

**Goldsmiths
University of London**

ESTATES COMMITTEE
27 October 2009

Present: James Grierson (Chair), Hugh Jones, Mr Alan Pickering, Mary Stacey,
Michael Dick

In Attendance: Mary Bright, Robin Cole (notes)

Apologies : Nick Jones, Patsy Carter, Terry Rosenberg, Richard Grayson, Sally
Townsend

OPEN BUSINESS

2 WELCOME TO NEW MEMBERS

Noted:

- (i) Mary Stacey.

3 IDENTIFICATION OF ITEMS FOR DISCUSSION

Noted:

- (i) that the Facilities Management, Capital Projects and Masterplanning papers were identified as needing substantive discussion.

4. MINUTES

Resolved:

that the minutes of the meeting held 13 August 2009 would be approved.

5 MATTERS ARISING

Noted:

- (i) that all matters for discussion were included on the agenda.

6 COLLEGE POLICY ON CONFLICTS OF INTEREST

Received:

the revised Conflict of Interest Policy, paper 09-319.

Noted:

- (i) that the revised policy was raised and that only minor amendments had been made to it and that no members of the Committee felt they had any conflicts of interest.

7 AMENDMENTS TO STANDING ORDERS

Received:

the revised Standing Orders, paper 09-320

Noted:

- (i) that the revised Standing Orders paper was brought to the attention of Committee members.

8 COMMITTEE TERMS OF REFERENCE (TOR), COMPOSITION AND MEMBERSHIP 2009-2010

Received:

the TOR, Composition and Committee Membership for 2009-2010

Noted:

- (i) that having Mary Stacey on the Committee was advantageous as she provided a direct link to Council and that she would also be able to bring Council's view on the various issues facing the estate and College directly to the Estates Committee;
- (ii) that the Estates Committee reports directly to Council now and no longer goes through the Finance and Resources Committee;
- (iii) that perhaps if certain larger projects affect a department 'deeply' a representative of that department should sit on the Committee until the project is finalized;
- (iv) that Chair's of the project boards were already represented on the Committee and these Chair's would know the views of the department concerned as those project boards do have representatives of the departments on them;

Resolved:

- (i) that Hugh Jones would come forward with some recommendations on the above suggestion in time for the next Committee meeting.

9 MASTER PLANNING

Received:

an oral report on the progress of the master planning exercise from the Director of Estates and Facilities.

Noted:

- (i) that the presentation of the master plan at the senior staff awayday was well received especially those parts relating to new open spaces e.g. pedestrianisation of Laurie Grove, an Alumni Garden etc;
- (ii) that Council had given clear directions on the areas of the masterplan that the Estate should approach first. Those areas were, the development of Laurie Grove, the landscaping of the front car park and the reception area of the RHB, the development of St James Annexe and the development of the old St James Halls of Residence;
- (iii) that the masterplan had met with Council's general approval when it was presented to them however they wanted a 'Next Steps' document to be written and presented to them at their next meeting on the 1st December;
- (iv) that the masterplan identified the need to shift towards a more mixed flexible use of space as oppose to the current setup of cellular offices. The masterplanners had noted that a lot of the current office space was under utilized with some offices only be used once a week during term time and sometimes not at all out of term time;
- (v) that MD should meet with Lewisham planners again to see how far they can be pushed on various elements contained within the masterplan e.g. the demolition of the NCR shops, the commercialization of the St James Annexe site, the compulsory purchasing of the remaining LG houses etc;
- (vi) that MD, HJ and ST would need to meet to agree a budget and programme for the works identified within the master plan and to bear in mind that works identified in the existing building condition survey may need to be reviewed in the light of new schemes being proposed as part of the masterplan.

Resolved:

- (i) that MD would come up with the 'Next Steps' document required by Council and that he would present this to Council on the 1st December;
- (ii) that MD would meet with Lewisham planners to 'see how far they could be pushed' on various elements contained within the masterplan;
- (iv) that MD, HJ and ST would meet to develop procurement routes, budgets and a priority programme for schemes identified in the masterplan.

10 ESTATES MAINTENANCE AND INFORMATION MANAGEMENT SYSTEMS

Received:

An oral report from the Head of Administration, Estates and Facilities, on the development of the Shire maintenance management system

Noted:

- (i) that the new Shire system had been installed last year to log reactive maintenance calls and emails;
- (ii) that Shire was proving useful as a way of tracking jobs through from receipt to conclusion;

- (iii) that the Estates and Facilities department were currently looking into procuring a new more enhanced system called Piranha which would be a web based system that would allow other people to track their jobs through the system and also would be capable of recording planned preventative maintenance, porters requests etc;
- (iv) that as the Head of Administration, Estates and Facilities, was unable to attend the meeting she would give a more in depth update on the above at the next meeting;
- (v) that there were still outstanding job requests going back a long time, some even over a year old. This may be the result of duplicate requests and jobs not being signed off in the system. Work was being done to rectify this issue.

