

Meeting of the Property Committee
4pm on Wednesday, 24 April 2013
In Room 1B33, Technopark, London Road, London SE1

Agenda

<i>No.</i>	<i>Item</i>	<i>Paper No.</i>	<i>Presenter</i>
1.	Welcome and apologies		Chair
2.	Declarations of Interest		Chair
3.	Minutes of the previous meeting (for publication)	PC.05(13)	Chair
4.	Matters arising <ul style="list-style-type: none">• Hugh Astor Court		Chair
5.	Update on Student Centre (to note)	PC.06(13)	DEF
6.	Report on impact of Student Centre for students (to note)	PC.07(13)*	SU President
7.	Update on terraces renovation (to note)	PC.08(13)	DEF
8.	Update on Perry Library new entrance (to note)	PC.09(13)	DEF
9.	Update on Keyworth Street (to note)	PC.10(13)	DEF
10.	General Estates Matters (to note)	PC.11(13)	DEF
11.	Any other business		Chair
12.	Date of next meeting – Wednesday 18 September 2013 at 4pm		Chair

* Late paper

Members: Ken Dytor (Chair), David Longbottom (Chairman of the Board), Martin Earwicker (Vice Chancellor), Anisa Ali, Sarah Mullally, Andrew Owen and Shushma Patel.

With: PVC (Academic), Executive Director of Finance, University Secretary, Interim Director of Estates & Facilities and Governance Officer.

London South Bank University

	PAPER NO: PC.05(13)	
Board/Committee:	Property Committee	
Date:	24 th April 2013	
Paper title:	Property Committee minutes – 30 January 2013	
Author:	James Stevenson, University Secretary and Clerk to the Board of Governors	
Board sponsor:	Ken Dytor, Chairman of the Property Committee	
Recommendation:	That the committee approves the minutes of its meeting of 30 January 2013	
Aspect of the Corporate Plan to which this will help deliver?	N/A	
Matter previously considered by:	N/A	N/A
Further approval required?	Published on the university's website	On:
Communications – who should be made aware of the decision?		

Executive Summary

The Committee is asked to approve the minutes of its meetings of 30 January 2013 and the suggested redactions (in grey) for publication on LSBU's website.

Minutes of a Meeting of the Property Committee
held at 4pm on 30 January 2013
in Room 1B33, Technopark, London Road, London SE1

Present

Ken Dytor	Chairman
David Longbottom	Chairman of the Board
Prof Martin Earwicker	Vice Chancellor and Chief Executive
Andrew Owen	

In attendance

Dr Phil Cardew	Pro Vice Chancellor (Academic) (<i>for minutes 9 - 15</i>)
Beverley Jullien	Pro Vice Chancellor (External)
Ian Mehrtens	Interim Director of Estates and Facilities
James Stevenson	University Secretary and Clerk to the Board of Governors
Michael Broadway	Governance Officer

Welcome and Apologies

1. Apologies had been received from Anisa Ali, Sarah Mullally and Richard Flatman.
2. The committee welcomed Ian Mehrtens, the Interim Director of Estates and Facilities to his first meeting of the committee.

Conflicts of Interest

3. No interests were declared on any items on the agenda.

Minutes of the meeting of 24 April 2012

4. The committee approved the minutes from the meeting held on 10 October 2012 (paper **PC.01(13)**) and the proposed redactions for publication.

Matters Arising

5. The committee noted that the Vice Chancellor had had initial conversations with the Chief Executive of the Peabody Trust about the University purchasing Hugh Astor Court and that they would be meeting again shortly. The committee requested a report back from the Vice Chancellor on these discussions because of the implications for the development of the campus.

6. The committee noted that the Chairman had received a report from Stanhope who had done a survey on the potential of the estate. The committee requested the Director of Estates and Facilities to review the report.

Update of Student Centre

7. The committee noted an update on the Student Centre project (paper **PC.02(13)**). It was noted that the building had opened on 26 November 2012 as planned and was very well used by students. Feedback from students on the new centre would be captured by the National Student Survey which was currently taking place. The committee requested a report from the Students' Union President on the impact of the Student Centre from a student perspective.
8. The committee noted that the project had been delivered on budget and that due to the delay of the project the University was claiming £245,000 in liquidated damages from Mansell. A few items had been removed from the original contract and were being completed separately.

