

**GOLDSMITHS
University of London**

COUNCIL

**ESTATES COMMITTEE
18 May 2010**

Present: Mr James Grierson (in the Chair), Mr Michael Dick, Mr Hugh Jones, Professor Alan Pickering.

Apologies: Ms Rheem Al-Adhami, Dr Richard Grayson, Mr Terry Rosenberg.

In attendance: Director of Finance, Head of Capital Projects, Head of Facilities, Head of Residences, Catering and Conference Services, Chief Executive of the Students' Union, Energy and Environmental Manager, Ms S Cloherty.

OPEN BUSINESS

1 MINUTES

Resolved:

that the minutes of the meeting held on 9 February 2010 be approved.

2 MASTER PLANNING PROGRAMME

Received:

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

Noted:

- (i) that the meeting to present the masterplan to Lewisham Planners had been moved by Lewisham on a number of occasions;
- (ii) that the Director of Estates and Facilities had presented the masterplan at the Lewisham Roundtable meeting;
- (iii) that Lewisham would like the College to consider how it could achieve a higher level of community involvement;
- (iv) that the College was currently developing a comments box, in relation to the masterplan, on the website;
- (v) that the scale of the investment needed to implement some or all of the areas outlined in the masterplan needed to be worked out completely;

- (vi) that to date the budget needed to implement those changes that Council had agreed upon eg. the Alumni Garden, the pedestrianisation of Laurie Grove and Dixon Road etc was on track;
- (vii) that the College would need to consider the overall picture and not just the masterplan i.e. the current state of campus and the backlog maintenance works;
- (viii) that although the masterplan had great potential to improve Goldsmiths, lack of maintenance etc could result in students not wanting to come to Goldsmiths in the first place;
- (ix) that there were implications with 'early' spends; however some of the outstanding works could no longer be put off;
- (x) that the College would need to establish a basis of spending and develop a sharper business sense;
- (xi) that Council required an overall plan, outlining where the money would be coming from in the next few years;
- (xii) that the College would need to establish a sense of priorities and understand what kind of trade-offs might need to be made;
- (xiii) that the College was cautiously considering valuation figures at the moment and needed to be sure that any choices made were appropriate for the long term;
- (xiv) that College needed to come up with a capital plan and also to plan for possible scenarios so that it was prepared for any potential variations which might occur;
- (xv) that although some buildings needed work carrying out on them these works could possibly be deferred until it was necessary to use them to house people/departments;
- (xvi) that the College should possibly investigate the purchasing of property while the markets are slow and then sell on for a profit when the markets pick up

Resolved:

that papers discussing the above points should be presented to the next meeting of the Estates Committee.

3 SPACE ALLOCATIONS PROPOSED SUMMER 2010

Received:

an oral report from the Director of Estates and Facilities on the space to be allocated following the release of space by Media and Communications.

Noted:

- (i) that it was proposed to move the Design department out of 1 St James into the space vacated by Media and Communications in the Lockwood Building;
- (ii) that following ICCE's move into the NAB from the WB room 104a in August this space would be allocated to postgraduate Computing;

- (iii) that it was proposed that Visual Cultures and History relocate into various rooms released by Media and Communications in the RHB in order to consolidate their departmental offices;
- (iv) that a location for the new MA Artist Teaching course run by the Education department would require studio space at the start of the new term;
- (v) that the space released by Media and Communications was quite substantial and that this space could be put to good use;
- (vi) that if the LSC continued to grow then this vacated space could be used;
- (vii) that the quality of space was important as some students were at Goldsmiths for up to 4 years.

4 ESTATES MAINTENANCE AND INFORMATION MANAGEMENT SYSTEMS

Received:

an oral update from the Director of Estates and Facilities on the development of the Shire maintenance management system.

Noted:

- (i) that the College had seen a software demonstration of the hot desk system;
- (ii) that this system would cover all helpdesk applications across the campus;
- (iii) that it was envisaged that the stand alone system would develop into a web based system with online forms for completion across the College;
- (iv) that at present there were some incompatibility problems with some PC's on campus;
- (v) that the College was also considering a parallel system that could replace Shire;
- (vi) that an independent review was carried out by IT Services on how the software was being used and how information was shared;
- (vii) that this review had identified a number of problems however it did offer solutions to these problems;
- (viii) that members of the Estates and Facilities team would lead on the implementation of the new system.

5 FACILITIES MANAGEMENT

Received:

a paper, 10-215, and an oral report from the Head of Facilities.

Noted:

- (i) that there had been initial confusion by the Unions on receipt of the Committee's recommended option 1 restructure;
- (ii) that the Unions were not happy with the fact that they had not been consulted prior to the issuing of this paper;
- (iii) that subsequent meetings had been held with the Unions and that the Unions were in support of the restructure;
- (iv) that the Head of Facilities was managing the re-structuring from the College side and that a project report would be submitted to the Unions by him the following day;
- (v) that negotiations were expected to follow; however the College should expect changes for September of this year;

Members of the Committee considered this to be excellent progress, attributable to the Head of Facilities, and also to having a more stable Estates and Facilities team in post.

6 CAPITAL PROJECTS AND MINOR WORKS

Received:

- (i) a paper, 10-216 and an oral report from the Head of Capital Projects;
- (ii) the draft Sustainable Construction and Refurbishment Policy, paper 10-217, for review and comment.

