

UNIVERSITY OF WARWICK
UNIVERSITY ESTATE COMMITTEE
OPEN MINUTES OF THE MEETING HELD 14:00, WEDNESDAY 15 JANUARY 2020
IN THE COUNCIL CHAMBER, SENATE HOUSE

Present	Adrian Penfold	AP	Independent member of Council (Chair)
	Yewande Akinola	YA	Independent member of Council
	James Breckon	JB	Director of Estates and Chair of the Quality and Design Sub-Group
	Bal Claire	BC	Independent member of Council
	Professor Stuart Croft	SC	Vice-Chancellor
	Rosie Drinkwater	RD	Group Finance Director
	Professor David Haddleton	DHad	Academic Member
	Richard Hyde	RH	Independent member
	Milly Last	ML	Democracy and Development Officer, Students' Union
	Professor David Mullins	DM	Academic Member
	Ben Newsham	BN	President, Students' Union
	Rachel Sandby-Thomas	RST	Registrar
	Professor Simon Swain	SS	Vice-President for National and Regional Engagement
Attending	Sophie Black	SB	Assistant Registrar, Governance (Assistant Secretary)
	Kevin Edwards	KE	Chief Finance Officer, Estates
	Daniel Gibbons	DG	Programme Manager, Estates (for item 023)
	David Hammond	DHam	Capital Programme Director, Estates
	Scott Lloyd	SL	Senior Assistant Registrar, Space Management & Timetabling
	Jill Shaw	JS	Senior Assistant Registrar, Strategic Programme Delivery (for item 023)
	Professor Mike Shipman	MS	Pro-Vice-Chancellor (International) (for item 023)
	Sharon Tuersley	ST	Secretary to Council (Secretary)

Note: Some items are noted as "Exempt information not included" as they contain information that would be withheld from release to the public because an exemption under the Freedom of Information Act 2000 applies.

Ref	Item
017	<p>Apologies for absence</p> <p>Apologies were received from Trudi Elliott and Professor Chris Ennew.</p> <p>The Chair congratulated Yewande Akinola on being made an MBE in the New Year Honours 2020 for services to engineering and diversity in STEM.</p>
018	<p>Declarations of Interest</p> <p>No new conflicts of interest were declared.</p>
019	<p>Minutes of the Meeting Held on 6 November 2019</p> <p>The minutes of the meeting held on 6 November 2019 (019-UEC150120, restricted) were approved.</p>
020	<p>Matters Arising from Meeting Held on 6 November 2019</p> <p>There were no matters arising.</p>

Chair's Update

021	<p>Chair's Business and Actions</p> <p>(a) Building Cladding Update – Fire Safety</p> <p>The Director of Estates presented the report (021-UEC150120, restricted) outlining the University's approach to fire safety, with updates on actions carried out following the Grenfell disaster and more recently following the fire in a student accommodation block in Bolton. Appended to the report was the Vice-Chancellor's response to the government letter to all Vice-Chancellors following the Bolton incident, for reference. The following key points were highlighted:</p>
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	<ul style="list-style-type: none"> • Prior to the Bolton fire, the Estates Office and Health and Safety Services had initiated a review of the University’s fire safety arrangements in light of the recommendations from the Hackitt Report, post-Grenfell. • Full fire strategy reviews of the building stock across campus had taken place, with an ongoing rolling programme of work being implemented. • Fire system and evacuation drills were carried out across all University owned accommodation on a regular basis. • Regular discussions were held between the Director of Estates and the Director of Health and Safety. Fire safety was also a regular item on the agenda of the University Health and Safety Executive Committee. • A fire safety management gap analysis by an external auditor would be carried out to identify any areas for improvement in the University’s systems and processes. It was aimed to complete this review by the end of March 2020. <p>RH highlighted that in addition to the fire safety and standards briefings and updates already received by the University, updates published by the Ministry of Housing might also be helpful.</p> <p>Members noted the estimated five-year duration for the rolling programme of work and were assured by the parallel review and update of fire and related policies, as well as the regular programme of fire system and evacuation drills.</p> <p>The Committee asked that the report from the external review of the University’s Fire Risk Management System be presented at a future meeting.</p> <p>ACTIONS:</p> <ol style="list-style-type: none"> 1) Richard Hyde to share with the Director of Estates information on the Ministry of Housing advisory notes. 2) Report from the external review of the University’s Fire Risk Management System to be presented to UEC at a future meeting.
Governance	
022	<p>Terms of Reference (ToR) of the University Estate Committee</p> <p>(a) Proposed Revisions to the UEC ToR</p> <p>The Secretary presented the report (022a-UEC061119) setting out proposed changes to the UEC terms of reference, with the following key points highlighted:</p> <ul style="list-style-type: none"> • The UEC ToR had been refreshed in order to: <ul style="list-style-type: none"> ○ Emphasise the role of UEC in relation to environmental sustainability ○ Be more specific around the relationships with other committees, to improve understanding of the flow of business, and ○ Clarify responsibility for naming significant buildings. • The opportunity had also been taken to review the format, to help with understanding individual committee’s roles. This related to the Scheme of Delegation which was approved by Council in October. • The ongoing review of the University’s financial regulations and procedures was likely to impact the UEC ToR further, however it was anticipated that the new format would facilitate the incorporation of any changes. <p>The Committee raised no concerns with the proposed revisions.</p> <p>ACTION: Revisions to the UEC terms of reference to be presented to Council for approval.</p> <p>(b) Update on Energy Reporting</p> <p>The Director of Estates informed the Committee of the intention to bring a report to the next UEC meeting on energy use, efficiency metrics and benchmarking. This would also provide the opportunity to review and discuss where the University currently was in terms of environmental sustainability and to consider actions to manage carbon and resource impact in future.</p>

