-	-
14.	AOCB	RC raised the issue of litter from the site being found at the rear of the Laboratory building and produced some examples - delivery schedule for site and information sheet with Mercury heading. RC asked that the litter is continued to be picked up on site	-	-
15.	Date of Next Meeting	The date of next meeting was scheduled for Thursday 05th September at 2pm	For noting	All

Present : Paul McGuiness (PMcG) Bernard McCulloch(BM) Hugh McDerment (HMcD) Peter Beauchamp (PB) Zeshan Afzal (ZA)
 Allyson Hirst (AH) Graeme Thomson (GT) Ronnie Clinton (RC) Russell Johnson(RJ) Graham Forsyth (GF)
Apologies : Jackie Stewart (JS)

Item	Item	Discussion/Information	Action	Action by
1.	Apologies	Apologies are as noted above	-	-
2.	Previous Minutes	Were noted as an accurate record of the discussions. With the exception that item 5 is to be auctioned by GT not GF as stated	Notes updated	AH
3.	Matters Arising	<ul style="list-style-type: none"> It was agreed that the format for discussion, Construction Interface Group should remain as the main conduit for works being carried out on site HV Diversion – This work had commenced on Wednesday and no issues to report at this time. BAM would not be working in parallel on this project and will carry out their work at a different time Dust Scan – results from both BAM and BMCE are now being received and forwarded appropriately Govan Road Works – PMcG reported that this work will be carried out during the October school week to minimise disruption Water supply to MSCP – concluded and work to be undertaken Asbestos Report –PMcG had requested the asbestos report – HMcD noted that this was not a comprehensive report and did not include the areas further in and it was noted that this testing would require to be carried out for the additional works now to be carried out with the project for the new frontage to INS 	<p>All projects to be fed through this group</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>Survey carried out and report forwarded</p>	<p>All</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>HMcD</p>
4.	BMCL Works	<p>PMcG reported on planned works</p> <p>Link bridge works are now delayed until 23rd September - PMcG agreed to update drawings to reflect Hardgate Road – Street Light installation- preparatory works – on-going</p> <p>Scottish Power works on Govan Road should be completed by Monday 15th September</p> <p>Medical Gas Pipework Ducting – continues at rear of maternity building</p> <p>No issues from FM/Estates on the proposals</p>	Drawings updated	PMcG
5	NHS	<p>Ducts – fibre diversions and tie ins likely to be carried out next week including front t of Acute Medical Block.</p> <p>Survey works – ground and services continues</p> <p>Demolition sites – Bacteriology plans are in place with Facilities and Project Team liaising with decommissioning teams.</p> <p>2 containers remain in situ but plans in place to remove</p>	-	-
6.	BAM	No works outwith the boundary areas	-	-

		Water connection in MSCP – costs agreed and works to progress Complaints from Residents – additional bins ordered and litter pick several times a day to coincide with breaks. Tool box talks have incorporated the smoking policies and disposal of litter. ZA agreed to request that staff move away from the gate area during their breaks to ensure clear passage to the hospital. RC was asked to contact the Council to request that the bin on the pavement at the rear of neuro is emptied regularly and this will go to assist in keeping the area tidy	Ask GCC to clear bins	RC
7.	Manpower	BMCL – 903 BAM 261	-	-
8.	Dust	BMCE 27/08 05/09 V low to high – no reported issues from hospital site BAM Medium to high results – dust suppression is being increased and review will be undertaken at each result	-	-
9.	Early Warnings	None to report	-	-
10.	Complaints	Nothing relating to site works	-	-
11.	AOCB	Parking in residential streets – BMCL patrolling the areas to ensure that no contractor vans are parking – have instructed their staff to park within the business park away from residents BAM have experienced break in and security has been increased to include a security guard as well as CCTV – BMCE suggested that security swap numbers to ensure contact if necessary ZA noted that there are still issues with parking at gate 6 – this should resolve as the work commences at INS this will resolve – it was suggested that in the interim a crowd barrier is put in place but to ensure a path is in place to allow FM staff to carry out their works. ZA agreed to review the proposal and would put something on paper for RC to ok Drop kerb planned for INS – noted that this may increase the dust levels higher than usual	- Proposal to RC	- ZA
12.	Date of Next Meeting	Will take place on 18 th September at 2pm – conference room BMCE 1 st Floor	To note	All

Meeting Minutes

Glasgow Hospital

Brookfield Construction (UK) Limited, Westwood Farm, Bretton Gate,
Peterborough, PE3 9UW

Telephone: 01733 500400 Fax: 01733 500500

Internet: www.brookfieldeurope.com

Date of Meeting: 15th February 2010 - 11.00am – 1.00pm

Attendees: Darren Smith – Brookfield Construction (BCL)
Manny Ajuwon – Brookfield Construction
Emma White – Nightingale Associates (NA)
Hugh McDermott – NHS Greater Glasgow & Clyde (NHS)
Heather Griffin – NHS Greater Glasgow & Clyde (NHS)
Karen Connelly – NHS Greater Glasgow & Clyde (NHS)

Distribution: **Above plus**
Alan Seabourne – NHS Greater Glasgow & Clyde
Peter Moir – NHS Greater Glasgow & Clyde
Frances Wrath – NHS Greater Glasgow & Clyde
Mairi Macleod – NHS Greater Glasgow & Clyde
Shiona Frew – NHS Greater Glasgow & Clyde
David Hall – Currie & Brown (C&B)
Chris Lovejoy – Brookfield Construction
Ed McIntyre – Mercury Engineering (MER)
Alastair Leighton – Gillespies (GIL)
Gill Kirkness – Doig & Smith (D&S)
Peter Dunbar – WSP Group (WSP)

Subject: Technical Design Group Meeting: No. 1

Agenda Item	Subject	Comments	Date Required	Action by
1.00	Introductions			
	Open Meeting Confirm meeting attendees / distribute attendance list First meeting – group remit / purpose of meeting / reporting outlined by BCL. HD noted he may not attend in future.	Apologies: David Hall Alan Seabourne Peter Moir Frances Wrath Mairi Macleod		
1.01	Infection Control	BCL asked who the infection control representative was. NHS advised the post was yet to be appointed.		NHS (HG)
1.02	Task List	BCL / NA Task List distributed NHS to complete their list for distribution	01/03/10	NHS (KC)

2.00	Design Programme Update			
2.01	FBC Deliverables	Agreement upon deliverables to be finalised with NHS board	01/03/10	BCL (DS)
2.02	Requirements for planning approval under Appendix K	Planning sign-off requirements to be agreed	01/03/10	BCL (DS)
2.03	Agree Monitoring	Monitoring format of Design Programme to be agreed with NHS Board. Current focus on the Planning Programme and the 1:200 Programme, both of which have separate Monitoring Schedules. NA tabled draft version of their internal Tracking Schedule for the 1:200 User Group Meetings (UGMs), which will be issued in the Medical Planning Group Meeting.		
3.00	Planning Approval			
	Group Remit	Planning to be taken up with the Project Management/Steering Group (PMG)		
3.01	Programme Update	Planning strategy to achieve Masterplan sign-off to be reviewed at PMG. Post meeting note: The Board reviewed and gave their support to the strategy at the PMG on the 16/02/10	16/02/10	BCL (DS)
3.02	Agree Monitoring	Planning monitoring schedule in place – to be circulated Post Meeting Note: The Strategy to achieve submission to June 2010 Planning Committee was reviewed at the PM Steering Group	19/02/10	BCL (DS)
3.03	Sample Approval Schedule	Sample Schedule and process details to be issued. BCL propose to utilise a similar process to the one adopted and used on the Labs Building.	19/02/10	BCL (MA)
4.0	Building Control			
4.01	Method of warrant submission	The group was informed that Building Control (BCO) had advised that a Warrant Submission for Stage 3 foundation construction could be approved within a couple of weeks of receipt.	Note	
		BCL stated that they would be investigating the BCO Fee and ensuring that this is based on the value of building works BCO will be responsible for approving (e.g. removing items such as Medical Equipment and Fixtures & Fittings).	ongoing	BCL (DS)
4.02	Programme update	A series of meetings with BCO have to be finalised with GCC to review Fire Safety issues	01/03/10	WSP
4.03	Monitoring	BCO Schedule to be issued for the Labs Building	19/02/10	BCL (MA)

5.0	Design Compliance			
	Group Remit	It was agreed that this was the forum for raising Technical Queries. Additional meeting attendees would be arranged to suit the required Technical Agenda items. Separate Technical breakout sessions may be required as the design develops.	Note	
5.01	TQ Schedule / ownership	Technical Queries (TQ's) to be raised using RFI system in accordance with BCL Document Control Aconex User Manual.	Note	
		Tracking RFI – schedule to be produced by BCL	ongoing	BCL
		BCL to confirm number of days allowed to respond to RFI's	01/03/10	BCL (MA)
5.02	Alternative Compliance / Log Book Schedules	Alternative compliance – Where design solutions do not meet mandatory requirements an Alternative Compliance Schedule to be established and signed off by the board as a record of acceptance of the proposal. NA to prepare draft schedule for use by all relevant parties.	ongoing	NA
6.0	Design Sign-Off			
6.01	Design Sign-Off	NHS advised some 3 rd Party Advisor/Technical Groups will be required to review 1:50's. NA note that the RDS require sign-off before the 1:50 Room Type drawings are produced. Review process for RDS and 1:50's to be developed and proposed to NHS for approval. (Note: this will be raised in the Medical Planning Group Meeting).	10/03/10	NA
6.02	Design Development	Documentation to assist with the process has been produced by NA to assist with the 1:200 Process and will be discussed at the Medical Planning Group.		
7.0	Key Design Strategies / Design Leads			
	Fire Acoustics Access control & Security FM Sustainability & BREEAM Radiation Protection Interior Design & Wayfinding M & E Design Structural Design	Meeting Agendas to identify whether a specific Design Strategy is to be discussed in detail and NHS/BCL to ensure appropriate Lead/Technical Advisors attend the meeting.		
7.01		The Task List will be developed throughout the project duration in order for appropriate Technical Leads to be identified and	ongoing	All

		correspondences, including TQ's, to be distributed.		
8.0	Mock-Ups			
8.01	Samples	A Sample Schedule is available and will be run within Aconex. A process for recording including pictures of signed of samples is in place. This is to be tabled at next meeting	01/03/10	BCL (MA)
8.02	Mock-Ups	Locations to be determined for mock up build dimensions sketched to be produced by NA. NHS to advise suitable location	01/03/10	NA
9.0	AOB/Confirm Date of next Meeting			
	Next Meeting 1 st March 2010 – 11.00am Location TBA			

NEW SOUTHERN GLASGOW HOSPITAL – NSGH 17132

Brookfield Construction (UK) Limited

Meeting Minutes

Glasgow Hospital

Brookfield Construction (UK) Limited, Westwood Farm, Bretton Gate,

Peterborough, PE3 9UW

Telephone: 01733 500400 Fax: 01733 500500

Internet: www.brookfieldeurope.com**Date of Meeting:** 1st March 2010 11.00am – 1.00pm

Attendees: Darren Smith – Brookfield Construction (BCL)
Manny Ajuwon – Brookfield construction (BCL)
Emma White – Nightingale Architects (NA)
Hugh McDermott – NHS Greater Glasgow & Clyde
Heather Griffin – NHS Greater Glasgow & Clyde
Karen Connelly – NHS Greater Glasgow & Clyde
Alan Seabourne – NHS Greater Glasgow & Clyde
David Hall – NHS Greater Glasgow & Clyde
Francis Wrath – NHS Greater Glasgow & Clyde
Mairi Macleod – NHS Greater Glasgow & Clyde

Distribution: Shiona Frew

Subject: Technical Design Group Meeting: No. 2 ACTION NOTE

Agenda Item		Comments	Action	Date Required	Action by
1.00	Introductions				
	Open Meeting Agreed	Agreed			

	minutes accurate record				
1.01	Infection Control	BCL asked who the infection control representative.	NHS Advised the post was now appointed Jackie Stewart will be working with the Project Team	CLOSED	
1.02	Task List	NA Task list distributed, NHS to complete their list for distribution Post Meeting Note : NHS task list complete		CLOSED	
2.00	Design Programme Update				
2.01	FBC Deliverables	Agreement upon deliverables to be finalised with NHS board Post Meeting Note: Subsequent meeting agreement on minor changes to deliverables with some additions and omissions. Services deliverables to be finalised		22/03/10	BCL (DS)
2.02	Requirements for planning approval under Appendix K	Planning sign off requirements to be agreed. Post meeting note: Planning requirements have been agreed in conjunction with LPA and schedule updated accordingly			CLOSED
2.03	Agree Monitoring	Monitoring format of Design Programme to be agreed with NHS Board. Current focus on the Planning Programme and the 1:200 Programme, both of which have separate Monitoring Schedules. NA tabled draft version of their internal Tracking Schedule for the 1:200 User Group Meetings (UGMs), which will be issued in the Medical Planning Group Meeting.			
3.00	Planning Approval				
	Group Remit	Planning to be taken up with the Project Management/Steering Group (PMG)			
3.01	Programme Update	Planning strategy to achieve Masterplan sign off to be reviewed at PMG. <i>Post Meeting Note: The Board reviewed and gave their support to the strategy at the PMG on the 16/02/10</i>			CLOSED

3.02	Agree Monitoring	Planning monitoring schedule in place – to be circulated. Post Meeting Note: The Strategy to achieve submission to June 2010 Planning Committee was reviewed at the PM Steering Group			Note for Updates
3.03	Sample Approval Schedule	Sample Schedule and process details to be issued. BCL propose to utilise a similar process to the one adopted and used on the Labs Building		19/02/10 matter o/s	BCL (MA)
4.0	Building Control				
4.01	Method of warrant submission	The group was informed that Building Control (BCO) has advised that a Warrant Submission for Stage 3 foundation construction could be approved within a couple of weeks of receipt. BCL stated that they would be investigating the BCO fee and ensuring that this is based on the value of building works BCO will be responsible for approving (e.g removing items such as Medical Equipment and Fixtures & Fittings)		Note	
4.02	Programme Update	A Series of meeting with BCO have to be finalised with GCC to review Fire Safety Issues		01/03/10 matter o/s	WSP
4.03	Monitoring	BCO Schedule to be issued for the Labs Building		19/02/10 matter o/s	BCL (MA)
5.0	Design Compliance				
	Group Remit	It was agreed that this was the forum for raising Technical Queries. Additional meeting attendees would be arranged to suit the required Technical Agenda items. Separate Technical breakout sessions may be required as the design develops		Note	
5.01	TQ Schedule / Ownership	Technical Queries (TQs) to be raised using RFI system in accordance with BCL Document Control Aconex User Manual Tracking RFI – Schedule to be produced by BCL BCL to confirm number of days allowed to respond to RFI's		Note	

5.02	Alternative Compliance / Log Book Schedules	Alternative compliance – Where design solutions do not meet mandatory requirements an Alternative Compliance Schedule to be established and signed off by the board as a record of acceptance of the proposal. NA to prepare draft schedule for use by all relevant parties	Ongoing		NA
6.00	Design Sign-Off				
6.01	Design Sign-Off	NHS advised some 3 rd Party Advisor/Technical Groups will be required to review 1:50s. NA note that the RDS require sign-off before the 1:50 Room Type drawings are produced. Review process for RDS and 1:50s to be developed and proposed to NHS for approval. (Note: this will be raised in the Medical Planning group Meeting)		10/03/10	NA
6.02	Design Development	Documentation to assist with the process has been produced by NA to assist with the 1:200 Process and will be discussed at the Medical Planning Group.			
6.03	Drawing Issues/Approvals LABS	Discussion regarding the reviewable design information and drawing sign-off	BCL to issue a schedule of drawings for review	05/03/10	BCL (MA)
7.00	Key Design Strategies/Design Leads				
7.01		Meeting Agendas to identify whether a specific Design Strategy is to be discussed in detail and NHS/BCL to ensure appropriate Lead. Technical Advisors attend the meeting. The task list will be developed throughout the project duration in order for appropriate Technical leads to be identified and correspondences including TQs to be distributed as below			
7.02	Fire				
7.03	Acoustics				
7.04	Access control & Security				
7.05	FM	Details of kitchen relocation to be determined		10/03/10	BCL
7.06	Sustainability & BREEAM	LABS – S Logan Post Meeting Note: NHS confirmed at PMG that Susan Logan will not be novated and will act as NHS technical adviser on BREEAM			
7.07	Radiation Protection	Radiation Protection adviser to be invited to equipment meetings			

		15/03/10 No requirement CART Washer (PM email)			
7.08	Interior Design & Wayfinding				
7.09	M&E Design				
7.10	Structural Design				
7.11	Courtyards				
7.12	Plant & Equipment				
7.13	Replacement Strategies				
8.00	Mock-Ups				
8.01	Samples	A Sample Schedule is available and will be run within Aconex. A process for recording including pictures of signed off samples is in place, This is to be tabled at next meeting		01/03/10	BCL (MA)
8.02	Mock-Ups	Locations to be determined for mock up build dimensions sketched to be produced by NA. NHS to advise suitable location. Area advised by board not likely to be available. NA to issue drawings for mock up so BCL can determine area of location required Review Location: Date for Mock up build requested as 1st May 2010		01/03/10 22/03/10	NA BCL
9.00	AOB/Confirm Date of Next meeting				
	Next Meeting 7 th April 2010 – 11.00am Location TBA				

Meeting Minutes

Glasgow Hospital

Brookfield Construction (UK) Limited, Westwood Farm, Bretton Gate,
Peterborough, PE3 9UW

Telephone: 01733 500400 Fax: 01733 500500

Internet: www.brookfieldeurope.com

Date of Meeting: 7th April 2010 11.00am – 1.00pm

Attendees: Darren Smith – Brookfield Construction (BCL)
Emma White – Nightingale Architects (NA)
Karen Connelly – NHS Greater Glasgow & Clyde
Alan Seabourne – NHS Greater Glasgow & Clyde
David Hall – NHS Greater Glasgow & Clyde
Jackie Stewart – Project Team
Mark Baird – C&B

Distribution: Shiona Frew

Apologies: Francis Wrath – NHS Greater Glasgow & Clyde
Mairi Macleod – NHS Greater Glasgow & Clyde
Manny Ajuwon – Brookfield construction (BCL)
Hugh McDermott – NHS Greater Glasgow & Clyde
Heather Griffin – NHS Greater Glasgow & Clyde

Subject: Technical Design Group Meeting: No. 3

Agenda Item		Comments	Action	Date Required	Action by
1.00	Introductions				

	Open Meeting Agreed minutes accurate record	Agreed			
1.02	Task List	NA Task list distributed, NHS to complete their list for distribution Post Meeting Note : NHS task list complete. NA noted that this had not been received. Refer aconex BCL GC 000795.		CLOSED	
2.00	Design Programme Update				
2.01	FBC Deliverables	<p>Agreement upon deliverables to be finalised with NHS board Post Meeting Note: Subsequent meeting agreement on minor changes to deliverables with some additions and omissions. Services deliverables to be finalised.</p> <p>Post Meeting note – NHS / C&B review noted clarifications required in respect of Architecture and Structure / civils. C&B / NHS to advise further re M&E</p>			NHS / C&B
2.03	Agree Monitoring	Monitoring format of Design Programme to be agreed with NHS Board. Current focus on the Planning Programme and the 1:200 Programme, both of which have separate Monitoring Schedules. NA tabled draft version of their internal Tracking Schedule for the 1:200 User Group Meetings (UGMs), which will be issued in the Medical Planning Group Meeting.			
3.00	Planning Approval				
3.02	Agree Monitoring	<p>Planning monitoring schedule in place – to be circulated.</p> <p>Post Meeting Note: The Strategy to achieve submission to June 2010 Planning Committee was reviewed at the PM Steering Group</p>			Note for Updates
3.03	Sample Approval Schedule	<p>Sample Schedule and process details to be issued. BCL propose to utilise a similar process to the one adopted and used on the Labs Building.</p> <p>Samples of Labs progressing with details and materials of LABS to be</p>		19/02/10 matter o/s	BCL (MA)

		finalised. Sign off schedule to be updated and materials to be presented client on 16/04/10. It was noted noted that the planners are looking for a step detail, possible a recess around windows to the west elevation			
4.0	Building Control				
4.01	Method of warrant submission	<p>The group was informed that Building Control (BCO) has advised that a Warrant Submission for Stage 3 foundation construction could be approved within a couple of weeks of receipt.</p> <p>BCL stated that they would be investigating the BCO fee and ensuring that this is based on the value of building works BCO will be responsible for approving (e.g removing items such as Medical Equipment and Fixtures & Fittings)</p>		Note	
4.02	Programme Update	A Series of meeting with BCO have to be finalised with GCC to review Fire Safety Issues.		01/03/10 matter o/s	WSP
4.03	Monitoring	BCO Schedule to be issued for the Labs Building.		19/02/10 matter o/s	BCL (MA) /
5.0	Design Compliance				
	Group Remit	It was agreed that this was the forum for raising Technical Queries. Additional meeting attendees would be arranged to suit the required Technical Agenda items. Separate Technical breakout sessions may be required as the design develops		Note	
5.01	TQ Schedule / Ownership	<p>Technical Queries (TQs) to be raised using RFI system in accordance with BCL Document Control Aconex User Manual</p> <p>Tracking RFI – Schedule to be produced by BCL</p> <p>BCL to confirm number of days allowed to respond to RFI's</p>		Note	
5.02	Alternative Compliance / Log Book Schedules	Alternative compliance – Where design solutions do not meet mandatory requirements an Alternative Compliance Schedule to be established and	Ongoing		NA

		signed off by the board as a record of acceptance of the proposal. NA to prepare draft schedule for use by all relevant parties			
6.00	Design Sign-Off				
6.01	Design Sign-Off	NHS advised some 3 rd Party Advisor/Technical Groups will be required to review 1:50s. NA note that the RDS require sign-off before the 1:50 Room Type drawings are produced. Review process for RDS and 1:50s to be developed and proposed to NHS for approval. (Note: this will be raised in the Medical Planning group Meeting) Equipment Schedules from codebook to be advised		10/03/10 W/C 19/04/10	NA NA
6.02	Design Development	Documentation to assist with the process has been produced by NA to assist with the 1200 Process and will be discussed at the Medical Planning Group. RD workshops are scheduled for 12/04/10 for two days		12/04/10	NA/NHS/Tribal
6.03	Drawing Issues/Approvals LABS	Discussion regarding the reviewable design information and drawing sign-off	BCL to issue a schedule of drawings for review	05/03/10	BCL (MA)
7.00	Key Design Strategies/Design Leads				
7.01		Meeting Agendas to identify whether a specific Design Strategy is to be discussed in detail and NHS/BCL to ensure appropriate Lead. Technical Advisors attend the meeting. The task list will be developed throughout the project duration in order for appropriate Technical leads to be identified and correspondences including TQs to be distributed as below			
7.02	Fire				
7.03	Acoustics				
7.04	FM	Details of kitchen relocation to be determined		10/03/10	BCL
7.05	Sustainability & BREEAM	LABS – S Logan Post Meeting Note: NHS confirmed at PMG that Susan Logan will not be novated and will act as NHS technical adviser on BREEAM.	Invite to Design Group	Monthly	NHS

7.06	Radiation Protection	Radiation Protection adviser to be invited to equipment meetings 15/03/10 No requirement CART Washer (PM email) NHS advised Barry Condon and , Andy Callaghan. BCL to issue Schedule to track Design Compliance for radiation protection issues		05/05/10	BCL
7.07	Interior Design & Wayfinding	NHS noted that Gareth Hoskins is on the panel for A&DS and that he will likely focus upon the 'Patient Experience' Design Team to note for address in A&DS presentation			Note
7.08	M&E Design	Not discussed			
7.19	Structural Design	Not discussed			
7.10	Courtyards	Not discussed			
7.11	Plant & Equipment	Not discussed			
7.12	Replacement Strategies	Not discussed			
7.13	Access Control & Security	NHS noted that the LABS and A 7C should procurement a compatible security system, and if possible with that of neo-natal.. BCL ask NHS to confirm neo natal system noting to restrict to a designated system could effect the cost. NHS to advise		05/05/10	NHS
8.00	Mock-Ups				
8.01	Samples	A Sample Schedule is available and will be run within Aconex. A process for recording including pictures of signed off samples is in place, This is to be tabled at next meeting		01/03/10	BCL (MA)
8.02	Mock-Ups	Locations to be determined for mock up build dimensions sketched to be produced by NA. NHS to advise suitable location. Area advised by board not likely to be available. NA to issue drawings for mock up so BCL can determine area of location required Review Location: Date for Mock up build requested as 1st May 2010		01/03/10 22/03/10	NA BCL
9.00	AOB/Confirm Date of Next meeting				
9.01	Fire Strategy Neo Natal	Fire access to neo natal was discussed in light of the masterplan, BCL		05/05/10	NHS

		noted that they do not have copies of the fire safety strategy for this building. NHS to provide			
9.02	SYPRO	NHS advised SYPRO system being used to track EWN training available for BCL. 09/04/10			Note
9.03	ACONEX	Training for workflows and sign off of drawings			
	Next Meeting	05/05/10 16:00- 18:00 Jubilee Court			

Meeting Minutes

Glasgow Hospital

Brookfield Construction (UK) Limited, Westwood Farm, Bretton Gate,
Peterborough, PE3 9UW

Telephone: 01733 500400 Fax: 01733 500500

Internet: www.brookfieldeurope.com

Date of Meeting: 5th May 2010 11.00am – 1.00pm

Attendees: Darren Smith – Brookfield Construction (BCL)
Emma White – Nightingale Architects (NA)
Karen Connelly – NHS Greater Glasgow & Clyde
Alan Seabourne – NHS Greater Glasgow & Clyde
Jackie Stewart – Project Team
Mark Baird – C&B
Francis Wrath – NHS Greater Glasgow & Clyde
Mairi Macleod – NHS Greater Glasgow & Clyde
Heather Griffin – NHS Greater Glasgow & Clyde

Apologies: Manny Ajuwon – Brookfield construction (BCL)
Dave Bower – Brookfield Construction (BCL)
Hugh McDermott – NHS Greater Glasgow & Clyde
David Hall – NHS Greater Glasgow & Clyde
Peter Moir – NHS Greater Glasgow & Clyde

Distribution: Shiona Frew – NHS Greater Glasgow & Clyde
Rita Kopiel – Brookfield Construction & Clyde
Chris Lovejoy – Brookfield Construction & Clyde
Ed McIntyre – Mercury Engineering
Steve Pardy – Zisman Bowyer & Partners
Gill Kirkness – Doig & Smith
Peter Dunbar – WSP Group
Raj Deb – BMJ
Alastair Leighton - GIL

Subject: **Technical Design Group Meeting: No. 4**

Agenda Item		Comments	Action	Date Required	Action by
1.00	Introductions				

	Open Meeting Agreed minutes accurate record	Agreed			
1.01	Task List	NA Task list distributed, NHS to complete their list for distribution Post Meeting Note : NHS task list complete		CLOSED	
2.00	Design Programme Update				
2.01	FBC Deliverables	<p>Agreement upon deliverables to be finalised with NHS board Post Meeting Note: Subsequent meeting agreement on minor changes to deliverables with some additions and omissions. Services deliverables to be finalised.</p> <p>Post meeting note – NHS/C&B review noted clarifications required in respect of Architecture & Structure/civils.</p> <p>C&B/NHS to advise further re M&E</p> <p>C&B feedback on M&E for Appendix K now with BCL</p> <p>C&B received example documentation from NA and to review.</p> <p>C & B confirmed no issue with WSP deliverables</p>			<p>BCL</p> <p>C&B</p> <p>Note</p>
2.03	Agree Monitoring	Monitoring format of Design Programme to be agreed with NHS Board. Current focus on the Planning Programme and the 1:200 Programme, both of which have separate Monitoring Schedules. NA tabled draft version of their internal Tracking Schedule for the 1:200 User Group Meetings (UGMs), which will be issued in the Medical Planning Group Meeting.			CLOSED
2.04	LABS – D - E	NHS Noted D – E on Labs. Was reaching Conclusion: However BREEAM issues still need to be resolved and Susan logan needs to be brought up to speed on current design position			NHS
3.00	Planning Approval				

3.01	Masterplan Application	NHS/BCL outlined position with A&Ds. Post meeting Note – AD & S report on Masterplan reads favourably. Acoustic report for helipad has been submitted			
3.02	Agree Monitoring	Planning monitoring schedule in place – to be circulated. Post Meeting Note: The Strategy to achieve submission to June 2010 Planning Committee was reviewed at the PM Steering Group			Note for Updates
3.03	Sample Approval Schedule	Sample Schedule and process details to be issued. BCL propose to utilise a similar process to the one adopted and used on the Labs Building. Samples of Labs progressing with details and materials of LABS to be finalised. Sign off schedule to be updated and materials to be presented to client 16/04/10. It was noted that the planners are looking for a step detail, possible a recess around windows to the west elevation.		19/02/10 matter o/s /	BCL (MA)
		LABS Planning Materials Meetings are ongoing with only minor matters now outstanding. Materials schedules to be updated			BCL (MA)
4.0	Building Control				
4.01	Method of warrant submission	The group was informed that Building Control (BCO) has advised that a Warrant Submission for Stage 3 foundation construction could be approved within a couple of weeks of receipt. BCL stated that they would be investigating the BCO fee and ensuring that this is based on the value of building works BCO will be responsible for approving (e.g removing items such as Medical Equipment and Fixtures & Fittings)		Note	
4.02	Programme Update	A Series of meeting with BCO have to be finalised with GCC to review Fire Safety Issues Meeting has been set-up (04/06/10) to resolve outstanding main principles with BCO			BCL / WSP
4.03	Monitoring	BCO Schedule to be issued for the Labs Building		19/02/10 matter o/s	BCL (MA)

5.0	Design Compliance				
5.01	TQ Schedule / Ownership	<p>Technical Queries (TQs) to be raised using RFI system in accordance with BCL Document Control Aconex User Manual</p> <p>Tracking RFI – Schedule to be produced by BCL</p> <p>BCL to confirm number of days allowed to respond to RFI's</p>		Note	CLOSED
5.02	Alternative Compliance / Log Book Schedules	Alternative compliance – Where design solutions do not meet mandatory requirements an Alternative Compliance Schedule to be established and signed off by the board as a record of acceptance of the proposal. NA to prepare draft schedule for use by all relevant parties	Ongoing		NA
6.00	Design Sign-Off				
6.01	Design Sign-Off	<p>NHS advised some 3rd Party Advisor/Technical Groups will be required to review 1:50s. NA note that the RDS require sign-off before the 1:50 Room Type drawings are produced. Review process for RDS and 1:50s to be developed and proposed to NHS for approval. (Note: this will be raised in the Medical Planning group Meeting)</p> <p>Equipment Schedules from codebook to be advised</p>		10/03/10	NA
				W/C 19/04/10	N/A
6.02	Design Development	<p>Documentation to assist with the process has been produced by NA to assist with the 1200 Process and will be discussed at the Medical Planning Group.</p> <p>RD workshops are scheduled for 12/04/10 for two days</p>		12/04/10	NA/NHS/Tribal
6.03	Drawing Issues/Approvals LABS	Discussion regarding the reviewable design information and drawing sign-off	BCL to issue a schedule of drawings for review	05/03/10	BCL (MA)
7.00	Key Design Strategies/Design Leads				

7.01		Meeting Agendas to identify whether a specific Design Strategy is to be discussed in detail and NHS/BCL to ensure appropriate Lead. Technical Advisors attend the meeting. The task list will be developed throughout the project duration in order for appropriate Technical leads to be identified and correspondences including TQs to be distributed as below			
7.02	Fire	RFI's – Fire Strategy. Agenda to be prepared by WSP and meeting set up with NHS		02/06/10	BCL (WSP)
7.03	Acoustics				
7.04	FM	Details of kitchen relocation are ongoing		10/03/10	BCL / FM
7.05	Sustainability & BREEAM	LABS – S Logan Post Meeting Note: NHS confirmed at PMG that Susan Logan will not be novated and will act as NHS technical adviser on BREEM	Invite to Design Group	Monthly	NHS
7.06	Radiation Protection	Radiation Protection adviser to be invited to equipment meetings 15/03/10 No requirement CART Washer (PM email) Separate Meetings to be set up as part of 1:50 reviews		ongoing	BCL (NA)
7.07	Interior Design & Wayfinding	NHS noted that Gareth Hoskins is on the panel for A&DS and that he will likely focus upon the 'Patient experience' Design Team note for address in A&DS presentation – GIL to provide ideas of signage for NHS review		04/06/10	BCL (GIL)
7.08	M&E Design	Not discussed			
7.19	Structural Design	Not discussed			
7.10	Courtyards	Not discussed			
7.11	Plant & Equipment	Not discussed			
7.12	Replacement Strategies	Not discussed			
7.13	Access Control & Security	NHS noted that the LABS and A&C should procurement a compatible security system, and if possible with that of neo-natal. BCL asked NHS to confirm neo natal system, noting to restrict to a designated system, could effect the cost. NHS to advise -		05/05/10	NHS
8.00	Mock-Ups				

8.01	Samples	A Sample Schedule is available and will be run within Aconex. A process for recording including pictures of signed off samples is in place, This is to be tabled at next meeting		01/03/10	BCL (MA)
8.02	Mock-Ups	Locations to be determined for mock up build dimensions sketched to be produced by NA. NHS to advise suitable location. Area advised by board not likely to be available. NA to issue drawings for mock up so BCL can determine area of location required Review Location: Date for Mock up build requested as 1st May 2010		01/03/10 22/03/10	NA BCL
9.00	Fire Strategy				
9.01	Neo Natal	Fire access to neo natal was discussed in light of the masterplan, BCL noted that they do not have copies of the fire safety strategy for this building. NHS to provide.			
9.02	SYPRO	NHS advised SYPRO system being used to track EWN training available for BCL. 09/04/10			Note
9.03	ACONEX	Training for workflows and sign off of drawings			
10.00		Meeting to be combined with Medical Planning group as of June 2010			
	Date of Next meeting:	03/06/10			

Meeting Minutes

Glasgow Hospital

Brookfield Construction (UK) Limited, Westwood Farm, Bretton Gate,
Peterborough, PE3 9UW

Telephone: 01733 500400 Fax: 01733 500500

Internet: www.brookfieldeurope.com

Date of Meeting: 2nd June 2010 3.00pm – 5.00pm

Attendees: Darren Smith – Brookfield Construction (BCL)
Emma White – Nightingale Architects (NA)
Alan Seabourne – NHS Greater Glasgow & Clyde
Jackie Stewart – Project Team
Fiona McCluskey – Project Team
Mark Baird – C&B
Peter Moir – NHS Greater Glasgow & Clyde
Francis Wrath – NHS Greater Glasgow & Clyde
Mairi Macleod – NHS Greater Glasgow & Clyde
Heather Griffin – NHS Greater Glasgow & Clyde
Manny Ajuwon – Brookfield construction (BCL)
David Hall – C&B
Paul Brittain - Tribal

Apologies: Dave Bower – Brookfield Construction (BCL)

Subject: Medical Planning & Technical Design Group
Meeting: No. 5

Distribution: Shiona Frew – NHS Greater Glasgow & Clyde
Rita Kopiel – Brookfield Construction & Clyde
Chris Lovejoy – Brookfield Construction & Clyde
Ed McIntyre – Mercury Engineering
Steve Pardy – Zisman Bowyer & Partners
Gill Kirkness – Doig & Smith
Peter Dunbar – WSP Group
Raj Deb - BMJ

		Radiology signed off O/S Nuclear Medicine: only drawing required Imaging conditional on replacement strategy.			
2.04	Childrens	1:200 outstand Decontamination which NHS noted is to be inside the building NA advised this was always shown outside on the bid, due to infrequent use. C & B advised clarification RFI required it within the building – Potential 75m2 area shortfall to be reconciled by BCL and confirmed as not an issue or otherwise. Gymnasium area increased within the rehab department, signed off on the basis that the area of the additional gym is offset + it was confirmed that there is no requirement for additional sprung floor to the increased element of the area.			NA
2.05	Columns	NHS have been cognisant and under review of column locations on grid with some movement taking place: Final location of columns to be reviewed on 1:50 process and specific meeting to review to be set up on 16 June 2010 following NA/WSP co-ordination session.			NA
2.06	1:50 Meetings	Na requested that NHS arrange Projection and BCL WACOM screen NHS agreed rooms cannot be signed off 'by committee' groups to be 'honed' down Agreed that 1:50s will now go on Aconex, RDS (ADB) – Codebook now to be used/loaded for these. Noted that 1:50 process will run as agreed in that the standard rooms have been agreed as 'technically ready' and will now be populated 'around the building' in the various departments. Departmental reviews will then consider every room type, this is			NHS/BCL

		<p>where rogues will be 'captured' and created (e.g. two variants of a standard room or where two rooms that are the same function are particularly mis/different shaped). That is, the content (incl equipment) and use of all rooms are considered at this stage, with final close out during the fully loaded sessions early 2011 (which should not result in any material deviation as use and layouts are set and standard fixing heights have been considered in advance of the present 1:50 diet).</p> <p>Telephone Services – could potentially be split into two areas (on the same floor) rather than one area – proposal to come from BCL in this regard.</p> <p>Agreed that AGV requirement is that BCL provide a system that is compliant and functional (works properly).</p> <p>Do ERs require separate computer rooms for adult and children's?</p> <p>NA confirmed that the gross area for clinical space is within the contract requirement/allowances.</p>			<p>BCL</p> <p>NHS</p>
2.07	Drawing Distributions	Grant Wallace to be included on Distribution of schedule & drawings and meetings			NA / NHS
2.08	1:50 meetings	<p>NHS to confirm meeting locations for 1:50</p> <p>NHS requested update from ZBP on Environmental data matrix (schedule)</p>			<p>NA</p> <p>ZBP</p>
3.00	Schedule of Accommodation				
3.01	SOA	<p>Sign off as agreed position by 07/06/10, except FM kitchen: BCL asked does this fall with site floor areas? NA noted it does, but potential ongoing issues with plantrooms</p> <p>FM areas IT Rooms</p> <p>Telephone Rooms: Possible split into two locations NHS to confirm flexibility</p>			<p>NHS</p> <p>Tribal</p>

		Kitchen schedule update to be provided AGV storage to be resolved			BCL
4.00	Planning Approval				
4.01		Planning tracking schedule issued to team for review for A&C & Labs			ALL
4.02		Application made for LABS drainage connection			
4.03	Trees	Demolition/Logistics to be considered on planning application			BCL
		Noted by BCL that the parking bays presently outside the blonde sandstone houses at the Govan Road entrance to the existing hospital campus may require to be removed to facilitate the transport strategy/requirements. It is noted that this presently includes a disabled space that is assumed to service on (or more) of the private dwellings.			
5.00	Building Control				
5.01	LABS	BCL advised letter notifying conditions requiring response, minor points only			BCL
5.02	A&C	Meeting to discuss Fire Safety Arranged for 04/06/10 WSP Fire			BCL
6.00	RDD				
6.01	LABS/RDD	Schedules to be finalised			BCL
6.02	Recording Alternate compliance agreements	Methodology for recording alternate compliance to be considered			C&B
7.00	Key Design Strategies				
7.01	Fire	BCL set agenda & forward to NHS. NHS to advise arrange meeting			NHS

7.02	Acoustics	ACL/NA to mark-up drawings, ACL to head ER requirement for acoustic checks/proving to be cross-checked.			ACL C&B
7.03	Access Control & Security	BCL/NA/ZBP have marked up drawings to be issued and meeting with NHS for 10 th June 2010 10.30. C&B raised a reminder around the importance of discussing integration requirements with the existing adjacent buildings (neonatal and neurosurgery) as well as the wider campus.			NA
7.04	FM	Separate meeting schedules running			NA
7.05	Sustainability & BREEAM	Next meeting 16 June 2010			WSP
7.06	Radiation Protection	MRI review strategy arranged for 10 June 2010 (including replacement strategy)			NA
7.07	Interior Design Wayfinding	GIL to provide signage proposals			GIL
7.08	M&E	No issues for this meeting			
7.09	Structural	See previous comments on columns			
8.00	Mock Ups / Samples				
8.01		NHS reviewed on site. BCL agreed to be available for 10/06/10 prior to 1:50 user groups			BCL
8.02		Sample approval schedule to be distributed to NHS			BCL

8.03		BCL ask the necessity for the walls, and or full height glazing within the critical care, noting clinical functionality and infection control requirements being achieved without. either. NHS advise infection control still to evaluate.			NHS
AOB					
		RFIs – BCL reminded the group that you require to reply to the original otherwise the system will not track the item as responded to.			
		Multi-storey car park drainage – noted that requirement is for additional level of filtration. CP1a to have 2 levels of filtration, with 1 temp level of treatment until temporary connection can be made.			
		Confirmed that the neo-natal and neurosurgery information was issued during CD and on BIW.			
		Noted that NHS (SS) will update re VIE capacity.			NHS
		Noted that schiehallion has a potential radioisotope change in the future – can the radiological tank be retrofitted if required to change in the future.			BCL
TECH DESIGN	Outstanding Issues from Previous Meeting 4				
5.00	Design Compliance				
5.01	TQ Schedule / Ownership	Technical queries (TQs) to be raised using RFI system in accordance with BCL document control aconex user manual	ongoing		NA
		Tracking RFI – Schedule to be produced by BCL			BCL

		BCL to confirm number of days allowed to respond to RFI's			
7.10	Courtyards	Not discussed			
7.11	Plant & Equipment	Not discussed			
7.12	Replacement Strategies	Not discussed			
9.00	Fire Strategy				
9.01	Neo Natal	Fire Access to neo natal was discussed in light of the masterplan, BCL noted that they do not have copies of the fire safety strategy for this building. NHS to provide.			
MEDICAL PLANNING	<i>Outstanding Issues from Previous Meeting 4</i>				
4.00	Schedule of Accommodation				
4.01	Excel version of SOA	This has been confirmed as issued to BCL Design Team		Note	
4.02	Changes to SOA	<p>NA/Tribal are using the SOA document issued as a live document. Adjustments to areas from round 1 have been agreed with Tribal and Frances Wrath would be carried over into Round 2 user group meetings. The document will be finalised at the end of Round 3. The document has now been finalised and issued copy to D&S. SOA reconciliation meetings are taking place between NHS/Tribal. These are to be translated onto Audit trail versions with briefed area and current position (end of UGM1) and issued to the board for review asap. NA reported that D&S reports no cost issue on Round 1 – not one contract</p> <p>B&W drawings to be signed off by NHS to record agreement that solutions offered areas are acceptable</p>		<p>Ongoing</p> <p>Note</p>	<p>Tribal</p> <p>NHS</p>
4.03	Codebook Reports	C&B reviewed the NA sample codebook area schedule/thematic reviews with the NHS and provided collated comments to NA/BCL. NA to incorporate comments to formatting of report as noted.		Note	

		NA to produce a full set of codebook area schedules and department thematic review drawings at the end of UGM 2 (after 16/04/10 to facilitate a review meeting). NA to collate for UG3 and issue W/C 09/04/10		16/04/10	NA
				09/04/10	NA
5.00	Room Data Sheets (RDS) & 1:50 Design Development				
5.01	RDS Development Process	<p>Tribal have updated the RDS development process and issued prior to the MPM. A revised document will be issued incorporating the updated timetable for issue of batches of RDS. FW requested that the RDS are issued directly to them immediately.</p> <p>All batches of RDS now with NHS. Of 500 room types approx 350 have been agreed sign off remains on programme – for technical readiness</p> <p>EDS Progress Review</p> <p>RDS to be signed off with 1:50 – Environmental data sheets review for special use and orientation to be checked by ZBP.</p> <p>NA to provide codebreaker schedule to identify rooms</p>		12/03/10	<p>Tribal/NA</p> <p>ZBP</p> <p>NA/ZBP</p>
5.06	RDS Programme				
5.08	Standard Fixing Heights	<p>NA to issue their proposed Project Standard Fixing Height Drawings to the Board for review</p> <p>Comments Outstanding</p>		19/03/10	<p>NA</p> <p>NHS</p>
6.04	Equipment Maintenance and Access	Draft equipment replacement Strategy, required NA to provide	Meeting 10/06/10	15/05/10	NA
6.05	Equipment	Equipment selection criteria schedule required from ZBP to NHS to populate for legacy and new equipment eg services requirements, dimensions, weights etc			ZBP
6.06	IT	NHS requested presentation of key departments (5) eg. AAU,		Presentation	NA/ZBP/Mercu

		critical care, ward, OPD, theatres, A&E, radiology, patient route. NHS to provide indication of information IT will be looking for so presentation can be directed accordingly	11/06/10	mid June 10 Date TBC 15/05/10	ry NHS
<i>Date of Next meeting:</i>	07/07/2010 3.00pm				

Meeting Minutes

Glasgow Hospital

Brookfield Construction (UK) Limited, Westwood Farm, Bretton Gate,
Peterborough, PE3 9UW

Telephone: 01733 500400 Fax: 01733 500500

Internet: www.brookfieldeurope.com

Date of Meeting: 7th July 2010 3.00pm – 5.00pm

Attendees: Darren Smith – Brookfield Construction (BCL)
David Bower – Brookfield Construction (BCL)
Danielle Stirling – Brookfield Construction (BCL)
Paul Britten - Tribal
Emma White – Nightingale Architects (NA)
Mairi Macleod – NHS Greater Glasgow & Clyde
Fiona McCluskey – NHS Greater Glasgow & Clyde
Karen Connelly – NHS Greater Glasgow & Clyde
David Hall – Currie & Brown
Jackie Stewart - NHS Greater Glasgow & Clyde
Francis Wrath – NHS Greater Glasgow & Clyde
Peter Moir – NHS Greater Glasgow & Clyde
Heather Griffin – NHS Greater Glasgow & Clyde

Distribution: Shiona Frew – NHS Greater Glasgow & Clyde
Rita Kopiel – Brookfield Construction & Clyde
Chris Lovejoy – Brookfield Construction
Ed McIntyre – Mercury Engineering
Steve Pardy – Zisman Bowyer & Partners
Gill Kirkness – Doig & Smith
Peter Dunbar – WSP Group
Raj Deb - BMJ

Apologies: Alan Seabourne – NHS Greater Glasgow & Clyde
Mark Baird – Currie & Brown (C&B)
Manny Ajuwon – Brookfield Construction (BLC)

Subject: Medical Planning & Technical Design Group
Meeting No. 5

Agenda Item		Comments	Action	Date Required	Action by
1.00	Previous minutes & apologies				
		The previous minutes were agreed as requiring updating to reflect the meeting as several items remained on the minute that had been closed out. It was agreed at the end of the meeting that a combined minute would be prepared that reflected the joint nature of meeting moving forwards.			
2.00	Programme & User Group feedback				
2.01	LABS Programme	LABS programme was outlined by BCL – identifies potential issue with drainage due to D-E. Work to mitigate in progress C&B note to electronic link from S/C programme: P.Moir to advise if NHS believe this to be an issue.	NHS approved. Drainage Issue been resolved. Dealt with at fortnightly Progress Meeting.		NHS
Note	Separate LABS Meetings	Reporting not required to this meeting group.			
2.02	Appendix K	Confirmation required of the outcome of the architectural specification discussion between BCL and NA (this revolving around the use of performance specifications or NBS style). C&B pointed out that the contract addressed the format of specification that is required. All appendix K submissions acceptable schedules to be updated to reflect current position. C & B asked that critical failures are required to be included part of the ER requirement as an Appendix K deliverable BCL to review the (design) consultants appointments to allow a cross-check of the ER/SHTM compliance design compliance statement obligation with	To be Issued. Update drawing list Schedule Another sign off after 1:50's due to so many changes being made with doors etc.		NA BCL (All consultants)

		the Appendix K Requirement.			BCL
2.03	Medical Planning - Adults	1:200 programme Adults: all signed off Radiology signed off O/S Nuclear Medicine: only drawing required Imaging conditional on replacement strategy.			NA
2.04	Children's	1.200 outstanding decontamination which NHS noted is to be inside the building NA advised this was always shown outside on the bid, due to infrequent use. C & B advised clarification RFI required it within the building – Potential 75m2 area shortfall to be reconciled by BCL and confirmed as not an issue or otherwise. Gymnasium area increased within the rehab department, signed off on the basis that the area of the additional gym is offset + it was confirmed that there is no requirement for additional sprung floor to the increased element of the area.	NA to Issue a drg by Thursday 8/7/10. CLOSED		NA
2.05	Columns	NHS have been cognisant and under review of column locations on grid with some movement taking place: Final location of columns to be reviewed on 1:50 process and specific meeting to review to be set up on 16 June 2010 following NA/WSP co-ordination session.	Review took place drg updated. Further Review TBA		NA
2.06	1.50 Meetings	NA requested that NHS arrange Projection and BCL WACOM Screen. Noted that 1:50 process will run as agreed in that the standard rooms have been agreed as 'technically ready' and will now be populated 'around the building' in the various departments. Departmental reviews will then consider every room type, this is where rogues will be 'captured' and created (e.g two variants of a standard room or where two rooms are the same function are	Not Used - Closed	09/04/10	NHS/BCL

		<p>particularly mis/different shaped). That is , the content (incl equipment) and use of all rooms are considered at this stage, with final close out during the fully loaded sessions early 2011 (which should not result in any material deviation as use ans layouts are set and standard fixing heights have been considered in advance of the present 1:50 diet).</p> <p>Telephone Services – could potentially be split into two areas (on the same floor) rather than one area – proposal to come from BCL in this regard.</p> <p>Agreed that AGV requirement is that BCL provide a system that is compliant and functional (works properly).</p> <p>Do ERs require separate computer rooms for adult and children's?</p> <p>NA confirmed that the gross area for clinical space is within the contract requirement / allowances.</p>	<p>Na to check M² area.</p> <p>Separate Meeting. Work Ongoing</p> <p>NA to provide drg to indicate loacation.</p> <p>Closed See 3.0</p>		<p>NA</p> <p>NA</p> <p>NHS</p>
2.07	Drawing Distributions	Grant Wallace to be included on Distribution of Schedule and drawings etc and meetings	1:50's	Note	NA?NHS
2.08	1:50 Meetings	<p>NHS to confirm meeting location for 1:50</p> <p>NHS requested update from ZBP on Environmental data matrix (Schedule)</p>	<p>Ongoing – via emails</p> <p>Issue Tomorrow</p>	<p>Note</p> <p>08/07/10</p>	<p>ZBP</p> <p>N/A</p>
3.00	Schedule of Accomodation				
3.01	SOA	<p>Sign of as agreed position by 07/06/10, except FM Kitchen:</p> <p>BCL asked does this fall with site floor area? NA noted it does,</p> <p>But potential ongoing issues with plantrooms</p> <p>FM areas IT Rooms</p> <p>Telephone Rooms: Possible split into two locations NHS to confirm</p>	<p>Tribal have Issued, Included Kitchen.</p> <p>NHS to respond.</p> <p>Codebook in 2 weeks, Schedule out of codebook.</p>		<p>NHS</p> <p>Tribal</p>

		flexibility Kitchen Schedule update to be provided AGV storage to be resolved	NA to produce breakdown of areas.		BCL
4.0	Planning Update				
4.01		Planning tracking schedule issued to team for review for A&C & Labs	Masterplan approved 22/06/10 Submission 13 th July. Community sessions taking place fare Monday. More than 3 complaints or objections, it will be referred to committee.		All
4.02		Application made for LABS drainage connection	Closed		
4.03		Presentation on Planning submission required to inform this meeting group.			
5.00	Building Control Update				
5.01	LABS	BCL advised letter notifying conditions requiring response, minor points only			BCL
5.02	A&C	Meeting to discuss Fire Safety Arranged for 04/06/10 WSP Fire	Report by WSP being submitted		BCL
6.00	RDD				
6.02	Recording Alternate compliance agreements	Methodology for recording alternate compliance to be considered.	Not done (Room sizes)		C&B
7.00	Key Design Strategies				
7.01	Fire	BCL set agenda & forward to NHS to advise arrange meeting	ongoing		NHS

7.02	Acoustics	ACL/NA to mark-up drawings, ACL to head ER requirement for acoustic checks/proving to be cross-checked.	Meeting Arranged for 14/7/10 @ 10.30		ACL C&B
7.03	Access Control & Security	BCL/NA/ZBP have marked up drawings to be issued and meeting with NHS for 10 TH June 2010 10.30. C&B raised a reminder around the importance of discussing integration requirements with the existing adjacent buildings (neo-natal and neurosurgery) as well as the wider campus.	Meeting already taken place. Follow up meeting to be arranged. NHS to provide details of existing building.		NA NHS
		Noted – not separate meeting, part of 1.250/1.50 UGM			
7.04	FM	Separate Meeting Schedules running			NA
7.05	Sustainability & BREEAM	Next Meeting 16 June 2010	Meeting to be arranged to review BREEAM		WSP
		Radiation Protection			
7.06	Radiation Protection	MRI review strategy arranged for 10 June 2010 (including replacement strategy)	Meeting 30 th July 11.00am		NA
7.07	Interior Design Wayfinding	GIL to provide signage proposals	Ongoing strategy, presented to the planners (Part of a presentation)		GIL
7.08	M&E	No Issues for this meeting			
7.09	Structural	See previous comments on columns			
8.00	Mock Ups/Samples				
8.01		NHS reviewed on site. BCL agreed to be available for 10/6/10 prior to 1:50 user groups.	Next meeting on 23 rd .		

8.03		BCL asked the necessary for the walls, and or full height glazing within the critical care, noting clinical functionality and infection control requirements being achieved without. Either. NHS advise infection control still to evaluate.	NA to update. Visuals, Posters.		NHS
AOB					
		RFI's – BCL reminded the group that you require to reply to the original otherwise the system will not track the item as responded to.	Note – Item Closed		
		Confirmed that the neo-natal and neurosurgery information was issued during CD and on BIW.	Note – Item Closed		
		Noted that NHS (SS) will update re VIE capacity.	Information Provided		
		Noted that schiehallion has a potential radioisotope change in the future – can the radiological tank be retrofitted ir required to change in the future.	Not at present. Could be installed in the future.		
TECH DESIGN	OUTSTANDING ISSUES FROM PREVIOUS MEETING				
5.00	Design Compliance				
5.01	TQ Schedule / Ownership	Technical Queries (TQs) to be raised using RFI system in accordance with BCL document control Aconex user manual. Tracking RFI – Schedule to be produced by BCL	Ongoing		BCL BCL
MEDICAL PLANNING	OUTSTANDING ISSUES FROM PREVIOUS MEETING				
5.00	Room Data Sheets (RDS) & 1:50 Design Development				
5.01	RDS Development Process	EDS Progress Review.	Meeting tba (ref to item 2.08)		ZBP

		RDS to be signed of with 1:50 – Environmental data sheets review for special use and orientation to be checked by ZBP.			NA/ZBP
5.06	RDS Programme				
5.08	Standard Fixing Heights	NA to Issue their proposed Project Standard Fixing Height Drawings to the Board for review Comments Outstanding	Issue NHS Reviewing and advise of any thoughts. Feedback to be mocking to be included when reviews complete.	19.3.10	NA NHS
6.04	Equipment Maintenance and Access	Draft equipment replacement Strategy, required NA to provide.	Meeting 10/6/10 - Done	15/5/10	NA
6.05	Equipment	Equipment Selection criteria schedule required from ZBP to NHS to populate for legacy and new equipment e.g. services requirements, dimensions, weights etc.	NA have Issued Dwgs for equipment replacement notes (Incl MRI)		
6.06	IT	NHS requested presentation of key departments (5)e.g. AAU. Critical care, ward, OPD, Theatres, A&E, radiology, patient route.	Done IT to provide presentation on proposals back to NHS / BCL.	Presentation Mid june 10 Date TBC	NA/ZBP/Mercury
		NHS confirm IT are now inputting into 1.50 UGMs			
	Date of next meeting	4 th August 2010 @ 3.00pm		Note	

Meeting Minutes

Glasgow Hospital

Brookfield Construction (UK) Limited, Westwood Farm, Bretton Gate,
Peterborough, PE3 9UW

Telephone: 01733 500400 Fax: 01733 500500

Internet: www.brookfieldeurope.com

Date of Meeting: 4th August 2010 3.00pm – 5.00pm

Attendees: Darren Smith – Brookfield Construction (BCL)
David Bower – Brookfield Construction (BCL)
Danielle Stirling – Brookfield Construction (BCL)
Paul Britten - Tribal
Emma White – Nightingale Architects (NA)
Alan Seabourne – NHS Greater Glasgow & Clyde
(part)
Mairi Macleod – NHS Greater Glasgow & Clyde
Fiona McCluskey – NHS Greater Glasgow & Clyde
Karen Connelly – NHS Greater Glasgow & Clyde
David Hall – Currie & Brown
Jackie Stewart - NHS Greater Glasgow & Clyde
Francis Wrath – NHS Greater Glasgow & Clyde
Peter Moir – NHS Greater Glasgow & Clyde
Heather Griffin – NHS Greater Glasgow & Clyde
Lian McGraph – NHS Greater Glasgow & Clyde

Apologies: Mark Baird – Currie & Brown (C&B)
Manny Ajuwon – Brookfield Construction (BLC)

Distribution: Shiona Frew – NHS Greater Glasgow & Clyde
Rita Kopiel – Brookfield Construction & Clyde
Chris Lovejoy – Brookfield Construction
Ed McIntyre – Mercury Engineering
Steve Pardy – Zisman Bowyer & Partners
Gill Kirkness – Doig & Smith
Peter Dunbar – WSP Group
Raj Deb - BMJ

Subject: Medical Planning & Technical Design Group
Meeting No. 7

Agenda Item		Comments	Action	Date Required	Action by
1.00	Previous minutes & apologies				
		The previous minutes were agreed as accurate with minor update (meeting was No. 6 not 5)			
2.00	Programme & User Group feedback				
2.01	LABS Programme	LABS programme was outlined by BCL – indentifies potential issue with drainage due to D-E. Work to mitigate in progress C&B note to electronic link from S/C programme: P.Moir to advise if NHS believe this to be an issue.	NHS approved. Drainage Issue been resolved. Dealt with at fortnightly Progress Meeting.	CLOSED (Transfer to Construction Progress Meeting)	NHS Closed
Note	Separate LABS Meetings	Reporting not required to this meeting group.			
2.02	Appendix K	Confirmation required of the outcome of the architectural specification discussion between BCL and NA (this revolving around the use of performance specifications or NBS style). C&B pointed out that the contract addressed the format of specification that is required. All appendix K submissions acceptable schedules to be updated to reflect current position. C & B asked that critical failures are required to be included part of the ER requirement as an Appendix K deliverable BCL to review the (design) consultants appointments to allow a cross-check of the ER/SHTM compliance design compliance statement obligation with the Appendix K Requirement. C&B noted that any agreed non compliance / alternate solutions would be included in their schedule.	To be Issued. Update drawing list Schedule Another sign off after 1:50's due to so many changes being made with doors etc.		NA BCL (All consultants) BCL

		C&B noted that any agreed non compliance / alternate solutions would be included in their schedule. The detail of the 1:200 drawings to be transferred to a tracking schedule and referred to in Appendix K deliverables.	NA to provide matrix		NA
2.03	Medical Planning - Adults	1:200 programme Adults: all signed off Radiology signed off O/S Nuclear Medicine: only drawing required Imaging conditional on replacement strategy.	Drawings to be completed by 7 th October		NA
		1:200 drawings end of September	NA to provide matrix	10/09/10	
2.04	Children's	1.200 outstanding decontamination which NHS noted is to be inside the building NA advised this was always shown outside on the bid, due to infrequent use. C & B advised clarification RFI required it within the building – Potential 75m2 area shortfall to be reconciled by BCL and confirmed as not an issue or otherwise. Gymnasium area increased within the rehab department, signed off on the basis that the area of the additional gym is offset + it was confirmed that there is no requirement for additional sprung floor to the increased element of the area.	NA to Issue a drg by Thursday 8/7/10.	CLOSED	NA
2.05	Columns	NHS have been cognisant and under review of column locations on grid with some movement taking place: Final location of columns to be reviewed on 1:50 process and specific meeting to review to be set up on 16 June 2010 following NA/WSP co-ordination session.	Review took place drg updated. Further Review TBA Dealt with under App K Process	CLOSED	NA
2.06	1.50 Meetings	NA requested that NHS arrange Projection and BCL WACOM Screen. Noted that 1:50 process will run as agreed in that the standard rooms have been agreed as 'technically ready' and will now be populated 'around the building' in the various departments.	Not Used - Closed Ro1 - Complete Ro2- Complete 17/9/10	09/04/10	NHS/BCL

		<p>Departmental reviews will then consider every room type, this is where rogues will be 'captured' and created (e.g. two variants of a standard room or where two rooms are the same function are particularly mis/different shaped). That is , the content (incl equipment) and use of all rooms are considered at this stage, with final close out during the fully loaded sessions early 2011 (which should not result in any material deviation as use ans layouts are set and standard fixing heights have been considered in advance of the present 1:50 diet).</p> <p>Telephone Services – could potentially be split into two areas (on the same floor) rather than one area – proposal to come from BCL in this regard.</p> <p>Agreed that AGV requirement is that BCL provide a system that is compliant and functional (works properly).</p> <p>Do ERs require separate computer rooms for adult and children's? NA confirmed that the gross area for clinical space is within the contract requirement / allowances.</p>	<p>Schedule of total number of rooms to be produced, Tribal to provide status</p> <p>Na to check M² area.</p> <p>Separate Meeting. Work Ongoing</p> <p>NA to provide drg to indicate location. CLOSED See 3.0</p>		<p>TRIBAL</p> <p>NA (O/S)</p> <p>NA</p> <p>NHS 09/08/10</p>
2.08	1:50 Meetings	<p>NHS to confirm meeting location for 1:50</p> <p>NHS requested update from ZBP on Environmental data matrix (Schedule)</p>	<p>Ongoing – via emails</p> <p>Issue Tomorrow – 50% complete</p>	<p>Note ISSUED 08/07/10</p>	<p>ZBP N/A</p>
3.00	Schedule of Accommodation				
3.01	SOA	<p>Sign of as agreed position by 07/06/10, except FM Kitchen: BCL asked does this fall with site floor area? NA noted it does, But potential ongoing issues with plantrooms FM areas IT Rooms Telephone Rooms: Possible split into two locations NHS to confirm flexibility</p>	<p>Tribal have Issued, Included Kitchen. NHS to respond. Codebook in 2 weeks, Schedule out of codebook. NA to produce breakdown of areas.</p>		<p>NHS</p> <p>Tribal</p>

		Kitchen Schedule update to be provided AGV storage to be resolved SOA due beginning of September 10			BCL NA
4.0	Planning Update				
4.01		Planning tracking schedule issued to team for review for A&C & Labs	Masterplan approved 22/06/10 Submission 13 th July. Community sessions taking place fare Monday. More than 3 complaints or objections, it will be referred to committee.		All
4.03		Presentation on Planning submission required to inform this meeting group.	Alistair Leighton		GIL
5.00	Building Control Update				
5.01	LABS	BCL advised letter notifying conditions requiring response, minor points only	Building Control		BCL
5.02	A&C	Meeting to discuss Fire Safety Arranged for 04/06/10 WSP Fire	Report by WSP being submitted Gibby to be invited to future meetings		BCL
6.00	RDD				
6.02	Recording Alternate compliance agreements	Methodology for recording alternate compliance to be considered.	Not done (Room sizes)		C&B
7.00	Key Design Strategies				
7.01	Fire	BCL set agenda & forward to NHS to advise arrange meeting	ongoing		NHS

7.02	Acoustics	ACL/NA to mark-up drawings, ACL to head ER requirement for acoustic checks/proving to be cross-checked.	Meeting Arranged for 14/7/10 @ 10.30 Drawings & Reports	Drawings Being Updated	ACL C&B
7.03	Access Control & Security	BCL/NA/ZBP have marked up drawings to be issued and meeting with NHS for 10 TH June 2010 10.30. C&B raised a reminder around the importance of discussing integration requirements with the existing adjacent buildings (neonatal and neurosurgery) as well as the wider campus.	Meeting already taken place. Follow up meeting to be arranged. NHS to provide details of existing building.	Drawings Being Updated	NA NHS
		Noted – not separate meeting, part of 1.250/1.50 UGM			
7.04	FM	Separate Meeting Schedules running			NA
	Waste Area in Labs	NHS noted Not enough room for manual waste and height. BCL confirmed alternates being developed for waste strategy in A&C			
7.05	Sustainability & BREEAM	Next Meeting 16 June 2010	Meeting to be arranged to review BREEAM		WSP
		Radiation Protection			
7.06	Radiation Protection	MRI review strategy arranged for 10 June 2010 (including replacement strategy)	Meeting 30 th July 11.00am		NA
7.07	Interior Design Wayfinding	GIL to provide signage proposals	Ongoing strategy, presented to the planners (Part of a presentation)		GIL
7.08	M&E	No Issues for this meeting			
		Waste Management & Food Waste			
7.09	Structural	See previous comments on columns	Meeting 04/08/10		CLOSED
8.00	Mock Ups/Samples				

8.01		NHS reviewed on site. BCL agreed to be available for 10/6/10 prior to 1:50 user groups.	Next meeting on 23 rd		CLOSED
		Bi fold door option – Positive feedback.			
		FM questioned ability to close doors in two sections as BCL proposal> BCL noted no different to Bi-fold door, and probably easier to close			Note
		Press – potentially want to view the mock up area.	FM to advise.		NHS
8.03		BCL asked the necessary for the walls, and or full height glazing within the critical care, noting clinical functionality and infection control requirements being achieved without. Either. NHS advise infection control still to evaluate.	NA to update. Visuals, Posters.		NHS
AOB					
TECH DESIGN	OUTSTANDING ISSUES FROM PREVIOUS MEETING				
5.00	Design Compliance				
5.01	TQ Schedule / Ownership	Technical Queries (TQs) to be raised using RFI system in accordance with BCL document control Aconex user manual. Tracking RFI – Schedule to be produced by BCL	Ongoing		BCL BCL
MEDICAL PLANNING	OUTSTANDING ISSUES FROM PREVIOUS MEETING				
5.00	Room Data Sheets (RDS) & 1:50 Design Development				
5.01	RDS Development Process	EDS Progress Review.	Meeting TBA (ref to item 2.08)		ZBP

		RDS to be signed off with 1:50 – Environmental data sheets review for special use and orientation to be checked by ZBP.		CLOSED	NA/ZBP
5.06	RDS Programme				
5.08	Standard Fixing Heights	NA to Issue their proposed Project Standard Fixing Height Drawings to the Board for review Comments Outstanding	Issue NHS Reviewing and advise of any thoughts. Feedback to be mocking to be included when reviews complete.	19.3.10 CLOSED	NA NHS
6.04	Equipment Maintenance and Access	Draft equipment replacement Strategy, required NA to provide.	Meeting 10/6/10 - Done	CLOSED	NA
6.05	Equipment	Equipment Selection criteria schedule required from ZBP to NHS to populate for legacy and new equipment e.g. services requirements, dimensions, weights etc.	NA have Issued Dwgs for equipment replacement notes (Incl MRI)	CLOSED (refer to equip group)	
6.06	IT	NHS requested presentation of key departments (5) e.g. AAU. Critical care, ward, OPD, Theatres, A&E, radiology, patient route.	Done IT to provide presentation on proposals back to NHS / BCL.	CLOSED	NA/ZBP/Mercury
		NHS confirm IT are now inputting into 1.50 UGMs			
	Date of next meeting	8 th September 2010 @ 3.00pm		Note	

Meeting Minutes

Glasgow Hospital

Brookfield Construction (UK) Limited, Westwood Farm, Bretton Gate,
Peterborough, PE3 9UW

Telephone: 01733 500400 Fax: 01733 500500

Internet: www.brookfieldeurope.com

Date of Meeting: 1st September 2010 3.00pm – 5.00pm

Attendees: Darren Smith – Brookfield Construction (BCL)
David Bower – Brookfield Construction (BCL)
Danielle Stirling – Brookfield Construction (BCL)
Paul Britten - Tribal
Emma White – Nightingale Architects (NA)
Alan Seabourne – NHS Greater Glasgow & Clyde
Mairi Macleod – NHS Greater Glasgow & Clyde
Fiona McCluskey – NHS Greater Glasgow & Clyde
Karen Connelly – NHS Greater Glasgow & Clyde
David Hall – Currie & Brown
Jackie Stewart - NHS Greater Glasgow & Clyde
Francis Wrath – NHS Greater Glasgow & Clyde
Peter Moir – NHS Greater Glasgow & Clyde
Heather Griffin – NHS Greater Glasgow & Clyde
Lian McGraph – NHS Greater Glasgow & Clyde

Apologies: Mark Baird – Currie & Brown (C&B)
Manny Ajuwon – Brookfield Construction (BLC)

Distribution: Shiona Frew – NHS Greater Glasgow & Clyde
Rita Kopiel – Brookfield Construction & Clyde
Chris Lovejoy – Brookfield Construction
Ed McIntyre – Mercury Engineering
Steve Pardy – Zisman Bowyer & Partners
Gill Kirkness – Doig & Smith
Peter Dunbar – WSP Group
Raj Deb - BMJ

Subject: Medical Planning & Technical Design Group
Meeting No. 8

Agenda Item		Comments	Action	Date Required	Action by
1.00	Previous minutes & apologies				
		The previous minutes were agreed as accurate			
2.00	Programme & User Group feedback				
2.02	Appendix K	<p>Confirmation required of the outcome of the architectural specification discussion between BCL and NA (this revolving around the use of performance specifications or NBS style). C&B pointed out that the contract addressed the format of specification that is required.</p> <p>All appendix K submissions acceptable schedules to be updated to reflect current position.</p> <p>C & B asked that critical failures are required to be included part of the ER requirement as an Appendix K deliverable BCL to review the (design) consultants appointments to allow a cross-check of the ER/SHTM compliance design compliance statement obligation with the Appendix K Requirement. C&B noted that any agreed non compliance / alternate solutions would be included in their schedule. C&B noted that any agreed non compliance / alternate solutions would be included in their schedule.</p> <p>The detail of the 1:200 drawings to be transferred to a tracking schedule and referred to in Appendix K deliverables.</p> <p>Cill heights on children's @ 600mm above FFL adjacent to roof garden areas</p> <p>Cill heights in Tower – no change in design</p> <p>Review of Area Schedules - ongoing</p>	<p>NA to produce Schedule of Specifications & to be Issued.</p> <p>Update drawing list Schedule</p> <p>Another sign off after 1:50's due to so many changes being made with doors etc.</p> <p>1:200 comments</p> <p>Closed</p>		<p>NA</p> <p>BCL (All consultants)</p> <p>BCL</p> <p>NA</p>

2.03	Medical Planning - Adults	1:200 programme Adults: all signed off Radiology signed off O/S Nuclear Medicine: only drawing required Imaging conditional on replacement strategy.	Drawings to be completed by 7 th October		NA
		1:200 drawings end of September	NA to provide matrix	10/09/10	NA
2.04	Children's	1.200 outstanding decontamination which NHS noted is to be inside the building NA advised this was always shown outside on the bid, due to infrequent use. C & B advised clarification RFI required it within the building – Potential 75m2 area shortfall to be reconciled by BCL and confirmed as not an issue or otherwise. Gymnasium area increased within the rehab department, signed off on the basis that the area of the additional gym is offset + it was confirmed that there is no requirement for additional sprung floor to the increased element of the area.	NA to Issue a drg by Thursday 8/7/10.	CLOSED	NA
2.05	Columns	NHS have been cognisant and under review of column locations on grid with some movement taking place: Final location of columns to be reviewed on 1:50 process and specific meeting to review to be set up on 16 June 2010 following NA/WSP co-ordination session. Mark up B&W to emphasis MJ Location Post meeting Note ; MJ now shown on Recess drawings	Review took place drg updated. Further Review TBA Dealt with under App K Process	CLOSED	NA
2.06	1.50 Meetings	NA requested that NHS arrange Projection and BCL WACOM Screen. Noted that 1:50 process will run as agreed in that the standard rooms have been agreed as 'technically ready' and will now be populated 'around the building' in the various departments. Departmental reviews will then consider every room type, this is where rogues will be 'captured' and created (e.g. two variants of a standard room or where two rooms are the same function are	Not Used - Closed Ro1 - Complete Ro2- Complete 17/9/10 Schedule of total number of rooms to be produced, Tribal to provide status	09/04/10	NHS/BCL TRIBAL

		<p>particularly mis/different shaped). That is , the content (incl equipment) and use of all rooms are considered at this stage, with final close out during the fully loaded sessions early 2011 (which should not result in any material deviation as use ans layouts are set and standard fixing heights have been considered in advance of the present 1:50 diet).</p> <p>Telephone Services – could potentially be split into two areas (on the same floor) rather than one area – proposal to come from BCL in this regard.</p> <p>Agreed that AGV requirement is that BCL provide a system that is compliant and functional (works properly).</p> <p>Do ERs require separate computer rooms for adult and children's? NA confirmed that the gross area for clinical space is within the contract requirement / allowances.</p> <p>Every room now has a code that can be tracked through codebook (codebook does not include telecoms, retail, Specialist Kitchen)</p> <p>NA advised Equipment Schedule due on 17septmeber 2010 from codebook includes updated briefing codes.</p>	<p>Na to check M² area.</p> <p>Separate Meeting. Work Ongoing</p> <p>NA to provide drg to indicate location. CLOSED See 3.0</p>		<p>NA (O/S)</p> <p>NA</p> <p>NHS 09/08/10</p>
2.08	1:50 Meetings	<p>NHS to confirm meeting location for 1:50</p> <p>NHS requested update from ZBP on Environmental data matrix (Schedule)</p> <p>Importing back NHS comments on first pass, to then be exported out to ZBP (next week 15/9/10, to be complete by 17th)</p> <p>1:50 in Folder from 13/9/10</p> <p>NHS noted they wants 1:50 presented as A3 for FBC</p>	<p>Ongoing – via emails</p> <p>Issue Tomorrow – 50% complete</p>	<p>Note ISSUED 08/07/10</p>	<p>ZBP N/A</p>
3.00	Schedule of Accommodation				
3.01	SOA	Sign of as agreed position by 07/06/10, except FM Kitchen:	Tribal have Issued, Included		NHS

		<p>BCL asked does this fall with site floor area? NA noted it does, But potential ongoing issues with plantrooms FM areas IT Rooms Telephone Rooms: Possible split into two locations NHS to confirm flexibility</p> <p>Kitchen Schedule update to be provided AGV storage to be resolved SOA due beginning of September 10.</p> <p>Revised SoA issued including o/a summary – review ongoing</p>	<p>Kitchen. NHS to respond. Codebook in 2 weeks, Schedule out of codebook. NA to produce breakdown of areas.</p>	<p>Closed</p> <p>Closed</p>	<p>Tribal</p> <p>BCL NA</p>
4.0	Planning Update				
4.01		<p>Planning tracking schedule issued to team for review for A&C & Labs</p>	<p>Masterplan approved 22/06/10 Submission 13th July. Community sessions taking place fare Monday. More than 3 complaints or objections, it will be referred to committee.</p>		All
4.03		<p>Presentation on Planning submission required to inform this meeting group. Post meeting Note : presentation at AEDET was sufficient</p>	Alistair Leighton		GIL
		Roads Meeting to be arranged to discuss RCC application phasing			BCL
5.00	Building Control Update				
5.01	LABS	BCL advised letter notifying conditions requiring response, minor points only	Building Control		BCL
5.02	A&C	<p>Meeting to discuss Fire Safety Arranged for 04/06/10 WSP Fire.</p> <p>Layouts in wards – Agreed</p>	<p>Report by WSP being submitted</p> <p>meetings</p>		BCL

		Gibby to be invited to future for update Meeting With Kenny hamill Copy of Fire Strategy drawings & Consolidated report required by NHS for review by Buro Happold			BCL
6.00	RDD				
6.02	Recording Alternate compliance agreements	Methodology for recording alternate compliance to be considered.	Not done (Room sizes)		C&B
7.00	Key Design Strategies				
7.01	Fire	BCL set agenda & forward to NHS to advise arrange meeting	ongoing		NHS
7.02	Acoustics	ACL/NA to mark-up drawings, ACL to head ER requirement for acoustic checks/proving to be cross-checked. W/E 24/9/10	Meeting Arranged for 14/7/10 @ 10.30 Drawings & Reports	Drawings Being Updated	ACL C&B
7.03	Access Control & Security	BCL/NA/ZBP have marked up drawings to be issued and meeting with NHS for 10 TH June 2010 10.30. C&B raised a reminder around the importance of discussing integration requirements with the existing adjacent buildings (neonatal and neurosurgery) as well as the wider campus.	Meeting already taken place. Follow up meeting to be arranged. NHS to provide details of existing building.	Drawings Being Updated	NA NHS
		Noted – not separate meeting, part of 1.250/1.50 UGM			
7.04	FM	Separate Meeting Schedules running			NA
	Waste Area in Labs	NHS noted Not enough room for manual waste and height. BCL confirmed alternates being developed for waste strategy in A&C			
7.05	Sustainability & BREEAM	Next Meeting 16 June 2010	Meeting to be arranged to review BREEAM Tracking (74) RPA – 17/9/10		WSP

		Radiation Protection			
7.06	Radiation Protection	MRI review strategy arranged for 10 June 2010 (including replacement strategy)	Meeting 30 th July 11.00am		NA
7.07	Interior Design Wayfinding	GIL to provide signage proposals	Ongoing strategy, presented to the planners (Part of a presentation)		GIL -APP K
7.08	M&E	No Issues for this meeting			
		Waste Management & Food Waste			
7.09	Structural	See previous comments on columns	Meeting 04/08/10		CLOSED
8.00	Mock Ups/Samples				
8.01		NHS reviewed on site. BCL agreed to be available for 10/6/10 prior to 1:50 user groups.	Next meeting on 23 rd		CLOSED
		Bi fold door option – Positive feedback.			
		FM questioned ability to close doors in two sections as BCL proposal> BCL noted no different to Bi-fold door, and probably easier to close			Note
		Press – potentially want to view the mock up area.	FM to advise.		NHS
8.03		BCL asked the necessary for the walls, and or full height glazing within the critical care, noting clinical functionality and infection control requirements being achieved without. Either. NHS advise infection control still to evaluate.	NA to update. Visuals, Posters.		NHS
AOB					

TECH DESIGN	OUTSTANDING ISSUES FROM PREVIOUS MEETING				
5.00	Design Compliance				
5.01	TQ Schedule / Ownership	Technical Queries (TQs) to be raised using RFI system in accordance with BCL document control Aconex user manual. Tracking RFI – Schedule to be produced by BCL	Ongoing		BCL BCL
	Date of next meeting	13 th October 2010 @ 3.00pm		Note	

Meeting Minutes

Glasgow Hospital

Brookfield Construction (UK) Limited, Westwood Farm, Bretton Gate,
Peterborough, PE3 9UW

Telephone: 01733 500400 Fax: 01733 500500

Internet: www.brookfieldeurope.com

Date of Meeting: 06th October 2010 3.00pm – 5.00pm

Attendees: Darren Smith – Brookfield Construction (BCL)
David Bower – Brookfield Construction (BCL)
Danielle Stirling – Brookfield Construction (BCL)
Alan Seabourne – NHS Greater Glasgow & Clyde
Mairi Macleod – NHS Greater Glasgow & Clyde
Fiona McCluskey – NHS Greater Glasgow & Clyde
Karen Connelly – NHS Greater Glasgow & Clyde
David Hall – Currie & Brown
Jackie Stewart - NHS Greater Glasgow & Clyde
Francis Wrath – NHS Greater Glasgow & Clyde
Peter Moir – NHS Greater Glasgow & Clyde

Distribution: Shiona Frew – NHS Greater Glasgow & Clyde
Chris Lovejoy – Brookfield Construction
Ed McIntyre – Mercury Engineering
Steve Pardy – Zisman Bowyer & Partners
Gill Kirkness – Doig & Smith
Peter Dunbar – WSP Group
Raj Deb - BMJ

Apologies: Mark Baird – Currie & Brown (C&B)
Manny Ajuwon – Paul Britten - Tribal
Emma White – Nightingale Architects (NA)
Heather Griffin – NHS Greater Glasgow & Clyde
Lian McGraph – NHS Greater Glasgow & Clyde

Subject: Medical Planning & Technical Design Group
Meeting No. 9

Agenda Item		Comments	Action	Date Required	Action by
1.00	Previous minutes & apologies				
		The previous minutes were agreed as accurate			
2.00	Programme & User Group feedback				
2.02	Appendix K	<p>Confirmation required of the outcome of the architectural specification discussion between BCL and NA (this revolving around the use of performance specifications or NBS style). C&B pointed out that the contract addressed the format of specification that is required.</p> <p>All appendix K submissions acceptable schedules to be updated to reflect current position.</p> <p>C & B asked that critical failures are required to be included part of the ER requirement as an Appendix K deliverable BCL to review the (design) consultants appointments to allow a cross-check of the ER/SHTM compliance design compliance statement obligation with the Appendix K Requirement. C&B noted that any agreed non compliance / alternate solutions would be included in their schedule. C&B noted that any agreed non compliance / alternate solutions would be included in their schedule.</p>	<p>NA to produce Schedule of Specifications & to be Issued.</p> <p>Update drawing list Schedule</p> <p>Another sign off after 1:50's due to so many changes being made with doors etc.</p>	Ongoing	<p>CLOSED</p> <p>BCL (All consultants)</p> <p>CLOSED</p>

2.03	Medical Planning - Adults	O/S Nuclear Medicine: only drawing required Imaging conditional on replacement strategy.		Board advised now Signed Off.	CLOSED
		1:200 drawings end of September	NA to provide matrix	10/09/10	CLOSED
2.06	1.50 Meetings	<p>Noted that 1:50 process will run as agreed in that the standard rooms have been agreed as 'technically ready' and will now be populated 'around the building' in the various departments.</p> <p>Departmental reviews will then consider every room type, this is where rogues will be 'captured' and created (e.g. two variants of a standard room or where two rooms are the same function are particularly mis/different shaped). That is , the content (incl equipment) and use of all rooms are considered at this stage, with final close out during the fully loaded sessions early 2011 (which should not result in any material deviation as use ans layouts are set and standard fixing heights have been considered in advance of the present 1:50 diet).</p> <p>Every room now has a code that can be tracked through codebook (codebook does not include telecoms, retail, Specialist Kitchen)</p> <p>NA advised Equipment Schedule due on 17septmeber 2010 from codebook includes updated briefing codes.</p>	<p>Ro1 - Complete Ro2- Complete 17/9/10</p> <p>Schedule of total number of rooms to be produced, Tribal to provide status</p> <p>1:50 to be re-issued. Next version of equipment schedule due – 18th Oct. 2010</p> <p>Revised RDS to be Issued w/c 25th oct 2010</p>		<p>TRIBAL</p> <p>ongoing</p>
2.08	1:50 Meetings	<p>NHS to confirm meeting location for 1:50</p> <p>NHS requested update from ZBP on Environmental data matrix (Schedule)</p> <p>Importing back NHS comments on first pass, to then be exported out to ZBP (next week 15/9/10, to be complete by 17th)</p>	<p>Ongoing – via emails</p> <p>50% complete</p>	Nothing Outstanding	<p>ZBP</p> <p>N/A</p>

		1:50 in Folder from 13/9/10 NHS noted they wants 1:50 presented as A3 for FBC	Updated		
3.00	Schedule of Accommodation				
3.01	SOA	<p>Sign of as agreed position by 07/06/10, except FM Kitchen: BCL asked does this fall with site floor area? NA noted it does, But potential ongoing issues with plantrooms FM areas IT Rooms Telephone Rooms: Possible split into two locations NHS to confirm flexibility</p> <p>Kitchen Schedule update to be provided AGV storage to be resolved SOA due beginning of September 10.</p> <p>Revised SoA issued including o/a summary – review ongoing BCL noted that a check of SoA against measured building being undertaken.</p>	<p>Tribal have Issued, Included Kitchen. NHS to respond. Codebook in 2 weeks, Schedule out of codebook. NA to produce breakdown of areas.</p>	<p>Closed</p> <p>Closed</p>	<p>NHS</p> <p>Tribal</p> <p>BCL NA</p> <p>NA/ D&S / Tribal</p>
4.0	Planning Update				
4.01		Planning tracking schedule issued to team for review for A&C & Labs	<p>Masterplan approved 22/06/10 Submission 13th July. Community sessions taking place fare Monday. More than 3 complaints or objections, it will be referred to committee.</p>		All
4.02		In perpetuity legal advice re adoptable maintenance given to be issued to BCL			C&B
4.03		<p>Presentation on Planning submission required to inform this meeting group. Post meeting Note : presentation at AEDET was sufficient</p>	Alistair Leighton		CLOSED
		Roads Meeting to be arranged to discuss RCC application phasing			BCL

5.00	Building Control Update				
5.01	LABS	BCL advised letter notifying conditions requiring response, minor points only. – Stage 2 approved Stage 3 approved 4 weeks	Building Control		BCL
5.02	A&C	Meeting to discuss Fire Safety Arranged for 04/06/10 WSP Fire. Layouts in wards – Agreed Gibby to be invited to future for update Meeting With Kenny hamill Copy of Fire Strategy drawings & Consolidated report required by NHS for review by Buro Happold	Report by WSP being submitted meetings		BCL BCL
6.00	RDD				
6.02	Recording Alternate compliance agreements	Methodology for recording alternate compliance to be considered.	Not done (Room sizes)	Ongoing	C&B
7.00	Key Design Strategies				
7.01	Fire	BCL set agenda & forward to NHS to advise arrange meeting	Meeting Separately with Gibby	Ongoing	NHS
7.02	Acoustics	ACL/NA to mark-up drawings, ACL to head ER requirement for acoustic checks/proving to be cross-checked. W/E 24/9/10	Meeting Arranged for 14/7/10 @ 10.30 Drawings & Reports	Drawings Being Updated	ACL C&B
7.03	Access Control & Security	BCL/NA/ZBP have marked up drawings to be issued and meeting with NHS for 10 TH June 2010 10.30. C&B raised a reminder around the importance of discussing integration requirements with the existing adjacent buildings (neonatal and neurosurgery) as well as the wider campus.	Meeting already taken place. Follow up meeting to be arranged. NHS to provide details of existing building.	Drawings Being Updated	NA NHS
		Noted – not separate meeting, part of 1.250/1.50 UGM			

7.04	FM	Separate Meeting Schedules running			NA
	Waste Area in Labs	NHS noted Not enough room for manual waste and height. BCL confirmed alternates being developed for waste strategy in A&C			BCL
7.05	Sustainability & BREEAM	Next Meeting 16 June 2010 A&C targeting 74, NHS requested copy of current position	Meeting to be arranged to review BREEAM Tracking (74)		BCL
		Radiation Protection			
7.06	Radiation Protection	MRI review strategy arranged for 10 June 2010 (including replacement strategy)	Meeting 30 th July 11.00am RPA – meeting 17/9/10		CLOSED
7.07	Interior Design Wayfinding	GIL to provide signage proposals	Ongoing strategy, presented to the planners (Part of a presentation)		GIL -APP K
7.08	M&E				
		Waste Management & Food Waste	Sept 10 Food waste solution being developed – Darren Pike		
8.00	Mock Ups/Samples				
8.01					
		Bi fold door option – Positive feedback.			
		FM questioned ability to close doors in two sections as BCL proposal> BCL noted no different to Bi-fold door, and probably easier to close			Note
		Press – potentially want to view the mock up area.	FM to advise.		NHS
8.03		BCL asked the necessary for the walls, and or full height glazing within the critical care, noting clinical functionality and infection	NA to update. Visuals, Posters.		NHS

		control requirements being achieved without. Either. NHS advise infection control still to evaluate.			
AOB					
TECH DESIGN	OUTSTANDING ISSUES FROM PREVIOUS MEETING				
5.00	Design Compliance				
5.01	TQ Schedule / Ownership	Technical Queries (TQs) to be raised using RFI system in accordance with BCL document control Aconex user manual. Tracking RFI – Schedule tabled by BCL to be sent to PM	Ongoing		BCL BCL
	Date of next meeting	03 rd November 2010 @ 3.00pm			

Meeting Minutes

Glasgow Hospital

Brookfield Construction (UK) Limited, Westwood Farm, Bretton Gate,
Peterborough, PE3 9UW

Telephone: 01733 500400 Fax: 01733 500500

Internet: www.brookfieldeurope.com

Date of Meeting: 3rd November 2010 3.00pm – 5.00pm

Attendees: Darren Smith – Brookfield Construction (BCL)
Danielle Stirling – Brookfield Construction (BCL)
Mairi Macleod – NHS Greater Glasgow & Clyde
Fiona McCluskey – NHS Greater Glasgow & Clyde
Karen Connelly – NHS Greater Glasgow & Clyde
David Hall – Currie & Brown
Francis Wrath – NHS Greater Glasgow & Clyde
Peter Moir – NHS Greater Glasgow & Clyde

Distribution: Shiona Frew – NHS Greater Glasgow & Clyde
Chris Lovejoy – Brookfield Construction
Ed McIntyre – Mercury Engineering
Steve Pardy – Zisman Bowyer & Partners
Gill Kirkness – Doig & Smith
Peter Dunbar – WSP Group
Raj Deb - BMJ

Apologies: Mark Baird – Currie & Brown (C&B)
Manny Ajuwon – Paul Britten - Tribal
Emma White – Nightingale Architects (NA)
Heather Griffin – NHS Greater Glasgow & Clyde
Lian McGraph – NHS Greater Glasgow & Clyde
David Bower – Brookfield Construction (BCL)
Alan Seabourne – NHS Greater Glasgow & Clyde
Jackie Stewart - NHS Greater Glasgow & Clyde

Subject: Medical Planning & Technical Design Group
Meeting No. 10

Agenda Item		Comments	Action	Date Required	Action by
1.00	Previous minutes & apologies				
		The previous minutes were agreed as accurate			
2.00	Programme & User Group feedback				
2.02	Appendix K	<p>All appendix K submissions acceptable schedules continue to be updated to reflect current position.</p> <p>C & B asked that critical failures are required to be included part of the ER requirement as an Appendix K deliverable BCL to review the (design) consultants appointments to allow a cross-check of the ER/SHTM compliance design compliance statement obligation with the Appendix K Requirement. C&B noted that any agreed non compliance / alternate solutions would be included in their schedule. C&B noted that any agreed non compliance / alternate solutions would be included in their schedule.</p> <p>Board noted their outstanding reveiws included Catering 1:50 Glazed screens / Door types Radiation Protection / Access Control</p>	Update drawing list Schedule	Ongoing	BCL (All consultants)

2.06	1.50 Meetings	<p>Noted that 1:50 process will run as agreed in that the standard rooms have been agreed as 'technically ready' and will now be populated 'around the building' in the various departments.</p> <p>Departmental reviews will then consider every room type, this is where rogues will be 'captured' and created (e.g. two variants of a standard room or where two rooms are the same function are particularly mis/different shaped). That is , the content (incl equipment) and use of all rooms are considered at this stage, with final close out during the fully loaded sessions early 2011 (which should not result in any material deviation as use ans layouts are set and standard fixing heights have been considered in advance of the present 1:50 diet).</p> <p>Every room now has a code that can be tracked through codebook (codebook does not include telecoms, retail, Specialist Kitchen)</p> <p>NA advised Equipment Schedule due on 17septmeber 2010 from codebook includes updated briefing codes. A finalised list of equipment following the UGM is required for the 24/11/10</p> <p>It was agreed between NHS and BCL that a strict change control would be put into place for all equipment.</p> <p>A programme of 1:50 meetings for loaded drawings is to be tabled at the next meeting</p>	<p>Ro1 - Complete Ro2- Complete 17/9/10</p> <p>Schedule of total number of rooms to be produced, Tribal to provide status</p> <p>1:50 to be re-issued. Next version of equipment schedule due – 18th Oct. 2010</p> <p>Revised RDS to be Issued w/c 25th oct 2010</p>		<p>TRIBAL</p> <p>ongoing</p> <p>CLOSED</p> <p>CLOSED</p> <p>NHS / BCL</p> <p>NA</p>
2.08	Environmental data sheets	NHS requested update from ZBP on Environmental data matrix (Schedule)	Ongoing – via emails	Nothing Outstanding	

		-Received – by C&B NHS to review Importing back NHS comments on first pass, to then be exported out		Under review C&B	NHS
3.00	Schedule of Accommodation				
3.01	SOA	Revised SoA issued including o/a summary – review ongoing BCL noted that a check of SoA against measured building being undertaken. Post meeting Note: NHS have noted B status with comments. NA to review and respond			NHS
4.0	Planning Update				
4.01		Planning schedules have been updated and issued by Jim Miller			All
4.02		In perpetuity legal advice re adoptable maintenance given to be issued to BCL	- Verbal confirmation from Gcc ok. – LPA to confirm.		C&B
5.00	Building Control Update				
5.01	LABS	BCL advised letter notifying conditions requiring response, minor points only. – Stage 2 approved Stage 3 approved 4 weeks	Building Control		BCL
5.02	A&C	Meeting to discuss Fire Safety Arranged for 04/06/10 WSP Fire. Layouts in wards – Agreed Gibby to be invited to future for update Meeting With Kenny hamill	Report by WSP being submitted		BCL

		Copy of Fire Strategy drawings & Consolidated report required by NHS for review by Buro Happold			BCL
6.00	RDD				
6.02	Recording Alternate compliance agreements	Methodology for recording alternate compliance to be considered.	Not done (Room sizes) Labs – Samples: Colours / desks Dates of RDD schedule	WC 12.11.10	C&B
7.00	Key Design Strategies				
7.01	Fire	Meetings with NHS continue. Review by NHS adviser Buro Happold to be completed	Meeting Separately with Gibby and not authorities	Ongoing	NHS NHS
7.02	Acoustics	ACL/NA to mark-up drawings, ACL to head ER requirement for acoustic checks/proving to be cross-checked. NHS to review Appendix k drawings BCL have proposed acoustic test and will advise board of scope intent and dates	Meeting Arranged for 14/7/10 @ 10.30 Drawings & Reports-	Drawings Being Updated	CLOSED C&B NHS BCL
7.03	Access Control & Security	BCL/NA/ZBP have marked up drawings to be issued and meeting with NHS for 10 TH June 2010 10.30. C&B raised a reminder around the importance of discussing integration requirements with the existing adjacent buildings (neonatal and neurosurgery) as well as the wider campus.	Meeting already taken place. Follow up meeting to be arranged. NHS to provide details of existing building.	Drawings Being Updated	CLOSED NHS

		Access control drawings to be reviewed from Appn k submission			NHS
7.04	FM	Separate Meeting Schedules running			Note
	Waste Area in Labs	NHS noted Not enough room for manual waste and height. BCL confirmed alternates being developed for food waste strategy in A&C	- Food Waste.		BCL
	AGV's	Number of sub bases to be confirmed. BCL noted detailed with App k submission			NHS
		NHS requested BCL to confirm floor finishes where AGV's run			BCL
		Manual handling on NDC carts results in increase door heights to non standard. BCL / NHS to work together to minimise impact			NHS / BCL
7.05	Sustainability & BREEAM	Next Meeting 16 June 2010 A&C targeting 74, NHS requested copy of current position	Meeting to be arranged to review BREEAM Tracking (74) report sent to HS		BCL
		LABS NHS reporting -56%; BCL noted information continues to be re-requested, and further detail beyond that previously asked. Susan to provide updated response to most recent submission	-		NHS
		Radiation Protection			
7.07	Interior Design Wayfinding (Art)	GIL to provide signage proposals	Ongoing strategy, presented to the planners (Part of a presentation)		GIL -APP K
		Cost information still outstanding for Arts strategy BCL to action			BCL
		Cost information for fund raising targets for diversion therapy requested by NHS			BCL

7.08	M&E				
		Waste Management & Food Waste	Sept 10 Food waste solution being developed – Darren Pike		
	Lifts	NHS noted 5t lifts required. BCL noted this was not agreed however was to ascertain the maximum load carrying capacity without changes to core and advise NHS.			BCL
	ETFE	Visits to be arranged NHS to confirm dates			NHS
8.00	Mock Ups/Samples	Continue to be used to refine details. NHS advise additional visits may be required. BCL to provide access Facade Panels for planning design ongoing. Acoustic chambers being completed in Ibrox units			
TECH DESIGN	OUTSTANDING ISSUES FROM PREVIOUS MEETING				
5.00	Design Compliance				
5.01	TQ Schedule / Ownership	Technical Queries (TQs) to be raised using RFI system in accordance with BCL document control Aconex user manual. Tracking RFI – Schedule tabled by BCL to be sent to PM	Ongoing		BCL BCL
	Date of next meeting	31 st November 2010 @ 3.00pm			

Meeting Minutes

Glasgow Hospital

Brookfield Construction (UK) Limited, Westwood Farm, Bretton Gate,
Peterborough, PE3 9UW

Telephone: 01733 500400 Fax: 01733 500500

Internet: www.brookfieldeurope.com

Date of Meeting: 1st December 2010 3.00pm – 5.00pm

Attendees: Darren Smith – Brookfield Construction (BCL)
Mairi Macleod – NHS Greater Glasgow & Clyde
Francis Wrath – NHS Greater Glasgow & Clyde
Alan Seabourne – NHS Greater Glasgow & Clyde
Mark Baird – Currie & Brown (C&B)
Emma White – Nightingale Architects (NA)
Heather Griffin – NHS Greater Glasgow & Clyde
David Bower – Brookfield Construction (BCL)
Jackie Stewart - NHS Greater Glasgow & Clyde

Distribution: Shiona Frew – NHS Greater Glasgow & Clyde
Darren Pike – Brookfield Construction
Ed McIntyre – Mercury Engineering
Steve Pardy – Zisman Bowyer & Partners
Gill Kirkness – Doig & Smith
Peter Dunbar – WSP Group
Raj Deb - BMJ
Manny Ajuwon - BCL

Apologies: Paul Britten - Tribal
Lian McGraph – NHS Greater Glasgow & Clyde
Fiona McCluskey – NHS Greater Glasgow & Clyde
Peter Moir – NHS Greater Glasgow & Clyde
Karen Connelly – NHS Greater Glasgow & Clyde
David Hall – Currie & Brown

Subject: Medical Planning & Technical Design Group
Meeting No. 11

Agenda Item		Comments	Action	Date Required	Action by
1.00	Previous minutes & apologies				
		The previous minutes noted as requiring the following clarifications. Item 7.05 should read '56%' not '-56%' Item 7.05 'radiation protection' to be deleted			
2.00	Programme & User Group feedback				
2.02	Appendix K	<p>All appendix K submissions acceptable schedules continue to be updated to reflect current position.</p> <p>C & B asked that critical failures are required to be included part of the ER requirement as an Appendix K deliverable BCL to review the (design) consultants appointments to allow a cross-check of the ER/SHTM compliance design compliance statement obligation with the Appendix K Requirement. C&B noted that any agreed non compliance / alternate solutions would be included in their schedule. C&B noted that any agreed non compliance / alternate solutions would be included in their schedule.</p> <p>Board noted their outstanding reviews included as of 01/12/10 Catering 1:50 (NHS advised not seen) Remaining are still outstanding for NHS review Glazed screens / Door types Radiation Protection / Access Control</p>	Update drawing list Schedule	Ongoing	<p>BCL (All consultants)</p> <p>BCL</p> <p>NHS</p>

2.06	1.50 Meetings	<p>Noted that 1:50 process will run as agreed in that the standard rooms have been agreed as 'technically ready' and will now be populated 'around the building' in the various departments.</p> <p>Departmental reviews will then consider every room type, this is where rogues will be 'captured' and created (e.g. two variants of a standard room or where two rooms are the same function are particularly mis/different shaped). That is , the content (incl equipment) and use of all rooms are considered at this stage, with final close out during the fully loaded sessions early 2011 (which should not result in any material deviation as use as layouts are set and standard fixing heights have been considered in advance of the present 1:50 diet).</p> <p>NA advised Equipment Schedule due on 17septmeber 2010 from codebook includes updated briefing codes. A finalised list of equipment following the UGM is required for the 24/11/10</p> <p>It was agreed between NHS and BCL that a strict change control would be put into place for all equipment.</p> <p>A programme of 1:50 meetings for loaded drawings is to be tabled at a special meeting examining 1:50 loaded programme, UGM sign off, and design programme</p>	<p>Ro1 - Complete</p> <p>Ro2- Complete 17/9/10</p> <p>Schedule of total number of rooms to be produced, Tribal to provide status</p>		<p>TRIBAL</p> <p>ongoing</p> <p>NHS / BCL</p> <p>NA</p> <p>NA</p>
2.08	Environmental data sheets	<p>NHS requested update from ZBP on Environmental data matrix (Schedule)</p> <p>-Received – by C&B NHS to review</p> <p>Importing back NHS comments on first pass, to then be exported out</p>	Ongoing – via emails	<p>Nothing Outstanding</p> <p>Under review C&B</p>	NHS

3.00	Schedule of Accommodation				
3.01	SOA	<p>Revised SoA issued including o/a summary – review ongoing BCL noted that a check of SoA against measured building being undertaken.</p> <p>NHS have noted B status with comments. NA to review and respond</p> <p>Post Meeting note. BCL have provided MHS a GIFA cover sheet to accompany the SoA. NHS to review and comment</p> <p>Post meeting note: The agreed SoA as noted in the letter to proceed is recorded as the 1:200 NA drawings from which the NA codebook report area schedule is derived.</p>			CLOSED
4.0	Planning Update				
4.01		Planning schedules have been updated and issued by Jim Miller			All
4.02		In perpetuity legal advice re adoptable maintenance given to be issued to BCL	- Verbal confirmation from Gcc ok. – LPA to confirm.		NHS
5.00	Building Control Update				
5.01	LABS	<p>BCL advised letter notifying conditions requiring response, minor points only. –</p> <p>Stage 2 approved</p> <p>Stage 3 approved 4 weeks</p>	Building Control		BCL

5.02	A&C	<p>Meeting to discuss Fire Safety Arranged for 04/06/10 WSP Fire.</p> <p>Layouts in wards – Agreed Gibby to be invited to future for update Meeting With Kenny hamill Copy of Fire Strategy drawings & Consolidated report required by NHS for review by Buro Happold.</p> <p>BCL explained that greater input was required from the board in that Gibby was not in a position to make the necessary decisions, RFI's and Management Safety Procedures strategy remain outstanding.</p> <p>NHS noted and confirm that the project team would also attend the meetings going forward, and further that Buro Happold would be assisting the board in writing their management procedures, based upon the information provided by BCL from the Peterborough Project.</p> <p>Two meetings to be set up by BCL</p> <ol style="list-style-type: none"> 1) finalise location and quantity of fire extinguishers, as the ER requires global recessing. The board noted that that recessing only likely be required along trafficked routes, which could be determined at the review meeting 2) review outstanding RFI's on for example sound levels for alarm, void detection. NHS to review before meeting. WSP to set agenda 	Report by WSP being submitted		<p>BCL</p> <p>BCL</p> <p>BCL</p> <p>NA / NHS</p> <p>NHS / WSP</p>
6.00	RDD				
6.02	Recording Alternate compliance agreements	Methodology for recording alternate compliance to be considered.	<p>Not done (Room sizes) Labs – Samples: Colours / desks</p> <p>Remains outstanding</p>	WC 12.11.10	C&B
7.00	Key Design Strategies				

7.01	Fire	<p>Meetings with NHS continue.</p> <p>Review of fire strategy drawings and report by NHS adviser Buro Happold to be completed before end of November - remains outstanding.</p> <p>Post Meeting Note: Buro Happold paper being reviewed for response by WSP</p>	Meeting Separately with Gibby and not authorities	Ongoing	WSP
7.02	Acoustics	<p>ER requirement for acoustic checks/proving to be cross-checked.</p> <p>NHS to review Appendix k drawings</p> <p>BCL have proposed acoustic test and will advise board of scope intent and dates</p>			<p>C&B</p> <p>NHS</p> <p>BCL</p>
7.03	Access Control & Security	<p>C&B raised a reminder around the importance of discussing integration requirements with the existing adjacent buildings (neonatal and neurosurgery) as well as the wider campus.</p> <p>Access control drawings to be reviewed from Appn k submission</p>	NHS to provide details of existing building.		<p>NHS</p> <p>NHS</p>
7.04	FM	Separate Meeting Schedules running			Note
	Waste Area in Labs	NHS noted Not enough room for manual waste and height.	-		note
	Food Waste.	<p>BCL confirmed alternates being developed for food waste strategy in A&C.</p> <p>Sample bin for food collection using AGV with KC for comment/</p>			<p>BCL</p> <p>NHS</p>

		JS noted ongoing discussions regarding washer disinfectors, and to report findings to team			NHS
	AGV's	Number of sub bases to be confirmed. BCL noted detailed with App k submission			note
		NHS requested BCL to confirm floor finishes where AGV's run			NA
		Manual handling on NDC carts results in increase door heights to non standard. BCL / NHS to work together to minimise impact NHS drawings marked up and returned for consultants review / action			NA
7.05	Sustainability & BREEAM	Next Meeting 16 June 2010 A&C targeting 74, NHS requested copy of current position LABS NHS reporting 56%; BCL noted information continues to be re-requested, and further detail beyond that previously asked. Susan to provide updated response to most recent submission. BCL noted work continues closely with C&B who were now monitoring feeding information to Susan Logan, as it was confirmed that information previously sent was being re-requested. AS noted that HM was to speak to SL. DS noted that BCL was working closely with Graeme ??? and asked that HM co-ordinate with C&B - Agreed	Meeting to be arranged to review BREEAM Tracking (74) report sent to HS -		Ongoing NHS/BCL
7.07	Interior Design Wayfinding (Art)	GIL to provide signage proposals Cost information still outstanding for Arts strategy BCL to action	Ongoing strategy, presented to the planners (Part of a presentation)		CLOSED CLOSED

		Information provided Cost information for fund raising targets for diversion therapy requested by NHS Information provided			CLOSED
7.08	M&E				
		Waste Management & Food Waste	Sept 10 Food waste solution being developed – Darren Pike		
	Lifts	NHS noted 5t lifts required. BCL noted this was not agreed however was to ascertain the maximum load carrying capacity without changes to core and advise NHS.			BCL
	ETFE	Visits to be arranged NHS to confirm dates			NHS
8.00	Mock Ups/Samples	Continue to be used to refine details. NHS advise additional visits may be required. BCL to provide access Facade Panels for planning design ongoing. Acoustic chambers being completed in Ibrox units			
TECH DESIGN	OUTSTANDING ISSUES FROM PREVIOUS MEETING				
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	Date of next meeting	12th January 2011 @ 14.00			

Boardroom, Top Floor, Construction Site Offices

ACTION NOTE

Present:

Eleanor McColl (EM)
Jackie Stewart (JS)
Steve Pardy (SP)

Apologies:

Darren Smith (DS)
Emma White (EW)
Mairi Macleod (MM)
Shiona Frew (Notes)
Alan Seabourne (AS)

Darren Pike (DP)
Fiona McCluskey (FM)
Manny Ajuwon (MA)
Karen Connelly (KC)

David Bower (DB)
Frances Wrath (FW)
Peter Moir (PM)

David Hall (DH)
Heather Griffin (HG)
Raj Deb (RD)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action note from previous meeting	Accepted as an accurate record subject to the following changes: Item 9c – Action on BCL to identify queries in order that NHS can arrange a meeting with appropriate reps. Item 12, 2 nd para, 3 rd sentence – FM reported that the reason.....not FW.	-	-
2.	Matters Arising <i>New Office Accommodation</i>	DS advised that the office accommodation would be extended over the coming weekend. PM reported that the NHS Team had not officially been notified that the extension would take place over the coming weekend as there had been some doubt as to whether the works would commence due to the weather forecast. DS advised he would liaise with those responsible for the extension works to ensure that the NHS Team are notified as appropriate.	DS to liaise with AK re notification of office extension works	DS
	<i>A&C Medical Planning Process</i>	It was noted that BCL and Nightingale had commented upon the 1:50 protocol document and a separate meeting would take place after the HLLDG meeting to agree the 1:50 process protocol.	Agreed 1:50 protocol document	DS/DH
	<i>Access Control and Security</i>	PM advised that the NHS were unable to review these drawings at A0 size due to difficulty in reading the drawings and requested that the drawings be provided at 4 per floor level. EW reported that the drawings needed to be reviewed as a floor in order to understand the adjacencies. DS and DH agreed to review the drawings after the meeting and agree a way forward.	DH and DS to review drawings for legibility and agree way forward	DH/DS
	<i>Food Waste</i>	It was noted that a meeting had been scheduled on 11 th February 2011 to progress the food waste proposals. DS advised that it was important for BCL to obtain an understanding that the BCL principles are acceptable. The main driver to agree the food waste system was that an area had been set aside that didn't have use and may not be required so could be taken back out. PM reported that the area had been priced in the BCL bid therefore the Board were proposing to keep this area. PM and DS agreed to discuss this after the meeting. PM advised that FM had confirmed that they will run with the BCL alternative route re bins.	PM and DS to discuss after meeting	PM/DS
	<i>Equipment Schedule</i>	It was noted that the action remained on Nightingales to populate the Equipment Schedule and return to the NHS team.	Equipment schedule to be populated and circulated to NHS team	EW

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising (cont'd)	<p><i>RPA</i> EW requested that the RPA document be registered on Aconex. It was noted that the Construction RPA would be undertaken through the 1:50 process. DS enquired about locks, etc. FW advised that the 1:50's don't reflect what is on the schedule. DS noted that equipment schedule and drawings were not aligned as agreed by all. It was agreed that FW and DS should meet to discuss what information over and above that contained in the Employer's Requirements was required.</p> <p><i>Mock-ups</i> DH reported that the mock-up for the touch-down space was becoming increasingly urgent. DS advised that BCL were investigating different types of fire extinguishers. PM suggested that BCL could build the mock-up and in parallel could identify and obtain the fire extinguisher. DS enquired whether the NHS team had received the Nightingale images and it was confirmed that the images had not been received. FM stressed that this was the fourth request for the mock-up touchdown space. PM enquired whether not having the mock-up was impacting on the 1:50 process and DH confirmed that not having the mock-up was impacting upon the process. DS agreed to get the mock-up organised by 18th February 2011.</p> <p><i>Environmental Data Sheets</i> EW advised that the database needed to be switched on so that the environmental data would be included on the drawings from March to June 2011.</p>	<p>Register RPA document on Aconex</p> <p>Identify what additional information is required by BCL</p> <p>ZBP and Nightingale's to progress environmental data</p>	<p>FW/SF</p> <p>DS/EW</p> <p>EW/SP</p>
3.	a) Design Programme – Labs	PM reported that the NHS team were currently reviewing doors. The Labs RDD continued to be work in progress. RD advised there were 2 minor issues which had been subsequently discussed with PM and the issues were being actioned.	-	-
	<i>Managed Service Contract</i>	<p>BCL requested the Labs equipment list, which had been previously updated by Paul Fairie to update the MSC, as they understood that items highlighted in red were group 5. PM reported that the MSC was a performance spec and it was not known what actual equipment the Board would be getting. The MSC only related to blood sciences and that none of the other User Groups had made the NHS Team aware of any other MSCs. PM reported that the finance scoring of the MSC tender returns was yet to be concluded.</p> <p>RD reported that he believed that the drawings captured everything that BCL needed to know about in relation to the services required for MSC equipment. Any changes to MSC i.e. different supplier would be a change. PM advised that the NHS Team requested a back-stop date for identifying services, water, drainage, etc so that the Labs Directorate Team could be pushed to conclude the tender scoring and advise on tender result. RD advised that MSC was being captured in the C&B schedule as group 5. DH agreed to request PF to clarify the items highlighted as red in group 3 and clarify those items in the MSC. DS reported that BCL would continue on basis of assumptions made. DB agreed to provide the date for the 2nd fix services.</p>	<p>-</p> <p>BCL to provide back-stop date for NHS team to identify services.</p> <p>C&B to provide Equipment list and clarify MSC items and group 3 items marked in red</p>	<p>-</p> <p>DB</p> <p>DH</p>
	<i>CCTV</i>	DS enquired if BCL were awaiting comments back from the NHS team and DP confirmed that the comments had been received and circulated to the BCL team as appropriate.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
3.	b) Design Programme – Hospitals	DH noted that the facade remained a key issue for the NHS Team. DS reported that a meeting with Susan Logan (SL) had been scheduled to take place the following week. The matrix had been sent to SL and she had provided a response. BCL were considering SLs report alongside the M&E Appendix 4 and ZBP would be meeting with Ken Hall for final review of the report before sending back to SL. The report would be issued to the NHS by close of play 12 th February 2011. DS confirmed that SL should attend every 2 nd meeting of the HLLDG. A visit to review the IES Model at WSPs London Offices was being organised to take place on 23 rd February 2011.	-	-
	<i>Vertical Transportation</i>	DH requested a lift traffic analysis and DP agreed to provide this information.	Provide lift traffic analysis	DP
	<i>Acoustics</i>	It was noted that the NHS team were still awaiting the Acoustic Report from BCL. The Acoustic report may be discussed at the Early Warning meeting scheduled for Thursday 11 th February 2011.	Provide acoustic report	DS
	<i>User Group/Pre-User Group Process</i>	DS enquired whether there were any User Group interface issues. FW advised that the NHS had not yet met with any User groups therefore there were no interface issues at this time.	-	-
		DS enquired whether there were any issues with the Pre-User Groups. EW reported that the pre-user group process was working well. She had provided a revised schedule to DH which identified all the dates in the 1:50 process. FW reported that she would need to review the revised schedule as certain items were in the wrong format i.e. level 3 which would be considered with FM. FW agreed to provide a list to EW by close of play 12 th February 2011.	Provide list to EW by 12/02/2011	FW
		EW reported that the programme for document issue for the first 2 weeks would be difficult for Nightingale's to achieve and the drawings may be issued later during these 2 weeks. FW raised concern that the NHS would not have sufficient time to review drawings effectively before being provided to the User Groups. FW enquired about the re-issue of the Adult Theatres and EW reported that Nightingale's were still negotiating with ZBP. EW requested that the NHS Team highlighted those drawings which would require further amendment as Nightingale's would prefer to resolve issues by providing sketches. FW requested that the sketches be issued to the NHS Team. DS sought clarity from the NHS Team re their expectations. FW reported that the NHS Team expected the sketches to be used as a fall back position only and that the NHS Team received the final drawings 14 days before the User Group meetings for checking prior to issuing to the Users 7 days in advance of the UGM. EW stressed that this timetable would be difficult to achieve for the first 2 weeks. FW reported that the NHS Team had not yet received catering drawings. DH advised that the Catering proposals were of concern to the NHS Team as no drawings had been received. MA reported that a drawing prepared to show the charging of carts had been issued to the NHS and if signed off then will progress. The issue of heat increase due to the charging of carts was to be resolved. DH advised that KC was progressing obtaining heat gain information and that he did not think there was any issues with the layout. FW reported that the NHS team were still awaiting a drawing for the 2 regeneration kitchen designs and kitchen at first floor, DB was asked to liaise with CDS.	Adult Theatres to be re-issued	EW
			Sketches to be provided to the NHS team	EW
			Confirm heat gain information to BCL	KC
			DB to liaise with CDS	DB

Item No	Item	Discussion/Information	Action	Action by Whom
3.	b) Design Programme – Hospitals <i>User Group/Pre-User Group Process</i>	FW reported that current drawings did not show any services for the Swisslog AGV send and receive stations. EW advised that Nightingale were liaising with Swisslog to identify the actual socket location. DH stressed that the pre-UGM meeting had been completed and the NHS hadn't been able to comment on the CDS area. DS suggested that any issues would be followed up with sketches prior to 4 day period. EW agreed to issue a programme of dates. DH reported that that NHS team were nervous about getting drawings 14 days before UGMs and if something is wrong that there is insufficient time for amendments to be made. PM raised concern that the 1:50 process was still not formally agreed i.e. dates previously agreed and now being informed that dates are tight so NHS Team pressurised to review all drawings in a shorter period of time. FW advised that the NHS team were not getting sufficient time to review all the drawings appropriately. DH stressed that the NHS Team needed flexibility to change drawing/rectify any issues. FW reiterated that as well as the catering drawings the NHS Team had not yet received the Adult Theatres. EW advised that the Adult Theatres had to be amended due to structural issues. DH suggested that Nightingale should have someone based in the Project Offices to make immediate changes. EW reported that the drawings were on a database and could not be changed remotely. DS enquired whether it would be possible to have drawings checked, amended, re-scanned and sent to an appropriate person. PM requested that the drawings are corrected by an architect as an external CAD then emailed as CAD back to Nightingale offices so master drawing can be amended. He requested EW to provide a proposal based on the principle of redraws being done by an architect on site. DH reported that as the NHS Team now has a reduced time to check drawings then there is an expectation that there would be a quick turnaround of drawings. EW advised that the drawings would be corrected and then the drawings would be provided as correct. DH enquired if there would be an architectural CAD package on site and this was confirmed however it would be static. EW advised that Nightingale were trying to adjust sequence of drawings to achieve the Board's dates. MM stressed that the programme was provided by Nightingale, it wasn't a programme set down by the NHS and it was felt that the NHS Team were always giving in. DS noted that it was clear that ground had been given on both sides to meet the common objective. It was agreed all to work together with the realisation that we all need to be accommodating to get through the first few rounds of the UGM	Issue programme of dates	EW
			Catering and Adult Theatres drawings to be provided	EW
			Provide proposal for redraws	EW
	<i>Aconex</i>	The NHS Project Team requested Aconex training. SF was requested to identify a suitable date for a training session.	Identify date for Aconex Training	SF
	<i>FM Interface</i>	DP advised that AS had requested a meeting of the BMS Contractor with existing NHS FM Staff and that this was being arranged through the Labs Design group.	-	-
	<i>Pneumatic Vacuum Tube</i>	It was noted that a meeting to discuss the vacuum tube was being arranged.	-	-
4.	Safety Initiatives	It was noted that there were no Safety Initiatives discussed at the meeting.	-	-
5.	Planning Approvals	DS advised that formal notification of MSC3 was awaited.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
6.	Building Control	DS advised there were no Building Control issues for discussion.	-	-
7.	Infrastructure	SP advised there were no infrastructure issues for discussion.	-	-
	Scottish Water Supply	DP reported that BCL were awaiting Scottish Water proposals re running pipe through site as this proposal was not favourable. PM agreed to liaise with Scottish Water Horizons and progress.	Liaise with Scottish Water Horizons	PM
	Substation	It was noted that a meeting to discuss the sub-station had taken place and that MS would further discuss with AS.	Discussion between MS and AS	MS/AS
	Meter Location/Incoming Supplies	DP agreed to check the meter location for the surgical sub-station, PM reported that the NHS Team needed to understand how many meters were required and where the meters should be installed.	No of meters and meter locations to be provided to NHS Team	DP
8.	Design Sign-Off RDD A&C Hospitals	DS advised that the pro-forma schedule for the A&C RDD was being finalised by the A&C Document Controller. The schedule would be forwarded to the NHS team when ready.	Forward A&C RDD Schedule to NHS Team	DS
	Labs	PM reported that in general the RDD was progressing well.	-	-
		An Early Warning re Labs Wall Protection had been raised. The NHS Team would have preferred to have been provided with indicative on-costs in the first instance. The Early Warning would be discussed at the early Warning meeting taking place the next morning.	-	-
9.	Key Design Issues			
	a) Labs Fire	DS advised that there were currently no issues to report.	-	-
	b) Labs Acoustics	DS advised that there were currently no issues to report.	-	-
	c) Labs Access Control & Security	DS advised that there were currently no issues to report. A meeting with Strathclyde Police to discuss "Level 4" had been scheduled.	-	-
	d) Labs FM	It was noted that Swisslog were requesting sign-off of the NDC space so that they could start to manufacture. The drawings were currently awaiting sign-off of the conveyor system by Karen Connelly. PM reported that the Swisslog System had been signed off by the NHS Team 'in principle' only. PM to advise what further information was required. DH enquired whether the warranty issues would be covered as part of BCL procurement. DH reported that the AGV System was a stage 3 cost therefore BCL would need to identify the cashflow dates for this item and discuss with Douglas Ross.	Discuss AGV Cashflow with DR	PM DR/GW

Item No	Item	Discussion/Information	Action	Action by Whom
9.	Key Design Issues (cont'd)			
e)	Labs Sustainability & BREEAM	DS advised that there were currently no issues to report.	-	-
f)	Labs Cat 3	It was noted that there may be issues with the filter locations in respect to BREEAM credits. PM reported that the filters should be put in line with the wall. DS enquired whether Susan Logan (SL) had been requested to identify what credits would be lost. DP reported that he would mark-up a schematic and provide with a brief summary to SL for comment.	Provide marked-up schematic and summary to SL	DP
g)	Labs Interior Design and Wayfinding	DS advised that there were currently no issues to report.	-	-
h)	Labs M&E Design	DP enquired whether the NHS team had comments re labs gases drawing. PM advised that he was meeting with the Users the following week and he would feedback the meeting outcome asap thereafter.	Provide comments re labs gases drawings	PM
i)	Labs Structural Design	DS advised that there were currently no issues to report.	-	-
j)	A&C Medical Planning	No further discussion required. Previously discussed under Matters Arising item	-	-
k)	A & C Fire	DS advised that a meeting to discuss Fire had been scheduled for Monday 14 th February 2011. DH reported that the renal ward staff base double door proposal did not work. The issue would be further discussed at the 1:50 pre-UGM meeting. It was noted that there was a conflict between medical planning and ward bases. DH requested a list of the sprinkler exclusions. DS agreed to provide after the Fire meeting.	List of sprinkler exclusions to be provided	DS
l)	A&C Acoustics	DS advised that a meeting to discuss A&C Acoustics would take place the next day.	-	-
m)	A&C Access Control and Security	No further discussion required. Previously discussed under Matters Arising item	-	-
n)	A&C FM	It was noted that KC was progressing the A&C FM Strategy Document. BCL had provided comments back to KC.	-	-
o)	A&C Sustainability & BREEAM	It was noted that a further BREEAM Meeting was due to take place. The NHS Team would also be visiting the WSP London Offices to view the IES model.	-	-
p)	A&C Radiation Protection	No further discussion required. Previously discussed under Matters Arising item	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
9.	Key Design Issues (cont'd)			
	q) A&C Interior Design and Wayfinding	It was noted that the NHS Team had the drawings and would provide drawing back to BCL. DS agreed to provide updated comments.	-	-
	r) A&C M&E Design	It was noted that discussions re the Opportunities List needed to be re-commenced.	Discussions to be re-commenced	DP
	s) A&C Structural Design	No further discussion required. Previously discussed under Matters Arising item	-	-
10.	Mock-Ups	It was noted that BCL are proposing to prepare façade panels. PM will be requested to input into the mock-up. A full update would be provided at the next meeting.		
11.	Early Warnings			
	Service yard – End User Management Plan	BCL requested a progress update.	Provide update to BCL	KC
	Radiant Panels	Discussion needed between BCL and ZBP as ZBP suggesting that radiant panels should not be removed.	Discussion between BCL and ZBP	DS/SP
12.	Requests for Information	It was noted that DS and PM should have a meeting to discuss outstanding RFI's. DH requested that GT be involved in this meeting.	Discussion between PM and DS	DS/PM
13.	Arts	DS advised that there were currently no issues to report.	-	-
14.	Equipment	MM advised that the first Equipment meeting had taken place. There were no issues to report at this time. The revised list was due on the 11 th February 2011.	-	-
15.	AOCB	It was noted that there were there were currently no other issues to report.	-	-
16.	Date and Time of Next Meeting			
	Wednesday 9 th March at 2pm in the Boardroom, Top Floor, Construction Site Offices.		For Noting	ALL

Boardroom, Top Floor, Construction Site Offices

ACTION NOTE

Present:

David Hall (DH)
Heather Griffin (HG)
Pete Dunbar (PD)
Susan Logan (SL)

Alan Seabourne (AS)
Eleanor McColl (EM)
Karen Connelly (KC)
Peter Moir (PM)

Darren Smith (DS)
Emma White (EW)
Mairi Macleod (MM)
Raj Deb (RD)

Darren Pike (DP)
Fiona McCluskey (FM)
Neil Murphy (NM)
Steve Pardy (SP)

David Bower (DB)
Frances Wrath (FW)
Neil Ross (NR)
Shiona Frew (Notes)

Apologies:

Anna Baxendale (AB)

Jackie Stewart (JS)

