

**Goldsmiths  
University of London**

**FINANCE AND RESOURCES COMMITTEE**

**ESTATES COMMITTEE**  
31 January 2008

**Present:** Mr James Grierson (Chair), Mr Hugh Jones, Ms Patsy Carter  
Mr Alan Pickering, Mr Jeremy Peyton-Jones, Terry Rosenberg, Anna Sabti

**In attendance:** Head of RCCS, Lead Advisor to Estates, Interim Facilities Advisor  
PA to Estates & Facilities

**Apologies:** Director of Finance

**OPEN BUSINESS**

**14 MINUTES**

**Resolved:**

that the minutes of the meeting held 18 October 2007 would be approved.

**15 MATTERS ARISING**

Noted:

that staff were still awaiting an Asbestos information bulletin to be issued explaining Asbestos and the risks, if any, it posed to their Health & Safety.

**Resolved:**

that the Head of Health & Safety would be approached to draft and circulate an information bulletin that would be circulated to the staff located within the Whitehead Building.

**16 CONFLICTS OF INTEREST POLICY**

Received:

The Conflicts of Interest Policy (07-307)

Noted:

- (i) that the Committee were to note in particular Section 4 in the paper, Conflicts of Interest in relation to individual items of business on Council and other committees;

- (ii) that no conflict of interest was raised by the Committee.

## **17 TERMS OF REFERENCE, COMPOSTION AND MEMBERSHIP**

Received:

the Terms of Reference of the Committee (08-47)

Noted:

- (i) the Committee Secretary advised the Committee that this paper should have been discussed at the last meeting held 18 October;
- (ii) that Mr Jeremy Peyton-Jones would no longer be the Head of PACE Music and that this would be the final year that he would be a Member of this Committee.

## **18 ESTATES PRIORITIES AND ACTION PLAN**

Received:

the Estates Priorities paper and an oral update from the Acting Head of Estates and Facilities (08-48).

Noted:

- (ii) that the dates on the timeline drawing could be tracked down to the relevant section on the table below thereby giving an estimated start and completion date.
- (iii) that the recruitment for the Director of Estates would not be complete by March 2008 as the College wanted to ensure it had explored all recruitment avenues before appointing.
- (iv) that recruitment for a new Head of Capital Projects was well under way and that interviews for this post would be held on Friday 29 March 2008.
- (v) that the maintenance backlog of works had been completed by March 2008.

## **19 ESTATES STRATEGY**

Received:

an oral update from the EFD Interim Lead Advisor including the progress on Master Planning procurement and the Building Condition Survey.

Noted:

- (i) that an Estates Strategy Working Group had been setup to enable the collation of ideas and the analysis of any evidence or suggestions with a view to developing the Strategy. This group comprised of the Registrar and Secretary, the Director of Finance, the Pro Warden (Students & Learning), the Head of Planning and the Head of Estates & Facilities;
- (ii) that limited Stakeholder involvement/input would be sought at a later date;

- (iv) that Drake and Kannemeyer had been appointed to carry out the Building Condition Survey by February and reports were due for submission to the College by the end of March 2008;
- (v) that the reported information would be used to inform the Master Planning and Estates Strategy exercises;
- (vi) that the Master Plan brief should be revisited and updated to reflect the findings following the Building Condition Survey;
- (vii) that of the Master Planning Contractors, McAslan were the favored contractor to carry out the Master Planning exercise however the other two contractors, RMJM and Shephard Robson, had been sent holding communications as a safeguard if McAslan were to step down from the process;
- (viii) that the College will be in a position to appoint the Master Planners by March/April 2008.

## **20 CLEANING CONTRACT**

Received

a paper (08-50) and an oral update from the Interim Facilities Advisor.

Noted:

- (i) that all Departments had been approached to provide their cleaning specifications on 5 December 2007 and the submission dates had been extended until 18 January 2008;
- (i) that not all requested information had been received by the new deadline date and that on the 21 January 2008 a decision was made to compile the remaining information using that already received as a guide;
- (ii) that due to the above the intended start date had subsequently slipped from 12 February 2008 to 11 March 2008;
- (iii) the current cleaning contractor, Manpower, would be given a one month termination notice;
- (iv) that provided the submissions can be sorted into a complete specification to the satisfaction of all stakeholders without undue delay the College should be ready to go to contract by mid February;
- (v) that provided the new specification being drawn up did not differ significantly from the original tender specification the College would not need to go out to tender again.

## **21 SECURITY CONTRACT**

Received

a paper and an oral update from the Estates & Facilities Department Interim Facilities Advisor.