Strategic Items	
023	<p>STEM Grand Challenge – [Exempt information not included]</p> <p>[Exempt information not included]</p>
Estate (I)	
024	<p>Estate Management Record and Key Performance Indicators (KPIs)</p> <p>The Director of Estates presented the report (024-UEC150120, restricted) providing commentary on a number of the KPIs generated by the Estates Management Report (EMR). The following key points were highlighted:</p> <ul style="list-style-type: none"> • [Exempt information not included] <p>[Exempt information not included]</p> <p>The space requirements of large capital equipment, particularly in STEM, was noted, as well as the need for appropriate benchmarking.</p> <p>The Committee welcomed the report, however agreed that additional granularity was required in order to allow targets to be set which could drive behaviour. The same position was also noted for environmental sustainability reporting.</p> <p>The Committee asked that the output of the space modelling work be reported at a future meeting.</p> <p>ACTION: Output from space modelling work (projected future space requirements) to be presented to UEC at a future meeting.</p>
025	<p>Capital Programme Major Projects Status Report (RAG)</p> <p>The Committee received and noted a report (025-UEC150120, restricted) providing an overview of the status of major capital projects currently in progress, including design procurement and construction. The Committee also received a presentation from the Capital Programme Director, Estates on project visuals, as well as an overview of sustainability metrics from capital projects, with focus on the Interdisciplinary Biomedical Research Building (IBRB). The following key points were highlighted:</p> <p>Warwick Arts Centre</p> <ul style="list-style-type: none"> • Phase 1 of the project was complete and in use. • [Exempt information not included] <p>Cryfield Village</p> <ul style="list-style-type: none"> • Phase 1 and the Village Hall were complete and occupied. • Phase 2 was due for completion in February with occupation in October 2020. • [Exempt information not included] • The Village Hall was a new concept for the campus and had been well received so far. <p>IBRB – Predominantly off-site prefabricated construction was progressing well.</p> <p>Faculty of Arts</p> <ul style="list-style-type: none"> • Contractor procurement was complete. • Construction work was ongoing with the superstructure concrete frame underway. • [Exempt information not included] <p>Warwick Business School (Phase 1 of 3) – Contractor procurement was ongoing and enabling works were underway.</p> <p>Millburn House – Building works were ongoing with a planned completion date of March 2020.</p> <p>Wellesbourne Library Archive – [Exempt information not included]</p> <p>Old Sports Building – The project was on site and due to complete in April 2020. [Exempt information not included]. A new name for the building was being sought.</p>

