

UNIVERSITY OF WARWICK
UNIVERSITY ESTATE COMMITTEE
PUBLIC MINUTES OF THE MEETING HELD 11:30, TUESDAY 26 JANUARY 2021
VIRTUAL MEETING VIA MS TEAMS

Present	Adrian Penfold	AP	Independent member of Council (Chair)
	Yewande Akinola	YA	Independent member of Council (up to item 029)
	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
	Rosie Drinkwater	RD	Group Finance Director
	Professor Chris Ennew	CE	Provost and Chair of the Capital Space and Amenities Group
	Dr Lucy Hammond	LH	Academic Member (from item 027)
	Richard Hyde	RHy	Independent member
	Luke Mephram	LM	President, Students' Union
	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
Attending	Sophie Black	SB	Assistant Registrar, Governance (tech support)
	Joel Cardinal	JC	Head of Energy and Sustainability, Estates (for item 028)
	Kevin Edwards	KE	Chief Finance Officer, Estates
	Daniel Gibbons	DGi	Programme Manager, Capital Projects, Estates (for item 029)
	Elizabeth Gillick-Daniels	EGD	Administrative Officer, Governance (Assistant Secretary)
	Professor David Greenwood	DGr	CEO of WMG High Value Manufacturing Catapult and Director of Industrial Engagement (for items 027 and 028)
	David Hammond	DH	Capital Programme Director, Estates
	Richard Hutchins	RHu	Director of Strategy (up to item 031)
	Margot James	MJ	Executive Chair, WMG (for items 027 and 028)
	Charlotte Lewis	CL	Head of Strategic Programmes and Governance, Estates
	Scott Lloyd	SL	Senior Assistant Registrar, Space Management & Timetabling
	Felix Martin	FM	Felix Martin (Graduate Project Engineer, WMG (for items 027 and 028)
	John Phillips	JP	Director of Health & Safety (for item 031)
	Professor Joao Porto De Albuquerque	JPdA	Director, Institute for Global Sustainable Development (for item 028)
	Sharon Tuersley	STu	Secretary to Council (Secretary)
	Steven Twynholm	STw	Operations Director, Estates (for item 030)
	Simon Watson	SW	Fire Safety Adviser, Health & Safety (for item 031)

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
022	Apologies for absence Apologies were received from Trudi Elliott.
023	Declarations of Interest Bal Claire declared a personal conflict in relation to item 027. No further interests were declared.
024	Minutes of the Meeting Held on 4 November 2020 The minutes of the meeting held on 4 November 2020 (024-UEC260121, Protected) were approved .
025	Matters Arising from meeting held on 24 June 2020 There were no matters arising.

