

GOLDSMITHS
University of London
COUNCIL
ESTATES COMMITTEE

Minutes of the meeting held on 24 October 2012

Present: Mr James Grierson (in the Chair), Mr Dick Melly, Ms Liz Bromley, Ms Catriona Boulton, 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, Mr David Mungall Director of Development, Ms Patsy Carter (Secretary).

Apologies: Mr Richard Noble
Professor Beverley Skeggs,
Professor Natalie Fenton,

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 WELCOME

The Chair welcomed Liz Bromley, Registrar and Secretary as a new member of the Committee with effect from 1st September 2012.

3 THANKS

The Chair wished to register formally a thank you to Mr Michael Dick for his contribution to the work of the Committee.

4 MINUTES

Resolved:

that the Minutes of the meeting held 12 July 2012 be approved.

5 STANDING ORDERS

Noted:

the revised Standing Orders in force for all Goldsmiths Committees from 1 September 2012 (12-299).

6 CONFLICT OF INTERETS POLICY

Noted:

the College's Conflict of Interest in force for 2012-13 (12-300).

7 TERMS OF REFERENCES, COMPOSITION AND MEMBERSHIP OF THE COMMITTEE

Noted:

the Terms of Reference, Composition and Membership of the Committee for the Academic year 2012-13 (12-359).

Recommended:

that as Student Residences represented a sub-set of the Estate, this should be specifically referenced as part of the TOR.

8 MATTERS ARISING FROM THE MINUTES

Noted:

- (i) that the application process for students to secure accommodation within Ewan Henderson Court had started early, with reservations for empty rooms being met by allocated rooms within the new accommodation;
- (ii) that overall there was an over subscription for Post Graduate Students and that a more detailed report would be provided by the Head of RCCS at the next meeting of the Committee;
- (iii) the Registrar and Secretary reported that the strategic programme management developments would be taken forward in a different format than had been previously discussed and progress would be reported to the next meeting of the Committee;
- (iv) the Interim Director of Estates & Facilities reported on the work to update the Master Plan and that consultancy services would be appointed to provide a campus wide services and disposals strategy;
- (v) that the refreshed Master Plan would be presented to Council following discussion by the Estates Committee.

9 ANNUAL ESTATES COMMITTEE REPORT 2011-12

Received:

Annual Estates Committee Report 2011 -12 (12-360)

Recommended:

That subject to amendment the report be approved and submitted to Council for its Autumn Term meeting.

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

Received:

Annual Cycle of Business for the Estates Committee from the Committee Secretary (12-361)

The Committee noted that there would be a number of environmental policies and plans received for discussion, and to recommend approval during the 2012-13 Committee year and asked that a process to review existing policies and strategic plans be devised where reviews could be conducted with suggested timescales of 18 months intervals.

11 CAPITAL PROJECTS PROGRESS REPORT 2011-12

Received:

- (i) Capital Projects & Minor Works Report for the last quarter with appendices (12-362)
- (ii) Appendix A - Budget report
- (iii) Appendix B - Programme Report
- (iv) Appendix C - Risks Report

The Committee noted that works were being completed on time but that the works within the Music Wing was still being progressed, however this had little impact on the Music Department's operations.

The Committee noted that there were a number of upcoming projects including the repairs to Deptford Town Hall Building Roof, St James Hatcham Church Refurbishment and an options appraisal for the repairs to the New Cross Road Shops. It was also noted that consultants had been appointed for the Richard Hoggart Building Reception and Forecourt Project and that the work was targeted for completion before the Autumn Term Ceremonies 2013.

Received:

the re-prioritised capital programme and proposed amended budget for 2012-13 that had been considered by SMT 16 October and was due to be submitted to FRC. (12-363)

The Committee raised some concern about the increase in budget and the level of variations on some projects, however, it was noted that Council had signed off the Capital Programme allowing for some retrospective variations to be made.

The Committee also proposed that there be greater promotion of the Capital Works and Projects underway in and around the campus and it was agreed that the Estates Department would work with the Internal Communications Team to achieve this.

- (i) that the re-prioritisation follows the amendments to the capital programme in 2011-12, requirements for carbon reduction and outstanding backlog items;
- (ii) that SMT had approved further changes to the budget and the capital budget available for investment in the Estates in 2012 –13 was £6m;
- (iii) that the particular changes were projects to add to the catering facilities available for students across the campus, a new Café proposed for the Library, works at 286 New Cross Road, and works within RHB Music Wing;
- (iv) that there were a number of moves planned to enable better co-location of both academic and support staff;
- (v) that the slippage in planned projects allowed for other projects to be brought forward and an example given was the Warmington Tower Building internal refurbishments.

