Present: Dave Robertson (Chair), Elizabeth Elliot (Secretary), David Sterratt, Jon Oberlander

Apologies: Stuart Anderson, Sharon Goldwater, Dave Hamilton, Mike Riley, Alastair Scobie, Marjorie Dunlop

The minutes from the meeting of 4 June 2013 were approved.

OUTSTANDING ACTIONS FROM MEETING OF 25 SEPTEMBER 2012
b) Any other business

DS highlighted plans to convene a broader ‘energy & sustainability’ meeting to bring together some of power/comfort issues. This was supported by the committee.

Action
DS convene energy meeting (awaiting completion of more outstanding items)

OUTSTANDING ACTIONS FROM MEETING OF 15 JANUARY 2013
a) Post Occupancy Energy Performance
EE reviewed the results (eg energy performance, running costs, power requirement estimation, ventilation, ducting, trench heating, noise, metering, lighting, emergency lighting, UPS, sleeping computers, flooding, client satisfaction) of the Post Occupancy meeting.

Action
EE and DR to report back when they see an Estates Committee paper

OUTSTANDING ACTIONS FROM MEETING OF 5 MARCH 2013
a) UPS
There was discussion about the UPS, less use of power, estimated cost savings and the feasibility of replacing with one small UPS.

Action
MR to ask David Barrett for funds to purchase small UPS

b) Pigeons
Pigeons may be nesting in the eaves of the Forum

Action
MR to investigate

OUTSTANDING ACTIONS FROM MEETING OF 15 JANUARY 2013
a) B.01 Redecoration
The flood damage in this room needs to be repaired.

Action
MR to have room redecorated
b) Security alarm for server

Action
MR to organise security alarm for server

OUTSTANDING ACTIONS FROM MEETING OF 4 JUNE 2013
a) AV in G.07/G.07A
AS reported that the Tannoy demonstration was impressive, also the earpieces.

Action
AS will investigate further and report back with costs.

b) Recycling Bins
There was discussion about the safekeeping of the new recycling bins.

Action
EE will speak to Fleur of E & B then email Informatics staff (cc SG).
Actioned

c) Window cleaning
Contractor had been delayed by bad weather with cleaning due to start on 31 May.

Action
MD to email DCH to ask contractor for firm date

f) Doors
Use of G.07 external access door

Action
EE to speak with servitors
Actioned

Wolfson Wing to bottom of metal stair to terrace

Action
DS to email DCH
Actioned

d) Ventilation

Action
DR to email Cliff Barraclough (text from DS)
Actioned

ITEMS FOR DISCUSSION

1. SPACE ALLOCATION

There was discussion on present space challenges, short-term remediation and medium term consequences of various inter-related decant timings. The group agreed to review School policy, specifically to capture input from recent consultation and draft for circulation/comment. JO highlighted potential opportunity for new linkage with ECA.

Actions
2. HEAD OF SCHOOL’S BUSINESS

There was none.

3. ANY OTHER BUSINESS

a) Cabinet of Wonders
JO agreed to renew contact to consider status of ‘Cabinet of Wonder’ plans.

Action
JO contact and then update this committee

b) Paolozzi
University Collections have approached the School with a view to enhancing storage arrangements for Paolozzi maquettes. The committee considered a potential arrangement which saw majority of maquettes transferred to archive storage. Minority retained in School and expertise from University Collections used to refresh storage cabinet by lift (fit-out, contents and context).

Action
LE contact Collections and then update this committee
LE follow up with Paolozzi elephant donor

c) Under-desk bin potential changes
LE updated group on contact from Fleur Ruckley on possibility of adopting a ‘no under desk bin policy’ in line with legislative requirements. Group agreed to review informational email to staff outlining decision options.

Action
LE draft briefing email for review by committee

4. DATE OF NEXT MEETING

The date of the next meeting is Tuesday, 1 October 2013, 11:00 am to 12:00 pm in the Turing Room.