26 MINUTES
Confirmed
26.1 The Minutes of the meeting of 31 January 2013.

27 REPORT TO THE FINANCE AND GENERAL PURPOSES COMMITTEE
Noted
27.1 F&GPC’s receipt of the Report of the Estates Committee following its last meeting (E 2012 21)

28 ACTION SHEET
Received
28.1 The Action Sheet (E 2012 22)

Noted
28.2 Initial steps had been taken in the Library to install a software based system to monitor the use of library space.

28.3 There would be a meeting with Birkbeck’s Disability Service Manager, UEL’s Disability Manager, and the USS Project Manager to review accessibility arrangements for University Square Stratford.

28.4 The Estates team would assist Schools with PAT testing where there were no existing School staff who could undertake it as part of their duties.
The lease arrangement for 18-20 Gower Street had been renewed for one year.

29 ESTATES STRATEGY UPDATE

29.1 An update on implementation of the Estates strategy (E 2012 23)

29.2 The proposed capital projects programme for 2012 (E 2012 24)

Noted

Toddlerlab

29.3 Since the last meeting of the Estates Committee the main focus of attention for the estates strategy had been to progress the Zone E site plan for construction of the Centre for Brain and Cognitive Development’s proposed ‘Toddler Lab’ research centre. A bid for up to a £1.5M contribution had been submitted to the Wolfson Foundation and would be considered by the trustees in June 2013. A further bid for funds to the Maurice Wohl Charitable Trust was in preparation, and the College would contribute the balance of the funds.

29.4 The University of London’s Board of Trustees were formally considering the College’s interest in the site, for which no other competing bids had been received.

Student study space

29.5 The estates team, the PVM Learning and Teaching, and other stakeholders were in discussions over how to accommodate the need for more flexible student learning space. Proposals included the conversion of the existing ITS Helpdesk room into an open access student IT study area, relocating the ITS Helpdesk within the Student Centre.

Condition survey

29.6 A full Condition Survey of the College’s buildings and building services had been commissioned, to inform planning for the long term maintenance and refurbishment of the estate. The survey covered all 19 properties, and consisted of external structure, internal structure and mechanical and electrical services throughout.

29.7 The process was underway, and a full report that brought together the surveys from each building was expected to be completed by the end of June. Early indications had not revealed any major unexpected issues, although the Main Building extension would require some major services refurbishment.

29.8 The full report of the Condition Survey would be discussed at a meeting of the Estates Strategy Group and a prioritised programme of work would be put together.

Combined Heat and Power Consortium

29.9 The Bloomsbury Combined Heat and Power (CHP) Consortium, of which Birkbeck is a member along with SOAS, the Institute of Education and Senate House, has commissioned a report from consulting engineers Parsons Brinckerhoff to investigate the requirement and cost of renewing the existing plant, and the feasibility of extending the CHP to additional sites and expanding its services. The report would
be evaluated by estates and finance teams before the findings and the proposed approach to implementation were presented to the Estates Committee.

Secretary’s note: Peter Zinkin is Planning and Development Director at Balfour Beatty, of which Parsons Brinckerhoff is a subsidiary. Parsons Brinckerhoff was selected independently by the CHP consortium via their management group.

Endorsed

29.10 The works programme for 2013:

<table>
<thead>
<tr>
<th>Project Description</th>
<th>£ BBK</th>
<th>£ CIF</th>
<th>£ EXTERNAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psychology research booths: Malet street main building basement</td>
<td></td>
<td></td>
<td>249</td>
</tr>
<tr>
<td>Biological Sciences: refurbishment of administration office G54</td>
<td>28</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School of Law: office accommodation Gower Street</td>
<td>66</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Creation of Law Reception and associated space, 16 Gower St*</td>
<td>110</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gower Street basement and general refurbishment</td>
<td>110</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30 Russell Square improvements: refurbishment of the Public Areas 30 Russell Square</td>
<td>165</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30 Russell Square improvements: Entrance and Café</td>
<td>220</td>
<td></td>
<td>70</td>
</tr>
<tr>
<td>25-26 Russell Square improvements: Social Sciences, History and Philosophy offices consolidation 25/26/30 Russell Sq</td>
<td>110</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clore Building Reception and Basement remodelling / refurbishment</td>
<td>225</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multi faith prayer and contemplation room</td>
<td>27</td>
<td></td>
<td></td>
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<tr>
<td>ITS moves and Rooms 110/402 refurbishment (added after last term’s report)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>ITS Hub Room Improvements (added after last term’s report)</td>
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<td></td>
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<tr>
<td>Catering: Prep Kitchen Provision (added after last term’s report)</td>
<td>30</td>
<td></td>
<td></td>
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<tr>
<td>Malet St B69 Psychology postdoc area refurbishment (added after last term’s report)</td>
<td>11.5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total 1182.5 249 100

Grand Total 1531.5

30 BIRKBECK STRATFORD

Received

30.1 A report on the University Square Stratford building project (E 2012 25)

Noted

30.2 As of mid-May the construction works were in week 86, exceeding the original planned 85 week programme. The external cladding was complete, with glazing installed and the building fully watertight. The scaffolding had been removed, the
internal partitioning work was complete, and the IT Hub Rooms had been handed over to UEL IT Services on 1 May as scheduled. The installation of network equipment in this area was underway.

