

# The University of Dublin

## Trinity College

### **Draft minutes of the Site and Facilities Committee Meeting held on 4<sup>th</sup> November 2008 in the Board Room, House 1.**

*Present* Dr. J.K. McGinley in the Chair, Prof. Mary McCarron, Acting Treasurer (Mr. Ian Mathews), President of the Students' Union (Mr. Cathal Reilly), Chief Operating Officer (Mr. Chris Lyons), Vice-Provost & Chief Academic Officer (Prof. Patrick Prendergast), Prof. Roger Stalley, Mr. Michael Slevin, Director of Buildings (Mr. Paul Mangan).

*Apologies* Bursar (Prof. M. O'Mahony).

*In Attendance* Dean of Students (Mr. G. Whyte).  
Deputy Director of Buildings (Mr. Pat McDonnell).  
Acting Secretary (Ms. Anne Fitzgerald). ( for items SF 08-09 14 – 20)

The Chair welcomed Professor Mary McCarron as Heads of Schools Representative to Committee.

#### **1. Minutes**

**SF/08-09/14** – The minutes of the meeting held on 9<sup>th</sup> September 2008 were approved by the Committee and signed by the Chairman.

#### **2. Matters Arising**

Matters arising from the minutes were discussed and have been recorded below, (see Minutes **SF/08-09/15** to **SF/08-09/19**).

#### **SF/08-09/15 – Biosciences Development**

Prof. McCarron informed the Committee that Board had approved the granting of space in the new Biosciences Building to the School of Nursing and Midwifery.

#### **SF/08-09/16 – Use of Railway arches**

The Director of Buildings reported that, since the last meeting the College's property consultants have been unable to identify an alternative storage facility within the vicinity of the College. He also indicated that while a potential €1m is available for landscaping and developing the Arches for the Science Gallery, the project is subject to planning permission and substantial further funding being provided. He suggested that the concept be developed further so that it can proceed when funding, planning and alternative storage issues are resolved.

In the context of this issue members of the Committee suggested that the proposal to use one arch as a Picture Store could be an adequate interim solution and the curator should reconsider her decision not to utilise it.

### **SF/08-09/17 – Accessibility Audit**

The Deputy Director of Buildings informed the Committee that the Accessibility Audit carried out by Configure Ireland Ltd. was completed at the end of October. He provided a summary of their finding as follows:

The audit was carried out using BD8300:2001 and other best practice guidelines as the benchmarks.

The building were rated A to E: A being fully compliant; B partially compliant, some changes required – ground floor accessible; C being partially compliant, some changes required – ground floor inaccessible; D being partially compliant, changes required including structural, civil works; E being non-compliant, major civil works required.

In summary the preliminary report indicates that the majority of buildings are partially compliant with some changes required and only 13 buildings require substantial civil or structural works to achieve compliance. This is only a preliminary overview comment. The detailed report on each building is web-based and is to be reviewed with the Director of Disability Services. When this is completed a more comprehensive overview of the accessibility of College buildings and campus will be presented to the Committee.

The detailed report on each building is web-based and is to be reviewed with the Director of Disability Services.

### **SF/08-09/18 – Banners**

The Director of Buildings said that he intends to meet with the Senior Dean and the SU President to discuss the issue of hanging temporary banners around the campus. Following on from this, it is desired to develop a workable policy which will result in avoiding displaying temporary banners at Front Gate. A target to complete discussion and to achieve broad agreement by the start of Hilary Term was suggested.

### **SF/08-09/19 – Cobble Reduction Programme**

The Deputy Director of Buildings provided a verbal update to the Committee. He stated that samples of the cobbles were expected onsite within a week. These samples will be placed in a quiet area of Front Square. The conservation architect from Dublin City Council will then be invited to inspect and approve the choice of path materials as per the conditions of the planning permission.

The Deputy Director of Buildings indicated that it would take approximately 3 months after this approval to go to tender and select a contractor. Funding is available for this project.

## **3. Section A**

### **SF/08-09/21 – Risk Register**

The Director of Buildings explained the structure of the Premises Risk Register.

The framework which was developed by Mazars requires the risks to be ranked 1 to 10 in terms of impact severity and probability. Mitigating factors and procedures to manage risks are then applied until the residual risk level is identified. The Director of Buildings stated that the ranking of risks was undertaken by the Management Team in the Director of Buildings Office and that is was a subjective view. He proposed that risks with a ranking greater than 50% be brought to the attention of Board. He then reported on all high level risks as identified in the register.

The Chief Operating Officer then outlined the contents of the revised College Risk Management Policy. He stated that he was co-ordinating the risk register for all areas of College which will be presented in a single composite document to Board in January 2009. He confirmed that the 5

premises with residual risks exceeding 50% will be included in this report. He said that a copy will be brought to SFC in due course.

In answer to a query the Director of Buildings said that certain risks have been highlighted and elevated this year and the Access Control System was identified as the no. 1 risk. He said that in general terms there was no overall reduction in risk from last year.

The Acting Treasurer commented that the risk register should be a working document, and not just an annual report on risks. He also stated that from his experience of audit committees, mitigation measures should be described as a current tool and not a target action. The Chairman commented that many mitigation actions are finance dependent.

It was agreed that the Director of Buildings will review tools and key actions.

