

**UNIVERSITY OF WARWICK**  
**UNIVERSITY ESTATE COMMITTEE**  
**OPEN MINUTES OF THE MEETING HELD 14:00, WEDNESDAY 24 JUNE 2020**  
**VIRTUAL MEETING VIA MS TEAMS**

<b>Present</b>	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 (until item 051)
	Rosie Drinkwater	RD	Group Finance Director
	Trudi Elliott	TE	Independent member
	Professor Chris Ennew	CE	Provost
	Professor David Haddleton	DH	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
	Professor Simon Swain	SS	Vice-President for National and Regional Engagement
<b>Attending</b>	Sophie Black	SB	Assistant Registrar, Governance (Assistant Secretary)
	Kevin Edwards	KE	Chief Finance Officer, Estates
	Elizabeth Gillick-Daniels	EGD	Administrative Officer (Governance) (notes)
	Parvez Islam	PI	Director of Transport & Future Mobility, Estates
	Charlotte Lewis	CL	Head of Strategic Programmes and Governance, Estates
	Scott Lloyd	SL	Senior Assistant Registrar, Space Management & Timetabling
	Luke Mephram	LM	President elect, Students' Union (observing)
	Akosua Sefah	AS	Democracy and Development Officer elect, Students' Union (observing)
	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
046	<p><b>Apologies for absence</b></p> <p>Apologies were received from Rachel Sandby-Thomas.</p> <p>The Chair welcomed all and thanked the following members at the end of their period of office on the Committee:</p> <ul style="list-style-type: none"> <li>• Professor David Haddleton</li> <li>• Milly Last</li> <li>• Ben Newsham.</li> </ul>
047	<p><b>Declarations of Interest</b></p> <p>No new conflicts of interest were declared.</p>
048	<p><b>Minutes of the Meeting Held on 15 January 2020</b></p> <p>The minutes of the meeting held on 15 January 2020 (048-UEC240620, restricted) were <b>approved</b>.</p> <p>The Chair noted that a further report on energy reporting would be brought to a future meeting, together with an update from the Climate Emergency Taskforce.</p> <p>Note: The Energy and Carbon Report 2018/19 Academic Year and a report on Environmental Sustainability were circulated by correspondence in March 2020.</p> <p><b>ACTION:</b> Report on energy use and efficiency and an update from the Climate Emergency Taskforce to be brought to a future meeting.</p>

049	<p><b>Matters Arising from Meeting Held on 15 January 2020</b></p> <p><b>a) Agenda of UEC meeting by correspondence in March 2020</b></p> <p>The Committee received and noted the agenda for the meeting held on 25 March 2020 by correspondence (049a-UEC240620).</p>
<b>Chair's Update</b>	
050	<p><b>Chair's Business and Actions</b></p> <p>The Committee received verbal updates from the Vice-Chancellor, Provost and Group Finance Director on the broader context of the University's activities during recent months and the wider HE sector, as well as an overview of current activities as part of the University's programme towards recovery.</p> <p>The Vice-Chancellor highlighted the following key points:</p> <ul style="list-style-type: none"> <li>• [Exempt information not included]</li> </ul> <p>The Provost highlighted the following key points:</p> <ul style="list-style-type: none"> <li>• Work was underway as part of the University's Business Continuity and Recovery (BCR) Programme to consider the shape of the 2020-21 academic year.</li> <li>• The aim was for the autumn term to start on 5 October 2020 with term dates broadly as planned and predominantly on campus with social distanced teaching.</li> <li>• It was not intended to move to a wholly online only teaching model, however due to ongoing social distancing rules a more blended approach to delivery, which would include online elements, would be embedded into teaching programmes.</li> <li>• Other measures were also being implemented, such as the adaptation of the teaching day and the potential to reduce optional modules.</li> <li>• Access to study and dwell space was being reviewed.</li> <li>• It was anticipated that most postgraduate courses would run as normal with some added flexibility.</li> <li>• Communication to staff and students of these messages and the benefits of a campus environment would be critical.</li> </ul> <p>The Group Finance Director highlighted the following key points:</p> <ul style="list-style-type: none"> <li>• All major capital projects that were not contracted had been put on hold.</li> <li>• Support continued to be provided to the c.1000 students who remained on campus.</li> <li>• Conference trade for September had been cancelled, to allow use of the facilities as part of quarantine arrangements if required.</li> <li>• The Estates and Accommodation teams had worked incredibly hard to look after staff and students on campus, both during lockdown and during the ongoing re-opening phase.</li> </ul> <p>The Committee extended its thanks to the Estates and Accommodation teams on their hard work to ensure the health and safety of staff and students during such a challenging period. External members commended the University on its actions to quickly put in place an effective recovery strategy and governance structure. It was further noted that the profile of the University had been very positive, particularly in terms of the COVID-19 research being undertaken.</p>
<b>Strategic Items</b>	
051	<p><b>Estates' Response to the COVID-19 Pandemic</b></p> <p>The Committee received and noted an update report (051-UEC240620, restricted) and presentation on the work of the Estates teams in response to the COVID-19 pandemic and towards the recovery and campus restart phase. The following key points were highlighted:</p>

