NEW MEMBER
23.1 The Chair and members welcomed Peter Zinkin, the new Governor member of the Committee.

MINUTES
24.1 The Minutes of the Estates Committee meeting held on 1 February 2012.

REPORT TO THE FINANCE AND GENERAL PURPOSES COMMITTEE
25.1 F&GPC’s receipt of the Report of the Estates Committee following its last meeting. (E2011 20)

OLYMPICS 2012
26.1 The College was planning for service continuity during the London 2012 Olympics. The Deputy Secretary was co-ordinating this exercise. Schools and Professional Services sections were producing and sharing business continuity plans. Emergency contact details for key staff had been collected and circulated. The Olympics media hub would be based at Russell Square. Its main impact was expected to be crowding and limited access in the early mornings, when buses picked up the media workers en route to the event sites. The
College expected to maintain most main services, except for the disability services office and student services in Stratford. Building would continue at Stratford, with changes to delivery timings to accommodate local disruption.

27  ESTATES STRATEGY UPDATE

Received
27.1 An update on implementation of the Estates strategy. (E 2011 21)
27.2 An update on the Master Planning exercise (E 2011 22)
27.3 The proposed works programme for 2012. (E 2011 23)

Noted
27.4 Good progress was being made on previously agreed projects; with laboratory fit-out for Biological Sciences research progressing, the Earth Sciences department and the Institute for Children, Families and Social Issues relocated as planned, the main building goods lift replaced, the basement Library storage area completed and the new chillers in the main building installed.

27.5 The Committee discussed proposed projects for 2012-13. Many of these were interdependent, with space freed up by the relocation of one group of staff enabling another group of staff to move in.

27.6 There was a risk of disruption and over-run because of the interdependencies and the plan to carry out many of them in summer 2012, with the presence of the Olympics media hub restricting access.

Endorsed
27.7 The works programme for 2012:

<table>
<thead>
<tr>
<th>Project</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refurbishment of a ground floor room at 12 Gower Street as a staff/reception room for the School of Law.</td>
<td>£6,000</td>
</tr>
<tr>
<td>Re-modelling of reception, teaching and catering space at Gordon Square, including facilities for teaching Theatre Studies, relocating from 32 Tavistock Square.</td>
<td>£304,000 (to be met by £177,000 of Higher Education Innovation Fund allocation plus a private donation of £50,000; the additional £77,000 to be met by the Catering Fund)</td>
</tr>
<tr>
<td>Relocation of the department of Geography, Environment and Development Studies (GEDS) to 32 Tavistock Square, bringing staff together from four different locations.</td>
<td>£27,000</td>
</tr>
<tr>
<td>Consolidation of Biological Sciences and Computer Science accommodation</td>
<td>£23,000</td>
</tr>
<tr>
<td>Creation of the previously agreed postgraduate research student facility for the School of Business Economics and Informatics, on the first floor of the Clore building. Re-allocation of Room 632 in the main building as a teaching room once the postgraduate facility is available.</td>
<td>£129,500</td>
</tr>
<tr>
<td>Project Description</td>
<td>Cost</td>
</tr>
<tr>
<td>---------------------</td>
<td>-------</td>
</tr>
<tr>
<td>Improvements at 26-27 Russell Square including a “knock through” to connect the two houses.</td>
<td>£10,000</td>
</tr>
<tr>
<td>Improvement and expansion of lecture theatres, to accommodate programmes with large class sizes and avoid timetabling clashes.</td>
<td>£109,000</td>
</tr>
<tr>
<td>A general programme to improve teaching space and facilities</td>
<td>£200,000</td>
</tr>
<tr>
<td>Provision of two IT teaching rooms on the fourth floor of the Main Building, to replace two rooms in Gordon Square needed to accommodate the Gordon Square refurbishment; and re-provision of Students’ Union offices on the fourth floor.</td>
<td>£100,000</td>
</tr>
<tr>
<td>Addition of a retractable awning to the balcony area of the fifth floor catering facility, to increase seating capacity during bad weather.</td>
<td>£95,000, from the Catering Fund</td>
</tr>
<tr>
<td>Additional offices for new Psychological Sciences staff.</td>
<td></td>
</tr>
</tbody>
</table>

**ACTION**

27.8 **(Director of Estates and Facilities)** Explore contingency plans with the project contractors and produce a prioritised and timetabled programme of work for the Chair to consider and sign off.

**Noted**

27.9 The Dean of SSHP thanked the School of Arts and the Estates team for their help in allowing GEDS to be accommodated in a single location, 32 Tavistock Square, for the first time.

27.10 32 Tavistock Square did not have wheelchair access, so staff based there would need to make arrangements to use alternative rooms if meeting students or visitors with mobility issues. This was also the case for 25-26, 27 and 29 Russell Square.

**ACTION**

27.11 **(Director of Estates and Facilities)** Identify options for provision of an accessible meeting room, for example at 30 Russell Square.

**Noted**

27.12 The proposal to use heaters in the outside part of the refurbished fifth floor eatery could have an environmental impact although it was reported that the chosen heaters would have a relatively low impact.

**ACTION**

27.13 **(Environmental Monitoring Group)** Give further consideration to the implications of using outdoor heaters in the catering facility.

**Noted**

27.14 Further work and discussion taking place on the following:

27.14.1 Additional Psychological Sciences testing booths in the main building: the costings and the scope for a departmental contribution to the funding and other sources of funding to be confirmed

27.14.2 A scheme to improve the layout and use of the basement “break-out” space next to the Clore lecture theatre.
27.14.3 Refurbishment of 32 Torrington Square for the development of a “Toddlerlab” facility for the Centre for Brain and Cognitive Development, for research with infants aged between 1 and 5 years old. This would require major adaptations to the Georgian houses and an application for planning permission. This was a public facing project, suitable for an external fundraising campaign.