Manny Ajuwon (MA)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action note from previous meeting		-	-
2.	Matters Arising			
	<i>New Office Accommodation</i>	It was noted that the wireless in the new office accommodation was yet to be installed.	-	-
	<i>A&C Medical Planning Process</i>	It was noted that the A&C 1:50 protocol document had been agreed and would be signed-off asap.	Protocol document to be signed-off	DS/DH
	<i>Access Control and Security</i>	DH advised that the documents would be reviewed by the NHS Team during the break in the 1:50 review process. KC confirmed that she would liaise with FM to request Facilities input to review drawings as necessary. EW advised that the Appendix K information should be signed off first to ensure the 1:50 programme was maintained.	-	-
	<i>Food Waste</i>	AS advised that the NHS Project Team were looking for an all encompassing fully automatic system. The NHS Team the worked with BCL to identify a semi-automatic solution. The FM Directorate subsequently advised that they do not want a semi-automatic system. The NHS Project Team is now looking for a hybrid system and BCL have also been requested to identify impact to drainage design. The NHS Team had taken out the systems proposed within the new Labs Facility. KC was requested to liaise with DS.	Liaise with DS	KC
		EW enquired about the regen unit and KC confirmed that it would be based on a traditional waste disposal system. AS enquired whether the regen kitchens were design with a 3 phase supply and DP advised 3 phase supply would be provided in the CDS areas.	-	-
	<i>Equipment Schedule</i>	EW advised this action related to the equipment schedule which ZBP and produced. FW reported that the action was to allow more targeted services information to be provided. Neil Ross advised that ZBP had already gone through to target zone G. EW advised that Nightingale would filter and target every area that a specific bit of equipment would appear.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising (cont'd)			
	<i>RPA</i>	It was noted that the RPA document had been registered on Aconex as requested.	-	-
	<i>Room Data Sheets</i>	It was noted that this was work in progress. SL requested the environmental data sheets. EW advised that she would include the environmental data in the next information circulation.	-	-
	<i>Labs Managed Service Contract</i>	DH advised he had liaised with Paul Fairie regarding the Labs Managed Service Contract and he had subsequently provided a clarification re MSC/Group 3 items back to BCL. DS reported that BCL had reviewed the equipment list against schedules and an anomaly had been identified i.e. 26 fume cupboards stated in the equipment list and only 22 fume cupboards stated in the schedule. The NHS Team agreed to confirm the number of Fume cupboards.	Confirm no's of Fume Cupboard	PM
	<i>Lift Analysis</i>	DH advised that the NHS Team wanted to meet with BCL to resolve any Lift Analysis information/issues.	Meeting to be arranged as required	DS/SF
	<i>Pre UGM Process</i>	FW advised that a few of the pre-UGMs had been changed however the details had been provided to Nightingale's (Sonja). EW enquired whether the Observation and Child Protection UGMs needed to go alongside the NCH Emergency and it was confirmed that these didn't need to go alongside the NCH Emergency dept UGM.	-	-
		FW advised that in relation to the Adult Theatres there were still a few column positions to be resolved.	-	-
		It was confirmed that the NHS Team no longer require catering carts to be charged. DS enquired whether FW had received the CDS drawings. FW advised that she received the drawings but due to the delay in receiving the CDS drawings there was insufficient time to review before being issued to the user group therefore changes would need to be carried out with the users.	-	-
	<i>Aconex Training</i>	DS confirmed that dates had been identified for Aconex Training.	-	-
	<i>Scottish Water Supply</i>	PM confirmed that Scottish Water Horizons (SWH) were undertaking survey works and once the trial pits had been done then SWH would provide a cost. PM acknowledged that it had been a slow process. DP advised that he had asked Scottish Water for a copy of the drawing proposing the installation of a pipe going through the site. PM advised that he would set-up a meeting with Scottish Water Horizons to accelerate progress.	Organise meeting with SWH	PM
	<i>Substation – Infrastructure</i>	It was noted that the sub-station infrastructure works were ongoing.	-	-
	<i>Meter Location/Incoming Supplies</i>	DP advised that 1 meter would be added to the new temporary supply. The meter for the surgical sub-station would route through the BCL temporary sub-station at Govan Road. AS enquired whether there were any outstanding actions for the NHS Team and DP confirmed that there were no outstanding actions for the NHS Team. AS enquired whether DP would be organising the 33KV meter and DP advised that he would organise this meter and would provide the NHS Team with the mpan number for this meter.	Provide MPAN No	DP

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising (cont'd)			
	<i>A&C Hospitals RDD</i>	DS advised that the RDD Schedule had been provided to the NHS Team and requested a meeting with PM to review the schedule and identify any issues.	PM to review the schedule and discuss any issues with DS	PM
		DS advised that the base schedule identified the Nightingale drawings. This schedule had subsequently been issued to Gillespie's and ZBP for them to populate the schedule. AS enquired when the NHS Team would receive the full schedule and DS agreed to confirm when the schedule would be finalised.	Confirm date when final schedule will be available	DS
	<i>Labs FM – Swisslog</i>	It was noted that BCL had in principle sign-off of the Swisslog proposed system. KC advised that adjustments had been agreed at previous meetings. It was acknowledged that a lot of technical design had been undertaken. KC advised that discussions with FM colleagues would be taken forward on the basis of the drawing provided. DS enquired what information could be provided to give the NHS confidence in the Swisslog proposal. KC advised that to have surety the NHS Team would require to view a life-size model. AS suggested that the FM Team needed to be able to review outputs i.e. to be able to confirm numbers and timings, etc. DS advised that this information was in the model. DH enquired whether there were any outstanding interface issues i.e. how goods get from the back of a lorry to the relevant final delivery point and KC advised that there was 1 drawing showing a NDC area. DH advised that the Board would need to understand that there were no interface issues. KC advised that she envisaged the interface issues to be resolved as detail of how system works is built up. DP advised that consideration would need to be given to equipment being fixed i.e. racking, etc. AS suggested that BCL should provide enough space for the system to work and the NHS Team would sign-off the layout plan. PM advised that the NHS Team were reliant on BCL and Swisslog to make the system work. He acknowledged that additional lay-down space had been provided and he advised that the layout drawing had been signed-off. The NHS Team would not sign-off the lengths of tracks, etc. DP advised that BCL did not expect the NHS Team to sign-off track lengths, etc.	-	-
	<i>Labs CAT 3</i>	SL reported that she had received the marked-up schematic and that she had responded to DP to advise that the location was still in accordance to achieve the BREEAM credit. The NHS would need to ensure safe change access re filters, etc. DP advised he had arranged to meet with Atlas to discuss access and other details. There were still a few minor points to be resolved for the Labs BREEAM Assessment. It was agreed that there were no further action required by this group.	-	-
	<i>Labs Gases</i>	It was noted that the NHS team had signed off the labs gases drawing. This item could be closed off.	-	-
	<i>Sprinkler Exclusions</i>	It was noted that the NHS Team had reviewed the sprinkler exclusion list. A further meeting to discuss had been arranged.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising (cont'd) <i>M&E Opportunities List</i>	DP advised that it would be to reconvene these meetings. AS advised that a separate meeting to discuss the number of boilers required, pipe distribution system and oil fuel tanks should be organised to close these items out. DP was requested to attend the next Commercial Group meeting.	DP to attend next Commercial Group meeting	DP
	<i>Service Yard</i>	EW enquired whether the NHS Team had prepared the End User Management Plan. AS confirmed that the Management Plan was work in progress and that he had identified a list of what could be provided to BCL. DS requested to discuss the list with AS.	Meeting with AS & DS	AS/DS
	<i>AGV Wireless</i>	AS requested that the AGV Wireless information be provided to EM. DP confirmed that the information would be provided to EM asap.	Provide info to EM	DP
	<i>Radiant Panels</i>	DP was requested to provide the report to the NHS Team. AS confirmed that the proposal to rationalise the number of radiant panels in the ensuites had been rejected by the NHS Team.	Provide report	DP
3.	Safety Initiatives	It was noted that there were no Safety Initiatives discussed at the meeting.	-	-
4.	Planning Approvals	DS enquired whether the NHS Team had a programme for investigation works to Scottish Water Land as WSP were trying to identify whether anything else was required. WSP would be undertaking an SI for the boulevard. AS requested that Grant Wallace and Douglas Ross agree what is in the cost plan for monitoring.	Agree cost plan re site investigations	GW/DR
5.	Building Control	It was noted that there were no Building Control issues for discussion at the meeting.	-	-
6.	Infrastructure	Change item to Roads/Cabling/etc	Amend agenda	SF
	IT	AS enquired whether the IT Infrastructure had been agreed i.e. a) Labs Node 1 to Node 12 and b) A&C Hospitals to Labs and not going to the FM Building. DP advised that BCL would be running to the new FM building not the old FM building. AS enquired from a commercial standpoint whether if BCL were supposed to be running from the far end of the site and this was not happening then he would expect an adjustment to the contract. DP advised that he believed the BCL proposals met the NHS Brief.	-	-
7.	Design Sign-Off/RDD			
	<i>A&C Hospitals</i>	It was noted that the A&C Hospitals RDD Schedule was continuing to be populated.	-	-
	<i>Labs</i>	It was noted that the revised Labs RDD schedule had been issued the previous day to the NHS Team. RD advised that a drawing identifying the interim road/site management solution had been provided to the NHS Team for sign-off and he enquired when the signed-off drawing would be returned. PM advised that he needed to present the drawings to the Labs Directorate. DB was requested to confirm the timescale available for the NHS Team to review the drawing.	Interim Road/Site Management drawing to be signed-off/returned to BCL	PM

Item No	Item	Discussion/Information	Action	Action by Whom
8.	Fire Strategy			
	A&C	DH advised that he would be issuing a list of information to BCL re the further work to be undertaken i.e. additional calculation. He had received the report from Buro Happold and he wished to discuss the report with the NHS Team prior to providing to BCL. DS enquired when BCL would be able to receive a copy of the Buro Happold report and DH advised he would issue the report by 18 th March 2011. DH stressed that the report did not identify any issues requiring immediate attention.	Provide Buro report to DS	DH
9.	Key Design Issues			
	a) Labs Acoustics	DS enquired what acoustics information was required by the NHS Team. PM advised that John Redmond had requested the acoustic properties/information in relation to Fermacell Knauff.	Provide acoustic information	MA
	b) Labs Access/ Security Control	DS advised there were a few minor issues re yard i.e. gates, etc.		-
	c) Labs BREEAM	SL advised that there was 3 minor issues to be closed out before the design report could be issued to BRE. Two of the items related to a) MAN 1 statement and she had recently received a statement from DP and b) ACDP – awaiting a comment from WW.	-	-
		DS requested that SL confirm to DS and AS the outstanding issues.	Confirm outstanding actions to AS and DS	SL
	d) Labs CAT3	RD advised that a meeting to discuss the CAT3 Labs had taken place earlier that day. The meeting had been very positive. The package of information to apply for the licence had been provided. PM reported that he had received the NBS Spec information which had been sent to Richard Shaw. He had asked Richard Shaw to advise what the intention is to get the Labs Home Office approved and a response from Richard Shaw was awaited. PM suggested that an updated drawing showing the repositioned doors would be helpful. PM would provide feedback to the Labs Design Group.	Feedback to Labs Design group meeting	PM
	e) Labs Interior Design /Wayfinding	It was noted there was no issues for discussion at this time.	-	-
	f) Labs M&E	It was noted that the issue re the anomaly between the fume cupboard schedules and equipment list had been discussed earlier in the meeting.	NHS to confirm Fume Cupboard numbers	PM
		DS advised that ductwork information re airflow/velocities was awaited for forwarding to the NHS Team for review.	Provide ductwork information to NHS Team	DP
	g) Labs Structural Design	It was noted that there were no items for discussion. It was agreed that this item could be removed from future agenda.	Remove from agenda	SF
	h) Labs Equipment	It was requested that this item become a standing agenda item. DS requested a meeting to go through the Labs equipment with DMF, PM and RD. DH enquired whether there was any need to escalate discussions re Labs Equipment until after 4 th April as the vast majority of equipment would be procured through the Managed Service Contract. DS raised concern that there may be equipment items falling between the MSC and the list.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
9.	Key Design Issues cont'd			
	i) User Group/Pre-User Group Process	EW advised that Nightingale's had undertaken an internal review and had a proposal to discuss with the NHS Team re how to run the meetings. It was agreed that this discussion should take place immediately after the HLLDG meeting.	Discuss UGMs after the HLLDG meeting	EW/FW
	j) Acoustics	It was noted there were no issues requiring discussion	-	-
	k) Access Control and Security	DH confirmed that the NHS Team would review the drawings during the 2 week gap in the 1 to 50 process i.e. w/c 4 th April.	-	-
	l) BREEAM	SL advised that she had not received any further information and she understood that the Design & Procurement report was due to be submitted. SL requested a copy of the report when finalised. DS advised that he had requested Becky and Gail to have a discussion with SL re BREEAM points being lost due to the Hospitals proposals involving a lot public transport. SL advised that she had discussed this with Becky and BRE won't make exceptions as a nationwide scheme. Her experience was that the Hospitals scheme would get the benefit of the Enhanced Transport in the Transport 1 credit but it would have to be accepted that there is a trade off with the Transport 4 credit. She would be happy to support any application to BRE on this issue. Absence of raised crossings eliminates the opportunity to obtain points and the Fastlink could not operate with a raised crossing. DH advised that there already was a raised crossing therefore this could not be the issue. DS advised that he believed it was an issue in relation to the Roads Construction Consent but that GCC would not be adopting this road in any case. SL advised that to obtain this credit BCL would need to demonstrate people have safe crossing points between transport hub and main hospital and that if crossing a road then the road would need to be raised to level of pavement not pavement dropped to level of road. DS requested that Pete Dunbar liaise with Becky and Gillespies to review and identify a solution.	Provide copy of design and procurement report to SL	DS
		SL reported that other items requiring attention had been captured within minute of ZBP model meeting which were with AS for review prior to circulation. DS enquired whether SL had received the explanation of the calculations and weather data report and SL advised that she had responded to this information. She commented that she was outstanding information on a) the air handling units, b) breakdown calculation for the tower cladding. DS advised that discussions were ongoing re insulation therefore the tower cladding breakdown calculation was not available at this time. SL advised that there were a few other action items i.e. resolving all the issues that were raised during the appendix K. DS enquired whether another further meeting at ZBP would be required. SL advised that she was still reviewing the calculations and proposed that some issues may be able to be closed off at the forthcoming Low Carbon meeting. DH enquired about the status of the facade options. DS commented that BCL were awaiting feedback from the NHS Team re PIR. PM agreed to provide a response to BCL re PIR. PM sought clarity re mineral wool being utilised in the unitised cladding and that the list also proposed products that were barred by the ERs. DS requested a discussion with PM and Jim Murray after the HLLDG meeting	Liaise with Becky and Gillespies to identify solution	PD
			Provide response to BCL re PIR	PM

Item No	Item	Discussion/Information	Action	Action by Whom
9.	Key Design Issues cont'd			
	m) Radiation Protection	It was noted that work was ongoing	-	-
	n) Interior Design and Wayfinding	PM advised that the NHS Team had signed-off the Appendix K Arts Strategy however comments would be fed back re the Way-finding/Signage Strategy.	-	-
	o) M&E	DP advised that the Peer Review & Opportunities List was being progressed. SL advised that she had liaised with HFS re clean and dirty extracts proposal and they had confirmed that this was not allowed. AS enquired that RDD for M&E Design re boilers, chillers selection, etc would be picked up in the schedule. DP advised that BCL would discuss proposals with the NHS Team to obtain agreement prior to formal submission as part of RDD.	-	-
	p) Structural Design	It was noted there were no issues for discussion at this time.	-	-
	q) Mock-up Panels	DB advised that work to provide mock-up panels would commence on 14 th April 2011. AS suggested that the alcove area at the transformer would be the best position for the mock-up panels. DS enquired whether Jim Murray had discussed the mock-up panels with PM. PM reported that he had not discussed the mock-up panels with JM and DS agreed to organise for JM to liaise with PM. DB commented that the mock-up panels would be available for NHS review on 11 th April and if approved would be offered to GGC for review from 18 th April 2011. AS asked NM if he envisaged any difficulties with GCC. NM advised that the mock-up panels needed to be clearly explained. PM enquired if Nightingale's had given consideration to the ingo's and this was confirmed.	JM to be asked to liaise with PM	DS
10.	Early Warning Notices	It was noted there were no issues for discussion at this time. AS enquired about the EWN re clean and dirty lift cores. DH advised that this item would be discussed at the EWN meeting on 10 th March 2011.	Discuss at EW meeting on 10/03	AS
11.	RFI's	DS suggested that he should meet with PM to close off a number of RFI's.	Meet with PM	DS
12.	Arts	DS enquired whether AB would be attending future HLLDG meetings and this was confirmed. DS suggested that it would be beneficial to get AB to also attend the Hospitals Design Group.	Invite AB to HDG	SF

Item No	Item	Discussion/Information	Action	Action by Whom
13.	Equipment A&C Hospitals Labs	<p>DS advised that the Equipment list would be issued on the 14 March 2011 he reported that this would not include information from the pre-User meeting amendment i.e. it would be the Equipment List for the Appendix K stage of the design. FW stated that she had understood from the Equipment meeting held on 7 March 2011 that this list would take account of the pre-User meeting comments. DS said that was not his understanding of what had been agreed. MM said there had been various references to this in connection with the programme when the Board had stated that they wanted to have a baseline to work from before the next round of UGMs – she stated that whilst the Board had understood that the list could not be issued prior to first two weeks of meetings it would be available in the early part of April 2011. EW stated that there would not be sufficient time to do this, the earliest this list could be available would be June 2011 although the first half of the list – which would include the more expensive depts. i.e. theatres and imaging - could be available in week commencing 11 April 2011. It was agreed that this would be discussed at the Early warning meeting scheduled for 10 March 2011.</p> <p>AS advised that the NHS Team have requested to see the MSC and gaps. Paul Fairie has undertaken an exercise to identify what equipment the Labs currently have and what they will be transferring. A similar exercise for IT would need to be undertaken. EM was asked to liaise with Liane McGrath for employee list re current IT equipment. As discussed previously the NHS Team would confirm the fume cupboard numbers. DS suggested that a wrap-up meeting be arranged in due course.</p> <p>AS advised that he had internal discussions re IT Active Equipment. It had been agreed to reduce the number of telephones in the Labs Facility to 500 and EM has an action plan. Assumptions were being based on there being a central computer for the Labs and Hospitals. The NHS Team would obtain information based on the 2 best bidders so that power, services, etc could be identified. DS enquired whether there was a plan to try and minimise the amount of re-work that may be required. AS advised that the cooling capacity had been increased by 15% therefore there would be no cooling issues. AS would meet with PM and EM to discuss and would feedback.</p>	<p>-</p> <p>Discuss at Early Warning meeting on 10th March 2011</p> <p>Liaise with L McGrath re employee IT list</p> <p>Provide feedback</p>	<p>-</p> <p>AS</p> <p>EM</p> <p>AS</p>
14.	AOCB	NM requested that the Energy Centre be added to future agenda.	Add to agenda	SF
15.	<i>Date and Time of Next Meeting</i> Wednesday 13 th April at 2pm in the Boardroom, Top Floor, Construction Site Offices.		For Noting	ALL

Boardroom, Top Floor, Construction Site Offices

ACTION NOTE

Present:

Emma White (EW)
Mairi Macleod (MM)
Peter Moir (PM)

Apologies:

Alan Seabourne (AS)
Fiona McCluskey (FM)
Manny Ajuwon (MA)
Anna Baxendale (AB) (part)
David Bower (DB)
Raj Deb (RD)

Darren Smith (DS)
Frances Wrath (FW)
Neil Murphy (NM)
Shiona Frew (Notes)
Eleanor McColl (EM)
Steve Pardy (SP)

Darren Pike (DP)
Jackie Stewart (JS)
Neil McGarry (NMc)
Heather Griffin (HG)

David Hall (DH)
Karen Connelly (KC)
Neil Ross (NR)
Pete Dunbar (PD)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action note from previous meeting	Accepted as an accurate record subject to the following changes: Amend Radiant Panels item to "ZBP advised that the radiant panel proposal re removal of radiant panels from en-suites should not be pursued".	-	-
2.	Matters Arising	DS advised that the 1:50 protocol had been agreed. It was proposed to supplement the 1:50 process document with an addendum to cover the change control process.	Change Control addendum to be agreed	DS/DH
	<i>Food Waste</i>	DS advised that there was a food waste scheduled for the following day. KC advised that she had received information from the Board's Health & Safety Manager (John Green) in relation to the new UK Water guidance which she had forwarded to DP. The NHS Team still had a few questions however it was hoped that these queries would be answered at the meeting. AS advised that the new UK Water Guidance had been issued on the 11 th April 2011 and he would forward to BCL.	-	-
	<i>Fume Cupboards</i>	PM advised that the Fume Cupboard tender had been issued and tenders were due back week commencing 18 th April 2011.	Forward UK Water Guidance to BCL	AS
	<i>Lift Analysis</i>	DP advised that BCL were still working through the analysis. AS advised that the Director of Facilities was starting to need the analysis information urgently.	-	-
	<i>Scottish Water Supply(SWH)</i>	PM advised that work had commenced on the Scottish Water site and it was expected that the new road would be substantially complete by the end of the following week.	DP to provide lift analysis info	DP
		PM reported that a meeting with Scottish Water Horizons had taken place and DP had attended this meeting. The information re SWH proposals was provided and handed over to DP. SWH were currently out to tender with 3 Framework suppliers for these works. It was hoped that the SWH work would dovetail with the BCL works and provide added value for money. An application for water connections had been made based on the new design.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising (cont'd)			
	<i>Meter Location/Incoming Supplies</i>	DP advised that he was liaising with PM and H McDermott to provide the relevant information to enable the NHS Team to complete the necessary forms. There was no further action for the HLLDG as this item was being progressed through the Project Management Group.	-	-
	<i>Labs RDD</i>	DB advised that the Labs RDD schedule had been further updated and issued to the NHS Team earlier that day.	-	-
		PM reported that he was organising a meeting with key users from the Labs Team to discuss/ agree the colour boards. He suggested that BCL may need to undertake further work to the colour boards before he presents the information.	Liaise with DS re colour boards	PM
		KC enquired whether the specification for the floor finishes was available i.e. cleaning requirements. MA advised that the samples met the specification as requested in the ERs. KC reported the NHS Team needed information re cleaning methodology and cleaning products were required by the different finishes. DS agreed to provide early information to KC (in lieu of full O&M Documents).	Provide cleaning spec for finishes	DS
	<i>Opportunities Register</i>	It was agreed there were no actions requiring HLLDG input and this item could be removed from the agenda.	Remove from agenda	SF
	<i>Service Yard</i>	DS advised that work to prepare the prepared the End User Management Plan was ongoing. KC advised that a meeting to discuss the access control, gates, barrier, etc had taken place.	-	-
	<i>AGV Wireless</i>	DP advised that he had provided the AGV wireless information to the NHS Team. There were a few queries and it was hoped the queries would be answered at the Convergence meeting which had been scheduled to take place the following week which Swisslog were attending.	-	-
	<i>Radiant Panels</i>	It was agreed there was no further action for the HLLDG.	-	-
	<i>Planning Approvals</i>	DS advised that the results of the gas analysis for the area of the hospitals construction site was negative therefore no requirement for a gas membrane to be installed beneath the main building.	-	-
	<i>Labs – Interim Roads Solution</i>	PM advised that the NHS Team had not formally signed-off the Labs Interim Roads solution however the principles of the solution had been agreed. Further detail re pavements widths, gradients, balustrades, etc was required for review. MA agreed to arrange a meeting with PM and D Jordan. PM requested a fresh set of drawings.	MA to organise meeting with PM/DJ	MA
	<i>IT – Ductwork</i>	AS agreed to raise the IT Ductwork at the next EW meeting.	Raise IT Ductwork at EW meeting	AS
	<i>Fire Strategy- A&C</i>	DS advised that he had received the Fire Strategy Report and there were no major items to be progressed. The Cause & Effect matrices and the sprinkler exclusion schedule had been reviewed. DH and AS requested to be involved in discussions re roof.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising (cont'd)			
	<i>Fire Strategy - Labs</i>	MA advised that he had met with the new Fire Officer. As the new Fire Officer had not been acquainted with the plans. BCL had taken the opportunity to advise of the plans and the new Fire Officer had been satisfied with the proposals shown.	-	-
	<i>Acoustics - Labs</i>	MA advised that the Acoustics information for the Labs had been provided to Capita.	-	-
	<i>Labs BREEAM</i>	PM advised that a response from SL was awaited.	-	-
	<i>Labs – CAT 3</i>	PM advised that she would be meeting with Richard Shaw the following week. PM advised the discussion would focus on the plans to get the Labs into use and then an application would be made to ensure the building meets Home Office guidelines. DS advised that BCL would build the facility in accordance with the specification provided. The next stage is ensuring that operational procedures are satisfactory.	-	-
	<i>User Group Meetings Format</i>	EW advised that a discussion with the NHS Team re how to run the user groups meetings had taken place and agreement had been reached.	-	-
	<i>A&C BREEAM</i>	DS advised that he was unsure what procurement report was required by SL. AS suggested that this may be in relation to a specific action as raised at the recent teleconference meeting whereby the Board had been requested to confirm that they will be procuring equipment in accordance a specific BREEAM requirement. SF was asked to clarify with SL.	Check with SL re procurement report request	SF
	<i>Raised Crossings</i>	DS enquired whether this had been progressed by PD. NMc reported that there were 3 raised crossings and BREEAM credits would not be lost. DH suggested that the BREEAM credit was not being obtained because the gradient onto the crossings were incorrect. NMc advised that the GCC Roads Dept did not like raised crossings however they had conceded to have 3 crossings. It was agreed to further this discussion after the HLLDG meeting.	- Further discussion re raised crossings to be undertaken after HLLDG	- NMc/DS
	<i>PIR</i>	DS confirmed that PM had provided a response to BCL re use of PIR. It was agreed this item was closed.	-	-
	<i>Mock-up Panels</i>	DS advised that the mock-up panels for the A&C externals were nearing completion. It was noted that AS had raised concern about the depth of the overhang. NM advised that Nightingale were reviewing the NHS comments. NM commented that there needs to be agreement on the sample so teams are consistent and agreed before going to the GCC Planners. He suggested that a tailored approach to the GCC Planners would be required. AS advised that the NHS feedback had been provided to Jim Murray. PM commented that agreement re the colours that sit behind the panels was required. EW advised that there were drawings showing the colour options. DB was requested to liaise with Jim Murray to identify the outstanding actions. DB advised that there had been difficulty re sourcing the sandstone. DS advised that BCL were proposing an alternative source for the sandstone than had previously been discussed with GCC Planners. The alternative was panelised but still had a natural appearance. PM raised concern that the GCC Planners would be fixed on what had been previously discussed.	- Agreement on colours which sit behind the panels to be achieved	- JM
			-	-

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising (cont'd)			
	<i>Early Warning</i>	It was noted that the EWN re clean and dirty lift cores had been closed off.	-	-
	<i>Arts Strategy</i>	PM advised that the Arts Strategy had been formally signed-off on Aconex.	-	-
	<i>Equipment List</i>	EW advised that the interim equipment list was due to be provided to the NHS Team later that week. The equipment list was starting to capture equipment requirements reflective of the User Group meetings which had already taken place.	-	-
	<i>Labs Equipment</i>	PM advised that he would have a couple of meetings with MA to run through the updated 1:50 drawings. In terms of the MSC PM would be meeting with the Labs Technical Service Heads to identify on each floor level where key pieces of equipment would be located and what the service requirements were. DS enquired how long PM would require to review the 1:50 drawings as drawings were being required soon for construction purposes. MA advised that the drawings were being updated to identify group 1 equipment and re-align clinical and non-clinical rooms. MA suggested that the drawing review would not take very long. PM suggested that he would had a good understanding of the changes after the first 5/6 rooms. DS requested early feedback to BCL.	-	-
		AS commented that the NHS Team needed to know when they would have a range of purchases to make i.e telephones, switches, IT equipment. AS advised that the number of telephone and IT users was being reduced. IT had provided a priced equipment list which he had re-priced by BCL and then re-priced by the NHS team. He would be arranging a meeting the Calum Morrison, EMc , DH and PM to discuss the IT/Telephony equipment list and to discuss how and when the equipment would be purchased. AS requested confirmation of when BCL required the equipment on site to install. DP commented that the patch cables, etc need to be purchased by the NHS and the patch cables would need to be 6e.	Provide early feedback re drawing review to DS	PM
			Meet with NHS IT Reps	AS
			BCL to confirm when BCL requires equipment for fitting purposes	DB/DP
3.	Safety Initiatives	DS requested that Nightingales investigate the cleaning of the pods. NM advised that they were having an internal Health & Safety Review and CDM review and the cleaning of the pods would be considered during these reviews.	-	-
4.	Programming	DB identified the following were key items: <ul style="list-style-type: none"> Sub-station – reviewed at PMG and being discussed at a specific sub-station meeting on Monday. NM suggested that the CDM should attend the HLLDG. DS suggested that the CDM should be invited to attend every 2nd HLLDG as the CDM would be attending each Hospitals Design Group meeting. NM reported that for continuity the CDM should attend the HLLDG to ensure any issues are recorded. DS agreed to extend an invite to David Rollo and Jeff Murdoch to attend every 2nd HLLDG meetings. Link Bridges – DH raised concern that BCL colleagues had different dates for the link bridge piling works. BCL confirmed they were undertaking feasibility Atrium Redesign – EW agreed to provide a fly-through to AS 	CDM to be invited to attend future meetings	DS
			-	-
			Provide new fly through to AS	EW

Item No	Item	Discussion/Information	Action	Action by Whom
5.	Planning Approvals	AS advised that BCL were undertaking further investigation works beyond the current line up to the new line. DS suggested that a meeting with AS and MB (WSP) be organised to discuss surveying of the additional piece of land.	Post Note: WSP advised that the red line on the contamination report included the additional SW Land therefore no further action req'd	-
6.	Building Control <i>Labs</i> <i>A&C</i>	<p>DS advised that the last tranche of Labs information had been submitted to Building Control. MA commented that BCL would need to support Building Control to provide information to the new Fire Officer to achieve Fire Brigade sign-off.</p> <p>MA advised that an alternative design had been submitted as part of the stage 3 warrant application. The new Fire Officer did not have the full information which had subsequently been provided. The new FO requested formal communication of the request for the alternative design.</p> <p>EW advised that a tracker document had been prepared which was continually being updated. The tracker document could be provided to the new Fire Officer on request and the Fire Officer would be able to attend future meetings. DS suggested that it had been agreed that a schedule of meetings would be arranged to review the cause and effect matrices. It was proposed that Building Control and the new Fire Officer be invited to attend the Fire meetings. AS advised that he and DS would be meeting with Gary Milne (Fire Commander) who would confirm the Fire Brigade representative for the project.</p> <p>DS proposed that Building Control and the Fire Brigade representative attend future Fire meetings.</p> <p>DS advised that correspondence re Building Warrants were ongoing. DS would liaise with NM after the meeting re building warrant applications.</p>	<p>-</p> <p>FO to be provided with formal communication re request for an alternative design</p> <p>-</p> <p>Invite Building Control rep and Fire Officer to future fire meetings</p> <p>Review warrant applications</p>	<p>-</p> <p>MA</p> <p>-</p> <p>DS</p> <p>DS/NM</p>
7.	Infrastructure (Roads, Cabling, etc)	DS reported that the AIP for the tunnel had been approved. The next AIP would be for the mast wall. NMc advised that discussions were ongoing with GCC and the documentation for submission was being prepared then the design would be undertaken in parallel. It was anticipated that the AIP application would be complete at end April/beginning of May. DH enquired whether BCL had received a response to the stage 7 warrant application for the piling. DS commented that he had not received a response and had contacted GCC to enquire about getting a response and would contact them again. DS reported that Raymond Barlow advised that a SER would be able to be approved within 3 weeks and he was unaware of any reason for the response being delayed.	Contact GCC re warrant application for the A&C piling	DS
8.	Design Sign-Off/RDD	It was noted that there were no issues requiring HLLDG input to resolve.	-	-
9.	Key Design Issues a) <i>Labs – Fire/Hose Outlet</i> b) <i>Labs Acoustics</i>	<p>No issues requiring HLLDG input to resolve.</p> <p>No issues requiring HLLDG input to resolve.</p>	<p>-</p> <p>-</p>	<p>-</p> <p>-</p>

Item No	Item	Discussion/Information	Action	Action by Whom
9.	Key Design Issues cont'd			
	c) <i>Labs Access/ Security Control</i>	No issues requiring HLLDG input to resolve.	-	-
	d) <i>Labs – FM</i>	Discussed earlier in the meeting. No further issues requiring HLLDG input to resolve. DP advised that BCL were investigating the coding of access cards to allow compatibility with the retained/wider estate. MA reported that he had asked PM to confirm whether the food waste would still be going to the Labs Service yard. PM agreed to provide confirmation on 15 th April 2011.	Provide confirmation of whether food waste still going to service yard	PM
	e) <i>Labs Sustainability/BREEAM</i>	No issues requiring HLLDG input to resolve.	-	-
	f) <i>Labs CAT3</i>	No issues requiring HLLDG input to resolve.	-	-
	g) <i>Labs Interior Design /Way-finding</i>	PM reported that the Labs way-finding and signage would need to be of the same format as that for the A&C Hospitals i.e. standard theme for both buildings. NM advised that Nightingale would link with BMJ re way-finding and signage. MA was requested to provide the BMJ way-finding/signage information to EW. PM advised that the A&C Way-finding Strategy document had been returned to BCL with comments. AS suggested that it had already been agreed that the standard NHS format would be utilised with potential to incorporate enhancements to the hospitals such as location walls. All the NHS Buildings would need to be of the same format i.e. signage should be white background with blue/black lettering. FMc reported that the format needed to be dark lettering on a light background for ease of reading for people who were visually impaired.	Nightingale and BMJ to liaise re signage	EW/RD
	h) <i>Labs M&E Design</i>	It was noted that: <ul style="list-style-type: none"> • Cooling – complete. No issues requiring HLLDG input to resolve. • Power – complete. No issues requiring HLLDG input to resolve however there was a meeting arranged to discuss the IT Network • Comms Cabling – complete. No issues requiring HLLDG input to resolve. • Water - No issues requiring HLLDG input to resolve. • MTHW Distribution– Not relevant for the Labs facility. • Support to ventilation system – complete. No issues requiring HLLDG input to resolve. • Temporary generators – this item would be discussed at the next EW meeting. 	<div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>To be discussed at next EW meeting</div>	<div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>AS/DP</div>

Item No	Item	Discussion/Information	Action	Action by Whom
9.	Key Design Issues cont'd			
	i) User Group/Pre-User Group Process	<p>Column Location Issues – FW advised that she had received a copy of the drawing and upon review it was apparent that the column position would not work and therefore the whole of the NCH Imaging Dept on the first floor would need to be re-planned otherwise there was an issue for the NCH Theatres. DH suggested that a third option had subsequently been proposed by BCL. EW advised that G Burnett had the drawing and she would request the GB to provide the drawing to FW.</p> <p>FW reported that the first NCH User Group meeting was scheduled to take place the following day. The number of NSGH User Group meetings had already taken place, mainly those departments situated in the NSGH podium. The drawings review process was working well and the User Group meeting drawings were picking up the previous changes/comments. The pre-UGM process had been concluded. FW commented that some User Group meetings had more elevations than other UGMs. EW advised that the tracker had been updated to reflect the document status. The updated tracker had been issued the previous day.</p> <p>FW advised that it had been agreed that FW would return the RDS separately. DS agreed to check the protocol on dates. FW commented that currently it was only the Adult Theatres which required another meeting however it was suspected that the NCH Theatres may also require another meeting. FW requested that the drawings marked up with status A be reissued to the NHS Team so that the NHS Team has a complete pack of signed-off drawings. FW and DS agreed to meet to discuss the M&E RFI schedule.</p> <p>DS enquired when BCL would be getting PMIs for the changes being made through the UGMs. DH reported that he thought that the NHS Team were getting estimated costs for the changes. DH advised that there was a discussion to be held re defined cost change/target cost change. DS commented that a discussion on the change control addendum including RDS and timelines was required urgently. DH reported there had been minimal change to date.</p>	<p>EW to liaise with GB to forward drawing to FW re column options</p> <p>-</p> <p>Re-issue signed-off drawings to NHS Team FW and DS to discuss M&E RFI schedule</p> <p>Change Control addendum to be discussed and agreed</p>	<p>EW</p> <p>-</p> <p>EW FW/DS</p> <p>DS/DH</p>
	j) A&C Fire	No issues requiring HLLDG input to resolve.	-	-
	k) A&C Acoustics	No issues requiring HLLDG input to resolve.	-	-
	l) A&C Access Control & Security	DH advised that the Adults drawings had been internally reviewed, the NCH drawings would be reviewed over the following few days and thereafter the NHS Team would meet with Nightingales during the following week to discuss. EW suggested that the drawings should reflect what was previously discussed. DH reported that there were key fundamental items and a couple of other individual instance items to be discussed. DS advised that it would be beneficial to have an Access Control drawing showing the fire wall overlay.	Access Control drawing with fire wall overlay to be provided	EW
	m) A&C – FM	No issues requiring HLLDG input to resolve.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
9.	Key Design Issues cont'd			
	n) A&C - Sustainability & BREEAM	AS requested formal correspondence from ZBP advising that the wind turbines would not provide a sufficient energy output. A meeting to discuss the tower u value would be scheduled following Jim Murray's return from annual leave.	Confirmation required from ZBP re wind turbines not producing sufficient energy output	DP
		AS enquired whether DP had received the actions from the recent teleconference meeting. DP advised that he had not received a note of the actions. AS advised that the teleconference correspondence seemed to be stating the actions from the 7 th September meeting. NMc agreed to check that the teleconference actions had been issued.	Check if teleconference action note had been issued	NMc
	o) A&C Radiation Protection	DS advised that BCL would review the radiation protection in relation to the schedule. EW advised that the radiation protection design would be developed in due course. The focus was on concluding the UGMs.	Review radiation protection in relation to the schedule	DS
		NR enquired whether the radiation protection design would include warning light, etc and this was confirmed.	-	-
	p) A&C Interior Design and Way-finding	As previously discussed, PM Had returned the interior design and way-finding strategy documents back to BCL.	-	-
	q) A&C M&E Design	DP advised that BCL would be organising pre-RDD workshops and the first of these workshops would focus on lighting and the second workshop would focus on the Energy Centre. AS advised that:	-	-
		<ul style="list-style-type: none"> Boilers – agreed that boilers for Energy Centre will be 4 + 1 + Labs Oil Tanks – proposal received by BCL. BCL would further refine the proposal and in liaison with Alex McIntyre the NHS would provide a decision to BCL. MTHW – agreed that the retained estate would be supplied from 4 different points and BCL would provide a proposal Non-dual circulation – agreed that all clinical areas will have dual circuits and agreed the list of clinical areas Generators – agreed the plug and play position (at boulevard). Need to conclude temporary generator requirements between the Labs opening and the Energy Centre opening. U- Value – AS requested a date for when the NHS will receive the detail and make-up of the tower envelope. DS agreed to confirm the date that the information will be provided. 	-	-
			BCL to provide a proposal re MTHW	DP
			-	-
			Temp generator requirements to be concluded	DP
			Tower envelope detail to be provided to NHS Team	DS

Item No	Item	Discussion/Information	Action	Action by Whom
9.	Key Design Issues cont'd			
	r) Structural	NMc advised that a meeting was required to discuss the MRI vibration criteria for the analysis. The HTM only provided info in relation to Theatres. He had received information re MRI manufacturers which the NHS could potentially use. FW advised that it was not known at this stage what MRIs would be used in the new hospitals. NMc advised that the worst case was not achievable. DS requested that NMc tabulate the spec for the 3 potential MRIs. FW suggested that the NHS currently uses Siemens which may move across. NMc advised that agreement would need to be obtained on which criteria is used for the analysis. FW that as it was not known at this stage which MRI would be used then it was important to ensure that there would be no limitations on which MRI manufacturer could be used in future. NMc advised that if the criteria is limited to the Theatres then there was no issues. He suggested that quite often the manufacturer's information is incorrect. He was not concerned and ZBP would design to the Theatres requirements which were the most onerous. NMc advised it would be advantageous to meet with the MRI suppliers. It was agreed that NMc would provided tabulated information to FW who would then instigate the internal discussions. AS stressed that the internal discussions would need to be managed.	NMc to provide tabulated spec for 3 MRI suppliers to FW	NMc
10.	Energy Centre	<p>It was noted there were no issues other than those flagged up earlier i.e. partial possession/handover. PM advised that he had now seen the materials. He had noticed that some of the samples had been marked by Nightingale with status B. There were a number of samples in the sample room which were no longer valid.</p> <p>AS enquired about the programme for the superstructure. DB advised that the superstructure was programmed to be complete on 19th September 2011 and cladding to be complete approximately November 2011.</p>	<p>-</p> <p>-</p>	<p>-</p> <p>-</p>
11.	Mock-ups	<p>Cross reference with item 2 – Matters Arising.</p> <p>EW advised that Nightingale were considering the layout plan for the samples room. It was proposed to discuss the layout plan with BCL in the first instance.</p> <p>EW advised that she had a new 3d image of the hospitals.</p>	<p>-</p> <p>-</p>	<p>-</p> <p>-</p>
12.	Early Warning Notices	It was noted there were no issues for discussion at this time.	-	-
13.	RFI's	DS agreed to meet with PM to discuss RFI's.	Meet with PM	DS

Item No	Item	Discussion/Information	Action	Action by Whom
14.	Arts	<p>DS welcomed AB to the group. He advised that AB had been invited to the group to gain an understanding of proposals and to provide feedback from the Design and Healthy Environment Group and raise any keys issues. AB advised that the Arts Strategy had been signed off. The work-plan and associated gantt chart should have been circulated on aconex. The programme has 8 projects and focus was being given to 4 enhanced areas a) distraction therapies, b)play park/roof terrace, c) spiritual care and d) sanctuary which required fundraising to provide. The group were considering recognised grants. The 4 enhanced area projects needed to be detailed out in terms of the schedules in order to identify any enablement required. A significant amount of detailing re the sky ceilings proposal had already been taken forward. The roof gardens/terraces had been discussed at the previous D&HEG and queries had been raised i.e. loading capacity however it was agreed that what was planned would work with the existing arrangements. It was still to be determined if any enablement would be required for the external lighting and sanctuary.</p> <p>The DHEG had identified that in programme terms that 2 projects needed to be progressed i.e. a) the colours of the pods in the main atrium and b) external shelters/pods in NCH atrium. It had been agreed that BCL would lead on the contractual arrangements and Gingko would co-ordinate the development of the brief to the design process.</p> <p>PM reported that meetings as a group had commenced and he enquired whether Nightingale were comfortable to be represented on this group by Liz Petrovitch and enquired whether this allowed for appropriate tie-in. EW advised that the choosing of colours was a Nightingale remit. She had liaised with Liz Petrovitch and agreed that any meetings to discuss colours should take place after the 1:50 process. Any proposals provided to the NHS Team would be co-ordinated with Gingko before being presented. PM reported he was comfortable that everything was being linked into Nightingale.</p> <p>AB suggested that it would be helpful if Nightingale could review the timelines and check the timelines are accurate.</p> <p>AS enquired whether the artists and Gingko were paid for through the project. PM advised that all the core projects were funded through the project. What still needed to be finalised was identifying the budget for each of the arts projects. The core briefs for the 8 projects were being written up and would be presented to the HLLDG. AS enquired about the enhanced programmes and what enablement work was required for the sky ceilings. MM stressed that no enabled should be allowed for until it was known whether the funding was available. NM enquired whether the NHS Team were liaising with the Yorkhill Children's Foundation (YCF). YCF had contacted and met with Nightingale in order that they could fine-tune their briefs so that they can try and get specific donors. AS stressed that the NHS Team were linking in with YCF but that anyone on the periphery of the project needs to be contacted through the NHS Team and in relation to YCF MM would need to be contacted as MM needs to be able to manage expectations. DS, NM and MM agreed to further discuss after the meeting.</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>Discuss linkage with YCF</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>DS/NM/MM</p>

Item No	Item	Discussion/Information	Action	Action by Whom
14.	Arts (cont'd)	DS enquired whether the schedule included timelines and highlighted infrastructures services which would need to be considered. i.e. pods in the atrium and whether there is a lead in period. AS requested that BCL flag up timeously what the programme for getting information from the NHS Team is.	BCL to review dates on schedule re getting information from the NHS Team	DB/GB
13.	Equipment			
	A&C Hospitals	No further discussion required.	-	-
	Labs	No further discussion required.	-	-
14.	AOCB	DH advised that it appeared that the Wireless Network coverage for Asset Tagging had a couple of black-holes. DP advised that BCL were proceeding on a line-of-sight asset tagging system and DHs enquiry related to RFID. DH advised that if the NHS Team wanted to progress RFID that there would be a number of black-holes i.e. the lifts. AS advised that if a piece of equipment could be located going in and out of lifts then that would be acceptable.	-	-
15.	<i>Date and Time of Next Meeting</i> Wednesday 11 th May at 2pm in the Boardroom, Top Floor, Construction Site Offices.		For Noting	ALL

Boardroom, Top Floor, Construction Site Offices

ACTION NOTE

Present:

Eleanor McColl (EM)
Jackie Stewart (JS)
Peter Moir (PM)

Apologies:

Raj Deb (RD)

Darren Smith (DS)
Emma White (EW)
Karen Connelly (KC)
Shiona Frew (Notes)
Alan Seabourne (AS)
Steve Pardy (SP)

Darren Pike (DP)
Fiona McCluskey (FM)
Mairi Macleod (MM)
Neil McGarry (NMc)
Anna Baxendale (AB) (part)

David Bower (DB)
Frances Wrath (FW)
Manny Ajuwon (MA)
Neil Murphy (NM)

David Hall (DH)
Heather Griffin (HG)
Pete Dunbar (PD)
Neil Ross (NR)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action note from previous meeting	Accepted as an accurate record subject to the following changes: Item 2, Labs Equipment, last sentence:the patch cables would need to be <u>6a</u> not 6e.		
2.	Matters Arising <i>A&C Medical Planning Process</i>	DS advised that the 1:50 addendum to cover the change control process would be discussed with DH.	Change Control addendum to be agreed	DS/DH
	<i>Food Waste</i>	KC advised that she was trying to establish the trial agreement for a food waste machine and she was hopeful of concluding the trial agreement in the next few days and thus obtaining a date for the machine to be installed. DS enquired about the lead in period for getting the machine installed and KC advised that it was anticipated that the machine would be installed w/c 23 rd May 2011.	-	-
	<i>Lift Analysis</i>	DP advised that BCL were still working through the analysis. He agreed to provide the lift analysis information by end of May 2011.	DP to provide lift analysis info	DP
	<i>Labs RDD</i>	Colour Boards - PM confirmed that he had met with the Labs Users to agree the colour boards for the Labs.	-	-
		Cleaning Spec for finishes – KC advised that she had received the cleaning spec information from MA.	-	-
	<i>Labs – Interim Roads Solution</i>	MA advised that the drawing indicating the interim roads solution would be provided to the NHS Team later that day. PM confirmed that he had met to discuss the interim roads solution and the revised drawings were the output from the meeting.	Provide drawing re interim roads solution to PM	MA
	<i>IT – Ductwork</i>	EM reported that the drawing had been provided to the NHS IT Technical reps and feedback would be provided to the next IT Meeting. EM confirmed that the action remained on the NHS Team to overlay the networks on the duct drawings. PM agreed to confirm if this issue needed to be raised at the next EW meeting.	PM to confirm if IT ductwork to be raised at next EW meeting	PM

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising (cont'd)			
	<i>BREEAM</i>	Procurement Report – confirmation of what SL requires re procurement report is awaited. DH advised that SL had been provided with the latest equipment list and SL would be reviewing the large quantity items and ascertaining energy consumptions.	Check SL requirements re procurement report	SF
	<i>Raised Crossings</i>	PD advised that a BREEAM point was being lost as BREEAM requires raised crossings on every junction and every crossing and the GCC Planners do not want anything on main roads or main junctions. It was accepted that it would be a BREEAM point lost. It was agreed to close this item.	- Item closed	- -
	<i>Mock-up Panels</i>	DS enquired whether JM and PM had viewed the mock-up panels. PM advised that he had not reviewed the panels and enquired whether BCL had agreed the proposals. EW advised that Nightingale had an action to review the size of the recess. It was agreed that a meeting with PM, JM and John Wiggett should be arranged for the next day.	Arrange meeting with PM, JM and JW	SF
	<i>Labs Equipment</i>	DS enquired whether the review of the series 70 drawings would be returned to BCL by w/e 13 th May 2011 and PM confirmed that the drawings would be returned by w/e 20 th May 2011.	Return reviewed 70 series drawings	PM
	<i>NHS IT Meeting</i>	EM advised that AS had met with the NHS IT Reps and he been provided with indicative costs for the IT and Telephony costs for discussion with Robert Calderwood and Jane Grant. DP advised that the time associated with the fit-out of the kit was being discussed in the convergence group.	- -	- -
		DP enquired whether the note related to the Labs Equipment or specific to the IT part and DH suggested that the note related to IT and Telephony specifically.	-	-
	<i>CDMC</i>	DS enquired whether the CDMC reps had been invited to attend this meeting every 2 months. DS requested that the invites be issued asap. EW advised that the CDMC reps attended the Hospitals Design Group meetings. MA advised that the CDMC reps also attended the Labs Design meetings.	Invite CDMC reps to next meeting	SF
	<i>Atrium Redesign</i>	DS enquired whether the NHS Team had seen the fly through and confirmation of any cost impact was awaited from Grant Wallace and this was confirmed.	Provide cost information re atrium proposals	DS/GW
	<i>Building Control</i>	MA advised that the option 3 drawing re relocation of dry riser was currently being prepared and would be provided to PM for sign-off prior to being submitted to Building Control. DS advised that he had met with Building Control to discuss the process of site recording for the A&C project. BCL were awaiting the letter re approval of the fire strategy for the A&C. DS proposed to liaise with the NHS Team to prepare a response to this letter prior to organising a follow-up meeting with Building Control. Fire Brigade input to Building Control - DS advised that the Fire Brigade rep would be invited to future Fire meetings with Building Control as appropriate. DS commented that he and AS had met with Gary Milne to seek continuity of Fire Officer input to the project. The Fire Brigade were proposing to set up a team to be involved in the project.	Liaise with NHS Team re response to Building Control letter once received -	DS -

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising (cont'd) <i>Warrant Application</i>	DS advised that he had written to NM and NM had subsequently updated the schedule of the warrant applications. DH commented that he had requested a copy of the schedule of the meetings with Building Control and he had not yet received this information. EW advised that Jason Truscott had issued the schedule to DH the previous day.	-	-
		DH enquired whether the warrant application for the A&C Piling was still outstanding. DS advised that BCL and WSP were pursuing Building Control for the warrant application as there were only minor items to be closed off.	Progress piling application with Building Control	DS
		PD advised that the application for the mast retaining wall had been submitted and the AIP was expected later that week.	-	-
	<i>Food Waste</i>	DS enquired whether PM had issued a PMI for the food waste. PM advised that he had not issued a PMI yet. DS commented that the NHS should hold off issuing the PMI until the food waste system had been trialed and this was agreed.	-	-
	<i>Wayfinding</i>	EW advised that she was awaiting information from MA. MA advised that he had provided the information to Liz Petrovich. MA would be providing the drawings marked up by Nightingale's and Gillespies for the internals.	MA to provide marked up drawings re internals	MA
		PM advised that the Labs Management Team had been tasked with identifying a name for the labs facility.	-	-
	<i>Temporary Generators</i>	DS advised that this item was being discussed in the Early Warning meetings therefore no discussion required in this meeting.	-	-
	<i>Column Location Issues</i>	FW advised that when undertaking the review of drawings there had been columns appearing on a few drawings. FW advised that reviews were on-going with Liane Edwards (Nightingale). Progress was being achieved and maintained.	-	-
	<i>Drawing re-issue</i>	FW advised that copies of all the stage 3 drawings had been provided.	-	-
	<i>RFI Schedule – ZBP</i>	FW advised that a meeting had been held with DP. DP reported that ZBP had raised further queries on return of the previous schedule. DS enquired if there were any time issues for getting the information to ZBP. DP advised that the current pace for obtaining information was satisfactory. DP and FW agreed to meet on 18th May 2011 to discuss the ZBP further queries.	Discuss ZBP queries at meeting on 18 th May 2011	DP/FW/DH
	<i>Access Control – Fire Wall Overlay</i>	EW advised that these drawings would be provided once they had been updated to reflect a) the comments from the meeting and b) the amendments on the 1:50s. It was anticipated that the updated access control strategy documents would be available in July 2011. EW noted that Access Control was an agenda item for the Hospitals Design Group.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising (cont'd) <i>Sustainability & BREEAM</i>	NH advised that he had received confirmation that the wind turbines energy output had been downgraded and therefore would not now provide sufficient energy. Confirmation information would be provided to AS by w/e 20 th May 2011.	Confirmation required from ZBP re wind turbines not producing sufficient energy output	NH
		BREEAM – PD advised that the teleconference actions were being progressed. The BREEAM score for the A&C was currently confirmed as 61.74% and it was anticipating 74% which did not include the teleconference actions.	-	-
	<i>Radiation Protection</i>	EW acknowledged that a meeting would need to be arranged after the 1:50s process to obtain further detail re radiation protection to populate a more detailed construction schedule. EW advised that the current schedule aligns to the rooms. Agreed this item should be progressed by the Hospitals Design Group.	CLOSED - No further action for this group as being taken forward by HDG.	
	<i>MTHW</i>	DP advised that the MTHW CAD drawings were currently being prepared in order to provide to the NHS Team by 13 th May 2011.	Provide MTHW CAD drawing to NHS Team	DP
	<i>Dual Circuit</i>	DP enquired whether DH had concluded typing up the list of non-clinical areas. DH agreed to progress.	Provide list of clinical areas to DP	DH
	<i>U Value</i>	DS advised that the NHS Team had been provided with a presentation of the U-Value. AS had reported at the last PMG meeting that the current u-value being demonstrated in option 3b of 0.47 was acceptable. It was agreed this item was closed.	Item closed	-
	<i>MRI Vibration Criteria</i>	NMc advised that a meeting had taken place on 4 th May with Graeme Thomson (Currie & Brown) and Willie Roxburgh (Capita) to discuss the MRI vibration criteria. A number of actions had been agreed at the meeting and that ZBP had agreed to provide the detail on the variation of vibration criteria for various MRI equipment by 13 th May 2011. The NHS reps had agreed to identify which MRI machines may be moving across. FW advised that the only MRI machine which was currently known to be transferring was currently located in the women and children's dept. FW advised that she hadn't received any feedback from the 4 th May 2011 and requested a copy of this feedback. DH advised that information was to be provided to FW to progress and that the meeting with Capita/Currie & Brown was to discuss the vibration issue. DH commented that the ER's stated the worst case scenario of equipment and one of the equipment suppliers stipulated a very low vibration factor which was unachievable. DS advised that he would ask Gavin Burnett to liaise with FW as soon as ZBP had provided the vibration variation information. PD advised that part of the information being provided would be evidence of previous experience of installing MRIs in other projects.	Provide copy of feedback from 4 th May meeting to FW	NMc
			DS to liaise with GB re meeting with FW to discuss vibration variation info	DS
	<i>RFIs</i>	DS reported that there were no critical RFIs outstanding and that he had noticed that RFI responses were being provided.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising (cont'd) Arts	<p>MM advised that she had met with NM to discuss the linkages with YCF. DS reported that he had subsequently issued an email to advise that the NHS needs to be notified of any approaches by Yorkhill Children's Foundations.</p> <p>EW advised that Nightingale have a schedule of meetings with Gingko to ensure that the timelines tie in with the Nightingale programme. PM advised that the timelines proposed by Gingko had been raised as an issue at the last Design and Healthy Environment Group meeting. EW advised that she had liaised with Liz Petrovitch to discuss the schedule and colours in the atrium/floor tiles because of the NHS had indicated that they did not like the colours proposed in the wayfinding strategy. A review of the wayfinding colours would need to be undertaken and once agreed a new colour palette would be provided to the artists to work with. Once the colours are agreed then the appropriate tile samples can be provided. EW commented that Nightingale want to focus on projects that provide a product and focus money on the design work. It was agreed that there was no further action for this group at this time.</p>	<p>-</p> <p>CLOSED - No further action for this group</p>	<p>-</p> <p>-</p>
3.	Safety Initiatives	DH advised that the issue of the glass access to the interstitial blinds in the tower area had been raised at the last Hospitals Design Group. Concern was being raised about the size and weight of the glass panes and how these would be removed. EW advised that she had spoken to John Wigget who was liaising with Structal for a method statement. DS reported that this item should be progressed at the Maintenance and Access review meeting.	Confirm proposals/method statement for removal of glass panels	EW
4.	Design Programme Labs A&C	<p>DB confirmed that there was no pressing design programme matters regarding the Labs Facility.</p> <p>DB advised that the columns were in abeyance as had been dealt with.</p> <p>DB advised that the Food waste proposal would have an impact on the base wall layout and BCL would be constructing as per signed off drawing(s). PM enquired whether the current layout would allow for a connection to the macerator waste. DP advised that he had prepared a drawing for discussion with the NHS Team at the EW meeting as it was not possible to link all the regen kitchens at basement level.</p>	<p>-</p> <p>Discuss food waste proposal at EW meeting</p>	<p>-</p> <p>DP</p>

Item No	Item	Discussion/Information	Action	Action by Whom
5.	Planning Approvals	<p>DS advised that he had liaised with Jim Miller and BMCL were preparing a strategy to obtain sign off of the external panels by the GCC Planners. The challenge would be getting the panellised materials as not currently available in the specific colour required. PM reported that AS had emailed his view of the way forward re achieving sign off by the GCC Planners.</p> <p>MA advised that the next work to be concluded was in relation to hard and soft landscaping. The interim signage was currently being discussed.</p> <p>PD advised that the RCC paperwork had been signed off earlier by PM for submission to GCC however he suggested that a letter from GGC agreeing to the in perpetuity of drainage may be required to ensure timeous sign –off of the RCC submission. PD was requested to liaise with Jim Miller to ascertain if GCC had agreed to the in-perpetuity agreement.</p>	<p>-</p> <p>-</p> <p>Liaise with Jim Miller re in perpetuity agreement</p>	<p>-</p> <p>-</p> <p>PD</p>
6.	Building Control	<p><i>Labs</i> MA advised that liaison with Building Control was ongoing. Comments had been received from Building Control re warrant application no. 3 and a meeting had been set up with Building Control w/c 16th May 2011 to address these comments and to progress this application. DS requested to be invited to the meeting with Building Control.</p> <p><i>A&C</i> DS advised that there had been many warrant applications submitted and he proposed to collate this information into a table. There were currently no critical issues being raised by Building Control. BMCL were internally agreeing the process for site visits by Building Control.</p> <p>DS commented that a meeting with Building Control and the Fire Brigade reps would be organised in due course to discuss the cause and effect matrices.</p>	<p>Invite DS to Labs Building Control meeting.</p> <p>-</p> <p>-</p>	<p>MA</p> <p>-</p> <p>-</p>
7.	Infrastructure (Roads, Cabling, etc)	It was noted that there were no issues requiring HLLDG input to resolve.	-	-
8.	Design Sign-Off/RDD	<p><i>Labs</i> PM advised that outstanding drawings were currently being reviewed by Capita and they would be returned to BMCL asap. DS advised that the RDD schedule was being reviewed and improved upon. The revised schedule would be provided to PM by w/e 13th May 2011.</p> <p><i>A&C</i> DS advised that Gavin Burnett was finalising the A&C RDD schedule. EW advised that Nightingale's proposed to identify which items will require design review/development input from the NHS i.e. interior design, wayfinding, wall and floor finishes, etc. DS advised that he did not propose to reissue the appendix K strategy documents. EW advised that it was proposed that the appendix k drawings/strategy would be updated to reflect the 1:50 and appendix k comments and provided to the NHS Team for checking prior to developing the detail of the strategies. FW advised that user input would be required re Access Control, Door Types, etc.</p>	<p>Provide revised RDD schedule to PM</p> <p>CLOSED - No further action for this group as being taken forward by HDG</p>	<p>DS</p> <p>-</p>

Item No	Item	Discussion/Information	Action	Action by Whom
8.	Design Sign-Off/RDD (cont'd) A&C	DS advised that GB would liaise with PM to discuss and agree the A&C RDD schedule. DS advised that through the RDD schedule he wanted to achieve a look-ahead view of samples. PM commented that some of the RDD strategy had been at a high level and on the drawings it was difficult to read. DH acknowledged that there was a high level door strategy however there was a number of rooms where the visual panels had not been properly achieved and there was agreement to enhance the vision panel in the door to compensate for the inadequate wall vision panel. In addition, there were some specialist departments with specialist door requirements i.e. specialist sliding doors (haemato-oncology). EW suggested that the drawings should be updated and provided on a 1:200/department basis for review by the NHS Team.	-	-
9.	Key Design Issues a) Labs – Fire/Hose Outlet b) Labs Acoustics c) Labs Access/ Security Control d) Labs – FM e) Labs Sustainability/BREEAM f) Labs CAT3 g) Labs Interior Design /Way-finding h) Labs M&E Design i)A&C User Group/Pre-User Group Process	<p>No issues requiring HLLDG input to resolve.</p> <p>DS advised that he would review the communication received from PM re acoustics.</p> <p>It was noted that there were no issues requiring HLLDG input to resolve.</p> <p>PM advised that there was no issues requiring HLLDG input to resolve. The change form for the gates was being prepared for sign off by the Board's Chief Operating Officer.</p> <p>It was noted that there were no issues requiring HLLDG input to resolve. DP requested a copy of the design stage report to BRE. BMCL were trying to get early identification of those items requiring review at the construction stage.</p> <p>PM advised that a meeting had been arranged with Biosave on 20th June 2011. A meeting had been scheduled on 16th May with Strathclyde Police which he would be attending.</p> <p>MA advised that the scope, intent, colours had all been signed off by the NHS team. PM advised that he still had a £10k reserve for enhancement of finishes in public areas of mortuary.</p> <p>It was noted that there were no issues requiring HLLDG input to resolve. DP advised that the HPI response re liquid nitrogen would be discussed at the next EW meeting.</p> <p>FW advised that the User Group meetings were ongoing. DS commented that the NHS and BMCL would need to discuss the way forward re caveated drawing sign off and the RDS. FW reported that it had been agreed that the RDS sign-off would be commenced nearing the end of the 1:50 UGM programme. DH advised that the RDS sign-off had been discussed at the last Hospitals Design Group meeting and it appeared that the RDS Sign-off was being driven due to an M&E need and not an equipment issue. The design would proceed on the basis of the M&E Environmental matrix and drawings and there would be an exercise at the end of the UGMs that the RDS match the drawings and the Environmental Matrix as there were a few exceptions i.e. in the NCH there was areas which dealt with neonates which needed extended range of temperature. FW stressed that by the time 1:50 process ends (Mid July) all the RDS will have been reviewed. EW reported that after the 1:50 drawing sign-off that the RDS would be updated as necessary to provide the latest equipment lists. It was agreed that FW, DH, PM and DS would meet to discuss the RDS sign-off programme.</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>Provide copy of the BRE Design Stage report to DP.</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>PM</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p>

Item No	Item	Discussion/Information	Action	Action by Whom
9.	Key Design Issues cont'd			
	j) A&C Fire	No issues requiring HLLDG input to resolve. The NHS Team were awaiting cost information from GW re additional doors. This item was being progressed through the EW meetings.	-	-
	k) A&C Acoustics	It was noted that there were no issues requiring HLLDG input to resolve	-	-
	l) A&C Access Control & Security	It was noted that there were no issues requiring HLLDG input to resolve.		
	m) A&C – FM	<p>BML had investigated the potential to get the AGV into the Pharmacy lobby. Consideration would need to be given to door control and clearances for the AGV cart. DH confirmed that the AGVs would be transporting NDC carts. KC advised that the AGV would not go into the pharmacy dept just into the lobby.</p> <p>DH reported that there had been a query re Comms Rooms and IT hubs and how they were locked and that he had provided a response to Gavin Burnett. There was further information to be provided i.e. doors lock on failure (fire alarm), they do not open. DH would forward the additional detail to G Burnett.</p> <p>KC advised that there may be some other areas that require fail safe access.</p>	<p>-</p> <p>Provide additional information to GB</p> <p>-</p>	<p>-</p> <p>DH</p> <p>-</p>
	n) A&C - Sustainability & BREEAM	PD advised that a letter confirming the lighting proposals for the multi-storey car parks to be built on the SGH campus was required from the NHS Board. PD agreed to provide a form of words for the letter. DP suggested that the letter should indicate the Board's intent re the car parking lighting.	Provide form of words for NHS letter re car parking lighting.	PD
	o) A&C Radiation Protection	It was noted that there were no issues requiring HLLDG input to resolve.		
	p) A&C Interior Design and Way-finding	It was noted that there were no issues requiring HLLDG input to resolve.	-	-
	q) A&C M&E Design	It was noted that there were no issues requiring HLLDG input to resolve.	-	-
	r) Structural	PD advised that drawings for Neuro and Maternity buildings were being obtained.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
9.	Key Design Issues cont'd s) Change Control	<p>DS advised that GW had provided a schedule of changes and enquired when the schedule would be provided back. DH advised that as agreed with G Burnett he would issue the un-costed schedule to the team as aide memoir for the designers to update drawings. The un-costed schedule would be issued as the costing process was delaying the information flow. DS enquired whether BMCL should be provided with a PMI for the changes. PM advised that a PMI would be issued once the costing had taken place in order to issue a single PMI, it was not proposed to issue a PMI for each schedule. DH advised that all the changes were clinical and required, there were no optional changes. The focus for the NHS Team was to understand the headroom in the equipment list therefore a revised budget cost for the last equipment list was required. DS commented that the Equipment list had been put to one side as DS needs to concentrate of getting signed-off drawings to allow packages to be let and he didn't want the consultants doing changes. DH reported that the consultants were not doing changes that were not required. The NHS Team needed to understand the headroom in the equipment list so that the UGM changes, which were minimal, could be accommodated in the headroom.</p> <p>DS enquired whether the process still remained as follows: schedule being reviewed and agreed, then the schedule being issued to BCL and then a PMI would be provided to cover the schedule. DH advised that it was the intention to PMI the 'blue dots'. 90% of the change was on the equipment list and BMCL would be provided with a PMI to instruct the equipment list, 5% were structural changes i.e. a partitions moved to make a room/area workable as a column cannot be moved. All requested changes as either due to being required clinically or a wall being moved as room/area needs re-jigged as a column in the room/area makes it unworkable. DS enquired why a PMI could not be provided at this point. DH advised that the changes were design driven not NHS driven therefore not a cost change as the requirements have not changed. DS advised that GW had provided a costed schedule for FM and requested that a discussion is organised with J Ballantyne to agree the way forward re changes. DS stressed that he wants to ensure that the consultants make the changes only once with no delay to programme and commercially the NHS and BMCL are in agreement. DH suggested that the biggest risk was that the consultants were currently not getting the change list timeously.</p>	<p>CLOSED - No further action for this group as being taken forward by Commercial Group.</p> <p>Commercial Group to advised NHS 1:50 Team of headroom in equipment list budget</p> <p>Arrange meeting with JB to discuss process re agreeing changes</p>	<p>GW</p> <p>DS</p>
10.	Energy Centre	It was noted that there were no issues requiring HLLDG input to resolve.	-	-
11.	Mock-ups	EW advised that she had some drawings re the design of the sample room. It was agreed that copies should be provided to AS for comment.	Provide sample room proposals to AS	EW
12.	Early Warning Notices	It was noted there were no issues for discussion at this time. The Opportunities/VE meetings would need to be recommenced.	-	-
13.	RFI's	It was noted that there were no issues requiring HLLDG input to resolve.	-	-
14.	Arts	It was noted that there were no issues requiring HLLDG input to resolve.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
15.	Equipment A&C Hospitals Labs	EW advised that Nightingale's ha had attempted to complete an equipment room schedule from the information provided by FW. She had issued a template with the ADB codes and room numbers to ZBP for them to populate the schedule. She suggested that a meeting be arranged with FW to identify matching the spec against the correct items/codes. DS advised that he had requested the consultants to populate the schedule before being issued to FW. A meeting with FW would be arranged once schedule is populated by consultants It was noted that there were no issues requiring HLLDG input to resolve.	- - CLOSED - No further action for this group as being taken forward by HDG -	- - -
16.	Board Management Structures	MA advised that the A&C Fire meeting had been changed to a Labs Fire meeting.	-	-
17.	AOCB	EW advised that Nightingale would advise on dates for reviewing the NSGH sanctuary and NCH atrium, it was anticipated that the review would take place in the next 2 weeks. MA enquired whether the sub-station should be shown on the Labs Landscaping drawings or the A&C Landscaping drawings. It was agreed to discuss this after the meeting.	Advised dates for sanctuary and atrium review Discuss landscape drawings re sub-station	EW MA/PM
15.	<i>Date and Time of Next Meeting</i> Wednesday 8 th July at 2pm in the Boardroom, Top Floor, Construction Site Offices.		For Noting	ALL

ACTION NOTE

Present: David Rollo (DR) Heather Griffin (HG) Neil McGarry (NMc) Raj Deb (RD)	Darren Smith (DS) Eleanor McColl (EM) Jackie Stewart (JS) Neil Murphy (NM) Shiona Frew (Notes)	Alan Seabourne (AS) Emma White (EW) Jeff Murdoch (JM) Nigel Hollowell (NH)	Darren Pike (DP) Fiona McCluskey (FM) Karen Connelly (KC) Pete Dunbar (PD)	David Hall (DH) Frances Wrath (FW) Mairi Macleod (MM) Peter Moir (PM)
Apologies:	Manny Ajuwon (MA)	Anna Baxendale (AB) Susan Logan (SL)	David Bower (DB)	Neil Ross (NR)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action note from previous meeting	Accepted as an accurate record subject to the following changes:		
2.	Matters Arising <i>A&C Medical Planning Process</i> <i>Lift Analysis</i> <i>Labs – Interim Roads Solution</i> <i>IT – Ductwork</i> <i>BREEAM</i>	<p>DS advised that he had discussed the 1:50 addendum with DH earlier that day and the discussion was ongoing.</p> <p>DP advised that BCL were still working through the analysis. He reported that Schindler had advised that they would provide the information by 14th June to BMCL. He agreed to provide the lift analysis information by 17th June 2011. DH enquired if the information could be provided prior to the 17th June in order that KC to provide the information when she next meets with Alex McIntyre (AMc). AS commented that AMc had raised concern at not having this information. DP advised that he would endeavour to provide the information to KC by the 16th June 2011.</p> <p>PM advised that he had met with MA and RD and they had walked the route. RD had subsequently updated the drawing and PM would organise a meeting with the Labs Users to present the revised interim solution.</p> <p>DS advised that BMCL had an internal to review the RCC implications and the interim RCC would be added to the drawings. Furthermore, WSP would undertake a review of the interim roads solution with regards to roads traffic and the drawing would be further updated to include this information. PM requested a copy of the current interim roads solution drawing. RD agreed to issue the drawing directly to PM.</p> <p>EM advised that the ductwork drawings had been returned to BMCL.</p> <p>Procurement Report – SF advised that she had checked with SL the requirements for the procurement report which SL had requested in a previous meeting. SF had provided a copy of SL's response to DS. DS acknowledged that he had received this email however this was related to design not procurement.</p>	<p>Change Control addendum to be agreed</p> <p>DP to provide lift analysis info to KC by 16th June 2011</p> <p>Provide revised drawing re interim roads solution to PM</p> <p>Issue current Interim Road solution drawing directly to PM</p> <p style="text-align: center;">-</p> <p>Check SL requirements regarding BMCL providing a procurement report.</p>	<p>DS/DH</p> <p>DP</p> <p>RD</p> <p>RD</p> <p>-</p> <p>SF</p>

Item No	Item	Discussion/Information	Action	Page 470	Action by Whom
2.	Matters Arising (cont'd)				
	<i>Mock-up Panels</i>	PM advised that he and AS had reviewed the mock-up panel independently. They were of the view that the off-white render was the preference from the shades of render being offered. The NHS Team were still requesting a completed panel and Jim Murray had confirmed that BMCL proposed to provide a completed mock-up panel. PM raised concern about the extrusion and DS reported that he had enquired whether a smaller extrusion could be put into the panel. PM advised that he still needed to understand where the purple and orange colours would be going and it would be useful to understand this in an elevational context. PM raised concern about the blue/black plinth course which runs around the front entrance. The NHS Team had not previously realised how much of the blue/black bricks would be exposed from the Planning drawings. NM reported that Nightingale's had undertaken further work on the elevations and would further review the blue/black brick details on the drawings. NMc advised that this issue was predominant on the east elevation where there was a metre difference from the footpath level and footpath level and around zone A where the fire track is. PM advised that the concern was that another colour was being added to the elevation. AS enquired about the timescales to conclude the elevation discussions as he would like to identify a timescale before testing the Planners views. NM reported that it was Nightingale's intention to provide a completed panel for internal sign-off of BMCL and NHS before presenting to the GCC Planners. DS advised that Jim Murray was checking when the Dunhouse Buff panels would be available. PM reported that the pointing to the forticrete blocks looked good and enquired if it was the intention to build in the zinc. DS advised that it was not the intention to build in the zinc. DS advised that the focus was on getting the Energy Centre signed-off as a separate entity from the new Hospitals.	- Investigate if smaller extrusion could be used. Review blue/black brick detail on elevations -	- DS NM/EW -	
	<i>Atrium Redesign</i>	DS advised that the cost aspects had been dealt with and there was no further action on this item for this group. DS advised that PM had received sanctuary drawings. PM advised that the sanctuary drawings would be discussed with the project team the next day. AS enquired if there was potential to move the NSGH sanctuary downstairs next to AAU (in the internal green space). AS suggested that by moving the sanctuary the flows to this area would be improved as he felt it was intrusive in its current location. NM advised that he had a number of concerns about moving the sanctuary and that he felt the space needed to be broken up. NM agreed that Nightingale's would review the current location.	Item Closed Review potential to move sanctuary downstairs next to AAU	- NM/EW	
	<i>Building Control/Warrant Applications</i>	DS advised that the sign-off of the Labs riser was still awaited and he would progress asap. DS advised that he had received a communication from Building Control to advised that they would be issuing 3 building warrants later that week of which 1 would be in relation to the piling application. DS reported that a letter was expected from Building Control before the 17 th June 2011 in relation to the Fire Safety application for the A&C Hospitals.	Liaise with NHS Team re response to Building Control letter once received	DS	

Item No	Item	Discussion/Information	Action	Page 47	Action by Whom
2.	Matters Arising (cont'd)				
	<i>Wayfinding</i>	EW advised that Nightingale's had met with BMJ and BMCL to discuss wayfinding. RD advised that a set of drawings had been marked-up and issued to BMCL and the NHS for review. PM commented that he had received the drawings however he would need to organise for the proposals to be presented to the Labs Senior Management Team. It was agreed there was no further action on this item for this group. PM commented that he was trying to obtain the name for the new Labs Facility.	Item closed		-
	<i>RFI Schedule – ZBP</i>	DP reported that he was liaising with FW to close out items. It was agreed there was no further action on this item for this group.	Item closed		-
	<i>Sustainability & BREEAM</i>	DS advised that the wind turbine issue was being progressed at the Early Warning meeting therefore it was agreed there was no further action on this item for this group. AS advised that the NHS Team were awaiting the PV proposals.	Item closed		-
	<i>MTHW</i>	DP advised that BMCL need to revise the drawings as the alterations to the water main running through the site provided the additional water source. The revised drawings would be provided to the NHS Team in the next few weeks.	Provide revised drawings to NHS Team		DP
	<i>Dual Circuit</i>	DH advised that the list of non-clinical areas had been provided to BMCL. It was agreed there was no further action on this item for this group.	Item closed		-
	<i>MRI Vibration Criteria</i>	NMc advised that a meeting had taken place the previous week at which the vibration criteria had been agreed. It was agreed there was no further action on this item for this group.	Item closed		-
	<i>Glazing Concerns</i>	DS advised that the issue re access to interstitial blinds due to the size and weight of the glazing panels in the tower would be discussed at the next Maintenance and Access Strategy meeting. BMCL proposed to set-up a range of meetings/workshops to review all the strategy documents. EW advised that Nightingale's had requested information (a method statement) from Structal however they had not received any information. EW suggested that Jim Murray should liaise with Structal to obtain the information.	Liaise with Structal to obtain method statement re ward tower glazing access		DS/JM
	<i>Food Waste System trial</i>	KC advised that the machine had been delivered to Inverclyde Royal Hospital at the end of the previous week. It was anticipated that the system would be installed by the end of the current week.	-		-

Item No	Item	Discussion/Information	Action	Page 472	Action by Whom
2.	Matters Arising (cont'd)				
	<i>Planning Approvals</i>	<p>DS advised that the in-perpetuity agreement with GCC had been reviewed and no issues were identified.</p> <p>DS commented that BMCL were preparing a list of items required for RCC consent that BMCL did not propose to do i.e. demarcation strips across the arrival hub. AS enquired what was the implications of not providing all the RCC items. DS suggested that GCC would probably not provide final approval however final approval would not have been received due to the drainage situation. It was agreed that this issue needed a further separate discussion between the NHS Team and BMCL. AS reported that the implications for the NHS Team would need to be identified. NMc advised that the implications for the NHS Team would be that if the Board decided to offer the road for adoption by GCC that the works would have to be carried out retrospectively. AS queried why the NHS would ask for a standard and then deviate from the standard. DH advised that the ERs stated that the roads must be completed to an adoptable standard to ensure that should the Board wish the road to be adopted that this was possible. DS reported that BMCL were preparing a list of RCC issues by bringing together what the GCC Planners requested, what A&DS requested and what the RCC requirements were and identifying clashes i.e. A&DS requested the tarmac be of a certain colour which does not fit with the requirements of GCC for their maintenance strategy. NMc suggested that this road would need to be to RCC standard as the roads at either side are adopted roads. AS enquired what would have been the driving factor in requesting RCC compliance. DS reported that the Planning applications had been progressed on the basis of RCC compliance. NMc suggested that the NHS should identify the likelihood of requesting that the road be adopted.</p>	-		-
	<i>Labs RDD</i>	PM advised that the Labs RDD was making good progress. He currently only had 1 or 2 drawing packages to be reviewed.	Prepare list of RCC deviations		DS
	<i>Labs Sustainability/BREEAM</i>	DP advised that the outstanding information re car park lighting had been provided. AS agreed to provide a copy of the BRE Design Stage Report to DP.	NHS to investigate likelihood of roads requiring to be adopted		AS/DH
	<i>A&C FM</i>	DH advised that he had provided a response to G Burnett re how the Comms and IT rooms were locked. DS reported that a meeting to discuss the locking strategy would be arranged alongside the other strategy review meetings.	-		-
	<i>Equipment List</i>	DS advised that discussions re the equipment list were being undertaken by the Commercial Group. DH advised that the NHS Team needed to have an understanding of any headroom in the Equipment list as this was impacting on the ability to make decisions. AS advised that he had flagged with BMCL that PWC would be conducting an audit and they had requested the equipment list. The NHS Team needed the Equipment list as at 15 th April asap and AS had liaised with M Sharples. DH stressed that not having knowledge of the headroom in the equipment list was adversely affecting decision making and the ability to design items in will be lost even though the money may be available to utilise.	Provide copy of BRE Design Stage Report to DP		AS
			Arrange locking strategy meeting		EW
			Equipment list as at 15 th April to be provided to NHS Team asap		DS

Item No	Item	Discussion/Information	Action	Page 473	Action by Whom
2.	Matters Arising (cont'd) <i>Sample Room</i> <i>Labs Landscaping</i>	EW advised that she had provided drawings to AS and P McGuinness. The drawings were with BMCL procurement. DP advised that the surgical sub-station did not appear on either the Labs or A&C landscaping drawings. MA would be requested to provide an update on this item at the next meeting.	- Provide update at next meeting		- MA
3.	Safety Initiatives	DP advised that everyone would need to be re-inducted to access the site. AS advised that all the NHS Team would attend the re-induction course asap. DS reported that all the BMCL consultants should be re-inducted. NMc advised that WSP have a programme for attending re-inductions.	Attend site re-induction		ALL
4.	Design Programme Labs A&C	AS enquired if DP was still reviewing the timeline for Estates to start inputting into the commissioning programme and DP confirmed that BMCL were looking to organise an introductory familiarisation session. FW advised that the 1:50 design programme remained on track.	- -		- -
5.	Planning Approvals Labs	RD advised that the interim solution was required to closing out the outstanding conditions. BMJ would provide the revised drawing as soon as possible in order to close out the planning conditions.	Revised interim solution to be provided		RD
6.	Building Control Labs A&C	RD advised that he was aware of one query outstanding which was in regard to the dry riser. This query was currently being closed out by Strathclyde Fire Dept. DS advised that he had nothing further to update to what had been previously discussed under the matters arising item.	- -		- -
7.	Infrastructure (Roads, Cabling, etc)	DS advised that he proposed to arrange a meeting with the NHS Team to discuss items of non-compliance re RCC (as previously noted above). DP advised that he had met with Scottish Power and the way forward had subsequently been identified. BMCL were awaiting feedback from Scottish Power.	- Update NHS team re feedback from Scottish Power		- DP

Item No	Item	Discussion/Information	Action	Page 474	Action by Whom
8.	Design Sign-Off/RDD Labs A&C	As already discussed under the Matters Arising item. DS advised that the RDD schedule was currently being updated. Thereafter the schedule would be provided to PM to review the content and once agreed DB would programme in dates. DS suggested that the RDD Schedule would be ready for PM by w/c 20 th June 2011. AS enquired whether this related to the M&E RDD. DS advised that this was the schedule of all the documents which BMCL needed to provide to the NHS Team as part of the RDD review process. DP advised that the M&E Pre RDD meetings were to ensure that the NHS Team did not get the drawings cold. DH reported that the RDD schedule was becoming increasingly urgent and that the previous note had recorded that the schedule would be provided by 13 th May 2011. DH advised that the NHS needed to understand the allocation of NHS resource for RDD to allow a planned approach.	- Provide A&C RDD Schedule to NHS Team by 20/06/2011 -		- DS -
9.	Key Design Issues a) Labs – Fire/Hose Outlet b) Labs Acoustics c) Labs Access/ Security Control d) Labs – FM e) Labs Sustainability/BREEAM f) Labs CAT3 g) Labs Interior Design /Way-finding	No issues requiring HLLDG input to resolve. DS advised that he had met with the Acoustic Consultants and it was proposed to provide PM with the drawings so that he could mark-up with the locations for testing. BMCL would then review the NHS requirements and identify any other areas for the testing. A collated drawing would then be provided to PM as a firmed-up proposal. PM advised that he expected a proposal from BMCL in the first instance. AS enquired about the EW which had been raised re IPS in Labs Toilets. PM advised that there were a few back to back toilets in the Labs Facility that did not have space to sufficient space to run a partition through due to the amount of services. PM was liaising with BMCL to identify proposals. It was noted that there were no issues requiring HLLDG input to resolve. DS acknowledged that BMCL had received an email re refectory doors. DS advised that there was a meeting arranged to discuss the Labs FM Strategies however BMCL wished to reschedule this date due to M Ajuwon being on leave. It was noted that there were no outstanding issues requiring HLLDG input. DP advised that SL had advised BMCL of her intended date to carry out the site walk-round. PM advised that he had issued an EW re CAT III security which BMCL were progressing. A meeting with Biosave (the Board's Commissioning Engineers for CAT 3) with the Labs Users, BMCL and Atlas had been scheduled for 20 th June 2011. PM advised that he had a set of mark-ups for review.	- - Provide proposals to PM for mark-up of locations that the NHS wish to be tested - - - - - -		- - DS - - - -

Item No	Item	Discussion/Information	Action	Page 475	Action by Whom
9.	Key Design Issues				
	h) Labs M&E Design	<p>AS advised that N Sutherland had requested information re comms issues and in particular what comms would go to Hillington. EM advised that she was progressing these queries. AS advised that K McSweeney's office had advised that it was only Fire communications which were directly linked to Hillington. AS enquired whether the Lift comms should be directly fed to Hillington. KC advised that the lift comms in the ACHs had 2 lines (1 line directly to the engineers and 1 line to the switchboard in case there are patients in the lifts which need assistance). EM advised that by Law the comms need to go the Schindler first and then they relay communications back to a switchboard). EM had requested that K McSweeney responds to each of the points raised by N Sutherland. DP advised that the NHS were responsible for providing the lines and K McSweeney needed to know the number of lines required. DP reported that a direct line was required for each lift.</p> <p>PM advised that he had issued an EW re the toxicology lab on level 1. The users had prepared a list of equipment and advised that they have equipment which generates a lot of heat. The list would need to be checked against what had been allowed for in terms of cooling.</p>	-		-
	i) A&C User Group/Pre-User Group Process	FW advised that the User Group meetings were ongoing and at this time there were no major issues. The NHS Team were still targeting 1 st July at midday to complete the 1:50 UGMs.	Liaise with K McSweeney to respond to BMCL queries		EM
	j) A&C Fire	No issues requiring HLLDG input to resolve. Discussions regarding specific Fire aspects i.e. roof, were being progressed through the A&C Fire meetings.	Identify if current cooling requirements are satisfactory for the toxicology equipment as per list		PM
	k) A&C Acoustics	It was noted that there were no issues requiring HLLDG input to resolve	-		-
	l) A&C Access Control & Security	It was noted that there were no issues requiring HLLDG input to resolve. This item would be progressed through the workshops being arranged to review all the strategies.	-		-
	m) A&C – FM	It was noted that there were no issues requiring HLLDG input to resolve. As previously discussed the trial of the food waste system at Inverclyde Royal Hospital would commence as soon as possible.	-		-
	n) A&C - Sustainability & BREEAM	It was noted that work to achieve BREEAM Excellent for the A&C Hospitals was ongoing however 68.74 BREEAM credits had been secured to date.	-		-
	o) A&C Radiation Protection	FW advised that the radiation protection information would be updated after the 1:50 User Group meetings.	-		-
	p) A&C Interior Design and Way-finding	EW advised that a meeting to discuss and agree the main colours for the way-finding would need to be arranged in due course. Nightingale's would prepare proposals.	-		-

Item No	Item	Discussion/Information	Action	Page 470	Action by Whom
9.	Key Design Issues q) A&C M&E Design r) Structural	It was noted that there were no issues requiring HLLDG input to resolve. It was noted that there were no issues requiring HLLDG input to resolve.	- -		- -
10.	Energy Centre	It was noted that there were no issues requiring HLLDG input to resolve.	-		-
11.	Mock-ups	EW advised that she had some drawings re the design of the sample room. It was agreed that copies should be provided to AS for comment.	Provide sample room proposals to AS		EW
12.	Early Warning Notices	DS advised that the Early Warnings were continuing to be dealt with through the Early Warning Group meeting. There were no issues requiring HLLDG input to resolve. DS reported that he would organise a meeting with Nightingale's, Doig's and BMCL to discuss VE opportunities.	-		-
13.	RFI's	It was noted that the RFI register had been issued to the Hospitals Design Group meeting which took place on 1 st June. A review of the RFI register outstanding actions was being undertaken.	-		-
14.	Arts	EW advised that Nightingale's had met with Chris Freemantle and the artists undertaking the Atrium project. Nightingale's had reviewed the brief to ensure the atrium project is taken forward in a structured manner. Nightingale's had also provided comments on the programme.	-		-
15.	Equipment A&C Hospitals Labs	It was noted that there were no issues requiring HLLDG input to resolve. The NHS Team were awaiting the post 1:50 UGM Equipment list. Thereafter, the next revision was still expected to be provided to the NHS Team by end of July 2011. It was noted that there were no issues requiring HLLDG input to resolve.	- -		- -
16.	Board Management Strategies	It was noted that there were no issues requiring HLLDG input to resolve.	-		-
17.	CDMC Review Labs A&C	DS welcomed the CDMC reps to the meeting. He advised that they were not expected to attend this meeting every month. DR advised that there were no outstanding issues to be resolved. JM reported that there were currently no issues. He had met with Gillespies and Nightingale's to close out previous issues. The Access & Maintenance and Plant Replacement strategies were developing satisfactorily. He would be meeting with Structal and Schindler in due course. DS requested that the CDMC reps provide a bullet point half-yearly report and requested that they attend the HLLDG meeting on a quarterly basis.	- - - Provide bullet point quarterly report to this group. Attend these meetings quarterly		- - - DR/JM DR/JM

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18.	Zutec Training	DS advised that BMCL were proposing to set-up Zutec training which is the document handover management system which holds the H&S manuals, OEMs, as built drawings, etc. There is a review process which BMCL will undertake. The BMCL consultants and sub-contractors would need to be trained in order that they could upload information to the system. AS agreed to identify reps from the NHS team, NHS Consultants and end users to attend the training and requested a programme of training in order to place reps in. DS requested that AS provides the names in order that training sessions could be organised.	Provide names to BMCL re Zutec training		AS/SF
19.	AOCB	There were no other items of business for discussion.	-		-
20.	<i>Date and Time of Next Meeting</i> Wednesday 13 th July at 2pm in the Boardroom, Top Floor, Construction Site Offices.		For Noting		ALL

ACTION NOTE

Present:

Fiona McCluskey (FM)
Manny Ajuwon (MA)
Shiona Frew (Notes)

Apologies:

Eleanor McColl (EM)
Nigel Hollowell (NH)

Darren Smith (DS)
Frances Wrath (FW)
Mairi Macleod (MM)
Steve Pardy (SP)

Alan Seabourne (AS)
Heather Griffin (HG)
Pete Dunbar (PD)

Anna Baxendale (AB)
George Gibson (GG)
Neil McGarry (NMc)

David Bower (DB)
Jeff Murdoch (JM)
Raj Deb (RD)

Darren Pike (DP)
Jackie Stewart (JS)
Neil Murphy (NM)

David Hall (DH)
Susan Logan (SL)

Emma White (EW)
Karen Connelly (KC)
Peter Moir (PM)

David Rollo (DR)
Neil Ross (NR)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action note from previous meeting	Accepted as an accurate record subject to the following changes:		
2.	Matters Arising			
	<i>A&C Medical Planning Process</i>	DS advised that the 1:50 change control process addendum was under discussion with DH.	Change Control addendum to be agreed	DS/DH
	<i>Lift Analysis</i>	DP advised that the lift analysis information had been provided to the NHS team.	Item closed	-
	<i>Labs – Interim Roads Solution</i>	GG advised that the Labs Interim Roads solution had been provided by RD to BMCL. The NHS team were awaiting the detail of the crossing point for pedestrians across the Haul Road. The NHS team had met with Labs reps who had identified some additional items. The interim roads solution was work in progress.	-	-
	<i>BREEAM</i>	Procurement Report – SF advised that she had checked with SL the requirements for the procurement report. SF had provided a copy of SL's response to DS.	Item closed	-
	<i>Mock-up Panels</i>	DS advised that BMCL had smaller extrusions. The smaller extrusion had not been built into the panel due the panel having to be completely dismantled. NM advised that all changes would be offered to the NHS Team prior to being offered to the NHS Planners. DS advised that he would request JM to organise for the NHS and Nightingale reps to view the mock-up.	Organise for NHS and Nightingale Reps to view mock-up	DS/JM
	<i>Elevations</i>	EW advised that Nightingales had provided 3 options to the NHS team. The NHS Team advised that option 2 was the preferred option. PM advised that the options had not been provided on a stamped drawing to allow sign-off by the NHS Team. PM enquired if there was any cost impact of option 2. EW advised that Nightingales had confirmation that there was no cost impact to option 2.	Item closed	-
	<i>NSGH Sanctuary</i>	DS advised that the cost info had been provided to the NHS Team for review. It had been agreed that there would be no change of requirement for the NCH Sanctuary. Nightingales had developed alternative solutions which were Doig's for costing.	-	-

Item No	Item	Discussion/Information	Action	Page 479	Action by Whom
2.	Matters Arising (cont'd)				
	<i>Building Control/Warrant Applications</i>	<p>Labs - DS advised that Building Control had approved the pipe for the Labs.</p> <p>A&C Hospitals – DS advised that Building Control had raised a number of points, which set a line down, and that BMCL were working to address these points. There were a number of issues which had previously been agreed with the GCC Planners which had re-arisen. BMCL were proposing to meet with Building Control to agree the way-forward.</p>	<p>-</p> <p>Meet with Building Control to agree way forward</p>		<p>-</p> <p>DS</p>
	<i>MTHW</i>	DP advised that the MTHW drawings had been provided to the NHS Team via the Aconex review procedure. It was agreed that this item was closed for this group.	Item closed		-
	<i>Interstitial Blinds</i>	DS clarified that the mock-up being provided re glazing arrangement/interstitial blinds would not be a full size model therefore it would not be appropriate for the purposes of demonstrating the glazing pane removal process. He advised that the concern raised by the NHS Team re pane removal would be dealt with through the provision of a method statement and O&M Management Plan. PM reported that the NHS Team still have an issue re Board removing the pane if a problem with an interstitial blind were to arise. The Board would need to be reassured that the proposal is reasonable. The Board need to be satisfied that there is a realistic and safe process to remove the glazed pane. He suggested that if BMCL were to provide the appropriate equipment for the glazing pane removal then this would be appreciated. DS advised that the details for the glazing pane removal would be presented for discussion at Maintenance and Access Strategy workshop which was to be arranged. PM reported that the NHS needs to be provided with a solution that is workable and that the Board can sign-off before the design and construction process is progressed to such a point that any change is impossible. The Board would need to consider the method statement and potential equipment requirements. DS suggested that the current mock-up could be used to demonstrate how the equipment would work however the NHS Team would need to be mindful that mock-up not to scale. NM enquired if PM had been provided with the information from Structal on the system they would use to remove a glazed pane. DS agreed to provide the Structal method statement to PM. DH reported that the contractor skills/knowledge of the glazing pane removal process would need to be transferred to a semi-skilled workforce. DS agreed to arrange a meeting to discuss the glazing pane removal process/method statement.	Separate meeting to be arranged to discuss glazed pane removal		DS
	<i>RCC Deviations</i>	<p>DS advised that BMCL had a separate meeting to discuss the RCC deviations. BMCL were revising drawings as appropriate following that meeting. WSP had been requested to obtain information re Gogarburn as this identified a similar issue/set a precedent where the Council had not adopted roads.</p> <p>DH enquired whether WSP had provided direction regarding the TROs. DS advised that BMCL were awaiting a letter from GCC Planners to identify the step through information required. There were timing considerations for the TROs i.e. 1) when people should be prevented from parking 2) the lead in for the TRO and the implications for the junctions.</p>	<p>-</p> <p>-</p>		<p>-</p> <p>-</p>

Item No	Item	Discussion/Information	Action	Page 480	Action by Whom
2.	Matters Arising (cont'd) <i>RCC Deviations (cont'd)</i>	Shieldhall Road/Hardgate Road – WSP has identified historical information and BMCL has liaised with the Council regarding this historical information. GCC Planners have identified that the historical information still stands and that the guidance note on the Planning permission for the site parking requires new lights to be provided at the junction. DH suggested that his interpretation of the historical information is that the requirements will change once the Hospitals are constructed. DS suggested that the conditions in MSC 2 and MSC 3 need to be considered in relation to the historical information. DS advised that he was getting costs for the works at the junction and discuss with the Planners if these works will satisfy the final position i.e. hospitals being open. DH suggested that WSP should be requested to provide their professional view as to whether the junction proposals will impact on the traffic flows for the new hospitals.	Cross check conditions in MSC2 and MSC against historical info		DS/DH
		DS advised that the action relating to the NHS investigating the likelihood of roads requiring to be adopted was now closed. The roads were not to be adopted.	WSP to be asked for professional opinion re junction proposals and impact on traffic flows		DS
	<i>Labs BREEAM</i>	DP requested a copy of the report which accompanied the Interim Certificate in order that the banked points could be identified. It was agreed that a copy of the report would be provided.	Provide copy of Labs Interim Certificate report to DP		AS/SF
	<i>A&C FM – Locking Strategy</i>	EW advised that a Locking Strategy was one of the workshops being scheduled out. The NHS team had provided dates for the end of August. FW raised concern that there were still RDD dates to be scheduled. FW requested that the scheduling of the M&E RDD meetings and Strategy workshops was co-ordinated. DS confirmed that a co-ordinated schedule would be identified.	Strategy workshops and RDD workshops scheduling to be co-ordinated		EW/DP
	<i>Equipment List</i>	DH confirmed that the latest equipment list had been provided to the NHS Team. It was agreed this item was closed.	Item Closed		-
	<i>Labs Landscaping</i>	MA advised that a combined drawing had been prepared to include the hard/soft landscaping proposals and the Labs Interim Roads solution in order to discharge the remaining associated conditions. It was agreed there was no further action for this group therefore item closed.	Item closed		-
	<i>Site Re-inductions</i>	DS advised there was no further action for this group. It was agreed this item should be closed.	Item closed		-
	<i>Planning Approvals – Labs</i>	MA advised that BMJ had issued the drawings which indicated the external signage for review by the NHS Team. Six (6) conditions remain outstanding i.e. a) combining the lamp-post locations between BMJ and WSP and b) the External signage review to be organised with the Board. The Board are then required to issue their FM statement. KC advised that the current FM statement was predicated on the security and barriers therefore would need to be updated. PM advised that the security measures which the NHS Team asked BMCL to price does not have funding approval and is unlikely to obtain funding approval. PM suggested that the only security measure may be the barrier. DS enquired when KC would be able to provide the revised FM statement. KC agreed to provide the updated FM statement by COP 22 nd July 2011.	Provide FM statement by COP 22 nd July 2011		KC

Item No	Item	Discussion/Information	Action	Page 48	Action by Whom
2.	Matters Arising (cont'd)				
	<i>Infrastructure</i>	DP advised that the NHS Team had agreed the works with Scottish Power re Daily Record HV Cable diversion. It was agreed there was no further action for this group therefore item should be closed.	Item Closed		-
	<i>A&C RDD Schedule</i>	DS advised that the RDD schedule had been provided to the NHS for comment. BMCL would review the Board comments. It was agreed there was no further action for this group therefore the item could be closed.	Item closed		-
	<i>Labs Acoustics</i>	MA advised that BMCL would reissue the procedure by close of play 14 th July 2011. MA agreed to provide the NHS Team with drawings which indicated the rooms BMCL proposed to check.	Provide drawings identifying which rooms are to be tested		MA
	<i>Labs - M&E Design Issue</i>	Communication Lines - It was noted that EM was progressing this action. KC advised that the way forward re red care lines and other comms lines had been agreed internally. EM had provided a response to BMCL re Aconex. DP agreed to check for this response. DH suggested that BMCL should review the response in advance of the next IT meeting in order that anything outstanding could be picked up at the IT Group meeting.	Item closed for this group. Any actions would be taken forward through the IT Group		-
		Cooling requirements for Level 1 Toxicology Lab – it was noted that this item was being dealt with through the Early Warning Group therefore this item should be closed for this group.	Item closed		-
	<i>Sample Room Proposals</i>	It was noted that the Sample Room was in the process of being constructed therefore this item could be closed.	Item closed		-
	<i>CDMC</i>	DS advised that he had seen the report for the A & C Hospitals. The report had been circulated widely. Any comments on the report should be provided through the design team.	-		-
	<i>Zutec Training</i>	SF advised that the names had been provided to BMCL for the Zutec Training.	-		-
3.	<i>Safety Initiatives</i>	It was noted that there were no further safety initiatives requiring discussion. DH suggested that consideration needed to be given to access requirements should the renewable proposals for photo-voltaics be pursued that additional safety requirements may be required. NM reported that if the photo-voltaics proposals were to be accepted then a review of the associated access/safety requirements would be undertaken as a matter of course.	-		-
4.	<i>Design Programme A&C</i>	FW advised that the NHS Team had received the 1:50 Design Programme for the next stage earlier that day. She advised that having had an initial look at the programme that it did not allow the NHS team the 8 weeks notice required to ensure users could attend the meetings. She suggested that the NHS Team would have a further review of the programme and provide comments back. She had liaised with G Burnett who had advised that the drop-dead date was 23 rd November 2011. cont'd....	- -		- -

Item No	Item	Discussion/Information	Action	Page 482	Action by Whom
4.	Design Programme A&C (cont'd)	The NHS Team would propose to have more time at the front-end of the programme and to batch the information. The ones at the front are the ones that need to go to the users with the outstanding elevations. According to the proposed programme there would be 4 major depts in the first week and 2 major depts in the second week and it would be impossible for the NHS Team to meet and return the drawings within 2/3 weeks. The NHS Team proposed to shuffle the It would be beneficial to shuffle the UGM sequence. EW advised that BMCL would need to comment on the sign-off dates however her view was that sign-off could be anytime between the 23 rd September and 23 rd November 2011. FW suggested that some UGMs will require to review the C status drawings and elevations. FW agreed to formally provide comments on the schedule back to Nightingale/BMCL. NM requested that FW indicates how the information should be batched. EW commented that the 1:50 plans being reissued had space for the Arts added in so that FW could check that fits with clinical requirements.	Provide revised proposal to Nightingales		FW
	Programme Issues	DS advised that there were some drawings requiring return to BMCL as these were impacting on the ability of BMCL to provide the next updated equipment list as programmed. FW advised that she had received an Aconex from BMCL Document Control and had provided a response. DS enquired if FW had also returned drawings. FW advised that Document Control had already been provided with the vast majority of the drawings identified in the Aconex mail. FW was liaising with BMCL Doc Control to ensure that all the UGM drawings were being returned to Nightingales.	Identify batches for drawings		FW
	Appendix K	DS advised that he had copies of the outstanding Appendix K drawings for discussion with DH.	Liaise with GB re outstanding documents		FW
	Labs	MA Advised that BMCL needed an understanding of the Labs Equipment group 2/3 requirements for programming purposes. It was acknowledged that this was tied into the MSC and BMCL should continue to build as per drawings.	Liaise with DH re outstanding App K drawings		DS/DH
			-		-
5.	Planning Approvals	Labs	DS advised that is was circa 1 year since achieving formal planning and BMCL proposed to invite the GCC Planners to a meeting in order to provide a presentation which provided a full update on all the changes and requested that NM consider the best approach. NM advised that any fundamental changes with the building were being flagged with the GCC Planners therefore he would not be presenting information that the Planners we not already aware of. Jim Miller was going through the tracker and ensuring due process is followed. NM suggested that he would instigate a discussion re strategy of going back to update the GCC Planners at the next Design Team meeting.	Discuss presentation to Planners at next Design Team meeting	NM
			MA reported that the sub-station was not currently included on the Labs drawings. It was agreed that the sub-station should not be added to the Labs drawing as it would be encased within Car Park 2 at the appropriate time.	-	-

Item No	Item	Discussion/Information	Action	Page 483	Action by Whom
6.	Building Control				
	Labs	It was noted that there were no issues for discussion. Warrants 1, 2, 3 and 4 for the Labs had been obtained. BMCL were checking if there were any amendment warrants required.	-		-
	A&C	It was noted that 3 warrants for the A&C had been received which included the warrant for the piling. A further 2 warrants had been submitted. DH reported that warrant 53 re retaining wall may not be required. DS advised that Jason Truscott had been asked to update the tracker and to add in an aide memoir at the end re demolition warrant. DH advised that the warrant for demolition could not be applied for by the Board as it would have expired by the time the works were to be undertaken.	-		-
7.	Infrastructure (Roads, Cabling, etc)	It was noted that there were no issues requiring HLLDG input to resolve. Information regarding delineation was to be provided to the NHS Team.	Delineation information to be provided to NHS Team		DS
8.	Design Sign-Off/RDD				
	Labs	Design sign-off RDD was work in progress. Capita were currently reviewing some M&E RDD information. PM agreed to liaise with Capita to accelerate the drawing review and return.	Liaise with Capita to obtain return of drawings		PM
	A&C	It was noted there were no further items for discussion. A&C RDD already discussed under item 2 (Matters Arising).	-		-
9.	Key Design Issues				
	a) Labs – Fire	No issues requiring HLLDG input to resolve.	-		-
	b) Labs Acoustics	It was noted there were no further items for discussion. Labs Acoustics already discussed under item 2 (Matters Arising).	-		-
	c) Labs Access/ Security Control	It was noted that there were no issues requiring HLLDG input to resolve.	-		-
	d) Labs – FM	It was noted there were no further items for discussion. Labs FM already discussed under item 2 (Matters Arising).	-		-
	e) Labs Sustainability/BREEAM	It was noted there were no further items for discussion. Labs Sustainability/BREEAM already discussed under item 2 (Matters Arising).	-		-
	f) Labs CAT3	MA advised that there was a CAT3 meeting scheduled for later that day to discuss proposals and associated costs. The NHS Team proposed to identify exactly what was required to achieve accreditation and the associated costs. Once the NHS understands what needs to be achieved and what needs to be done then a meeting with Strathclyde Police would be arranged. DS reported that BMCL were moving on the basis of the PMI issued regarding level 4.	Work in progress by NHS Team. PM will provide direction once available		PM

Item No	Item	Discussion/Information	Action	Page 484	Action by Whom
9.	Key Design Issues g) <i>Labs Interior Design /Way-finding</i>	KC advised that she was awaiting more simplified way-finding proposals. A meeting with users to discuss the way-finding had been arranged for 14 th July 2011. There had been quite a few amendments identified in the pre UGM meeting and the updated proposals would be presented to the users. PM advised that he was keen to maintain the current momentum and the users would not be given too much leeway to propose further changes.	-		-
	h) <i>Labs - Samples Drop Box</i>	It was noted that BMJ had been requested to source a samples drop-box for discussion at the Design Team meeting scheduled to take place on the 14 th July 2011. PM advised that BMCL had a design for the samples drop-box so that this item could be progressed. He had identified a suitable box on the internet and would ensure the information was provided to RD.	Provide samples box info to RD		PM
	i) <i>Labs - Fume Cupboards/ Safety Cabinets</i>	DS advised that a schedule of the Fume Cupboards including the internal sizes had been prepared. PM advised that the agreement was that the BMCL contractor would provide fabrication drawings to the NHS in order that they can sign-off the drawings as a statement of the Board's requirements. DS enquired if the NHS team had reviewed the internal sizes schedule. MA advised that he has cross-checked the NHS schedule against the contractor schedule.	Provide fabrication drawings to PM for sign-off		MA
	j) <i>Labs – M&E</i>	DP advised that the only M&E outstanding issues were the need to understand a) the MSC equipment and b) the toxicology labs. These items were being discussed at the Early Warning meetings. It was acknowledged that the NHS team would provide information on both these issues as soon as possible.	Provide info to BMCL re MSC and toxicology lab once known		PM
	k) <i>A&C Fire</i>	DS advised that BMCL required written comments on the Cause and Effect Matrices. DH agreed to provide a copy of the comments asap as the comments had already been prepared.	Provide comments re Cause and Effect to DS		DH
		DH advised that a meeting to discuss the Risk Assessment information had taken place. Brendan Rooney (BR) was updating the Risk Assessment information on the basis of the discussion. BR would provide the revised Risk Assessment information to DH in order that he could provide to Buro Happold for review.	Provide RA info to Buro for comment once available		DH
	l) <i>A&C Acoustics</i>	It was noted that there were no issues requiring HLLDG input to resolve	-		-
	m) <i>A&C Access Control & Security</i>	It was noted that there were no issues requiring HLLDG input to resolve. This item would be progressed through the workshops being arranged to review all the strategies.	-		-
	n) <i>A&C – FM</i>	KC advised that the food waste system was ongoing however early feedback was that the trial was successful. Progressing on the basis of installing the food waste system in the new hospitals. Infection Control had subsequently approved the use of the food waste system in the new hospitals. Environmental Control review was outstanding and she would liaise with Environmental Control to request their timeous review of the system.	-		-

Item No	Item	Discussion/Information	Action	Action by Whom
9.	Key Design Issues o) A&C - Sustainability & BREEAM p) A&C Radiation Protection q) A&C Interior Design and Way-finding r) A&C M&E Design s) Structural	It was noted that there were no issues requiring HLLDG input to resolve It was noted that the radiation protection information would be updated after the 1:50 User Group meetings as part of the strategy workshops being scheduled by EW. It was noted that there were no issues requiring HLLDG input to resolve. It was noted that there were no issues requiring HLLDG input to resolve. The M&E pre-RDD had been concluded. It was noted that there were no issues requiring HLLDG input to resolve. FW acknowledged that there were very few columns left to be resolved. EW reported that there were no columns in abeyance.	- - - - -	- - - -
10.	Energy Centre	It was noted that there were no issues requiring HLLDG input to resolve.	-	-
11.	Mock-ups	DS advised that the mock-ups were work in progress. The NHS Team would NM had liaised with J Murray re getting the Dunhouse Buff stone dry laid at the front of the mock-ups as the blocks were currently set back.	-	-
12.	Early Warning Notices	Site Survey Info – DH advised that GT had tried to meet with DS prior to going on leave. He would liaise with GT on return from his leave to ensure that GT met with DS asap. A&C Equipment Schedule – the revised schedule was due 2 weeks after Nightingales receive the final drawings (Circa – 12 th August 2011).	GT to meet with DS asap. Being dealt with EWN meeting Closed for this group -	DH/GT -
13.	RFI's	DS suggested that there were 4 recent RFIs in respect of the lifts and AGVs to Labs. DP advised that Swisslog had requested information re notification required on arrival of AGV with a payload which was outstanding. PM agreed to liaise with KC in order to provide a response.	Provide response to Swisslog RFI	KC/PM

Item No	Item	Discussion/Information	Action	Page 486	Action by Whom
14.	Arts	<p>AB advised that the core projects were progressing well. The core projects were out to the market. The key issue for the Arts Group was the need for an understanding of the process to be followed if funding is obtained. DS advised the process was as per NEC3 process whereby art project is presented to AS/PM who will review and identify how it fits with the project and then they will issue a PMI to BMCL. The timing is key to ensure that appropriate co-ordination period is allowed for. EW advised that Nightingales proposed to provide a series of sketch 1:50 drawings showing where enhancement elements can be. FW advised that this was discussed at the last Arts Group with G Burnett. It had been agreed that if there was something from left field which had received funding for then the details would be provided to DS in order that BMCL can confirm if okay to progress or advise of any co-ordination issues. DS advised that BMCL want the Arts Group to focus on the core activities. NM advised that the core activities are the focus but want to leave opportunities for enhancement to add value to the scheme. Nightingales were proposing that any enhancement enabling works are identified early in order that any M&E enabling could be undertaken early with the element of art being fitted at a later date.</p> <p>AB advised that the artists were currently being recruited.</p>	-		-
15.	Equipment	<p>A&C Hospitals</p> <p>It was noted that there were no issues requiring HLLDG input to resolve.</p> <p>Labs</p> <p>MM advised that the NHS Equipment Group wanted to understand the Labs Construction Programme. The Procurement team wanted to progress the procurement of the group 2 equipment. PM advised that he had the dates and would discuss with procurement. EW enquired if DB had programmed in the fitting of the bigger pieces of equipment. DS requested that this item be progressed through the A&C Design Team meeting. EW was requested to add this item to the A&C Design Team meeting agenda.</p>	-	PM to advise Procurement Dept re date for grp 2 procurement	-
16.	Board Management Strategies	It was noted that there were no issues requiring HLLDG input to resolve. KC had agreed to provide the Labs FM and Fire Strategy document by w/e 27 th July 2011.	Provide Labs FM and Fire Strategy doc by 27/07/2011		KC
17.	AOCB	<p>Medi-cinema – EW suggested that a meeting would be required with Yorkhill to discuss the Medi-cinema and associated services.</p> <p>UGMs – EW enquired if attendance by Nightingale would be required at the UGMs where the elevations would be presented. FW advised that she would confirm if attendance was required asap.</p> <p>Hydrotherapy pool balancing tank – DP advised that this item was work in progress.</p> <p>Access Doors and Lobbies – EW advised that this was work in progress.</p>	-	<p>Confirm if attendance required by Nightingales</p> <p>Provide update at future design meeting CLOSED for lead group</p> <p>Provide update at future A&C design meeting CLOSED for lead group</p>	<p>-</p> <p>FW</p> <p>DP</p> <p>EW</p>
18.	Date and Time of Next Meeting A52281466				

ACTION NOTE

Present:

Frances Wrath (FW)
Manny Ajuwon (MA)

Apologies:

Eleanor McColl (EM)
Nigel Hollowell (NH)

Darren Smith (DS)
Heather Griffin (HG)
Mairi Macleod (MM)
Alan Seabourne (AS)
Neil McGarry (NMc)
Pete Dunbar (PD)

Darren Pike (DP)
Jackie Stewart (JS)
Peter Moir (PM)
David Bower (DB)
Jeff Murdoch (JM)
Neil Murphy (NM)

David Hall (DH)
Karen Connelly (KC)
Raj Deb (RD)
Anna Baxendale (AB)
Fiona McCluskey (FM)
Susan Logan (SL)

Emma White (EW)
Liane Edwards (LE)
Shiona Frew (Notes)
David Rollo (DR)
Neil Ross (NR)
Steve Pardy (SP)

Item No	Item	Discussion / Information	Action	Action by Whom
1.	Action note from previous meeting	Accepted as an accurate record.	-	-
2.	Matters Arising: A&C Medical Planning Process	DS advised that a meeting between DS and DH would take place asap to discuss and agree the 1:50 process addendum.	Meet to agreed 1:50 addendum	DS/DH
	Mock-Up Panels	DS advised that he was waiting J Murray to provide an update. He was awaiting confirmation of the dates re a) the small extrusion being incorporated into the panel, b) Dunhouse buff and c) colours behind glass. DS was also awaiting an update from J Murray in relation to the date that a full sized internal interstitial glazed panel would be available for NHS review to demonstrate how the access to the interstitial blinds would be achieved. DS agreed to confirm dates for NHS review	Confirm dates for NHS review for mock up panels	DS
	Building Control	DS advised that a meeting with Building Control had been scheduled to take place on 18 th August 2011. DS would provide feedback at a future meeting.	Provide feedback at future meeting	DS
	Interstitial blind	DS advised that the Hospitals Design Group was progressing this item therefore there was no further action for this group.	Item closed	-
	RCC Issues	DS advised that DH had reviewed the RCC information. DS had done a further update earlier that day and there were a couple of queries for the NHS Team. DH agreed to discuss the changes with AS and feedback. DS suggested that the Hospitals Design Group should progress this item as there was no further action for this group.	Discuss RCC changes with AS Progress through Hospitals Design Group – Item closed	DH EW
		DS commented that WSP would provide a statement regarding the alternates at Hardgate Road/Sheildhall Road junction as they did not think a 4 lane road was achievable at the junction. DS advised that there was no further action for this group and the Hospitals Design Group should progress this item.	Progress through Hospitals Design Group – Item closed	EW

Item No	Item	Discussion / Information	Action	Action by Whom
2.	Matters Arising:			
	<i>RCC Issues (cont'd)</i>	DH commented that although the junction was being dealt with under the car park application he suggested that the £3k solution was for the hospitals construction period and enquired whether there GCC Road Dept could revisit the junction at a later date. DS advised that he was awaiting confirmation from the Roads Dept rep via Blair Greenock that the £3k junction works would close out the condition attached to the Hospitals opening.	Confirm that junction works closes out planning condition for hospitals opening	DS
	<i>Labs BREEAM report</i>	DP advised that he was continuing to liaise with SL re construction aspects. DP requested a copy of the Labs BREEAM Interim Report.	Provide copy of BREEAM Interim Report	AS
	<i>Strategy Workshops</i>	EW advised that an updated schedule had been provided and she would discuss the schedule with DS in due course. EW and DS would thereafter liaise with A Bebbington re adding information to programme.	Discuss strategy workshops programme	EW/DS EW/DS/AB
	<i>FM Statement/Strategy</i>	DS advised that BMCL had received the FM Strategy. DS advised that there was no further action for this group and the Labs Design Group should progress this item. He had issued the FM Strategy to the BMCL consultants for review to ensure the strategy accorded with the design.	Progress through Labs Design Group – Item closed	-
	<i>Labs Acoustics</i>	DS commented that the BMCL Acoustic proposals had been commented upon by the NHS Team. BMCL would update the proposals in line with the NHS comments and progress. DS suggested that there was no further action for this group and the Labs Design Group should progress this item.	Progress through Hospitals Design Group – Item closed	-
	<i>IT</i>	DH confirmed that Redcare and Comms lines had been discussed with IT reps and he confirmed these would be going back to Hillington. It was agreed there was no further action for this group and therefore this item was closed.	Item closed	-
	<i>Design Programme</i>	EW advised that FW had provided comments on the design programme schedule to EW. EW reported that the schedule had subsequently been provided to BMCL. DS advised that he had asked A Bebbington to check there were no issues with the schedule. FW stressed that the User Group meetings had already been arranged based on the dates given in the schedule. FW stressed that if there were any changes to the programme then she would need to know urgently in order to inform the users and reschedule meetings as appropriate.	Confirm to FW urgently of any date changes to the schedule	DS
		Batches of drawings – FW advised that the dates for the drawings issue remained unchanged, that the drawings would be provided in the same sequence however would be returned slightly later – the end date for return of all the drawings would not change. EW advised that it was only the construction/ internal partition information that needed to be released for the first few departments which would be complete by end of October 2011. DS enquired if the pop-up positions would be changed. DH advised there was no intent to change a pop-up position and this would only occur if there was a fundamental clash that clinically could not be resolved and not previously identified as there had not been an elevation. LE advised that the co-ordination programme would be following the penetrations information.	-	-

Item No	Item	Discussion / Information	Action	Action by Whom
2.	Matters Arising:			
	<i>Appendix K</i>	DS advised this item was closed as invites to the Appendix K project reference site had been sent. LE advised that J Grenfell was currently compiling the list of invitees.	Item closed	-
	<i>Planning Approvals – A&C</i>	DS enquired if NM had provided comments. EW advised that J Miller had updated the tracker. The way forward regarding updating the GCC Planners needed to be further considered in the Design Group meetings. DH suggested that key item for the timeline was in regards to the arrival of the Dunhouse Buff stone sample. EW advised that J Miller had reported that there were only 2 items which the GCC Planners needed to be updated on i.e. EFTE roof and Helipad. DS suggested that the GCC Planners should also be updated on the visible renewable. DS advised that there was no further action for this group and the Hospitals Design Group should progress this item.	GCC Planning update to be discussed at next Design Team meeting/Hospitals Design Group to progress	EW
	<i>Infrastructure (roads, cabling)</i>	DS advised that there were minor issues to be discussed re the RCC requirements and obligations as identified in the contract. WSP were continuing to liaise with GCC Planners and discussions were progressing well. DS acknowledged that it was important that all the relevant permissions (RCC/Section 56) were in place for the interim Labs solution prior to the facility opening.	-	-
		DS reported that BMCL had identified some very small studs which had been approved by the GCC Planner and the GCC Planners had also confirmed where the studs were to be used. In addition, the GCC Planners had approved the use of buff tarmac.	-	-
		DS commented that GCC will undertake all the paperwork for the TRO as long as they are furnished with payment and drawings. Of concern, however, was that the process takes 9-12 months to conclude.	-	-
	<i>RDD Sign-off</i>	DS requested that a revised RDD schedule be issued to the NHS Team by 12th August 2011.	Issue revised RDD schedule	DP
	<i>CAT III Labs</i>	PM advised that he had received the revised price via Sypro and he was awaiting the final drawing which the costs were based upon and that he had requested information regarding the ventilation system. MA advised that the drawing had been issued earlier that day. PM advised that he was meeting with DP, MA and RD directly after the meeting to discuss the CAT III Labs.	Provide final CATIII drawing Provide confirmation of ventilation controls	MA/DP
	<i>Sample Drop Box</i>	RD confirmed that the samples drop box had been constructed. It was agreed there was no further for this group therefore this item should be closed.	Item closed	-
	<i>Fume Cupboards and Safety Cabinets</i>	PM advised that he was meeting with the Users to review the drawings. He had already met with the first few user groups and had returned marked up drawings back to MA. He hoped to conclude all the drawing reviews and return the remaining drawings by 17 th August 2011. MA advised that he was comfortable with the comments received thus far. DMF was preparing the instruction to Abbot and the sub-contractor had been advised. PM advised that he needed to feedback to the Users regarding the apertures of the doors. PM suggested that the CAT III Users were under the impression that they can control the fumigation from outside the Labs. RD advised that the CAT III Labs were dual control.	Return fume cupboard drawings back to BMCL by 17 th August 11	PM

Item No	Item	Discussion / Information	Action	Action by Whom
2.	Matters Arising:			
	MSC	PM advised that a meeting had been organised between NHS reps and Abbots to start getting everything planned out. He hoped to meet with the Abbot technical reps early w/c 15 th August 2011. DS enquired if it was planned to sequence the MSC equipment planning in order of the construction sequence. PM advised that he would provide feedback at a future meeting.	Provide feedback at future meeting	
	Equipment List	PM confirmed that he had provided the group 2 equipment list to BMCL and he was awaiting confirmation of dates so that he could provide these to the NHS Procurement Dept.	Group 2 equipment list procurement dates to be supplied	DS/MA
	Toxicology	PM advised that the issue raised regarding the heat output of specific toxicology equipment was not being accepted as correct by the NHS Team therefore there was no requirement for additional cooling.	-	-
	RFI's	KC advised that PMI costs were required for the Swisslog RFI which was outstanding.	BMCL to provide the costs	BMCL
	UGM's	FW reported that meetings were being set up and architects would be required for Imaging and Theatre groups for both hospitals. FW reported that she would advise EW if architects were required for any further meetings.	FW to advise EW of architect attendance at UGMs	FW
3	Safety Initiatives	DP advised that the electricity was now live in the labs building and this should be noted for any visits to the site.	-	-
4	Design Programme (Matters Pressing):			
	(a) Labs	PM reported that MSC issues were being wrapped up and this issue would be resolved in the very near future.	-	-
	(b) A&C	EW reported that the RDD Schedule would be sent out the following week. PM cautioned that joint agreement on dates and programme would be required.	A&C RDD Schedule to be provided to NHS Team. Joint agreement re dates would be required	EW
		PM asked if the design for the new children's hospital atrium had been completed. EW reported that the drawings were with Doigs for costing and would be issued to the Board as soon as this work was completed.	Issue drawings for new children's hospital atrium design	EW
		KC asked about the front door strategies. DS advised that BMCL were still working through the options for doors for both hospitals and would issue to the Board when these were completed.	Front door strategies to be provided to NHS Team when available	DS
5	Planning Approvals	DS raised the issue of interim planning for SUDS for the labs building. He reported that whilst permission had been given for completion of the whole complex this was not available for the interim period before the adult and children's hospitals opened. DH reported that further discussion was required on this item and suggested that this would be taken out of the meeting.	Interim Planning for SUDS to be discussed at separate meeting	DS

Item No	Item	Discussion / Information	Action	Action by Whom
6	Building Control	<p>DS reported that all approvals for the labs were in place. A response had been sent to Building Control regarding the issues they had raised regarding the A&C Hopspitals. He reported that a meeting was being set up with Building Control to discuss any outstanding issues they might have.</p> <p>EW reported that there were some issues between the health building notes standards and the building control size of WC's. DS reported that an alternative compliance paper would be written by BMCL and shared with the Board to agree a position before submission to building control.</p>	<p>Meeting being organised with Building Control</p> <p>Compliance paper to be provided by EW</p>	<p>BCML</p> <p>EW</p>
7	Infrastructure (roads/cabling etc)	It was noted that there were no developments on this item.	-	-
8	Design Sign-off RDD	It was noted that there were no developments on this item.	-	-
9	Key Design Strategies:			
	<i>Labs – FM</i>	DS advised that there were some issues with regard to the Service Yard and these would be raised with the Board through the RFI process.	Raise RFI re service yard	MA
	<i>BREEAM</i>	DP reported that there might be some BREEAM points available by revisiting the refrigeration plant for the laboratories building. PM suggested that this should be discussed with Susan Logan.	Discuss refrigeration plant with SL	DP
	<i>Way Finding</i>	MA reported that he had sent drawings on way finding to PM and was awaiting comments.	PM to review way finding drawings	PM
	<i>A&C – FM</i>	DH asked if a rerun of the AGV model could be run with Swisslog. DS suggested that a visit to a live site might be more useful. KC reported that the Board would have discussions on this matter and feed back to BMCL on the proposal. DP to advise on proposed visit.	KC to provide feedback re proposal DP to advise on proposed visit	KC DP
	<i>Radiation Protection</i>	DS reported that information on the RPA Schedule was required. FW commented that until the drawings had been received, meetings could not be set up. EW reported that the drawings were due for issue on 2 nd September 2011. FW reported that following a review of the drawings a list of questions could be agreed before either issuing or meeting with the Users. It was agreed that if there were any particular issues an RFI on these would be sent to the Board.	Issue drawings to allow questions to be identified	EW/FW
	<i>Interior Design Way Finding</i>	EW reported that discussions on the way finding and colour palette would need to be discussed later in the year. DS reported that this would be part of the alternative compliance which would be issued to the Health Board in due course.	-	-
	<i>Energy Centre</i>	DP reported that a discussion was required on the generators and a meeting would be set up.	DP to set up meeting on generators	DP
	<i>RFI's</i>	DS asked about the RFI log. DH reported that it had been agreed that BMCL would own the log but SF had undertaken an exercise to update on the RFI position in May. It was agreed that DH would speak to SF on the RFI's log.	Update RFI log	SF

