

GOLDSMITHS
University of London
COUNCIL
ESTATES COMMITTEE

Minutes of the meeting held on 3 November 2011

- Present:** Mr James Grierson (in the Chair), Mr Michael Dick, Mr Hugh Jones, Dr Richard Noble, Mr Samson Osun.
- 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 Environment Manager, Director of Development and Alumni Office, Estates & Facilities Departmental Administrator (Acting Secretary).
- Apologies:** Professor Natalie Fenton, Professor Beverley Skeggs, Mr Dick Melly, Ms Linda Stacey, Ms Patsy Carter.

OPEN BUSINESS

The meeting began with a tour of the Richard Hoggart Building South and East elevation work that had been completed in April 2011, followed by the introduction of a future project to improve the Richard Hoggart Building entrance hall. The Committee members were then introduced to the newly created Student Services Centre and then escorted to the recently purchased St James Church Building.

1 STANDING ORDERS

Noted:

the revised Standing Orders in force for all Goldsmiths Committees from 1 September 2011 (11-307).

2 CONFLICT OF INTERETS POLICY

Noted:

the College's Conflict of Interests Policy and its potential implications for the obligations of members of the Committee. (11-308).

3 TERMS OF REFERENCES, COMPOSITION AND MEMBERSHIP OF THE COMMITTEE

Noted:

that the Terms of Reference, Composition and Membership of the Committee for Academic year 2011-12 (11-396).

4 MINUTES

Noted:

that the Minutes of the meeting held on 5 July 2011 be approved subject to the following amendment;

item 9: that the payback on the Photovoltaic system would be achieved within ten years rather than two years as stated in the minutes.

5 MATTERS ARISING FROM THE MINUTES

Noted:

that there were no matters arising which were not otherwise on the agenda.

6 CAPITAL PROJECTS: PLANING FOR FUTURE INVESTMENT

Head of Capital Projects reported on the projects that had been completed in the last quarter, the projects that are under construction, the projects which are at tender stage and the projects that are at initial design (11-398).

Noted:

- (i) that the new Biomass Boiler located in the New Academic Building was not in working order. The Head of Capital Projects explained that the boiler was insulated in the wrong place, and consequently had sunk into the floor and was now inoperable. Willmott Dixon had reviewed the work, will rectify the issue and had offered reimbursement to the College for the period that the boiler has not been in use;
- (ii) the recent refurbishment of 23 teaching rooms. The Committee discussed what could have been done for the cost of £10,000.00 per room as opposed to £30,000.00 that was spent on average per teaching room. The Head of Capital Projects explained that the rooms recently refurbished had gone through an entire transformation such as: suspending and creating new ceilings, fitting new lighting, re-carpeting, installing new AV, equipping new furniture and forming additional fire exits. In some cases new teaching rooms were created from previous offices and darkrooms which required extra cost. The Head of Capital Projects advised that, on average, the price of AV alone per teaching room mounts up to £10,000.00;
- (iii) the 302-314 New Cross Road budget allocation. The Committee was advised that the budget covers intrusive surveys and minor refurbishment. The Head of Capital Projects will report further on expenditure and refurbishment at the spring meeting 2012.

Received:

a Capital Project report from the Head of Capital Projects conveying the financial expenditure from recently completed projects and forecasting the expenditure of the ongoing projects (11-447).

7 POST OCCUPANCY SURVEY FOR THE NEW ACADEMIC BUILDING

Received:

the New Academic Building Post Occupancy Survey from the Head of Capital Projects (11-448).

Noted:

that a number of operational issues had been identified with appropriate recommendations being put in place, overall the response had been very positive.

8 AUDIT COMMITTEE PAPER

Received:

the draft Audit Committee paper that would be presented to the Audit Committee on 9 November from the Register & Secretary.

Noted:

- (i) that the paper should define a working plan between the Estates Committee and SMT;
- (ii) that the paper should underline a single project methodology for the College projects with emphasis being put on project budget management. As a pilot example, Estates and Facilities were preparing a three year forward plan for estates capital expenditure. This will include options for programmes at a number of levels of expenditure (e.g. £3m, £4m and £5m annually for the next three years). The plan was intended to give greater efficiency and economy in planning capital spending, and likely to become a rolling three year programme;
- (iii) that the paper would clarify project accountability at different stages of the project.

9 ALUMNI FUNDING

The Director of Development and Alumni Office reported on the Goldsmiths funding progress.

Noted:

- (iv) that a recent graduate donated £2,000.00 in cash to the Goldsmiths to be used for the Laurie Gove Baths;
- (v) that a £100,000.00 donation was expected next year from a Goldsmiths graduate to be used for the Richard Hoggart Building;
- (vi) that the Outset Contemporary Art Fund pledged to help raise funds for the New Art Gallery by donating £50,000.00 themselves and raising another £50,000.00 through their connections. The Fund expressed strong support for this project and they wish to host a dinner in May 2012 in order to raise the extra £50,000.00.

10 ANNUAL REPORT OF THE ESTATES COMMITTEE 2010-11

Received:

the Annual Report of the Estates Committee 2010-11 (11-397).

Resolved

that the Annual Report of the Estates Committee 2010-11 be approved.

11 REPORT OF TIMETABLING & SPACE MANAGEMENT ACTIVITIES

Received:

the Space Allocations and Moves 2010-11 and an oral report from the Director of Estates and Facilities. (11-449).

Noted:

- (i) that completed moves and extra space allocations had met the Estates Master-Plan objective and improved the student experience;
- (ii) a list of outstanding bids for space were discussed and noted.

Received:

a progress report of timetabling activities from the Timetabling & Space Management Officer and the Head of Administration (11-399).

Noted:

that the Scientia Web Server had been purchased and the Committee acknowledged the importance of the space audit that had commenced on 31 October and would be carried out once a term.

Received:

a progress report on the development of Goldsmiths Space Management policy from the Head of Administration (11-400).

Noted:

- (i) the Committee emphasised the importance of a concise Space Management Policy that included firm direction in the use of space in order to enable the College to utilise its space more productively and at lower financial cost;
- (ii) committee members strongly supported the move towards the creation of more open plan office spaces, recognising the challenge of introducing open plan offices was a matter that was mirrored across the whole Higher Education sector;

- (iii) that a space management policy working group had been convened, and the policy development progress would be reported to the spring term meeting for approval by the Estates Committee.

12 ENVIRONMENT AND SUSTAINABILITY SUB-COMMITTEE

Noted:

an update from the Energy and Environment Manager on energy purchasing and energy efficiency measures, increased request for improved recycling facilities and currently reviewed environment policies (11-401).

13 ANY OTHER BUSINESS

Received:

Project Management Methodology Matrix (11-450).

Noted:

- (i) that the example of the project management matrix (Scalability and Tailoring Methodology) was presented to Committee members for discussion. The Director of Estates and Facilities advised that the matrix should be used to enhance manageability of the Estates and Facilities projects.
- (ii) the Committee agreed that a project below £2m could still have an impact on College strategy and should not necessarily be considered low risk.

Resolved:

that the operational financial threshold still needs to be established between Estates and Finance and it was agreed that this would be discussed in more detail with the Director of Finance.

14 ESTATES COMMITTEE DATES 2012

The Committee were invited to note the meetings of the Estates Committee in 2012 would be held at the following dates and times in Room 110, Deptford Town Hall building:

Thursday, 16 February 2012, 10:00

Tuesday, 22 May 2012, 14:00

Thursday, 12 July 2012, 14:00

MP

November 2011