Dr Phil Cardew entered the meeting

Terraces renovation project

9. The committee noted an update on the terraces renovation project (paper **PC.03(13)**). It was noted that an extension of 2.5 weeks had been awarded to the contractor giving a revised completion date of 29 May 2013. An 'into service' programme was being developed with the target to get the building operational for the beginning of the new academic year. The committee noted that the project was very time critical and requested a full report on progress and remedial work undertaken to improve the date of completion before the next committee meeting.
10. It was noted that the performance bond would be signed in the next week.

General Estates Matters

11. The committee noted an update on general estates matters (paper **PC.04(13)**) and future developments of the estate.
12. It was noted that plans to pedestrianise Keyworth Street had been submitted to the London Borough of Southwark for decision.
13. It was noted that the proposal on the sports hall would be submitted to the Executive in February for approval. This would provide discreet entrances for the Business Faculty and the sport centre to the London Road building.

14. The committee noted the proposal to upgrade the Perry Library entrance. Proposed plans were circulated to the committee. It was noted that planning permission had been applied for but that the project had not yet received approval. It was recognised that the project needed approval in March for the work to be carried out in the summer holidays to minimise disruption to students. The committee requested the full business case to be reviewed by the Policy and Resources Committee before final approval by the Board in March 2013.
15. The committee noted that following the change in the Chinese government, Hanban were not currently willing to invest in any model Confucius Institutes and the proposed conversion of the old library on Borough Road to house the Confucius Institute was unlikely to go ahead.

Dr Phil Cardew left the meeting

Any other business

16. The committee noted that service level agreements were being put in place for Estates and Facilities.

Date of next meeting

17. The committee noted that the next meeting would be held on Wednesday 24 April 2013.

There being no further business, the Chairman closed the meeting.

Confirmed as a true record:

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Chairman

London South Bank University

	PAPER NO: PC.06(13)	
Board/Committee:	Property Committee	
Date:	24 th April 2013	
Paper title:	Update on Student Centre	
Author:	Ian Mehrtens, Interim Director of Estates and Facilities	
Executive sponsor:	Phil Cardew, PVC (academic)	
Recommendation by the Executive:	To note the contents of this paper	
Aspect of the Corporate Plan to which this will help deliver?	Delivery of the board approved (July 2010) 25 year vision for the estate.	
Matter previously considered by:	Property Committee/Board of Governors	On: Various meetings
Further approval required?	N/A..... Committee/Board	On: N/A
Communications – who should be made aware of the decision?	N/A	

Executive Summary

The report is provided to keep the Committee updated on the progress of this capital project which has developed a new Student centre facility on the Borough Road boundary of the estate.

Update on Student Centre

1. Following Practical Completion and successful occupation, three discrete elements of work remained to be completed which were taken out of LSBU's contractor Mansell's control. These ensured completion of the main project to meet the November 2012 timeline and did not affect the opening of the building.
2. Installation of tree planters and trees to Kell Street; these works were completed in early February 2013.
3. The removal of the former pavement crossover to Borough Road; these works were completed in early February 2013.
4. The renewal of the gas meter in the Borough Road boiler room; an acceptable and complete quotation was finally received from the University's gas shipper's specialist in the last week of March 2013. An order has been placed and the work is being scheduled during May and June allowing for meter train manufacture lead in time and minimises disruption to supply. Following this work the small area of public realm works to the front of the Student Centre can be completed.
5. In accordance with the terms of the contract that the Completion Date for the Works is either amended or confirmed within a given period, the University's Employers Agent Gardiner & Theobald have undertaken the review with consultation with the university's lawyers Muckle LLP. They have subsequently written to Mansell confirming that the Completion Dates for the Contract remain as 30th July 2012 for the section one, the Student Centre and 18th October 2012 for section two, the first floor café area. This means that no extension of time has been awarded.
6. Damages have been taken as before advised. Total damages amount to £245,000.
7. Mansell are still providing further information on the measured account to the quantity surveyor, but it is still anticipated that the project will be delivered within the approved budget.
8. Following relocation of the Students' Union into the new Student Centre, the demolition of the former Temporary Students' Union Building in Rotary Street which had a limited planning consent, was successfully demolished by the end of January 2013 by the University's contractor 777Demolition. This site is now clear and safely hoarded.

