

APPROVED Minutes of the Estates Committee held on the 10th June 2008

Present: Mr P Brown
Mr M Dixon
Mrs M Hopwood

Apologies Dr R Dugale
Mrs M Damant

In Attendance: Mr I Durham (Head of Estates & Facilities)
Ms J McAllister (Principal)
Mr J Stott (Clerk)

Meeting commenced: 17.30

Meeting closed: 18.35

01/08 Disclosure of financial and/or personal interest

There were no disclosures of financial and/or personal interest.

02/08 To agree agenda and order of business as circulated

The agenda and order of business were agreed.

03/08 To appoint:

- a) Chair of the Committee
The Clerk asked for nominations. Mrs M Hopwood was nominated, seconded and agreed to be Chair of the Committee.
- b) Vice Chair of the Committee
The Chair asked for nominations. Mr M Dixon was nominated, seconded and agreed to be Vice Chair of the Committee.

04/08 To approve the minutes of the meeting held on 12 June 2007

The Minutes were agreed

05/08 Matters arising

There were no matters arising

06/08 Training Item: Environmental & Sustainability Issues for an FE College

The Head of Estates and Facilities presented the training item and highlighted the following:

*** Sustainability – Definitions and Concepts.**

He explained Sustainability has crept up the agenda over the past few years and features in most UK legislation, public sector services, industry and commerce as well as our personal lives. On the flip-side the debate goes on about what, where, how and why and conflicting views abound. One thing is clear is that we are all responsible for the impact we are having now.

He highlighted one definition from the Bruntland Commission (1987) that has stood the test of time – ‘Sustainable development is development that meets the needs of the present without compromising the needs of the future generations to meet their own needs’.

*** The past – Good Practice and the Green Agenda**

He explained the College has always taken responsibility for the impact of its operations on the environment very seriously. He outlined various initiatives, working parties and projects that have operated since incorporation in 1993. These have included a ‘Green Working Party’, studies of energy and environment management, reports and action plans.

*** Towards a Sustainable Future**

He described the current position of the Sustainability Implementation Group (SIG) set up in early 2006. The Group consists of members of staff drawn from all areas of the College and are now looking for students to join the Group.

He then took members through a number of documents, some of which provide direction and motivation and others which form the main elements of the work of SIG.

The following is an example of the documents he referred to and for some provided an electronic link:

- **Green Colleges:** The AoC’s document bringing together examples of good practice throughout the Sector
- **Carbon Trust:** Opportunities assessment and a detailed assessment which fed into the **LSC Energy Saving Project Grant** which resulted in £80,000 for 23 energy saving projects.
- **Green Bulletin**
- **Waste Management Action Plan**
- **College Composting Project**
- **Healthy College Standard**
- **Official Fairtrade Status**
- **Building Colleges for the Future:** The LSC’s National Capital Strategy 2008/09 to 2010/11. This document clearly sets out the LSC’s commitment to Sustainability in Further Education.

*** Conclusion**

He concluded by informing the meeting that there is evidence available now that suggests we have had/are having a negative impact on our planet, but it is not too late. This is the good news and we should ensure that we grasp this opportunity.

The Head of Estates and Facilities explained the full report with electronic links to documents and website could be made available to members through a memory stick.

It was agreed for the report to be appended to the Estates Committee Minutes and drawn to the attention of the full Corporation. For staff the report can be placed on the Intranet and for students discussions can take place in the Personal and Social Development classes.

A discussion on the Fairtrade Policy took place. The Head of Estates and Facilities explained that with the help of the Catering Contractors the College has met the 5 goals to achieve the Fairtrade Association's official status. All that is needed is the endorsement of the policy by the Corporation.

Members agreed to recommend to the Corporation the Fairtrade Policy for endorsement.

The Chair and members thanked the Head of Estates and Facilities for a very interesting and thought provoking paper and presentation.

07/08 To consider aspects of the Capital Project Preparatory Work.

The Principal introduced the item and referred members to the paper 'Update on the Capital Project'.

The Principal also tabled a report from Rance, Booth and Smith (Property Consultants) which covered:

- an option for partial demolition and new build of the Mill Building and the activities that would happen in the building
- at Gaisby Lane/Frizinghall – the new Sports and Leisure Facility
- a Shipley Town Centre - the new Creative & Digital Industries facility

The report was received.

In answer to a question the Principal said that timescales were a concern and that suitable pressure was being applied with regard to land acquisition.

08/08 To receive a report on the annual adaptation programme and maintenance investment Plan (MIP) works.

The Principal reported that the full package would have cost approximately £150k. She explained that two SMT meetings had considered the package in detail and it had been agreed to spend £69k on health and safety related work, work on student toilets and some minor adaptations.

The meeting was informed that a review would be taken during the year as to whether additional painting and decorating work could take place.

The report was received.

09/08 To agree the format for the Committee's Annual Report to the Corporation.

The format used in previous years was agreed.

10/08 To consider:

- i) the Committee's Terms of Reference

Following a review the meeting agreed that no changes were needed.

- ii) any training needs for the Committee and/or individual members

- Members agreed that the report to Corporation Members on Environmental and Sustainability issues could be considered as training.
- Members requested a visit in the Autumn term to look around the College's estate. They saw this as valuable training to help with their work on the Committee.

11/08 Any other business

- a) M Hopwood (Chair of the Committee) drew to the attention of members to the fact that Philip Davies (MP for Shipley) had called for a debate in Parliament on the World Heritage site of Saltaire to celebrate the achievements of Sir Titus Salt.

The meeting finished at 18.35pm