Noted:

- (i) that SectorGuard had been appointed on a one year interim contract as of 30 January 2008, to provide security services;

- (ii) that final TUPE negotiations were taking place between the College and SectorGuard;
- (iii) that SectorGuard are able to offer the College a comprehensive cost effective service as they also specialized and could advise on electronic locks, barriers and CCTV;
- (iv) that the security Assignment Instructions were being revised to take into account current needs and remove instructions that were no long relevant to security operations;
- (v) that a number of KPI's had been agreed that would objectively assess the staff competence, training level, staff retention and financial performance, and that the management fee would be forfeit in the same proportion as aggregate percentages for the KPI's if these fell below target levels;
- (vi) that an increase in guarding presence would be achieved and this would make members of the College and passers by more aware of the security presence on campus.

## **22 CAPITAL PROJECTS**

### Received

a paper and an oral update from the Acting Head of Estates & Facilities (08-53)

### Whitehead Re-cladding

#### Noted:

- (i) that the project was in the delivery phase and Como had confirmed that the practical completion date of the 11 February 2008 would not be met and that Como were in the process of revising their works programme and would notify the College as soon as possible of the revised practical completion date;
- (ii) that external snagging works were due for completion by the 21 December 2007, then by a revised date of 21 January 2008 however Como have not achieved these dates, Buro Four have indicated that there would be snagging items carried forward;

### Backfield Project

#### Noted:

- (i) that the project is in the planning phase;
- (ii) that Wilmott Dixon, had been selected and appointed as the Prime Contractor;
- (iii) that project team meetings between the College and BWA (project managers) would now be joined by Wilmott Dixon so that the detailed building design could be drawn up prior to submission of detailed planning application;

### Nursery

#### Noted:

- (i) that the project was in the appraise and initiate phase;
- (ii) a new business case would be presented to establish the economic and operational viability;

## RHB Foyer & Entrance

Noted:

- (i) that the project was in the appraise and initiate phase;
- (ii) that a project owner now needed to be found as Rosie Dewhurst was no longer with the College and that the project owner would need to submit a project mandate;
- (iii) that the project would be progressed following the appointment of the Head of Capital Projects.

## Richard Hoggart Building Lifts

Noted:

- (i) that the project was in the delivery phase
- (ii) the enabling works had been completed and that the lift pits, underpinning and steel frame for the lifts were in situ.

## 41 Lewisham Way

Noted:

- (i) that the project was in the delivery phase;
- (ii) that the project would be completed according to the programme delivery date 15 February 2008;

## **23 MINOR WORKS**

Received:

a revised 2007-08 minor works schedule and an oral report from the Lead Advisor to the Estates & Facilities Department (08-49).

Noted:

- (i) that the Committee were invited to approve the revised schedule of minor works;
- (ii) that the Committee had requested at the last Estates Committee meeting held 18 October 2007, that the Minor works schedule of projects should be categorised to establish the business case and priority criteria; Strategic Fit, Health & Safety, Security, Generality of Impact, Cost of Delay and Convenience of Opportunity;
- (iii) that those minor works marked with a priority 1 or 2 would be carried out during this financial year;
- (iv) that the next step should be to meet with the end users to develop and acquire sign off for the project plan;

**Resolved:**

that the revised schedule would be approved by the Committee and works should be actions as soon as possible.

**24 ACCESS & SECURITY**

Received:

a paper regarding access and security issues from the Registrar and Secretary (08-52)

Noted:

- (i) that the Committee were invited to endorse the broad proposals set out in the report to enable further discussion, planning and implementation;
- (ii) that feedback from the Committee including insight into others areas that may not have been covered;
- (iii) that an Access and Security working group would be formed to take the proposed actions forward.

**Resolved:**

that the broad proposals of this paper are agreed and that any further work on planning and implementation should be reported at future meetings of this Committee.

**25 HIGHER EDUCATION CARBON MANAGEMENT PROGRAMME**

Received:

a paper and an oral update from the Acting Head of Estates and Facilities (08-54 and 08-55)

Noted:

- (i) that the College had been selected to take part in the Higher Education Carbon Management Programme and had worked in conjunction with the Carbon Trust to deliver the Carbon Management Strategic Implementation Plan;
- (ii) that the Strategy had been submitted to and agreed by SMT on 7 January 2008;
- (iii) that SMT had agreed that if there are any further amendments changes to the document then it would not need to be re-submitting to SMT as long as the Director of Finance agreed with the changes;
- (iv) that the Carbon Management Core Project Team would meet to finalise the strategy before submission of the document to the Carbon Trust;

**26 AOB**

The date of the next Committee meeting would be Thursday 15 May 2008 at 2.00pm in DTH110.

[Secretary's note] The meeting date was subsequently changed to 5 June 2008.