MINUTES OF THE ESTATES COMMITTEE
12 May 2010

Present:
Professor David Latchman (chair), Mr John Biggs, Professor Philip Dewe,
Professor Hilary Fraser, Ms Victoria Hunt, Professor Nick Keep, Professor Philip Powell,
Mr Sean Rillo Raczka, Professor Miriam Zukas.

Apologies for absence:
Professor Patricia Tuitt.

In attendance:
Mr Keith Harrison – College Secretary & Clerk to the Governors, Mr Philip Cowling - Director
of Estates and Facilities, Mr Malcolm Pearson – Estates Project Manager, Mr Malcolm Mooney –
Estates Manager, Ms Elizabeth Whitehead - Facilities Manager, Mr Tom McCartney - Safety
Officer, Mr Mike Devereux – Management Accountant, Mr Terry Andrews - Income Accountant,
Mr Mark Pimm - Disability Co-ordinator, Mrs Katharine Bock - Deputy Clerk to the Governors.

30 MINUTES
Confirmed
30.1 The Minutes of the meeting of 19 January 2010.

31 REPORT TO THE FINANCE AND GENERAL PURPOSES COMMITTEE
Noted
31.1 F&GPC’s receipt of the Committee’s Report following the last meeting. (E 2009 21)

32 ACTION SHEET
Noted
32.2 Action taken on decisions previously made by the Committee. (E 2009 22)

33 BIRKBECK STRATFORD
Considered
33.1 A report on the Stratford Island University Campus project (E 2009 23)
Noted
33.2 The governance and management structure for the building project was in place, with a
joint management committee including the Master and the Vice Chancellor of the
University of East London (UEL) providing overall direction, a joint project board
responsible for day to day management and a finance committee reporting to the project
board. The Committee noted the need for the partners to work together effectively
within these groups to manage the project and the contractors effectively.

33.3 Birkbeck and UEL were finalising the Co-operation Agreement which covered ownership
of the property; arrangements for procurement, planning permission and contractor
management; the funding contributions of each partner; and arrangements for financial
management, dispute resolution, arbitration, termination and exit arrangements. Risk, liability and costs would be split 1:2 between Birkbeck and UEL respectively.

33.4 The project board had developed the strategic brief for the building and the project had moved to RIBA Stage C (outline proposals for construction). The plan was to get a design and build contract, secure planning consent in August 2010, commence building in May 2011 and hand over the completed building in time for the 2013-14 academic year.

33.5 The project’s financial administration would be carried out via UEL’s structures. Cost control would be crucial and would be the responsibility of the project board. If any specification changes lead to increased costs, the additional costs would be met by the party requesting the change. The joint finance committee was responsible for overseeing financial management including compiling and maintaining a running cash flow and expenditure statement, authorising expenditure up to a limit and recommending expenditure above that limit to the project board. The major spend would be during the building phase in the financial years 2011-12 and 2012-13, when Birkbeck would contribute most of its £7M share of costs.

33.6 Negotiations for the purchase of a long land lease from Newham Council were continuing and a price of £0.75M had been agreed. The conclusion of the agreement of Heads of Terms for the contract had been delayed by the general and local elections but had now recommenced.

33.7 Birkbeck and UEL staff had started planning for provision of facilities in the building including classroom specification and IT services. There had been a briefing meeting between the design architects and School representatives. A site visit for Executive Deans and School staff was planned. Estates Committee noted the need to establish clear specifications and control the costs of fitting out the building and to ensure accessibility, taking the advice of the disability committee at Birkbeck and its equivalent at UEL.

33.8 The fundraising team had secured a £1M donation from the Garfield Weston Foundation. Other fundraising possibilities were being followed up, including potential funding linked to other East London urban regeneration initiatives.

34 ESTATES STRATEGY UPDATE

Considered

34.1 A progress report on the implementation of the Estates Strategy. (E 2009 24)

Noted

Gordon Square

34.2 Refurbishment and relocation at Gordon Square was proceeding according to plan. English would move from Russell Square to Gordon Square in June. This would be followed over the summer by a major phase of refurbishment to enable the School of Arts to be fully operational from Gordon Square for the 2010-11 academic session. £50K of donor funding had been pledged to refurbish the Keynes Library room at 43 Gordon Square. Theatre studies space was being developed in 32 Tavistock Square, which backed on to Gordon Square.

ACTION (Director of Estates)

34.3 Consider internal charging arrangements for other Schools to hire and use the Keynes Library space following refurbishment.
Russell Square
34.4 In order to start refurbishment as quickly as possible, separate planning applications were being made for minor work in houses 27-28 and more extensive work in houses 25-26. Planning consent for 27-28 had been secured and tenders for the building work received. The planning application for 25-26 was for a lift, a single reception area and internal access between houses 26 and 27. Donor funding was being explored and the Russell Square budget would be reviewed and re-presented once the building tenders had been evaluated.

34.5 Once English had moved out of Russell Square, History, Classics and Archaeology would move from Malet Street to 30 and 27-28 Russell Square where it was expected that the department would remain at least until summer 2011.

34.6 Birkbeck and the Wiener Library had concluded lease negotiations for 29 Russell Square and the agreed lease had been drafted in preparation for signing following consultation with the University of London.

Senate House North Block
34.7 Following the Master and Governors’ meeting with the University Board of Trustees in January, the University had offered £600K compensation to Birkbeck for relinquishing space in Senate House North Block. A vacation date of 31 July for staff and 31 August for equipment had been agreed. Birkbeck would not be pursuing the option of partnership in a lease agreement for 31 Tavistock Square, which SOAS was acquiring from the University.

