



**Minutes of the Estates Committee meeting held on 12<sup>th</sup> February in the Director of Buildings Office, West Chapel.**

**Present** Professor Cliona O’Farrelly (in the Chair)  
Mr Ian Mathews, Chief Financial Officer  
Dr Amanda Piesse, Dean of Students  
Dr Gerry Lacey, Bursar  
Dr Christine Casey, Associate Professor in Architectural History  
Mr Rory Dunne, President Students’ Union  
Ms Martin McAndrew, President Graduate Students’ Union  
Mr Paul Mangan, Director of Buildings (Secretary)

**Apologies** Professor Linda Hogan, Vice Provost/Chief Academic Officer  
Professor Clive Williams, Faculty Dean of Engineering, Maths and Science  
Ms Darina Kneafsey, Chief Operating Officer  
Professor Brian Singleton, Head of School of Drama, Film and Music

**In attendance**

Mr Pat McDonnell, Deputy Director of Buildings  
Ms Sally–Anne Mac Mahon, Executive Officer, Director of Buildings Office

**Section A**

**EC/12–13/16 Minutes**

The minutes of the meeting of the Estates Committee meeting held on 13<sup>th</sup> November 2012 were approved by the Committee and signed by the Chair.

**Matters Arising**

**EC/12–13/17 – Refurbishment of Houses 38–40**

The Director of Buildings reported that the project to refurbish Houses 38–40, to include upgrading works in relation to health and safety and regulatory compliance, was approved by Executive Officers Group. The Chief Financial Officer added that the approval of Finance Committee and, in turn, Board, will be sought in due course.

The Committee noted the position.

**EC/12–13/18 – Additional Student Residences**

The Director of Buildings advised the Committee that Executive Officers Group has approved the termination of the tender process that had been underway to procure 1,000 additional residences for students. The tender process had become unworkable when only 1 no. viable tenderer remained leaving no possibility for tender competition. He said that, at this time,

the Director of Buildings Office is investigating alternative means to identify and/or secure additional bed spaces through working with the College's Property Advisors along with making approaches to NAMA. The Director of Buildings pointed out that for any new initiative an EU Public Procurement Exercise must be carried out.

It was agreed that this item will remain on the agenda of the Estates Committee in its capacity as a Principal Committee to Board and as per its Terms of Reference. It was noted that at an early stage in the project a Project Sponsor and Steering group will be appointed. The Steering Group will include representatives of the user groups involved, and as such, the Students Union will be included.

In discussion it emerged that enquiries had been made to members of the Committee by various external parties interested in providing student accommodation. In order to ensure their notification to these parties of any new procurement exercise Members were asked to advise the Director of Buildings Office of any potential tenderers who may have made contact with them.

The Dean of Students, in her capacity as a member of the Working Group on Residential Accommodation, agreed to circulate its' document containing data validating the requirement for additional bedspaces and the numbers required.

The Director of Buildings undertook to circulate the Building Performance Specification document at the next meeting of Estates Committee.

#### **EC/12-13/19 – Estates Terms of Reference**

An updated version of the Terms of Reference of the Committee was circulated by Director of Buildings. The Chair asked that members send comments and suggestions for a revised Terms of Reference prior to the next meeting in March. She informed the Committee that the roles of Principal Committees and their relationship with Board are being reviewed and that she is liaising with the Bursar on the Terms of Reference.

#### **EC/12-13/20 – External Signage**

The Director of Buildings advised the Committee that in the revised document that had been circulated the signage policy had been revised to include a statement that requests temporary signage and banners are subject to the arrangements approved at the time by the Senior Dean, as requested at the previous meeting. A request from the Students' Union President to include a note incorporating the regulations for Posters and Notices set out in Section H of the Calendar was accepted by the Committee. The revised document will be circulated for final approval incorporating these changes.

### **Section B**

#### **EC/12-13/21 – Library Visitor Centre**

A memorandum from Building Projects Officer Mr Jimmy Doyle dated 8<sup>th</sup> January 2013 outlining the status of the project, including time line, stage gate process and overall fee cost

was circulated for noting. The proposed design team has been identified through a competitive procurement process and approval to appoint and commence initial planning is awaited. The Director of Buildings advised that the Commercialisation Group will be involved in the appointment of a specialist exhibition designer which is being pursued by the Bursar.

#### **EC/12-13/22 – Report on Director of Buildings' Area Activities**

The report dated 9<sup>th</sup> January 2013 was circulated previously. The Director of Buildings provided a number of updates to the report as follows:

The refurbishment of Unit 28 at the Trinity Technology and Enterprise Campus is due to finish by 15<sup>th</sup> February.

In relation to the construction of a Clinical Research Facility under agreement between College, St James's Hospital and the Wellcome Trust, the Director of Buildings advised the Committee that he has met with the Head of School of Medicine and the Chief Financial Officer with a view to determining how the shortfall in funding, related to the VAT charges and statutory contribution that will not be reimbursed by the Wellcome Foundation, will be met by the School. These discussions have not yet concluded. A proposal to meet the shortfall will be forthcoming from the School in due course.

The Director of Buildings brought the attention of the Committee to the work being carried out in conjunction with other Universities on a collaborative tender for the provision of insurance which it is hoped will result in a reduction in overall insurance premium costs.

The Committee accepted the Director's report.