Item No	Item	Discussion / Information	Action	Action by Whom
10	<i>Equipment</i>	EW reported that the equipment list would be issued on 2 nd September 2011. PM reported that Group 2 timings for labs were still outstanding and BMCL agreed to provide this.	BMCL to advise on Group 2 equipment timings for the laboratory building DH arrange meeting CDMC to labs	BMCL
	<i>CDMC</i>	DP reported that there were no significant issue to report. It was agreed however that a visit to the labs building by the CDMC would be helpful. DH agreed to set this up.		DH
	<i>Building Control</i>	DH asked to see the approvals warrant for the building. DS agree to provide this.	DS provide copy of approval warrant	DS
11.	Date and Time of Next Meeting 14 th September 2011 at 2pm in the Boardroom, Top Floor, Construction Site Offices.		For noting	ALL

ACTION NOTE

Present:

Emma White (EW)
 Liane Edwards (LE)
 Raj Deb (RD)

Apologies:

Eleanor McColl (EM)
 Nigel Hollowell (NH)

Darren Smith (DS)
 Frances Wrath (FW)
 Mairi Macleod (MM)
 Shiona Frew (Notes)

Alan Seabourne (AS)
 Jeff Murdoch (JM)
 Pete Dunbar (PD)

Andrew Bebbington (AB)
 Fiona McCluskey (FM)
 Manny Ajuwon (MA)

Darren Pike (DP)
 Karen Connelly (KC)
 Peter Moir (PM)

Anna Baxendale (AB)
 Heather Griffin (HG)
 Martin Peters (MP)

David Bower (DB)
 Neil Murphy (NM)
 Susan Logan (SL)

David Hall (DH)
 Jackie Stewart (JS)
 Neil McGarry (NMc)

David Rollo (DR)
 Neil Ross (NR)
 Steve Pardy (SP)

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>A&C Medical Planning Process</i>	DS advised that a meeting between DS and DH had taken place the 1:50 process addendum had been agreed.	Item Closed	-
	<i>Mock-Up Panels</i>	DS advised that J Murray was liaising with PM regarding the mock-up. BMCL were providing a 2/3 rd sized mock-up and they needed to understand if bulkhead was required. DH advised that the mock-up should be as will be fitted in the hospital. DS requested that JS reviewed the mock-up. DS to liaise with JM asap.	Confirm dates for NHS review for mock up panels	DS
	<i>Building Control</i>	DS advised that meetings with Building Control were ongoing on a fortnightly basis. DH advised that progress was being achieved as anticipated.	-	-
	<i>RCC Issues</i>	DS advised that he had received confirmation that the	Item Closed	-

Item No	Item	Discussion / Information	Action	Action by Whom
2.	Matters Arising: <i>RCC Issues (cont'd)</i>	DH commented that although the junction was being dealt with under the car park application he suggested that the £3k solution was for the hospitals construction period and enquired whether there GCC Road Dept could revisit the junction at a later date. DS advised that he was awaiting confirmation from the Roads Dept rep via Blair Greenock that the £3k junction works would close out the condition attached to the Hospitals opening.	Confirm that junction works closes out planning condition for hospitals opening	DS

	<i>Labs BREEAM report</i>	DP advised that he was continuing to liaise with SL re construction aspects. DP requested a copy of the Labs BREEAM Interim Report.	Provide copy of BREEAM Interim Report	AS
	<i>Strategy Workshops</i>	EW advised that an updated schedule had been provided and she would discuss the schedule with DS in due course. EW and DS would thereafter liaise with A Bebbington re adding information to programme.	Discuss strategy workshops programme	EW/DS EW/DS/AB
	<i>FM Statement/Strategy</i>	DS advised that BMCL had received the FM Strategy. DS advised that there was no further action for this group and the Labs Design Group should progress this item. He had issued the FM Strategy to the BMCL consultants for review to ensure the strategy accorded with the design.	Progress through Labs Design Group – Item closed	-
	<i>Labs Acoustics</i>	DS commented that the BMCL Acoustic proposals had been commented upon by the NHS Team. BMCL would update the proposals in line with the NHS comments and progress. DS suggested that there was no further action for this group and the Labs Design Group should progress this item.	Progress through Hospitals Design Group – Item closed	-
	<i>IT</i>	DH confirmed that Redcare and Comms lines had been discussed with IT reps and he confirmed these would be going back to Hillington. It was agreed there was no further action for this group and therefore this item was closed.	Item closed	-
	<i>Design Programme</i>	EW advised that FW had provided comments on the design programme schedule to EW. EW reported that the schedule had subsequently been provided to BMCL. DS advised that he had asked A Bebbington to check there were no issues with the schedule. FW stressed that the User Group meetings had already been arranged based on the dates given in the schedule. FW stressed that if there were any changes to the programme then she would need to know urgently in order to inform the users and reschedule meetings as appropriate.	Confirm to FW urgently of any date changes to the schedule	DS
		Batches of drawings – FW advised that the dates for the drawings issue remained unchanged, that the drawings would be provided in the same sequence however would be returned slightly later – the end date for return of all the drawings would not change. EW advised that it was only the construction/ internal partition information that needed to be released for the first few departments which would be complete by end of October 2011. DS enquired if the pop-up positions would be changed. DH advised there was no intent to change a pop-up position and this would only occur if there was a fundamental clash that clinically could not be resolved and not previously identified as there had not been an elevation. LE advised that the co-ordination programme would be following the penetrations information.	-	-
Item No	Item	Discussion / Information	Action	Action by Whom
2.	Matters Arising:			
	<i>Appendix K</i>	DS advised this item was closed as invites to the Appendix K project reference site had been sent. LE advised that J Grenfell was currently compiling the list of invitees.	Item closed	-

		sequence. PM advised that he would provide feedback at a future meeting.	meeting	
	<i>Equipment List</i>	PM confirmed that he had provided the group 2 equipment list to BMCL and he was awaiting confirmation of dates so that he could provide these to the NHS Procurement Dept.	Group 2 equipment list procurement dates to be supplied	DS/MA
	<i>Toxicology</i>	PM advised that the issue raised regarding the heat output of specific toxicology equipment was not being accepted as correct by the NHS Team therefore there was no requirement for additional cooling.	-	-
	<i>RFI's</i>	KC advised that PMI costs were required for the Swisslog RFI which was outstanding.	BMCL to provide the costs	BMCL
	<i>UGM's</i>	FW reported that meetings were being set up and architects would be required for Imaging and Theatre groups for both hospitals. FW reported that she would advise EW if architects were required for any further meetings.	FW to advise EW of architect attendance at UGMs	FW
3	Safety Initiatives	DP advised that the electricity was now live in the labs building and this should be noted for any visits to the site.	-	-
4	Design Programme (Matters Pressing):			
	(a) Labs	PM reported that MSC issues were being wrapped up and this issue would be resolved in the very near future.	-	-
	(b) A&C	EW reported that the RDD Schedule would be sent out the following week. PM cautioned that joint agreement on dates and programme would be required.	A&C RDD Schedule to be provided to NHS Team. Joint agreement re dates would be required	EW
		PM asked if the design for the new children's hospital atrium had been completed. EW reported that the drawings were with Doigs for costing and would be issued to the Board as soon as this work was completed.	Issue drawings for new children's hospital atrium design	EW
		KC asked about the front door strategies. DS advised that BMCL were still working through the options for doors for both hospitals and would issue to the Board when these were completed.	Front door strategies to be provided to NHS Team when available	DS
5	Planning Approvals	DS raised the issue of interim planning for SUDS for the labs building. He reported that whilst permission had been given for completion of the whole complex this was not available for the interim period before the adult and children's hospitals opened. DH reported that further discussion was required on this item and suggested that this would be taken out of the meeting.	Interim Planning for SUDS to be discussed at separate meeting	DS

Item No	Item	Discussion / Information	Action	Action by Whom
6	Building Control	DS reported that all approvals for the labs were in place. A response had been sent to Building Control regarding the issues they had raised regarding the A&C Hopspitals. He reported that a meeting was being set up with Building Control to discuss any outstanding issues they might have.	Meeting being organised with Building Control	BCML

		EW reported that there were some issues between the health building notes standards and the building control size of WC's. DS reported that an alternative compliance paper would be written by BMCL and shared with the Board to agree a position before submission to building control.	Compliance paper to be provided by EW	EW
7	Infrastructure (roads/cabling etc)	It was noted that there were no developments on this item.	-	-
8	Design Sign-off RDD	It was noted that there were no developments on this item.	-	-
9	Key Design Strategies:			
	<i>Labs – FM</i>	DS advised that there were some issues with regard to the Service Yard and these would be raised with the Board through the RFI process.	Raise RFI re service yard	MA
	<i>BREEAM</i>	DP reported that there might be some BREEAM points available by revisiting the refrigeration plant for the laboratories building. PM suggested that this should be discussed with Susan Logan.	Discuss refrigeration plant with SL	DP
	<i>Way Finding</i>	MA reported that he had sent drawings on way finding to PM and was awaiting comments.	PM to review way finding drawings	PM
	<i>A&C – FM</i>	DH asked if a rerun of the AGV model could be run with Swisslog. DS suggested that a visit to a live site might be more useful. KC reported that the Board would have discussions on this matter and feed back to BMCL on the proposal. DP to advise on proposed visit.	KC to provide feedback re proposal DP to advise on proposed visit	KC DP
	<i>Radiation Protection</i>	DS reported that information on the RPA Schedule was required. FW commented that until the drawings had been received, meetings could not be set up. EW reported that the drawings were due for issue on 2 nd September 2011. FW reported that following a review of the drawings a list of questions could be agreed before either issuing or meeting with the Users. It was agreed that if there were any particular issues an RFI on these would be sent to the Board.	Issue drawings to allow questions to be identified	EW/FW
	<i>Interior Design Way Finding</i>	EW reported that discussions on the way finding and colour palette would need to be discussed later in the year. DS reported that this would be part of the alternative compliance which would be issued to the Health Board in due course.	-	-
	<i>Energy Centre</i>	DP reported that a discussion was required on the generators and a meeting would be set up.	DP to set up meeting on generators	DP
	<i>RFI's</i>	DS asked about the RFI log. DH reported that it had been agreed that BMCL would own the log but SF had undertaken an exercise to update on the RFI position in May. It was agreed that DH would speak to SF on the RFI's log.	Update RFI log	SF

Item No	Item	Discussion / Information	Action	Action by Whom
	<i>Equipment</i>	EW reported that the equipment list would be issued on 2 nd September 2011. PM reported that Group 2 timings for labs were still outstanding and BMCL agreed to provide this.	BMCL to advise on Group 2 equipment timings for the	BMCL

10	AOCB:	CDMC	DP reported that there were no significant issue to report. It was agreed however that a visit to the labs building by the CDMC would be helpful. DH agreed to set this up.	laboratory building DH arrange meeting CDMC to labs	DH
		Building Control	DH asked to see the approvals warrant for the building. DS agree to provide this.	DS provide copy of approval warrant	DS
11.	Date and Time of Next Meeting 14 th September 2011 at 2pm in the Boardroom, Top Floor, Construction Site Offices.			For noting	ALL

ACTION NOTE

Present:

Emma White (EW)
Liane Edwards (LE)
Raj Deb (RD)

Apologies:

Eleanor McColl (EM)
Nigel Hollowell (NH)

Darren Smith (DS)
Frances Wrath (FW)
Mairi Macleod (MM)
Shiona Frew (Notes)

Alan Seabourne (AS)
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Karen Connelly (KC)
Peter Moir (PM)

Anna Baxendale (AB)
Heather Griffin (HG)
Martin Peters (MP)

David Bower (DB)
Neil Murphy (NM)
Susan Logan (SL)

David Hall (DH)
Jackie Stewart (JS)
Neil McGarry (NMc)

David Rollo (DR)
Neil Ross (NR)
Steve Pardy (SP)

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 9, Key Design Strategies – A&C FM – remove “DS suggested that a visit to a live site might be more useful”.	Amend notes	SF
2.	Matters Arising: <i>A&C Medical Planning Process</i>	DS advised that a meeting between DS and DH had taken place the 1:50 process addendum had been agreed.	Item Closed	-
	<i>Mock-Up Panels</i>	DS advised that J Murray was liaising with PM regarding the mock-up. BMCL were providing a 2/3 rd sized mock-up and they needed to understand if bulkhead ceiling dropdown was required. DH advised that the mock-up should have a ceiling. DS requested that JS reviewed the mock-up. DH agreed to liaise with PM asap.	Review mock-up Liaise with PM re requirements for bulkhead ceiling drop down	JS DH/PM
	<i>Building Control</i>	DS advised that the outstanding RCC issues had been closed.	Item Closed	-
	<i>RCC Issues</i>	DS advised that he had received confirmation from Blair Greenock that the £3k junction works closes out the planning condition for the new hospitals opening.	Item Closed	-
	<i>Labs BREEAM report</i>	DS sought confirmation that the Labs BREEAM had been provided to BMCL. SF advised that a copy had been provided to DP	Item Closed	-

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2.	Matters Arising: <i>RDD/Strategy Workshops</i>	DS advised that he had met with AS, FW and DH to discuss the RDD and BMCL were subsequently reviewing the RDD dates. FW confirmed that she had provided dates for the Architectural strategy workshops. DS advised that the Architectural strategy workshops would be co-ordinated with the M&E workshop schedule being organised by DP.	Co-ordinated schedule of workshops to be provided to NHS Team		DS
		EW advised that Nightingales had provided a schedule of meetings to BMCL however she did not know if the schedule had been provided to the NHS Team. DS advised that the schedule was with AB to update the tracker. EW advised that Nightingale needed to know the dates being confirmed with the NHS Team in order to ensure that drawings were issued timeously to the NHS Team. It was agreed that DS, EW AB and DP should meeting to discuss the schedule.	Discuss schedule		DS/EW/AB/DP
	<i>Design Programme</i>	DS advised that the design programme schedule had been agreed following the last HLLDG meeting. FW confirmed that she had received the revised design sign-off programme.	Item Closed		-
	<i>Appendix K</i>	DH advised that there was no information on the Appendix K Aconex reference site. DS agreed to liaise with J Grenfell to resolve.	Liaise with J Grenfell re access viewing Appendix K documents		DS
	<i>Planning Approvals</i>	EW advised that Planning Approvals had been discussed at the Hospitals Design Group and that Nightingales had a log of all the design changes. Nightingale and BMCL would need to discuss the strategy for updating the GCC Planners. It was acknowledged that a presentation would need to be provided to the Board in advance of the providing a presentation to the GCC Planners.	Discuss strategy for updating planners		EW/DS
		DH advised that he had raised concern at the Hospitals Design Group about approaching the GCC Planners for approvals on individual elements and that it was preferable to complete the mock-up before approaching the GCC Planners. DS advised that it was only 1 item that was outstanding and it was not the intention to approach the planners for sign-off on numerous occasions. DS commented that it was proposed to condense the approvals into 2 phases.	-		-
	<i>Infrastructure/Roads/Cabling</i>	DS advised that BMCL were organising an internal meeting to progress the TRO process.	Discuss TRO process		DS
	<i>A&C RDD Schedule</i>	DS advised that the schedule had been issued to the NHS Team and a meeting to discuss the RDD schedule had taken place. The revised RDD schedule would be provided to the NHS Team by w/e 16 th September 2011 and a meeting to discuss the revised schedule would be arranged once updated.	Update RDD schedule for issue to and discussion with NHS Team		DS
	<i>CAT III Labs</i>	MA advised that the drawings had been signed off and subsequently instructed. The only item outstanding was the Bio Safe information. DH requested that BMCL provide the Bio Safe commentary by COP 14 th September 2011 in order to discuss with PM on 15 th September 2011. It was agreed that a meeting would be scheduled for 15 th September to discuss the Bio Safe commentary. DS requested clarification as to how to close this item out whilst PM was on leave. DH advised that he would attend the meeting with PM in order to progress any outstanding items in PM's absence.	Confirm whom BMCL should contact in PMs absence to progress Bio Safe items		DH

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2.	Matters Arising:				
	<i>Fume Cupboards</i>	MA advised that the drawings had been returned and all Fume Cupboard issues had been closed out. There was no further action for this group.	Item Closed		-
	<i>MSC</i>	DS advised that this item was being progressed through another forum and there was no further action for this group. DH commented that the NHS Team had an action to provide BMCL with the migration plan and he would progress this action.	Provide migration plan to BMCL		DH
		MA advised that he was awaiting the Abbott track analyser drawings in order that the BMJ drawings could be revised to incorporate the track analyser. DH agreed to progress this item.	Provide Abbott track analyser drawings to BMCL/BMJ		PM
	<i>Equipment List</i>	MA advised that the group 2 procurement dates had been provided to PM from D Jordan. DH commented that Robert Stewart had been provided with these dates and that some of the equipment was starting to be provided.	-		-
	<i>RFIs</i>	KC was not present at the meeting to provide an update regarding the Mortuary Access Control RFI. KC to be requested to confirm if this action was still outstanding. It was agreed that any cost issues should be progressed through the Early Warning Group.	Confirm if action is still outstanding		KC
	<i>UGMs</i>	FW confirmed that she had provided dates to Nightingales for the UGMs that an architect was required to attend. EW enquired if BMCL would be present at the UGMs. DS agreed to check attendance by BMCL at the UGMs. FW agreed to provide the UGM dates to DS and advised the first UGM was scheduled for 22 nd September 2011.	Provide UGM dates to DS. Identify BMCL representation for UGMs		FW DS
	<i>Design Programme</i>	A&C - DS advised that the design programme schedule was ongoing.	-		-
		NCH Atrium - DS enquired about the status of the Children's Atrium drawings. EW reported that Nightingales were still awaiting confirmation from Doig's re design being cost neutral. It was hoped that a meeting to present the Children's Atrium drawings could be arranged for 5 th October 2011 (after the HDG) however as Doig's confirmation was outstanding no arrangements had been made at this time. DS agreed to liaise with Doig & Smith and progress the costing confirmation.	Liaise with Doig & Smith re NCH Atrium cost neutral confirmation		DS

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2.	Matters Arising:				
	<i>Labs – FM</i>	DS advised that all comments had been received back regarding the FM Strategy and BMCL were reviewing these comments.	-		-
	<i>BREEAM</i>	RD advised that he was unsure if DP had liaised with S Logan however he believed that it was not possible to centralise the chiller plant and therefore gaining an extra BREEAM point would not be possible.	Item closed		-
	<i>Way Finding</i>	MA reported that he had sent drawings on way finding to PM and was awaiting comments. DH advised that he would liaise with PM the following day and would confirm the timeline for return of the drawings and sample door sign to BMCL.	Liaise with PM re sign-off of way finding drawings		DH
	<i>A&C – FM</i>	DH advised that the visit to the AGV Factory test did not take place and the NHS Team had requested video evidence of the factory. The original AGV simulation was based upon clean core and dirty core and the NHS Team had asked for the simulation to be re-run.	AGV Video to be provided to NHS Team		DP/DS
	<i>Radiation Protection</i>	DS agreed to issue the radiation protection drawings to the NHS Team. EW advised that she had reviewed the drawing and it would have been beneficial to have had the warning lights added to the drawing. It was proposed when the next review is undertaken that the warning lights be noted.	Provide Radiation Protection drawings to NHS Team asap		DS
	<i>Energy Centre</i>	DS reported that the generators were being discussed in another forum.	Item closed		-
	<i>RFI's</i>	SF advised that the RFI tracker had been updated however there were a few queries to be closed out by BMCL as they could not be closed out by the NHS team. The RFI tracker would be circulated asap. DH enquired when BMCL would take responsibility for the RFI tracker. SF was requested to liaise with BMCL document control.	Circulate RFI log		SF
	<i>Equipment List</i>	A&C – DS advised that the Equipment list for the purposes of design had been provided by EW however the timescales for the equipment list pricing exercise had been extended to 23 rd September 2011 and the priced equipment list would be taken forward through the Commercial Group.	Liaise with document control re further updating of RFI tracker		SF
		Labs – DS confirmed that the group 2 equipment timings had been provided to PM.	Item closed		-
	<i>CDMC</i>	DH advised that DR had advised that he had no issues to report regarding Labs and he would attend the November 2011 meeting. DH commented that JR had also taken a walk-round the site.	-		-
3.	Safety Initiatives	It was noted that there were no developments on this item.	-		-

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4.	Design Programme (Pressing Matters)	<p>a) Labs - DS advised that BMCL were aware of the pinch-points and these were being dealt with mainly through the Early Warning process i.e. Interim Arrangements, CAT III Labs, Fume Cupboard, MSC, DH noted that the Labs Interim Access drawings were due to be provided by BMCL to the NHS Team by 19th September 2011.</p> <p>b) A&C - It was noted that there were no items requiring discussion at this meeting.</p>	-		-
5.	Planning Approvals	MA advised that all the conditions had been provided to the GCC Planners. Blair Greenock had commented about the RCC and enquired about the proposals for the interim signage to part close off condition 17 for A&C. RD reported that the GCC Planners had intimated that they require all signage to be outwith the 3m adopted strip. MA reported that if the interim signage is attached to the A&C condition then as the signs are temporary they would not look the same as the final A&C signs. RD commented that there were only 2 signs which he envisaged be adopted. DS suggested that MA, RD and DH join his scheduled meeting with Jim Miller due to take place the following day and this was agreed by all parties.	Discuss with J Miller		DS/MA/RD/DH
6	Infrastructure (roads/cabling etc)	It was noted that there were no issues for discussion on this item.	-		-
7	Design Sign-off RDD	It was noted that there were no issues for discussion over and above that previously discussed under Matters Arising.	-		-
8	Key Design Strategies:				
	a) Labs – Fire	It was noted that there were no issues for discussion on this item.	-		-
	b) Labs - Acoustics	MA agreed to pursue the interim results for the Labs Acoustic testing for issue to the NHS Team.	Provide interim acoustic testing results to NHS Team		MA
	c) Labs – Access Control & Security	It was noted that there were no issues for discussion on this item.	-		-
	d) Labs – Interior Design & Wayfinding	DS enquired if there was anything additional being progressed re interior design and wayfinding. AB advised that anything being progressed as an enhancement was as a separate process. DS reported that any enhancements would therefore be post PC.	-		-
	e) A&C –Clinical Planning	FW advised that the NHS Team were again engaging with users through the 1:50 process. DH suggested that the way forward regarding the interventional theatres proposed change may be provided. FW suggested that it was anticipated that this change would be discussed with users at the scheduled Theatres User Group. EW had been made aware of the current position regarding the interventional theatres.	-		-
	f) A &C – Fire	DS advised that the A&C Cause and Effect RDD review was ongoing.	-		-
	g) A&C -Acoustics	DS advised that this would be part of the RDD Review process.	-		-

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8	Key Design Strategies (cont'd): <i>A&C – Access Control & Security</i>	DS advised that this would be part of the RDD Review process.	DH agreed to provide confirmation that key locking is required for the Energy Centre		DH
	<i>A&C – FM</i>	DS advised that he had been informed that key locking had been confirmed for the Energy Centre and asked that formal confirmation be provided to BMCL.	Provide breakdown of areas		MA
	<i>Sustainability/BREEAM</i>	It was noted that there were no issues for discussion on this item. MA agreed to provide the breakdown of circulation, plant and useable areas for the exercise KC was undertaking re Soft FM budgets.	Provide update re food waste system		KC
		DS requested a progress update from KC regarding the food waste system.	-		-
		DH advised that this was discussed at the low carbon meetings and there were no current issues regarding A&C.	-		-
		DS enquired about WRAP reporting. EW advised that WRAP should be referenced in the specifications and therefore advanced through the specifications included in tenders. NR commented that the WRAP reporting was quarterly.	-		-
		DS advised that the only remaining sustainability issue was PV which was being progressed.	-		-
	<i>A&C – Radiation Protection</i>	FW advised that she had previously been provided with a list of questions to ask the users. DS advised that he had a schedule and would provide the schedule to FW. EW advised that through the Design Group meeting there was an action on the consultants to provide queries to DS.	Provide schedule of queries for discussion with the Users		DS
	<i>A&C – Interior Design & Way-finding Energy Centre</i>	It was noted that there were no issues for discussion on this item.	-		-
		DH advised that a programme and plan for phased handover was awaited by the NHS Team. DS suggested that this was linked to the temporary generator issue and information was awaited from Mercury. DH enquired if there was a strategy of which parts of the building were being handed over early. MP reported that the strategy was to provide anything required to get the generators in and running. DH suggested that a contractual discussion regarding warranties/insurances would be required. DS agreed to ask DP for an update.	Provide programme and plan re phased handover of Energy Centre		DP
			Liaise with DP re update		DP
	<i>Mock-ups</i>	EW enquired if the bed-head trunking had been installed in the Labs Facility. DS advised that the intention was to display in the samples room. EW suggested that there were a few different types. FW requested a list of the different types as it had been intended to identify the different types/areas for the bed-head trunking. FM suggested that it would be helpful to have a bedroom mock-up. FW advised that it was proposed to provide a presentation to the users and it was thought that only 1 type of bedhead trunking was being provided.	Provide list of the different bedhead trunking		EW

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9	EWNs	DS enquired if the NHS Team were aware of any M&E VE items requiring to be closed off. DH agreed to review the M&E VE register.	Review M&E VE register		DH
10.	RFIs	SF agreed to issue the RFI tracker asap.	Issue RFI tracker		SF
11.	Arts	AB advised that the core projects were being progressed and the core project re dignified spaces had gone out to the market and an artist had been recommended for the first specification. The previous Arts meeting had reviewed the enhancement aspirations and expectations and the process had been confirmed. DS enquired about the Yorkhill proposals.	-		-
		MM advised that the Yorkhill proposals included items for the betterment of the hospital not just Art and what was progressed depended on the money raised. DS advised that he had requested the schedule to be reviewed and a schedule of dates for BMCL to be provided with information. MM enquired if DS had received an email from John Ballantyne re issue raised by the Yorkhill Foundation as she needed to discuss this with DS	-		-
		MM clarified that there is 3 lists i.e. a) Arts, b) Enhancement and c) Betterment. The Betterment list was not linked to the Arts or Enhancement lists and would be progressed through a separate contract between Yorkhill Foundation and BMCL. AB advised that she would update the Art and Enhancement lists for BMCL. There were 4 projects to be added to the BMCL list.	Update BMCL Arts list		AB
12.	Equipment Programme	FW noted that she was still awaiting the programme of equipment groups for setting up user groups. DS reported that AB was preparing this and this item should be progressed through the Design Group.	To be progressed through Design Group		EW
13.	CDMC	DS advised that the CDMC reps had advised that they would attend the November meeting.	-		-
14.	Board Strategies	JS raised awareness of the potential for the workforce to be decimated through the winter months due to Norovirus and/or Flu virus. JS advised that she could provide local policies to BMCL and provide information about hand hygiene. The Board were taking this issue very seriously, had already had to shut a few wards due to Norovirus and that Infection Control nurses would be working through weekends through the Winter Season. DS advised he would discuss this issue with BMCL Occupational Health and also Fleming.	Liaise with BMCL Occupational Health and Fleming		DS
15.	Date and Time of Next Meeting 12 th October 2011 at 2pm in the Boardroom, Top Floor, Construction Site Offices.		For noting		ALL

ACTION NOTE

Present: Frances Wrath (FW) Shiona Frew (Notes)	Gavin Burnett (GB) Heather Griffin (HG)	Darren Pike (DP) Jeff Murdoch (JM)	David Rollo (DR) Karen Connelly (KC)	Emma White (EW) Mairi Macleod (MM)
Apologies: David Hall (DH) Neil Murphy (NM)	Alan Seabourne (AS) Eleanor McColl (EM) Peter Moir (PM)	Andrew Bebbington (AB) Fiona McCluskey (FM) Raj Deb (RD)	Anna Baxendale (AB) Jackie Stewart (JS) Steve Pardy (SP)	Darren Smith (DS) Manny Ajuwon (MA) Susan Logan (SL)

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1.	Action note from previous meeting	Accepted as an accurate record.	-	-
2.	Matters Arising:			
	<i>Mock-Up Panels</i>	EW advised that the bulkhead had been agreed however the blind had not been agreed. J Murray was investigating alternative options for the blinds.	-	-
	<i>Appendix K</i>	GB advised that BMCL Document Control had advised that the transmittals to access the drawings in the A&C Aconex Reference site had been issued.	Item closed	-
	<i>Planning Approvals</i>	EW advised that a meeting with the GCC Planners on 27 th October 2011. The GCC Planners had agreed all the samples with the exception of the stone. BMCL were progressing the actions regarding the stone.	-	-
	<i>Migration Plan</i>	FW agreed to liaise with DH re BMCL still awaiting the Labs Migration Plan being provided.	Liaise with DH re Labs Migration Plan	FW
	<i>Front Entrances</i>	DP advised that a meeting to discuss and agree the way forward regarding the Front Entrances had taken place the previous day. EW raised concern that Nightingales had not been represented at this meeting and requested the Nightingales be invited to attend future meetings. EW reported that there were some outstanding actions remaining from the first meeting which had taken place to discuss the Front Entrances i.e. wind flow analysis. It was agreed that once the ZBP actions had been concluded that a further meeting be arranged with the same attendees as the first meeting.	-	-
		MM stressed that the HBN stated that revolving doors could not be installed at the New Children's Hospital Front Entrance. EW advised that the HBN 0004 required that trolleys can pass through front doors and as revolving doors did not allow trolleys to pass through them they were unsuitable.	-	-
		It was agreed that once the ZBP actions had been concluded that a further meeting be arranged with the same attendees as the first meeting.	Arrange meeting once outstanding actions have been concluded	DS/DP

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2.	Matters Arising:				
	<i>AGV Video</i>	DP confirmed that the AGV Video had been uploaded to Aconex	Item closed		-
	<i>RFI Tracker</i>	It was agreed that the RFI Tracker anomalies should be closed out between DS and SF by 18/11/2011.	Liaise with DS		SF
	<i>Labs Circulation Area Breakdown</i>	KC confirmed that she had received the Labs – Circulation Area Breakdown information from MA.	Item closed		-
	<i>Bedhead Trunking</i>	FW advised that the discussions regarding the bedhead trunking had been closed and that 99% of the bedrooms would have the same bedhead trunking with only a few requiring double banking. DP commented that it was proposed that a mock-up of the bedhead trunking would be provided for NHS review showing the standard and potential iterations. FW advised that it had been initially suggested that she marks-up the 1:50 drawings to identify those rooms which require the double banking i.e. in the Consult/Examination rooms and the treatment cubicles the NCH Emergency Dept. EW reported that in the Union Schedules meeting the bedhead trunking would be discussed ensuring that all standard rooms are covered and Mercury have an understanding of what is expected. FW commented that she had kept a separate note of any non-standard rooms for discussion going forward. EW suggested that it would be expected that Mercury would review the drawings and would raise queries re non-standard rooms. DP advised that there was a collective exercise to be undertaken to review the Mercury drawings. EW advised that she was awaiting the Mercury detailed drawings. It was agreed that the exercise to identify the rooms which required non-standard bed-head trunking would take place after the end of the 1:50 process and there was no intention by FW to mark-up every drawing. FMc enquired about the timing of the bedhead mock-up and it was confirmed that there was no date identified as yet. It was agreed that this item was to remain on the agenda until closed out.	Meeting to be arranged for after 1:50 process to discuss bedhead trunking		DP
	<i>VE Register</i>	DR confirmed that the VE Register had been circulated. Item closed.	Item closed		-
	<i>CDMC Reps</i>	It was noted that the CDMC reps had met with DS and that it had been committed to provide a CDMC Quarterly Report. by 7 th December 2011. GB suggested that the report be appended to the circulation of the November meeting notes to the group.	Issue CDMC report to DS by 7/12/2011		DR/JM
	<i>Board Strategies</i>	GM commented that DS had liaised with F Stein regarding the provision of NHS Infection Control local policies in respect to hand hygiene. It was agreed this item was closed.	Item Closed		-
	<i>Design Sign-Off/RDD</i>	MA advised that drawings regarding Fire Extinguisher locations had been provide to the NHS Team. BMCL did not supply Fire Extinguishers however it BMCL were trying to co-ordinate where these with the furniture. PM had advised that as Fire Extinguishers were a Board item that the Board would decide the location of the Fire Extinguishers and would provided a statement in order to close this as an outstanding RDD item.	Provide statement to BMCL re Fire Extinguisher RDD		PM

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2.	Matters Arising:				
	<i>FM Strategies</i>	KC advised that the FM Strategy Documents to be updated. KC advised that she was reviewing the comments provided by BMCL and their Consultants and would update the FM Strategy document in due course.	-		-
	<i>Electrical Metering Strategy - (Tower)</i>	DP advised that he had received a copy of the Electrical Metering Strategy for the Adult Tower had been provided to SL. It was agreed this item was closed.	Item closed		-
	<i>Interim Design Report (BREEAM)</i>	GB advised that there was one item still being discussed (waste) and on conclusion of the waste discussions the Interim Design Report would be provided to SL. DP advised that BMCL would be applying for an Interim Certificate as carried out for the Labs.	-		-
	<i>Alternative Compliance Schedule</i>	EW advised that the schedule had been updated by ZBP and WSP and was currently with Acoustic Logic for update prior to being provided to Gillespies for update. EW advised that the Alternative Compliance Schedule should be completed prior to the next HLLDG meeting however it would be beneficial if BMCL could liaise with Acoustic Logic to accelerate their completion of the schedule. GB commented that DS had advised that he expected the schedule to be taken to a logical break (end of the User Group Process) and capped. EW that the alternative compliance schedule was not specifically based on the 1:50 process but was a schedule of those items that did not meet relevant regulations which had been agreed with the NHS Team i.e. Front Entrances. DP advised that alternative compliance was captured in the logs at 2010. EW commented that agreed items were being logged as a line in the sand i.e. size of toilets, size of doors, etc. DH advised that there would need to be a methodology for capturing items in the future that did not meet relevant regulations i.e. addendum to the schedule. FW suggested that the schedule could be stopped and issued as the land in the sand for the end of the 1:50 process and then it would need to be agreed the process going forward or whether the schedule continues to be updated and be reissued every 3, 6 months. GB acknowledged that he did not see non-compliances stopping until the job is completely designed. EW agreed and noted that it was a continual process as the design was developed. GB agreed to liaise with DS and confirm whether the Alternative Compliance Schedule should be a revision to a specific point and then future items be added and revised. DH reported that anything that was an alternative compliance would need to be signed off in some way.	Liaise with Acoustic Logic to accelerate their updating of the schedule		GB/DS
	<i>Energy Centre</i>	DP advised that a meeting to discuss the generators was to be arranged through the existing Early Warning meeting with the Contractual items being discussed at the Early Warning meeting and a specific meeting set-up to discuss the technical aspects. DH advised that the generator meeting needed to be a focused group as there were 2 aspects to be discussed DH suggested that some BCL reps were unaware of the A –side handover proposal. DP reported that there were specific contractual items requiring discussion. DH advised about there was also a need for the NHS Team to understand the design and buildability issues. It was agreed that DP/DH raise this item at the next Early Warning Group. DH noted that consideration of input from the Board team for the technical discussions would need to be considered. It was agreed that this item was closed for this group.	Confirm with DS whether schedule to be marked as a point in time		GB
			Item closed for this group and to be raised at next Early Warning Meeting		DP/DH

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2.	Matters Arising:				
	<i>Mock-up – Lighting of coloured panels</i>	EW advised that Nightingales were liaising with Whitecroft to identify proposal however discussions were not at an appropriate stage to enable information to be shared with the NHS Team. EW advised that there was a preference to not light the panel from below. It was suggested that it would be better to light the panel from above in order to ensure the flowing that the GCC Planners have requested. DH reported that Nightingales should prepare a proposal for review by the GCC Planners. EW advised that she would request that the proposal be progressed on the basis of lighting from above and that Nightingale would prepare a 3d demonstration.	Progress proposal on basis of lighting coloured panel from above		EW
3.	Safety Initiatives	It was noted that there were no developments on this item.	-		-
4.	Design Programme (Pressing Matters)	It was noted that there were no further issues requiring input by HLLDG members to resolve at this time.	-		-
5.	Planning Approvals	DH advised that there were ongoing issues in relation to Shieldhall Road/Hardgate Road which Jim Miller (Ironsides Farrar) was progressing.	-		-
6.	Building Control	It was noted that there were no issues requiring discussion at this time.	-		-
7.	Infrastructure (roads/cabling etc)	It was noted that there were no Infrastructure items requiring discussions at this time.	-		-
8.	Design Sign-off RDD	<p>Labs – It was noted there were no issues requiring discussion at this time.</p> <p>A&C Hospitals – FW advised that the RDD process was ongoing. EW acknowledged that there had been some issues regarding drawings not being provided to the NHS Team. FW advised that this issue had been resolved by L Edwards however she was still awaiting the Glazing RDD as the meeting was scheduled for the following week. FW advised that the signed off drawing copies were awaited but that DS had discussed this with document control.</p> <p>EW enquired about the urgency of the turn-around of the signed-off drawings. FW reported that there were RDD dates still to be agreed as the RDD schedule was indicating that drawings would be issued to the NHS Team on the 23rd December 2011 for turnaround in 2 weeks which was not possible due to the Christmas holidays. FW advised that DS had agreed to review the RDD schedule/these dates. The NHS Team were awaiting the re-issue of the RDD schedule. DH advised DS that he identified what is logically required and by when. EW reported that Nightingale had not advised when they would be reissuing drawings. EW requested a copy of the revised RDD schedule as Nightingale had not identified when drawings would be reissued after the workshops had taken place. DP advised that the M&E process was working on the process that the drawings are discussed in a pre-RDD workshop then turned around in the 1 week and reissued in advance of the formal RDD workshop. FW suggested that EW reviews the RDD however that the workshops were ongoing and the documents were being turned around.</p>	<p>-</p> <p>-</p> <p>Revised RDD Schedule to be provided</p>	<p>-</p> <p>-</p> <p>DS</p>	

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9.	Key Design Strategies:				
	a) Labs- Acoustics	MA noted that the Acoustics Report had been issued by BMCL to the NHS Team earlier that day but that he had not had the opportunity to review the report.	Review Labs Acoustics report		DH
	b) Labs – Access Control & Security	It was noted that the Access Control documents had been signed off.	Item closed		-
	c) Labs – FM	It was noted that a PMI for the waste compound works was awaited by BMCL.	Provide PMI		PM
	d) Labs – CAT III	MA advised that he had a report to provide to the NHS Team later that day. It was noted that a meeting with Biosafe had been scheduled for the following week.	-		-
	e) Labs – Wayfinding	It was noted that the Labs Way-finding documents had been signed off. Item closed	Item closed		-
	f) Labs – M&E	DP confirmed that he had received the Cause and Effect schedule from the Board. KC requested a clean copy of the Cause and Effect Matrix for inclusion in the Labs Building Manual. DP agreed to provide a clean copy of the Cause and Effect Matrix to KC.	Provide clean copy of Labs C&E Matrix		DP
		DP advised that the design of the M&E for the pod had been revised and the revised design would be provided to the NHS Team.	Provide revised pod M&E Design to PM		DP
	g) A&C –Clinical Planning	FW noted that the 1:50 review process was ongoing and all the drawings were on programme to be returned by 23 rd November 2011 and that the RDS would be lagging until the marked up drawings had been copied back to the NHS team however DS was aware that the RDS would be lagging behind the 1:50 drawing return.	-		-
	h) A &C – Fire	GB noted that Cause and Effect meetings were ongoing. There were no major issues however a few minor issues which would need to be resolved. EW advised that the alternative fire strategy for the NCH Atria i.e. no burn off, was a positive step forward. DH advised that it was important to note that there were no superstructure or fire warrants in place as yet however he acknowledged that Building Control had been contacted via email. It was noted that this is a key risk for BMCL which is increasing as the building goes up. GB advised that he would liaise with Jim Murray for an update on the status of warrant applications.	Liaise with JM re status of warrant applications		GB
	i) A&C -Acoustics	FW enquired if there was an Acoustics Report for the A&C Hospitals. EW commented that it was anticipated that the A&C Acoustic report would be issued very soon. EW suggested that she thought that the 5db issue would not be resolved. DH suggested that it was thought that the additional height and rain suppression film would address the 5db issue.	-		-

Item No	Item	Discussion / Information	Action	Page 513	Action by Whom
9.	Key Design Strategies:				
	i) A&C – Access Control & Security	GB advised that a workshop had taken place and that FW was reviewing a few items. FW reported that user input would be required on the some of the access control and the drawings would be returned asap thereafter.	-		-
	j) A&C – FM	GB advised that as previously discussed the FM document had been issued and It was noted that there were no issues requiring discussion.	-		-
	k) Sustainability/BREEAM	GB advised that the Interim Report would be provided to SL as soon as the waste discussion had been concluded and the Interim Assessment would be applied for. It was noted that there were no issues requiring discussion.	-		-
	l) A&C – Radiation Protection	FW advised that the RDD information had been issued and it was anticipated that a meeting with Users would be scheduled for 1 st week December 2012.	-		-
	n) A&C – Interior Design & Way-finding	EW advised that Nightingales were looking at how to programme out the Interior Design and Way-finding strategy approval process. It was however anticipated that the review process would commence January 2012 but this would be agreed at the next HDG or HLLDG meeting. EW acknowledged that it was important to co-ordinate the way-finding with interior design and would need to work out when best to bring the artists into the process as can't close the atrium flooring project until the process has been concluded. Nightingale had been advised that the atrium flooring project should not be taken forward through the Design and Healthy Environment Group until at least March 2012. GB advised that Gingko would be issuing the report to Anne Baxendale for discussion with PM.	-		-
		FW advised that she and MM had met with YCF the previous day and MM was continuing to liaise with M Sharples. EW enquired if dates with YCF could be arranged soon. FW advised that the YCF had been advised that a meeting with Nightingale and the NHS Team would be organised in due course in order that the YCF proposals can be jointly worked through. EW advised that Nightingale would be able to assist conceptualise the YCF proposals.	-		-
		MM advised that she was concerned as to how Arts was involved in the YCF proposals as there were so many views to be considered without involving Arts i.e. donor view, Board view, Users view, Outpatient Manager's view, Nightingale view and she was unsure how the Artists would fit into the process. EW advised that it would be beneficial to have a workshop with YCF to obtain an understanding of their design ideas and invite Gingko to this meeting. MM raised concern about involving Gingko at this initial stage. FW suggested that the workshop with YCF should involve NHS and Nightingales and to take the atrium design and add in what the donor is signed up to before the artists get a view.	-		-

Item No	Item	Discussion / Information	Action	Page 514	Action by Whom
9.	Key Design Strategies:				
	n) A&C – Interior Design & Way-finding (cont'd)	GB suggested that there were funding elements still in the NCH core projects i.e. colours and finishes and play pods. MM confirmed that the play pods are no longer a part of the core art strategy. EW advised that Gingko need to be formally advised that the play pods are out. MM advised that NM was present at the meeting when the play pods were taken out but that NM suggested leaving in but that no further work is done on this element. DH advised that would need to manage this element and advise that Gingko stop working on the play pod proposals. MM reported that she could not understand how the Artists could be working on the play pods and atria when they do not have the updated plans. GB advised that the artists were working to a specific programme. FW stressed that the Arts RDD would not be reviewed until 2012. DH advised that the portacabins were currently sitting on the play-park and they would be for the next few years there he did not understand why the play park programme was being advanced now. DH stressed that it was important not to have any further abortive work therefore the play pod programme would need to be reviewed. GB suggested that the Arts Group had been tasked with providing a programme which identifies when the enhancement information is required from the NHS. EW advised that Nightingale were available to work on the YCF project. FW advised that it had been agreed with YCF at the meeting the previous day that a meeting be arranged to discuss the conceptual images and they were asked about structural and services and it was suggested that M&E would run sockets round the wall and any items would be plug and play. YCF were indicating that it was not planned to hang anything from ceilings there were no structural issues. The NHS requested that YCF provide proposal information by mid December so that any structural and services detail was known in the first instance. YCF were advised that putting in seats up the middle would scupper the under-floor heating. EW advised that the seats up the middle would causes issues for the fire plans. It was agreed that MM would arrange a joint meeting and would continue to liaise with M Sharples.	Advise Gingko to stop work on the play pods		MM
	m) A&C – M&E	It was noted that there were no issues for discussion on this item.	-		-
	o) Structural Design	It was noted that there were no issues for discussion on this item.	-		-
10.	EWNs/VE	It was noted that there were no issues for discussion on this item.	-		-
11.	RFIs	It was noted that there were no issues for discussion on this item.	-		-
12.	Energy Centre	It was noted that this item had been discussed under 'Matters Arising'.	-		-
13	Arts	It was noted that this item had been discussed previously during the meeting. HG advised that it would be helpful to be provided with the 3 sketches.	Provide 3 sketches		EW
14.	Mock-ups	It was noted that this item had been discussed previously during the meeting.	-		-

Item No	Item	Discussion / Information	Action	Page 515	Action by Whom
15.	Equipment	MM advised that there were no issues raised at the Equipment Group meeting requiring discussion in this forum. FW advised that Ed McIntyre had attended the recent Equipment Group meeting and it had been agreed that Mercury would provide the NHS Team with dates to discuss the specification of the pendants, surgeons panels, etc. which was expected to be around the 18 th January 2012.	-		-
16.	CDMC	<p>It was reported by the CDMC reps that there were no real issues. There had been a good 1 to 1 with Schindler and Structal, there were no issues and they were good companies. A good 1 to 1 with DS had taken place to discuss items such as the EFTE roof, external façade access, Atrium maintenance strategy, helipad, etc. Three site inspections had been conducted and he had been impressed with Dunne's and BMCL's management of Dunne's. In general it was a good site and there were no issues. DH raised concern that there were outstanding issues re Access & Control which were being pushed by J Murray not DS and a further meeting is being pursued by the NHS Team.</p> <p>DH advised that the CDMC reps had met with the Design Team.</p> <p>DH advised that the building information was being uploaded to Zutec and enquired if the CDMC reps were familiar with the Zutec site</p>	- - -		- - -
17.	Board Management Strategies	DP noted that there were a few items/actions to be taken forward from the Cause & Effect meeting and DP would form a sub-committee to ensure the actions were being addressed.	-		-
18.	<p>AOCB</p> <p><i>Comms Room Layout</i></p> <p><i>Whitecroft</i></p> <p><i>Reception Desks</i></p>	<p>DH enquired about the Comms room layouts. DP advised that the drawings were being updated by Mercury to incorporate the IT Group comments and would be reissued through the RDD process.</p> <p>FW confirmed that she had liaised with K Hall and it was expected that dates for the Glasgow Showroom visit would be mid December 2011.</p> <p>FW confirmed that proposals would be put forward by DS.</p>	- - -		- - -
19.	Date and Time of Next Meeting	14 th December 2011 at 2pm in the Boardroom, Top Floor, Construction Site Offices.	For noting		ALL

ACTION NOTE

Present: Gavin Burnett (GB) Apologies: David Rollo (DR) Manny Ajuwon (MA) Susan Logan (SL)	Darren Smith (DS) Heather Griffin (HG) Alan Seabourne (AS) Eleanor McColl (EM) Neil Murphy (NM)	David Hall (DH) Jackie Stewart (JS) Andrew Bebbington (AB) Frances Wrath (FW) Peter Moir (PM)	Emma White (EW) Mairi Macleod (MM) Anna Baxendale (AB) Jeff Murdoch (JM) Raj Deb (RD)	Fiona McCluskey (FM) Shiona Frew (Notes) Darren Pike (DP) Karen Connelly (KC) Steve Pardy (SP)
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Item No	Item	Discussion / Information	Action	Action by Whom
1.	Action note from previous meeting	Accepted as an accurate record.	-	-
2.	Matters Arising:			
	<i>Migration Plan</i>	DH advised that the Migration Plan was to be approved at a meeting the following day. The migration plan had been amended to reflect the removal of the MSC out of the contract period however it was noted that the Track Analyser enabling works remained in the contract. DH anticipated that the Migration Plan could be provided to BMCL on the 16 th December 2011.	Provide Migration Plan as soon as available. Action transferred to PMG	DH
	<i>Front Entrances</i>	DS advised that conclusion on whether PMIs were required against the ER anomalies. DH commented that the ER anomalies were noted on the Alternative Compliance schedule and he would discuss and confirm whether a PMI was required. EW enquired whether the revised options had been issued to the NHS Team. DH advised that the NHS Team had not received any information and enquired when the information would be provided. DS advised that he would liaise with J Murray and request that a meeting be arranged with the NHS Team for w/c 19 th December 2011.	Discuss whether a PMI is required for ER anomalies Provide information to NHS Team Matter Transferred To Hospitals Design group	DH DS/EW
	<i>RFI Tracker</i>	It was agreed that the RFI Tracker should be discussed asap.	Liaise with DS	SF
	<i>Bedhead Trunking</i>	EW advised that an initial meeting with FW had taken place and a follow-up meeting would be scheduled for the New Year.	Arrange follow-up meeting Matter Transferred To Hospitals Design group	EW
	<i>CDMC Reps</i>	DH noted that the CDMC reps had attended the November 2011 HLLDG meeting. DH had liaised with J Murdoch (JM) the previous day and JM had advised that he would issue the CDMC Report on 15 th December 2011. DH reported that JM was reporting that a) in respect to the A&C Hospitals there were no significant issues and the 1 WSP would be resolved as soon as he had met with WSP, b) in respect to the labs there were no issues and they were satisfied with the population of Zutec however had comments regarding the Health and Safety file format. DS suggested that it would be beneficial to meet with the CDMC reps to discuss Zutec and the Health & Safety file.	Meet with CDMC reps to discuss Zutec and Health & Safety file Matter Transferred To Hospitals Design group Labs issues to be dealt with at a meeting dated 11/01/12	DS

Item No	Item	Discussion / Information	Action	Page 517	Action by Whom
2.	Matters Arising: <i>Design Sign-Off/RDD</i>	DS advised that BMCL were awaiting a statement from PM to confirm that as the Fire Extinguishers were a Board item that the Board would decide the location of the Fire Extinguishers. DH agreed to liaise with PM regarding the provision of the statement. DS enquired if there were any Risk Assessments to be undertaken regarding Fire Extinguishers and DH advised that there were a whole series of Risk Assessments underway for a) the site, b) the building and c) departments. DS sought confirmation that any risk assessments on Fire Extinguishers would not impact on BMCLs PC and DH confirmed that there would be no impact on BMCLs PC. DH reported that the order for the Fire Extinguishers for the Labs Facility had been ordered and it was anticipated that these would sit of floor plates therefore no fixing would be required.	Provide statement to BMCL re Fire Extinguisher RDD LABS Matter – Drawings provided to allow matter to be dealt with by Board to undertake risk assessment. CLOSED		PM
	<i>Alternate Compliance Schedule</i>	DS advised that he was awaiting comments on the draft alternative compliance schedule and he would provide formally asap but that it would be beneficial to meet with DH to discuss the alternative compliance schedule. DH commented that the majority of the alternate compliances were in relation to the non domestic technical handbook which would require to be signed off by Building Control i.e. 4.8m corridor length instead of 4.5m. DH noted that there were a few items which required to be discussed with the wider team i.e. vibration which would need to be checked with FW.	Meet to discuss alternative compliance schedule Matter Transferred To Hospitals Design group		DS/DH
	<i>Energy Centre - Lighting of coloured panels</i>	EW advised that Nightingale's have reviewed the options and provided to Mercury. It was agreed that this item was closed for this group.	Item closed		-
	<i>RDD Schedule</i>	DS advised that he had liaised with FW regarding the RDD Schedule and it had been acknowledged that some of the dates had been reprogrammed. DH reported that it was becoming increasing important to the client team to understand what the input requirements are until end of March 2012 in order to ensure that resources can be directed appropriately. EW reported that the look-ahead programme should be based on 3 months and this had been discussed earlier with DS. EW acknowledged that the look-ahead needed to be provided to the NHS Team asap. It was noted that DP and EW would liaise to discuss and agree the 3 month look-ahead.	Provide RDD Schedule inclusive of 3 month look-ahead Provided and updates to board every third Friday CLOSED		DS/EW/DP
	<i>Labs Acoustics</i>	DH advised that the Acoustic Logic report referenced the BMJ Report which was confusing matters. DS advised that BMJ were involved in the BREEAM bespoke. DH requested that DS provides the BMJ document being referenced in the Acoustic Logic Report.	Provide BMJ report being reference in the A Logic report Report provided CLOSED		DS
	<i>Waste Compound</i>	It was noted that there would be no works instructed for the waste compound prior to Project Completion therefore this item was closed.	Item closed		-
	<i>Labs Cause and Effects Matrix</i>	DS enquired whether the clean copy of the Labs Cause and Effect Matrix had been provided to KC. SF was requested to check if KC had received the clean matrix and confirm back to DS.	Confirm if matrix received If required KC to advise DP CLOSED		SF/KC
	<i>Revised M&E Design – Labs Pod</i>	SF was requested to check if PM had received the revised M&E Design for the pod and confirm back to DS.	Confirm if revised M&E Design received		SF/PM

Item No	Item	Discussion / Information	Action	Page 518	Action by Whom
2.	Matters Arising: <i>Warrant Application</i>	<p>DS advised that GB had agreed to speak to JM and the issue was to be raised at the Building Control meeting taking place on 19th December 2011. DS advised that he had written to R Barlow and a response was awaited and that he would continue to push for a response. BMCL were due to meet with Raymond Barlow early in the new year. BMCL had provided the full pack back to Building Control for both A&C and Labs as they were all wrong.</p> <p>DH advised that the NHS Team were due to provide a response to 235 of the 237 outstanding items in relation to the Fire Stage 8 Warrant. The outstanding 2 queries would not be required due to these queries relating to Fire Evacuation. A meeting with L Edwards, K Connelly and Building Control had taken place and Building Control was satisfied with the information that would be provided to them. It had been agreed not to delay providing the information whilst the 2 outstanding queries were being answered in order that the information could be provided to Strathclyde Fire for their view.</p>	<p>Provide update on warrant applications Matter Transferred To Hospitals Design group</p> <p>-</p>		DS
	<i>A&C Radiation Protection</i>	It was noted that a meeting with the Users was to be arranged for the 1 st week January 2012.	<p>Arrange user group meeting Matter Transferred To Hospitals Design group</p>		FW
	<i>A&C Atrium Entrance</i>	It was noted that an initial meeting had taken place and actions were being progressed.	-		-
	<i>A&C – Interior Design & Way-finding</i>	It was noted that the instruction to remove the Play Pods from the NCH plans had been issued.	-		-
	<i>A&C – FM</i>	<p>DS suggested that BMCL had not received the A&C FM document as SF was asked with KC. DH advised that as the A&C FM passed through from the Labs then the Labs FM document contained a significant amount of A&C FM information. DH reported that there was a need to re-run the AGV simulation based on the correct lift arrangement.</p> <p><i>(Post note – KC advised that the document outlining the AGV, Catering, etc had been provided to BMCL.)</i></p>	<p>Check if A&C FM Doc been issued to BMCL Matter Transferred To Hospitals Design group</p>		SF
	<i>A&C – Interior Design and Way-finding</i>	EW advised that Nightingale's had reviewed the programme for Interior Design and Way-finding with BMCL. It was identified that the package would be put out to tender on 19 th April 2013. The overall interior design strategy will be reviewed in order to identify what is required and how best to instruct the artists. DS advised that Arts would need to be involved in the process. GB reported that there were protocols in place through the Design and Healthy Environment Group. EW reported that an understanding of the artists input into the atrium and colours/finishes would be required. DS advised that a schedule of all the projects would be provided to the NHS Team and that he would discuss the schedule in advance of issue with EW and GB. EW advised that the artists have a brief to integrate with the project however an appropriate route would need to be agreed i.e. Nightingale meeting with the artist(s). It was agreed that GB would arrange a meeting of BMCL, Nightingale and the NHS Team with Gingko and the artists(s) in order to offer a steer on the works to be undertaken. It was agreed that this meeting should be arranged in advance of the next HLLDG.	<p>Discuss schedule of projects</p> <p>Provide schedule of projects to NHS Team</p> <p>Arrange meeting with Gingko and Artists Matter Transferred To Hospitals Design group</p>		DS/EW/GB DS/EW GB

Item No	Item	Discussion / Information	Action	Page 519	Action by Whom
2.	Matters Arising:				
	A&C – Interior Design and Way-finding (cont'd)	<p>It was noted that a PMI had been issued to BMCL to confirm that no further work should be undertaken on play pods. It was agreed that this item was closed.</p> <p>EW enquired whether consideration should be given to use some form of play pods in the NSGH. FM stressed that it would be beneficial to incorporate more seating into the atria as there was a real concern about travel distances which was consistently being raised at various fora. GB agreed to discuss the way forward re using play pods/installing additional seating. DS advised that a clear direction was required from the NHS Team as to how the remaining NCH Play pod budget be utilised in the Adult Hospital. EW suggested that the budget could be utilised to take forward a seating project for the Adult Hospital. DH advised that ZBP had given up a riser which could be opened up into an alcove for seating.</p>	<p>Item closed</p> <p>Meeting with PM to agree way forward for remaining play pod budget</p> <p>Matter Transferred To Hospitals Design group</p>		GB
	Arts	EW confirmed that the sketches of the adult atrium had been provided to the NHS Team.	Item closed		-
	Whitecroft Visit	FM advised that the Whitecroft visits had been organised for the 15 th and 19 th December 2011.	-		-
3.	Safety Initiatives	<p>FM advised that the Healthy Working Lives Group scheduled for December had been cancelled therefore the next meeting of this group will take place in January 2012.</p> <p>BMCL are taking forward a number of initiatives in order to achieve the Silver Award and the NHS will be supporting the BMCL 'No Smoking Day'.</p>	-		-
4.	Design Programme (Pressing Matters)	It was noted that there were no Design Programme items requiring input by HLLDG members to resolve at this time.	-		-
5.	Planning Approvals				
	Labs	DS advised that there were 2 car parking spaces awaited however he did not think these were linked to PC. DH advised that the spaces needed to be there and the Board would deal with any Planning Approvals for these spaces if not already in place. DS advised that the planning consents for everything else was in place.	-		-
	A&C Hospitals	DS advised that BMCL were collating a package of information for submission to GCC Planners. DH advised that the NHS Team had not seen the package of information. DS agreed to ensure that a package of information was provided to the NHS Team for review prior to being submitted to GCC Planners. DS reported that the system and Dunhouse Buff had been agreed by the GCC Planners however the detailing of the jointing and distribution of the panels was still to be agreed.	-		-

Item No	Item	Discussion / Information	Action	Page 520	Action by Whom
6.	Building Control <i>A&C Hospitals</i> <i>Labs</i>	It was noted that there were no issues requiring discussion at this time. It was noted that there were no issues requiring discussion at this time. DS advised that he would need to check if amendment to cover design development had been received. DS advised that he had saw a response from Building Control re agreement to smoke detector positions.	- Check if amendment had been received <i>Capita have confirm receipt of BCO confirmation CLOSED</i>		- DS
7.	Infrastructure (roads/cabling etc)	It was noted that there were no Infrastructure items requiring discussions at this time.	-		-
8.	Design Sign-off RDD	Labs – It was noted there were no issues requiring discussion at this time. A&C Hospitals – It was noted there were no issues requiring discussion at this time.	- -		- -
9.	Key Design Strategies:				
	a) Labs- Acoustics	It was noted that there were no issues requiring discussion at this time.	-		-
	b) Labs – Access Control & Security	It was noted that there were no issues requiring discussion at this time.	-		-
	c) Labs – FM	It was noted that there were no issues requiring discussion at this time.	-		-
	d) Labs – CAT III	DS advised that BMCL understood what needed to be carried out to complete the CAT III Lab and that the HSE would sign-off the CAT III once the lab is operational.	-		-
	e) Labs – Wayfinding	It was noted that there were no issues requiring discussion at this time.	-		-
	f) Labs – M&E	It was noted that there were no issues requiring discussion at this time.	-		-
	g) A&C –Clinical Planning	It was noted that there were no issues requiring discussion at this time.	-		-
	h) A &C – Fire	It was noted that there were no issues requiring discussion at this time.	-		-
	i) A&C -Acoustics	DS advised that the A&C Acoustic Report was being prepared and Nightingale's were preparing the accompanying drawings.	-		-
	j) A&C – Access Control & Security	It was noted that there were no issues requiring discussion at this time.	-		-
	j) A&C – FM	It was noted that there were no further issues requiring discussion at this time.	-		-

Item No	Item	Discussion / Information	Action	Page 521	Action by Whom
9.	Key Design Strategies:				
	<i>k) Sustainability/BREEAM</i>	DH advised that there had been a suggestion that the shower had been taken out of the atrium area and that the impact upon BREEAM points would need to be investigated. GB advised that he had requested WSP to confirm any impacts on BREEAM as the NHS Team are of the view that the Board will be taking the risk of losing one point if required to secure BREEAM Excellent as they have instructed the removal of the shower. The NHS Team have infection control concerns that the shower will be never/occasionally used and it will have dead legs on it. DS advised that he would like the shower to remain in until a new space could be identified. DH advised that the NHS Team need confirmation of whether removal of the shower constitutes losing 1 complete point or a percentage of 1 point.	Confirm percentage of point lost should shower be removed from atrium Matter Transferred To Hospitals Design group		GB
	<i>l) A&C – Radiation Protection</i>	It was noted that a meeting to discuss Radiation Protection would be scheduled in due course.			-
	<i>n) A&C – Interior Design & Way-finding</i>	DH advised that feedback from the strategy meeting was concern about the flooring and glazed screens on the visuals. GB advised that there was an action to review the finishes and a meeting to discuss the finishes would be scheduled for early in the new year.	Arrange meeting to discuss finishes Matter Transferred To Hospitals Design group		GB
	<i>m) A&C – M&E</i>	DH advised that there was a difference in opinion between Capita and WSP re the use of dampers to the fire hazard rooms which would need to be bottomed out. It was noted that there was no action for this group at this time.	No action for this group		-
	<i>o) Structural Design</i>	It was noted that there were no issues for discussion on this item.	-		-
10.	EWNs/VE	It was noted that there were no issues for discussion on this item.	-		-
11.	RFIs	It was noted that there were no issues for discussion on this item.	-		-
12.	Energy Centre	It was noted that there were no design issues regarding the Energy Centre outstanding. Discussions were ongoing in another forum regarding access and maintenance.	-		-
13	Arts	It was noted that there were no issues for discussion on this item.	-		-
14.	Mock-ups	DH advised that progress on the mock-up blinds proposal was slow as he hadn't received any information back. DS advised that J Murray had costed up a remote control system which would be very costly. JMurray was confirming the costings regarding large slats vs. small slats.	Provide revised proposals asap Matter Transferred To Hospitals Design group		DS/J Murray
15.	Equipment	DS advised that the Equipment List had all but been agreed between the NHS Team and BMCL and a CE would be raised in due course.	Issue CE once info collated Matter Transferred To EWN group		PM

Item No	Item	Discussion / Information	Action	Page 522	Action by Whom
16.	CDMC	It was noted that there were no further CDMC items requiring discussion.	-		-
17.	Board Management Strategies	It was noted that there were no Board Management Strategies requiring discussion.	-		-
18.	AOCB <i>Design Groups</i>	DS advised that the meeting structures would be reviewed going forward as with the Labs Project coming to a conclusion there will be no requirement for the HLLDG.	Confirm meeting arrangements going forward Meeting to be re arranged and action transferred as noted above		DS
19.	Date and Time of Next Meeting 11 th January 2012 at 2pm in the Boardroom, Top Floor, Construction Site Offices.		For noting		ALL

Meeting No 1: 2nd February 2011, 3.30pm to 5.30pm

ACTION NOTE

Present:

Peter Moir (PM)
David Hall (DH)
Heather Griffin (HG)
Mairi Macleod (MM)
Frances Wrath (FW)
Karen Connelly (KC)
Fiona McCluskey (FM)
Jackie Stewart (JS)
Eleanor McColl (EM)

Company:

Glasgow NHS Board (NHS)
Currie & Brown (C&B)
Glasgow NHS Board (NHS)
Glasgow NHS Board (NHS)
Glasgow NHS Board (NHS)
Glasgow NHS Board (NHS)
Glasgow NHS Board (NHS)
Glasgow NHS Board (NHS)
Glasgow NHS Board (NHS)

Present:

Emma White (EW)
Neil Murphy (NM)
Gavin Burnett (GB)
Neil Ross (NR)

Company:

Nightingale Associates (NA)
Nightingale Associates (NA)
Brookfield Construction (UK) Ltd (BCL)
Zisman Bowyer & Partners (ZBP)

Apologies:

Darren Smith (DS)
Grant Wallace (GW)
David Bower (DB)
Darren Pike (DP)

Brookfield Construction (UK) Ltd (BCL)
Brookfield Construction (UK) Ltd (BCL)
Brookfield Construction (UK) Ltd (BCL)
Brookfield Construction (UK) Ltd (BCL)

Jim Murray (JMu)
Pete Dunbar (PB)
Steve Pardy (SP)

Brookfield Construction (UK) Ltd (BCL)
WSP Buildings (WSP)
Zisman Bowyer & Partners (ZBP)

Distribution: All above plus

Alan Seabourne (AS)
Mike Sharples (MS)
Gillian Kirkness (GS)

Glasgow NHS Board (NHS)
Brookfield Construction (UK) Ltd (BCL)
Doig & Smith (D&S)

Stephen Richards (SR)
Jim Miller (JMi)
Robert O'Donovan (R'oD)

Gillespies (GIL)
Ironsides Farrar (IF)
Mercury Engineering (MER)

Item No	Description	Discussion/Information	Action	Action by Whom
1.0	Introductions			
1.1	Open Meeting/Comments on Agenda	EW opened the first meeting of the new Adult and Children's Hospital Design Group and the Agenda was tabled for discussion. Comments on items to be discussed in the meeting were received and NA will incorporate these into the minute format and Agendas for future meetings.	NA to adapt item descriptions. Future Agendas to reflect agreed format.	NA
1.2	Confirm Meeting Attendees	BCL Design Team attendees to expand according to Agenda items. Reporting on Planning Status to be included – Jim Miller (Ironsides Farrar) to be invited to future meetings. Mercury (MER), WSP and Gillespies to also attend future meetings.	BCL to ensure all relevant Design Team members are invited to attend	BCL
1.3	Group Remit/Purpose of Meeting	The differences between the Hospitals and Laboratory Lead Design Group (HLLDG) and the Adult & Children's Hospitals Design Group (HDG) were discussed and it was agreed that detailed design development issues will be primarily discussed in this meeting. Issues will be reported back into the HLLDG for resolution.	Note	

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Item No	Description	Discussion/Information	Action Page 524	Action by Whom
		The latest minutes from the Technical Design and Medical Planning Groups are to be reviewed following receipt and outstanding items to be raised and recorded in the next HDG meeting. Note that all detailed design issues are to be discussed in the HDG, and these should be removed from the HLLDG minutes. Only design issues which the HDG agree are a concern should be reported back to the HLLDG.	NA /BCL to take note	NA / BCL
1.4	Project Protocol/Procedures	Aconex attribute to be updated from Stage 3 future reference, and Distribution Group to be added (Graham Thompson to be added to Group).	BCL/NHS to update	BCL/NHS
2.0	Safety Initiatives			
		Health and Safety section added for reporting issues in future meetings.	Note	All
3.0	Planning Approvals			
3.1	Planning Conditions Schedule	Ironside Farrar (IF) to prepare Schedule of Planning Submission Items/Samples/Approval and report progress in future meetings (Jim Miller to be invited). (Note: this is the IF Planning Conditions Task List)	NA/IF to issue at next HDG	IF
3.2	Sample Schedule	Planning Sample Schedule to be tabled in next meeting and progress to be reported. Note these should be added to the RDD Programme/Schedule and presentation/approval of samples by the NHS is required prior to consultation with the Planners. (Note: this is the BCL Planning Samples Schedule)	BCL to issue at next HDG	BCL
3.3	Samples & Mock-Ups	BCL to confirm mock-up dates and locations. (Note: this item relates to Planning associated Mock-Ups only).	BCL to advise	BCL
4.0	Building Control Warrant			
4.1	Building Warrant Application Schedule	NA confirm that a Building Warrant Application Schedule has been prepared and regular meetings take place with Building Control (BCO) to discuss the submission details. NA to update the Schedule and report progress at the next HDG.	NA to update and issue Building Warrant Application Schedule	NA
4.2	Meeting Schedule	EW states that a meeting is taking place today with BCO to discuss the scope of information/drawings required to support the Building Warrant. PM suggests that the NHS could assist during BCO meetings, in particular where operational issues are to be agreed with BCO. In addition there could be cost associated with BCO requests and the NHS would like to be kept informed. NA to provide a Schedule of BCO Meeting dates (and agendas) to the NHS who can then discuss and agree with BCL their attendance at the appropriate meetings.	NA to provide Meeting Schedule	NA
5.0	Design Compliance/ER's			
5.1	Alternative Compliance Schedule	Non-Compliance issues and Alternative Compliance proposals are to be discussed in future HDG meetings. These are to be collated into an Alternative Compliance Schedule for review and agreement between BCL/NHS.		

Item No	Description	Discussion/Information	Action Page 525	Action by Whom
6.0	Design Sign-Off/RDD/Mock-Ups			
6.1	Appendix K/FBC Comments	BCL to review the NA Tracking Schedule and provide all outstanding counter-signed drawings. Some NHS comments on non Status A drawings require response from Design Team (DT) and BCL. BCL/NHS to agree/close-out items not fully approved and relevant DT member to ensure their design is updated to reflect this agreement. Access Control Drawings are outstanding from NHS review.	BCL BCL/NHS to close-out and inform DT NHS to review and provide comments/status	BCL BCL/NHS NHS
6.2	RDD Schedule	The draft RDD Programme and Schedule needs to be prepared by BCL (with DT input) to be issued at the next meeting. Once agreed between BCL/NHS progress will then be reported in future meetings. EW explains that an RDD Drawing Submission Schedule will start to be populated with DT drawing proposals and will be similar to the Appendix K Schedule.	BCL to provide draft Programme and Schedule for next meeting	BCL
6.3	Mock-Ups and Samples	Item added for future reporting	Note	
6.3(1)	Touchdown Base Mock-Up	Touchdown bases need to be resolved re: fire extinguisher locations. BCL to provide comments on NA drawings and 3D visuals prior to issue to Board for comment. BCL to then amend touchdown base mock-up to allow agreement on space provision for extinguishers.	NA to update drawings. BCL to liaise with Board. BCL to provide mock-up	NA/ BCL
7.0	RFI's			
7.1	RFI Protocol	EW suggests that the Group's Distribution List is to be used for the raising of RFI's (i.e all HDG members to be copied for information). All RFI's should be raised on Aconex to ensure these can be tracked and progress reported during future meetings.	BCL to add Distribution List to Aconex	All
8.0	Architectural Design Progress/Clarifications			
8.1	1:50 Department Design /User Group Meetings (UGM)	Pre-UGM Programme in progress – issue dates have been adjusted by NA/BCL as required. UGM Meeting Timetable agreed; Drawing Issue Programme to be agreed. NHS state that they require drawings a minimum 10xcalendar days before the UGM. NA to check their 1:50 design programme and confirm this is possible (NA assumed 7xcalendar days based on Stage 2 UGM requirements). NA confirm that this will be OK for the later departments, but are concerned about meeting this for the first few UGM weeks. Key departments are to be prioritised. NHS/BCL to agree number of drawing copies required for UGM issue. Note it is currently assumed as 2xno of copies until otherwise informed by NHS.	NA/BCL to confirm release dates NA to review and report back to HDG NHS to confirm to allow BCL to provide necessary drawings	NA/BCL NA NHS
8.2	Room Elevations	EW confirms that a Room Elevation Schedule (including initial proposed issue dates) has been agreed in principle and NA are currently progressing with the production of the drawings to meet the NHS requirement for release before/during and after the UGMs.	Note	

Item No	Description	Discussion/Information	Action Page 526	Action by Whom
8.3	Standard Fixing Height Drawings	<p>NA to respond to comments on Standard Fixing Height Drawings (BCL/NHS comments). It is noted that these are intended to be generic standards for the project, and specific equipment items are drawn to nominal standard sizes (i.e. are not currently project specific as equipment details are not known).</p> <p>Note that the comments relating specifically to fixing heights will be corrected and incorporated in the Room Elevations.</p> <p>Worst case scenario to be reviewed for size of items (eg FM to provide advise of suppliers sizes of dispensers to ensure largest size is accounted for in plans and elevations for construction stage). NA to raise RFI's as appropriate to request information from NHS to allow review of CDBK cells and update of library.</p>	<p>NA to review comments and advise BCL/NHS</p> <p>NA to include on Room Elevations</p> <p>NA to review Equipment List and raise RFI's</p>	<p>NA</p> <p>NA</p> <p>NA</p>
8.4	Standardisation Document	NA are to raise RFI's for any outstanding issues not closed in the Pre-UGM reviews.	NA to raise RFI as required	NA
8.5	Room Data Sheets	<p>ZBP to check Environmental Data/output on RDS prior to UGM issue. NA to provide ZBP with an updated Codebook (CDBK) Environmental Report for checking. Checking Programme to be aligned with department release dates for UGMs.</p> <p>RDS to be signed-off at the same time as the 1:50 Drawings following User Review. NHS to review and confirm acceptance/programme for RDS sign-off.</p> <p>It is noted that in the case of a discrepancy between the 1:50 drawings and associated RDS that the drawings should take precedent.</p>	<p>NA to provide CDBK export. ZBP to review/check to meet UGM issue programme</p> <p>NHS to review sign-off programme</p> <p>Note</p>	<p>NA/ ZBP</p> <p>NHS</p>
8.6	Blinds/Curtains	It is noted by the NHS (FM) that curtains are not currently listed in the RDS/shown on the drawings, only the tracks. NHS/BCL to confirm Contractual requirements with blinds and curtains.	BCL/NHS to confirm	BCL/NHS
8.7	Glazed Screens	Glazed Screen Review meeting to be arranged.	BCL/NA to prepare info and arrange meeting date with NHS	NA/BCL
8.8	Atrium and Sanctuary Design	<p>It is noted that there are areas in both the Atria and the Adult Sanctuary which are currently in abeyance as a result of the NHS Appendix K review. NA confirm that they are reviewing these and will develop further design options for discussion with NHS.</p> <p>The locations of columns and the current shape of first floor 'platform' do not provide the optimal design solution for first floor restaurant. Design of seating area to be reviewed by NA (as part of Atrium Design review), including re-check that the correct number of seats are provided.</p>	<p>NA to review further design options with BCL and arrange Workshop with NHS</p> <p>NA to provide further design options</p>	<p>NA</p> <p>NA</p>
9.0	M&E Design Progress/Clarifications			
9.1	Access Control & Security	<p>Added as item for future meeting reporting. MER to attend future meetings to report progress.</p> <p>CCTV drawings and locations to be identified as soon as possible for inclusion during the 1:50 design stage.</p>	<p>Note</p> <p>Mercury to prepare (BCL to brief MER)</p>	MER

Item No	Description	Discussion/Information	Action Page 527	Action by Whom
		<p>Access Control release panels to be co-ordinated into 1:50 design; User input required to specialist departments during UGM review period.</p> <p>It is noted that further co-ordination will be required between ZBP design and NA Access Control Drawings (when NHS Appendix K comments are received). Further workshops will be required in due course to ensure the design is fully co-ordinated prior to construction.</p>	<p>NA/ZBP to collate UGM comments</p> <p>NA/ZBP to co-ordinate and propose Workshop date for NHS review</p>	<p>NA/ZBP</p> <p>NA/ZBP</p>
10.0	Structural and Civil Design Progress/Clarifications			
10.1	Column Review	<p>Added as item for future meeting reporting. WSP to attend future meetings to report progress.</p> <p>Currently ongoing as part of the Pre-UGM Reviews. NHS issues are discussed and noted on the Pre-UGM mark up drawings, These are to be resolved by NA/WSP during the Structural Co-ordination Workshops and either updated for UGM or revised proposals issued for further NHS review and approval prior to UGM.</p>	<p>Note</p> <p>Note</p>	
11.0	Masterplanning & Landscape Design Progress/Clarifications			
		Added as item for future meeting reporting. Gillespies to attend future meetings to report progress.	Note	
12.0	Specialist Design Issues			
12.1	General	Protocol to be agreed for issue of information requiring input/decisions ahead of meeting to allow NHS to discuss/review internally prior to the meeting and to ensure that the correct member of NHS Team is in attendance.	Note	All
12.2	Fire	Regular Fire Strategy Meetings take place outside of this forum – concerns to be raised in this meeting and requests for NHS review/arrangement of Workshops to be through this forum.		
12.2(1)	Manual Call Points	BCL/MER to collate information and table as part of a Fire Workshop.	BCL to prepare and arrange Workshop date	BCL/MER
12.2(2)	Sprinkler Zones	BCL tabled Sprinkler Zone drawings for NHS review. BCL to follow with formal Aconex transmittal and drawings to be stamped by BCL.	BCL to issue formally	BCL/NHS
12.3	Acoustics	Acoustic Report outstanding - to be issued.	BCL to issue to NHS	BCL
12.4	Equipment	<p>Standard Fixing Heights and Project Standardisation moved to Architectural Section.</p> <p>NA confirm that the Appendix K+ Equipment List is due for issue w/c 07/02/11.</p>	<p>Note</p> <p>NA to update and issue</p>	<p></p> <p>NA</p>

Item No	Description	Discussion/Information	Action Page 528	Action by Whom
		<p>ZBP have concerns regarding the Equipment service requirements (it is noted that there are also concerns with structural loadings). ZBP to lead with compilation of Equipment Design/Briefing Schedule. It is agreed that this will follow the issue of the Appendix K+ List, and ZBP will identify the Equipment which requires further clarification in order for the design to be developed.</p> <p>It is noted that whilst the exact equipment specification will not be known for some time, an estimate based on worst case scenario needs to be made in order to ensure the design will meet all options.</p> <p>NHS to respond to ZBP Schedule (to be issued as an RFI) with details for design assumptions within an agreed timetable to meet the design and construction programme.</p>	<p>ZBP to prepare and issue</p> <p>Note</p> <p>NHS to review/BCL to confirm programme requirements</p>	<p>ZBP</p> <p>NHS/BCL</p>
12.5	Radiation Protection	Added as item for future meeting reporting.	Note	
12.6	FM			
12.6(1)	Food Waste	Still to be confirmed. Possible impact on the design of the Regen Kitchens (additional storage container maybe required).	BCL to provide further details. NHS/BCL to agree	BCL/NHS
12.6(2)	Catering	It is noted that updated CDS drawings are outstanding for review in the Pre-UGM period prior to UGM issue.	BCL to instruct CDS to proceed	BCL/CDS
12.7	IT	Brief required for ICT Workshops. DP confirms that current strategy is to provide only one workshop adjacent to the NCH Computer Room (Level 4 NCH Plant Room). ZBP/MER to review and confirm that this can be accommodated in the Plant Room. No Workshop required to NSGH Computer Room (Level 0 Main Atrium).	ZBP/MER to review	ZBP/MER
12.8	Lifts	Added as item for future meeting reporting. DH requests that further details to be provided by BCL	Note	
12.9	AGVs	Added as item for future meeting reporting.	Note	
12.10	Helipad	<p>EW enquires about the status of the helipad in the scheme. PM confirms that whilst it is known the local Heliport is due to achieve planning this month BCL/DT are to assume that the helipad is still in the scheme until otherwise informed by NHS.</p> <p>EW notes that that the potential opportunity to remove this at a later stage (in particular if identified as a VE item) needs to be considered within the context of the overall design and construction programme to ensure optimum cost saving.</p>	<p>Note</p> <p>Note</p>	
13.0	Low Carbon/BREEAM			
		Added as item for future meeting reporting	Note	

Item No	Description	Discussion/Information	Action Page 529	Action by Whom
14.0	Art			
		Added as item for future meeting reporting	Note	
15.0	Summary of Items to report to Lead Design Group			
		Added as item for review at end of each future HDG meeting	Note	
16.0	AOB			
		NA to review Meeting Agenda/Minutes format to incorporate additional items and suggested re-formatting.	NA to incorporate for next meeting	NA
17.0	Date and Time of Next Meeting			
		Wednesday 2 nd March 2011 at 2.00pm in the Boardroom, Top Floor, Site Offices.		ALL

Meeting No 12: 08 February 2012, 2.00pm to 4.00pm

ACTION NOTE

Present:

Frances Wrath (FW)
 Jackie Stewart (JS)
 David Hall (DH)
 Mairi Macleod (MM)
 Karen Connelly (KC)
 Fiona McCluskey (FM)
 Heather Griffin (HG)
 Eleanor McColl (EM)

Company:

Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)
 Currie & Brown (C&B)
 Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)

Present:

Jim Murray (JMu)
 Ken Hall (KH)
 Brendan Rooney (BR)
 Emma White (EW)
 Liane Edwards (LE)
 Ceara Pimley (CP)
 Andrew Percival (AP)
 Gavin Burnett (GB)
 Jeff Murdoch (JeM)
 Neil McGarry (NM)

Company:

Brookfield Multiplex (BM)
 Brookfield Multiplex (BM)
 Mercury Engineering (MEL)
 Nightingale Associates (NA)
 Nightingale Associates (NA)
 Gillespies (GIL)
 Zisman Bowyer & Partners (ZBP)
 Brookfield Multiplex (BM)
 URS (URS)
 WSP Buildings (WSP)

Apologies:

Susan Logan (SL)
 Peter Moir (PM) PART

Ecoteric Limited (EC)
 Glasgow NHS Board (NHS)

Grant Wallace (GW)
 Darren Pike (DP)
 Darren Smith (DS)
 Neil Ross (NR)
 Steve Pardy (SP)
 Pete Dunbar (PD)
 Neil Murphy (NM)
 Jim Miller (JMi)

Brookfield Multiplex (BM)
 Brookfield Multiplex (BM)
 Brookfield Multiplex (BM)
 Zisman Bowyer & Partners (ZBP)
 Zisman Bowyer & Partners (ZBP)
 WSP Buildings (WSP)
 Nightingale Associates (NA)
 Ironside Farrar (IF)

Distribution: All above plus

Alan Seabourne (AS)
 Mike Sharples (MS)

Glasgow NHS Board (NHS)
 Brookfield Multiplex (BM)

Stephen Richards (SR)
 Robert O'Donovan (R'oD)

Gillespies (GIL)
 Mercury Engineering (MEL)

Item No	Description	Discussion/Information	Action	Action by Whom
1.0	Introductions			
1.1	Open Meeting/Comments on	No corrections or comments noted.		

Item No	Description	Discussion/Information	Action	Page 531	Action by Whom
1.2	Agenda	All agreed to review outstanding actions from Lead Design Group Meeting – actions were either transferred to this forum, or will be closed out by relevant persons outwith.			
2.0	Confirm Meeting Attendees	Apologies as noted.			
2.0	Safety Initiatives				
2.1	CDM Design Progress	Progress Since Last Meeting (Summary provided by JeM)	Note		
2.2	Maintenance & Operational Issues	<ul style="list-style-type: none">- Reporting monthly into the Design Team Meetings (DTM)- NA to develop more detailed proposals for the Atria (including access for lighting)- Craneage requirements analysed and discussed in workshop. To be further discussed 5.04.12- The amount of specialist maintenance required is of concern to the NHS; this is to be discussed further during ongoing Access & Maintenance Workshops- Next Access & Maintenance Workshop 12.01.12.- All relevant parties to respond to their actions from the previous meeting- Basement to be reviewed at next meeting.- JIM to issue notes from last meeting- NHS to arrange URS attendance at next meeting.	<p>NA to issue ZBP to issue prior to meeting BM to review</p> <p>Note</p> <p>JM issue notes NHS to invite URS</p>	<p>NA ZBP BM</p> <p>JM DH</p>	
3.0	Planning Approvals				
3.1	Planning Conditions Schedule	<p>No updated Schedules since last meeting.</p> <ul style="list-style-type: none">- [NSGH 17132 (07.01158.DC) Discharge Status Schedule (Outline A&C +Masterplan)_ 21-01-11]- [NSGH (10.01779.DC) Discharge Status Schedule (MSC 2 Consent)_ 14-01-11]- [NSGH (10.02171.DC) Discharge Status Schedule (MSC3 Consent) _ 04-02-11] <p>Progress Since Last Meeting (Summary report provided by JMi)</p> <p>1 Planning consent granted by Glasgow City Council on 12 January 2012 for the formation of 2 no. police parking bays and associated works at Laboratory Medicine (Ref: 11/02754/DC)</p> <p>2 Partial discharge by Glasgow City Council on 12 January 2012 of planning conditions attached to the MSC No. 2 planning consent for the Adults and Children’s Hospitals, approving the installation of lard landscaping, bollards, cycle racks and lamp posts with regard to the external</p>	IF to monitor	IF	

Item No	Description	Discussion/Information	Action	Page 532	Action by Whom
		<p>works associated with Laboratory Medicine (Ref: 10/01779/DC)</p> <p>3 Partial discharge by Glasgow City Council on 12 January 2012 of supplementary planning condition No. 11 attached to the MSC No. 2 planning consent in relation to the proposes junction upgrade works including left hand slip and traffic signalling at the road junction of Hardgate Road and Shieldhall Road (Ref: 10/01779/DC).</p> <p>4 Discharge by Glasgow City Council on 12 January 2012 of supplementary planning conditions Nos. 01, 02, 03, 04, 05 & 10 attached to the MSC No. 2 planning consent including:</p> <ul style="list-style-type: none"> • 13 no. material samples for the external elevations of the Adults and Children's Hospitals, as installed on the two mock-up panels, including Dunhouse Buff • Photographs of the 13 no. materials included on elevation drawings submitted to GCC. • Typical window/reveal/render surround detail for the Children's hospital • The letter of approval also confirms that the design revisions to the principal north, south, east and west elevations are considered to be 'non material' in nature. These revisions can be approved by the submission of amended plans, rather than the submission of a fresh planning application. <p>5 The submission of the detailed drawings/cross sections at 1:10, 1:20 and 1:50, courtyard plans and the schedule of design changes to Glasgow City Council for approval has been postponed pending resolution of concerns regarding the horizontal ledges on the elevations.</p> <p>6 J Miller will revise the Discharge Status Schedule for MSC 2 Consent (Ref: 10/01779/DC) to reflect points 2, 3 & 4 above for circulation in week beginning Monday 13 February. There is no change to the other two schedules: Outline A&C + Masterplan and MSC No. 3.</p> <p>7 The landscape materials mock-up panel is now complete. Glasgow City Council to be invited in due course to inspect and sign off the 20% Brown Grey Granite Block which is part of the principal paving feature at the front entrance to the A&C Hospitals.</p> <p>8 Energy Centre's external lighting proposal prepared by Nightingales to be approved by the Board prior to submission to Glasgow City Council.</p>			

Item No	Description	Discussion/Information	Action	Action by Whom
3.2	Planning Sample Schedule	<p>No updated Schedules since last meeting. Final Approval awaited prior to January 2012 update.</p> <ul style="list-style-type: none"> - [NSGH – Energy Centre Material Schedule_rev 07_ 18-05-11] - [NSGH – Adult & Children’s Hospital Material Schedule_rev 12_ 13-07-11] - [NSGH – Adult & Children’s Hospital Landscape Material Schedule_rev 07_ 18-05-11] - All schedules to be revised - Mock ups to be photographs and included on NA/GIL Planning drawings for inclusion with Schedules to be issued to GCC. <p>Energy Centre materials schedule to be updated to log GCC approvals.</p>	<p>BM/IF to monitor</p> <p>BM/NA to add as required</p> <p>IF NA</p> <p>BM/IF to update and re-issue</p>	<p>BM</p> <p>BM/NA</p> <p>IF NA</p> <p>BM/IF</p>
3.3	Samples & Mock-Ups	<p>Adult & Children’s Hospitals Materials:</p> <ul style="list-style-type: none"> - Tower Blinds: refined wand solution for tilt/turn only blinds presented by BM. Blade size confirmed to be suitable to 35mm, NHS requested flat blade and consideration of duration to replace broken mechanisms. - Podium Blinds: Interstitial blinds preferred option. Max window size may need reviewed in order for the magnetic sliders to work. (currently 1370, but 1200 likely to be max dim). NHS requested magnetic option for observation panels. BM confirmed automated blinds in theatres per ERs. - Landscaping Materials: - Landscaping sample area complete. NHS requested PM review prior to invitation to GCC Planning to sign off. 	<p>BM to progress</p> <p>BM to progress</p> <p>BM to invite PM</p>	<p>BM</p> <p>BM</p> <p>BM</p>
4.0	Building Control			
4.1	Building Warrant Application Schedule	<p>No updated Schedule since last meeting</p> <ul style="list-style-type: none"> - [Building Warrant Submission Schedule_NA-XX-DC-000-100_rev 11] <p>Adult & Children’s Hospitals Submission Progress (Summary provided by JMu) :</p> <p>Building Warrant submission progress meetings occurring fortnightly.</p> <p>Stage 8 – Fire Strategy: Full set of drawings/comments issued to GCC BC who will issue to L+BFRS for review. L+BFRS will review and comment by end March 2012. NHS Bed Evacuation strategy to be concluded (NA to prepare</p>	<p>Note</p> <p>Ongoing</p>	

Item No	Description	Discussion/Information	Action	Action by Whom
4.2	Meeting Schedule	diagrams). <i>POST MEETING NOTE: Diagrams prepared and issued to NHS.</i>	NHS to issue	NHS
		Stage 9 – Cores: ABCDEFGH virtually signed off. New SER requested for all cores. DH inquired about declassification of Core G; JM confirmed that stage 8 covers this.	WSP to re-issue	WSP
		Stage 10 - Superstructure SER submitted, ongoing	Note	
		Stage 11 – Superstructure SER submitted, ongoing	Note	
		Stage 20 – Building Envelope: Return comments/supplementary information confirmed as received by BCo 28.09.11. Outstanding queries still to be submitted w/c 12.12.11	Note	
		Stage 21 – Below Slab Drainage: Building Warrant issued.	Note	
		Stage 24 – Internal Fit-Out NA/BM amended submission dates in line with programme; this was presented to GCC and received favourably.	Note	NA/BM
		Energy Centre Submission Progress:		
		Stage 5 – Energy Centre Envelope: Ongoing, minor issues outstanding.	Note	
		General Issues:		
4.2	Meeting Schedule	DH again requested copy of all warrant certificates received to date and going forward, to be issued to NHS. Item outstanding- DH noted still not received.	BM (DS) to forward scanned copies of all warrant certificates received to date	BM
		GCC have requested confirmation of stage applications for re-release of Building Warrants.	BM to liaise with GCC	BM
		No updated Schedule since last meeting.		
		- [NSGH Building Control Meeting Schedule_01-03-11]	Ongoing	

Item No	Description	Discussion/Information	Action	Action by Whom
4.3	Design Issues - Atrium	<p>Smoke clearance option has been issued to GBC.</p> <p>DH requested a copy of the completed CFD modelling. WSP to issue to all. Item still outstanding. It was noted as largely irrelevant now as it has not been updated to current strategy.</p> <p>Acoustic strategy and accompanying report to be issued for RDD; meeting to discuss required, date tbc. NHS noted concern regarding users review, clarification required and when the RDD date will be.</p>	<p>Note</p> <p>WSP to issue copies of CFD model reports</p> <p>GB/BM to progress</p>	<p>WSP/BM/NHS</p> <p>WSP</p> <p>BM</p>
5.0	Design Compliance/ER's			
5.1	Alternative Compliance Schedule	<p>NHS have received for review. DH noted that 80% items acceptable however 20% are not and are currently under discussion.</p> <p>BM to advise how this will be progressed as the project advances.</p>	<p>GB/BM to confirm management</p>	<p>BM</p>
6.0	Design Sign-Off/RDD/Mock-Ups			
6.1	RDD Schedule	<p>The updated RDD Drawing Submission Schedule was issued by BM prior to the meeting.</p> <p>- [RDD Master Schedule_BCL-AC-XX-SH-001_rev 12]</p> <p>BM have met with NHS and the schedule is to be re-issued. Date of meeting between BM/NHS to discuss, tbc.</p>	<p>BM to issue monthly as required; submission progress to be tracked and reported, BM to advise next meeting date.</p>	<p>BM</p>
6.2 (6.3)	RDD Design Workshops	<p>NHS confirmed that RP to be managed internally. BM to collate and issue queries and RFIs for the agenda.</p> <p>M+E Workshops planned until Feb 2012, NA to propose dates/agenda for 2012, and GIL to provide for Courtyards and Childrens Roof. <i>POST MEETING NOTE: Fully merged RDD Meeting dates now issued and agreed.</i></p>	<p>NHS to respond further to meeting</p> <p>NA/GIL</p>	<p>NHS</p> <p>NA/GIL</p>
6.3 (6.4)	RDD Drawing Sign-Off Process	<p>It is agreed that following return of NHS comments/approval status RDD submitted drawings need to be countersigned by BM prior to return to DT for action. BM to close out any queries and non-agreement of NHS comments prior to returning drawings to DT to avoid any abortive or non-(BM) approved works.</p>	<p>BM to manage process of drawing returns</p>	<p>BM</p>

Item No	Description	Discussion/Information	Action	Action by Whom
		Missing departments have been re-issued to NHS for comment, critical care, nuclear medicine, concluded. POST MEETING NOTE: NA still await return of some room elevations from BM. (27.02.12): NCH Transport Base (486-03, 493-01, 504-01, 529), NCH MDU (062-02), NCH RENAL SERVICES (558) NHS confirmed zones G D H RDSs reviewed.	BM to ensure dwgs are issued to NHS	BM
7.0	RFI's			
7.1	RFI Schedule	RFI schedule issued from NHS to BM. To be circulated for review + future reporting by BM. Item outstanding.	BM to update and issue	BM
8.0	Architectural Design Progress/Clarifications			
8.1	1:50 Department Design /User Group Meetings (UGM)	All agreed disc not required. Final Issue of 1:50 comments to be addressed and drawings re-issued commencing end April 2011, for final Board sign-off. NHS have issued feed back on Interventional Theatres, comments + PMI now received by Design Team.	Note Note	
8.2	Room Elevations	Item Closed.		
8.3	Standard Fixing Height Drawings	NA re-issued drawings 07.02.12, still awaiting feedback (requested by 17.02.12)	NHS to provide feedback	NHS
8.4	Standardisation Document	Meeting to review took place on 07.12.11. NA to issue revised doct prior to follow up meeting to be incorporated into the RDD schedule for 2012.	NA/BM/NHS/C&B to review in RDD Workshop 07.12.11.	NA/BM/ NHS /C&B
8.5	Room Data Sheets	RDSs to be run again and issued/stored electronically.	ongoing	ZBP/NA
8.6	RDS Sign-Off Strategy	Sign-Off as per 1:50 Post Sign-off + Room Elevation Programme (NA-SH-014_rev03). NHS confirm there will be a delay as they require a set of their commented drawings to check RDS against. BM to provide copies asap-NHS to advise new dates, but noted they will be returned on a weekly basis.	NHS to review RDS and return as agreed dates	NHS
8.7	Atrium and Sanctuary Design	Adult Atrium Atrium design to be fully reviewed during interior design RDD. This will include the sanctuary.	Note	

Item No	Description	Discussion/Information	Action	Page 537	Action by Whom
8.8	Bed Head Trunking	<p>Children's Atrium Detailed review ongoing (ETFE roof design, fire and acoustics etc not yet completed). As above, this will be presented reviewed again during RDD. NHS to forward some detail on proposed panels by YCF.</p> <p>Bedhead lengths to be updated to agreed lengths on 1:50s and reviewed during next 1:50 process. Board will comment case by case.</p>	Note		NA
8.9	Pendants	RDD meeting to be held on 08.03.12 per meeting schedule.	Note		
9.0	M&E Design Progress/Clarifications				
9.1	Access Control & Security	Item closed			
9.2	M&E Design Progress	<p>Progress Since Last Meeting (Summary provided by AP)</p> <ul style="list-style-type: none"> - Zone F – Wards design currently progressing - Slab co-ordination MEP detail design progressing - Majority of ZBP Specifications now T3 - Plantroom 31 in progress - Aseptic meeting held and now progressing, scope clarified. 	Note		
9.3	M&E Design Clarifications	<ul style="list-style-type: none"> - No outstanding VE items - Outstanding ZBP RFI – MP to check and re-forward to BM/NHS. Schematic marked up – Item closed. 	Note Item closed		NA
	M&E Equipment Lists	<p>ZBP confirm there are no current outstanding issues/equipment clarifications required from NHS. ZBP to update/issue their Equipment Component List and Design Assumptions upon design completion of each department/zone. ZBP to update equipment list and issue next week.</p> <p>ZBP confirm that Zone G design is progressing with complete assumptions – ZBP to issue schedule of Design Assumptions for clarification. ZBP to issue next week-outstanding.</p>	Ongoing ZBP to update and issue Equipment Component List & Design Assumptions ZBP to prepare and issue schedule.		ZBP/NHS ZBP ZBP
9.4	Pre-RDD Design Review Meeting	ZH+ZK RDD meetings have taken place. ZA due 08.12.11. ZD+ZG have been issued.	Ongoing.		
9.5	Comments from Pre-RDD Meetings	Process of drawing issues prior to Pre-RDD Workshops clarified – drawings issued 1xweek before the Workshop (generally T2). Comments to be included on updated T3 drawings issued as formal RDD submission.	Item Closed		

Item No	Description	Discussion/Information	Action	Page 538	Action by Whom
9.6	Light Switch/Dimming	Additional dimming controls required and to be demonstrated in a drawn format (not just generic table). ZBP issued a set of mark-up drawings 01.11.11 to demonstrate their strategy. Meeting required to discuss, date TBC, dimmable functions still not agreed, requires to be closed out.	NHS to advise availability for meeting		NHS
10.0	Structural & Civil Design Progress/Clarifications				
10.1 (10.2)	Structural and Civil Design Progress	Progress Since Last Meeting (No WSP attendance - Summary provided by JMu) <ul style="list-style-type: none"> - RCC for full site concluded - TRO's concluded, all with GCC – some clarifications requested (as normal) - Structure to A+C ongoing - EC complete - Piling complete; some supplementary piling ongoing - Zones G+D complete - Zones H+E ongoing - Basement ongoing - Founds nearly complete - Slab co-ordination ongoing 	Note		
10.2 (10.3)	Structural Design Clarifications	<p>Existing drawings required to be circulated to DT for the external bridge links. Asbestos survey complete</p> <p>Neo-Natal Link bridge RDD meeting held 21.02.12.</p> <p>Piling to hydrotherapy pool – issued, item closed.</p>	<p>Item Closed</p> <p>Note</p> <p>Item Closed</p>		
11.0	Masterplanning & Landscape Design Progress/Clarifications				

Item No	Description	Discussion/Information	Action	Action by Whom
11.1	Masterplanning & Landscape Design Progress	Progress Since Last Meeting (written progress report provided by EC) <ul style="list-style-type: none"> - Roof T2 package issued - Screening strategy agreed during external windows workshop. - Sample boards issued to BM for review (BS compliant mortar suppliers and colours provided) - NCH roof play area & drop slab requirements reviewed; principles agreed, final design to be confirmed. - Ongoing research into sedum roof specification further to client concerns on the finish of the Labs sedum roof – meeting 08.02.12 to discuss. - RDD meeting comments awaited. 	Note Note Note Note Note GIL to review	GIL
11.2	External Lighting	It is noted that the external lighting design assumptions should be added into the Energy Model (SL states that these assumptions should be specific). SL reviewing energy model 16.11.11 ZBP noted that car park lighting + building mounted lighting are currently excluded from V3 of the Energy model. Susan Logan confirmed that external lighting within the site (but not on streets) to be included. ZBP to review and confirm current status.	SL to comment, ZBP to review and confirm	SL/ZBP
12.0	Specialist Design Issues			
12.1	General	Design reviews are being set-up and integrated into the RDD process/programme. Agenda for upcoming meetings will be discussed in this forum. NA confirm that an RDD Workshop Timetable has been issued to BM; BM to issue to NHS to allow them to co-ordinate diaries etc. Issued; dates agreed. NHS to keep Tuesday free for 2012 going forward (timetable tba Jan 2012) BM to issue RFI to NHS to confirm level of fitout to specialist areas. .	Issued BM	BM BM
12.2	Fire			
12.2.1	General	No further items raised.	Note	
12.3	Acoustics	Meeting with AL took place last week. Revised report with drawings due for issue end of Oct. to include Atrium reports with accompanying data (currently 5 dB over ERs due to cafe noise).	AL to ensure reports contain all relevant data – issue asap to NHS/C&B for review	AL
12.4	Equipment			

Item No	Description	Discussion/Information	Action	Page 540	Action by Whom
12.4.1	Equipment Lists	<p>Final Equipment List Equipment list to be priced by w/e 16.09.11. Queries to be issued by end of month. Re-run due December – it was agreed this would be early next year following completion of 1:50 Post Sign-off + Room Elevation Programme, and RDD Workshop 07.12.11. (Equipment Unions, Standardisation, Fixing Heights).</p> <p>Further to meeting, outstanding issues to be closed imminently and final groupings to be confirmed. GW to issue PMI.</p>	Note		
12.5	Radiation Protection	RDD Workshop took place 12.10.11. RPA strategy agreed and detail internal user workshop to be arranged, date tbc. GB to forward DT queries and clarifications for inclusion on agenda.	NHS to hold meeting and report back to BM/Design Team		NHS
12.6	FM				
12.6.1	Food Waste	<p>Positive feedback from in-situ sample. It is noted that this strategy does not currently comply with Scottish Governments Minimal Waste Policy.</p> <p>KC noted that the machine is big and impacts on 5 no regens. It is planned to omit reporting desks in the meantime as the manufacturer may produce smaller product nearer NHS commissioning period. NHS confirmed drawings reviewed on basis of large machines.</p>	Note		
12.6.2	Catering	No further items raised	Note		
12.7	IT	No comments			
12.8	Lifts & Escalators	BM confirm that Schindler are currently reviewing and updating their information further to meeting with Schindler. Some amendments to assumptions made are required. Further movement analysis received, additional technical data requested to close outstanding issues. Finishes sign off awaited from NHS.	BM/Schindler to progress NHS to comment re:finishes		BM
12.9	AGVs	DP confirms that the amendment to shared Clean and Dirty in Cores C and D will only improve the AGV functionality. Swiss Log to review and re-run simulations at a later date tbc. AGV still drawings to be added to RDD schedule.	BM to request Swiss Log review – date tbc		BM (DP)
12.10	Helipad	Wind study received and review ongoing.	Ongoing		
13.0	Low Carbon/BREEAM				

Item No	Description	Discussion/Information	Action	Page 541	Action by Whom
13.1	Design Progress/Clarifications	<p>Low Carbon Progress Since Last Meeting no further update ; SL not in attendance)</p> <ul style="list-style-type: none"> - Ongoing detailed issues will be dealt with in the Low Carbon Group - Stage 03 Energy Model has presented a major increase in thermal energy. SL noted that target is at risk if trend continues. - Usage profiles requested by SL to assist analysis of equipment/electrical usage. - Whole site energy strategy being reviewed inc energy from waste on site. Ongoing (due to complete end October) - Possible reduction of number of boilers - Biggest concern/ outstanding issue is Equipment. Interface required with Equipment IT and Catering groups. Ongoing - Entrance lobbies & performance of air curtains to be discussed further in Entrance Review Meeting; SL confirms advice that best solution is to pressurise the space & use floor returns - Whole site energy issued to carbon trust, feedback awaited. <p>BREEAM Progress Since Last Meeting (no update since last meeting)</p> <ul style="list-style-type: none"> - SL not yet seen the A&C BREEAM Report produced by WSP. WSP to update and include SL on distribution list - Photovoltaic option work ongoing - DH requested confirmation of BREEAM application, and when design certificate is provided. Interim design submission ready – draft with BM (DS). 			
13.2	RDD Review	DH/NHS to review RDD Schedule and identify what they require SL to review. Pre-RDD M&E information currently being issued 1xweek before the meeting (SL concern not enough time for her review prior to meeting). DH states it's likely to be at specification/component selection stage that SL will have most review input – tbc.	C&B/NHS to review and agree SL scope		C&B/NHS
14.0	Art				
14.1	Design Progress/Clarifications	<p>It is noted that further work is required for the fundraising aspect of the strategy (mainly within the Children's Hospital Integrated Strategy).</p> <p>Art programme ongoing and monitored in Design and Healthy living meeting (next meeting in November)</p>	NHS/NA/BM to co-ordinate		NHS/NA/BM
			ongoing		NA
15.0	NHS Strategy Documents	Item added [previously Item 16.4]			
15.1	Fire Management Strategy	NHS confirm that work is progressing on this, to be developed in Cause and effect reviews.	NHS to issue for review – ongoing		NHS

Item No	Description	Discussion/Information	Action	Page 542	Action by Whom
15.2	FM Strategy	No further discussion.	note		
16.0	Summary of Items to report to Lead Design Group	No items to report			
17.0	AOB				
17.1 (17.2)	Workshops	BM (DS) suggests that a list of Specialist Design Workshops is prepared and dates are organised to co-ordinate to ensure design issues are resolved in line with the programme (e.g. Renal, Pharmacy). The list has still not been issued but some workshops have commenced (Aseptic).	BM to agree list and issue to NHS for comment.		BM/NHS
17.2 (17.6)	Entrance to Children's Park	Item closed. NA have updated and re-issued drawing pack as record of meeting.	Note BM to advise.		Note NA
17.3 (17.8)	Boundary Treatments	DH queries where we discuss boundary treatments (Stage 3 of project) as some sits with the Labs. Clarification of the proposals and when they are to be developed is required. BM/NA confirm that GIL will be leading this and issues can be raised and discussed in Section 11 - Masterplanning & Landscape Design Progress/Clarifications. GIL confirmed current proposal to remove existing fence and install new palisade. Confirmation of the specification for the palisade fence is requested.	GIL to advise on current programme BM to provide information		GIL GIL
17.9	Meeting Attendance	As DS dies not attend this meeting, GB+JM to action BM/DS actions and have sufficient decision making authority.			BM
18.0	Date and Time of Next Meeting	07 March 2012 at 2.00pm in the Boardroom, Top Floor, Site Offices.			ALL

Meeting No 2: 2nd March 2011, 2.00pm to 3.30pm

ACTION NOTE

Present:

Peter Moir (PM)
David Hall (DH)
Heather Griffin (HG)
Mairi Macleod (MM)
Frances Wrath (FW)
Karen Connelly (KC)
Fiona McCluskey (FM)
Jackie Stewart (JS)
Eleanor McColl (EM)
Jim Miller (JMi)
Neil McGarry (NMc)

Company:

Glasgow NHS Board (NHS)
Currie & Brown (C&B)
Glasgow NHS Board (NHS)
Glasgow NHS Board (NHS)
Glasgow NHS Board (NHS)
Glasgow NHS Board (NHS)
Glasgow NHS Board (NHS)
Glasgow NHS Board (NHS)
Glasgow NHS Board (NHS)
Glasgow NHS Board (NHS)
Ironside Farrar (IF)
WSP Buildings (WSP)

Present:

Emma White (EW)
Neil Murphy (NM)
Gavin Burnett (GB)
Darren Smith (DS)
Jim Murray (JMu)
David Bower (DB)
Ken Hall (KH)
Steve Pardy (SP)
Gillian Kirkness (GS)
Emma Corry (EC)
Brendan Rooney

Company:

Nightingale Associates (NA)
Nightingale Associates (NA)
Brookfield Multiplex (BM)
Brookfield Multiplex (BM)
Brookfield Multiplex (BM)
Brookfield Multiplex (BM)
Brookfield Multiplex (BM)
Zisman Bowyer & Partners (ZBP)
Doig & Smith (D&S)
Gillespies (GIL)
Mercury Engineering (MER)

Apologies:

Grant Wallace (GW)
Darren Pike (DP)

Brookfield Multiplex (BM)
Brookfield Multiplex (BM)

Pete Dunbar (PB)
Neil Ross (NR)

WSP Buildings (WSP)
Zisman Bowyer & Partners (ZBP)

Distribution: All above plus

Alan Seabourne (AS)
Mike Sharples (MS)
Jeff Murdoch (JMur)

Glasgow NHS Board (NHS)
Brookfield Multiplex (BM)
URS (URS)

Stephen Richards (SR)
Robert O'Donovan (R'oD)

Gillespies (GIL)
Mercury Engineering (MER)

Item No	Description	Discussion/Information	Action	Action by Whom
1.0	Introductions			
1.1	Open Meeting/Comments on Agenda	NA updated to comments and incorporated these into the minute format and Agendas for future meetings. DS (BM) requested to add in Item – NHS Board Strategy Documents to future Meeting Agendas.	Item closed NA to add into Agenda 3	
1.2	Confirm Meeting Attendees	BM Design Team attendees as agreed. Ironside Farrar, Mercury, WSP, Gillespies and Doig & Smith in attendance.	Item closed (all relevant Design Team members in attendance)	
1.3	Group Remit/Purpose of Meeting	The differences between the Hospitals and Laboratory Lead Design Group (HLLDG) and the Adult & Children's Hospitals Design Group (HDG) were discussed and it was agreed that detailed design development issues will be primarily discussed in this meeting. Issues will be reported back into the HLLDG for resolution.	Item closed	

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Item No	Description	Discussion/Information	Action Page 544	Action by Whom
1.4	Project Protocol/Procedures	Aconex attribute to be updated from Stage 3 future reference, and Distribution Group to be added (Graeme Thomson to be added to Group – NOTE correction to spelling).	Item closed BM to add to distribution group	BM
2.0	Safety Initiatives			
2.1	CDM-C attendance	CDM-C attendance suggested for next meeting; and quarterly attendance thereafter. Jeff Murdoch (URS) to be added to meeting invitees/distribution group.	NA/BM to invite URS to next meeting	NA/BM
3.0	Planning Approvals			
3.1	Planning Conditions Schedule	<p>Ironside Farrar (IF) issued Schedule of Planning Submission Items/Samples/Approval and reported progress.</p> <ul style="list-style-type: none"> - [NSGH 17132 (07.01158.DC) Discharge Status Schedule (Outline A&C +Masterplan)_ 21-01-11] - [NSGH (10.01779.DC) Discharge Status Schedule (MSC 2 Consent)_ 14-01-11] - [NSGH (10.02171.DC) Discharge Status Schedule (MSC3 Consent)_ 04-02-11] <p>23 pre-start conditions which are almost up to date. MSC4 to be submitted to complete outstanding actions. MSC – well advanced; no pre-start issues; JMi confirms there are no approvals required before commencement of construction.</p>	<p>IF to monitor</p> <p>IF to provide statement Ongoing</p>	<p>IF</p> <p>IF IF</p>
3.2	Planning Sample Schedule	<p>BM/IF issued Planning Sample Schedule and reported progress. Note these should be added to the RDD Programme/Schedule and presentation/approval of samples by the NHS is required prior to consultation with the Planners.</p> <ul style="list-style-type: none"> - [NSGH – Energy Centre Material Schedule_rev 05_ 05-01-11] - [NSGH – Adult & Children's Hospital Material Schedule_rev 05_ 05-01-11] - [NSGH – Adult & Children's Hospital Landscape Material Schedule_rev 05_ 05-01-11] 	<p>BM/IF to monitor BM/NA to add as required</p>	<p>BM BM/NA</p>
3.3	Samples & Mock-Ups	<p>JMu confirms the steel frame is fabricated and will be on site in 10xdays. The mock-up will be completed with samples installed in 3xweeks. An area outside the site huts has been agreed for the construction of the panels. NHS confirm they have no preference which is installed left or right hand side.</p>	<p>BM to complete and invite NHS for presentation prior to Planners review</p>	<p>BM</p>
4.0	Building Control Warrant			
4.1	Building Warrant Application Schedule	<p>NA issued the Building Warrant Application Schedule and reported progress.</p> <ul style="list-style-type: none"> - [Building Warrant Submission Schedule_NA-XX-DC-000-100_rev 07_ 01-03-11] 	<p>NA to monitor</p>	<p>NA</p>
4.2	Meeting Schedule	<p>NA issued the Meeting Schedule. It was confirmed that these are fortnightly meetings.</p> <ul style="list-style-type: none"> - [NSGH Building Control Meeting Schedule_01-03-11] 	<p>NA to monitor</p>	<p>NA</p>

Item No	Description	Discussion/Information	Action Page 545	Action by Whom
		NA to distribute Meeting Agendas prior to the NHS who can then discuss and agree with BM their attendance at the appropriate meetings. NHS/C&B have attended some Building Control Fire Meetings thus far as required.	NA to provide Meeting Agendas	NA
5.0	Design Compliance/ER's			
5.1	Alternative Compliance Schedule	Non-Compliance issues and Alternative Compliance proposals are to be discussed in future HDG meetings. These are to be collated into an Alternative Compliance Schedule for review and agreement between BCL/NHS.	BM to prepare and review with C&B	BM
5.2	PIR Insulation	DH noted the current concerns/issues with the insulation specifications with regards primarily to PIR insulation being on the deleterious materials list. It was agreed this was a general statement, and that BM to propose a list of insulation material options for agreement as many types are now permissible. BM to add to the current RFI and this can then be closed-out. C&B to confirm which products are acceptable	BM to prepare list of insulation options and append to RFI C&B to review/close-out RFI	BM C&B
6.0	Design Sign-Off/RDD/Mock-Ups			
6.1	Appendix K/FBC Comments	BM to review the NA Tracking Schedule and provide all outstanding counter-signed drawings. Some NHS comments on non Status A drawings require response from Design Team (DT) and BM. BM/NHS to agree/close-out items not fully approved and relevant DT member to ensure their design is updated to reflect this agreement. Access Control Drawings are outstanding from NHS review. It is agreed that this review/meeting will take place in the UGM Meeting Break (04/04/11 – 15/04/11). NHS/BM/C&B to agree date (NA/ZBP/MER to attend meeting).	BM BM/NHS to close-out and inform DT – item outstanding BM/NHS to close out before next meeting. NHS to review - item outstanding NHS to confirm meeting date	BM BCL/NHS NHS NHS
6.2	RDD Schedule	The draft RDD Drawing Submission Schedule was issued by BM. EW explained that this currently only contained NA drawing references. It was agreed that other Design Consultants are to add their drawing references prior to formal NHS/C&B review. - [RDD Master Schedule_BCL-AC-XX-SH-001_rev draft issue_28-02-11] The RDD Programme is outstanding and needs to be prepared by BM (with DT input) to be issued at the next meeting. GB notes that the 1:50 drawings, RDS and Room Elevation issue dates have been added to the RDD Drawing Submission Schedule. Full/overall Programme remains outstanding BM action. Once agreed between BM/NHS progress will then be reported in future meetings.	Draft Schedule issued. BM to re-issue with full DT proposals BM to provide draft Programme for next meeting - item outstanding Note – reporting to commence following agreement between BM/NHS	BM BM BM

Item No	Description	Discussion/Information	Action Page 546	Action by Whom
6.3	Mock-Ups and Samples	Item added for future reporting	Note	
6.3(1)	Touchdown Base Mock-Up	It was agreed following review with the amended touchdown base mock-up that the smaller fire extinguishers (3kg CO2/H2O) will work with the NA/BM proposals. Fire extinguisher locations to be reviewed further in Fire Strategy Meeting with NHS on 10 th March.	Mock-Up agreed Ongoing review	NA/BM/NHS/ C&B/WSP
7.0	RFI's			
7.1	RFI Protocol	EW suggests that the Group's Distribution List is to be used for the raising of RFI's (i.e all HDG members to be copied for information).	BM request amendment to protocol to follow item 7.2	
		All RFI's should be raised on Aconex to ensure these can be tracked and progress reported during future meetings. BM to issue NHS (PM) RFI Aconex Register to indicate RFI due/overdue dates for future reporting.	BM to issue regular update to NHS (PM)	BM
7.2		DS states that all RFI's to be raised by BM only to NHS (Peter Moir); with the exception of 1:50 UGM related RFI's which go to Frances Wrath and David Hall (cc Peter Moir). DS instructs all Consultants to raise RFI's to BM (Gavin Burnett).	All Consultants to follow – BM to raise RFI's as required	All Consultants
8.0	Architectural Design Progress/Clarifications			
8.1	1:50 Department Design /User Group Meetings (UGM)	Pre-UGM Programme in progress – issue dates adjusted and agreed. UGM Meeting Timetable agreed – NHS request meeting date move NCH Emergency Centre (new date 14/04/11), Adult Dermatology (new date 26/05/11) and Adult Haemato-Oncology (new date 27/05/11) meeting dates swapped and Level 3 Staff Change to be reviewed in Adult Main Entrance (meeting date 19/05/11) Drawing Issue Programme agreed – refer to NA programme - [1:50 Drawing Checking & Approval Programme_NA-SH-012_rev01] NHS Stage 3 check indicated on above Programme as 'gold' time period – NHS to inform NA/BM of appropriate meeting dates on a regular basis within this time period. RDS to be issued following NHS Stage 3 Check, with updated drawings (1:50 plans and Room Elevations). NHS confirm that 2xno of copies of drawings are required for NHS Stage 3 Check, with the exception of AAU and Adult Critical Care where 3xcopies will be required. It is noted that following the Stage 3 Check an additional 2xcopies (3xcopies for AAU/Critical Care) will be required to be issued to the NHS for the UGM review.	Note NA to update 1:50 UGM Timetable Note NHS – ongoing (2xweek look ahead requested by NA) NA to issue/BM to print BM to print as required	NA NHS NA/BM BM

Item No	Description	Discussion/Information	Action Page 547	Action by Whom
8.2	Room Elevations	NA confirm Room Elevations being issued as 1:50 Drawing Checking & Approval Programme (NA-SH-012_rev01). NHS Stage 3 check as above. Drawing copies as note above in 8.1.	Note	
8.3	Standard Fixing Height Drawings	NA to respond to comments on Standard Fixing Height Drawings (BCL/NHS comments). It is noted that these are intended to be generic standards for the project, and specific equipment items are drawn to nominal standard sizes (i.e. are not currently project specific as equipment details are not known).	NA to review comments and advise BM/NHS – item ongoing	NA
		Note that the comments relating specifically to fixing heights will be corrected and incorporated in the Room Elevations.	NA to include on Room Elevations – ongoing until all drawings issued	NA
		Worst case scenario to be reviewed for size of items (eg FM to provide advise of suppliers sizes of dispensers to ensure largest size is accounted for in plans and elevations for construction stage). NA to raise RFI's as appropriate to request information from NHS to allow review of CDBK cells and update of library.	NA to review Equipment List and raise RFI's – item outstanding	NA
8.4	Standardisation Document	NA to raise RFI's for any outstanding issues not closed in the Pre-UGM reviews. NHS (FW) confirms that all outstanding RFI's will be closed out by next week.	NHS (FW) to close out RFI responses	NHS
8.5	Room Data Sheets	ZBP are checking Environmental Data/output on RDS prior to UGM issue following 1:50 department sequence. NA confirm that all ZBP environmental data will be included in the RDS issues.	NA/ZBP ongoing until UGM issues complete	NA/ ZBP
		RDS to be signed-off at the same time as the 1:50 Drawings following User Review. NHS to review and confirm acceptance/programme for RDS sign-off.	NHS to review sign-off programme	NHS
		NHS confirm that only a few UGMs will review the RDS with the 1:50 Drawings. NA suggest that the RDS should be signed-off ideally with each department drawing pack (1:50 plans and room elevations), but at the latest by the sign-off dates for the last sequential department (29/07/11).	NHS to confirm sign-off strategy/dates	NHS
		It is noted that in the case of a discrepancy between the 1:50 drawings and associated RDS that the drawings should take precedent.	Note	
8.6	Blinds/Curtains	It is noted by the NHS (FM) that curtains are not currently listed in the RDS/shown on the drawings, only the tracks. NHS/BM to confirm Contractual requirements with blinds and curtains.	BM/NHS to confirm – item outstanding, D&S to confirm	BM/NHS D&S
		Post Meeting Note: BM confirm with reference to Clarification Log (2010 ITPD) Final Item 3.0 there is currently no provision for internal blinds or curtains.	Note	
8.7	Glazed Screens	Glazed Screen Review meeting to be arranged. It is agreed that a review should take place following the completion of the 1:50 UGM drawing issues. All Appendix K Strategy drawings should be reviewed following 1:50 Sign-Off to ensure all agreed design amendments are co-ordinated with the design.	BM/NA to prepare info and arrange meeting date with NHS	NA/BM
8.8	Atrium and Sanctuary Design	It is noted that there are areas in both the Atria and the Adult Sanctuary which are currently in abeyance as a result of the NHS Appendix K review. NA confirm that they are reviewing these and will develop further design options for discussion with NHS.	NA to review further design options with BCL and arrange Workshop with NHS	NA
		The locations of columns and the current shape of first floor 'platform' do not provide the optimal design	NA to provide further design options –	NA

Item No	Description	Discussion/Information	Action Page 548	Action by Whom
		<p>solution for first floor restaurant. Design of seating area to be reviewed by NA (as part of Atrium Design review), including re-check that the correct number of seats are provided. This is to accommodate 400 seats (250 = Restaurant Dining/150 = Coffee Lounge).</p> <p>Post Meeting Note: an initial review of NA revised proposals took place on 22/03/11 between NHS/BM/C&B/NA for the Adult Atrium and Sanctuary. A follow-up meeting to be arranged 30/03/11 to incorporate NHS/C&B feedback. NA to issue information pack (drawings/sections/3Ds) on 29/03/11 to allow NHS to review prior to meeting.</p> <p>NHS to provide formal feedback on response to initial proposals (22/03/11 Review).</p>	<p>item ongoing</p> <p>NA to provide further design options incorporating feedback</p> <p>NHS to provide feedback</p>	<p>NA</p> <p>NHS</p>
9.0	M&E Design Progress/Clarifications			
9.1	Access Control & Security	<p>CCTV drawings and locations to be identified as soon as possible for inclusion during the 1:50 design stage.</p> <p>Access Control release panels to be co-ordinated into 1:50 design; User input required to specialist departments during UGM review period.</p> <p>It is noted that further co-ordination will be required between ZBP design and NA Access Control Drawings (when NHS Appendix K comments are received). Further workshops will be required in due course to ensure the design is fully co-ordinated.</p> <p>It is agreed that this review/meeting will take place in the UGM Meeting Break (04/04/11 – 15/04/11). NHS/BM/C&B to agree date (NA/ZBP/MER to attend meeting). Principle/Strategy to be agreed and further co-ordination will need to take place following 1:50 sign-off.</p>	<p>Mercury to prepare (BCL to brief MER)</p> <p>NA/ZBP to collate UGM comments - ongoing</p> <p>NA/ZBP to co-ordinate</p> <p>Workshop tba for NHS review</p>	<p>MER</p> <p>NA/ZBP</p> <p>NA/ZBP/</p> <p>NHS/BM</p>
9.2	M&E Design Progress	<p>General progress</p> <ul style="list-style-type: none"> - Attending 1:50 Pre-UGM meetings - Co-ordination with structure, 1:50's, developing Rainwater and Drainage Strategy - Addressing actions from last week's Low carbon/Energy Centre Workshop. - External services co-ordination with Energy Centre and Laboratory 	Note	
9.3	M&E Design Clarifications	<p>ZBP request clarifications on VE items. BM/NHS/C&B to review and agree which items they would like ZBP to pursue in the design development.</p> <p>Equipment clarifications from NHS urgently required (refer to detail in Item 12.4(2))</p>	<p>BM/NHS/C&B to review and instruct ZBP</p> <p>Refer to 12.4(2)</p>	<p>BM/NHS/C&B</p> <p>ZBP/NHS</p>
10.0	Structural & Civil Design Progress/Clarifications			
10.1	Column Review	Currently ongoing as part of the Pre-UGM Reviews. NHS issues are discussed and noted on the Pre-UGM mark up drawings. These are to be resolved by NA/WSP during their Structural Co-ordination Workshops and either updated for UGM or revised proposals issued for further NHS review and approval prior to UGM.	Note – ongoing until all NHS structural comments closed out by WSP/NA	WSP/NA

Item No	Description	Discussion/Information	Action Page 549	Action by Whom
		All structural amendments will be clouded on the 1:50 UGM drawings; outstanding items will be noted 'in abeyance' until agreed Outstanding issue with column in Seminar/Meeting Room. NA to provide further sketches for NHS review to prove column can work with room layout.	NA/WSP to cloud on 1:50 drawings NA to prepare sketches in next Pre-UGM meeting	WSP/NA NA
10.2	Structural and Civil Design Progress	General progress <ul style="list-style-type: none"> - Attending 1:50 Pre-UGM meetings - Weekly Structural Co-ordination Workshops with DT - Piling drawings being issued for construction (ZK to D) from next week - Civil Drainage on rolling programme 	Note	
11.0	Masterplanning & Landscape Design Progress/ Clarifications			
11.1	Masterplanning & Landscape Design Progress	General progress <ul style="list-style-type: none"> - Working on drawings and samples to support the discharge of the planning conditions. - Design development and co-ordination required for construction (green roofs, external levels etc) GIL to add materials and drawing references to the RDD Schedule.	Note GIL to complete	 GIL
12.0	Specialist Design Issues			
12.1	General	Protocol to be agreed for issue of information requiring input/decisions ahead of meeting to allow NHS to discuss/review internally prior to the meeting and to ensure that the correct member of NHS Team is in attendance.	Protocol to be agreed – NHS/BM/NA	All
12.2	Fire			
12.2(1)	Manual Call Points	BM/MER to collate information and table as part of a Fire Workshop – updated drawings issued by MER.	BM to arrange Workshop date	BM/MER
12.2(2)	Sprinkler Zones	BM tabled Sprinkler Zone drawings for NHS review. MER updated and drawings re-issued for Thursday Fire Meeting review.	BM to issue formally	BM/NHS
12.3(3)	Fire Alarm Zones	Currently being reviewed following fire meeting comments	MER/WSP	MER/WSP
12.3(4)	Dry Risers & Hose Lengths	Currently being reviewed following fire meeting comments	MER/NA/WSP	
12.3	Acoustics	BM confirm that Acoustic Report has been withdrawn. Design to follow Appendix K Strategy drawings and ER's.	Item closed	
12.4	Equipment	NA confirm that the Appendix K+ Equipment List was issued w/c 07/02/11.		

