



Building Committee Minutes
11.00, 5 December, 2017
Turing Room, Informatics Forum

Attendees: Martin Wright (Chair), George Ross, Alastair Scobie, David Sterratt, Ben Gordon, Dave Hamilton, Carol Marini (Secretary)

Apologies: Jim Ashe, Johanna Moore, Neil Heatley

	Summary	ACTION
1.	Approval of previous minutes Minutes from the meeting held on 3 October 2017 were approved.	
2.	Matters Arising from previous meeting: <ul style="list-style-type: none"> • Wolfson Wing - sound insulation work was done as per the specification. There is no underfloor insulation. DS reported that he has experienced noise issues with neighbours when making a tele-conference. MJW said sound insulation from corridor is also not good. Action: DCH to raise with Ross Hamilton our disappointment with sound issues and to ask what measures were taken to address our previous concerns. • DTI/Bayes – update. AS was to speak to Jon Oberlander re his concerns about furniture. Update 5/12/17: AS has advised JO that no data ports will be built into furniture within Bayes. 	DCH
3.	Review of outstanding issues and actions from previous Minutes Done, see rolling issues and actions.	
4.	Update on Projects: <ul style="list-style-type: none"> • New Forum meeting rooms These are partially in operation with ventilation and acoustics work still to be done. AV installation is also to be undertaken with work expected to be finished in the next month or so. Once everything is completed we will take feedback before deciding whether to convert print rooms on other levels. Update 5/12/17: work is ongoing. DCH has had vents put in the floor. Still acoustic works and cameras to be done. • Reoccupation of Appleton Tower: Level 8 is now occupied with ongoing issues still to be resolved. Level 9 is due to be handed over on 15th October but unlikely to be operational before the beginning of November. Update 5/12/17: Ongoing. Still issues around furniture, cleaning, and Level 9 handover date. • Wolfson Wing: WW heating issue was raised by DS. Monitoring is ongoing. Should hopefully improve when individual controls are installed and once Bayes is complete. Action: DCH to find out what controls will be in place. MJW raised the fact that new planters are being installed on MF2 terrace. Note that someone will need to take the maintenance of these on board. 	DCH

	<ul style="list-style-type: none"> Acoustic Pods: MJW, JM and DCH visited The Farr Institute to view their acoustic pods. Bennetts had submitted a proposal and it was decided the proposal should be wider circulated for feedback. If going ahead it would probably be linked in as part of a bigger project. Action: MJW to circulate to a wider audience. Update 5/12/17: There has been no further progress although MJW has spoken with Mike Fourman. Paolozzi Maquettes: JM, MJW, DCH and MF met with the design team to further discuss options for a display cabinet to hold the maquettes. Update 5/12/17: we are still awaiting proposals from designers. Action: CM to check progress. <p>In the new year we will need to do an update of space requirements within the Forum which will determine whether any works will be undertaken in 2018. Concerns about sound transmission in various offices have been raised with the Head of School. We will undertake any retrofitting of office sound insulation when other works are being done – probably next summer.</p>	CM
5.	DTI/Bayes Centre for Data Technology: <ul style="list-style-type: none"> Update: Occupancy still expected June/July. Telephone services have had no notification of requirements for Bayes, although AS says Ross has been in contact with them. JO has asked for our requirements for staff and MJW has provided that information. Action: AS to speak to JO about telephone installation in Bayes Centre. Bayes Building Committee meeting to take place in January. Action: CM to make sure DCH and CM are included in the meeting. Facilities Management AS said there will be an IT facilities meeting in January, MJW and DCH should be invited. 	AS CM
6.	Informatics Display Space This arose as visitors want to see what we do here and there is a view that we should have a better way of demonstrating what goes on in this building. There was a suggestion to create a display space either in Bayes or (more likely) the Forum, Jim Ashe is taking this forward. Update 5/12/17: Jim Ashe submitted a paper re converting G.03 into a visitor space. Estates have set up a capital project for this in order to handle the year-end issue. We will need a small working group to look at this.	
7.	Small Capital Projects – call We have submitted for this year’s round: <ul style="list-style-type: none"> AT Level 4 tutorial rooms reconfiguration (mainly furniture but could include some IT). This will be challenging as there is no raised floor and we will need to provide power. We will set up a working group once we get further on this. IF Acoustic Pods – budget costing came back. We shall wait to see if approval is given. 	
8.	People traffic/door noise (G.17) (see DCH) People sitting in room G.17 have complained about noise from the use of the east exit door banging and have requested it not be used. This was not approved by the committee as not	

