

**Goldsmiths
University of London**

FINANCE AND RESOURCES COMMITTEE

ESTATES COMMITTEE

6 May 2009

Present: Mr James Grierson (Chair), Mr Hugh Jones, Mr Michael Dick,
Professor Alan Pickering, Dr Richard Grayson, Ms Holly Bott

In Attendance: Head of Capital Projects, Director of Finance, Chief Executive Officer
Student Union, Head of RCCS, Ms Patsy Carter (Secretary)

Observer: Visiting Researcher,

Apologies: Mr Terry Rosenberg and Alan Pickering

OPEN BUSINESS

1 WELCOME

The Chair welcomed all new members to the Committee.

2 MINUTES

Resolved:

that the minutes of the meeting held 5 February 2009 be approved.

3 MASTER PLANNING EXERCISE

Received:

a progress report and presentation from the Director of Estates and Facilities.

John McAslan & Partners were undertaking the master planning exercise that was intended to identify and plan estates developments that would fully support the campus academic

development, as well as setting out attainable plans for providing the physical environment that reflects Goldsmiths goals and vision for the future.

The Planners were working with the College to gather the information that would be used to inform the overall master planning exercise and had presented to Council the actions that would be taken forward as well as the issues that should be considered.

Their findings to date reiterated the issues related to the academic department distribution across the campus giving further highlighting how space utilised by departments had organically grown.

The building investment opportunities had been assessed and of particular note was, St James Annexe at 1 St James, St James (decommissioned) Halls of Residences site, New Cross Road Shops site and the Laban Church. Improvements to the Public Realm of Laurie Grove and Dixon Road were also being assessed. The Planners would consider and make recommendations for the use of these areas in line with the College's strategic development plans. 47 Lewisham Way was considered to be a space that could be released.

It was noted that the Laban Centre located in Laurie Grove had been identified as a solution for addressing the large space needs of the College.

Noted:

- (i) that where there were good models of space utilisation this would be celebrated;
- (ii) that the planners would focus on the creation of flexible teaching and social spaces;
- (iii) that any inaccuracies noted on the maps presented by the Committee would be amended as soon as possible.

4 ESTATES REVIEW - PROGRESS

an oral report from the Director of Estates and Facilities

The Estates Review was carried out 2005 and the actions that had been progressed as recommended from the review were discussed. It was noted by the Committee that as the review was carried out in 2005 and the relevance of any outstanding actions and their priorities should be assessed.

Noted

- (i) that 95% of the priority 1 actions had been completed;
- (ii) that the estates review actions would be refreshed and include the deletion of actions no longer required and that these deleted items with reasons should be brought to the attention of the Estates Committee;
- (i) that it would be particularly useful if the document were re-structured to show all priorities grouped together numerically instead of the current format where these are grouped under different headings according the individual service areas reviewed;
- (ii) the refreshed actions would be submitted for discussion at the Autumn Term meeting of the Committee.

5 MINOR WORKS AND LONG TERM MAINTENANCE 2009-10 PROJECT PLAN

Received

an oral report and a tabled paper from the Director of Estates and Facilities

The draft programme for Minor Works (MW), Long Term Maintenance Works (LTM) and Statutory Works (SW) proposed for implementation during the 2009-10 financial year was presented.

Noted:

- (i) that the works to be undertaken would directly address the back log of non-legislative compliance and poor building condition identified by the Building Condition Survey Report April 2008;
- (ii) all the project costs were indicative at the time of the meeting.

Recommended:

- (i) that as the proposed list was beyond the 2009-10 budget available that a further review of the projects to be undertaken should be carried out and the list of works submitted to the next Committee meeting;

[Secretaries Note] The MW, LTM and ST programme of works for 2009-10 has been revised and submitted to SMT for approval in accordance with the available budgets.

6 ESTATES MAINTENANCE MANAGEMENT SYSTEM

Received:

an oral report from the Head of Administration, Estates and Facilities

Shire Maintenance Management System

The system was in the second phase of development and to enhance functional utilisation the system had been upgraded with the latest system version release and that the new functionality would enable automated email responses to be sent to works requesters and this would include confirmation and acknowledgement of the works requested, an allocated works number and priority status. It has been recommended by the software provider that a revision of the data structure should be carried out to improve the ability to generate accurate statistical data reports from the system.

