

UNIVERSITY OF WARWICK
UNIVERSITY ESTATE AND ENVIRONMENT COMMITTEE
PUBLIC MINUTES OF THE MEETING HELD 14:30, TUESDAY 23 JANUARY 2024
VIA MS TEAMS

Present	Adrian Penfold	Independent Member of Council (Chair)
	Yewande Akinola	Independent Member of Council
	James Breckon	Director of Estates
	Sophie Clark	SU Vice-President Democracy and Development (until item 029)
	Professor Jon Coaffee	Member of Academic Staff
	Professor Stuart Croft	Vice-Chancellor and President
	Rosie Drinkwater	Group Finance Director and Chair of SSGC PPG
	Richard Hyde	Independent Member of Council (until item 029)
	Rachel Sandby-Thomas	Registrar (until item 032)
	Professor Simon Swain	Vice-President National and Regional Engagement
Anna Taylor	President, Students' Union (SU) (until item 029)	
Attending	Sioned Cash	Head of Sales & Service, Accommodation (for item 026)
	Sue Emms	Development Plan Architect
	Angela Gibson	Administrative Officer, Governance (Assistant Secretary)
	Katharine Gray	Head of Governance Services (Secretary)
	Gerard Hunter	Head of Building Services & Infrastructure (for item 027)
	Chris Key	Deputy Finance Director (for item 026)
	Scott Lloyd	Head of Space Planning and Timetabling
	Rob Morgan	Chief Finance Officer (Estates)
	Wendy Roberts	Director of Staff & Student Accommodation (for item 026)
	Richard Seago	Director of Business Services, Estates
	Andrew Thomas	Senior Energy and Carbon Manager (for item 027)
	Steve Wilkes	Deputy Finance Director
	Gemma Wilkins	Head of Sustainable Campus Operations (attending in place of Parvez Islam)

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
020	<p>Welcome and Apologies for Absence</p> <p>Apologies were received from Diane Booth, Jane Findlay, Professor Emma Flynn, Parvez Islam and Ajay Teli.</p>
021	<p>Declarations of Interest</p> <p>No new conflicts of interest were declared.</p>
022	<p>Minutes of the meeting held on 3 October 2023</p> <p>The minutes of the meeting held on 3 October 2023 (022-UEEC031023, Protected) were approved.</p>
023	<p>Matters Arising from meeting held on 3 October 2023</p> <p>There were no matters arising.</p>
024	<p>Chair's Business and Actions</p> <p>a) Reinforced Autoclaved Aerated Concrete (RAAC)</p> <p>The Director of Business Services, Estates, gave a verbal update on RAAC:</p> <p>The remaining engineering tasks for Butterworth Hall and Lecture room 3 in Engineering were in progress.</p> <p>Weekly inspections with structural engineers were being conducted. No discernible changes or deterioration had been identified and the frequency of structural inspections would transition to fortnightly. Fortnightly RAAC Action Group meetings would move to monthly meetings.</p>

	<p>The long-term solution for L3 and Engineering involved the removal of buildings. Regarding Butterworth Hall, options were being explored. All these activities had implications for the Capital Plan.</p> <p>b) STEM GC Council Subgroup</p> <p>The Chair updated that STEM Grand Challenge (GC) Council Subgroup would have its remit extended to incorporate Council oversight of the Social Sciences Grand Challenge. This would be Chaired by the Vice-Chancellor and include representatives from University Estate and Environment Committee (UEEC) and Finance and General Purposes Committee (FGPC).</p> <p>c) Update from November 2023 Council</p> <p>[Exempt information not included]</p>
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025	<p>Director of Estates Update</p> <p>The Director of Estates presented the report (025-UEEC230124, Protected) and highlighted the following:</p> <ul style="list-style-type: none"> • The Faculty of Arts building project would be available for use as a precedent case study via the Royal Institute of British Architects (RIBA). • Colleagues from Estates had won awards on the Inspiring Women programme. • The ongoing concern of retaining and recruiting staff within specific areas of Estates remained. Various approaches were being implemented to attract individuals. Notably, a Head of Maintenance had been appointed and was due to commence in March 2024. • Richard Seago had joined the Estates Leadership Team (ELT), in the role of Director of Business Services, responsible for Property, Assurance and Risk. • Fire and water safety management remained priorities and remedial actions for identified issues were being expedited. • [Exempt information not included] • [Exempt information not included] • [Exempt information not included] • [Exempt information not included]
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Strategic Items