	practical. We can put a sign up requesting consideration of others. The issue has probably been superseded by a request for student desk space in Wilkie.	
9.	Taught student access to the Forum (paper from Stuart Anderson – to be tabled) No paper provided. Informatics students are requesting open access to the Forum with swipe access. This request was considered by the committee but not agreed to. Risks are too high and this is not compatible with the primary purpose of this building.	
10.	IF cleaning schedule (see David Sterratt) The Forum is getting messy later in the afternoon and at weekends with buckets overflowing and toilets worse for wear. DS asked if we could we pay for more cleaning in the afternoon and weekend as per other buildings, or provide other alternatives? Action: DCH/CM to get costs for providing this.	DCH/CM
11.	Replacement front door BG looking at getting some sensors installed and removing the push pads. Once it's done we should monitor the changes and look at an alternative if it's not successful.	
12.	Zip taps throughout Informatics Forum It is understood that estates will no longer pay for repairs and that the school will need to pick up costs for these if we are to provide a maintenance plan. Action: BG to look into.	BG
13.	Charity collections MJW was asked if we could look at placing a charity collection box at reception. It was agreed that this would lead to concerns about security of the collection tin and therefore not approved.	
14.	AOB	
	Date of next meeting 6 February, 2018, 11.00am, Room 5.42	

	ISSUE AND ACTION REQUIRED	OWNER
	Action list from 7th December 2015	
1.	<p>AV in G.07. AS has circulated a recommendation about the AV to this committee. AS has spoken with the team from IS. It will cost £60-80k+VAT to complete these works and will take a month, with the requirement that one clear week is needed. The design spec for this has still to be written. Update 07/11/2016: The audio installation will take place in December 2016. The video replacement will be scheduled at a later date. Update 06/12/2016: The audio installation has been postponed. LTS have awarded the contract to AV Impact. They are proposing a single column speaker be installed between the projector screens on the main panel. This would give the most coverage for both G.07 and G.07A when open. When closed G.07A wouldn't need audio as it will be operated from a podium. This would cost between £6,000-£8,000 to include speakers, installation and replacement of parts. MJW suggested placing the speaker on a table to see if it works for both areas before doing joinery work. Action: AS to make a mock up and do a demo before Xmas. Action: AN: to book rooms out for this to happen. Update 07/02/17: AS informed the committee that the technicians had made a mock up and it was still in G.07. There had been no response so far. He is trying to get the AV company to give a demo of the speakers in the next few weeks. Update 18/04/17: AS reported that a demo of the speakers had been given but were not satisfactory. The AV company said the ceiling was not high enough. The only proposed solution is one from previously: column speakers on the concrete pillars which will cover mid to back of the room, with small downward-angled speakers on the edges of the columns covering the front. JM had suggested we go ahead with just the column speakers for now and see if that works, installing the smaller speakers if necessary. It was suggested that the existing speakers at the back could also be angled downwards and might help. Action: AS to get two quotes, one for doing column speakers and small speakers, and the other for just the column speakers. Update 6/6/17: AS confirmed that he has had quotes and has told them to go ahead with the column speakers. They have now been ordered but there is no installation date. Update 1/8/17: AS suggested, due to various delays that they work over the summer or use a different installer. He is trying to investigate a weekend installation. Action: AS to speak to Euan Murray about going to open market. Update 3/10/17: AS has contacted LTS to see what stage we are at. He thinks we may need to go to full tender and do the works in one go. This may involve having to move meetings from the room as there may be at least a week's downtime. Update 5/12/17 – Sound installation is going ahead first week in January. Some preparatory work needs to be done before then by Estates. BG said Andrew Dick is organising that. Action: BG to speak to Andrew Dick re access. AS has been repeatedly chasing LTS for a meeting to discuss requirements, and now has a date in December to discuss this.</p>	BG
2.	<p>Partition Walls. Issues in G.07/A and 4.31/33. Action: MJW to chase. Update 09/12/16: ongoing. Update 07/02/17: ongoing. Update 18/04/17: still waiting on a response. Update 6/6/17: This has been done. DCH said someone was in to look at them today and will come back with a quote. He has suggested they do the work at the weekend. Update 1/8/17: Repair work is still outstanding. Action: BG to report at next meeting. Update 3/10/17: BG has been in touch with Dorma to have these fixed. They have intimated they will do G.07 over a weekend in October. Action: BG to chase for a date. Update 5/12/17: Dorma are coming on 4/5 January 2018 to repair G.07/G.07a and 4.31/4.33 and hopefully the basement.</p>	
3.	Gas suppression system.	

