

**UNIVERSITY OF WARWICK**  
**UNIVERSITY ESTATE COMMITTEE**  
**PUBLIC MINUTES OF THE MEETING HELD 10:30, WEDNESDAY 4 NOVEMBER 2020**  
**VIRTUAL MEETING VIA MS TEAMS**

<b>Present</b>	Adrian Penfold	AP	Independent member of Council (Chair)
	James Breckon	JB	Director of Estates and Chair of the Quality and Design Sub-Group
	Professor Naomi Brookes	NB	Academic Member
	Bal Claire	BC	Independent member of Council
	Professor Stuart Croft	SC	Vice-Chancellor (until item 016)
	Trudi Elliott	TE	Independent member (item 012 onwards)
	Professor Chris Ennew	CE	Provost
	Dr Lucy Hammond	LH	Academic Member
	Richard Hyde	RH	Independent member
	Luke Mephram	LM	President, Students' Union
	Professor David Mullins	DM	Academic Member
	Rachel Sandby-Thomas	RST	Registrar
	Akosua Sefah	AS	Democracy and Development Officer, Students' Union
	Professor Simon Swain	SS	Vice-President for National and Regional Engagement
<b>Attending</b>	Sophie Black	SB	Assistant Registrar, Governance (tech support)
	Kevin Edwards	KE	Chief Finance Officer, Estates
	Elizabeth Gillick-Daniels	EGD	Administrative Officer, Governance (Assistant Secretary)
	David Hammond	DH	Capital Programme Director, Estates
	Gerard Hunter	GH	Head of Building Services and Infrastructure / Mechanical
	Charlotte Lewis	CL	Head of Strategic Programmes and Governance, Estates
	Scott Lloyd	SL	Senior Assistant Registrar, Space Management & Timetabling
	Andrew Smith	ASm	Director of Finance
	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
007	<p><b>Apologies for absence</b></p> <p>Apologies were received from Yewande Akinola and Rosie Drinkwater.</p> <p>The Chair welcomed all.</p> <p>The Chair thanked Professor David Mullins for their service on the Committee and wished them well in their future endeavours.</p>
008	<p><b>Declarations of Interest</b></p> <p>No new conflicts of interest were declared.</p>
009	<p><b>Minutes</b></p> <p><b>a) Minutes of the Meeting Held on 24 June 2020</b></p> <p>The minutes of the meeting held on 24 June 2020 (009a-UEC041120, Protected) were <b>approved</b>.</p> <p><b>b) Minutes of the informal meeting held on 16 September 2020</b></p> <p>The minutes of the informal meeting held on 16 September 2020 (009b-UEC041120, Protected) were <b>approved</b>.</p>
010	<p><b>Matters Arising from meeting held on 24 June 2020</b></p> <p><b>a) STEM Grand Challenge Update</b></p> <p>[Exempt information not included]</p>

	<p><b>b) Wellesbourne Campus Update</b> [Exempt information not included]</p> <p><b>c) Off-campus accommodation update</b> [Exempt information not included]</p>
<b>Chair's Update</b>	
011	<p><b>Chair's Business and Actions</b></p> <p><b>a) 5G Innovation Alliance</b></p> <p>The Committee was informed that the University would be working in collaboration with BT and Warwickshire County Council to bring 5G innovation and co-development to the University campus and the wider region, stimulating regional economic growth and post Covid-19 recovery.</p> <p><b>ACTION:</b> Press release on 5G innovation alliance to be shared with the Committee.</p>
<b>Governance</b>	
012	<p><b>Membership and Terms of Reference of the University Estate Committee and its Sub-Committees 2020-21</b></p> <p>The Secretary to Council presented the report (012-UEC041120, Public) setting out the terms of reference (ToR) and membership of UEC and its sub-committees for 2020-21. Revisions were being proposed to the format of the ToR of the Capital, Space and Amenities Group (CSAG) and the Quality and Design Sub-Group (QDSG) in line with changes to the UEC ToR format last year.</p> <p>Members noted the UEC membership and ToR as approved by Council on 14 October.</p> <p>The separation of financial and design decision-making was discussed. It was noted that while the Chair was represented on the Finance and General Purposes Committee, further consideration could be given to strengthening the crossover between the two, noting that a degree of separation was also beneficial.</p> <p>Continuing vacant positions on the QDSG were noted. It was acknowledged that these should be filled as soon as possible and there was preference for seeking external candidates with design expertise.</p> <p><b>DECISION:</b> The Committee <b>approved</b> the terms of reference and membership of the Capital, Space and Amenities Group and the Quality and Design Sub-Group for 2020-21.</p>
013	<p><b>Annual Schedule of Business 2020-21</b></p> <p>The Secretary to Council presented the Annual Schedule of Business (013-UEC041120, Public) and noted that given the business expected, a January meeting of the Committee would be required.</p> <p>[Exempt information not included]</p>
<b>Strategic Items</b>	
014	<p><b>Energy, Resources and Infrastructure Workstreams Update</b></p> <p>The Capital Programme Director, Estates presented the report (014-UEC041120, Protected) on the progress of the Energy, Resources and Infrastructure Group (EIG) in developing workstreams to support the climate emergency declaration and the Campus Masterplan:</p> <ul style="list-style-type: none"> <li>• [Exempt information not included]</li> </ul> <p>The Committee welcomed the update.</p> <p>[Exempt information not included]</p>
<b>Estate (I)</b>	
015	<p><b>Operational Update in Response to the Covid-19 Pandemic</b></p> <p>The Director of Estates presented the report and presentation (015-UEC041120, Protected) on recent activity to ensure a Covid-secure campus.</p>