Chair's Update	
026	<p>Chair's Business and Actions</p> <p>a) Broadening of the Remit of the University Estate Committee</p> <p>The Provost presented the report (026-UEC260121, Protected) on the extension of the responsibilities of the Committee to include oversight of the University Environmental and Social Sustainability Strategy and its implementation. A newly established Environment and Social Sustainability Action Group (ESSAG) would report to UEB and UEC. To cover this broadened remit, a change of name and revisions to the Terms of Reference of the Committee were proposed. The two proposals for the name change were discussed.</p> <p>The Committee noted the existence of a slight tension, recognising that sustainability was not an exact fit within the remit of the estate. Assurance was provided that ESSAG would coordinate across committees and regular reporting to UEB would ensure ownership at that level and at Council through sustainability being a key strand of the University Strategy. The Climate Emergency Task Force (CETF) and Masterplan Programme Board (MPB) had already given the sustainability agenda much greater visibility in recent months. It was clarified that the MPB would continue to report to UEB and UEC.</p> <p>It was noted that the Masterplan Architect had joined QDSG as a member; two external posts on QDSG remained vacant and it was agreed that these should be filled as soon as possible.</p> <p>DECISION: The Committee recommended to Council for approval:</p> <ol style="list-style-type: none"> 1) a proposed change of name for the Committee (from the 'University Estate Committee' to the 'University Estate and Environment Committee'); and 2) the revised Terms of Reference of the Committee.
Strategic Items	
027	<p>Masterplanning the South Side of Campus</p> <p>The Vice-Chancellor and Director of Estates presented the report and presentation (027-UEC260121, Protected) on the aspirations and emerging vision for [Exempt information not included] the south side of campus. Four areas of activity were noted, namely:</p> <ul style="list-style-type: none"> • [Exempt information not included] • the development of green transport, including [Exempt information not included] • the establishment of ecological zones to protect biodiversity; and • [Exempt information not included] <p>[Exempt information not included]</p>
028	<p>Environmental and Social Sustainability Strategy Update</p> <p>The Head of Energy and Sustainability, Estates presented the report and presentation (028-UEC260121, Protected) on the progress of the Environmental and Social Sustainability Strategy. Five "Routes to Zero" were being progressed, namely:</p> <ul style="list-style-type: none"> • To achieve net Zero carbon emissions from scope 1 and 2 by 2030 • To achieve net Zero carbon emissions from scope 3 by 2050 • To progress the University contributions to the UN Sustainable Development Goals (SDGs) • To embed sustainability in curriculum (Education for Sustainable development) • To achieve ecology and biodiversity net gain <p>The Director of the Institute for Global Sustainable Development presented the progress Warwick had made in contributing to the UN SDGs. The SDG Advisory Group had been established as a transdisciplinary group connecting multiple disciplines working on the SDGs. The Annual Report on the SDGs was launched last year,</p>

	<p>presenting the contributions Warwick had made in 2018-19 across each of the 17 Goals. Work was ongoing to refine the methodology for the next Annual Report and translate the SDGs into goals for Warwick.</p> <p>The Committee welcomed the progress that had been made. It was recognised that ESSAG would need to connect different activities across the University, learn from and sustain a number of practices that had emerged because of the Covid-19 pandemic, and develop a culture of sustainability across the institution. Student members noted that investment and resourcing would be key to deliver such culture change.</p> <p>With regard to education, changes to both content and process were being considered. Lessons learned on changes to the teaching process through the Covid period would be valuable to explore. It was raised that co-creation with students could encourage the student community to engage and support this work.</p> <p>Further work was now needed to identify KPIs and targets; updates would be brought back to the Committee in due course.</p>
Estate (I)	
029	<p>University of Warwick Placemaking Guide</p> <p>The Director of Estates presented the new Placemaking Guide (029-UEC260121, Protected), designed to support the Masterplan through the setting out of clear design criteria for architects, consultants and contractors to follow in new project briefs. The Guide would be sent out as part of future tender packs.</p> <p>This Guide would sit alongside two additional Guides on Inclusivity and Sustainability. It was suggested that cross-referencing these Guides to make linkages between the three would be useful.</p> <p>It was anticipated that the Guide would be maintained as a live document to respond to changing technologies and legislation.</p> <p>DECISION: The Committee approved the Placemaking Guide for the main campus.</p>
030	<p>Maintenance Planning Update Report</p> <p>The Operations Director, Estates presented the report (030-UEC260121, Protected) on maintenance planning. Service delivery had been maintained despite the challenges posed by Covid-19. Detailed risk assessments and SOPs for staff re-inductions had been carried out. There had been no evidence of any on-site transmission of the virus on campus. Building checks were being carried out with as few staff as possible.</p> <p>The Committee congratulated the team for their hard work. It was confirmed that the day-to-day operational budget was sufficient for changes being made to maintenance planning.</p>
031	<p>Report from the external review of the University's Fire Risk Management System</p> <p>The Director of Health & Safety and Fire Safety Adviser, Health & Safety presented the report (031-UEC260121, Protected) on the outcome of an external review of the fire risk management system. Six non-conformities had been identified, two of which were major. The Committee was assured that these were administrative in nature and were expected to be resolved by May 2021.</p> <p>Responsibility for fire safety was shared across Estates and Health & Safety. The Committee was assured that risks were known and plans were in place to mitigate those risks. A programme of work was underway with a strategic group of Estates and H&S colleagues working together and reporting to the University Health and Safety Executive Committee (UHSEC). It was agreed that more frequent updates to this Committee would be valuable.</p> <p>It was anticipated that repeat external reviews would be conducted on a regular basis. Gaining certification for the fire risk management system, while potentially disruptive, would provide assurance.</p> <p>ACTION: Regular updates on fire risk management to be shared with the Committee.</p>
032	<p>Warwick Observatory Project</p> <p>[Exempt information not included]</p> <p>DECISION: The Committee approved the location of the proposed Observatory.</p>

