

**Goldsmiths  
University of London**

**FINANCE AND RESOURCES COMMITTEE**

**ESTATES COMMITTEE**

**Minutes of the meeting held on 8 February 2007**

**Present:** Mr Ian Turner (Acting Chair), Ms Diane Gamble, Professor Alan Pickering.

**Apologies:** Mr James Grierson, Mr Jeremy Peyton-Jones, Mr Terry Rosenberg  
Ms Jennifer Huseman.

**In attendance:** Director of Finance, Head of Capital Projects, Head of Secretariat, PA to Estates & Facilities, Head of Administration, Estates and Facilities (Secretary).

**OPEN BUSINESS**

**1 WELCOME TO NEW MEMBERS**

The Acting Chair informed the Committee that a new Chair had been appointed. The new Chair was Mr James Grierson who had given his apologies for this meeting but would take up the Chair for the next meeting. The Chair welcomed Patsy Carter (Head of Administration, Estates and Facilities Department) who would be the Committee Secretary.

**2 MINUTES**

Noted:

the minutes of the last Accommodation Committee meeting held on 25 May 2006.

**3 TERMS OF REFERENCE**

Received:

the new Estates Committee Terms of Reference (07-04), and the Space Allocation Committee Terms of Reference (07-45).

#### **4 COLLEGE POLICY ON CONFLICTS OF INTEREST**

Received:

the College's new Conflicts of Interest Policy, and in particular the section on conflicts of interest in relation to Committee Business (S06.133).

#### **5 ESTATES AND FACILITIES PLANNING SUBMISSION 2007-08**

Received:

the plan submitted by the Head of Estates and Facilities for 2007-08 (07-46).

The Committee noted that the plan had been discussed at a planning group meeting chaired jointly by the Director of Finance and the Director of Resources and Planning. It highlighted the future plans for the department including projects, staffing and equipment required to take the plans forward. The following key areas were highlighted:

- (i) The need for a new Estates Strategy, and a Building Condition Survey. A Master Planning Exercise would be carried out in the near future. These reports and other relevant documents would subsequently be used to inform the new Estates Strategy. The new Estates strategy would have to underpin the strategic aims of the College and would support the general academic and IT strategies.
- (ii) Capital projects would include the external re-cladding of the Whitehead Building and the upgrading of the foyer and the creation of a cafe. Funding had been agreed but the fit out of the cafe had not been included within the project cost. A new nursery would be constructed at the rear of 30-40 Lewisham Way. Further lifts would be installed to the Richard Hoggart Building and Deptford Town Hall.
- (iii) Minor works would include: 41 Lewisham Way to be converted for Registry and house the International Office; 32 Lewisham Way to move or upgrade the Careers office to resolve the accreditation issues; the upgrading of the bookable pool rooms to be continued.
- (iv) Actions recommended within recent statutory works reports would need to be carried out. These were in relation to Fire, Legionella and Asbestos. New signage would be needed in line with the College re-branding exercise.

Noted:

that full consideration would be given to the implications for the forthcoming College-wide document management system before digitalising any records in the Estates Department.

## **6 MINOR WORKS BIDS**

Received:

a list of minor works submissions 2007-08 and an oral report from the Head of Estates and Facilities (07-47).

Noted:

- (i) that the backlog of maintenance work had been incorporated into the current 2007-08 bid;
- (ii) that there was a separate paper detailing the Long Term Maintenance works.

**Resolved:**

- (i) that if possible, the Building Survey would be funded and carried out within the current financial year, and that the results may change the current priorities and would influence next year's budget;
- (ii) that there was a need for definition of what constituted minor works and departments would need to be informed;
- (ii) that the 2006-07 minor works bids should be reviewed to ensure that all bids previously identified with a high health and safety risk had been included in the current works for the 2007-08 bid;
- (iv) that the Committee would advise on the 2007-08 minor works bids for consideration by SMT.

## **7 PROJECT MANAGEMENT METHODOLOGY FOR ESTATES AND FACILITIES DEPARTMENT**

Received:

an outline of the proposed project management methodology paper from the Head of Capital Projects (07-59).

Noted:

that the methodology, based on Prince2 project management principles, was in its final stage of development, which would include its alignment into the College's corporate governance structures and financial authority limits.

## **8 CAPITAL PROJECTS 2006-08**

Received:

- (i) a report from the Head of Capital Projects and an oral update on the current Capital Projects (07-57).
- (ii) a project proposal for the Backfield Building (07-57).

Noted:

that the Backfield Building Project was in the "Appraise and Initiate" phase and this would include discussions with users.

## **9 UPDATE ON THE ESTATES REVIEW**

Received:

a report from the Head of Estates and Facilities (07-48)

Noted:

- (i) that the Estates Review Final Report had 14 distinct section headings and 174 recommendations overall of which 74 were priority 1, 56 priority 2, 35 priority 3 and 9 priority 4;
- (ii) that of the priority 1 recommendations 26 had been fully actioned, the others were in progress or deferred until other resources were in place in order to complete them; 8 of the priority 2 had also been completed.

**Resolved:**

- (i) that a full update and the actions that had been taken on all the recommendations would be made available at the next Estates Committee Meeting.

## **10 UPDATE ON STATUTORY ISSUES**

Received:

a paper and an oral update from the Head of Estates and Facilities on the statutory works that had been carried out (07-48)

The Committee noted that statutory works recommended in the Estates Review were now underway, including the following areas:

- (i) Work had started in the Richard Hoggart Building to upgrade emergency lighting, fire signage and fire doors. The Fire Authority Officer was monitoring this progress. In Surrey House, refurbishment works to the basement include upgrading fire safety measures such as new fire doors.
- (ii) Completion of the Legionella risk assessments and provision of training for all relevant staff in Legionella risk awareness. The Legionella Consultants had drafted a policy and procedures for control of Legionella risks. This draft would be discussed by HASIG.
- (iii) The asbestos survey had started in December 2006 as planned and the first phase had been completed. The survey was due to be completed in March 2007 and would cover all buildings, including Halls of Residence. Survey reports would be held in the Estates Office and would be available to staff on request.

**11 AOB**

Noting that this was his last meeting, the Head of Estates and Facilities thanked the acting Chair, Mr Ian Turner for his contribution as Chair and as a member of the former Accommodation Committee. Committee members also gave their best wishes for his retirement from the College.

**12 NEXT MEETING**

The next meeting would be held on 24 May at 2.00pm.

*PC*  
*February 2007*