The Department was also exploring the option to implement an add-on-tool 'Works Requester' that when installed locally on a user's PC (eg. Department Administrator) would enable direct requests to be uploaded to the main helpdesk.

Other systems developments noted were the development and application of the Building Condition Survey database to manage the information related to building condition and legislative compliance work undertaken to address the backlog of works identified by the Building Condition Survey. An appraisal of the MICAD system that would enable the creation of a central repository for Building Plans, Floor Plans and asbestos records.

Noted:

- (i) that the Shire system had primarily been used to record maintenance works requested and that there were plans to develop the system to record portering works requests and develop planned works schedules;
- (ii) that over the summer the department would work with the software provider to review and improve the server requirements that would enable the automated responses;
- (iii) that an electronic solution would be developed to revise the data structure;
- (iv) that estates were reviewing the options for the implementation of an add on tool allowing users to upload works request or the implementation of the web-based version of the system.

7 FACILITIES MANAGEMENT

Received:

Paper 09-191 and an oral report from the Head of Facilities

Security Contract & Access and Security

At the meeting of the last estates committee it was reported that bid documents for a longer term manned guarding contract had been prepared and passed to Purchasing in order to tender the contract in the early New Year. This has now been deferred and the current contract extended for a six month period. The new head of Facilities Management had taken up post and was concentrating on the harmonization of the Porters working hours which was intended to reduce overtime costs and improve service efficiency.

A new rota for the Porters had been trialed and this had been working successfully. This had served to highlight the amount of overtime that was being worked by the Porters and this was noted as a 54% increase on the budgeted wage cost. The requirement for the additional hours were being investigated as part of the Access and security Strategy. Costs were being collated and measures commissioned for the enhancement to physical security on several buildings to facilitate the removal of the Porters from static security duties. Further work would be carried out to address fire safety and evacuation procedures, in conjunction with the Head of Health and Safety, for these buildings before the porters are withdrawn.

Noted:

- (i) that the results of the harmonization would have a direct impact on what was required by the College from the manned security contract and Porters and that it may be necessary to arrange a further extension of the security contract to ensure that all contingencies were covered.

Cleaning

The new cleaning contract was now 8 months into its first year and generally the contract was operating efficiently with problems being discussed and resolved promptly. A meeting had been held with Estates, RCCS, Procurement and the contractors to discuss their claim for extra cost to meet perceived additions to the contract. The Cloakroom costs were still under dispute and it was likely that this amount or a substantial percentage would be an additional sum to this year's

contract cost. It was agreed to continue with the Cloakroom provision this academic year but it is recommend that the service should be removed or substantially reduced.

Noted:

- (i) that the extra claims for the minimum wage increase and the amount of hours for seconded staff were agreed as being contained within the contract but required a cost breakdown from the contractor;
- (ii) that the extra costs for external area cleaning and waste collection were discussed and the contractor had agreed to cover these within its remit to provided cost saving efficiencies in the first year;
- (iii) that the seconded cleaning staff were due to be TUPE'd to Resource on 08 September however following a Goldsmiths meeting on 20 April 2009 it was advised by Human Resources that this was unlikely to happen for a further year.

Waste Management

The waste removal contract was due to be retendered within the next few months. There are three compactors that were being surveyed during May and that this would provide valuable data for the retendering exercise and provided information to assist the College in deciding on a recycling protocol. The existing waste collection company had visited the campus to carryout a review and provide a report on a suggested recycling regime suitable for the College.

8 CAPITAL PROJECTS AND MINOR WORKS

Received:

a paper and an oral report from the Head of Capital Projects 09-192

There were a number of Capital Projects that had been tendered or were under construction:

- (i) The Backfield Building
- (ii) Student Union Lift Project
- (iii) New Sub Station, paving and trenching
- (iv) Great Hall Roof and ventilation
- (v) The textile studio roof
- (vi) Quadrangle redecorations

The Backfield Building

Status:	Construction
Anticipated Completion:	9th August 2010
Budget:	£17,100,000.00
Commitment:	£ 7,187,310.73
Expenditure:	£ 1,722,128.95

The Backfield Project planning application was approved subject to conditions on 3rd March by Lewisham Planning Committee. Supplementary information to satisfy discharge of conditions prior

to works commencing had been submitted, and approval was expected week commencing 4th May.

