



17 October 2019, 1030 in the Cairo Room, Greenwich House

Present: Dr M Vinnell (Acting Chair), Dr M Constancia, Dr J Ellis, Mr M Elsdon,
Ms S Foreman, Ms N Getman, Dr A Gilliland, Dr M Glendenning, Mrs A Gower,
Mr R Griffin, Mr J Headley, Mr T Jones, Ms C Leonard, Mr S Matthews,
Mr M McDonnell, Mr R Phillips, Dr K Tibbles and Mr B Williams.

In attendance: Mrs S Boggie.

1. Apologies for absence

Apologies received from: Mr R Borthwick, Mrs J Chamberlain, Mrs A Eccles and Mr J Hulme.

2. Minutes from 12 April 2019

The minutes were agreed and signed.

3. Matters arising from the Minutes

There were no matters arising that did not appear elsewhere on the agenda.

4. Remit of the Sub-committee

Remit and membership, the Sub-committee discussed how other Sub-committees were amending their remits to ensure that although they would be informed of related estate items, this was the main Committee for discussion and decisions.

Item 4 is to be reworded: To receive guidance and policy from Estate Management for due consideration and subsequent ratification at CCFS and HSEC.

5. Report for the Sub-Committee - Building Structure, incl. Asbestos

The Committee received and noted this report.

Mr Phillips noted the review of Policy and Guidance and noted any changes will be discussed and agreed at this Committee for ratification through normal channels.

6. Report for the Sub-Committee – Compliance Programme

The Committee received the report and Ms Leonard provided further information.

The full Compliance Reports have been reported to the Buildings Committee and HSEC, the report includes previous and current data, to show review of progress.

Invida is being introduced which will allow EM and Departments to share information and responsibilities for certain checks, the pilot scheme being undertaken is on schedule and is expected to meet its deadline.

SLA development – the current pilot is for 15 buildings over 12 months which will confirm maintenance processes, assets, data management, etc. The Chair asked what the final number of SLAs would be – at the moment this figure is not known Dr Ellis asked about responsibilities (EM and departments) and the timescale of this work, as only 15 buildings are currently being piloted. Invida is more robust and with the pilot EM is understanding the responsibilities and all buildings aspects are being considered. The Chair asked what were the difficulties noted in 2.1 – EM and departmental staff were experiencing stress and there were some staff absences, some which require cover. The resource request had not been

sent to PRC (last academic year), current staff are not able to take on the extra work involved in focusing on changing systems and working processes. The Chair noted that the minimum standards required is legal compliance. Mr Headley noted that the Directors of EM are sorting out the compliance issues and the concerns noted 18 months ago are being addressed and full information will be reported at a future meeting.

7. Report for the Sub-Committee - Fire

The Committee received and noted this report. The 16 overdue Fire Risk Assessments were in buildings that were being refurbished.

8. Report for the Sub-Committee - Water Hygiene

The Committee received and noted this report.

Log books are being distributed as staff receive training and all responsibilities are departmental, if checks are undertaken centrally then appropriate resources must be provided by the departments. It has been suggested that where departments require EM to provide these checks, sufficient funds be removed from the departmental central budget at the beginning of the year.

Mrs Gower asked the timeframe of those trained – 38 staff trained since March 2018.

Mr Headley noted concerns for those departments on the Addenbrooke's Site, he has met with Addenbrooke's Director of EM and will include this subject at his next meeting.

9. Report for the Sub-Committee - Operational Equipment incl. Statutory Inspections of plant (passenger/goods lifts & pressure systems)

The Committee received and noted this report.

Chiller PSSR Inspections of the 23 in progress this means they have been booked and are scheduled to be undertaken by 31-Dec-2019. There was no data available on expired or failed examinations. The contractor (Bureau Veritas) is scheduled to undertake these inspections and if the inspections have expired lifts have been placed out of order, although there is a dedicated engineer for the University there have been a number of occasions when the contractor has been moved to other work; the delays and service gap are reported. The Insurance Office will be interested in this information. Invida can be used to provide reports, including scheduled work.

10. Report for the Sub-Committee - Mechanical (Gas)

The Committee received and noted this report. The small numbers of services overdue (5) / in progress (14) were noted, extra hired boilers are used where / when required.

11. Report for the Sub-Committee – Electrical

The Committee received and noted this report. The EICR tests due by year, for the peak in 2024 there are resources in place. Due to reported issues on the Addenbrooke's Site, Mr Headley to progress.

12. Report for the Sub-Committee – Food Safety

The Committee received and noted this report. Further details were requested by Mr Walston or Mr White regarding the audits undertaken by MAS – how are actions carried out and what is the follow-up. Mrs Gower asked about the prioritization of audits which will be reviewed and it was suggested that the next issue for audit is allergy management.

13. Report for the Sub-Committee - Farming

The Committee received and noted this report. The report provided was the NFU action plan following the audit, May 2019. There are 3 urgent actions which have progress but it is not clear if these are completed. There are monthly meetings to update and complete the action plan with the new Farm Manager.

The Committee also noted that timings of certain works (muck-spreading) was managed at a better level after issues arose due to run off. These instances will be reported at this Committee and onto other appropriate Committees however these incidents should be reported using the University Accident/Incident Reporting system.

14. Report for the Sub-Committee - Property

The Committee received the report and Mr Griffin provided further information. The property holdings were noted and the operational holdings required confirmation regarding departments / university responsibilities. There were concerns when buildings due to close but are kept open due to temporary decanting and both the plant life and building life need consideration; and having some buildings empty. Mr Jones asked to be included in the review of properties on the Hospital Site, outcome end of February 2020

15. Report for the Sub-Committee - Projects

The Committee received and noted this report.

16. Report for the Sub-Committee – Environment & Energy

The Committee received and noted this report. The internal audit and gap analysis of the University's EMS was noted and a report will presented at the next meeting.

17. The Health and Safety Executive and other Enforcement Agencies Visits

No items to report.

18. New Codes of Practice/Guidance and Other Information

The new Design Guide is available and David Green will be asked to provide a short presentation at the next meeting.

19. Accidents and Incidents

The Committee received and noted this report. The three RIDDOR incidents – remedial work has been carried out.

20. Date of next meeting

Dates for the academic year at 1400 in the Cairo Meeting Room, Greenwich House:
23 January 2020 and 16 April 2020.