	<p>This has been completed. Update 07/11/2016: No progress. Activation of system need to be scheduled as a matter of urgency. Action: DCH to raise with Premises.</p> <p>Update 09/12/16: DCH has raised with Premises and asked for date – no response.</p> <p>Updated 07/02/17: DCH reported no further updates and that it has been passed to BG. It is off at the moment, all adjustments have been made and now waiting for a switch on date. Action: BG to follow up. Update 18/04/17: Action: BG to confirm the date for the switch on. Action: AS to get large signs showing the override button.</p> <p>Update 6/6/17: BG has just contacted the contractor and is waiting to hear back. AS not done the signs yet. CM will now prepare. Action: AS/GR to give CM the info in order to prepare signs.</p> <p>Update 1/8/17: Engineer to come back with report on which bottles need replaced, how it would work in server area, how the alarm system would work. It has not been made active yet. Action: BG to update on actions required to make active and action date.</p> <p>Update 3/10/17: BG has the quote for renewing cylinders downstairs. Some fittings to cylinders need replacing too so he is now looking for a second quote. He has spoken with Fire Safety about use of space and is waiting to firm up details.</p> <p>Update 5/12/17: BG has received two quotes - one to replace cylinders (£15k), another for a complete replacement (£30K). Action: BG to pass to his manager, Jim Brown, to investigate funding. Insurance office have advised that as it is already in place it should be used.</p>	BG
4.	<p>Faulty network connections.</p> <p>Boston Networks to visit. Update 07/11/2016: No progress. DCH to raise with Premises.</p> <p>Update 09/12/16: DCH has raised with Premises, no action so far. Update 07/02/17: There have been several problems with the cables that were put in (under warranty). Action: BG to follow up. Update 18/04/17: BG said that Jim Brown would be taking this forward to Boston Networks. Action: DCH to forward JB a list of defects and send him a copy of the Boston Networks warranty. UPDATE 6/6/17: DCH has sent the list to JB We now have a scanned copy of the warranty. Action: DCH to send BG the latest list of faults (cc JB). Update 1/8/17: Need update from BG at next meeting.</p> <p>Update 3/10/17: This is now being taken forward by Jim Brown. He has been in contact with IS. Action: Ongoing as he is off sick. BG to follow up.</p> <p>Update 5/12/17: Jim Brown actioning – ongoing.</p>	BG
5.	<p>Replacing the UPS.</p> <p>Meeting has been held with Estates and Buildings. There is a smaller UPS available from KB and we need to look at the cost of replacing our larger UPS with this one. This should be more energy efficient. There is a possibility of getting improved ventilation to inner rooms while replacing the UPS either through venting individual rooms or through use of fans. Update 07/11/2016: Agenda item for this meeting, see above.</p> <p>Update 09/12/16: DCH spoke with Jim Brown who was to take responsibility for this but there was no update. DCH chased to find out progress and to make him aware of potential funding. Update 07/02/17: GS has shown sustainability people round and waiting on quote. DCH has spoken to premises and pointed Jim Brown in their direction. We understand that Rab Calder is dealing with it. Action: BG to speak with Jim Brown.</p> <p>DCH mentioned that Jim is concerned about the old UPS Server. DS said if we could replace the existing 100KVA UPS that serves the floor sockets and cooling fan with 150KVA to run the servers and the cooler, turn off the UPS floor sockets and IT sockets except critical ones, we could have a saving in usage of up to 50%. Rab is keen for UPS to be the responsibility of Estates and not the Forum. The issue: we need a run time</p>	