Item No	Description	Discussion/Information	Action Page 550	Action by Whom
12.4(1)	Appendix K+ Equipment List	<p>Queries on Appendix K+ Equipment List to be raised to NA (BM – Phil Biginton/D&S – Fraser Dunlop).</p> <p>Post Meeting Note: NA agreed to provide an updated Equipment Lists at the following stages:</p> <ul style="list-style-type: none"> - Pre-UGM Equipment Lists These lists will match the drawings ISSUED for Pre-UGM review. They will not include any NHS marked-up comments. 110311_NSGH Pre-UGM Equipment List NA-SH-400-201_rev02_Equipment_by_Room_NCH_110311 NA-SH-400-301_rev02_Equipment_by_Room_NSGH_110311 Issued: 11/03/11 - Interim UGM Equipment List These lists will be prepared approximately half-way through the UGM drawing issues. They will include Pre-UGM NHS marked-up comments up to Renal Dialysis Department. Estimated Issue Date: 13/04/11 - Final Equipment List These lists will match the drawings issued for SIGN-OFF. They will include all UGM comments. Estimated Issue Date: 29/07/11 	<p>BM/D&S to collate and raise queries to NA</p> <p>NA to prepare in both BoQ format (NCH and NSGH combined) and Equipment by Room (NCH and NSGH separate)</p>	<p>BM/D&S</p> <p>NA</p>
12.4(2)	M&E Equipment Lists	<p>ZBP have concerns regarding the Equipment service requirements (it is noted that there are also concerns with structural loadings). ZBP to lead with compilation of Equipment Design/Briefing Schedule. It is agreed that this will follow the issue of the Appendix K+ List, and ZBP will identify the Equipment which requires further clarification in order for the design to be developed.</p> <p>ZBP issued an M&E related Equipment List highlighting all equipment items requiring NHS input. NHS state that the list format is not 'User' friendly and they would not be able to provide all the information requested at this stage.</p> <p>ZBP to continue design development based on previous project experience and to issue their design assumptions to NHS/C&B for review.</p> <p>ZBP to review M&E Equipment List/information required and target specific items per department/construction zone (starting with Critical Care).</p> <p>It is noted that whilst the exact equipment specification will not be known for some time, an estimate based on worst case scenario needs to be made in order to ensure the design will meet all options.</p> <p>NHS to respond to ZBP Schedule (to be issued as an RFI) with details for design assumptions within an agreed timetable to meet the design and construction programme.</p>	<p>Note - ZBP issued initial list</p> <p>Note</p> <p>ZBP to prepare design statements</p> <p>ZBP to review list format and re-issue per department/zone</p> <p>Note</p> <p>NHS to review/BCL to confirm programme requirements</p>	<p></p> <p></p> <p>ZBP</p> <p>ZBP</p> <p></p> <p>NHS/BM</p>
12.5	Radiation Protection	Added as item for future meeting reporting.	Note	
12.6	FM			

Item No	Description	Discussion/Information	Action Page 551	Action by Whom
12.6(1)	Food Waste	Final solution still to be confirmed (area in Basement to stay in design). Possible impact on the design of the Regen Kitchens (additional storage container maybe required). Requirements for Regen Kitchens to be noted on CDS drawings during UGM.	NHS/BM to agree	NHS/BM
12.6(2)	Catering	BM to issue CDS drawings for review in the Pre-UGM period prior to UGM issue. NA to add note on 1:50 restaurant drawings – 'restaurant seating layout in abeyance' (400 no. seats to be provided; 250 restaurant dining/150 coffee lounge). Refer to CDS drawings for equipment layout (kitchen/servery and regen kitchens).	BM to issue drawings NA to add notes to 1:50 drawings for UGM issue	BM/CDS NA
12.7	IT	Brief required for ICT Workshops. DP confirms that current strategy is to provide only one workshop adjacent to the NCH Computer Room (Level 4 NCH Plant Room). ZBP state that this cannot be accommodated in the Level 4 NCH Plant Room. NHS confirm that the area (15-20m2) will need to be allocated within the footprint of the current Computer Room.	NHS to provide detailed brief (eg workbenches, socket requirements/) Note	NHS
12.8	Lifts & Escalators	DH requests that further details to be provided by BM. Meeting arranged next week to discuss details further. Post Meeting Note: Cores C and D FM Lifts to be amended to shared Clean and Dirty. PMI received	BM to issue info pack to NHS/C&B Meeting date tbc	
12.9	AGVs	Meeting arranged next week to discuss details further. Post Meeting Note: Cores C and D FM Lifts to be amended to shared Clean and Dirty. PMI received – Swiss Log to review and re-run simulations	Note BM to request Swiss Log review	BM
12.10	Helipad	No further discussions.		
13.0	Low Carbon/BREEAM			
13.1	Meeting Attendance	Susan Logan to be invited to next meeting to report progress. Data in energy model (operational hours) queried	NHS to provide invitation Note	
14.0	Art			
14.1	Meeting Dates	NHS to review meeting dates as these are currently clashing with other meeting (UGMs) and the last few have been cancelled.	NHS to review meeting dates and advise attendees	
14.2	Meeting Attendance	Anna Baxendale to be invited to next meeting to report progress.	NHS to provide invitation	
15.0	Summary of Items to report to Lead Design Group			
15.1	Equipment	Equipment List/expectations to be discussed further in the Lead Hospital Design Group.	Note	

Item No	Description	Discussion/Information	Action Page 552	Action by Whom
16.0	AOB			
16.1	Shower Detail	NHS (PM) request further details from BM to clarify the construction proposals for the Ensuite showers as the slab does not currently contain a recess. The NHS are concerned that the final details are resolved as soon as possible.	BM to propose options for review	BM
16.2	Workshops	BM (DS) suggests that a list of Specialist Design Workshops is prepared and dates are organised to co-ordinate to ensure design issues are resolved in line with the programme (e.g. Renal, Pharmacy).	BM/NHS to agree list	BM/NHS
16.3	Substation	BM (DS) request confirmation from the NHS on the location of the Substation to Car Park 2 to ensure BM can prepare an 'interim' design solution (pavement/drainage). PM to let DS know the NHS Procurement Programme (PM confirms approx start for design = 2013).	NHS to confirm	NHS (PM)
16.4	NHS Strategy Documents	BM (DS) request copies of all NHS Strategy documents (e.g. FM) to ensure the design meets their requirements. Item to be added to future meeting agendas.	NHS to issue/confirm document availability NA to add to meeting agenda	NHS
16.5	Workshop for Maintenance Access Strategy Review	Workshop date to be arranged for review of Appendix K information. NHS/NA/BM/ZBP attendance required.	NHS to confirm date	NHS
16.6	Workshop for Access Control/Door Locking Strategy Review	Workshop date to be arranged for review of Appendix K information. NHS/NA/BM/ZBP/MER attendance required.	NHS to confirm date	NHS
17.0	Date and Time of Next Meeting			
		Wednesday 6 th April 2011 at 2.00pm in the Boardroom, Top Floor, Site Offices.		ALL

Meeting No 3: 6th April 2011, 2.00pm to 3.30pm

ACTION NOTE

Present:

Peter Moir (PM)
David Hall (DH)
Heather Griffin (HG)
Frances Wrath (FW)
Karen Connelly (KC)
Fiona McCluskey (FM)
Jackie Stewart (JS)
Eleanor McColl (EM)
Anna Baxendale (AB)
Susan Logan (SL)

Company:

Glasgow NHS Board (NHS)
Currie & Brown (C&B)
Glasgow NHS Board (NHS)
Glasgow NHS Board (NHS)
Glasgow NHS Board (NHS)
Glasgow NHS Board (NHS)
Glasgow NHS Board (NHS)
Glasgow NHS Board (NHS)
Glasgow NHS Board (NHS)
Glasgow NHS Board (NHS)
Ecoteric Limited (EC)

Present:

Emma White (EW)
Neil Murphy (NM)
Gavin Burnett (GB)
Jim Murray (JMu)
David Bower (DB)
Jim Miller (JMi)
Neil McGarry (NMc)
Steve Pardy (SP)
Emma Corry (EC)

Company:

Nightingale Associates (NA)
Nightingale Associates (NA)
Brookfield Multiplex (BM)
Brookfield Multiplex (BM)
Brookfield Multiplex (BM)
Ironsides Farrar (IF)
WSP Buildings (WSP)
Zisman Bowyer & Partners (ZBP)
Gillespies (GIL)

Apologies:

Mairi Macleod (MM)
Grant Wallace (GW)
Darren Pike (DP)
Darren Smith (DS)
Ken Hall (KH)

Glasgow NHS Board (NHS)
Brookfield Multiplex (BM)
Brookfield Multiplex (BM)
Brookfield Multiplex (BM)
Brookfield Multiplex (BM)

Gillian Kirkness (GS)
Pete Dunbar (PB)
Neil Ross (NR)
Brendan Rooney

Doig & Smith (D&S)
WSP Buildings (WSP)
Zisman Bowyer & Partners (ZBP)
Mercury Engineering (MER)

Distribution: All above plus

Alan Seabourne (AS)
Mike Sharples (MS)
Jeff Murdoch (JMur)

Glasgow NHS Board (NHS)
Brookfield Multiplex (BM)
URS (URS)

Stephen Richards (SR)
Robert O'Donovan (R'oD)

Gillespies (GIL)
Mercury Engineering (MER)

Item No	Description	Discussion/Information	Action	Action by Whom
1.0	Introductions			
1.1	Open Meeting/Comments on Agenda	No comments on Meeting Minute/Agenda		
1.2	Confirm Meeting Attendees	Additional NHS meeting attendees – Susan Logan and Anna Baxendale. Jeff Murdoch to attend next meeting. Apologies as noted.		
1.3	Group Remit/Purpose of Meeting	No further issues were discussed.		
1.4	Project Protocol/Procedures	BM (GB) confirms that the Distribution Group has now been added on Aconex. GB to check whether this can be viewed by all Design Group members.	BM to check Aconex	BM (GB)

Item No	Description	Discussion/Information	Action Page 554	Action by Whom
2.0	Safety Initiatives			
2.1	CDM-C attendance	CDM-C attendance suggested for next meeting; and quarterly attendance thereafter. Jeff Murdoch (URS) to be added to meeting invitees/distribution group.	NA/BM to invite URS to next meeting	NA/BM
3.0	Planning Approvals			
3.1	Planning Conditions Schedule	<p>Ironside Farrar (IF) issued Schedule of Planning Submission Items/Samples/Approval and reported progress. (No updated Schedules since last meeting)</p> <ul style="list-style-type: none"> - [NSGH 17132 (07.01158.DC) Discharge Status Schedule (Outline A&C +Masterplan)_ 21-01-11] - [NSGH (10.01779.DC) Discharge Status Schedule (MSC 2 Consent)_ 14-01-11] - [NSGH (10.02171.DC) Discharge Status Schedule (MSC3 Consent)_ 04-02-11] <p>Progress Since Last Meeting (Summary provided by JMi)</p> <ul style="list-style-type: none"> - Planning Condition No.9 (removal of topsoil) has been approved. - No gas membrane required following submission of report (following additional 3xmonths of gas monitoring) - Architectural and Landscape drawings still work in progress and are currently going through the approval system - No meeting set up yet with GCC to sign-off materials samples (review with NHS required) - Earlier meeting to be arranged with GCC to sign-off Energy Centre materials 	IF to monitor	IF
3.2	Planning Sample Schedule	<p>BM/IF issued Planning Sample Schedule and reported progress. (No updated Schedules since last meeting)</p> <p>Note these should be added to the RDD Programme/Schedule and presentation/approval of samples by the NHS is required prior to consultation with the Planners.</p> <ul style="list-style-type: none"> - [NSGH – Energy Centre Material Schedule_rev 05_ 05-01-11] - [NSGH – Adult & Children’s Hospital Material Schedule_rev 05_ 05-01-11] - [NSGH – Adult & Children’s Hospital Landscape Material Schedule_rev 05_ 05-01-11] 	<p>BM/IF to monitor</p> <p>BM/NA to add as required</p>	<p>BM</p> <p>BM/NA</p>
3.3	Samples & Mock-Ups	<p>JMu confirms these are in various stages on construction on site. Some further colour options for the utilised cladding panel have been requested by NA, in addition to 1xincorrect glass panel which required replacement.</p> <p>Adult & Children’s Hospitals Materials:</p> <p>JMu states that the Dunhouse Buff sandstone sample is taking longer to procure (2xweeks away from arriving on site). Additionally, due to the tight radius JMu confirms that a stack bond mock-up option is being prepared for review in lieu of the current designed stretcher bond.</p> <p>NHS (PM) notes that the forticrete block appears to be visually more yellow than the sandstone which it is intended to match. JMu states that the sample panel has yet to be completed (mortar joint pointing</p>	<p>BM to complete and invite NHS for presentation prior to Planners review</p> <p>BM to complete sample panels/provide new sample for review</p> <p>BM to complete sample panels for review</p>	<p>BM</p> <p>BM</p> <p>BM</p>

Item No	Description	Discussion/Information	Action Page 555	Action by Whom
		<p>outstanding). This should be reviewed again following completion.</p> <p>Energy Centre Materials: A revised perforated metal sample to the external stair is required for resubmission by BM.</p>	BM to provide new sample for review	BM
4.0	Building Control Warrant			
4.1	Building Warrant Application Schedule	<p>NA issued the Building Warrant Application Schedule and reported progress. (No updated Schedule since last meeting).</p> <p>- [Building Warrant Submission Schedule_NA-XX-DC-000-100_rev 07_ 01-03-11]</p> <p>Schedule to be updated and re-issued prior to next meeting to track progress.</p> <p>Adult & Children's Hospitals Submission Progress:</p> <ul style="list-style-type: none"> - The majority of submissions currently relate to WSP civil and structural works - Stages 6 and 7 responses to Building Control (BCo) have been submitted - Piling warrant application due - Fire Strategy application next major milestone. BM confirm that the end of June is being targeted for issue and BCo have been informed of the intent <p>Energy Centre Submission Progress:</p> <ul style="list-style-type: none"> - Stage 4 response to Building Control currently being prepared 	<p>NA to monitor</p> <p>NA to update and re-issue</p>	<p>NA</p> <p>NA</p>
4.2	Meeting Schedule	<p>NA issued the Meeting Schedule. It was confirmed that these are fortnightly meetings. (No updated Schedule since last meeting).</p> <p>- [NSGH Building Control Meeting Schedule_01-03-11]</p> <p>NA to distribute Meeting Agendas prior to the NHS who can then discuss and agree with BM their attendance at the appropriate meetings. It is confirmed that these are fortnightly on a Tuesday (next meeting 19/04/11).</p>	<p>NA to monitor</p> <p>NA to provide Meeting Agendas</p>	<p>NA</p> <p>NA</p>
5.0	Design Compliance/ER's			
5.1	Alternative Compliance Schedule	<p>Non-Compliance issues and Alternative Compliance proposals are to be discussed in future HDG meetings. These are to be collated into an Alternative Compliance Schedule for review and agreement between BCL/NHS.</p> <p>GB confirms that BM (DS) is still preparing this Schedule. Draft to be issued prior to next meeting.</p>	<p>BM to prepare and review with C&B - item outstanding</p> <p>BM (DS) to issue</p>	<p>BM</p> <p>BM</p>
5.2	PIR Insulation	<p>C&B confirm the RFI is closed out.</p> <p>Outstanding BM action to confirm proposed insulation on revised Structural cladding solution</p>	<p>RFI closed</p> <p>BM to confirm insulation details</p>	<p></p> <p>BM</p>

Item No	Description	Discussion/Information	Action Page 556	Action by Whom
6.0	Design Sign-Off/RDD/Mock-Ups			
6.1	Appendix K/FBC Comments	BM to review the NA Tracking Schedule and provide all outstanding counter-signed drawings. Some NHS comments on non Status A drawings require response from Design Team (DT) and BM. BM/NHS to agree/close-out items not fully approved and relevant DT member to ensure their design is updated to reflect this agreement.	BM to review – item outstanding BM/NHS to close-out and inform DT – item outstanding BM/NHS to close out before next meeting.	BM BCL/NHS
6.2	RDD Schedule	Access Control Drawings are outstanding from NHS review. NHS confirm that they have completed their internal reviews, and meeting with BM/DT arranged on 18/04/11 to close this item out. The draft RDD Drawing Submission Schedule was issued by BM. EW explained that this currently only contained NA drawing references. It was agreed that other Design Consultants are to add their drawing references prior to formal NHS/C&B review. - [RDD Master Schedule_BCL-AC-XX-SH-001_rev draft issue_28-02-11] The RDD Programme is outstanding and needs to be prepared by BM (with DT input) to be issued in due course. It is agreed that this is should be looked at with the NHS to ensure information is issued progressively over the duration of the programme. Pre-RDD submission reviews/workshops to be arranged/added to the programme. Once agreed between BM/NHS progress will then be reported in future meetings.	NHS to review – all comments to be agreed in meeting on 18/04/11 Draft Schedule issued. BM to re-issue with full DT proposals – item outstanding BM to close out before next meeting. Ongoing Note – reporting to commence following agreement between BM/NHS	NHS BM BM
6.3	Mock-Ups and Samples	Item added for future reporting	Note	
6.3(1)	Touchdown Base Mock-Up	It was agreed following review with the amended touchdown base mock-up that the smaller fire extinguishers (3kg CO2/H2O) will work with the NA/BM proposals. NHS note that they prefer the touchdown base to be set-back and central knee space. Fire extinguisher locations reviewed further in Fire Strategy Meeting with NHS on 10 th March. It is noted that the fire drawings need to be stamped and formally issued to NHS. Ongoing exercise in Fire Strategy Meetings.	Item closed – NA to ensure this is incorporated in detailed design Ongoing review	NA/BM/NHS/ C&B/WSP
7.0	RFI's			
7.1	RFI Schedule	BM to issue NHS RFI Aconex Register to indicate RFI due/overdue dates for future reporting. Note this should be appended to the minutes.	BM to issue monthly update Group for review in next meeting	BM
8.0	Architectural Design Progress/Clarifications			
8.1	1:50 Department Design /User Group Meetings (UGM)	Pre-UGM Programme completed. Drawings being updated and issued following UGM Programme incorporating all marked-up comments.	Item closed	

Item No	Description	Discussion/Information	Action Page 557	Action by Whom
		<p>BM (GB) confirm that a disc containing a record set of all Pre-UGM department review drawings is currently being prepared for distribution to NHS.</p> <p>UGM Drawing Issue Programme agreed – refer to NA programme - [1:50 Drawing Checking & Approval Programme_NA-SH-012_rev01]</p> <p>UGM drawing/RDS issues and NHS Stage 3 Checks currently on Programme. It is agreed that this process has been successful to date, and only a limited number of amendments are required by the NHS following the Stage 3 Checks.</p> <p>NHS state that so far there will only be 1xadditional UGM required for Adult Theatres (scheduled date 28/04/11). However, they expect Children's Theatres and both Radiology Departments to follow suit.</p> <p>All drawings to be scanned in colour and returned in departmental packs to all following the standard UGM distribution list.</p> <p>NA confirm that UGM drawing re-issues have commenced and the NHS will be required to review and sign-off outstanding Status B, C and D drawings.</p> <p>NHS request additional copies of Status A drawings as each department is re-issued to ensure they maintain a full current drawing set.</p> <p>NA have updated and re-issued the 1:50 UGM Tracking Schedule. This includes the amended UGM dates, the department drawing status following UGM review (up to the UGM Meeting break) and suggested RDS approval dates. This will be updated on a monthly basis until all drawings/RDS are approved.</p> <p>- [NA-SH-010_rev06_NS GH 1-50 UGM Tracking Schedule&Programme_07-04-2011]</p>	<p>BM (GB) to distribute to NHS</p> <p>Ongoing</p> <p>NHS to confirm department status following UGM</p> <p>BM (Document Control) – ongoing</p> <p>NHS to review and sign-off to programme</p> <p>BM to ensure additional copies issued to NHS</p> <p>Ongoing</p>	<p>BM</p> <p>NHS</p> <p>BM</p> <p>NHS</p> <p>BM</p> <p>NA</p>
8.2	Room Elevations	<p>NA confirm Room Elevations being issued as 1:50 Drawing Checking & Approval Programme (NA-SH-012_rev01). NHS Stage 3 check as above.</p> <p>NA note that issue of Group B Room Elevations will commence after the main 1:50 Drawing Checking & Approval Programme has been completed.</p>	<p>ongoing</p> <p>NA to issue progressively for NHS review (July – August 2011)</p>	<p>NA</p>
8.3	Standard Fixing Height Drawings	<p>NA to respond to comments on Standard Fixing Height Drawings (BCL/NHS comments). It is noted that these are intended to be generic standards for the project, and specific equipment items are drawn to nominal standard sizes (i.e. are not currently project specific as equipment details are not known).</p> <p>Note that the comments relating specifically to fixing heights will be corrected and incorporated in the Room Elevations.</p> <p>Worst case scenario to be reviewed for size of items (e.g. FM to provide advise of suppliers sizes of dispensers to ensure largest size is accounted for in plans and elevations for construction stage). NA to raise RFI's as appropriate to request information from NHS to allow review of CDBK cells and update of</p>	<p>NA to review comments and advise BM/NHS – item ongoing</p> <p>NA to include on Room Elevations – ongoing until all drawings issued</p> <p>NA to review Equipment List and raise RFI's – item outstanding</p>	<p>NA</p> <p>NA</p> <p>NA</p>

Item No	Description	Discussion/Information	Action	Action by Whom
8.4	Standardisation Document	library. NA to raise RFI's for any outstanding issues not closed in the Pre-UGM reviews. All outstanding RFI's closed out by NHS. Note this is a 'live' project document and will be subject to ongoing revisions due to comments received in UGMs.	Item closed ongoing	
8.5	Room Data Sheets	ZBP are checking Environmental Data/output on RDS prior to UGM issue following 1:50 department sequence. NA confirm that all ZBP environmental data will be included in the RDS issues. RDS to be signed-off at the same time as the 1:50 Drawings following User Review. NHS to review and confirm acceptance/programme for RDS sign-off. NA have now separated the dates for RDS review/Sign-Off period on the NSGH 1-50 UGM Tracking Schedule – NHS to review and confirm. It is suggested that separate reviews should be arranged with ZBP to agree the environmental data (NHS note that this may required User involvement). Meeting dates to be agreed between NHS/BM/C&B/ZBP. NA state that the RDS will not be re-issued until these reviews have been completed.	NA/ZBP ongoing until UGM issues complete NHS to review sign-off programme NHS to confirm sign-off strategy/dates	NA/ZBP NHS NHS
8.6	Blinds/Curtains	Item closed	Item closed	
8.7	Glazed Screens	Glazed Screen Review meeting to be arranged following the completion of the 1:50 UGM drawing issues. All Appendix K Strategy drawings should be reviewed following 1:50 Sign-Off to ensure all agreed design amendments are co-ordinated with the design.	BM/NA to prepare info and arrange meeting date with NHS – July/August earliest start	NA/BM
8.8	Atrium and Sanctuary Design	It is noted that there are areas in both the Atria and the Adult Sanctuary which are currently in abeyance as a result of the NHS Appendix K review. Adult Atrium An updated version of the preferred Option 1B is re-presented to all following the meeting (3D visualisations, fly-through and plans). BM state that this is still undergoing a cost check by Doig & Smith, therefore final confirmation that this proposal is 'cost neutral' is dependant on the completion of the costing exercise. Post Meeting Note: D&S have confirmed that the revised Option 1B is 'cost neutral' therefore NA would like to progress with this design. NA to formally issue drawings for NHS approval. Adult Sanctuary NA to provide further design options Sanctuary cladding for design review with NHS. As above, these will require cost checking prior to finalisation. Children's Atrium NA note that this is still being developed for internal review and will shortly be available to issue for design review discussions with the NHS.	Note BM/D&S to confirm costing NA to issue for NHS approval NA to provide further options for design/cost reviews NA to develop design and advise on issue dates	BM/D&S NA NA NA

Item No	Description	Discussion/Information	Action Page 559	Action by Whom
9.0	M&E Design Progress/Clarifications			
9.1	Access Control & Security	<p>CCTV drawings and locations to be identified as soon as possible for inclusion during the 1:50 design stage. BM/MER to issue the drawings prior to the Access Control Workshop on 18/04/11.</p> <p>Access Control release panels to be co-ordinated into 1:50 design; User input required to specialist departments during UGM review period. It is noted at this stage of the design that 'Space for Security Panels' has been provided for on the 1:50's.</p> <p>It is noted that further co-ordination will be required between ZBP design and NA Access Control Drawings (when NHS Appendix K comments are received). Further workshops will be required in due course to ensure the design is fully co-ordinated.</p> <p>It is agreed that this review/meeting will take place in the UGM Meeting Break (04/04/11 – 15/04/11). NHS/BM/C&B to agree date (NA/ZBP/MER to attend meeting). Principle/Strategy to be agreed and further co-ordination will need to take place following 1:50 sign-off. Access Control Workshop arranged for 18/04/11.</p>	<p>BM/MER to issue</p> <p>General Item closed – to be reviewed later following detailed design of the system by MER</p> <p>NA/ZBP to co-ordinate</p> <p>Workshop arranged on 18/04/11 for NHS review</p>	<p>MER</p> <p>NA/ZBP</p> <p>NHS/BM</p>
9.2	M&E Design Progress	<p>Progress Since Last Meeting (Summary provided by SP)</p> <ul style="list-style-type: none"> - Developing detailed design for Zone G (Critical Care/AAU) - Zone K detailed design to commence in 2xweeks - Co-ordination with structure, 1:50's, developing Rainwater and Drainage Strategy - Addressing actions from Low carbon/BREEAM Workshop. - External services co-ordination is now complete - Energy Centre detailed design ongoing 	Note	
9.3	M&E Design Clarifications	<p>ZBP request clarifications on VE items. BM/NHS/C&B to review after the meeting and agree which items they would like ZBP to pursue in the design development.</p> <p>Equipment clarifications required from NHS are being highlighted by ZBP on an Equipment Component List per department/zone (refer to detail in Item 12.4(2)). NHS to respond to queries within time requested so ZBP can ensure suitable allowances are provided for in the design.</p> <p>It is agreed as a principle that M&E design discussions will be required with the NHS prior to RDD submission (Pre-RDD Reviews). This should be developed on the RDD Programme and design review periods allowed for on a zonal basis.</p>	<p>BM/NHS/C&B to review and instruct ZBP</p> <p>ZBP to issue equipment lists per department; NHS to review</p> <p>BM/ZBP/MER to develop programme proposals and agree with NHS</p>	<p>BM/NHS/C&B</p> <p>ZBP/NHS</p> <p>BM/ZBP/NHS</p>
10.0	Structural & Civil Design Progress/Clarifications			
10.1	Column Review	<p>Pre-UGM Reviews complete – areas of concern, i.e. columns not acceptable remain noted on the drawings and indicated on the 1:50 UGM Tracking Schedule.</p> <p>All structural amendments will be clouded on the 1:50 UGM drawings; outstanding items will be noted 'in</p>	<p>Note – ongoing until all NHS structural comments closed out by WSP/NA</p> <p>NA/WSP to cloud on 1:50 drawings</p>	<p>WSP/NA</p> <p>WSP/NA</p>

Item No	Description	Discussion/Information	Action Page 560	Action by Whom
		<p>abeyance' until agreed.</p> <p>NHS note that if any drawing contains columns which are not acceptable then the whole department will be subject to a status 'C' as 1:200 and 1:50 re-design may be required to take account of structure.</p> <p>Outstanding issue with column in Seminar/Meeting Room. NA to provide further sketches for NHS review to prove column can work with room layout.</p> <p>NHS note that following the Pre-UGMs that there are only approximately 10-12 columns which require further design development, i.e. are outstanding from agreement.</p>	<p>Note</p> <p>Item closed – design agreed during Pre-UGMs</p> <p>NA/WSP to ensure these are closed out with NHS on programme</p>	WSP/NA
10.2	Structural and Civil Design Progress	<p>Progress Since Last Meeting (Summary provided by SP)</p> <ul style="list-style-type: none"> - Weekly Structural Co-ordination Workshops with DT - Piling drawings issued for construction (ZK to D); design progressing on programme - Civil/Roads and Drainage design progressing on programme - Contamination – site conditions clarified and no gas membrane required. - Ground water – ongoing 'monitoring' process on site. Sampling in line with GCC programme requirement - Energy Centre construction piling complete; concrete frame progressing - Adult & Children's piling commenced on site (Zone K) - Fire Strategy design development issues being progressed with DT 	Note	
11.0	Masterplanning & Landscape Design Progress/ Clarifications			
11.1	Masterplanning & Landscape Design Progress	<p>Progress Since Last Meeting (Summary provided by EC)</p> <ul style="list-style-type: none"> - Working on drawings and samples to support the discharge of the planning conditions. - Design development and co-ordination required for construction (green roofs, external levels etc) - Design currently going through cost check with D&S - Co-ordinating with WSP and ZBP on the external lighting design <p>GIL to add materials and drawing references to the RDD Schedule.</p>	<p>Note</p> <p>GIL to complete</p>	GIL
11.2	External Lighting	It is noted that the external lighting design assumptions should be added into the Energy Model (SL states that these assumptions should be specific).	WSP/GIL to provide assumptions to ZBP for inclusion in Energy Model	ZBP
12.0	Specialist Design Issues			
12.1	General	It is agreed that design reviews should be set-up and integrated into the RDD process/programme.	Design reviews with NHS to be agreed and added by BM to programme	BM

Item No	Description	Discussion/Information	Action Page 561	Action by Whom
12.2	Fire			
12.2(1)	Manual Call Points & Fire Extinguisher Locations	The drawings were tabled during the Fire Strategy Workshop and it was agreed that they should be issued formally for RDD review.	BM to issue drawings and log onto the RDD Schedule	BM/NHS/MER
12.2(2)	Sprinkler Zones	BM formally issued drawings. Further discussions to take place regarding sprinkler exclusion zones; i.e. it is likely that these areas will decrease.	Ongoing as part of the Fire Strategy Workshops	BM/NHS/MER
12.3(3)	Fire Alarm Zones	Reviewed in monthly Fire Strategy Workshops. To be developed further with cause and effect.	MER/WSP	MER/WSP
12.3(4)	Dry Risers & Hose Lengths	Reviewed in monthly Fire Strategy Workshops.	MER/NA/WSP	
12.3(5)	Building Control Submission Date	BM confirm that the end of June is being targeted for issue of Fire Strategy to Building Control for formal Warrant approval. BM need to co-ordinate drawing issues with NHS/C&B to ensure that they can manage their resources (DH confirms that a supplementary resource is being allocated to review fire information for the 2xmonths prior to submission).	BM to confirm issue dates	BM
12.3	Acoustics	No further acoustic issues were discussed.	Note	
12.4	Equipment			
12.4(1)	Equipment Lists	<p>The staged Programme for the release of Codebook Equipment Lists is agreed as below;</p> <p>Pre-UGM Equipment Lists These were issued by NA on 11/03/11 and the lists will match the drawings ISSUED for Pre-UGM review. They will not include any NHS marked-up comments. 110311_NSGH Pre-UGM Equipment List NA-SH-400-201_rev02_Equipment_by_Room_NCH_110311 NA-SH-400-301_rev02_Equipment_by_Room_NSGH_110311</p> <p>Interim UGM Equipment List These lists will be prepared approximately half-way through the UGM drawing issues. They will include Pre-UGM NHS marked-up comments up to Renal Dialysis Department. Estimated Issue Date: 13/04/11</p> <p>UGM Equipment List These lists will include all Pre-UGM NHS marked-up comments. Estimated Issue Date: 24/06/11</p> <p>Final Equipment List These lists will match the drawings issued for SIGN-OFF. They will include all UGM comments. Estimated Issue Date: 29/07/11</p>	<p>NA to prepare in both BoQ format (NCH and NSGH combined) and Equipment by Room (NCH and NSGH separate)</p> <p>NA to issue 13/04/11</p> <p>NA to issue 24/06/11</p> <p>NA to issue 29/07/11</p>	<p>NA</p> <p>NA</p> <p>NA</p> <p>NA</p>

Item No	Description	Discussion/Information	Action Page 562	Action by Whom
12.4(2)	M&E Equipment Lists	<p>NA note that all equipment with manual overrides needs to be marked on the drawings in the required locations to ensure all future equipment lists reflect the NHS requirement.</p> <p>C&B/NHS confirm that this will be completed for all Group 1 items, but may not for Group 3 items.</p> <p>ZBP to review and issue M&E Equipment List/information required and target specific items per department/construction zone (starting with Critical Care). The list should include design assumptions and request specific questions/highlight in yellow items requiring NHS input.</p> <p>NHS to respond to ZBP Schedule (to be issued as an RFI) with details for design assumptions within an agreed timetable to meet the design and construction programme.</p>	<p>NHS/C&B to ensure to complete this 2xweeks prior to the issue date for the Final Equipment List</p> <p>Note</p> <p>ZBP/BM to review list and issue to NHS for comment</p> <p>NHS to review/BCL to confirm programme requirements</p>	<p>NHS/C&B</p> <p>ZBP/BM</p> <p>NHS/BM</p>
12.5	Radiation Protection	Added as item for future meeting reporting. It is noted that further detail will be required following completion of UGMs/1:50 sign-off.	Note	
12.6	FM			
12.6(1)	Food Waste	Final solution still to be confirmed (area in Basement to stay in design). Possible impact on the design of the Regen Kitchens (additional storage container maybe required). Requirements for Regen Kitchens to be noted on CDS drawings during UGM.	NHS/BM to agree solution - ongoing	NHS/BM
12.6(2)	Catering	<p>BM to issue CDS drawings for review in the Pre-UGM period prior to UGM issue.</p> <p>NA to add note on 1:50 restaurant drawings – ‘restaurant seating layout in abeyance’ (400 no. seats to be provided; 250 restaurant dining/150 coffee lounge). Refer to CDS drawings for equipment layout (kitchen/servery and regen kitchens).</p>	<p>Drawings issued – item closed</p> <p>Note added to 1:50 drawings – NA to re-issue following agreement of final atrium design option</p>	<p>NA</p>
12.7	IT	ICT Workshops – sketches agreed during Pre-UGMs	Item closed	
12.8	Lifts & Escalators	<p>DH states that further information on movement analysis (lift traffic) and travel analysis, such as travel times to departments for key journeys (e.g. surgical wards to theatres) is required. BM confirm that Schindler are currently reviewing and updating their information.</p> <p>SL notes that there is an outstanding item required for energy predictions Schindler need to supply the information to be included by ZBP in the Energy Model.</p>	<p>BM to liase with C&B/NHS and agree information required</p> <p>BM to obtain information from Schindler and supply to ZBP</p>	<p>BM</p> <p>BM/ZBP</p>
12.9	AGVs	DP confirms that the amendment to shared Clean and Dirty in Cores C and D will only improve the AGV functionality. Swiss Log to review and re-run simulations at a later date tbc.	BM to request Swiss Log review – date tbc	
12.10	Helipad	No further discussions.		
13.0	Low Carbon/BREEAM			

Item No	Description	Discussion/Information	Action Page 563	Action by Whom
13.1	Design Progress/Clarifications	<p>Low Carbon Progress Since Last Meeting (Summary provided by SL)</p> <ul style="list-style-type: none"> - SL confirmed that the year end report was issued to the Carbon Trust - Ongoing detailed issues will be dealt with in the Low Carbon Group - Option for facade selected; awaiting final decision on glazing selection and details for sign-off and inclusion in the Energy Model (BM state that the report is due in the next couple of weeks) - Metering Strategy needs to be considered in the design - The closure of the Stage 2 Energy Model is due on 18/04/11. This will be the base line model which all procured materials will be tested on afterwards - Lighting involvement requested by SL; i.e. how Appendix K issues are working out during the detailed design stage - Scottish EPC rating was 'C' – this needs to be 'B' <p>BREEAM Progress Since Last Meeting (Summary provided by SL)</p> <ul style="list-style-type: none"> - SL confirmed that the report still requires to be issued to BRE. There are a couple of outstanding NHS issues which should be addressed in meeting tomorrow 	<p>Note</p> <p>Note</p>	
14.0	Art			
14.1	Meeting Dates	NHS have advised on meeting dates – next meeting tomorrow.	Note	
14.2	Meeting Attendance	Anna Baxendale in attendance.	Item closed	
14.3	Design Progress/Clarifications	<p>It is noted that further work is required for the fundraising aspect of the strategy (mainly within the Children's Hospital Integrated Strategy).</p> <p>NA confirm that they are currently reviewing the Art Programme with Gingko to ensure that this is co-ordinated with the overall design programme. In particular NA need to develop the design of the atria, sanctuaries, interior design and wayfinding further before further works are requested from the artists.</p>	<p>NHS/NA/BM to co-ordinate</p> <p>NA to review programme with Gingko and advise NHS prior to next Design & Healthy Living Meeting</p>	<p>NHS/NA/BM</p> <p>NA</p>
15.0	NHS Strategy Documents	Item added (previously Item 16.4)		
15.1	Fire Management Strategy	NHS/C&B confirm that the first draft of the Fire Management Strategy is due end April.	NHS to issue for review	NHS
15.2	FM Strategy	The FM Strategy issue date tbc – it is stated that these strategy documents will develop further over the next 3/4 years in tandem with the detailed design of the hospital. The intention is that they will adapt with to suit the design – the ER's/Design Brief & Clinical Output Specifications provided during the bid included consideration of all the general NHS design requirements, i.e. these are generally already incorporated in the design.	NHS to confirm issue date	NHS

Item No	Description	Discussion/Information	Action Page 564	Action by Whom
16.0	Summary of Items to report to Lead Design Group	Section re-numbered from 15.0		
16.1	Equipment	Equipment List/expectations to be discussed further in the Lead Hospital Design Group.	Note	
17.0	AOB	Section re-numbered from 16.0		
17.1	Shower Detail	NHS (PM) request further details from BM to clarify the construction proposals for the Ensuite showers as the slab does not currently contain a recess. The NHS are concerned that the final details are resolved as soon as possible. BM(GB) confirms that option proposals were issued. NHS/C&B confirm an internal review of these proposals is required then a meeting needs to be arranged to discuss comments with BM.	BM to propose options for review C&B/NHS/BM to agree meeting date	BM C&B/NHS/ BM
17.2	Workshops	BM (DS) suggests that a list of Specialist Design Workshops is prepared and dates are organised to co-ordinate to ensure design issues are resolved in line with the programme (e.g. Renal, Pharmacy). NHS/C&B unsure of what BM require (3 rd party statutory sign off? Or specialist equipment details?) It is suggested that BM prepare a list of programme dates for the NHS to review. It is noted that any User input will require a minimum of 6xweeks notice to arrange their meeting attendance. BM (GB) to raise an RFI regarding 3 rd party statutory sign-off to specialist areas.	BM/NHS to agree list BM to clarify requirement/confirm programme dates for NHS review BM to raise RFI; NHS to respond	BM/NHS BM/NHS BM/NHS
17.3	Substation	BM (DS) request confirmation from the NHS on the location of the Substation to Car Park 2 to ensure BM can prepare an 'interim' design solution (pavement/drainage). PM to let DS know the NHS Procurement Programme (PM confirms approx start for design = 2013).	NHS to confirm – item outstanding	NHS (PM)
17.4	NHS Strategy Documents	Item moved to 15.1		
17.5	Workshop for Maintenance Access Strategy Review	Workshop date to be arranged for 20/04/11 to review of Appendix K information. NHS/NA/BM/ZBP attendance required.	Workshop arranged on 20/04/11 for NHS review	
17.6	Workshop for Access Control/Door Locking Strategy Review	Workshop date to be arranged for review of Appendix K information. NHS/NA/BM/ZBP/MER attendance required.	Workshop arranged on 18/04/11 for NHS review	
17.7	Link Bridges – Neonatal & Neurosurgery	Site surveys and further detailed information required – NHS to arrange dates. WSP to provide a list of structural information required.	NHS to arrange dates with BM/DT	NHS
17.8	Wireless Coverage in Lifts	DH queries NHS requirement – currently only lifts with wireless provision are those with AGVs.	NHS to review requirements and check if further coverage required	NHS
17.9	Entrance to Children's Park	DH raises concerns over the current design of the entrance to the Children's Park from the Children's Atrium. Prevailing SW winds, and subsequent energy heat loss issues. Strategy to be reviewed (currently no lobby/entrance matting provided – NA state original design intent was for this to be used as an exit only).	Strategy/design to be reviewed further (part of wind analysis exercise)	

Item No	Description	Discussion/Information	Action Page 565	Action by Whom
18.0	Date and Time of Next Meeting	<i>Section re-numbered from 18.0</i>		
		Wednesday 4 th May 2011 at 2.00pm in the Boardroom, Top Floor, Site Offices.		ALL

Meeting No 4: 4th May 2011, 2.00pm to 4.00pm

ACTION NOTE

Present:

Peter Moir (PM)
David Hall (DH)
Heather Griffin (HG)
Susan Logan (SL)

Company:

Glasgow NHS Board (NHS)
Currie & Brown (C&B)
Glasgow NHS Board (NHS)
Ecoteric Limited (EC)

Present:

Emma White (EW)
Neil Murphy (NM)
Gavin Burnett (GB)
Jim Murray (JMu)
Ken Hall (KH)
Pete Dunbar (PB)
Jim Miller (JMi)
Fraser Dunlop (FD)
Steve Pardy (SP)
Emma Corry (EC)
Brendan Rooney (BR)
Jeff Murdoch (JMur)

Company:

Nightingale Associates (NA)
Nightingale Associates (NA)
Brookfield Multiplex (BM)
Brookfield Multiplex (BM)
Brookfield Multiplex (BM)
WSP Buildings (WSP)
Ironsides Farrar (IF)
Doig & Smith (D&S)
Zisman Bowyer & Partners (ZBP)
Gillespies (GIL)
Mercury Engineering (MER)
URS (URS)

Apologies:

Mairi Macleod (MM)
Frances Wrath (FW)
Karen Connelly (KC)
Fiona McCluskey (FM)
Jackie Stewart (JS)
Eleanor McColl (EM)
Anna Baxendale (AB)

Glasgow NHS Board (NHS)
Glasgow NHS Board (NHS)
Glasgow NHS Board (NHS)
Glasgow NHS Board (NHS)
Glasgow NHS Board (NHS)
Glasgow NHS Board (NHS)
Glasgow NHS Board (NHS)

David Bower (DB)
Grant Wallace (GW)
Darren Pike (DP)
Darren Smith (DS)
Gillian Kirkness (GS)
Neil McGarry (NMc)
Neil Ross (NR)

Brookfield Multiplex (BM)
Brookfield Multiplex (BM)
Brookfield Multiplex (BM)
Brookfield Multiplex (BM)
Doig & Smith (D&S)
WSP Buildings (WSP)
Zisman Bowyer & Partners (ZBP)

Distribution: All above plus

Alan Seabourne (AS)
Mike Sharples (MS)

Glasgow NHS Board (NHS)
Brookfield Multiplex (BM)

Stephen Richards (SR)
Robert O'Donovan (R'oD)

Gillespies (GIL)
Mercury Engineering (MER)

Item No	Description	Discussion/Information	Action	Action by Whom
1.0	Introductions			
1.1	Open Meeting/Comments on Agenda	No comments on Meeting Minute/Agenda		

Item No	Description	Discussion/Information	Action	Action by Whom
1.2	Confirm Meeting Attendees	Apologies as noted.		
1.3	Project Protocol/Procedures	BM (GB) to check whether the Aconex Distribution Group can be viewed by all Design Group members. (Previously Item 1.4)	BM to check Aconex	BM (GB)
2.0	Safety Initiatives			
2.1	CDM-C attendance	Jeff Murdoch (URS) in attendance.	Item closed	
2.2	CDM Design Progress	Progress Since Last Meeting (Summary provided by JM) <ul style="list-style-type: none"> - 21/04/11 workshop with NHS to review Access & Maintenance Strategy - CDM design reviews arranged with NA/GIL this week (06/05/11) - CDM design review to be arranged with ZBP/WSP - Reporting monthly into the Design Team Meetings (DTM) - Written monthly report provided following each DTM 	Note	
2.3	Maintenance & Operational Issues	DH raises concerns over the size of the glazing units in the Unitised Cladding to the Ward Tower, in particular with reference to the future cleaning and maintenance access required to the interstitial blinds.	BM/NA to obtain method statement from Structal and issue to NHS for review	BM/NA
3.0	Planning Approvals			
3.1	Planning Conditions Schedule	Ironsides Farrar (IF) issued Schedule of Planning Submission Items/Samples/Approval and reported progress. (No updated Schedules since last meeting) <ul style="list-style-type: none"> - [NSGH 17132 (07.01158.DC) Discharge Status Schedule (Outline A&C +Masterplan)_ 21-01-11] - [NSGH (10.01779.DC) Discharge Status Schedule (MSC 2 Consent)_ 14-01-11] - [NSGH (10.02171.DC) Discharge Status Schedule (MSC3 Consent)_ 04-02-11] Progress Since Last Meeting (Summary provided by JMi) <ul style="list-style-type: none"> - No further discharge of conditions since last meeting - Architectural and Landscape drawings have progressed and will shortly be available following cost checks. Further discussions required with NHS (PM) to agree process of completing the approval with NHS review/sign-off prior to arranging meeting with GCC - No meeting set up yet with GCC to sign-off materials samples (review with NHS required) - Earlier meeting to be arranged with GCC to sign-off Energy Centre materials – JMi to establish dialogue with GCC (Blair Greenock) and arrange diary dates 	IF to monitor	IF

Item No	Description	Discussion/Information	Action Page 568	Action by Whom
3.2	Planning Sample Schedule	<p>BM/IF issued Planning Sample Schedule and reported progress. (No updated Schedules since last meeting)</p> <p>Note these should be added to the RDD Programme/Schedule and presentation/approval of samples by the NHS is required prior to consultation with the Planners.</p> <ul style="list-style-type: none"> - [NSGH – Energy Centre Material Schedule_rev 05_ 05-01-11] - [NSGH – Adult & Children’s Hospital Material Schedule_rev 05_ 05-01-11] - [NSGH – Adult & Children’s Hospital Landscape Material Schedule_rev 05_ 05-01-11] <p>It is noted that these should be reviewed and updated for reporting at the next meeting to note progress.</p>	<p>BM/IF to monitor</p> <p>BM/NA to add as required</p> <p>BM/IF to update and re-issue</p>	<p>BM</p> <p>BM/NA</p> <p>BM/IF</p>
3.3	Samples & Mock-Ups	<p>JMu confirms these are in various stages on construction on site.</p> <p>Adult & Children’s Hospitals Materials:</p> <p>Some further colour options for the unitised cladding panel have been requested by NA, in addition to 1xincorrect glass panel which required replacement.</p> <p>Concern remains on the size of ledge to the horizontal channel. A reduced channel sample is to be prepared for comparison review adjacent to the sample panel (BM state that due to the supporting structure it cannot be easily replaced on the panel). NA to prepare drawings to demonstrate the reduced channel in context.</p> <p>BM confirms that the Dunhouse Buff sandstone is now on site and that this is to be built stack bonded on site. The alternative rainscreen option (American sandstone facing) is also to be built stack-bonded and pointed in a sample panel for review.</p> <p>NHS (PM) notes that the forticrete block appears to be visually more yellow than the sandstone which it is intended to match. JMu states that the sample panel has yet to be completed (mortar joint pointing outstanding). This should be reviewed again following completion.</p> <p>An alternative block is also being sourced in response to the NHS concerns on colour appearance.</p> <p>JMu notes that BM are still waiting the Reynobond sample, and that additional mock-up panels are being prepared for the blind box detail. The method of operation (wands) is still to be agreed, and will differ for operational/infection control reasons.</p> <p>Energy Centre Materials:</p> <p>JMu confirms that the revised perforated metal sample (Kalzip) has been approved. NA confirm they are preparing A2 sample presentation boards using the approved samples/visuals to present to GCC. IF to arrange meeting.</p>	<p>BM to complete and invite NHS for presentation prior to Planners review</p> <p>BM to obtain sample for review. NA to prepare drawing for review</p> <p>BM to complete sample panels/provide new sample for review</p> <p>BM to complete sample panels</p> <p>BM to provide new sample</p> <p>BM to obtain sample for review</p> <p>NA to complete sample boards</p> <p>IF to arrange meeting with GCC</p>	<p>BM</p> <p>BM NA</p> <p>BM</p> <p>BM</p> <p>BM</p> <p>BM</p> <p>NA</p> <p>IF</p>

Item No	Description	Discussion/Information	Action Page 569	Action by Whom
		Landscaping Materials: JMu confirms that the landscaping materials are being procured. GIL need to prepare a sample panel drawing to set-out a strip for the materials.	GIL to prepare drawing; BM to complete sample panel	GIL BM
4.0	Building Control Warrant			
4.1	Building Warrant Application Schedule	NA re-issued the Building Warrant Application Schedule and reported progress. The monthly pending submissions are now highlighted in green; issued submissions will be highlighted in grey. - [Building Warrant Submission Schedule_NA-XX-DC-000-100_rev 09] Adult & Children's Hospitals Submission Progress: <ul style="list-style-type: none"> - The majority of submissions currently relate to WSP civil and structural works - Piling warrant BW No.7 submitted to BCo - WSP concern over backlog of BCo approvals, and nature of response (BCo requesting responses to be incorporated on drawings – repeat comment). WSP/BM to resolve with BCo - BW No.'s 5, 9, 20 and 53 are due this month - NA to check BW No. 53 (date 12-Mar 2010 incorrect; external structures comment re: retaining wall) - Fire Strategy BW No. 8 already submitted to BCo; BCo response due end May (BCo additional resource allocated). DT/NHS close out of design issues due end of June. Approx 40xdesign issues outstanding which require response to BCo – WSP to collate Design Notes/responses for submission. Energy Centre Submission Progress: <ul style="list-style-type: none"> - Stage 4 response to Building Control currently being prepared 	Note	
4.2	Meeting Schedule	NA issued the Meeting Schedule. It was confirmed that these are fortnightly meetings. (No updated Schedule since last meeting). - [NSGH Building Control Meeting Schedule_01-03-11] DH requests Meeting Schedule to be registered document and transmitted on Aconex (previously issued as Aconex GC attachment).	NA to monitor	NA
4.3	NHS Design Issues	NHS/C&B request to be present in any BCo meetings arranged to discuss the ETFE roof and the burn-off fire strategy. It is noted as an NHS 'risk' item and the NHS will be looking to reduce this by limiting the % burn-off. In addition, an information pack clearly identifying all the options/management systems available is requested to allow the NHS to ensure that the mechanism specification meets their requirements before it is submitted for BCo review.	NA to register and issue on Aconex	NA
			BM to collate all information required from DT and submit full pack to NHS/C&B	BM

Item No	Description	Discussion/Information	Action Page 570	Action by Whom
5.0	Design Compliance/ER's			
5.1	Alternative Compliance Schedule	<p>Non-Compliance issues and Alternative Compliance proposals are to be discussed in future HDG meetings. These are to be collated into an Alternative Compliance Schedule for review and agreement between BCL/NHS.</p> <p>GB confirms that BM (DS) is still preparing this Schedule. Draft to be issued prior to next meeting.</p>	<p>BM to prepare and review with C&B - item outstanding</p> <p>BM (DS) to issue - item outstanding</p>	<p>BM</p> <p>BM</p>
5.2	PIR Insulation	Outstanding BM action to confirm proposed insulation on revised Structural cladding solution	Item closed	
6.0	Design Sign-Off/RDD/Mock-Ups			
6.1	Appendix K/FBC Comments	<p>BM to review the NA Tracking Schedule and provide all outstanding counter-signed drawings. BM confirm that these have now been countersigned by BM/NHS and will be issued the Design Team (DT) over the next 2xweeks.</p> <p>Some NHS comments on non Status A drawings require response from Design Team (DT) and BM. BM/NHS to agree/close-out items not fully approved and relevant DT member to ensure their design is updated to reflect this agreement.</p> <p>Access Control meeting took place between NHS/BM/DT on 18/04/11. IT Hubs and Pantries in abeyance (BM believe this is additional to ER's).</p>	<p>BM to issue to DT</p> <p>BM to issue to DT</p> <p>BM/NHS to agree items in abeyance and inform DT</p>	<p>BM</p> <p>BM</p> <p>BM/NHS</p>
6.2	RDD Schedule	<p>The draft RDD Drawing Submission Schedule was issued by BM. EW explained that this currently only contained NA drawing references. It was agreed that other Design Consultants are to add their drawing references prior to formal NHS/C&B review.</p> <p>- [RDD Master Schedule_BCL-AC-XX-SH-001_rev draft issue_28-02-11]</p> <p>The RDD Programme is outstanding and needs to be prepared by BM (with DT input) to be issued in due course. It is agreed that this should be looked at with the NHS to ensure information is issued progressively over the duration of the programme. Pre-RDD submission reviews/workshops to be arranged/added to the programme. BM (GB) confirms that this is back with BM, with MER drawings outstanding and a couple of format amendments. To be issued to NHS/C&B for review next week.</p> <p>Once agreed between BM/NHS progress will then be reported in future meetings.</p>	<p>Draft Schedule issued. BM to re-issue with full DT proposals – item outstanding</p> <p>Ongoing – MER to add drawing numbers/BM to issue to BM/NHS</p> <p>Note – reporting to commence following agreement between BM/NHS</p>	<p>BM</p> <p>BM</p> <p>MER BM/NHS</p>
6.3	Mock-Ups and Samples	Item added for future reporting	Note	

Item No	Description	Discussion/Information	Action Page 571	Action by Whom
6.3(1)	Touchdown Base Mock-Up	<p>It was agreed following review with the amended touchdown base mock-up that the smaller fire extinguishers (3kg CO2/H2O) will work with the NA/BM proposals. NHS note that they prefer the touchdown base to be set-back and central knee space.</p> <p>C&B/NHS note that this is with BM Commercial Team (no longer NHS procured items). As the design has been developed and agreed on this basis the additional costs for the smaller fire extinguishers are considered to be offset by the re-design and consultations required if BM revert to standard fire extinguishers.</p>	<p>Item closed – NA to ensure this is incorporated in detailed design</p> <p>Note</p>	
7.0	RFI's			
7.1	RFI Schedule	<p>BM to issue NHS RFI Aconex Register to indicate RFI due/overdue dates for future reporting. Note this should be appended to the minutes.</p> <p>RFI Schedule review next Friday (13/05/11). NHS to issue their version as BM version is still being collated.</p> <p><i>[Post Meeting Note: BM (DS) issued 09/05/11 to NA for attachment to minutes.]</i></p>	BM to issue monthly update Group for review in next meeting	BM
8.0	Architectural Design Progress/Clarifications			
8.1	1:50 Department Design /User Group Meetings (UGM)	<p>BM (GB) confirm that a disc containing a record set of all Pre-UGM department review drawings is currently being prepared for distribution to NHS. GB confirms this has been prepared and is due for formal issue shortly.</p> <p>UGM Drawing Issue Programme agreed – refer to NA programme - [1:50 Drawing Checking & Approval Programme_NA-SH-012_rev01]</p> <p>UGM drawing/RDS issues and NHS Stage 3 Checks currently on Programme. It is agreed that this process has been successful to date, and only a limited number of amendments are required by the NHS following the Stage 3 Checks.</p> <p>NHS state that so far there will only be 1additional UGM required for Adult Theatres (scheduled date 28/04/11). However, they expect Children's Theatres and both Radiology Departments to follow suit.</p> <p>All drawings to be scanned in colour and returned in departmental packs to all following the standard UGM distribution list.</p> <p>NA confirm that UGM drawing re-issues have commenced and the NHS will be required to review and</p>	<p>BM (GB) to distribute to NHS</p> <p>Ongoing</p> <p>NHS to confirm department status following UGM – ongoing</p> <p>BM (Document Control) – ongoing</p> <p>NHS to review and sign-off to</p>	<p>BM</p> <p>NHS</p> <p>BM</p> <p>NHS</p>

Item No	Description	Discussion/Information	Action Page 572	Action by Whom
		sign-off outstanding Status B, C and D drawings.	programme	
		NHS request additional copies of Status A drawings as each department is re-issued to ensure they maintain a full current drawing set.	Item actioned - Ongoing	BM
		NA have updated and re-issued the 1:50 UGM Tracking Schedule on 03/05/11 to report progress.	Ongoing	NA
		- [NA-SH-010_rev07_NSGH 1-50 UGM Tracking Schedule&Programme_07-04-2011]		
	1:50 Sign-Off Comment/Caveats	NA raise concern over the caveat currently being noted by the NHS on the 1:50 Sign-Off drawings; 'OK as indicative 1:50 layouts. Elevations required for final sign-off'. (NHS Drawing Status = B, however with no further comments on the drawings).		
		NA state that the scope of 1:50 Room Elevations required to facilitate 1:50 UGM sign-off was previously agreed. i.e. these were Group A Rooms, which have been provided.		
		BM (DS) to discuss and agree with NHS/C&B after the meeting.	BM/NHS/C&B to discuss and agree caveat/drawing status	BM/NHS/C&B
	1:50 UGM Change Control Tracker	It was agreed that DH will issued the C&B UGM Notes to NA (without commercial issues) to assist with clarity of mark-up drawings.	C&B to provide copy to NA	C&B
		It was noted there was some confusion on Adult Theatres which led to drawing errors, DH acknowledged that the additional UGM Notes would have assisted.	Note	
		[Post Meeting Note: 1:50 User Group Reviews Change Control Tracker version 6 was received 16/05/11]		
8.2	Room Elevations	NA confirm Room Elevations being issued as 1:50 Drawing Checking & Approval Programme (NA-SH-012_rev01). NHS Stage 3 check as above.	ongoing	
		NA note that issue of Group B Room Elevations will commence after the main 1:50 Drawing Checking & Approval Programme has been completed.	NA to issue progressively for NHS review (July – August 2011)	NA
8.3	Standard Fixing Height Drawings	NA note that these have been re-issued to incorporate the pertinent comments, i.e. those which are generic to the intended 'standard' nature of these drawings. NA suggest that a combined review of these occurs after the 1:50 sign-off to ensure any amendments incorporated during the UGMs are captured.	NA/BM/NHS/C&B to review after 1:50 sign-off and co-ordinate against comments	NA/BM/ NHS /C&B
8.4	Standardisation Document	Note this is a 'live' project document and will be subject to ongoing revisions due to comments received in UGMs. NA suggests that a combined review of these occurs after the 1:50 sign-off to ensure any	NA/BM/NHS/C&B to review after 1:50 sign-off and co-ordinate against	NA/BM/ NHS /C&B

Item No	Description	Discussion/Information	Action Page 573	Action by Whom
8.5	Room Data Sheets	<p>amendments incorporated during the UGMs are captured.</p> <p>ZBP are checking Environmental Data/output on RDS prior to UGM issue following 1:50 department sequence. NA confirm that all ZBP environmental data will be included in the RDS issues.</p> <p>It is noted that ZBP are currently working to the agreed Appendix K Environmental Matrix. ZBP agree to raise any specific design issues as RFI's as they work through their detailed design. This takes NHS final review of RDS off the critical path.</p>	<p>comments</p> <p>NA/ZBP ongoing until UGM issues complete</p>	<p>NA/ ZBP</p>
	RDS Sign-Off Strategy	<p>RDS to be signed-off at the same time as the 1:50 Drawings following User Review. NHS to review and confirm acceptance/programme for RDS sign-off – amended Sign-Off Strategy/dates outstanding. NA suggest that following that the review and sign-off of RDS takes place after the 1:50 drawing sign-offs are complete. NA to update any comments on 1:50 drawings and re-issue with matching RDS and Codebook Equipment Lists for final equipment verification/checking.</p> <p>NA have now separated the dates for RDS review/Sign-Off period on the NSGH 1-50 UGM Tracking Schedule – NHS to review and confirm. It is suggested that separate reviews should be arranged with ZBP to agree the environmental data (NHS note that this may required User involvement). Meeting dates to be agreed between NHS/BM/C&B/ZBP. NA state that the RDS will not be re-issued until these reviews have been completed.</p>	<p>NHS to confirm sign-off strategy/dates – item outstanding</p> <p>NHS to confirm sign-off strategy/dates – item outstanding as above</p>	<p>NHS</p> <p>NHS</p>
8.6	Blinds/Curtains	Item closed	Item closed	
8.7	Glazed Screens	<p>Glazed Screen Review meeting to be arranged following the completion of the 1:50 UGM drawing issues. All Appendix K Strategy drawings should be reviewed following 1:50 Sign-Off to ensure all agreed design amendments are co-ordinated with the design.</p>	<p>BM/NA to prepare info and arrange meeting date with NHS – July/August earliest start</p>	<p>NA/BM</p>
	UGM comment	<p>It is noted from the UGMs that the Glazed Screens to Radiology Control Rooms to be as large as possible to maximise observation (i.e. not a series of smaller modules as currently shown). NA to liaise with specialist and ensure number of modules within one screen minimised in these specialist rooms.</p>	<p>NA to review and update prior to Glazed Screen Strategy Review meeting - July/August earliest start</p>	<p>NA</p>
8.8	Atrium and Sanctuary Design	<p>It is noted that there are areas in both the Atria and the Adult Sanctuary which are currently in abeyance as a result of the NHS Appendix K review.</p> <p>Adult Atrium D&S have confirmed that the revised Option 1B is 'cost neutral' therefore NA are progressing with this design. NA to formally issue the updated 1:200 drawings for NHS approval and seek review/sign-off in the Main Entrance UGM. It is agreed that the 1:50 drawings affected will be re-issued following 1:200 re-sign off.</p>	<p>Note</p> <p>NA to formally re-issue 1:200 plans; review in UGM</p>	<p>NA</p>

Item No	Description	Discussion/Information	Action Page 574	Action by Whom
		<p>C&B/NHS note that official confirmation that this is cost neutral is awaited from BM Commercial Team.</p> <p>Adult Sanctuary NA to provide further design options Sanctuary cladding for design review with NHS. As above, these will require cost checking prior to finalisation. NA note that these have been issued to DT for review, and will be available shortly (not for UGM – area to be noted in abeyance on 1:200 drawings)</p> <p>Children's Atrium NA note that this is still being developed for internal review and will shortly be available to issue for design review discussions with the NHS.</p>	<p>BM to confirm formally to NHS</p> <p>D&S to confirm review options and advise costs</p> <p>NA to develop design and advise on issue dates</p>	<p>BM</p> <p>D&S</p> <p>NA</p>
9.0	M&E Design Progress/Clarifications			
9.1	Access Control & Security	<p>Workshop took place on 18/04/11. Actions noted on the mark-up set of drawings. BM/NHS/C&B to have a separate discussion to discuss and agree the Commercial aspect for a number of the requests.</p> <p>It is noted that further co-ordination will be required between ZBP design and NA Access Control Drawings (when NHS Appendix K comments are received). Further workshops will be required in due course to ensure the design is fully co-ordinated.</p>	<p>BM/NHS/C&B to arrange a meeting to agree actions</p> <p>NA/ZBP/MER to co-ordinate</p>	<p>BM/NHS/C&B</p> <p>NA/ZBP</p>
9.2	M&E Design Progress	<p>Progress Since Last Meeting (Summary provided by SP)</p> <ul style="list-style-type: none"> - Issued Stage 2 Energy Report (note this will be regularly updated as design progresses) - Final stages of detailed design for Zone G (due for issue early June 2011) - Zone K detailed design progressing - Co-ordination with structure, 1:50's, developing Rainwater and Drainage Strategy - External services co-ordination is largely complete; further works required on co-ordination with retained estates - Energy Centre detailed design ongoing; currently looking and major equipment and checking the specification against the Energy Model 	Note	
9.3	M&E Design Clarifications	ZBP request clarifications on VE items. BM/NHS/C&B reviewed and provided initial guidance. Another meeting required to close this – progress ongoing.	BM/NHS/C&B to review and instruct ZBP	BM/NHS/C&B
	M&E Equipment Lists	<p>Equipment clarifications required from NHS are being highlighted by ZBP on an Equipment Component List per department/zone. NHS to respond to queries within time requested so ZBP can ensure suitable allowances are provided for in the design.</p> <p>ZBP confirm that Zone G design is progressing with complete assumptions – SP states that smaller items are currently more of a concern. The information provided following initial meeting between BM (DP),</p>	<p>ZBP progressed issue of equipment lists per department; NHS to review – Ongoing</p> <p>ZBP to brief BM; follow-up meeting to be arranged BM/C&B/NHS</p>	<p>ZBP/NHS</p> <p>ZBP BM/C&B/NHS</p>

Item No	Description	Discussion/Information	Action Page 575	Action by Whom
9.4	Pre-RDD Design Review Meeting	<p>C&B (DH) and NHS (FW) has not provided all the clarifications ZBP required. ZBP to brief BM (DP) to ensure their requirements are understood prior to follow-up meeting.</p> <p>It is agreed as a principle that M&E design discussions will be required with the NHS prior to RDD submission (Pre-RDD Reviews). This should be developed on the RDD Programme and design review periods allowed for on a zonal basis.</p> <p>Zone G Pre-RDD Design Review Meeting to be arranged with the NHS/C&B</p>	<p>BM/ZBP/MER to develop programme proposals and agree with NHS</p> <p>ZBP/BM to arrange/agree meeting date with NHS/C&B</p>	<p>BM/ZBP/ NHS</p> <p>ZBP/BM</p>
10.0	Structural & Civil Design Progress/Clarifications			
10.1	Column Review	<p>Pre-UGM Reviews complete – areas of concern, i.e. columns not acceptable remain noted on the drawings and indicated on the 1:50 UGM Tracking Schedule. NA/WSP to ensure these are closed out with NHS on programme.</p> <p>All structural amendments will be clouded on the 1:50 UGM drawings; outstanding items will be noted 'in abeyance' until agreed</p>	<p>Note – ongoing until all NHS structural comments closed out by WSP/NA</p> <p>NA/WSP to cloud on 1:50 drawings - ongoing</p>	<p>WSP/NA</p> <p>WSP/NA</p>
10.2	Structural and Civil Design Progress	<p>Progress Since Last Meeting (Summary provided by PD)</p> <ul style="list-style-type: none"> - Weekly Structural Co-ordination Workshops with DT - Piling/pile cap drawings progressing on programme - Core slip forming progressing (plans co-ordinated/openings ongoing) - Civil/Roads and Drainage design progressing on programme - Flood risk assessment approved - Building Warrant submissions ongoing - Drainage connections validated and issued to Scottish Water - Approvals generally progressing well - Energy Centre steelwork design commenced/ongoing - Fire Strategy design development issues being progressed with DT 	Note	
10.2	Structural Design Clarifications	PD reports that the meeting with the NHS regarding clarification of vibration requirements (in relation to the MRI) went well. NHS action to review their current equipment/requirements that they are looking at re-locating and provide details for design review.	NHS to provide equipment details/information for WSP to review against design	NHS
11.0	Masterplanning & Landscape Design Progress/Clarifications			

Item No	Description	Discussion/Information	Action Page 576	Action by Whom
11.1	Masterplanning & Landscape Design Progress	Progress Since Last Meeting (Summary provided by EC) <ul style="list-style-type: none"> - Completed most of the drawings to support the discharge of the planning conditions; a couple outstanding - Preparing drawing for setting out of sample panel - Design development and co-ordination required for construction (green roofs, external levels etc) - Design cost check completed by D&S (a couple of comments); positive feedback - Attended external lighting design co-ordination meeting with WSP and ZBP - Completed materials and drawing references to the RDD Schedule 	Note	
11.2	External Lighting	It is noted that the external lighting design assumptions should be added into the Energy Model (SL states that these assumptions should be specific). SL requested an information pack copy containing the WSP/ZBP design assumptions.	Design assumptions included in Energy Model to be issued to SL	ZBP
12.0	Specialist Design Issues			
12.1	General	It is agreed that design reviews should be set-up and integrated into the RDD process/programme.	Design reviews with NHS to be agreed and added by BM to programme	BM
12.2	Fire			
12.2(1)	Manual Call Points & Fire Extinguisher Locations	Drawings issued; review/approval ongoing as part of regular Fire Strategy meetings	Ongoing as part of the Fire Strategy Workshops	BM/NHS/MER/WSP
12.2(2)	Sprinkler Zones	Agreed in principle; system details required	Ongoing as part of the Fire Strategy Workshops	BM/NHS/MER/WSP
12.3(3)	Fire Alarm Zones	Reviewed in monthly Fire Strategy Workshops. To be developed further with cause and effect. BM note that the Cause & Effect Matrix for the first dozen areas has been issued – NHS/C&B to review and comment.	Ongoing as part of the Fire Strategy Workshops	BM/NHS/MER/WSP
12.3(4)	Dry Risers & Hose Lengths	Reviewed in monthly Fire Strategy Workshops. WSP action to have discussions with Fire and Rescue and report back to next Fire Strategy Workshop.	Ongoing as part of the Fire Strategy Workshops	BM/NHS/NA/MER/WSP
12.3(5)	Building Control Submission Date	BM confirm that the end of June is being targeted for issue of Fire Strategy to Building Control for formal Warrant approval. BM need to co-ordinate drawing issues with NHS/C&B to ensure that they can manage their resources (DH confirms that a supplementary resource is being allocated to review fire information for the 2xmonths prior to submission).	BM to confirm issue dates	BM

Item No	Description	Discussion/Information	Action Page 577	Action by Whom
12.3	Acoustics	No further acoustic issues were discussed.	Note	
12.4	Equipment			
12.4(1)	Equipment Lists	<p>The staged Programme for the release of Codebook Equipment Lists is agreed as below;</p> <p>Pre-UGM Equipment Lists These were issued by NA on 11/03/11 and the lists will match the drawings ISSUED for Pre-UGM review. They will not include any NHS marked-up comments. 110311_NSGH Pre-UGM Equipment List NA-SH-400-201_rev02_Equipment_by_Room_NCH_110311 NA-SH-400-301_rev02_Equipment_by_Room_NSGH_110311 Action Complete</p> <p>Interim UGM Equipment List These lists will be prepared approximately half-way through the UGM drawing issues. They will include Pre-UGM NHS marked-up comments up to Renal Dialysis Department. Action Complete</p> <p>UGM Equipment List These lists will include all Pre-UGM NHS marked-up comments. Estimated Issue Date: 24/06/11</p> <p>Final Equipment List These lists will match the drawings issued for SIGN-OFF. They will include all UGM comments. Estimated Issue Date: 29/07/11 (date may be adjusted as this should tie in with the final run/review of sign-off drawings/RDS/Equipment Lists)</p> <p>NA note that all equipment with manual overrides needs to be marked on the drawings in the required locations to ensure all future equipment lists reflect the NHS requirement.</p>	<p>Issued</p> <p>Issued</p> <p>NA to issue 24/06/11 – NHS/C&B to confirm if required</p> <p>NA to issue 29/07/11</p> <p>NHS/C&B to ensure to complete this 2xweeks prior to the issue date for the Final Equipment List</p>	<p>NA</p> <p>NHS/C&B</p>
12.4(2)	M&E Equipment Lists	Refer to Item 9.3	Item moved	
12.4(3)	Energy Model Issues	<p>SL requests a copy of the Equipment List (Summary version) to start checking against Energy Model assumptions. DH to action.</p> <p>Meeting to be arranged in July to start review process of energy consumption aspect of equipment.</p>	<p>C&B (DH) to issue to SL.</p> <p>SL/NHS/C&B to arrange meeting</p>	<p>C&B</p> <p>SL/NHS/C&B</p>

Item No	Description	Discussion/Information	Action Page 578	Action by Whom
12.5	Radiation Protection	Added as item for future meeting reporting. It is noted that further detail will be required following completion of UGMs/1:50 sign-off.	Note	
12.6	FM			
12.6(1)	Food Waste	Final solution still to be confirmed (area in Basement to stay in design). Possible impact on the design of the Regen Kitchens (additional storage container maybe required). Requirements for Regen Kitchens to be noted on CDS drawings during UGM. It is noted that the NHS are commencing trial runs next week with a sample solution. Approx 2/3 months before a decision/assessment can be completed.	NHS/BM to agree solution – ongoing (min 2/3 months until trial run complete to allow NHS assessment)	NHS/BM
12.6(2)	Catering	Co-ordination Meeting next week (CDS/NA/BM) to review current design and drainage requirements.	CDS/NA/BM to attend meeting	CDS/NA/BM
12.7	IT	SL raised concern over selection of equipment and impact on Low Carbon. C&B/NHS state that they have a dedicated team in place to manage the process with the Users (IT) and that the energy consumption load allowances stated in the ER's will not be permitted to be exceeded.	Note	
12.8	Lifts & Escalators	DH states that further information on movement analysis (lift traffic) and travel analysis, such as travel times to departments for key journeys (e.g. surgical wards to theatres) is required. BM confirm that Schindler are currently reviewing and updating their information. Item outstanding	BM to liaise with C&B/NHS and agree information required – item outstanding	BM
		SL notes that there is an outstanding item required for energy predictions Schindler need to supply the information to be included by ZBP in the Energy Model. ZBP confirm that Stage 2/3 information nominally the same.	Item closed	
12.9	AGVs	DP confirms that the amendment to shared Clean and Dirty in Cores C and D will only improve the AGV functionality. Swiss Log to review and re-run simulations at a later date tbc.	BM to request Swiss Log review – date tbc	BM (DP)
		DH notes that there is an outstanding design issue relating to the Pharmacy delivery lift.	BM (DS) to close out action	BM (DS)
12.10	Helipad	No further discussions.		
13.0	Low Carbon/BREEAM			
13.1	Design Progress/Clarifications	Low Carbon Progress Since Last Meeting (Summary provided by SL) <ul style="list-style-type: none"> - Ongoing detailed issues will be dealt with in the Low Carbon Group - Stage 2 Energy Model issued and being reviewed by SL - Lighting review meeting took place and SL reported concern over bedhead lighting and linear lighting solution to corridors (more energy consumption than Appendix K design assumptions). NA confirm lighting design assumptions not required for wayfinding as suggested by Whitecroft. 	Note	

Item No	Description	Discussion/Information	Action Page 579	Action by Whom
		<p>Consideration to energy consumption for bedheads (single bedrooms) important due to numbers of rooms and potential effect on Energy Model.</p> <ul style="list-style-type: none"> - Blue lights in public WCs noted as doubling energy consumption by SL; DH explains clinical/life saving issues and why these are required - Daylighting % issues to Wards require BM close out <p>BREEAM Progress Since Last Meeting (Summary provided by SL)</p> <ul style="list-style-type: none"> - SL stated that alternatives to the wind turbines are being investigated with NHS (Alan Seabourne) e.g. bore holes - SL not yet seen the A&C BREEAM Report produced by WSP. WSP to update and include SL on distribution list 	<p>SL to report progress</p> <p>WSP to update and issue to all, including SL</p>	<p>SL/NHS</p> <p>WSP</p>
14.0	Art			
14.1	Design Progress/Clarifications	<p>It is noted that further work is required for the fundraising aspect of the strategy (mainly within the Children's Hospital Integrated Strategy).</p> <p>NA confirm that they are currently reviewing the Art Programme with Gingko to ensure that this is co-ordinated with the overall design programme. In particular NA need to develop the design of the atria, sanctuaries, interior design and wayfinding further before further works are requested from the artists. [previously Item 14.3]</p>	<p>NHS/NA/BM to co-ordinate</p> <p>NA to review programme with Gingko and advise NHS prior to next Design & Healthy Living Meeting - ongoing</p>	<p>NHS/NA/BM</p> <p>NA</p>
15.0	NHS Strategy Documents	Item added [previously Item 16.4]		
15.1	Fire Management Strategy	NHS/C&B confirm that the first draft of the Fire Management Strategy is due end April. NHS confirm that work is progressing on this.	NHS to issue for review – ongoing	NHS
15.2	FM Strategy	The FM Strategy issue date tbc – it is stated that these strategy documents will develop further over the next 3/4 years in tandem with the detailed design of the hospital. The intention is that they will adapt with to suit the design – the ER's/Design Brief & Clinical Output Specifications provided during the bid included consideration of all the general NHS design requirements, i.e. these are generally already incorporated in the design.	NHS to confirm issue date	NHS
16.0	Summary of Items to report to Lead Design Group	Section re-numbered from 15.0		
16.1	Equipment	Equipment List requirements to be discussed further in the Lead Hospital Design Group.	Note	

Item No	Description	Discussion/Information	Action Page 580	Action by Whom
16.2	RDS Sign-Off Strategy	RDS Sign-Off Strategy to be discussed further in the Lead Hospital Design Group.	Note	
17.0	AOB	Section re-numbered from 16.0		
17.1	Shower Detail	BM(GB) confirms that option proposals were rejected by NHS/C&B. BM are preparing recessed slab options with Dunne's (recess to be shower area only not whole ensuite) and will issue revised details to further review by NHS/C&B.	BM to propose options for review	BM
17.2	Workshops	BM (DS) suggests that a list of Specialist Design Workshops is prepared and dates are organised to co-ordinate to ensure design issues are resolved in line with the programme (e.g. Renal, Pharmacy). NHS/C&B unsure of what BM require (3 rd party statutory sign off? Or specialist equipment details?) It is suggested that BM prepare a list of programme dates for the NHS to review. It is noted that any User input will require a minimum of 6xweeks notice to arrange their meeting attendance. BM (GB) to raise an RFI regarding 3 rd party statutory sign-off to specialist areas. Item outstanding	BM/NHS to agree list BM to clarify requirement/confirm programme dates for NHS review BM to raise RFI; NHS to respond	BM/NHS BM/NHS BM/NHS
17.3	Substation	BM (DS) request confirmation from the NHS on the location of the Substation to Car Park 2 to ensure BM can prepare an 'interim' design solution (pavement/drainage). PM to let DS know the NHS Procurement Programme (PM confirms approx start for design = 2013). Item outstanding	NHS to confirm – item outstanding	NHS (PM)
17.7	Link Bridges – Neonatal & Neurosurgery	Meeting/site visit took place. Actions with WSP and NHS to progress and ensure information required to close our design is complete on programme	WSP/NHS to close out actions from meeting	WSP/NHS
17.8	Wireless Coverage in Lifts	DH queries NHS requirement – currently only lifts with wireless provision are those with AGVs. Item outstanding	NHS to review requirements and check if further coverage required – item outstanding	NHS
17.9	Entrance to Children's Park	DH raises concerns over the current design of the entrance to the Children's Park from the Children's Atrium. Prevailing SW winds, and subsequent energy heat loss issues. Strategy to be reviewed (currently no lobby/entrance matting provided – NA state original design intent was for this to be used as an exit only). Meeting 12/05/11 to review with BM/Design Team.	Strategy/design to be reviewed further (part of wind analysis exercise)	

Item No	Description	Discussion/Information	Action Page 581	Action by Whom
18.0	Date and Time of Next Meeting	<i>Section re-numbered from 18.0</i>		
		Wednesday 1 st June 2011 at 2.00pm in the Boardroom, Top Floor, Site Offices.		ALL

Meeting No 5: 01 June 2011, 2.00pm to 4.00pm

ACTION NOTE

Present:

David Hall (DH)
 Heather Griffin (HG)
 Mairi Macleod (MM)
 Frances Wrath (FW)
 Karen Connelly (KC)
 Fiona McCluskey (FM)
 Jackie Stewart (JS)

Company:

Currie & Brown (C&B)
 Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)

Present:

Gavin Burnett (GB)
 Jim Murray (JMu)
 Ken Hall (KH)
 Pete Dunbar (PB)
 Jim Miller (JMi)
 Fraser Dunlop (FD)
 Steve Pardy (SP)
 Emma Corry (EC)
 Brendan Rooney (BR)
 Jeff Murdoch (JMur)
 George McLatchie
 Jason Truscott
 Liane Edwards

Company:

Brookfield Multiplex (BM)
 Brookfield Multiplex (BM)
 Brookfield Multiplex (BM)
 WSP Buildings (WSP)
 Ironside Farrar (IF)
 Doig & Smith (D&S)
 Zisman Bowyer & Partners (ZBP)
 Gillespies (GIL)
 Mercury Engineering (MER)
 URS (URS)
 Brookfield Multiplex (BM)
 Nightingale Associates (NA)
 Nightingale Associates (NA)

Apologies:

Susan Logan (SL)
 Peter Moir (PM)
 Eleanor McColl (EM)
 Anna Baxendale (AB)

Ecoteric Limited (EC)
 Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)

David Bower (DB)
 Grant Wallace (GW)
 Darren Pike (DP)
 Darren Smith (DS)
 Gillian Kirkness (GS)
 Neil McGarry (NMc)
 Neil Ross (NR)
 Emma White (EW)
 Neil Murphy (NM)
 Stephen Richards (SR)
 Robert O'Donovan (R'oD)

Brookfield Multiplex (BM)
 Brookfield Multiplex (BM)
 Brookfield Multiplex (BM)
 Brookfield Multiplex (BM)
 Doig & Smith (D&S)
 WSP Buildings (WSP)
 Zisman Bowyer & Partners (ZBP)
 Nightingale Associates (NA)
 Nightingale Associates (NA)
 Gillespies (GIL)
 Mercury Engineering (MER)

Distribution: All above plus

Alan Seabourne (AS)
 Mike Sharples (MS)

Glasgow NHS Board (NHS)
 Brookfield Multiplex (BM)

Item No	Description	Discussion/Information	Action	Action by Whom
1.0	Introductions			
1.1	Open Meeting/Comments on Agenda	No comments on Meeting Minute/Agenda		

Item No	Description	Discussion/Information	Action Page 583	Action by Whom
1.2	Confirm Meeting Attendees	Apologies as noted.		
1.3	Project Protocol/Procedures	BM (GB) confirmed that the Aconex Distribution Group cannot be viewed by all Design Group members. (Previously Item 1.4)	Item closed	
2.0	Safety Initiatives			
2.1(2.2)	CDM Design Progress	Progress Since Last Meeting (Summary provided by JM) <ul style="list-style-type: none"> - workshop with NHS to review Access & Maintenance Strategy took place 21/04/11 - CDM design reviews took place with NA/GIL week of 06/05/11 - CDM design reviews arranged with ZBP/WSP next period - Reporting monthly into the Design Team Meetings (DTM) - Written monthly report provided following each DTM 	Note	
2.2(2.3)	Maintenance & Operational Issues	BMC (JMu) noted that outline details received, method statement imminent.	Design Team to meet prior to presentation to NHS for review. BMC (JMu) to arrange.	BM
3.0	Planning Approvals			
3.1	Planning Conditions Schedule	Ironsides Farrar (IF) issued Schedule of Planning Submission Items/Samples/Approval and reported progress. (No updated Schedules since last meeting) <ul style="list-style-type: none"> - [NSGH 17132 (07.01158.DC) Discharge Status Schedule (Outline A&C +Masterplan)_ 21-01-11] - [NSGH (10.01779.DC) Discharge Status Schedule (MSC 2 Consent)_ 14-01-11] - [NSGH (10.02171.DC) Discharge Status Schedule (MSC3 Consent) _ 04-02-11] Progress Since Last Meeting (Summary provided by JMi) <ul style="list-style-type: none"> - No further discharge of conditions since last meeting - Architectural and Landscape drawings have progressed and will shortly be available following cost checks. Further discussions required with NHS (PM) to agree process of completing the approval with NHS review/sign-off prior to arranging meeting with GCC - No meeting set up yet with GCC to sign-off materials samples (review with NHS required) - Earlier meeting to be arranged with GCC to sign-off Energy Centre materials – JMi to establish dialogue with GCC (Blair Greenock) and arrange diary dates - <i>POST MEETING NOTE: meeting arranged – Thurs 07 July 1400hrs</i> - RTPi Planning Award 2011 submitted 	IF to monitor	IF

Item No	Description	Discussion/Information	Action	Page 584	Action by Whom
3.2	Planning Sample Schedule	<p>BM/IF issued Planning Sample Schedule and reported progress. (No updated Schedules since last meeting) Note these should be added to the RDD Programme/Schedule and presentation/approval of samples by the NHS is required prior to consultation with the Planners.</p> <ul style="list-style-type: none"> - [NSGH – Energy Centre Material Schedule_rev 07_ 18-05-11] - [NSGH – Adult & Children’s Hospital Material Schedule_rev 07_ 18-05-11] - [NSGH – Adult & Children’s Hospital Landscape Material Schedule_rev 07_ 18-05-11] <p>It is noted that these should be reviewed and updated for reporting at the next meeting to note progress.</p>	<p>BM/IF to monitor</p> <p>BM/NA to add as required</p> <p>BM/IF to update and re-issue</p>		<p>BM</p> <p>BM/NA</p> <p>BM/IF</p>
3.3	Samples & Mock-Ups	<p>JMu confirms these are in various stages on construction on site.</p> <p>Adult & Children’s Hospitals Materials: Alternative colour panels have now been replaced. Concern remains on the size of ledge to the horizontal channel. A reduced channel sample is to be prepared for comparison review adjacent to the sample panel (BM state that due to the supporting structure it cannot be easily replaced on the panel). BMC expect the sample by COB 20.06.11.</p> <p>BM confirms that the Dunhouse Buff sandstone is now on site and that this is to be built stack bonded on site. The alternative rainscreen option (American sandstone facing) is also to be built stack-bonded and pointed in a sample panel for review. Dunhouse buff is due to be returned in August 2011.</p> <p>NHS (PM) notes that the forticrete block appears to be visually more yellow than the sandstone which it is intended to match. JMu states that the sample panel has yet to be completed (mortar joint pointing outstanding). This should be reviewed again following completion.</p> <p>An alternative block is also being sourced in response to the NHS concerns on colour appearance. Several alternatives are available, BMC obtaining for review.</p> <p>JMu notes that BM have received the Reynobond sample, and that additional mock-up panels are being prepared for the blind box detail. The method of operation (wands) is still to be agreed, and will differ for operational/infection control reasons.</p> <p>JMu noted potential off white tone to white render, PM to review sample and confirm in due course.</p> <p>POST MEETING NOTE: NA have selected alternative off white colour and BMC have coated on site.</p>	<p>BM to complete and review with NA, then invite NHS for presentation prior to Planners review</p> <p>BM to obtain sample for review.</p> <p>BM to complete sample panels/provide new sample for review</p> <p>BM to complete sample panels</p> <p>BM to provide new sample</p> <p>BM to obtain sample for review</p> <p>NA to complete sample boards</p> <p>IF to arrange meeting with GCC</p>		<p>BM</p> <p>BM</p> <p>BM</p> <p>BM</p> <p>BM</p> <p>BM</p> <p>BM</p> <p>NA</p> <p>IF</p>

Item No	Description	Discussion/Information	Action	Page 585	Action by Whom
		Energy Centre Materials: JMu confirms that the revised perforated metal sample (Kalzip) has been approved. NA confirm they are preparing A2 sample presentation boards using the approved samples/visuals to present to GCC. IF to arrange meeting. POST MEETING NOTE: meeting 07.07.11	IF		IF
		Landscaping Materials: JMu confirms that the landscaping materials are being procured. GIL have prepared a sample panel drawing to set-out a strip for the materials.	BM to complete sample panel		BM
4.0	Building Control Warrant				
4.1	Building Warrant Application Schedule	BMCL re-issued the Building Warrant Application Schedule and reported progress. Updated to current progress and forecasted submissions brought into alignment with design programme. <ul style="list-style-type: none"> - [Building Warrant Submission Schedule_NA-XX-DC-000-100_rev 10] Adult & Children's Hospitals Submission Progress: <ul style="list-style-type: none"> - Stage 3 Building Control confirmed that this will be issued imminently. - Stage 6 One outstanding item to be addressed by Civil Engineer. - Stage 7 Contamination Risk Assessment and Gaps Analysis, Appendix K: Remedial Strategy issued for review. - Stage 8 Response due out w/c 6 June. Energy Centre Submission Progress: <ul style="list-style-type: none"> - Stage 4 revised stair geometry provided to Building Control for review. - Stage 5 Submitted 17 May. Currently under review. 	Note		
4.2	Meeting Schedule	NA issued the Meeting Schedule. It was confirmed that these are fortnightly meetings. (No updated Schedule since last meeting). <ul style="list-style-type: none"> - [NSGH Building Control Meeting Schedule_01-03-11] 	WSP		
4.3	NHS Design Issues	Meeting Schedule now registered document and transmitted on Aconex. NHS/C&B request to be present in any BCo meetings arranged to discuss the ETFE roof and the burn-off fire strategy. It is noted as an NHS 'risk' item and the NHS will be looking to reduce this by limiting the % burn-off. In addition, an information pack clearly identifying all the options/management systems available is requested to allow the NHS to ensure that the mechanism specification meets their requirements before it is submitted for BCo review.	NA to monitor Item Closed BM to collate all information required from DT and submit full pack to NHS/C&B		NA BM

Item No	Description	Discussion/Information	Action Page 586	Action by Whom
5.0	Design Compliance/ER's			
5.1	Alternative Compliance Schedule	<p>Non-Compliance issues and Alternative Compliance proposals are to be discussed in future HDG meetings. These are to be collated into an Alternative Compliance Schedule for review and agreement between BCL/NHS.</p> <p>GB requested that DH prepares this Schedule. Draft to be issued prior to next meeting.</p>	<p>C+B to prepare and review with BMC - item outstanding</p> <p>C+B (DH) to issue - item outstanding</p>	<p>C+B</p> <p>C+B</p>
6.0	Design Sign-Off/RDD/Mock-Ups			
6.1	Appendix K/FBC Comments	<p>BM to review the NA Tracking Schedule and provide all outstanding counter-signed drawings. BM confirm that these have now been countersigned by BM/NHS and will be issued the Design Team (DT) over the next 2xweeks. IT was noted that only internal doors and AGV tracking had not yet been signed by NHS, however NA have not received all other outstanding drawings yet. BMC to review list attached to EWN and confirm.</p> <p>Some NHS comments on non Status A drawings require response from Design Team (DT) and BM. BM/NHS to agree/close-out items not fully approved and relevant DT member to ensure their design is updated to reflect this agreement.</p> <p>Access Control meeting took place between NHS/BM/DT on 18/04/11. IT Hubs and Pantries in abeyance (BM believe this is additional to ER's). BMC noted that further discussion is intended with NHS.</p>	<p>BM to issue to DT</p> <p>BM to issue to DT</p> <p>BM/NHS to agree items in abeyance and inform DT</p>	<p>BM</p> <p>BM</p> <p>BM/NHS</p>
6.2	RDD Schedule	<p>The draft RDD Drawing Submission Schedule was issued by BM. All Consultants have now input data as required.</p> <p>- [RDD Master Schedule_BCL-AC-XX-SH-001_rev draft issue_28-02-11]</p> <p>The RDD Programme is outstanding and needs to be prepared by BM (with DT input) to be issued in due course. It is agreed that this is should be looked at with the NHS to ensure information is issued progressively over the duration of the programme. Pre-RDD submission reviews/workshops to be arranged/added to the programme. BM (GB) confirmed that this is still with BMC. NHS reported that M+E RDD programme had been issued independently and that an uncoordinated programme would be difficult to manage.</p> <p>Once agreed between BM/NHS progress will then be reported in future meetings.</p>	<p>Draft Schedule issued. BM to re-issue with full DT proposals – item outstanding</p> <p>Ongoing –BM to issue to BM/NHS</p> <p>Note – reporting to commence following agreement between BM/NHS</p>	<p>DS/BMC</p> <p>BM/NHS</p>
6.3	Mock-Ups and Samples	Setting out information has been provided to BMC, BMC to progress.	BMC to commence works	AK/BMC

Item No	Description	Discussion/Information	Action Page 587	Action by Whom
7.0	RFI's			
7.1	RFI Schedule	BM to issue NHS RFI Aconex Register to indicate RFI due/overdue dates for future reporting. All agreed that the format was not suitable for reporting and that all would review the NHS format that had been issued.	All to review and comment prior to next meeting	All
8.0	Architectural Design Progress/Clarifications			
8.1	1:50 Department Design /User Group Meetings (UGM)	<p>BM (GB) confirm that a disc containing a record set of all Pre-UGM department review drawings has been issued NHS.</p> <p>UGM Drawing Issue Programme agreed – refer to NA programme</p> <p>- [1:50 Drawing Checking & Approval Programme_NA-SH-012_rev01]</p> <p>UGM drawing/RDS issues and NHS Stage 3 Checks currently on Programme. It is agreed that this process continues to be successful, and only a limited number of amendments are required by the NHS following the Stage 3 Checks.</p> <p>NHS state that so far there will only be 1xadditional UGM required for Adult Theatres (scheduled date 28/04/11). NCH Theatres followed suit and no others are anticipated.</p> <p>All drawings to be scanned in colour and returned in departmental packs to all following the standard UGM distribution list.</p> <p>NA confirm that UGM drawing re-issues have commenced and the NHS will be required to review and sign-off outstanding Status B, C and D drawings.</p> <p>NHS request additional copies of Status A drawings as each department is re-issued to ensure they maintain a full current drawing set.</p> <p>NA have updated and re-issued the 1:50 UGM Tracking Schedule on 03/05/11 to report progress.</p> <p>- [NA-SH-010_rev07_NSCH 1-50 UGM Tracking Schedule&Programme_07-04-2011]</p> <p>1:50 Sign-Off Comment/Caveats</p> <p>DS/BMC had agreed caveat with NHS for drawings and this is now being attributed where necessary.</p>	<p>Note</p> <p>Ongoing</p> <p>NHS to confirm department status following UGM – ongoing</p> <p>BM (Document Control) – ongoing</p> <p>NHS to review and sign-off to programme</p> <p>Item actioned - Ongoing</p> <p>Ongoing</p> <p>Item closed</p>	<p>BM</p> <p>NHS</p> <p>BM</p> <p>NHS</p> <p>BM</p> <p>NA</p>

Item No	Description	Discussion/Information	Action	Page 588	Action by Whom
	1:50 UGM Change Control Tracker	It was agreed that DH will issued the C&B UGM Notes to NA (without commercial issues) to assist with clarity of mark-up drawings. It was noted there was some confusion on Adult Theatres which led to drawing errors, DH acknowledged that the additional UGM Notes would have assisted. <i>[Post Meeting Note: 1:50 User Group Reviews Change Control Tracker version 6 was received 16/05/11]</i>	C&B to provide copy to NA		C&B
8.2	Room Elevations	NA confirm Room Elevations being issued as 1:50 Drawing Checking & Approval Programme (NA-SH-012_rev01). NHS Stage 3 check as above. NA note that issue of Group B Room Elevations will commence after the main 1:50 Drawing Checking & Approval Programme has been completed.	Note ongoing		
8.3	Standard Fixing Height Drawings	NA note that these have been re-issued to incorporate the pertinent comments, i.e. those which are generic to the intended 'standard' nature of these drawings. NA suggest that a combined review of these occurs after the 1:50 sign-off to ensure any amendments incorporated during the UGMs are captured.	NA to issue progressively for NHS review (July – August 2011)		NA
8.4	Standardisation Document	NA note that these have been re-issued to incorporate the pertinent comments, i.e. those which are generic to the intended 'standard' nature of these drawings. NA suggest that a combined review of these occurs after the 1:50 sign-off to ensure any amendments incorporated during the UGMs are captured.	NA/BM/NHS/C&B to review after 1:50 sign-off and co-ordinate against comments		NA/BM/ NHS /C&B
8.5	Room Data Sheets	Note this is a 'live' project document and will be subject to ongoing revisions due to comments received in UGMs. NA suggests that a combined review of these occurs after the 1:50 sign-off to ensure any amendments incorporated during the UGMs are captured.	NA/BM/NHS/C&B to review after 1:50 sign-off and co-ordinate against comments		NA/BM/ NHS /C&B
8.6	RDS Sign-Off Strategy	ZBP are checking Environmental Data/output on RDS prior to UGM issue following 1:50 department sequence. NA confirm that all ZBP environmental data will be included in the RDS issues. It is noted that ZBP are currently working to the agreed Appendix K Environmental Matrix. ZBP agree to raise any specific design issues as RFI's as they work through their detailed design. This takes NHS final review of RDS off the critical path. NHS noted that they will review collectively and note exceptions as they occur.	NA/ZBP ongoing until UGM issues complete		NA/ ZBP
		RDS to be signed-off at the same time as the 1:50 Drawings following User Review. NHS to review and confirm acceptance/programme for RDS sign-off – amended Sign-Off Strategy/dates outstanding. NA suggest that following that the review and sign-off of RDS takes place after the 1:50 drawing sign-offs are complete. NA to update any comments on 1:50 drawings and re-issue with matching RDS and Codebook Equipment Lists for final equipment verification/checking. NA have now separated the dates for RDS review/Sign-Off period on the NSGH 1-50 UGM Tracking Schedule – NHS to review and confirm. It is suggested that separate reviews should be arranged with ZBP to agree the environmental data (NHS note that this may required User involvement). Meeting dates	NHS to confirm sign-off strategy/dates – item outstanding NHS to confirm sign-off strategy/dates – item outstanding as above		NHS NHS

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8.7	Glazed Screens	to be agreed between NHS/BM/C&B/ZBP. NA state that the RDS will not be re-issued until these reviews have been completed. Glazed Screen Review meeting to be arranged following the completion of the 1:50 UGM drawing issues. All Appendix K Strategy drawings should be reviewed following 1:50 Sign-Off to ensure all agreed design amendments are co-ordinated with the design.	BM/NA to prepare info and arrange meeting date with NHS – July/August earliest start	NA/BM
	UGM comment	It is noted from the UGMs that the Glazed Screens to Radiology Control Rooms to be as large as possible to maximise observation (i.e. not a series of smaller modules as currently shown). NA to liaise with specialist and ensure number of modules within one screen minimised in these specialist rooms.	NA to review and update prior to Glazed Screen Strategy Review meeting - July/August earliest start	NA
8.8	Atrium and Sanctuary Design	It is noted that there are areas in both the Atria and the Adult Sanctuary which are currently in abeyance as a result of the NHS Appendix K review. Adult Atrium Feedback awaited at time of previous meeting. Post Meeting Note: Detailed design is ongoing. Proposed design review date with NHS 13.07.11. Integration of feature lighting and updates to cafe/sanctuary and bridges will be presented. Adult Sanctuary Feedback awaited at time of previous meeting. Post Meeting Note: NHS noted that the sanctuary may not now be provided. NA provided model to site for NHS review. NA to review means of escape and travel distances in order to accommodate NHS request to omit bridge link from cafe and mirror the entrance location to sanctuary. NA to develop design, also soffit and a ground floor option. Children's Atrium Feedback awaited at time of previous meeting. Post Meeting Note: NHS confirmed that detail design could progress from the App K changes that were proposed (balcony omission and expression of projecting boxes.) NHS provided Denver Childrens Hospital as an example for investigation during detailed design.	Note NHS/BMC NA to develop design and present proposals NHS/BMC NA to develop design and present proposals NHS/BMC NA to develop design and present proposals	NA NA NA
9.0	M&E Design Progress/Clarifications			
9.1	Access Control & Security	Workshop took place on 18/04/11. Actions noted on the mark-up set of drawings. BM/NHS/C&B to have a separate discussion to discuss and agree the Commercial aspect for a number of the requests. No comments had been received yet to confirm way forward. It is noted that further co-ordination will be required between ZBP design and NA Access Control Drawings (when NHS Appendix K comments are received). Further workshops will be required in due course to ensure the design is fully co-ordinated.	BM/NHS/C&B to arrange a meeting to agree actions NA/ZBP/MER to co-ordinate	BM/NHS/C&B NA/ZBP

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9.2	M&E Design Progress	Progress Since Last Meeting (Summary provided by SP) <ul style="list-style-type: none"> - Issued Stage 2 Energy Report (note this will be regularly updated as design progresses) - Final stages of detailed design for Zone G (due for issue early June 2011) - Zone K detailed design progressing - Co-ordination with structure, 1:50's, developing Rainwater and Drainage Strategy - External services co-ordination is largely complete; further works required on co-ordination with retained estates - Energy Centre detailed design ongoing; currently looking and major equipment and checking the specification against the Energy Model 	Note	
9.3	M&E Design Clarifications	ZBP request clarifications on VE items. BM/NHS/C&B reviewed and provided initial guidance. Another meeting required to close this – progress ongoing.	BM/NHS/C&B to review and instruct ZBP	BM/NHS/C&B
	M&E Equipment Lists	<p>ZBP noted that air flow rates and pressure requirements are urgently required for Asceptic suite.</p> <p>Equipment clarifications required from NHS are being highlighted by ZBP on an Equipment Component List per department/zone. NHS to respond to queries within time requested so ZBP can ensure suitable allowances are provided for in the design.</p> <p>ZBP confirm that Zone G design is progressing with complete assumptions – SP states that smaller items are currently more of a concern. The information provided following initial meeting between BM (DP), C&B (DH) and NHS (FW) has not provided all the clarifications ZBP required. ZBP to brief BM (DP) to ensure their requirements are understood prior to follow-up meeting.</p>	<p>NHS to provide</p> <p>ZBP progressed issue of equipment lists per department; NHS to review – Ongoing</p> <p>ZBP to brief BM; follow-up meeting to be arranged BM/C&B/NHS</p>	<p>NHS</p> <p>ZBP/NHS</p> <p>ZBP BM/C&B/NHS</p>
9.4	Pre-RDD Design Review Meeting	<p>It is agreed as a principle that M&E design discussions will be required with the NHS prior to RDD submission (Pre-RDD Reviews). This should be developed on the RDD Programme and design review periods allowed for on a zonal basis.</p> <p>Zone G Pre-RDD Design Review Meeting to be arranged with the NHS/C&B</p>	<p>BM/ZBP/MER to develop programme proposals and agree with NHS</p> <p>ZBP/BM to arrange/agree meeting date with NHS/C&B</p>	<p>BM/ZBP/NHS</p> <p>ZBP/BM</p>
10.0	Structural & Civil Design Progress/Clarifications			
10.1	Column Review	<p>Pre-UGM Reviews complete – areas of concern, i.e. columns not acceptable remain noted on the drawings and indicated on the 1:50 UGM Tracking Schedule. NA/WSP to ensure these are closed out with NHS on programme.</p> <p>All structural amendments will be clouded on the 1:50 UGM drawings; outstanding items will be noted 'in abeyance' until agreed</p>	<p>Note – ongoing until all NHS structural comments closed out by WSP/NA</p> <p>NA/WSP to cloud on 1:50 drawings - ongoing</p>	<p>WSP/NA</p> <p>WSP/NA</p>

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10.2	Structural and Civil Design Progress	Progress Since Last Meeting (Summary provided by PD) <ul style="list-style-type: none"> - Weekly Structural Co-ordination Workshops with DT - Piling/pile cap drawings progressing on programme - Core slip forming progressing (plans co-ordinated/openings ongoing) - Civil/Roads and Drainage design progressing on programme - Flood risk assessment approved - Building Warrant submissions ongoing - Drainage connections validated and issued to Scottish Water - Approvals generally progressing well - Energy Centre steelwork design commenced/ongoing - Fire Strategy design development issues being progressed with DT 	Note	
10.3	Structural Design Clarifications	PD reports that the meeting with the NHS regarding clarification of vibration requirements (in relation to the MRI) went well. NHS action to review their current equipment/requirements that they are looking at re-locating and provide details for design review. <i>Post meeting note: information now received.</i>	Note	
11.0	Masterplanning & Landscape Design Progress/ Clarifications			
11.1	Masterplanning & Landscape Design Progress	Progress Since Last Meeting (Summary provided by EC) <ul style="list-style-type: none"> - Completed most of the drawings to support the discharge of the planning conditions; a couple outstanding - Preparing drawing for setting out of sample panel - Design development and co-ordination required for construction (green roofs, external levels etc) - Design cost check completed by D&S (a couple of comments); positive feedback - Attended external lighting design co-ordination meeting with WSP and ZBP - Completed materials and drawing references to the RDD Schedule - Proposals urgently required for screening to NCH observation. 	Note	
11.2	External Lighting	It is noted that the external lighting design assumptions should be added into the Energy Model (SL states that these assumptions should be specific). SL requested an information pack copy containing the WSP/ZBP design assumptions.	Design assumptions included in Energy Model to be issued to SL	ZBP

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12.0	Specialist Design Issues			
12.1	General	It is agreed that design reviews should be set-up and integrated into the RDD process/programme.	Design reviews with NHS to be agreed and added by BM to programme	BM
12.2	Fire			
12.2.1	Manual Call Points & Fire Extinguisher Locations	Drawings issued; review/approval ongoing as part of regular Fire Strategy meetings NHS sign off now required.	NHS	BM/NHS/ MER/WSP
12.2.2	Sprinkler Zones	Agreed in principle; system details required. Cause + Effect reviews ongoing.	Ongoing as part of the Fire Strategy Workshops	BM/NHS/ MER/WSP
12.2.3	Fire Alarm Zones	Reviewed in monthly Fire Strategy Workshops. To be developed further with cause and effect. BM note that the Cause & Effect Matrix for the first dozen areas has been issued – NHS/C&B to review and comment. Cause + Effect reviews ongoing.	Ongoing as part of the Fire Strategy Workshops	BM/NHS/ MER/WSP
12.2.4	Dry Risers & Hose Lengths	Reviewed in monthly Fire Strategy Workshops. WSP action to have discussions with Fire and Rescue and report back to next Fire Strategy Workshop. Some areas had been identified as being above max length. WSP to further review and propose remedy.	Ongoing as part of the Fire Strategy Workshops	BM/NHS/NA/ MER/WSP
12.2.5	Building Control Submission Date	BM confirm that the end of June is being targeted for issue of Fire Strategy to Building Control for formal Warrant approval. BM need to co-ordinate drawing issues with NHS/C&B to ensure that they can manage their resources (DH confirms that a supplementary resource is being allocated to review fire information for the 2xmonths prior to submission).	BM to confirm issue dates	BM
12.3	Acoustics	NA confirmed a meeting had taken place with ACL. Revised reports awaited. Post Meeting Note: Revised info received; follow up meeting scheduled 29.06.11.	Note	
12.4	Equipment			
12.4.1	Equipment Lists	The staged Programme for the release of Codebook Equipment Lists is agreed as below; Pre-UGM Equipment Lists These were issued by NA on 11/03/11 and the lists will match the drawings ISSUED for Pre-UGM review. They will not include any NHS marked-up comments. 110311_NSGH Pre-UGM Equipment List NA-SH-400-201_rev02_Equipment_by_Room_NCH_110311	Issued	

Item No	Description	Discussion/Information	Action Page 593	Action by Whom
		<p>NA-SH-400-301_rev02_Equipment_by_Room_NSGH_110311 Action Complete</p> <p>Interim UGM Equipment List These lists will be prepared approximately half-way through the UGM drawing issues. They will include Pre-UGM NHS marked-up comments up to Renal Dialysis Department. Action Complete</p> <p>UGM Equipment List All agreed that no further interim list was required.</p> <p>Final Equipment List These lists will match the drawings issued for SIGN-OFF. They will include all UGM comments. Estimated Issue Date: 29/07/11 (date may be adjusted as this should tie in with the final run/review of sign-off drawings/RDS/Equipment Lists)</p> <p>NA note that all equipment with manual overrides needs to be marked on the drawings in the required locations to ensure all future equipment lists reflect the NHS requirement.</p>	<p>Issued</p> <p>Note</p> <p>NA to issue 29/07/11</p> <p>NHS/C&B to ensure to complete this 2xweeks prior to the issue date for the Final Equipment List</p>	<p>NA</p> <p>NHS/C&B</p>
12.4.2	M&E Equipment Lists	Refer to Item 9.3	Item moved	
12.4.3	Energy Model Issues	SL requests a copy of the Equipment List (Summary version) to start checking against Energy Model assumptions. DH to action.	C&B (DH) to issue to SL.	C&B
12.5	Radiation Protection	Meeting to be arranged in July to start review process of energy consumption aspect of equipment. Added as item for future meeting reporting. It is noted that further detail will be required following completion of UGMs/1:50 sign-off.	SL/NHS/C&B to arrange meeting Note	SL/NHS/C&B
12.6	FM			
12.6.1	Food Waste	Final solution still to be confirmed (area in Basement to stay in design). Possible impact on the design of the Regen Kitchens (additional storage container maybe required). Requirements for Regen Kitchens to be noted on CDS drawings during UGM. It is noted that the NHS are commencing trial runs next week with a sample solution. Approx 2/3 months before a decision/assessment can be completed.	NHS/BM to agree solution – ongoing (min 2/3 months until trial run complete to allow NHS assessment)	NHS/BM
12.6.2	Catering	Co-ordination Meeting took place to review current design and drainage requirements. NHS confirmed that stainless steel sinks required to regen kitchens and basement.	NA/BMC to update specs/equip lists accordingly	CDS/NA/BM

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12.7	IT	SL raised concern over selection of equipment and impact on Low Carbon. C&B/NHS state that they have a dedicated team in place to manage the process with the Users (IT) and that the energy consumption load allowances stated in the ER's will not be permitted to be exceeded.	Note		
12.8	Lifts & Escalators	DH states that further information on movement analysis (lift traffic) and travel analysis, such as travel times to departments for key journeys (e.g. surgical wards to theatres) is required. BM confirm that Schindler are currently reviewing and updating their information. Item outstanding SL notes that there is an outstanding item required for energy predictions Schindler need to supply the information to be included by ZBP in the Energy Model. ZBP confirm that Stage 2/3 information nominally the same.	BM to liase with C&B/NHS and agree information required – item outstanding Item closed		BM
12.9	AGVs	DP confirms that the amendment to shared Clean and Dirty in Cores C and D will only improve the AGV functionality. Swiss Log to review and re-run simulations at a later date tbc. DH notes that there is an outstanding design issue relating to the Pharmacy delivery lift. BMC/MA to close out with swisslog (parking space outside pharmacy lift).	BM to request Swiss Log review – date tbc BM (DS) to close out action		BM (DP) BM (DS)
12.10	Helipad	No further discussions.			
13.0	Low Carbon/BREEAM				
13.1	Design Progress/Clarifications	<p>Low Carbon Progress Since Last Meeting (Summary provided by SL)</p> <ul style="list-style-type: none"> - Ongoing detailed issues will be dealt with in the Low Carbon Group - Stage 2 Energy Model issued and being reviewed by SL - Lighting review meeting took place and SL reported concern over bedhead lighting and linear lighting solution to corridors (more energy consumption than Appendix K design assumptions). NA confirm lighting design assumptions not required for wayfinding as suggested by Whitecroft. Consideration to energy consumption for bedheads (single bedrooms) important due to numbers of rooms and potential effect on Energy Model. - Blue lights in public WCs noted as doubling energy consumption by SL; DH explains clinical/life saving issues and why these are required - Daylighting % issues to Wards require BM close out <p>BREEAM Progress Since Last Meeting (Summary provided by SL)</p> <ul style="list-style-type: none"> - SL stated that alternatives to the wind turbines are being investigated with NHS (Alan Seabourne) e.g. bore holes - SL not yet seen the A&C BREEAM Report produced by WSP. WSP to update and include SL 	Note		
			SL to report progress		SL/NHS
			WSP to update and issue to all,		WSP

Item No	Description	Discussion/Information	Action Page 595	Action by Whom
		<ul style="list-style-type: none"> on distribution list PD reported that the project is currently achieving 69.83% and is very close to achieving 'Excellent' rating. WSP to issue updated report imminently. 	<p>including SL</p> <p>WSP to issue report.</p>	WSP/PD
14.0	Art			
14.1	Design Progress/Clarifications	<p>It is noted that further work is required for the fundraising aspect of the strategy (mainly within the Children's Hospital Integrated Strategy).</p> <p>NA confirm that they are currently reviewing the Art Programme with Gingko to ensure that this is co-ordinated with the overall design programme. In particular NA need to develop the design of the atria, sanctuaries, interior design and wayfinding further before further works are requested from the artists. [previously Item 14.3] A meeting is scheduled for w/c 06/06/11.</p>	<p>NHS/NA/BM to co-ordinate</p> <p>NA to review programme with Gingko and advise NHS prior to next Design & Healthy Living Meeting - ongoing</p>	<p>NHS/NA/BM</p> <p>NA</p>
15.0	NHS Strategy Documents	Item added [previously Item 16.4]		
15.1	Fire Management Strategy	NHS/C&B confirm that the first draft of the Fire Management Strategy is due end April. NHS confirm that work is progressing on this.	NHS to issue for review – ongoing	NHS
15.2	FM Strategy	The FM Strategy issue date tbc – it is stated that these strategy documents will develop further over the next 3/4 years in tandem with the detailed design of the hospital. The intention is that they will adapt with to suit the design – the ER's/Design Brief & Clinical Output Specifications provided during the bid included consideration of all the general NHS design requirements, i.e. these are generally already incorporated in the design.	NHS to confirm issue date	NHS
16.0	Summary of Items to report to Lead Design Group	Section re-numbered from 15.0		
16.1	Equipment	Equipment List requirements to be discussed further in the Lead Hospital Design Group.	Note	
16.2	RDS Sign-Off Strategy	RDS Sign-Off Strategy to be discussed further in the Lead Hospital Design Group.	Note	
17.0	AOB	Section re-numbered from 16.0		
17.1	Shower Detail	BM(GB) confirms that option proposals were rejected by NHS/C&B. BM have confirmed that 50mm recess to a boundary 100mm outwith shower curtain lines is required. NA are currently incorporating.	Note	
17.2	Workshops	BM (DS) suggests that a list of Specialist Design Workshops is prepared and dates are organised to co-ordinate to ensure design issues are resolved in line with the programme (e.g. Renal, Pharmacy). The	BM/NHS to agree list	BM/NHS

Item No	Description	Discussion/Information	Action Page 596	Action by Whom
		list has not been issued but some workshops have commenced (aseptic). NHS/C&B unsure of what BM require (3 rd party statutory sign off? Or specialist equipment details?) It is suggested that BM prepare a list of programme dates for the NHS to review. It is noted that any User input will require a minimum of 6xweeks notice to arrange their meeting attendance. BM (GB) to raise an RFI regarding 3 rd party statutory sign-off to specialist areas. Item outstanding	BM to clarify requirement/confirm programme dates for NHS review BM to raise RFI; NHS to respond	BM/NHS BM/NHS
17.3	Substation	BM (DS) request confirmation from the NHS on the location of the Substation to Car Park 2 to ensure BM can prepare an 'interim' design solution (pavement/drainage). PM to let DS know the NHS Procurement Programme (PM confirms approx start for design = 2013). WSP to provide interim proposal for review by NHS.	NHS to confirm – item outstanding WSP to provide	NHS (PM) WSP
17.4	Link Bridges – Neonatal & Neurosurgery	Meeting/site visit took place. Actions with WSP and NHS to progress and ensure information required to close our design is complete on programme. Existing drawings are required by the Consultants. NHS to provide.	WSP/NHS to close out actions from meeting NHS to provide drawings.	WSP/NHS
17.5	Wireless Coverage in Lifts	DH queries NHS requirement – currently only lifts with wireless provision are those with AGVs. Item outstanding	NHS to review requirements and check if further coverage required – item outstanding	NHS
17.6	Entrance to Children's Park	DH raises concerns over the current design of the entrance to the Children's Park from the Children's Atrium. Prevailing SW winds, and subsequent energy heat loss issues. Strategy to be reviewed (currently no lobby/entrance matting provided – NA state original design intent was for this to be used as an exit only). Item ongoing.	Strategy/design to be reviewed further (part of wind analysis exercise)	
18.0	Date and Time of Next Meeting			
		Wednesday 06 July 2011 at 2.00pm in the Boardroom, Top Floor, Site Offices.		ALL

Meeting No 06: 06 July 2011, 2.00pm to 4.00pm

ACTION NOTE

Present:

David Hall (DH)
 Heather Griffin (HG)
 Mairi Macleod (MM)
 Frances Wrath (FW)
 Susan Logan (SL)
 Fiona McCluskey (FM)
 Jackie Stewart (JS)

Company:

Currie & Brown (C&B)
 Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)
 Ecoteric Limited (EC)
 Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)

Present:

Gavin Burnett (GB) (part)
 Jim Murray (JMu)
 Ken Hall (KH)
 Jim Miller (JMi)
 Steve Pardy (SP)
 Emma Corry (EC)
 Brendan Rooney (BR) (part)
 Jeff Murdoch (JMur)
 Neil McGarry (NMc)
 Emma White (EW)
 Liane Edwards

Company:

Brookfield Multiplex (BM)
 Brookfield Multiplex (BM)
 Brookfield Multiplex (BM)
 Ironside Farrar (IF)
 Zisman Bowyer & Partners (ZBP)
 Gillespies (GIL)
 Mercury Engineering (MEL)
 URS (URS)
 WSP Buildings (WSP)
 Nightingale Associates (NA)
 Nightingale Associates (NA)

Apologies:

Peter Moir (PM)
 Eleanor McColl (EM)
 Anna Baxendale (AB)
 Karen Connelly (KC)

Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)

David Bower (DB)
 Grant Wallace (GW)
 Darren Pike (DP)
 Darren Smith (DS)
 Gillian Kirkness (GS)
 Fraser Dunlop (FD)
 Neil Ross (NR)
 Pete Dunbar (PD)

Brookfield Multiplex (BM)
 Brookfield Multiplex (BM)
 Brookfield Multiplex (BM)
 Brookfield Multiplex (BM)
 Doig & Smith (D&S)
 Doig & Smith (D&S)
 Zisman Bowyer & Partners (ZBP)
 WSP Buildings (WSP)

Distribution: All above plus

Alan Seabourne (AS)
 Mike Sharples (MS)

Glasgow NHS Board (NHS)
 Brookfield Multiplex (BM)

Neil Murphy (NM)
 Stephen Richards (SR)
 Robert O'Donovan (R'oD)

Nightingale Associates (NA)
 Gillespies (GIL)
 Mercury Engineering (MEL)

Item No	Description	Discussion/Information	Action	Action by Whom
1.0	Introductions			
1.1	Open Meeting/Comments on Agenda	Correction to item 8.8 noted by DH. NHS confirmed that the Sanctuary in the Adults Atrium may not be provided in its present form.		