London South Bank University

	PAPER NO: PC.08(13)	
Board/Committee:	Property Committee	
Date:	24 th April 2013	
Paper title:	Update on Terraces Renovation	
Author:	Ian Mehrtens, Interim Director of Estates and Facilities	
Executive sponsor:	Bev Jullien, PVC (external)	
Recommendation by the Executive:	To note the contents of this paper	
Aspect of the Corporate Plan to which this will help deliver?	Delivery of the board approved (July 2010) 25 year vision for the estate.	
Matter previously considered by:	Property Committee/Board of Governors	On: Various meetings
Further approval required?		
Communications – who should be made aware of the decision?		

Executive Summary.

The report is to keep the Committee updated on the progress of this capital project to develop a new Enterprise Centre facility with the conversion of the Georgian terraces along London road and Borough road and the public house on St George's Circus.

Update on Terraces Renovation

1. LSBU's main contractor for this project Neilcott, continue to record a ten week programme delay to their overall works as previously reported. The critical programme delay is in connection with the London Road properties and reflects discoveries and unforeseen structure with subsequent works to the Bressumer beams and creation of a new ring beam.
2. Other areas of work namely, the former pub, Borough Road properties and new build all still have concurrent lesser delays.
3. The University's Contract Administrator Gardiner & Theobald have awarded Neilcott a two and a half week extension of time to date. This revises the Completion Date from 13th May 2013 to 30th May 2013.
4. Neilcott are currently reporting that they will achieve Practical Completion by mid July 2013 and are confident of this date. This allows the University to meet its target of having the development in use the beginning of September 2013.
5. Neilcott had developed a programme to mitigate overall programme loss, detailing how the overall delay can be mitigated by two weeks. However to date Neilcott have been unable to recover any of these two weeks, primarily due to weather temperatures slowing progress with new build roofing and cladding and brickwork repointing to existing facades.
6. Since the last report the Performance Bond has been finalised, executed and is in place.
7. Neilcott have confirmed they have successfully exited from their parent company The Walls Group based in Ireland. The transaction was concluded in early February 2013, whereby the Walls Group principal shareholding in Neilcott was transferred to a very large, private family investment trust. Neilcott have confirmed that change in share ownership will have no effect upon the management of the Neilcott business.
8. It provides the business with a debt free balance sheet of approximately £2.25m, retains substantial cash balances within the business and allows the ability to offer parent company guarantees from the new holding company in the normal fashion. This also explains the delay in obtaining the performance bond.
9. An "into service" programme has been developed for the University's direct order works post practical completion. Orders are placed for ICT connections and AV installations and furniture proposals are currently being finalised, all to programme.

10. It is still anticipated that the project will be delivered within the approved budget. The client contingency currently still remains untouched.
11. The Project Sponsor and Director of Enterprise have requested some post contract changes to five discrete areas of the building from the approved and consented design. Layouts and budget costing have been prepared and submitted to the Executive for consideration. If approved it is anticipated that these works could be undertaken during the into service programme period prior to opening of the building.
12. The Project Sponsor and the Director of Enterprise have also requested the ability to extend the Enterprise Centre courtyard area to encompass the site of the former Temporary Students' Union Building (now demolished and cleared) on Rotary Street adjacent. A layout and budget costing have been prepared and submitted to the Executive for consideration. Ability to deliver these works would be subject to gaining necessary planning and conservation area consents.

London South Bank University

	PAPER NO: PC.09(13)	
Board/Committee:	Property Committee	
Date:	24 th April 2013	
Paper title:	Update on Perry Library New Entrance	
Author:	Ian Mehrtens, Interim Director of Estates and Facilities	
Executive sponsor:	Phil Cardew, PVC (academic)	
Recommendation by the Executive:	To note the contents of this paper	
Aspect of the Corporate Plan to which this will help deliver?		
Matter previously considered by:	Property Committee/Board of Governors	On: Various meetings
Further approval required?	N/A..... Committee/Board	On: N/A
Communications – who should be made aware of the decision?	N/A	

Executive Summary

The committee is requested to note the update on the Perry Library new entrance scheme which was approved by the Board of Governors on 21st March 2013.

