



Minutes of the Estates Committee meeting held on 11th November 2013 in the Boardroom, House 1.

Present Professor Cliona O’Farrelly (in the Chair)
Mr Ian Mathews, Chief Financial Officer
Dr Amanda Piesse, Dean of Students
Dr Gerry Lacey, Bursar
Ms Darina Kneafsey, Chief Operating Officer
Dr Nicola Marples, Head of Zoology
Mr Tom Lenihan, President Students’ Union
Mr Ryan Kenny, President Graduate Students’ Union
Mr Paul Mangan, Director of Buildings (Secretary)

Apologies Professor Linda Hogan, Vice Provost/Chief Academic Officer

In attendance

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

Section A

EC/12–13/45 Minutes

The minutes of the meeting of the Estates Committee meeting held on 13th May 2013 were approved by the Committee and signed by the Chair subject to the addition of the following sentence under EC/12–13/36: The Dean of Students requested to be updated regularly on progress. Also, under EC/12–13/38 the words “as requested by the Dean of Students” will be removed.

Matters Arising

A number of matters arising from the minutes were discussed and are recorded below:

EC/12–13/46 Estates Committee Terms of Reference

At the request of the Chair this item was taken under Matters Arising. It was noted that as part of the START process a review of the role of College’s Principal Committees is being undertaken and a document written by a sub group on Governance was submitted to Board on earlier this year. The Bursar advised that conversations on this issue are ongoing. The proposal for the Management of Capital Projects (item A.3. on the Agenda) has implications for the practices of the Estates Committee and the Chief Operating Officer undertook to circulate the final, Board approved version of the document for review prior to the next meeting. There have been a number of suggestions about changes to the reporting of

Estates and its actual role. Among the items raised were the relationship between the Finance and Estates Committees; the need for clarity on the role of the Estates Committee; and the need to look at infrastructural issues other than through an exclusively financial lens. The Chair asked that the opportunity to redefine the Terms of Reference of the Committee should be considered before the end of Michaelmas term (13th December 2013).

EC/12–13/47 Proposals for the Management of Capital Projects

The document Trinity Capital Project Governance and Processes submitted to Board on 22nd May 2013 and the related Board minute was circulated to the Committee by the Director of Buildings. Further to minute EC/12–13/46 it was agreed that this document has implications with regard to the role of Estates Committee, however it was noted that this proposal was approved by Board at its meetings on 19th May and 26th June 2013. The final version of the document will be circulated to members. In considering the role of the Estates Committee going forward it was noted that reconciliation between its Terms of Reference and the Capital Projects Governance document will be required.

The Director of Buildings drew the Committee's attention to the proposed 2% levy that will be incorporated in to projects budgets and will be used for the running of the Programme Management Office. The Chief Financial Officer clarified that the figure of 2% is not all encompassing and will vary depending on the scale of the project. Using the BSCSB project as an example, he suggested that a 2% levy, amounting to up to €1.7m would be too high.

The Development Plan devised by the Director of Buildings and approved by the Estates Committee will be circulated to the Committee. The issue of oversight of the Development Plan will be considered in relation to redefined Terms of Reference. In answer to a query the Director of Buildings advised the Committee that the Development Plan is a physical representation of the proposals of the Strategic Plan, however, with the passage of time some considerable changes have emerged, such as the development of the Luce Hall site in a stand-alone project being a new addition to the capital programme, introduced after the Development Plan was printed.

The Committee was pleased to note that the requirement for a Project Sponsor to be a member of the Executive Officers Group is no longer a stipulation of the Capital Projects Management process. This was an amendment following the initial presentation of the document to Board in May and will be evident in the final version which will be circulated. The Director of Building, in answer to a query, stated that student representation in projects delivery could be in the form of membership of the Stakeholders Committee.

EC/12–13/48 Proposed Renaming of the Biotechnology Building

A proposal to rename the Biotechnology Building was put forward by the Bursar who explained the rationale for the proposal to name the Building the Watts Building. In response to a query from the Chair the Director of Buildings advised that, in the absence of a Naming Policy for buildings and rooms/lecture theatres, the custom and practice has been that approval be sought from Estates Committee.

It was noted that the Biotechnology Project Steering Committee and Executive Officers Group have approved the proposed new name, and Fellows Committee have been informed and have no objections.

The subject of the requirement for a Naming Policy will be addressed by the Director of Buildings who undertook to liaise with the College Secretary, the Foundation and the Fellows on this matter. The proposal to name the building the Watts Buildings was approved by the Committee, bearing in mind that the process was well underway, no objections were forthcoming and the family of the late Provost Watts are happy for the honour to be bestowed.