Item No	Description	Discussion/Information	Action Page 598	Action by Whom
1.2	Confirm Meeting Attendees	Apologies as noted.		
2.0	Safety Initiatives			
2.1(2.2)	CDM Design Progress	Progress Since Last Meeting (Summary provided by JM) <ul style="list-style-type: none"> - CDM design review with ZBP took place 19.05.11 - CDM design review with WSP has still not taken place - Reporting monthly into the Design Team Meetings (DTM) - Written monthly report provided following each DTM 	Note	
2.2(2.3)	Maintenance & Operational Issues	BMC (JMu) noted that outline details received, method statement imminent. ZBPs input noted as required urgently, prior to doct release.	Design Team to meet prior to presentation to NHS for review. BMC (JMu) to arrange.	BM
3.0	Planning Approvals			
3.1	Planning Conditions Schedule	<p>Ironside Farrar (IF) issued Schedule of Planning Submission Items/Samples/Approval and reported progress. (No updated Schedules since last meeting)</p> <ul style="list-style-type: none"> - [NSGH 17132 (07.01158.DC) Discharge Status Schedule (Outline A&C +Masterplan)_ 21-01-11] - [NSGH (10.01779.DC) Discharge Status Schedule (MSC 2 Consent)_ 14-01-11] - [NSGH (10.02171.DC) Discharge Status Schedule (MSC3 Consent) _ 04-02-11] <p>Progress Since Last Meeting (Summary provided by JMi)</p> <ul style="list-style-type: none"> - No further discharge of conditions since last meeting - Architectural and Landscape drawings have progressed and will shortly be available following cost checks. Further discussions required with NHS (PM) to agree process of completing the approval with NHS review/sign-off prior to arranging meeting with GCC - Meeting tba with GCC to sign-off materials samples (review with NHS required) - Meeting with GCC to sign-off Energy Centre materials 07.07.11 1400hrs - Balcony omission to main entrance A+C has been signed off by GCC, correspondence to be circulated as required. - Temporary carpark planning consent achieved 04.07.11; 5 years fixed term, no conditions but note regarding consideration of junction upgrade. WSP drawing that was submitted is to be circulated. - Temporary Helipad planning consent achieved 04.07.11; 2 years fixed term. - RTPI Planning Award 2011 submitted – shortlist awaited August 2011 	IF to monitor	IF

Item No	Description	Discussion/Information	Action Page 599	Action by Whom
3.2	Planning Sample Schedule	<p>BM/IF issued Planning Sample Schedule and reported progress. (No updated Schedules since last meeting)</p> <p>Note these should be added to the RDD Programme/Schedule and presentation/approval of samples by the NHS is required prior to consultation with the Planners.</p> <ul style="list-style-type: none"> - [NSGH – Energy Centre Material Schedule_rev 07_ 18-05-11] - [NSGH – Adult & Children’s Hospital Material Schedule_rev 12_ 13-07-11] - [NSGH – Adult & Children’s Hospital Landscape Material Schedule_rev 07_ 18-05-11] <p>It is noted that these should be reviewed and updated for reporting at the next meeting to note progress.</p>	<p>BM/IF to monitor</p> <p>BM/NA to add as required</p> <p>BM/IF to update and re-issue</p>	<p>BM</p> <p>BM/NA</p> <p>BM/IF</p>
3.3	Samples & Mock-Ups	<p>Adult & Children’s Hospitals Materials:</p> <p>JMu confirmed that minor adjustments were being made to the sample panel and that these would be completed imminently.</p> <p>The sample panel would then be presented to the Board prior to the Planners.</p> <p>Some minor shading issues are to be addressed – BMC will liaise with sub-cts to ensure same batch powder coats are used.</p> <p>The Board would be required to review the revised extrusion in due course.</p> <p>BM confirms that the Dunhouse Buff sandstone is now on site and that this is to be built stack bonded on site. The alternative rainscreen option (American sandstone facing) is also to be built stack-bonded and pointed in a sample panel for review. Dunhouse buff is due to be returned in August 2011.</p> <p>NHS (PM) notes that the forticrete block appears to be visually more yellow than the sandstone which it is intended to match. The sample was completed and the Board have reviewed and accepted.</p> <p>An alternative block is also being sourced in response to the NHS concerns on colour appearance. Several alternatives are available, BMC obtaining for review.</p> <p>JMu notes that BM have received the Reynobond sample, and that additional mock-up panels are being prepared for the blind box detail. The method of operation (wands) is still to be agreed, and will differ for operational/infection control reasons.</p>	<p>BM to complete and review with NA, then invite NHS for presentation prior to Planners review</p> <p>BM to address.</p> <p>BM to complete for review</p> <p>BM to complete sample panels</p> <p>Item closed</p> <p>Item closed</p> <p>BMC to build mock-up</p>	<p>BM</p> <p>BM</p> <p>BM</p> <p>BM</p> <p>BM</p> <p>BM</p> <p>BM</p>

Item No	Description	Discussion/Information	Action Page 600	Action by Whom
		<p>JMu noted potential off white tone to white render, PM has reviewed and accepted.</p> <p>Energy Centre Materials: NA have prepared A2 sample presentation boards using the approved samples/visuals to present to GCC. IF to arrange meeting. POST MEETING NOTE: meeting 07.07.11</p> <p>Landscaping Materials: JMu confirms that the landscaping materials are being procured. GIL have prepared a sample panel drawing to set-out a strip for the materials, some minor amendments required.</p>	<p>Item closed</p> <p>BMC to build mock up Aug/Sept</p>	<p>BM</p>
4.0	Building Control Warrant			
4.1	Building Warrant Application Schedule	<p>BMC re-issued the Building Warrant Application Schedule and reported progress. Updated to current progress and forecasted submissions brought into alignment with design programme.</p> <p>- [Building Warrant Submission Schedule_NA-XX-DC-000-100_rev 11]</p> <p>Adult & Children's Hospitals Submission Progress (to date, 27.07.11):</p> <ul style="list-style-type: none"> - Stage 3+4 granted - Stage 6 outstanding notes re-issued, warrant granted - Stage 7 granted - Stage 8 Fire – comments received, return comments being prepared - Stage 9 Cores-comments received, return comments being prepared - Stage 20 Facade-comments received, return comments being prepared - Stage 53 BC confirmed no warrant required for retained telecoms mast <p>Energy Centre Submission Progress:</p> <ul style="list-style-type: none"> - Under slab drainage and superstructure: approved - Envelope :comments received, return comments being prepared 	<p>Note</p>	
4.2	Meeting Schedule	<p>NA issued the Meeting Schedule. It was confirmed that these are fortnightly meetings. (No updated Schedule since last meeting).</p> <p>- [NSGH Building Control Meeting Schedule_01-03-11]</p>	<p>NA to monitor</p>	<p>NA</p>
4.3	NHS Design Issues	<p>NHS/C&B request to be present in any BCo meetings arranged to discuss the ETFE roof and the burn-off fire strategy. It is noted as an NHS 'risk' item and the NHS will be looking to reduce this by limiting the % burn-off. In addition, an information pack clearly identifying all the options/management systems available is requested to allow the NHS to ensure that the mechanism specification meets their requirements</p>	<p>BM to collate all information required from DT and submit full pack to NHS/C&B</p>	<p>BM</p>

Item No	Description	Discussion/Information	Action Page 601	Action by Whom
		before it is submitted for BCo review. JMu noted that Vector have returned first detail design proposals which show a design rationalisation and potential cost saving. CFD modelling from WSP required for design to progress. Adults Atrium roof height ETFE raised – Planners to be consulted)		
5.0	Design Compliance/ER's			
5.1	Alternative Compliance Schedule	<p>Non-Compliance issues and Alternative Compliance proposals are to be discussed in future HDG meetings. These are to be collated into an Alternative Compliance Schedule for review and agreement between BCL/NHS.</p> <p>DH has issued draft schedule and this is now with DS for review. EW noted that all parties may require to input.</p>	BMC to review	BMC
6.0	Design Sign-Off/RDD/Mock-Ups			
6.1	Appendix K/FBC Comments	<p>BM to review the NA Tracking Schedule and provide all outstanding counter-signed drawings. BM confirm that these have now been countersigned by BM/NHS and will be issued the Design Team (DT) over the next 2xweeks. IT was noted that only internal doors and AGV tracking had not yet been signed by NHS, however NA have not received all other outstanding drawings yet. BMC to review list attached to EWN and confirm.</p> <p>Some NHS comments on non Status A drawings require response from Design Team (DT) and BM. BM/NHS to agree/close-out items not fully approved and relevant DT member to ensure their design is updated to reflect this agreement.</p> <p>It was noted that there are 5 no. Items outstanding.</p> <p>DH requested that the MRI Gauss line drawing has not been signed and should be excluded from the Appendix K pack.</p> <p>Access Control meeting took place between NHS/BM/DT on 18/04/11. GB noted that all items should now be incorporated into the drawings.</p>	<p>BMC to issue to DT</p> <p>BMC to issue to DT</p> <p>BMC to omit</p> <p>DT to incorporate comments</p>	<p>BMC</p> <p>BMC</p> <p>BMC</p> <p>ALL</p>
6.2	RDD Schedule	<p>The draft RDD Drawing Submission Schedule was issued by BM. All Consultants have now input data as required.</p> <p>- [RDD Master Schedule_BCL-AC-XX-SH-001_rev 05]</p> <p>The RDD Programme has been prepared by BM and issued to NHS. NHS have commented and response to comments due w/c 13.06.11. EW requested that DT are issued for information.</p>	Initial action closed	DS/BMC
				BMC

Item No	Description	Discussion/Information	Action	Page 602	Action by Whom
		<p>Once agreed between BM/NHS progress will then be reported in future meetings.</p> <p>DH commented that format of RDD schedule should be reviewed between all parties. Programme with monthly forecasting tool to be considered.</p> <p>Post Meeting Note: NHS(PM) comments received 12.07.11, issued to DT by BM on 20.07.11</p>			BMC
6.3	Mock-Ups and Samples	Setting out information has been provided to BMC, BMC to progress.	BMC to commence works		AK/BMC
6.4	Showers	NHS/C+B requested mock up to be provided to close out the sloping shower floors to gulleys.	BM to provide for NHS review		BM
7.0	RFI's				
7.1	RFI Schedule	BM to issue NHS RFI Aconex Register to indicate RFI due/overdue dates for future reporting. All agreed that the format was not suitable for reporting and that all would review the NHS format that had been issued. BMC to prepare the RFI schedule for future reporting, format as per NHS.	BMC to prepare and issue		BMC
8.0	Architectural Design Progress/Clarifications				
8.1	1:50 Department Design /User Group Meetings (UGM)	<p>BM (GB) confirm that a disc containing a record set of all Pre-UGM department review drawings has been issued NHS.</p> <p>DH noted that some sketches were missing from the CD. LE noted that this has been resolved with DocControl who would be rectifying imminently.</p> <p>BMC noted that a similar disc with all 1:50 UGM commented drawings is being prepared.</p> <p>NHS stated that the next meeting on Interventional Theatres is scheduled for 19.07.11. All other UGMs now complete.</p>	<p>Note</p> <p>BMC</p> <p>BM (Document Control) – ongoing</p> <p>Ongoing</p> <p>Ongoing</p>		<p>BMC</p> <p>BMC</p> <p>NA</p>
	1:50 Tracking Schedule	Latest revision to be issued 06.07.11. A final 'catchup' iteration will be issued at the end of the process. Missing drawings were noted by NA, NHS agreed to provide NCH + NSGH Radiology Dept and NCH main entrance by Friday 08.07.11			

Item No	Description	Discussion/Information	Action Page 603	Action by Whom
8.2	Room Elevations	NA confirm Room Elevations being issued as 1:50 Drawing Checking & Approval Programme (NA-SH-012_rev01). NHS Stage 3 check as above. Group A elevations now issued. NA note that issue of Group B Room Elevations will commence after the main 1:50 Drawing Checking & Approval Programme has been completed. New programme to be issued next week for NHS review.	ongoing NA to issue progressively for NHS review	NA
8.3	Standard Fixing Height Drawings	NA note that these have been re-issued to incorporate the pertinent comments, i.e. those which are generic to the intended 'standard' nature of these drawings. NA suggest that a combined review of these occurs after the 1:50 sign-off to ensure any amendments incorporated during the UGMs are captured.	NA/BM/NHS/C&B to review after 1:50 sign-off and co-ordinate against comments	NA/BM/NHS /C&B
8.4	Standardisation Document	Note this is a 'live' project document and will be subject to ongoing revisions due to comments received in UGMs. NA suggests that a combined review of these occurs after the 1:50 sign-off to ensure any amendments incorporated during the UGMs are captured.	NA/BM/NHS/C&B to review after 1:50 sign-off and co-ordinate against comments	NA/BM/NHS /C&B
8.5	Room Data Sheets	ZBP are checking Environmental Data/output on RDS prior to UGM issue following 1:50 department sequence. NA confirm that all ZBP environmental data will be included in the RDS issues. It is noted that ZBP are currently working to the agreed Appendix K Environmental Matrix. ZBP agree to raise any specific design issues as RFI's as they work through their detailed design. This takes NHS final review of RDS off the critical path. NHS noted that they will review collectively and note exceptions as they occur.	Item closed	NA/ ZBP
8.6	RDS Sign-Off Strategy	NHS confirmed 'specific' RDS with comments to be returned by 29.07.11. Final RDS sign off to be incorporated into new NA programme.	NHS/NA	NHS/NA
8.8	Atrium and Sanctuary Design	It is noted that there are areas in both the Atria and the Adult Sanctuary which are currently in abeyance as a result of the NHS Appendix K review. Adult Atrium Feedback awaited at time of previous meeting. Post Meeting Note: Detailed design is ongoing. Proposed design review date with NHS 13.07.11. Integration of feature lighting and updates to cafe/sanctuary and bridges will be presented. Adult Sanctuary Feedback awaited at time of previous meeting. Post Meeting Note: NHS noted that the sanctuary may not be provided in <i>its present form</i> . NA provided model to site for NHS review. NA to review means of escape and travel distances in order to accommodate NHS request to omit bridge link from cafe and mirror the entrance location to sanctuary. NA to develop design, also soffit and a ground floor option. Children's Atrium	Note NHS/BMC NA to develop design and present proposals NHS/BMC NA to develop design and present proposals	NA NA

Item No	Description	Discussion/Information	Action Page 604	Action by Whom
		Feedback awaited at time of previous meeting. NHS confirmed that detail design could progress from the App K changes that were proposed (balcony omission and expression of projecting boxes.) NHS provided Denver Childrens Hospital as an example for investigation during detailed design. Design currently progressing; D+S are completing a cost review.	NHS/BMC NA to develop design and present proposals	NA
9.0	M&E Design Progress/Clarifications			
9.1	Access Control & Security	BMC confirmed that all Appendix K comments on the mark ups that have been issued to Aconex should be incorporated. MEL confirmed that their design already assumes all comments incorporated. NA/ZBP to update drawings in due course. Further workshops may still be required.	Note NA/ZBP/MEL to co-ordinate	NA/ZBP/MEL
9.2	M&E Design Progress	Progress Since Last Meeting (Summary provided by SP) <ul style="list-style-type: none"> - Issued Stage 2 Energy Report (note this will be regularly updated as design progresses) - Detailed design for Zone G now issued - Zone K detailed design progressing, delay noted due to delayed Sanctuary design - Detailed design for Zone D underway - Co-ordination with structure, 1:50's, developing Rainwater and Drainage Strategy - External services co-ordination is largely complete; further works required on co-ordination with retained estates - Energy Centre detailed design ongoing; currently looking and major equipment and checking the specification against the Energy Model - Underslab drainage design was moved forward in the programme but is being progressed. 	Note	
9.3	M&E Design Clarifications	ZBP again requested clarifications on VE items. BM/NHS/C&B reviewed and provided initial guidance. Another meeting required to close this – progress ongoing. ZBP noted that air flow rates and pressure requirements are urgently required for Asceptic suite.	BM/NHS/C&B to review and instruct ZBP NHS to provide	BM/NHS/C&B NHS
	M&E Equipment Lists	Equipment clarifications required from NHS are being highlighted by ZBP on an Equipment Component List per department/zone. NHS to respond to queries within time requested so ZBP can ensure suitable allowances are provided for in the design. ZBP confirm that Zone G design is progressing with complete assumptions – SP states that smaller items are currently more of a concern. The information provided following initial meeting between BM (DP), C&B (DH) and NHS (FW) has not provided all the clarifications ZBP required. ZBP to brief BM (DP) to	ZBP progressed issue of equipment lists per department; NHS to review – Ongoing ZBP to brief BM; follow-up meeting to be arranged BM/C&B/NHS	ZBP/NHS ZBP BM/C&B/NHS

Item No	Description	Discussion/Information	Action Page 605	Action by Whom
9.4	Pre-RDD Design Review Meeting	<p>ensure their requirements are understood prior to follow-up meeting.</p> <p>It is agreed as a principle that M&E design discussions will be required with the NHS prior to RDD submission (Pre-RDD Reviews). This should be developed on the RDD Programme and design review periods allowed for on a zonal basis.</p> <p>Zone G Pre-RDD Design Review Meeting to be arranged with the NHS/C&B</p>	<p>BM/ZBP/MEL to develop programme proposals and agree with NHS</p> <p>ZBP/BM to arrange/agree meeting date with NHS/C&B</p>	<p>BM/ZBP/NHS</p> <p>ZBP/BM</p>
10.0	Structural & Civil Design Progress/Clarifications			
10.1	Column Review	<p>Very few columns still noted in abeyance; approx 4no.</p> <p>EWNs raised as required for any columns rejected during 1:50 sign off. Currently 1 no.</p>	<p>Note – ongoing until all NHS structural comments closed out by WSP/NA</p> <p>NA/WSP to cloud on 1:50 drawings - ongoing</p>	<p>WSP/NA</p> <p>WSP/NA</p>
10.2	Structural and Civil Design Progress	<p>Progress Since Last Meeting (Summary provided by PD)</p> <ul style="list-style-type: none"> - Weekly Structural Co-ordination Workshops with DT - Piling/pile cap drawings progressing on programme - Core slip forming progressing (plans co-ordinated/openings ongoing) - Civil/Roads and Drainage design progressing on programme - Building Warrant submissions ongoing - Energy Centre steelwork design commenced/ongoing - Fire Strategy design development issues being progressed with DT - Concrete frame generally issued for construction, except ZF which is currently undergoing analysis around the main entrance. 	Note	
10.3	Structural Design Clarifications	Existing drawings required to be circulated to DT for teh external bridge links. Asbestos survey pending.	Note	
11.0	Masterplanning & Landscape Design Progress/Clarifications			
11.1	Masterplanning & Landscape Design Progress	<p>Progress Since Last Meeting (Summary provided by EC)</p> <ul style="list-style-type: none"> - Completed most of the drawings to support the discharge of the planning conditions; a couple outstanding - Small amendment required to the sample area drawing. 	Note	

Item No	Description	Discussion/Information	Action Page 606	Action by Whom
		<ul style="list-style-type: none"> - Design development and co-ordination required for construction (green roofs, external levels etc) - Attended external lighting design co-ordination meeting with WSP and ZBP, pack now issued to BMC commercial. - Completed materials and drawing references to the RDD Schedule - Proposals urgently required for screening to NCH observation. - Site boundary to be reviewed. 		
11.2	External Lighting	It is noted that the external lighting design assumptions should be added into the Energy Model (SL states that these assumptions should be specific). SL requested an information pack copy containing the WSP/ZBP design assumptions.	Design assumptions included in Energy Model to be issued to SL	ZBP
12.0	Specialist Design Issues			
12.1	General	It is agreed that design reviews should be set-up and integrated into the RDD process/programme.	Design reviews with NHS to be agreed and added by BM to programme	BM
12.2	Fire			
12.2.1	Manual Call Points & Fire Extinguisher Locations	Drawings issued; review/approval ongoing as part of regular Fire Strategy meetings NHS sign off still required.	NHS	BM/NHS/ MEL/WSP
12.2.2	Sprinkler Zones	Agreed in principle; system details required. Cause + Effect reviews ongoing. Risk assessment due 07.07.11	Ongoing as part of the Fire Strategy Workshops	BM/NHS/ MEL/WSP
12.2.3	Fire Alarm Zones	Reviewed in monthly Fire Strategy Workshops. To be developed further with cause and effect. BM note that the Cause & Effect Matrix for the first dozen areas has been issued – NHS/C&B to review and comment. Cause + Effect reviews ongoing.	Ongoing as part of the Fire Strategy Workshops	BM/NHS/ MEL/WSP
12.2.4	Dry Risers & Hose Lengths	Reviewed in monthly Fire Strategy Workshops. WSP action to have discussions with Fire and Rescue and report back to next Fire Strategy Workshop. Some areas had been identified as being above max length. WSP to further review and propose remedy.	Ongoing as part of the Fire Strategy Workshops	BM/NHS/NA/ MEL/WSP
12.2.5	Building Control Submission Date	Formal response received 15.06.11. DT reviewing, NHS to review occupancy numbers and confirm.	BM to confirm re-issue dates	BM
12.3	Acoustics	Meeting took place 29.06.11. Revised report with more project specific data requested and due 08.06.11. A detailed design study on the atria has been requested.	Note	

Item No	Description	Discussion/Information	Action Page 607	Action by Whom
12.4	Equipment			
12.4.1	Equipment Lists	Final Equipment List These lists will match the drawings issued for SIGN-OFF. They will include all UGM comments. NA confirm that this will be 2 weeks after final sign off comments received from NHS (due 29.07.11)		
12.4.3	Energy Model Issues	Energy model was issued and discussed at meeting 06.06.11.	note	
12.5	Radiation Protection	Added as item for future meeting reporting. It is noted that further detail will be required following completion of UGMs/1:50 sign-off.	Note	
12.6	FM			
12.6.1	Food Waste	Final solution still to be confirmed (area in Basement to stay in design). Possible impact on the design of the Regen Kitchens (additional storage container maybe required). Requirements for Regen Kitchens to be noted on CDS drawings during UGM. It is noted that the NHS are commencing trial runs next week with a sample solution. 5 weeks installation remaining. Positive feedback so far.	NHS/BM to agree solution – ongoing (min 2/3 months until trial run complete to allow NHS assessment)	NHS/BM
12.6.2	Catering	Co-ordination Meeting took place to review current design and drainage requirements. NHS confirmed that stainless steel sinks required to regen kitchens and basement.	NA/BMC to update specs/equip lists accordingly	CDS/NA/BM
12.7	IT	SL raised concern over selection of equipment and impact on Low Carbon. C&B/NHS state that they have a dedicated team in place to manage the process with the Users (IT) and that the energy consumption load allowances stated in the ER's will not be permitted to be exceeded.	Note	
12.8	Lifts & Escalators	DH states that further information on movement analysis (lift traffic) and travel analysis, such as travel times to departments for key journeys (e.g. surgical wards to theatres) is required. BM confirm that Schindler are currently reviewing and updating their information. Item outstanding SL notes that there is an outstanding item required for energy predictions Schindler need to supply the information to be included by ZBP in the Energy Model. ZBP confirm that Stage 2/3 information nominally the same.	BM to liase with C&B/NHS and agree information required – item outstanding Item closed	BM
12.9	AGVs	DP confirms that the amendment to shared Clean and Dirty in Cores C and D will only improve the AGV functionality. Swiss Log to review and re-run simulations at a later date tbc. Board accepted the current layout outside the Pharmacy Lift in the basement, item now closed.	BM to request Swiss Log review – date tbc note	BM (DP) BM (DS)

Item No	Description	Discussion/Information	Action	Page 608	Action by Whom
12.10	Helipad	No further discussions.			
13.0	Low Carbon/BREEAM				
13.1	Design Progress/Clarifications	<p>Low Carbon Progress Since Last Meeting (Summary provided by SL)</p> <ul style="list-style-type: none"> - Ongoing detailed issues will be dealt with in the Low Carbon Group - Stage 2 Energy Model issued and being reviewed by SL - Lighting review meeting took place and SL reported concern over bedhead lighting and linear lighting solution to corridors (more energy consumption than Appendix K design assumptions). NA confirm lighting design assumptions not required for wayfinding as suggested by Whitecroft. Consideration to energy consumption for bedheads (single bedrooms) important due to numbers of rooms and potential effect on Energy Model. - Blue lights in public WCs noted as doubling energy consumption by SL; DH explains clinical/life saving issues and why these are required - Daylighting % issues to Wards require BM close out <p>BREEAM Progress Since Last Meeting (Summary provided by SL)</p> <ul style="list-style-type: none"> - SL stated that alternatives to the wind turbines are being investigated with NHS (Alan Seabourne) e.g. bore holes - SL not yet seen the A&C BREEAM Report produced by WSP. WSP to update and include SL on distribution list - NmcG reported that the project is currently achieving 73.47% . - WSP to issue updated report imminently. - Photovoltaic option discussed. BMC to advise. 	Note		
14.0	Art		SL to report progress WSP to update and issue to all, including SL WSP to issue report. BMC		SL/NHS WSP WSP/PD
14.1	Design Progress/Clarifications	<p>It is noted that further work is required for the fundraising aspect of the strategy (mainly within the Children's Hospital Integrated Strategy).</p> <p>NA confirm that they are currently reviewing the Art Programme with Gingko to ensure that this is co-ordinated with the overall design programme. In particular NA need to develop the design of the atria, sanctuaries, interior design and wayfinding further before further works are requested from the artists. [previously Item 14.3] A meeting is scheduled for 07/06/11.</p>	NHS/NA/BM to co-ordinate NA to review programme with Gingko and advise NHS prior to next Design & Healthy Living Meeting - ongoing		NHS/NA/BM NA
15.0	NHS Strategy Documents	Item added [previously Item 16.4]			

Item No	Description	Discussion/Information	Action	Action by Whom
15.1	Fire Management Strategy	NHS/C&B confirm that the first draft of the Fire Management Strategy is due end April. NHS confirm that work is progressing on this, to be developed with Cause and effect reviews.	NHS to issue for review – ongoing	NHS
15.2	FM Strategy	DH noted that the FM strategy is deemed to have been provided and will be reviewed during RDD.	note	
16.0	Summary of Items to report to Lead Design Group	Section re-numbered from 15.0		
16.1	1:50 Post Sign-Off	Programme to be discussed in Lead Design Group.	Note	
16.2	RDS Sign-Off Strategy	RDS Sign-Off Strategy to be discussed further in the Lead Hospital Design Group.	Note	
17.0	AOB	Section re-numbered from 16.0		
17.2	Workshops	BM (DS) suggests that a list of Specialist Design Workshops is prepared and dates are organised to co-ordinate to ensure design issues are resolved in line with the programme (e.g. Renal, Pharmacy). The list has not been issued but some workshops have commenced (aseptic).	BM/NHS to agree list	BM/NHS
17.3	Substation	BM (DS) request confirmation from the NHS on the location of the Substation to Car Park 2 to ensure BM can prepare an 'interim' design solution (pavement/drainage). PM to let DS know the NHS Procurement Programme (PM confirms approx start for design = 2013). WSP to provide interim proposal for review by NHS.	NHS to confirm – item outstanding WSP to provide	NHS (PM) WSP
17.4	Link Bridges – Neonatal & Neurosurgery	Meeting/site visit took place. Actions with WSP and NHS to progress and ensure information required to close our design is complete on programme. Existing drawings are required by the Consultants. NHS to provide.	WSP/NHS to close out actions from meeting NHS to provide drawings.	WSP/NHS
17.5	Wireless Coverage in Lifts	DH queries NHS requirement – currently only lifts with wireless provision are those with AGVs. Item outstanding	NHS to review requirements and check if further coverage required – item outstanding	NHS
17.6	Entrance to Children's Park	DH raises concerns over the current design of the entrance to the Children's Park from the Children's Atrium. Prevailing SW winds, and subsequent energy heat loss issues. Strategy to be reviewed (currently no lobby/entrance matting provided – NA state original design intent was for this to be used as an exit only). Item ongoing.	NA currently reviewing all entrances	NA

Item No	Description	Discussion/Information	Action	Page 610	Action by Whom
18.0	Date and Time of Next Meeting				
		Wednesday 03 August 2011 at 2.00pm in the Boardroom, Top Floor, Site Offices.			ALL

Meeting No 07: 03 August 2011, 2.00pm to 4.00pm

ACTION NOTE

Present:

David Hall (DH)
Karen Connelly (KC)
Frances Wrath (FW)

Company:

Currie & Brown (C&B)
Glasgow NHS Board (NHS)
Glasgow NHS Board (NHS)

Present:

Gavin Burnett (GB)
Ken Hall (KH)
Jim Miller (JMi)
Eddie Picton (EP)
Emma Corry (EC)
Brendan Rooney (BR)
Jeff Murdoch (JeM)
Neil McGarry (NMc)
Emma White (EW)
Liane Edwards (LE)

Company:

Brookfield Multiplex (BM)
Brookfield Multiplex (BM)
Ironsides Farrar (IF)
Zisman Bowyer & Partners (ZBP)
Gillespies (GIL)
Mercury Engineering (MEL)
URS (URS)
WSP Buildings (WSP)
Nightingale Associates (NA)
Nightingale Associates (NA)

Apologies:

Peter Moir (PM)
Eleanor McColl (EM)
Anna Baxendale (AB)
Mairi Macleod (MM)
Heather Griffin (HG)
Susan Logan (SL)
Fiona McCluskey (FM)
Jackie Stewart (JS)

Glasgow NHS Board (NHS)
Glasgow NHS Board (NHS)
Glasgow NHS Board (NHS)
Glasgow NHS Board (NHS)
Glasgow NHS Board (NHS)
Ecoteric Limited (EC)
Glasgow NHS Board (NHS)
Glasgow NHS Board (NHS)

David Bower (DB)
Grant Wallace (GW)
Darren Pike (DP)
Darren Smith (DS)
Gillian Kirkness (GS)
Fraser Dunlop (FD)
Neil Ross (NR)
Pete Dunbar (PD)
Jim Murray (JMu)
Steve Pardy (SP)

Brookfield Multiplex (BM)
Brookfield Multiplex (BM)
Brookfield Multiplex (BM)
Brookfield Multiplex (BM)
Doig & Smith (D&S)
Doig & Smith (D&S)
Zisman Bowyer & Partners (ZBP)
WSP Buildings (WSP)
Brookfield Multiplex (BM)
Zisman Bowyer & Partners (ZBP)

Distribution: All above plus

Alan Seabourne (AS)
Mike Sharples (MS)

Glasgow NHS Board (NHS)
Brookfield Multiplex (BM)

Neil Murphy (NM)
Stephen Richards (SR)
Robert O'Donovan (R'oD)

Nightingale Associates (NA)
Gillespies (GIL)
Mercury Engineering (MEL)

Item No	Description	Discussion/Information	Action	Action by Whom
1.0	Introductions			

Item No	Description	Discussion/Information	Action Page 612	Action by Whom
1.1	Open Meeting/Comments on Agenda	No corrections or comments noted.		
1.2	Confirm Meeting Attendees	Apologies as noted.		
2.0	Safety Initiatives			
2.1(2.2)	CDM Design Progress	Progress Since Last Meeting (Summary provided by JeM) <ul style="list-style-type: none"> - CDM design review with WSP took place - Reporting monthly into the Design Team Meetings (DTM) - Written monthly report provided following each DTM 	Note	
2.2(2.3)	Maintenance & Operational Issues	<ul style="list-style-type: none"> - Structural Method statement and Access + Maintenance strategy to be issued formally to NHS. - NHS to review ZBP Plant replacement strategy. - DH noted concerns about craneage access requirements being too onerous on the operational activities for the hospital. - DH further noted that the amount of specialist maintenance required is of concern to the NHS - All agreed that after the formal A+M Strategy issue, this should be regularly reviewed as part of the RDD process. - MEL are required to attend this review going forward. - EW noted that atrium lighting will also be added to this meeting as an item for review. - DH requested a review of works to the Neuroscience building from a CDM perspective; NHS are reviewing FM/operations. 	BM NHS Note Note, NHS to formally respond Note MEL Note All	BM NHS MEL All
3.0	Planning Approvals			
3.1	Planning Conditions Schedule	No updated Schedules since last meeting <ul style="list-style-type: none"> - [NSGH 17132 (07.01158.DC) Discharge Status Schedule (Outline A&C +Masterplan)_ 21-01-11] - [NSGH (10.01779.DC) Discharge Status Schedule (MSC 2 Consent)_ 14-01-11] - [NSGH (10.02171.DC) Discharge Status Schedule (MSC3 Consent) _ 04-02-11] Progress Since Last Meeting (Summary provided by JMi) <ul style="list-style-type: none"> - Energy Centre materials signed off, formal correspondence awaited. - GCC have requested backlit panels to N+E elevations (coloured panels), further info and details to be provided 	IF to monitor	IF

Item No	Description	Discussion/Information	Action	Page 613	Action by Whom
3.2	Planning Sample Schedule	<ul style="list-style-type: none"> - Architectural and Landscape drawings have progressed and will shortly be available following cost checks. Further discussions required with NHS (PM) to agree process of completing the approval with NHS review/sign-off prior to arranging meeting with GCC - RTPi Planning Award 2011 – NSGH did not make the shortlist, feedback has been requested. - JMi noted that NA, IF + GIL are working on design drawings in relation to MSC02. - JMi noted that a schedule of Design Changes is being prepared. There are currently 32 items on the audit of design changes to be incorporated into the detail drawings. - JMi reported that GCC are only concerned with 'big ticket' items such as helipad and roofs. All will required to review the changed to agree which changes are to be highlighted to the Planners. <p>BM/IF issued Planning Sample Schedule and reported progress. (No updated Schedules since last meeting)</p>	BM/IF to monitor		BM
		<ul style="list-style-type: none"> - [NSGH – Energy Centre Material Schedule_rev 07_ 18-05-11] - [NSGH – Adult & Children’s Hospital Material Schedule_rev 12_ 13-07-11] - [NSGH – Adult & Children’s Hospital Landscape Material Schedule_rev 07_ 18-05-11] <p>It is noted that these should be reviewed and updated for reporting at the next meeting to note progress.</p> <p>Energy Centre materials schedule to be updated to loc GCC approvals.</p>	BM/NA to add as required		BM/NA
3.3	Samples & Mock-Ups	<p>Adult & Children’s Hospitals Materials:</p> <ul style="list-style-type: none"> - Final sample panel awaiting completion prior to presentation to NHS. - Dunhouse Buff still awaited from US. - NHS have requested installation of the smaller channel section, BMC investigating. - Some minor shading issues are to be addressed – BMC will liaise with sub-cts to ensure same batch powder coats are used. - JMu noted that BM have received the Reynobond sample, and that additional mock-up panels are being prepared for the blind box detail. The method of operation (wands) is still to be agreed, and will differ for operational/infection control reasons. <p>Landscaping Materials:</p> <ul style="list-style-type: none"> - JMu confirms that the landscaping materials are being procured. GIL have prepared a sample 	BM/IF to update and re-issue		BM/IF
			BM/IF to update and re-issue		BM/IF
			BM to complete and review with NA, then invite NHS for presentation prior to Planners review		BM
			BM to address.		BM
			BM to complete sample panels		BM
					BM
					BM

Item No	Description	Discussion/Information	Action Page 614	Action by Whom
		<p>panel drawing to set-out a strip for the materials, some minor amendments required.</p> <p>- NHS to sign off alternative paving stone.</p>	<p>BMC to build mock-up</p> <p>NHS</p>	<p>BM</p> <p>NHS</p>
4.0	Building Control Warrant			
4.1	Building Warrant Application Schedule	<p>BMC re-issued the Building Warrant Application Schedule and reported progress. Updated to current progress and forecasted submissions brought into alignment with design programme.</p> <p>- [Building Warrant Submission Schedule_NA-XX-DC-000-100_rev 11]</p> <p>Adult & Children's Hospitals Submission Progress (to date, 27.07.11):</p> <ul style="list-style-type: none"> - Stage 8 Fire – comments received, return comments submitted 03.08.11 - Stage 9 Cores-comments received, return comments being prepared, zone K cores to be progressed - Stage 20 Facade-comments received, return comments being prepared - Stage 53 BC confirmed no warrant required for retained telecoms mast <p>Energy Centre Submission Progress:</p> <ul style="list-style-type: none"> - Envelope :comments received, return comments being prepared 	Note	
4.2	Meeting Schedule	<p>No updated Schedule since last meeting.</p> <p>- [NSGH Building Control Meeting Schedule_01-03-11]</p>	NA to monitor	NA
4.3	NHS Design Issues	<p>CFD modelling from WSP required urgently for design to progress on NCH atrium. Adults Atrium roof height ETFE raised – Planners to be consulted)</p> <p>NHS confirmed acceptance of design principles in Adult Atrium – item to be closed.</p>	WSP	WSP
5.0	Design Compliance/ER's			
5.1	Alternative Compliance Schedule	<p>Non-Compliance issues and Alternative Compliance proposals are to be discussed in future HDG meetings. These are to be collated into an Alternative Compliance Schedule for review and agreement between BCL/NHS.</p>		

Item No	Description	Discussion/Information	Action Page 615	Action by Whom
		DS to issue in agreed format.	BM still to to issue	BMC
6.0	Design Sign-Off/RDD/Mock-Ups			
6.1	Appendix K/FBC Comments	NHS have now signed and returned all outstanding App K info. Post Meeting Note: BMC have now issued all countersigned info to NA.	Item Closed	
		Access Control meeting took place between NHS/BM/DT on 18/04/11. GB noted that all items should now be incorporated into the drawings.	Item Closed	ALL
6.2	RDD Schedule	The draft RDD Drawing Submission Schedule was issued by BM. All Consultants have now input data as required. - [RDD Master Schedule_BCL-AC-XX-SH-001_rev 05] DH commented that format of RDD schedule should be reviewed between all parties. Programme with monthly forecasting tool to be considered. NHS to be included in next revision – issue dates required to allow NHS to manage resourcing. NHS will advise on meeting dates following receipt of drawing issue dates. Post Meeting Note: NHS(PM) comments received 12.07.11, issued to DT by BM on 20.07.11	Item Closed Initial action closed	DS/BMC BMC BMC
6.3	Mock-Ups and Samples	Sample room complete – item closed.	BMC to commence works	AK/BMC
6.4	Showers	NHS/C+B requested mock up to be provided to close out the sloping shower floors to gulleys. BM advise this will be complete imminently in Labs building.	BM to provide for NHS review	BM
7.0	RFI's			
7.1	RFI Schedule	BM to issue NHS RFI Aconex Register to indicate RFI due/overdue dates for future reporting. All agreed that the format was not suitable for reporting and that all would review the NHS format that had been issued. BM still to prepare the RFI schedule for future reporting, format as per NHS.	BM still to prepare and issue	BMC
8.0	Architectural Design Progress/Clarifications			
8.1	1:50 Department Design /User Group Meetings (UGM)	BMC noted that a similar disc with all 1:50 UGM commented drawings is being prepared. NHS do not require, BM to reconsider/confirm if necessary.	BMC	BMC

Item No	Description	Discussion/Information	Action Page 616	Action by Whom
		NHS stated that the next meeting on Interventional Theatres is scheduled for 19.07.11. All other UGMs now complete. NHS confirmed that Interventional Theatres can be clouded in abeyance on post sign off info if not yet signed off from post-UGM meetings.	Ongoing	
8.2	1:50 Tracking Schedule Room Elevations	Final Tracking Schedule to be updated and issued. POST MEETING NOTE: Final sign off drawings received Monday 15 August 2011. NA confirm Room Elevations being issued as 1:50 Drawing Checking & Approval Programme (NA-SH-012_rev01). NHS Stage 3 check as above. Group A elevations now issued.	NA Item Closed. ongoing	
8.3	Standard Fixing Height Drawings	NA note that issue of Group B Room Elevations will commence after the main 1:50 Drawing Checking & Approval Programme has been completed. NHS have reviewed and commented. NA suggest that a combined review of these occurs after the 1:50 sign-off to ensure any amendments incorporated during the UGMs are captured.	NA to review NHS comments NA/BM/NHS/C&B to review after 1:50 sign-off and co-ordinate against comments	NA NA/BM/ NHS /C&B
8.4	Standardisation Document	NHS to confirm date for review prior to B elevation issue. NA suggests that a combined review of these occurs after the 1:50 sign-off to ensure any amendments incorporated during the UGMs are captured. NHS note review of unions to be included in meeting.	NHS NA/BM/NHS/C&B to review after 1:50 sign-off and co-ordinate against comments	NA/BM/ NHS /C&B
8.5	Room Data Sheets	ZBP to populate any blank fields. All agreed that activity and finishes fields can be removed. NA to issue updated sample RDS for review. Board to recheck re-issued grouping lists. POST MEETING NOTE: RDS sample agreed Monday 15 August. Equipment Grouping comments received Tuesday 16 August, post Equipment List run, therefore these have not been incorporated on this issue.	Item closed NA to update in RDS format.	NA
8.6	RDS Sign-Off Strategy	NHS confirmed 'specific' RDS with comments to be returned by 29.07.11. Final RDS sign off to be incorporated into new NA programme.	NHS/NA	NHS/NA
8.8	Atrium and Sanctuary Design	Adult Atrium Lighting presentation presented to PM, positive feedback to be issued imminently. MEL to submit for RDD review. Adult Sanctuary Positive feedback from NA presentation, NHS noted meeting planned with Chaplain w/c 11.08.11.	NHS to feedback MEL to submit NHS to feedback	NHS NHS

Item No	Description	Discussion/Information	Action Page 617	Action by Whom
		Children's Atrium D+S still to complete cost review, NA preparing similar presentation to Adults sanctuary for presentation in the near future.	D+S to feedback NA to develop design and present proposals	D+S NA
9.0	M&E Design Progress/Clarifications			
9.1	Access Control & Security	Further workshops to be planned with all parties present. POST MEETING NOTE: workshop planned 16.09.11	BMC	BMC
9.2	M&E Design Progress	Progress Since Last Meeting (Summary provided by SP) <ul style="list-style-type: none"> - Co-ordination with structure, 1:50's, developing Rainwater and Drainage Strategy - External services co-ordination is largely complete; further works required on co-ordination with retained estates - Energy Centre detailed design ongoing; currently looking and major equipment and checking the specification against the Energy Model - Underslab drainage design was moved forward in the programme but is being progressed. 	Note	
9.3	M&E Design Clarifications	Another meeting required to close VE items – progress ongoing.	BM/NHS/C&B to review and instruct ZBP	BM/NHS/C&B
	M&E Equipment Lists	ZBP noted that air flow rates and pressure requirements are urgently required for Asceptic suite. Equipment clarifications required from NHS are being highlighted by ZBP on an Equipment Component List per department/zone. NHS to respond to queries within time requested so ZBP can ensure suitable allowances are provided for in the design. ZBP confirm that Zone G design is progressing with complete assumptions – SP states that smaller items are currently more of a concern. The information provided following initial meeting between BM (DP), C&B (DH) and NHS (FW) has not provided all the clarifications ZBP required. ZBP to brief BM (DP) to ensure their requirements are understood prior to follow-up meeting.	NHS to provide ZBP progressed issue of equipment lists per department; NHS to review – Ongoing ZBP to brief BM; follow-up meeting to be arranged BM/C&B/NHS	NHS ZBP/NHS ZBP BM/C&B/NHS
9.4	Pre-RDD Design Review Meeting	Zone G Pre-RDD Design Review Meeting to be arranged with the NHS/C&B	ZBP/BM to arrange/agree meeting date with NHS/C&B	ZBP/BM
10.0	Structural & Civil Design Progress/Clarifications			
10.1	Column Review	Very few columns still noted in abeyance; 2no. All agreed clouds can be removed and standard procedure adopted for post 1:50 sign off issues.	Note – ongoing until all NHS structural comments closed out by WSP/NA	WSP/NA

Item No	Description	Discussion/Information	Action Page 618	Action by Whom
		EWNs raised as required for any columns rejected during 1:50 sign off. Currently 1 no.	NA/WSP to cloud on 1:50 drawings - ongoing	WSP/NA
10.2	Structural and Civil Design Progress	Progress Since Last Meeting (Summary provided by NMCG) <ul style="list-style-type: none"> - Weekly Structural Co-ordination Workshops with DT - Piling/pile cap drawings progressing on programme, all now issued - Core slip forming progressing (plans co-ordinated/openings ongoing) - Core G+F under construction. - Core K imminent. - Civil/Roads and Drainage design progressing on programme - Building Warrant submissions ongoing - Energy Centre steelwork design commenced/ongoing - Fire Strategy design development issues being progressed with DT - Concrete frame generally issued for construction, except ZF which is currently undergoing analysis around the main entrance. - Link bridges – neuro piling info issued/maternity design progressing <p>DH requested clarification of TRO progress. DS to confirm. PD issued to DS as part of RDD process.</p>	<p>Note</p> <p>BM to confirm</p>	BM
10.3	Structural Design Clarifications	Existing drawings required to be circulated to DT for the external bridge links. Asbestos survey pending.	Note	
11.0	Masterplanning & Landscape Design Progress/Clarifications			
11.1	Masterplanning & Landscape Design Progress	Progress Since Last Meeting (Summary provided by EC) <ul style="list-style-type: none"> - Planning Conditions discharge work ongoing - JMi to progress paving change with planners - Green roofs progressing to tender end of August - Review of screening strategy to NCH windows and cill heights to be reviewed as RDD - Meeting date tbc- NHS to advise - Site boundary meeting took place during last period, updated drawing to be reviewed by BM prior to issue to NHS.. - Sample panel drawing updated (no change to colours) - 	<p>URS to progress with planners</p> <p>BM</p>	
11.2	External Lighting	It is noted that the external lighting design assumptions should be added into the Energy Model (SL states that these assumptions should be specific). SL is reviewing information pack containing the	SL to comment	SL

Item No	Description	Discussion/Information	Action Page 619	Action by Whom
		WSP/ZBP design assumptions. Comments awaited. (all items issued to SL)		
12.0	Specialist Design Issues			
12.1	General	Design reviews are being set-up and integrated into the RDD process/programme. Agenda for upcoming meetings will be discussed in this forum.	Design reviews with NHS to be agreed and added by BM to programme	BM
12.2	Fire			
12.2.1	Manual Call Points & Fire Extinguisher Locations	Fire Extinguishers now re-incorporated into 1:50 drawings for post 1:50 review.	NHS	BM/NHS/MEL/WSP
12.2.2	Sprinkler Zones	Agreed. Further risk assessments required for ceiling voids. Cause + Effect reviews ongoing.	Ongoing as part of the Fire Strategy Workshops	BM/NHS/MEL/WSP
12.2.3	Fire Alarm Zones	Reviewed in monthly Fire Strategy Workshops. To be developed further with cause and effect. BM note that the Cause & Effect Matrix for the first dozen areas has been issued NHS/C+B have now reviewed and comments are to be incorporated into drawings.. Cause + Effect reviews ongoing. DH noted on outstanding issue in relation to stair categorising, and a positive response to exclusion of pantries from fire clusters is still to be formally confirmed.	Ongoing as part of the Fire Strategy Workshops	BM/NHS/MEL/WSP
12.2.4	Dry Risers & Hose Lengths	Reviewed in monthly Fire Strategy Workshops. WSP action to have discussions with Fire and Rescue and report back to next Fire Strategy Workshop. Some areas had been identified as being above max length. WSP to further review and propose remedy.	Ongoing as part of the Fire Strategy Workshops	BM/NHS/NA/MEL/WSP
12.2.5	Building Control Submission Date	Formal response received 15.06.11. DT reviewing, NHS to review occupancy numbers and confirm.	BM to confirm re-issue dates	BM
12.3	Acoustics	Revised report received, close out meeting planned for 01.09.11. Detailed design study on the atria is still awaited.	Note	
12.4	Equipment			
12.4.1	Equipment Lists	Final Equipment List NA confirmed that 12.08.11 was still target date though confirmation of any slight delay would be forthcoming. NHS confirmed not problematic as potentially only one or two days delay. POST MEETING NOTE: List issued in all formats, including .mdb format as requested by NHS 16.08.11, comments awaited.	Note	

Item No	Description	Discussion/Information	Action	Page 620	Action by Whom
12.4.3	Energy Model Issues	Energy model was issued and discussed at meeting 06.06.11, ongoing.	Ongoing		
12.5	Radiation Protection	Added as item for future meeting reporting. It is noted that further detail will be required following completion of UGMs/1:50 sign-off. Dates for re-issue of drawings to be agreed and pre-meeting to be arranged.	NHS/NA		
12.6	FM				
12.6.1	Food Waste	Positive feedback from in-situ sample. KC noted that the machine is big and impacts on 5 no regens. It is planned to omit reporting desks in the meantime as the manufacturer may produce smaller product nearer NHS commissioning period. CDS drawings to be reissued for review. BM to chase.	Note BM		NHS BM
12.6.2	Catering	Co-ordination Meeting took place to review current design and drainage requirements. NHS confirmed that stainless steel sinks required to regen kitchens and basement.	NA/BMC to update specs/equip lists accordingly		CDS/NA/BM
12.7	IT	SL raised concern over selection of equipment and impact on Low Carbon. C&B/NHS state that they have a dedicated team in place to manage the process with the Users (IT) and that the energy consumption load allowances stated in the ER's will not be permitted to be exceeded.	Item closed –NHS to manage		
12.8	Lifts & Escalators	DH states that further information on movement analysis (lift traffic) and travel analysis, such as travel times to departments for key journeys (e.g. surgical wards to theatres) is required. BM confirm that Schindler are currently reviewing and updating their information. Item outstanding.	BM to liase with C&B/NHS and agree information required – item outstanding		BM
12.9	AGVs	DP confirms that the amendment to shared Clean and Dirty in Cores C and D will only improve the AGV functionality. Swiss Log to review and re-run simulations at a later date tbc.	BM to request Swiss Log review – date tbc		BM (DP)
		Board accepted the current layout outside the Pharmacy Lift in the basement, item now closed.	note		BM (DS)
12.10	Helipad	No further discussions.			
13.0	Low Carbon/BREEAM				
13.1	Design Progress/Clarifications	Low Carbon Progress Since Last Meeting (no update since last meeting) <ul style="list-style-type: none"> - Ongoing detailed issues will be dealt with in the Low Carbon Group - Stage 2 Energy Model issued and being reviewed by SL - Lighting review meeting took place and SL reported concern over bedhead lighting and linear lighting solution to corridors (more energy consumption than Appendix K design assumptions). NA confirm lighting design assumptions not required for wayfinding as suggested by Whitecroft. 	Note		

Item No	Description	Discussion/Information	Action Page 621	Action by Whom
		<p>Consideration to energy consumption for bedheads (single bedrooms) important due to numbers of rooms and potential effect on Energy Model.</p> <ul style="list-style-type: none"> - Blue lights in public WCs noted as doubling energy consumption by SL; DH explains clinical/life saving issues and why these are required - Daylighting % issues to Wards require BM close out <p>BREEAM Progress Since Last Meeting (no update since last meeting)</p> <ul style="list-style-type: none"> - SL stated that alternatives to the wind turbines are being investigated with NHS (Alan Seabourne) e.g. bore holes - SL not yet seen the A&C BREEAM Report produced by WSP. WSP to update and include SL on distribution list - NmcG reported that the project is currently achieving 73.47% . - WSP to issue updated report imminently. - Photovoltaic option discussed. BM to advise. JMi expressed concern that proposal is not accurate. BM to investigate. - DH requested confirmation of BREEAM application, and when design certificate is provided 	<p>SL to report progress</p> <p>WSP to update and issue to all, including SL</p> <p>WSP to issue report. BM</p> <p>BM</p>	<p>SL/NHS</p> <p>WSP</p> <p>WSP/PD</p>
14.0	Art			
14.1	Design Progress/Clarifications	<p>It is noted that further work is required for the fundraising aspect of the strategy (mainly within the Children's Hospital Integrated Strategy).</p> <p>Art programme ongoing and monitored in Design and Healthy living meeting.</p>	<p>NHS/NA/BM to co-ordinate</p> <p>ongoing</p>	<p>NHS/NA/BM</p> <p>NA</p>
15.0	NHS Strategy Documents	Item added [previously Item 16.4]		
15.1	Fire Management Strategy	NHS/C&B confirm that the first draft of the Fire Management Strategy is due end April. NHS confirm that work is progressing on this, to be developed with Cause and effect reviews.	NHS to issue for review – ongoing	NHS
15.2	FM Strategy	No further discussion.	note	
16.0	Summary of Items to report to Lead Design Group	Section re-numbered from 15.0		
16.1	1:50 Post Sign-Off	Programme to be discussed in Lead Design Group.	Note	
16.2	RDS Sign-Off Strategy	RDS Sign-Off Strategy to be discussed further in the Lead Hospital Design Group.	Note	

Item No	Description	Discussion/Information	Action Page 622	Action by Whom
17.0	AOB	Section re-numbered from 16.0		
17.2	Workshops	BM (DS) suggests that a list of Specialist Design Workshops is prepared and dates are organised to co-ordinate to ensure design issues are resolved in line with the programme (e.g. Renal, Pharmacy). The list has not been issued but some workshops have commenced (aseptic).	BM to agree list and issue to NHS for comment.	BM/NHS
17.3	Substation	BM (DS) request confirmation from the NHS on the location of the Substation to Car Park 2 to ensure BM can prepare an 'interim' design solution (pavement/drainage). PM to let DS know the NHS Procurement Programme (PM confirms approx start for design = 2013). WSP to provide interim proposal for review by NHS. DH advises to base design assumptions for drainage on hypostyle info. As built design will form part of future OJEU brief.	NHS to confirm – item outstanding WSP to provide	NHS (PM) WSP
17.6	Entrance to Children's Park	NA have issued pack for D+S and BM review, progress will be reported at next meeting to arrange presentation to NHS.	BM to provide feedback.	NA
18.0	Date and Time of Next Meeting			
		Wednesday 07 September 2011 at 2.00pm in the Boardroom, Top Floor, Site Offices.		ALL

Meeting No 08: 07 September 2011, 2.00pm to 4.00pm

ACTION NOTE

Present:

Karen Connelly (KC)
 Frances Wrath (FW)
 Mairi Macleod (MM)
 Jackie Stewart (JS)
 Susan Logan (SL)
 Heather Griffin (HG)
 David Hall (DH)

Company:

Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)
 Ecoteric Limited (EC)
 Glasgow NHS Board (NHS)
 Currie & Brown (C&B)

Present:

Jim Murray (JMu)
 Ken Hall (KH)
 Jim Miller (JMi)
 William Basterfield (WB)
 Mark Peters
 Neil McGarry (NMc)
 Emma White (EW)
 Liane Edwards (LE)

Company:

Brookfield Multiplex (BM)
 Brookfield Multiplex (BM)
 Ironside Farrar (IF)
 Gillespies (GIL)
 Zisman Bowyer & Partners (ZBP)
 WSP Buildings (WSP)
 Nightingale Associates (NA)
 Nightingale Associates (NA)

Apologies:

Peter Moir (PM)
 Eleanor McColl (EM)
 Anna Baxendale (AB)
 Fiona McCluskey (FM)

Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)

Emma Corry (EC)
 Grant Wallace (GW)
 Darren Pike (DP)
 Darren Smith (DS)
 Gillian Kirkness (GS)
 Fraser Dunlop (FD)
 Neil Ross (NR)
 Pete Dunbar (PD)
 Jeff Murdoch (JeM)
 Steve Pardy (SP)
 Gavin Burnett (GB)
 Brendan Rooney (BR)
 Neil Murphy (NM)
 Stephen Richards (SR)
 Robert O'Donovan (R'oD)

Gillespies (GIL)
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 URS (URS)
 Zisman Bowyer & Partners (ZBP)
 Brookfield Multiplex (BM)
 Mercury Engineering (MEL)
 Nightingale Associates (NA)
 Gillespies (GIL)
 Mercury Engineering (MEL)

Distribution: All above plus

Alan Seabourne (AS)
 Mike Sharples (MS)

Glasgow NHS Board (NHS)
 Brookfield Multiplex (BM)

Item No	Description	Discussion/Information	Action	Action by Whom
1.0	Introductions			

Item No	Description	Discussion/Information	Action Page 624	Action by Whom
1.1	Open Meeting/Comments on Agenda	No corrections or comments noted.		
1.2	Confirm Meeting Attendees	Apologies as noted.		
2.0	Safety Initiatives			
2.1(2.2)	CDM Design Progress	Progress Since Last Meeting (No update since last meeting) <ul style="list-style-type: none"> - CDM design review with WSP took place - Reporting monthly into the Design Team Meetings (DTM) - Written monthly report provided following each DTM 	Note	
2.2(2.3)	Maintenance & Operational Issues	<ul style="list-style-type: none"> - Structural Method statement and Access + Maintenance strategy issued formally to NHS, meeting 16.09.11. - NHS to review ZBP Plant replacement strategy, BM to forward copy. - DH noted concerns about crane access requirements being too onerous on the operational activities for the hospital. - DH further noted that the amount of specialist maintenance required is of concern to the NHS - All agreed that after the formal A+M Strategy issue, this should be regularly reviewed as part of the RDD process. - MEL have been invited to attend this review going forward. (BR to attend) - EW noted that atrium lighting will also be added to this meeting as an item for review. - DH requested a review of works to the Neuroscience building from a CDM perspective; NHS have reviewed FM/operations. All in hand, more access than anticipated. 	BM NHS BM Note, NHS to formally respond Note MEL Note All Item closed	BM NHS MEL All
3.0	Planning Approvals			
3.1	Planning Conditions Schedule	No updated Schedules since last meeting <ul style="list-style-type: none"> - [NSGH 17132 (07.01158.DC) Discharge Status Schedule (Outline A&C +Masterplan)_ 21-01-11] - [NSGH (10.01779.DC) Discharge Status Schedule (MSC 2 Consent)_ 14-01-11] - [NSGH (10.02171.DC) Discharge Status Schedule (MSC3 Consent) _ 04-02-11] Progress Since Last Meeting (Summary provided by JMi) <ul style="list-style-type: none"> - Energy Centre materials signed off, formal correspondence awaited. - GCC have requested backlit panels to N+E elevations (coloured panels), further info and 	IF to monitor NA	IF NA

Item No	Description	Discussion/Information	Action	Page 625	Action by Whom
3.2	Planning Sample Schedule	<p>details to be provided. NA have prepared some options to be discussed further with JMu.</p> <ul style="list-style-type: none"> - Architectural and Landscape drawings have progressed and will shortly be available following cost checks. Further discussions required with NHS (PM) to agree process of completing the approval with NHS review/sign-off prior to arranging meeting with GCC - JMi noted that NA, IF + GIL are working on design drawings in relation to MSC02. - JMi noted that a schedule of Design Changes is being prepared. There are currently 32 items on the audit of design changes to be incorporated into the detail drawings. - JMi reported that GCC are only concerned with 'big ticket' items such as helipad and atrium roofs. All will required to review the changed to agree which changes are to be highlighted to the Planners. - JMu noted that NHS have agreed to proceed with PVs and NA / ZBP to develop proposals. - JMi to contact GCC regarding sign off of structural glass colours, it was agreed that NA will present to the Board the strategy on glass colours. - NA to submit 3D views of bedroom with grey internal glazing frames. <p>BM/IF issued Planning Sample Schedule and reported progress. (No updated Schedules since last meeting)</p>	<p>NA</p> <p>NA</p> <p>NA</p> <p>BM/IF to monitor</p> <p>BM/NA to add as required</p>		<p>NA</p> <p>NA</p> <p>NA</p> <p>BM</p> <p>BM/NA</p>
3.3	Samples & Mock-Ups	<p>Energy Centre materials schedule to be updated to loc GCC approvals.</p> <p>Adult & Children's Hospitals Materials:</p> <ul style="list-style-type: none"> - Final sample panel awaiting completion prior to presentation to NHS. - Dunhouse Buff still awaited from US, anticipated end of Sept. - NHS have requested installation of the smaller channel section, to be installed w/c 12/09/11 - Some minor shading issues are to be addressed – BMC will liaise with sub-cts to ensure same batch powder coats are used. To be picked up in permanent works, not sample panels. - JMu noted that BM have received the Reynobond sample, and that additional mock-up panels are being prepared for the blind box detail. The method of operation (wands) is still to be agreed, and will differ for operational/infection control reasons. Due for installation next week. 	<p>BM/IF to update and re-issue</p> <p>BM to complete and review with NA, then invite NHS for presentation prior to Planners review</p> <p>BM to address.</p> <p>BM to complete sample panels</p>		<p>BM/IF</p> <p>BM</p> <p>BM</p> <p>BM</p> <p>BM</p>

Item No	Description	Discussion/Information	Action	Page 626	Action by Whom
		<p>JMu stated that the unitised cladding profiles require urgent NHS sign off to allow production to commence.</p> <p>Landscaping Materials:</p> <ul style="list-style-type: none">- JMu confirms that the landscaping materials are being procured. GIL have prepared a sample panel drawing to set-out a strip for the materials, some minor amendments required.- NHS to sign off alternative paving stone.	<p>NHS/BM</p> <p>BMC to build mock-up</p> <p>NHS</p>		<p>BM</p> <p>BM</p> <p>NHS</p>
4.0	Building Control Warrant				
4.1	Building Warrant Application Schedule	<p>BMC re-issued the Building Warrant Application Schedule and reported progress. Updated to current progress and forecasted submissions brought into alignment with design programme.</p> <ul style="list-style-type: none">- [Building Warrant Submission Schedule_NA-XX-DC-000-100_rev 11] <p>Adult & Children’s Hospitals Submission Progress (to date, 27.07.11):</p> <ul style="list-style-type: none">- Stage 8 Fire – comments received, return comments submitted 03.08.11 Dialogue ongoing, fortnightly cause + effect meetings planned.- Stage 9 Cores-resubmission imminent.- Stage 20 Facade-comments received, return comments being prepared. Initial comments for structal info due to close out response next week. <p>Energy Centre Submission Progress:</p> <ul style="list-style-type: none">- Envelope :comments received, comments returned. <p>Building Warrants General:</p> <p>DH requested copy of all warrant certificates received to date and going forward, to be issued to NHS.</p>	<p>Note</p> <p>BM</p>	<p>JIM</p>	

Item No	Description	Discussion/Information	Action	Action by Whom
4.2	Meeting Schedule	No updated Schedule since last meeting. - [NSGH Building Control Meeting Schedule_01-03-11]	NA to monitor	NA
4.3	NHS Design Issues	CFD modelling from WSP complete on NCH atrium, 100% burn off is required. JMu confirms that BM to raise ETFE roof to level of 4 th floor plant for buildability issues. Alternative Fire Strategy approach to be reviewed. JIM noted that NCH is moiré problematic because rain noise of ETFE, and 100% burn off required. Acoustic report awaited.	WSP	WSP
5.0	Design Compliance/ER's			
5.1	Alternative Compliance Schedule	Non-Compliance issues and Alternative Compliance proposals are to be discussed in future HDG meetings. These are to be collated into an Alternative Compliance Schedule for review and agreement between BCL/NHS. DS still to issue in agreed format.	BM still to to issue	BM
6.0	Design Sign-Off/RDD/Mock-Ups			
6.1	RDD Schedule	The draft RDD Drawing Submission Schedule was issued by BM. All Consultants have now input data as required. - [RDD Master Schedule_BCL-AC-XX-SH-001_rev 11] ELW commented that revised strategy information now being issued. DH noted that NHS have reviewed RDD schedule and there are no major issues. Some information is proposed to be issued earlier than required and some extended review periods have been requested. BM to advise consultants and update schedule as necessary. NHS to confirm availability for review meetings. (item previously 6.2)	Initial action closed NOTE BM NHS	DS/BM BM NHS
6.2	Showers	NHS/C+B requested mock up to be provided to close out the sloping shower floors to gulleys. BM advise this will be complete imminently in Labs building. (item previously 6.4)	BM to provide for NHS review	BM
7.0	RFI's			

Item No	Description	Discussion/Information	Action	Action by Whom
7.1	RFI Schedule	BM to issue NHS RFI Aconex Register to indicate RFI due/overdue dates for future reporting. All agreed that the format was not suitable for reporting and that all would review the NHS format that had been issued. BM still to prepare the RFI schedule for future reporting, format as per NHS.	BM still to prepare and issue	BMC
8.0	Architectural Design Progress/Clarifications			
8.1	1:50 Department Design /User Group Meetings (UGM)	BMC noted that a similar disc with all 1:50 UGM commented drawings is being prepared. NHS do not require, BM to reconsider/confirm if necessary.	BM	BM
		NHS to issue comments on latest interventional theatre information, still in abeyance.	NHS	NHS
	1:50 Tracking Schedule	Final Tracking Schedule issued.	NA	NA
		BM to issue Main Entrance Adult Sanctuary Adult Sanctuary comments. POST MEETING NOTE: now returned and NA have re-issued.	BM	BM
8.2	Room Elevations	NA confirm Room Elevations being issued as 1:50 Post Sign-off + Room Elevation (NA-SH-014_rev03). NHS to return by agreed dates.	ongoing	
8.3	Standard Fixing Height Drawings	NA suggest that a combined review of these occurs after the 1:50 sign-off to ensure any amendments incorporated during the UGMs are captured.	NA/BM/NHS/C&B to review after 1:50 sign-off and co-ordinate against comments	NA/BM/ NHS /C&B
8.4	Standardisation Document	NA suggests that a combined review of these occurs after the 1:50 sign-off to ensure any amendments incorporated during the UGMs are captured. NHS note review of unions to be included in meeting. Workshop date tbc.	NA/BM/NHS/C&B to review after 1:50 sign-off and co-ordinate against comments	NA/BM/ NHS /C&B
8.5	Room Data Sheets	ZBP are updating blank fields. RDS should be checked and match environmental matrix – being issued as programme (slight delay noted due to BM checking process) Manual changes may be required to Equipment Grouping. NA will update at the end of 1:50 post sign off programme.		
8.6	RDS Sign-Off Strategy	NHS confirmed 'specific' RDS with comments to be returned by 29.07.11. Final RDS sign off to be incorporated into new NA programme. NHS confirm no comments. Signoff due as per 1:50 post sign off programme.	NHS/NA	NHS/NA
8.7	Atrium and Sanctuary Design	Adult Atrium Lighting presentation presented to PM, positive feedback to be issued imminently. MEL issuing for internal review 09/09/11, RDD submission to follow.	NHS to feedback MEL to submit	NHS

Item No	Description	Discussion/Information	Action Page 629	Action by Whom
		Adult Sanctuary NA await returned commented drawing from BM Children's Atrium D+S still to complete cost review, NA preparing similar presentation to Adults sanctuary for presentation in the near future. Date tba at H+L Lead design group (within next 2 weeks)	BM to issue comments to NA D+S to feedback NA to develop design and present proposals	BM D+S NA
9.0	M&E Design Progress/Clarifications			
9.1	Access Control & Security	Further workshops to be planned with all parties present. POST MEETING NOTE: workshop date tba (part of RDD strategy workshops) Separate Energy Centre strategy to be issued for review. NHS confirmed swipe access not required – key with overrides required (eg Fire Escape stairs) acceptable.	BMC	BMC
9.2	M&E Design Progress	Progress Since Last Meeting (Summary provided by SP) <ul style="list-style-type: none"> - Co-ordination with structure, 1:50's, developing Rainwater and Drainage Strategy- D+ E issued, A+H imminent. - External services co-ordination is largely complete; further works required on co-ordination with retained estates - Energy Centre detailed design ongoing; currently looking and major equipment and checking the specification against the Energy Model - Underslab drainage design was moved forward in the programme but is being progressed. 	NA Note	
9.3	M&E Design Clarifications	Another meeting required to close VE items – progress ongoing. ZBP noted that air flow rates and pressure requirements are urgently required for Aseptic suite. Agreement on EC generators urgent – DH states that this should be dealt with via component selection process (tender returns).	BM/NHS/C&B to review and instruct ZBP NHS to provide	BM/NHS/C&B NHS
	M&E Equipment Lists	Equipment clarifications required from NHS are being highlighted by ZBP on an Equipment Component List per department/zone. NHS to respond to queries within time requested so ZBP can ensure suitable allowances are provided for in the design. ZBP confirm that Zone G design is progressing with complete assumptions – ZBP to issue schedule of Design Assumptions for clarification.	ZBP progressed issue of equipment lists per department; NHS to review – Ongoing ZBP to prepare and issue schedule.	ZBP/NHS ZBP BM/C&B/NHS
9.4	Pre-RDD Design Review Meeting	Zone G Pre-RDD Design Review took place. More dates scheduled to be co-ordinated on overall RDD workshop schedule.	ZBP/BM to arrange/agree meeting date with NHS/C&B	ZBP/BM

Item No	Description	Discussion/Information	Action	Page 631	Action by Whom
		<ul style="list-style-type: none"> - Green roofs progressing to tender end of August - Review of screening strategy to NCH windows and cill heights to be reviewed as RDD - Meeting date tbc- NHS to advise - Site boundary meeting took place during last period, updated drawing to be reviewed by BM prior to issue to NHS.. - Sample panel drawing updated (no change to colours) - Roof package tender due w/c 12/09. NHS raised concerns with sedum roof spec as quality appears to be poor on Labs roof. GIL to review spec. 	BM		
11.2	External Lighting	It is noted that the external lighting design assumptions should be added into the Energy Model (SL states that these assumptions should be specific). SL is reviewing information pack containing the WSP/ZBP design assumptions. Comments awaited. (all items issued to SL)	SL to comment		SL
12.0	Specialist Design Issues				
12.1	General	Design reviews are being set-up and integrated into the RDD process/programme. Agenda for upcoming meetings will be discussed in this forum. Missing link corridor in NCU PICU still of concern. NHS believe this is required to comply with the Fire Strategy.	Design reviews with NHS to be agreed and added by BM to programme		BM
12.2	Fire				
12.2.1	General	All items omitted from this forum as contained in other meetings. Items will be raised individually as required.			
12.2.3	Acoustics	Meeting with AL took place last week. Revised report with drawings due for issue end of Sept. to include Atrium reports with accompanying data (currently 5 dB over ERs due to cafe noise).			
12.4	Equipment				
12.4.1	Equipment Lists	Final Equipment List Equipment list to be priced by w/e 16.09.11. Queries to be issued by end of month. Re-run die December. Equipment by room will be issued during September.	Note		
12.4.3	Energy Model Issues	Energy model was issued and discussed at meeting 06.06.11, ongoing. Stage 02 Energy model closed. 03 is ongoing. ZBP will issue estimate equipment usage in November.	Ongoing		
12.5	Radiation Protection	Added as item for future meeting reporting. It is noted that further detail will be required following completion of UGMs/1:50 sign-off. Dates for re-issue of drawings to be agreed and pre-meeting to be arranged. Specialist equipment still to be issued.	NHS/NA		
12.6	FM				

Item No	Description	Discussion/Information	Action	Page 632	Action by Whom
12.6.1	Food Waste	Positive feedback from in-situ sample. KC noted that the machine is big and impacts on 5 no regens. It is planned to omit reporting desks in the meantime as the manufacturer may produce smaller product nearer NHS commissioning period. CDS drawings reissued for review.	Note		NHS
12.6.2	Catering	CDS drawings to be issued to NHS as part of post 1:50 sign off programme.	NHS		BM
12.7	IT	No comments	NA/BMC to update specs/equip lists accordingly		CDS/NA/BM
12.8	Lifts & Escalators	BM confirm that Schindler are currently reviewing and updating their information further to meeting with Schindler. Some amendments to assumptions made are required.	BM/Schindler to progress		BM
12.9	AGVs	DP confirms that the amendment to shared Clean and Dirty in Cores C and D will only improve the AGV functionality. Swiss Log to review and re-run simulations at a later date tbc. AGV drawings to be added to RDD schedule.	BM to request Swiss Log review – date tbc		BM (DP)
		Board accepted the current layout outside the Pharmacy Lift in the basement, item now closed.	note		BM (DS)
12.10	Helipad	2x visits have taken place in LDN and NWC, BM confirmed discussions ongoing with 3no sub contractors.	note		
13.0	Low Carbon/BREEAM				
13.1	Design Progress/Clarifications	Low Carbon Progress Since Last Meeting (update by SL) <ul style="list-style-type: none"> - Ongoing detailed issues will be dealt with in the Low Carbon Group - Stage 02 Energy model closed. 03 is ongoing - Whole site energy strategy being reviewed inc energy from waste on site - Possible reduction of number of boilers - Biggest concern/ outstanding issue is Equipment. Interface required with Equipment IT and Catering groups. - Daylighting % issues to Wards require BM close out - Procurement paper issued w/e 02.09.11. - BREEAM Progress Since Last Meeting (no update since last meeting) <ul style="list-style-type: none"> - SL stated that alternatives to the wind turbines are being investigated with NHS (Alan Seabourne) e.g. bore holes 			

Item No	Description	Discussion/Information	Action Page 633	Action by Whom
		<ul style="list-style-type: none"> - SL not yet seen the A&C BREEAM Report produced by WSP. WSP to update and include SL on distribution list - NmcG reported that the project is currently achieving 73.47% . - WSP issued updated report – with DS/. - Photovoltaic option to be progressed - DH requested confirmation of BREEAM application, and when design certificate is provided. Interim design submission ready – draft with BM (DS). 		
14.0	Art			
14.1	Design Progress/Clarifications	<p>It is noted that further work is required for the fundraising aspect of the strategy (mainly within the Children's Hospital Integrated Strategy).</p> <p>Art programme ongoing and monitored in Design and Healthy living meeting.</p>	<p>NHS/NA/BM to co-ordinate</p> <p>ongoing</p>	<p>NHS/NA/BM</p> <p>NA</p>
15.0	NHS Strategy Documents	Item added [previously Item 16.4]		
15.1	Fire Management Strategy	NHS/C&B confirm that the first draft of the Fire Management Strategy is due end April. NHS confirm that work is progressing on this, to be developed with Cause and effect reviews.	NHS to issue for review – ongoing	NHS
15.2	FM Strategy	No further discussion.	note	
16.0	Summary of Items to report to Lead Design Group	<p>NCH Link bridge (excessive MoE in Critical Care)</p> <p>NCH Atrium presentation</p> <p>Entrance Lobbies review</p>		
17.0	AOB	<i>Section re-numbered from 16.0</i>		
17.2	Workshops	BM (DS) suggests that a list of Specialist Design Workshops is prepared and dates are organised to co-ordinate to ensure design issues are resolved in line with the programme (e.g. Renal, Pharmacy). The list has not been issued but some workshops have commenced (aseptic).	BM to agree list and issue to NHS for comment.	BM/NHS
17.3	Substation	<p>BM (DS) request confirmation from the NHS on the location of the Substation to Car Park 2 to ensure BM can prepare an 'interim' design solution (pavement/drainage). PM to let DS know the NHS Procurement Programme (PM confirms approx start for design = 2013).</p> <p>WSP to provide interim proposal for review by NHS. DH advises to base design assumptions for drainage on hypostyle info. As built design will form part of future OJEU brief.</p>	<p>NHS to confirm – item outstanding</p> <p>WSP to provide</p>	<p>NHS (PM)</p> <p>WSP</p>

Item No	Description	Discussion/Information	Action	Action by Whom
17.6	Entrance to Children's Park	NA have met with BM and reissued agreed options to BM. Meeting with NHS to be arranged by BM imminently.	BM to provide feedback.	NA
18.0	Date and Time of Next Meeting			
		Wednesday 05 October 2011 at 2.00pm in the Boardroom, Top Floor, Site Offices.		ALL

Meeting No 10: 02 November 2011, 2.00pm to 4.00pm

ACTION NOTE

Present:

Frances Wrath (FW)
 Fiona McCluskey (FM)
 Jackie Stewart (JS)
 David Hall (DH)
 Mairi Macleod (MM)
 Heather Griffin (HG)
 Karen Connelly (KC)

Apologies:

Peter Moir (PM)
 Eleanor McColl (EM)
 Anna Baxendale (AB)
 Susan Logan (SL)

Company:

Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)
 Currie & Brown (C&B)
 Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)

Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)
 Ecoteric Limited (EC)

Present:

Jim Murray (JMu)
 Ken Hall (KH)
 Jim Miller (JMi)
 Mark Peters (MP)
 Brendan Rooney (BR)
 Neil McGarry (NMc)
 Emma White (EW)
 Liane Edwards (LE)
 Emma Corry (EC)

Grant Wallace (GW)
 Gavin Burnett (GB)
 Darren Pike (DP)
 Darren Smith (DS)
 Gillian Kirkness (GS)
 Fraser Dunlop (FD)
 Neil Ross (NR)
 Jeff Murdoch (JeM)
 Steve Pardy (SP)
 Pete Dunbar (PD)
 Neil Murphy (NM)

Stephen Richards (SR)
 Robert O'Donovan (R'oD)

Company:

Brookfield Multiplex (BM)
 Brookfield Multiplex (BM)
 Ironside Farrar (IF)
 Zisman Bowyer & Partners (ZBP)
 Mercury Engineering (MEL)
 WSP Buildings (WSP)
 Nightingale Associates (NA)
 Nightingale Associates (NA)
 Gillespies (GIL)

Brookfield Multiplex (BM)
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 Doig & Smith (D&S)
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 Zisman Bowyer & Partners (ZBP)
 URS (URS)
 Zisman Bowyer & Partners (ZBP)
 WSP Buildings (WSP)
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Distribution: All above plus

Alan Seabourne (AS)
 Mike Sharples (MS)

Glasgow NHS Board (NHS)
 Brookfield Multiplex (BM)

Gillespies (GIL)
 Mercury Engineering (MEL)

Item No	Description	Discussion/Information	Action	Action by Whom
1.0	Introductions			
1.1	Open Meeting/Comments on	No corrections or comments noted.		

Item No	Description	Discussion/Information	Action	Action by Whom
1.2	Agenda Confirm Meeting Attendees	Apologies as noted.		
2.0	Safety Initiatives			
2.1	CDM Design Progress	Progress Since Last Meeting (Summary provided by JeM) <ul style="list-style-type: none"> - Reporting monthly into the Design Team Meetings (DTM) 	Note	
2.2	Maintenance & Operational Issues	<ul style="list-style-type: none"> - NA to issue more detailed proposals for the Atria (including access for lighting) during next two weeks - ZBP+BM to develop more detailed proposals for craneage access requirements including liaison with a specialist crane supplier - The amount of specialist maintenance required is of concern to the NHS; this is to be discussed further during ongoing Access & Maintenance Workshops - Next Access & Maintenance Workshop to be arranged by BM before the end of November. - All relevant parties to respond to their actions from the previous meeting - Date of next meeting to be proposed by BM 	NA to issue ZBP to issue prior to next workshop Note BM to arrange workshop All to progress actions BM to arrange	NA ZBP BM All BM
3.0	Planning Approvals			
3.1	Planning Conditions Schedule	No updated Schedules since last meeting. <ul style="list-style-type: none"> - [NSGH 17132 (07.01158.DC) Discharge Status Schedule (Outline A&C +Masterplan)_ 21-01-11] - [NSGH (10.01779.DC) Discharge Status Schedule (MSC 2 Consent)_ 14-01-11] - [NSGH (10.02171.DC) Discharge Status Schedule (MSC3 Consent) _ 04-02-11] Progress Since Last Meeting (Summary provided by JMi) <ul style="list-style-type: none"> - [Energy Centre]GCC have requested backlit panels to N+E elevations (coloured panels), further info and details have been provided. BM reviewing options via MER/Whitecroft - Meeting took place with GCC Planners 28.10.11 - Mock up was reviewed, all major issues signed off <u>excluding</u> stone; BM to obtain further samples- more 'natural' aesthetic requested. - Schedule of Design Changes now scheduled by JMi. BM to be consulted to agree what will be presented to GCC. . - JMu noted that NHS have agreed to proceed with PVs and NA / ZBP to develop proposals. NA have issued sketches; PMI issued covering design development. - GCC have signed off structural glass colours. 	IF to monitor BM to review + comment BM to obtain samples JMi / BM to liaise Note Note	IF BM BM BM NHS/BM

Item No	Description	Discussion/Information	Action	Page 637	Action by Whom
3.2	Planning Sample Schedule	<ul style="list-style-type: none">NA issued 3D views of bedroom with grey internal glazing frames to BM. Options presented to NHS for review. Post Meeting Note: PM/NHS selected RAL 7031. PM also stated that all samples should be countersigned by NA/relevant design team member prior to issue to the Board for review/approval. <p>No updated Schedules since last meeting.</p>	Note		
3.3	Samples & Mock-Ups	<ul style="list-style-type: none">[NSGH – Energy Centre Material Schedule_rev 07_ 18-05-11][NSGH – Adult & Children’s Hospital Material Schedule_rev 12_ 13-07-11][NSGH – Adult & Children’s Hospital Landscape Material Schedule_rev 07_ 18-05-11]All schedules to be revisedMock ups to be photographs and included on NA/GIL Planning drawings for inclusion with Schedules to be issued to GCC. <p>Energy Centre materials schedule to be updated to log GCC approvals.</p> <p>Adult & Children’s Hospitals Materials:</p> <ul style="list-style-type: none">Mock-up panel for the blind box detail reviewed by NHS. Alternative mechanisms to be researched. NHS requested that full automation is considered ie full tilt/turn, raise/lower.Landscaping Materials:Landscaping sample panels almost complete; brown/dark-grey granite blocks due 07.10.11. for installation 08/09.10.11. Item outstanding.	BM/IF to monitor	BM	
			BM/NA to add as required	BM/NA	
			IF	IF	
			NA	NA	
			BM/IF to update and re-issue	BM/IF	
			BM to complete mock-up	BM	
			BM to address.		
			BM	BM	
4.0	Building Control Warrant				
4.1	Building Warrant Application Schedule	<p>No updated Schedule since last meeting</p> <ul style="list-style-type: none">[Building Warrant Submission Schedule_NA-XX-DC-000-100_rev 11] <p>Adult & Children’s Hospitals Submission Progress (Summary provided by JMu) :</p> <p>Building Warrant submission progress meeting took place yesterday (01.11.11.)</p> <p>Stage 8 – Fire Strategy: Comments received, 75-80% confirmed cleared. All responses to be taken to GF&R to close all items out at once. Cause + effect meetings ongoing. Formal response to GBC comments to be submitted w/c</p>	Note		
			Ongoing		

Item No	Description	Discussion/Information	Action Page 638	Action by Whom
		<p>07.11.11. NHS to review a limited number of departments re: 'storing' of patients during evacuation from sub compartments.</p> <p>Stage 9 – Cores: Drawings prepared following lift sign-off process. Letter with comments received. Follow up information to be submitted w/c 07.11.11</p> <p>Stage 10 - Superstructure To be submitted w/c 07.11.11 (separate warrant per zone)</p> <p>Stage 20 – Building Envelope: Return comments/supplementary information confirmed as received by BCo 28.09.11. Outstanding queries still to be submitted/</p> <p>Stage 21 – Below Slab Drainage: Design being issued Zone by Zone, BCo confirmed that the Warrant will only be issued after they have received the last Zone. This process of incremental submissions is agreed for a number of Stages (above ground drainage, rainwater systems, concrete frame etc).</p> <p>Stage 24 – Internal Fit-Out NA/BM are currently reviewing the submission dates; to be amended in line with construction programme.</p> <p>Energy Centre Submission Progress:</p> <p>Stage 5 – Energy Centre Envelope: Supplementary information issued (Promat fire-stopping detail with slab edge updated to 240min FR) Generators – Fire Boundary wall condition moved 3600 inboard of intake louvers.</p> <p>General Issues:</p> <p>DH requested copy of all warrant certificates received to date and going forward, to be issued to NHS. DS commented on spelling errors on initial 3-4 warrant certificates which have been returned to BCo for amendment. Item outstanding</p> <p>DH requested that BM check impact to BCo on the amended issue dates (previously agreed to complete initial submissions by March 2012 to assist with BCo cash flow). BM confirmed revised schedule, no impact on fees.</p>	<p>NHS to review</p> <p>WSP to re-issue drawings for submission</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>NA/BM to complete review and update schedule with agreed dates</p> <p>Note</p> <p>BM (DS) to forward scanned copies of all warrant certificates received to date</p> <p>BM to check and agree with BCo</p>	<p>NHS</p> <p>WSP</p> <p></p> <p></p> <p></p> <p></p> <p>NA/BM</p> <p></p> <p>BM</p> <p>BM</p>

Item No	Description	Discussion/Information	Action	Action by Whom
4.2	Meeting Schedule	No updated Schedule since last meeting.		
4.3	Design Issues - Atrium	<p>- [NSGH Building Control Meeting Schedule_01-03-11]</p> <p>CFD modelling from WSP complete on NCH atrium, 100% burn off is required. JMu confirms that BM to raise ETFE roof to level of 4th floor plant for buildability issues. Alternative Fire Strategy approach being investigated. Meeting 03.11.11 to review smoke clearance with specialist.</p> <p>DH requested a copy of the completed CFD modelling. WSP to issue to all. Item outstanding.</p> <p>Acoustic report received – further work required prior to meeting with NHS. Item outstanding.</p>	<p>Ongoing</p> <p>WSP to prepare updated Fire Strategy report</p> <p>WSP to issue copies of CFD model reports NA/ACL/BM to progress</p>	<p>WSP</p> <p>WSP</p> <p>NA/ACL/BM</p>
5.0	Design Compliance/ER's			
5.1	Alternative Compliance Schedule	<p>Non-Compliance issues and Alternative Compliance proposals are to be discussed in future HDG meetings. These are to be collated into an Alternative Compliance Schedule for review and agreement between BM/NHS.</p> <p>BM issued to Design Team – GIL to review and comment POST MEETING NOTE: GIL have commented; document currently sits with ACL.</p>	ACL to complete as agreed and return to BM	ZBP/WSP/ GIL/ACL
6.0	Design Sign-Off/RDD/Mock-Ups			
6.1	RDD Schedule	<p>The updated RDD Drawing Submission Schedule was issued by BM prior to the meeting.</p> <p>- [RDD Master Schedule_BCL-AC-XX-SH-001_rev 12]</p> <p>BM have met with NHS and the schedule is to be re-issued incorporating client comments as agreed.</p>	BM to issue monthly as required; submission progress to be tracked and reported	BM
6.2	Showers	<p>Shower mock-up completed. FM confirms that the NSGH users have visited and approved the detail. NCH user review/approval pending. NHS confirm to proceed as mock up.</p> <p>LE confirmed that all shower recesses are set out to HBN standards, ie 100mm outwith the shower curtain lines, and the screeds are set to fall to 1:50. While this was shallower than the Board had requested, it is compliant with the Scottish Building Standards and the sample which was constructed by BM in the Labs was constructed to 1:50. The Board have subsequently approved this detail.</p>	<p>Item closed.</p> <p>Item Closed</p>	<p>NHS</p> <p>NA</p>

Item No	Description	Discussion/Information	Action Page 640	Action by Whom
6.3	RDD Design Workshops	RDD Workshops have commenced per RDD workshop timetable but the NHS noted that RDD drawings are not being received 1x week prior to meetings. BM to rectify. RPA Strategy Overview meeting took place on 12.10.11, NHS to confirm date of follow up meeting with users.	BM to issue dwgs 1 week prior to meetings NHS to confirm date.	BM NHS
6.4	RDD Drawing Sign-Off Process	It is agreed that following return of NHS comments/approval status RDD submitted drawings need to be countersigned by BM prior to return to DT for action. BM to close out any queries and non-agreement of NHS comments prior to returning drawings to DT to avoid any abortive or non-(BM) approved works.	BM to manage process of drawing returns	BM
7.0	RFI's			
7.1	RFI Schedule	RFI schedule issued from NHS to BM. To be circulated for review + future reporting	BM/NHS to update and issue	BM
8.0	Architectural Design Progress/Clarifications			
8.1	1:50 Department Design /User Group Meetings (UGM)	BM noted that a similar disc with all 1:50 UGM commented drawings is being prepared. NHS do not require, BM to reconsider/confirm if necessary. Item still outstanding Interventional theatre CAD layouts issued by NA, sign-off awaited and formal change request required pre-Xmas.	BM – Item outstanding NHS to approve and issue change request	BM NHS
8.2	Room Elevations	NA confirm Room Elevations being issued as 1:50 Post Sign-off + Room Elevation Programme (NA-SH-014_rev03). NHS to return by agreed dates.	ongoing	NA
8.3	Standard Fixing Height Drawings	NA suggest that a combined review of these occurs after the 1:50 sign-off to ensure any amendments incorporated during the UGMs are captured. NA confirm review date 07.12.11. as per RDD Workshop Timetable.	NA/BM/NHS/C&B to review in RDD Workshop 07.12.11.	NA/BM/ NHS /C&B
8.4	Standardisation Document	NA suggests that a combined review of these occurs after the 1:50 sign-off to ensure any amendments incorporated during the UGMs are captured. NHS note review of unions to be included in meeting. Workshop date confirmed as 07.12.11.	NA/BM/NHS/C&B to review in RDD Workshop 07.12.11.	NA/BM/ NHS /C&B
8.5	Room Data Sheets	NA confirm RDS being issued as 1:50 Post Sign-off + Room Elevation Programme (NA-SH-014_rev03); ZBP are back on programme with their review and updates of the environmental data. Manual changes may be required to Equipment Grouping. NA will update at the end of 1:50 post sign off programme.	ongoing	ZBP/NA

Item No	Description	Discussion/Information	Action Page 641	Action by Whom
8.6	RDS Sign-Off Strategy	Sign-Off as per 1:50 Post Sign-off + Room Elevation Programme (NA-SH-014_rev03). NHS confirm there will be a delay as they require a set of their commented drawings to check RDS against. BM to provide copies asap-NHS to advise new dates.	NHS to review RDS and return as agreed dates	NHS
8.7	Atrium and Sanctuary Design	<p>Adult Atrium Lighting presentation presented to PM, positive feedback still awaited. MEL issuing for internal review 09/09/11, RDD submission to follow. DH confirms that MEL to revise Project Lighting Catalogue following last week's visit to Whitecroft's Showroom/Lighting Mock-Ups.</p> <p>Children's Atrium Detailed review ongoing (ETFE roof design, fire and acoustics etc not yet completed). NCH Atrium Presentation took place after the meeting and design intent was supported. NHS confirmed NCH atrium floor design to be 'on hold'. YCF atrium enhancement project being progressed. NA to lead on integration into design, NHS to confirm date of meeting with YCF.</p>	<p>NHS to feedback</p> <p>MEL update and re-submit</p> <p>NA to present updated design proposals</p>	<p>NHS</p> <p>MEL</p> <p>NA</p>
9.0	M&E Design Progress/Clarifications			
9.1	Access Control & Security	Workshop 26.10.11. (part of RDD strategy workshops). Comments returned on Aconex and BM have confirmed NA to update drawings.	All	All
9.2	M&E Design Progress	<p>Separate Energy Centre strategy to be issued for review. NHS confirmed swipe access not required – key with overrides required (e.g. Fire Escape stairs) acceptable. NA to issue drawings (BM to forward to NHS as part of RDD Submissions).</p> <p>Progress Since Last Meeting (Summary provided by MP)</p> <ul style="list-style-type: none"> - Co-ordination with structure, 1:50's, developing Rainwater and Drainage Strategy – Zones D, G, A and H issued - Currently checking all associated buildersworks on WSP drawings (part of Slab Co-ordination Process) - Energy Centre detailed design due for issue w/c 07.11.11 - Underslab drainage design progressing - Plantroom 21 detail design due for issue w/e 04.11.11 - MV schematic specification T3 issue due w/e 04.11.11 - 	Note	
9.3	M&E Design Clarifications	<ul style="list-style-type: none"> - No outstanding VE items - ZBP noted that air flow rates and pressure requirements are urgently required for Aseptic suite. - Outstanding ZBP RFI – MP to check and re-forward to BM/NHS. Schematic marked up – Item closed. 	Note Item closed	NA
	M&E Equipment Lists	ZBP confirm there are no current outstanding issues/equipment clarifications required from NHS. ZBP to update/issue their Equipment Component List and Design Assumptions upon design completion	Ongoing ZBP to update and issue Equipment	ZBP/NHS

Item No	Description	Discussion/Information	Action Page 642	Action by Whom
9.4	Pre-RDD Design Review Meeting	of each department/zone. ZBP to update equipment list and issue next week. ZBP confirm that Zone G design is progressing with complete assumptions – ZBP to issue schedule of Design Assumptions for clarification. ZBP to issue next week-outstanding. Zone D Pre-RDD Design Review took place. More dates scheduled and co-ordinated on the RDD Workshop Timetable. Ongoing.	Component List & Design Assumptions ZBP to prepare and issue schedule. BM to issue Workshop Timetable	ZBP ZBP BM
9.5	Comments from Pre-RDD Meetings	Process of drawing issues prior to Pre-RDD Workshops clarified – drawings issued 1xweek before the Workshop (generally T2). Comments to be included on updated T3 drawings issued as formal RDD submission.	Item Closed	
9.6	Light Switch/Dimming	Additional dimming controls required and to be demonstrated in a drawn format (not just generic table). ZBP issued a set of mark-up drawings 01.11.11 to demonstrate their strategy. Meeting required to discuss, date TBC.	NHS to advise availability for meeting	NHS
10.0	Structural & Civil Design Progress/Clarifications			
10.1 (10.2)	Structural and Civil Design Progress	<p>Progress Since Last Meeting (No WSP attendance - Summary provided by JMu)</p> <ul style="list-style-type: none"> - Structural Co-ordination Workshops with DT as required - Core slip forming progressing (plans co-ordinated/openings ongoing) - Cores G+F+C under construction. - Slab design progressing, zones G + D now under construction. - Civil/Roads and Drainage design progressing on programme (3/4 zones complete) - Building Warrant submissions ongoing - Energy Centre steelwork design complete, steel currently being erected on site - Fire Strategy design development issues being progressed with DT (working through completion of response to Stage 8 Warrant and review of NCH Atrium Fire Strategy) - Basement slab due to commence next two weeks. - 3/10 underslab drainage zones issued (ongoing). - RCC outstanding points being reviewed. - <p>DH requested clarification of TRO progress. DS to confirm. PD issued to DS as part of RDD process.</p> <p><i>[Previously Item 10.2]</i></p>	Note	
10.2 (10.3)	Structural Design Clarifications	Existing drawings required to be circulated to DT for the external bridge links. Asbestos survey complete	Item Closed	

Item No	Description	Discussion/Information	Action Page 643	Action by Whom
		<p>DH request design clarification of ramps to Neo-Natal link bridge. Concern over possible extension of ramp into existing building. NA state they believe this does not occur, however there is now additional area adjacent to the ramp which can only be accessed from Special Feeds due to the design of the ramp. NA have issued options for incorporation of redundant area into functional space in Special Feeds. NMcG noted that internal levels should be checked by NA.</p> <p>DH also requests issue of structural drawings including the engineering spot levels (previously measured and noted by WSP in survey/site visit).</p> <p>DH raises concerns over the provision of piles to the hydrotherapy pool (6xpiles in current design). JMu confirms this has now been reduced to 4xpiles – a sketch has been issued to MM to confirm the structural design proposals (JMu to scan and re-issue formally on Aconex).</p> <p><i>[Previously Item 10.3]</i></p>	<p>NHS to comment on NA sketches</p> <p>NA to review levels</p> <p>WSP to issue drawings</p> <p>BM (JMu) to scan and issue sketch on Aconex</p>	<p>NHS</p> <p>NA</p> <p>WSP</p> <p>BM</p>
11.0	Masterplanning & Landscape Design Progress/ Clarifications			
11.1	Masterplanning & Landscape Design Progress	<p>Progress Since Last Meeting (written progress report provided by EC)</p> <ul style="list-style-type: none"> - Roof Tender package issued - Ongoing review of screening strategy to NCH windows and cill heights; sketch principles being developed with NA to present to the NHS in External Window RDD Workshop on 17.11.11. - Sample boards issued to BM for review (BS compliant mortar suppliers and colours provided) - NCH roof play area & drop slab requirements reviewed; principles agreed, final design to be confirmed. - Covered cycle provision to be relocated to CP2. 	<p>Note</p> <p>GIL to attend RDD meeting to discuss</p>	<p>GIL</p>
11.2	External Lighting	It is noted that the external lighting design assumptions should be added into the Energy Model (SL states that these assumptions should be specific). SL reviewing energy model 16.11.11	SL to comment	SL
12.0	Specialist Design Issues			
12.1	General	<p>Design reviews are being set-up and integrated into the RDD process/programme. Agenda for upcoming meetings will be discussed in this forum. NA confirm that an RDD Workshop Timetable has been issued to BM; BM to issue to NHS to allow them to co-ordinate diaries etc.</p> <p>Issued; dates agreed. NHS to keep Tuesday free for 2012 going forward (timetable tba Jan 2012)</p> <p>.</p>	Issued	BM

Item No	Description	Discussion/Information	Action	Page 644	Action by Whom
12.2	Fire				
12.2.1	General	No further items raised.	Note		
12.3	Acoustics	Meeting with AL took place last week. Revised report with drawings due for issue end of Oct. to include Atrium reports with accompanying data (currently 5 dB over ERs due to cafe noise).	AL to ensure reports contain all relevant data – issue asap to NHS/C&B for review		AL
12.4	Equipment				
12.4.1	Equipment Lists	Final Equipment List Equipment list to be priced by w/e 16.09.11. Queries to be issued by end of month. Re-run due December – it was agreed this would be early next year following completion of 1:50 Post Sign-off + Room Elevation Programme, and RDD Workshop 07.12.11. (Equipment Unions, Standardisation, Fixing Heights).	Note		
		NHS are still reviewing; some queries have been generated. BM + NA to review and clarify.	NA/BM		
12.4.3	Energy Model Issues	Energy model was issued and discussed at meeting 06.06.11, ongoing. Stage 02 Energy model closed. Stage 03 Energy model is ongoing. Next workshop 16.11.11. ZBP will issue estimate equipment usage in November.	Ongoing		
12.5	Radiation Protection	RDD Workshop took place 12.10.11. RPA strategy agreed and detail user workshop to be arranged, date tbc.	ZBP to issue in November		ZBP
12.6	FM		NHS/NA/BM to attend meeting NHS to provide date		NHS/NA/BM
12.6.1	Food Waste	Positive feedback from in-situ sample. It is noted that this strategy does not currently comply with Scottish Governments Minimal Waste Policy. KC noted that the machine is big and impacts on 5 no regens. It is planned to omit reporting desks in the meantime as the manufacturer may produce smaller product nearer NHS commissioning period. NHS confirmed drawings reviewed on basis of large machines.	NHS going liaison to close out agreements with Gov		NHS
			NHS to return comments on drawings		NHS
12.6.2	Catering	No further items raised	Note		

Item No	Description	Discussion/Information	Action Page 645	Action by Whom
12.7	IT	No comments		
12.8	Lifts & Escalators	BM confirm that Schindler are currently reviewing and updating their information further to meeting with Schindler. Some amendments to assumptions made are required. DH confirmed request for meeting with Schindler to review w/c 24.10.11. – Reassurance required that the controls required following the movement analysis are achievable. Next meeting 21.11.11	BM/Schindler to progress – meeting date tba	BM
12.9	AGVs	DP confirms that the amendment to shared Clean and Dirty in Cores C and D will only improve the AGV functionality. Swiss Log to review and re-run simulations at a later date tbc. AGV drawings to be added to RDD schedule.	BM to request Swiss Log review – date tbc	BM (DP)
12.10	Helipad	2x visits have taken place in LDN and NWC, BM confirmed discussions ongoing with 3no sub contractors. Wind study outstanding - required to progress design (due mid November).	Ongoing	
13.0	Low Carbon/BREEAM			
13.1	Design Progress/Clarifications	<p>Low Carbon Progress Since Last Meeting no further update ; SL not in attendance)</p> <ul style="list-style-type: none"> - Ongoing detailed issues will be dealt with in the Low Carbon Group - Stage 03 Energy Model is ongoing - Whole site energy strategy being reviewed inc energy from waste on site. Ongoing (due to complete end October) - Possible reduction of number of boilers - Biggest concern/ outstanding issue is Equipment. Interface required with Equipment IT and Catering groups. Ongoing - Entrance lobbies & performance of air curtains to be discussed further in Entrance Review Meeting; SL confirms advice that best solution is to pressurise the space & use floor returns <p>BREEAM Progress Since Last Meeting (no update since last meeting)</p> <ul style="list-style-type: none"> - SL not yet seen the A&C BREEAM Report produced by WSP. WSP to update and include SL on distribution list - Photovoltaic option work ongoing - DH requested confirmation of BREEAM application, and when design certificate is provided. Interim design submission ready – draft with BM (DS). 		
13.2	RDD Review	DH/NHS to review RDD Schedule and identify what they require SL to review. Pre-RDD M&E information currently being issued 1xweek before the meeting (SL concern not enough time for her review prior to meeting). DH states it's likely to be at specification/component selection stage that SL will have most review input – tbc.	C&B/NHS to review and agree SL scope	C&B/NHS

Item No	Description	Discussion/Information	Action Page 646	Action by Whom
14.0	Art			
14.1	Design Progress/Clarifications	It is noted that further work is required for the fundraising aspect of the strategy (mainly within the Children's Hospital Integrated Strategy). Art programme ongoing and monitored in Design and Healthy living meeting (next meeting in November)	NHS/NA/BM to co-ordinate ongoing	NHS/NA/BM NA
15.0	NHS Strategy Documents	Item added [previously Item 16.4]		
15.1	Fire Management Strategy	NHS confirm that work is progressing on this, to be developed in Cause and effect reviews.	NHS to issue for review – ongoing	NHS
15.2	FM Strategy	No further discussion.	note	
16.0	Summary of Items to report to Lead Design Group	No items to report		
17.0	AOB			
17.2	Workshops	BM (DS) suggests that a list of Specialist Design Workshops is prepared and dates are organised to co-ordinate to ensure design issues are resolved in line with the programme (e.g. Renal, Pharmacy). The list has not been issued but some workshops have commenced (Aseptic).	BM to agree list and issue to NHS for comment.	BM/NHS
17.3	Substation	BM (DS) request confirmation from the NHS on the location of the Substation to Car Park 2 to ensure BM can prepare an 'interim' design solution (pavement/drainage). PM to let DS know the NHS Procurement Programme (PM confirms approx start for design = 2013). WSP to provide interim proposal for review by NHS. DH advises design assumptions for drainage to be based on hypostyle info. As built design will form part of future OJEU brief.	Item closed for this meeting Item closed for this meeting	
17.6	Entrance to Children's Park	NA have met with BM and reissued agreed options to BM. Meeting took place 06.10.11. NA have updated and re-issued drawing pack as record of meeting.	Note BM to advise.	Note NA
17.7	Hoist Location Plans	NA requested if NHS have a full set of coloured mark-up plans indicating the locations of the hoists. FM states the exercise was not completed as a coloured set of drawings but state all information confirming locations has been passed onto NA.	No further action; item closed.	

Item No	Description	Discussion/Information	Action Page 647	Action by Whom
17.8	Boundary Treatments	DH queries where we discuss boundary treatments (Stage 3 of project) as some sits with the Labs. Clarification of the proposals and when they are to be developed is required. BM/NA confirm that GIL will be leading this and issues can be raised and discussed in Section 11 - Masterplanning & Landscape Design Progress/Clarifications. GIL confirmed current proposal to remove existing fence and install new palisade. Confirmation of the specification for the palisade fence is requested.	GIL to advise on current programme GIL to provide information	GIL GIL
17.9	Meeting Attendance	NHS + CB suggested DS attendance at the end of all future meetings to report status of outstanding items.	DS to attend meeting	BM
18.0	Date and Time of Next Meeting	Wednesday 07 December 2011 at 2.00pm in the Boardroom, Top Floor, Site Offices.		ALL

Meeting No 11: 07 December 2011, 2.00pm to 4.00pm

ACTION NOTE

Present:

Frances Wrath (FW)
 Jackie Stewart (JS)
 David Hall (DH)
 Mairi Macleod (MM)
 Karen Connelly (KC)
 Peter Moir (PM) PART

Company:

Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)
 Currie & Brown (C&B)
 Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)

Present:

Jim Murray (JMu)
 Ken Hall (KH)
 Brendan Rooney (BR)
 Emma White (EW)
 Liane Edwards (LE)
 Emma Corry (EC)
 Guy Willis-Robb

Company:

Brookfield Multiplex (BM)
 Brookfield Multiplex (BM)
 Mercury Engineering (MEL)
 Nightingale Associates (NA)
 Nightingale Associates (NA)
 Gillespies (GIL)
 Zisman Bowyer & Partners (ZBP)

Apologies:

Eleanor McColl (EM)
 Anna Baxendale (AB)
 Susan Logan (SL)
 Fiona McCluskey (FM)
 Heather Griffin (HG)

Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)
 Ecoteric Limited (EC)
 Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)

Grant Wallace (GW)
 Gavin Burnett (GB)
 Darren Pike (DP)
 Darren Smith (DS)
 Gillian Kirkness (GS)
 Fraser Dunlop (FD)
 Neil Ross (NR)
 Jeff Murdoch (JeM)
 Steve Pardy (SP)
 Pete Dunbar (PD)
 Neil Murphy (NM)
 Jim Miller (JMi)
 Mark Peters (MP)

Brookfield Multiplex (BM)
 Brookfield Multiplex (BM)
 Brookfield Multiplex (BM)
 Brookfield Multiplex (BM)
 Doig & Smith (D&S)
 Doig & Smith (D&S)
 Zisman Bowyer & Partners (ZBP)
 URS (URS)
 Zisman Bowyer & Partners (ZBP)
 WSP Buildings (WSP)
 Nightingale Associates (NA)
 Ironside Farrar (IF)
 Zisman Bowyer & Partners (ZBP)

Distribution: All above plus

Alan Seabourne (AS)
 Mike Sharples (MS)

Glasgow NHS Board (NHS)
 Brookfield Multiplex (BM)

Stephen Richards (SR)
 Robert O'Donovan (R'oD)

Gillespies (GIL)
 Mercury Engineering (MEL)

Item No	Description	Discussion/Information	Action	Action by Whom
1.0	Introductions			
1.1	Open Meeting/Comments on	No corrections or comments noted.		

Item No	Description	Discussion/Information	Action	Action by Whom
1.2	Agenda Confirm Meeting Attendees	Apologies as noted.		
2.0	Safety Initiatives			
2.1	CDM Design Progress	Progress Since Last Meeting (Summary provided by JeM) <ul style="list-style-type: none"> - Reporting monthly into the Design Team Meetings (DTM) 	Note	
2.2	Maintenance & Operational Issues	<ul style="list-style-type: none"> - NA to issue more detailed proposals for the Atria (including access for lighting) during next two weeks - ZBP+BM to develop more detailed proposals for craneage access requirements including liaison with a specialist crane supplier. Follow up meeting 12.01.12 to review craneage. - BM to review GIL response/comments. - The amount of specialist maintenance required is of concern to the NHS; this is to be discussed further during ongoing Access & Maintenance Workshops - Next Access & Maintenance Workshop 12.01.12. - All relevant parties to respond to their actions from the previous meeting - JIM to issue notes from last meeting, NHS to arrange URS attendance at next meeting. 	NA to issue ZBP to issue prior to meeting BM to review Note All to attend All to progress actions NHS to invite URS	NA ZBP BM All BM DH
3.0	Planning Approvals			
3.1	Planning Conditions Schedule	No updated Schedules since last meeting. <ul style="list-style-type: none"> - [NSGH 17132 (07.01158.DC) Discharge Status Schedule (Outline A&C +Masterplan)_ 21-01-11] - [NSGH (10.01779.DC) Discharge Status Schedule (MSC 2 Consent)_ 14-01-11] - [NSGH (10.02171.DC) Discharge Status Schedule (MSC3 Consent) _ 04-02-11] Progress Since Last Meeting (Summary provided by JMi) <ul style="list-style-type: none"> - Planning schedule to be issued to NHS for pre-review prior to submission to planners. - [Energy Centre]GCC have requested backlit panels to N+E elevations (coloured panels), further info and details have been provided. BM reviewing options via MER/Whitcroft. - Feedback awaited, NHS requested detail on maintenance/lifespan of proposed lighting. - Meeting with GCC Planners 14.12.12 to sign off outstanding stone sample - Schedule of Design Changes now scheduled by JMi. BM to be consulted to agree what will be presented to GCC. - JMu noted that NHS have agreed to proceed with PVs and NA / ZBP to develop proposals. NA 	IF to monitor BM to issue to NHS BM to review + comment BM to provide Note BM to review Note	IF BM BM BM BM BM BM

Item No	Description	Discussion/Information	Action	Action by Whom
3.2	Planning Sample Schedule	<p>have issued sketches; PMI issued covering design development.</p> <p>No updated Schedules since last meeting. Final Approval awaited prior to January 2012 update.</p> <ul style="list-style-type: none"> - [NSGH – Energy Centre Material Schedule_rev 07_ 18-05-11] - [NSGH – Adult & Children’s Hospital Material Schedule_rev 12_ 13-07-11] - [NSGH – Adult & Children’s Hospital Landscape Material Schedule_rev 07_ 18-05-11] - All schedules to be revised - Mock ups to be photographs and included on NA/GIL Planning drawings for inclusion with Schedules to be issued to GCC. 	<p>BM/IF to monitor</p> <p>BM/NA to add as required</p> <p>IF NA</p>	<p>BM</p> <p>BM/NA</p> <p>IF NA</p>
3.3	Samples & Mock-Ups	<p>Energy Centre materials schedule to be updated to log GCC approvals.</p> <p>Adult & Children’s Hospitals Materials:</p> <ul style="list-style-type: none"> - Mock-up panel for the blind box detail reviewed by NHS. Alternative mechanisms to be researched. NHS requested that full automation is considered ie full tilt/turn, raise/lower. Meeting date tbc by BM to present alternatives. - - Landscaping Materials: - Landscaping sample panels almost complete; brown/dark-grey granite blocks due 07.10.11. for installation 08/09.10.11. Item still outstanding. 	<p>BM/IF to update and re-issue</p> <p>BM to complete mock-up BM to address. BM to provide date</p> <p>BM</p>	<p>BM/IF</p> <p>BM BM BM</p> <p>BM</p>
4.0	Building Control Warrant			
4.1	Building Warrant Application Schedule	<p>No updated Schedule since last meeting</p> <ul style="list-style-type: none"> - [Building Warrant Submission Schedule_NA-XX-DC-000-100_rev 11] <p>Adult & Children’s Hospitals Submission Progress (Summary provided by JMu) :</p> <p>Building Warrant submission progress meeting took place yesterday (01.11.11.)</p> <p>Stage 8 – Fire Strategy: Comments received, 75-80% confirmed cleared. All responses to be taken to GF&R to close all items out at once. Cause + effect meetings ongoing. Formal response to GBC comments to be submitted w/c 07.11.11. NHS to review a limited number of departments re: 'storing' of patients during evacuation from</p>	<p>Note</p> <p>Ongoing</p> <p>NHS to review</p>	<p>NHS</p>

Item No	Description	Discussion/Information	Action	Page 651	Action by Whom
		<p>sub compartments.</p> <p>Stage 9 – Cores: Drawings prepared following lift sign-off process. Letter with comments received. Follow up information to be submitted w/c 07.11.11</p> <p>Stage 10 - Superstructure SER submitted</p> <p>Stage 11 – SER submitted</p> <p>Stage 20 – Building Envelope: Return comments/supplementary information confirmed as received by BCo 28.09.11. Outstanding queries still to be submitted w/c 12.12.11</p> <p>Stage 21 – Below Slab Drainage: Design being issued Zone by Zone, BCo confirmed that the Warrant will only be issued after they have received the last Zone. This process of incremental submissions is agreed for a number of Stages (above ground drainage, rainwater systems, concrete frame etc).</p> <p>Stage 24 – Internal Fit-Out NA/BM are currently reviewing the submission dates; to be amended in line with construction programme.</p> <p>Energy Centre Submission Progress:</p> <p>Stage 5 – Energy Centre Envelope: Supplementary information issued (Promat fire-stopping detail with slab edge updated to 240min FR) Generators – Fire Boundary wall condition moved 3600 inboard of intake louvers. Issued w/e 02.11.11. Revised boundary only issue, NA to amend and reissue to show agreed position.</p> <p>General Issues:</p> <p>DH requested copy of all warrant certificates received to date and going forward, to be issued to NHS. DS commented on spelling errors on initial 3-4 warrant certificates which have been returned to BCo for amendment. Item outstanding- DH noted still not received.</p>	<p>WSP to re-issue drawings for submission</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>NA/BM to complete review and update schedule with agreed dates</p> <p>NA to reissue</p> <p>BM (DS) to forward scanned copies of all warrant certificates received to date</p>		<p>WSP</p> <p></p> <p></p> <p></p> <p></p> <p>NA/BM</p> <p>NA</p> <p>BM</p>

Item No	Description	Discussion/Information	Action	Action by Whom
4.2	Meeting Schedule	No updated Schedule since last meeting.		
		- [NSGH Building Control Meeting Schedule_01-03-11]	Ongoing	
4.3	Design Issues - Atrium	Design Note covering smoke clearance option has been issued to GBC. More discussion required about which option should be submitted as part of the application; it has been noted by WSP/Fire that burn off option will allow application to be processed more quickly, with smoke clearance following as an amendment to warrant. Concern was raised about submitting an option that is not intended to be built. DH requested a copy of the completed CFD modelling. WSP to issue to all. Item still outstanding. Acoustic strategy and accompanying report to be issued for RDD; meeting to discuss required, date tbc.	WSP to prepare updated Fire Strategy report, BM/NHS to decide what option to submit WSP to issue copies of CFD model reports Note	WSP/BM/NHS WSP NA/ACL/BM
5.0	Design Compliance/ER's			
5.1	Alternative Compliance Schedule	Non-Compliance issues and Alternative Compliance proposals are to be discussed in future HDG meetings. These are to be collated into an Alternative Compliance Schedule for review and agreement between BM/NHS. BM issued to Design Team – GIL to review and comment POST MEETING NOTE: GIL have commented; document currently still sits with ACL.	ACL to complete as agreed and return to BM	ACL
6.0	Design Sign-Off/RDD/Mock-Ups			
6.1	RDD Schedule	The updated RDD Drawing Submission Schedule was issued by BM prior to the meeting. - [RDD Master Schedule_BCL-AC-XX-SH-001_rev 12] BM have met with NHS and the schedule is to be re-issued. Date of meeting between BM/NHS to discuss, tbc.	BM to issue monthly as required; submission progress to be tracked and reported, BM to advise next meeting date.	BM
6.2 (6.3)	RDD Design Workshops	RPA Strategy Overview meeting took place on 12.10.11, NHS to confirm date of follow up meeting with users. M+E Workshops planned until Feb 2012, NA to propose dates/agenda for 2012, and GIL to provide for Courtyards and Childrens Roof.	NHS to confirm date. NA/GIL	NHS NA/GIL

Item No	Description	Discussion/Information	Action	Action by Whom
6.3 (6.4)	RDD Drawing Sign-Off Process	It is agreed that following return of NHS comments/approval status RDD submitted drawings need to be countersigned by BM prior to return to DT for action. BM to close out any queries and non-agreement of NHS comments prior to returning drawings to DT to avoid any abortive or non-(BM) approved works. RDSs will be returned by NHS by end of 2011. They noted that drawings are still required to assist with EDS sign off.	BM to manage process of drawing returns BM to ensure dwgs are issued to NHS	BM BM
7.0	RFI's			
7.1	RFI Schedule	RFI schedule issued from NHS to BM. To be circulated for review + future reporting by BM.	BM to update and issue	BM
8.0	Architectural Design Progress/Clarifications			
8.1	1:50 Department Design /User Group Meetings (UGM)	BM noted that a similar disc with all 1:50 UGM commented drawings is being prepared. NHS do not require, BM to reconsider/confirm if necessary. Item still outstanding NHS have issued feed back on Interventional Theatres, BM to feedback to NA and PMI to be issued.	BM – Item outstanding NHS to issue change request BM to issue to NA	BM NHS/BM
8.2	Room Elevations	NA confirm Room Elevations being issued as 1:50 Post Sign-off + Room Elevation Programme (NA-SH-014_rev03). NHS to return by end of 2011.	ongoing	NA
8.3	Standard Fixing Height Drawings	Meeting to review took place 07.12.11. NHS to issue some further comments and a follow up meeting will be incorporated into the RDD schedule for 2012.	NA/BM/NHS/C&B to review again in 2012.	NA/BM/ NHS /C&B
8.4	Standardisation Document	Meeting to review took place on 07.12.11. NA to issue revised doct prior to follow up meeting to be incorporated into the RDD schedule for 2012.	NA/BM/NHS/C&B to review in RDD Workshop 07.12.11.	NA/BM/ NHS /C&B
8.5	Room Data Sheets	NA confirm RDS being issued as 1:50 Post Sign-off + Room Elevation Programme (NA-SH-014_rev03); ZBP are back on programme with their review and updates of the environmental data. Manual changes may be required to Equipment Grouping.	ongoing	ZBP/NA
8.6	RDS Sign-Off Strategy	NA will update at the end of 1:50 post sign off programme. Sign-Off as per 1:50 Post Sign-off + Room Elevation Programme (NA-SH-014_rev03). NHS confirm there will be a delay as they require a set of their commented drawings to check RDS against. BM to provide copies asap-NHS to advise new dates.	NHS to review RDS and return as agreed dates	NHS

Item No	Description	Discussion/Information	Action	Action by Whom
8.7	Atrium and Sanctuary Design	<p>Adult Atrium PM confirmed that NHS will not issue feedback, but rereview in entirety in 2012. MEL issuing for internal review 09/09/11, RDD submission to follow. DH confirms that MEL to revise Project Lighting Catalogue following last week's visit to Whitecroft's Showroom/Lighting Mock-Ups.</p> <p>Children's Atrium Detailed review ongoing (ETFE roof design, fire and acoustics etc not yet completed). NCH Atrium Presentation took place after the meeting and design intent was supported. NHS confirmed NCH atrium floor design to be 'on hold'. YCF atrium enhancement project being progressed. NA to lead on integration into design, NHS confirmed YCF meeting 12.12.11.</p>	<p>NHS to feedback</p> <p>MEL update and re-submit</p> <p>NA to present updated design proposals</p>	<p>NHS</p> <p>MEL</p> <p>NA</p>
8.8	Bed Head Trunking	Workshop to take place in 2012 as part of the RDD workshops. NHS will be reviewing with a view to standardisation. Trunking to be reviewed, optimum lengths to be agreed, graphic to be updated.	NA to propose meeting dates	NA
8.9	Pendants	Critical Care pendants to be reviewed, NHS to provide comment.	NHS to provide comment.	NHS
9.0	M&E Design Progress/Clarifications			
9.1	Access Control & Security	NA have updated further to RDD workshop and drawings have been re-issued for formal RDD review.	Note	Note
		Separate Energy Centre strategy to be issued for review. NHS confirmed swipe access not required – key with overrides required (e.g. Fire Escape stairs) acceptable. NA to issue drawings (BM to forward to NHS as part of RDD Submissions).	NA to issue drawings	NA
9.2	M&E Design Progress	<p>Progress Since Last Meeting (Summary provided by MP)</p> <ul style="list-style-type: none"> - Co-ordination with structure, 1:50's, developing Rainwater and Drainage Strategy – Zones D, G, A and H issued - Currently checking all associated buildersworks on WSP drawings (part of Slab Co-ordination Process) - Energy Centre detailed design issued. - Underslab drainage design progressing - Plantroom 21 detail design issued. - MV schematic specification T3 issued. - 	Note	
9.3	M&E Design Clarifications	<ul style="list-style-type: none"> - No outstanding VE items - ZBP noted that air flow rates and pressure requirements are urgently required for Aseptic suite. - Outstanding ZBP RFI – MP to check and re-forward to BM/NHS. Schematic marked up – Item 	Note Item closed	NA

[illegible]

Item No	Description	Discussion/Information	Action	Action by Whom
		<i>[Previously Item 10.2]</i>		
10.2 (10.3)	Structural Design Clarifications	<p>Existing drawings required to be circulated to DT for the external bridge links. Asbestos survey complete</p> <p>DH request design clarification of ramps to Neo-Natal link bridge. Concern over possible extension of ramp into existing building. NA state they believe this does not occur, however there is now additional area adjacent to the ramp which can only be accessed from Special Feeds due to the design of the ramp. NA have issued options for incorporation of redundant area into functional space in Special Feeds. NMcG noted that internal levels should be checked by NA.</p> <p>DH also requests issue of structural drawings including the engineering spot levels (previously measured and noted by WSP in survey/site visit).</p> <p>Piling to hydrotherapy pool – issued, item closed.</p> <p><i>[Previously Item 10.3]</i></p>	<p>Item Closed</p> <p>NHS to comment on NA sketches</p> <p>NA to review levels</p> <p>WSP to issue drawings</p> <p>Item Closed</p>	<p>NHS</p> <p>NA</p> <p>WSP</p>
11.0	Masterplanning & Landscape Design Progress/ Clarifications			
11.1	Masterplanning & Landscape Design Progress	<p>Progress Since Last Meeting (written progress report provided by EC)</p> <ul style="list-style-type: none"> - Roof Tender package issued - Screening strategy agreed during external windows workshop. - Sample boards issued to BM for review (BS compliant mortar suppliers and colours provided) - NCH roof play area & drop slab requirements reviewed; principles agreed, final design to be confirmed. - Covered cycle provision to be relocated to CP2, confirmed, item closed. - Tender submission for external package due January 2012. - Ongoing research into sedum roof specification further to client concerns on the finish of the Labs sedum roof. 	<p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>Item Closed</p> <p>Note</p> <p>GIL to review</p>	<p>GIL</p>
11.2	External Lighting	<p>It is noted that the external lighting design assumptions should be added into the Energy Model (SL states that these assumptions should be specific). SL reviewing energy model 16.11.11</p> <p>ZBP noted that car park lighting + building mounted lighting are currently excluded from V3 of the Energy model. Susan Logan confirmed that external lighting within the site (but not on streets) to be included. ZBP to review and confirm current status.</p>	<p>SL to comment, ZBP to review and confirm</p>	<p>SL/ZBP</p>
12.0	Specialist Design Issues			

Item No	Description	Discussion/Information	Action	Action by Whom
12.1	General	Design reviews are being set-up and integrated into the RDD process/programme. Agenda for upcoming meetings will be discussed in this forum. NA confirm that an RDD Workshop Timetable has been issued to BM; BM to issue to NHS to allow them to co-ordinate diaries etc. Issued; dates agreed. NHS to keep Tuesday free for 2012 going forward (timetable tba Jan 2012) BM to issue RFI to NHS to confirm level of fitout to specialist areas.	Issued BM	BM BM
12.2	Fire			
12.2.1	General	No further items raised.	Note	
12.3	Acoustics	Meeting with AL took place last week. Revised report with drawings due for issue end of Oct. to include Atrium reports with accompanying data (currently 5 dB over ERs due to cafe noise).	AL to ensure reports contain all relevant data – issue asap to NHS/C&B for review	AL
12.4	Equipment			
12.4.1	Equipment Lists	Final Equipment List Equipment list to be priced by w/e 16.09.11. Queries to be issued by end of month. Re-run due December – it was agreed this would be early next year following completion of 1:50 Post Sign-off + Room Elevation Programme, and RDD Workshop 07.12.11. (Equipment Unions, Standardisation, Fixing Heights). Further to meeting, outstanding issues to be closed imminently and final groupings to be confirmed.	Note NHS/BM	
12.5	Radiation Protection	RDD Workshop took place 12.10.11. RPA strategy agreed and detail user workshop to be arranged, date tbc.	NHS/NA/BM to attend meeting NHS to provide date	NHS/NA/BM
12.6	FM			
12.6.1	Food Waste	Positive feedback from in-situ sample. It is noted that this strategy does not currently comply with Scottish Governments Minimal Waste Policy. KC noted that the machine is big and impacts on 5 no regens. It is planned to omit reporting desks in the meantime as the manufacturer may produce smaller product nearer NHS commissioning period. NHS confirmed drawings reviewed on basis of large machines.	NHS going liaison to close out agreements with Gov NHS to return comments on drawings	NHS NHS

Item No	Description	Discussion/Information	Action	Action by Whom
12.6.2	Catering	No further items raised	Note	
12.7	IT	No comments		
12.8	Lifts & Escalators	BM confirm that Schindler are currently reviewing and updating their information further to meeting with Schindler. Some amendments to assumptions made are required. Further movement analysis received, additional technical data requested to close outstanding issues.	BM/Schindler to progress	BM
12.9	AGVs	DP confirms that the amendment to shared Clean and Dirty in Cores C and D will only improve the AGV functionality. Swiss Log to review and re-run simulations at a later date tbc. AGV still drawings to be added to RDD schedule.	BM to request Swiss Log review – date tbc	BM (DP)
12.10	Helipad	Wind study received and review ongoing.	Ongoing	
13.0	Low Carbon/BREEAM			
13.1	Design Progress/Clarifications	<p>Low Carbon Progress Since Last Meeting no further update ; SL not in attendance)</p> <ul style="list-style-type: none"> - Ongoing detailed issues will be dealt with in the Low Carbon Group - Stage 03 Energy Model has presented a major increase in thermal energy. SL noted that target is at risk if trend continues. - Usage profiles requested by SL to assist analysis of equipment/electrical usage. - Whole site energy strategy being reviewed inc energy from waste on site. Ongoing (due to complete end October) - Possible reduction of number of boilers - Biggest concern/ outstanding issue is Equipment. Interface required with Equipment IT and Catering groups. Ongoing - Entrance lobbies & performance of air curtains to be discussed further in Entrance Review Meeting; SL confirms advice that best solution is to pressurise the space & use floor returns - Whole site energy issued to carbon trust, feedback awaited. <p>BREEAM Progress Since Last Meeting (no update since last meeting)</p> <ul style="list-style-type: none"> - SL not yet seen the A&C BREEAM Report produced by WSP. WSP to update and include SL on distribution list - Photovoltaic option work ongoing - DH requested confirmation of BREEAM application, and when design certificate is provided. 		

Item No	Description	Discussion/Information	Action	Action by Whom
		Interim design submission ready – draft with BM (DS).		
13.2	RDD Review	DH/NHS to review RDD Schedule and identify what they require SL to review. Pre-RDD M&E information currently being issued 1xweek before the meeting (SL concern not enough time for her review prior to meeting). DH states it's likely to be at specification/component selection stage that SL will have most review input – tbc.	C&B/NHS to review and agree SL scope	C&B/NHS
14.0	Art			
14.1	Design Progress/Clarifications	It is noted that further work is required for the fundraising aspect of the strategy (mainly within the Children's Hospital Integrated Strategy). Art programme ongoing and monitored in Design and Healthy living meeting (next meeting in November)	NHS/NA/BM to co-ordinate ongoing	NHS/NA/BM NA
15.0	NHS Strategy Documents	Item added [previously Item 16.4]		
15.1	Fire Management Strategy	NHS confirm that work is progressing on this, to be developed in Cause and effect reviews.	NHS to issue for review – ongoing	NHS
15.2	FM Strategy	No further discussion.	note	
16.0	Summary of Items to report to Lead Design Group	No items to report		
17.0	AOB			
17.1 (17.2)	Workshops	BM (DS) suggests that a list of Specialist Design Workshops is prepared and dates are organised to co-ordinate to ensure design issues are resolved in line with the programme (e.g. Renal, Pharmacy). The list has not been issued but some workshops have commenced (Aseptic).	BM to agree list and issue to NHS for comment.	BM/NHS
17.2 (17.6)	Entrance to Children's Park	NA have met with BM and reissued agreed options to BM. Meeting took place 06.10.11. NA have updated and re-issued drawing pack as record of meeting.	Note BM to advise.	Note NA
17.3 (17.8)	Boundary Treatments	DH queries where we discuss boundary treatments (Stage 3 of project) as some sits with the Labs. Clarification of the proposals and when they are to be developed is required. BM/NA confirm that GIL will be leading this and issues can be raised and discussed in Section 11 - Masterplanning & Landscape Design Progress/Clarifications. GIL confirmed current proposal to remove existing fence and install new palisade.	GIL to advise on current programme	GIL GIL

Item No	Description	Discussion/Information	Action	Action by Whom
		Confirmation of the specification for the palisade fence is requested.	BM to provide information	
17.9	Meeting Attendance	NHS + CB suggested DS attendance at the end of all future meetings to report status of outstanding items.	DS to attend meeting	BM
18.0	Date and Time of Next Meeting	08 February 2012 at 2.00pm in the Boardroom, Top Floor, Site Offices.		ALL

Meeting No 12: 07 March 2012, 2.00pm to 4.00pm

ACTION NOTE

Present:

Frances Wrath (FW)
 Jackie Stewart (JS)
 David Hall (DH)
 Mairi Macleod (MM)
 Karen Connelly (KC)
 Fiona McCluskey (FM)
 Heather Griffin (HG)

Company:

Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)
 Currie & Brown (C&B)
 Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)

Present:

Jim Murray (JMu)
 Ken Hall (KH)
 Neil McGarry (NM)
 Emma White (EW)
 Liane Edwards (LE)
 Ceara Pimley (CP)
 Guy Willis Robb (GR)
 Gavin Burnett (GB)
 Jeff Murdoch (JeM)

Company:

Brookfield Multiplex (BM)
 Brookfield Multiplex (BM)
 WSP Buildings (WSP)
 Nightingale Associates (NA)
 Nightingale Associates (NA)
 Gillespies (GIL)
 Zisman Bowyer & Partners (ZBP)
 Brookfield Multiplex (BM)
 URS (URS)

Apologies:

Susan Logan (SL)
 Peter Moir (PM) PART
 Eleanor McColl (EM)

Ecoteric Limited (EC)
 Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)

Grant Wallace (GW)
 Darren Pike (DP)
 Darren Smith (DS)
 Neil Ross (NR)
 Steve Pardy (SP)
 Pete Dunbar (PD)
 Neil Murphy (NM)
 Jim Miller (JMi)
 Brendan Rooney (BR)

Brookfield Multiplex (BM)
 Brookfield Multiplex (BM)
 Brookfield Multiplex (BM)
 Zisman Bowyer & Partners (ZBP)
 Zisman Bowyer & Partners (ZBP)
 WSP Buildings (WSP)
 Nightingale Associates (NA)
 Ironside Farrar (IF)
 Mercury Engineering (MEL)

Distribution: All above plus
 Alan Seabourne (AS)
 Mike Sharples (MS)

Glasgow NHS Board (NHS)
 Brookfield Multiplex (BM)

Stephen Richards (SR)
 Robert O'Donovan (R'oD)

Gillespies (GIL)
 Mercury Engineering (MEL)

Item No	Description	Discussion/Information	Action	Action by Whom
1.0	Introductions			
1.1	Open Meeting	No corrections or comments noted.		

