

**Goldsmiths  
University of London**

**FINANCE AND RESOURCES COMMITTEE**

**ESTATES COMMITTEE**

5 June 2008

**Present:** Mr James Grierson (Chair), Mr Hugh Jones, Ms Patsy Carter,  
Mr Alan Pickering, Mr Jeremy Peyton Jones

**In Attendance:** Head of Capital Projects, Director of Finance, PA to Estates &  
Facilities, Lead Advisor to Estates, Interim Facilities Advisor

**Apologies:** Ms Anna Sabti, Mr Terry Rosenberg, Ms Mary Bright

**OPEN BUSINESS**

**1 MINUTES**

**Resolved:**

that the minutes of the meeting held 31 January 2008 would be approved.

**2 MATTERS ARISING**

Noted:

- (i) that item 17 note ii – that Council were in the process of selecting new academic member for the Estates Committee as Mr Jeremy Peyton-Jones would be stepping down at the end of this academic year;
- (ii) that item 18 note ii – that the College had received three responses to the advert for the Director Estates and Facilities and would be interviewing all three candidates on 11 June 2008 and that the interview panel would be made up of Mr Hugh Jones, Mr James Grierson, the Warden Professor Geoffrey Crossick and Professor Michael Keith;
- (iii) that item 18 note iv – for the Head of Capital Projects post only one applicant had been invited to interview and that this applicant was not suitable for the position. The department were revising the job description and as a result the job title may also change;

- (iv) Item 18 note v – that this statement related solely to requests made but not actioned and did not refer to the overall maintenance backlog;
- (v) Item 20 note ii – that the cleaning contract was signed by the College today, 5 June 2008 and that the delay in signing was due to various factors including the rewriting of a more in depth specification and a possible lack of administrative resources;
- (vi) Item 21 note vi – there had been a number of licence issues for example the CCTV operating licence which had now been addressed, the department were in the process of reviewing the resources required to support the issuing of student ID cards at the start of the new academic year;
- (vii) Item 21 note vi – that the removal of Porters from certain buildings around Campus was not due to the new security contract and that this decision had arose come the requirement to harmonise porters hours and working shift patterns;
- (viii) Item 22 – that practical completion on the Whitehead Building Recladding and Roofing project had been reached on 21 April 2008 and that the College had started the final account discussions with Buro Four and Como;

### **3 ESTATES STRATEGY, MASTER PLANNING PROGRAMME AND BACKFIELD BUILDING**

Received:

Paper 08-279 and an oral update from the EFD Interim Lead Advisor.

Noted:

- (i) that the submitted paper had been largely superseded since it was written and that the oral update would furnish the Committee with more up to date information;
- (ii) that Andrew Thorpe would issue the draft Estates Strategy to the Estates Committee to review and feedback and that once the Committee had responded a larger working group could review the proposals and that this should be limited to Heads of Departments only;
- (iii) that the Master Planning tenderers were waiting for a decision on who would be awarded the contract however the College's Head of Procurement, Michael Burke, would look into whether the appointment of the prime contractor would need to be re-tendered due to the revised size of the building and the projected outturn costs;
- (iv) that the Backfield Building (BFB) was of major importance to the Media & Communications Department and the College as whole and in conjunction with Lewisham Planning would go ahead before the Master Planning exercise was completed;
- (v) that the Department of Media & Communications was successful and had a worldwide reputation however their accommodation had for a number of years not been of a very good standard and was not fit for purpose. This had started to impact on course success and if students numbers dropped this would have an adverse effect on the College as a whole. It was therefore imperative that the BFB not be delayed until the Mater Planning exercise was carried out;

- (vi) that should the Master Planning exercise identify a major reason as to why the BFB should not be built at the proposed location or anywhere on campus, then funding would be withdrawn by the College;
- (vii) that the Registrar and Secretary had written a letter to Emma Talbot (Planner) of Lewisham Planning Department to explain the reasons why the building should be built prior to Goldsmiths completion of the Master Planning exercise intending that this may help to secure approval and agreement with the College and not delay the construction works until the master planning exercise was complete.
- (viii) that the business case for the building had been presented to Finance and Resources Committee (FRC) and that this Committee had granted funding and supported the project. The final stage to secure funding would be approval from Council;
- (ix) that funding for this building had been raised from various sources and can be broken down approximately into HEFCE grant money of £9m, borrowing of £8m and Goldsmiths cash contribution of £1m
- (x) that the College should be careful that it did not 'over fund' the building, however, that Finance and Resources Committee were satisfied with the level of funding and the business case that was presented to them and expected the building to give a 5% to 6% return on investment;
- (xi) that the bill of quantities would be drawn up once the 1:50 drawings had been signed off and this was due to take place 17 July 2008 which would then enable the designers to value engineer before final sign off by Hugh Jones;
- (xii) Michael Burke, Head of Purchasing was giving further consideration to the requirement for re-tendering of the prime contractors due to revised change to the building size and projected outturn cost;

#### **4 BUILDING CONDITION SURVEY**

Received:

An oral report from the EFD Interim Lead Advisor

Noted:

- (i) that the College had received Drake & Kannemeyer's (D&K) survey report and that D&K had presented to the College their findings along with explanations including indicative costs for building and statutory works compliance;
- (ii) that £26m would be needed to address all areas covered in the report over a period of ten years;
- (iii) that the College would need to effectively implement the recommendations and review the resources required to support the implementation;
- (iv) that access to D&K's report would be available to all departments on request;

- (v) the Head of Capital Projects suggested that the College looks into purchasing MICAD which would enable the College's EFD to manage these types of reports along with Asbestos, Legionella, Fire Safety and Drawings;

Resolved:

that the Head of Capital Projects draft a business proposal for MICAD and submit it to the Head of the Estates & Facilities Department so that the benefits could be assessed before recommending it to SMT;

## **5 MINOR WORKS**

Received:

an oral report and paper 08-280, from the Acting Head of Estates and Facilities

Noted:

that the status of minor works projects were either complete or in progress and that 2008/09 minor works projects would be assessed in line with the recommendations of the Building Condition Survey;

## **6 FACILITIES MANAGEMENT**

Received:

an oral update and paper 08-281, Facilities Management Update

Noted:

- (i) that monthly review meetings with SectorGuard were taking place and at one of these meetings it was reported that invoices received from SectorGuard was taking an inordinate amount of time to be processed and paid by the College;
- (ii) that ISS, the current cleaning contractor, needed to be given prompt notice in order not to delay the contract further;
- (iii) that once the new cleaning contractor was in place a guide would be produced and circulated to all departments to tell them what they should expect from the contractors and what to do if these standards were not being met;
- (iv) that the removal of the static portering duties from buildings may present a H&S risk.

Resolved:

that H&S risk assessments would be carried out and decisions made based upon its findings.

## **7 CAPITAL PROJECTS**

Received:

Paper 08-282, Capital Project Status Report and an oral update from the Head of Capital Projects;

Noted:

- (i) that the contract for BBG had been terminated and that negotiations with the company had reduced the decommissioning and disposal cost to the College;
- (ii) the final account for the Whitehead Re-cladding Project was being worked through with Como and B4 and that a final College debrief would take place once the final account sum had been agreed and signed off;
- (iii) that SMT are looking into the long term business strategy in relation to Loring Sports Ground and that statutory remedial works are currently on hold until further notice;
- (iv) the approx budget figure for the Rutherford Building refurbishment works was £250k and that the timescales for the completion of the work would be achievable;
- (v) that the College would need to look into the card access system as a whole before committing itself to a new Card ID swipe system within the Rutherford Building;

## **8 SPACE ALLOCATION COMMITTEE**

Received:

papers 08-199, 08-200 and 08-202 and an oral update by the Head of Estates & Facilities

Noted:

- (i) that the Reprographics Department would remain in their current location until a more suitable location was found;
- (ii) that Planning would move to WB 225 and WB226 leaving RHB 352 vacant and that this space could be considered for use by Royal Protection Officers;
- (iii) that finance would no longer have control of WB221 (Conference Room) and that they would book the use of the room through the bookable pool process;
- (iv) that the Royal Protection Officers be located in room 101 if other suitable accommodation can be found for the current occupants;
- (vi) that ICCE and members of the History Department would share space vacated by the Human Resources Department;

## **9 SPACE USE AT GOLDSMITHS**

Received:

A paper and an oral update from the Registrar and Secretary (08-201)

Noted:

- (i) that space utilization was strategically important and that knowledge of the current space use in the College would inform the master planning process and that this could be achieved through the completion of a space survey;
- (ii) that more resources would be needed to carry out a proper space survey;
- (iii) that the good practice guide for space management published by the Space Management Group had been discussed at the Space Allocation Committee and it was recommended the the group adopt the recommendations within the guide.
- (iv) that the College would consider new methods of space charging which would be intended to improve the utilization of space use across the College;

## **10 HIGHER EDUCATION CARBON MANAGEMENT PROGRAMME – STRATEGY AND IMPLEMENTATION PLAN**

Received:

An oral report from the Head of Estates and Facilities;

Noted:

- (i) that the College (and in particular, the Students' Union) had long been committed to managing its carbon emissions, and that its involvement in the Higher Education Carbon Management Programme would provide a formal framework within which to achieve a reduction in its own consumption, thus contributing to government targets and minimising overall energy costs;
- (ii) that the College would aim to reduce carbon emissions by 15% over the next three years, which would underpin financial savings accumulating to approximately £239K per annum over that period;
- (iii) that the Environment and Sustainability Committee would be established from 01 September 2008;
- (iv) that the plan listed the key carbon saving projects to be completed over a year period to 2010 and that successful achievement of the targets in the plan would be achieved via the 3 focus groups that had been set up, Re-cycling, Campaign Awareness and Energy Management;

## **11 ANY OTHER BUSINESS**

Noted:

that the next meeting of the Estates Committee would take place Thursday October 16 at 2pm in Deptford Town Hall room 110.