	<p>of 40+ minutes instead of current 20+ minutes. DS has emailed his concerns re this to Rab but had not reply. Action: BG to check current status and report back. Update 18/04/17: BG said that Jim Brown plans to repair the existing UPS with a view to a replacement in the future. Action: BG to confirm timescale. Update 6/6/17: AS says short term (getting second UPS) is more critical. They cannot put the self-managed server into use until this gets going. AS says this is getting more urgent and needs action now. If this is not able to be fixed by Estates AS says we could take action ourselves by getting an outside contractor. It will very shortly affect our research. MJW said we should propose a deadline for the end of this month to get the second UPS up and running and if not we escalate the issue. GR needs warning in advance of contractor turning up. Action: BG to pursue.</p> <p>Update 1/8/17: Main building UPS is still an issue. We are still awaiting information on Estates' proposals. Two UPS are now operational, however, there are still concerns about reliability.</p> <p>Update 3/10/17: The batteries for the 100kVa system are being replaced on Friday. 500kVa – Jim was dealing with this but he is off. Action: BG to get back to AS about the 300kVA system.</p> <p>Update 5/12/17: Most recent issues will be addressed and notice given of when it will happen. Action: AS to reconvene a meeting to get an agreed way forward. MJW and someone senior from Estates to attend, in order to address budgetary confines. Also someone from sustainability. Action: BG to speak with Jim Brown in first instance and then MJW if any issues. Also to find out when the money offer will expire.</p>	BG
6.	<p>Forum reception glass partition.</p> <p>A quote has been requested for this. Update 07/11/2016: Glass partition installed and logo added. Action: DCH to arrange for device to amplify sound to be bought. Update 09/12/16: DCH has raised with premises – no response. Update 07/02/17: ongoing. Update 18/04/17: DCH said a sound amplification system has been purchased and is being installed. Update 6/6/17: Still in process. Update 1/8/17: Ongoing. Update 3/10/17: The purchased system is too sensitive and requires modification. Action: DCH to request Estates to provide a contractor to install the intercom. Update 5/12/17: Ongoing. Action: DCH to speak to BG, re amplification and an induction loop and BG to arrange.</p>	DCH/BG
7.	<p>Paintwork in 1.49</p> <p>DCH has passed the list of rooms which need painting to premises team. Update 07/11/2016: a schedule is being created of rooms which need painting. This is likely to raise issues in terms of finding offices for people who are moved to allow this work to be carried out.</p> <p>Update 09/12/16: No word from Premises on schedule. This may be a difficult time to have this done but MJW said to make a start on this where possible, as it should only take approximately 3 days' upheaval per room. Action: DCH to draw up list of worst cases. Update 07/02/17: DCH has drawn up list and discussed with Premises team. People would need to be willing to vacate their rooms for approximately 3 days. It was suggested that DCH send an email general population and ask who would like their room painted, bearing in mind there is nowhere for them to move to. Walls would need to be clear and would involve dismantling whiteboards, posters, shelves etc. Discussion was then had regarding the lead time on this, and, with the forthcoming Wolfson wing decant, holidays and start of term time, it was decided to put this on hold just now. Update 18/04/17: DCH said that work had been due to start this week on painting the corridors. BG said this has been postponed. Action: BG to provide DCH with update. Update 6/6/17: BG said this is now ongoing, level by level and possibly on 3rd floor now. Update 1/8/17: Corridors have been done but not ATI</p>	

