

**UNIVERSITY OF WARWICK**  
**UNIVERSITY ESTATE AND ENVIRONMENT COMMITTEE**  
**PUBLIC MINUTES OF THE MEETING HELD 10:30, TUESDAY 24 JANUARY 2023**  
**VIA MS TEAMS**

<b>Present</b>	Adrian Penfold	Independent Member (Chair)
	Yewande Akinola	Independent Member
	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
	Jane Findlay	Independent Member
	Dr Lucy Hammond	Member of Academic staff
	Richard Hyde	Independent Member
	Parvez Islam	Director of Environmental Sustainability and Representative of ESSAG
	Rachel Sandby-Thomas	Registrar
	Jack Sperry	Students' Union Vice-President Democracy and Development
	Professor Simon Swain	Vice-President for National and Regional Engagement
<b>Attending</b>	Sioned Cash	Senior Manager, Warwick Accommodation (observing)
	Kevin Edwards	Chief Finance Officer (Estates)
	Sue Emms	Development Plan Architect (BDP)
	Nick Foley	Director of Corporate Communications
	Angela Gibson	Administrative Officer, Governance (Assistant Secretary)
	Katharine Gray	Head of Governance (Secretary)
	David Hammond	Capital Programme Director (Estates)
	Charlotte Livingston	Head of Strategic Programmes & Governance, Estates
	Scott Lloyd	Senior Assistant Registrar, Space Management & Timetabling
Steve Wilkes	Deputy Finance Director, Estates	

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.

<b>Ref</b>	<b>Item</b>
024	<p><b>Welcome and Apologies for Absence</b></p> <p>Apologies were received from Diane Booth, James Breckon and Dr Chris Twine.</p> <p>The Chair welcomed all, including Professor Jon Coaffee, new academic member.</p> <p>On behalf of the University and Committee the Chair thanked Kevin Edwards for their service and wished them well in their future endeavours.</p>
025	<p><b>Declarations of Interest</b></p> <p>No new conflicts of interest were declared.</p>
026	<p><b>Minutes of the meeting held on 28 September 2022</b></p> <p>The minutes of the meeting held on 28 September 2022 (026a-Ueec240123, Protected) were <b>approved</b>.</p> <p>The minutes of the extraordinary meeting held on 5 October 2022, (026b-Ueec240123, Protected) were <b>approved</b>.</p>
027	<p><b>Matters Arising from meeting held on 28 September 2022 and the extraordinary meeting held on 5 October 2022.</b></p> <p>There were no matters arising.</p>
028	<p><b>Chair's Business and Actions</b></p> <p>The Chair provided a verbal update on the following.</p>

	<p><b>a) Update on joint meeting of FGPC and UEEC Subgroup on 15 November 2022</b></p> <ul style="list-style-type: none"> <li>• [Exempt information not included]</li> <li>• [Exempt information not included]</li> </ul> <p><b>b) Update from UCL East visit 8 December 2022 as part of STEM GC.</b></p> <ul style="list-style-type: none"> <li>• As part of STEM GC, the Chair updated on a recent insightful visit to the Olympic Park to look at the University College London (UCL) Marshgate project. The STEM building was arranged around an open plan space included interdisciplinary working with other parts of the University including the Business School, arts and a brewery on site.</li> <li>• The visit also included Here East, a million square feet building converted from a former Olympic media centre to an innovation and technology campus. The building included the V&amp;A East and community engagement initiatives bringing together businesses and artists.</li> <li>• Discussions had taken place and would continue with the delivery partner.</li> </ul>
029	<p><b>Director of Estates Update</b></p> <p>The Chief Finance Officer, Estates presented the report (029-UEEC240123, Protected) on behalf of the Director of Estates and highlighted the following:</p> <ul style="list-style-type: none"> <li>• Due to the age/condition of the estate, buildings statutory compliance would always remain amber.</li> <li>• Additional regulations for fire safety and wiring would come into force in England.</li> <li>• Estates staff mandatory training for fire safety awareness was recorded.</li> <li>• A ‘Stand by your Pan’ campaign aimed at students had been working well.</li> <li>• Asbestos would remain a compliance issue until all asbestos had been cleared.</li> <li>• ISO14001 was continually audited and passed each time.</li> <li>• The rate of progress towards achievement of net zero carbon emission targets by 2030 for scope 1 &amp; 2 was noted as a risk.</li> <li>• Actions were underway through Energy Action Group (EAG) to reduce energy consumption below the forward forecast.</li> <li>• STEM GC £400M budget was challenging given inflation levels.</li> <li>• Social Sciences GC surveys had all been received and would support planning submission.</li> <li>• The masterplan framework and guidance would remain and updates to incorporate the evolving nature of the University including SSGS, STEM GC and the Eco Park would be made.</li> </ul> <p>Wellesbourne development was discussed and would be reported at the next Committee meeting. The Vice-Chancellor would attend the launch of the Supplementary Planning Document (SPD) in mid-February.</p>
<b>Strategic Items</b>	
030	<p><b>Strategic Partnerships (Energy)</b></p> <p>The Deputy Finance Director and Director of Environmental Sustainability presented the report (030-UEEC240123, Protected) setting out the University’s pathway to Net Zero carbon.</p> <p>The Committee supported the principles and the following points were highlighted:</p> <ul style="list-style-type: none"> <li>• In the move to net zero carbon, the University needs to replace its gas sources of heating (boilers) with alternative, renewable, sources of heat. The main approach, using existing technologies, would be heat pumps.</li> <li>• [Exempt information not included]</li> <li>• [Exempt information not included]</li> </ul>