30.3 It was expected that Practical Completion would be achieved in late June, with fit-out completed in August and occupancy by the end of the month. The Project Management team was monitoring the contractor’s progress carefully to ensure that any further delay to handover did not adversely delay fit-out and occupation of the building.

30.4 The overall project cost remained within budget with scope for a potential saving to be made on the outturn. The joint UEL-Birkbeck finance group had recommended several Change Requests for approval to ensure the final design and fit-out of the building meets end-user requirements.

30.5 The operational groups continued to make good progress in developing ‘front of house services’ such as the helpdesk provision and information, advice and guidance services, and planning for the Weston Learning Centre. The operational and staffing model had been approved by the joint management group and the group had overseen the successful appointment of two of the first USS posts, providing information advice and guidance to students and prospective students.

30.6 Negotiations were in progress with UEL’s current FM contractors to provide catering, cleaning and security services at USS. UEL had demonstrated that their existing contractors were competitive with their Birkbeck equivalent, ensuring value for money was obtained.

30.7 The Operational Agreement had been finalised and was with the project’s solicitors for final copy before being sent to each client for formal signing.

30.8 It was noted that staff from the School of Social Sciences, History and Philosophy had visited the site and felt that the scale and finish of the project were exceptional, and that seeing the site itself helped staff to start thinking creatively about how they might use the building.

30.9 The suitability of the venue for awaydays and conferences was also noted. Staff should contact the Conference and Space Planning Manager to register their intent if they wished to use the space for these events. A system was in place to allow Birkbeck and UEL to coordinate their use of the building.

31 FINANCIAL REPORTS

Received

31.1 The operational Estates and Facilities budget (E 2012 26) and the capital programmes budget (E 2012 27)

Noted

31.2 There had not originally been provision made in the budget for the Malet Street shop as it had transferred to the College from the Students’ Union.
31.3 The Room Bookings Office were to be congratulated on their work this year as it was expected that they would exceed their income targets again. It was noted that in addition to increasing profits from booking rooms they were reducing the amount of money that the College spent on external space. The reduction in costs in relation to space should feed through into the next iteration of the IDM.

32 ENVIRONMENTAL MANAGEMENT

32.1 A report on progress in environmental management (E 2012 28)

Noted

32.2 Birkbeck was successfully awarded “Fairtrade University Status” on 26 April 2013, following on-going commitment from the College, the Students’ Union and Catering to increasing use of Fairtrade products and raising awareness and discussion of Fairtrade. It was noted that the College would need to demonstrate that it was keeping up with the requirements in order to have the status renewed annually.

32.3 The Bloomsbury College’s Green Champions Network had been launched in May with help from the charity Global Action Plan (GAP). The Network would function across a broad range of sustainability activities, including energy and recycling but also biodiversity, cycling, gardening, air quality and sustainability research. The review of the Bloomsbury Environment brand ‘Greething’ was also completed and ready to be rolled out. This was a key strategy for raising awareness and encouraging engagement from staff and students. The Executive Dean for SSHP noted that making use of the full potential of existing open spaces in the College was an issue on which the Birkbeck Green Champions could engage, and it was agreed that the Environmental Manager would take this forward outside the Committee.

32.4 Use of a ‘green’ taxi service was being promoted within the College as an option to consider when traditional taxis would otherwise be used. The Committee noted the importance of also encouraging other means of transport such as walking and cycling.

32.5 The Carbon Reduction Management Plan would be reviewed in 2013-14 with an expanded remit covering scope 3 emissions (emissions from procurement, waste, water, commuting and business travel). The Plan would be updated to become a more functional live document.

32.6 The Committee noted that it was very important that it was presented with data on the energy outputs and other measurements that were being monitored, so that it could keep progress on these metrics under review and judge the success of specific initiatives.

33 KEY PERFORMANCE INDICATORS

Noted

33.1 A note on progress against Key Performance Indicators to be forwarded to F&GPC (E 2012 29). The KPIs themselves would be reviewed in 2013-14.