



**Minutes of the Estates Committee meeting held on 13<sup>th</sup> May 2013 in the Trinity Long Room Hub.**

**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 Christine Casey, Associate Professor in Architectural History  
Mr Rory Dunne, President 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  
Professor Brian Singleton, Head of School of Drama, Film and Music  
Ms Martin McAndrew, President Graduate Students' Union

**In attendance**

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

\*Present for items EC/12-13/38 to EC/12-13/44 inclusive.

**Section A**

**EC/12-13/33 Minutes**

The minutes of the meeting of the Estates Committee meeting held on 12<sup>th</sup> February 2013 were approved by the Committee and signed by the Chair.

**Matters Arising**

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

**EC/12-13/34 Campus Card Project**

The Director of Buildings reported that 71 out of 102 doors have been completed and it is anticipated that the remaining 31 will be finished within the next 2 to 3 weeks. The new card printer has been delivered and it is expected that card production will commence on 25<sup>th</sup> July.

**EC/12-13/35 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 underway.

The asbestos surveys have been completed and arrangements to relocate temporarily the remaining occupants, the resident Fellows Emeriti, are in hand, in order to allow for the works to commence. The expected completion date for this project is May 2014. The Committee noted the position.

**EC/12-13/36 Additional Student Residences**

The Director of Buildings advised the Committee of a specific proposal to develop one of the sites offered under the tender process that would offer a very favourable option for development of additional residences. The Bursar has circulated the proposal to Executive Officers Group and subject to the resolution of a number of technicalities that require attention it was agreed in principle that the proposed agreement is viable. It was further noted that the Director of Accommodation and Catering is happy with this advance in the search for a suitable site for accommodation for students. Subject to the approval of the business case by Executive Officers, a Steering Committee will be established which will involve all relevant stakeholders including student representation and at that point (possibly September 2013) the detailed development of the proposals in line with the College's Performance Specification will begin. The Committee noted the position. The Dean of Students requested to be updated regularly on progress. The Committee noted also advice from the Bursar of the Provost's wish to examine options to increase the level of residential accommodation on the main campus.

**EC/12-13/37 National Energy Efficiency Action Plan (NEEAP)**

The Committee noted that a Steering Committee chaired by the Bursar will be established to assist in the progression of the College's work to comply with the NEEAP to reduce energy consumption by 33% by 2020. The Director of Buildings stated that compliance with the NEEAP will ultimately reduce the College's energy costs by one third which will be welcomed, however, it was noted that this is a high level risk and as such it has been added to the Risk Register and will remain a priority item on the agenda. The Engineering Services Manager is working with the Sustainability Energy Authority of Ireland on the measurement criteria and will be bringing forward proposals for the necessary actions in due course.

**EC/12-13/38 External Signage**

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The revised document was circulated to the Committee for final approval, following the addition of a note on regulations for posters and notices set out in Section H of the Calendar as requested by the Dean of Students. Further to discussion it was agreed that reference to the Board approved Commercialisation Policy should be incorporated with the Signage Policy. Under the heading Commercial Advertising on Campus the words "large scale or third party" will be inserted at the beginning of the first bullet point.

The Bursar raised a concern at possible conflict between this policy and the proposed role of the Commercial Director Manager whose remit was described in the Commercialisation Report to Board as including taking executive decisions covering commercial signage on campus.

During a discussion it was suggested that the proposed policy could set a background against which signage would be assessed and that the Estates Committee would act in a supervisory capacity. There will be provision for complaints relating to signage to be brought to the Estates Committee and the policy will be amended to include this. Where appropriate, such complaints will be brought to the attention of the Commercial Director.

Separate Item

Terms of Reference of the Estates Committee (Minute EC/12-13/19 of 12<sup>th</sup> February refers). The Chair agreed that this will be included in the agenda for the next meeting.

