

GOLDSMITHS
University of London
COUNCIL
ESTATES COMMITTEE

Minutes of the meeting held on 22 May 2012

Present: Mr James Grierson (in the Chair), Mr Michael Dick, Dr Richard Noble, Ms Catherine Swarbrick, Mr Dick Melly, Professor Beverley Skeggs, Professor Natalie Fenton, Mr Samson Osun

In attendance: Ms Sally Townsend Director of Finance, Mr Andrew Lantry Head of Financial Accounts & Services, Mr Danny O’Sullivan Head of Residences, Catering and Conference Services, Mr Graham Gaskell Chief Executive of the Students’ Union, Mr Richard Groves Energy and Environment Manager, Mr David Mungull Director of Development and Alumni Office, Ms Patsy Carter (Secretary).

Apologies: Ms Catriona Boulton Head of Capital Projects

OPEN BUSINESS

1 IDENTIFICATION OF ITEMS FOR DISCUSSION

The items identified for discussion were the draft Space Management Policy and the Report from the Energy and Environmental Manager.

2 MINUTES

Noted:

that the Minutes of the meeting held 16 February 2012 be approved subject to the following amendments;

- (i) Item 3, (iv), should read that the annual cycle of committee business should be circulated with committee papers and that this should incorporate discussions with regard to the implementation progress of the College Master Plan;
- (ii) that the Director of Finance was reviewing the Financial Strategy and that references to the master plan would be incorporated. In particular the Committee agreed it would be sensible to provide for adjustment within the approved capital programme envelope in order to allow for re-phasing etc;

3 MATTERS ARISING FROM THE MINUTES

Noted:

- (i) that fundraising for the Laurie Grove Baths Gallery continued with a series of meetings with leading commercial galleries, and that there were three galleries who had agreed to support the project. The Committee questioned whether the total alumni funding was required to be in place before the project could be initiated and it was noted that there would be a College contribution to the project that would reflect the planned Laurie Grove Baths rear access;
- (ii) that the Head of RCCS had held further meetings with Unite to explore the options for taking over the Ewan Henderson Court, student residences located at Goodwood Road. Contracts negotiation was still underway. It was noted that due the new fees regime, demand for student accommodation was difficult to predict;
- (iii) that the Director of Finance reported that a review of project management was being carried out across the College and that it would be helpful if the discussion around the project management methodology matrix could be linked into that work as using the evaluation framework could support college level bids and an updating report would be submitted to the next meeting of the Committee.

4 CAPITAL PROJECTS PROGRESS REPORT 2011-12

Received:

- (i) Capital Projects & Minor Works Report for the last quarter (12-232)
- (ii) Appendix A - Budget report February to May 2012
- (iii) Appendix B - Programme Report
- (iv) Appendix C - Risks Report
- (v) Appendix D - Capital Budget Report 2012 - 2015

Through discussion of the Capital Programme for 12-15 it was noted that greater clarity on the scoring methodology would be useful for the Committee to understand how the prioritisation had been arrived at and, that showing scoring categories for statutory compliance, Health and Safety and Student experience amongst others would go some way to support this. It was also noted that the College was committed to completing projects that were deemed D and DXs in accordance with CIF2 requirements.

On reviewing the risk register the Committee sought clarification about the progress of the New Cross Road Shops refurbishments in that these properties were in a prominent location and an access route through into the main areas of the College. The Committee noted that there had been some commercial interest in the use of the shops however the rental income would be comparatively minimal, not supporting the cost of refurbishment. A budget provision had been made available for the 12-13 budget year for structural and fabric improvements.

Noted:

- (i) that the Capital Budget report 12-15 would be submitted to the Finance and Resources Committee 31 May 2012;
- (ii) that the work to establish a professional services (consultants) framework was in progress;

The Committee were invited to recommend that project boards are convened for projects: Richard Hoggart Building Reception and Forecourt and the refurbishment of the St James Hatcham Church. The Committee welcomed the opportunity to view the intermediate refurbishment work that was being carried out in the Church in time for the Art Shows and that a tour would be carried out by Committee members after the meeting.

Recommended:

- (i) that the a project board(s) be convened on the basis that the clarity of roles and governance structure in terms of accountability are made clear and circulated to the committee;
- (ii) that a member of the Finance team should form part of the project board.

5 PROGRESS ON THE SALE OF ST DONATT'S PROPERTIES

The Committee noted the guide price and the offers that had been received and it was anticipated that a progress report would be available by the date of the next Committee meeting.

6 REPORT OF THE TIMETABLING AND SPACE MANAGEMENT ACTIVITIES

Received:

- (i) draft Space Management Policy (12-233);
- (ii) report of the timetabling activities for academic session 2012-13. (12-234).

Noted:

- (i) that the Policy would set in place the overarching framework for how space should be used at Goldsmiths, optimise the use of space spread across the teaching week and focus on more flexible use of a better quality and more compact estate;
- (ii) that the back ground to support the development of a space management policy at Goldsmiths would be further developed and that updated Estates Management Statistics benchmarking data would also be added;
- (iii) that the London Peer Group office space (13m² per person) norms was far in excess of commercial norms (8m² per person is a typical target norm for office space supported by meeting facilities).

7 REPORT OF TIMETABLING & SPACE MANAGEMENT ACTIVITIES

Received:

a progress report on the development of timetabling and systems development activities (12-234)

It was noted that under utilisation of bookable pool rooms at Surrey House continued. It was anticipated that this position would change during the next academic session to re-provide teaching and meeting room spaces that had been allocated to IMS.

Implementation of the system developments formed part of the Goldsmiths 2015 simplification programme of projects. Progress reports and issues with regard to implementation issues were being discussed through Goldsmiths 2015.

8 ENVIRONMENT AND SUSTAINABILTY SUB-COMMITTEE

Received:

Update of the Energy and Environmental activities (12-235)

For the REFIT project in particular the Committee expressed concern about the potentially lengthy payback period of between 10 and 15 years. It was reported that this would incorporate and take into consideration the long payback for the district heating expansion and the short payback for lighting changes together with the need for the College to take a long term view and be looking to the future condition of the Estate in terms of energy conservation. Meeting carbon reduction targets forms part of the College's CIF2 commitment.

The Committee considered that given the scale of the programme it may be useful to introduce an element of scalability and phasing so that support can be given to projects, or parts of the wider programme, that demonstrate a good financial payback.

Noted:

that an updated report would be presented at the next meeting of the Committee.

9 ANY OTHER BUSINESS

An internal signage package was in the design stage for Ben Pimlott Building, Whitehead Building and Laurie Grove Baths. The Committee were asked whether there had been further discussions regarding formalising the name of the New Academic Building. It was noted that until further notice the building name should remain, however, that the sign should be adaptable to be changed once a new name has been agreed.

The Committee resolved that it was important for all new signage to be kept in good and clean condition and that keeping on top of signage maintenance was important in preventing the campus acquiring a dilapidated appearance.

10 ESTATES COMMITTEE DATES 2012

The Committee was invited to note that the next meeting would be held on the following date and time in Room 110, Deptford Town Hall building:

Thursday, 12 July 2012, 2.00pm.