

# School of Informatics

**Buildings Committee**  
**October 2020**

## Revised Governance Structure for Buildings Committee, Health, Safety & Wellbeing Committee and MOBUGs

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### Background

The purpose of this paper is to propose:

- Delegate building operational matters from Buildings Committee to MOBUGs, which includes creation of a MOBUG for the Forum.
- Governance oversight of buildings matters (and reporting from MOBUGs) to Health, Safety & Wellbeing Committee.

### Action requested from the committee

To **comment** on:

- The proposal to delegate operational matters from Buildings Committees to MOBUGs.
- Revised remit for Health, Safety & Wellbeing Committee which includes governance oversight of buildings matters (Appendix 1).
- The generic remit for MOBUGs (Appendix 2).
- Appleton Tower MOBUG (Appendix 2a).
- Potterrow MOBUG membership (Appendix 2b).
- Informatics Forum MOBUG (Appendix 2c).

### Main subject text

The School currently has two committees – Buildings Committee and Health, Safety & Wellbeing Committee, together with MOBUGs for Appleton Tower and Potterrow. Informatics is part of a MOBUG for Bayes Centre given we have space within that building, and will no doubt become part of a MOBUG for Wilkie Building when we take space in that building from January 2021.

The School's Buildings Committee is largely operational and deals with addressing faults and longer-term snagging issues that have existed within the Forum and other buildings and has until recently met every second month (existing remit link in Appendix 3). Since June 2020, due to Covid-19 lockdown, it has not met as the School formed a working group to prepare the buildings for re-opening.

The Health & Safety Committee meets once or twice a year and deals with matters according to its remit (link in Appendix 3). There is a significant amount of overlap with the Buildings Committee in reviewing health and safety matters that largely stem from our staff use of our buildings and facilities.

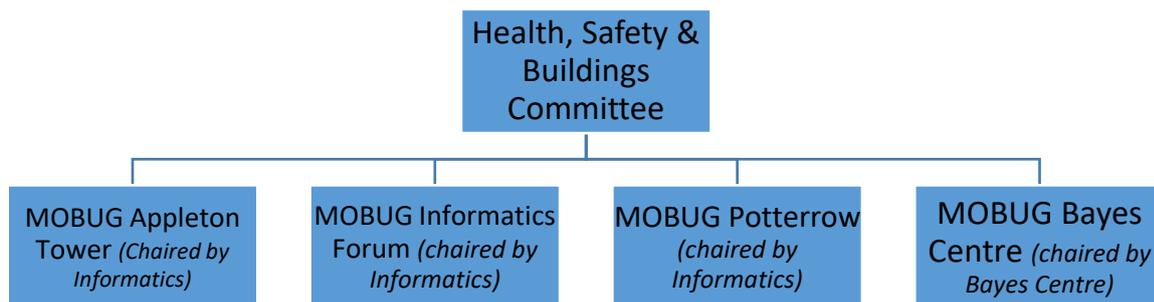
Given the operational nature of Buildings Committee and the inherent connection between our buildings and health and safety (emphasised even more by Covid-19 measures), **it is proposed that the operational elements of Buildings Committee revert to MOBUGs, with the governance oversight and school-wide building related issues covered within Health, Safety & Buildings Committee.**

While the Forum is not strictly speaking a MOBUG, given PPLS have labs and academic staff located in the Forum, and InSpace is occupied by ECA as well as Informatics staff and students, together with

a range of activities that occur in the Forum, it seems appropriate that we align an operational group for the Forum with the MOBUG remits to ensure a consistent approach across all buildings.

**Next Steps:**

- Comment from Buildings Committee will inform final proposal for Head of School and Strategy Committee
- If approved: call for membership from School community for Health, Safety & Buildings Committee and MOBUGs (where new members required)
- Existing actions from buildings committee list of actions will be moved to appropriate MOBUG (where involves building-wide issues such as health and safety, fire reports, etc); to facilities operational management or revised Health, Safety & Buildings Committee.
- New issues from members of the School should be raised through operational channels in the first instance (eg. facilities reporting) or through MOBUG representatives, and if not addressed satisfactorily by management then should be raised through representatives on the School's Health, Safety & Buildings Committee.



**Equality and diversity implications.**

This proposal does not have immediate EDI implications. Any changes in policy that may be agreed by the committee or MOBUGs will have Equality Impact Assessments undertaken in the normal way.