Perry Library New Entrance Executive Summary

1. The Board approved a scheme for the new entrance to the Perry Library with a budget set at £1.9m inclusive with a completion date of September 2013 for the new academic year.
2. The scheme comprises improvements to the existing reception area to the East wing, a new Quiet Study space formed in West wing, and a new covered and prominent entrance into the Library direct off Southwark Bridge Road.
3. Following discussion at the Policy and Resources Committee during the approvals process, the project team were asked to consider proposals to upgrade the hard and soft landscaping and lighting within the external courtyard area. This is being developed will form part of the overall scheme.
4. The application for Full Planning Permission has been made to Southwark Council and the consultation period is from 17th March to 6th April 2013. A decision is expected towards the end of April.
5. The Stage D report was agreed and acceptance of outline sketch design was signed off by the internal stakeholder, the Library on 20th March.
6. In order to maintain a tight programme, a two stage tender procurement has been adopted; the first stage tenders have been received and are currently under review with the tender report pending. Early indications are that the scheme is within budget..
7. This first stage tender pricing element was based on not only profit and overheads and preliminaries, but has also allowed for the pricing of specified architectural and mechanical and electrical elements, with the inclusion of some measured items as well.
8. Work will commence on site once planning permission is received and as soon as the University examination period has ended.

Keyworth Street scheme

Brief for feasibility design work

December 2012

www.southwark.gov.uk

Introduction

The regeneration of the Elephant & Castle has long been one of Southwark Council's main corporate objectives through which it seeks to work with its partners, including the London South Bank University (LSBU), to deliver their objectives. In 2012 the council adopted the Elephant & Castle SPD document which acts to provide a robust planning framework through which to deliver regeneration.

This document superseded the previously adopted Framework for Development document and E&C Enterprise Quarter SPD (2008).

The 2012 adopted SPD outlines the 'Enterprise Quarter' as a specific character area with a concentration of education and employment uses predominantly the LSBU who is the most significant owner and occupier of land. Paragraph 5.8.3 states that the public realm within this area particularly within the university campus is particularly poor.

This project seeks to identify the feasibility of significantly improving the streetscape of the main arterial route through the LSBU campus, Keyworth Street, to transform the area, the community's perception of the area and also the student experience.

Background

LSBU is the most significant owner and occupier of land and buildings and the Keyworth Street/Borough Road area has something of the activity of an urban university campus. However it lacks the quality of environment that would usually be associated with a university quarter.

The LSBU is undergoing significant growth in student numbers (forecast between 2004 and 2020) with additional floorspace being built to accommodate them LSBU's new Student Centre opened in November 2012 and its Enterprise Centre is on site for completion in summer 2013.