	<p>ceiling. Action: BG to follow up. Update 3/10/17: BG reported that the paintwork has been done in all the corridors. One ceiling in 4.08 is still to be painted (to match the level colour). Action: BG to follow up.</p> <p>Update 5/12/17: BG chasing with contractors.</p>	BG
8.	<p>Inspace front door</p> <p>There is no warning buzzer to alert users when the door isn't properly closed. Update 07/11/2016: No progress. Action: DCH to pass to premises team. Update 09/12/16: DCH has raised with Premises team – no response. Update 07/02/17: This is ongoing and is on the list. Update 6/6/17: No progress, ongoing. Update 1/8/17: Ongoing. Update 3/10/17: BG is meeting a contractor later today and will get them to view it. Update 5/12/17: BG has a quote for this and will forward to DCH. Needs an eIT number to progress. Agreed to proceed.</p>	DCH/BG
9.	<p>External lighting outside Forum</p> <p>Update 07/11/2016: JM raised concerns about lighting, especially as we are coming in to the winter months. The floor-level lighting outside the Forum is still to be replaced. Action: DCH to send a reminder email highlighting personal safety during winter months. Action: DCH to report that ground-level lighting is still faulty. Update 09/12/16: DCH has asked for lights to be fixed. Action: DCH to send round another email reminder. Update 07/02/17: DCH has passed to BG. Action: BG to speak with Trades and see who deals with the outside pavement strip lights. Update 18/04/17: BG had forwarded to Trades but had no response so far. Update 6/6/17: BG has spoken with the trades team who have been investigating. It is proving difficult to find out why it is not working. DCH said that it has been like this for a couple of years, with bits working and others not. Ongoing. Update 1/8/17: Ongoing. Update 3/10/17: BG is meeting with Roddy Dempster tomorrow to assess the situation and see if there are any suitable solutions.</p> <p>Update 5/12/17: BG walked round building with an electrician after the last meeting. There are a number of lights out but it is not a simple quick fix and will involve major works. Action: BG to take forward for funding. DCH said someone had already been to look at it. Action: BG to follow up on this.</p>	BG BG
<u>ACTIONS FROM 2nd FEBRUARY 2016</u>		
10.	<p>Videoconference facilities</p> <p>Update 07/11/2016: New equipment has been fitted in 4.02 for use by Intel/ATI. This room is generally not available for use by Informatics, but it was noted that on the occasions when it is being used it would be helpful to have instructions for using the equipment. Action: AS to speak with Chris Williams about this. Update 09/12/16: This is now up and running. Chris is happy for people to use it as long as ATI have priority. Action: AS to put instructions on the computing help site. Action: AS to investigate the possibility of putting videoconferencing equipment in 5.02. Update 07/02/17: AS reported that instructions are imminent. There is a requirements survey currently taking place. DS asked if the VC rooms are available for use but was told no. Update 18/04/17: AS reported that instructions for using the equipment were now available on computing.help. With regards to 5.02 he proposed replicating 4.02 from the physical side but trying a variety of different software techniques. Update 6/6/17: AS said the kit is in process of being procured. It will be the same sound acoustic as in 4.02. Action: DCH to speak to Ashwood re set up.</p> <p>Update 1/8/17: All kit has now arrived. DCH spoke to Ashwood but they didn't want to take this on. DCH has the name of the supplier for acoustic panels. Action: DCH to speak to BG re installation of acoustic panels. Action: AS to install VC equipment and provide instructions on how it works. Update 3/10/17: Waiting on technician effort in 5.02. DCH still to speak to BG about installing acoustic panels. Ongoing. Update</p>	AS

	<p>5/12/17: DCH has details of a contractor who can provide acoustics to match what is in 4.02. Action: DCH to go ahead and arrange.</p>	DCH
	<p>ACTIONS FROM 6th JUNE 2016</p>	
	<p>ACTIONS FROM 6th DECEMBER 2016</p>	
11.	<p>Windows outside MF1: DCH following up on possibility of getting spikes to discourage birds on ledge causing mess on windows and outside pend door. DCH has passed this to BG along with other items. Action: DCH to re-send list of items to BG. ONGOING. Update 6/6/17: BG says that because of the building work onsite access is a problem. This is on hold until the porta-cabins have gone. Ongoing. Update 1/8/17: Ongoing. Update 3/10/17: With the terrace being uplifted (as well as access issues) it will not be possible to get the prevention work done. BG has spoken with Peter Thomson about more frequent washing of windows and the pend area meantime. Ongoing. Update 5/12/17: BG has asked for cleaning.</p>	BG
12.	<p>Office cleaning – A query was raised about the regularity of office cleaning. Action: DCH to speak to cleaners about this, and to arrange to have the tops of light shades cleaned – ongoing 09/12/16. Update 7/2/17 - DCH spoke with Estates regarding cleaning of ledges. Ray Flockhart thinks Peter Thomson should have hoses. DCH has also spoken with cleaners who advise they clean offices every day but ignore cluttered areas. They are not responsible for cleaning the dust above the light fittings. Action: BG to speak to Peter re cleaning ledges and light fittings. Update 18/04/17: BG has spoken with Peter Thomson and asked for quotes for cleaning ledges. Light fittings haven't been done yet. Update 6/6/17: BG reported that he has had a quote from Peter Thompson in Estates. As this will require a spider machine to do the job, it will need to wait until the building working is done and access to the building can be gained. On hold. Update 1/8/17: Ongoing. Update 3/10.17: Access issues – this will be ongoing until DTI/Bayes is finished. Update 5/12/17: Dependent on outside works.</p>	BG
	<p>ACTIONS FROM 18TH APRIL 2017</p>	
19.	<p>Self-managed Server Room Expansion As the server racks are full, we have been looking into options for more space for self-managed servers. Various options were explored, the easiest and quickest being the conversion of B.01, which needs some work but could be adapted to take three racks' worth. GR said B.Z17 may become available. It was decided to go ahead with B.01 meantime, and continue to look at other options for future increases. Action: DCH to find out about power, costs etc from Premises team. Update 7/2/12 – DCH had a walk round with premises team, no response from Jim. We don't know its capability, nor the cost to get cabling (needs 6 x commando sockets at 32 amp). He has explained this is needed in a hurry. Action: BG to follow up on this. There is a question whether we need a new fan coil. Action: GR to give DCH an estimate of the power required. Update 18/4/17: BG has provided estimated costs (approx. £10k) for electrics and the improvement of ventilation but could not confirm if that included VAT. GR said his costs were in region of £6/7. BG said the lead-in time would be approx. 4-5 weeks and can be done in this financial year. It was agreed to go ahead at a cost of up to £20k. Action: AS (with Jane Hillston) to take paper to research committee in order to re-state our position so there is clarity on the efficient use of space, and that our policy and procedures are visible. Update 6/6/17: AS has ordered the electrical work. BG has confirmation of it. DCH said there are two cooling options: a fan on the roof which would be more expensive; the cheaper option would be to connect to the chilled water system. Estates have looked at the existing cooling unit and have worked out that, as it stands, it could manage what we need. There was a further question from GR about whether it is sited on the best wall. Action: AS/GR/DCH to discuss cooling options and whether to move unit. We want the option of connecting to the chilled</p>	