	<ul style="list-style-type: none"> <li>• The first phase of maximising roof mounted PV would start over the next couple of months, followed by phase two in 2024/25.</li> <li>• [Exempt information not included]</li> <li>• [Exempt information not included]</li> </ul> <p>The Committee noted the update and thanked all the relevant teams on the positive work.</p>
031	<p><b>Sustainability Policy Framework</b></p> <p>The Director of Environmental Sustainability presented the report (031-UUEEC240123, Protected) implementation of the Sustainability Policy Framework and highlighted the following:</p> <ul style="list-style-type: none"> <li>• The policy framework is intended to embed the “Way to Sustainable” (WTS) strategy into everything that the University does.</li> <li>• The Assessment Guide would be used to determine whether a Sustainability Impact Assessment was required.</li> <li>• The Sustainability Impact Assessment (SIA) form is a tool to help departments to start incorporating sustainability into day-to-day activities.</li> <li>• The WTS strategy reinforces the University’s commitment to the UN Sustainable Development Goals (SDGs) and net-zero carbon targets for 2030/2050.</li> <li>• If the SIA indicates an increase in carbon emissions, increased carbon savings would need to be made elsewhere to maintain the University’s commitment to net-zero and decarbonisation.</li> <li>• A phased deployment had been recommended to implement the framework and key initial stakeholders including WMG, WBS, CCSG, Estates and Marketing, Communications and Insight had been identified to engage with WTS from the start of 2023.</li> <li>• The contribution from Institute for Global Sustainable Development (IGSD) had played an important part of the framework.</li> </ul> <p>The theme ‘Education with Sustainable Development’ within the Institutional Teaching and Learning Review (ITLR) was discussed as having the potential to shape the next Education Strategy.</p> <p>Professor Stéphanie Panichelli-Batalla had replaced Professor Pat Tissington as the Education lead for WTS and would attend future Environmental and Social Sustainability Action Group (ESSAG) meetings.</p> <p>The Committee welcomed the report, noting the progress already made and the next steps. The Committee noted that Arup were working with STEM GC and requested that a paper on embodied carbon be brought back to the Committee.</p> <p><b>ACTION:</b> Paper on embodied carbon to be brought to the Committee for information.</p>
032	<p><b>University Energy Usage Policy</b></p> <p>The Director of Environmental Sustainability and the Sustainability Engineer presented the report on the University Energy Usage Policy (032-UUEEC240123, Protected) which was noted by the Committee.</p> <ul style="list-style-type: none"> <li>• [Exempt information not included]</li> <li>• The policy set out the responsibilities of all members of the University community to use energy responsibly.</li> <li>• Target heating points would be set for a wide variety of spaces ranging from 18°C in stairwells and corridors to 20°C in residences and offices.</li> </ul> <p>The Committee supported the policy and requested that an action plan on the use of lighting on campus be brought back to the Committee.</p> <p><b>ACTION:</b> Action plan for improving energy efficiency for lighting on campus be brought to the Committee for information, noting the need to balance this with safety.</p>