Resolved:

- (i) that a GCinfo would be sent out to all departments explaining that the Estates and Facilities department acknowledges that some job request had become lost in the system and that if a department had an outstanding request that was more than a year old they should contact the Estates and Facilities Department and log a new job request.

11 FACILITIES MANAGEMENT

Received:

a paper, 09-410 and an oral update from the Head of Facilities.

Noted:

- (i) that the manned security guard contract had not been re-tendered as the tendering relies on the implementation of the Access and Security review and Porter's hours;
- (ii) that it is likely that this tendering process will not begin for another year and that the current contract would therefore require a further year's extension to facilitate the full implementation of the Access and Security review;
- (iii) that part of the last contract agreement allowed for a clause in the contract to continue with a rolling monthly agreement however Procurement are checking to see if this was tendered in line with GC procedures and if it is a legal contract as a rolling contract appears to go against good practice;
- (iv) that a meeting had been held with the Union in relation to Porter's hours and that these discussions had covered the overtime and various allowances for all Estates and Facilities departmental staff;
- (v) that during these discussions the Union's had agreed in principle that staff should only be paid for the hours that they actually work however they do think 'holiday averaging' is a custom and practice and should continue. They also suggested that this be calculated over a 12 month period of overtime and not just the previous month;
- (vi) that HR would take the above to the next JNCC meeting in February as well as the request by the Union that any change to weekly paid staff also go to the next JNCC;
- (vii) that new job descriptions for porters will be put in place and once the content of these had been agreed upon the College would require fewer porters;
- (viii) that the College had looked at contracting out the Porter's work however it was recognized that issues relating to "custom and practice" would not be solved by this strategy and would merely transferred to a new provider;

- (ix) that a plan and a timescale needs to be drawn up, regardless of the Unions, outlining where we want to be and when we want to be there. This can then be given to the Union for comment;
- (x) that physical measures to facilitate security improvements to allow the removal of static porters duty at Laurie Grove Baths, Lockwood Building and Warmington Tower were in place and that the installation of CCTV, entry phones etc will be installed in other buildings to enable the removal of Porters;
- (xi) that the Health and Safety Committee had requested consultation with the building users take place before the Porters are withdrawn from buildings;
- (xii) that discussions did not need to take place with building users and that all that was required was an email to the users of the building outlining what measures had been put in place to replace the porters and when this would be done.

Resolved:

- (i) that a plan and a timescale for the Porter's hours and removal of Porters from buildings would be drawn up by the Estates and Facilities Department as soon as possible;
- (ii) that MD would outline what change in duties of security, porters and other facilities posts were proposed for the future and that this would be given to HJ;
- (iii) that the Estates Committee required an update on progress at its next meeting.

12 CAPITAL PROJECTS AND MINOR WORKS

Received:

A paper, 09-411, and an oral update from the Head of Capital Projects.

Noted:

- (i) that the New Academic Building project was well underway and was currently two weeks ahead of programme;
- (ii) that value engineering is continuing and that we have now reported achievable savings of c£ 163,000.00 though this should improve once the acoustic paneling package had been value engineered;
- (iii) that the money identified as savings would act as a self generating contingency as the project itself has no contingency built into the overall cost of the project;
- (iv) that the College had decided to go for a BREEAM rating of excellent for the New Academic Building;
- (v) that both the College and Willmott Dixon were working closely with local residents, dealing with any complaints swiftly and also laying on exhibitions so that residents can get an idea of what the final look will be;
- (vi) that workshops were being held to review the IT, VoIP and Security aspects of the New Academic Building;
- (vii) that planning permission was granted for the trenching and substation works on 1st October and that the leases and easements between GC, EDF and Lewisham were now being

finalised and Stride Treglown were liaising with Lewisham regarding discharge of conditions;

