

GOLDSMITHS
University of London
COUNCIL
ESTATES COMMITTEE

Minutes of the meeting held on 2 May 2013

Present: Mr James Grierson (in the Chair), Mr Richard Noble, Professor Natalie Fenton, Ms Catriona Boulton.

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 Mark D'Inverno Chair of the Space Management Policy Working Group, Charlene Smith Timetabling Assistant, Ms Patsy Carter (Secretary).

Apologies: Professor Beverley Skeggs,
Mr Dick Melly,
Ms Liz Bromley
Mr Samson Osun
Mr David Mungall

OPEN BUSINESS

It should be noted that the meeting of the Committee was held by agreement at Roehampton University. The Director Property & Facilities Management at Roehampton provided, at the Committee's request, the opportunity to tour the Roehampton campus to view improved space utilisation practices that had been embedded within academic and administrative teams.

1 IDENTIFICATION OF ITEMS FOR DISCUSSION

The Committee agreed that the substantive items for discussion were the Draft Space Management Policy and the REFIT: Energy Conservation Measures.

2 MINUTES

Resolved:

that the Minutes of the meeting held 11 February 2013 be approved.

3 MATTERS ARISING FROM THE MINUTES

Received:

A presentation of the Master Plan 2009-2023 from John McAslan & Partners who had been re-appointed to provide the updated Master Plan.

The Committee noted that the plan would focus on the development of five key areas: The Public Realm, The Student Hub, St James Entrance, Students Residences and servicing access. Further opportunities discussed were improvement to sustainability, opening up the College for community engagement, reduction in parking facilities across the campus and more work to consolidate departments by location. The plan would be presented to the Senior Management Team during the summer term.

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 Ewan Henderson Court would not be available to students from September 2013 and this was due to the discontinuation of the contract agreement. As a result there would be a reduction in accommodation spaces for the 13-14 year.

Dean House external decorations and repairs had been tendered and the contract awarded to Ashley. Phase 1 of the works was nearing completion. Refurbishment of Batavia Mews would be carried out by the landlord over the summer vacation.

Received:

an update of the Strategic Programme Management Development from the Registrar and Secretary.

The Committee noted that the new Director of Organisational and Strategic Services had been confirmed in post 1st May 2013 and the Strategic Programme Office (SPO) would fall to the new Director. The remit of the SPO will be to coordinate the approval, methodology and alignment of projects of strategic significance.

4 CAPITAL PROGRAMME: FUTURE INVESTMENT 2013-16

Received:

an oral update report from the Head of Financial Accounting

Noted:

- (i) that departments would be invited to discuss their requirements
- (ii) that a representative group from the Students' Union would be convened to review and comment on 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 (13-165).

- a Budget
- b Programme
- c Risk

Capital Projects that had been completed in the last three months were: Boiler and HVAC improvements, Lockwood Solar hot water systems, Refurbishment of ground floor offices and HR move to Deptford Townhall and the refurbishment of 3 teaching studios in 288 New Cross Road.

The Richard Hoggart Building Reception and Forecourt Project was at the tender stage and Stakeholder engagement was ongoing. The works was due to start on site June 2013 and that the internal works would be completed before the September Graduation Ceremony.

6 REFURBISHMENT OF ST JAMES HATCHAM CHURCH**Received:**

refurbishment of St James Hatcham Church progress report (13-175)

The Committee were invited to note the progress to date for the refurbishment of St James Hatcham Church which had been identified as a potential strategic project for the budget year 2013-2014, however, this was subject to funding being identification and approved. An outline business case had been presented to the Senior Management Team in October 2012. It was approved that the project could move to the feasibility stage. A consultant team had been appointed to develop the designs and repair works. A project board meeting would be held in May 2013. An update would be provided at the next meeting of the Committee.

7 PROGRESS ON THE SALE OF ST DONATTS PROPERTIES**Received:**

oral report from the Interim Director of Estates & Facilities

The sale of 80 St Donatts was well underway and the exchange of contracts was imminent. A progress report would be given at the next meeting of the Committee.

8 REPORT OF THE TIMETABLING & SPACE MANAGEMENT ACTIVITIES

Received:

- (i) the draft Space Management Policy(13-55);
- (ii) the composition and terms of reference of the Space Management Review Group (13-166);
- (iii) the context and benchmark analysis (13-167);
- (iv) the building opening hours (13-168).

The Committee noted that since the last meeting the policy had been developed into the governance policy template and it had been advised that the appendices should be separated and presented as supporting information.

The Committee commented that, with reference to space charging, consideration should be given to how departments could be incentivised to better use of space. Thought should be given to the flexible use of space and that one solution does not fit all. Current charges that were linked to space use were useful for registering the opportunity costs. The Committee agreed that the policy had been developed well and represented a necessary and prudent direction of travel.

The Committee also commented that students should form part of the Space Management Review Group that was due to be established from the Autumn Term 2013.

Resolved

- (i) that Committee Members should send any further comments related to matters of detail to the Interim Director of Estates for Comment before it is presented to SMT;
- (ii) that the Policy be submitted to SMT for recommendation to Council for approval.

Received:

the Committee received and noted the report for timetabling activities 12-2013 (13-169)

9 REPORT OF THE ENVIRONMENT AND SUSTAINABILITY SUB-COMMITTEE

Received:

Energy Conservation Measures Business Case and Appendix A Investment Grade Proposal (13-170)

The committee noted that following the RE:FIT competitive tendering process, COFELY had been appointed to undertake an Investment Grade Proposal (IGP) to look into implementing energy conservation measures (ECMs) in buildings across the campus.

The Committee were invited to note and consider the four ECM options that had been presented in the business case. Funding for the preferred option would be met by an interest

free loan from Salix Finance and existing capital that had been already approved for spending on energy conservation measures.

Noted:

- (i) that all the ECM options 1-4 would clear items from the 2008 Building Condition Survey that were now D/DX items to varying degrees;
- (ii) that Surrey House represented a significant element of the proposal and an assessment to look into the feasibility of removing Surrey House should be carried out;
- (iii) that consideration of the options should include the impact of improvement to the student experience.

Resolved:

- (i) that options 3 & 4 would be reviewed further in light of potential funding arrangements and future savings on revenue and backlog maintenance.

[Secretary's note: since the Estates Committee meeting of 2nd May 2013 Salix have offered funding of 73% (at zero percentage interest) of the total project cost for option 4 excluding the proposals for Surrey House which needs to be subject to further development and due diligence checks].

10 12-13 ESTATES COMMITTEE MEETING DATES

Committee members were invited to note the remaining 2012-13 Committee date and time. The meeting would be held in Room 110, Deptford Town Hall Building. [Secretary note: Committee members were subsequently notified that the meeting to be held Wednesday 10 July 2013 was cancelled. Members would be notified of the 13-14 Committee meeting dates]

PC
June 2013