

**There will be a meeting of the Site and Facilities Committee on**

**Tuesday 4<sup>th</sup> November 2008 at 11.00 a.m.  
in The Board Room.**

**AGENDA**

1. Draft minutes of the Site and Facilities Committee meeting held on 9<sup>th</sup> September 2008.
2. Matters Arising:  
Science Gallery  
Accessibility Audit  
Banners  
Cobble Reduction Programme
3. **Section A: Policy / Implementation Issues by the Site and Facilities Committee**
  - A1 Risk Register – see attached revised Risk Management Policy from the Chief Operating Officer, Mr Chris Lyons and Premises Area Risk Register.
  - A2 Proposal to establish an Estates Strategy Group – see attached memorandum from the Chief Operating Officer, Mr Chris Lyons dated 19<sup>th</sup> September 2008.
4. **Section B: Implementation and Decision by the Site and Facilities Committee**
  - B1 Review of Self Assessment Questionnaire – Acting Secretary invited to attend.
  - B2 Long Room Hub – see attached memorandum from Building Projects Officer, Ms Deirdre O’Shea dated 24<sup>th</sup> October 2008.
  - B3 Biosciences Project – Director of Buildings to report verbally.
5. **Section C: Items for Noting by the Site and Facilities Committee**
  - C1 Car Parking Working Group – see attached minutes of the meeting held on 16<sup>th</sup> October 2008.
  - C2 Membership of Site and Facilities Committee – see attached memorandum dated 14<sup>th</sup> October 2008.
6. Any Other Business.
7. Date of Next Meeting

P. Mangan  
28<sup>th</sup> October 2008