#### **EC/12-13/23 – Refurbishment of Physiology Building**

A memorandum from Building Projects Officer Ms Deirdre O'Shea dated 8<sup>th</sup> January 2013 was circulated to the Committee for noting. The Director of Buildings advised that a Sub Group of Executive Officers Group approved the project in December 2012 and said that the project is in progress and is expected to be completed in April. The Committee noted the memorandum and in doing so approved the membership of the Steering Committee.

#### **EC/12-13/24 – Refurbishment of Biotechnology Building**

The Committee noted a memorandum from Building Projects Officer Mr Jimmy Doyle containing details of cost, timeline and proposed membership of a Steering Committee for the project. Drawings indicating the allocation of the space in the buildings were also circulated following a request at the last meeting of Estates Committee. It was noted that approval for the project was given by a Sub Group of Executive Officers in December 2012. The project is underway and on target for completion within budget; the projected finish date will be delayed by 2 weeks due to incomplete strip out works.

### **EC/12-13/25 – Property Report**

The Committee noted the Property Report dated 9<sup>th</sup> January 2013 circulated by the Director of Buildings, and in particular the position in relation to the acquisition of a property in Tallaght to house the Institute of Preventive Medicine, which is currently stalled. The Chief Financial Officer confirmed that this item will remain on the Finance Committee agenda as well.

The Director of Buildings apprised the Committee of the fact that a bid to acquire a property adjoining the Trinity Technology Enterprise Campus was unfortunately unsuccessful. He added that a proposal from The Lir seeking additional leased space at the TTE Campus is being progressed and it is likely that a 5 year licence to occupy the premises adjoining the Lir will be granted.

### **EC/12-13/26 – Campus Card Project**

The Committee noted a memorandum dated 9<sup>th</sup> January 2013 from Systems Manager, Mr Cathal O'Donnell, which outlined the current position. The project was approved by the Chief Operating Officer in November 2011 and follow up site visits by the Contractor were held in December 2012, with final anticipated costs being procured at that time. The 3 phases of the access control element of the project are expected to be completed by August 2013.

It was noted that new campus card will facilitate the exploitation of commercialisation possibilities and the development of other potential application in the future.

### **EC/12-13/27 – E3 Project, Engineering, Environment, Energy**

A memorandum from Building Projects Officer Ms Deirdre O'Shea dated 9<sup>th</sup> January 2013 was circulated to the Committee. The South East Corner Development for Engineering and Natural Science was initiated in 2009 and has since been paused pending the outcome of a strategic review by the Dean of Research which was subsequently accepted by Executive Officers Group and Council. The Dean of Research has now asked that preliminary steps be taken to resume the project and this will require the identification of a Project Sponsor, the appointment of a Steering Group and funding approval. The Director of Buildings advised that he and the Building Projects Officer had met with the Chief Operating Officer and the Dean of Research to discuss the resumption of the project and it is now agreed that a revised brief along with a business case will be brought forward, to be led by the Project Sponsor.

### **EC/12-13/28 – Report on Backlog Maintenance**

The Committee noted the memorandum from Mr Brendan Leahy, Buildings Officer dated 9<sup>th</sup> January 2013. The Director of Buildings indicated that a proposal will be brought to the Committee for the provision of funding for Backlog Maintenance in view of the cessation of funding from the HEA for these works.

### **EC/12-13/29 – Electrical Supply Contracts**

A memorandum outlining the costs of electricity supply to the College, from the Engineering Services Manager, was noted by the Committee.

### **EC/12-13/30 – National Energy Efficiency Action Plan**

The Director of Buildings briefed the Committee on the contents of a memorandum from Engineering Services Manager, Mr Kieron McGovern containing details of the second National Energy Efficiency Action Plan and the European Communities Energy End-use Efficiency and Energy Services Regulations 2009. It notes that the legislation expects all public bodies to adopt a plan that will reduce energy consumption progressively by 33% by 2020. It was noted that the Director of Buildings and Engineering Services Manager are working with the Bursar to draw up an action plan and this item will remain as a priority item on the agenda. The Director of Buildings will ensure that this item is added to the High Level Risk Register.

### **EC/12-13/31 – Renaming of the Geography Lecture Theatre**

A proposal from Professor Peter Coxon from the Geography Department that was supported by the Head of School of Natural Sciences and the Dean of the Faculty of Engineering, Maths and Science, to rename the Geography Lecture Theatre to honour Professor Joseph (Joe) Haughton, was approved by the Committee. The Theatre will be named the Haughton Lecture Theatre.

## **Section C**

### **EC/12-13/32 – Grounds and Gardens Advisory Committee**

The minutes of the Grounds and Gardens Advisory Committee meeting held on 19<sup>th</sup> December 2012 were noted by the Committee.

In relation to the funding for the next phase of the Cobble Reduction Programme, the Chief Financial Officer sought clarification as to the source of the funding. The Director of Building advised that the Disability Service has allocated funding to this project and awaits approval. The Chief Financial Officer said that under the START programme there is a plan to centralise “unspent balances”, with special regard to be given to the allocation of these funds where legal implications are evident. The Deputy Director of Buildings advised that details of commitments are being consolidated for allocation, together with confirmation that these works are necessary to comply with Disability legislation.

### **Date of Next Meeting**

The next meeting will be held at 2.30pm on 11<sup>th</sup> March 2013 in the Boardroom in the Trinity Long Room Hub.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_