Item No	Description	Discussion/Information	Action Page 662	Action by Whom
1.2	Confirm Meeting Attendees	Apologies as noted.		
2.0	Safety Initiatives			
2.1	CDM Design Progress	Progress Since Last Meeting (Summary provided by JeM) <ul style="list-style-type: none"> - Reporting monthly into the Design Team Meetings (DTM) 	Note	
2.2	Maintenance & Operational Issues	<ul style="list-style-type: none"> - No update since last meeting, H+S file for Labs took precedence during last period. - NA to develop more detailed proposals for the Atria (including access for lighting) - Craneage requirements analysed and discussed in workshop. To be further discussed 05.04.12 - The amount of specialist maintenance required is of concern to the NHS; this is to be discussed further during ongoing Access & Maintenance Workshops - Next Access & Maintenance Workshop 05.04.12. - Basement to be reviewed at next meeting. - JIM to issue notes from last meeting - NHS to arrange URS attendance at next meeting. 	NA to issue ZBP to issue prior to meeting BM to review Note JM issue notes NHS to invite URS	NA ZBP BM JM DH
3.0	Planning Approvals			
3.1	Planning Conditions Schedule	No updated Schedules since last meeting. <ul style="list-style-type: none"> - [NSGH 17132 (07.01158.DC) Discharge Status Schedule (Outline A&C +Masterplan)_ 21-01-11] - [NSGH (10.01779.DC) Discharge Status Schedule (MSC 2 Consent)_ 14-01-11] - [NSGH (10.02171.DC) Discharge Status Schedule (MSC3 Consent) _ 04-02-11] Progress Since Last Meeting (Summary report provided by JMi, attached below) <p>1 A Amended elevations for the A&C Hospitals submitted to GCC on 20 December 2011. Workshop with B Greenock/NA/IFL held on 15 February 2012 to review amended elevations. Many points of discussion:</p> <p>1 For clarity, Glasgow City Council to issue letter of approval of the elevations stating the revision number. This will provide an audit trail, if and when we</p>	IF to monitor	IF

Item No	Description	Discussion/Information	Action Page 663	Action by Whom
		<p>submit further amended plans.</p> <p>2 On the Dunhouse Buff panelised cladding system, the joints can remain open and the joints can be mitred back to ensure that the honeycomb backing system is not visible.</p> <p>3 Request for further details to the finish for the flue stacks – potentially stainless steel, similar to the flue stacks on the Energy Centre. B Greenock expressed concern about the potential visibility of these flue stacks. Is there scope for these flues to be screened by a fairing/shrouded as per the Labs Block.</p> <p>4 B Greenock expressed concern about the possibility of location of significant rooftop plant in prominent locations. This concern is due to recent experience with unauthorised rooftop plant on the Neonatal building.</p> <p>5 NA to review the design of the columns at the front entrance to the Children's Hospital. The Council has invested considerable efforts in the design of the arrival space and the main entrances. B Greenock would welcome 3D images of the Children's entrance to establish if there is scope for review.</p> <p>6 Request for review of the blanking panels in the curtain walling on the north elevation at the main entrance to the Adults Hospital. Excessive blanking panels could lead to a dead facade.</p> <p>7 B Greenock would welcome details of the photovoltaic panels proposed on the roof of A&E. NA advised that the PV panels will be screened from view by the raised parapet walls (1100mm).</p> <p>8 We confirmed that the helipad is currently work in progress and will be lodged with the Council in due course. We noted B Greenock's comments regarding H&S requirements, aesthetics, scale and location.</p> <p>B NA/GIL/IFL/BM in process of finalising various drawings (detailed architecture and landscape proposals) and the construction programme to discharge the majority of the 11 no. planning conditions attached to MSC No. 2.</p> <p>C Glasgow City Council – Land & Environmental Services approved on 13 February 2012 the three Road Construction Consents for the Renfrew Road Junction, the Hardgate Road Junction and the Entrance Boulevard and Arrival Space. On 02 March 2012, Ironside Farrar wrote to Glasgow City Council Planning requesting the discharge of the following related planning conditions:</p> <ul style="list-style-type: none"> • Outline Consent (07/01158/DC) 		

Item No	Description	Discussion/Information					Action	Action by Whom																																										
3.2	Planning Sample Schedule	<p>Condition No. 24: Compliance with GCC Roads Standards</p> <ul style="list-style-type: none">MSC No. 2 Consent (10/01779/DC) Condition No. 11: Partial discharge in relation to the Central Boulevard/Renfrew Road Junction & Central Boulevard/ Hardgate Road JunctionRenfrew Road Access Consent (10/01780/DC) Condition No. 2: Discharge of other conditions prior to implementation. <p>Summary table of the discharge of planning conditions attached to the five consents relating to the Adults and Children's Hospitals.</p> <table><tr><th>No.</th><th>Consent</th><th>Ref:</th><th>No. of Conditions</th><th>Discharged</th><th>Submitted to GCC</th><th>Outstanding</th></tr><tr><td>1</td><td>Outline</td><td>07/01158/DC</td><td>43</td><td>32 (74%)</td><td>1 (2%)</td><td>10 (23%)</td></tr><tr><td>2</td><td>MSC No. 1</td><td>10/00945/DC</td><td>6</td><td>3 (50%)</td><td>0</td><td>3 (50%)</td></tr><tr><td>3</td><td>MSC No. 2</td><td>10/01779/DC</td><td>19</td><td>7 (37%)</td><td>1 (5%)</td><td>11 (58%)</td></tr><tr><td>4</td><td>MSC No. 3</td><td>10/02171/DC</td><td>7</td><td>2 (28%)</td><td>0</td><td>5 (72%)</td></tr><tr><td>5</td><td>Renfrew Road Access</td><td>10/01780/DC</td><td>2</td><td>0</td><td>1 (50%)</td><td>1 (50%)</td></tr></table>					No.	Consent	Ref:	No. of Conditions	Discharged	Submitted to GCC	Outstanding	1	Outline	07/01158/DC	43	32 (74%)	1 (2%)	10 (23%)	2	MSC No. 1	10/00945/DC	6	3 (50%)	0	3 (50%)	3	MSC No. 2	10/01779/DC	19	7 (37%)	1 (5%)	11 (58%)	4	MSC No. 3	10/02171/DC	7	2 (28%)	0	5 (72%)	5	Renfrew Road Access	10/01780/DC	2	0	1 (50%)	1 (50%)		
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5	Renfrew Road Access	10/01780/DC	2	0	1 (50%)	1 (50%)																																												
		<p>No updated Schedules since last meeting. Final Approval awaited prior to next update.</p> <ul style="list-style-type: none">[NSGH – Energy Centre Material Schedule_rev 07_ 18-05-11][NSGH – Adult & Children's Hospital Material Schedule_rev 12_ 13-07-11][NSGH – Adult & Children's Hospital Landscape Material Schedule_rev 07_ 18-05-11]All schedules to be revisedMock ups to be photographs now included on NA/GIL Planning drawings for inclusion with Schedules					<p>BM/IF to monitor</p> <p>BM/NA to add as required</p> <p>IF Item Closed</p>	<p>BM</p> <p>BM/NA</p> <p>IF</p>																																										

Item No	Description	Discussion/Information	Action Page 665	Action by Whom
3.3	Samples & Mock-Ups	<p>to be issued to GCC.</p> <p>Energy Centre materials schedule to be updated to log GCC approvals.</p> <p>Adult & Children's Hospitals Materials:</p> <ul style="list-style-type: none"> • Tower Blinds: Integral blinds positioned behind secondary glazing. SUK blind sample formally rejected. Alternative wand solution for tilt/turn only blinds being considered • Podium Blinds: Interstitial blinds within DGU rejected in favour of integral blinds behind secondary glazing for large format windows in bed spaces and high sterile areas; remaining areas to be wipeable blinds (as defined on Board Mark-ups.) Board compiling briefing document for blind control mechanisms by room type, to be issued w/c 26/03/12. <p>- Landscaping Materials:</p> <ul style="list-style-type: none"> - Landscaping sample area complete. NHS requested PM review prior to invitation to GCC Planning to sign off. - GIL raised concern with the contrast of the granite slabs at the main entrance. Consideration to be given to return to App K spec. GIL to forward original spec to BM for sample to be ordered. 	<p>BM/IF to update and re-issue</p> <p>Note</p> <p>NHS to provide markup</p> <p>BM to invite PM</p> <p>GIL to forward spec to BM</p>	<p>BM/IF</p> <p>NHS</p> <p>BM</p> <p>GIL</p>
4.0	Building Control			
4.1	Building Warrant Application Schedule	<p>No updated Schedule since last meeting</p> <ul style="list-style-type: none"> - [Building Warrant Submission Schedule_NA-XX-DC-000-100_rev 11] <p>Adult & Children's Hospitals Submission Progress (Summary provided by JMu) :</p> <p>Building Warrant submission progress meetings occurring fortnightly.</p> <p>Stage 8 – Fire Strategy: Phasing diagrams issued to BC. GCC delay to views, issues with two in particular. 6 weeks later than planned. NHS are aware and preparing supporting evidence to assist. GCC have requested further separations to corridors over 12m length. Discussion ongoing. Anticipated operational / construction issues associated with this.</p> <p>Stage 9 – Cores:</p>	<p>Note</p> <p>Ongoing</p> <p>BM to provide</p>	<p>BM</p>

Item No	Description	Discussion/Information	Action Page 666	Action by Whom
		<p>ABCDEF signed off, however GCC reluctant to issue until revised schedule of submissions is provided.</p> <p>Stage 10 - Superstructure Signed off, but note as Stage 9.</p> <p>Stage 11 – Superstructure Signed off, but note as Stage 9.</p> <p>Stage 20 – Building Envelope: Minor outstanding queries still to be closed out</p> <p>Stage 21 – Below Slab Drainage: Building Warrant pack issued, based on V E solution.</p> <p>Stage 22 – Above Ground Drainage and Rainwater Submitted</p> <p>Stage 24 – Internal Fit-Out First submission to be issued 30.03.12</p> <p>Stage 25 – Mechanical Ventilation Zones G, D + Plantroom 21 submitted</p> <p>Energy Centre Submission Progress:</p> <p>Stage 5 – Energy Centre Envelope: Minor issues resubmitted.</p> <p>General Issues:</p> <p>DH again requested copy of all warrant certificates received to date and going forward, to be issued to NHS. Item outstanding- DH noted still not received.</p>	<p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p>	
4.2	Meeting Schedule	<p>No updated Schedule since last meeting.</p> <p>- [NSGH Building Control Meeting Schedule_01-03-11]</p>	<p>BM (DS) to forward scanned copies of all warrant certificates received to date</p> <p>Note</p>	BM

Item No	Description	Discussion/Information	Action Page 667	Action by Whom
4.3	Design Issues - Atrium	Smoke clearance option has been issued to GBC. Atrium smoke clearance report issued. It was noted that this does not reflect the current scheme, and the model will not be revised until the ETFE has been concluded. BM noted the remodel can now take place. Acoustic strategy and accompanying report still to be issued for RDD; meeting to discuss required, date tbc. NHS noted concern regarding users review, clarification required and when the RDD date will be.	Note WSP to remodel GB/BM still to progress	WSP/BM/NHS WSP BM
5.0	Design Compliance/ER's			
5.1	Alternative Compliance Schedule	NHS have received for review. DH noted that 80% items acceptable however 20% are not and are currently under discussion. DH also requested an electronic version. BM to advise how this will be progressed as the project advances. POST MEETING NOTE: DS confirmed these will be raised individually by the Design Team as EWNs.	BM to issue electronically GB/BM to confirm management	 BM
6.0	Design Sign-Off/RDD/Mock-Ups			
6.1	RDD Schedule	The updated RDD Drawing Submission Schedule was issued by BM prior to the meeting. - [RDD Master Schedule_BCL-AC-XX-SH-001_rev 12] - Board have received and require to comment. BM have met with NHS and the schedule is to be re-issued. Date of meeting between BM/NHS to discuss, tbc. NA noted that the schedule is not correct/current and requires to be managed better by all parties to ensure information is properly tracked	NHS BM to issue monthly as required; submission progress to be tracked and reported, BM to advise next meeting date. BM to check and re-issue	 BM BM
6.2 (6.3)	RDD Design Workshops	NHS confirmed that RP to be managed internally. BM have collated and issued queries and RFIs for the agenda. - Workshop timetable NHS comments received, and schedule re-issued.	NHS to respond further to meeting Note	NHS
6.3 (6.4)	RDD Drawing Sign-Off Process	It is agreed that following return of NHS comments/approval status RDD submitted drawings need to be countersigned by BM prior to return to DT for action. BM to close out any queries and non-agreement of NHS	BM to manage process of drawing returns	BM

Item No	Description	Discussion/Information	Action Page 668	Action by Whom
		<p>comments prior to returning drawings to DT to avoid any abortive or non-(BM) approved works.</p> <p>Missing departments have been re-issued to NHS for comment, critical care, nuclear medicine, concluded. POST MEETING NOTE: NA still await return of some room elevations from BM. (27.02.12): NCH Transport Base (486-03, 493-01, 504-01, 529), NCH MDU (062-02), NCH RENAL SERVICES (558)</p> <p>NHS confirmed zones G D H RDSs reviewed.</p>	BM to ensure dwgs are issued to NHS	BM
7.0	RFI's			
7.1	RFI Schedule	RFI schedule issued from NHS to BM. To be circulated for review + future reporting by BM. Item still outstanding.	BM still to update and issue	BM
8.0	Architectural Design Progress/Clarifications			
8.1	1:50 Department Design /User Group Meetings (UGM)	<p>All agreed disc not required.</p> <p>Final Issue of 1:50 comments to be addressed and drawings re-issued commencing end April 2011, for final Board sign-off.</p> <p>Board requested sample sheet for review prior to first issue date. NA confirmed this was not possible due to the volume of work required to achieve the first deadline.</p>	<p>Note</p> <p>Note</p> <p>Note</p>	
8.2	Room Elevations	Item Closed.		
8.3 (8.4)	Standardisation Document	NA awaiting confirmation from BM/NHS meeting.	BM to advise	BM
8.4 (8.7)	Atrium and Sanctuary Design	<p>Adult Atrium Atrium design to be fully reviewed during interior design RDD. This will include the sanctuary. Board to confirm if date is acceptable. POST MEETING NOTE: Meeting postponed, new date tbc.</p> <p>Children's Atrium Detailed review ongoing (ETFE roof design, fire and acoustics etc not yet completed). As above, this will be presented reviewed again during RDD. NHS to forward some detail on proposed panels by YCF.</p>	<p>Note</p> <p>BM</p> <p>NA to propose meeting dates</p>	<p>BM</p> <p>NA</p>
8.5	Bed Head Trunking	Bedhead lengths to be updated to agreed lengths on 1:50s and reviewed during next 1:50 process. Board will	Note	

Item No	Description	Discussion/Information	Action Page 669	Action by Whom
(8.8)		comment case by case. RFIs will be issued individually as required.		
8.9	Pendants	RDD meeting to be held on 08.03.12 per meeting schedule.		
9.0	M&E Design Progress/Clarifications			
9.1 (9.2)	M&E Design Progress	Progress Since Last Meeting (Summary provided by GWR) <ul style="list-style-type: none"> - Zone B+E Risers issued, T3 - Zone D risers issued, T1 - Tower zones F + J, T1 - Plantroom 31, T1 - Plantroom 22, in progress - Zones E + C issued, T3 - Pre-RDD meeting due for zones B and tower risers, end of March. - Warrants up to date 	Note	
9.2 (9.3)	M&E Design Clarifications	<ul style="list-style-type: none"> - No outstanding VE items - Outstanding ZBP RFI – MP to check and re-forward to BM/NHS. Schematic marked up – Item closed. 	Note Item closed	NA
	M&E Equipment Lists	ZBP confirm there are no current outstanding issues/equipment clarifications required from NHS. ZBP to update/issue their Equipment Component List and Design Assumptions upon design completion of each department/zone. ZBP to update equipment list and issue next week. ZBP confirm that Zone G design is progressing with complete assumptions – ZBP to issue schedule of Design Assumptions for clarification. ZBP to issue next week-outstanding.	Ongoing ZBP to update and issue Equipment Component List & Design Assumptions ZBP to prepare and issue schedule.	ZBP/NHS ZBP ZBP
9.3 (9.6)	Light Switch/Dimming	Dimmer switches to be marked up for information.	NHS	NHS
10.0	Structural & Civil Design Progress/Clarifications			
10.1 (10.2)	Structural and Civil Design Progress	Progress Since Last Meeting (No WSP attendance - Summary provided by JMu) <ul style="list-style-type: none"> - RCC for full site concluded - TRO's concluded, all with GCC – some clarifications requested (as normal) - Structure to A+C ongoing - EC complete - Piling complete; some supplementary piling ongoing - Zones G+D complete - Zones H+E ongoing 	Note	

Item No	Description	Discussion/Information	Action Page 670	Action by Whom
		<ul style="list-style-type: none"> - Basement ongoing - Founds nearly complete - Slab co-ordination ongoing - Helipad progress - External Link bridges progress. 		
10.2 (10.3)	Structural Design Clarifications	<p>Existing drawings required to be circulated to DT for the external bridge links. Asbestos survey complete</p> <p>Neo-Natal Link bridge RDD meeting held 21.02.12.</p> <p>Piling to hydrotherapy pool – issued, item closed.</p>	<p>Item Closed</p> <p>Note</p> <p>Item Closed</p>	
11.0	Masterplanning & Landscape Design Progress/ Clarifications			
11.1	Masterplanning & Landscape Design Progress	<p>Progress Since Last Meeting (written progress report provided by CP)</p> <ul style="list-style-type: none"> - RDD ongoing, dates to be agreed - EMT presentation attended - External Services review imminent (Design Team) - Dates awaited for Beatson Roof visit - Progressing with Prater on roof design/construction information 	<p>Note</p> <p>NHS to provide dates</p>	
11.2	External Lighting	Moved to monthly Low Carbon Meeting	Note	
12.0	Specialist Design Issues			
12.1	General	NHS to respond on BM proposed dates. RFI (scope of fitout to specialist areas) to be closed imminently.	NHS to conclude	NHS
12.2	Fire	No further items raised.	Note	
12.3	Acoustics	Revised information awaited. Date for RDD TBC.	BM to urgently progress	BM

Item No	Description	Discussion/Information	Action Page 671	Action by Whom
12.4	Equipment	Final Equipment List Final Equipment list will be re-run at the end of the revised 1:50 process.		
12.5	Radiation Protection	RDD Workshop took place 12.10.11. RPA strategy agreed and detail internal user workshop to be arranged, date tbc. GB to forward DT queries and clarifications for inclusion on agenda.	NHS to hold meeting and report back to BM/Design Team	NHS
12.6	FM	No comments		
12.7	IT	No comments		
12.8	Lifts & Escalators	BM confirm that Schindler are currently reviewing and updating their information further to meeting with Schindler. Some amendments to assumptions made are required. Further movement analysis received, additional technical data requested to close outstanding issues. Finishes sign off awaited from NHS.	BM/Schindler to progress NHS to comment re:finishes	BM
12.9	AGVs	DP confirms that the amendment to shared Clean and Dirty in Cores C and D will only improve the AGV functionality. Swiss Log to review and re-run simulations at a later date tbc. AGV drawings still to be added to RDD schedule.	BM to request Swiss Log review – date tbc	BM (DP)
12.10	Helipad	RDD meeting took place. Formal response awaited, 1:16 ramp acceptable.	Ongoing	
13.0	Low Carbon/BREEAM			
13.1	Design Progress/Clarifications	<p>Low Carbon Progress Since Last Meeting no further update ; SL not in attendance)</p> <ul style="list-style-type: none"> - Ongoing detailed issues will be dealt with in the Low Carbon Group - Stage 03 Energy Model has presented a major increase in thermal energy. SL noted that target is at risk if trend continues. - Usage profiles requested by SL to assist analysis of equipment/electrical usage. - Whole site energy strategy being reviewed inc energy from waste on site. Ongoing (due to complete end October) - Possible reduction of number of boilers - Biggest concern/ outstanding issue is Equipment. Interface required with Equipment IT and Catering groups. Ongoing - Entrance lobbies & performance of air curtains to be discussed further in Entrance Review Meeting; SL confirms advice that best solution is to pressurise the space & use floor returns - Whole site energy issued to carbon trust, feedback awaited. <p>BREEAM Progress Since Last Meeting (no update since last meeting)</p>		

Item No	Description	Discussion/Information	Action Page 672	Action by Whom
		<ul style="list-style-type: none"> - SL not yet seen the A&C BREEAM Report produced by WSP. WSP to update and include SL on distribution list - Photovoltaic option work ongoing - DH requested confirmation of BREEAM application, and when design certificate is provided. Interim design submission ready – draft with BM (DS). 		
14.0	Art			
14.1	Design Progress/Clarifications	<p>It is noted that further work is required for the fundraising aspect of the strategy (mainly within the Children's Hospital Integrated Strategy).</p> <p>Art programme ongoing and monitored in Design and Healthy living meeting (next meeting in November) AB noted 75% complete, enhanced programme issued (DRAFT) timescales and costs ok.</p>	<p>NHS/NA/BM to co-ordinate</p> <p>ongoing</p>	<p>NHS/NA/BM</p> <p>NA</p>
15.0	NHS Strategy Documents	Item added [previously Item 16.4]		
15.1	Fire Management Strategy	Last Cause + Effect Meeting has taken place, final meeting required to close outstanding actions	All	All
15.2	FM Strategy	No further discussion.	note	
16.0	Summary of Items to report to Lead Design Group	No items to report		
17.0	AOB			
17.1 (17.2)	Workshops	BM (DS) suggests that a list of Specialist Design Workshops is prepared and dates are organised to co-ordinate to ensure design issues are resolved in line with the programme (e.g. Renal, Pharmacy). The list has still not been issued but some workshops have commenced (Aseptic).	BM to agree list and issue to NHS for comment.	BM/NHS
17.9	Meeting Attendance	As DS does not attend this meeting, GB+JM to action BM/DS actions and have sufficient decision making authority.		BM
18.0	Date and Time of Next Meeting	04 April 2012 at 2.00pm in the Boardroom, Top Floor, Site Offices.		ALL

Meeting No 15: 02 May 2012, 2.00pm to 4.00pm

ACTION NOTE

Present:

Frances Wrath (FW)
 Jackie Stewart (JS)
 David Hall (DH) PART
 Mairi Macleod (MM)
 Fiona McCluskey (FM)
 Heather Griffin (HG)
 Susan Logan (SL)

Company:

Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)
 Currie & Brown (C&B)
 Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)
 Ecoteric Limited (EC)

Present:

Jim Murray (JMu)
 Brendan Rooney (BR)
 Neil McGarry (NM)
 Emma White (EW)
 Liane Edwards (LE)
 Laura Scott-Simmons (LS)
 Guy Willis Robb (GWR)
 Gavin Burnett (GB)
 Jeff Murdoch (JeM)

Company:

Brookfield Multiplex (BM)
 Mercury Engineering (MEL)
 WSP Buildings (WSP)
 Nightingale Associates (NA)
 Nightingale Associates (NA)
 Gillespies (GIL)
 Zisman Bowyer & Partners (ZBP)
 Brookfield Multiplex (BM)
 URS (URS)

Apologies:

Peter Moir (PM) PART
 Eleanor McColl (EM)
 Karen Connelly (KC)

Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)

Grant Wallace (GW)
 Darren Pike (DP)
 Darren Smith (DS)
 Neil Ross (NR)
 Steve Pardy (SP)
 Pete Dunbar (PD)
 Neil Murphy (NM)
 Jim Miller (JMi)
 Ken Hall (KH)

Brookfield Multiplex (BM)
 Brookfield Multiplex (BM)
 Brookfield Multiplex (BM)
 Zisman Bowyer & Partners (ZBP)
 Zisman Bowyer & Partners (ZBP)
 WSP Buildings (WSP)
 Nightingale Associates (NA)
 Ironside Farrar (IF)
 Brookfield Multiplex (BM)

Distribution: All above plus
 Alan Seabourne (AS)
 Mike Sharples (MS)

Glasgow NHS Board (NHS)
 Brookfield Multiplex (BM)

Steve Nelson (SN)
 Robert O'Donovan (R'oD)

Gillespies (GIL)
 Mercury Engineering (MEL)

Item No	Description	Discussion/Information	Action	Action by Whom
1.0	Introductions			
1.1	Open Meeting	Any corrections noted during meeting.		

Item No	Description	Discussion/Information	Action Page 674	Action by Whom
1.2	Confirm Meeting Attendees	Apologies as noted.		
2.0	Safety Initiatives			
2.1	CDM Design Progress	Progress Since Last Meeting (Summary provided by JeM) <ul style="list-style-type: none"> - Reporting monthly into the Design Team Meetings (DTM) - JeM provided a progress report, key notes as follows: - F10 Project Notification: - No new notes - Documentation - No new notes - Designers - All designers contacted 24.04.12 via aconex requesting issue of latest hazard and risk information/statements. - No CDM issues or problems reported, communication and co-operation is good around teams. - CDMC attended Access + Maintenance Strategy Workshop 05.04.12 minutes to follow. - CDMC will attend the next workshop 07.06.12 - Specific Site Issues - CDMC attended site to be taken through the new induction. BM is requesting 100% CSCS card coverage for anyone who accesses the site. 'Professionally Qualified Person' or 'Construction Site Visitor' card is advised. - Health + Safety File - No new notes. 	Note	
2.2	Maintenance & Operational Issues	<ul style="list-style-type: none"> - NA to develop more detailed proposals for the Atria (including access for lighting) - The amount of specialist maintenance required is of concern to the NHS; this is to be discussed further during ongoing Access & Maintenance Workshops - Next Access & Maintenance Workshop 07.06.12. 	NA to issue BM to review	NA BM

Item No	Description	Discussion/Information	Action	Action by Whom
3.0	Planning Approvals			
3.1	Planning Conditions Schedule	<p>Updated Schedules since last meeting:</p> <ul style="list-style-type: none"> - NSGH PLANNING CONDITIONS MAIN HOSPITALS (10/01780/DC) RENFREW ROAD ACCESS DISCHARGE STATUS SCHEDULE_13.03.2012 - NSGH (10.02171.DC) DISCHARGE STATUS SCHEDULE (MSC 3 CONSENT - 7 CONDITIONS)_13.03.2012 - NSGH (07.01158.DC) Discharge Status Schedule (Outline A&C +Masterplan)_ 13.03.2012 <p>Progress Since Last Meeting (Summary report provided by JMi, attached below)</p> <ul style="list-style-type: none"> - New Planning Officer to be introduced w/c 14.05.12, Blair Greenock replacement - Courtyards to be issued to NHS for further review. - External window colour RAL 7016 confirmed by NHS, to match Labs. 	IF to monitor Note BM/NA Note	IF BM/NA
3.2	Planning Sample Schedule	<p>Updated Schedule sine last meeting:</p> <ul style="list-style-type: none"> - [NSGH – Adult & Children’s Hospital Landscape Material Schedule_rev 14_ 07-01-12] - All schedules currently up to date 	BM/IF to monitor	BM
3.3	Samples & Mock-Ups	<p>Adult & Children’s Hospitals Materials:</p> <ul style="list-style-type: none"> • Tower Blinds: BM formal response prepared, alternative wand proposal to be presented; further technical details and literature awaited. Meeting arranged 07.05.12. <i>POST MEETING NOTE: Meeting held with Structal/BM/NHS, actions with BM, subsequent meeting arranged w/c 11.06.12</i> • Podium Blinds: Tertiary Unit samples obtained for Podium option. TDSL solution presented to NHS, thermal shock calcs received and acceptable therefore this proposal is now being progressed. • Extent of blackout blinds to be confirmed <p>Landscaping Materials:</p> <ul style="list-style-type: none"> - Landscaping sample area complete. NHS requested PM review prior to invitation to GCC Planning to sign off. - Set samples awaited (not full samples since only colour is in question). Further discussion to be had 	Note NHS BM to invite PM Note	 BM

Item No	Description	Discussion/Information	Action Page 676	Action by Whom
		with BM prior to consultation with Board and subsequently GCC Planning. - DH raised question of provision of surplus material as contingency on site. JIM to investigate.	BM to review	BM
4.0	Building Control			
4.1	Building Warrant Application Schedule	<p>No updated Schedule since last meeting</p> <p>- [Building Warrant Submission Schedule_NA-XX-DC-000-100_rev 11]</p> <p>Adult & Children's Hospitals Submission Progress (Summary provided by JMu) :</p> <p>Building Warrant submission progress meetings occurring fortnightly.</p> <p>Stage 8 – Fire Strategy: Pack submitted to SFRS for review, response required 14.05.12. Pharmacy declassification statement submitted and accepted by GCC. Two areas of GCC concern which are currently under discussion: smoke control, access control.</p> <p>Stage 9 – Cores: ABCDEF signed off, however GCC reluctant to issue until revised schedule of submissions is provided.</p> <p>Stage 10 - Superstructure Signed off, but note as Stage 9.</p> <p>Stage 11 – Superstructure Signed off, but note as Stage 9.</p> <p>Stage 12- Superstructure Next due submission, podium + tower. Podium to be issued first and followed up with tower</p> <p>Stage 20 – Building Envelope: Formal response issued 03.04.12</p> <p>Stage 21 – Below Slab Drainage: Building Warrant pack issued, based on V E solution.</p> <p>Stage 22 – Above Ground Drainage and Rainwater Submitted</p> <p>Stage 24 – Internal Fit-Out</p>	<p>Note</p> <p>Ongoing</p> <p>BM to provide</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p>	BM

Item No	Description	Discussion/Information	Action Page 677	Action by Whom
		<p>First submission was due for issue 30.03.12, final pack currently being prepared, target issue w/c11.04.12</p> <p>Stage 25 – Mechanical Ventilation Zones G, D + Plantroom 21 submitted</p> <p>Energy Centre Submission Progress:</p> <p>Stage 5 – Energy Centre Envelope: Signed off, but note as Stage 9.</p> <p>General Issues:</p> <p>DH again requested copy of all warrant certificates received to date and going forward, to be issued to NHS. Item outstanding- DH noted still not received.</p> <p>Temporary Occupation Certificate Application submitted 04.04.12</p> <p>DH requested sections at west end Energy centre after some discussion on any retention detailing.</p> <p>GCC have accepted the final confirmation of Warrant numbers and will revise and re-issue warrants accordingly. Still awaited.</p>	<p>Note</p> <p>Note</p> <p>BM (DS) to forward scanned copies of all warrant certificates received to date</p> <p>Note</p> <p>WSP to provide to BM for issue to NHS for review</p> <p>Note</p>	<p>BM</p> <p>WSP</p>
4.2	Meeting Schedule	<p>No updated Schedule since last meeting.</p> <p>- [NSGH Building Control Meeting Schedule_01-03-11]</p>	Note	
4.3	Design Issues - Atrium	<p>Atrium strategy forms part of Stage 8 Warrant. WSP to conclude CFD remodel – due for issue w/c 14.05.12</p> <p>Acoustic strategy and accompanying report now issued for RDD; <i>POST MEETING NOTE NHS have reviewed and returned comments. BM to follow up with Design Team prior to resubmission to Board.</i></p>	<p>Note</p> <p>Note</p>	<p>Note</p> <p>Note</p>
5.0	Design Compliance/ER's			

Item No	Description	Discussion/Information	Action Page 678	Action by Whom
5.1	Alternative Compliance Schedule	BM (DS)+NHS (DH) have discussed separately and agreed that any further Alternative Compliances will be raised via EWN system, ie Consultants raise to BM, BM raise to NHS as required/necessary.	Item Closed	
6.0	Design Sign-Off/RDD/Mock-Ups			
6.1	RDD Schedule	<p>The updated RDD Drawing Submission Schedule was issued by BM prior to the meeting.</p> <ul style="list-style-type: none"> - [RDD Master Schedule_BCL-AC-XX-SH-001_rev 12] - Board have received and require to comment. <p>BM have met with NHS and the schedule is to be re-issued. Date of meeting between BM/NHS to discuss, tbc.</p> <p>Many RDD submissions outstanding; BM have communicated/agreed priority returns with NHS via the PMG meeting.</p>	<p>NHS</p> <p>BM to issue monthly as required; submission progress to be tracked and reported, BM to advise next meeting date.</p> <p>NHS to return RDD docts as agreed.</p>	<p>BM</p> <p>NHS</p>
6.2	RDD Design Workshops	<p>NHS confirmed that RPA to be managed internally. BM have collated and issued queries and RFIs for the agenda.</p> <ul style="list-style-type: none"> - Workshop timetable NHS comments received, and schedule re-issued. 	<p>NHS to respond further to meeting</p> <p>Note</p>	NHS
6.3	RDD Drawing Sign-Off Process	NHS confirmed zones G D H RDSs reviewed and returned with minor comments.	BM to review comments and issue to DT	BM
7.0	RFI's			
7.1	RFI Schedule	RFI schedule issued from NHS to BM. To be circulated for review + future reporting by BM. Item still outstanding, but progressing. Follow up meeting required.	Ongoing	Ongoing
8.0	Architectural Design Progress/Clarifications			
8.1	1:50 Department Design /User Group Meetings (UGM)	Board requested sample sheet for review prior to first issue date. NHS confirmed no comments on sample sheet graphics.	Item Closed	

Item No	Description	Discussion/Information	Action Page 679	Action by Whom
8.2	Room Elevations	No comments.		
8.3	Standardisation Document	Item Closed		
8.4	Atrium and Sanctuary Design	Adult Atrium Currently under discussion with BM, 24.04.12 agreed new date for RDD review. POST MEETING NOTE: Meeting took place; formal comments awaited. Children's Atrium Detailed review ongoing (ETFE roof design, fire and acoustics etc not yet completed). As above, this will be presented reviewed again during RDD. NHS to forward some detail on proposed panels by YCF.	Note	
8.5	Bed Head Trunking	Bedhead lengths to be updated to agreed lengths on 1:50s and reviewed during next 1:50 process. Board will comment case by case. RFIs will be issued individually as required.	Note	
8.6	Pendants	PMI received for pendant omissions. Relocated pendants to be marked up by NHS/BM and returned for co-ordination by the Design Team.	Note	
9.0	M&E Design Progress/Clarifications			
9.1	M&E Design Progress	Progress Since Last Meeting (Summary provided by AP) <ul style="list-style-type: none"> - PL21 T1 issued - ZF T3 issued - ZJ1/T3 issued - PL31 T3 issued - Pre RDD ZF Tower took place - Pre RDD PL22 02.06.12. 		
9.2	M&E Design Clarifications	<ul style="list-style-type: none"> - NHS to confirm no. of ultra clean canopies to theatres during next fortnight. 	NHS	
	M&E Equipment Lists	<ul style="list-style-type: none"> - ZBP confirmed that the equipment component list is awaited from the Board. The Board confirmed that this is currently being populated and will be issued by 25th April 2012. 03.06.12. 	NHS	

Item No	Description	Discussion/Information	Action Page 680	Action by Whom
9.3	Light Switch/Dimming	<ul style="list-style-type: none"> - ZBP confirmed that currently all equipment component information is based on assumptions. ZBP's list of assumptions has been issued to the Board <p>ZBP have issued drawings indicating the extent of the dimming for comment by the Board.</p>	<p>Note</p> <p>NHS</p>	
10.0	Structural & Civil Design Progress/Clarifications			
10.1 (10.2)	Structural and Civil Design Progress	<p>Progress Since Last Meeting (Summary provided by NMCG)</p> <ul style="list-style-type: none"> - RCC for full site concluded - TRO's concluded, all with GCC – some clarifications requested (as normal) - Structure to A+C ongoing - Piling complete; some supplementary piling ongoing - Zones H+E ongoing - Zones F + J ongoing - Basement ongoing - Founds nearly complete - Slab co-ordination ongoing - Helipad progress - External Link bridges progress - Section 56 responded, no return comments/correspondence received yet. - Zone G below slab issued to T3. - Atrium Bridge Steelwork in fabrication - ZA under construction – columns and slabs. 	Note	
10.2 (10.3)	Structural Design Clarifications	Neo-Natal Link bridge RDD meeting held 21.02.12.	Note	
11.0	Masterplanning & Landscape Design Progress/Clarifications	<p>Progress Since Last Meeting (written progress report provided by LSS)</p> <ul style="list-style-type: none"> - Pre-RDDs complete - External services co-ordination ongoing - Review of relevant TES packages took place with BM - GIL still attend A+M workshops (next one 05.04.12) 	Note	

Item No	Description	Discussion/Information	Action Page 681	Action by Whom
11.1	Masterplanning & Landscape Design Progress	Moved to monthly Low Carbon Meeting	Note	
11.2	External Lighting			
12.0	Specialist Design Issues	3 full days workshops schedule by BM with Design Team. Scope of fitout not concluded and schedule of omitted to be reviewed.	BM/NHS to conclude	BM/NHS
12.1	General	No further items raised.	Note	
12.2	Fire	Revised information awaited. Date for RDD TBC.	BM to urgently progress	BM
12.3	Acoustics	Information now issued.	Item Closed	
12.4	Equipment	Final Equipment List Final Equipment list will be re-run at the end of the revised 1:50 process. All blinds to be omitted, OUT-206 also to be omitted, PMI to follow.		
12.5	Radiation Protection	NA to revise drawings, 1:50s to be rechecked to match new RPA strategy. Sign Locations revised, ZBP/MER to review.	Design Team to review	ALL
12.6	FM	No comments		
12.7	IT	No comments		
12.8	Lifts & Escalators	Lift Finishes comments returned. Core K lift operation comments also provided.	Note	Note
12.9	AGVs	Drawings now received; swisslog to review and re-run simulations at a later date. AGV drawings still to be added to RDD schedule.	BM to request Swiss Log review – date tbc	BM (DP)
12.10	Helipad	Visit to inspect 1:12 ramp on 10.05.12 – 1:12 ramp anticipated. POST MEETING NOTE: now confirmed 1:12. Design Team progressing on this basis.	Ongoing	
13.0	Low Carbon/BREEAM	Low Carbon Progress Since Last Meeting - Stage 03 Energy Model has presented a major increase in thermal energy. SL noted that target is at risk if trend continues.		

Item No	Description	Discussion/Information	Action Page 682	Action by Whom
		<ul style="list-style-type: none"> - Usage profiles requested by SL to assist analysis of equipment/electrical usage. - Possible reduction of number of boilers - Biggest concern/ outstanding issue is Equipment. Interface required with Equipment IT and Catering groups. Ongoing - Whole site energy issued to carbon trust, feedback issued - NHS input to the component selection process required. - Blinds outcome awaited - Radiant panels in ensuites problematic, standardisation being reviewed. - Energy model being updated by ZBP. <p>BREEAM Progress Since Last Meeting (no update since last meeting)</p> <ul style="list-style-type: none"> - SL still not yet seen the A&C BREEAM Report produced by WSP. WSP to update and include SL on distribution list - Photovoltaic option work ongoing - DH requested confirmation of BREEAM application, and when design certificate is provided. Interim design submission ready – draft with BM (DS) - BM confirmed that the report has been issued to BRE, DH noted that it is wholly unacceptable that the NHS did not receive this first. - Efficiency of external lighting to be reviewed. Co-ordination with CCTV – RDD meeting to review when co-ordination is complete. 	<p>BM to urgently confirm submission date / feedback</p> <p>BM to urgently forward to NHS</p>	<p>BM/WSP</p> <p>BM</p>
13.1	Design Progress/Clarifications			
14.0	Art	<p>It is noted that further work is required for the fundraising aspect of the strategy (mainly within the Children's Hospital Integrated Strategy).</p> <p>Art programme ongoing and monitored in Design and Healthy living meeting (next meeting 10.04.12)</p> <p>AB noted 75% complete, enhanced programme issued (DRAFT) timescales and costs ok.</p>	<p>NHS/NA/BM to co-ordinate</p> <p>ongoing</p>	<p>NHS/NA/BM</p> <p>NA</p>
14.1	Design Progress/Clarifications	No comments		
15.0	NHS Strategy Documents	Last Cause + Effect Meeting has taken place, final meeting required to close outstanding actions Implications of stage 8 warrant to be considered and info updated.	All	All
15.1	Fire Management Strategy	No further discussion.	note	
15.2	FM Strategy	No items to report		

Item No	Description	Discussion/Information	Action Page 683	Action by Whom
16.0	Summary of Items to report to Lead Design Group			
17.0	AOB	Hoists – weights required from NHS	NHS to provide	NHS
18.0	Date and Time of Next Meeting	06 June 2012 at 2.00pm in the Boardroom, Top Floor, Site Offices.		

Meeting No 16: 06 June 2012, 2.00pm to 4.00pm

ACTION NOTE

Present:

Frances Wrath (FW)
 Jackie Stewart (JS)
 David Hall (DH) PART
 Mairi Macleod (MM)
 Heather Griffin (HG)

Company:

Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)
 Currie & Brown (C&B)
 Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)

Present:

Emma White (EW)
 Liane Edwards (LE)
 Ceara Pimley (CP)
 Brendan Rooney (BR) (PART)
 Darren Smith (DS)
 Neil McGarry (NM)

Company:

Nightingale Associates (NA)
 Nightingale Associates (NA)
 Gillespies (GIL)
 Mercury Engineering (MEL)
 Brookfield Multiplex (BM)
 WSP Buildings (WSP)

Apologies:

Peter Moir (PM) PART
 Eleanor McColl (EM)
 Karen Connelly (KC)
 Fiona McCluskey (FM)
 Susan Logan (SL)

Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)
 Ecoteric Limited (EC)

Grant Wallace (GW)
 Darren Pike (DP)
 Neil Ross (NR)
 Steve Pardy (SP)
 Pete Dunbar (PD)
 Neil Murphy (NM)
 Jim Miller (JMi)
 Ken Hall (KH)
 Guy Willis Robb (GWR)
 Gavin Burnett (GB)
 Jeff Murdoch (JeM)
 Jim Murray (JMu)

Brookfield Multiplex (BM)
 Brookfield Multiplex (BM)
 Zisman Bowyer & Partners (ZBP)
 Zisman Bowyer & Partners (ZBP)
 WSP Buildings (WSP)
 Nightingale Associates (NA)
 Ironside Farrar (IF)
 Brookfield Multiplex (BM)
 Zisman Bowyer & Partners (ZBP)
 Brookfield Multiplex (BM)
 URS (URS)
 Brookfield Multiplex (BM)

Distribution: All above plus
 Alan Seabourne (AS)
 Mike Sharples (MS)

Glasgow NHS Board (NHS)
 Brookfield Multiplex (BM)

Steve Nelson (SN)
 Robert O'Donovan (R'oD)

Gillespies (GIL)
 Mercury Engineering (MEL)

Item No	Description	Discussion/Information	Action	Action by Whom
1.0	Introductions			
1.1	Open Meeting	Any corrections noted during meeting.		

Item No	Description	Discussion/Information	Action Page 685	Action by Whom
1.2	Confirm Meeting Attendees	Apologies as noted.		
2.0	Safety Initiatives			
2.1	CDM Design Progress	Progress Since Last Meeting (no updated report provided) <ul style="list-style-type: none"> - Reporting monthly into the Design Team Meetings (DTM) - JeM provided a progress report, key notes as follows: - F10 Project Notification: - No new notes - Documentation - No new notes - Designers - All designers contacted 24.04.12 via aconex requesting issue of latest hazard and risk information/statements. - No CDM issues or problems reported, communication and co-operation is good around teams. - CDMC attended Access + Maintenance Strategy Workshop 05.04.12 minutes to follow. - CDMC will attend the next workshop –postponed until 11.07.12 - Specific Site Issues - CDMC attended site to be taken through the new induction. - Health + Safety File - No new notes. 	Note	
2.2	Maintenance & Operational Issues	<ul style="list-style-type: none"> - NA to develop more detailed proposals for the Atria (including access for lighting) - The amount of specialist maintenance required is of concern to the NHS; this is to be discussed further during ongoing Access & Maintenance Workshops - Next Access & Maintenance Workshop 11.07.12. 	ongoing BM to review	NA BM
3.0	Planning Approvals			
3.1	Planning Conditions Schedule	Updated Schedules since last meeting: <ul style="list-style-type: none"> - NSGH PLANNING CONDITIONS MAIN HOSPITALS (10/01780/DC) RENFREW ROAD ACCESS DISCHARGE STATUS SCHEDULE_13.03.2012 - NSGH (10.02171.DC) DISCHARGE STATUS SCHEDULE (MSC 3 CONSENT - 7 CONDITIONS)_13.03.2012 - NSGH (07.01158.DC) Discharge Status Schedule (Outline A&C +Masterplan)_ 13.03.2012 	IF to monitor	IF

Item No	Description	Discussion/Information	Action Page 686	Action by Whom
3.2	Planning Sample Schedule	<p>Progress Since Last Meeting (Summary report provided by JMi, attached below)</p> <ul style="list-style-type: none"> - Courtyards to be issued to NHS for further review. - NHS returned RDD commented courtyard drawings. Meeting to be arranged in next two weeks with planners. Design Team to prepare pack for meeting. <p>Updated Schedule sine last meeting:</p> <ul style="list-style-type: none"> - [NSGH – Adult & Children’s Hospital Landscape Material Schedule_rev 14_ 07-01-12] - All schedules currently up to date - DH queried whether all courtyard samples had been presented. EW confirmed NA will prepare sample boards for formal sign off. 	<p>BM/NA ALL/BM to arrange meeting</p> <p>BM/IF to monitor</p> <p>NA to prepare</p>	<p>BM/NA ALL/BM</p> <p>BM</p> <p>NA</p>
3.3	Samples & Mock-Ups	<p>Adult & Children’s Hospitals Materials:</p> <ul style="list-style-type: none"> • Tower Blinds: Alternative wand proposal presentation awaited at next meeting with Structal/BM/NHS, 11.06.12. • Podium Blinds: Tertiary Unit samples obtained for Podium option. TDSL solution presented to NHS, thermal shock calcs received and acceptable therefore this proposal is now being progressed. • Extent of blackout blinds to be confirmed – NHS confirmed this had been completed and was now with BM • Internal glazed screen mark-ups to be returned w/e 09.06.12 <p>Landscaping Materials:</p> <ul style="list-style-type: none"> - Landscaping sample area complete. NHS requested PM review prior to invitation to GCC Planning to sign off. - Set samples received but cost analysis ongoing – NHS will be presented samples when this is complete. - DH raised question of provision of surplus material as contingency on site. JIM to investigate. 	<p>Note</p> <p>BM to issue to NA for action</p> <p>BM to invite PM</p> <p>Note</p> <p>BM to review</p>	<p>BM</p> <p>BM</p> <p>BM</p> <p>BM</p> <p>BM</p>
4.0	Building Control			

Item No	Description	Discussion/Information	Action Page 687	Action by Whom
4.1	Building Warrant Application Schedule	<p>No updated Schedule since last meeting</p> <p>- [Building Warrant Submission Schedule_NA-XX-DC-000-100_rev 21]</p> <p>Adult & Children's Hospitals Submission Progress (Summary provided by LE) :</p> <p>Building Warrant submission progress meetings occurring fortnightly.</p> <p>Stage 8 – Fire Strategy: Pack submitted to SFRS for review, final response awaited. Two areas of GCC concern which are currently under discussion: smoke control (doors), access control. Board meeting took place on both matters; BM/WSP action – all mark-ups to be discussed further.</p> <p>Stage 9 – Cores: ABCDEF signed off, however GCC reluctant to issue until revised schedule of submissions is provided.</p> <p>Stage 10 - Superstructure Signed off, but note as Stage 9.</p> <p>Stage 11 – Superstructure Signed off, but note as Stage 9.</p> <p>Stage 12- Superstructure Signed off, but note as Stage 9</p> <p>Stage 20 – Building Envelope: Structal meeting with Building Control took place, statement to Building Control on condensation to be submitted prior to BC response.</p> <p>Stage 21 – Below Slab Drainage: Signed off, but note as Stage 9</p> <p>Stage 22 – Above Ground Drainage and Rainwater New drawings submitted, BC response awaited</p> <p>Stage 24 – Internal Fit-Out BC response awaited</p> <p>Stage 25 – Mechanical Ventilation BC response awaited</p>	<p>Note</p> <p>Ongoing</p> <p>BM to provide</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p>	<p>BM</p>

Item No	Description	Discussion/Information	Action Page 688	Action by Whom
4.2	Meeting Schedule	<p>Energy Centre Submission Progress:</p> <p><i>Stage 5 – Energy Centre Envelope:</i> <i>Signed off, but note as Stage 9.</i></p> <p>General Issues:</p> <p>DH again requested copy of all warrant certificates received to date and going forward, to be issued to NHS. Item outstanding- DH noted still not received.</p> <p>Temporary Occupation Certificate (Labs) Application submitted 04.04.12 – BM to conclude actions</p> <p>DH requested sections at west end Energy centre after some discussion on any retention detailing. WSP to issue w/c 11.06.12</p> <p>GCC have accepted the final confirmation of Warrant numbers and will revise and re-issue warrants accordingly. Still awaited. BM to issue previous warrants back to GCC prior to reissue.</p> <p>No updated Schedule since last meeting.</p> <p>- [NSGH Building Control Meeting Schedule_01-03-11]</p>	<p>Note</p> <p>BM (DS) to forward scanned copies of all warrant certificates received to date</p> <p>BM</p> <p>WSP to provide to BM for issue to NHS for review</p> <p>BM to send back old warrants</p> <p>Note</p>	<p>BM</p> <p>WSP</p> <p>BM</p>
4.3	Design Issues - Atrium	<p>Atrium strategy forms part of Stage 8 Warrant. KH issued CFD to BM – to be urgently reviewed prior to Fire Strategy review.</p> <p>Acoustic strategy and accompanying report now issued for RDD; <i>POST MEETING NOTE NHS have reviewed and returned comments. BM to follow up with Design Team prior to resubmission to Board.</i></p>	<p>Note</p> <p>Item Closed</p>	<p>Note</p>
5.0	Design Compliance/ER's			
5.1	Alternative Compliance Schedule	BM (DS)+NHS (DH) have discussed separately and agreed that any further Alternative Compliances will be raised via EWN system, ie Consultants raise to BM, BM raise to NHS as required/necessary. Electronic copy still awaited.	BM to issue electronic copy to NHS	BM
6.0	Design Sign-Off/RDD/Mock-Ups			

Item No	Description	Discussion/Information	Action Page 689	Action by Whom
6.1	RDD Schedule	<p>The updated RDD Drawing Submission Schedule was issued by BM prior to the meeting.</p> <ul style="list-style-type: none"> - [RDD Master Schedule_BCL-AC-XX-SH-001_rev 12] - Board have received and require to comment. <p>BM have met with NHS and the schedule is to be re-issued. Date of meeting between BM/NHS to discuss, tbc. Update issued 02.06.12, some items to be added/logged.</p> <p>Many RDD submissions outstanding; BM have communicated/agreed priority returns with NHS via the PMG meeting.</p> <p>NA noted that 1:50 catch up review will be required to collate 1:50/M+E RDD comments. DT to review separately first.</p>	<p>NHS</p> <p>BM to issue monthly as required; submission progress to be tracked and reported, BM to advise next meeting date.</p> <p>NHS to return RDD docs as agreed.</p> <p>DT to review internally</p>	<p>BM</p> <p>NHS</p> <p>DT</p>
6.2	RDD Design Workshops	<p>NHS confirmed that RPA to be managed internally. BM have collated and issued queries and RFIs for the agenda.</p> <ul style="list-style-type: none"> - Workshop timetable NHS comments received, and schedule re-issued. 	<p>NHS to respond further to meeting</p> <p>Note</p>	NHS
6.3	RDD Drawing Sign-Off Process	<p>NHS confirmed zones G D H RDSs reviewed and returned with minor comments.</p> <p>NHS to provide status report.</p>	<p>BM to review comments and issue to DT</p> <p>NHS</p>	<p>BM</p> <p>NHS</p>
7.0	RFI's			
7.1	RFI Schedule	RFI schedule issued from NHS to BM. To be circulated for review + future reporting by BM. Item still outstanding, but progressing. Follow up meeting required.	Ongoing	Ongoing
8.0	Architectural Design Progress/Clarifications			
8.1	1:50 Department Design /User Group Meetings (UGM)	First Production group received by NHS, 3x wks to return RDS activity data changes to be agreed with BM/NHS prior to NA instruction to amend.	<p>NHS to review</p> <p>BM to review with NHS</p>	Ongoing Ongoing

Item No	Description	Discussion/Information	Action Page 690	Action by Whom
8.2	Room Elevations	No comments.		
8.3	Standardisation Document	Item Closed		
8.4	Atrium and Sanctuary Design	Adult Atrium: Meeting took place – sample boards presented; Core Cladding samples awaited (mock-up panels currently being installed on site). Atrium Bridge colours agreed in principle; NA reviewing alternative option for final sign-off. Meeting arranged for 03/07/12.	Note	
8.5	Bed Head Trunking	Children's Atrium: Meeting set-up with NHS/YCF/GSC/BM/NA for Enhanced NCH Atrium project on 21/06/12. Close out of outstanding Building Control items urgently required. (BM to lead). Post Meeting Note: Refer to separate Meeting Minutes for details of actions.	Ongoing	
8.6	Pendants	Bedhead lengths to be updated to agreed lengths on 1:50s and reviewed during next 1:50 process. Board will comment case by case. RFIs will be issued individually as required. PMI received for pendant omissions. Relocated pendants to be marked up by NHS/BM and returned for co-ordination by the Design Team. WSP to review typical fixing details/weights (MER to forward to WSP)	Ongoing	
			MER to forward relevant date to WSP	MER
9.0	M&E Design Progress/Clarifications			
9.1	M&E Design Progress	Progress Since Last Meeting (no update provided; ZBP not in attendance) <ul style="list-style-type: none"> - PL21 T1 issued - ZF T3 issued - ZJ1/T3 issued - PL31 T3 issued - Pre RDD ZF Tower took place - Pre RDD PL22 02.06.12. 		
9.2	M&E Design Clarifications	<ul style="list-style-type: none"> - NHS to confirm no. of ultra clean canopies to theatres during next fortnight. 	NHS	

Item No	Description	Discussion/Information	Action Page 691	Action by Whom
	M&E Equipment Lists	<ul style="list-style-type: none"> - ZBP confirmed that the equipment component list is awaited from the Board. The Board confirmed that this is currently being populated and will be issued by 25th April 2012- 03.06.12. - ZBP confirmed that currently all equipment component information is based on assumptions. ZBP's list of assumptions has been issued to the Board 	NHS	
9.3	Light Switch/Dimming	ZBP have issued drawings indicating the extent of the dimming for comment by the Board.	Note	
10.0	Structural & Civil Design Progress/Clarifications		NHS	
10.1 (10.2)	Structural and Civil Design Progress	Progress Since Last Meeting (Summary provided by NMCG) <ul style="list-style-type: none"> - TRO's concluded, all with GCC – some clarifications requested (as normal) - Structure to A+C ongoing - Piling complete; some supplementary piling ongoing - Zones G+D complete - Zones H+E ongoing - Zones F + J ongoing - Basement ongoing - Founds nearly complete - Slab co-ordination ongoing - Helipad progressing - External Link bridges progressing - Section 56 responded, no return comments/correspondence received yet. - Zone G below slab issued to T3. - Atrium Bridge Steelwork in fabrication – for mid July installation - ZA under construction – columns and slabs. 	Note	
10.2 (10.3)	Structural Design Clarifications	Neo-Natal Link bridge RDD meeting held 21.02.12.		
11.0	Masterplanning & Landscape Design Progress/Clarifications	Progress Since Last Meeting (written progress report provided by LSS) <ul style="list-style-type: none"> - Pre-RDDs complete - External services co-ordination ongoing - Review of relevant TES packages took place with BM - GIL still attend A+M workshops RDD schedule to be updated - DCFP follow up meeting required, date tbc. 	Note	

Item No	Description	Discussion/Information	Action Page 692	Action by Whom
11.1	Masterplanning & Landscape Design Progress	No comments		
11.2	External Lighting	No comments		
12.0	Specialist Design Issues	3 full days workshops schedule by BM with Design Team. Scope of fitout not concluded and schedule of omissions to be reviewed.	BM/NHS to conclude	BM/NHS
12.1	General	No further items raised.	Note	
12.2	Fire	Revised information awaited. Date for RDD TBC.	BM to urgently progress	BM
12.3	Acoustics	No comments	Item Closed	
12.4	Equipment	Final Equipment List Final Equipment list will be re-run at the end of the revised 1:50 process. All blinds to be omitted, OUT-206 also to be omitted, PMI to follow – BM to check and forward to DT.	BM to check PMI and forward as necessary	
12.5	Radiation Protection	NA to revise drawings, 1:50s to be rechecked to match new RPA strategy. Sign Locations revised, ZBP/MER to review laser warning lights.	Design Team to review	ALL
12.6	FM	No comments		
12.7	IT	No comments		
12.8	Lifts & Escalators	Lift Finishes comments returned. Core K lift operation comments also provided. Wi-Fi query to be resolved, provision to all lifts? MER/NHS to review.	MER/NHS to review + confirm	MER/NHS
12.9	AGVs	Drawings now received; swisslog to review and re-run simulations at a later date. AGV drawings still to be added to RDD schedule. Additional doors to be resolved.	BM to request Swiss Log review – date tbc	BM (DP)
12.10	Helipad	Visit to inspect 1:12 ramp on 10.05.12 – 1:12 ramp anticipated. POST MEETING NOTE: now confirmed 1:12. Design Team progressing on this basis.	Ongoing	
13.0	Low Carbon/BREEAM	Low Carbon Progress Since Last Meeting		

Item No	Description	Discussion/Information	Action Page 693	Action by Whom
		<ul style="list-style-type: none"> - Stage 03 Energy Model has presented a major increase in thermal energy. SL noted that target is at risk if trend continues. - Usage profiles requested by SL to assist analysis of equipment/electrical usage. - Possible reduction of number of boilers - Biggest concern/ outstanding issue is Equipment. Interface required with Equipment IT and Catering groups. Ongoing - Whole site energy issued to carbon trust, feedback issued - NHS input to the component selection process required. - Blinds outcome awaited - Radiant panels in ensuites problematic, standardisation being reviewed. - Energy model being updated by ZBP. <p>BREEAM Progress Since Last Meeting (no update since last meeting)</p> <ul style="list-style-type: none"> - SL still not yet seen the A&C BREEAM Report produced by WSP. WSP to update and include SL on distribution list - Photovoltaic option work ongoing - DH requested confirmation of BREEAM application, and when design certificate is provided. Interim design submission ready – draft with BM (DS) - BM confirmed that the report has been issued to BRE, DH noted that it is wholly unacceptable that the NHS did not receive this first. - Efficiency of external lighting to be reviewed. Co-ordination with CCTV – RDD meeting to review when co-ordination is complete. 	<p>BM to urgently confirm submission date / feedback</p> <p>BM to urgently forward to NHS</p>	<p>BM/WSP</p> <p>BM</p>
13.1	Design Progress/Clarifications			
14.0	Art	<p>It is noted that further work is required for the fundraising aspect of the strategy (mainly within the Children's Hospital Integrated Strategy).</p> <p>Art programme ongoing and monitored in Design and Healthy living meeting (next meeting 10.04.12) AB noted 75% complete, enhanced programme issued (DRAFT) timescales and costs ok.</p>	<p>NHS/NA/BM to co-ordinate</p> <p>ongoing</p>	<p>NHS/NA/BM</p> <p>NA</p>
14.1	Design Progress/Clarifications	No comments		
15.0	NHS Strategy Documents	Last Cause + Effect Meeting has taken place, final meeting required to close outstanding actions Implications of stage 8 warrant to be considered and info updated.	All	All
15.1	Fire Management Strategy	No further discussion.	note	

Item No	Description	Discussion/Information	Action Page 694	Action by Whom
15.2	FM Strategy	No items to report		
16.0	Summary of Items to report to Lead Design Group			
17.0	AOB	Hoist weights provided, item closed.	Item Closed	
18.0	Date and Time of Next Meeting	04 July 2012 at 2.00pm in the Boardroom, Top Floor, Site Offices.		

Meeting No 17: 04 July 2012, 2.00pm to 4.00pm

ACTION NOTE

Present:

Peter Moir (PM) PART
 Frances Wrath (FW)
 Fiona McCluskey (FM)
 Mairi Macleod (MM)
 Heather Griffin (HG)

Apologies:

Eleanor McColl (EM)
 Karen Connelly (KC)
 Susan Logan (SL)
 Jackie Stewart (JS)
 David Hall (DH) PART

Distribution: All above plus
 Alan Seabourne (AS)
 Mike Sharples (MS)

Company:

Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)

Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)
 Ecoteric Limited (EC)
 Glasgow NHS Board (NHS)
 Currie & Brown (C&B)

Glasgow NHS Board (NHS)
 Brookfield Multiplex (BM)

Present:

Emma White (EW)
 Liane Edwards (LE)
 Ceara Pimley (CP)
 Brendan Rooney (BR) (PART)
 Gavin Burnett (GB)
 Neil McGarry (NM)
 Jim Murray (JMu)
 Jeff Murdoch (JeM)

Darren Pike (DP)
 Neil Ross (NR)
 Steve Pardy (SP)
 Pete Dunbar (PD)
 Neil Murphy (NM)
 Jim Miller (JMi)
 Ken Hall (KH)
 Guy Willis Robb (GWR)
 Grant Wallace (GW)
 Darren Smith (DS)

Steve Nelson (SN)
 Robert O'Donovan (R'oD)

Company:

Nightingale Associates (NA)
 Nightingale Associates (NA)
 Gillespies (GIL)
 Mercury Engineering (MEL)
 Brookfield Multiplex (BM)
 WSP Buildings (WSP)
 Brookfield Multiplex (BM)
 URS (URS)

Brookfield Multiplex (BM)
 Zisman Bowyer & Partners (ZBP)
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 Ironside Farrar (IF)
 Brookfield Multiplex (BM)
 Zisman Bowyer & Partners (ZBP)
 Brookfield Multiplex (BM)
 Brookfield Multiplex (BM)

Gillespies (GIL)
 Mercury Engineering (MEL)

Item No	Description	Discussion/Information	Action	Action by Whom
1.0	Introductions			
1.1	Open Meeting	Any corrections noted during meeting.		

Item No	Description	Discussion/Information	Action Page 696	Action by Whom
1.2	Confirm Meeting Attendees	Apologies as noted.		
2.0	Safety Initiatives			
2.1	CDM Design Progress	Progress Since Last Meeting (report provided by JeM) <ul style="list-style-type: none"> - JeM provided a progress report, key notes as follows: - F10 Project Notification: - No new notes - Documentation - No new notes - Designers - All designers contacted 24.04.12 via aconex requesting issue of latest hazard and risk information/statements. - No CDM issues or problems reported, communication and co-operation is good around teams. - CDMC attended Access + Maintenance Strategy Workshop 05.04.12 minutes to follow. - CDMC will attend the next workshop –postponed until 11.07.12 - Specific Site Issues - CDMC attended site on 20.07.12. - Health + Safety Management noted as 'good'. - CDMC advised on maintenance issues to the attenuation voids (diesel tanks). - Health + Safety File - No new notes. 	Note	
2.2	Maintenance & Operational Issues	<ul style="list-style-type: none"> - NA to develop more detailed proposals for the Atria (including access for lighting) - The amount of specialist maintenance required is of concern to the NHS; this is to be discussed further during ongoing Access & Maintenance Workshops - Next Access & Maintenance Workshop 11.07.12. - Davits discussed to assist with atrium access. 	ongoing BM to review	NA BM
3.0	Planning Approvals			
3.1	Planning Conditions Schedule	Updated Schedules since last meeting: <ul style="list-style-type: none"> - NSGH PLANNING CONDITIONS MAIN HOSPITALS (10/01780/DC) RENFREW ROAD ACCESS DISCHARGE STATUS SCHEDULE_13.03.2012 - NSGH (10.02171.DC) DISCHARGE STATUS SCHEDULE (MSC 3 CONSENT - 7 CONDITIONS)_13.03.2012 - NSGH (07.01158.DC) Discharge Status Schedule (Outline A&C +Masterplan)_ 13.03.2012 	IF to monitor	IF

Item No	Description	Discussion/Information	Action Page 697	Action by Whom
3.2	Planning Sample Schedule	<p>Progress Since Last Meeting (Summary report provided by JMi, attached below)</p> <ul style="list-style-type: none"> - Courtyards to be issued to NHS for further review. - NHS returned RDD commented courtyard drawings. Meeting to be arranged in next two weeks with planners. Design Team to prepare pack for meeting (meeting planned 05.07.12) <p>Updated Schedule sine last meeting:</p> <ul style="list-style-type: none"> - [NSGH – Adult & Children’s Hospital Landscape Material Schedule_rev 14_ 07-01-12] - All schedules currently up to date - DH queried whether all courtyard samples had been presented. EW confirmed NA will prepare sample boards for formal sign off. - Coloured glass samples to be reviewed. - Render samples required for base colour. 	<p>BM/NA ALL/BM to arrange meeting</p>	<p>BM/NA ALL/BM</p>
3.3	Samples & Mock-Ups	<p>Adult & Children’s Hospitals Materials:</p> <ul style="list-style-type: none"> • Tower Blinds: Alternative wand proposal presentation awaited at next meeting with Structal/BM/NHS, 11.06.12. • Podium Blinds: Tertiary Unit samples obtained for Podium option. TDSL solution presented to NHS, thermal shock calcs received and acceptable therefore this proposal is now being progressed. Full scale mock up due end July. Blind slats to be mocked up (two sizes) • Extent of blackout blinds to be confirmed – NHS confirmed this had been completed and was • Internal glazed screen mark-ups to be returned w/e 09.06.12 <p>Landscaping Materials:</p> <ul style="list-style-type: none"> - Landscaping sample area complete. NHS requested PM review prior to invitation to GCC Planning to sign off. - Set samples received but cost analysis ongoing – NHS will be presented samples when this is complete. - DH raised question of provision of surplus material as contingency on site. JiM to investigate. 	<p>Note</p> <p>Item closed</p> <p>BM to invite PM</p> <p>Note</p> <p>BM to review</p>	<p>BM</p> <p>NA</p> <p>BM BM</p> <p>BM</p> <p>BM</p>

Item No	Description	Discussion/Information	Action Page 698	Action by Whom
4.0	Building Control			
4.1	Building Warrant Application Schedule	<p>No updated Schedule since last meeting</p> <p>- [Building Warrant Submission Schedule_NA-XX-DC-000-100_rev 21]</p> <p>Adult & Children's Hospitals Submission Progress (Summary provided by JiM) :</p> <p>Building Warrant submission progress meetings occurring fortnightly – due to BM H+S requirements it has been agreed that BCO will be inducted each visit.</p> <p>Stage 8 – Fire Strategy: Only smoke control and access control to doors is outstanding – GCC formal response awaited.</p> <p>Stage 9 – Cores: Warrant received and issued to NHS.</p> <p>Stage 10 - Superstructure Warrant received and issued to NHS.</p> <p>Stage 11 – Superstructure Warrant received and issued to NHS.</p> <p>Stage 12- Superstructure Warrant received and issued to NHS.</p> <p>Stage 20 – Building Envelope: GCC response awaited.</p> <p>Stage 21 – Below Slab Drainage: Warrant received and issued to NHS.</p> <p>Stage 22 – Above Ground Drainage and Rainwater New drawings submitted, BC response awaited</p> <p>Stage 24 – Internal Fit-Out BC response received, no major issues, some further drawings to be submitted.</p> <p>Stage 25 – Mechanical Ventilation BC response awaited</p>	<p>Note</p> <p>Ongoing</p> <p>BM to provide</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p>	BM

Item No	Description	Discussion/Information	Action Page 699	Action by Whom
4.2	Meeting Schedule	<p>Energy Centre Submission Progress:</p> <p><i>Stage 5 – Energy Centre Envelope:</i> <i>Signed off, but note as Stage 9.</i></p> <p>General Issues:</p> <p>DH again requested copy of all warrant certificates received to date and going forward, to be issued to NHS. Item outstanding- DH noted still not received.</p> <p>Temporary Occupation Certificate (Labs) Application submitted 04.04.12 – BM to conclude actions</p> <p>DH requested sections at west end Energy centre after some discussion on any retention detailing. WSP to issue w/c 11.06.12. WSP noted as built information still awaited.</p> <p>GCC have accepted the final confirmation of Warrant numbers and will revise and re-issue warrants accordingly. Still awaited. BM to issue previous warrants back to GCC prior to reissue.</p> <p>No updated Schedule since last meeting.</p> <p>- [NSGH Building Control Meeting Schedule_01-03-11]</p>	<p>Note</p> <p>BM (DS) to forward scanned copies of all warrant certificates received to date</p> <p>BM</p> <p>WSP to provide to BM for issue to NHS for review</p> <p>BM to send back old warrants</p> <p>Note</p>	<p>BM</p> <p>WSP</p> <p>BM</p>
4.3	Design Issues - Atrium	<p>Atrium strategy forms part of Stage 8 Warrant. KH issued CFD to BM – to be urgently reviewed prior to Fire Strategy review.</p> <p>PM requested confirmation when ETFE drawings will be submitted for RDD review. JIM confirmed Vector Foiltec now appointed, further design workshops required prior to RDD submission.</p> <p>NHS noted further discussions required further to AL response on occupant generated noise in NCH atrium. JIM to arrange meeting to discuss.</p>	<p>Note</p> <p>Note</p> <p>BM to arrange meeting</p>	<p>Note</p> <p>Note</p> <p>BM(JM)</p>
5.0	Design Compliance/ER's			
5.1	Alternative Compliance Schedule	BM (DS)+NHS (DH) have discussed separately and agreed that any further Alternative Compliances will be raised via EWN system, ie Consultants raise to BM, BM raise to NHS as required/necessary. Electronic copy still awaited.	BM to issue electronic copy to NHS	BM

Item No	Description	Discussion/Information	Action Page 700	Action by Whom
6.0	Design Sign-Off/RDD/Mock-Ups			
6.1	RDD Schedule	<p>The updated RDD Drawing Submission Schedule was issued by BM prior to the meeting.</p> <ul style="list-style-type: none"> - [RDD Master Schedule_BCL-AC-XX-SH-001_rev 17] - Board have received and require to comment. <p>BM have met with NHS and the schedule is to be re-issued. Date of meeting between BM/NHS to discuss, tbc. Update issued 02.06.12, some items to be added/logged.</p> <p>Many RDD submissions outstanding; BM have communicated/agreed priority returns with NHS via the PMG meeting.</p> <p>NA noted that 1:50 catch up review will be required to collate 1:50/M+E RDD comments. DT to review separately first.</p>	<p>NHS</p> <p>BM to issue monthly as required; submission progress to be tracked and reported, BM to advise next meeting date.</p> <p>NHS to return RDD docts as agreed.</p> <p>DT to review internally</p>	<p>BM</p> <p>NHS</p> <p>DT</p>
6.2	RDD Design Workshops	<p>NHS confirmed that RPA to be managed internally. BM have collated and issued queries and RFIs for the agenda.</p> <ul style="list-style-type: none"> - Workshop timetable NHS comments received, and schedule re-issued. 	<p>NHS to respond further to meeting</p> <p>Note</p>	NHS
6.3	RDD Drawing Sign-Off Process	<p>NHS confirmed zones G D H RDSs reviewed and returned with minor comments.</p> <p>NHS to provide status report.</p>	<p>BM to review comments and issue to DT</p> <p>NHS</p>	<p>BM</p> <p>NHS</p>
6.4	Sample Sign Off	PM requested that samples are signed off by the Design Team prior to submission to NHS for sign off.	BM to manage	BM
7.0	RFI's			
7.1	RFI Schedule	RFI schedule issued from NHS to BM. To be circulated for review + future reporting by BM. Item still outstanding, but progressing. Follow up meeting required.	Ongoing	Ongoing
8.0	Architectural Design Progress/Clarifications			

Item No	Description	Discussion/Information	Action Page 701	Action by Whom
8.1	1:50 Department Design /User Group Meetings (UGM)	First Production group received by NHS, 3x wks to return RDS activity data changes to be agreed with BM/NHS prior to NA instruction to amend.	NHS to review BM to review with NHS	Ongoing Ongoing
8.2	Room Elevations	No comments.		
8.3	Standardisation Document	Item Closed		
8.4	Atrium and Sanctuary Design	Adult Atrium: T2 RDD submission imminent for core cladding setting out. Atrium Bridge colours agreed in principle; NHS now reviewing alternatives. Children's Atrium: Close out of outstanding Building Control items urgently required. (BM to lead). Detail design ongoing. Post Meeting Note: Refer to separate Meeting Minutes for details of actions.	Note	
8.5	Bed Head Trunking	Bedhead lengths to be updated to agreed lengths on 1:50s and reviewed during next 1:50 process. Board will comment case by case. RFIs will be issued individually as required.	Ongoing	
8.6	Pendants	PMI received for pendant omissions. Relocated pendants to be marked up by NHS on RCPs. WSP to review typical fixing details/weights (MER to forward to WSP)	Ongoing MER to forward relevant date to WSP	MER
9.0	M&E Design Progress/Clarifications			
9.1	M&E Design Progress	Progress Since Last Meeting (no update provided; ZBP not in attendance) <ul style="list-style-type: none"> - PL21 T1 issued - ZF T3 issued - ZJ1/T3 issued - PL31 T3 issued - Pre RDD ZF Tower took place - Pre RDD PL22 02.06.12. 		

Item No	Description	Discussion/Information	Action Page 702	Action by Whom
9.2	M&E Design Clarifications M&E Equipment Lists	<ul style="list-style-type: none"> - NHS have confirmed no. of ultra clean canopies to theatres via PMI. BM to forward. - ZBP confirmed that the equipment component list is awaited from the Board. The Board confirmed that this is currently being populated and will be issued by 25th April 2012 03.06.12. - ZBP confirmed that currently all equipment component information is based on assumptions. ZBP's list of assumptions has been issued to the Board - NHS confirmed that equipment list details for PG01 to be forwarded. 	BM to issue. NHS Note NHS to issue	
9.3	Light Switch/Dimming	ZBP have issued drawings indicating the extent of the dimming for comment by the Board – NHS confirmed now returned.	NHS	
9.4	Sensor Taps	NHS confirmed PMI to be issued to confirm. PMN: PMI issued/received/progressing	Design Team to review implications	
10.0	Structural & Civil Design Progress/Clarifications			
10.1 (10.2)	Structural and Civil Design Progress	Progress Since Last Meeting (Summary provided by NMCG) <ul style="list-style-type: none"> - TRO's concluded, all with GCC – some clarifications requested (as normal) - Structure to A+C ongoing - Piling complete; some supplementary piling ongoing - Zones G+D complete - Zones H+E ongoing - Zones F + J ongoing - Basement ongoing - Founds nearly complete - Slab co-ordination ongoing - Helipad progressing - External Link bridges progressing - Section 56 responded, no return comments/correspondence received yet. - Zone G below slab issued to T3. - Atrium Bridge Steelwork in fabrication – for mid July installation - ZA under construction – columns and slabs. - Below slab drainage ongoing - TRO meeting to be arranged - Steelwork packages currently in progress. 	Note	

Item No	Description	Discussion/Information	Action Page 703	Action by Whom
10.2 (10.3)	Structural Design Clarifications	Neo-Natal Link bridge meeting took place to review RDD comments, progress and construction aspirations. DT now progressing.	Note	
11.0	Masterplanning & Landscape Design Progress/ Clarifications	Progress Since Last Meeting (written progress report provided by LSS) <ul style="list-style-type: none"> - External services co-ordination ongoing – next workshop 18.07.12 - Review of relevant TES packages complete - GIL still attend A+M workshops RDD schedule to be updated - DCFP follow up meeting 05.07.12 	Note	
11.1	Masterplanning & Landscape Design Progress	No comments		
11.2	External Lighting	No comments		
12.0	Specialist Design Issues	NHS/BM have met to discuss specialist areas. Installation and scope discussed, further detail to follow.	BM/NHS to conclude	BM/NHS
12.1	General	No further items raised.	Note	
12.2	Fire	CFD model formally submitted under RDD for NHS review.	NHS to review.	NHS
12.3	Acoustics	Refer to item 4.3		
12.4	Equipment	Final Equipment List Final Equipment list will be re-run at the end of the revised 1:50 process.	Note	
12.5	Radiation Protection	NA to revise drawings, 1:50s to be rechecked to match new RPA strategy. Sign Locations revised, ZBP/MER to review laser warning lights.	Design Team to review	ALL
12.6	FM	No comments		
12.7	IT	No comments		
12.8	Lifts & Escalators	Lift Finishes comments returned. Core K lift operation comments also provided. Wi-Fi query to be resolved, provision to all lifts? MER/NHS to review.	MER/NHS to review + confirm	MER/NHS

Item No	Description	Discussion/Information	Action Page 704	Action by Whom
12.9	AGVs	Drawings now received; swisslog to review and re-run simulations at a later date. AGV drawings still to be added to RDD schedule. Additional doors to be resolved.	BM to request Swiss Log review – date tbc	BM (DP)
12.10	Helipad	No comments		
13.0	Low Carbon/BREEAM	<p>Low Carbon Progress Since Last Meeting</p> <ul style="list-style-type: none"> - Stage 03 Energy Model has presented a major increase in thermal energy. SL noted that target is at risk if trend continues. - Usage profiles requested by SL to assist analysis of equipment/electrical usage. - Possible reduction of number of boilers - Biggest concern/ outstanding issue is Equipment. Interface required with Equipment IT and Catering groups. Ongoing - Whole site energy issued to carbon trust, feedback issued - NHS input to the component selection process required. - Blinds outcome awaited - Radiant panels in ensuites problematic, standardisation being reviewed. - Energy model being updated by ZBP. <p>BREEAM Progress Since Last Meeting (no update since last meeting)</p> <ul style="list-style-type: none"> - SL still not yet seen the A&C BREEAM Report produced by WSP. WSP to update and include SL on distribution list - Photovoltaic option work ongoing - DH requested confirmation of BREEAM application, and when design certificate is provided. Interim design submission ready – draft with BM (DS) - BM confirmed that the report has been issued to BRE, DH noted that it is wholly unacceptable that the NHS did not receive this first. - Efficiency of external lighting to be reviewed. Co-ordination with CCTV – RDD meeting to review when co-ordination is complete. 	<p>BM to urgently confirm submission date / feedback</p> <p>BM to urgently forward to NHS</p>	<p>BM/WSP</p> <p>BM</p>
13.1	Design Progress/Clarifications			
14.0	Art	<p>It is noted that further work is required for the fundraising aspect of the strategy (mainly within the Children's Hospital Integrated Strategy).</p> <p>Art programme ongoing and monitored in Design and Healthy living meeting (next meeting 10.04.12)</p> <p>AB noted 75% complete, enhanced programme issued (DRAFT) timescales and costs ok.</p>	<p>NHS/NA/BM to co-ordinate</p> <p>ongoing</p>	<p>NHS/NA/BM</p> <p>NA</p>

Item No	Description	Discussion/Information	Action Page 705	Action by Whom
14.1	Design Progress/Clarifications	No comments		
15.0	NHS Strategy Documents	Last Cause + Effect Meeting has taken place, final meeting still required to close outstanding actions Implications of stage 8 warrant to be considered and info updated.	All	All
15.1	Fire Management Strategy	No further discussion.	note	
15.2	FM Strategy	No items to report		
16.0	Summary of Items to report to Lead Design Group			
17.0	AOB	NHS to issue PMI for omission of duplicated cameras <i>PMN: PMI issued/received/actioned.</i>	NHS to submit to BM	
		PM noted that the tiled finish to the base of the stair cores is to be reviewed. ELW confirmed that further detail information is still to be provided.	Note	
18.0	Date and Time of Next Meeting	01 August 2012 at 2.00pm in the Boardroom, Top Floor, Site Offices.		

Meeting No 18: 01 August 2012, 2.00pm to 4.00pm

ACTION NOTE

Present:

David Hall (DH)
 Frances Wrath (FW)
 Fiona McCluskey (FM)
 Mairi Macleod (MM)
 Heather Griffin (HG)
 Jackie Stewart (JS)

Apologies:

Eleanor McColl (EM)
 Karen Connelly (KC)
 Susan Logan (SL)
 Peter Moir (PM)

Distribution: All above plus
 Alan Seabourne (AS)
 Mike Sharples (MS)

Company:

Currie & Brown (C&B)
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Glasgow NHS Board (NHS)
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 Ecoteric Limited (EC)
 Glasgow NHS Board (NHS)

Glasgow NHS Board (NHS)
 Brookfield Multiplex (BM)

Present:

Liane Edwards (LE)
 Ceara Pimley (CP)
 Brendan Rooney (BR)
 Neil McGarry (NM)
 Jim Murray (JMu)
 Jeff Murdoch (JeM)

Darren Pike (DP)
 Neil Ross (NR)
 Steve Pardy (SP)
 Pete Dunbar (PD)
 Neil Murphy (NM)
 Jim Miller (JMi)
 Ken Hall (KH)
 Guy Willis Robb (GWR)
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 Gillespies (GIL)
 Mercury Engineering (MEL)

Item No	Description	Discussion/Information	Action	Action by Whom
1.0	Introductions			
1.1	Open Meeting	Any corrections noted during meeting.		

Item No	Description	Discussion/Information	Action Page 707	Action by Whom
1.2	Confirm Meeting Attendees	Apologies as noted.		
2.0	Safety Initiatives			
2.1	CDM Design Progress	Progress Since Last Meeting (report provided by JeM) <ul style="list-style-type: none"> - JeM provided a progress report, key notes as follows: - F10 Project Notification: - No new notes - Documentation - Construction Phase plan authorised for site start and developing with project. - Designers - All designers contacted 24.04.12 via aconex requesting issue of latest hazard and risk information/statements. - No CDM issues or problems reported, communication and co-operation is good around teams. - CDMC attended Access + Maintenance Strategy Workshop 05.04.12 minutes to follow. - CDMC will attend the next workshop –postponed until 11.07.12 - NA, ZBP + WSP provided refreshed risk registers for BM, to be passed onto CDMC. - Specific Site Issues - CDMC did not attend site during last period. - Health + Safety Management noted as 'good'. - CDMC advised on maintenance issues to the attenuation voids (diesel tanks). - Access + Maintenance strategy/ plant replacement strategy discussions are ongoing. - Health + Safety File - Discussions commenced for the information required to handover Side A of the Energy Centre. 	Note	
2.2	Maintenance & Operational Issues	<ul style="list-style-type: none"> - NA to develop more detailed proposals for the Atria (including access for lighting) - The amount of specialist maintenance required is of concern to the NHS; this is to be discussed further during ongoing Access & Maintenance Workshops - Next Access & Maintenance Workshop 11.07.12. - Davits discussed to assist with atrium access. 	ongoing BM to review	NA BM
3.0	Planning Approvals			
3.1	Planning Conditions Schedule	Updated Schedules since last meeting: <ul style="list-style-type: none"> - NSGH PLANNING CONDITIONS MAIN HOSPITALS (10/01780/DC) RENFREW ROAD ACCESS DISCHARGE STATUS SCHEDULE_13.03.2012 - NSGH (10.02171.DC) DISCHARGE STATUS SCHEDULE (MSC 3 CONSENT - 7 	IF to monitor	IF

Item No	Description	Discussion/Information	Action Page 709	Action by Whom
			BM to review	BM
4.0	Building Control			
4.1	Building Warrant Application Schedule	<p>No updated Schedule since last meeting</p> <p>- [Building Warrant Submission Schedule_NA-XX-DC-000-100_rev 21]</p> <p>Adult & Children's Hospitals Submission Progress (Summary provided by JiM) :</p> <p>Building Warrant submission progress meetings occurring fortnightly – due to BM H+S requirements it has been agreed that BCO will be inducted each visit.</p> <p>Stage 8 – Fire Strategy: Only smoke control and access control to doors is outstanding – ongoing.</p> <p>Stage 9 – Cores: Warrant received and issued to NHS.</p> <p>Stage 10 - Superstructure Warrant received and issued to NHS.</p> <p>Stage 11 – Superstructure Warrant received and issued to NHS.</p> <p>Stage 12- Superstructure Warrant received and issued to NHS.</p> <p>Stage 20 – Building Envelope: Tower cleared 19.07.12; podium final response issued 31.07.12.</p> <p>Stage 21 – Below Slab Drainage: Warrant received and issued to NHS.</p> <p>Stage 22 – Above Ground Drainage and Rainwater Granted 20.07.12</p> <p>Stage 24 – Internal Fit-Out BC response received, no major issues, some further drawings to be submitted.</p> <p>Stage 25 – Mechanical Ventilation</p>	<p>Note</p> <p>Ongoing</p> <p>BM to provide</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p>	BM

Item No	Description	Discussion/Information	Action Page 710	Action by Whom
4.2	Meeting Schedule	<p>ZBP dwg to be forwarded to BC.</p> <p>Stage 47 - submitted</p> <p>Energy Centre Submission Progress:</p> <p><i>Stage 5 – Energy Centre Envelope:</i> Signed off, but note as Stage 9.</p> <p>General Issues:</p> <p>DH again requested copy of all warrant certificates received to date and going forward, to be issued to NHS. Item outstanding- DH noted still not received.</p> <p>Temporary Occupation Certificate (Labs) Application submitted 04.04.12 – updated drawing issued by BM.</p> <p>DH requested sections at west end Energy centre after some discussion on any retention detailing. WSP issued, response awaited.</p> <p>GCC have accepted the final confirmation of Warrant numbers and will revise and re-issue warrants accordingly. Still awaited. BM to issue previous warrants back to GCC prior to reissue. No updated Schedule since last meeting.</p> <p>- [NSGH Building Control Meeting Schedule_01-03-11]</p>	<p>Note</p> <p>BM (DS) to forward scanned copies of all warrant certificates received to date</p> <p>BM</p> <p>WSP to provide to BM for issue to NHS for review</p> <p>BM to send back old warrants</p> <p>Note</p>	<p>BM</p> <p>WSP</p> <p>BM</p>
4.3	Design Issues - Atrium	<p>Atrium strategy forms part of Stage 8 Warrant. KH issued CFD to BM – to be urgently reviewed prior to Fire Strategy review.</p> <p>PM requested confirmation when ETFE drawings will be submitted for RDD review. JIM confirmed Vector Foiltec now appointed, further design workshops have commenced.</p> <p>NHS noted further discussions required further to AL response on occupant generated noise in NCH atrium. JIM to arrange meeting to discuss. AL response is still awaited.</p>	<p>Note</p> <p>Note</p> <p>BM to arrange meeting</p>	<p>Note</p> <p>Note</p> <p>BM(JM)</p>
5.0	Design Compliance/ER's			
5.1	Alternative Compliance Schedule	BM (DS)+NHS (DH) have discussed separately and agreed that any further Alternative Compliances will be raised via EWN system, ie Consultants raise to BM, BM raise to NHS as required/necessary. Electronic copy still awaited.	BM to issue electronic copy to NHS	BM

Item No	Description	Discussion/Information	Action Page 711	Action by Whom
6.0	Design Sign-Off/RDD/Mock-Ups			
6.1	RDD Schedule	<p>The updated RDD Drawing Submission Schedule was issued by BM prior to the meeting.</p> <ul style="list-style-type: none"> - [RDD Master Schedule_BCL-AC-XX-SH-001_rev 17] - Board have received and require to comment. <p>BM have met with NHS and the schedule is to be re-issued. Date of meeting between BM/NHS to discuss, tbc. Update issued 02.06.12, some items to be added/logged.</p> <p>Many RDD submissions outstanding; BM have communicated/agreed priority returns with NHS via the PMG meeting. FW confirmed all strategies, PG1,2+3, anti-lig scope, desk strategy and RCP PG01 are either fully/partially returned, with the balance coming in the next week.</p> <p>NA noted that 1:50 catch up review will be required to collate 1:50/M+E RDD comments. LE confirmed DT have met to discuss process going forward and reissue dates would be confirmed in due course.</p>	<p>NHS</p> <p>BM to issue monthly as required; submission progress to be tracked and reported, BM to advise next meeting date.</p> <p>NHS to return RDD docs as agreed.</p> <p>DT to review internally</p>	<p>BM</p> <p>NHS</p> <p>DT</p>
6.2	RDD Design Workshops	<p>NHS confirmed that RPA to be managed internally. BM have collated and issued queries and RFIs for the agenda.</p> <ul style="list-style-type: none"> - Workshop timetable NHS comments received, and schedule re-issued. 	<p>NHS to respond further to meeting</p> <p>Note</p>	NHS
6.3	RDD Drawing Sign-Off Process	No comments		
6.4	Sample Sign Off	PM requested that samples are signed off by the Design Team prior to submission to NHS for sign off.	BM to manage	BM
7.0	RFI's			
7.1	RFI Schedule	RFI schedule issued from NHS to BM. To be circulated for review + future reporting by BM. Item still outstanding, but progressing. Follow up meeting required. BM Design Management to progress.	Ongoing	Ongoing

Item No	Description	Discussion/Information	Action Page 712	Action by Whom
8.0	Architectural Design Progress/Clarifications			
8.1	1:50 Department Design /User Group Meetings (UGM)	RDS activity data changes to be agreed with BM/NHS prior to NA instruction to amend.	BM to review with NHS	Ongoing
8.2	Room Elevations	No comments. FW noted that comments on standard fixing heights would be returned this week.		
8.3	Standardisation Document	Item Closed		
8.4	Atrium and Sanctuary Design	Adult Atrium: T2 RDD submission imminent for core cladding setting out. Atrium Bridge colours agreed in principle; NHS now reviewing alternatives. Children's Atrium: Close out of outstanding Building Control items urgently required. (BM to lead). Detail design ongoing. Post Meeting Note: Refer to separate Meeting Minutes for details of actions.	Note	
8.5	Bed Head Trunking	Bedhead lengths to be updated to agreed lengths on 1:50s and reviewed during next 1:50 process. Board will comment case by case. RFIs will be issued individually as required.	Ongoing	
8.6	Pendants	PMI received for pendant omissions. Relocated pendants to be marked up by NHS on RCPs. WSP to review typical fixing details/weights (MER still to forward to WSP)	Ongoing MER to forward relevant date to WSP	MER
9.0	M&E Design Progress/Clarifications			
9.1	M&E Design Progress	Progress Since Last Meeting (POST MEETING NOTE, update provided by SP) <i>ZBP have now completed the design of all zones within the hospitals and the final pre RDD meeting for Zone C is planned for 21st August. The remaining two plant areas (Children's and Tower) are due for completion towards the end of August. The final Low Carbon report for the design stage can then be completed and is targeted for issue in October.</i>		

Item No	Description	Discussion/Information	Action Page 713	Action by Whom
9.2	M&E Design Clarifications M&E Equipment Lists	<p><i>Ongoing activities include final coordination with structural penetrations, reviewing of technical submissions and assisting Mercury with the development of their installation information.</i></p> <ul style="list-style-type: none"> - NHS have confirmed no. of ultra clean canopies to theatres via PMI. BM to forward. - ZBP confirmed that the equipment component list is awaited from the Board. The Board confirmed that this is currently being populated and will be issued by 25th April 2012 03.06.12. - ZBP confirmed that currently all equipment component information is based on assumptions. ZBP's list of assumptions has been issued to the Board - NHS confirmed that equipment list details for PG01 to be forwarded. 	<p>BM to issue.</p> <p>NHS</p> <p>Note</p> <p>NHS to issue</p>	
9.3	Light Switch/Dimming	ZBP have issued drawings indicating the extent of the dimming for comment by the Board – NHS confirmed now returned.	NHS	
9.4	Sensor Taps	NHS confirmed PMI to be issued to confirm. PMN: PMI issued/received/progressing	Design Team to review implications	
10.0	Structural & Civil Design Progress/Clarifications			
10.1 (10.2)	Structural and Civil Design Progress	<p>Progress Since Last Meeting (Summary provided by NMcG)</p> <ul style="list-style-type: none"> - TRO's concluded, all with GCC – meeting 20.08.12 - A2,B1,C1,E3,H4,J3,F2 all under construction. - Basement ongoing - Founds nearly complete - Slab co-ordination ongoing - Helipad progressing - External Link bridges progressing - Section 56 responded, no return comments/correspondence received yet. - Zone G below slab issued to T3. - Atrium Bridge Steelwork in fabrication – commenced - ZA under construction – columns and slabs. 	Note	

Item No	Description	Discussion/Information	Action Page 714	Action by Whom
		<ul style="list-style-type: none"> - Below slab drainage ongoing - TRO meeting to be arranged - Steelwork packages currently in progress. 		
10.2 (10.3)	Structural Design Clarifications	Neo-Natal Link bridge meeting took place to review RDD comments, progress and construction aspirations. DT now progressing.	Note	
11.0	Masterplanning & Landscape Design Progress/ Clarifications	Progress Since Last Meeting (written progress report provided by LSS) <ul style="list-style-type: none"> - External services co-ordination ongoing – next workshop 22.08.12 - DCFP follow up meeting took place - Some NHS comments still awaited - Courtyards issued and commented - Next package to be issued - softworks 	Note	
11.1	Masterplanning & Landscape Design Progress	No comments		
11.2	External Lighting	Review took place, all site lights to be incorporated in		
12.0	Specialist Design Issues	NHS/BM have met to discuss specialist areas. Installation and scope discussed, further detail to follow.	BM/NHS to conclude	BM/NHS
12.1	General	No further items raised.	Note	
12.2	Fire	CFD model formally submitted under RDD for NHS review – meeting held 01.08.12, ongoing	ongoing	NHS
12.3	Acoustics	Refer to item 4.3		
12.4	Equipment	Final Equipment List Final Equipment list will be re-run at the end of the revised 1:50 process – <i>PMN: this will be provided to BM 1 week post final PG issue.</i>	Note	
12.5	Radiation Protection	NA have revised and reissued RPA strategy drawings, 1:50s to be rechecked to match new RPA strategy. Sign Locations revised, ZBP/MER to review laser warning lights.	Design Team to review	ALL
12.6	FM	LE requested clarification on proposal for level 1 restaurant kitchen. PMN: BM confirmed six bins to be provided. NA now co-ordinating revised layouts with CDS for incorporation into the next 1:50s.	NA to co-ord with CDS	NA

Item No	Description	Discussion/Information	Action Page 715	Action by Whom
12.7	IT	NHS requested 1:50s for all node rooms/IT hubs. LE confirmed necessary layouts provided to MER to conclude. DH noted further work required to main computer comms rooms – LE agreed and confirmed that NA layouts were prepared sufficient for RAF package to be procured.	MER to provide revised 1:50s	MER
12.8	Lifts & Escalators	Lift Finishes comments returned. Core K lift operation comments also provided. Wi-Fi query to be resolved, to be reviewed outwith this forum. MER/NHS to review.	MER/NHS to review + confirm	MER/NHS
12.9	AGVs	Drawings now received; swisslog to review and re-run simulations at a later date. AGV drawings still to be added to RDD schedule. Additional doors to be resolved.	BM to request Swiss Log review – date tbc	BM (DP)
12.10	Helipad	Proposals ongoing, tender returns received from FEC and Bayards.		
13.0	Low Carbon/BREEAM	<p>Low Carbon Progress Since Last Meeting (no update provided)</p> <ul style="list-style-type: none"> - Stage 03 Energy Model has presented a major increase in thermal energy. SL noted that target is at risk if trend continues. - Usage profiles requested by SL to assist analysis of equipment/electrical usage. - Possible reduction of number of boilers - Biggest concern/ outstanding issue is Equipment. Interface required with Equipment IT and Catering groups. Ongoing - Whole site energy issued to carbon trust, feedback issued - NHS input to the component selection process required. - Blinds outcome awaited - Radiant panels in ensuites problematic, standardisation being reviewed. - Energy model being updated by ZBP. <p>BREEAM Progress Since Last Meeting (no update since last meeting)</p> <ul style="list-style-type: none"> - SL still not yet seen the A&C BREEAM Report produced by WSP. WSP to update and include SL on distribution list - Photovoltaic option work ongoing - DH requested confirmation of BREEAM application, and when design certificate is provided. Interim design submission ready – draft with BM (DS) - BM confirmed that the report has been issued to BRE, DH noted that it is wholly unacceptable that the NHS did not receive this first. - Efficiency of external lighting to be reviewed. Co-ordination with CCTV – RDD meeting to review when co-ordination is complete. 	<p>BM to urgently confirm submission date / feedback</p> <p>BM to urgently forward to NHS</p>	<p>BM/WSP</p> <p>BM</p>
13.1	Design Progress/Clarifications			

Item No	Description	Discussion/Information	Action Page 716	Action by Whom
14.0	Art	It is noted that further work is required for the fundraising aspect of the strategy (mainly within the Children's Hospital Integrated Strategy). Art programme ongoing and monitored in Design and Healthy living meeting (next meeting 10.04.12) AB noted 75% complete, enhanced programme issued (DRAFT) timescales and costs ok.	NHS/NA/BM to co-ordinate ongoing	NHS/NA/BM NA
14.1	Design Progress/Clarifications	No comments		
15.0	NHS Strategy Documents	Last Cause + Effect Meeting has taken place, final meeting still required to close outstanding actions Implications of stage 8 warrant to be considered and info updated.	All	All
15.1	Fire Management Strategy	No further discussion.	note	
15.2	FM Strategy	No items to report		
16.0	Summary of Items to report to Lead Design Group			
17.0	AOB	Discussion took place regarding the medigas/natural gas to building. DH confirmed only one ADL kitchen uses natural gas and this is not a derogation from the Employers Requirements.	Note	
18.0	Date and Time of Next Meeting	05 September 2012 at 2.00pm in the Boardroom, Top Floor, Site Offices.		

BROOKFIELD MULTIPLEX**NEW SOUTH GLASGOW HOSPITALS****ADULT AND CHILDREN'S HOSPITALS DESIGN GROUP – NO. 17 (01.08.12)****PLANNING UPDATE – IRONSIDE FARRAR****1 Energy Centre**

Drawing NA/EC/XX/EL/251/100/Rev. G – Energy Centre Elevations was lodged with Glasgow City Council on Thursday 12 July 2012 to secure the approval of the 'as built' flue stack arrangement. The flue stack is finished in polished stainless steel with an internal access stairway, which is painted in recessive dark grey RAL7012 to match the dark grey on the Energy Centre facade.

Drawing NA/EC/XX/EL/251/110/Rev. 2 also lodged with Glasgow City Council which illustrates the feature LED lighting illuminating the 'Wall-Lite' translucent blue and yellow panels on the north and east elevations of the Energy Centre. This feature lighting is intended to add visual interest to the Energy Centre during the hours of darkness, which is the first new building located adjacent to the Entrance Boulevard when approaching the NSGH site from the north off the Renfrew Rd/Govan Rd entrance.

2 Adults and Children's Hospitals – Revised Elevations and Sections

A meeting was held on Wednesday 18th July at 3pm with Kevin McCormack & Alan Graham of Glasgow City Council, Jim Murray BM, John Wiggett NA and James Miller IFL to review and discuss the submission of the following drawings to discharge the respective planning conditions attached to the MSC No. 2 planning consent.

Condition No. 1 Revised North, East, South and West Elevations

- NA-XX-XX-EL-251-001 Rev 08 – North Elevation
- NA-XX-XX-EL-251-002 Rev 07 – East Elevation
- NA-XX-XX-EL-251-003 Rev 08 – South Elevation
- NA-XX-XX-EL-251-004 Rev 07 – West Elevation

Condition No. 6 1:20 Sections & Elevations

- NA-XX-XX-SE-251-230 Rev 07 – Grade A Masonry Adult Out Patients Department
- NA-XX-XX-SE-251-231 Rev 07 – Capped Curtain Walling Adults Main Entrance
- NA-XX-XX-SE-251-232 Rev 07 – Children's Main Entrance
- NA-XX-XX-SE-251-233 Rev 07 – Children's Zinc Cladding
- NA-XX-XX-SE-251-234 Rev 07 – Unitised Cladding Tower & Roof Top Plant
- NA-XX-XX-SE-251-235 Rev 07 – Unitised and Aluminium Cladding for Adults Main Entrance
- NA-XX-XX-SE-251-237 Rev 08 – Aluminium Fins and Box Cladding
- NA-XX-XX-SE-251-238 Rev 08 – Children's West Elevation
- NA-XX-XX-SE-251-239 Rev 07 – Unitised and Aluminium Cladding for Adults Main Entrance

Condition No. 10: Courtyard Elevations at 1:000 scale

- NA-XX-XX-EL-251-035 Rev 06 - Courtyard 5, AAU 2

- NA-XX-XX-EL-251-036 Rev 06 - Courtyard 6, Theatres
- NA-XX-XX-EL-251-037 Rev 06 - Courtyard 7, AAU 3
- NA-XX-XX-EL-251-038 Rev 06 - Courtyard 8, NCH Radiology
- NA-XX-XX-EL-251-039 Rev 06 - Courtyard 9, NCH Rehabilitation
- NA-XX-XX-EL-251-040 Rev 06 - Courtyard 10, Adults Rehabilitation
- NA-XX-XX-EL-251-041 Rev 06 - Courtyard 11, OPD/Cafe
- NA-XX-XX-EL-251-042 Rev 05 – NCH Roof Play Terrace
- NA-XX-XX-EL-251-043 Rev 06 - Courtyard 1, NCH Sanctuary
- NA-XX-XX-EL-251-044 Rev 07 - Courtyard 2, NCH A&E
- NA-XX-XX-EL-251-045 Rev 07 - Courtyard 3, Adults A&E
- NA-XX-XX-EL-251-046 Rev 07 - Courtyard 4, AAU 1

Condition No. 13 Main Entrance Bird Hazard Measures

- NA-XX-XX-SE-251-235 Rev 07 - Unitised & Aluminium Cladding for Adults Main Entrance
- NA-XX-XX-SE-251-239 Rev 07 - Unitised & Aluminium Cladding for Adults Main Entrance

3 Multi-Storey Car Park One

On the instructions of the Board, Hypostyle Architects have lodged a Planning Permission in Principle (PPP) application with Glasgow City Council on 07 July 2012 for Car Park One (formerly referred to as Car Park 2). This is an eight storey structure with accommodation for 1020 vehicles and a drop-off area within its ground floor plan. The carpark is located at the corner of Entrance Boulevard and Hardgate Road, with the southern boundary adjacent to the Children's Carpark.

4 QUARTERLY GROUNDWATER MONITORING

On 6 July 2012 the Quarterly Groundwater Monitoring report for the period November 2011 to April 2012 prepared by WSP Environmental was lodged with Glasgow City Council.

James Miller, Ironside Farrar 31.07.12

Meeting No 19: 05 September 2012, 2.00pm to 4.00pm

ACTION NOTE

Present:

David Hall (DH)
 Frances Wrath (FW)
 Karen Connelly (KC)
 Mairi Macleod (MM)
 Heather Griffin (HG)

Company:

Currie & Brown (C&B)
 Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)

Present:

Liane Edwards (LE)
 Brendan Rooney (BR)
 Neil McGarry (NM)
 Jim Murray (JMu)
 Jeff Murdoch (JeM)
 Ken Hall (KH)
 Gavin Burnett (GB)

Company:

Nightingale Associates (NA)
 Mercury Engineering (MEL)
 WSP Buildings (WSP)
 Brookfield Multiplex (BM)
 URS (URS)
 Brookfield Multiplex (BM)
 Brookfield Multiplex (BM)

Apologies:

Eleanor McColl (EM)

Susan Logan (SL)
 Peter Moir (PM)
 Fiona McCluskey (FM)
 Jackie Stewart (JS)

Glasgow NHS Board (NHS)

Ecoteric Limited (EC)
 Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)

Darren Pike (DP)
 Neil Ross (NR)
 Steve Pardy (SP)
 Pete Dunbar (PD)
 Neil Murphy (NM)
 Jim Miller (JMi)
 Ceara Pimley (CP)
 Guy Willis Robb (GWR)
 Grant Wallace (GW)
 Darren Smith (DS)
 Emma White (EW)

Brookfield Multiplex (BM)
 Zisman Bowyer & Partners (ZBP)
 Zisman Bowyer & Partners (ZBP)
 WSP Buildings (WSP)
 Nightingale Associates (NA)
 Ironside Farrar (IF)
 Gillespies (GIL)
 Zisman Bowyer & Partners (ZBP)
 Brookfield Multiplex (BM)
 Brookfield Multiplex (BM)
 Nightingale Associates (NA)

Distribution: All above plus
 Alan Seabourne (AS)
 Mike Sharples (MS)

Glasgow NHS Board (NHS)
 Brookfield Multiplex (BM)

Steve Nelson (SN)
 Robert O'Donovan (R'oD)

Gillespies (GIL)
 Mercury Engineering (MEL)

Item No	Description	Discussion/Information	Action	Action by Whom
1.0	Introductions			
1.1	Open Meeting	Any corrections noted during meeting.		

Item No	Description	Discussion/Information	Action Page 720	Action by Whom
1.2	Confirm Meeting Attendees	Apologies as noted.		
2.0	Safety Initiatives			
2.1	CDM Design Progress	Progress Since Last Meeting (report provided by JeM) <ul style="list-style-type: none"> - JeM confirmed that all CDMC reports will now be provided/ registered on Aconex. - Report to be appended to these minutes as record of progress. - Issues arising to be reported here for future. 	Note	
2.2	Maintenance & Operational Issues	<ul style="list-style-type: none"> - NA to develop more detailed proposals for the Atria (including access for lighting) - The amount of specialist maintenance required is of concern to the NHS; this is to be discussed further during ongoing Access & Maintenance Workshops - Next Access & Maintenance Workshop 04.10.12 	ongoing BM to review	NA BM
3.0	Planning Approvals			
3.1	Planning Conditions Schedule	Updated Schedules since last meeting: <ul style="list-style-type: none"> - NSGH PLANNING CONDITIONS MAIN HOSPITALS (10/01780/DC) RENFREW ROAD ACCESS DISCHARGE STATUS SCHEDULE_13.03.2012 - NSGH (10.02171.DC) DISCHARGE STATUS SCHEDULE (MSC 3 CONSENT - 7 CONDITIONS)_13.03.2012 - NSGH (07.01158.DC) Discharge Status Schedule (Outline A&C +Masterplan)_ 13.03.2012 Progress Since Last Meeting (Summary report attached by JMi, attached below)	IF to monitor	IF
3.2	Planning Sample Schedule	Updated Schedule sine last meeting: <ul style="list-style-type: none"> - [NSGH – Adult & Children’s Hospital Landscape Material Schedule_rev 14_ 07-01-12] - All schedules currently up to date - DH queried whether all courtyard samples had been presented. EW confirmed NA will prepare sample boards for formal sign off. Ongoing. - Coloured glass samples to be reviewed – facades signed off. - Render samples required for base colour. 	BM/NA ALL/BM to arrange meeting BM/IF to monitor NA to prepare BM to present to NHS BM to obtain and submit	BM/NA ALL/BM BM NA BM BM
3.3	Samples & Mock-Ups	Adult & Children’s Hospitals Materials:		

Item No	Description	Discussion/Information	Action Page 721	Action by Whom
		<ul style="list-style-type: none"> Tower Blinds: Alternative wand proposal presentation awaited at next meeting with Structal/BM/NHS, 11.06.12. Podium Blinds: Tertiary Unit samples obtained for Podium option. TDSL solution presented to NHS, thermal shock calcs received and acceptable therefore this proposal is now being progressed. Full scale mock up due end July. Blind slats reviewed- 35mm agreed. Black blind also acceptable. Wand alternative still to be presented. Delivery dates for sample discussed – due end of September. <p>Landscaping Materials:</p> <ul style="list-style-type: none"> Landscaping sample area complete. NHS requested PM review prior to invitation to GCC Planning to sign off. Set samples received but cost analysis still ongoing – NHS will be presented samples when this is complete, w/e 10.08.12. Cost analysis complete. DH raised question of provision of surplus material as contingency on site. JIM to investigate. Meeting to take place between BM and NHS to discuss – key item being where surplus material will be stored. 	<p>Note</p> <p>Item closed</p> <p>BM to invite PM</p> <p>Note</p> <p>BM to review</p>	<p>BM</p> <p>BM</p>
4.0	Building Control			
4.1	Building Warrant Application Schedule	<p>No updated Schedule since last meeting</p> <ul style="list-style-type: none"> [Building Warrant Submission Schedule_NA-XX-DC-000-100_rev 21] <p>Adult & Children's Hospitals Submission Progress (Summary provided by JIM) :</p> <p>Building Warrant submission progress meetings occurring fortnightly – due to BM H+S requirements it has been agreed that BCO will be inducted each visit.</p> <p>Stage 8 – Fire Strategy: Only smoke control and access control to doors is outstanding – ongoing. Meetings taking place with GCC this week to discuss and progress matters.</p> <p>Stage 14 – Application made</p>	<p>Note</p> <p>Ongoing</p> <p>Ongoing</p> <p>Note</p>	

Item No	Description	Discussion/Information	Action Page 722	Action by Whom
		<p>Stage 15 - Application made</p> <p>Stage 16 – Application to be made w/e 03.08.12</p> <p>Stage 20 – Building Envelope: Tower cleared 19.07.12; podium final response issued 31.07.12.</p> <p>Stage 22 – Above Ground Drainage and Rainwater Granted 20.07.12. Warrant awaited.</p> <p>Stage 22 – Above Ground Drainage and Rainwater Granted, warrant awaited.</p> <p>Stage 24 – Internal Fit-Out BC response received, BM have responded.</p> <p>Stage 25 – Mechanical Ventilation ZBP dwg to be forwarded to BC.</p> <p>Stage 35 - Application to be made w/e 03.08.12</p> <p>Stage 47 – Granted, warrant awaited.</p> <p>Energy Centre Submission Progress:</p> <p><i>Stage 5 – Energy Centre Envelope:</i> Signed off, but note as Stage 9.</p> <p>General Issues:</p> <p>DH received copy of all warrant certificates received to date.</p> <p>Temporary Occupation Certificate (Energy Centre) Application submitted 04.04.12 – updated drawing issued by BM.</p> <p>DH requested sections at west end Energy centre after some discussion on any retention detailing. DH confirmed now concluded.</p>	<p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>Item Closed</p> <p>BM</p> <p>Item Closed</p>	<p>BM</p>

Item No	Description	Discussion/Information	Action Page 723	Action by Whom
4.2	Meeting Schedule	No updated Schedule since last meeting. - [NSGH Building Control Meeting Schedule_01-03-11]	Note	
4.3	Design Issues - Atrium	CFD Note – refer to 12.2, item moved. PM requested confirmation when ETFE drawings will be submitted for RDD review. JIM confirmed Vector Foiltec now appointed, further design workshops have commenced. Outline details underway, approx 1 month until RDD submissions commence. NHS noted further discussions required further to AL response on occupant generated noise in NCH atrium. JIM to arrange meeting to discuss. AL response has been received and BM will formally respond to NHS. All agreed that a meeting would be beneficial to all parties with AL in attendance to discuss.	Note Note BM to arrange meeting	Note Note BM(JM)
5.0	Design Compliance/ER's			
5.1	Alternative Compliance Schedule	Item closed – DS to hold a meeting with DH outwith this forum. Design Team continue to raise non-compliances to BM.	Item Closed	
6.0	Design Sign-Off/RDD/Mock-Ups			
6.1	RDD Schedule	The updated RDD Drawing Submission Schedule was issued by BM prior to the meeting. - [RDD Master Schedule_BCL-AC-XX-SH-001_rev 17] NHS Progress update overview : RCP PG02, Finishes PG01 currently in progress, Anti-Lig ongoing. NA noted that 1:50 catch up review will be required to collate 1:50/M+E RDD comments. Discussion took place on what format the meetings are planned to take and FW noted that it would be appropriate to attend at the end of the workshop to try to resolve questions + queries on the day.	BM to issue monthly as required; submission progress to be tracked and reported, BM to advise next meeting date. LE to issue programme of dates	BM NA
6.2	RDD Design Workshops	No comments		NHS

Item No	Description	Discussion/Information	Action Page 724	Action by Whom
6.3	RDD Drawing Sign-Off Process	Clouding issues resolved. NA issuing fully clouded drawings with the exception of moves less than 100mm.	Note	
6.4	Sample Sign Off	No comments	BM to manage	BM
7.0	RFI's			
7.1	RFI Schedule	RFI schedule issued from NHS to BM. To be circulated for review + future reporting by BM. Item still outstanding, but progressing. Follow up meeting required. BM Design Management to progress.	Ongoing	Ongoing
8.0	Architectural Design Progress/Clarifications			
8.1	1:50 Department Design /User Group Meetings (UGM)	RDS activity data changes to be agreed with BM/NHS prior to NA instruction to amend.	BM to review with NHS	Ongoing
8.2	Room Elevations	No comments. Standard Fixing height comments received and currently being actioned by NA.		
8.3	Standardisation Document	Item Closed		
8.4	Atrium and Sanctuary Design	<p>Adult Atrium: T2 RDD submission imminent for core cladding setting out. Atrium Bridge colours agreed in principle; NHS now reviewing alternatives. Booth Muir are confirmed for the cladding manufacturer, mark-ups of panel setting out currently with DH+PM.</p> <p>Children's Atrium: Close out of outstanding Building Control items urgently required. (BM to lead). Detail design ongoing. Post Meeting Note: Refer to separate Meeting Minutes for details of actions.</p>	Note	
8.5	Bed Head Trunking	Bedhead lengths to be updated to agreed lengths on 1:50s and reviewed during next 1:50 process. Board will comment case by case. RFIs will be issued individually as required.	Ongoing	
8.6	Pendants	<p>PMI received for pendant omissions. Relocated pendants marked up by NHS on RCPs.</p> <p>WSP to review typical fixing details/weights (MER still to forward to WSP)</p>	MER to forward relevant data to WSP	MER

Item No	Description	Discussion/Information	Action Page 725	Action by Whom
9.0	M&E Design Progress/Clarifications			
9.1	M&E Design Progress	<p>Progress Since Last Meeting (NO UPDATE – NO ZBP ATTENDANCE)</p> <p><i>ZBP have now completed the design of all zones within the hospitals and the final pre RDD meeting for Zone C is planned for 21st August. The remaining two plant areas (Children's and Tower) are due for completion towards the end of August. The final Low Carbon report for the design stage can then be completed and is targeted for issue in October.</i></p> <p><i>Ongoing activities include final coordination with structural penetrations, reviewing of technical submissions and assisting Mercury with the development of their installation information.</i></p>		
9.2	M&E Design Clarifications M&E Equipment Lists	<ul style="list-style-type: none"> - NHS have confirmed no. of ultra clean canopies to theatres via PMI. BM to forward. - ZBP confirmed that the equipment component list is awaited from the Board. The Board confirmed that this is currently being populated and will be issued by 25th April 2012 03.06.12. List issued up to PG07, to be discussed at next meeting. - ZBP confirmed that currently all equipment component information is based on assumptions. ZBP's list of assumptions has been issued to the Board 	<p>BM to issue.</p> <p>NHS</p> <p>Note</p>	
9.3	Light Switch/Dimming	ZBP have issued drawings indicating the extent of the dimming for comment by the Board – NHS confirmed now returned. No further comments, resissued as requested.	Item closed.	
9.4	Sensor Taps	NHS confirmed PMI to be issued to confirm. PMN: PMI issued/received/progressing	Design Team to review implications	
9.5	Feature Lighting	Co-ordinated info to be issued to NHS for review in due course.		
10.0	Structural & Civil Design Progress/Clarifications			
10.1 (10.2)	Structural and Civil Design Progress	Progress Since Last Meeting (Summary provided by NMCG)	Note	

Item No	Description	Discussion/Information	Action Page 726	Action by Whom
		<ul style="list-style-type: none"> - TRO's concluded, all with GCC – meeting 20.08.12 - A2,B1,C1,E3,H4,J3,F2 all under construction. - Basement ongoing - Founds nearly complete - Slab co-ordination nearly complete - Helipad progressing - External Link bridges progressing – workshops commenced - Section 56 responded, no return comments/correspondence received yet. - Zone G below slab issued to T3. - Atrium Bridge Steelwork in fabrication – commenced - Below slab drainage ongoing - TRO meeting to be arranged - Steelwork packages currently in progress. - RC Slab – A3 B2 C1 E4 E3 J3 complete. - NCH column design complete 		
10.2 (10.3)	Structural Design Clarifications	Neo-Natal Link bridge meeting took place to review RDD comments, progress and construction aspirations. DT now progressing. NMcG noted that a workshop is required to review constructional logistics.	Note	
11.0	Masterplanning & Landscape Design Progress/ Clarifications	Progress Since Last Meeting (written progress report provided by CP) <ul style="list-style-type: none"> - DCFP Roof Garden: Responded to swing query from User Group (Gill-GC-000998) - awaiting User Group response to proceed. - Courtyards T2 Package: Drawings updated to reflect Board RDD comments and reissued for sign-off (Gill-TRANSMIT-000156). - Courtyard T2 Softworks Package issued for T2 to match Board RDD comments. (Awaiting meeting with Peter Moir regarding planting to courtyards) - Site Wide T2 Softworks Package under way - issue to BM scheduled this month. - External and façade lighting workshops ongoing. 	Note	
11.1	Masterplanning & Landscape Design Progress	No comments		

Item No	Description	Discussion/Information	Action Page 727	Action by Whom
11.2	External Lighting	Review took place, all site lights to be incorporated in		
12.0	Specialist Design Issues	NHS/BM have met to discuss specialist areas. Installation and scope discussed, further detail to follow.	BM/NHS to conclude	BM/NHS
12.1	General	No further items raised.	Note	
12.2	Fire	CFD model formally submitted under RDD for NHS review – meeting held 01.08.12, ongoing	ongoing	NHS
12.3	Acoustics	Refer to item 4.3		
12.4	Equipment	Final Equipment List Final Equipment list will be re-run at the end of the revised 1:50 process – <i>PMN: this will be provided to BM 1 week post final PG issue.</i>	Note	
12.5	Radiation Protection	Item Closed	Item closed	ALL
12.6	FM	LE requested clarification on proposal for level 1 restaurant kitchen. PMN: BM confirmed six bins to be provided. NA now co-ordinating revised layouts with CDS for incorporation into the next 1:50s.	NA to co-ord with CDS	NA
12.7	IT	NHS requested 1:50s for all node rooms/IT hubs. NHS noted that these have still not been received. BM to follow up.	MER to provide revised 1:50s BM to chase	MER
12.8	Lifts & Escalators	Lift Finishes comments returned. Core K lift operation comments also provided. Wi-Fi query to be resolved, to be reviewed outwith this forum. MER/NHS to review.	MER/NHS to review + confirm	MER/NHS
12.9	AGVs	Drawings now received; swisslog to review and re-run simulations at a later date. AGV drawings still to be added to RDD schedule. Additional doors to be resolved.	BM to request Swiss Log review – date tbc	BM (DP)
12.10	Helipad	Proposals ongoing, tender returns received from FEC and Bayards.		
13.0	Low Carbon/BREEAM	Low Carbon Progress Since Last Meeting (no update provided) <ul style="list-style-type: none"> - Stage 03 Energy Model has presented a major increase in thermal energy. SL noted that target is at risk if trend continues. - Usage profiles requested by SL to assist analysis of equipment/electrical usage. - Possible reduction of number of boilers - Biggest concern/ outstanding issue is Equipment. Interface required with Equipment IT and Catering groups. Ongoing 		

Item No	Description	Discussion/Information	Action Page 728	Action by Whom
		<ul style="list-style-type: none"> - Whole site energy issued to carbon trust, feedback issued - NHS input to the component selection process required. - Blinds outcome awaited - Radiant panels in ensuites problematic, standardisation being reviewed. - Energy model being updated by ZBP. <p>BREEAM Progress Since Last Meeting (no update since last meeting)</p> <ul style="list-style-type: none"> - SL still not yet seen the A&C BREEAM Report produced by WSP. WSP to update and include SL on distribution list – WSP have submitted report. - Photovoltaic option work ongoing - DH requested confirmation of BREEAM application, and when design certificate is provided. Interim design submission ready – draft with BM (DS) - BM confirmed that the report has been issued to BRE, DH noted that it is wholly unacceptable that the NHS did not receive this first. - Efficiency of external lighting to be reviewed. Co-ordination with CCTV – RDD meeting to review when co-ordination is complete. 	<p>BM to urgently confirm submission date / feedback</p> <p>BM to urgently forward to NHS</p>	<p>BM/WSP</p> <p>BM</p>
13.1	Design Progress/Clarifications			
14.0	Art	<p>It is noted that further work is required for the fundraising aspect of the strategy (mainly within the Children's Hospital Integrated Strategy).</p> <p>Art programme ongoing and monitored in Design and Healthy living meeting (next meeting 10.04.12)</p> <p>AB noted 75% complete, enhanced programme issued (DRAFT) timescales and costs ok.</p>	<p>NHS/NA/BM to co-ordinate</p> <p>ongoing</p>	<p>NHS/NA/BM</p> <p>NA</p>
14.1	Design Progress/Clarifications	No comments		
15.0	NHS Strategy Documents	Last Cause + Effect Meeting has taken place, final meeting still required to close outstanding actions Implications of stage 8 warrant to be considered and info updated.	All	All
15.1	Fire Management Strategy	No further discussion.	note	
15.2	FM Strategy	No items to report		
16.0	AOB	None		
17.0	Date and Time of Next Meeting	03 October 2012 at 2.00pm in the Boardroom, Top Floor, Site Offices.		

Meeting No 20: 03 October 2012, 2.00pm to 4.00pm

ACTION NOTE

Present:

Frances Wrath (FW)
 Karen Connelly (KC)
 Mairi Macleod (MM)
 Heather Griffin (HG)
 Eleanor McColl (EM)

Company:

Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)

Present:

Liane Edwards (LE)
 Brendan Rooney (BR)
 Neil McGarry (NM)
 Jim Murray (JMu)
 Jeff Murdoch (JeM)
 Ken Hall (KH)
 Gavin Burnett (GB)
 Laura Scott-Simmons

Company:

Nightingale Associates (NA)
 Mercury Engineering (MEL)
 WSP Buildings (WSP)
 Brookfield Multiplex (BM)
 URS (URS)
 Brookfield Multiplex (BM)
 Brookfield Multiplex (BM)
 Gillespies (GIL)

Apologies:

Susan Logan (SL)
 Peter Moir (PM)
 Fiona McCluskey (FM)
 Jackie Stewart (JS)
 David Hall (DH)

Ecoteric Limited (EC)
 Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)
 Currie & Brown (C&B)

Darren Pike (DP)
 Neil Ross (NR)
 Steve Pardy (SP)
 Pete Dunbar (PD)
 Neil Murphy (NM)
 Jim Miller (JMi)
 Ceara Pimley (CP)
 Guy Willis Robb (GWR)
 Grant Wallace (GW)
 Darren Smith (DS)
 Emma White (EW)

Brookfield Multiplex (BM)
 Zisman Bowyer & Partners (ZBP)
 Zisman Bowyer & Partners (ZBP)
 WSP Buildings (WSP)
 Nightingale Associates (NA)
 Ironside Farrar (IF)
 Gillespies (GIL)
 Zisman Bowyer & Partners (ZBP)
 Brookfield Multiplex (BM)
 Brookfield Multiplex (BM)
 Nightingale Associates (NA)

Distribution: All above plus

Alan Seabourne (AS)
 Mike Sharples (MS)

Glasgow NHS Board (NHS)
 Brookfield Multiplex (BM)

Steve Nelson (SN)
 Robert O'Donovan (R'oD)

Gillespies (GIL)
 Mercury Engineering (MEL)

Item No	Description	Discussion/Information	Action	Action by Whom
1.0	Introductions			
1.1	Open Meeting	Any corrections noted during meeting.		