Received:

the outline business case and proposed usage for the refurbishment of St James' Hatcham Church (12-364).

The Committee noted the proposed use and draft Outline Business Case and were invited to approve the appointment of consultants to develop the proposals. It was reported that a working group had been established to consider proposals for the use of the Church and up to 16 expressions of interest had been received from Academic and Professional Departments. That the options appraisal would look at phasing the project across financial years.

It was also acknowledged that use of the Church would offer exhibition spaces that were multi-functional, however this would not offer a permanent Gallery Space.

12 PROGRESS ON THE SALE OF ST DONATTS PROPERTIES

The Committee noted since the last meeting that 38 St Donatts had been sold with 80 St Donatts close to completion. The Committee would be updated at the next meeting.

13 REPORT OF THE TIMETABLING AND SPACE MANAGEMENT ACTIVITIES

Received:

Oral report from the Interim Director of Estates & Facilities

The Space Management Policy Working Group had met during the summer to develop the Core Space Principles and a further meeting was planned in the Autumn Term and the updated Policy would be submitted to a meeting of the WAG and to the next meeting of the Estates Committee;

Received:

the report for timetabling activities 12-2013 (12-368)

Noted:

- (i) that there had been a number challenges for timetabling for the 2012-13 academic session, part of which was due to the loss of bookable teaching rooms in the New Academic Building;
- (ii) that a department had returned 61 of its activities during October which due to the time of return could not effectively support the un-allocated room requirements process conducted in the Summer Term;
- (iii) that the Estates Department would arrange an appropriate visit to enable Committee members to see how different space management models operate within comparable institutions.

Received:

the report of the Autumn and Spring Term 2011-12 Teaching Room Utilisation (12-367)

Noted:

that it would be informative for the College community if the findings of the Teaching Room Audit were made available and it was noted that this would be considered and taken forward by the Estates Department as part of the work to promote the Space Management Policy and the refresh of the Estates & Facilities Department Web Pages.

14 ENVIRONMENT AND SUSTAINABILITY SUB-COMMITTEE**Received:**

The Report of the Energy and Environmental activities (12-297)

The Committee discussed the progress of the Re-fit Project proposals. It was reported that there was more work required before a detailed business case could be submitted to SMT. However, the next step would be to seek approval from SMT and Council to take forward the Investment Grade Proposals which would provide the College with an in depth study for Energy Conservation Measures.

Received:

the interrelated flow of Estates and Environmental policy documents (12-370)

The Committee questioned the in-terrelationship between the various policies and strategic plans. It was noted that alignment of the existing policies and plans would be better realised when the College Strategy had been finalised.

Received:

- (i) the Committee were invited to receive and recommend Council approve the Water Management Strategy (12-297R).

The Committee questioned the wide variances in the year on year data presented to which it was reported that there had been historical issues with meter readings and the phased introduction of automated meters across the campus had now helped to improve and make the energy consumption data more reliable.

- (ii) the Committee were invited to receive and recommend Council approve the Staff Travel Policy and Action Plan (11-359R2).

The Committee noted that the Policy was linked to the Master Plan and the objective to reduce car parking on campus. The Committee asked that references to staffing matters be discussed with Human Resources.

Recommended:

that the Water Management Strategy and the Staff Travel Policy and Action Plan be submitted to the Autumn Term meeting of Council for approval.

15 AOB

The Registrar and Secretary reported that the College was about to embark on an exciting new programme of work to highlight 'What Goldsmiths is' and how Goldsmiths has changed the world and that the work would be delivered through three closely linked projects:

Noted:

- (i) how Goldsmiths has changed the world - to showcase the influence of the work that has taken place at Goldsmiths over the years and the effect that our most prominent alumni have had on the world;
- (ii) Gold Stories - to communicate the impact that Goldsmiths has had on the world through engaging and resonant stories about the work done at the College, the place itself, and the experiences of our broad range of alumni;
- (iii) putting Goldsmiths on the Map - to root the impact Goldsmiths has had on the world in the fabric of the estate in a range of creative and visually stimulating ways;

The Student Union President reported that he was in the process of organising an Alumni event and that the projects would be fed into the campaign.

16 2012-13 ESTATES COMMITTEE DATES

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

Monday 11 February 2013, 2.30pm
Thursday 2 May 2013, 10.00am
Wednesday 10 July 2013, 2.30pm.