The high level risks (greater than 50%) to be reported to Board are as follows:

- Security/Operational risk associated with potential failure of Access Control System 65%
- Risk that Electrical supply will fail due to excess demand or cable failure 58%
- Risk to buildings or persons arising from condition, protection and use of College buildings.  
Risk that premises will be damaged by fire, storm, explosion etc  
Risk in Specific Locations:
  - Rubrics 57%
- Risk to telephone installation from loss of Incoming cable 54%
- Risk that a short fall in physical space will inhibit the College's successful delivery of its strategy. Risk that the College would fail to develop adequate physical resources to support the delivery of the College's research objectives. Risk that sufficient space will not be available to meet the College's increased intake of Post Graduate Students. 51%

#### **SF/08-09/22 – Estates Strategy Group**

The Chief Operating Officer referred to his document dated 19<sup>th</sup> September 2008 (previously circulated) that had been presented to Executive Officers outlining a proposal to establish a strategic planning team for estates. He said that the group has been approved by Board. He stated that the purpose of this group was to streamline the management process relating to strategic estate management and to align estate objectives with the strategic objectives of the College. The role of this estates strategy group will be defining estate policy with regard to development, disposals, rentals and to provide an overarching management oversight for estates. It was agreed that there will be a standing item on the agenda for SFC from the Estates Strategy Group.

The Chairman asked where this new group sits with regard to Principal Committees. The Chief Operating Officer responded that the Site and Facilities Committee, as a principal committee, is a tool of the Board and the Estates Strategy Group would report into the SFC as a means of reporting to the Board.

#### **4. Section B**

##### **SF/08-09/20 – Review of Self-Assessment Evaluation**

The Acting Secretary was invited to the meeting specifically to report on this item. She explained that her role was essentially a technical role to arrange responses. She went on to commend the survey for the quality and open-ended questions. She thought that the Committee was well run but that events had now overtaken this evaluation, namely:

- The review of Principal Committees and
- The move, with the arrival of the Chief Operating Officer, towards management style committee to implement the policies in.  
both of which will influence the future of the Site and Facilities Committee.

She thought that the role of the Chair and the oversight function by Board both work well.

She highlighted 2 items from the evaluation:

- The time conflict between high level strategic issues and in depth discussion on particular items.
- Management oversight and policy.

She suggested that the report is forwarded to the Working Group on Committees including the minute of the last SFC meeting.

##### **SF/08-09/23 – Long Room Hub**

The Director of Buildings informed the Committee that Dublin City Council has indicated its intention to grant permission for the proposed development. He said that if there are no appeals to An Bord Pleanála in the next week the permission will be granted and he expects that the building will commence next summer. He reported funding for the project was provided under PRTL14.

He advised that the Long Room Hub Planning Committee will meet later in the week and will be asked to agree that the detailed design and tender documents be completed at a cost of some €300k. The Chairman asked that the Long Room Hub Committee be made aware that the planned project is currently over budget and that savings would have to be found.

The Director of Buildings informed the Committee that a model of the building is on display in the Library and the earlier questions concerning the external appearance of the building had been addressed.

##### **SF/08-09/24 – Biosciences Project**

The Director of Buildings reported that the contractor had commenced the sub-structure in October. He confirmed that a loan of €75m has been secured by the College from the European Investment Bank. He stated that depending on interest rates the commercial space would revert back to College in approximately 14 years. He reported that €4.7m funding will be transferring from the Nursing and Midwifery capital budget to the project and that nursing will be allocated space in the new building in the form of 25 offices and some teaching space.

A new Project Team has been formed, chaired by the Chief Operating Officer, to manage all aspects of the project – building development, financial matters, operational policies, governance, staffing etc.

The Director of Buildings informed the meeting that alterations to the substructure design will be necessary because of late changes by Iarnród Éireann to the proposed line and depth of the rail interconnector tunnels under the site. This is necessary to mitigate any damage that future tunnelling might cause. The total cost of redesign arising from the change could amount to €1m. He advised that the College was acting on legal advice and it is intended to claim this back from IE which is being informed of our actions in altering the design.

**5. Section C**

**SF/08-09/ 25 – Car Parking Working Group**

The Committee noted the minutes of the Car Parking Working Group held on 16<sup>th</sup> October 2008. On the question of the car parking tax announced in the recent budget, the Director of Buildings stated that College is awaiting details in the Finance Act.

**SF/08-09/26 – Membership of Site and Facilities Committee**

The Committee noted the membership of Site and Facilities Committee.

**6. Any Other Business**

**SF/08-09/27 – Student Residences**

The Director of Buildings informed the Committee that College had been approached by a number of developers with regard to development for student residences. He suggested that, given the current property market, College look for expressions of interest in the EU Journal. The Committee approved this proposal.

**SF/08-09/28 – The Rubrics**

The Director of Buildings explained that this work was prioritised from backlog maintenance in order to stabilise and restore the external fabric of the building at a cost in the order of €750 - 800k. He advised that the work had been managed by the Buildings Office under the direction of John O'Connell, conservation architect. Members of the Committee commended the success of the work. The Committee noted that substantial work is required to the interior of the building.

**7. Date of Next Meeting**

**SF/07-08/29 – Date of Next Meeting**

The next meeting of the Site and Facilities Committee is scheduled for 11am on Tuesday 2<sup>nd</sup> December 2008.

Signed .....

Dated .....