The following actions had been completed over the last two months:

- (i) that the solicitors had agreed the wording of the Section 106 Agreement, and had been instructed to release the necessary payment to Lewisham;
- (ii) that enabling works commenced on 26th February with the erection of site hoardings and installation of the office and welfare facilities;
- (iii) that the Scape agreement had been signed by the College;
- (iv) that contract works commenced on 9th March with piling due to commence 30 March. Progress during the period had been good, and the contractor was reporting that they were on programme to achieve the anticipated completion date of 9th August 2010. The next phase of works would involve the excavation of the basement and removal of the spoil, followed by the erection of the steel frame;
- (v) that the contract sum has been agreed following extensive negotiations between Mortimer Isaacs, Willmott Dixon and the subcontractors. However the project was approximately £2m over the current budget allocation, due to amendments to cladding requested by the planners, the additional floor, and additional area created within the basement. The project team were looking at ways the budget could be reduced, by value engineering various finishes packages, although it was clear that this would not address the total shortfall.

Noted:

Ongoing works:

- (i) Excavation of basement and erection of steel frame
- (ii) Completion of drainage
- (iii) Regular site meetings are being held to monitor progress and quality.
- (iv) Value engineering to achieve cost savings
- (v) Workshops to be held to cover the design and scope of the catering facilities, and to review and evaluate the acoustic specification, where it was believed some savings could be achieved.
- (vi) Community liaison

New Sub Station, paving and trenching works

Status: Construction
Expenditure: Included in main Backfield Project figures

The New Sub Station was being designed in conjunction with ETA and Gifford's the Mechanical and Electrical consultants appointed by Willmott Dixon for the Backfield Project.

The New Sub Station would provide not only the electrical supply to existing College buildings but also to the new proposed Backfield Building. Planning permission was required for the new substation and this was due to be submitted as soon as the approved drawings were received from EDF. The new sub station would be located next to the Barriedale Gate.

Ben Pimlott Building

Status: Complete

There was one warranty outstanding on this project and Buro 4 were in discussions with ISG the building contractor so that the last contract matters could be resolved.

Meetings had been held with ISG to review the defects within the fabric (particularly the windows) and the health and safety issues with respect to the canopy, roof access and decorative cladding. ISG are preparing details for rectifying the problems, and should get back to us shortly.

Lift Project RHB

Status: Complete
Commitment: £169,435.65
Expenditure: £169,435.65

The Lifts Project was completed as specified in February.

- Both lifts had been tested, commissioned and were now fully functional.
- Barry Hayward, Disability Officer, was working on temporary route signage to and inside of lifts.
- Swipe card access had been disabled as outside groups booking classrooms may need disabled lift access and don't have cards.
- Final account has been agreed.

However, some additional works would be required to provide disabled refuges within protected areas on each of the upper floors, to ensure that the installation was fully compliant. This work was being scoped and specified, and would then be issued for tender.

Richard Hoggart Building: Great Hall roof and ventilation

Status: Construction
Commitment: £231,778.48
Expenditure: £ 3,122.18

Roofing works: Survey Roofing Ltd
Ventilation: WD

The works to the roof would be completed week commencing 5th May 2009, with the exception of the supply and installation of the louvers to the lantern, which are on long delivery, and would be installed after the exam period. The former ventilation to the Great Hall was being reinstated. This

would help improve conditions in the Hall during large events such as the Ceremonies by allowing fresh air to circulate. The new ventilation fans are being installed and would be complete by w/e 8th May.

Additional funds had been requested to provide roof guarding and safe access systems to both this roof and to the Music and Student Union roofs. This work was not included within the contract works. These roofs are extremely dangerous at present, and no access should be permitted without this issue being addressed.

Library Refurbishment

1st phase

Status:	Complete subject to snagging
Commitment:	£103,787.24
Expenditure:	£103,787.24

The majority of works were complete with the exception of minor alterations to the turnstiles and flooring near to the entrance. An additional pass control was required to the disabled turnstile, which would be an additional cost.

2nd phase

Status:	Feasibility and planning
Budget:	Required

Phase 2 of the library refurbishment was being planned currently. This would include:

- The creation of a special collections store and special collections reading room and office.
- The provision of a silent study area at 1st floor
- New desks and seating and new power and data provision
- The subdivision of RB102 with an acoustic sliding partition
- A new café at ground floor

Budget estimates had been prepared and approval was being sought.

