

GOLDSMITHS
University of London
COUNCIL
ESTATES COMMITTEE

Minutes of the meeting held on 11 February 2013

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: Professor Beverley Skeggs,
Professor Natalie Fenton,

OPEN BUSINESS

1 IDENTIFICATION OF ITEMS FOR DISCUSSION

The Committee agreed that the substantive items for discussion were the Capital Programme: Future Investment 2013-16.

2 MINUTES

Resolved:

that the Minutes of the meeting held 24 October 2012 be approved.

3 MATTERS ARISING FROM THE MINUTES

Received:

oral report of the Master Plan 2012-23 from the Interim Director of Estates and Facilities

The Committee noted that John McAslan & Partners had been re-appointed to provide the updated Master Plan and that key stakeholders would be consulted including academic and professional departments, Lewisham Council and Local Community Groups. The updated Master Plan will focus on developments for campus wide Servicing (transport/deliveries) and Highways improvements.

Received:

an oral report of the Student Accommodation at Ewan Henderson Court (EHC) from the Head of Residences, Catering and Conferencing Services.

The Committee noted that Post Graduate student numbers had increased by 30% for the 12-13 Academic year and occupancy rate at EHC was at 99%.

Received:

an oral report of the Strategic Programme Management Developments from the Registrar and Secretary.

The Committee noted that a new Strategic Projects Office (SPO) would be created as part of the Professional Services restructure and would be responsible for oversight and the governance for all major projects. The SPO would strengthen the lines of communications and support governance decision making.

Discussions were underway to ensure that Estates Projects and the methodology could be aligned to the SPO.

4 CAPITAL PROGRAMME: FUTURE INVESTMENT 2013-16

Received:

the draft 2013-16 capital programme (13-53)

The Committee were invited to note and comment on the proposed 3 year budget for the Estates Capital Programme for the financial years 2013-16 prior to the detailed budget proposals going to the Finance & Resources Committee in June.

The draft programme was presented to show two options. The first being to deliver College priorities within the existing cash envelope included in the HEFCE Financial Forecast for the next three years and secondly, the potential additional spending that could be brought forward should additional resources be available. The St James Hatcham Church Refurbishment project fell into the latter category and would require Council approval before works could be progressed and that should the funds become available the project could be progressed late 2013/14. A more detailed business case would be presented to Council (and circulated to Estates Committee for comment) before a final decision would be made to proceed.

The Committee commented that better understanding of how projects were being scored would be useful to them when being asked to determine project weightings and prioritisation. The

Committee also questioned whether there was a way of relating the projects to the number of students to whom there would be a benefit.

Noted:

- (i) that since the last meeting consultants were being appointed to develop the proposals for the St James Hatcham Church including the cost options and this would be followed by the detailed business case that would be circulated to the Committee for discussion;
- (ii) that consideration would have to be given to the student fee regime and the budget that may be available for 2013-14 and subsequent years and that a sensible approach would be to consider what could be achieved within different budget thresholds;
- (iii) that more detail would be required and useful to assist whether the correct weightings/priorities had been applied;
- (iv) that a representative group from the Students' Union would be convened to review the forward programme.

Resolved:

that a further review of the classifications and definitions should be carried out together with full documentation of the methodology and that a report on this would be submitted to the next meeting.

5 PROGRESS REPORT OF THE CAPITAL PROJECTS AND MINOR WORKS 2012 -13

Received:

Progress report of the Capital and minor works projects for the last quarter and the attached appendices (13-54).

- a Budget
- b Programme
- c Risk

6 PROGRESS ON THE SALE OF ST DONATTS PROPERTIES

Received:

oral report from the Interim Director of Estates & Facilities

The Committee noted that that sale of 38 St Donatts had been completed in October 2013 and that the sale of 80 St Donatts was underway and progress would be reported to the next meeting of the Committee.

7 REPORT OF THE TIMETABLING & SPACE MANAGEMENT ACTIVITIES

Received:

the draft Space Management Policy(13-55)

The Committee noted that since the last meeting of the Committee, the Space Management Working Group had developed the core principles of the policy and the Committee were being invited to comment on this work. It was also noted that once the Committee's comments had been incorporated the policy would be submitted to seek wider comment from the College and then presented to the Warden's Academic Group (WAG).

The Committee commented that for core principle 9 visitors should be included. It was also noted that only two definitions of the college teaching week were highlighted and that there was a need to think about the benefit of introducing space charging which could enhance the efficient use of space.

Received:

the report of the Teaching Room Utilisation Audit for Autumn Term 2012 (13-56)

Noted:

- (i) that the scope of the Autumn Term audit included teaching rooms available within the bookable pool and department allocated teaching rooms;
- (ii) that for the bookable pool rooms the autumn term 2012, actual utilisation for the 9-5 teaching hours had increased by 5% when compared to Autumn 2011 and this was also notable for the 10-4 teaching hours;
- (iii) that overall the spring term utilisation was lower than the Autumn Term;

Received:

the Committee received and noted the report for timetabling activities 12-2013 (13-57)

8 REPORT OF THE ENVIRONMENT AND SUSTAINABILITY SUB-COMMITTEE

Received:

an update report from the Energy and Environmental Manager (13-58)

Resolved:

that the Bio Diversity Policy be sent to the Chair for Chairs Action to recommend that the Policy be approved by Council.

9 AOB

The Committee were invited to note that the next meeting of the Committee (2nd May 2013) would be held at Roehampton University to view their campus space use and space improvement projects. Further details to confirm venue arrangements would be circulated to the Committee.

10 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:

Thursday 2 May 2013, 10.00am (Roehampton University)
Wednesday 10 July 2013, 2.30pm.

PC
February 2013