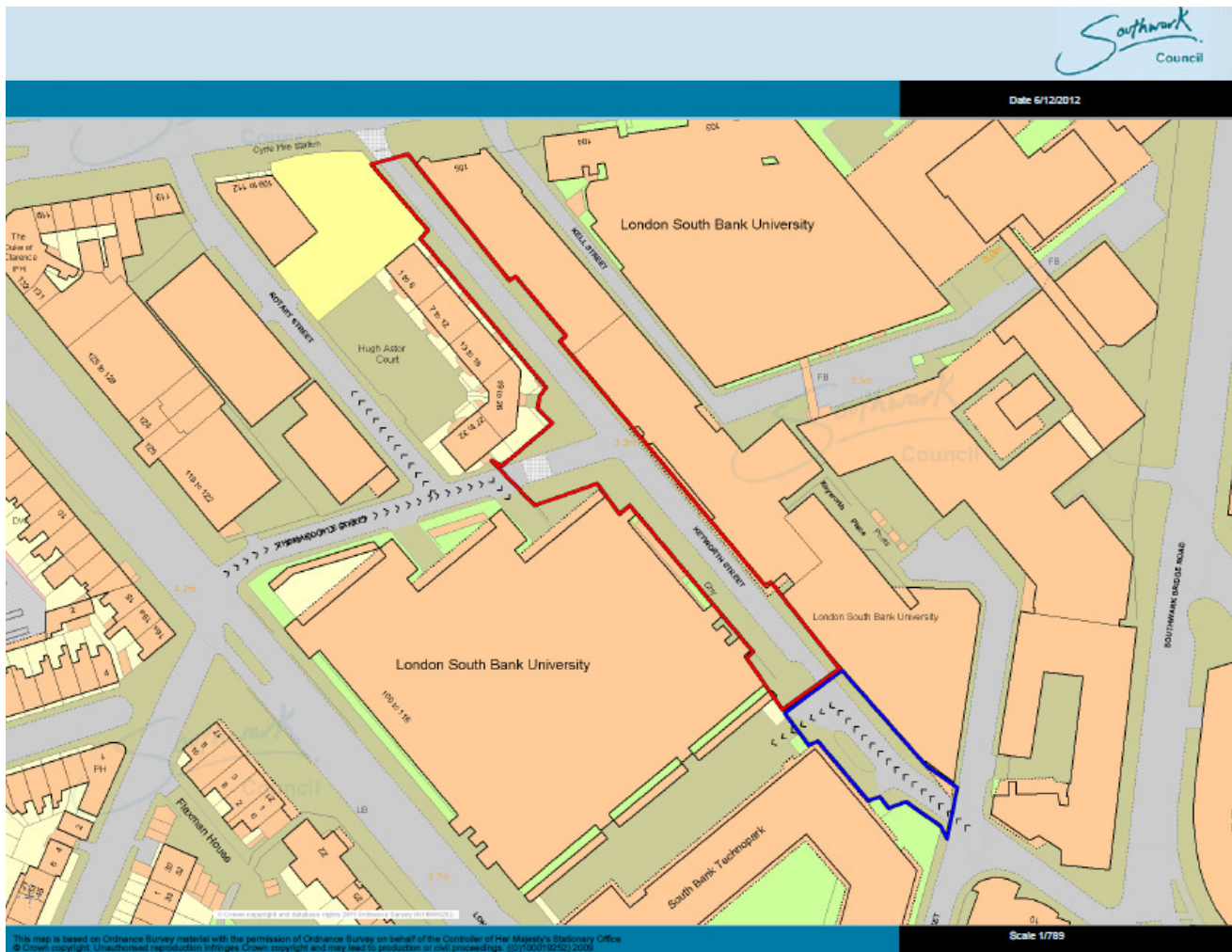
Keyworth Street has very low vehicle numbers but high numbers of pedestrians, mostly accessing the university buildings on either side of the street. The space currently allocated to pedestrians is low when compared with the number of people on foot. There are a few on street parking spaces, as well as a designated car club bay.

Keyworth Street feasibility design brief

The north end of Keyworth Street is currently only accessible by emergency vehicles via the fixed gate with a gap for cyclists. There are two TfL cycle hire docking stations nearby in Borough Road. There is a further cycle hire docking station in Ontario Street by the junction with the London Road. The southern section of Ontario St contains part of a TfL cycle superhighway.

Scheme boundary

The area identified runs along the length of Keyworth St between Ontario Street and Borough Road. The extent of the scheme area is outlined below. Please note that access needs to be maintained to the LSBU car park as indicated from the blue area of the plan. The area to be fully pedestrianised is marked in red and access to the LSBU basement car park needs to be maintained from Thomas Doyle Street which is also indicated on the plan.



Keyworth Street feasibility design brief



Keyworth St looking north



Keyworth St looking south

Scheme objectives

The anticipated outcomes of the scheme are as follows (taken from SPD)

- To create a new high quality public space to be predominantly used by LSBU students as a congregation and meeting space between the three main university buildings Keyworth Centre, K2 and London Road building
- To remove vehicular traffic other than emergency access so that the street becomes pedestrianised shared space with cycle access
- Allow limited access for emergency and service vehicles as necessary but minimise impact of vehicles on the pedestrian environment and overall character of area.
- Elimination of on street parking (approx 9 spaces including disabled parking and a car club bay)
- Improved accessibility to and through the area for pedestrians and cyclists, particularly for those accessing the university buildings
- Maintain cycle access, enhance quality with shared use of space and provide cycle parking facilities (some existing – are more required?).
- Define a new square at the junction with Thomas Doyle Street, which represents the intersection between the main north-south and east-west pedestrian routes through the site. The design of this space should relate to any potential redevelopment or reconfiguration of Hugh Astor Court.
- Improve pedestrian access into the London Road building from Keyworth Street. ?
- Improve perceived and actual personal security through improvement of informal surveillance and better boundary treatments

Keyworth Street feasibility design brief

- Improve lighting

Project deliverables

The overall aim of this project is to transform the existing Keyworth St into a pedestrian priority area and public space with through cycle access.

