

**Estates Management Committee****30 April 2024****MINUTES**

Present: Professor Anthony Smith (Chair), Professor Ibrahim Abubakar, Professor Kathy Armour, Professor Stella Bruzzi, Aimie Chapple, Donna Dalrymple, Ian Dancy, Professor Mark Emberton, Professor Jacqui Glass, Charu Gorasia, Dr Clare Goudy, Professor Jennifer Hudson, Professor Paola Lettieri, Natasha Lewis, Mary McHarg, Angharad Milenkovic, Professor Ivan Parkin, Professor Geraint Rees, Professor Eloise Scottford, Andy Smith, Dr Michael Spence, Professor Gail Taylor, Professor Alan Thompson, Professor Nigel Titchener-Hooker, Michelle Wein, Julie Whetton.

In attendance: Helen Bonneville, Director of Property and Asset Management [for minute 35]; Kjell Horn, Deputy Director Faculty Estates Business Partnering [for minute 36], Effie Koliou, Secretary to EMC; David Pacey, University Secretary; Tom Porter-Williams, Assistant Director, Property & Asset Management [for minute 35]; Kathryn Walsh, Executive Director, UCL Innovation and Enterprise [for minute 35]; Dr Kathryn Woods, Pro-Vice-Provost Education (Student Academic Engagement) [for minute 36].

Apologies: Kirsty Walker, Professor Li Wei.

Part I: Preliminary Business**34 MINUTES**

34.1 The minutes of the meetings of 26 March 2024 [EMC Minutes 26-33, 2023-24] were approved.

Part II: Matters for Discussion**35 CONFIDENTIAL – BASEKX 103 CRAMLEY STREET RECOMMENDATION**

35.1 Exempt from publication – please see confidential minutes.

35.2 Exempt from publication – please see confidential minutes.

35.3 Exempt from publication – please see confidential minutes.

36 TEACHING SPACE ROLLING REFRESH 2024

36.1 EMC considered a business case for the refurbishment and upgrade of teaching spaces across the Bloomsbury UCL Estate in summer 2024. The

project, which would report into the Student and Campus Experience Portfolio, aimed to improve campus experience, enhance accessibility and inclusivity and deliver value for money through continuous improvement in teaching spaces.

36.2 EMC noted that in developing the business case a collaborative approach had been adopted to ensure alignment with building and portfolio plans. It was also advised a building-by-building approach would be followed allowing for investment to be targeted to the poorest condition spaces and spaces requiring urgent modernisation or upgrade.

36.3 The following points were noted during the discussion:

- a) EMC welcomed the proposals for a rolling teaching space refresh programme adding that it would be useful to include in the report information about the size of the spaces being refurbished.
- b) Members noted that the spaces being refurbished in summer 2024 represented approximately 10% of central bookable rooms and discussed the importance of communicating effectively the programme's aims and achievements to the wider UCL community.
- c) Members recommended reviewing budget assumptions in relation to AV equipment spend given the time elapsed since this was approved by the Change and Digital Committee. It was also suggested that future business cases include a summary of the AV specification.
- d) Members recommended considering how the risk of delays in the project and potential impact on Timetabling, Conferencing and Room booking's ability to schedule activities could be further mitigated.
- e) EMC noted that, following a full condition and functionality survey in summer 2024, a plan would be developed for the next three-year period. Members requested that the next report to EMC includes a list of rooms to be prioritised in each year. They noted that the project was the first step towards providing a more consistent standard to all teaching room accommodation adding that it was important that space refurbishment was fully integrated into business-as-usual activities.

36.4 EMC approved the drawdown of a budget of £5,830k from ICP023 to appoint Building Surveyors to carry out RIBA stage 5-7 and appoint a Contractor for delivery of the refurbishment of the teaching rooms identified in the business case over Summer 2024.

37 **CONFIDENTIAL - ESTATES DEVELOPMENT DASHBOARD**

37.1 Noted.

Part III: Other Business for information or approval

38 DATE OF NEXT MEETING

38.1 16 July 2024 at 09:30-12:00.¹

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¹ Subsequent to the meeting, an additional EMC meeting was confirmed for Tuesday 28 May, 11:30-12:00.