

MINUTES OF A MEETING HELD IN MR. BOWLES'S  
OFFICE, RUTHERFORD LABORATORY, ON THURSDAY

10th NOVEMBER, 1959.

PRESENT:

Mr. P. Bowles Chairman

Mr. A. L. Cuthbert  
Mr. I. Carter  
Mr. P. B. Dunthorne  
Mr. G. N. Flock  
Mr. L. J. Godfrey  
Mr. G. M. Harbert  
Mr. J. C. Louth  
Mr. A. Miller  
Mr. J. de Metz  
Mr. J. A. Nott  
Mr. P. D. Oliver  
Mr. G. E. Simmonds  
Mr. E. J. Smith  
Mr. G. N. Venn  
Dr. J. A. V. Willis  
Col. N. Wilson

Mr. F. M. Telling Secretary

1. The meeting was called to consider the recently formed Southern Works Organisation and examine proposals for the submission, execution and control of building work sponsored by the National Institute. This embraces Phase I (Nimrod) and Phase II (Rutherford Laboratory).
2. The Chairman gave a brief description of the Project Group's organisation and the need for the formation of the Rutherford Laboratory Building Committee. The objects of this Committee are:
  - i) to review proposals for new schemes and additions or alterations to existing schemes
  - ii) to ensure rapid consideration of building design after the necessary approval has been obtained
  - iii) to be responsible for siting policy
  - iv) to review the cost of schemes in progress.
3. The Committee were concerned only with the initial technical approval of schemes and the subsequent progressing to the construction stages. The progress of all building construction work is reviewed monthly at a meeting chaired by the Chief Construction Engineer.

The following proposals were agreed as forming a basis for integrating the requirements of the Project Group and the Southern Works Organisation in implementing work at the Rutherford Laboratory for the National Institute for Research in Nuclear Science.

4. When a new scheme is being considered, the sponsor, who may be a senior officer of the National Institute or Project Group will inform the Southern Works Organisation of the initial proposals and during the early discussions, the Southern Works Organisation will provide a consultancy service and, if requested, provide a token estimate.

5. The sponsor will then submit a short paper to the Rutherford Laboratory Building Committee which will include:

- i) Scope of scheme and requirements
- ii) Outline specification
- iii) Completion date
- iv) Preliminary estimate of costs (Project Estimate)
- v) Budget provision and approximate expenditure in each financial year.
- vi) Siting proposals.
- vii) Consultations where safety criteria are involved.

The Building Committee, after consideration of the paper will, if approval is given, inform the sponsor that the scheme can proceed to the Control Estimate Stage.

6. If a building is a domestic type, then Mr. Louth will act as liaison with the sponsor and, in the case of a technical building, Mr. Simmonds. These officers will be responsible for bringing in the specialist staff of the Scientific and Engineering Groups at the appropriate stage. It will remain the sponsors responsibility to ensure that his design requirements are fulfilled.

7. Further details are now required and a paper is then submitted to the Rutherford Laboratory Building Committee seeking financial approval. This paper should include:

- i) Sketch plans in sufficient detail to show the general layout and elevations.
- ii) Estimate of costs (Control Estimate) broken down to suit the National Institute's accountancy scheme.
- iii) Architects' and engineers' specifications relating to the interpretation of the principal requirements.
- iv) Unit cost of buildings.
- v) Siting details.
- vi) Outline programme.
- vii) Proposed rate of expenditure in each financial year.

The Rutherford Laboratory Building Committee will, if approval is given, issue, through the Secretary, the instruction to proceed (I.T.P.).

8. The Project Group may, in any scheme, have to make allowance for a sum to embrace any additional work which cannot be clearly specified at this stage. The estimate of costs provided by the Southern Works Organisation should therefore, show the net cost with guidance on the contingency required.