**Resource implications (staff, space, budget)**

Rationalisation of two meetings will reduce some time spent in meetings; however it is acknowledged that time saved from Buildings Committee will be spent through Forum MOBUG. .

## APPENDIX 1 – PROPOSED HEALTH, SAFETY & BUILDINGS COMMITTEE REMIT

### School of Informatics

#### Health, Safety and Buildings Committee

##### Remit

The Committee advises the Head of School and Strategy Committee on policies and practices that ensure effective and sustainable use of our estate, and the health, safety and security of our staff and students.

Specific responsibilities include:

- Advise the Head of School on health, safety and security matters within the School.
- Review the School's health and safety policy and safe codes of working practice.
- Act as a forum for consultation and discussion on matters relating to health, safety and security.
- Examine and discuss the findings of internal and external safety inspections and audits.
- Examine the School's accident and near-miss incident reports.
- Advise the Head of School and Director of Professional Services on the effective and sustainable use of our estate.
- Receive regular reports from MOBUG meetings to ensure that the health, safety and security of our staff and students.
- During the Covid-19 global pandemic, this Committee will oversee the School's response to health and safety compliance.

##### Membership

Member category	How appointed	Incumbent
Head of School	Ex officio	Jane Hillston
Director of Professional Services (Chair)	Ex officio	Joy Candlish
Facilities & Technical Services Manager (Deputy Chair)	Ex officio	Dave Hamilton
Facilities Supervisor	Ex officio	Carol Marini
Student Services Representative	Appointed	
Academic Staff Representative	Appointed	
Research Staff Representative	Appointed	
Computing Staff Representative	Appointed	
Technical Staff Representative	Appointed	
Administrative Staff Representative	Appointed	

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PGR Student Representative

Appointed

**Officer to the Committee:** Facilities & Technical Services Manager

**Clerk to the Committee:** Facilities Supervisor

### **Appointment of Members and term of office**

Appointed members shall be appointed from the respective constituency with the support of the membership of that constituency.

Appointed members shall serve for a term of two consecutive years with the option of an extension for a further year.

### **Attendance**

Others may be in attendance at meetings of the Committee, at the discretion of the Chair, as the business of the committee may determine.

### **Substitution**

At the discretion of the Chair, members who are unable to attend may nominate a substitute, who will act with the member's authority.

### **Reporting**

To Strategy Committee via Head of School.

The Committee will receive reports from MOBUGs that Informatics convenes (Appleton Tower, Potterrow, Informatics Forum) and or is part of (Bayes Centre, Wilkie Building).

### **Frequency of meetings**

The Committee meets three times a year.

During the Covid-19 global pandemic, the Committee will meet every two months (or as required) to monitor compliance with University and Scottish Government health, safety and physical requirements for workplaces.

### **Raising an Issue**

Any member of School who wishes to raise a buildings, health and safety or security issue should first raise through their line manager or facilities and health and safety issue reporting mechanisms [Insert link](#) or through the relevant MOBUG.

If the issues are not satisfactorily resolved through these operational reporting mechanisms or are considered urgent and/or high risk - staff members should inform their Committee Representative for raising at this Committee.

[Health & Safety Contacts](#)

## APPENDIX 2 – PROPOSED INFORMATICS GENERIC MOBUG REMIT

### School of Informatics

#### Multi-Occupancy Building Users Groups (MOBUGs)

##### Remit of MOBUGs chaired by Informatics:

The primary responsibility of MOBUGs is to take collective responsibility to ensure appropriate arrangements are in place within the building that protect the health and safety of all building occupants and providing advice to respective Heads of School or Management Unit on health, safety and security matters relevant to their staff and students.

Each School or Unit will have different arrangements within their School to which MOBUG issues or reports will be provided.

Specific responsibilities for MOBUGs include:

1. Oversight of management of the building in accordance with University Health & Safety policies and guidelines
2. Oversight of fire safety including escape routes, signage, emergency lighting, weekly fire alarm checks etc
3. Annual fire drill report
4. Oversight of security of the building
5. Agreement on normal and out of hours for the building
6. Oversight of first aid provision in the building
7. Oversight and dissemination of information on environmental issues; consideration of CO2 emissions
8. Disseminating information on maintenance issues, for example scaffolding on the building or carpet replacement works
9. Produce guidelines for visitor access to building
10. Assisting with staff and student health and wellbeing
11. Re-directing staff and student social event issues to responsible groups/admin

##### Membership

Membership of MOBUGs convened by School of Informatics will include:

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Convenor	Generally from the School unless otherwise agreed between Heads of School and who will: <ul style="list-style-type: none"><li>• Be the first point of contact for all fire safety, security matters related to the building</li><li>• Have authority to ensure all fire safety, security etc matters relevant to the building are maintained and be supported by Heads of School or equivalent on all fire, security etc safety matters</li><li>• Ensure operational responsibilities of MOBUG as outlined below are managed by the MOBUG.</li></ul>
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Secretary	<p>From the same School as the Convenor, who will:</p> <ul style="list-style-type: none"> <li>• Organise meetings; assemble agenda and distribute prior to meeting. Take minutes and distribute after the meeting in a timely manner.</li> <li>• Ensure agenda and minutes are sent to Schools or management units who do not have a representative on the MOBUG.</li> <li>• Administer MOBUG membership, ensuring that the convenor invites new occupiers to the building to send a representative.</li> </ul>
Fire Safety Unit Representative	University Fire Safety Adviser or Fire Safety Supervisor, who will attend meetings and advise on fire safety issues.
Estates and Buildings Representative	Premises Manager or similar, who will attend meetings and advise on building issues such as security and maintenance.
One representative for each school/management unit within the building, appointed by Head of School/Management Unit	<p>Senior member of staff with sufficient authority to implement any decisions made by the MOBUG</p> <p>Schools or management units with a very small number of staff on site do not necessarily have to have a representative on the MOBUG if this is not convenient. They should, however, receive a copy of the agenda and minutes for information and be informed of any significant building issues by the convenor if applicable.</p>

[Membership of Appleton Tower MOBUG \(refer Appendix 2a\)](#)

[Membership of Potterrow MOBUG \(refer Appendix 2b\)](#)

[Membership of Informatics Forum MOBUG \(refer Appendix 2c\)](#)

### Frequency of meetings

The frequency of MOBUGs convened by the School of Informatics varies depending on the extent of the multiple occupancy within each building and the volume of regular business. MOBUG members can propose more frequent meetings which should be agreed by the MOBUG group. A meeting of each MOBUG should occur after the annual fire drill.

### Minutes and Action Logs

The Secretary will be responsible for minuting minutes and maintaining a log of actions resulting from each meeting.

Membership of the MOBUG, agenda and papers will be published on a SharePoint or shared secure network for MOBUG members. Members will be responsible for sharing minutes and reports with their Schools and Units.

### Operational Responsibilities of MOBUGs

The [University's MOBUG guidance](#) outlines specific responsibilities detailed in the University's Health & Safety Policy which will form part of each MOBUG's annual cycle of business:

<b>Action</b>	<b>Frequency</b>	<b>Responsibility</b>
Review MOBUG membership based on occupancy of building	Annually	Secretary, in consultation with Convener and Estates
Advise University Fire Safety Adviser of names and addresses for each Head of School or equivalent whose staff occupy the building	Annually or as changes occur	Secretary, on behalf of Convener
Review and agree building opening hours	Annually or as required	MOBUG
Review and agree <b>access to the parts of the building and the appropriate closing arrangements</b>	Annually or as required	MOBUG
Review policy to specify permitted occupancy of building by undergraduate students	Annually or as required	MOBUG
Testing of fire alarm system	Weekly	Convenor
Fire drills	At least annually	Fire Safety Officer, Estates
Review of fire drill	As soon as possible after annual fire drill	MOBUG
Review of evacuation plans	Annually	MOBUG
Review of first aid cover outwith normal working hours	Annually	MOBUG

Each MOBUG may agree on other responsibilities specific to the building.

## APPENDIX 2a – APPLETON TOWER MOBUG MEMBERSHIP

### School of Informatics

#### Appleton Tower MOBUG

#### Remit

[Link to generic information about MOBUGs – Appendix 1](#)

#### Membership

Member category	How appointed [area represented within building]	Incumbent
Convenor	Head of School, School of Informatics	Dave Hamilton Facilities & Technical Services Manager
Secretary	Director of Professional Services, School of Informatics	Carol Marini Facilities Supervisor
Fire Safety Unit Representative	Estates	XXX
Estates and Buildings Representative	Estates	XXX
School of PPLS Representative	Head of School/Unit	Megan Cruickshank Buildings & Facilities Manager
School of Maths Representative	Head of School/Unit	Chris Jowett Director of Professional Services
Timetabling Representative	Head of School/Unit [General teaching spaces]	Robert Garnett Timetabling Unit
Information Services Group Representative	Head of School/Unit [University computing facilities]	Paul Hutton Information Services
Edinburgh Innovations Representative	Head of School/Unit [Commercial tenants and Enterprise Hub]	Iwona Barkby (Commercial Tenants) Lorna Baird (Student Enterprise Hub)
School of Informatics Computing Representative	Head of School [School specialist computing and teaching facilities]	Gordon Reid Computing Officer
School of Informatics Student Services Representative	Head of School [School specialist teaching and study space facilities]	Gillian Bell Teaching Office Manager

