

BOARD OF GOVERNORS

ESTATE AND INFORMATION TECHNOLOGY COMMITTEE

1430, Tuesday 12 February 2013, Board Room, St Andrew's Court

MINUTES

Present: Bernie Topham, External Governor (Chairman)
Godfrey Atuahene Junior, UPSU President
Dr Peter Bunyan, External Governor
Professor John Craven, Vice-Chancellor
Paolo Enrico de Falco, Student Governor
Mark Lemon, External Governor
Amanda Peart, Staff Representative
Bill Salmond, External Governor

Clerk: Annette Bourke, Assistant Clerk to the Board of Governors (maternity cover)

In attendance: Andrew Cardy, Director of Estates
Andrew Minter, Director of Information Services
Emma Woollard, Director of Finance

A tour of St Andrew's Court led by Professor John Craven took place prior to the Committee meeting.

Tabled/supplementary paper: Estates Incidents Report (Min 30 below refers)

To accommodate the availability of members, some items were taken out of order in the agenda.

24 APOLOGIES AND MEMBERSHIP

Apologies were received from Professor Tara Dean, Staff Governor

25 MINUTES

The Minutes of the meeting held on 11 December 2012 were confirmed and signed as a correct record.

26 MATTERS ACTIONED SINCE THE LAST MEETING OR UNDER CONTINUING CONSIDERATION

Action was reported on ten matters, nine were for note and one item would be covered later in the meeting. In particular the following points were noted:

- 26.1 Jeremy Philpot, Estates Operations Director would be invited to the 17 September 2013 meeting to report on the Buildings Maintenance Schedule.

Action: Assistant Clerk

- 26.2 The receipt of the draft Estates Strategy 2012-2017 and the related KPIs and measurements had been deferred to the 28 May 2013 meeting.
- 26.3 Data Centre: Members noted that since the last meeting, action had been taken by the Chairman of Finance Committee and Chairman of Estate and IT Committee to approve the letting of the Data Centre Contract to Sudlows, on an 'other than lower tender' basis. A summary paper by Dr David Arrell, Pro Vice-Chancellor had been circulated electronically to members on 11 February 2013.

27 MATTERS ARISING

There was one matter arising from the minutes; the Anglesea footbridge. There had been a meeting between the University and Portsmouth City Council (PCC) planners in January 2013 to discuss the reinstatement of the Anglesea footbridge. The University had offered to assist PCC with resources and as at the date of this meeting were awaiting a response from PCC. Godfrey Atuahene Junior, President of UPSU would arrange a meeting with PCC to communicate the student view.

Action: Godfrey Atuahene Junior

28 IT ENABLING STRATEGY 2012-2017

Committee received the updated IT Enabling Strategy 2012-2017, from Andrew Minter. In particular the following point was noted:

- 28.1 Cyber attacks: there was discussion about adding words under Aim 2 in the strategy to reflect this area of potential risk. Following discussion it was agreed that additional wording on security would be added to under Aim 2.
- 28.2 Committee approved the formal adoption of the IT Enabling Strategy 2012-2017.

Action: Andrew Minter/ Assistant Clerk

29 CAPITAL PROJECTS

29.1 Committee noted that the Capital Projects Summary paper provided by John Craven had been circulated electronically to members on 30 January 2013. This paper gave a summary of capital projects for the University. In particular the following points were noted:

29.1.1 Portland building: would close for approximately six months for maintenance and repair. A project board would be set up to manage the process and the scope would include considering the wider impact of the activity.

29.1.2 Eldon: the Project Board had recognised that work was needed on the existing buildings to ensure that the new and existing spaces complemented each other and matched in terms of quality. It was likely there would be a proposal for the architects Penoyre and Prasad

follow up on their original role in looking at the whole site to do more detailed design work on changes needed in the existing spaces. There was also a potential logistical issue with having two contractors on site working on the new and existing spaces. Therefore it was likely there would be a request to extend the remit of the current contractor Morgan Sindall.

- 29.2 Library Project: Committee noted that the Library Project paper provided by Dr David Arrell, Pro Vice-Chancellor had been circulated electronically to members on 1 February 2013. Members also noted the Chairman's action taken to approve University Library Ground Floor Remodelling Project. A single tender request for architecture services from Penoyre and Prasad would be received at the Finance Committee on 12 March 2013.