Malet Street
34.8 Planning had commenced for Computer Science and Information Systems and Psychological Sciences to move from the North Block to Malet Street, in tandem with planning for consolidation of Crystallography, Geography, Environment and Development Studies and School of Business accommodation. Discussions had also begun on the remodelling of the former library entrance on the first floor, to provide more study space in the Library.

34.9 Work continued in the basement to construct a data centre to house School and College servers and testing facilities for Psychological Sciences, replacing those in the North Block. This was scheduled to be completed over the summer. The basement work also included refurbishment of Crystallography laboratories.

34.10 The main reception lifts would be replaced over the summer vacation with the work scheduled to be completed in time for the 2010-11 academic year. The new lifts would be faster and larger and should be more reliable.

Egmont House
34.11 The second floor tenant had moved out. Registry Services would relocate to Egmont House from the ground floor of Malet Street during the summer. The student centre and student services would remain on the ground floor and additional teaching space would be planned for the space vacated by Registry Services.

34.12 The Committee commended the Estates team for the extent and efficiency of their work in implementing the Estates Strategy and the Schools for their tolerance during the inevitable upheaval of refurbishment and relocation.
35 ENERGY AND ENVIRONMENTAL MANAGEMENT

Considered

35.1 An update on the implications for Birkbeck of the Government’s Carbon Reduction Commitment. (E 2009 25)

Noted

35.2 The Government had confirmed that it would consider the Colleges of the University of London as a single entity in relation to the Carbon Reduction Commitment, although the performance of each College would be evaluated separately. Collectively, the University was over the carbon emission threshold and would be required to offset via carbon trading. Registration with the Government scheme would cost £60K.

35.3 The College had secured £800K in interest free loans from Salix (a company funded by the Carbon Trust to support the public sector in reducing energy consumption) for installing energy efficient heating and cooling systems. The College continued to install energy efficient systems wherever there was an opportunity.

35.4 Funding had been secured from the HEFCE Leadership and Governance fund towards an environmental manager post, to be shared between the Bloomsbury Colleges (Birkbeck, School of Pharmacy, LSHTM, and SOAS). Feedback from HEFCE was that the field of applicants was competitive and that the Bloomsbury proposal was noted as an inclusive project that would demonstrate the benefits of a shared service approach.

Considered and Endorsed

35.5 A draft Sustainable Procurement Plan and guidance which would be circulated throughout the College. (E 2009 26)

36 TEACHING SPACE

Considered and Endorsed:

36.1 Policy for shared use of workstation and seminar rooms (E 2009 28).

Noted

36.2 The policy stipulated that workstation and seminar rooms within School and departmental space should be available to other Schools and departments via the standard room booking system. The “home” School would have priority for booking and would be credited under the Income Distribution Model if other Schools use the space.

ACTION (Head of Facilities Management)

36.3 Consider and report back on booking mechanisms for space within Schools and departments.

Considered:

36.4 An update on the Strategic Review teaching space and media services projects. (E 2009 27)

Noted:

36.5 The teaching space project aimed to introduce better links between teaching planning and teaching room booking, enabling more efficient use of the space. The project was also reviewing teaching patterns and the use of external space. The Committee noted that
student expectations of the quality of teaching space would rise as tuition fees rise; and that this was an issue not just for Birkbeck’s premises but also for rooms hired from other institutions. The College was exploring strategic partnerships with institutions with the most suitable and affordable space, seeking to secure good facilities and maximum value for money.

36.6 The review of media services had made recommendations to standardise and improve support for audio visual technology in teaching rooms. The Committee noted the need to promote use of technology outside as well as inside classrooms, including e-learning and blended learning.

37 KEY PERFORMANCE INDICATORS
Considered
37.1 Updated Key Performance Indicators to be forwarded to F&GPC. (E 2009 29)

Noted
37.2 The priority for teaching space space allocation and external room lettings was reported as follows: Birkbeck teaching and examinations, income generating external bookings, other College events

Agreed
37.3 An indicator on Health and Safety should be added to the next report.

38 PROJECT PROGRESS REPORTS
Noted
38.1 The Committee received and was satisfied with reports on progress on previously agreed Estates projects and on expenditure and budgetary management of these projects. (E 2009 30)

39 FINANCIAL REPORTS
Received
39.1 A report on expenditure in the capital and estates projects budgets. (E 2009 31)

Noted
39.2 Projects were proceeding and were within the overall budget.

40 LONG-TERM MAINTENANCE REPORT 2009-10
Received
40.1 A report on the 2009-10 Long Term Maintenance programme. (E 2009 32)

41 LONG-TERM MAINTENANCE BUDGET 2010-11
Considered
41.1 A report of unfunded Long Term Maintenance activities and proposals for the 2010-11 Long Term Maintenance budget. (E 2009 33)

Noted
41.2 As College finances remained limited, it remained necessary to limit the Long Term Maintenance budget. An allocation of £550K had been made in the 2010-11 budget estimates, with an additional £150K to be released if resources allowed during the year. As in previous years, the work had been prioritised so that urgent work and work required for safety or to comply with legislation was funded. There was less unfunded work compared
with previous years because it has been possible to accommodate some work as part of routine maintenance and the refurbishment and relocation programme.

### 42 CENTRAL HEAT AND POWER CONTRACTOR

**Considered**

**42.1 A note on changes to the Central Heat and Power Contractor (E 2009 34)**

**Noted**

**42.2** The contractor providing the Combined Heat and Power system (shared with the University of London, SOAS, IoE and UCL) had been acquired by a new parent company, making it necessary to change the parent company guarantee. To effect this, Birkbeck needed to sign and seal a new guarantee and a Deed of Release for the guarantee with the former contractor.

**Recommended to Governors:**

**42.3** To grant authority to affix the Common Seal of the College to the above documents.