9. The aim will be to freeze the principle design points with the issue of the I.T.P. If a change of requirement is made or additional work requested, then the Southern Works Organisation will inform the Project Group that these items are not in the control estimate and also show any effect this may have on the programme. If this change in requirements cannot be covered by the contingency allowance, then the Project Group will seek the necessary authority for an increase in the estimate so that work can proceed.
10. At the stage when the I.T.P. is issued, the relationship between the Project Group and the Southern Works Organisation will continue on the basis of Principal and Agent as defined in the Industrial Group's paper to the Executive. The Southern Works Organisation as agents will take responsibility for not over-committing the approved sum.
11. The Southern Works Organisation will place all contracts for work within the sum approved for Phase II. The present arrangements for the placing of contracts for Phase I through the A.E.R.E. Contracts Section will continue. This will be a subject for future discussion.
12. Under a National Institute ruling, the approval of the General Purposes Committee must be obtained for contracts exceeding £25,000 in value. The Project Group will prepare a paper, on the advice of the Southern Works Organisation, for submission to the General Purposes Committee. If experience shows this ruling tends to cause delays, then the Project Group will request the General Purposes Committee to reconsider this rule.
13. Under the terms of reference of the Rutherford Laboratory Building Committee, the cost of schemes in progress will be reviewed each financial quarter. The Southern Works Organisation will submit such quarterly statements, which will include a list of contracts exceeding £25,000 which are likely to be placed during the following quarter, a review of the budget forecast and commitments entered into against each estimate. (The Southern Works Organisation will submit a note defining the word "commitment" for this purpose).
14. The Southern Works Organisation will issue to the Project Group each financial period a statement showing the expenditure against each project.
15. The Chairman said that, in the Phase I (Nimrod) estimates, no allowance was made by the Treasury for contingencies. This required approval to be obtained for increased funds to meet the cost of work that would normally be met from a contingency allowance. The Project Group have now been asked to give the cost of contingencies which will embrace the machine and building requirements to complete Phase I. The Southern Works Organisation should, therefore, provide an estimate of the value of uncompleted building works and indicate the contingency required to complete Phase I as at present conceived. The information is required in time to embody in a financial report which the Project Group will be submitting to the General Purposes Committee towards the end of January 1960.
16. The Southern Works Organisation are setting up a team located at the Rutherford Laboratory and arrangements are in hand for providing the necessary accommodation. This team will co-operate with officers of the Project Group on all aspects of building work. The work on Phase II can be quickly picked up by this team, but since a certain amount of back history is required on Phase I work, the Project Group have been asked to send to Mr. Dunthorne and Mr. Harbert, during the next few weeks, copies of any Nimrod correspondence sent to their site representatives.
17. The progress of building construction work undertaken by the Southern Works Organisation will be progressed at the monthly Building Construction

Progress meetings chaired by the Chief Construction Engineer and a follow-on meeting will be held the same day in Mr. Bowles's office to review any major difficulties that may arise which can be resolved by discussion between the interested parties.

18. The arrangements for the flow of drawings to the Project officers to ensure that all requirements are embodied in the final drawings will continue. The Southern Works Organisation will give advanced notice of any changes from the present system.
19. A system of Minor Works Orders will be issued by the Project Group to cover any additions or minor works to a building after hand over from the Contractors. The cost of such work will not exceed £1,000 in value and must be kept separate from the capital vote.
20. Local estimates can be obtained from site representatives but Project and Control estimates will be provided from the Southern Works Organisation's headquarters at Tadley. Any figures required by the Project Group's Estimates and Sanctions Section will be given by the site representatives, Mr. Smith or Mr. Oliver.
21. All programmes of work will be maintained and issued on behalf of the Southern Works Organisation Project engineers by the Deputy Manager, Mr. Flook.
22. The design of technical buildings will give appreciably more detail than domestic buildings. This will greatly assist the various Clerks of Works in carrying out their duties.
23. The Southern Works Organisation is to provide to the Project Group 12 copies of their organisation manual (provisional).
24. Consideration would be given by the Project Group to the accommodation provided for Site representatives when any future accommodation moves are contemplated.

F. M. Telling

Project Group,  
Rutherford Laboratory,  
HARWELL.  
16th November, 1959.

Distribution

Mr. E. L. Ashley	Mr. L. B. Mullett	Dr. G. H. Stafford
Mr. F. Bowles	Mr. A. Miller	Mr. H. J. Smith
Mr. A. L. Cuthbert	Mr. J. de Metz	Mr. F. M. Telling
Mr. I. Carter	Mr. J. A. Nott	Mr. G. N. Venn
Mr. P. B. Dunthorne	Mr. P. D. Oliver	Dr. J. A. V. Willis
Mr. G. H. Flook	Dr. T. G. Pickavance	Col. H. Wilson
Mr. L. J. Godfrey	Mr. G. E. Simmonds	Mr. J. J. Wilkins
Mr. G. M. Harbert	Mr. M. Snowden	Mr. J. C. Louth

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CORRIGENDUM

NIMROD PROJECT

MINUTES of a meeting with representatives of the  
SOUTHERN WORKS ORGANISATION held on TUESDAY, 10th  
NOVEMBER, 1959, in Building 412.

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PAGE 3 : Item 16

Please delete the third sentence and insert the follow-  
ing :-

"The Project Group will send to Mr. Dunthorne  
and Mr. Harbert copies of any correspondence  
sent to their site representatives relating to  
work on Phase I and II".

F. M. TELLING

PROJECT Group  
Building 470.1  
10th DECEMBER, 1959

Distribution :

Mr. E. L. Ashley	Mr. L. B. Mullett	Dr. G. H. Stafford
Mr. P. Bowles	Mr. A. Miller	Mr. H. J. Smith
Mr. A. L. Cuthbert	Mr. J. de Metz	Mr. F. M. Telling
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Mr. G. M. Harbert	Mr. M. Snowden	Mr. J. C. Louth