Library Building ventilation system

Status:	Planning
Budget:	£300,000.00
Commitment:	£ 41,553.30
Expenditure:	£ 6,880.80

The existing chiller units are to be replaced. However, due to the difficulty of removing the existing units and winching the new units into place, (requiring a road closure of Lewisham Way for the crane) and the restrictions of access to and within the existing plant enclosure, it was proposed that the new equipment would be provided in a new purpose-built acoustic enclosure at ground level. The design proposals are being drawn up, and would be submitted for planning approval this month.

9 SPACE USE AT GOLDSMITHS

Received:

an oral report from the Director of Estates and Facilities

At the last meeting of the Estates Committee the Registrar and Secretary reported that SMT had endorsed the idea that to address space needs and in particular the need for space to enable quick expansion in overseas student numbers, there was a need to deal with the timetabling problems that lead to inefficient use of teaching rooms. It was noted that the proposed solution was to create an efficient central timetable that makes minimum use of the resources needed to deliver it and which works within all of the given constraints.

To make an impact on the space problems a college-wide timetable would be designed to use less space and would address all absolute staff constraints and address as many preferences as possible. The Scientia Timetabling System used by Estates would facilitate efficient timetabling, and the department were in the process of upgrading the system which would provide a more streamlined and automated data collection process. At present the data was collected and entered manually. The timescale for the production of the first draft of the timetable and accommodation schedule was March 2009.

Noted:

- (i) that the Space Allocation Sub-Committee were looking into the development of a new space Management Policy that would give consideration to a resource allocation model as well as a space charging model
- (ii) that there was great importance on the need to promote a new culture for space utilization across the campus and an example was given for the sharing of offices by part time staff, the flexible use of space.
- (iii) that following the 2009-10 academic timetable space allocations this had revealed that there were up to 250 unmet requests and further consultation was being held with those departments to resolve where possible;

10 ENVIRONMENT AND SUSTAINABILITY SUB-COMMITTEE

Received:

an oral report on the work of the Environment and Sustainability Committee

Noted:

- (i) that the Environment and Sustainability Committee had reviewed the progress against the actions identified in the Carbon Management Strategy and Implementation Plan;
- (ii) that the Environmental Policy produced 2002 had been revised would be re-titled Environment and Sustainability Policy and would incorporate the environmental and energy management initiatives

- (iii) that the activities that were being undertaken by the Carbon Management Focus Groups;
- (iv) the review and the implementation of a campus wide recycling system;
- (v) a review of waste collection services;
- (vi) the installation of a lighting conversion system, it was intended that installation would provide substantial reduction in energy use as well as increase the life of tubes;
- (vii) that the Thermostatic Radiator Valves were scheduled to be implemented during the summer vacation when radiator systems could be drained down;
- (viii) development of communications channels that would ensure that Carbon Champions can be fully engaged and can contribute to the development of carbon management initiatives of all disciplines.
- (ix) that the programme that controlled the Lighting System in the Ben Pimlott Building would be purchased and that this would allow the College to re-programme the lighting hours to suit;

11 ANY OTHER BUSINESS

12 EXTERNAL WAYFINDING AND SIGNAGE PROJECT

Noted:

- (i) that the Signage Implementation Group had met and discussed the development of the specification requirements, sign type family and the development of the Art Work, reviewed sign locations;
- (ii) that the Invitation to Tender Documents would be sent out to upto four contractors at the end of May 2009, ITT evaluations and selection would take place at the beginning of June 2009;
- (iii) that there was project slippage by three weeks, however, the advice had been given by the Sign consultant to the project that this time could be regained by a reduction in the time allowed for the manufacturing time from 16 weeks to 12 weeks;
- (iv) that due to the time constraints in the programme the decorative making good of sign locations would take place once the new signs had been installed;
- (v) Pre-Application advice had been sought from Lewisham Planners regarding listed building consent for Richard Hoggart Building, Deptford Town Hall and Laurie Grove Baths.

13 NEXT MEETING

The next meeting of the Committee would be 9 July 2009, 2.00pm, room 110, DTH.

[Secretary's note: This meeting date was subsequently changed and the meeting is now scheduled to take place 13 August 2009]

PC
July 2009