

City College, Birmingham Corporation

Estates Committee

Thursday 31st January 2008, 5.30pm

**at
North West Skills Academy,
48-68 Stour Street, Ladywood,
Birmingham B18 7AJ**

Present: Mr Roger Buncombe (Chair) – Business member
Mr Henry Coore – Business member
Mr Jagwant Johal – Co-opted member
Ms Pat Lewis – Staff member

In Attendance: Mr Gerry Begley – Health & Safety Manager
Mrs Debbie Cole – Clerk to the Corporation
Mrs Tracy Everett – Corporation Administrator
Mr Phil Forrest – Deputy Principal: Property Strategy & Development
Mr Peter Harwood – Acting Principal
Ms Ranjna Parmar – Deputy Principal: Personnel & Services

1. Declaration of Interests

01.08E The Chair asked if anyone wished to declare an interest. The Chair declared an interest around anything to do with Lambert Smith Hampton, his employer.
Mr Coore declared an interest as a governor of South Birmingham College (SBC).

2. Apologies

02.08E There were no apologies.

3. Minutes of the meeting held on 27th September 2007

03.08E The minutes of the meeting were agreed as a true and accurate record of the meeting.

04.08E **Resolution: members unanimously agreed to approve the minutes contained in paper 1.**

4. Matters arising

05.08E There were no matters arising.

5. Action List as at 31st January 2008

06.08E Minute No: 86.06E to 138.07E – Technology Campus parking issues. Mr Forrest informed members that he had met with Mr Adnan Saif just before Christmas. Mr Saif has asked Mr John Darrington, one of his officers, to look at the parking issues at the Technology Campus on his behalf. Retain on action list.

07.08E Minute No: 181/182.07E – Sustainability and Environmental Report. The Clerk informed members that this is an agenda item and can now be removed from the action list.

08.08E **Resolution: members unanimously agreed to receive the action list contained in paper 2.**

6. Report from Deputy Principal: Property Strategy & Development

09.08E Mr Forrest guided members through his report.

1.1 Leased Property

- 10.08E Mr Forrest informed members that Kings Heath Learn IT was now closed and the college completed dilapidations in accordance with the landlords schedule, the Landlord still has issues which the college contests. However the College is still receiving rent requests, which are currently being returned to the landlord AVB by our solicitor.
- 11.08E The Chair asked if the college had served a break option notice to the landlords. Mr Forrest confirmed that it had but received no response as yet
- 12.08E Mr Forrest informed members that Harborne Learn IT is effectively closed. Although the college still holds the lease on the property they are not responsible for any of the premises operating costs.
- 13.08E The Chair asked if the college had signed a lease. Mr Forrest confirmed that the College did sign a lease which gives a break option, but the current arrangements with the Landlord and the users Birmingham City Council are not causing the college any problems at the moment.

Mr Johal arrived at 5.35 pm.

1.2 Owned Property

- 14.08E Mr Forrest informed members that BASE (Birmingham Adult Community Education), a local provider are now using the Lozells centre, and are responsible for the full operation costs of the premises during the lease period, which in the first instance is up to 31st July 2008.

2.1 City Academy Golden Hillock

- 15.08E Mr Forrest informed members that the college had received a report from Harpers in terms of their claims for extensions of time. Harpers have now agreed to credit the college with damages of £55,000, payable from the retention monies bond account. The college is happy with this figure as it is slightly over and above what was needed to cover our costs. The architects are due to carry out the final inspection ending the 12 months defects period on the building and then the remaining monies will be released to Harpers.

2.2 Heartlands

- 16.08E Mr Forrest informed members that he would talk in detail about Heartlands Campus (Fordrough Site) development and the changes to the project at the Special Corporation meeting later.

2.3 North West Skills Centre (Stour Street)

- 17.08E Mr Forrest informed members that the building is now operational and fitted out with the exception of the construction workshops, which is in progress. The remaining overall project contingency has been transferred to the equipment/fit-out budget line for this new facility.

3.1 Premises Budget

- 18.08E Mr Forrest drew members attention to Appendix (A), which gives an expenditure summary of the estates budget for 2007/8. He highlighted the 77% expenditure on photocopier rental, explaining that the majority of photocopiers were replaced at the college in October and we were awaiting a 20% credit to come back into the budget.

- 19.08E The Chair asked if buildings maintenance is planned or reactive. Mr Forrest confirmed its reactive as planned is called long term maintenance.
- 20.08E The Chair said presumably maintenance costs should go down with new builds and moving from the East Campus. Mr Forrest confirmed that this should be the case.

4.1 Handsworth Campus

- 21.08E Mr Forrest informed members that outline discussions are completed and layout design proposals available ready for submission to the planning department. The college will use the prospectus when ready to launch the property portfolio.
- 22.08E The Chair asked if the design had changed much since proposals were originally put forward to the Corporation. Mr Forrest confirmed they had from a space flexibility point of view. The design should fit all regardless of client group and curriculum. The Chair said he would look forward to seeing designs in due course.
- 23.08E **Resolution: members unanimously agreed to receive the Report from the Deputy Principal: Property Strategy & Development contained in paper 3.**

7. Sustainability and Environmental Protection Policy

i) Action Update

- 24.08E Mr Forrest introduced the report and it's format. He informed members that he had taken extracts from the existing college policy (in italics), with the paragraphs below providing statements of what the college has implemented as part of the ongoing response to that policy. The next phase is to look at what elements we can measure and report on.
- 25.08E Mr Coore said he was happy about the concept of measuring but we need to stick closely to the criteria.
- 26.08E Mr Forrest informed members that the college had recycled nearly 5 tonnes of white paper through Brumcan which would normally have gone into the domestic waste. The college has also found a company in Birmingham that recycles polystyrene and they will come and collect it.
- 27.08E The Chair stated that you have to be careful at times because recycling can cost the college money. He asked if the college set targets for recycling. Mr Forrest confirmed that we haven't in the past, as it is a bit of a learning curve. This is historical data that we did not have before, but ideally we should aim at 10% to start with.

