

Board of Management

Finance & Physical Resources

Date of Meeting	Wednesday 22 March 2017
Paper No.	FPRC4-F
Agenda Item	8
Subject of Paper	Post Occupancy Evaluation
FOISA Status	Disclosable
Primary Contact	J Carson, Depute Principal/Project Sponsor
Date of production	March 2017
Action	To note

1. Recommendations

The Committee is asked to review and note the updated approach to Post Occupancy Evaluation as set out in this report.

2. Purpose of report

The purpose of this report is to update Board members on the programme for undertaking the multi-stage Post Occupancy Evaluations (POEs) for each of our new campus buildings.

3. Context

3.1 SFC Requirements

3.1.1 As previously reported to the Committee the Scottish Funding Council (SFC) sets out in its guidance document, '[Capital projects: Post-Occupancy Evaluation Guidance November 2007](#)' the requirement for all capital projects to conduct a structured review once operational to evaluate not simply the success of the project in realising the benefits and objectives set out at its inception; but also to capture key learning for other infrastructure projects with the sector and related fields. Carrying out POEs in accordance with this Guidance is a condition of SFC's New Campus Capital Grant.

3.1.2 SFC's Guidance sets out a three stage process of review these phases being:

- Operational Review and project delivery phase providing an initial evaluation of how the new building is functioning
- Functional Performance Review post occupation
- A Strategic Review undertaken 3-5 years after occupation.

3.1.3 The three levels of suggested evaluation are described in the Guidance as being 'indicative, investigative, and a more in depth diagnostic review'.

3.2 Structure & Timing of Review

3.2.1 As the Committee is aware we have already undertaken the first phase POE of Riverside campus and provided the outcome of that evaluation undertaken by consultants BRE to this Committee in November 2016.

3.2.2 The first phase Occupational Review included:

- Observational and operational walk-round survey
- Facilitated occupant feedback workshops and closed question format questionnaires
- Internal environmental monitoring
- Energy consumption benchmarking and analysis
- Post project review with the delivery team.

3.2.3 In their largely positive feedback BRE reported “initial BRE operation review activities and feedback from user consultation confirm that the building is not only performing well from an operational standpoint but that it is also providing a healthy, productive investment and delivery against the full business case objectives.”

3.3 Further evaluations

3.3.1 The Project Sponsor met with BRE during the first week of March to discuss and agree the operational review phase for City campus and the Functional Performance Review phase for Riverside campus.

3.3.2 It was agreed that the operational review for City would be conducted in September 2017 in line with the timeframe established for Riverside. We will by that stage have benefited from a full year of student occupation of City campus and the timeframe will also facilitate the necessary student surveys and feedback.

3.3.3 For Riverside campus the Functional Performance Review is proposed for May 2017 however we have agreed that we will commence monitoring of building related data at an earlier period (potentially the end of March 2017) to take advantage of the current environmental conditions and make adjustments for any peaks in external climate during the summer period. A meeting with Estates & Facilities staff during week commencing 20th March 2017 will focus on key areas of interest with respect to fabric and environmental performance, utilities, energy, etc. Given the range of performance data which is now available to the College we will be able to identify those areas of particular interest or concern of where we have a focus on quality improvement.

4. Impact and implication

4.1 The College has taken comfort from the largely positive feedback from the initial POE of Riverside campus. This was further re-enforced by the additional evaluation reportage provided through the Socio-economic, Academic and Place-Making report and together painted a successful independent positive overview of the successful delivery of this phase of our new campus development.

4.2 The proposed dates for the City campus Operational Review and Riverside campus Functional Performance Review are in line with SFC Guidance recommendations and will provide the College with further detailed evaluation which we can utilise both in risk management and in performance improvement.