	<ul style="list-style-type: none"> <li>• Estates staff had been working across the five themes of the Business Continuity and Recovery Programme (BCRP) and sub-groups: campus operationalisation, student experience, scenario planning, ways of working, and institutional resource.</li> <li>• Staff had been re-inducted into new risk control measures, capacity planning had been undertaken to identify pinch points, and queuing facilities, hand sanitiser and signage had been rolled out across campus. Extra dwell space had been provided for students.</li> <li>• Ventilation analysis had been undertaken following REHVA 3 guidance across all teaching and laboratory spaces; all results exceeded the minimum ventilation thresholds.</li> <li>• Bus timetabling had been updated to ease the flow of individuals onto and off campus. Some areas of the campus had been pedestrianised and cycling had been promoted.</li> <li>• External guidance had been followed to ensure accommodation was Covid-secure.</li> <li>• Essential compliance projects had continued.</li> <li>• Student departure and arrival processes had run smoothly.</li> <li>• Teams were currently focused on providing support to students in accommodation.</li> </ul> <p>The Committee congratulated and thanked the relevant teams for their hard work in keeping the campus Covid-secure.</p> <p>[Exempt information not included]</p> <p>The Committee discussed how learnings on different ways of working would be taken forward, including on space utilisation, agile working and multi-team working.</p>
016	<p><b>Capital Programme – Annual Report on Capital Plan Delivery and Capital Plan Update</b></p> <p>The Capital Programme Director, Estates presented the annual report (016-UEC041120, Protected) on Capital Project Delivery:</p> <ul style="list-style-type: none"> <li>• The Covid-19 pandemic had introduced significant challenges to project delivery, but all contractors had responded well. There had been a pause in activity for 2-5 weeks, after which contractors continued to work, following Construction Leadership Council (CLC) and Government guidance. Productivity across the projects had remained high.</li> <li>• Project registrations had significantly reduced and the Capital Projects Team had focused on ensuring the Estate was Covid-secure.</li> <li>• In the period 1 October 2019 to 30 September 2020, 67 projects had been delivered, there was a clean record on Health, Safety and Environment metrics and projects continued to meet Sustainability metrics.</li> <li>• An overview was provided of completed projects, progress on ongoing major projects and future projects of note.</li> <li>• Warwick had been recognised externally with several awards having been received for the Lord Bhattacharya Building and the Sports Hub.</li> </ul> <p>The Committee noted the update and congratulated all the relevant teams on the awards.</p>
017	<p><b>Report from the Capital, Space and Amenities Group</b></p> <p>The Provost presented the report (017-UEC041120, Protected) with the following highlights:</p> <ul style="list-style-type: none"> <li>• [Exempt information not included]</li> </ul> <p>The Committee noted the report.</p>
018	<p><b>Report from the Quality and Design Sub-Group</b></p> <p>The Director of Estates presented the report (018-UEC041120, Protected) with the following highlights:</p>

	<ul style="list-style-type: none"> <li>• QDSG was currently reviewing initial drafts of guides being developed to support the aspirations of the Campus Masterplan.</li> <li>• Landscaping proposals for the Faculty of Arts and the Interdisciplinary Biomedical Research Building (IBRB) were under consideration, to ensure the effective integration with the surrounding areas and the wider campus as part of the Masterplan aspirations.</li> </ul> <p>The Committee noted the report.</p> <p><b>ACTION:</b> Progress on standards and guides in support of the Masterplan to be brought back to the Committee.</p>
019	<p><b>Property, Land and Titles</b></p> <p>The report on priorities for land and property purchases and developments (019-UEC041120, Protected), was received and noted.</p>
<b>Items below this line were received and noted without discussion</b>	
<b>Estate (II)</b>	
020	<p><b>Capital Programme: Major Projects Status Report (RAG)</b></p> <p>The report on the status of major capital projects currently in progress (020-UEC041120, Protected) was received and noted.</p>
<b>Other</b>	
021	<p><b>Any other business</b></p> <p>There was no other business.</p>
<p><b>CLOSE BY 12:30</b></p> <p><b>Next meeting: 11:30, Tuesday 26 January 2021</b></p>	

<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 progress 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	Complete – update presented on 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	Complete – update presented on 4 November 2020

<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
<b>2020-21</b>			
<b>4 November 2020</b>			
010c - Off-campus Accommodation Update	<b>ACTION:</b> [Exempt information not included]	[Exempt information not included]	[Exempt information not included]
011a – Chair’s Business and Actions: 5G Innovation Alliance)	<b>ACTION:</b> Press release on 5G innovation alliance to be shared with the Committee.	UEC Secretariat, ASAP	Complete
012 - Membership and Terms of Reference of the University Estate Committee and its Sub-Committees 2020-21	<b>DECISION:</b> The Committee <b>approved</b> the terms of reference and membership of the Capital, Space and Amenities Group and the Quality and Design Sub-Group for 2020-21.		
018 - Report from the Quality and Design Sub-Group	<b>ACTION:</b> Progress on standards and guides in support of the Masterplan to be brought back to the Committee.	James Breckon, QDSG Secretariat, TBC	To be scheduled