Item No	Description	Discussion/Information	Action Page 730	Action by Whom
1.2	Confirm Meeting Attendees	Apologies as noted.		
2.0	Safety Initiatives			
2.1	CDM Design Progress	Progress Since Last Meeting (report provided by JeM) <ul style="list-style-type: none"> - Report issued to aconex and appended to these minutes - All consultants confirmed that they had provided contact details for Zutec training. Training date to be confirmed. 	Note	
2.2	Maintenance & Operational Issues	<ul style="list-style-type: none"> - The amount of specialist maintenance required is of concern to the NHS and is being discussed during the A+M workshops - Next Access & Maintenance Workshop date tbc 	Note BM to review	Note BM
3.0	Planning Approvals			
3.1	Planning Conditions Schedule	Updated Schedules since last meeting: <ul style="list-style-type: none"> - NSGH PLANNING CONDITIONS MAIN HOSPITALS (10/01780/DC) RENFREW ROAD ACCESS DISCHARGE STATUS SCHEDULE_13.03.2012 - NSGH (10.02171.DC) DISCHARGE STATUS SCHEDULE (MSC 3 CONSENT - 7 CONDITIONS)_13.03.2012 - NSGH (07.01158.DC) Discharge Status Schedule (Outline A&C +Masterplan)_ 13.03.2012 Progress Since Last Meeting (Summary provided by JMi) <ul style="list-style-type: none"> - No update since last meeting except to note that Planning Permission was granted for car park 1 on September 11 2012. 	IF to monitor	IF
3.2	Planning Sample Schedule	Updated Schedule sine last meeting: <ul style="list-style-type: none"> - [NSGH – Adult & Children’s Hospital Landscape Material Schedule_rev 14_ 07-01-12] - All schedules currently up to date - DH queried whether all courtyard samples had been presented. EW confirmed NA will prepare sample boards for formal sign off. Ongoing. - Coloured glass samples to be reviewed – facades signed off. - Render samples required for base colour. 	BM/IF to monitor NA to prepare BM to present to NHS BM to obtain and submit	BM NA BM BM

Item No	Description	Discussion/Information	Action Page 731	Action by Whom
3.3	Samples & Mock-Ups	<p>Adult & Children's Hospitals Materials:</p> <ul style="list-style-type: none"> Tower Blinds: Alternative wand proposal presentation awaited at next meeting with Strucal/BM/NHS, 11.06.12. Delivery dates for sample discussed – due end September, still awaited <p>Landscaping Materials:</p> <ul style="list-style-type: none"> Landscaping sample area complete. NHS requested PM review prior to invitation to GCC Planning to sign off. Set samples received, cost analysis complete. Visualisations prepared, BM to forward to NHS for conclusion. DH raised question of provision of surplus material as contingency on site. BM + NHS liaising directly, no further action in this forum/ 	<p>Note</p> <p>BM to invite PM</p> <p>Note</p> <p>Item Closed</p>	<p>BM</p> <p>BM</p>
4.0	Building Control			
4.1	Building Warrant Application Schedule	<p>No updated Schedule since last meeting</p> <ul style="list-style-type: none"> [Building Warrant Submission Schedule_NA-XX-DC-000-100_rev 21] <p>Adult & Children's Hospitals Submission Progress (Summary provided by JiM) :</p> <p>Building Warrant submission progress meetings occurring fortnightly – due to BM H+S requirements it has been agreed that BCO will be inducted each visit.</p> <p>Stage 8 – Fire Strategy: Only smoke control and access control to doors is outstanding – ongoing. GCC final response due this week, additional doors requested.</p> <p>Stage 14 – Application made</p> <p>Stage 15 - Application made</p> <p>Stage 16 – Application to be made w/e 03.08.12</p> <p>Stage 20 – Building Envelope:</p>	<p>Note</p> <p>Ongoing</p> <p>Ongoing</p> <p>Note</p> <p>Note</p> <p>Note</p>	<p>BM</p>

Item No	Description	Discussion/Information	Action Page 732	Action by Whom
4.2	Meeting Schedule	<p>Tower cleared 19.07.12; podium final response issued 31.07.12. Further correspondence early September.</p> <p>Stage 22 – Above Ground Drainage and Rainwater Granted 20.07.12. Warrant awaited.</p> <p>Stage 22 – Above Ground Drainage and Rainwater Granted, warrant awaited.</p> <p>Stage 24 – Internal Fit-Out BC response received, BM have responded.</p> <p>Stage 25 – Mechanical Ventilation Granted, warrant awaited.</p> <p>Stage 30 – due for submission.</p> <p>Stage 31 – due for submission</p> <p>Stage 35 - Application to be made w/e 03.08.12</p> <p>Stage 47 – Granted, warrant awaited.</p> <p>Energy Centre Submission Progress:</p> <p>Stage 5 – Energy Centre Envelope: Granted, warrant awaited.</p> <p>General Issues:</p> <p>Temporary Occupation Certificate (Energy Centre) Application submitted 04.04.12 – updated drawing issued by BM.</p> <p>No updated Schedule since last meeting.</p> <p>- [NSGH Building Control Meeting Schedule_01-03-11]</p>	<p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>BM</p> <p>Note</p>	

Item No	Description	Discussion/Information	Action Page 733	Action by Whom
4.3	Design Issues - Atrium	<p>CFD Note – refer to 12.2, item moved.</p> <p>PM requested confirmation when ETFE drawings will be submitted for RDD review. JIM confirmed Vector Foiltec now appointed, further design workshops have commenced. Outline details underway, approx 1 month until RDD submissions commence.</p> <p>NHS noted further discussions required further to AL response on occupant generated noise in NCH atrium. JIM to arrange meeting to discuss. AL response has been received and BM will formally respond to NHS. All agreed that a meeting would be beneficial to all parties with AL in attendance to discuss.</p> <p>PMI issued for YCF enhancements to NCH atrium. NA requested markup of requirements. PMN: NA provided pdf plan for markup. Not received to date (05.11.12)</p>	<p>Note</p> <p>Note</p> <p>BM to arrange meeting</p> <p>NHS</p>	<p>Note</p> <p>Note</p> <p>BM(JM)</p> <p>NHS</p>
5.0	Design Compliance/ER's	No items to report		
6.0	Design Sign-Off/RDD/Mock-Ups			
6.1	RDD Schedule	<p>The updated RDD Drawing Submission Schedule was issued by BM prior to the meeting.</p> <p>- [RDD Master Schedule_BCL-AC-XX-SH-001_rev 17]</p> <p>NHS Progress update overview : RCP PG02, Finishes PG01 currently in progress, Anti-Lig ongoing.</p> <p>NA noted that 1:50 catch up review will be required to collate 1:50/M+E RDD comments. Discussion took place on what format the meetings are planned to take and FW noted that it would be appropriate to attend at the end of the workshop to try to resolve questions + queries on the day.</p>	<p>BM to issue monthly as required; submission progress to be tracked and reported, BM to advise next meeting date.</p> <p>Programme issued and accepted</p>	<p>BM</p> <p>NA</p>
6.2	RDD Design Workshops	Escape signage workshops to commence in November.		
6.3	RDD Drawing Sign-Off Process	Clouding issues resolved. NA issuing fully clouded drawings with the exception of moves less than 100mm.	Note	

Item No	Description	Discussion/Information	Action Page 734	Action by Whom
6.4	Sample Sign Off	No comments	BM to manage	BM
7.0	RFI's			
7.1	RFI Schedule	RFI schedule issued from NHS to BM. To be circulated for review + future reporting by BM. Item still outstanding, but progressing. Follow up meeting required. BM Design Management to progress.	Ongoing	Ongoing
8.0	Architectural Design Progress/Clarifications			
8.1	1:50 Department Design /User Group Meetings (UGM)	RDS updates complete.	Item closed	
8.2	Room Elevations	No comments. Standard Fixing height comments received and currently being actioned by NA.		
8.3	Standardisation Document	Item Closed		
8.4	Atrium and Sanctuary Design	<p>Adult Atrium: T2 RDD submission imminent for core cladding setting out. Atrium Bridge colours agreed in principle; NHS now reviewing alternatives. Booth Muir are confirmed for the cladding manufacturer, mark-ups of panel setting out currently with DH+PM. Next workshop 10.10.12</p> <p>Children's Atrium: Close out of outstanding Building Control items urgently required. (BM to lead). Detail design ongoing. Post Meeting Note: Refer to separate Meeting Minutes for details of actions.</p>	Note	
8.5	Bed Head Trunking	Co-ordination with equipment reviewed during last round, any further comments will be reviewed and discussed during sweep up meetings. Lengths are not altering at present.	Ongoing	
8.6	Pendants	No comments	Item closed	
9.0	M&E Design Progress/Clarifications			
9.1	M&E Design Progress	Progress Since Last Meeting (NO UPDATE – NO ZBP ATTENDANCE)		

Item No	Description	Discussion/Information	Action Page 735	Action by Whom
9.2	M&E Design Clarifications M&E Equipment Lists	<p><i>ZBP have now completed the design of all zones within the hospitals and the final pre RDD meeting for Zone C is planned for 21st August. The remaining two plant areas (Children's and Tower) are due for completion towards the end of August. The final Low Carbon report for the design stage can then be completed and is targeted for issue in October.</i></p> <p><i>Ongoing activities include final coordination with structural penetrations, reviewing of technical submissions and assisting Mercury with the development of their installation information.</i></p> <ul style="list-style-type: none"> - NHS have confirmed no. of ultra clean canopies to theatres via PMI. BM to forward. - ZBP confirmed that the equipment component list is awaited from the Board. The Board confirmed that this is currently being populated and will be issued by 25th April 2012 03.06.12. List issued up to PG07, to be discussed at next meeting. - ZBP confirmed that currently all equipment component information is based on assumptions. ZBP's list of assumptions has been issued to the Board 	<p>BM to issue.</p> <p>NHS</p> <p>Note</p>	
9.3	Light Switch/Dimming	ZBP have issued drawings indicating the extent of the dimming for comment by the Board – NHS confirmed now returned. No further comments, resissued as requested.	Item closed.	
9.4	Sensor Taps	Item now being amended as agreed on sweep up 1:50s	Item closed	
9.5	Feature Lighting	Co-ordinated info to be issued to NHS for review in due course.	Note	
10.0	Structural & Civil Design Progress/Clarifications			
10.1 (10.2)	Structural and Civil Design Progress	<p>Progress Since Last Meeting (Summary provided by NMCG)</p> <ul style="list-style-type: none"> - A4,B3, C1, E4, F4, H7, J4 slabs at T3 status - All columns to level 6 T3 status - Zc only outstanding underground drainage dwg, due imminently - T1 Neuro bridge due November - T1 Neo bridge due November - Section 56 ongoing 	Note	

Item No	Description	Discussion/Information	Action Page 736	Action by Whom
		<ul style="list-style-type: none"> - NCH plant steel out to tender - L12 plant steel to be progressed. 		
10.2 (10.3)	Structural Design Clarifications	Neo-Natal Link bridge meeting took place to review RDD comments, progress and construction aspirations. DT now progressing. NMcG noted that a workshop is required to review constructional logistics.	Note	
11.0	Masterplanning & Landscape Design Progress/ Clarifications	<p>Progress Since Last Meeting (written progress report provided by LSS)</p> <ul style="list-style-type: none"> - DCFP Roof Garden: Responded to swing query from User Group (Gill-GC-000998) - awaiting User Group response to proceed. NHS have responded. - Courtyards T2 Package: Drawings updated to reflect Board RDD comments and reissued for sign-off (Gill-TRANSMIT-000156). Meeting took place. - Courtyard T2 Softworks Package issued for T2 to match Board RDD comments. (Awaiting meeting with Peter Moir regarding planting to courtyards) - Site Wide T2 Softworks Package under way - issue to BM scheduled this month. - External and façade lighting workshops ongoing. - Courtyards 2, 3, 4 + 5 drawings reissued w/c 01.10.12 	Note	
11.1	Masterplanning & Landscape Design Progress	No comments		
11.2	External Lighting	No comments		
12.0	Specialist Design Issues	NHS/BM have met to discuss specialist areas. Installation and scope discussed, further detail to follow.	BM/NHS to conclude	BM/NHS
12.1	General	NHS noted that BM did not attend the medicinema meeting. Aseptic was cancelled last minute. As a result NHS confirmed that no meetings will take place without assurance that BM will attend fully prepared.	BM to advise	
12.2	Fire	DH to review comments returned by BM mid Sept.	ongoing	NHS

Item No	Description	Discussion/Information	Action Page 737	Action by Whom
12.3	Acoustics	Refer to item 4.3		
12.4	Equipment	Final Equipment List <i>PMN: issued 02.11.12 as confirmed.</i>	Note	
12.5	Radiation Protection	GB queried RPA requirements to bed wait area in RNM dept.	GB to raise as RFI.	BM
12.6	FM	LE requested clarification on proposal for level 1 restaurant kitchen. PMN: BM confirmed six bins to be provided. NA now co-ordinating revised layouts with CDS for incorporation into the next 1:50s. NHS noted that drawings were reviewed informally and there are still scope issues to be resolved. They will review layouts on co-ordinated 1:50s.	NA to co-ord with CDS	NA
12.7	IT	NHS requested 1:50s for all node rooms/IT hubs. NHS received and now reviewing. Amendments may affect 1:50s/	NHS to comment	MER
12.8	Lifts & Escalators	Lift Finishes comments returned. Core K lift operation comments also provided. Wi-Fi query to be resolved, to be reviewed outwith this forum. MER/NHS to review.	MER/NHS to review + confirm	MER/NHS
12.9	AGVs	Drawings now received; swisslog to review and re-run simulations at a later date. AGV drawings still to be added to RDD schedule. Additional doors to be resolved- doors confirmed not required.	BM to request Swiss Log review – date tbc	BM (DP)
12.10	Helipad	Proposals ongoing, tender returns received from FEC and Bayards.		
13.0	Low Carbon/BREEAM	Low Carbon Progress Since Last Meeting (no update provided) <ul style="list-style-type: none"> - Stage 03 Energy Model has presented a major increase in thermal energy. SL noted that target is at risk if trend continues. - Usage profiles requested by SL to assist analysis of equipment/electrical usage. - Possible reduction of number of boilers - Biggest concern/ outstanding issue is Equipment. Interface required with Equipment IT and Catering groups. Ongoing - Whole site energy issued to carbon trust, feedback issued - NHS input to the component selection process required. - Blinds outcome awaited - Radiant panels in ensuites problematic, standardisation being reviewed. - Energy model being updated by ZBP. BREEAM Progress Since Last Meeting (no update since last meeting)		

Item No	Description	Discussion/Information	Action Page 738	Action by Whom
		<ul style="list-style-type: none"> - SL still not yet seen the A&C BREEAM Report produced by WSP. WSP to update and include SL on distribution list – WSP have submitted report. SL to respond. - Photovoltaic option work ongoing - DH requested confirmation of BREEAM application, and when design certificate is provided. Interim design submission ready – draft with BM (DS) - BM confirmed that the report has been issued to BRE, DH noted that it is wholly unacceptable that the NHS did not receive this first. - Efficiency of external lighting to be reviewed. Co-ordination with CCTV – RDD meeting to review when co-ordination is complete. 	BM to urgently confirm submission date / feedback BM to urgently forward to NHS	BM/WSP BM
13.1	Design Progress/Clarifications			
14.0	Art	It is noted that further work is required for the fundraising aspect of the strategy (mainly within the Children's Hospital Integrated Strategy). Art programme ongoing and monitored in Design and Healthy living meeting (next meeting 10.04.12) AB noted 75% complete, enhanced programme issued (DRAFT) timescales and costs ok.	NHS/NA/BM to co-ordinate ongoing	NHS/NA/BM NA
14.1	Design Progress/Clarifications	No comments		
15.0	NHS Strategy Documents	No comments	Item Closed	All
15.1	Fire Management Strategy	No further discussion.	note	
15.2	FM Strategy	No items to report		
16.0	AOB	None		
17.0	Date and Time of Next Meeting	07 November 2012 at 2.00pm in the Boardroom, Top Floor, Site Offices.		

Meeting No 21: 07 November 2012, 2.00pm to 4.00pm

ACTION NOTE

Present:

Peter Moir (PM)
 Frances Wrath (FW)
 Mairi Macleod (MM)
 Heather Griffin (HG)
 Eleanor McColl (EM)
 Jackie Stewart (JS)
 David Hall (DH)

Company:

Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)
 Currie & Brown (C&B)

Present:

Liane Edwards (LE)
 Brendan Rooney (BR)
 Neil McGarry (NM)
 Jim Murray (JMu)
 Jeff Murdoch (JeM)
 Ken Hall (KH)
 Gavin Burnett (GB)

Company:

Nightingale Associates (NA)
 Mercury Engineering (MEL)
 WSP Buildings (WSP)
 Brookfield Multiplex (BM)
 URS (URS)
 Brookfield Multiplex (BM)
 Brookfield Multiplex (BM)

Apologies:

Susan Logan (SL)
 Karen Connelly (KC)
 Fiona McCluskey (FM)

Ecoteric Limited (EC)
 Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)

Darren Pike (DP)
 Neil Ross (NR)
 Steve Pardy (SP)
 Pete Dunbar (PD)
 Neil Murphy (NM)
 Jim Miller (JMi)
 Ceara Pimley (CP)
 Guy Willis Robb (GWR)
 Grant Wallace (GW)
 Darren Smith (DS)
 Emma White (EW)
 Laura Scott-Simmons
 Steve Nelson (SN)
 Robert O'Donovan (R'oD)

Brookfield Multiplex (BM)
 Zisman Bowyer & Partners (ZBP)
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 Zisman Bowyer & Partners (ZBP)
 Brookfield Multiplex (BM)
 Brookfield Multiplex (BM)
 Nightingale Associates (NA)
 Gillespies (GIL)
 Gillespies (GIL)
 Mercury Engineering (MEL)

Distribution: All above plus
 Alan Seabourne (AS)
 Mike Sharples (MS)

Glasgow NHS Board (NHS)
 Brookfield Multiplex (BM)

Item No	Description	Discussion/Information	Action	Action by Whom
1.0	Introductions			
1.1	Open Meeting	Any corrections noted during meeting.		

Item No	Description	Discussion/Information	Action Page 740	Action by Whom
1.2	Confirm Meeting Attendees	Apologies as noted.		
2.0	Safety Initiatives			
2.1	CDM Design Progress	Progress Since Last Meeting (report provided by JeM) <ul style="list-style-type: none"> - Report issued to aconex - All consultants confirmed that they had provided contact details for Zutec training. Training date to be confirmed. DS+JW to resolve confusion surrounding training dated - JeM issued 'info required' schedule to aconex for Zutec uploads outstanding 	Note	
2.2	Maintenance & Operational Issues	<ul style="list-style-type: none"> - Access & Maintenance Workshop took place 05.11.12. Pre RDD meeting arranged for 24.01.13, RDD meeting to follow in Feb 2013. 	BM to arrange	DS
			Note	Note
3.0	Planning Approvals			
3.1	Planning Conditions Schedule	Updated Schedules since last meeting: <ul style="list-style-type: none"> - NSGH PLANNING CONDITIONS MAIN HOSPITALS (10/01780/DC) RENFREW ROAD ACCESS DISCHARGE STATUS SCHEDULE_13.03.2012 - NSGH (10.02171.DC) DISCHARGE STATUS SCHEDULE (MSC 3 CONSENT - 7 CONDITIONS)_13.03.2012 - NSGH (07.01158.DC) Discharge Status Schedule (Outline A&C +Masterplan)_ 13.03.2012 Progress Since Last Meeting (Summary provided by JMi) <ul style="list-style-type: none"> - No update since last meeting. - JMu noted that only the update to the helipad in due course is outstanding. 	IF to monitor	IF
3.2	Planning Sample Schedule	Updated Schedule sine last meeting: <ul style="list-style-type: none"> - [NSGH – Adult & Children’s Hospital Landscape Material Schedule_rev 14_ 07-01-12] - All schedules currently up to date 	BM/IF to monitor	BM
3.3	Samples & Mock-Ups	Adult & Children’s Hospitals Materials: <ul style="list-style-type: none"> • Sample delivery date still awaited. Due on 17.10.12 however due to issues with the blind, this 		BM
			Note	

Item No	Description	Discussion/Information	Action Page 741	Action by Whom
		<p>had to be changed and now the sample will be on site w/c 14.11.12.</p> <p>Landscaping Materials:</p> <ul style="list-style-type: none"> - Landscaping sample area complete. NHS requested PM review prior to invitation to GCC Planning to sign off. - Set samples received, cost analysis complete. Visualisations signed off by NHS – Jmu to liaise with Planners 	BM to arrange with GCC Planning	BM
4.0	Building Control			
4.1	Building Warrant Application Schedule	<p>No updated Schedule since last meeting</p> <ul style="list-style-type: none"> - [Building Warrant Submission Schedule_NA-XX-DC-000-100_rev 21] <p>Adult & Children's Hospitals Submission Progress (Summary provided by JiM) :</p> <p>Building Warrant submission progress meetings occurring fortnightly – due to BM H+S requirements it has been agreed that BCO will be inducted each visit.</p> <p>Stage 8 – Fire Strategy: Cross corridor doors – ZD and ZG now agreed. Internal review of the balance to take place on Monday 12 November prior to GCC on 20.11.12.</p> <p>Stage 14 – Granted, warrant awaited</p> <p>Stage 15 Granted, warrant awaited</p> <p>Stage 16 – Granted, warrant awaited</p> <p>Stage 20 – Building Envelope: Tower cleared 19.07.12; podium final response issued 31.07.12. Further correspondence early September.</p> <p>Stage 22 – Above Ground Drainage and Rainwater Granted 20.07.12. Warrant awaited.</p> <p>Stage 22 – Above Ground Drainage and Rainwater Granted, warrant awaited.</p> <p>Stage 24 – Internal Fit-Out</p>	<p>Note</p> <p>Ongoing</p> <p>Ongoing</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p>	BM

Item No	Description	Discussion/Information	Action Page 742	Action by Whom
		<p>Final substitute drawings to be submitted.</p> <p>Stage 25 – Mechanical Ventilation Granted, warrant awaited.</p> <p>Stage 30 – submitted, comments received.</p> <p>Stage 31 – granted 26.10.12, warrant awaited.</p> <p>Stage 35 - Application to be made w/e 03.08.12</p> <p>Stage 47 – Granted, warrant awaited.</p> <p>Energy Centre Submission Progress:</p> <p>Stage 5 – Energy Centre Envelope: Granted, warrant awaited.</p> <p>General Issues:</p> <p>Temporary Occupation Certificate (Energy Centre) Application submitted 04.04.12 – updated drawing issued by BM. Revised Locking strategy accepted.</p>	<p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>BM</p>	
4.2	Meeting Schedule	<p>No updated Schedule since last meeting.</p> <p>- [NSGH Building Control Meeting Schedule_01-03-11]</p>	Note	
4.3	Design Issues - Atrium	<p>JMu confirmed that ETFE pack will be ready for presentation to NHS during next month. Next workshop 04.12.12. Vector Foiltec to issue design note on PV option to ETFE.</p> <p>No ACL response yet further to meeting 05.10.12, ACL to respond and Jmu to arrange meeting post HDG 05.12.12</p> <p>PMI issued for YCF enhancements to NCH atrium. NA requested markup of requirements. PMN: NA provided pdf plan for markup. Not received to date (05.11.12)</p> <p>Discussion took place on the suitability of the department entrance canopies. NHS acknowledged the architectural importance of the delineation, and are reviewing comments again. NA noted that the space is not clinical and queried whether the infection control issues were as significant in these areas, particularly as they</p>	<p>Note</p> <p>BM to arrange meeting</p> <p>NHS</p>	<p>Note</p> <p>BM(JM)</p> <p>NHS</p>

Item No	Description	Discussion/Information	Action Page 743	Action by Whom
		could be maintained from the floor. NA advised against a flush option / painted option, but accepted the depth could be reviewed. NHS to re-comment prior to any further action		
5.0	Design Compliance/ER's	No items to report		
6.0	Design Sign-Off/RDD/Mock-Ups			
6.1	RDD Schedule	<p>The updated RDD Drawing Submission Schedule was issued by BM prior to the meeting.</p> <ul style="list-style-type: none"> - [RDD Master Schedule_BCL-AC-XX-SH-001_rev 17] <p>NHS Progress update overview : NHS confirmed all returns virtually up to date, NA noted these have not filtered through the system yet. Anti-Lig ongoing, meeting 08.11.12</p> <p>NA noted that 1:50 sweep up meetings have commenced and are so far going well.</p>	<p>BM to issue monthly as required; submission progress to be tracked and reported, BM to advise next meeting date.</p> <p>Note</p> <p>Note</p>	BM
6.2	RDD Design Workshops	<p>Escape signage workshops to commenced.</p> <p>NHS requested new calendar of meetings for 2013 so that diaries can be planned. LE to tabulate for discussion</p>	<p>Note</p> <p>NA to prepare</p>	LE
6.3	RDD Drawing Sign-Off Process	No comments	Note	
6.4	Sample Sign Off	No comments	BM to manage	BM
7.0	RFI's			
7.1	RFI Schedule	RFI schedule issued from NHS to BM. To be circulated for review + future reporting by BM. Item still outstanding, but progressing. Follow up meeting required. BM Design Management to progress.	Ongoing	Ongoing
8.0	Architectural Design Progress/Clarifications			

Item No	Description	Discussion/Information	Action Page 744	Action by Whom
8.1	1:50 Department Design /User Group Meetings (UGM)	No comments.		
8.2	Room Elevations	No comments.		
8.3	Standardisation Document	Item Closed		
8.4	Atrium and Sanctuary Design	Adult Atrium: Currently reviewing feature lighting. Children's Atrium: Revised materiality to be presented in due course	Note	
8.5	Bed Head Trunking	Co-ordination with equipment reviewed during last round, any further comments will be reviewed and discussed during sweep up meetings. Lengths are not altering at present.	Ongoing	
8.6	Pendants	No comments	Item closed	
9.0	M&E Design Progress/Clarifications			
9.1	M&E Design Progress	Progress Since Last Meeting (NO UPDATE – NO ZBP ATTENDANCE) <i>ZBP have now completed the design of all zones within the hospitals and the final pre RDD meeting for Zone C is planned for 21st August. The remaining two plant areas (Children's and Tower) are due for completion towards the end of August. The final Low Carbon report for the design stage can then be completed and is targeted for issue in October.</i> <i>Ongoing activities include final coordination with structural penetrations, reviewing of technical submissions and assisting Mercury with the development of their installation information.</i>		

Item No	Description	Discussion/Information	Action Page 745	Action by Whom
9.2	M&E Design Clarifications M&E Equipment Lists	<ul style="list-style-type: none"> - NHS have confirmed no. of ultra clean canopies to theatres via PMI. BM to forward. - NHS confirmed that remainder of the equipment lists will be issued soon, date tbc. - ZBP confirmed that currently all equipment component information is based on assumptions. ZBP's list of assumptions has been issued to the Board 	<p>BM to issue.</p> <p>NHS</p> <p>Note</p>	
10.0	Structural & Civil Design Progress/Clarifications			
10.1 (10.2)	Structural and Civil Design Progress	Progress Since Last Meeting (Summary provided by NMcG) <ul style="list-style-type: none"> - A4, B4, C2, E5, F4, j\$, H8, K1 slabs at T3 status - All columns to level 7 T3 status - Underground drainage complete - T1 Neuro bridge due November - T1 Neo bridge due November - Section 56 ongoing - NCH plant steel out to tender, tenders returned and being reviewed by BM - L12 plant steel to be progressed. - Helipad update ongoing. 	Note	
10.2 (10.3)	Structural Design Clarifications	Neo-Natal Link bridge meeting took place to review RDD comments, progress and construction aspirations. DT now progressing. NMcG noted that a workshop is required to review constructional logistics.	Note	
11.0	Masterplanning & Landscape Design Progress/Clarifications	Progress Since Last Meeting (written progress report provided by CP) <ul style="list-style-type: none"> - Courtyards T2 Hardworks Package: RDD Board comments received. Stepping stone detail for pebble courtyards in development. T3 courtyards to be issued sequentially beginning 19th Nov. - Courtyards T2 Softworks Package: RDD Board comments received. T3 being produced. - Site Wide T2 Hardworks Package: under review - issue to BM scheduled 22nd Nov. 	Note	

Item No	Description	Discussion/Information	Action Page 746	Action by Whom
		<ul style="list-style-type: none"> - Alternative granite paving colours: RDD Board sign off received. Progressing with planning review. - External and façade lighting workshops ongoing. - Board requested clarification on cycle parking. Site wide cycle parking satisfies BREEAM requirements. 200 covered cycle spaces required (not stands). Each of the two Inside/Outside cycle shelters should accommodate a minimum of 42 cycles, i.e. 21 cycle stands which take two cycle each. Gillespies drawing GIL-EW-XX-PL-700-030 will be updated to reflect any recent masterplan updates. 		
11.1	Masterplanning & Landscape Design Progress	No comments		
11.2	External Lighting	No comments		
12.0	Specialist Design Issues	NHS/BM have met to discuss specialist areas. Installation and scope discussed, further detail to follow.	BM/NHS to conclude	BM/NHS
12.1	General	Further to BM non attendance at the first meetings, dates have been rearranged.	Note	
12.2	Fire	DH has received BH comments and will meet with DS directly.	ongoing	NHS
12.3	Acoustics	Refer to item 4.3		
12.4	Equipment	Final Equipment List <i>PMN: issued 02.11.12 as confirmed.</i>	Note	
12.5	Radiation Protection	No issues	Item closed.	BM
12.6	FM	NHS noted that CDS drawings have not been revised in line with previous NHS comments.	BM to resolve with CDS.	BM
12.7	IT	No comments		
12.8	Lifts & Escalators	Lift Finishes comments returned. Core K lift operation comments also provided. Wi-Fi query to be resolved, to be reviewed outwith this forum. MER/NHS to review.	MER/NHS to review + confirm	MER/NHS
12.9	AGVs	Resimulation awaited..	BM to request Swiss Log review – date tbc	BM (DP)

Item No	Description	Discussion/Information	Action Page 747	Action by Whom
12.10	Helipad	Proposals ongoing, tender returns received from FEC and Bayards.		
13.0	Low Carbon/BREEAM	<p>Low Carbon Progress Since Last Meeting (no update provided)</p> <ul style="list-style-type: none"> - Stage 03 Energy Model has presented a major increase in thermal energy. SL noted that target is at risk if trend continues. - Usage profiles requested by SL to assist analysis of equipment/electrical usage. - Possible reduction of number of boilers - Biggest concern/ outstanding issue is Equipment. Interface required with Equipment IT and Catering groups. Ongoing - Whole site energy issued to carbon trust, feedback issued - NHS input to the component selection process required. - Blinds outcome awaited - Radiant panels in ensuites problematic, standardisation being reviewed. - Energy model being updated by ZBP. <p>BREEAM Progress Since Last Meeting (no update since last meeting)</p> <ul style="list-style-type: none"> - SL still not yet seen the A&C BREEAM Report produced by WSP. WSP to update and include SL on distribution list – WSP have submitted report. SL to respond – SL noted no intention to comment. WSP to advise atatus of accreditation. - Photovoltaic option work ongoing - DH requested confirmation of BREEAM application, and when design certificate is provided. Interim design submission ready – draft with BM (DS) - BM confirmed that the report has been issued to BRE, DH noted that it is wholly unacceptable that the NHS did not receive this first. - Efficiency of external lighting to be reviewed. Co-ordination with CCTV – RDD meeting to review when co-ordination is complete. 	<p>BM to urgently confirm submission date / feedback</p> <p>BM to urgently forward to NHS</p>	<p>BM/WSP</p> <p>BM</p>
13.1	Design Progress/Clarifications			
14.0	Art	<p>It is noted that further work is required for the fundraising aspect of the strategy (mainly within the Children's Hospital Integrated Strategy).</p> <p>Art programme ongoing and monitored in Design and Healthy living meeting (next meeting 10.04.12) AB noted 75% complete, enhanced programme issued (DRAFT) timescales and costs ok.</p>	<p>NHS/NA/BM to co-ordinate</p> <p>ongoing</p>	<p>NHS/NA/BM</p> <p>NA</p>
14.1	Design Progress/Clarifications	No comments		

Item No	Description	Discussion/Information	Action Page 748	Action by Whom
15.0	NHS Strategy Documents	No comments	Item Closed	All
15.1	Fire Management Strategy	No further discussion.	note	
15.2	FM Strategy	No items to report		
16.0	AOB	JeMu requested copy of the monthly H+E review minutes.	BM to forward.	
17.0	Date and Time of Next Meeting	05 December 2012 at 2.00pm in the Boardroom, Top Floor, Site Offices.		

Meeting No 22: 05 December 2012, 2.00pm to 4.00pm

ACTION NOTE

Present:

Peter Moir (PM)
 Frances Wrath (FW)
 Mairi Macleod (MM)
 Heather Griffin (HG)
 Karen Connelly (KC)
 Jeff Murdoch (JeM)

Company:

Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)
 URS (URS)

Present:

Liane Edwards (LE)
 Neil McGarry (NM)
 Jim Murray (JMu)
 Gavin Burnett (GB)

Company:

Nightingale Associates (NA)
 WSP Buildings (WSP)
 Brookfield Multiplex (BM)
 Brookfield Multiplex (BM)

Apologies:

Susan Logan (SL)
 Fiona McCluskey (FM)
 Eleanor McColl (EM)
 Jackie Stewart (JS)
 David Hall (DH)

Ecoteric Limited (EC)
 Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)
 Glasgow NHS Board (NHS)
 Currie & Brown (C&B)

Darren Pike (DP)
 Neil Ross (NR)
 Steve Pardy (SP)
 Pete Dunbar (PD)
 Neil Murphy (NM)
 Jim Miller (JMi)
 Ceara Pimley (CP)
 Guy Willis Robb (GWR)
 Grant Wallace (GW)
 Darren Smith (DS)
 Emma White (EW)
 Laura Scott-Simmons
 Steve Nelson (SN)
 Robert O'Donovan (R'oD)
 Brendan Rooney (BR)
 Ken Hall (KH)

Brookfield Multiplex (BM)
 Zisman Bowyer & Partners (ZBP)
 Zisman Bowyer & Partners (ZBP)
 WSP Buildings (WSP)
 Nightingale Associates (NA)
 Ironside Farrar (IF)
 Gillespies (GIL)
 Zisman Bowyer & Partners (ZBP)
 Brookfield Multiplex (BM)
 Brookfield Multiplex (BM)
 Nightingale Associates (NA)
 Gillespies (GIL)
 Gillespies (GIL)
 Mercury Engineering (MEL)
 Mercury Engineering (MEL)
 Brookfield Multiplex (BM)

Distribution: All above plus
 Alan Seabourne (AS)
 Mike Sharples (MS)

Glasgow NHS Board (NHS)
 Brookfield Multiplex (BM)

Item No	Description	Discussion/Information	Action by Whom
1.0	Introductions		
1.1	Open Meeting	Any corrections noted during meeting. LE noted that this was the last meeting of 2012 and suggested the meeting may take an alternative format in 2013 as the project moves into construction phase and design matters are vastly reduced. The group were	DS

Item No	Description	Discussion/Information	Action by Whom
1.2	Confirm Meeting Attendees	amenable to this suggestion and DS had confirmed (pre-meeting) that this would be confirmed and agreed by him.	
2.0	Safety Initiatives	Apologies as noted.	
2.1	CDM Design Progress	Progress Since Last Meeting (report provided by JeM) <ul style="list-style-type: none"> - Report issued to aconex - All consultants confirmed that they had provided contact details for Zutec training. Still confusion about when and where training would take place. - PM noted dissatisfaction with the Labs Zutec setup and requested that the DT do not follow its model as originally requested by JeM. - LE requested that BM urgently set up meeting to discuss wider as-built process. - JeM noted some minor concerns with parapet detailing. JiM confirmed that this has been picked up and is being resolved in envelope DTMs. 	DS
2.2	Maintenance & Operational Issues	<ul style="list-style-type: none"> - Access & Maintenance Workshop took place 05.11.12. Pre RDD meeting arranged for 24.01.13, RDD meeting to follow in Feb 2013. 	Note
3.0	Planning Approvals		
3.1	Planning Conditions Schedule	Updated Schedules since last meeting: <ul style="list-style-type: none"> - NSGH PLANNING CONDITIONS MAIN HOSPITALS (10/01780/DC) RENFREW ROAD ACCESS DISCHARGE STATUS SCHEDULE_13.03.2012 - NSGH (10.02171.DC) DISCHARGE STATUS SCHEDULE (MSC 3 CONSENT - 7 CONDITIONS)_13.03.2012 - NSGH (07.01158.DC) Discharge Status Schedule (Outline A&C +Masterplan)_13.03.2012 Progress Since Last Meeting (Summary provided by JMi) <ul style="list-style-type: none"> - No update since last meeting. - JMu noted that only the update to the helipad in due course is outstanding. 	IF
3.2	Planning Sample Schedule	Updated Schedule sine last meeting: <ul style="list-style-type: none"> - [NSGH – Adult & Children’s Hospital Landscape Material Schedule_rev 14_07-01-12] 	BM

Item No	Description	Discussion/Information	Action by Whom
3.3	Samples & Mock-Ups	<p>- All schedules currently up to date</p> <p>Adult & Children's Hospitals Materials:</p> <ul style="list-style-type: none"> Wand delivery by Structal 06.12.12, some minor refinements required, NHS review schedules w/c 10.12.12. <p>Landscaping Materials:</p> <ul style="list-style-type: none"> Landscaping sample area complete. NHS requested PM review prior to invitation to GCC Planning to sign off. Set samples received, cost analysis complete. Visualisations signed off by NHS – Jmu to liase with Planners 	<p>BM</p> <p>BM</p>
4.0	Building Control		
4.1	Building Warrant Application Schedule	<p>No updated Schedule since last meeting</p> <ul style="list-style-type: none"> [Building Warrant Submission Schedule_NA-XX-DC-000-100_rev 21] <p>Adult & Children's Hospitals Submission Progress (Summary provided by JiM) :</p> <p>Building Warrant submission progress meetings occurring fortnightly – due to BM H+S requirements it has been agreed that BCO will be inducted each visit.</p> <p>Stage 8 – Fire Strategy: Internal review complete, now only 6 maglocks outstanding. 'Dynalock' option being considered by GCC.</p> <p>Stage 14 – Granted, warrant awaited</p> <p>Stage 15 Granted, warrant awaited</p> <p>Stage 16 – Granted, warrant awaited</p> <p>Stage 20 – Granted, warrant awaited</p>	BM

Item No	Description	Discussion/Information	Action by Whom
		<p>.</p> <p>Stage 22 – Above Ground Drainage and Rainwater Granted 20.07.12. Warrant awaited.</p> <p>Stage 22 – Above Ground Drainage and Rainwater Granted, warrant awaited.</p> <p>Stage 24 – Internal Fit-Out Ongoing, approx 65% complete.</p> <p>Stage 25 – Mechanical Ventilation Granted, warrant awaited.</p> <p>Stage 30 – granted 22.09.12, warrant awaited.</p> <p>Stage 31 – granted 26.10.12, warrant awaited.</p> <p>Stage 35 - Application to be made w/e 03.08.12</p> <p>Stage 47 – Granted, warrant awaited.</p> <p>Energy Centre Submission Progress:</p> <p>Stage 5 – Energy Centre Envelope: Granted, warrant awaited.</p>	
4.2	Meeting Schedule	<p>No updated Schedule since last meeting, however meetings to take place fortnightly in 2013.</p> <p>- [NSGH Building Control Meeting Schedule_01-03-11]</p>	
4.3	Design Issues - Atrium	<p>JMu confirmed that ETFE pack will be ready for presentation to NHS during next month. Next workshop 04.12.12. Vector Foiltec to issue design note on PV option to ETFE.</p> <p>PMI issued for YCF enhancements to NCH atrium. NA requested markup of requirements. PMN: received December 2012.</p> <p>General discussion took place regarding the atrium design and all agreed that ACL require to update with findings on acoustic analysis. JiM to arrange.</p>	<p>JiM</p> <p>JiM</p>

Item No	Description	Discussion/Information	Action by Whom
5.0	Design Compliance/ER's	No items to report	
6.0	Design Sign-Off/RDD/Mock-Ups		
6.1	RDD Schedule	<p>The updated RDD Drawing Submission Schedule was issued by BM prior to the meeting.</p> <p>- [RDD Master Schedule_BCL-AC-XX-SH-001_rev 17]</p> <p>NHS Progress update overview : NHS confirmed all returns virtually up to date, NA noted these have not filtered through the system yet. Anti-Lig ongoing, meeting 08.11.12</p> <p>NA noted that 1:50 sweep up meetings have commenced and are so far going well.</p>	BM
6.2	RDD Design Workshops	<p>Escape signage workshops to commenced.</p> <p>NHS requested new calendar of meetings for 2013 so that diaries can be planned. LE still to table for discussion</p>	LE
6.3	RDD Drawing Sign-Off Process	No comments	
6.4	Sample Sign Off	No comments	BM
7.0	RFI's		
7.1	RFI Schedule	RFI schedule issued from NHS to BM. To be circulated for review + future reporting by BM. Item still outstanding, but progressing. Follow up meeting required. BM Design Management to progress.	Ongoing
8.0	Architectural Design Progress/Clarifications		
8.1	1:50 Department Design /User Group Meetings (UGM)	No comments.	

Item No	Description	Discussion/Information	Action by Whom
8.2	Room Elevations	No comments.	
8.3	Standardisation Document	Item Closed	
8.4	Atrium and Sanctuary Design	Adult Atrium: Currently reviewing feature lighting. Children's Atrium: Revised materiality to be presented in due course	
8.5	Bed Head Trunking	Co-ordination with equipment reviewed during last round, any further comments will be reviewed and discussed during sweep up meetings. Lengths are not altering at present.	
8.6	Pendants	No comments	
9.0	M&E Design Progress/Clarifications		
9.1	M&E Design Progress	Progress Since Last Meeting (NO UPDATE – NO ZBP ATTENDANCE) <i>ZBP have now completed the design of all zones within the hospitals and the final pre RDD meeting for Zone C is planned for 21st August. The remaining two plant areas (Children's and Tower) are due for completion towards the end of August. The final Low Carbon report for the design stage can then be completed and is targeted for issue in October.</i> <i>Ongoing activities include final coordination with structural penetrations, reviewing of technical submissions and assisting Mercury with the development of their installation information.</i>	
9.2	M&E Design Clarifications M&E Equipment Lists	<ul style="list-style-type: none"> - NHS have confirmed no. of ultra clean canopies to theatres via PMI. BM to forward. - NHS confirmed that remainder of the equipment lists will be issued soon, date tbc. 	

Item No	Description	Discussion/Information	Action by Whom
		<ul style="list-style-type: none"> - ZBP confirmed that currently all equipment component information is based on assumptions. ZBP's list of assumptions has been issued to the Board 	
10.0	Structural & Civil Design Progress/Clarifications		
10.1 (10.2)	Structural and Civil Design Progress	<p>Progress Since Last Meeting (Summary provided by NMCG)</p> <ul style="list-style-type: none"> - Slab Design virtually complete - All columns to level 7 T3 status - Underground drainage complete - T2 Neuro bridge ongoing - T2 Neo bridge ongoing - Section 56 ongoing - NCH plant steel out to tender, tenders returned and being reviewed by BM - L12 plant steel to be progressed, due to be completed 2012. - Helipad update ongoing. 	
10.2 (10.3)	Structural Design Clarifications	<p>Neo-Natal Link bridge meeting took place to review RDD comments, progress and construction aspirations. DT now progressing.</p> <p>NMCG noted that a workshop is required to review constructional logistics.</p>	
11.0	Masterplanning & Landscape Design Progress/Clarifications	<p>Progress Since Last Meeting (written progress report provided by CP)</p> <ul style="list-style-type: none"> - Courtyards T2 Hardworks Package: RDD Board comments received. Stepping stone detail for pebble courtyards in development. T3 courtyards to be issued sequentially beginning 19th Nov. - Courtyards T2 Softworks Package: RDD Board comments received. T3 being produced. - Site Wide T2 Hardworks Package: under review - issue to BM scheduled 22nd Nov. - Alternative granite paving colours: RDD Board sign off received. Progressing with planning review. - External and façade lighting workshops ongoing. - Board requested clarification on cycle parking. Site wide cycle parking satisfies BREEAM requirements. 200 covered cycle spaces required (not stands). Each of the two Inside/Outside cycle shelters should accommodate a minimum of 42 cycles, i.e. 21 cycle stands which take two cycle each. Gillespies drawing GIL-EW-XX-PL-700-030 will be updated to reflect any recent masterplan updates. 	

Item No	Description	Discussion/Information	Action by Whom
11.1	Masterplanning & Landscape Design Progress	No comments	
11.2	External Lighting	No comments	
12.0	Specialist Design Issues	NHS/BM have met to discuss specialist areas. Installation and scope discussed, further detail to follow.	BM/NHS
12.1	General	Further to BM non attendance at the first meetings, dates have been rearranged.	
12.2	Fire	DH has received BH comments and will meet with DS directly.	NHS
12.3	Acoustics	Refer to item 4.3	
12.4	Equipment	Final Equipment List NHS noted this has not been received in a workable format.	
12.5	Radiation Protection	No issues	BM
12.6	FM	NHS noted that CDS drawings have not been revised in line with previous NHS comments.	BM
12.7	IT	No comments	
12.8	Lifts & Escalators	Lift Finishes comments returned. Core K lift operation comments also provided. Wi-Fi query to be resolved, to be reviewed outwith this forum. MER/NHS to review.	MER/NHS
12.9	AGVs	Resimulation awaited..	BM (DP)
12.10	Helipad	Proposals ongoing, tender returns received from FEC and Bayards.	
13.0	Low Carbon/BREEAM	Low Carbon Progress Since Last Meeting (no update provided) <ul style="list-style-type: none"> - Stage 03 Energy Model has presented a major increase in thermal energy. SL noted that target is at risk if trend continues. - Usage profiles requested by SL to assist analysis of equipment/electrical usage. - Possible reduction of number of boilers - Biggest concern/ outstanding issue is Equipment. Interface required with Equipment IT and Catering groups. Ongoing - Whole site energy issued to carbon trust, feedback issued 	

Item No	Description	Discussion/Information	Action by Whom
		<ul style="list-style-type: none"> - NHS input to the component selection process required. - Blinds outcome awaited - Radiant panels in ensuites problematic, standardisation being reviewed. - Energy model being updated by ZBP. <p>BREEAM Progress Since Last Meeting (no update since last meeting)</p> <ul style="list-style-type: none"> - SL still not yet seen the A&C BREEAM Report produced by WSP. WSP to update and include SL on distribution list – WSP have submitted report. SL to respond – SL noted no intention to comment. WSP to advise atatus of accreditation. - Photovoltaic option work ongoing - DH requested confirmation of BREEAM application, and when design certificate is provided. Interim design submission ready – draft with BM (DS) - BM confirmed that the report has been issued to BRE, DH noted that it is wholly unacceptable that the NHS did not receive this first. - Efficiency of external lighting to be reviewed. Co-ordination with CCTV – RDD meeting to review when co-ordination is complete. - NMcG(WSP) confirmed that some clarifications are ongoing with the application and current status is 58% however project on course to meet target. 	<p>BM/WSP</p> <p>BM</p>
13.1	Design Progress/Clarifications		
14.0	Art	<p>It is noted that further work is required for the fundraising aspect of the strategy (mainly within the Children's Hospital Integrated Strategy).</p> <p>Art programme ongoing and monitored in Design and Healthy living meeting (next meeting 10.04.12) AB noted 75% complete, enhanced programme issued (DRAFT) timescales and costs ok.</p> <p>LE noted that a PMI is awaited for the design of the NCH floor; this currently sits with the artists.</p>	<p>NHS/NA/BM</p> <p>NA</p>
14.1	Design Progress/Clarifications	No comments	
15.0	NHS Strategy Documents	No comments	All
15.1	Fire Management Strategy	No further discussion.	
15.2	FM Strategy	No items to report	
16.0	AOB	JeMu still awaits of the monthly H+E review minutes.	JiM
17.0	Date and Time of Next Meeting	09 January 2012 at 2.00pm in the Boardroom, Top Floor, Site Offices.	

Item No	Description	Discussion/Information	Action by Whom
		2013 meeting Dates as follows: 09 January 2013 06 February 2013 06 March 2013 03 April 2013 01 May 2013 05 June 2013 03 July 2013 07 August 2013 04 September 2013 02 October 2013 06 November 2013 04 December 2013	

Meeting No 24: 09 January 2013, 2.00pm to 4.00pm

ACTION NOTE

Present:	Company:	Present:	Company:
Frances Wrath (FW)	Glasgow NHS Board (NHS)	Gavin Burnett (GB)	Brookfield Multiplex (BM)
Mairi Macleod (MM)	Glasgow NHS Board (NHS)	Jason Truscott (JT)	IBI Nightingale (IBIN)
Heather Griffin (HG)	Glasgow NHS Board (NHS)	Ceara Pimley (CP)	Gillespies (GIL)
Karen Connelly (KC)	Glasgow NHS Board (NHS)	Neil McGarry (NM)	WSP Buildings (WSP)
Fiona McCluskey (FM)	Glasgow NHS Board (NHS)		
Apologies:			
Susan Logan (SL)	Ecoteric Limited (EC)	Darren Pike (DP)	Brookfield Multiplex (BM)
Eleanor McColl (EM)	Glasgow NHS Board (NHS)	Neil Ross (NR)	Zisman Bowyer & Partners (ZBP)
Jackie Stewart (JS)	Glasgow NHS Board (NHS)	Steve Pardy (SP)	Zisman Bowyer & Partners (ZBP)
David Hall (DH)	Currie & Brown (C&B)	Pete Dunbar (PD)	WSP Buildings (WSP)
Jeff Murdoch (JeM)	URS (URS)	Neil Murphy (NM)	IBI Nightingale (IBIN)
Peter Moir (PM)	Glasgow NHS Board (NHS)	Jim Miller (JMi)	Ironside Farrar (IF)
Liane Edwards (LE)	IBI Nightingale (IBIN)	Grant Wallace (GW)	Brookfield Multiplex (BM)
Jim Murray (JMu)	Brookfield Multiplex (BM)	Darren Smith (DS)	Brookfield Multiplex (BM)
Emma White (EW)	IBI Nightingale (IBIN)		
Distribution: All above plus		Laura Scott-Simmons	Gillespies (GIL)
Alan Seabourne (AS)	Glasgow NHS Board (NHS)	Steve Nelson (SN)	Gillespies (GIL)
Mike Sharples (MS)	Brookfield Multiplex (BM)	Robert O'Donovan (R'oD)	Mercury Engineering (MEL)
		Brendan Rooney (BR)	Mercury Engineering (MEL)
		Ken Hall (KH)	Brookfield Multiplex (BM)

Item No	Description	Discussion/Information	Action by Whom
1.0	Introductions		
1.1	Open Meeting	Any corrections noted during meeting.	Note

Item No	Description	Discussion/Information	Action by Whom
1.2	Confirm Meeting Attendees	Apologies as noted.	
2.0	Safety Initiatives		
2.1	CDM Design Progress	Progress Since Last Meeting (No report provided by JeM) <ul style="list-style-type: none"> - Training commenced on Zutec. - Agreed NSGH model will be different to that used on Labs. Full detail required. - As-built meeting held 21.01.13, moving forward with actions. 	JW
2.2	Maintenance & Operational Issues	<ul style="list-style-type: none"> - Access & Maintenance RDD meeting arranged for 07/02/13 	Note
3.0	Planning Approvals		
3.1	Planning Conditions Schedule	No update since last meeting: <ul style="list-style-type: none"> - NSGH PLANNING CONDITIONS MAIN HOSPITALS (10/01780/DC) RENFREW ROAD ACCESS DISCHARGE STATUS SCHEDULE_13.03.2012 - NSGH (10.02171.DC) DISCHARGE STATUS SCHEDULE (MSC 3 CONSENT - 7 CONDITIONS)_13.03.2012 - NSGH (07.01158.DC) Discharge Status Schedule (Outline A&C + Masterplan)_13.03.2012 Progress Since Last Meeting (Summary provided by JMi) <ul style="list-style-type: none"> - No update since last meeting. - JMu noted that only the update to the helipad in due course is outstanding. 	IF
3.2	Planning Sample Schedule	No update since last meeting: <ul style="list-style-type: none"> - [NSGH – Adult & Children’s Hospital Landscape Material Schedule_rev 14_07-01-12] - All schedules currently up to date 	BM
3.3	Samples & Mock-Ups	Adult & Children’s Hospitals Materials: <ul style="list-style-type: none"> • Wand; meeting arranged for 07/02/13 between Alan Seabourne and Alan Keeley to agree way forward. 	BM

Item No	Description	Discussion/Information	Action by Whom
		Landscaping Materials: <ul style="list-style-type: none"> - Ongoing; Gillespies working though Planning conditions with Jim Miller. 	
4.0	Building Control		
4.1	Building Warrant Application Schedule	<p>Current schedule Rev 25, issued 03/12/12</p> <ul style="list-style-type: none"> - [Building Warrant Submission Schedule_NA-XX-DC-000-100_rev 25] <p>Adult & Children's Hospitals Submission Progress (Summary provided by JT) :</p> <p>Building Warrant submission progress meetings occurring fortnightly.</p> <p>Stage 8 – Fire Strategy: All additional smoke control doors now agreed. Only outstanding item relates to friction loss calculations for the dry risers. Meeting set up with GCC BCO and SF&R to review.</p> <p>Stage 10 – Granted, warrant awaited</p> <p>Stage 13 Granted, warrant awaited</p> <p>Stage 35 – Granted, warrant awaited</p> <p>Stage 24 – Internal Fit-Out Ongoing, approx 75% complete. View for Accessible WC travel distances lodged with GCC BCO.</p> <p>Energy Centre Submission Progress:</p> <p>Stage 5 – Energy Centre: Tread safety painting of west and central star</p>	BM
4.2	Meeting Schedule	<p>No updated Schedule since last meeting, however meetings to take place fortnightly in 2013.</p> <ul style="list-style-type: none"> - [Next meeting arranged for 12 February 2013] 	

Item No	Description	Discussion/Information	Action by Whom
5.0	Design Compliance/ER's	No items to report	
6.0	Design Sign-Off/RDD/Mock-Ups		
6.1	RDD Schedule	<p>No update since last meeting.</p> <p>- [RDD Master Schedule_BCL-AC-XX-SH-001_rev 17]</p> <p>NHS Progress update overview: NHS confirmed all returns virtually up to date, NA to check whether all had now filtered through.</p> <p>NA noted that 1:50 sweep up meetings are so far going well.</p>	
6.2	RDD Design Workshops	<p>Escape signage RDD now completed</p> <p>NHS requested new calendar of meetings for 2013 so that diaries can be planned. Calendar now issued.</p>	Note
6.3	RDD Drawing Sign-Off Process	No comments	
6.4	Sample Sign Off	No comments	BM
7.0	RFI's		
7.1	RFI Schedule	RFI schedule issued from NHS to BM. To be circulated for review + future reporting by BM. Item still outstanding, but progressing. Currently being managed through weekly meetings.	Ongoing
8.0	Architectural Design Progress/Clarifications		
8.1	1:50 Department Design /User Group Meetings (UGM)	Addendum to PMI168 Lig lights awaited.	

Item No	Description	Discussion/Information	Action by Whom
8.2	Room Elevations	No comments.	NA
8.3	Standardisation Document	Item Closed	
8.4	Atrium and Sanctuary Design	Adult and NCH Atria to be presented 19 February 2013.	
8.5	Bed Head Trunking	No comments	
8.6	Pendants	NA incorporating revised locations/graphics on RCPs, 1:50s will be revised – position only, graphic to be updated during as-built phase.	
9.0	M&E Design Progress/Clarifications		
9.1	M&E Design Progress	<p>Progress Since Last Meeting (NO UPDATE – NO ZBP ATTENDANCE)</p> <p><i>ZBP have now completed the MEP design of the hospitals. Final coordination issues are being completed regarding interface between Plantroom 41 and DCFP, and the helipad interface with the plantroom.</i></p> <p><i>Final discussions relating to the Low Carbon meetings and tracker will be concluded during February.</i></p> <p><i>Ongoing activities include contributing to the 1:50 sweep-up, responses to RDD comments, review of technical submissions and assisting Mercury with the development of their installation information.</i></p>	
9.2	M&E Design Clarifications M&E Equipment Lists	<ul style="list-style-type: none"> - No comments - No comments 	

Item No	Description	Discussion/Information	Action by Whom
10.0	Structural & Civil Design Progress/Clarifications		
10.1 (10.2)	Structural and Civil Design Progress	Progress Since Last Meeting (Summary provided by NMCG) <ul style="list-style-type: none"> - Concrete frame design complete - Steelwork issued for construction - T2 Neuro complete - T2 Neo complete - Section 56 ongoing, meeting arranged for week commencing 11/02/13. - Helipad ongoing. Targeting end of March for design completion. 	
10.2 (10.3)	Structural Design Clarifications	No comments	
11.0	Masterplanning & Landscape Design Progress/Clarifications	Progress Since Last Meeting (provided by CP) <ul style="list-style-type: none"> - Courtyards: Construction commenced Jan 2013. T3 drawing package progressing. - Site wide external works: Updated T2 issued to BM end of 2012. Meeting attended with BM and NHS Board to review hard landscape, street furniture, play equipment, Children's roof garden furniture Friday 1st Feb 2013. Site wide Soft Landscape T2 drawings also issued for Board sign-off. - Landscape Maintenance and Management Plan: DRAFT maintenance document issued to BM for review with NHS Board. The document is a work in progress and at present covers only the roofs and courtyards. It will be developed further in line with the Access and Maintenance protocols as well as expanded upon to cover the site wide landscape maintenance and will form part of the O+M Manual for the development. - Planning submission: Drawings issued Fri 11th Jan 2013 to close outstanding conditions relating to setting out patterns for paving, street furniture, lighting fixtures. Updated Biodiverse Roof to be issued 'for information' showing removal of green/brown roof from OPD. Courtyards plans and site wide soft landscape plans issued 'For Information'. - Inside/Outside Shelters: Review meetings attended with BM, ZM Architects and Jephson Robb. Board review meeting attended Monday 4th Feb 2013. - External and facade lighting; final design on route to Board for sign-off. - Buss shelters; Board to confirm 2 for relocation; remaining to stay where they are. 	

Item No	Description	Discussion/Information	Action by Whom
		Meeting set up 07/02/13. - Courtyard 8 ; Final CDS information received. Coordinated layout to be issued to the Board for review.	Gillespies
11.1	Masterplanning & Landscape Design Progress	No comments	
11.2	External Lighting	No comments	
12.0	Specialist Design Issues	NHS/BM review ongoing	BM/NHS
12.1	General	No comment	
12.2	Fire	JT confirmed 1:500 strategy plans, picking up on RDD and Building Control items, to be issued 08/02/13. 1:200 set to follow.	Note
12.3	Acoustics	Refer to item 4.3	
12.4	Equipment	Final Equipment List No comments	
12.5	Radiation Protection	No comments	
12.6	FM	No comments	
12.7	IT	No comments	
12.8	Lifts & Escalators	WiFi compliance to be confirmed.	BM
12.9	AGVs	Resimulation awaited..	BM (DP)
12.10	Helipad	Proposals ongoing with Bayards.	
13.0	Low Carbon/BREEAM	Low Carbon Progress Since Last Meeting (no update since last meeting) - Stage 03 Energy Model has presented a major increase in thermal energy. SL noted that target is at	

Item No	Description	Discussion/Information	Action by Whom
		<p>risk if trend continues.</p> <ul style="list-style-type: none"> - Usage profiles requested by SL to assist analysis of equipment/electrical usage. - Possible reduction of number of boilers - Biggest concern/ outstanding issue is Equipment. Interface required with Equipment IT and Catering groups. Ongoing - Whole site energy issued to carbon trust, feedback issued - NHS input to the component selection process required. - Blinds outcome awaited - Radiant panels in ensuites problematic, standardisation being reviewed. - Energy model being updated by ZBP. <p>BREEAM Progress Since Last Meeting (no update since last meeting)</p> <ul style="list-style-type: none"> - SL still not yet seen the A&C BREEAM Report produced by WSP. WSP to update and include SL on distribution list – WSP have submitted report. SL to respond – SL noted no intention to comment. WSP to advise atatus of accreditation. - Photovoltaic option work ongoing - DH requested confirmation of BREEAM application, and when design certificate is provided. Interim design submission ready – draft with BM (DS) - BM confirmed that the report has been issued to BRE, DH noted that it is wholly unacceptable that the NHS did not receive this first. - Efficiency of external lighting to be reviewed. Co-ordination with CCTV – RDD meeting to review when co-ordination is complete. - NMcG(WSP) confirmed that some clarifications are ongoing with the application and current status is 58% however project on course to meet target. 	<p>BM/WSP</p> <p>BM</p>
13.1	Design Progress/Clarifications		
14.0	Art	<p>It is noted that further work is required for the fundraising aspect of the strategy (mainly within the Children's Hospital Integrated Strategy).</p> <p>Art programme ongoing and monitored in Design and Healthy living meeting (next meeting week commencing 11/02/13)</p> <p>AB noted 75% complete, enhanced programme issued (DRAFT) timescales and costs ok.</p> <p>LE noted that a PMI is awaited for the design of the NCH floor; this currently sits with the artists.</p>	NHS/NA/BM
14.1	Design Progress/Clarifications	Discussions regarding dignified spaces ongoing.	BM/NHS

Item No	Description	Discussion/Information	Action by Whom
15.0	NHS Strategy Documents	No comments	
15.1	Fire Management Strategy	No further discussion.	
15.2	FM Strategy	No items to report	
16.0	AOB	Going forward any agenda items will be picked up in the Construction Progress Meeting.	
17.0	Date and Time of Next Meeting	None planned	

ACTION NOTE

Present:

Alan Seabourne (AS)
David Hall (DH)
Paul Serkis (PM)
Tim Bicknell (TB)

Alan McCubbin (AMc)
Douglas Ross (DR)
Peter Moir (PM)
Shiona Frew (SF) (Notes)
David Bower (DB)

Chris Lovejoy (CL)
Ed McIntyre (EM)
Ross Ballingall (RB)

Darren Smith (DS)
Neil Murphy (NM)
Steve Pardy (SP)

Apologies:

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Welcome and Apologies	AS welcomed everyone to the 1 st Project Steering Group. Apologies were intimated on behalf of David Bower.	-	-
2.	Action Note from PMG (16/03/2010)			
	<ul style="list-style-type: none"> Telephone Mast 	<p>DS advised that the latest drawing of the telephone mast and road arrangement had been issued to H McDerment.</p> <p>He reported that at the last GCC Planning Meeting the planners were keen that the trees were saved and that mast moved however BCL were continuing to develop the masterplan on the basis of losing trees to save moving the mast. A check will need to be undertaken to ascertain if there are any Tree Preservation Orders in place.</p>	-	-
	<ul style="list-style-type: none"> Early Warnings 	The Early Warnings had been discussed at the Commercial Group meeting earlier that day – no further update was provided.	-	-
	<ul style="list-style-type: none"> Bore hole water 	A meeting to discuss boreholes and the 33kv would take place later that day – no further update was provided.	-	-
	<ul style="list-style-type: none"> Acoustics 	AS confirmed that the Board and Currie & Brown were still trying to obtain acoustics information in relation to the helipad	Helicopter acoustics information to be obtained	DH/AS
	<ul style="list-style-type: none"> Food Waste 	AS enquired if PS had forwarded the email and this was confirmed. PM advised that he had sent the information onto K Connelly.	PM to respond to PS re food waste system	PM
	<ul style="list-style-type: none"> Vacuum System 	AS enquired about the email he had been sent re vacuum system. CL advised that discussions are ongoing in relation to the vacuum system however BCL were not in favour of a complete vacuum system.	CL to provide update on vacuum system	CL

Item No	Item	Discussion/Information	Action	Action by Whom
4.	Review of progress since 1 st January 2010 (cont'd)			
	<ul style="list-style-type: none"> Adult & Children's Design 	NM advised that the User Group meetings at 1:200 stage were going well. Nightingales were tracking the 1:200 development using RAG status coding. Most of the User Group 1:200 designs were green in status however there were still a few which were amber and red status. There had been good interaction in the 1:200 User Group meetings and the Architects, Healthcare Planners and Board reps teams were working effectively as a team. AS advised that there were a couple of issues which would require further discussion i.e. lamina theatres. NM reported that the overall 1:200 design process was progressing well.	-	-
	<ul style="list-style-type: none"> Equipment Group 	DH advised that there had now been a couple of Equipment Group meetings. The equipment lists were still to be developed and discussions were on-going as to how best the equipment list should be prepared. It was proposed to prepare an equipment spreadsheet. DH would liaise with Robert Stewart re preparation of an equipment spreadsheet. PS advised that they had used an equipment spreadsheet on the Peterborough Project and that he could supply a copy of the spreadsheet format for populating by the Board team.	DH to liaise with RS and consider utilising the spreadsheet from the Peterborough project.	DH
	<ul style="list-style-type: none"> Design and Healthy Environment Group 	PM advised that initial meetings had taken place with the BCL team. The remit was for BCL to develop the design strategy for the project. Ginkgo are currently recruiting for 2 artists. Work is being undertaken to identify the costs and overall strategy for the Full Business Case. Anna Baxendale (AB) had raised concern about BCL's team engaging with the wider community. DS reported that AB had agreed to liaise with Mark McAllister. The next group meeting would take place on 6 th April and engaging with the wider community would be discussed at this meeting.	DS to liaise with AB re engaging with the wider community	DS
	<ul style="list-style-type: none"> Payments Process 	PS advised that the payments process was going well.	-	-
	<ul style="list-style-type: none"> Early Warnings Process 	PS advised that the Early Warning were being effectively managed through the Commercial Group.	-	-
		He reported that BCL would need to review the cashflows against project allocations.	PS to review cashflows against project allocations	PS
	<ul style="list-style-type: none"> Labs Stage D to E 	PS advised that work to complete the Labs Stage D to E costs was progressing well. The next meeting to discuss the Labs Stage D to E had been scheduled for 6 th April 2010.		
	<ul style="list-style-type: none"> Piling 	PS advised that the piling work was progressing well.	-	-
	<ul style="list-style-type: none"> Fencing 	PS advised that BCL had contracted the fencing work to Darfen who were a local company which was good for Community Benefits. Darfen had recently started on the site.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
4.	Review of progress since 1 st January 2010 (cont'd)			
	<ul style="list-style-type: none"> Site Cabins 	PS advised that the site cabins would be arriving on 6 th April. BCL were currently having problems with BT in relation to their IT set-up. AS enquired if there were any IT issues for the Board site set-up and it was confirmed that there were presently no issues as a route to hardwire the Board's IT into the existing estate had been found. AS reported that the Board would be willing to give assistance to BCL in their discussions with BT.	-	-
	<ul style="list-style-type: none"> Security 	RB advised that the interviews for the Security Contract had taken place. AK would present the conclusion of the interviews to AS prior to the award of the contract.	AK to meet with AS to discuss Security Contract Award	AK/RB
	<ul style="list-style-type: none"> Community Engagement 	PS advised that the Community Engagement website would be going live at the end of March 2010. It was agreed that PS and MM should meet with AS to further discuss Community Engagement.	SF to organise meeting of PS, AS and MMc to discuss Community Engagement	SF
	<ul style="list-style-type: none"> Health & Safety 	PS advised that there had been no accidents on site to date. RB reported that BCL had recently recruited Ian Armstrong to the post of Regional H&S Manager. Ian was previously the H&S Manager for Bovis.	-	-
5.	Planning Update			
	<ul style="list-style-type: none"> Transport 	<p>NM reported that discussions with the GCC Planning Dept had been separated into 4 work-streams of 1) Transport, 2) Drainage, 3) Architecture and Landscaping. He would update on each work-stream separately as follows:</p> <p>There had been 2 workshops to date focusing on transport. The Planners had provided good positive feedback on the Hub. They have asked to see a vision model. It will take 4 weeks to prepare the vision model and this would be instructed asap.</p> <p>Proposals had been provided on the major junctions and comments back were awaited. Good progress had been achieved to date. AS enquired if the activity information supplied to WSP was as required. NM advised that he would liaise with WSP to check if any further information was required.</p> <p>The model being provided to the City Council is not being 'badged' as a Masterplan which allowed time to further refine the Masterplan. Further fine tuning work to the Masterplan was required. He was not sure if it would be ready for the 21st April but stressed that this was the date that everyone continued to work towards. In a practical sense the Masterplan would not be required until 10 days hence submission date.</p> <p>DH enquired if there were any key transport issues/risks still outstanding i.e. SPT. NM advised that the masterplan was currently being progressed at a different level however the architecture and landscaping would be linked into the Masterplan.</p>	<p>NM to organise for vision model.</p> <p>NM to check if WSP required any further activity information.</p> <p>NM to continue to work to 21st April City Council date.</p> <p>-</p>	<p>NM</p> <p>NM</p> <p>NM</p>

Item No	Item	Discussion/Information	Action	Action by Whom
5.	Planning Update (cont'd) <ul style="list-style-type: none"> <i>Transport</i> 	<p>DS reported that BCL were keen to continue to maintain relationships with the key players and that they will continue to liaise with the smaller group.</p> <p>AS enquired about the drop-off issue and stressed that it would be unacceptable to not have drop-off points. DS advised that he had reiterated to Tony Hughes that drop-off points were something that the Board/BCL wanted and that they would continue to work on the drop-off proposals. DH suggested that there may have been a misunderstanding of the drop-off proposals.</p>	<p>-</p> <p>-</p>	<p>-</p> <p>-</p>
	<p><i>Drainage</i></p> <p><i>Landscape</i></p>	<p>NM advised that the hub was driving the drainage discussions. BCL had met with the Planners twice to specifically discuss the drainage proposals. A CCTV Survey of Jenny's and Linthouse Burns was being undertaken. Agreement in principle for an inverted siphon arrangements had been reached with respect to the culvert diversion. WSP would be progressing the site-wide drainage model now that the hub was set.</p> <p>PM reported that the Board had been requested to submit a letter in respect to the SUDS Maintenance and he requested that WSP provide a form of words to cover the SUDS Maintenance and the commitment requirements.</p> <p>AS enquired if approval of the drainage proposals was time critical and it was confirmed that the drainage approval was linked to the roads construction consent so it could become time critical.</p> <p>PM intimated that the landscape design illustrated an open suds area and DS reported that there was one flood area. DH stressed that the Masterplan would need to take cognisance of the planning condition in relation to standing water.</p> <p>NM reported that BCL now have a draft final masterplan to work with and detail up. DS would present the masterplan to PM in due course.</p> <p>NM advised that 2 workshops had been had with the GGC Planners to specifically discuss Landscaping. The focus for discussions had been the connection of the Children's Hospital Park with the central park. Work had been concentrated on looking at the linkages. At the last meeting the planners were satisfied with the proposals. NM reported that the Children's Hospital had been opened to get a clearer view into however the architecture of the Children's Hospital was unchanged. In relation to Landscaping the Masterplan was currently in a raw state. DH enquired if the Planners had been shown the access to the Car Park (off Hardgate Road) and NM confirmed that they had been shown the access to the Car Park however work was on-going to finalise the orientation and ramps of the car-park, this work was fine-tuning work. AS requested that a pre-run of the A&DS presentation was provided.</p>	<p>-</p> <p>WSP to provide PM with wording for response in relation to SUDS Maintenance</p> <p>-</p> <p>Masterplan to take cognisance of conditions</p> <p>Present Masterplan to PM</p> <p>-</p>	<p>-</p> <p>NM/RB</p> <p>-</p> <p>NM</p> <p>DS</p> <p>-</p>

Item No	Item	Discussion/Information	Action	Action by Whom
5.	Planning Update (cont'd) <i>Architecture</i>	<p>NM advised that he had explained to the Planners the importance of integrating the hospitals architecture with that of the hospitals. The principles for the Labs Facility had been developed. He had worked to explain that the hospitals have 4 faces and work to identify the colour palettes was taking place. The agreed facade finishes for the forthcoming Multi-storey Car Park would also need to be rolled out to all the proposed multi-storey car-parks.</p> <p>The Planners were on board with the linkage of the kids park to the central park.</p> <p>He reported that he was not sure how difficult the Planners will be in respect to the facade materials for the scheme however he was certain that materials could be identified to suit the Planners requirements. A great deal of effort had been made to ensure the Planners were satisfied with the Architecture proposals. By establishing high level principles the Architecture team had been able to address their issues however the issue of materials remained outstanding. It was anticipated that the Planners will want some sort of kudos on materials. Work was on-going to identify and demonstrate samples to them.</p> <p>DH enquired how high the Car Park would be and NM suggested that there were a couple of options as a ball park figure it would be 8 storeys.</p> <p>RB suggested that the timescale for agreeing the façade materials was becoming critical and enquired if there was anyone for the Board who could assist BCL to achieve the Planners agreement. AS reported that he would raise the issue at Senior Board level if/when required. DH suggested that the Planners commitment to the materials would be for the 22nd June 2010. DS advised that BCL were trying to give them as much information as possible for the June Planning Committee so as an August Committee would not be requested and the few matters remaining could be dealt with through delegated authority.</p> <p>NM stressed that it was important to prepare a Masterplan which the Planners can commit to prior to presenting to A&DS.</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>BCL to confirm if assistance is required from the Board</p> <p>-</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>RB</p> <p>-</p>

Item No	Item	Discussion/Information	Action	Action by Whom
6.	A&DS Submission	<p>NM advised that the information would be submitted to A&DS on the 31st March 2010. The A&DS pro-forma was 3 sides of A4 to cover the following :</p> <ol style="list-style-type: none"> 1. Description of site and immediate surroundings 2. Project background 3. Description of current proposals <ol style="list-style-type: none"> a. Client's brief and aspirations for the project b. Design Narrative c. Sustainability statement d. Size e. Cost f. Client and Project Team g. Proposed procurement route h. Anticipated programme 4. Historic context 5. Design development 6. Key drawings <p>The submission would be based on the bid information therefore would not contain information that the Board did not know about. The GCC Planners have requested that A&DS do not receive information which they haven't already seen. A pre-meeting with the planners would take place on the 20th April 2010 to show them Masterplan and any modelling, etc. The Masterplan showing the linkages between that the two parks would then be presented to A&DS on the 22nd April 2010.</p> <p>AS requested that NM contact Heather Chapple to advise on the information which would submitted and that which would be presented. PM was requested to attend the GCC Planners meeting taking place on the 20th April 2010.</p> <p>AS enquired what would happen should the Masterplan not be approved by the GCC Planners on the 20th April. NM advised that should the Planners not be happy with a piece of information then it would be pulled from the A&DS submission. He advised that he could meet with PM, HC and DS to run through the information and explain the augmentation and steps taken in making the scheme more robust. DH suggested that NM should speak to HC re the logistics for the A&DS Review information. NS advised that he would provide a copy of the A&DS information to AS and would organise a pre-meeting. RB enquired if there was an opportunity to provide A&DS with an addendum pack nearer the time. AS requested NM to liaise with HC.</p>	<p>-</p> <p>-</p> <p>NM to liaise with Heather Chapple</p> <p>NM to provide a copy of the A&DS Information to AS</p>	<p>-</p> <p>-</p> <p>NM</p> <p>NM</p>

Item No	Item	Discussion/Information	Action	Action by Whom
7.	Programmes	<p>AS enquired if there was any comments in respect to the programmes. PM advised that the programme for Stage 1 required more detail i.e. need to be able to see how drawing approvals fit in and that he would meet with DB to discuss the programmes. RB reported that there is an issue around the co-ordination of programmes. The programmes would be revised over the next 10 days to incorporate AEDET which was a very details piece of work. He suggested that PM and DH should be involved in the AEDET discussion.</p> <p>PM reported that the programmes needed to be at a level of detail for the Board to identify key dates requiring Board decision. RB suggested that a 'Monthly Look-ahead' should be added to the Laboratory Medicine Project Group agenda.</p> <p>DH stressed that the 'sign-off' of the programmes should take place on a monthly basis and one reason for them not being signed-off is if they do not contain adequate information. It was suggested that a 'Monthly Look-ahead' should also be a standing item on the PMG agenda. Agreement will need to be reached as to what information needs to be included from other works programmes i.e. piling. AS suggested that a ½ day session to review and agree the programme should be arranged. The attendees for this session should be PM, DH & DB.</p> <p>RB reported that in respect to the Labs Project site progress was good. The piling was ahead of schedule. Information at this time was very hand to mouth. There had been issues with URS which had been resolved. Consideration would need to be given to the long lead items. In relation to the stage 2 programme progress was generally very good. There were some areas which were behind and some which were ahead of programme. There is a need to be vigilant going forward to ensure that departmental sign-off is achieved on time. AS reported that Cammy Howie, Associate Medical Director had conveyed positive feedback in relation to the process.</p> <p>DH enquired at what point would the PSG see the flow of change. RB advised at the 1:200 stage the PSG would begin to see the flow of change however there had been no changes worthwhile raising so far and the team were managing expectations. The 1:50 process would be more iterative and would need to be managed as the 1:200 process. AS advised that he would expect to see the sizes of user groups becoming smaller.</p> <p>RB advised that the mock-ups should be ready for the end of April 2010. The NCH mock-up would be located at the Ante-natal dept, Yorkhill. The Adult bedroom and critical care bay mock-up would located at the Neuro building, SGH. AS advised that the SGH neuro site may not be possible and he requested PM to confirm this asap. DH advised that would meet with MM and HG to discuss what would be going into the mock-ups. RB advised that mock-ups were to demonstrate space.</p>	<p>PM & DH to discuss AEDET with DB</p> <p>Item to be included on Labs Group Agenda (Monthly Lookahead)</p> <p>Item to be included on PMG Agenda (Monthly Lookahead)</p> <p>PM & DH to discuss programmes with DB</p> <p>-</p> <p>-</p> <p>PM to confirm identified areas/rooms for mock-ups</p>	<p>DB/DH/PM</p> <p>PM</p> <p>AS</p> <p>DB/DH/PM</p> <p>-</p> <p>-</p> <p>-</p>

Item No	Item	Discussion/Information	Action	Action by Whom
8.	Laboratory Project Update	<p>PM advised that the Labs Project had a series of sub-groups. The sub-groups will mirror some of the new hospitals sub-group. PM would ascertain the leads of the Labs sub- groups in order that they could link into the hospitals sub-groups. C&B would assist the Board to get the Labs equipment list. PS advised that the equipment list in the bid may assist the Labs sub-group to prepare their equipment list.</p> <p>PM advised that the sheet piling works were noisy however the Board had received no complaints to date.</p>	<p>Identify the Labs Sub-group leads for inclusion to the membership of the Hospitals Sub-group.</p> <p>-</p>	<p>PM</p> <p>-</p>
9.	Strategic Drivers for Next Quarter	<p>The group members identified the following Strategic Drivers for the next quarter:</p> <ul style="list-style-type: none"> • Finalise the Labs Stage D to E reconciliation work • Planning • Medical Planning (1:200 to 1:50) • Equipment List • Resource and Programming • Appendix K • Substation and Utilities • Car Park 2 (need to have a separate session to discuss the packages) • Full Business Case • Gateway Review • Continue to develop Community Benefits • Demolitions <p>PM advised that the estimated completion time for Car Park 1 was March 2011 therefore there may be difficulty between BCL taking over stage 3 site and CP1 being finalised. PM reported that the Board would need to have an internal discussion on demolitions. AMc intimated that the ability for the Board to accelerate CP2 is not great. DR suggested that if the Board could see more certainty on the hospitals cash-flow this would allow the Board to ascertain if there was any float.</p>	-	-
10.	Project Document Control	<p>RB enquired about the reasoning for this agenda item. DS advised that it was early days for everyone in the Project and there were a few teething issues to be resolved. SF was liaising with the BCL Peterborough Document Controller to arrange a date so that she could provide some further training to the Board. DS and PM had since planned to discuss document control after the PSG. Consideration was being given to the Board and BCL have a shared document controller.</p>	<p>DS and PM to discuss Project Document Control outside of meeting</p>	<p>DS/PM</p>

Item No	Item	Discussion/Information	Action	Action by Whom
11.	Boreholes	A meeting to discuss Boreholes in more detail had been arranged to take place out-with the PSG. AS enquired if there was anything anyone wanted to raise at this time. CL reported that the programme to get the sub-station built should commence. DH advised that according to the master programme that substation build would commence 4 th August 2010. It was stressed that the outline planning over covered the sub-station as separate entity and not integrated.	DH to provide update from borehole meeting	DH
12.	Sale of Nightingales	AS has sent a communication in regard to the sale of Nightingales by Tribal. PS agreed to respond to AS.	PS to provide AS with a statement in relation to the sale of Nightingales.	PS
13.	Date and Time of Next Meeting Tuesday 27 th April at 3.30pm in the ?????????			ALL

ACTION NOTE

Present:

Alan Seabourne (AS)
 Darren Pike (DP)
 Mark McAllister (MM)
 Tim Bicknell (TB)

Apologies:

Alan McCubbin (AMc)
 David Hall (DH)
 Neil Murphy (NM)
 Shiona Frew (SF) (Notes)
 David Bower (DB)

Chris Lovejoy (CL)
 Douglas Ross (DR)
 Paul Serkis (PM)
 Steve Pardy (SP)
 Ross Ballingall (RB)

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

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Welcome and Apologies	AS welcomed everyone to the Project Steering Group meeting. Apologies were intimated on behalf of David Bower and Ross Ballingall.	-	-
2.	Action Note from PSG (13/04/2010)	Accepted as accurate record.		
3.	Matters Arising			
	• Telephone Mast	This item had been discussed at the Project Management Group meeting held earlier that day – no further update was provided.	-	-
	• Early Warnings	The Early Warnings had been discussed at the Commercial Group meeting earlier that day – no further update was provided.	-	-
		DS advised that he would be setting up regular meetings to discuss Technical Early Warnings.	Set up Technical Early Warning Meetings	DS/SF
	• Bore hole water	CL advised that BCL had reviewed the borehole water proposal. He had just recently received a quotation from Business Stream and he would be reviewing the quotation to check out the conditions. He had met with Business Stream and had given them a tour of the site. Discussion was ongoing as to where the boreholes should and could be located. A trial borehole was being carried out to the South East point of the hoardings. It was anticipated that for Stage 3 the borehole could be located at the east of the site. It was stressed that the cost for the trial borehole would be sacrificial if don't use the borehole. AS suggested that a separate discussion on the pros and cons of using borehole water should take place after the PSG.	Separate Borehole meeting to take place after the PSG	AS/CL
	• Acoustics	AS confirmed that the Board and Currie & Brown had been unable to obtain acoustics information in relation to the helipad being proposed at Thales and BCL were sourcing their own acoustics information.	Helicopter acoustics information to be obtained	DS

Item No	Item	Discussion/Information	Action	Action by Whom
3.	Matters Arising (cont'd)			
	<ul style="list-style-type: none"> Food Waste 	EM advised that he would be organising for the Board to visit a facility which currently used the food waste system being proposed for the new Hospitals. He advised that there were only 7 operating food waste systems in the UK. AS advised that he would prefer to view a food waste system that is of a similar scale to the system being proposed for the Glasgow project. It was reported that an EW had been raised to obtain more information about the brief and areas the Board wished to be served by the food waste system.	Organise visit to view a food waste system	EM
	<ul style="list-style-type: none"> Vacuum System 	EM confirmed that the vacuum waste system had been excluded due to space requirements.	No further action required	ALL
	<ul style="list-style-type: none"> Appendix K 	Appendix K had been discussed at the Project Management Group meeting held earlier that day. DS advised that the Appendix K deliverables was being populated by the BCL consultants. There were minor amendments being reviewed and M&E comments from the Board team were awaited. Thereafter the key dates would be added to the Appendix K. It was agreed that BCL would provide the programme by close of play on the 7 th May 2010.	Finalise appendix K and issue to the Board team Programme to be issued by 7 th May 2010.	DS DB
	<ul style="list-style-type: none"> Car Park 2 	PS advised that a meeting to discuss Car Park had been diarised.	-	-
	<ul style="list-style-type: none"> Stage D to E 	PS advised that work was ongoing to close out Stage D to E and that this work was nearing completion	-	-
	<ul style="list-style-type: none"> Medical Planning/1:200 Process 	PS reported that the 1:200 process was progressing well. Issues remained in only a couple of departments i.e. Diagnostics, Front of house (NCH) and 23 hour ward (NCH)	-	-
	<ul style="list-style-type: none"> Equipment 	PS advised that Equipment lists for groups 1 to 4 were being identified for the Adult and Children's Hospitals. A similar list for the Laboratory Project would be prepared by Currie & Brown	Prepare Equipment Lists for A&C Prepare Equipment Lists for Labs	BCL C&B
	<ul style="list-style-type: none"> Substation 	PS advised that the order had been placed and temporary supply for Labs had been secured	-	-
	<ul style="list-style-type: none"> Community Benefits 	PS advised that an update on Community Benefits had been provided in the Project Monthly Report. Community Benefit work was ongoing and good progress had been achieved thus far.	-	-
	<ul style="list-style-type: none"> Demolitions 	A separate meeting to discuss the planning and management of the residual demolitions would be arranged.	Arrange meeting to discuss demolitions	PS
	<ul style="list-style-type: none"> Document Control 	DS advised that the document controller from the Peterborough Project had met with the Board and Consultants to refresh users on the use of Aconex and the document control principles.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
3.	Matters Arising (cont'd) • Sale of Nightingales	NM advised that there was no further news in relation to the sale of Nightingales. An internal meeting to update the Nightingales staff had been arranged to take place on 13 th May 2010. He stressed that the relationship was now with BCL.	-	-
4.	Monthly Project Report	<p>PS advised that work was ongoing to make the Monthly Report a lot slicker. Going forward the report would continue to be based on the current contents headings and would be collated earlier to ensure timeous electronic circulation to PSG members.</p> <p>PS summarised the key items for noting by members as:</p> <ul style="list-style-type: none"> • Presentation provided to Health and Safety Executive which had went very well • Tower Cranes had been built in accordance with the submitted Method Statements. Final written sign-off of the Helicopter Management Plan was awaited however the cranes would go live that day • Drainage Survey had been undertaken. During the survey works the jetting had caused waste to enter the Linthouse Burn located in the Thales site. A meeting to discuss the appearance of the waste in the burn with SEPA would be requested. • Incidents – there had been 1 RIDDOR. The RIDDOR had occurred when a worker had dropped a gate on his toe. • Labs Programme – progressing well. Work in zones 2 and 3 was also going well. Core areas 1 and 4 had been released back to Stents. The first test piles were okay. The sheet piling and basement dewatering had been completed. • Design development – a couple of meetings had taken place with GCC Building Control re Labs Project. An initial discussion had also been had with Building Control in relation to the new Adult and new Children's Hospitals. • The Labs Stage 2 submission had been submitted to Building Control the previous week. • The Masterplan had been submitted to the GCC Planners on 22nd April 2010. • Discussions in relation to the Energy Centre were on-going • The Security Contract had been tendered. BCL had ended their security contract with CUK. • The Accommodation huts and turnstiles were being installed. • The Hoarding contractor programme had been accelerated • The Stage 2 Design Development was progressing well • The existing drain survey work was on-going • BCL had issued further EWN's • The payment received by BCL had been less than expected however this had been dealt with • AK was liaising with UCATT as they had requested that there is an on-site union convenor. MM requested that he be updated in relation to the UCATT discussions. 	<p>-</p> <p>Fully agreed HMP awaited</p> <p>SEPA will request meeting</p> <p>Update MM re discussions with UCATT</p>	<p>-</p> <p>AS</p> <p>-</p> <p>RB/AK/MM</p>

Item No	Item	Discussion/Information	Action	Action by Whom
4.	Monthly Project Report (cont'd)	<ul style="list-style-type: none"> Design Development - the Labs planning conditions had been itemised and these would be monitored and tracked. TB enquired how many conditions would need to be met before planning. It was important to know the pre-start conditions and other conditions. He requested that the pre-start conditions be identified and listed together for easier reference. Conditions 1 and 3 in relation to the Hospitals Project had been applied for. Community Benefits – the Partnership agreement had been signed off. The website portal would shortly be launched. Weekly meetings would be arranged to bring on board representatives from the key supply chain partners. The recruitment target of 10% was on target. Further work was required in relation to SME's. A Community Engagement Communication Plan was being drafted by MM. The Communication Plan would provide a good opportunity to raise the profile of community benefits. PS advised that he had recently attended a SME Procurement Event. He reported that it would be advantageous to maintain the momentum. MM intimated that BCL may have a capacity issue and he enquired if they were addressing the capacity issue. To maintain momentum it would be advantageous for BCL to have a dedicated resource. PS advised that the capacity issue was being addressed as to maintain momentum it would be advantageous to have a dedicated resource. AS enquired about the Catering SME. PS advised that the local SME's had been interested in tendering for the catering contract however they subsequently indicated that the contract was too large for them. The contract had been awarded to a Scottish Company however it had been unfortunate that the local Catering SMEs had not tendered for the contract. Demolition Works – DB enquired whether the Project Team was in a position to share the preliminary demolitions programme or provide indicative start dates. PM advised that he would meet with DB to discuss the demolitions programme after the PSG. 	<p>Pre-start conditions to be identified</p> <p>Finalise Communications Plan</p> <p>Provide update on resource/capacity issue at the next PSG meeting</p> <p>PM to meet with DB re demolitions programme after the PSG</p>	<p>DS</p> <p>MM</p> <p>PS</p> <p>PM/DB</p>
5.	Programme Review (Stage 1)	<p>DB advised that the programmes had been marked up to indicate progress to 11th April 2010 (week 16). The Stage 1 programme had been revised in terms of sequence and he explained the layout of the programme. The revised tunnel layout had caused the programme to change. The programme on-site was generally okay and being maintained. He advised on the following programme elements:</p> <ul style="list-style-type: none"> Office accommodation remained on schedule for moving into on 11th May 2010. The Haul Road was generally completed Tower Cranes 1 & 3 were in situ The de-watering system for the mortuary excavations was in situ Bulk excavations to the mortuary area were on-going Piling works were approximately 48% complete and on programme 	<p>-</p> <p>-</p>	<p>-</p> <p>-</p>

Item No	Item	Discussion/Information	Action	Action by Whom
5.	Programme Review (Stage 1) (cont'd)	<p>The sequencing of works may change as the programme was under discussion with Dunnes. Work to identify areas that could be advanced was being undertaken.</p> <p>AS enquired if there were any information required from the Board or any pinch-points which the Board could assist with. DB reported that there was a meeting scheduled for the 24th May 2010 to discuss programmes whereby decision from the Board would be required.</p> <p>DB advised that the first few packages to be procured had been programmed early in order to finalise and issue the information out to tender. The Fume and Safety Cupboards/ Equipment had been included on the programme and once the equipment list has been finalised then BCL should be able to obtain an understanding of what they would be responsible for. BCL would like to receive information early to feed into the M&E programme.</p> <p>DH advised that a monthly programme meeting had been diarised to review and test out some of the dates re T2 issue. He advised that the programme review was so that the Board team could see how progress was being achieved it was not about catching people out. DH suggested that the dates for items 7, 8 and 12 should be checked.</p> <p>DH enquired if the Car Park 2 meeting would resolve the substation issues and PS confirmed that the meeting should resolve the CP2 issues. He requested that PS issue an agenda for the CP1, CP2 and Helipad meeting scheduled for the 12th May and PS agreed to prepare and issue an agenda. AS requested that AMc be invited to attend the meeting scheduled for the 12th May.</p>	<p>Provide update in relation to sequencing change at next PSG</p> <p>Identify pinch-points requiring Board decision</p> <p>Board team to provide feedback to BCL re Fume and Safety Cupboards/Equipment</p> <p>Check dates for items 7, 8, 12</p> <p>PS to prepare agenda for 12th May CP/Helipad meetings</p>	<p>DB</p> <p>DB</p> <p>PM/C&B</p> <p>DB</p> <p>PS</p>
	Programme Review (Stage 2)	<p>DB advised that :-</p> <ul style="list-style-type: none"> 1:200 Process <p>The 1:200 User Group meetings were progressing well with all the 2nd round meetings having been completed.</p> <ul style="list-style-type: none"> 1:50 Process <p>The 1:50 process had started for a few departments. The mock-ups would be completed by the end of May which was slightly behind programme. He confirmed that all 3 mock-ups would be created in the 1 location (at a unit in Govan). Tribal had been reviewing the SoA and the standard rooms had been identified and agreed. AS enquired if the 1:50 process would be 2 or 3 scheduled meetings and if there had been a reduction in meetings and it was confirmed that there had not been a reduction to meeting.</p> <ul style="list-style-type: none"> Planning Approvals <p>The meeting dates had been arranged with the GCC Planners and the 22nd June 2010 was the determination date. Work was on-going to discharge the planning conditions. The planning conditions would be reviewed to identify the pre-start conditions.</p>		

Item No	Item	Discussion/Information	Action	Action by Whom
5.	Programme Review (Stage 2) – cont'd	<p>DS advised that there were a number of conditions written as pre-start conditions however some of these conditions would not need to be discharged before pre-start. DH asked for clarification as to the reasoning for the asterix against certain conditions. DS advised that there was a series of conditions which the GCC Planners require information on before the Committee meeting in order to allow these conditions to be dealt with under delegated authority. He advised that condition 43 was a condition which the Board needed to action. PM advised that the Board would be instructing the Bat Survey to be undertaken in May so as there was no impact to the demolition programme.</p> <p>DB advised that:-</p> <ul style="list-style-type: none"> • Various surveys and tests were ongoing • The Medical Equipment Programme would be identified from the RDS. There is a generic specification which would need to be further developed. The Board would be organising for the specialist equipment to be identified. DH requested that BCL provide the basic equipment list by end of May in order that it could be issued to Robert Stewart to identify all the information so that the services information could be identified. • The FBC date would become the back-stop date so as to plot backwards the works required for the FBC. AS advised that he was preparing a programme of Gateway, Board and CIG dates. DS suggested that there would need to be a process to monitor all the sign-off and that perhaps there should be a group established for this purpose. AS advised that the Board team were identifying the FBC tasks and allocating ownership for each task. AS agreed to share the FBC information requirements with DS. DB advised that he would start to programme out the works required for FBC on the back of the Appendix K. <p>DB reported that in future he would provide a 6 weekly lookahead so the Board can have understanding of the works to be undertaken and any high level issues can be discussed.</p>	<p>Instruct the Bat Survey to be undertaken</p> <p>Basic equipment list to be provided to the Board team by end of May 2010</p> <p>Programme of key dates for CIG, Gateway and Board to be provided to DB</p> <p>6 week lookahead programme to be prepared for PSG</p>	<p>PM</p> <p>DB</p> <p>AS</p> <p>DB</p>
6.	Labs Stage D to E	AS advised that a lot of work had been undertaken to reconcile the Labs Stage D to E information and the reconciliation was nearing completion.	-	-
7.	Planning Update	NM advised that the Masterplan had been submitted to the GCC Planners on 22 nd April 2010. As A&DS were a formal consultee the Masterplan had been presented to A&DS on 21 st April 2010. The general consensus was that A&DS had received the masterplan very well. A&DS would respond formally to the GCC Planners and a copy of the response would be published on the A&DS website. It was expected that A&DS would formally report within 2 weeks therefore w/c 3 rd May 2010.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
7. cont'd	Planning Update (cont'd)	<p>A&DS had indicated that they wished to meet again and it is felt that it would be advantageous to have a further meeting with A&DS and subsequently Jim Miller (JM) was currently trying to identify potential dates for an A&DS meeting. JM was trying to schedule in this meeting between the 7th and 22nd June 2010. NM sought confirmation that the Board were happy with the proposal to have this further meeting with A&DS in order to allow further discussion on Architecture and address the issues that they had raised. DH advised that A&DS was only being consulted on the Masterplan and not on the application for reserved matters and the Board did not anticipate providing a pre-application consultation on each reserved matter. He proposed that at the GCC Planning meeting on Thursday that the role of A&DS as a consultee be discussed with the Planners.</p> <p>NM advised that JM had informed him that A&DS would be consulted on Architecture therefore it was proposed to offer A&DS another pre-application session. DS reported that consideration would need to the process and timing of providing information in order that A&DS could not derail the GCC Planning process.</p>	<p>Seek confirmation from GCC about consulting with A&DS re Architecture</p> <p>Consideration to be given to the process and timing of providing information to A&DS</p>	<p>DH/NM</p> <p>NM/JM</p>
8.	Strategic Drivers for Next Quarter	<p>The group members identified the following strategic drivers for the next quarter:</p> <ul style="list-style-type: none"> • Full Business Case. RB had requested that a meeting to discuss the FBC be arranged after the Board had identified the information requirements for the FBC. • Gateway 3 Review. AS advised that the Gateway Review had an 8 week lead time therefore the Gateway Review planning cycle would begin in September 2010. The 8 weeks was for the Board to agree the format and make the necessary arrangements. SF was requested to identify what was required for the Gateway Review 3. An economic appraisal would be required for the FBC and this would most likely be carried out by the Board's Financial Advisers (Ernst Young). AS agreed to check out the process and liaise with the Government to ensure that they were still signed up to the process. 	<p>Meeting to discuss FBC requirements to be arranged</p> <p>Identify Gateway 3 information requirements</p> <p>Liaise with Scottish Government re Gateway</p>	<p>SF</p> <p>SF</p> <p>AS</p>
9.	Medical Advances	<p>PS suggested that in the near future a session should be arranged in order to discuss medical advances in order to identify which advances could be best utilised in the project. PS agreed to organise this session in due course. EM suggested that it might be advantageous to organise for the session to be attended by a consultant from some of the big design houses i.e. Draker</p>	<p>Organise workshop to discuss medical advances.</p>	<p>PS</p>
10.	<p>AOCB</p> <ul style="list-style-type: none"> • Scottish Power 	<p>CL advised that he wished to discuss Consumer HV network and Smart Grid options with the Board. It was suggested that this could be discussed at the meeting already planned for the 12th May 2010. CL reported that BCL were also discussing windfarm options with Scottish Power.</p>	<p>Update to be provided at next PSG</p>	<p>CL</p>
11.	Date and Time of Next Meeting			
	The next Project Steering Group meeting would take place on Tuesday 25 th May at 3.30pm in the Boardroom, Contact Centre, Jubilee Court, Hillington			ALL

ACTION NOTE

Present:

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

Apologies:

Alan McCubbin (AMc)
Ed McIntyre (EM)
Peter Moir (PM)
David Bower (DB)

Andrew Percival (AP)
Liane McGrath (LM)
Tim Bicknell (TB)
Ross Ballingall (RB)

David Hall (DH)
Neil Murphy (NM)
Shiona Frew (SF) (Notes)
Steve Pardy (SP)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action Note from PSG (27/04/2010)	Accepted as accurate record.	-	-
2.	Matters Arising <ul style="list-style-type: none"> Early Warnings Food Waste System Community Benefits 	<p>AS advised that these had been discussed at the Commercial Group meeting earlier that day.</p> <p>EM advised that he had identified a food waste system for the Board team to view and it was anticipated that the visit would be scheduled for 1st week August 2010. He advised that Shanks were opening an anaerobic digestion facility in Cumbernauld and that the Board may be able to sell the food waste Shanks.</p> <p>PS advised that he had provided a presentation to 40/50 people who attended the 'Meet the Buyer' event. The BCL supply chain partners had also attended and had stands at the event. The event allowed BCL to explain who Brookfield are, what the project was and the timelines. The website was promoted and people were informed of the forthcoming packages. The event provided excellent 1 to 1 engagement opportunities and everyone was encouraged to leave their details on the website. The website had been set-up to allow companies to log-in and obtain relevant information.</p> <p>PS reported that in relation to community benefits the new entrants recruitment was currently 6% against the 10% target. Due to the nature of the works new entrants were not currently being recruited however as the build progresses more trades would be required and therefore an increased number of new entrants could be recruited</p> <p>BCL had also taken part in the Govan Fair parade to promote the project. The event was attended by approximately 2,500 people. A flyer to promote the new hospitals had been included in the Govan Fair magazine.</p> <p>BCL had met with Glasgow City Council re 2014 Commonwealth Games and joint working. Further to the discussions BCL were considering adding a link to the GCC portal. Discussions were on-going however BCL were ensuring that the needs of the project</p>	<p>-</p> <p>EM to confirm date of visit to view a food waste system in operation</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p>	<p>-</p> <p>EM</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p>

Item No	Item	Discussion/Information	Action	Action by Whom
2.	<p>Matters Arising (cont'd)</p> <ul style="list-style-type: none"> Community Benefits (cont'd) Programme Review Stage 2 GCC Planning Update 	<p>were covered.</p> <p>BCL were considering a number of branding initiatives to get messages out to local people and businesses. It was proposed to open a training and recruitment centre and a location for this centre was being identified. PS reported that in respect to Community Benefits there was always more that could be done however the community benefits agenda was progressing well. AS advised that there was a NHS Board PRG meeting in July and he asked that PS provide community benefits information for reporting to the PRG members. PS reported that BCL had recently recruited to a work experience post and to 2 apprentice posts. RB reported that Dunne were achieving the 10% new entrant target and where it was appropriate to recruit new entrants then the target was being achieved. PS reported that BCL were confident in achieving the 10% new entrant target and the targets in relation to lifelong learning, etc. The assistance from Mark McAllister had been invaluable and that BCL proposed to recruit a local individual to take forward community engagement/benefits in conjunction with Mark post FBC. PS agreed to provide a community benefits report for the PRG which would cover up to the end of June.</p> <p>DH advised that the 1st programme review meeting had taken place on 18th June 2010. DB would provide 6 week reports for consideration at future programme review meetings. One programme issue had been identified i.e. substation/entrance road in relation to the Scottish Ambulance Service land availability. There is a desire not to relocate the entrance road before getting the SAS Land however the road will need to be relocated to start the substation. The sub-station fit out had been programmed to take place in February 2011.</p> <p>NM reported that stage 2 design development was progressing well. The packages had been released the previous night. AS reported that the Board had received a couple of drawings that had been altered to include IPS subsequent to the 1:200 being signed off by the User Group. NM advised that when going through the 1:50 design process that there may be some movement to the 1:200s. AS reported that there was an overhang issue re daylight at the discharge lounge.</p> <p>NM advised that the Masterplan had been approved at the GCC Planning Committee meeting earlier that day and he thanked everyone for their involvement to obtain the approval.</p> <p>A story-board would be issued to A&DS on 24th June 2010 for their internal review. DH enquired if A&DS would provide unpublished comments and NM advised that he was seeking confirmation on this.</p>	<p>PS to provide Community Benefits report to AS for inclusion in PRG paper Community Engagement post to be recruited to</p> <p>DB to confirm programme dates for sub-station</p> <p>Daylight issue to be investigated</p> <p>-</p> <p>Issue story board to A&DS on 24th June 2010 Seek confirmation of whether A&DS would be publicising their comments</p>	<p>PS</p> <p>PS</p> <p>DB</p> <p>NM</p> <p>-</p> <p>NM</p> <p>NM</p>

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising (cont'd)			
	<ul style="list-style-type: none"> FBC and Gateway Review 	AS advised that Currie & Brown had created 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.	Board team to meet with BCL team to discuss FBC and Gateway requirements	AS
	<ul style="list-style-type: none"> Medical Advances 	RB advised that he proposed organising a visit to the Fiona Stanley Hospital. It was noted that the visit to Oslo was provisionally arranged for 5 th – 8 th August 2010.	RB to provide proposal for visiting Fiona Stanley Hospital to AS -	RB -
3.	Monthly Project Report	<p>PS highlighted the main points for noting from the Project Monthly Report:</p> <ul style="list-style-type: none"> There had been no RIDDORs or significant injuries reported however there had been a couple of minor injuries. AS requested that every 3 months that BCL provide a presentation to the Board's Health and Safety Managers. AS requested that the first presentation be scheduled for the next Project Steering Group; Duradiamond had started on site on 14th June 2010 and they had been contracted to provide the occupational health service for the site operatives; An integrated Labs Design Programme had been produced; The tender documents for the envelope packages had been issued; The Construction for the Labs remained on programme for completion 10th March 2010; Stage 2 remained on programme. The design deliverables had been achieved and completed and the 1:50 process was progressing well; The Labs equipment schedule had been issued on 18th June 2010; BREEAM – discussed at the PMG meeting. The rating achieved to date was very good. It was acknowledged that there was more work to be undertaken to achieve 'excellent' rating. Pre-start conditions had been completed; 1:200s had all been signed off; Masterplan had been approved at the GCC Planning Committee; Building Control were referring fire safety to the Building Standards Division. The group discussed fire safety and it was agreed that BCL should continue to identify and consider alternatives for inclusion in the fire strategy. The site establishment had been fully set-up and there were no issues with site parking; Traffic Management was being managed suitably. DH requested that consideration be given to installing pedestrian signage. It was noted that the ramp into the site was considered to be too high; Piling works had been completed and the rigs had been removed from the site; 	<p>SF to arrange for Board's Health and Safety Reps to attend next PSG</p> <p>-</p> <p>-</p> <p>BCL to identify and consider alternatives for inclusion in the Fire Strategy RB agreed to liaise with Professor David Charters.</p>	<p>SF</p> <p>-</p> <p>-</p> <p>PS/DS RB</p>

Item No	Item	Discussion/Information	Action	Action by Whom
3.	Monthly Project Report (cont'd)	<ul style="list-style-type: none"> The integrated programme was working well. The design information flow would smooth out over the coming weeks; The mortuary basement was approximately 1 week behind schedule; Target price in line with agreement and CEN's being managed; BCL had work to do in defining the work area and procuring/fabricating materials off-site. BCL would produce a paper for submission to the Board team re working area. There was an issue re procurement and BCL need to identify what would happen re costs/insurance should an event happen; The cashflow had been reviewed and revised and would be provided to the Board team asap. AS enquired whether the forthcoming increase to VAT would move the target price and DR advised that the Board would need to cover the additional 2.5%. Payments – process going well; Nightingales had been sold to IBI and a meeting with the new owners would take place on 22nd July 2010; Sypro – going well and focus would be on getting the programmes uploaded in the future. <p>PS asked for comments on the June report and enquired whether future monthly progress reports should include only a high level programme and summary report as all the programmes would now be issued via sypro and this was agreed.</p> <p>PM requested that the Hawkeye pictures are made available as low resolution images as the high resolution images were timely to download from Aconex. AS requested that SF obtain the most recent pictures and these be provided at the next Acute Services Strategy Board (ASSB) meeting. SF to obtain that AUU presentation and AS to ask S Gallacher to provide a presentation at the next ASSB meeting.</p>	<p>-</p> <p>BCL to identify cost/insurance issues re off-site procurement/fabrication</p> <p>-</p> <p>Only high level and summary programmes to be included in progress monthly report</p> <p>Hawkeye pictures to be made available as low resolution AS to liaise with S Gallacher SF to obtain AAU presentation</p>	<p>-</p> <p>DS</p> <p>-</p> <p>DB/PS</p> <p>PS</p> <p>AS SF</p>
4.	Presentation on Appendix K	<ul style="list-style-type: none"> ZBP <p>AP advised that they had focused upon the specifications and drawings over the last months – some items were ahead and some were behind however on balance progress was in line with target. The issue of information was going well. RB enquired if there were any pinch points and AP reported that there had been an issue with the basement however the issue had been resolved.</p> <p>DR enquired how the Board team would access the background drawings and it was confirmed that the BCL doc controller would be able to provide. DR agreed to liaise with DS re weekly document issue.</p>	<p>-</p> <p>DR to liaise with DS re weekly document issue</p>	<p>-</p> <p>DR</p>

Item No	Item	Discussion/Information	Action	Action by Whom
4.	Presentation on Appendix K (cont'd)	<ul style="list-style-type: none"> Nightingales <p>NM advised that the Masterplan had received approval at the GCC Planning Committee earlier that day. The 1:200s design plans had been signed-off via the user group process. The 1:200s design plans would be collated, coloured up and loaded onto Aconex. The 3d visualisations had been prepared for submission to A&DS in order to avoid issue of Part 2 of the initial report.</p> <p>The Fire Strategy Plans were being updated.</p> <p>The 1:50 process had commenced, Nightingales would be preparing significantly more 1:50s plans than envisaged at CD stage however the process would still be substantially completed before FBC and it was proposed to have a fully loaded building by April/May 2011. It was noted that the cost risk was in relation to getting surety on the unique rooms and therefore the unique rooms would be primary focus. RB stressed that in September there would be a point in time when all the Appendix K information will be required.</p> <p>NM advised that the only discussion remaining with the GCC Planners would be in relation to materials and that the elevation proposals would need be finalised and agreed so that they could be submitted to the GCC Planners. AS reported that the Board team would need to be involved in the materials sign-off. NM advised that the majority of elevation information had been prepared during the bid stage and therefore only needed updating.</p> <p>DH enquired whether the SoA being made available in July 2010 would be identified as net or gross area. NM reported that where the rooms have been agreed that the SoA could be any size required i.e. net, gross, useable space to face of walls, etc. The design team were nearing completion of having a finalised set of plans however the team were still taking on-board comments received. The plans were not out-with the external envelope. RB suggested that there had been some growth into the plant rooms. NM reported that it was an iterative process. AP advised that there were a few issues to be resolved in the NCH.</p>	<p>-</p> <p>Board team to be involved in materials sign-off</p> <p>Board team to confirm what form the area in the SoA should be</p>	<p>-</p> <p>NM/DS</p> <p>DH</p>
5.	Presentation by Gingko Arts Consultant	<p>PM introduced Chris Freemantle (CF) to the group. He advised that Chris had been working in conjunction with BCL and the Board's Design & Healthy Environment Group. The Arts Strategy was required by 23rd August 2010 and the presentation was to advise the Steering Group on what is being proposed.</p> <p>CF provided an overview of the timeline and progress to date. He reported on the proposed future consultation to be undertaken and the key deliverables. The patient and family journeys had been the basis of the focus for the arts strategy and consideration had been given to quiet & respite spaces and distraction techniques. Arts in relation to the linking the buildings to the wider catchment was also under consideration. PM thanked CM for his presentation and asked the group for comment.</p>	<p>-</p> <p>-</p>	<p>-</p> <p>-</p>

Item No	Item	Discussion/Information	Action	Action by Whom
5.	Presentation by Ginkgo Arts Consultant (cont)	<p>It was noted that the Arts Strategy was being spread wider than just a few pieces of art. He supported the Ginkgo approach. AS congratulated CF on the process being undertaken. RB advised that it was advantageous to have the arts strategy integrated at the beginning instead of as a bolt-on. CF advised that the NCH Arts Strategy process was further progressed than the Adult Acute Arts Strategy due to the adult services being more dispersed.</p> <p>AS enquired who was responsible for the way-finding strategy. NM confirmed that Nightingale's were investigating internal and external way-finding proposals.</p>	Continue to investigate wayfinding proposals	NM
6.	Strategic Drivers	<p>The following strategic drivers were identified for the forthcoming months:</p> <ul style="list-style-type: none"> FBC and Gateway Review <ul style="list-style-type: none"> The FBC was to be presented to the NHS Board on 3rd November 2010. Gateway Review would be scheduled for the 1st week October 2010. AS would be contacting the Centre for Excellence to confirm the dates in due course. Mark Baird had prepared tracker documents for the preparation/collation of information for FBC and Gateway. The tracker document would be continuously updated and reviewed by Mark Baird. 	AS to contact the Centre for Excellence	AS
7.	<p>Key Risks</p> <p>Construction Information</p> <p>Adult Hospital</p> <p>Risk Registers</p> <p>Scottish Ambulance Service</p> <p>Scottish Water</p>	<ul style="list-style-type: none"> Detail of construction information and enabling works (culvert diversions/services diversions). AK had raised concern about the unknown services on the site. It was suggested that a Services Workshop should be arranged. Potential to bring on aspects of the Adult Hospital early. It was agreed that a workshop should be arranged to identify which aspects the Board would wish to bring on early. DH noted that commissioning and proving periods would need agreement. It was agreed that a risk workshop should be arranged to review the project risk registers. It was noted that not obtaining the SAS land was a major risk. AS advised that work to acquire the SAS was progressing well and the finances had been agreed and the Heads of terms had been drafted. It was noted that subject to JV valuation and agreement of price Scottish Water had intimated that they will sell the necessary land to the NHS Board. 	<p>Services workshop to be arranged.</p> <p>SF to organise a workshop</p> <p>SF to organise a workshop</p> <p>-</p> <p>-</p>	<p>AK/HMc</p> <p>SF</p> <p>SF</p> <p>-</p> <p>-</p>

Item No	Item	Discussion/Information	Action	Action by Whom
7.	Key Risks (cont'd) Building Control	<ul style="list-style-type: none"> It was stressed that Building Control approval of the Fire Strategy for the Adult Tower remained a critical risk. 	Resolve Fire Strategy/Building Control reservations	NM/DS
8.	AOCB	<ul style="list-style-type: none"> Acceleration of Works/ Cashflows - PS raised the issue of impact of acceleration of construction activities on annual cashflows. AMc advised that any impact would need to be considered in line with Capital Funding availability. Revised cashflows would require to be submitted to allow discussions to commence with Scottish Government Health Department before any decision could be made. Parking Plans - DH advised that the parking strategy needs to be considered along with bringing the hospitals on early. AS requested that BCL present the parking plans for the main project i.e. parking for construction workers. DH advised that it was anticipated that the number of operatives on site would be above the critical number during 2012. 	<p>-</p> <p>SF to organise a workshop</p>	<p>-</p> <p>SF</p>
9.	Date and Time of Next Meeting			
	The next Project Steering Group meeting would take place on Tuesday 27 th July at 3.30pm at the Site Offices.			ALL

ACTION NOTE

Present:

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

Alan McCubbin (AMc)
David Bower (DB)
Liane McGrath (LM) (notes)

Ross Ballingall (RB)
Darren Pike (DP)

Neil Murphy (NM)
Peter Moir (PM)

Apologies:

Andrew Percival (AP)

Ed McIntyre (EM)
David Hall (DH)

Tim Bicknell (TB)

Steve Pardy (SP)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action Note from PSG (22/06/2010)	Accepted as accurate record subject to the following changes: <ul style="list-style-type: none"> - Page one, Community Benefits paragraph four: 'Olympics' should be replaced with 'Commonwealth Games'. - Page 3, Medical Advances paragraph two: 'AGV' to be removed. 	Update previous notes	LM
2.	Matters Arising <ul style="list-style-type: none"> • FBC • Project Supervisor • Existing Site Services 	<p>PS confirmed that he received an updated FBC tracker from Mark Baird. AS confirmed that PS could issue this to BCL.</p> <p>AS noted that a meeting to discuss FBC and the Gateway review would be arranged so all involved could go through the process in detail. The FBC will go to the Board on the 26th October; the Board members will need site of the FBC prior to it formally being taken to the Board meeting.</p> <p>AS advised that Capita Symonds, the Board's Project Supervisor, have provided their first report noting that the site is working well. In future a summary from this report will be added to the Monthly Progress Report and for discussion at this meeting.</p> <p>PS confirmed that an introductory meeting between BCL and Capita Symonds has taken place and enquired as to whether Capita would be fulfilling an 'Independent Certifier' role. RB noted that the Capita role would be extended beyond the traditional Independent Certifier role. PM agreed to send PS the Capita appointment documents which will outline their brief.</p> <p>PM advised that due to a lack of historical information on site services a survey has been instructed. The survey will begin on the 28th July and will consist of two parts, firstly gas main tracking and secondly mapping around the perimeter of the site using ground penetrating radar. Sam Suddese and Paul McGuinness are involved in this process. PM requested that he be advised is any other information is required on the site.</p>	<p>FBC tracker to be issued to BCL</p> <p>-</p> <p>-</p> <p>Project Supervisor appointment document to be sent to PS</p> <p>-</p>	<p>PS</p> <p>-</p> <p>-</p> <p>PM</p> <p>-</p>

Item No	Item	Discussion/Information	Action	Action by Whom
	<ul style="list-style-type: none"> Migration of services to new hospitals 	<p>AS noted that discussions are required on the plan for moving services into the Adult and Children's hospitals. Currently, plans have been formed to move services into the Children's hospital first, however further consideration of this is needed. Operational issues around the migration on to the site need to be reviewed.</p> <p>The movement of services to the Children's hospital is reliant on space for Medical staff, it may be possible to bring the Outpatient building on at the same time and provide temporary medical staff accommodation there. Following this the move to the Adult hospital can be planned.</p> <p>AS noted that the duration of the moves will need to be defined and BCL will be involved in this planning in due course. M&E will also be involved once options are drafted. PS noted that lessons learned from the Birmingham hospital project can be shared.</p>	-	-
	<ul style="list-style-type: none"> Cash flow 	<p>PS has taken an initial view of stage 3 cash flow to assess if anything can be moved to alleviate some of the current pressures and needs to conclude this. PS advised that he has drafted a paper in principle on working areas and agreed to send this to AS.</p> <p>PS has mapped out activity for Nov 10 – Mar 11 and has compared the activity begin carried out against the activity originally planned. AMc queried when cash flows would be available. PS advised that individual cash flows are currently being reviewed, including a look at what may be tipped into April 2011. The original cash flows were set against a standard s-curve; however the actual cash flows are now being reviewed against the programme.</p> <p>PS will issue initial high level figures by the end of the week and cash flows will be discussed at the next commercial meeting.</p>	<p>Paper in principle to be sent to AS</p> <p>-</p>	<p>PS</p> <p>-</p>
	<ul style="list-style-type: none"> SAS 	<p>AS noted that the helipad site is due to be moved in March 2011, it is likely that the interim heliport will be based at the Thales site, the construction of the helipad on the roof of the Adult hospital will continue to be considered.</p>	<p>Initial figures on cash flow to be distributed by end of the week.</p> <p>-</p>	<p>PS</p> <p>-</p>
	<ul style="list-style-type: none"> Scottish Water 	<p>PM advised that the District Valuers report is due by the end of this week, once this is received legal process can be commenced.</p>	-	-
	<ul style="list-style-type: none"> Parking Plans (Construction) 	<p>PS advised that the additional submission to respond to the matters specified has been drafted. The Ogilvie site has been looked at as a potential parking solution. BCL are currently working towards confirming the plans.</p>	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
	<ul style="list-style-type: none"> Food Waste System Community Benefits 	<p>AS noted that EM previously agreed to organise a visit to an anaerobic digestion facility in Cumbernauld. AS noted that once this visit had taken place the Steering Group would be updated.</p> <p>DP advised that technical designs were being put together on managing the food waste from the site, once these have been assessed DP will issue so the potential benefits of each can be reviewed. AS noted that Karen Connelly should be included in these discussions.</p> <p>AS noted that Mike Baxter had advised the benefits section within the FBC will be a prominent issue.</p> <p>PS advised that various community benefit activities and discussions have been taking place and highlighted the following points:</p> <ul style="list-style-type: none"> - Feedback from the 'Meet the Buyers' event had been positive. - Interviews for the BCL Community Benefits Officer role are ongoing. This is a full time position as there are many elements to the role. - PS has met with Youth Build Action for Children who have a number of ongoing activities taking place. This organisation can also arrange to fund half of the salary and training costs for young people taken on by companies for the first 6 months of employment, with a view to the company keeping the employee on afterwards. - Construction Skills also have access to funding that could be explored. Rosh Campbell from GSWRA and BCL are set to meet to discuss these options further. - PS has met the principle of Cardonald College, the college is currently upgrading their life science labs and are in discussions with NHS GGC re opportunities for students to find employment within the new Laboratories. - PS has been reviewing corporate sponsorship options and linking with local schools. - A training centre on site will be set up, this will include a training/induction room and area where people can come in and discuss employment opportunities. <p>AS noted that all of this activity needs to be captured and noted at PRG. PS agreed to send a summary of activity to AS.</p>	<p>EM to confirm date of visit to view a food waste system in operation.</p> <p>-</p> <p>-</p> <p>-</p> <p>Summary of Community Benefit activity to be sent to AS</p>	<p>EM</p> <p>-</p> <p>-</p> <p>-</p> <p>PS</p>
	<ul style="list-style-type: none"> Programme Review 	<p>DB advised that the sub-station design would be completed at the end of July; following this the warrant application would be submitted. The warrant outcome should be returned in 8 weeks which will give a start date for construction as early October. Following this schedule the sub-station will be ready for Scottish Power by the 21st February 2011.</p>	<p>-</p>	<p>-</p>

Item No	Item	Discussion/Information	Action	Action by Whom
		PS noted that who ever takes on the design of the car park will need to take the sub-station design into consideration. The sub-station design has been enhanced to make this as process as smooth as possible. Hypostyle have been working with WSP on the throughout the design process. A meeting to discuss car park 2 has been scheduled for this Thursday.	-	-
	• Stage 2	NM reported that stage 2 design development meeting had taken place and was progressing well. Issues including the impact the overhang may have on daylight and the discharge lounge had been worked through. PM noted that the change in level from the ground floor to the discharge area had also been noted; NM confirmed that work is ongoing to assess ramp access in this area.	-	-
	• GCC Planning Update	AS advised that a meeting had taken place to discuss the AGV parking issue on each floor, potential solutions had been drafted and look positive. A final solution is being progressed towards and drawings are being marked up.	-	-
	• A&DS Planning Update	NM advised that 18 of the matters specified conditions remained outstanding from the original 34. Jim Miller has met with Blair Greenock and Jim Patrick to discuss the energy centre and further meetings will be arranged. NM noted the importance of keeping dialogue open with the planners. Sample panels have been sent to Darren Smith for review, these will also be passed to AS and the planners.	-	-
		NM noted that the review was completed on Friday.	-	-
		AS advised that Jim Miller, Blair Greenock and Jim Patrick had noted disappointment with the turn out to the neighbourhood liaison meeting. AS has advised that this meeting was an additional event to the original planning schedule. The planners have noted that a drop in centre the community could use to communicate with the project team would be useful, AS is currently reviewing potential options for this. The use of Elder Park Library may be one solution, space has previously been offered here and this could be used to display communications and contact cards etc. PS added that a comments book could also be placed here as this worked well on previous projects. AS also noted that it may be useful to have an area in the planning department foyer to display communications. The options will be reviewed further.	Location for drop in area to be identified	AS
	• Fire Strategy	DP reported that a meeting to discuss the energy centre had taken place; the NHS Fire Officer has been included in discussions. PM enquired as to what impact a positive response from Scottish Buildings Standards will have on Building Control. NM advised that Scottish Building Standards will only give an opinion, not a final decision, and Building Control may or may not take this into account.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
	<ul style="list-style-type: none"> Appendix K 	<p>PM noted that the timescale for the appendix K programme is finite and additional time pressures will be evident as the Labs RDD process begins.</p> <p>NM advised that a proposal to intertwine the scheduled user group meetings with workshops focusing on specific elements (e.g. locking strategy) has been drafted. This would mean that drawings could be finalised at the end of the workshops and the process could be streamlined. PM noted that carrying out the process across two levels, design and materials, would be time consuming and that this proposal may be the best way forward. DP agreed to forward the proposed schedule to PM.</p> <p>PM enquired as to when the majority of the appendix K programme would be finished, SP advised that the majority from an M&E point of view should be complete by mid August with final completion early September. PM noted that it may be beneficial to limit the number of standard meetings during this period so the appendix K process could be concentrated on.</p>	<p>-</p> <p>Proposed schedule of workshops to be issued to PM</p> <p>-</p>	<p>-</p> <p>DP</p> <p>-</p>
	<ul style="list-style-type: none"> Schedules of Accommodation 	<p>NM noted that some small areas have been moved around, however, these moves are now levelling off. The AGV issues have caused a few movements.</p> <p>PM noted that on some drawings areas of 'extra space' were noted, this has been discussed with Emma White noting that a cost will be attached to this and therefore if possible some areas should be reformatted to use this space, e.g. linen store will be relocated from the ground floor.</p> <p>PS advised that he is keen to look at the overall measures to identify any pinch points and to understand the source of any change.</p> <p>AS again repeated that through the whole process the 1:200 teams balanced off additions and subtractions and this was confirmed by the QS at 1:200 meetings. It is then up to the architects to design plant and communication space efficiently to stay with agreed plans.</p>	<p>-</p> <p>-</p> <p>-</p>	<p>-</p> <p>-</p> <p>-</p>
3.	Monthly Project Report	<p>PS advised that he would distribute the Monthly Project Report and highlighted the following main points for noting:</p> <ul style="list-style-type: none"> The Laboratories site is progressing well and adverse weather has not been a major issue. There had been no RIDDORs or significant injuries reported however there had been one minor injury. The occupational health service is currently reviewing staff health questionnaires. Basement pours are ongoing, vertical levels between ground and level 1 are going up and piling works continues. 	Monthly Project Report to be distributed	PS

Item No	Item	Discussion/Information	Action	Action by Whom
		<p>AS stressed the high importance of BREEAM to the Gateway review. Following discussions with Susan Logan it seems achieving an 'Excellent' rating is unlikely and a 'Very Good' level should be aimed for at this stage. The BREEAM meeting last week set out exactly what evidence is required for the review. All evidence needs to be forwarded to Susan Logan within the next two weeks; following this an Interim Design Certificate Review meeting will be scheduled.</p> <p>AS advised that all evidence will need to be presented to the Board along with the rating, they will then decide if further investment to increase the rating is required.</p>	BREEAM evidence to be sent to Susan Logan	As appropriate
4.	Identification of Strategic Drivers for next quarter	RB advised that the main strategic driver for the next quarter is the FBC. AS noted that, once back from annual leave, Heather Griffin will be taking time out of other work to focus on collating and drafting the FBC submission. Sessions to review FBC will be organised in due course and BCL will be involved in the process.		
5.	AOCB	No other business was noted.		
6.	Date and Time of Next Meeting			
	The next Project Steering Group meeting would take place on Tuesday 31 st August 2010, 3.30pm at the Site Offices.			ALL

ACTION NOTE

Present:

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

Alan McCubbin (AMc)
David Bower (DB)
Liane McGrath (LM) (notes)

Ross Ballingall (RB)
David Hall (DH)
Tim Bicknell (TB)

Neil Murphy (NM)
Peter Moir (PM)

Apologies:

Andrew Percival (AP)

Ed McIntyre (EM)

Darren Pike (DP)

Steve Pardy (SP)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action Note from PSG (27/07/2010)	Accepted as an accurate record.	-	-
2.	Matters Arising			
	<ul style="list-style-type: none"> Project Supervisor 	<p>PM advised that the Project Supervisors are working well and now have full access to Sypro and Aconex. They are making weekly site visits and producing monthly reports. They have given positive feedback about the construction site. The executive summary from their report is included in the NSGH Monthly Report.</p> <p>RB noted that BCL are working well with the Project Supervisors.</p>	-	-
	<ul style="list-style-type: none"> Existing Site Services 	PM confirmed that the reports from the ground service surveys around the site perimeter have been issued to BCL.	-	-
	<ul style="list-style-type: none"> Migration of services to new hospitals 	AS advised that work is ongoing on the Board commissioning plan and this will be issued to BCL when complete.	-	-
	<ul style="list-style-type: none"> SAS 	AS noted that the site has been confirmed and the legal aspects of the process are being worked through. Alan McCubbin will present a paper detailing progress to the Property Committee in November.	-	-
	<ul style="list-style-type: none"> Scottish Water 	AS noted that plans to purchase the land will be progressed subject to FBC approval.	-	-
	<ul style="list-style-type: none"> Food Waste System 	AS advised that proposals on the food waste system will be reviewed and progressed subject to FBC approval.	-	-
	<ul style="list-style-type: none"> Stage 2 	NM advised that information is being produced in line with the Appendix K schedule. 18 of the 43 conditions remain outstanding; however, all pre-start items have been addressed. Work is progressing steadily.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
		<p>NM noted that Jim Miller is scheduled to meet with the planners next week to look at the schedule of materials.</p> <p>AS and DS are meeting with the planners to discuss the Energy Centre. NM noted that the detail of this needs to be considered so the procurement process can commence.</p> <p>AS noted that getting planning approval is critical to FBC.</p>		
	<ul style="list-style-type: none"> Appendix K 	AS noted that Appendix K was discussed in detail earlier at the PMG. Darren Smith had agreed to draft a list detailing what drawings require each level of sign off for Appendix K, e.g. full sign off or work in progress sign off.	-	-
	<ul style="list-style-type: none"> Schedule of Accommodation 	<p>MN advised that he had spoken to Tribal about issuing the Schedule of Accommodation. A draft is anticipated by next Monday. This draft will be updated following the anomalies noted during the 1:50 reviews, such as department names and boundaries. NM noted that the overall footprint had not changed significantly.</p> <p>AS noted that timescales are tight and any issues need to be raised this week, NM advised that he was not aware of any issues and the changes overall should be neutral.</p> <p>AS reported that the 1:200s were completed on 17th June and since then no issues have been flagged to the Board through the Early Warning system.</p>	-	-
	<ul style="list-style-type: none"> FBC 	<p>AS noted that good progress with drafting the FBC had been made. AMc will be adding cost information to the final draft. A copy of the FBC will be issued to the Gateway Reviewers, however this will not contain costing information.</p> <p>The NHS GGC Board presentation will take place next Tuesday, AS, DR, AMc, Douglas Griffin, and Peter Gallagher will attend.</p> <p>The full FBC will be presented to NHS GGC Board on the 26th October along with a summary paper. The Capital Investment Group will then approve the FBC before it is submitted to the Cabinet Office.</p>	-	-
	<ul style="list-style-type: none"> Gateway 	<p>AS noted that the Gateway review will take place next week from 4th – 6th October. Requested information has been issued to the reviewers and a copy of the draft FBC will be issued this week.</p> <p>A brief has been written and will be distributed to all involved in the interviews. RB and PS will be interviewed on Monday.</p>	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
	<ul style="list-style-type: none"> Cashflow 	<p>DR noted this was discussed at the Commercial Group earlier today. DR confirmed that cashflow information will be required for the FBC. AS stressed the importance of this information.</p> <p>PS queried if there will be an opportunity at the end of each financial year to re-visit the cashflow and assess how it is working. AMc confirmed there would be an opportunity as each year the Board discuss cashflow for the coming financial year with the Scottish Government. BCL and the Board will discuss cashflow in the last quarter of each year prior to the Scottish Government discussions.</p>	-	-
	<ul style="list-style-type: none"> Parking Plans 	<p>AS advised that this was discussed at the earlier PMG. DB noted that the start date for the substation works has been put back to aid site logistics.</p> <p>Displacement of car parking spaces during the works will be an issue that needs to be addressed. An interim solution is being co-ordinated by Alan Keeley. 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 subject to FBC approval.</p>	-	-
	<ul style="list-style-type: none"> Community Benefits 	<p>AS reported that a paper on Community benefits had been issued to the NHS GGC Board last week. This paper detailed progress so far and highlighted the positive work that has been carried out.</p> <p>PS gave an update on the Community benefit work currently underway, highlighting the following:</p> <ul style="list-style-type: none"> - BCL are currently achieving the targeted 10% of the workforce being new entrants. The supply chain are committed to this target and it is stated as a requirement in the tender information packages. Monthly meetings with supply chain reps are ongoing and performance against the targets is discussed. - As the project progresses into the next phase SME opportunities will rise. - The next meet the buyer event is scheduled for 30th November 2010 and will take place at Orkney Street Enterprise Centre. - A feedback report on the previous meet the buyer event has been received and notes that local companies are encouraged by the potential opportunities that will be available. - CE Manager interviews are ongoing. - GSWRA have taken photographs of the new recruits working with Dunnes and these photos will be published in the press. <p>AS requested that PS draft a summary paper detailing information on local companies that have had the opportunity to tender for different parts of the project. PS agreed to draft a paper and forward to AS.</p> <p>TB asked if any feedback on community benefit work has been received from the NHS GGC Board. DR noted that positive comments were given at the Board meeting last week. AS noted that no negative feedback has been received and the numbers of the workforce recruited, new entrants etc have been presented to the Board.</p>	<p>-</p> <p>-</p> <p>Summary paper on opportunities that local companies have had to tender for work to be drafted and sent to AS</p>	<p>-</p> <p>-</p> <p>PS</p>

Item No	Item	Discussion/Information	Action	Action by Whom
		PS also noted that the training centre will be positioned on the Ogilvie site. An information centre will also be based here.	-	-
		RB noted that as the project progresses more packages will open up and volumes will increase making more opportunities available. AS noted that good progress has been made so far and the momentum needs to be kept up throughout the full project.	-	-
	<ul style="list-style-type: none"> Programme Review 	<p>DB noted that progress with the overall programme is going well.</p> <p>Against the first programme that was issued, Stage 1 is currently 4 days behind, 20% was planned to the end of August however 19% has been achieved. Stage 2 is on programme.</p> <p>Monthly programme reviews are ongoing and continue to monitor progress.</p>	-	-
3.	Monthly Project Report	<p>The 8th NSGH Monthly Report had been distributed and PM highlighted the following points from the report:</p> <ul style="list-style-type: none"> The Joint NHS / Brookfield Project Team are currently working on a range of tasks to bring the Project to a critical milestone in October 2010, these include <ul style="list-style-type: none"> Preparation of the FBC Preparation for the Gateway III Review. Conclusion of Stage II Design Development. Management and construction of Stage I Laboratory project on site. Management of Risk and Change. Conclusion of Town Planning process and dialogue with A&DS. Cost Control and management of NEC3 processes (EW/PMI/CE) No RIDDOR or serious injuries reported this month. De-watering to Mortuary basement complete. SEPA visit confirmed SUDS pond satisfactory. Report contains detailed update on programme and progress. Design Development nearing completion. Lab project remains on programme, demolition of old buildings have commenced. Project Supervisors continue to make monthly visits to site, feedback is positive. Target price remains in line with agreement. EWs, PMIs and CEs continue to be managed through weekly meeting. <p>PM requested that all contributors to the report submit their sections earlier next month to allow more time for collation and distribution.</p> <p>Following discussions on the format of the H&S section of the report RB agreed to ensure this section is revised to include more information on the positive work that is ongoing across the construction site, such as the development of the H&S rota. DH also noted that it would be useful to</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
		include information on near misses, actions taken and any initiatives that had been carried out over the month. RB noted that HSE had arranged to visit the site and give a briefing to staff, however HSE had since postponed this and will rearrange in due course.		
4.	Identification of Key Risks	AS advised that the Board Risk Register and BCL Risk Register were reviewed at the workshop held on 14 th September 2010. Risk registers have been updated and no significant issues were reported. AS noted that the Project Risk Register held by the Project Team continues to be updated on a monthly basis at the Project Team meetings. RB noted that it was important to reinforce to Laboratory Users that the Labs design had been signed off and that work now needs to concentrate on commissioning rather than design changes. AS confirmed that this was noted that the last Laboratory Medicine Project Group and the group was advised any changes to design are subject to the formal change process.	- - -	- - -
5.	Identification of Strategic Drivers for next quarter	AS advised that the main strategic driver for this quarter is the development and submission of the FBC. The group discussed drivers post FBC and noted the flowing: <ul style="list-style-type: none"> - Due diligence exercise - Mobilisation period for the building of the A&C Hospitals - Communication – Internal, External, National and the Marketing Group - Community engagement – need to drive forward - Third party consensus - Logistics, including temporary signage, mobilisation plan for the first quarter, completion and conclusion of SAS and Scottish water purchases - Work towards conclusion of design process AS noted that he will take forward key groups to plan and manage these strategic drivers. The Project Team will be reconfigured as the project progresses. RB noted plans to extend and reconfigure the project offices post FBC.	- - - -	- - - -
6.	AOCB	No other business was noted.	-	-
7.	Date and Time of Next Meeting	The next Project Steering Group meeting would take place on Tuesday 30 th November 2010, 3.30pm at the Site Offices.		