	<ul style="list-style-type: none"> <li>• During the recent months of lockdown and substantially reduced campus activity, work had focussed on the University’s four objectives in response to the pandemic.</li> <li>• Support continued to be provided to the c.1000 students who remained on campus and the ongoing COVID-19 and other essential research.</li> <li>• Support also continued for Estates’ staff: those working on campus as critical workers, those working from home and those who had been put on furlough leave [Exempt information not included]. Effective communications remained critical.</li> <li>• Furloughed staff had been involved in several ‘good neighbour’ initiatives in the local area.</li> <li>• During the recovery phase, work was progressing at pace as part of the BCR Programme to ensure the health, safety and wellbeing of the campus communities, to prepare for the restart of building and facilities operations and the start of the new academic year.</li> <li>• In planning for the arrival of students in September, 100% occupancy of student accommodation blocks had been assumed. Accommodation blocks would be treated as households in line with sector guidance but this would be kept under review. An extended arrivals period for students was to be expected and self-isolation would be provided where required for two weeks prior to Welcome Week.</li> <li>• Estates were working with the Campus and Commercial Services Group to assess when sports and conference centres could be brought back into operation. It was reiterated that buildings would not open without all the necessary security, H&amp;S, COVID-secure and compliance checks having been completed. It was anticipated that conference centres would not open until mid-August.</li> <li>• Maintenance spending had been paused, with the exception of critical compliance-driven maintenance, and consultancy work had been brought in-house where possible.</li> <li>• In terms of capacity planning, three potential social distancing scenarios were being modelled (minimal easing at 2m minimum; moderate at 1m+, and comprehensive at 1m). With social distancing capacity reduction, working arrangements for staff and timetabling of the blended learning delivery was under review.</li> <li>• The amount of available study space and dwell space in the context of social distancing had been identified as a concern. The Mathematics Institute was undertaking modelling to provide guidance on this.</li> <li>• Transport and mobility challenges had been identified, particularly in light of the government guidance to limit the use of public transport and the reduced maximum occupancy for buses under social distancing. Work was already underway to liaise with local authorities to promote cycling and walking, and with bus operators to tailor services for the start of term.</li> <li>• A demand response system and e-scooter trial were under consideration, working in partnership with Transport for West Midlands (TfWM) and Coventry City Council respectively.</li> <li>• All car parking charges, including permits, had been suspended until the end of September. Charges and permits would be re-introduced in October and it was anticipated that car park charges would move to a cashless payment system.</li> </ul> <p>The Committee welcomed the presentation. It was agreed that the presentation and an update on the Shape of the Academic Year would be circulated after the meeting.</p> <p>[Exempt information not included]</p> <p><b>ACTION:</b> The presentation and the Shape of the Academic Year update to be circulated.</p>
052	<p><b>Capital Programme Status Report</b></p> <p>The Committee received and noted an update report (052-UEC240620, restricted) on the status of major capital projects.</p>

	The Committee noted that in the context of the financial situation all major capital projects not currently under contract had been put on hold. It was anticipated that these capital projects would be reviewed again later in the year and re-prioritised according to needs.
<b>Committee Reports</b>	
053	<b>Report from the Capital, Space and Amenities Group</b> The Committee received and noted the report (053-UEC240620, restricted) from the by correspondence meeting of CSAG on 30 April.
<b>Other</b>	
054	<b>Any other business</b> There was no other business.
<b>CLOSE BY 15:00</b> <b>Next meeting: 10:30, Wednesday 4 November 2020</b>	

<b>DECISIONS AND ACTIONS</b>			
<b>ITEM</b>	<b>DECISION/ACTION</b>	<b>LEAD AND DUE DATE</b>	<b>STATUS</b>
<b>2018-19</b>			
<b>20 June 2019</b>			
049a – Draft Energy and Infrastructure Strategy	<b>ACTION (1):</b> 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	In process by the EIG working group
053 – Capital Projects Lessons Learned	<b>ACTION:</b> Report on lessons learned from capital projects to be discussed at a future meeting, including the Warwick Arts Centre Project.	James Breckon, David Hammond	Arts Centre learning to be completed post-contract (after March 2021)
<b>2019-20</b>			
<b>6 November 2019</b>			
007 – Masterplan Workstreams Update	<b>ACTION (2):</b> An update on the Energy, Resources and Infrastructure workstream to be presented at a future meeting.	James Breckon, Gerard Hunter TBC	Scheduled for 4 November 2020
	<b>ACTION (3):</b> An update on the Energy Network 2020 Programme to be brought to a future meeting.	James Breckon, Gerard Hunter TBC	To be scheduled
<b>15 January 2020</b>			
021a – Building Cladding Update - Fire Safety	<b>ACTION (2):</b> 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
024 – Estate Management Record and KPIs	<b>ACTION:</b> 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	<b>ACTION:</b> 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
<b>24 June 2020</b>			

048 - Minutes of the Meeting Held on 15 January 2020	<b>ACTION:</b> Report on energy use and efficiency and an update from the Climate Emergency Taskforce to be brought to a future meeting.	James Breckon, Chris Ennew, TBC	To be scheduled
051 - Estates' Response to the COVID-19 Pandemic	<b>ACTION:</b> The presentation and the Shape of the Academic Year update to be circulated.	Secretariat, ASAP	Complete