- (viii) that a party wall surveyor has been appointed to draw up agreements with the adjoining owners for the reconstruction of the retaining walls as this work needs to be completed prior to the installation of the new ducts;
- (ix) that these works were now on the critical path of the New Academic Building project as power will be needed in order to complete the services installations and commissioning;
- (x) that the final outstanding warranties for the Ben Pimlott Building had now been received and now needed to be signed off by the College;
- (xi) that works to the Ben Pimlott Buildings canopy, the leaking flue (and associated remedial works) and the artwork to the rear were now complete with the glazed curtain walling leak to the north elevation waiting for a report to be received on their proposed rectification works;
- (xii) that the access panels to the risers in the Ben Pimlott Building should have been fire rated and were not. These were now being upgraded;
- (xiii) that a meeting was held with the consultants to discuss additional fees in relation to the RHB lift project and it was decided to give them the instruction for the role of CDMC as apparently no such appointment was made at the time. They have now agreed to release the Health and Safety files for the project;
- (xiv) that some additional works on the lift project will be required as disabled refuges on upper floors was not in the original project specification;
- (xv) that the RHB Great Hall roof works were complete apart from some minor snagging items;
- (xvi) that the Student Union's lift was now complete along with associated works in the lift lobby areas;
- (xvii) that phase 2 of the Rutherford Building refurbishment was almost complete with the special collections reading room and store (Library ground floor) being completed in the next month;
- (xviii) that planning for the new chillers on the Library building was approved, with conditions, on the 14th October and that as soon as the conditions had been disposed of EV Bullen will be ready to carry out the installation;
- (xix) that the decorations to the RHB Quadrangle were now complete;
- (xx) that alterations to the 1st floor lift lobby in the Lockwood Building have been carried out enabling secure separation between Pulse Gym and the main circulation spaces;
- (xxi) that phase 1 of the Surrey House refurbishment was completed on time enabling teaching to commence on the 28 September
- (xxii) that phase 2 is now underway however it has been established that there is a major fault with the main drain (it has collapsed) run 3m beneath the building which means that students have needed to be moved out of this area;
- (xxiii) that the current budget allocated to this project was okay so far but if more defective parts of the building were discovered then more money maybe needed;
- (xxiv) that the Design studio on the sixth floor of the Ben Pimlott Building was now complete and the room is now operational.

13 CENTRAL TIMETABLING AND ACCOMMODATION

Received:

an oral report from the Director of Estates and Facilities

Noted:

- (i) that there were originally 200 outstanding requests that could not be allocated a space due to the timings of those courses however most of these were resolved before the beginning of the new term and represented a significant improvement on last year;
- (ii) that the Timetabling unit would be upgrading their software and that this new software would enable users to check room availability themselves and could also be populated by departmental administrators using the web based collection tool;
- (iii) that Timetabling had requested departmental timetables i.e. timetables for rooms specifically allocated to them, which had been received from some departments and had been entered onto the system.

14 SIGNAGE AND WAYFINDING PROJECT

Received:

an oral report from the Director of Estates and Facilities

Noted:

- (i) that the external signage phase of the project had begun however it was discovered that we now need planning permission for this so it is temporarily delayed awaiting planning approval;
- (ii) that Listed Building Consent is awaited for signage within the curtilage of the listed buildings;
- (iii) that the internal phase of the signage project is being designed and reviewed and it is anticipated that this work will be carried out next summer with the New Academic Building being used as a phase 1 of a site wide programme.

15 CARBON MANAGEMENT STRATEGY AND IMPLEMENTATION PLAN

Received:

An oral update from the Director of Estates and Facilities of the progress made against the Carbon Management measures

Noted:

- (i) that the physical measures for the Carbon Implementation Plan were substantially complete;

- (ii) that metering and monitoring surveys were due to take place with a view to installing remotely monitorable meter's in strategic positions;
- (iii) that an Environmental and Energy Manger had been appointed and was due to start in early December.

16 ENVIRONMENT AND SUSTAINABILITY SUB-COMMITTEE

Received:

An oral report following the Environment and Sustainability Sub-Committee meeting held 6 October 2009, from the Director of Estates and Facilities

Noted:

- (i) that the Environmental Policy had been discussed during the meeting and that apart from a few minor changes it had been recommended that the Policy be presented to Council for its approval;
- (ii) that the next round of HEFCE capital bids would be partly based on carbon and energy policies and that we would need to ensure that we have something in place to win these 'points';
- (iii) that in two to three years we will be pushed, under the Carbon Reduction Commitment, to reduce our carbon footprint so we should be working towards this now;
- (v) that monitoring of the sites electricity, gas and water consumption was not fully developed and would be improved with a programme for sub metering.

17 ANY OTHER BUSINESS

Noted:

- (i) that no other business was received.

18 DATE OF NEXT MEETING

Noted:

- (i) that the next meeting of the Estates Committee would take place on 9th February 2010 at 2.30pm in DTH110