033	Energy, Resources and Infrastructure Workstream Update [Exempt information not included] DECISION: [Exempt information not included]
Committee Reports	
034	Report from the Capital, Space and Amenities Group The Provost presented the report (034-UEC260121, Protected) referencing the Faculty of Arts Building operational readiness and the ongoing work on Space Principles which could support environmental sustainability efforts. The Committee noted the report.
035	Report from the Quality and Design Sub-Group The Director of Estates presented the report (035-UEC260121, Protected) referencing that a transformation of the University's residential waste collection process was underway and that wider representation on QDSG was needed as was a review of the Group's Schedule of Business. The Committee noted the report.
Items below this line were received and noted/approved without discussion	
Estate (II)	
036	Donor Recognition: Interdisciplinary Biomedical Research Building and Warwick Arts Centre The report on donor recognition in the Interdisciplinary Biomedical Research Building and Warwick Arts Centre (036-UEC260121, Protected) was received and noted. DECISION: The Committee approved the naming of 'The Wolfson Tissue Mechanobiology and Human Disease Laboratory' in the Interdisciplinary Biomedical Research Building and [Exempt information not included].
037	Capital Programme: Major Projects Status Report (RAG) The report on the status of major capital projects currently in progress (037-UEC260121, Protected) was received and noted.
038	Property, Land and Titles The report on priorities for land and property purchases and developments (038-UEC260121, Protected), was received and noted.
Other	
039	Any other business [Exempt information not included]
CLOSE BY 13:30 Next meeting: 10:30, Wednesday 24 March 2021	

DECISIONS AND ACTIONS			
ITEM	DECISION/ACTION	LEAD AND DUE DATE	STATUS
2018-19			
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	In progress by the EIG working group
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	Arts Centre learning to be completed post-

			contract (after March 2021)
2019-20			
15 January 2020			
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
24 June 2020			
048 - Minutes of the Meeting Held on 15 January 2020	ACTION: 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	Energy & Carbon report scheduled for March 2021
2020-21			
4 November 2020			
018 - Report from the Quality and Design Sub-Group	ACTION: Progress on standards and guides in support of the Masterplan to be brought back to the Committee.	James Breckon, QDSG Secretariat, TBC	Complete
26 January 2021			
Chair’s Business and Actions: Broadening of the Remit of the University Estate Committee	DECISION: The Committee recommended to Council for approval: 1) a proposed change of name for the Committee (from the ‘University Estate Committee’ to the ‘University Estate and Environment Committee’); and 2) the revised Terms of Reference of the Committee.		
University of Warwick Placemaking Guide	DECISION: The Committee approved the Placemaking Guide for the main campus.		
Report from the External Review of the University’s Fire Risk Management System	ACTION: Regular updates on fire risk management to be shared with the Committee.	James, Breckon, John Phillips, Simon Watson	To be scheduled
Warwick Observatory Project	DECISION: The Committee approved the location of the proposed Observatory.		
Energy, Resources and Infrastructure Workstream Update	DECISION: [Exempt information not included]		
Donor Recognition: Interdisciplinary Biomedical Research Building and Warwick Arts Centre	DECISION: The Committee approved the naming of ‘The Wolfson Tissue Mechanobiology and Human Disease Laboratory’ in the Interdisciplinary Biomedical Research Building and [Exempt information not included]		