30 ESTATES INCIDENTS

A paper on Estates Incidents since the last meeting, prepared by Anita Randall, Insurance Officer, was received from Emma Woollard. Committee noted the incidents and the action taken in response and to prevent future reoccurrence. In particular the following points were noted:

- 30.1 Ravelin Forensic House: following a fire the building cannot be used and in the interim a temporary forensics flat had been set up in Mercantile Building.
- 30.2 James Watson West: as a result of a burst pipe and subsequent damage, alternative accommodation arrangements had been made for staff and students affected. John Craven and Emma Woollard would be meeting with the Chief Executive of Unite to discuss the James Watson Building in terms of integrity of the plumbing systems, the impact on students and Unite's response and the impact on staff.

31 CURRENT INFORMATION SERVICES (IS) PROJECTS AND INITIATIVES

- 31.1 Project status summary and project portfolio calendar view: Andrew Minter presented a report on the progress of current and future IS projects, prepared by Sara MacDonald, Senior Manager, IS. Members noted in particular:
- 31.1.1 Core Network Upgrade: the aim was to install the new network alongside the new data centre. The paperwork for the tender process was being prepared.
- 31.1.2 Storage Upgrade: the migration of data was approximately 75% complete and remained on target for completion by the end of February 2013. The project remained within budget.
- 31.1.3 Wireless for Halls: in the interests of moving forward with the project, and having wireless available in halls for the start of the 2013/14 academic session, outsourcing the work to the suppliers was being considered.

31.2 Service Delivery: no exceptional items were reported.

32 CURRENT ESTATE PROJECTS AND INITIATIVES

32.1 Committee received a report from Andrew Cardy on the lease arrangements with Media Innovation Warehouse (MIW) for the Innovation Centre in Halpern House. In particular the following points were noted:

32.1.1 The lease with MIW would be for a ten year period with break clauses and a rent review every two years. The partnership agreement would refer to the lease and vice versa.

32.1.2 The aim was to ensure tenants interrelated with the University's own research and provided opportunities for students.

32.1.3 Committee noted that the University was currently developing a second innovation centre, the Cell Block, with the Historic Dockyard. This would build on relationships between the Dockyard, the business community and the University to support entrepreneurs in the Creative and Cultural industries funded by the Regional Growth Fund.

32.1.4 The Committee approved the proposal for the lease arrangements with MIW for the Innovation Centre in Halpern House.

32.2 Committee received a report from John Craven on the proposal for a potential joint arrangement with Hampshire Constabulary for the establishment of a Forensic Centre in Hampshire Terrace. In particular, Committee noted that:

32.2.1 There was a break in the building lease for Hampshire Terrace in August 2014 which required a year's notice to be given in August 2013.

32.2.2 A full proposal regarding entering into a lease might require Chairman's action before the next Committee meeting.

32.3 Andrew Cardy reported on progress on a number of Estates projects. In particular, Committee noted that:

32.3.1 Victoria Site: KPMG were working on the soft market testing exercise. The non-material amendment application to cover design changes was approved by Portsmouth City Council in December 2012. Negotiations continued with Network Rail regarding the opening up of the arch access to the site.

32.3.2 Eldon Building: The contractor was reporting being eight weeks behind their contract programme due to poor weather. The concern was whether the building would be ready for the September 2013 academic term.

32.3.3 New Theatre Royal Project (NTR): Main contract tenders were received from three contractors on the 24 January 2013. The design team was currently carrying out a detailed evaluation of the tenders with a tender report due to be issued in mid February 2013 for approval. Works were targeted to start on site in mid-late April with completion scheduled for July 2014. NTR has agreed to establish a bank account with an independent signatory Roger Ching, formerly Finance Director of Portsmouth City Council.

32.3.4 Mercantile House: Discussions between the University and Bouygues Development regarding the detailed Heads of Terms for the Lease and Nominations Agreement were ongoing. The plan was to start on site in September 2013 with completion ready for occupation at the start of the 2014/15 academic year. Public Consultation would take place on 21 and 22 February 2013.

33 PROJECT BOARD GUIDANCE

Committee noted that updated draft guidance on project boards had been circulated electronically by Sally Hartley to Members on 12 February 2013. It was agreed that Members would provide comments by email directly to Sally Hartley.

Action: Clerk

34 DELEGATION OF AUTHORITY TO CHAIRMAN

34.1 Committee agreed to delegate authority to the Chairman to take action on any Estate and IT business before the next meeting if necessary.

34.2 Committee noted that the following Estates items might require Chairman's action before the next meeting on 28 May 2013.

- Eldon Building (minute 29.1.2 refers)
- 6-8 Hampshire Terrace: possible proposal for Hampshire Constabulary in association with Institute of Criminal Justice Studies to use of part of 6-8 Hampshire Terrace as a forensic centre (minute 32.2 refers).

35 NEXT MEETING

1430, Tuesday 28 May 2013.