The feasibility design should accommodate this and provide indicative costing for the implementation of this scheme. It should include topographical surveys, survey of utilities to identify whether additional street planting is feasible, safety reviews and recommended material palette in order to deliver the high quality space aspired to. This initial feasibility design will be used to help the university secure further funding for the subsequent detailed design and implementation of the scheme.

Please provide assurance that relevant Council departments are in agreement for a fully pedestrianised area.

In your response to this brief please provide details of planned deliverables and indicative costs

References

The following documents should be considered when developing the feasibility design:

- Elephant & Castle Supplementary Planning Document (SPD) and Opportunity Area Planning Framework (OAPF) 2012
- LBS Transport Plan (2011)
- LBS Streetscape Design Manual (2011)

Design criteria

Feasibility designs must meet the following requirements:

- 1 The design must conform to Southwark Council's engineering design standards contained within Southwark's Streetscape Design Manual.
- 2 The design must enhance the appearance and character of the area in keeping with local styles and materials, and (where appropriate) within conservation area regulations as set out in the Southwark Plan.
- 3 The design must use high quality materials that require little maintenance and would be acceptable for adoption by the council's road management and parking department.
- 4 The designs must consider the Mayor of London's aspiration for 'Better Streets' as identified in the Mayor's Transport Strategy.
- 5 The design must maximise sustainability, with procurement of "local" materials, recycling or

Keyworth Street feasibility design brief

retention of existing materials (such as concrete sub-base), and where possible use of environmental design such as SUDS.

- 6 Street trees and planting must be incorporated into the street space



Illustrative sketch of Keyworth Street public space (taken from E&C Enterprise SPD 08)

Timescales

A response to this brief (fee proposal) should be submitted to the client no later than **5:00pm on 14 December 2012**. This should be an overall cost broken down into survey costs and design team costs (estimate hours).

Once the officer responsible for the design work has been determined an inception meeting will be organised with progress meetings (suggested fortnightly) to follow.

Key contacts

Stephen Wells, Director of Estates and Facilities, 020 7815 6096

Roger Tuke, Head of Development, 020 7815 6036

Matthew Rees, Senior Project Manager, Elephant and Castle team, 07508041716

Linda Webb, Principal Transport Planner, Transport Planning 020 7525 5625

London South Bank University

	PAPER NO: PC.11(13)	
Board/Committee:	Property Committee	
Date:	24 th April 2013	
Paper title:	General Estate and Facilities Matters	
Author:	Ian Mehrtens, Interim Director of Estates & Facilities	
Executive sponsor:	Martin Earwicker, Vice Chancellor	
Recommendation by the Executive:	To note the contents of the report	
Aspect of the Corporate Plan to which this will help deliver?	Continue delivery of Estates and Facilities services to assist in enhancing the student experience and environment.	
Matter previously considered by:	Property Committee	On: 30 th January 2013
Further approval required?	N/A	On: N/A
Communications – who should be made aware of the decision?	N/A	

Executive summary

The report is provided to keep the Committee briefed on current Estates and Facilities matters.

It includes headline issues from each of the Sections of the Directorate, together with updates on matters related to the local community

General Estates and Facilities Matters

1. Local Environment Matters

1.1. Sports Hall

1.1.1. The scheme to create a new external entrance and internal reconfiguration was developed with the support of the University and the London Borough of Southwark.

1.1.2. The budget costs of £810k were funded with £300k from the Local Authority and £200k Sport England. The project was approved for balancing funding by the Executive and the scheme is currently awaiting the decision on local authority planning permission.

1.1.3. It is expected that the scheme will be completed by December 2013.

1.2. Public Realm

1.2.1. Consultants approved by the London Borough of Southwark have been appointed to undertake initial scheme options. Site visits have taken place to understand the University's needs and to ensure that the scheme works with other development plans for Eileen House.

1.2.2. The initial scheme options will be available for budget estimates by the end of April that will allow detailed consideration and for the submission of a business case proposal to the Executive and the Governing Body in due course.

1.2.3. Other schemes are being considered by the Executive to improve the public realm, in particular a scheme to improve the streetscape along Kell Street as an important thoroughfare between K2 and the rear of the Student Centre.