- 28.08E **Resolution: members unanimously agreed to receive the Sustainability and Environmental Protection Policy – Action Update contained in paper 4.**

ii) Energy Audit Report

- 29.08E Mr Forrest guided members through the report. He informed members that the Pie Chart on page 24 shows the approximate breakdown of energy consumption by end use, advising that benchmarking is quite difficult. The most applicable general benchmarks for the City College sites are found in Energy Consumption Guide 54 – Energy Efficiency in Further Education and Higher Education. He commented that energy consumption will change when we move out of Garretts Green, which in itself will drive down the college's Carbon footprint.

- 30.08E Mr Forrest informed members that he had looked at the college's carbon footprint as an organisation but it was not straightforward. He explained that he had used a calculator issued by Carbon Trust but there is another one available which he would also like to try at some point. He explained that Carbon footprint is relatively new in the commercial sector and he had spoken to the Carbon Trust to obtain benchmark data for colleges and they did not have any. The College is particularly interested in doing a direct comparison of Garrets Green and the new build at Heartlands Campus (Fordrough) once we have been there 12 months.
- 31.08E Mr Forrest informed members that he would calculate another Carbon footprint next year expecting consumption to come down. The College will look at the use of fossil fuels and electricity but will not include traveling to and from work at this stage.
- 32.08E The Chair stated that basically you can input whatever you want. He asked if this information on the Carbon Trust calculator was available to everyone or is it confidential. Mr Forrest confirmed that once you log onto their website it is confidential but anyone can access the general calculator.
- 33.08E Mr Johal stated that given students are getting involved in carbon footprinting we may want to consider suggesting to the Carbon Trust about doing benchmarking with other colleges in the sector on a voluntary basis and use it as publicity for the college.
- 34.08E Mr Forrest informed members that St Andrews College have done their carbon footprint but there is nothing on their website with any information regarding this. You can only have so much aid from the Carbon Trust every 12 months but as we have not long had an energy audit we can not contact them for further funding until after April. We can then have a free carbon footprint and they may be able to start some sort of benchmarking exercise.
- 35.08E Mr Johal commented that Birmingham University are trying to do something similar.
- 36.08E The Chair stated this was a very useful exercise and would await a further update on progress at future meetings.
- 37.08E **Resolution: members unanimously agreed to receive the Energy Audit Report contained in paper 5.**
8. Health & Safety Manager's Report
- 38.08E Mr Begley guided members through the report. He informed members that safety inspections were slightly behind due to staff absence at the start of the current academic year but anticipated them being completed by the end of February.
- 39.08E Mr Begley informed members that the college is now going to re-introduce the safety audit in light of incidents during the Ofsted inspection. He stated that accident report forms still remain low. Up to the end of December 2007, 76 forms were received of which only 46 were actual accidents. He showed members the Health & Safety page on the college staff intranet and explained how to access the information available.
- 40.08E Mr Begley informed members that it was the college's mission to be the safest college in England. We aim to achieve this goal through proactive and continuous safety management involving all our staff, students and visitors. We will respond promptly to concerns relating to safety matters as they arise. We will provide a competent and professional support service to all staff in order to achieve our objective.
- 41.08E Mr Johal asked how the college intends to measure that. Mr Begley confirmed that an auditing tool has been devised by the AoC Midlands area health and safety group and this tool is used by colleges nationally and the audit returns are used as a benchmark. In addition

to this, members colleges return their accident statistics on an annual basis and this is used as another benchmark.

42.08E Mr Johal asked how close we are to being the safest college. Mr Begley confirmed that the college is getting better and expects to be the best in two years.

43.08E **Resolution: members unanimously agreed to receive the Health & Safety Manager's Report contained in paper 6.**

9. City College Birmingham Safety Committee minutes of the meetings held on:

i) *8th October 2007*

44.08E Mr Begley introduced the safety committee minutes from the above meeting and informed members that there was nothing contentious to report.

ii) *10th December 2007*

45.08E Mr Begley introduced the safety committee minutes from the above meeting and informed members that he felt that the meeting was not valid as the Chair was not available to attend the meeting. The Clerk informed members that the Chair had requested that the meeting continue without him.

46.08E Ms Parmar informed members that having the meeting at least allowed discussion to take place and any issues that arose will be picked up at the next meeting.

47.08E **Resolution: members unanimously agreed to receive the Safety Committee minutes of the meetings held on 8th October 2007 and 10th December 2007 contained in paper 7.**

10. Review of Health & Safety Policy

48.08E Mr Begley introduced the Health & Safety Policy. He informed members that the statement is reviewed annually and this year remains the same. Mr Harwood signed the statement as Acting Principal on 17th January 2008.

49.08E Mr Johal stated that the statement had already been signed why are members reviewing it. Mr Harwood explained to members that it was a statutory requirement.

50.08E **Recommendation: members unanimously agreed to review the Health & Safety Policy contained in paper 8 and recommend to Corporation for approval.**

11. Any Other Business

51.08E There was no further business.

12. Date and time of next meeting

52.08E It was agreed that the next meeting would take place on Thursday 5th June 2008, at the North West Skills Centre.

The meeting closed at 6.25pm.