

Estates and Building Annual Planning 2013-14

Minutes of meeting held on Friday 26th October 2012

Attendees: Geoff Turnbull, Andy Stewart

1. Objective

- 1.1. To review annual planning process for 2013-14 and determine strategy

2. Planning Process Timetable

- 2.1. Requirement to prepare Programme Context Statement

Action: GT to prepare

- 2.2. Project proposals to be finalised and categorised by type of work (compliance / discretionary) and funding source agreed (core funded / sponsor funded). This activity requires to be completed by Friday 16th November

- 2.3. It should be noted that any known carry-over projects should also be noted at this time, although this does not seem likely at this time.

Action: AS to coordinate

- 2.4. Project proposals to be estimated (S/M/;/XL) and prioritised. This activity requires to be completed by Friday 23rd November

Action: AS to coordinate

- 2.5. Project proposals to be prioritised within CSG portfolio by Friday 30th November

- 2.6. First draft of red line published on Friday 7th December

- 2.7. Any projects deemed as L/XL will require full proposals to be completed by Friday 21st December

3. Planning Process Strategy

Requirement to discuss potential projects with the following business users within Estates and Building s

3.1. Estates Development

- 3.1.1. Graham Bell
- 3.1.2. Paul Cruickshank
- 3.1.3. David Casey

3.2. Business Area

- 3.2.1. Maureen Masson

3.3. Operations

3.3.1. David Brook

3.3.2. Emma Crowther (Transport and Parking)

3.4. Security

3.4.1. Adam Conn

3.5. Building Operations

3.5.1. George Boag

3.6. Engineering Operations

3.6.1. David Barratt

4. Initial Thoughts

4.1. Requirement to review WebCentral regarding the viability of

4.1.1. ppm module

4.1.2. On-demand

4.1.3. Finance