026	<p>Accommodation Strategy</p> <p>The Director of Staff & Student Accommodation, Head of Sales & Service, Accommodation, and the Deputy Finance Director presented the report (026-UEEC230124, Protected) and supporting presentation.</p> <ul style="list-style-type: none"> • The refresh of the Accommodation Strategy included reviewing first year guarantees and the on campus offer to second and third years, maintaining existing stock until no longer viable and investing in new buildings when financially viable. • The University was fortunate to have a variety of flexible designs, including single, twin rooms, and townhouses that could be converted for both staff and students. However, the existing stock was aging. While the desire would be to construct on campus in future, construction costs meant that business cases were currently not viable with affordable rents. • The campus remained the preferred location for students for accommodation and the commencement of future construction would be welcomed when the timing was right. • The University had made continuous efforts to ensure affordability at the lower end of rents. Some other providers had chosen to abandon their net-zero targets. • Purpose-built student accommodations (PBSAs) that the University collaborate with were within walking distance or accessible via a bus route. Audits were conducted to ensure they possess all the required certificates. Only those with a good reputation and compliance featured on the website. Any issues identified during audits would result in the removal of the accommodation from the list.
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	<ul style="list-style-type: none"> On campus non-ensuite accommodation was less popular with first years but was proving popular with second and third years. <p>The Committee welcomed the update acknowledging the challenging financial limitations.</p>
027	<p>Update on Journey to Net Zero</p> <p>The Senior Energy and Carbon Manager and Head of Building Services & Infrastructure presented the report (027-UJEC230124, Restricted) and supporting presentation, providing an update on the University's Journey to Net Zero. The following points were noted:</p> <ul style="list-style-type: none"> [Exempt information not included] [Exempt information not included] [Exempt information not included] A communication strategy was being implemented. Examples such as the transition to LED lighting and the installation of solar panels served as opportunities for increased engagement although these items did not contribute to reduced carbon as all electricity purchased by the University was already 100% renewable. Initiatives focussing on energy and water usage within accommodation were being explored. The University had taken the initiative to switch off some Combined Heat and Power (CHP) engines to reduce fossil fuel use. Consideration should be given to students having opportunities to intern and learn, especially in the context of a significant skills shortage in the net-zero workplace. <p>The Committee recognised the significant risks and challenges inherent in achieving net zero goals. It was acknowledged that the commitment and excellent work in offsetting played a pivotal role in steering the University towards the path of achieving net zero.</p>
028	<p>Social Science (SS) Grand Challenge</p> <p>The Group Finance Director and Chair of SS GC Project Progressing Group (PPG) provided a verbal update on the Social Science (SS) Grand Challenge highlighting the following points:</p> <ul style="list-style-type: none"> [Exempt information not included] Schedule of areas for new builds had been agreed with Economics and WBS teams, aligning with budget refresh instructions. [Exempt information not included]
Estate (I)	
029	<p>Property, Land and Titles</p> <p>The Director of Business Services, Estates, presented the report (029-UJEC230124, Restricted). The following key points were highlighted:</p> <ul style="list-style-type: none"> [Exempt information not included] [Exempt information not included] Cryfield Grange Farmhouse had not yet been sold and the sale had been transferred to different agent. The transfer of Riley Court from University of Warwick Science Park (UWSP) to University of Warwick had completed in December 2023. Having formerly held the freehold, the University had now acquired the long leasehold for the Varsity pub.
Committee Reports	
030	<p>Report from the Environment and Social Sustainability Action Group (ESSAG)</p> <p>The Head of Sustainable Campus Operations presented the report (030-UJEC300124, Protected). The following key points were highlighted:</p>

	<ul style="list-style-type: none"> • Professor Stéphanie Panichelli-Batalla had been appointed as Academic Director (Sustainability), scheduled to start in May 2024. • The University had joined a 12-month NetPositive Carbon Tool project led by Nottingham Trent University to improve accuracy of scope 3 carbon emissions reporting related to our supply chain. • A review of reporting mechanisms for sustainability had commenced, intending to simplify processes to avoid reporting the same information in different ways. Updates would be provided upon completion of this work. • A report on Sustainable Development Goals (SDG) was submitted for the Times Higher Education (THE) impact rankings in November 2023. The results of this submission were anticipated to be announced in May 2024.
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031	<p>Report from the Capital, Space and Amenities Group (CSAG)</p> <p>The Senior Assistant Registrar/Space Management & Timetabling presented the report (031-UUEEC230124, Protected). The following key points were highlighted:</p> <ul style="list-style-type: none"> • [Exempt information not included] • The need for interim teaching space had been addressed with the use of Riley Court. Viable solutions to bridge the gap between handing back Riley Court for Psychology refit and the availability of Oculus 2 were being sought. • A pilot program was underway to monitor and employ occupancy sensor technology, ensuring optimal utilisation of assets especially in high-demand areas such as large lecture theatres.
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032	<p>Report from the Quality Design Sub-Group (QDSG)</p> <p>The Director of Estates presented the report (032-UUEEC230124, Protected). The following key points were highlighted:</p> <ul style="list-style-type: none"> • QDSG focus was on STEM GC, delving into the issues and designs that were previously discussed at UEEC. Ongoing discussions included the landscape and ecology aspects, and transportation and travel flows, for vehicles and pedestrians. • QDSG had the opportunity to review the designs and expressed eagerness to involve members from UEEC.
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Items below this line were received and noted without discussion

Estate (II)

033	<p>Annual revisions to the Financial Capital Plan including Capital Project Phasing</p> <p>An update on the Annual revisions to the Financial Capital Plan including Capital Project Phasing (033-UUEEC230124, Protected) was received and noted.</p>
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034	<p>Capital Programme: Major Projects Status Report (RAG)</p> <p>An update on the status of major capital projects currently in progress (034-UUEEC230124, Protected) was received and noted.</p>
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Other

035	<p>Any other business</p> <p>There was no other business.</p>
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CLOSE BY 16:30

Next meeting: 14:00 Wednesday 20 March 2024, CMR 1.0, University House

13:00 – 14:00 Lunch in CMR 1.1, University House

DECISIONS AND ACTIONS			
ITEM	DECISION/ACTION	LEAD AND DUE DATE	STATUS