## **Section B**

### **EC/12-13/39 Capital Projects Report – Issue 15**

The Director of Buildings circulated issue 15 of the Capital Projects Report and proceeded to highlight key items for the Committee as follows:

In relation to the available €4.7m of funding from the HSE and Department of Health and Children, it was noted that the College will reopen discussions with the Department of Health once a suitable location for space for the School of Nursing and Midwifery is identified.

As previously advised, there was a requirement from the HEA to set aside some 3,000sqm for Industry Academic collaboration in the TBSI development and the Director of Buildings reported that the space is still vacant, despite the attempts of the Trinity Research and Innovation Office to secure a tenant. The previous Dean of Research (and Bursar) had secured some relaxation on the conditions of use of the space but it remains vacant with a significant loss of projected income, while incurring space management costs. The Bursar and the Space Allocation Sub Committee are seeking proposals/options for the potential use of the space, in particular in line with the Enterprise agenda.

Updating the Committee on the Clinical Research Facility the Director of Buildings said that an acceptable proposal from the Head of School of Medicine to meet the shortfall in funding (related to VAT and other costs not covered by the Wellcome Trust funding) for the project is awaited by the Chief Financial Officer.

The Committee noted that the Certificate of Practical Completion for the Physiology Building will be issued today (13<sup>th</sup> May) and the ISE/Loyola contingent will move in shortly. The Committee noted that the refurbishment of the Biotechnology Building is nearing completion and the Academic Registry will move in during June.

### **EC/12-13/40 Luce Hall Development**

The Director of Buildings tabled a separate paper on the Luce Hall Site Development in order to fully apprise the Committee of the current status. A project has been initiated to provide accommodation for the School of Business, Corporate Services, Trinity Research and Innovation Hub and associated facilities on the Luce Hall site and adjacent areas. The

Director of Buildings said that the project will be fast-tracked to ensure the earliest possible completion, noting that planning permission for the demolition of the building may be required as it is part of the curtilage of a wider protected area. It is anticipated that it will be completed in early 2017. A Governance Committee has been established, chaired by the Provost, to oversee the first stage of the project. It was noted that a Prior Information Notice has been published in the Official Journal of the European Union and the Tender Notice for the Design Team will be published this week (w/c 13<sup>th</sup> May). The Design Team is expected to be in place by the end of the summer. The Committee noted the position.

#### **EC/12-13/41 Intersociety Insurance Management Group – Report**

As previously advised to the Committee, an Intersociety Insurance Management Group, representing the six institutions that selected Willis for the provision of brokerage services, was set up to ensure that all opportunities for collaborative working are identified and to ensure that an effective insurance programme is in place across the six institutions. Tenders were obtained for a comprehensive range of insurance policies for the six institutions. These produced significant overall savings for the combined group. The initiative and the outcome has been commended by the IUA Secretaries Group.

The Director of Buildings advised that the savings to TCD were modest compared to those Achieved in some universities demonstrating that TCD, through its policy of annual competitive tendering for its insurance programme, was achieving best value year on year.

He reminded the Committee of the significant savings of over €650k that were achieved in 2007/8 when the College entered into a 3 year long term agreement for the property and liability policies.

He advised that, by agreement, an intra university adjustment was being made to ensure that no university would be required to pay a higher premium as a result of this initiative.

The Chief Financial Officer endorsed the Directors comments and pointed out that the adjustment was not necessarily a precedent. He referred also to preliminary discussions he and the Director had regarding the concept of establishing a mutual insurance environment for the sector. This concept will be advanced as the principle of insurance co-operation develops.

### **Section C**

**EC/12-13/42 Refurbishment of Physiology Building** – Draft Steering Group Minutes dated 14<sup>th</sup> February 2013, 22<sup>nd</sup> March 2013 and 23<sup>rd</sup> April 2013 were noted by the Committee.

**EC/12-13/43 Refurbishment of Biotechnology Building** – Steering Group Minutes dated 12<sup>th</sup> February 2013 and 6<sup>th</sup> March 2013 were noted by the Committee.

**EC/12-13/4 4 Quality Review Implementation Plan for Director of Buildings Area** – noted by

the Committee.

**Date of Next Meeting**

To be advised.

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

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