	<p>water system at the moment. Update 1/8/17: Apart from cooling, everything is ready. Action: GR to speak to BG about cooling solution. Update 3/10/17: BG has had two quotes through and needs a decision on which option to go with. There is an issue about the heat expected to be generated from the servers. AS thinks they have 20 kw headroom in the system. Where is the capacity issue, into the building, or just in that room? Action: AS, DCH and BG to discuss further to agree a solution. Update 5/12/17: BG has an eIT number and is waiting on confirmation of start dates.</p>	AS/DCH/BG
	ACTIONS FROM 6 JUNE 2017	
23.	<p>Electronic Sign-in Book MJW suggested we should look at modernising the way people sign into the building. There followed a discussion on security issues, the reason for the sign-in book (eg fire drills) etc. Action: MJW to take forward this suggestion in context with the wider Bayes/Dugald Stewart security. Update 6/6/17: Carry forward. Update 1/8/17: Action: MJW to discuss with AS. Update 3/10/17: MJW and AS have met but require further discussion with JO on a use case for a sign-in book in Bayes. Action: Carry forward. Update 5/12/17: no progress – carry forward.</p>	MJW/AS/ JO
24.	<p>Heating/Lack of in G.07/G.07a There have been a number of complaints from users about the temperature. Action: BG to look into the issues raised and attempt to find a solution. Update 6/6/17: BG has looked into this and says there is plenty of hot water and decent temperatures. DCH says it's a built in problem and has been going on for years. Previous suggestions which were made were knocked back. Currently we are reactively using electric heaters as there has been no acceptable solution. AS suggested more tiles with vents? Action: BG to speak to estates to look for another alternative. Update 1/8/17: Ongoing. Update 3/10/17: BG not progressed any further. Ongoing. Update 5/12/17: BG is looking to install temperature monitors in room. Action: BG to follow up.</p>	BG
	ACTIONS FROM 1 AUGUST 2017	
26.	<p>Forum Security PA had raised various issues regarding thefts, intruders etc in the Forum, at the H&S committee and was invited to attend the next Building Committee meeting for this item. He also asked about time taken to fix things, general state of the building, and security. MJW informed the meeting that some actions had already been taken. We now have two part-time receptionists, covering the hours of 8.30am – 5.30pm between them. After some discussion he said he would put together some proposals, circulate them to the committee and take any feedback to JM. This to include things like changes to the time the front door is locked/unlocked, delivery of personal parcels, arrangements for visitors to events etc. Our CCTV has been reviewed and deemed adequate. Action: MJW to circulate proposals in order to finalise a draft of a security paper for the building. Update 3/10/17: MJW, DCH and CM have met and discussed issues. Action: MJW to prepare a draft document. Update 5/12/17: Ongoing.</p>	MJW