ACTION NOTE

Present:
Peter Moir (PM)

Apologies:

Alan Seabourne (AS)
Ross Ballingall (RB) (Telephone)
Alan McCubbin

Douglas Ross (DR)
Shiona Frew (Notes)

Mike Sharples (MS)
Tim Bicknell (TB)

Paul Serkis (PS)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Welcome	AS welcomed everyone to the first steering group meeting since stage 3 had been activated. The Steering Group will meet every 2 months and the role, remit and membership of the group has been revised.	-	-
2.	Action note from previous meeting (previous Steering Gp)	Accepted as an accurate record.	-	-
	Matters Arising			
	<i>FBC</i>	AS advised that the FBC had been approved by the Scottish Government and the letter to proceed was signed by BCL on the 16 th December and the NHS on the 17 th December 2010.	-	-
	<i>Mobilisation</i>	MS advised that the foundations for the additional cabins were being prepared. The Peterborough Cabins were arriving from 14 th February 2011. The additional office accommodation would be in operation by end February 2011. AK was continuing to liaise with Waco regarding the installation of the end units without causing disruption.	-	-
		Dunne's would be moving out of the ground floor and the BCL construction staff would move into this area. Dunne's would relocate into an area in the new cabins. The canteen facilities would move across into an area of the new cabins being constructed on the SAS land. The training centre and community engagement facility would also be constructed on the SAS land.	-	-
		PM reported that he had passed a revised layout sketch to AK for the layout of additional NHS office space. He wished to meet with AK to understand the programme for the new cabins.	Meet with AK	PM
		MS advised that it was intended to utilise the NHS hot-desk space for the Design Team and samples however a final decision on the usage of this area was to be taken. AS reported that he had discussed with Anne Corr the potential for this area to have soft seating for informal discussions. AS had emailed the Fiona Stanley Hospital to obtain a picture of their samples room.	-	-
		TB enquired whether the schedules for the notice to proceed had been concluded as BCL wanted to instruct the notice to proceed to their supply chain. PM advised that MB had reported that all the logs had been completed/agreed and the information was to be burned onto disc for issue as the updated project bible. PS reported that 2 copies of information would be printed i.e. 1 copy for NHS and 1 copy for BCL.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising (cont)			
	<i>Scottish Ambulance Service</i>	AS reported that the work to conclude the Scottish Ambulance Land acquisition had been completed. There had been an issue in regards to decommissioning the helipad and he had asked DB to delay access to the helipad however matters had changed and he would be confirming to DB not to move the date and that the helipad would be available from 17 th March 2011, he would liaise with DB to agree the BCL handover date for the Helipad.	Agree helipad handover date with BCL	AS
	<i>Scottish Water</i>	AS reported that all issues had been concluded and the offer to purchase was with Scottish Water. The tender for the new roads had been issued and was due to be returned at beginning February 2011. The detail of the fencing was yet to be worked through with BCL. Progress was being made.	Fencing detail to be discussed with BCL	PM
	<i>Labs BREEAM</i>	AS advised that he had discussed the non-inclusion of turbines with GW however he was under the impression that BCL were still designing on the basis that the turbines were going ahead. AS had instructed that the turbines be removed as professional advice indicates that the turbines are inefficient and do not generate any energy. The NHS would utilise the budget allocated for the turbines on another form of renewable energy.	Design proposals not to include turbines	BCL
	<i>A&C Facade</i>	AS advised that a meeting had been held with WSP and Susan Logan. There were 2 issues of concern being raised by Susan Logan. The issues were as follows: a) Model – he had expected that the model would be presented before the activation letter. DS has advised that the NHS cannot see the model in Scotland, b) Opaque Glass in the tower – insulation value causing serious concern (above 0.8) however he was being assured that the in relation to the whole model that the insulation value would still allow for the ER's to be achieved. The NHS would not be able to accept the current insulation U value and the U Value would need to be improved upon. He, PM and SL will be visiting the WSP Offices to obtain a presentation of the model on the 7 th February 2011. SL had an orientation of the model during the previous week. BCL will need to be able to convince the NHS team that the insulation value is the best that can be achieved. It was noted that the insulation value of the tower may not have been specified in the Employer's Requirements however all bidders were guided in regards to the facade being insulated passively. He emphasised that the insulation would not be a target price issue.	Ongoing discussion	NHS/BCL
	<i>Acoustic Testing</i>	AS advised that DS had alluded to the acoustic testing being finished. MS enquired what else the NHS team required. PM reported that the NHS Team were still to be provided the Acoustic Testing report and that he was of the understanding that the partition did not meet Employer's Requirements. AS reiterated that BCL had undertaken acoustic testing which were not carried out under absolute test conditions and during the adverse weather. There had been potential for a further mock-up in the Labs Facility however he was not sure whether BCL had agreed to create a further mock-up The potential of Value Engineering the acoustics was very beneficial for BCL however there was a major risk for the NHS should they accept 46db. DR reported that the return air ductwork had also been identified by the NHS as a further acoustic issue.	Acoustic report to be provided to NHS Team -	DS -

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising (cont)			
	Pre-start Conditions	AS advised there were no issues to report.	-	-
	Ground Contamination	AS advised that Dr Lee had presented the ground contamination information to a joint meeting of NHS and BCL reps via teleconference and that he had some difficulty in understanding all that was being presented via the teleconference meeting. He acknowledged that there were 2 issues, a) gas and b) water plain. It had been agreed that i) more monitoring should take place ,ii) the current monitoring results should be advanced and iii) there was potential that the adverse weather conditions (ground frost) may have impacted on the previous readings/results. AS confirmed that it had been agreed that the Energy Centre should have a gasket (DPM) fitted. The proposed solution for the Suds pond was still under discussions. Further work at the Helipad still needed to be undertaken. The ground contamination issue remained as work in progress.	- Energy Centre to have DPM fitted. Further discussion re SUDS pond required	- NHS/BCL
	Existing Hospital Site	<u>Oil Tanks</u> - AS advised that the NHS have tenders for the oil tanks work. <u>Surgical Sub-station</u> – AS advised that GCC Planners wanted the surgical sub-station relocated to create a hammerhead in case Stage 3 didn't go ahead therefore since approval for Stage 3 has now been achieved it would be worthwhile further liaising with GCC Planners to check if the surgical sub-station still needs moved and if still needs to be done to ascertain the timing i.e. after the surgical block is decommissioned. PM advised that he had met with DJ and the surgical sub-station relocation would need to be reviewed taking cognisance of the wider site and larger scale. AS advised that relocating the surgical sub-station was costly and was high risk and if anything could be done so that the surgical sub-station	- BCL to identify proposals which did not require the surgical sub-station to be moved.	- DP/DJ
	A&C Fire Compliance	AS advised that a meeting of BCL, WSP with the NHS team and Buro Happold had been arranged to discuss A&C Fire compliance.		
3.	Health and Safety	AS welcomed John Green (JG) to the meeting. He advised that JG was the Board's Health & Safety Manager and that he had asked JG to attend the Project Steering Group meetings to get an update on Health and Safety on the site. JG would be attending every second PSG meeting. AS apologised for not being able to provide a presentation of H&S at this meeting and advised he would arrange for a full update at the next meeting being attended by JG and for JG to have a site walk-round. MS advised that BCL had a reportable incident on 7 th January 2011 which had been due to a peri-frame slipping and hurting an operative's foot. MS reported that BCL have a full induction programme in situ for all site staff. JG enquired whether the Health & Safety Executive had visited the site and MS confirmed that the site had been visited by the HSE.	Arrange site walk-round and H&S Update presentation for May meeting. -	AS -

Item No	Item	Discussion/Information	Action	Action by Whom
4.	Project Management Group – Structures	AS advised that the Project Management Groups structure was being further reviewed in regard to the Hospitals and Labs design groups. It was proposed to have an overarching joint Hospitals and Labs Lead Design Group (HLLDG) with a Hospitals Design Group and the current Labs Design Group reporting into new HLLDG. PM reported that the main focus for Labs was construction therefore that Labs Construction Group had more prominence than design. It was agreed that a project Construction Management Group (CMG) should sit on the top tier with the Construction Interface, Labs Construction and Hospitals Construction Groups reporting to the CMG. The revised structure was agreed and the memberships of the groups would be revised accordingly. AS agreed to send the Project Management Group Structures document to MS for review and approval.	Circulate revised project Management Structure	AS
5.	Monthly Progress Report	<p>PM advised that the Monthly Progress Report was in draft format and the final report would be issued later that day. A schedule of dates would be issued to all report contributors outlining when information is required to ensure inclusion in future monthly reports. MS requested that the schedule be provided to SH who would co-ordinate the BCL input.</p> <p>PM summarised the report as follows:</p> <ul style="list-style-type: none"> • Instruction to Proceed signed off by NHS and BCL; • Stage 1 – may be impacts due to inclement weather which would be dealt with through the Commercial Group • Labs Progress – ongoing with further sub-contractors commencing on site i.e. Mercury, Prater, Astins, Pavo; • Project Supervisors – had a number of issues which are being dealt with however overall they were impressed with the work undertaken to date. A tracker has been prepared and actions were being undertaken; • Labs RDD – commencing at end of this month. PM has a meeting with the Mortuary users to discuss the Mortuary Equipment. MS enquired about any interface issues/heights of fridges, etc and about ensuring that old equipment fits with the installation. PM advised that this had already been raised and an exercise to identify the old equipment being transferred would be commenced in due course. • Work on the 33KVA sub-station was progressing. BCL anticipated that the piling would be complete by the end of the current week and then the rig would move over to the energy centre. RB advised that they should have been finished on the sub-station the previous day therefore work was slightly behind schedule. • Stage 2 completed before Christmas 2010; • Appendix K needs to be updated; • Design development will be ongoing • Enabling Works – Demolition works complete before Christmas 2010, culvert works being progressed and certainty obtained re cables on hand however there is a rep on hand should any further cables be found; <p>..... Cont'd</p>	Provide schedule BCL Input to the Monthly Report to S Harkness	SF

Item No	Item	Discussion/Information	Action	Action by Whom
5.	Monthly Progress Report (Cont'd)	<ul style="list-style-type: none"> Supervisors Report – generally very positive to date. They have some information requirements i.e. Caltite warranty/guarantee. They have provided a list of information requirements. They have raised some notifications (over and above those listed in the current report) i.e. damaged partitions, rusty steelwork. It was noted that a number of issues had been due to the adverse weather. BCL were replacing anything that had been damaged. The Project Supervisors were liaising with John Curry and were meeting regularly with BCL to close out actions. AS reported that the NHS meet with Capita Symonds formally every month and they were generally reporting that everything was acceptable. <p>AS requested members advise PM of any changes by close of business that day.</p>	<p>-</p> <p>Advise changes to the Monthly Report to PM by COP</p>	<p>-</p> <p>ALL</p>
6.	1:50 Programme	<p>AS advised that the 1:50 programme had been agreed. During the detailed meeting with BCL and Nightingales the NHS Reps had raised the need to obtain the elevations for presentation at the User Group meetings. The Employer's Requirements had subsequently been reviewed and they confirmed that the NHS Team were supposed to get the elevations with the 1:50 plans. MS advised that BCL had reviewed the Construction Programme, BCL risks, specifically reviewing the 700 rooms and a plan to provide the elevations had been identified. It was proposed that for the User Group meetings 171 of the 700 elevations would be provided. Whilst work continued in the UGMs a further 300 (approximately) would be provided at the end of the UGM programme for the Project Team to sign-off. The remainder of the elevational drawings would be prepared in the period between the end of the UGMs and December 2011. DH and FW had been provided the elevational proposal for review and comment but sign-off of the elevational programme by DH and FW was expected. AS stressed that the 1:50 process needed to be signed off by end of business on 28th January 2011. Agreement of the 1:50 process could not be delayed any further. BCL were proposing to get all the critical construction rooms drawn as elevations. He agreed that it was critical to identify and agree the full 1:50 process.</p> <p>DR reported that the RDD process needed to be captured and the NHS Team would issue a PMI.</p> <p>TB raised concern that BCL would reach a point where they have all the construction information but they do not have relevant sign-off from the NHS Team. MS advised that the construction information would be caveated i.e. department not fully signed off until all 1:50 elevations signed off/received. AS advised that the NHS would sign-off the construction information in principle but would not sign off completely until all the 1:50 elevations had been signed off. MS reported that he was expecting the NHS to sign-off clinical functionality not offices.</p>	<p>-</p> <p>DH and FW to agree elevational programme proposal</p> <p>NHS to issue PMI. RDD info to be captured.</p> <p>-</p>	<p>-</p> <p>AS/MS</p> <p>BCL/PM</p> <p>-</p>
7.	Commercial Group	<p>DR advised that the first Commercial Group meeting from the revised meeting schedule would take place on 1st February 2011. There were currently no specific issues requiring discussion. The cashflow had been agreed however would need to be monitored. The payment assessment process was working well. The VE register continued to be discussed. He reported that the NHS Team were awaiting costs for the fume cupboards on the basis of a) supply and install and b) install only.</p> <p>.....cont'd</p>	<p>Costs awaited by NHS re Fume Cupboard and Safety Cabinets.</p>	<p>MS/DP</p>

Item No	Item	Discussion/Information	Action	Action by Whom
7.	Commercial Group (cont'd)	<p>TB enquired about the audit process. PS reported that BCL would be carrying out audits on Dunne's and Mercury in the first instance and then the remaining sub-contractor audits would be mapped out. DR advised that the BCL costs had been audited, PS had provided 2 quarters of information and he had reviewed the CHEOPS.</p> <p>PS requested that the Risk Register be discussed at the next Commercial Group and thereafter every 2 months.</p>	<p>-</p> <p>Risk Register to be discussed at every 2nd Commercial Group meeting</p>	<p>-</p> <p>DR</p>
8.	Re-branding	<p>AS advised that agreement had been reached with AK and Ann Corr re site hoardings. PM had been provided with information re signposts for the project. RB had discussed the Brookfield name change with Robert Calderwood (NHS GG&C Chief Executive). BCL had subsequently been asked to confirm if the rebranding was due to a name change or whether it was a structure change. TB confirmed that the rebranding was a name change.</p>	<p>-</p>	<p>-</p>
9.	Community Benefits	<p>PS advised that BCL were currently installing the foundations for the new Community Engagement and Recruitment Centre. The centre would have its own entrance and exit. A training room would be available for SME's. BCL were aiming to open the centre in April and they were currently identifying a VIP to open the centre.</p> <p>BCL were continuing to liaise with GCC and they had agreed that BCL could utilise their portal. The portal currently had 2500 business's registered which would allow BCL to communicate work packages to the wider community.</p> <p>Local engagement included 'Meet the Buyer' events and meeting with Glasgow South West Business Club. Neighbourhood Liaison was continuing and the 2nd newsletter was due to be issued. The Training and Recruitment targets were being exceeded, currently at 11% for training and recruitment. BCL were meeting with the key supply chain partners on a monthly basis. BCL were currently evaluating all tender responses and ensuring that replies had been provided. The Mercury contract was a large package of work and Mercury were sub-contracting out the works in smaller packages.</p> <p>The Community Engagement Manager was driving the Community Benefits agenda forward. All consultants and sub-contractors had been made aware of the community benefits partnership agreement. AS advised that he had provided an update on Community Benefits to the Board's Performance Review Group and they had been impressed at the progress achieved thus far.</p> <p>BCL were implementing the Independent Learning Programme with Govan High School. BCL would be mentoring the school pupils. AS commented that he would need to check whether mentors would need to have clearance from Disclosure Scotland due to the Children's Act. PS agreed to provide AS with the mentoring process to check whether Disclosure Scotland clearance is required.</p> <p>DR advised that he had liaised with Mark McAllister in order to streamline the reporting template. The revised template would be presented at the next Commercial Group meeting.</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>Check whether Disclosure Scotland clearance is required</p> <p>Template to be discussed at next Commercial Group meeting</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>AS</p> <p>DR</p>

Item No	Item	Discussion/Information	Action	Action by Whom
10.	Identification of Risks	AS advised that there is a need to identify the risk process and this should be discussed at the Commercial Group meeting.	Risk Process to be discussed at next Commercial Group meeting	DR
11.	Identification of Strategic Drivers	AS enquired whether there were any strategic drivers which should be included as a standing item on future PSG agenda. PS enquired with the NHS programme remained on target to enable BCL to take over a clear site on 28 th March 2011 and this was confirmed. PM suggested that BCL may be able to get access to part of the site prior to the 28 th March 2011. AS requested that should members identify any strategic drivers that he be informed for inclusion on forthcoming agenda.	- Advise AS of Strategic Drivers for inclusion on forthcoming agenda	- ALL
12.	AOCB			
	<i>Conclusion of Stage 2</i>	TB enquired whether work to concluded stage 2 fees was being undertaken. DR advised that the stage 2 fees roll up into stage 3. TB enquired whether it would reach a point of final defined fees. PS advised that BCL had allowed for another month to capture any other accruals. DR advised that he had liaised with DR.	-	-
	<i>Topping Out Ceremony</i>	AS advised that the Topping Out Ceremony would take place on 8 th February 2011. He had met with RC and the ceremony process had been reviewed and honed down i.e. a) contingency arrangements identified should the weather be bad i.e. not carrying out the ceremony on the top level, b) the route to get the Health Minister into and out of the buildings including the PPE requirements and c) the attendees for the ceremony would be himself, Robert Calderwood, Jane Grant, NHS GG&C Press Officer and BCL attendees. The ceremony reception would be attended by reps from the City Morgue and NHS GG&C Mortuary. The BCL, BMJ and NHS Project Team members had also been invited to attend the ceremony reception	-	-
13.	<i>Date and Time of Next Meeting</i>			
	Tuesday 29 th February 2011 at 1.30pm in the Boardroom, Top Floor, Site Offices.			ALL

ACTION NOTE

Present:
Paul Serkis (PS)
Apologies:

Alan Seabourne (AS)
Peter Moir (PM)
Tim Bicknell (TB)

Alan McCubbin (AMc)
Shiona Frew (Notes)

Douglas Ross (DR)
Mark McAllister

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>Site Mobilisation</i>	AS advised that the site mobilisation was ongoing but nearing conclusion.	-	-
	<i>Acoustic Testing - Labs</i>	AS commented that the Board were anticipating that acoustic testing would be carried out to demonstrate no impact re partition changes to soffit. AS enquired whether acoustic testing would be carried out generally. DR advised that there acoustic testing had been referenced in the Project Supervisor report.	-	-
	<i>Ground Contamination</i>	This item was being dealt with through the PMG meetings.	-	-
	<i>Sub-station, Etc</i>	This item was being dealt with through the PMG meetings.	-	-
	<i>Risk Register</i>	AS advised that the Risk Registers should be fully reviewed at the next Commercial Group meeting	To be discussed at next Commercial Group meeting	DR
	<i>NHS Logo</i>	AS advised that use of the NHS Logo was in purdah. BCL need would need to advise the NHS Team of any plans to use the logo at this time.	Liaise with NHS Team re use of logo	MS
	<i>Stage 2 Payments</i>	PS advised that there was no issue with the stage 2 payments.	-	-
	<i>Land Acquisitions</i>	Scottish Water - AS advised that the land acquisitions were nearing conclusion. The offer to buy the land had been accepted. SW had concluded their lease with Orange. The Board had been given the right to access the SW land. The SW land missives were nearing conclusion. AMc enquired when it was expected that the missives would be concluded as he may need to note the land acquisition in the Board's accounts as a liability.	Confirm expected date for conclusion of missives to AMc	AS
		PM advised that Dunne's had been appointed to undertake the works on the Scottish Water land. AS stressed that a process would need to be put in place to ensure no confusion between the BCL contract and the NHS contract. PM advised that he had requested that Dunne's set up an addition cost code for the NHS Codes.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising (cont) <i>Land Acquisitions (cont'd)</i>	<p>Scottish Ambulance Service - AS reported that he had liaised with Tony Coccozza re the difference in land valuations between SAS and NHS (District Valuation/Capital Valuation) and he had agreed to accept the £15k difference and the land valuation would be revaluated in due course. AMc enquired when it was expected that the missives would be concluded. AS agreed to confirm when the missives would be concluded to AMc asap.</p> <p>AS advised that that he had informed AK that BMCL could get access to the Scottish Water land to commence the BMCL works, however, AK seemed to be unwilling to commence work on the SW site. PS advised that AK would be trying to ensure that there was no confusion between the NHS contract works and the BMCL contract works. AS advised that if there was any work which was becoming time-critical then the work should be commenced and the contracts managed as appropriate.</p> <p><i>Labs BREEAM</i> AS advised that he was of the understanding that there were still outstanding items which BMCL needed to close out. PM advised that the outstanding items were Labs Acoustic and an ACDP statement but that DP was progressing these. MS agreed to liaise with DP to ensure close out of these items.</p> <p><i>A&C Facade</i> AS advised that the A&C Facade would be dealt with through the PMG meetings. There were 3 areas to be progressed:</p> <ul style="list-style-type: none"> a) Overall calculation of the 80kgm² which Susan Logan was checking out; b) Final detail of the elevation on the make-up of the structure to obtain the final U Value c) To wrap up the above, including the change in hours and to remain with the 80kgm². 	<p>Confirm expected date for conclusion of missives to AMc</p> <p>-</p> <p>Liaise with DP to close out remaining BREEAM actions</p> <p>Provide update at future PMG meeting</p>	<p>AS</p> <p>-</p> <p>MS</p> <p>MS/DS</p>
3.	Monthly Progress Report	PM advised that the monthly report had been reformatted to reduce the size of the report and summarised the report as follows:	-	-
	Stage 1 (Labs)	<p>Stage 1 remains on programme to complete 12 March 2012. Assessment of Early Warning 58 re application for costs of delay due to inclement weather was being undertaken and DMF would be providing the NHS Team with the associated weather reports in order for the claim to be assessed appropriately. Works to the Labs Facility were ongoing. He had been informed of delays to the external envelope and internal works however BMCL were taking action to mitigate the delays. The RDD process was continuing and he was expecting a revised RDD Programme from BMCL. MS commented that he wished to understand what the RDD list is and the current status as he was trying to place orders for example for furniture and he did not know what had been seen/agreed by the NHS Team. PM advised that the process was floating but that he reacted asap whenever RDD was received for approval. MS commented that he would want to provide a final schedule of all RDD items to the NHS Team.</p> <p>PM advised that equipment remained a concern. The NHS Team were working through the lists with the MSC Tender. The NHS Team would be meeting with the MSC preferred bidder once formalised. Currie & Brown had undertaken an exercise to extrapolate what the new Labs Facility equipment would be. DR advised that C&B had reviewed the MSC and had extrapolated a list of equipment, the next stage in the process would be review and compare the equipment list against the 1:50 drawings. AS advised that C&B could liaise with the Labs Directorate if they had any queries re reconciling equipment to the drawings. PM commented that he hadn't been informed whether the successful bidder had been formally</p>	<p>-</p> <p>Final schedule for RDD to be provided to the NHS Team</p>	<p>-</p> <p>MS</p>

		notified.		
Item No	Item	Discussion/Information	Action	Action by Whom
3.	Monthly Report (cont'd)	<p>DR enquired whether DH had advised PM that there were 50 pages missing from the MSC tender. SF was requested to contact Isobel Ferguson to obtain the missing pages.</p> <p>MS enquired whether the NHS Team had a legacy list. AS advised that a gap analysis had been undertaken and an understanding of what equipment was transferring had been identified. The Labs Directorate would undertake a further gap analysis and they would be provided with the room layouts and requested to identify the locations for each piece of equipment.</p> <p>PM advised that C&B were reviewing the equipment list (version 7) and integrating the items which MS had discussed (114 items). The NHS Team were struggling to understand what else had been omitted. MS commented that BCL wanted to make sure that any builders-work is done will accept the equipment i.e. ensure that there is no co-ordination issues.</p> <p>PM acknowledged that the following items were still outstanding: a) ventilation, b) dissection benches, c) Staining benches and d) fume cupboards and safety cabinets.</p> <p>AS enquired whether BCL had sufficient information to allow BCL to provide a price for the supply & fit and fitting only of fume cupboards and safety cabinets. PM advised that he would be meeting with BCL reps later that week to ensure the information is sufficient.</p> <p>AS informed AMc that he expected to need to start a call on the equipment budget very shortly. He would provide information to AMc in due course.</p> <p>PM advised that he had received the drawings outlining the interim solution (2012-2015) for Labs. He had shared the principles of the BCL proposal with the Labs Directorate Senior Management. He would be providing a presentation at the Labs Directorate away day at the end of the week and would hope to confirm acceptance of the BCL proposals asap thereafter. The PMI re operation of the service yard had been issued. AS advised that the Director of Facilities had raised concern about the convoluted route for outpatients in the interim. PM commented that this issue had been raised at the recent ASR group and it was anticipated that the out-patients services would continue to be seen at another site.</p>	<p>Obtain the missing 50 pages from IF</p> <p>-</p> <p>-</p> <p>-</p> <p>Provide costs for Fume Cupboard and Safety Cabinets</p> <p>-</p>	<p>SF</p> <p>-</p> <p>-</p> <p>-</p> <p>MS/DMF</p> <p>-</p>
	33KVA sub-station	<p>PM reported that works continued as programme to allow the frame to be completed by the 9th May 2011 thereafter to undertake the 3 week fit out period and it is expected that Scottish Power will commence their installation by end of May 2011. AS advised that he had liaised with Norman Sutherland re metering and he had sent the information to Ian Powrie to progress. PM suggested that the information should perhaps be forwarded to Bill Dickie as he had carried out the metering applications for the ACHs. AS reported that he was going to recruit a HV engineer to work with BCL in order to fully understand a) the installation of the 33kv sub, b) operation of the 33kv sub, c) control and management of the 33kv sub and d) energise the labs project.</p>	<p>Confirm acceptance of interim solution proposals</p> <p>-</p>	<p>PM</p> <p>-</p>

Item No	Item	Discussion/Information	Action	Action by Whom
3.	<i>Monthly Report (cont'd)</i>			
	<i>1 to 50 Process</i>	PM advised that the 1:50 process had commenced 21 st March. Feedback on process was so far positive. A tracker to monitor change is being utilised. The 1 to 50 process remains on programme to complete as programmed.	-	-
	<i>Other Design Issues</i>	<i>Appendix K:</i> PM suggested that there are a few outstanding drawings to be signed off as part of appendix K.	BCL to provide outstanding appendix K drawings	MS/DS
		<i>Tower U Value and Energy Modelling</i> - PM reported that the tower u value and energy modelling was currently underway.	-	-
		<i>Fire</i> - PM commented that the Buro Happold Fire report was being worked through in liaison with BMCL	-	-
		<i>Continued monitoring of ground gases and contamination</i> – work ongoing	-	-
	<i>Stage 3</i>	<i>Energy centre</i> - piling complete and pile caps and sub-structure works were underway.	-	-
		<i>Main Build</i> – works formally commenced yesterday. The helipad was formally closed earlier that day with helicopters now landing at either SECC or Royal Alexandra Hospital.	-	-
		PM enquired about the water source for the bentonite. MS advised that the source water for the bentonite would be relocated to the borehole. AS advised that the current water source was unmetered hospital water which could cause issues for the comparative work undertaken by the Board and therefore could the source could be metered. PS advised that he would check when the borehole would be ready.	Advise when borehole will be ready and/or install meter to existing supply	PS
		Car Park 1 – PM advised that he had met with the design team and the Car Park Project Manager. Barr continue to forecast being complete by 4 th April 2011. PM and the design team concur with the 4 th April 2011 completion date however agree achieving this date could be difficult. MS enquired when the multi-storey would become operational and PM reported that the car park could be made operational by lunchtime on the 4 th April. AS enquired whether as a contingency should the car park not open on the 4 th April that BCL could allow the NHS to continue to utilise the Maternity spaces (66 spaces) and the temporary car park (would need to make an another access). MS agreed to check if BCL could delay taking these areas and he would feedback to AS. AS stressed that he did not want to incur disruptive costs or stop the process.	Confirm if BMCL can delay taking over spaces at Maternity as contingency for NHS	MS
	<i>Scottish Water</i>	PM reported that Dunne's had approval to start and to work on the SW site. The NHS would push to get the missives concluded asap. A discussion re the fence would be required to ensure that the NHS get best value for money.	-	-

	Oil Tank Relocation	PM advised that the relocation works for the oil tanks were underway and remained on programme to complete in 2 weeks time.	-	-
Item No	Item	Discussion/Information	Action	Action by Whom
3.	Monthly Report (cont'd)			
	VIE	PM advised that the VIE works had commenced. The gas main diversion works had been completed. The interconnection between the 2 systems was complete. Work remained on programme for the new VIE to arrive on site on the 10 th April 2011. The work to the base/slab work was currently being carried out. AS advised that the Builder's and Air Products costs were the responsibility of BCL and other costs (i.e. pre-pipe enabling works) were the responsibility of the Board.	-	-
	Linthouse Burn	PM advised that the Linthouse Burn works were apparently currently 2 weeks behind programme however the NHS had recently been advised that the works may be 5/6 weeks behind programme. It had to be expected that some live services would have been found especially when working on a hospital site. He had asked to Hugh McDerment to take a greater interest in the diversion works. He was concerned to hear that there were only 2 men on site that day. HMc had tried to attend the site progress meeting however there appeared to be resistance to HMc attending the site progress meeting. He was keen to assist BCL to get this job done as quickly as possible and he did not understand why Leslie were still only working in one area of the job. He was keen to ensure that the diversion work delay did not impact on the BCL piling. AS advised that he had an internal meeting to discuss the Leslie works and that the next scheduled Early Warning would be a Leslie Contract specific meeting. AS advised that there is disconnection between NHS, BCL and Leslie and that he had previously flagged on a number of occasions that there appeared to be a shortage of personnel working on the work. DR advised that different messages were being conveyed i.e. initially it was advised as a 2 week delay which was to be assessed then advised that there was a further 4 week delay however the contract programme indicates that it is 2 weeks delayed but on programme. MS reported that he had asked GW to provide a clear indication of the delays for the EW meeting on Thursday i.e. clear period of time delayed and clear monetary value. If there were any issues which BMCL needed to address then BMCL would ensure issues are addressed. MS would be liaising with GW later that day to ensure the appropriate information was being collated. PM enquired if there were any objections to HMc attending the Leslie Site Progress Meetings. MS advised that in general there would be no problem however he would need to check whether the content of the meeting was appropriate for NHS reps to attend.	For discussion at Leslie specific meeting	ALL
			For discussion at Leslie specific meeting	ALL
4.	Project Management Group - Summary	<i>Fire Strategy</i> - AS advised that the Fire Strategy is becoming a pressure for the NHS Team. Areas of concern were a) AS is not the nominated Fire Officer therefore in the design process Alex McIntyre/Mary Anne Kane would need to be tied into the process and it was not always easy to get time from their diary, b) The NHS needs to get the strategic issues agreed through working with WSP/DS/BCL team e.g. decide fire appliances, evacuation process, alert process, communications, etc, c) roof issues – don't appear to have contingency plans i.e. is it is a atrium or a courtyard and there are different views between DS and the Board's Fire experts and Building Control may decide that the roof proposal cannot progress. He did not foresee any issue with being able to close out the other elements highlighted in the Buro Happold report.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
4.	Project Management Group - Summary (Cont'd)	<p>The NHS Team would need to get a Fire Procedure written for all the fire actions within the Labs Facility and most importantly would need to undertake major risk assessments re the building technically, building operationally and how each department works. He would be liaising with Karen Connelly the next day to discuss the Labs Fire Procedure. He was flagging this as a key issue for AS.</p> <p><i>Food Waste</i> – AS advised that the NHS wanted an all encompassing food waste system however it had been impossible to identify an all encompassing system. Subsequently he had given DP a view of a potential hybrid system. A presentation from Waste2 was being provided to the joint NHS/BMCL team on Monday on a new digestive system. The NHS previously proposed that BMCL should excavate the 70m² basement however he was now asking BMCL to go ahead and excavate the 70m²</p> <p><i>Compensation Events</i> - PM advised that the Compensation Event had been issued for a) the gas membrane and b) the testing to 2012. Any further testing would be a further CE. It was looking that a DPM underneath the main hospitals may not be needed. A further contamination meeting may need to be held so that BMCL could update the NHS Team on any issues.</p>	<p>Liaise with KC re writing Fire Procedure for Labs Facility</p> <p>Excavate the 70m² in the basement</p> <p>-</p>	<p>AS</p> <p>BMCL</p> <p>-</p>
5.	Project Supervisor	<p>PM summarised the Project Supervisor reports as follows:</p> <ul style="list-style-type: none"> • Generally feedback remains positive re quality and procedures on site • Design compliance checks underway and their tracker is being established • Caltite issue – some information had been provided since the report had been written <p>MS enquired about the terminology through the report i.e. page 10 (4.3.7) which stated “apparent” as he was concerned that this provided an opening for Capita to change their view at a later date. He suggested that the report conveyed mixed messages.</p> <p>MS commented that Capita continue to reference acoustic testing in accordance with HTM however BMCL were not building the Labs in accordance with acoustic testing HTMs with the exception of the mortuary. The HTMs did not apply to the Labs Facility. DR advised that the Labs Facility would be building to a design spec. AS suggested that Capita needed to be satisfied that the Labs Facility was meeting the performance criteria. MS advised that the Labs Facility would meet the performance criteria as set out by BMJ. PM agreed to discuss this item with Capita.</p>	<p>-</p> <p>Liaise with Capita re report terminology</p> <p>Liaise with Capita re references to HTMs in relation to Labs</p>	<p>-</p> <p>PM</p> <p>PM</p>
6.	Commercial Group	<p>DR advised there were no issues requiring PSG input to resolve. All current compensation events had been agreed The assessment process was continuing to work well. The assessment process was currently being focussed upon Dunne's as the main work was being carried out by Dunne's. The Dunne's system was easy to follow and requests for additional information were timeously dealt with. PS advised that BMCL were working with Mercury and had carried out an initial assessment. BMCL would work with Mercury set-up the review process and identify the information requirements.</p>	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
6.	Commercial Group (cont'd)	<p>Cashflow – Almost at year end and predicting £0.5m below projected cashflow. MS suggested that Dunne's may be calling on the £0.5m. AMc enquired when the cashflow for the next year would be available and MS commented that BMCL anticipated cashflow forecast would be available by the end of the following week. AMc reported that the information was required as soon as possible as the NHS was currently in discussions with the Scottish Government.</p> <p>AS enquired when the NHS Team would discuss the Labs tender out-turn, contingency, etc. MS suggested that it would be appropriate to discuss once all the procurement had been carried out which would potentially at end of September 2011. PS advised that BMCL were proposing carry out a review at end of September, at end of December 2011 and then at end of March 2012. BMCL would continue to carry out a look-ahead of packages remaining to be procured.</p> <p>AS enquired whether tender prices were stable. PS advised that materials prices were increasing especially anything oil related and steel. Dunne's were requesting to place the order for the steel for the main hospital to lock down the prices as opposed to purchasing later and the prices having further increased. AS suggested that this would have an implication for the cashflow. He would expect that BMCL would meet with the NHS Chief Executive and Director of Finance (Acute) to discuss the pros/cons of purchasing the steel in advance and impact on cashflow. PS predicted that prices would start to steadily rise nearer the end of the year.</p>	<p>Cashflow information to be provided to AMc once available</p> <p>-</p> <p>Liaise with NHS to discuss options/benefits of early material procurement</p>	<p>DR/MS</p> <p>-</p> <p>PS</p>
7.	Community Benefits	<p>PS advised that community benefits and engagement was progressing well. BMCL are building upon the good relationship developed with GSWRA. The supply chain has bought into achieving the community benefit targets. It is anticipated that the Training and Recruitment Centre would be opened at the end of March 2011. The community benefit target for recruitment and retention was currently being exceeded as 16% was being achieved. BMCL were identifying further work to be taken forward with SME/SEs. MS advised on the status of the tender for the cleaning of the site/site offices. MM advised that CD had agreed to meet with the losing SE to explain why they had not won the tender.</p> <p>MM enquired about progress on the Commonwealth Games portal. PS commented that he was not sure but he would get feedback from CD and would provide an update. AS advised that the NHS Communications Team had reported that they would be setting up a new portal and that the project should be on the NHS portal. MM agreed to check when the NHS portal would be going live. PS advised that the BMCL portal could be transferred to the NHS GG&C Portal however the mechanics of the portal would still need to be carried out by GCC due to the partnership arrangement between BMCL and GCC. MM suggested that the new NSG Portal should have a link to the BMCL web portal.</p>	<p>-</p> <p>Liaise with NHS Corporate Comms re new NHS Web portal</p>	<p>-</p> <p>MMc</p>
8.	Identification of Key Risks	There were no additional risks identified other than those already discussed.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
9.	Identification of Strategic Drivers for the next quarter	<p>The PMG members identified the following strategic drivers for the next quarter:</p> <ul style="list-style-type: none"> • Access to Site • Mobilisation of Dunne's and Skansa on the hospitals construction site • Road system being finalised • Cash-flow/cost profile 	-	-
10..	Date and Time of Next Meeting Tuesday, 31 st May at 11am in the Boardroom, Top Floor, Construction Site Offices			

ACTION NOTE

Present:

Paul Serkis (PS)

Apologies:

In Attendance:

Alan Seabourne (AS)

Peter Moir (PM)

Mike Sharples (MS)

Ian Armstrong

Alan McCubbin (AMc)

Shiona Frew (Notes)

John Green

Douglas Ross (DR)

Tim Bicknell (TB)

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			
	Risk Register	AS advised that the Risk Registers were continuing to be monitored at the Commercial Group meetings.	!	!
	Land Acquisitions	Scottish Water - AS advised that the Scottish Water land acquisition was nearing conclusion however Scottish Water had given permission to access the land and commence works.	!	!
		Scottish Ambulance Service - AS advised that the Scottish Ambulance Service land acquisition was nearing conclusion.	!	!
	Labs BREEAM	AS advised that the Labs had achieved a BREEAM Interim Certificate of excellent.	!	!
	A&C Facade	AS advised that the A&C Facade discussions were nearly conclusion.	!	!
	Labs – RDD	PM advised that he had returned the RDD schedule with comments. The 1:50 drawings were the largest batch of drawings noted as outstanding and these had been returned earlier that day. He advised that there were very minimal comments marked-up on the 1:50 drawings.		
	Labs - MSC	AS advised that the preferred bidder should be announced at the end of the current week and therefore the 30 th June deadline date for BMCL to have all the information should be achievable.	!	!
		DR advised that he had received the pages which had been omitted from his copy of the MSC tender.	!	!
	Fume Cupboard/Safety Cabinets	AS advised that the NHS Team were finalising discussions re the Fume Cupboard/Safety Cabinets procurement. It had been agreed that BMCL should take forward the Fume Cupboard/Safety Cabinets works.	!	!
	U-Value	AS advised that discussion re the U-Value were ongoing.	!	!

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising (cont)			
	Interim access solution proposals	PM advised that he would be carrying out a site walk-round with the Design Manager and Architect later that day to discuss the interim access proposals. He had informed the Labs Senior Management Team of the proposals. AS requested that BMCL identify 2/3 muster points for the Labs Fire Strategy document.	Advise AS re 2/3 muster points for Labs Fire Strategy	JB
	Fire Proposals	AS advised that discussions re the Fire proposals were ongoing. A series had been organised to progress the discussions. AS reported that the Fire Procedure for the Labs Facility was under development by Karen Connelly and himself.	!	!
	Ground Monitoring	AS advised that the ground monitoring through to 2015 as requested by the GCC Planners had been agreed with BMCL.	!	!
	Borehole	PS advised that the meter and connection point were due to be installed. AS advised that SL had requested information regarding the borehole water so that she could ascertain if any BREEAM credits could be achieved.	!	!
	Food Waste	AS reported that a trial of the food waste machine was being undertaken at Inverclyde Royal Hospital. PS noted that the 75m ² space in the basement area had already been excavated.		
	Acoustic Testing	PM advised that he had provided a copy of the ITPD to Capita. He would arrange to meet with Capita on site to identify those areas to be tested.		
	Cashflow	AS commented that the Cashflow would be discussed at the next Commercial Group meeting.		
	Early Materials Procurement	JB advised that BMCL would prepare a table which demonstrated the benefits of procuring some materials earlier than required.	Provide table demonstrating early procurement benefits	JB/GW
3.	Health and Safety Presentation	IA provided a presentation to update members for the Health and Safety record on site. Key points to note from the presentation are as follows: <ul style="list-style-type: none"> • Full time occupational health nurse on site • 2 Riddors since project commenced (manual handling incidents) • Increased number of minor injuries in April 2011 due to the number of new starts starting on site and an increased incidence of dust in eyes. BMCL were reviewing how best to focus H&S on the site and to drive H&S through their sub-contractors • The project accident frequency rate is currently 0.23 which achieves the target AFR of 0.35. JB advised that 0.6 AFR was the industry average. TB advised that Brookfield as a company were now targeting an AFR of 0.18 or below. • Regular audits are carried out (6 monthly audits by Lloyds and bi-yearly audits by BMCL Head 	!	!

		<p>Office)</p> <ul style="list-style-type: none"> • Monthly H&S review meetings take place (these meetings include operatives) • Training programme established and courses identified for the 4 staff groupings of a) Managers, b) Supervisors, c) Operatives and d) Others • HSE continue to be involved. Had initial site visit and presentation in April 2010, had an organised site visit in December 2010 and had an unannounced site visit in February 2011. BMCL will be asking the HSE to review the management of the site cranes in due course. • BMCL continue to identify and monitor those activities which may have an impact on neighbours i.e. piling, dust, vibration. • BMCL currently operate a number of initiative on the site i.e. a) Safety Leadership Scheme – Senior Managers, b) It's Your Life c) Daily safe start cards d) Safety observation cards, e) On site plant & equipment hire facility and f) On site waste collection & recycling facility (only 2% of construction waste was sent to landfill in the previous month). JG requested stats regarding waste collection and agreed to contact IA direct. JG enquired about the safety observation card system. IA advised that the process was a) quiet word, b) yellow card, c) further yellow card then d) red card. All steps in the process are recorded in a triplicate book to allow copies of the recorded info to be provided to the operative and supervisor. Operatives are required to attend a further induction session and a meeting is held with the operative and supervisor. Only 2 red cards had been issued which were straight red cards due to scaffolding not being erected correctly with guards. <p>PM enquired if there was any further training which the NHS Managers should undertake. IA agreed to notify SF of any BMCL courses which may be of benefit to the NHS Managers. IA reported that all the NHS staff would need to be reinducted.</p> <p>JG commented that he had recently undertaken a site walkround. He was satisfied with what he had viewed. He suggested that there were perhaps a couple of areas which could be tidier.</p>		
4.	Monthly Progress Report	<p>PM advised that the monthly progress report was based upon activity to end of April 2011. The key points of the reports were identified as follows:</p> <ul style="list-style-type: none"> • Labs Facility project remains on programme however the float in the programme was now 3 days. BMCL had experienced difficulties with lifting/hoisting operations for a few days due to high winds. BMCL were mitigating delays by shielding the building. The building was almost 80% wind and watertight. The RDD was circa 80% complete as the NHS team were reviewing documents as soon as possible after being received. • The review of the 1:50 drawings had been concluded. There were a number of meetings scheduled to discuss the CAT3 facilities which culminated with a meeting on 20th June 2011 with Biosave and it was expected that BMCL would present the CAT3 proposals to Biosave at this meeting. (Biosave are contracted by the Board to commission and fumigate Labs). • The Labs Facility had been awarded a BREEAM Excellent Interim certificate. • The Project Supervisors were reporting that work on site was generally a good standard. The Project Supervisors had raised 27 RFIs with BMCL and were liaising to close these RFIs out. • A Commissioning Presentation had been provided to the NHS Team on 25th May 2011. The NHS Team found the presentation to be very useful. 		

Item No	Item	Discussion/Information	Action	Action by Whom
4.	Monthly Progress Report (cont'd)	<ul style="list-style-type: none"> Progress to date on the Labs Facility was good however it was acknowledged that there was still a lot of work to be carried out over the next 9 months. 33KVA – works being carried out by Dunne's have been concluded and substation ready for Scottish Power to commence their works (anticipated to be 13th June 2011). VIE works have been concluded. The old installation will be removed in due course. Oil Tank relocation works have been concluded. A&C 1:50 Process was nearing conclusion. It would be beneficial if the NHS Team could be provided with a copy of the financial implications in relation to the 1:50 change control schedule. AS advised that the NHS Team needed an indication of the financial change from BMCL. DH had an indication of the financial change from a Currie & Brown perspective. The issue for the NHS Team was that the equipment budget did not have an allocation for the Labs facility specifically group 1 equipment. The total equipment budget for both the Hospitals and Labs was circa £60k exc VAT. PS reported that the Peterborough project had a tracking asset register however when the time came to transfer the equipment it was completely different – it was crucial when identifying equipment to look four years ahead. AMc reported that NHS Boards used to receive a specific allocation for the purchase of medical equipment but that as this had stopped the purchase of medical equipment now had to be funded from the Board's Capital funds. AS commented that the transfer rate on the Birmingham Project had been 51% however they had invested heavily in equipment 4 years beforehand so that the staff could get used with the equipment. AS advised that a good outcome on the 1:50 process was critical. Atrium Spaces (NCH and NSGH) – the NHS proposed removing the decks, to value engineer these areas and utilise savings to enhance other areas. The NHS Team had requested that the balcony be removed. The NHS Team were reviewing the canteen area to identify if the café area could be better maximised. Discussion about the sanctuary space were ongoing. Samples/Sample Panels – the sample panels and some samples were awaited by the NHS Team for review. Fire Strategy – work in progress to complete. EFTE roof remained under discussion. U Value (envelope) – discussions nearing conclusion. NSGH Theatres – AS advised that the NSGH had 20 theatres of which 2 were interventional theatres. There was currently an ongoing debate with NHS colleagues about the size that the interventional theatres needed to be. In order to inform the internal debate it had been agreed with BMCL that a model would be provided and this model was now required. It was noted that the 1:50 process had been well controlled. TB commented that it was clear that there was a lot of work to be undertaken in stage 2 however it appeared to be in a pretty good stage of the process. PS enquired if the interventional theatre was larger sized. AS commented that the hybrid interventional theatre concept for A&C was being developed and the interventional theatre rep was trying to put all the kit into these 2 theatres in order not to miss anything out. An internal discussion with the Board's Chief Operating Officer was currently ongoing as it had been suggested that the interventional activity did not substantiate 2 hybrid interventional 		

		<p>theatres.</p> <ul style="list-style-type: none"> • NEC3 processes - 		
	Stage 3	<p>Energy centre - piling complete and pile caps and sub-structure works were underway.</p> <p>Main Build – works formally commenced yesterday. The helipad was formally closed earlier that day with helicopters now landing at either SECC or Royal Alexandra Hospital.</p> <p>PM enquired about the water source for the bentonite. MS advised that the source water for the bentonite would be relocated to the borehole. AS advised that the current water source was unmetered hospital water which could cause issues for the comparative work undertaken by the Board and therefore could the source could be metered. PS advised that he would check when the borehole would be ready.</p> <p>Car Park 1 – PM advised that he had met with the design team and the Car Park Project Manager. Barr continue to forecast being complete by 4th April 2011. PM and the design team concur with the 4th April 2011 completion date however agree achieving this date could be difficult. MS enquired when the multi-storey would become operational and PM reported that the car park could be made operational by lunchtime on the 4th April. AS enquired whether as a contingency should the car park not open on the 4th April that BCL could allow the NHS to continue to utilise the Maternity spaces (66 spaces) and the temporary car park (would need to make an another access). MS agreed to check if BCL could delay taking these areas and he would feedback to AS. AS stressed that he did not want to incur disruptive costs or stop the process.</p>	-	-
	Scottish Water	PM reported that Dunne's had approval to start and to work on the SW site. The NHS would push to get the missives concluded asap. A discussion re the fence would be required to ensure that the NHS get best value for money.	Advise when borehole will be ready and/or install meter to existing supply	PS
	Oil Tank Relocation	PM advised that the relocation works for the oil tanks were underway and remained on programme to complete in 2 weeks time.	Confirm if BMCL can delay taking over spaces at Maternity as contingency for NHS	MS
			-	-
			-	-
Item No	Item	Discussion/Information	Action	Action by Whom
3.	Monthly Report (cont'd)			
	VIE	PM advised that the VIE works had commenced. The gas main diversion works had been completed. The interconnection between the 2 systems was complete. Work remained on programme for the new VIE to arrive on site on the 10 th April 2011. The work to the base/slab work was currently being carried out. AS advised that the Builder's and Air Products costs were the responsibility of BCL and other costs (i.e. pre-pipe enabling works) were the responsibility of the Board.	-	-
	Linthouse Burn	PM advised that the Linthouse Burn works were apparently currently 2 weeks behind programme however the NHS had recently been advised that the works may be 5/6 weeks behind programme. It had to be expected that some live services would have been found especially when working on a hospital site. He had asked to Hugh McDerment to take a greater interest in the diversion works. He was		

		<p>concerned to hear that there were only 2 men on site that day. HMc had tried to attend the site progress meeting however there appeared to be resistance to HMc attending the site progress meeting. He was keen to assist BCL to get this job done as quickly as possible and he did not understand why Leslie were still only working in one area of the job. He was keen to ensure that the diversion work delay did not impact on the BCL piling. AS advised that he had an internal meeting to discuss the Leslie works and that the next scheduled Early Warning would be a Leslie Contract specific meeting. AS advised that there is disconnection between NHS, BCL and Leslie and that he had previously flagged on a number of occasions that there appeared to be a shortage of personnel working on the work.</p> <p>DR advised that different messages were being conveyed i.e. initially it was advised as a 2 week delay which was to be assessed then advised that there was a further 4 week delay however the contract programme indicates that it is 2 weeks delayed but on programme. MS reported that he had asked GW to provide a clear indication of the delays for the EW meeting on Thursday i.e. clear period of time delayed and clear monetary value. If there were any issues which BMCL needed to address then BMCL would ensure issues are addressed. MS would be liaising with GW later that day to ensure the appropriate information was being collated. PM enquired if there were any objections to HMc attending the Leslie Site Progress Meetings. MS advised that in general there would be no problem however he would need to check whether the content of the meeting was appropriate for NHS reps to attend.</p>	For discussion at Leslie specific meeting	ALL
			For discussion at Leslie specific meeting	ALL
4.	Project Management Group - Summary	<p><i>Fire Strategy</i> - AS advised that the Fire Strategy is becoming a pressure for the NHS Team. Areas of concern were a) AS is not the nominated Fire Officer therefore in the design process Alex McIntyre/Mary Anne Kane would need to be tied into the process and it was not always easy to get time from their diary, b) The NHS needs to get the strategic issues agreed through working with WSP/DS/BCL team e.g. decide fire appliances, evacuation process, alert process, communications, etc, c) roof issues – don't appear to have contingency plans i.e. is it is a atrium or a courtyard and there are different views between DS and the Board's Fire experts and Building Control may decide that the roof proposal cannot progress. He did not foresee any issue with being able to close out the other elements highlighted in the Buro Happold report.</p>	-	-
Item No	Item	Discussion/Information	Action	Action by Whom
4.	Project Management Group - Summary (Cont'd)	<p>The NHS Team would need to get a Fire Procedure written for all the fire actions within the Labs Facility and most importantly would need to undertake major risk assessments re the building technically, building operationally and how each department works. He would be liaising with Karen Connelly the next day to discuss the Labs Fire Procedure. He was flagging this as a key issue for AS.</p> <p><i>Food Waste</i> – AS advised that the NHS wanted an all encompassing food waste system however it had been impossible to identify an all encompassing system. Subsequently he had given DP a view of a potential hybrid system. A presentation from Waste2 was being provided to the joint NHS/BMCL team on Monday on a new digestive system. The NHS previously proposed that BMCL should excavate the 70m² basement however he was now asking BMCL to go ahead and excavate the 70m²</p> <p><i>Compensation Events</i> - PM advised that the Compensation Event had been issued for a) the gas membrane and b) the testing to 2012. Any further testing would be a further CE. It was looking that a</p>	<p>Liaise with KC re writing Fire Procedure for Labs Facility</p> <p>Excavate the 70m² in the basement</p> <p>-</p>	<p>AS</p> <p>BMCL</p> <p>-</p>

		DPM underneath the main hospitals may not be needed. A further contamination meeting may need to be held so that BMCL could update the NHS Team on any issues.		
5.	Project Supervisor	<p>PM summarised the Project Supervisor reports as follows:</p> <ul style="list-style-type: none"> • Generally feedback remains positive re quality and procedures on site • Design compliance checks underway and their tracker is being established • Caltite issue – some information had been provided since the report had been written <p>MS enquired about the terminology through the report i.e. page 10 (4.3.7) which stated “apparent” as he was concerned that this provided an opening for Capita to change their view at a later date. He suggested that the report conveyed mixed messages.</p> <p>MS commented that Capita continue to reference acoustic testing in accordance with HTM however BMCL were not building the Labs in accordance with acoustic testing HTMs with the exception of the mortuary. The HTMs did not apply to the Labs Facility. DR advised that the Labs Facility would be building to a design spec. AS suggested that Capita needed to be satisfied that the Labs Facility was meeting the performance criteria. MS advised that the Labs Facility would meet the performance criteria as set out by BMJ. PM agreed to discuss this item with Capita.</p>	<p>-</p> <p>Liaise with Capita re report terminology</p> <p>Liaise with Capita re references to HTMs in relation to Labs</p>	<p>-</p> <p>PM</p> <p>PM</p>
6.	Commercial Group	DR advised there were no issues requiring PSG input to resolve. All current compensation events had been agreed. The assessment process was continuing to work well. The assessment process was currently being focussed upon Dunne's as the main work was being carried out by Dunne's. The Dunne's system was easy to follow and requests for additional information were timeously dealt with. PS advised that BMCL were working with Mercury and had carried out an initial assessment. BMCL would work with Mercury set-up the review process and identify the information requirements.	-	-
Item No	Item	Discussion/Information	Action	Action by Whom
6.	Commercial Group (cont'd)	<p>Cashflow – Almost at year end and predicting £0.5m below projected cashflow. MS suggested that Dunne's may be calling on the £0.5m. AMc enquired when the cashflow for the next year would be available and MS commented that BMCL anticipated cashflow forecast would be available by the end of the following week. AMc reported that the information was required as soon as possible as the NHS was currently in discussions with the Scottish Government.</p> <p>AS enquired when the NHS Team would discuss the Labs tender out-turn, contingency, etc. MS suggested that it would be appropriate to discuss once all the procurement had been carried out which would potentially at end of September 2011. PS advised that BMCL were proposing carry out a review at end of September, at end of December 2011 and then at end of March 2012. BMCL would continue to carry out a look-ahead of packages remaining to be procured.</p> <p>AS enquired whether tender prices were stable. PS advised that materials prices were increasing especially anything oil related and steel. Dunne's were requesting to place the order for the steel for the main hospital to lock down the prices as opposed to purchasing later and the prices having further</p>	<p>Cashflow information to be provided to AMc once available</p> <p>-</p>	<p>DR/MS</p> <p>-</p>

		increased. AS suggested that this would have an implication for the cashflow. He would expect that BMCL would meet with the NHS Chief Executive and Director of Finance (Acute) to discuss the pros/cons of purchasing the steel in advance and impact on cashflow. PS predicted that prices would start to steadily rise nearer the end of the year.	Liaise with NHS to discuss options/benefits of early material procurement	PS
7.	Community Benefits	<p>PS advised that community benefits and engagement was progressing well. BMCL are building upon the good relationship developed with GSWRA. The supply chain has bought into achieving the community benefit targets. It is anticipated that the Training and Recruitment Centre would be opened at the end of March 2011. The community benefit target for recruitment and retention was currently being exceeded as 16% was being achieved. BMCL were identifying further work to be taken forward with SME/SEs. MS advised on the status of the tender for the cleaning of the site/site offices. MM advised that CD had agreed to meet with the losing SE to explain why they had not won the tender.</p> <p>MM enquired about progress on the Commonwealth Games portal. PS commented that he was not sure but he would get feedback from CD and would provide an update. AS advised that the NHS Communications Team had reported that they would be setting up a new portal and that the project should be on the NHS portal. MM agreed to check when the NHS portal would be going live. PS advised that the BMCL portal could be transferred to the NHS GG&C Portal however the mechanics of the portal would still need to be carried out by GCC due to the partnership arrangement between BMCL and GCC. MM suggested that the new NSG Portal should have a link to the BMCL web portal.</p>	<p>-</p> <p>Liaise with NHS Corporate Comms re new NHS Web portal</p>	<p>-</p> <p>MMc</p>
8.	Identification of Key Risks	There were no additional risks identified other than those already discussed.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
9.	Identification of Strategic Drivers for the next quarter	<p>The PMG members identified the following strategic drivers for the next quarter:</p> <ul style="list-style-type: none"> • Access to Site • Mobilisation of Dunne's and Skansa on the hospitals construction site • Road system being finalised • Cash-flow/cost profile 	-	-
10..	Date and Time of Next Meeting	Tuesday, 31 st May at 11am in the Boardroom, Top Floor, Construction Site Offices		

PROJECT STEERING GROUP: 26th July 2011

ACTION NOTE

Present: Mike Sharples (MS) Alan McCubbin (AMc) Douglas Ross (DR)
 Peter Moir (PM) Ross Ballingall (RB) Paul Serkis (PS)
Apologies: John Ballantyne (JB) Alan Seabourne (AS) Tim Bicknell (TB)
In Attendance: Ian Armstrong John Green

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action note from previous meeting	Accepted as an accurate record. With the exception of the equipment budget which should read £60M incl. VAT	-	-
2.	Matters Arising			
	<i>Scottish Water</i>	Work have commenced on Govan Road by Scottish Waters sub-contractor.	-	-
	<i>Scottish Power</i>	BMCL indicated that they would complete their works to allow Scottish Power to move the cable at the new road.	-	-
	<i>Early Materials Procurement</i>	BMCL reported that they were progressing with matters on the early procurement of items especially the reinforcement bars. A fuller discussion will take place at the Procurement Envelope meeting planned for August.	-	-
	<i>Health and Safety</i>	PM reported that inductions for NHS staff were now up to date and noted that as the project moves to completion there will be more frequent visits by staff onto the site as the project team staff were assisting with the Laboratory commissioning.	-	-
	<i>Equipment List</i>	This was due for completion on or around 15 th August 2011.	-	-
	<i>Interventional Theatres</i>	PM reported that users had been given a presentation on the possibilities for the interventional theatres. Unfortunately they had not accepted the proposals and therefore some redesign work would be required to take place to accommodate their requests. David Hall and Gavin Burnett would meet to discuss the costs and it would then be processed through the NHS Change Control Process.	DH/GB to meet	DH/GB
	<i>Scottish Futures Trust</i>	As reported at the last meeting of this group a briefing with Barry White has now been organised to take place on 17 th August in which DR will review the payment assessment process.	-	-
	<i>Project /BMCL Staff</i>	PM reported that Ian Powrie would be joining the project team at the beginning of August. His role would be to work with BMCL in the transition period until the laboratories were handed over. MS suggested that it may be prudent to get Ian and Darren Pike together for discussions.	-	-
		MS reported that a new Quality Assurance Manager John Wales had joined BMCL and would be working with Capita Symonds.		

Item No	Item	Discussion/Information	Action	Action by Whom
3.	Monthly Progress Reports			
	<i>Laboratory</i>	PM reported that the RDD was now almost complete	-	-
	<i>Equipment List</i>	PM reported that Lorraine Peebles was in the process of pulling together all of the equipment lists which include MSC List BMJ List MSC List of purchase User List These will complete the full equipment list for the laboratories. These will be reviewed alongside the drawings on a floor by floor, room by room basis. This process will then lead onto a review with BMCL. It was noted that caution should be noted in loading the rooms and that it should be discussed with users that only the equipment stated should be brought as there can be issues with overloading the rooms from a temperature and environmental perspective.	-	-
	<i>Managed Service Contract</i>	PM reported that a conclusion should be reached by the end of this week with a 10 day review period in accordance with OJEU rules. After this period the MSC should move forward from 8 th August. BMCL would require the migration programme which is at present being prepared for review by the Directorate. Once they are satisfied with the programming it would be forwarded to BMCL for their own information. A discussion would be required outwith this meeting on the best way forward for access for Abbotts for installation and commissioning so there is no impact on the completion of the building. Final discussions have not yet taken place on whom is responsible for equipment once installed and this would require to be resolved before this process starts.	-	-
	<i>CAT III</i>	PM reported that a meeting had taken place on Monday of this week to discuss the changes required to comply with the new legislation. Any further issues would be brought to the attention of the appropriate people.	-	-
	<i>Programme/Lock Down</i>	The Laboratory build was still on programme to complete on time. Lockdowns would commence in September 2011	-	-
	<i>Adult and Children</i>	1:50 process now complete with no major issues arising from this review. Drawings are scheduled to be back with BMCL by the end of July. 2nd Stage of these reviews will run through to November 2011. PM noted that the equipment list was due back around mid August and would anticipate a value being attached to this.	-	-
	<i>Appendix K</i>	Complete	-	-
	<i>Fire Safety</i>	PM reported that Burro Happold were looking at cause and effect of sprinkler systems. PM also noted that the Board had not yet seen the atrium room arrangements	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
3.	<i>Monthly Progress Reports cont'd</i>			
	<i>RDD</i>	PM reported that the programme had been compiled with the addition of dates for the 2 nd stage review to be added. PM noted that this process would create an extremely heavy workload for the project team. It was noted that flexibility would be required on both side as it would be difficult to programme in iterations as the process moves on. It was decided that the Board and BMCL should have further discussion on how this process would work best outside of this meeting. MS requested that the Board lists the samples required initially so that these would be available when required.		
	<i>A&C Construction</i>	MS reported that piling was well underway with a total of 800 piles completed and the process was working at around 100 piles per week. MS reported that the slipform would be complete by the end of this week with the levels being at helipad level by October 2011. 2 nd tower crane would be completed within the next couple of weeks as the foundations have been completed. Linthouse Burn diversion is progressing to plan. MS noted that the ground works were progressing well at this stage as the ground condition was better than anticipated although the piling works were still around 1 week out of programme due to unforeseen circumstances at the early stages.		
4.	Enabling on Site			
	<i>Energy Centre</i>	MS reported that frame was now complete although still running around 1 week behind programme	-	-
	<i>33KVA</i>	Fit out now completed		
	<i>Linthouse Burn Diversion</i>	It was reported that the old road was now open to traffic	-	-
	<i>Jenny's Burn</i>	Work in progress with conclusion planned by the end of next week	-	-
	<i>HV Cable Move</i>	The cable was scheduled to be moved on Monday 1 st August by Scottish Power. BMCL confirmed that there works would not impact on this move. PM reiterated that any delays to Scottish Power starting would mean penalties incurred by the board	-	-
	<i>Sub Station</i>	These works would be completed by 26th September. The slab casing would take place at the earliest opportunity once Dunnes had removed their equipment from the area	-	-
	<i>Neuro Link Bridge</i>	The asbestos survey has already been carried out – the report from this was expected back today and would be reviewed	-	-
	<i>VIE</i>	Works are now completed – no further discussions required	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
5.	Project Supervisors Report	Capita Symonds are continuing to review works on site with good reports on standards and practices. There are small issues which are being resolved	-	-
6.	Commercial Group	DR reported that there were no major issues raised at the Commercial Group but noted the following Assessment process working well Mercury audit carried out – small issues raised and resolved Skanska audit was planned for the near future DR raised one concern re the cashflow as no update had been yet received and that the spend to the year end had not yet been fulfilled. MS noted that the early procurement of some items should move that item on	-	-
7.	Community Benefits	PS reported that the benefits were going well with 106 new entrants to the site – 186 jobs create, which indicates that targets are being met and exceeded.	-	-
8.	Strategic Drivers	PMG members were asked to note the following Focus on equipment list to conclusion MS requested to meet with PM/AS to understand the “bigger picture” so as to work more effectively in assisting with the challenges facing the NHS	-	-
9.	AOCB	PM reported that the Laboratory Migration Programme was now prepared and was to be reviewed by the Directorate Management Team in early August. Once this has been approve by the Management Team BMCL will be given sight of this to have a clear understanding of the programme and allow them to see the programme for MSC works	-	-
10.	Date and Time of Next Meeting	27 th September at 11am in the Board Room – Project Offices	-	-

ACTION NOTE

Present:
Peter Moir (PM)
Apologies:

Alan Seabourne (AS)
Paul Serkis (PS)

Alan McCubbin (AMc)
Ross Ballingall (RB)

Douglas Ross (DR)
Tim Bicknell (TB)

Mike Sharples (MS)
Shiona Frew (Notes) (SF)

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 a meeting to discuss the theatres plan was currently taking place. It was suggested that the Theatre User Group wanted the interventional theatre reconfigured however they did not want laminar flow.	-	-
	<i>Interventional Theatres</i>			
	<i>RDD Schedule</i>	AS advised that the NHS was awaiting the RDD Schedule in order to plan resources in line with the RDD requirements. MS agreed to liaise with DP re issue of the RDD Schedule	RDD schedule to be provided to NHS Team	MS
	<i>MSC</i>	AS advised that MS had flagged that BMCL need to urgently understand the MSC requirements to level 3 of the Labs Facility. PM was liaising with Abbots to get details of where equipment is to be located. The Scientific Officer did not expect any major changes to level 3 (pathology). MS had advised that BMCL would be as flexible as possible re accommodating the MSC. The NHS Team accepted that the majority of equipment would need to be fitted post PC. PM reported that he had identified the MSC requirements for floor levels 1, 2 and 4. It had been identified that the bulk of the MSC kit on level 3 would be bench-top equipment.	-	-
	<i>A&C Construction Progress</i>	AS advised that the piling had been discussed at the earlier Project Management Group meeting. MS had advised that the piling works had slowed down and it was anticipated that there was 5/6 weeks works remaining. The piling works was being hampered as the site working area became tighter. The works to commence core C would start in the next couple of weeks.	-	-
	<i>Commercial Group</i>	DR advised that he had undertaken a further audit of Mercury at the beginning of the month. There were no major issues however he would be reminding Mercury about sub-contractors payments in order not to become disallowable costs.	-	-
		PS requested an update regarding the visit by Barry White, Scottish Government. DR advised that the meeting with BW had been positive and he had been provided with an explanation of the assessment process. BW had enquired how rebates from suppliers are captured (Mercury) and fed into the project costs. Consideration was being given to how to deal with confirmation that rebates were being captured in the project costs.	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
3.	Health & Safety (cont'd)	<p>IA reported that consideration was being given as to how to minimise the amount of waste on the A&C construction i.e. targeting reducing the amount of plasterboard being sent to waste. BMCL were hoping to gain a further BREEAM point through reducing the amount of waste.</p> <p>AS commented that the way materials had been stored in the Labs Facility could have better on an ongoing basis and this may have assisted in reducing the potential for slips/trips/falls. IA advised that tidy storage of materials was emphasised heavily at the induction sessions. BMCL had instigated a 'Communications Slip' with contractors whereby contractors were notified of action(s) they need to take. MS advised that AK was organising a meeting with key sub-contractors to reinforce areas for improvement before going forward into the A&C Project. IA advised that there was sometimes a cultural aspect to untidiness as some finishing trades think they are above picking rubbish off the floor. BMCL were investigating Waste Management as going forward into the A&C Hospitals. RB advised that the supply chain on Scotland did not appear to be as good as that in England. MS reported that the sub-contractors needed to manage their workforce effectively as it was not for BMCL to be policing however BMCL were maintaining pressure on sub-contractors/operatives to manage their works. BMCL were considering extending the yellow card system and escalating and re-inducting more senior staff. IA advised that some operatives view the yellow card system as good and others view it as bad. AS stressed that it was important to see lessons learned through the Labs Project being carried forward into the A&C Construction specifically a reduction in the amount of waste created.</p>	<p>-</p> <p>-</p>	<p>-</p> <p>-</p>
4.	Monthly Progress Report - Summary	<p>PM advised that the Monthly Progress Report was in draft format for review by PSG members. PM noted that there were currently circa 30 Labs RDD documents outstanding and BMCL were requested to confirm what was outstanding. MS advised that the list he had earlier provided to AS was the outstanding RDD as identified by MA.</p> <p>The A&C 1:50 process was currently ongoing and on-programme to complete by the 23rd November 2011. The RDD schedule was required by end of the week (30/09/2011) to allow the NHS team to plan resources.</p> <p>The NHS acknowledged the importance of understanding the Labs equipment co-ordination and that the NHS team would endeavour to minimise any issues/disruption. The NHS would be harmonising the thinking on the final run-in to completion and how the NHS want to move into the building. MS advised that he would discuss the final run-in with PM and how this ties into the NHS mobilisation plan.</p>	<p>-</p> <p>Provide RDD Schedule to NHS Team</p> <p>Discuss mobilisation plan</p>	<p>-</p> <p>MS/DS</p> <p>MS/PM</p>

Item No	Item	Discussion/Information	Action	Action by Whom
5.	Project Supervisor – Monthly Report	<p>PM advised that the Project Supervisor Reports had been circulated for review by PSG members. The Project Supervisor report was now split into two reports i.e. one report specifically for the Labs Facility and one report specifically for the A&C Hospitals & Energy Centre.</p> <p>PM reported that the Project Supervisors were advising that work on site was generally all okay. J Redmond and J Wales were continuing to meet to close out supervisor communications and defect notifications, however, one item remaining as outstanding was the location of smoke detectors in the Labs.</p> <p>PM noted that he was aware that the IDMS system was now in operation and that it would be beneficial if Capita could be provided with a summary report. MS advised that he would run through the IDMS reporting with PM.</p>	<p>-</p> <p>-</p> <p>Discuss IDMS reporting</p>	<p>-</p> <p>-</p> <p>MS/PM</p>
6.	Project Management Group – Summary	<p>It was noted that the key issues that the PMG have been dealing with over the past month are:</p> <ul style="list-style-type: none"> • 1:50 - process ongoing and nearing conclusion • Equipment list – agreed extension with BMCL to provide priced equipment list • Fire – a lot of work had been progressed • Planning – work in progress re getting samples finishes • RDD – work due to commence on A&C Hospitals RDD • Labs – pressures flagged by MS. The NHS have got a mobilisation plan and the BMCL have a lock-down programme. • Cashflow – important for A Mc and reporting to Scottish Government that the £125k is not exceeded. MS advised that there may be influences on the cashflow and BMCL were pushing to have the envelope up and water-tight quicker. MS reported that BMCL were looking at pre-procurement. DR advised that the forward purchase of the steel bars had been implemented. MS advised that BMCL will have a mixture of internal and external discussions. AMc requested updated cashflow information from BMCL. MS agreed to provide updated cashflow information by the end of the week (30/09/2011). 	<p>-</p> <p>Provide updated cashflow info to AMc by 30/09/2011</p>	<p>-</p> <p>MS</p>
7.	Commercial Group – Update	<p>DR advised that many of the Commercial aspects had been touched on earlier in the meeting. DR reported that he and BMCL had undertaken a joint audit of Mercury and BMCL had carried out audits on Skanska and Dunne's. The Cashflow for the following years would need to be discussed in due course. The Board had received a good result from the recent audit by PWC.</p>	<p>-</p>	<p>-</p>

Item No	Item	Discussion/Information	Action	Action by Whom
8.	Community Benefits	<p>PS provided the following up date on Community Benefits:</p> <ul style="list-style-type: none"> • BMCL had achieved 17% new entrants which exceeded the 10% new entrant target. • The Health Sciences Suite at Cardonald College had been formally opened. • The Training and Recruitment Centre was complete and operational. Key supply chain partners were advising of the benefit of having the Training & Recruitment Centre on site. • The Independent Learning Programme was ongoing with local schools • Caron Dunlop was continuing to build upon the good linkages that she had formed. • 88 apprentice posts had been recruited to <p>MS advised that the recruitment of new entrants and apprentices will be fairly static until the A&C works ramp up. PS advised that he was comfortable with everything that was being progressed. AS advised that the Board were comfortable with the reports that he was providing at the various Board meetings. PS advised that the Community Benefits for the remaining quarter of the year was on programme. "Meet the Buyer" events were ongoing, the web portal was up and running and the website had been updated. An event was planned to take forward the Arts workstream i.e. grouping artists together to enable them to bid for work.</p>	-	-
10.	Identification of Key Risks	<p>The following key risks were identified:</p> <ul style="list-style-type: none"> • Closing out the Labs (Dealing with the MSC, Fume Cupboards and minimising further change) • Commissioning Labs (NHS Team awaiting info from David Wilson re plan for commissioning). It was noted that MS, D Pike and D Wilson will be progressing the commissioning arrangements and would be establishing if any licensing requirements. PS enquired if there would be any legacy equipment transferred to the new Lab Facility and AS confirmed that legacy equipment would be transferred. MS noted that it was for the NHS Depts to manage what equipment was being brought across. • Ground risk – PAH levels. AS requested to be provided with the first monitoring results. It was noted that Dr Ian Lees (WSP) was suggesting that the reason for the increasing PAH levels was due to the trauma to the site • Frame on the A&C through winter. MS advised that further cranes would be coming onto the site • Inflation – acknowledged that this was not in anyone's gift to manage and that this was a Board issue. 	-	-
11.	Identification of Strategic Drivers for next quarter	<p>The following strategic drivers were identified for the next quarter:</p> <ul style="list-style-type: none"> • Cashflow • Planners approvals of samples and elevations • Building Control approvals/Fire A&C Atria • Community Benefits • A&C Structure • Completion of Labs. RB stressed that it was critical that collectively the programmed operational date is achieved 	-	-

- Equipment for A&C (Gap analysis and Transfer Expectations)

Item No	Item	Discussion/Information	Action	Action by Whom
12.	AOCB <i>Meeting Structure/Reporting</i>	MS advised that JB was reviewing the meeting structure and reporting arrangements.	-	-
13.	Date and Time of Next Meeting	Tuesday, 29 th November 2011 at 11am in the Boardroom, Top Floor, Construction Site Offices.	For noting	ALL

ACTION NOTE

Present: Alan Seabourne (AS)

Douglas Ross (DR)

Mike Sharples (MS)

Tim Bicknell (TB)

ShionaFrew (SF)

Apologies: Alan McCubbin (AM)

John Ballantyne (JB)

Paul Serkis (PS)

Peter Moir (PM)

Ross Ballingall (RB)

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: <ul style="list-style-type: none"> Item 8, Community Benefits – 31 apprentice posts recruited and not 88 	Amend notes	SF
2.	Matters Arising			
	<i>RDD Schedule</i>	MS advised that he had liaised with DS regarding the RDD schedule and that Emma White was reviewing the RDD programmed dates scheduled over the festive period. A revised RDD schedule would be issued as soon as this exercise had been concluded.	Revised RDD Schedule to be issued	MS/DS
	<i>Strike Action</i>	AS advised that he had been informed that there was a group who had suggested that the may picket the site he following day. The hospital had informed the group that the site was nothing to do with the NHS however it was not known at this time whether the group still proposed to picket the site.	For noting	BMCL
	<i>Mobilisation Plan</i>	AS advised that NHS Team was meeting with Jane Grant (Chief Operating Officer) on Thursday 1 st December 2011 to get approval of the revised mobilisation plan. The key date for BMCL remained as the 10th March 2012. AS advised that he would provide a copy of the mobilisation plan as soon as it had been formally approved.	Provide copy of mobilisation Plan to BMCL	SF
	<i>IDMS</i>	AS suggested that John Redmond sees the IDMS reports from BMCL. MS advised that the IDMS system was fully operational.	-	-
	<i>Cash flow</i>	DR advised that there were no cash flow issues and there was an agreed position which all parties were working towards.	-	-
	<i>PAH</i>	AS noted that he had received August, September, October and November 2011 PAH assessments however he requested that BMCL provide a summary of the PAH results. MS agreed to liaise with D Smith to provide the summary information.	Provide summary of PAH results to AS	MS/DS

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising			
	<i>Monthly Report Summary</i>	<p>AS advised that the key issues for the NHS Team were a) labs programme, b) labs finishing and c) CAT III Labs. MS advised that the labs finishing had been a discussion item over the previous few weeks and BMCL were comfortable that the correct progress is being achieved. Commissioning activities were slightly behind where BMCL would have liked to have been, especially with not having the water and gas connections. The water and gas services should be live to the site the following day which would allow BMCL to push on the commissioning programme. BMCL were identifying the best way to close out the latest PMIs i.e. AFOS benches. The bulk of the work had started.</p> <p>AS commented that when he had visited the Labs Facility and the Microbiology on the 4th level the previous day had no-one working in that area and there was still a lot of works to be finished in that area. MS advised that it should not be expected that there will be someone working in all areas at all times. BMCL were pushing on the works to levels 3 and 4. BMCL had brought in additional site supervisors, 1 to look after the stairs and 1 to look after the 3rd floor.</p> <p>MS advised that the external works remain a concern to A Keeley however BMCL was working to resolve remaining issues as the star-pipe installation had not progressed as quickly as expected.</p> <p>MS reported that the instruction to fit the gas type dampers to the CAT III Lab had been issued. BMCL were awaiting confirmation of when the gas tight dampers would arrive on site. BMCL would continue to complete as much of the works in that area as possible. JB had previously suggested that the NHS and BMCL should prepare for the gas tight dampers to be fitted post 10th March 2012. AS advised that a solution to the CAT III gas tight dampers had been focused on over the last few weeks which had culminated in a meeting with the Users and that one of the Microbiology reps acknowledged that BMCL were ensuring that their design will work however if HSE come in to test and the HSE do not pass it then this would be a real issue. It had subsequently been agreed with BMCL that BMCL would fit gas tight dampers. Colin Grindlay (CG) had identified a damper that does both gas tight and smoke but that his design plans may not be acceptable to Biosafe. MS advised that CG had identified that exceeded the spec of the Biosafe proposed damper i.e. 2000 pascal v's up to 5000 pascal. The CG proposed damper was utilised in oil rigs however there was slight leakage on these they were not gas tight. The concern regarding the troyx damper was the amount of space required to install and that the duct/suspension work may need to be amended to facilitate the installation of the troyx dampers. AS suggested that CG had found an alternative gas tight damper which did not take up as much space as the troyx and there was concern that Biosafe may not accept a damper with even minimal leakage. MS advised that he had requested that CG discusses the use of the alternate damper with the HSE in the first instance. AS suggested that the gas tight damper solution needed to be finalised asap and that BMCL should perhaps discuss directly with the Biosafe rep. MS advised that BMCL were getting everything in order and obtaining a comment from the HSE. MS advised that BMCL were currently ascertaining the lead time for supply of the dampers and hoping to get all the preparatory work completed during the lead in time.</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p>	

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising			
	<i>Monthly Report Summary</i>	<p>AS suggested that Biosafe were used to working in smaller sized labs therefore utilising a different vent system. MS advised that BMCL had a consultant who advises on CAT III Labs for the MOD on their nuclear establishments. MS suggested that the design of the CATIII Lab was not to the Biosafe Reps personal preference. AS advised that he had provided Craig Williams (Head of Microbiology) the Quantum and Biosafe reports who had subsequently liaised with the HSE who had advised that there preference was for the JD proposed gas tight dampers. AS suggested that the HSE would not be risk averse therefore they were not saying that the BMCL design did not work but that there preference was for the gas tight dampers. MS advised that BMCL were reviewing the Biosafe report a step at a time in order to ensure that each point is adequately addressed and information to confirm addressing each point is collated. AS suggested that he hadn't been made aware that the proposed dampers weren't gas tight and that JD would need to be consulted on this alternate. MS advised that it was proposed to liaise with JD regarding any alternates however the lead in times for the different types of dampers was being identified in the first instance and he had asked CG to speak to the specialist at the manufacturer (oil rig type) to ascertain if the oil rig damper is a gas tight damper.</p> <p>AS reported that he had a meeting with the Board's Chief Executive at the end of the week and he would need to highlight at this meeting that there is an issue which may impact upon the completion of the CAT III Lab by 10th March 2012.</p>	BMCL to liaise with JD re alternate damper	MS/CG
	<i>Labs – Testing and Witnessing</i>	AS enquired about the controlled access regime and how Capita would obtain access for testing as he wanted to ensure that the testing did not become a vertical programme. MS advised that John Redmond and John Wales were working through the testing schedule.	-	-
	<i>A&C Works</i>	MS advised that the piling was nearing completion and there was circa 20 piles remaining to complete the piling works. The final tower crane was due to be erected over the forthcoming weekend therefore all 10 cranes having been erected. BMCL were anticipating starting the head tracks, vertical risers, etc in January 2012 due to the floors currently going in.	-	-
		The work to the cores was ongoing however due to the ground conditions caused by the adverse weather the 4m per day target was not being achieved. It had been hoped to complete core b before the festive break however this may not be possible.	-	-
		The tunnel had now been backfilled.	-	-
	<i>Podium Envelope Works</i>	MS advised that BMCL were concluding the discussions with Prater and it was expected that the Prater works would commence January/February 2012.	-	-
	<i>Meeting Structure/Reporting</i>	AS noted that JB had advised that he proposed to review the meeting structure and reporting and that revised proposals were awaited from JB.	Revised proposals awaited by AS	JB

Item No	Item	Discussion/Information	Action	Action by Whom
3.	Monthly Progress Report - Summary	<p>AS commented that the key risk was the completion of the CATIII Lab. MS summarised the Monthly Progress Report as follows:</p> <ul style="list-style-type: none"> • BMCL were working through the stage 3 enabling works. • There had been no RIDDORs in the period. • The RDD had been concluded for the Labs. • There were no issues regarding the Design Development for the A&C. The RDS, as agreed with the NHS Team, were to be concluded by end of December 2011. <p>MS suggested that it would be beneficial for joint BMCL and NHS discussions on the Aseptic suites, Interventional theatres and other specialist areas, early in order to identify requirements, agree strategy and manage the process through. AS agreed that it would be beneficial to discuss the Aseptic unit with the Pharmacy lead to get into the detail of their requirements, how the unit will be validated and whether there is anyone else who should be consulted. AS suggested that the Aseptic unit was about knowing the processes rather than design. The aseptic unit was production process based and it was critical to get the controls within the process correct.</p> <ul style="list-style-type: none"> • Logistics (Energy Centre/Labs Building) – AS noted that the key issue remained as getting the slab in between the Energy Centre and the Labs Building and the completion of the Energy Centre East and South elevations whilst the Labs was starting to operate. MS advised that AK was considering how to progress/accelerate the works at the Energy Centre. MS suggested that there were no un-surmountable issues. <p>AS enquired if all the arrangements were ready for the Time Capsule event and this was confirmed.</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>Meetings to be arranged</p> <p>-</p> <p>-</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>AS/SF</p> <p>-</p> <p>-</p>
4.	Progress Supervisor - Monthly Report	<p>AS summarised the Capita Reports as follows:</p> <p><u>Adult and Children's Hospitals</u></p> <ul style="list-style-type: none"> • Workmanship is of a good quality • Construction and procedures are progressing in a satisfactory manner • Capita continuing to receive drawings and information from BMCL • 38 NCRs raised to date of which 10 are outstanding close-out • Information requirements – the quicker BMCL can provide information the better. MS advised that JW was continuing to liaise with Capita and provide any requested information asap • NCR raised regarding a section of floor slab which had been cast with too much cover on the mesh which impacted on the fire protection rating and a design solution from BMCL was awaited • Interconnecting Tunnel – AS acknowledged that he was aware that the pneumatic tube runs up 1 side and there was pipes on the other side which is reducing the space in the tunnel. AS enquired whether there was potential to move the pneumatic tube onto the ceiling. AS suggested that the barrier may not be required. AS suggested that there may not be enough clearance between the top of the door and the roof with fire stopping however AS agreed to have a further look at the pneumatic tube installation. • Supervisor Communications- MS advised that John Wales and John Redmond were continuing to liaise to close out Supervisor's Communications. 	<p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>Review pneumatic tube install in tunnel</p> <p>-</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>AS</p> <p>-</p>

Item No	Item	Discussion/Information	Action	Action by Whom
4.	Progress Supervisor - Monthly Report (cont'd)	<u>Labs Facility</u> <ul style="list-style-type: none"> There were a range of finishing items to be completed i.e. ventilation systems needing more brackets, dust covers not on smoke detectors, access hatches, chilled beams, unsupported light fittings, etc Acoustic testing- agreement has been reached on the number of rooms to be tested however the testing was not carried out in a format that Capita can evaluate Sedum Roofs – the sedum roofs appeared to be dying off. MS advised that this would be captured in the IDMS system and J Wales would have this included on the report of all the IDMS items. 	- - -	- - -
5.	Project Management Group – Summary	AS advised that there were no further items requiring input by PSG members to resolve.	-	-
6.	Commercial Group –Update	<p>DR advised that the NHS Team and BMCL were continuing to work through any issues on an ongoing basis. The working area has been temporarily extended to cover the storage of steel reinforcing bars. The agreement regarding the Equipment list changes were nearing conclusion. Agreement regarding the process for agreeing equipment list changes going forward was nearing conclusion. Payment assessment process ongoing and continuing to work well.</p> <p>TB advised that J Ballantyne was reviewing the RPI and BMCL were preparing proposals. DR advised that the NHS were keen to explore if there is anything which would benefit all parties.</p>	- RPI proposals awaited by NHS Team	- JB
7.	Community Benefits	AS advised that the Community Benefits were going well. MS advised that BMCL were undertaking projects with 7 schools in 2012. Charity works were ongoing. A DVD was being prepared which showed the good work undertaken on the project to date.	-	-
8.	Key Risks	<p>The following key risks were identified:</p> <ul style="list-style-type: none"> Labs risks as discussed throughout the meeting PAHs – Board need to gain an understanding of the results to date and any associated implications Weather - need to be monitoring. DR had met with GW to discuss the increased costs and agree the way forward. Water meter – this item had been closed out. Water Pipe and Connections issue had been subsequently closed and the connection works were expected imminently. Protection in Labs (ventilation plant, boilers) – AS was aware that there had been some damage to boiler panels and going forward BMCL would need to consider the best way to protect equipment. MS advised that damaged BMCL proposed to replace any damaged panels at the one time. 	- - - -	- - - -

Item No	Item	Discussion/Information	Action	Action by Whom
9.	Identification of Strategic Drivers for next quarter	<p>The following strategic drivers were identified for the next quarter:</p> <ul style="list-style-type: none"> • Close out of Labs – both strategic and operational • Joint discussions with Mercury and Users regarding specialist equipment i.e. theatre lights, pendants, etc. MS advised that he had arranged working parties to discuss the builders work requirements for main pieces of equipment i.e. quench pipes routes, steady state, backup however routes could change dependant on the final choice of equipment. BMCL were identifying set of criteria and strategy to address the criteria. MS noted that it was appreciated that the final equipment would not be chosen until 2014. 	-	-
10.	Schedule of Meetings	AS advised that the schedule of meetings for 2012 had been circulated.	-	-
11.	AOCB	TB enquired whether the general relationships within the team were still ok. AS advised that the relationships continue to be good and the only NHS concern was making sure that the Labs complete by 10 th March 2012. TB advised that BMCL had the completion of the Labs as a priority which was why BMCL had taken a decision to utilise some staff on this project who had previously been employed on the Peterborough Project.	-	-
12.	Date and Time of Next meeting	Tuesday 31 st January 2012 at 11am in the Boardroom, Top Floor, Construction Site Offices	-	-

ACTION NOTE

Present: Alan Seabourne (AS) Alan McCubbin (AM) Douglas Ross (DR) John Ballantyne (JB) Mike Sharples (MS)
 Paul Serkis (PS) Peter Moir (PM) Ross Ballingall (RB) Tim Bicknell (TB) Shiona Frew (SF)
Apologies: 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 2, 3 rd Para: Gas <u>tight</u> not gas type Item 6 – too <u>little</u> not too much	Amend notes	SF
2.	Matters Arising			
	<i>RDD Schedule</i>	AS advised that a revised RDD Tracker had been received and a further update was awaited.	-	-
	<i>Mobilisation Plan</i>	AS advised that BMCL had been provided with the mobilization plan and it had been agreed what works would be completed by BMCL post and pre 10 th March 2012.	-	-
	<i>PAH</i>	AS advised that there had been 3 improved results since the September results and that a risk assessment would be carried out in May to identify if there was any remedial action required. RB enquired if the results had improved due to the rainfall i.e. could it be expected that the PAH levels would increase into the summer drier months. AS advised that he had only been informed that the PAH levels were down and there had been a spike in readings from the September monitoring but that the monthly readings post September had fallen back to the level identified pre-September 2011. AS advised that he hadn't seen rain mentioned in the WSP summary reports he received from BMCL however he was satisfied to see the levels reducing. It was key to mitigate the potential for GCC to request SEPA's involvement.	Provide summary of PAH results to AS	MS/DS
	<i>Monthly Report</i>	AS advised that the key issues from the January 2012 monthly report had been the Water, Gas, AFOS Benches and CL3 Lab. The water issue had been dealt with and the Labs would now have both meters/supplies on by 10 th March 2012, the gas issue had been resolved and the AFOS benching issue had been resolved. The CL3 Lab works were ongoing as the trox dampers were being currently fitted however this would close out the remaining Biosafe issues.	-	-
	<i>Prater package –Podium Envelope Works</i>	MS advised that the Prater package had been finalized and the package information would be provided to AS in due course.	Provide Prater package info to AS	MS
	<i>Meeting Schedule/Reporting</i>	AS advised that the meeting schedule had been circulated identifying the arrangements for the revised governance.	-	-
Item	Item	Discussion/Information	Action	Action by

No				Whom
2.	Matters Arising			
	<i>NHS End User Meetings</i>	AS advised that the NHS Project Team were considering closer involvement between the NHS Team and the NHS Client team to look at some of the specialist items in the New Hospitals i.e. Medical Gas, Water systems, Aseptic Unit, Medical Equipment (pendants, theatre lights, theatre panels). AS advised that he would liaise with D Pike to ensure that the NHS Team are providing the appropriate information. RB suggested that Julie Miller could assist in this process. MS advised that BMCL also needed to know about any of the large legacy equipment in terms of size and weight so that the equipment can be incorporated into the building i.e. ensure that a nominal space is provided and the load is appropriate. MS acknowledged that providing this information would be difficult at this time in the process and accepted that what gets transferred may be different at time of transfer as a piece of kit may breakdown between now and transfer. AS advised that he had started to set up meetings with BCL to discuss medical gases, water and meetings to discuss legacy and aseptic would be set-up in due course.	Liaise with DP re specialist areas/input	AS
		MS advised that BMCL need to know about the big pieces of equipment ie. CT scanner, as these cause the most concern. MS advised that all the CT scanners had different services requirements. RB suggested that BMCL should identify when this information needs to be known by. MS advised that BMCL had identified when services information would need to be known by and the information requirements had been programmed in. AS advised that Mercury had a programme for the purchase of pendants and theatre lights and no-one could purchase these without input from the surgeons, etc, however the procurement choice would need to be honed down.	Provide legacy equipment details	AS/PM
	<i>Pneumatic Tube</i>	AS advised that the NHS team had a discussion regarding the location of the tube pipework in the tunnel and the NHS was comfortable with the BMCL proposals and would not be requesting a barrier.	-	-
	<i>Project Supervisors Report – Sedum Roof</i>	AS advised that the sedum roof on the Labs Building would be a snag that would not be able to be resolved until post 10 th March 2012. MS advised that Praters had reviewed the sedum roof however remedial works could not be commenced until the appropriate time which would be post 10 th March 2012.	-	-
	<i>RPI Proposals</i>	AS advised that there had been a few internal NHS Team discussions and there were a few more expected however he would liaise with BMCL as soon as possible thereafter. AS advised that RPI was on the Chief Executive's agenda.	Liaise with BMCL re RPI	AS
	<i>Weather Reports</i>	AS advised that the NHS Team was awaiting the weather reports from G Wallace. JB advised that the reports would be provided by the end of the current week.	Provide weather record reports	GW

Item No	Item	Discussion/Information	Action	Action by Whom
2.	Matters Arising (cont'd) A52281466			

Item No	Item	Discussion/Information	Action	Action by Whom
3.	Monthly Progress Report - Summary	<p>RB requested that AS advise BMCL when R Calderwood could be available for a formal handover. AS agreed to liaise with R Calderwood and confirm to BMCL.</p> <p>b) Phase 2</p> <ul style="list-style-type: none"> ○ RDS Review – work in progress and due to be complete by end of February 2012 ○ RDD tracker – NHS awaiting next issue of BMCL tracker ○ Fire issues and EFTE roof discussions ongoing ○ RDD – ongoing review <p>c) Phase 3</p> <ul style="list-style-type: none"> ○ Construction progressing well ○ Energy Centre – on programme with 1st part completion for 10th April ○ Drainage ground floor and sub-slab – will be discussed to clarify a few issues ○ Tower cranes- PM enquired whether the tower crane operative issue had been resolved and this was confirmed. <p>JB advised that the monthly report did not reference the weather or how BMCL had overcome the weather challenges. DR suggested that there was no narrative from BMCL as to how the weather had impacted and what had been undertaken to overcome the weather issues.</p>	<p>Confirm R Calderwood availability for formal handover</p> <p>-</p> <p>-</p> <p>-</p>	<p>AS</p> <p>-</p> <p>-</p> <p>-</p>
4.	Progress Supervisor - Monthly Report	PM advised that the feedback from Capita continued to be good.	-	-
5.	Project Management Group – Summary	<p>AS noted that it would be good to close out the weather EWs. JB noted that testing of the weather station to resolve the anomalies were underway. AS enquired why it had been agreed to have an on-site weather station and JB advised that Paisley Met Centre had shut down and Bishopton was too far away from the site to be a true reflection.</p> <p>AS noted that BMCL were progressing the Prater and Structural package however the NHS had not yet concluded the Board's acceptance to the proposed blind system (tower and NCH). MS enquired if the NHS were looking at an option without tertiary glazing and AS confirmed that a meeting with the full NHS Team was to be arranged. MS advised that the NCH had interstitial blinds and this was confirmed. AS suggested that the magnet would not work on the proposed size of windows. MS advised that in his experience there was little requirement for consulting rooms to have blinds which lifted as the key to these rooms was privacy. PM noted that the NHS would need information regarding the interstitial unit replacement costs. AS advised that the NHS would need to see insitu blind mock-up panels.</p>	<p>-</p> <p>BMCL to provide interstitial unit replacement costs</p>	<p>-</p> <p>MS</p>

Item No	Item	Discussion/Information	Action	Action by Whom
6.	Commercial Group –Update	<p>DR provided the following summary update from the Commercial Group meetings:</p> <ul style="list-style-type: none"> Weather EW close out remained as the biggest issue. Cashflow - £125m target for this year and need to agree cashflow for next year. AMc advised that the cashflow was still under discussion with Scottish Government. AS enquired if there was a deadline date for BMCL to know the cashflow for the next year. DR suggested that the cashflow should not be significantly different from the current year. JB advised that a meeting to discuss the cashflow for the next year would be advantageous. The group were continuing to work through any issues as they arise TB enquired if audits on the key supply chain were continuing and DR advised that the next key supply chain audit would be on Skanska. TB enquired if there had been any issues being raised from the supply chain audits noting that the report made reference to Dunne's accruals. DR advised that the Dunne accruals were not a significant issue, however some accruals had been for 2 months but that there were some over accrual for invoices not received. Mercury were now submitting their parked invoices on a monthly basis. DR enquired if the form of contract had been agreed with Prater and MS confirmed that option A had been agreed. TB enquired if it was the intention at the completion of the Labs to carry out a full review of the costs and pain/gain share. DR advised that there was no interim pain/gain at the end of the Labs completion as the stage 1 rolls up to stage 3. TB advised that he had thought the pain/gain was assessed at the end of the Labs and that there was an opportunity to reopen at the end of the Stage 3a. DR and JB agreed to discuss the pain/gain review. 	<p>-</p> <p>Arrange meeting to discuss cashflow</p> <p>-</p> <p>-</p> <p>-</p>	<p>-</p> <p>DR/JB</p> <p>-</p> <p>-</p> <p>-</p>
7.	Community Benefits	<p>MS advised that</p> <ul style="list-style-type: none"> An Independent Learning Project with 7 schools had commenced w/c 23rd January 2012. MMcAllister and C Dunlop were continuing to liaise on all Community Benefit matters There was a plan in place to officially open the GRA offices C Dunlop was preparing a report for B White (Scottish Futures Trust). AS advised that he had requested M McAllister to prepare a report for B White through C Dunlop. A Social Enterprise had been employed on the site to paint the hoardings <p>AS advised that there appeared to be an ongoing political discussion regarding Fastlink. RB enquired if Fastlink was going to happen. AS advised that it appeared that there was still agreement on how the Fastlink would work i.e. had developed from a branded bus to a regulated bus as long as the bus is to a specific standard and that Govan underground station was to be majorly upgraded. Linthouse Community have advised that they don't want Fastlink through Linthouse and that GCC needs to utilize Shieldhall Road.</p> <p>MS advised that he was awaiting the detail of the football package purchased at the YCF Ball.</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
8.	Key Risks	<p>The following key risks were identified:</p> <ul style="list-style-type: none"> Piling – MS advised that remedial works to the first area was ongoing and the final design solutions to the other areas were being finalized. JB was continuing to liaise with the insurers. There was no impact expected to the overall programme. JB advised that a meeting with the Loss Adjustor was being scheduled in order that he could understand how BMCL were dealing with the out of tolerance situation. AS enquired if the NHS could be represented at the meeting and JB advised that there would be no issue with the NHS or NHS Rep attending the meeting. DR suggested that there had been some difficulties encountered during the 1st remedial works. JB advised that lessons had been learned from this 1st area and the remedial works were now progressing well. Labs Expectations – RB suggested that as people move in to the building that there may be a perception of dis-satisfaction creeping out as people think that the building is not what was asked for. AS suggested that the comments were expected to be generally positive. AS noted that BMCL has a 2 year warranty responsibility for the Labs however maintenance was the responsibility of the NHS therefore it may be beneficial to identify someone from BMCL who could be the first point of contact for the initial 2/3 months to resolve any issues. MS advised that BMCL proposed to identify a single point of contact for BMCL and he would discuss this separately with AS. AS advised that he would want there to be a single NHS point of contact with BMCL. MS advised that it expected that the NHS would need to work out if an issue is aspirational or a defect. 	- Discuss single point of contact with AS	- MS
9.	Identification of Strategic Drivers for next quarter	<p>The following strategic drivers were identified by the group for the next quarter:</p> <ul style="list-style-type: none"> Completion of the Labs Finalising the A&C Atria i.e. roofs, doors, etc <p>TB enquired if the NHS had insurance in place for when the Labs Facility is handed over and AS advised that the NHS do not insure their buildings</p> <p>RB enquired what will happen to Labs buildings on the existing sites where the Labs staff are transferring from. AS advised that when all the staff eventually transfer into the new Labs and FM Building that the majority of the existing buildings would eventually be demolished however this piece of work was being taken forward by the NHS Director of FM. As Yorkhill, Victoria, and Western would be remaining operational until the new Hospitals were opened there would be certain Labs disciplines which would remain on these sites until the A&C Hospitals became operational.</p>	- -	- -
10.	AOCB	AS advised that the Labs Project was due to be assessed through the Government's Gateway Review process. The Gateway Review would take place from the 28 th February to the 1 st March 2012. There was no requirement for BMCL reps to be interviewed as the review was focused on the NHS preparations for moving into the building.	-	-
11.	Date and Time of Next meeting	Tuesday 27 th March 2012 at 11am in the Boardroom, Top Floor, Construction Site Offices	-	-

ACTION NOTE

Present:	Alan Seabourne (AS)	Alan McCubbin (AMc)	Mike Sharples (MS)	Peter Moir (PM)
Ross Ballingall (RB)	Tim Bicknell (TB)	Shiona Frew (Notes)		
Apologies:	Douglas Ross (DR)	John Ballantyne (JB)	Paul Serkis (PS)	
In Attendance:	David Hall (DH)			

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action note from previous meeting	Accepted as an accurate record.	-	-
2.	Matters Arising			
	<i>PAH</i>	AS advised that another set of results had been received and the results were steadily improving. The dewatering period had been extended and subsequently the PAH Analysis/Monitoring had been extended to February 2013 and a wrap-up risk assessment of the analysis results would be carried out at this time. The NHS would issue a Compensation Event to cover the extended monitoring in due course.	Issue compensation event for extended dewatering	AS
	<i>Prater Package</i>	It was agreed that this item was now closed.	-	-
	<i>Specialist Items</i>	AS advised that a list of specialist items had been provided to BMCL. AS had contracted with Atkins to undertake a review of the Medical Gas drawings and associated design information. AS proposed to contract with Atkins on the basis of undertaking a validation & commissioning role. A meeting to discuss the Atkins review of the Medical Gas drawings/information had been scheduled for 7 th August 2012. Lynn Morrison was also involved in the Medical Gas discussions as a key NHS Rep as she had a good understanding of medical gas requirements.	-	-
	<i>RPI</i>	AS suggested that this item was now closed. MS advised that BMCL still wanted to discuss RPI with the NHS Team. AS advised that if BMCL wanted further discussion re RPI that BMCL should organise a meeting with AS, DR and AMc. AS advised that AS had shared the BMCL proposal with R Calderwood and it was considered that the proposal was at the highest end of the NHS potential risk and that it was not worth considering at this time and to continue with the current process.	Organise meeting to discuss RPI	TB/MS
	<i>Weather Reports</i>	AS advised that the NHS team had received April and May weather reports and the report for June was awaited. AS advised that the Weather reports were discussed through the Early Warning meetings.	-	-
	<i>A&C Close-out</i>	AS advised that a discussion would be required regarding the close out of the new hospitals i.e. beneficial rights, equipment issues, etc however it was expected that BMCL would have a close out process building on the recent handover process for the Labs Building and based on previous experience of handing over large buildings. The project was not currently at this stage and a discussion would be set up at an appropriate time.	-	-

Action by Whom

Item No	Item	Discussion/Information	Action	Action by Whom
3.	Monthly Progress Report (cont'd)	<p>Energy Centre</p> <ul style="list-style-type: none"> Works progressing well for A-side handover on 31st October 2012. Sound and insulation works currently on-going. AS advised that an access and egress agreement would need to be signed-off by both the NHS and Building Control prior to handover of the Energy Centre. <p>A&C Hospitals</p> <ul style="list-style-type: none"> Works generally on programme Slip cores now finished Basement nearing completion Works are underway internally 	-	-
4.	Project Supervisors Report	<p>PM summarised the Project Supervisor's report as follows:</p> <ul style="list-style-type: none"> Capita reports very positive Capita reporting that workmanship and quality is very good RB advised that he was not satisfied why the way the exemplar areas were being done. PM suggested that consideration would need to be given to how managing re locked down areas and heating/security of areas. MS advised that access conditions would be put in place and BMCL Floor Managers would be responsible for managing access. Access through many doors will be prevented as doors will be closed off with plywood to stop access through every door. Access will be made as difficult where possible. RB suggested that heating will start to be put on at the end of the year. AS noted that water systems were being left dry so there shouldn't be any systems that freeze. Group 2 Equipment – AS advised that the NHS and BMCL will need to discuss beneficial access agreement in order that group 2 equipment can be fitted in advance of the building being handed over. MS advised that the Specialist Equipment meeting with the NHS had been organised to discuss beneficial access amongst other items i.e. understanding the equipment which the NHS would a) want to buy, b) want to transfer so that BMCL can identify where it may be beneficial to leave a wall out and critical rooms e.g. MRI scanner where the NHS would control this room but BMCL would ask for access. AS advised that additional NHS resource had been identified to support Capita visits on site to review progress, quality and issues. PM advised that NHS team members had been redeployed to augment Capita on site however the NHS reps would only report issues to Capita and they would not be able to instruct BMCL. MS advised that it was good to have NHS input i.e. can check that pendants are in the correct locations, similar to what happened on the Labs build. AS commented that it was key that the NHS team became familiar with the building, learned what every room is, where every room is and what is in every room. MS advised that there were benefits for Capita working with the NHS on site in a joined up manner. PM noted that Capita would continue to provide quality reviews. 	- - - -	- - - -

Item No	Item	Discussion/Information	Action	Action by Whom
5.	Project Management Group – Summary	AS noted that any PMG issues were generally being dealt with. There were no issues requiring discussion by PSG members to resolve.	-	-
6.	Commercial Group – update	<p>AS noted that all discussions were generally being progressed to a conclusion. There were no issues requiring discussion by PSG members to resolve.</p> <p>The Early Warning process and discussions was continuing to work well.</p> <p>TB noted that it was apparent that the extent of the contingency remaining for the job was small and BMCL were reviewing risks and identifying opportunities. TB enquired if the NHS had been made aware of the risks and that the expenditure may be in excess of the contingency at this time. AS advised that he understood a) the Prater package had been more expensive, b) the helipad cost was being advised as being far greater than anticipated however the detail was awaited by the NHS and that c) the piling costs would hopefully be a deductible. AS commented that Barry White (Scottish Futures Trust) was flagging that generally construction costs are falling. TB noted that there was circa £70m still to procure. The contingency had been absorbed because BMCL bought packages on fixed price risk. BMCL want to get a contingency sum which is more realistic against what works remain in the job. TB enquired if it would be beneficial to deal with RPI at this time. AS suggested that BMCL should be able to procure/purchase packages better. RB intimated that BMCL could not procure packages any better than doing so irrespective of what BWhite was advising. TB suggested that BMCL had a legitimate entitlement to a CE for RPI as there had been a 2-2.5% increase in RPI since the start of the job i.e. CE for circa £12m. AS commented that RPI is a roll-up figure therefore the figure provided by BMCL at this time would not be considered as a CE. The Board had investigated worse case scenarios and the figure of £12m above target price was thought to be staggering. MS noted that discussions had started at £10m above target. AS advised that he was happy for the NHS to meet with BMCL to further discuss RPI and that DR would need to attend this meeting as DR reports to the NHS Board on the contingency and value of what has been procured and what is left to procure. RB noted that BMCL had been happy to wait until RPI settled however there were concerns from a BMCL Board Level that there was £70m still to be procured and only £3m contingency remaining. RB suggested that if had calculated costs from January 2011 until the middle of 2012 the target would have increased by £12m giving a further £12m contingency against price inflation. BMCL were not getting comfort and the BMCL Board were disconcerted about waiting until the end of the job to resolve the RPI issue - it would be disadvantageous to leave the RPI discussions until the end of the job. AS advised that the NHS would need to have a very good proposal in order that the NHS could present to a political fora. RB accepted this comment and advised that it needed to be understood that there would be a negative contingency. BMCL needed recognition that £300m worth of packages had been bought 2 years previous to fix prices. There was £70m yet to purchase and it was hoped to purchase better however BMCL needed to continue buying with certainty. BMCL were trying to secure a positive outcome for everyone however could not have a job that lost money as this would lead to a negative perception of the job. AS commented that AS and DR had previously driven the RPI discussions and BMCL had been slow to provide figures. AS acknowledged that he understood that BMCL clearly see RPI as being an issue. RB acknowledged that the NHS Board see that the numbers are well off however there needs to be an element of reasonableness of what the number is.</p>	-	-

Item No	Item	Discussion/Information	Action	Action by Whom
6.	Commercial Group – update (cont'd)	RB had seen a figure at £28m based on what RPI is seen to be doing. If BMCL had been sitting with a contingency of circa £15m-£20m then there would be no issue. BMCL were now in a position that a deal needs to be done. AS suggested that the increased cost to procure the helipad had been due to poor costing in the first instance and not the effect of RPI. RB commented that the contingency was to cover a whole raft of potential issues. TB agreed to organise a meeting between the NHS and BMCL for a further discussion on RPI.	-	-
7.	Community Benefits	AS advised that BMCL had developed a Community Benefit report. AS had commented on the initial report to C Dunlop. The Community Benefit report should not be circulated until NHS has agreed the final version and been submitted to the NHS Board. AS was awaiting the final report from BMCL for review.	-	-
8.	Car Park 1	AS noted that the NHS were awaiting the BMCL proposal. TB advised that he had discussed the cost submission for Car Park 1 earlier with J Ballantyne. The initial figure proposed had been £12.862m however based on a reduced programme and other design aspects being changed the BMCL cost submission would now be £12.825m. BMCL were considering scoping up packages that would need to be obtained. AS advised that the costs would be reviewed by C&B and DR would subsequently provide a analysis/report to the Project Board. The Project Board would ultimately make the decision as to whether the contract could be awarded to BMCL however this would be dependent on being able to demonstrate Value for Money. AS advised that Car Park 1 costs would need to be benchmarked against the costs for the multi-storey car park which had already been constructed. RB advised that the proposed cost of £12.825m had been discounted by circa £800k.	-	-
9.	Identification of Key Risks	<p>PMG members identified the following key risks:</p> <ul style="list-style-type: none"> • Inflation • Equipment programme • NHS Staff Changes • Piling Insurance claim. TB advised that there was a dedicated team in place to try and resolve/conclude the insurance claim as soon as possible. • Construction Programme – BMCL were still considering completion 6 months early however would not be overspending to complete the job early. BMCL would change the cash profile to suit the programme spend through-out the year. BMCL were investigating option. DH enquired if there was an on-cost to remain on site if the job does not finish early and it was confirmed that there would be a pre-lim cost. RB suggested that completing the job early was about working more efficiently i.e. buying more tables so can get more operatives progressing the works on more faces/areas. • GCC Planners – it was understood that the GCC Planners cannot propose changes as any changes to the helipad as changes to cowling, etc will impact on the aerodynamics/studies. The GCC Planners Team have changed representation however once the final design is available will show this to the new GCC Planner team. 	<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>

Item No	Item	Discussion/Information	Action	Action by Whom
10.	Identification of Key Risks (cont'd)	<ul style="list-style-type: none"> Building Control – 'views' to be provided by Building Control. Yorkhill enhancements and discussions re fire implications ongoing. Car Park 1 – programme and interface. AS enquired if BMCL had received a permit to take over the road and MS agreed to check this. News reports re sinking building – AS advised that Eleanor Bradford had raised an enquiry about the building sinking and AS had confirmed that there were no issues and the building was not sinking. Link Bridges to Existing buildings due to commence Q4 and Q1 – relationships with staff and giving notice to the users on the site. RDD – MS noted that BMCL were trying to make an assessment of the status of the 1:50 RDD. PM advised that there had been a number of discussions regarding the RDD status the previous week. The RDD schedule was currently running 2 weeks behind and not as per some individual assessments which is inaccurate. PM advised that the NHS Team were frustrated that they had been resourcing checks on the BMCL RDD and found that the NHS were generally returning documents to programme of which were being shown on the tracker as overdue. The BMCL Design Managers and the NHS team were working together to ensure that the design reviews take place in advance of works commencing on site. AS requested that BMCL advise of any gaps so that focus can be put on addressing any gaps. DH advised that he had reviewed the BMCL RDD Tracker 4 times to date and each review takes 1 day which is a day lost from reviewing documents. 	<p>-</p> <p>Check BMCL have permit to take over the road</p> <p>-</p> <p>-</p> <p>Advise if any RDD gaps in NHS returns</p>	<p>-</p> <p>MS</p> <p>-</p> <p>-</p> <p>MS</p>
11.	Identification of Strategic Drivers for the next quarter	<p>The PSG members identified the following strategic drivers for the next quarter:</p> <ul style="list-style-type: none"> Car Park 1 Cashflow Inflation Equipment Linking programme and design. It was being queried whether focus should be placed on the tower/repetitive areas and MS advised that BMCL would need to check if have an opportunity to re-sequence. DH advised that there were very few changes/tweaks to the ward floors and there was very little medical equipment in these areas. DH did not think that the NHS had any information outstanding for the ward areas. MS advised that the driver to look at re-sequencing was commissioning and BMCL were trying to get more faces/areas worked on. 	<p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p>
12.	AOCB	There was no other business for discussion.		
13.	Date and Time of Next Meeting Tuesday, 25 th September 2012 at 11am in the Boardroom, Top Floor, Construction Site Offices			

ACTION NOTE

Present:
Ross Ballingall (RB)
Apologies:

Alan Seabourne (AS)
Tim Bicknell (TB)
John Ballantyne (JB)

Alan McCubbin (AMc)
Douglas Ross (DR)
Paul Serkis (PS)

Mike Sharples (MS)
Allyson Hirst (Notes)

Peter Moir (PM)

Item No	Item	Discussion/Information	Action	Action by Whom
1.	Action note from previous meeting	Accepted as an accurate record.	-	-
2.	Matters Arising			
	<i>PAH</i>	A compensation event was raised to extend the monitoring timeline. DSmith /AS and WSP will continue to review the monitored results	Continue monitoring	AS/DS/WSP
	<i>Inflation</i>	TB/JB/AS/DR had met to discuss and TB was preparing a proposal for consideration by the Board	Proposal from TB	TB
2.	Monthly Project Report			
	<i>Programme</i>	PM reported that programme was progressing well and on schedule – good reports were being received from Capita Symonds.		
	<i>Construction/Logistics</i>	Laboratory detects are being addressed. Cleaning of façade at laboratory is progressing. Sedum roof – programme to rectify detects is required to be worked up. PM reported that he planned to meet with Prater and BMC to review and to agree the way forward. It is likely that results will not be seen until next years growing season therefore this will continue to be monitored until August 2013		
	<i>Remedial Piling</i>	It was noted that additional project team staff would be walking through the construction site on a daily basis to monitor progress. So far reports back have been largely positive.		
	<i>External</i>	Piling will be complete by the end of w/c 1 st October as there are only 3 piles to completed and carry out final assessments.		
	<i>Design Development</i>	It was noted that the Biochemistry Building demolition was now completed and soil testing commenced. Results of these tests have indicated hydrocarbons and asbestos in the ground. Soil testing will also check surrounding area. Star pipe work was progressing		
	<i>Drainage</i>	This is a work in progress with 1:50 almost entirely up to date and RDD samples are being signed off		
	<i>Area D</i>	Some 1:50 issues but these are being dealt with as they arise.		
		Well advanced – ceilings are scheduled to commence next week with Capita Symonds participating in the IDMS programme of review.		

Item No	Item	Discussion/Information	Action	Action by Whom
	<p><i>Wet System Pipe Testing</i></p> <p><i>'A' Side Energy Centre</i></p>	<p>AS/DP will discuss this further outwith this meeting – the initial thoughts were to test with air but now considering water tests. This method of testing could have implications on the conditions of the pipework on commissioning and will require a sterilisation of the pipes. MS noted that there will be no water in the pipes until March 2013 and that testing will progress area by area and with completion heat will be introduced to the areas albeit it at a very low level. DP is preparing a high level programme for the commissioning works of these services.</p> <p>This is programmed for handover at the end of October 2012 – AS noted that he would require a testing programme, H&S details, training etc to be closed out for this work being completed</p>		
4.	Project Supervisors Report	Defects as noted within the report. Good feedback on progress to date. AS noted that the project team walk through site regularly and compile a report which is reported at Fridays project meeting and issues are taken forward with Capita Symonds to resolution		
5.	<p>Project Management Group</p> <p><i>Piling</i></p> <p><i>Laboratory leaks</i></p> <p><i>Laboratory BREEAM</i></p>	<p>Piling discussed as before and sedum roofing issues as before</p> <p>Laboratory leaks – AS asked for an update on the situation</p> <p>Laboratory BREEAM – it was noted that this still required to be closed off. Metering issue has been noted - not sufficient metering for each of the supplies – D.Pike and S.logan are working to resolve this in order to sign off. AS planned to catch up with DP later to discuss.</p>	Update to AS	BMC
6.	Commercial	DR reported on cashflow and noted that it was down on previous submission for the year end. MS agreed to review the reasons behind this. All other issues were progressing well including weather monitoring	MS to check on cashflow	MS
7.	Community Benefits	It was reported that the recent surveys carried out on 10 properties on the adjacent housing scheme were now back the BMC with only minor issues found. It was noted that monitoring equipment was now installed and recording any vibrations with cameras to catch the activity at the time in case of further reports of excessive vibration from hospital or residents		
8.	Car Park 1	AS reported that the FBC had been approved by the NHS GG&C Board but was now being taken to CIG on 9 th October for final approval.		
9.	Inflation	TB reported that he would provide an update to the meeting in October – this will consider 2 options – proposal or defer		
10.	Risks	Union issues raised from Unite - MS reported that several meetings and telephone conversations had taken place and offers of resolution put forward. To date none of the offers have been accepted. MS noted that UCATT representatives would be happy to hear any issues and pass these to the relevant union representative. MS agreed to update AS if any issues arose	Update AS as appropriate	MS
11	Strategic Issues	AS reported that he was keen to start planning the commissioning and migration process of the building and the handover arrangements. The project team are currently working with colleagues to determine the best way forward. The outcome of this work will be part of the liaisons with BMC for handover period. Equipment and IT discussions have already started. AS noted that he had planned to have the hospital running for 12 weeks with no patients in order to give an opportunity to provide orientation and testing of all system fully and to allow users to become settled with the building before moving in to work.		

Item No	Item	Discussion/Information	Action	Action by Whom
12.	AOCB	There were no further items for discussion and the meeting was closed	-	-
13.	Date and time of next meeting	27 th November 2012 at 11am, Board Room, project offices	For noting	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 40

Miscellaneous Minutes from Design and Construction Phase

A52281466