EC/12-13/49 Proposal to Name a Room in Biotechnology Building

It was agreed that since this is a new request, consideration of this proposal to name a room in the Biotechnology Building will be deferred until the Naming Policy is approved.

Section B

EC/12-13/50 Business School, Central Services Building (BSCSB)

A progress report from the Director of Buildings dated 6th November 2013 was circulated to the Committee. The report includes information on the brief, business case, design team and programme. In response to a query related to the Development Plan the Bursar clarified that the BSCSB site was part of a wraparound project for the area but is now a stand-alone project. The Committee noted that the new Project Steering Committee has now been established. The Bursar, being the Project Sponsor, informed the Committee that Mr Paul Dreschler, CEO of Wates Construction, a member of the Business School Advisory Board, has agreed to serve as Chair of the Steering Committee.

With regard to the Simon Perry Building the Director of Buildings said that construction will be carried out up to the boundary of the building and, upon completion of the main project, the Perry Building will be incorporated into the final design and layout of the proposed E3 Project and relocated to new accommodation.

EC/12-13/51 Insurance Renewal 2013-2014

A memorandum dated 5th November 2013 from Ms Patricia Gray, Administrative Officer containing information about the renewal process and outcomes was circulated to the Committee for noting. As a matter of clarification the Director of Buildings told the Committee that the excess amounts are set at a particular level in order to keep premium costs down. The Committee noted that the overall increase of €91,384.35 can be attributed to the increase in the valuation of items to be insured. The Committee noted the paper.

EC/12-13/52 Report on Capital Projects

The Director of Buildings circulated a report of capital projects outlining updates on the following projects:

- Biotechnology Building – at project close out and review stage.
- Physiology Building – at project close out and review, final account stage.
- Backlog Maintenance – at detailed planning/execution stage.
- Houses 38/40 – at implementation Stage.
- Outdoor Sports – at detailed design. Rugby Pitch completed. Santry at detailed planning stage.
- IPH Tallaght at initial planning stage.

The Director of Buildings brought the attention of the Committee to the IPH project reminding members that Board has previously approved a proposal whereby the College will buy and fit out the upper 3 floors of a building as part of a joint enterprise with a developer, and a Memorandum of Understanding has been executed between the parties.

Recently the developer has been restructured and it is proposed that its role in the project be executed by a new firm, Talacare, which comprises one of the three parties that made up Talacare. The project is dependent on the sale of the property to Talacare by a NAMA appointed receiver. This process has been extremely slow but, recently, Talacare have been confirmed as preferred bidder on the project. The proposal will be resubmitted to Board for further approval.

EC/12–13/53 Additional Student Residences

An update on the current position was circulated by the Director of Buildings in his memorandum dated 7th November 2013. In answer to a query he advised that an earlier proposal had been rejected by Executive Officers Group in June 2013 and so the requirement to provide up to 3,500 additional bed spaces remains. The Director of Buildings, Director of Accommodation and Catering and the Bursar have been working together on putting forward a proposal which it is hoped will be circulated for before the end of Michaelmas term. It was noted that feasibility studies are scheduled to be carried out at Oisín House and Trinity Technology and Enterprise Campus. In responding to the Student Union President the Director of Buildings said that there will be appropriate consultation with the Students Union once a potential scheme has been identified for development.

Section C

EC/12–13/54 Refurbishment of Physiology Building – minutes of meeting held on 7th July 2013 were noted by the Committee.

EC/12–13/55 Refurbishment of Biotechnology Building – minutes of meetings held on 10th June and 9th July 2013 were noted by the Committee.

EC/12-13/56 **Institute of Population Health (IPH) Project Planning Group meeting** – minutes dated 12th July, 15th August, 26th September and 22nd October 2013 were noted by the Committee.

EC/12-13/57 **Space Allocation Sub Committee** – minutes of meetings held on 19th June, 11th July, 3rd September and 8th October 2013 were noted by the Committee.

EC/12-13/58 **Outdoor Sports Governance Group Meeting** – attached minutes of meetings held on 9th July, 27th August and 24th September 2013 were noted by the Committee.

EC/12-13/59 **Steering Committee for Refurbishment of New Square Houses 38 & 40** – see attached minutes of meetings held on 6th June, 11th July, 21st August, 18th September and 16th October 2013 were noted by the Committee.

EC/12-13/60 **Universal Access Reports** – the Committee noted reports dated November 2013 on universal access for Fitzgerald Building, Fellows Square, Moyne Institute and Samuel Beckett Theatre.

Date of Next Meeting

The next meeting will be held at 2.30pm on Friday 13th December in the Boardroom, House 1.

Signed: _____

Date: _____