

UNIVERSITY OF WARWICK
UNIVERSITY ESTATE AND ENVIRONMENT COMMITTEE
PUBLIC MINUTES OF THE EXTRAORDINARY MEETING HELD 17:00, WEDNESDAY 5 OCTOBER 2022
ONLINE VIA MS TEAMS

Present	Adrian Penfold	Independent member (Chair)
	Yewande Akinola	Independent member of Council
	Diane Booth	Independent member
	James Breckon	Director of Estates and Representative of QDSG
	Will Brewer	President of the Students' Union
	Professor Jon Coaffee	Member of Academic staff
	Professor Stuart Croft	Vice-Chancellor and President
	Rosie Drinkwater	Group Finance Director
	Professor Chris Ennew	Provost and Chair of CSAG
	Jane Findlay	Independent Member
	Dr Lucy Hammond	Member of Academic staff
	Richard Hyde	Independent member of Council
	Parvez Islam	Director of Environmental Sustainability and Representative of ESSAG
	Rachel Sandby-Thomas	Registrar
Professor Simon Swain	Vice-President for National and Regional Engagement	
Attending	Kevin Edwards	Chief Finance Officer (Estates)
	Sue Emms	Development Plan Architect (BDP)
	Angela Gibson	Administrative Officer, Governance (Assistant Secretary)
	David Hammond	Capital Programme Director (Estates)
	Charlotte Livingston	Head of Strategic Programmes & Governance, Estates
	Chris Luck	Director of Strategic Change Planning
	Alasdair MacIntosh	Programme Manager (Estates) (item 022 only)
	Dr Chris Twine	Secretary to Council (Secretary)
	Professor Nick Vaughan-Williams	Vice-Provost and Chair of the Faculty of Social Sciences (item 022 only)

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
019	<p>Welcome and Apologies for Absence</p> <p>Apologies were received from Nick Foley and Jack Sperry.</p> <p>The Chair welcomed Chris Luck attending from Information and Digital Group on behalf of Strategic Planning and Analytics.</p>
020	<p>Declarations of Interest</p> <p>Note: Sue Emms, Masterplan Architect at BDP had previously declared their role at BDP as being separate to the BDP team working on Social Sciences Grand Challenge Science (item 022).</p>
021	<p>Chair's Business and Actions</p> <p>There were no items of Chair's business.</p>
022	<p>Social Sciences Grand Challenge</p> <p>At the University Estate and Environment Committee held on 28 September 2022, an extraordinary meeting was requested to further discuss the site location for the Social Sciences Grand Challenge (SSGC) capital project with additional information to be provided on each of the three options.</p> <p>The Masterplan Architect, BDP presented the updated report (022-Ueec051022 Restricted) providing an overview of the site selection including; pros and cons for each option, an evaluation of site location options and an explanation of why option A received an unanimous vote at the Project Progressing Group (PPG). The following was noted:</p> <ul style="list-style-type: none"> • [Exempt information not included]

	<ul style="list-style-type: none"> • Option B was dismissed as it did not meet the Faculty aspiration to develop a coherent ‘Social Sciences Quarter’. • Option A was the unanimous choice of the PPG as it is more likely to be affordable and would deliver a coherent Social Sciences Quarter. • [Exempt information not included] • [Exempt information not included] • Student engagement, reassurance and experience would be crucial. In-depth student focus group sessions would be held as part of the next phase of the stakeholder engagement plan. • [Exempt information not included] • The Masterplan was created “pre-Covid” and prior to the SSGC being introduced. It needed to represent new requirements such as hybrid working, the implications of the Eco Park development and other changes to the external and internal environment. • [Exempt information not included] • Comments on sustainability was noted, although, sustainability would be considered as key when designing any building. • Development of Option C would result in a loss of mature trees next to car park 8. Option A could incorporate existing trees and enhance existing green space. • There was a request for biodiversity net gain to be delivered as a coherent plan for wellbeing, climate resilience and adaptation in and around the built form. • [Exempt information not included] • Option A, B and C had been referred to as WSS on the diagrams, it was requested that consideration be given to the name with WSS already used for Wellbeing and Student Support and Warwick Scientific Services. • A vote was taken. All 14 members eligible to vote in favour of Option A. • The Chair thanked members for attending and summarised that, although Option A had been selected, UEEC and University management should address the concerns raised, in particular: impact on wider student experience; biodiversity; and effect on the Masterplan. <p>DECISION: The UEEC recommended to the Council the approval of option A, Frisbee Field & WBS Solution for the Social Sciences Grand Challenge site location.</p>
Other	
023	<p>Any other business</p> <p>There was no other business.</p>