	<p>Sustainability and Energy Usage</p> <p>[Exempt information not included]</p> <p>The Committee welcomed the presentation and suggested that the positive work and benefits of off-site construction should be publicised. It was noted that should an industry published standard be established for pre-manufactured buildings, benchmarking could then be made against this. The potential for a press release or to enter the project for building performance awards were also raised.</p> <p>In terms of the improving trend with communications, the Director of Estates informed the Committee that a very successful event with University suppliers had been held in December, with a focus on sustainability.</p> <p>The potential for further communication opportunities were also discussed, both internally at Warwick (with the University Council for example) and with the local region.</p>
026	<p>Report from the Capital, Space and Amenities Group</p> <p>The Senior Assistant Registrar, Space Management & Timetabling presented the report (026-UEC150120, restricted) from the meeting of CSAG on 21 November.</p> <p>Members noted the challenges raised around space use of the block-teaching model for degree apprenticeships, as opposed to the standard model for teaching room allocation. The Committee requested that modelling work of the future space demand from degree apprenticeships be shared as appropriate, to inform discussions around potential future developments.</p> <p>ACTION: Modelling work of future space demand for degree apprenticeships to be shared as appropriate to inform discussions on potential future developments.</p>
027	<p>Report from the Quality and Design Sub-Group</p> <p>The Director of Estates presented the report (027-UEC150120, restricted) from the meeting of QDSG on 26 November.</p> <p>Members noted that a policy on balustrade heights in internal spaces was being developed in liaison with the Health and Safety Team and incorporating the latest advice.</p>
Items below this line were for receipt and/or approval, without discussion	
Estate (II)	
028	<p>Property, Land and Titles</p> <p>The Committee received and noted the report (028-UEC150120, restricted).</p>
Other Committee Reports	
029	<p>Report from University Executive Board and Steering Committee</p> <p>The Committee received and noted the report (029-UEC150120, restricted).</p>
Other	
030	<p>Any other business</p> <p>There was no other business.</p>
CLOSE BY 16:00	
Next meeting: 14:00, Wednesday 25 March 2020 in the Council Chamber, Senate House	

DECISIONS AND ACTIONS			
ITEM	DECISION/ACTION	LEAD AND DUE DATE	STATUS
2018-19			
8 November 2018			
008 – Student Housing	ACTION: A progress update on Student Housing to be brought back to a future meeting of the Committee.	Jane Furze, President of the Students' Union Date TBC	Complete (Mar 2020)
27 March 2019			

034 – Masterplan Work Streams	ACTION (1): Masterplan Engagement Plan to be shared with UEC members for information.	James Breckon via Jane Furze TBC	Ongoing
036 – Energy and Carbon Annual Report 2017-18	ACTION (2): The feasibility of including scope 3 emissions within future energy and carbon annual reports to be investigated.	James Breckon TBC	Ongoing
20 June 2019			
049a – Draft Energy and Infrastructure Strategy	ACTION (1): Communications to be developed to showcase the nationally recognised work at Warwick and future plans and ambitions, as well as communications around consumption and supply as part of the path towards decarbonisation.	James Breckon with Engagement Team ASAP	Ongoing
053 – Capital Projects Lessons Learned	ACTION: Report on lessons learned from capital projects to be discussed at a future meeting, including the Warwick Arts Centre Project.	James Breckon, David Hammond	To be scheduled
2019-20			
6 November 2019			
007 – Masterplan Workstreams Update	ACTION (1): An update on the Mobility workstream to be presented at a future meeting.	James Breckon, Parvez Islam TBC	Complete (Mar 2020)
	ACTION (2): An update on the Energy, Resources and Infrastructure workstream to be presented at a future meeting.	James Breckon, Gerard Hunter TBC	To be scheduled
	ACTION (3): An update on the Energy Network 2020 Programme to be brought to a future meeting.	James Breckon, Gerard Hunter TBC	To be scheduled
011 – Report from the Quality and Design Sub-Group	ACTION: Director of Estates to liaise with the President of the Students’ Union regarding the proposed power and data workshop for the Faculty of Arts Building.	James Breckon, ASAP	Complete
15 January 2020			
021a – Building Cladding Update - Fire Safety	ACTION (1): RH to share with the Director of Estates information on the Ministry of Housing advisory notes.	Richard Hyde	Complete
	ACTION (2): Report from the external review of the University’s Fire Risk Management System to be presented to UEC at a future meeting.	James Breckon Post review (March 2020)	To be scheduled
022a – Proposed Revisions to the UEC ToR	ACTION: Revisions to the UEC terms of reference to be presented to Council for approval.	UEC Secretariat, for February Council	Complete
024 – Estate Management Record and KPIs	ACTION: Output from space modelling work (projected future space requirements) to be presented to UEC at a future meeting.	James Breckon, Chris Ennew, CSAG Secretariat, to be scheduled	To be scheduled
026 – Report from the Capital, Space and Amenities Group	ACTION: Modelling work of future space demand for degree apprenticeships to be shared as appropriate to inform discussions on potential future developments.	James Breckon / CSAG, when available	Ongoing