Noted:

- (i) that progress on the NAB was progressing well and that the building would be ready for occupation towards mid-August;
- (ii) that works to the substation were proving to be quite problematic; however it was hoped the substation works would be complete by the end of the month;
- (iii) that it was hoped that the building would have power on by mid July;
- (iv) that due to the lack of mains power it might be necessary to carry out commissioning works twice, once with generator power and then again when the building was switched over to mains power;
- (v) that this could cause an extra delay (commissioning can take three weeks) and could also cost more;
- (vi) that the College and Willmott Dixon were applying to EDF to see if they could offer a temporary power supply until the main supply is made available;
- (vii) that the VoIP system tenders had been received back and that the costs had come in over budget;
- (viii) that negotiations between the College and its preferred tenderer would go ahead in an attempt to lower the costs;

- (ix) that there was some concern over the timescales involved with introducing VoIP as there was a lead time of 12 weeks, bringing completion very close to the opening of the actual building;
- (x) that the main contractor carrying out works at Surrey House was experiencing cash flow problems which had resulted in some sub-contractors walking off site.
- (xi) that the main contractor seemed to have resolved the issues with its sub-contractors and that works are now proceeding;
- (xii) that the internal works at Surrey House were nearing completion; however the external works are a possible cause for concern;
- (xiii) that the Library chiller units are due for delivery in six weeks time;
- (xiv) that the planning application for the Laurie Grove Baths had been submitted and appeared to have been well received;
- (xv) that one of the main reasons behind this project was that of DDA compliance;
- (xvi) that life cycle costings should be taken into account when building from new or refurbishing old;
- (xvii) that the College should endeavour to use existing buildings wherever possible before considering building new;
- (xviii) that the College should be seen to be avoiding tokenistic "green gimmicks".

7 CENTRAL TIMETABLING AND ACCOMMODATION

Received:

An oral report from the Director of Estates and Facilities.

Noted:

- (i) that the new software, Enterprise, had been introduced successfully and that it was now being used fully with departmental administrators inputting information onto the system;
- (ii) that this system would enable the College to capture data on all teaching spaces be they bookable or departmental;
- (iii) that a Space Task Force (STF) had been setup by the Warden, chaired by John Ginman;
- (iv) that the STF were looking for volunteers from all over the College as it wanted to capture views and ideas from different departments/individuals and not just the usual volunteers;
- (v) that the STF were expected to be able to free up 5% of space and that they would have access to and be offered support by all on campus;

- (vi) that room audits needed to be carried out to establish whether booked rooms were actually used;
- (vii) that, as an example, the teaching rooms in Surrey House were only used by a third of timetabled classes with the rest not turning up;
- (viii) the STF would be looking mainly at teaching space and not office or meeting spaces;
- (viii) that the 750 unmet requests had now been reduced to 400;
- (ix) that complaints from students had been received with regards to the timetabling of lectures/classes at 4pm in the afternoon.

8 SIGNAGE AND WAYFINDING PROJECT

Received:

a paper, 10-218, and an oral update from the Director of Estates and Facilities.

Noted:

- (i) that some of the external signage had been installed and that the remaining signage was being fabricated;
- (ii) that the procurement for the internal signage was currently being dealt with by Finance;
- (iii) that the Finance department had received 8 tender returns and that out of these 8, 3 were of interest and were being asked for more information;
- (iv) that initially internal signage would be installed in the NAB and then will move onto the RHB;
- (v) that a decision would need to be made on how far to go with re-numbering of rooms and floors as justification for the costs and work involved would be needed;
- (vi) that the campus map had now been revised to include pedestrian routes around campus;
- (vii) that prior to the installation of internal signage within the RHB flag indicator signs for toilets, stairs, lifts etc would be put up.

9 ENVIRONMENT AND SUSTAINABILITY SUB-COMMITTEE

Received:

an oral report following the Environment and Sustainability Sub-Committee meeting held on 29 April 2010, from the Energy and Environmental Manager.

Noted:

- (i) that the College is aiming to reduce its carbon emissions by 50% by 2020;

- (ii) that the Environment Agency had grouped the University of London's Colleges into one body which meant inclusion in the government's Carbon Reduction Commitment programme;
- (iii) that the College had narrowly missed being awarded Fair Trade status;
- (iv) that the results of the Green League were due to be released on 10 June 2010, and it would then be known if the College's ranking had improved since last year;
- (v) that several policies and action plans were in preparation for future consideration by the Committee, including water, construction, refurbishment etc;
- (vi) that the College was currently investigating a cycle to work scheme and that there should be no cost to the College if such a scheme were set up;
- (vii) that the College was looking to provide more cycle racks across campus;
- (viii) that there was currently a debate over making the campus a smoke free zone;
- (ix) that there were now several recycling and composting areas on campus, and that there was a possibility of purchasing a composter which would be able to compost the kitchen's food waste in around 72 hours;
- (x) that the Carbon Champions Network would be re-activated soon;
- (xi) that the College intended to keep bees onsite which had the added bonus of increasing the biodiversity on campus;
- (xii) that TRV's would be fitted to all radiators onsite this summer;
- (xiii) that certain light fittings were due to be replaced in several buildings.

10 ANY OTHER BUSINESS

Noted:

that Patsy Carter had been seconded to the Human Resources Department for six months.

11 DATE OF NEXT MEETING

Noted:

that the next meeting would be held on Tuesday 6 July 2010 at 2.30pm in DTH room 110.