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
2020-21			
26 January 2021			
Report from the External Review of the University's Fire Risk Management System	ACTION: Regular updates on fire risk management and mitigations to be shared with the Committee.	James, Breckon, John Phillips, Simon Watson	Ongoing
8 July 2021			
071 - Report from the Quality and Design Sub-Group	ACTION: External signage proposals for Warwick Arts Centre to be shared with the Committee for information.	James Breckon	
072 - Report from the Environmental and Social Sustainability Action Group	ACTION: Departmental updates (including academic departments, professional services and CCSG) to be brought to the Committee in 2021/2022 to outline progress in sustainability strategy delivery.	Chris Ennew, James Breckon	
2021-22			
29 March 2022			
041 - Director of Estates Update	ACTION: Long-Term Capital Plan (LTCP) to be brought back to a future meeting.	James Breckon	
22 June 2022			
054 - Director of Estates Update	ACTION 2: Report progress towards achievement of net zero carbon emission targets by 2030 to a future UEEC meeting.	James Breckon	
28 September 2022			
006 - Director of Estates Update	ACTION: A message of appreciation to be sent on behalf of UEEC to Estates staff involved in summer activities.	James Breckon	
007 - Membership and Terms of	DECISION 1: The Committee recommended to Council for approval the membership and terms of reference of UEEC for 2022-23.		

Reference of the University Estate and Environment Committee and its Sub-Committees 2022-23	DECISION 2: The Committee approved the membership and terms of reference of the Capital, Space and Amenities Group, the Quality and Design Sub-Group and the Environment & Social Sustainability Action Group for 2022-23.		
	ACTION: Replace Will Brewer with Jack Sperry on QSSG membership.	Angela Gibson	Closed
009 - Recommended Workplace Allowances for Capital Development Planning	DECISION: The UEEC approved the adoption of the <i>Efficient</i> (option B) workplace allowances for capital planning.		
	ACTION: Obtain occupancy data for Term 1.	Scott Lloyd	
010 - Social Science Grand Challenge	ACTION: Extraordinary meeting of UEEC to be arranged to further discuss the site location for the Social Sciences Grand Challenge Capital project.	Angela Gibson	Closed
011 - Capital Programme – Annual Report on Capital Plan Delivery and Capital Plan Update	ACTION: A presentation on Capital project delivery in 2021-22 to be given at the next Committee.	David Hammond	Scheduled January 2023.
012 - Sale of a Property Asset (Cryfield Grange Farmhouse)	DECISION: The Committee recommended to the FGPC the disposal, by sale, of Cryfield Grange. Final approval of the disposal would then be recommended to the Council.		
013 - Report from the Environment and Social Sustainability Action Group	ACTION 1: Mapping of research to be shared at a future UEEC meeting.	Parvez Islam	
	ACTION 2: Share the “Way to Sustainable” strategy digital document with UEEC members once available.	Parvez Islam	
	ACTION 3: The updated Sustainability Policy Framework to be brought to the next Committee meeting.	Parvez Islam	Scheduled January 2023.
015 - Report from the Quality and Design Sub-Group	ACTION: QDSG planned schedule of business to be brought to the next Committee.	James Breckon	Scheduled January 2023.
5 October 2022			
022 - Social Sciences Grand Challenge	DECISION: The UEEC approved option A, Frisbee Field & WBS Solution for the Social Sciences Grand Challenge (SSGC) site location.		