**Estate (I)**

033	<p><b>Whitefields New Accommodation Study</b></p> <p>The Capital Programme Director, Estates presented the report (033-Ueec240123, Protected). The Accommodation Strategy had previously identified the need for an additional 1,200 student bedrooms on Campus and the need to replace the old Whitefields residences.</p> <p>The following points were made:</p> <ul style="list-style-type: none"><li>• The evaluation and lessons learned from the development of Cryfield Village to be shared with the Committee.</li><li>• The location of the nine-storey building alongside University Road to be reviewed.</li><li>• To consider distance, lighting and shading between buildings.</li><li>• The new development would fit into the price ladder of accommodation. A surplus amount of non en-suite accommodation remained this year and applications were being sought from second- and third-year students for 2023/24 to fill spaces.</li><li>• Accommodation needed to be suitable and affordable for disabled students in terms of location as well as facilities and was being considered further.</li><li>• Fire regulations and other increased regulations had put pressure on the business case.</li></ul> <p><b>DECISION:</b> The Committee <b>approved</b> the proposed site for the development but a number of options on layout would need to be considered further.</p> <p><b>ACTION:</b> The evaluation and lessons learned from Cryfield to be shared with the Committee.</p>
034	<p><b>Health Centre</b></p> <p>The Chief Finance Officer, Estates presented the report (034-Ueec240123 Protected) and the key points were highlighted as follows:</p> <p>The existing Health Centre site had been identified as suitable for Whitefields New Accommodation.</p> <p>To meet the needs of the student population, relocation to a refurbished existing building on campus would allow improved modern facilities and improved user experience and provide better long-term value.</p> <p>The University was working closely with the NHS Integrated Care Board (ICB) on the proposals.</p> <p><b>DECISION:</b> The Committee <b>approved</b> the proposal to refurbish Foundation House to provide a new Health Centre to be operational by July 2024.</p>
035	<p><b>Annual Report on Capital Plan Delivery and Capital Plan Update</b></p> <p>This item was carried over from the previous meeting on 28 September 2022. The Capital Programme Director, Estates gave the following presentation (035-Ueec240123, Protected) on capital project delivery in 2021-22. The Committee noted the presentation.</p> <p>During the year, many of the Capital Projects Team had been engaged with non-capital project delivery including infrastructure planning and provision for both the Commonwealth Games and student Graduations.</p> <p>Significant progress had been made: 59 projects were delivered including Library Archive Wellesbourne, Grounds and Gardens Welfare Facility, Arts Centre Café (Benugo), Arden and Felden Conversion to Student Accommodation and “super kitchen”, University Physics Observatory and Lakeside 3 Student Accommodation Refurbishment</p> <p>[Exempt information not included]</p> <ul style="list-style-type: none"><li>• There had been no lost time RIDDOR incidents recorded during the year and no reportable Environmental Incidents.</li><li>• A great deal of effort in 2021-22 had been in preparation for the next major phases of work on STEM GC, Warwick Social Sciences GC, Whitefields Student Accommodation, Wellesbourne Development Plan strategy, Eco Park strategic brief development and roof top photovoltaic array optimisation projects.</li></ul>

	The Committee welcomed the report and commended the no lost time RIDDOR incidents and considerable amount of work achieved during the period.
<b>Committee Reports</b>	
036	<p><b>Report from the Environment and Social Sustainability Action Group</b></p> <p>The Director of Environmental Sustainability presented the updated Sustainability Policy Framework report (036-Ueec240123, Protected). The following key points were highlighted:</p> <ul style="list-style-type: none"> <li>• An in-house carbon literacy programme for all students to undertake as part of their time at Warwick had commenced and now had its first students.</li> <li>• Professor Stéphanie Panichelli-Batalla would replace Professor Pat Tissington as the Education lead for “Way to Sustainable”.</li> <li>• The “Way to Sustainable” strategy digital document was close to sharing.</li> <li>• Installation of rooftop PVs would commence from Spring 2023 onwards.</li> </ul>
037	<p><b>Report from the Capital, Space and Amenities Group</b></p> <p>The Provost and Chair of Capital, Space and Amenities Group (CSAG) presented the report (037-Ueec240123, Protected) from the meeting of CSAG on 6 October and 23 November 2022 and a verbal update from the meeting held on 12 January 2023.</p> <p>The Committee received and <b>noted</b> the report with updates under the following headings:</p> <ul style="list-style-type: none"> <li>• Psychology future location</li> <li>• Access policy</li> <li>• Teaching and learning spaces</li> <li>• Grand Challenges – assessment of teaching space requirements</li> </ul>
038	<p><b>Report from the Quality and Design Sub-Group</b></p> <p><b>a) Report from the Quality and Design Sub-Group</b></p> <p>The Capital Programme Director, Estates presented the report (038a-Ueec240123, Protected) from the meeting of QDSG on 23 November 2023.</p> <p>The Committee received and <b>noted</b> the report with updates under the following headings:</p> <ul style="list-style-type: none"> <li>• Tine Bech Sculpture for University House Exterior</li> <li>• Campus Vision Refresh</li> <li>• STEM GC Science and Engineering Precinct Update</li> </ul> <p><b>b) QDSG Planned Schedule of Business</b></p> <p>The Capital Programme Director, Estates presented the QDSG Planned Schedule of Business (038b-Ueec240123, Protected) as requested at the meeting held on 28 September 2022.</p> <p><b>ACTION:</b> Report on the location of the Tine Bech Sculpture to be brought to the Committee for information.</p>
<b><i>Items below this line were received and noted without discussion</i></b>	
<b>Estate (II)</b>	
039	<p><b>Capital Programme: Major Projects Status Report (RAG)</b></p> <p>The report on the status of major capital projects currently in progress, (039-Ueec240123, Protected), was received and <b>noted</b>.</p>
040	<p><b>Property, Land and Titles</b></p> <p>The report on priorities for land and property purchases and developments (040-Ueec240123, Restricted), was received and <b>noted</b>.</p>
041	<b>UEEC Sub-Committee membership Updates</b>