1.3. Peabody Hugh Astor Court

1.3.1. The Vice Chancellor and Interim Director of Estates had an initial meeting with the Chief Executive and senior development officers of the Peabody Trust in February.

1.3.2. This was a very positive meeting and both parties agreed to continue the discussions over the coming months with a view to the transfer of ownership of Hugh Astor Court given its strategic significance within the campus boundary.

1.4. Elephant & Castle Regeneration

1.4.1. A meeting with the Vice Chancellor, the Interim Director of Estates and the Head of Development is planned to outline the aspirations of the University and explore opportunities within the framework of the Elephant & Castle Supplementary Planning Document (SPD).

1.4.2. The University continues to attend the Elephant & Castle Strategic Stakeholder Group and the Southbank Enterprise Partnership together with local stakeholder groups for St George's Circus and Blackfriars Road.

1.4.3. There are on-going discussions with local developers in relation to community infrastructure levy contributions in particular for the Eileen House redevelopment though delays in planning decisions has stalled these discussions. It is hoped that once permission is granted, discussions can continue in relation to public realm works.

2. Property Updates

2.1. Kevin Bond started as the Interim Head of Estates in February and replaces Keith Gofton who has now retired from the University. A three week handover period was undertaken and Kevin will manage property related tasks going forward.

2.2. The overriding lease agreement between LSBU and SBUEL was finalised in January and SBUEL are now operating as the Landlord to the Technopark tenants on the 2nd floor

2.3. At the request of SBUEL, Estates has drafted service charge schedules for the second floor of Technopark and the Enterprise centre for consideration. A new managing agreement with Granby Martin which covers rent demand and space marketing duties to support SBUEL is being developed reflecting the change in ownership.

- 2.4. Problems from the adjacent development site at the Havering campus have improved following several meetings with the NHS Trust and development Contractor to address the day to day issues that they have been experiencing.
- 2.5. The new lease agreement for the Havering site is currently with the new NHS Property for signature.
- 2.6. A new short term lease agreement for the letting of the retail unit which was previously the Blackwell's bookshop has been agreed with Silverprint a printing and stationers retail outlet. They will take a 10 year lease with a break clause in year three in favour of the University to allow for any development of the site which may arise from the estate strategy.
- 2.7. Unfortunately, Squatters occupied the retail space in March, requiring the University to gain a possession order from the courts. This was served and the squatters were successfully evicted in early April. There is currently a 24 hour security presence until the retail unit is let and occupied, however the University will incur costs to clean up the space and secure the site.

3. Energy and Environment

3.1. Appointments

- 3.1.1. Since the last meeting, the new Sustainability Manager, Lesley Treacy has commenced her role.
- 3.1.2. Unfortunately the Energy and Environment Officer has now resigned with last work day set at 18th April. The recruitment process for a replacement has commenced and an interim is expected to be appointed in early May.

3.2. Environmental Management Systems

- 3.2.1. The team have been working to rectify the two non-conformities established by the previous ISO audits. The sustainability team have worked closely with the Health and Safety Team and the Faculty of ESBE to develop a Hazardous Waste Management Procedure. A new Hazardous Waste Storage area has been developed.
- 3.2.2. In order to encourage good practice, the same team will work together to develop a similar Procedure for Hazardous Waste Procurement and on-site Storage. This will be done in collaboration with the Faculty of ESBE.

- 3.2.3. The next external Audit is scheduled for May. Prior to this the sustainability team will hold an informal Audit to ensure all areas comply.

3.3. Carbon Reduction Targets

- 3.3.1. 2011/12 Carbon Reduction targets were reached with a 10% reduction in Carbon emissions across the campus and halls. Compared with the baseline of 2005/2006 (HEFCE required baseline year), the University reduced its carbon emissions by an absolute total of 1.15 million tonnes.
- 3.3.2. While this reduction is to be applauded, it should be noted that some of these absolute reductions (as required by HEFCE) are simply due to portfolio rationalisation (ie. disposal of Eileen House, etc). Thus, it can be stated that any additions to the University portfolio, such as the Enterprise Centre will negatively affect total carbon emissions.
- 3.3.3. The target for 2012/2013 is to reach 15% reductions from 2005/06 baseline year. This will need consistent investment. The sustainability team are currently developing a business case for lighting improvement works in the four Halls of Residences. The business case will be formally submitted in the coming weeks.