27.14.4 The Estates team had commissioned a feasibility study on Library space, noting the continuing demand from students for more study space in the Library. The Committee agreed a spend of £25,000 on professional fees for the study.

27.14.5 Plans to review the use of the ground floor of the main building were discussed. There was heavy demand for this front of house space and a need to ensure priority for student-facing activity and support.

**ACTIONS**

27.15 (Dean of Science) discuss with colleagues in Psychology the potential for donor funding for the Toddlerlab project.

27.16 (Director of Estates) Report back to the Committee with the outcome of the Library space study. Consider with Library colleagues whether the Library’s storage space needs could be reduced.

**28 MASTER PLANNING**

Noted

28.1 Progress in the Master Planning exercise to evaluate the College’s existing site at Torrington Square, identify known future requirements for space, identify and assess the proposed adjoining development sites, and present a draft master plan for the development of new and refurbished accommodation.

28.2 The aim was to address College strategic objectives in terms of scope for potential growth in teaching facilities, to allow more integrated facilities and a better student experience; and to house additional staff or research activities. A new building condition survey would be commissioned at the same time.

28.3 The Estates and Facilities department had assembled a team of professional advisers including architects, town planners, cost consultants and lawyers, and was beginning to assemble the preliminary information. Four potential sites had been identified: the extension to the main building, the end of the main building facing Senate House, the recessed corner facing Malet Street and the vacant quadrangle next to Senate House.

28.4 The previously reported plan to co-fund the master planning exercise with Amity University, an Indian/international university that rented space from Birkbeck for its European business school, would be reviewed following a due diligence exercise.

**29 BIRKBECK STRATFORD**

Considered

29.1 A progress report on the University Square Stratford building project. *(E 2011 24)*

Noted

29.2 The project continued to proceed satisfactorily, with the first floor under construction. Building was two weeks behind schedule following wet weather during April and the project team and contractor were assessing strategies for catching up, such as working
longer summer days. Building handover was scheduled for May 2013, leaving a margin before the start of the 2013-14 academic session.

29.3 It was confirmed that the design included an evacuation lift for disabled building users. The project group was considering adding more solar panels to the roof, to enhance the building’s environmental rating. Insurance against Rights of Light claims from neighbouring property owners was being procured.

29.4 Once the building was handed over, aspects of its operation would be considered through the standard College management and governance structures, including Estates Committee, Safety Committee and the Environmental Management Group.

30  FINANCIAL REPORTS
Considered:
30.1 Reports on budget allocations and expenditure for:
• The operational Estates and Facilities budget (E 2011 25)
• The capital programmes budget (E 2011 26)
• The Stratford project (E 2011 27)

Noted
30.2 The Committee was satisfied with the reports. £12.3M was available on the capital programmes budget for current and future projects, of which £3.5M was earmarked for Stratford and £6.2M allocated to current projects. The current projects were £180K over budget but further savings were expected to be recouped from the main building roof chiller work, where the cost of remedial work would be claimed back from the contractor.

31  LONG-TERM MAINTENANCE PROGRAMME
Noted
31.1 A report on progress in implementing the Long Term Maintenance programme 2011-12. (E 2011 28)

31.2 The committee was satisfied with progress. The programme would be reviewed after the building condition survey had been concluded.

32  ENVIRONMENTAL MANAGEMENT
Noted
32.1 In February 2012, Birkbeck College and its partner Bloomsbury Colleges successfully achieved phase 3 of the BS8555 Environmental Management System standard, ahead of the College’s target for achievement by July 2012. The Colleges had moved on the work towards phase 4 and 5 assessment at the end of the year.

Considered
32.2 Terms of Reference for the Environmental Management Group as a working group reporting to the Estates Committee (E 2011 29)

32.3 The Terms of Reference were approved subject to clarification on reporting lines to Birkbeck Committees the approval of specific policies; and on the Scheme of Membership and quorum.

33  PRAYER ROOM
Considered
33.1 Matters linked to the provision of a prayer room, following discussion of this issue at the Governors meeting last term after a petition was presented. The petitioner’s case, updated for consideration by the Estates Committee, was that the College should provide a multi faith facility and that other University institutions in London provide such facilities. In the past, students, staff and visitors were referred to the SOAS prayer rooms, but it was reported that the facility had an access control and was not always accessible.

Agreed

33.2 Provision, in principle, of a multi faith prayer room facility, subject to the resolution of practical and resource factors. As a first step, a steering group would be set up, including representatives of different faiths. The possibility of securing a donation to set up the room would also be explored.

34 KEY PERFORMANCE INDICATORS
Considered
34.1 Updated Key Performance Indicators (E 2011 30)

Agreed

34.2 To forward the updated Key Performance indicators to F&GPC, with a note confirming that they would be updated once the Master Planning exercise was concluded and the Estates strategy going forward agreed.

35 GORDON SQUARE: PARTICIPATION IN PUBLIC EVENTS
Noted
35.1 The School of Arts’ base at Gordon Square had historical links with the Bloomsbury Group. Vanessa Bell and later John Maynard Keynes lived at House 43, where paintings by Bell and Duncan Grant were displayed in the refurbished Keynes Library. The School proposed entering the house into Open House London, an annual public event in which landmark buildings were opened to the public. The Open House event was in September. The house would not be available in 2012 because of the reception area refurbishment; but would be available for September 2013.

35.2 Gordon Square – and in particular the cinema – was also featuring in the annual Bloomsbury Festival in October 2012. The College, through the Bloomsbury Colleges, was sponsoring the Festival and should ensure that it drew best value from this by participating fully in the programme.

Agreed

35.3 To enter 43 Gordon Square into Open House London from 2013.