

NOTES OF THE MEETING OF THE ALMONRY DEVELOPMENT WORKING GROUP 21.08.20

The working group met to consider information on costs required for the meeting of Full Council on September 15th and, after discussion of an initial draft, agreed the table as attached.

Discussion points

1. Degree of detail required

The group noted that most of the costs required are already included in the Tender Comparison Document which has been circulated to Councillors but the degree of detail in that document makes it difficult to identify particular areas of expenditure. Grouping costs into categories (Repairs and Renovations, Services, Heating, WCs, Kitchens, Disabled Access and Tourist Information Point) and obtaining commercial quotations for additional items, such as the platform lift and radiators, and inclusion of these as defined provisional sums would facilitate decision making.

2. Liaison with Architects and Quantity Surveyor

The group was advised by its consultant that the Council should have separate agreements with the architect and quantity surveyor and there should be a joint meeting to iron out any overlap before contracts are drawn up. Having agreed the information required the group should meet with the quantity surveyor as soon as possible to go through the list.

3. Criteria for recommendations

Members emphasised that it should be made clear to the Council that the criteria for the ADWG's recommendations to Council include not only cost but also our Heritage obligations (outlined in our Heritage Charter), environmental obligations (outlined in our Environmental Policy) and our statutory and moral obligation to make the Almonry accessible to those who are disabled. Stephen Gray volunteered to provide a Heating Installation Decision Audit to illustrate this (attached).

4. Project Management/Role of the ADWG

A draft Project Management Plan was adopted at the beginning of July. This has been adhered to as a framework, but progress has been hampered by delays caused by Covid 19 and the Council's own decision-making processes. Working Groups are intended to be 'task and complete' groups. The Convenor expressed the view that the ADWG has completed its task as far as is possible with the current terms and conditions.