

Minutes of the Estates Committee

Date: 20 October 2009

Present: P Brown
M Hopwood
M Dixon

In attendance: N Chohan
I Durham
J Stott (Clerk)
S Butler (Principal's PA & Minute Secretary)

Apologies: R Dugdale
M Damant

Meeting commenced: 18:30

Meeting closed: 19:50

11 /09 Disclosure of financial and/or personal interest

There was no disclosure.

12/09 To agree agenda and order of business as circulated

The agenda and order of business were agreed.

13/09 To approve the minutes of the meeting held on 2 June 2009

The minutes were received and accepted.

14/09 Matters arising

- a) Under minute 06/09 of the previous meeting, the Head of Estates & Facilities (HoE) wanted to point out that the composting bid had now moved to a bid through the Heritage Lottery Fund and was in its 2nd stage.
- b) Under minute 04/09 2) the Estates Committee had joined with the F&GP Committee on 23 June and 14 July in order to deal with estates issues and 'other accommodation' had been raised. The HoE confirmed that, in addition to plans already outlined, SG14 North is now being used for unemployed adults. In light of the fact that there are still two groups yet to form, it was questioned whether we still require further accommodation. Taking on the Evans room and timetabling V08 at Vic Hall, plus the use of hired office space had eased the situation, though we are still full to capacity which could raise problems for future expansion, eg the potential expansion though our work with Job Centre Plus.

- c) Under minute 07/09 the Principal thanked the HoE for the very successful organisation and implementation of the Summer works.

15/09 To consider the 10 Year Planned Maintenance Schedule

The HoE reported on this Schedule pointing out that other than column 08/09, the figures were ball park estimates and it had been prepared looking at maintenance in an ideal world. The Schedule sets out the College's four buildings and breaks the figures down into elements including fees and VAT. The highlighted large figures appear every 5 years due to upgrade/renewal of elements or refurbishment costs (25 years since the last refurbishment). Improvements under the Disability Discrimination Act (DDA) come to £220k for Salt and Exhibition Building. As the Mill Building was to be fully refurbished under the Capital Project, a DDA Report on the existing building has not been prepared, however a quote has now been received to undertake this. It was questioned what proportion of the works, under the DDA, is the minimum for legal requirements. It is debatable what is considered "reasonably practicable" under the act and this will be tested as the project progresses. The HoE confirmed that he will be going through the schedule again in detail with the property consultants and prices, timescales and elements will be firmed up.

Roughly £60k + VAT was set aside in the accounts last year and we anticipate £40k this year. A full walk round of the site is taken in March each year and a 'wish list' put forward showing the desirable, highly desirable and essential works. The desirable is always more than we can afford.

The Committee are the first to see these figures, but it will also be shared with the Senior Management Team.

The report was received.

16/09 To consider the results from the latest eMandate (Estates Management Data) Return

The HoE presented this report highlighting the fact that it is a LSC driven reporting solution and it is a requirement to have an e-mandate return if you want Capital Funding from the LSC. The report shows an Executive Summary of KPI's comparing Shipley College with all Yorkshire and Humber colleges and all colleges in Great Britain. The main points were highlighted to Members:

- ❖ income per square metre – indicates we are under provided for space and very space efficient
- ❖ energy consumption - we are very efficient in energy use
- ❖ maintenance costs - these figures could indicate that most colleges are not spending on their maintenance and/or

economies of scale are not there for Shipley College

- ❖ energy costs - shows very efficient use and reasonable costs through purchasing through a Government Buying Solutions contract
- ❖ social space per learner – indicates under provision of space
- ❖ teaching space per learner - indicates under provision of space

It is possible to draw all sorts of conclusions from the report and it was agreed that the most useful indicator, and one we can draw most comfort from, is on income per square metre.

The report was received.

17/09 To receive a report on the Premises Safety Check

The last meeting of the Corporation had asked for this item to be raised after noting that health and safety checks are carried out every week and they wondered if this might be excessive.

The HoE explained the systems in place:

- ❖ Estates Help Desk (this system works very well)
- ❖ A full check list carried out once per year by the Health & Safety Officer
- ❖ A simple check list completed by the Caretakers and issued to the Health & Safety Officer weekly. Entries can be made by the Caretakers as they check each room at the end of the day or as part of their daily duties. The check list mainly covers fire safety and first aid in each building and is very useful for the Health & Safety Officer.

Members were assured that it was not a 'clipboard' exercise of looking for faults daily but a case of Caretakers being observant whilst on their daily rounds.

The report was received

18/09 Any Other Business

a) Date of next meeting

8 June 2010

- #### **b)**
- The Principal wished to briefly comment on the Bingley Connection. Over the last month they had been building up a picture of costs and possible income and, along with two managers, had tried to make a projection. A decision will be made within the next couple of weeks as

to the future of this Connection on the Learning Line.

- c) The HoE informed Members that we now have approval from the Salt Foundation for the Heads of Terms for the Lease Premium with respect to the Salt and Exhibition Building leases. There are 3 options:
- i) Find £2 million + fees for the 125 year lease
 - ii) Do nothing and continue with a the current lease
 - iii) Re-negotiate a longer lease

Finding and financing £2 million would be difficult in the current climate. We should consider what the options of the Salt Foundation are. They could potentially sell Salt and Exhibition buildings if they wished but, as it is a charitable trust, Members thought it can only be used for educational purposes. The HoE will confirm if this is definitely the case. SMT will debate the options in the near future.

The 2010 – 2015 Rent Review process is also underway for the Salt and Exhibition buildings. Rents have been on a downward trend recently, and we should be in a position to oppose any uplifts. We need to wait and see what comes through from Salt Foundation's consultant before we decide to appoint a consultant to act on our behalf. However, 10 yrs ago we appointed a consultant to oppose a 53% uplift and ended up paying costs for the Arbitrator in addition to our own costs. Under the Landlord & Tenant Act we have the right to renew under the same terms.

- d) The Principal informed Members that there is still £200 million in the LSC Capital budget and they are currently negotiating with the Cabinet on how to spend it. It is not yet known whether this money will be:
- i) taken away
 - ii) divided between the next 10 colleges in line to receive their quota
 - iii) divided between all 358 colleges

Most are voting for option 3, but there is no indication as to which way this is to go.

- e) **Confidential Item**