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School of Informatics  
Technician Representative

Head of School  
[School specialist teaching and  
study space facilities]

Gillian Bell  
Teaching Office Manager

### **Frequency of meetings**

During the Covid-19 global pandemic the MOBUG will meet every three months to ensure and monitor building compliance with University and Scottish Government guidelines. More regular meetings may be required if significant changes are required to the building set-up and operation.

Beyond the global pandemic, the MOBUG will generally meet every four months, with a meeting after the annual fire drill,

MOBUG members should propose more frequent meetings as they feel appropriate and this should be agreed by the MOBUG group.

### **Shared Site for Appleton Tower MOBUG Papers**

[To be created and inserted]

## APPENDIX 2b – POTTERROW MOBUG MEMBERSHIP

### School of Informatics

#### Potterrow MOBUG

#### Remit

[Link to generic information about MOBUGs – Appendix 1](#)

#### Membership

Member category	How appointed [area represented within building]	Incumbent
Convenor	Head of School, School of Informatics	Dave Hamilton Facilities & Technical Services Manager
Secretary	Director of Professional Services, School of Informatics	Carol Marini Facilities Supervisor
Fire Safety Unit Representative	Estates	XXXX
Estates and Buildings Representative	Estates	XXXX
School of PPLS Representative	Head of School/Unit [Dugald Stewart Building]	
Bayes Centre Representative	Head of School/Unit [Bayes Centre Building]	
Timetabling Representative	Head of School/Unit [General teaching spaces]	For 2020/21, or while Forum and Bayes has general teaching space
Gift Shop Representative	Head of School/Unit [Gift Shop]	

#### Frequency of meetings

The MOBUG will meet every six months, which reflects the fact that each main building in the Potterrow complex is managed by a separate management unit.

MOBUG members should propose more frequent meetings as they feel appropriate and this should be agreed by the MOBUG group.

#### Shared Site for Potterrow MOBUG Papers

[\[To be created and inserted\]](#)

## APPENDIX 2b – INFORMATICS FORUM MOBUG MEMBERSHIP

### School of Informatics

#### Informatics Forum MOBUG

#### Remit

[Link to generic information about MOBUGs – Appendix 1](#)

#### Membership

Member category	How appointed [area represented within building]	Incumbent
Convenor	Head of School, School of Informatics	Dave Hamilton Facilities & Technical Services Manager
Secretary	Director of Professional Services, School of Informatics	Carol Marini Facilities Supervisor
Fire Safety Unit Representative	Estates	
Estates and Buildings Representative	Estates	
School of PPLS Representative	Head of School/Unit [Labs and Academic Staff located in the Forum]	
Design Informatics Representative	Head of School/Unit [InSpace]	
Timetabling Representative	Head of School/Unit [General teaching spaces]	Relevant for 2020/21 or as long as G07 is general teaching space
School of Informatics Computing Representative	Head of School/Unit [Computing facilities]	
School of Informatics Graduate School Representative	Head of School/Unit [PGR student facilities]	
Robotics Lab Representative	Head of School [Forum Robotics Lab facilities]	

#### Frequency of meetings

The MOBUG will meet every three months. More regular meetings may be required if significant changes are required to the building set-up and operation to ensure and monitor building compliance with University and Scottish Government Covid-19 guidelines.

MOBUG members should propose more frequent meetings as they feel appropriate and this should be agreed by the MOBUG group.

### **Shared Site for Informatics Forum MOBUG Papers**

[\[To be created and inserted\]](#)

## APPENDIX 3 – EXISTING REMITS

**Buildings Committee:** <http://web.inf.ed.ac.uk/infweb/admin/committees/building-committee>

**Health, Safety & Wellbeing Committee:** <http://web.inf.ed.ac.uk/infweb/admin/committees/health-safety-wellbeing-committee>

**University MOBUG requirements:** <https://www.ed.ac.uk/health-safety/fire-safety/guidance/building-user-groups>