

UNIVERSITY OF WARWICK

BUILDING COMMITTEE

Minutes of the Meeting held on 31 May 2007

- Present: Sir John Temple (Chair), Professor S. Bassnett, Mr A. Brown, Professor R. Critoph, Ms A. Darowska, Professor J. Jones, Professor M. Luntley
- In Attendance: Registrar, Director of Estates, Head of Estates Projects, Head of Estates Services, Head of Estates Finance, Director of Finance, Estates Office Personnel and Administration Manager, Senior Assistant Registrar (Space Management and Timetabling)
- Apologies: Sir G. Cox, Mr M. Greenlees, Dr G. Lyons, Professor S. B. Palmer, Professor M. Terry

23/06-07 Minutes

RESOLVED:

That the minutes of the meeting held on 9 March 2007 be approved.

24/06-07 Matters Arising

- (a) Millburn House (minute 19/06-07(c) refers)

RECEIVED:

An oral report from the Director of Estates confirming that occupation dates had been agreed with the departments of History of Art and Theatre Studies.

- (b) Sale of Anchor House (minute 21/06-07 refers)

RECEIVED:

An oral report from the Director of Estates on progress of the sale of Anchor House, it being noted that the University had received a confirmed offer for more than the asking price and that details would be brought to the next meeting.

25/06-07 Change of Membership of the Committee

REPORTED:

That Dr Gerard Lyons had been appointed as one of the three lay members of the Council on the Building Committee in place of Paul Varney.

26/06-07 Performance Measurements

- (a) Good Practice Report from HEFCE on the Performance in Higher Education Estates

RECEIVED:

A good practice report from HEFCE on the Performance in Higher Education Estates published April 2007 (Paper BC.32/06-07).

- (b) Warwick's Estates Management Statistics

CONSIDERED:

A report on Warwick's performance in the latest Estates Management Statistics Exercise covering the year 2005-06 (Paper BC.33/06-07).

RECOMMENDED:

- (i) That the Estates Office investigate and minimise water consumption.
 - (ii) That the Space Management Group (SMG) investigate provision and utilisation of teaching space as the core teaching space per taught student FTE was well below all peer group medians and utilisation of teaching space could be improved.
 - (iii) That the Environment and Amenities Committee discuss the environmental aspects of the report at its next meeting.
- (c) Presentation on the Use of Space

RECEIVED:

A presentation on the use of space by the Director of Estates reflecting on issues from minutes 19/06-07(b)(i) and (ii) from the last Building Committee meeting:

- the introduction of measures to improve utilisation of locally timetabled teaching rooms and meeting increasing demand for central teaching space;
- making departments aware of indicative costs for making a booking which is not actually used, as well as the opportunity costs of the availability of teaching space.

RESOLVED:

- (i) That SMG investigate the following space management and timetabling policy options with a view to improving utilisation of space and informing future space development:
 - (A) Measures to ensure better use of rooms, for example through fines for making bookings which are not actually used;
 - (B) The mix of different types and capacities of teaching space to optimise matches to class sizes and teaching activities;
 - (C) How departments use their non-centrally timetabled teaching space;
 - (D) How to encourage departments to use the full teaching day and week (Monday to Friday) in the development of their teaching timetables.
- (ii) That the construction of new teaching space be contingent on demonstrable need.
- (iii) That the Chair and Secretary meet with the Dean of the Medical School to discuss the Estates-related needs of the Medical School and an options appraisal be brought to a future meeting of the Building Committee for discussion.

RECOMMENDED: (to SMG)

- (iv) That the basis for timetable construction be re-examined with a view to improving efficiency.

RECOMMENDED: (to FGPC, SMG and AQSC)

- (v) That investigations into future teaching space provision at Warwick incorporate the views of the Building Committee relating to optimal use, type and capacity of space and demonstrable need.

- (d) Performance of the Operations and Maintenance Section for 2006-07

RECEIVED:

A report from the Head of Estates Services on the performance of the Operations and Maintenance Section for the year 2006-07 and on the means for improving performance for next year (Paper BC.34/06-07), noting that in order to improve service for customers better information and integration with the management software SAP was required.

27/06-07 Update on the Campus Development Plan

CONSIDERED:

A report from the Director of Estates on the likely timescale for the consideration of and decision on the masterplan planning application and a proposal for the development of an Estates Strategy using that timescale (Paper BC.35/06-07), noting that:

- (a) A copy of the application documentation was available for Committee Members to examine at the meeting.
- (b) The Committee noted that York University's application for planning permission on Green Belt land had been successful which was encouraging for Warwick but noting that Warwick would face different legal issues.
- (c) Any restrictions laid down by the planning authorities regarding Warwick's application would be included in the Estates Strategy and Capital Planning Programme.

RESOLVED:

That the Director of Estates provide a report on progress of the development of an Estates Strategy to the next meeting of Building Committee.

28/06-07 Reports from the Sub-Committees of the Building Committee

- (a) Environment and Amenities Committee

RECEIVED:

A report on the meeting of the Environment and Amenities Committee held since the last Building Committee (Paper BC.36/06-07).

(b) Space Management Group

A report on the meetings of the Space Management Group held since the last Building Committee giving an overview of capital development priorities arising from space needs and pressures identified through the annual accommodation round (Paper BC.37/06-07).

RESOLVED:

- (i) That the capital development priorities arising from space needs and pressures identified through the annual accommodation round be noted,
- (ii) That Building Committee welcomed the Space Management Group's steps to strengthen and clarify the process for approving capital projects.

29/06-07 Updates on Financial Plans 2007-08

(a) Update on Draft Capital Plan

RECEIVED:

A report from the Head of Finance (Estates) on the forecast costs of capital expenditure against approved expenditure (Paper BC.38/06-07).

(b) Reduction in Planned Major Maintenance Expenditure

CONSIDERED:

A report from the Head of Estates Services on the reduction in planned major maintenance expenditure and subsequent deferral of some works (Paper BC.39/06-07).

RESOLVED:

That the strategy of deferral of some works be approved, noting that:

- (i) The proposed list in paper BC.39/06-07 was of typical works and not finalised
- (ii) The Committee considered the reduction of the major maintenance budget to be a temporary measure and not sustainable in the long term.

30/06-07 Reports on the Progress of Major Projects

RECEIVED:

Reports summarising progress since the last Building Committee meeting on the following major projects:

- (a) Millburn House (Paper BC.40/06-07), noting that plans of the next phase of development were displayed at the meeting (drawing numbers 135/240-243)
- (b) Warwick HRI Refurbishment and Consolidation of Laboratories (Paper BC.41/06-07)
- (c) Warwick Digital Laboratory (Paper BC.42/06-07)
- (d) Library Refurbishment (Paper BC.43/06-07)
- (e) Westwood - Indoor Tennis Centre (Paper BC.44/06-07)
- (f) Students' Union South (Paper BC.45/06-07)
- (g) Zeeman Building Extension (Paper BC.46/06-07).

RESOLVED:

- (h) That plans for the next phase of Millburn House (drawing numbers 135/240-243) be approved, subject to an alternative cladding material to timber being found.
- (i) That the Chair write to the Deputy Vice-Chancellor seeking clarity on the intended use of space within the Digital Laboratory.