3.4. Sustainability Strategy

- 3.4.1. The sustainability manager is also developing a Sustainability Strategy and refining the Carbon Management Plan. The strategy will identify the projects necessary in order that the University continues to meet the Carbon Reduction Targets year on year. Collaboration with the rest of the Estates and Facilities Directorate and indeed all Departments within the University will be required in order to insure targets of 35% carbon reduction are met by 2020.

3.5. Engagement Initiatives

- 3.5.1. The sustainability manager is reviewing from an impact and success point of view, the various engagement initiatives and events that are occurring around the campus and halls of residences.

4 Projects Team Updates

4.1 The Project Team are currently working on a confirmed programme of works for 12/13 valued at circa £4m:

4.1.1 This includes the annual project programmes for long term maintenance project valued at £2.05m, occupiers needs projects valued at £0.5m and redecoration and re-flooring projects valued at £0.55m.

4.1.2 Upgrade works for Library & Learning Resources in accordance with the approved business case to the value of £75k for new carpets and door replacement.

4.1.3 Annual summer redecorations project for the residential and catering services

4.2 Projects to Enhance the Student Experience which are still to be completed

4.2.1 Creation of new VERT and Radiation laboratory facilities at a cost of £493k

4.2.2 Food Technology laboratory works in E132 have reached practical completion, commissioning in progress with a total project value £130k.

4.3 Projects which the team are currently engaged on and for which Funding has still to be agreed.

4.3.1 Chapel Site scaffold is being updated and renewed. Opportunity remains for some promotional information to the hoarding, though Southwark planners have indicated an advertising wrap will be unacceptable.

5 Maintenance Updates

5.1 Student Centre

5.1.1 The team continued to support the student centre and addressed a of number occupation issues, which have now reduced significantly in number.

5.1.2 Asset verification for the Student centre is underway and nearly complete.

5.2 CAFM implementation

5.2.1 A programme of asset verification for the University buildings is underway to support the implementation of the new CAFM system. We aim to complete this exercise by the end of April when this data will be uploaded onto the system. We are also developing work instructions for the PPM's and working with the wider team to develop processes that the system will use.

5.3 Going Forward

5.3.1 The Norland maintenance contract is currently under review from independent auditors to ensure compliance with the contract specification and reaffirm value for money. It is expected that the auditors report will be available for Directorate review in May and options to be considered.

6. Facilities Services

6.1 Estates and Facilities over the past few months have embarked on a full review of our internal business processes in preparation for the implementation and upgrade to our Estates Information Management software. This review has identified weaknesses in our current processes such as how we report and inform our stakeholders on estates services and the operational provision of reactive services. This process has already informed new ways of thinking with the main objective to make meaningful improvements in service delivery which will benefit the wider Estate.

6.2 Facilities is currently carrying out a full review of signage and way finding across Borough Road and its adjoining buildings with planned completion by the end of April leading to a signage specification and tender with installation works programmed during the summer break.

7. Security and Reception Services

7.1 The Security Service

7.1.1 Corporate certification received for the 'Welcome Host' customer service training of the security team.

- 7.1.2 Community Safety Accreditation Scheme (CSAS) patrolling commenced across main campus. The Security Team have now achieved 82% completion of team members CSAS accreditation. Those members of staff still outstanding are dependent on completion of Met Police vetting requirements.
- 7.1.3 Crime prevention advice and publicity material distributed via a stand at the student Re-Fresher's Fair and also at the Student Wellbeing day event in the student centre.
- 7.1.4 Initiation of project to upgrade Havering CCTV and Intruder alarm systems. Project due for completion April 2013.
- 7.1.5 Project initiated to review the Salto Access Control System and associated business processes to resolve numerous issues that are being experienced across campus. Project due for completion June 2013.
- 7.1.6 New Key suiting project completed for Tower and M-Block, J-E block phases initiated. Project due for completion May 2013.

7.2 The Reception Service

- 7.2.1 The reception Service continued to deliver exceptional customer service across the Southwark Campus. During the period October to December 2012, a total of 6009 visitors were received and processed by the Service and a total of 379 events and conferences were supported.

