

GOLDSMITHS
University of London
COUNCIL
ESTATES COMMITTEE

Minutes of the meeting held on 12 July 2012

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

In attendance: Mr Graham Gaskell Chief Executive of the Students' Union, Mr Andrew Lantry Head of Financial Accounts & Services, Mr Danny O'Sullivan Head of Residences, Catering and Conference Services, Mr Richard Groves Energy and Environment Manager, Ms Patsy Carter (Secretary).

Apologies: Mr Richard Noble
Mr David Mungall
Ms Catriona Boulton

OPEN BUSINESS

1 IDENTIFICATION OF ITEMS FOR DISCUSSION

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

2 MINUTES

Resolved:

that the Minutes of the meeting held 22 May 2012 be approved.

3 MATTERS ARISING FROM THE MINUTES

Noted:

that the accommodations application process for students to secure accommodation within Ewan Henderson Court had started early and that a more detailed report would be provided by the Head of RCCS at the next meeting of the Committee.

4 ESTATES COMMITTEE ANNUAL CYCLE OF BUSINESS 11-2012 AND 12-2013

Received:

Annual Cycle of Business for the Estates Committee from the Committee Secretary (12-291)

The Committee noted that there would be a number of environmental policies and plans received for discussion for the Committee to recommend approval during the 2012-13 Committee year and expressed the need to better understand how the documents would link and inter-relate.

Noted:

- (i) that the Committee would revisit Estates Master Plan 2009-2019 and that discussion of the master plan should be a substantive item for the Autumn Term meeting of the Committee;
- (ii) that a flow chart to illustrate the link between Estates and Environmental policies, strategies and plans would be circulated to Committee members before the Autumn term meeting 2012.

5 UPDATE REPORT: PROJECT MANAGEMENT METHODOLOGY

Received:

Strategic Programme Management Developments (12-292)

The Head of Financial Accounts & Services provided an update on the Strategic Programme Management Developments. It was noted that the College was seeking to create an institutional approach to strategic and capital projects and that this approach would give the College a greater capability and capacity to manage change. SUMS had been appointed to undertake this work which had started in July 2012 and it was expected that progress would be reported to Council in due course. The implementation plan would include an assessment of current project management methodologies used across the college, project management capacities collegewide and options for ensuring ongoing strategic programme management. The coordination of strategic projects had already started. Progress would be reported to the next meeting of the Committee.

6 CAPITAL PROJECTS PROGRESS REPORT 2011-12

Received:

- (i) Capital Projects & Minor Works Report for the last quarter (12-293)
- (ii) Appendix A - Budget report
- (iii) Appendix B - Programme Report
- (iv) Appendix C - Risks Report

The Committee noted that works being progressed in particular, RHB 274 and 167 in the Music Wing would enable the department to increase their student intake for September 2012.

The 2011-12 capital budget report was discussed and it was noted that for projects not yet started by year end, the budget availability would be lost. As an explanation it was noted that Strategic Projects were instructed in-year and this in part had a knock on effect for progressing scheduled projects. For the projects that could not be completed the Committee recommended the need to examine the projects before being deferred or superseded to establish what were the initial drivers for completion, whether there were elements of the project e.g. that were important for Health and Safety or other statutory compliance issues.

During discussion of the capital projects risk report it was noted that Barriedale Building A was the subject of a structural survey and that students and staff had been decanted to St James' decommissioned halls space.

The Committee acknowledged that re-prioritisation of projects could be an in-year requirement, however, consideration should be given to whether a project to be superseded could be scaled down enabling the compliance elements of that project to be progressed.

7 PROGRESS ON THE SALE OF ST DONATTS PROPERTIES

The Committee noted since the last meeting the position remained that offers had been received and it was anticipated that a progress report would be available by the next Committee meeting.

8 REPORT OF THE TIMETABLING AND SPACE MANAGEMENT ACTIVITIES

Received:

- (i) an oral report of the strategic space developments, particularly those related to the St James' Hatcham Church;
- (ii) the Committee member responses to the draft Space Management Policy (12-294);
- (iii) report of the New Academic Building - Centrally Booked Space Utilisation (12-295);
- (iv) report of the timetabling activities for academic session 2011-13. (12-296).

Academic departments had been invited to bid for space use within the church and a working group had been established to review the bids that had been received. The Committee noted that in the region of 300m² of space was required for the Department of Art on campus. The Church had been booked for a number of summer exhibitions. The Laban continued to be used as shared space. There were discussions being held with regard to boundary arrangements.

The Committee members discussed the responses to the draft space management policy and these would be incorporated for submission to the next meeting of the Committee.

With regard to the development of the Space Management Policy more time was needed for discussion to allow greater granularity in the application of space management discipline. Use of the teaching room utilisation data and research into how other universities deal with this matter could support further utilisation improvements. The Committee discussed the audit report of the New Academic Building (NAB) bookable pool rooms. The report had been presented to the Value for Money Sub-committee. The Committee noted that the Autumn and Spring Term analysis had been completed and the findings demonstrated the need to better utilise existing space within the NAB and across other teaching rooms.

The Committee considered that a greater understanding of teaching space utilisation would be achieved if departmental teaching space (non-bookable pool) were also audited. It was also noted that to enable this process departments should be encouraged to use the central room booking system to manage their room bookings. It was recognised that, in practice some departments were already doing this, but to varying levels.

Noted:

- (i) that a report of the 2011-12 Autumn and Spring Term Room Audit to be circulated to the Committee members;
- (ii) that department teaching rooms and spaces be audited during the 2012-13 room survey;
- (iii) that an assessment of the Departmental use of the Syllabus Plus Room Booking System, identifying reasons for no or under utilisation and findings should be reported to the Committee;
- (iv) that a selection of suitable space management guidance and research materials would be circulated to Committee members over the summer;
- (v) that the Estates Department would arrange an appropriate visit to enable Committee members to see how different space management models operate within comparable institutions;
- (vi) that members submit further comments in relation to the papers circulated to date (including in response to the research papers and guidance) during October to enable these to be consolidated into a final draft to be tabled at the October Estates Committee.

9 ENVIRONMENT AND SUSTAINABILITY SUB-COMMITTEE

Received:

Update of the Energy and Environmental activities (12-297)

The Committee discussed the progress of the Re-fit Project. A meeting with a number of contractors was due to take place and this would enable further work to develop a more rigorous business case and also identify which aspects of the project can be taken forward. The Committee noted that a full investment proposal would be required for compliance with procurements procedures. The Committee considered whether the Re-fit could adopted as a 2015 project

The Committee suggested that Simon O'Donaghue be approached about adopting the project as part of the work to develop a Strategic Programme Management Office.

10 STATEMENT OF THANKS

The Chair thanked Catherine Swarbrick for her contribution to the work of the Estates Committee.

[Secretary's note: Following the meeting, the Chair on behalf of the Committee conveyed thanks to Michael Dick for his contribution to the work of the Estates Committee].

11 2012-13 ESTATES COMMITTEE DATES

The Committee was invited to note that the 2012-13 meetings would be held on the following dates and times in Room 110, Deptford Town Hall building:

Wednesday 24 October 2012, 2.30pm

Monday 11 February 2013, 2.30pm

Thursday 2 May 2013, 10.00am

Wednesday 10 July 2013, 2.30pm.

PC

August 2012