	The report on membership updates for ESSAG and QDSG (041-UEEC240123, Public), was received and approved.
<b>Other</b>	
042	<b>Any other business</b> There was no other business.

<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	Closed
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	Closed
<b>2019-20</b>			
<b>15 January 2020</b>			
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	Closed
<b>2020-21</b>			
<b>26 January 2021</b>			
Report from the External Review of the University's Fire Risk Management System	<b>ACTION:</b> Regular updates on fire risk management and mitigations to be shared with the Committee.	James, Breckon, John Phillips, Simon Watson	Closed
<b>8 July 2021</b>			
071 - Report from the Quality and Design Sub-Group	<b>ACTION:</b> External signage proposals for Warwick Arts Centre to be shared with the Committee for information.	James Breckon	Closed
072 - Report from the Environmental and Social Sustainability Action Group	<b>ACTION:</b> 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	
<b>2021-22</b>			
<b>29 March 2022</b>			
041 - Director of Estates Update	<b>ACTION:</b> Long-Term Capital Plan (LTCP) to be brought back to a future meeting.	James Breckon	Closed
<b>22 June 2022</b>			
054 - Director of Estates Update	<b>ACTION 2:</b> Report progress towards achievement of net zero carbon emission targets by 2030 to a future UEEC meeting.	James Breckon	Closed
<b>28 September 2022</b>			
<b>006 - Director of Estates Update</b>	<b>ACTION:</b> A message of appreciation to be sent on behalf of UEEC to Estates staff involved in summer activities.	James Breckon	Closed

<b>009 - Recommended Workplace Allowances for Capital Development Planning</b>	<b>ACTION:</b> Obtain occupancy data for Term 1.	Scott Lloyd	
<b>013 - Report from the Environment and Social Sustainability Action Group</b>	<b>ACTION 1:</b> Mapping of research to be shared at a future UEEC meeting.	Parvez Islam	
	<b>ACTION 2:</b> Share the “Way to Sustainable” strategy digital document with UEEC members once available.	Parvez Islam	
<b>28 January 2023</b>			
<b>031 - Sustainability Policy Framework</b>	<b>ACTION:</b> Paper on embodied carbon to be brought to the Committee for information.	Parvez Islam	Closed
<b>032 - University Energy Usage Policy</b>	<b>ACTION:</b> Action plan on the use of lighting on campus be brought to the Committee for information.		
<b>033 - Whitefields New Accommodation Study</b>	<b>DECISION:</b> The Committee <b>approved</b> the proposed site for the development.		
	<b>ACTION:</b> The evaluation and lessons learned from Cryfield to be shared with the Committee.		Closed
<b>034 - Health Centre</b>	<b>DECISION:</b> The Committee <b>approved</b> the proposal to refurbish Foundation House to provide a new Health Centre to be operational by July 2024.		
<b>038 - Report from the Quality and Design Sub-Group</b>	<b>ACTION:</b> Tine Bech Sculpture for University House Exterior be brought to the Committee for information.		