

UNIVERSITY OF WARWICK
UNIVERSITY ESTATE AND ENVIRONMENT COMMITTEE
PUBLIC MINUTES OF THE MEETING HELD 10:30, WEDNESDAY 28 SEPTEMBER 2022
IN SENTATE HOUSE, COUNCIL CHAMBER

Present	Adrian Penfold	Independent member (Chair)
	Yewande Akinola	Independent member (from item 007)
	Diane Booth	Independent member
	James Breckon	Director of Estates and Representative of QDSG
	Will Brewer	President of the Students' Union
	Rosie Drinkwater	Group Finance Director
	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
	Professor Simon Swain	Vice-President for National and Regional Engagement
Jack Sperry	Vice-President Democracy and Development, Students' Union	
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
	Scott Lloyd	Senior Assistant Registrar, Space Management & Timetabling
	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
001	<p>Welcome and Apologies for Absence</p> <p>Apologies were received from Professor Stuart Croft, Professor Chris Ennew, Professor Jon Coaffee, Jane Findlay and Nick Foley.</p> <p>The Chair welcomed the following to their first meeting of the UEEC:</p> <ul style="list-style-type: none"> • Will Brewer, new student representative (President of the Students' Union (SU)) • Jack Sperry, new student representative (Vice-President, Democracy & Development (SU)). • Dr Chris Twine, new Committee Secretary (Secretary to Council).
002	<p>Declarations of Interest</p> <p>Sue Emms declared their role at BDP as Masterplan Architect as being separate to the BDP team working on Social Sciences Grand Challenge Science (item 010).</p>
003	<p>Minutes of the meeting held on 22 June 2022</p> <p>The minutes of the meeting held on 22 June 2022 (003-UEEC280922, Protected) were approved.</p>
004	<p>Matters Arising from meeting held on 22 June 2022</p> <p>There were no matters arising.</p>
005	<p>Chair's Business and Actions</p> <p>There were no items of Chair's business.</p>
006	<p>Director of Estates Update</p> <p>The Director of Estates presented the report (006-UEEC280922, Protected) and highlighted the following:</p>

	<ul style="list-style-type: none"> • Estates had experienced their busiest summer supporting the operational demands of the catch-up degree celebrations, Commonwealth Games, and International Children’s Games. A message of appreciation would be sent on behalf of UEEC to all Estates staff involved. • Energy price escalation would severely affect budgets. The Energy Action Group (EAG) chaired by the Group Finance Director had been established to meet fortnightly and prioritise actions. • Staff retention and recruitment was noted as a significant risk. Mitigation plans were in place with HR, and the UEEC would be kept updated. • A Transport MOU proposing minimal transport modelling needed to assess impact of future University growth on the local transport network had been presented to Councils/County and National Highways transport officers. The Head of Transport for Coventry City Council had agreed to chair and facilitate activity to align agencies. <p>ACTION A message of appreciation to be sent on behalf of UEEC to Estates staff involved in summer activities.</p>
Governance	
007	<p>Membership and Terms of Reference of the University Estate and Environment Committee and its Sub-Committees 2022-23</p> <p>The Secretary to Council presented the annual report (007-UEEC280922, Public) on the membership and terms of reference of the UEEC, subject to approval by the Council at its October meeting, and that of the UEEC sub-committees.</p> <p>One academic member vacancy remained on Quality and Design Sub-Group (QDSG).</p> <p>DECISION 1: The Committee recommended to Council for approval the membership and terms of reference of UEEC for 2022-23.</p> <p>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.</p> <p>ACTION: Replace Will Brewer with Jack Sperry on QDSG membership.</p>
008	<p>Annual Schedule of Business 2022-23</p> <p>The Secretary to Council presented the report outlining the items of business that the Committee would consider during 2022-23 in order to fulfil its terms of reference (008-UEEC280922, Public) which was noted by the Committee.</p>
Strategic Items	
009	<p>Recommended Workplace Allowances for Capital Development Planning</p> <p>The Senior Assistant Registrar (Space Management & Timetabling) presented the report (009-UEEC280922, Restricted) and supporting presentation on updates on the recommended Workplace Allowances for Capital Development Planning. The following key points were highlighted:</p> <ul style="list-style-type: none"> • [Exempt information not included] • Option A: “Generous” allowance would reduce the University’s workplace area by around 22% at current staffing levels. Option B: “Efficient” allowance would reduce workplace area by around 30%. • [Exempt information not included] • Options had been benchmarked internally. Early feedback from the Faculty of Arts Building suggested that a reduction in allowances could be made without harming performance. • A ratio of Gross Internal Area (GIA) and Net Internal Area (NIA) to measure build efficiency was discussed. Although not included in NIA, atriums and other similar areas were often also used as social space and it was felt that a strict measure would not be helpful. Consideration would be given to looking at a measure which identified usable space versus built space to demonstrate efficiency of design. • Atrium space was noted as the hub for social interactions, events and collaboration. The space should be useable and adaptable with consideration given to the organisation of set up/clear down of such events.

	<ul style="list-style-type: none"> Teaching had returned to face to face; occupancy data was required for Term 1. There is scope to explore carbon budgeting within departments at a deeper level. Student members supported option B noting the design should encourage students to come to campus. <p>The Committee was supportive of the proposal and approved the adoption of the <i>Efficient</i> (option B) workplace allowances for capital planning.</p> <p>DECISION: The UEEC approved the adoption of the <i>Efficient</i> (option B) workplace allowances for capital planning.</p> <p>ACTION: Obtain occupancy data for Term 1.</p>
010	<p>Social Sciences Grand Challenge</p> <p>The Vice-Provost and Chair of the Faculty of Social Sciences, the Programme Manager, Estates and the Masterplan Architect, BDP presented the report (010-UEEC280922 Restricted) and slides setting out the strategic brief for the Social Sciences Grand Challenge, the process undertaken, outputs of the preliminary space model and the Site Selection evaluation. The key points were highlighted as follows:</p> <ul style="list-style-type: none"> The Social Sciences Grand Challenge (SSGC) would support academic excellence and strengthen disciplines to further develop scholarship, collaboration and services within a campus quarter. The current teaching model across the Social Sciences Faculty was inconsistent and dispersed, with much of its activity across campus, with departments on several sites, including taking place in the Westwood campus. A long list of site options had been developed against specific evaluation criteria and potential growth forecasts up to 2030, incorporating the University’s wider strategy of “excellence with purpose” and the “Size and Shape” work, resulting in three proposed site options. Architects BDP had been commissioned to undertake a Strategic Briefing exercise in line with the RIBA Plan of Work Stage 0. The aim is to host all Social Science together. Pros and Cons were given for each option; Option A: Frisbee Field and WBS, Option B: Humanities and WBS and Option C: Humanities & Car Park 8. <p>Following the meeting of QDSG on 7 September 2022 a Project Progressing Group (PPG) was held on 14 September 2022. The PPG recommended Option A to UEEC for approval.</p> <p>[Exempt information not included]</p> <ul style="list-style-type: none"> [Exempt information not included] [Exempt information not included] [Exempt information not included] [Exempt information not included] <p>Clarifications were sought about the recommended site location and further details were requested to aid decision making. It was agreed to arrange an extraordinary meeting of UEEC to discuss this further.</p> <p>ACTION: Extraordinary meeting of UEEC to be arranged to further discuss the site location for the Social Sciences Grand Challenge Capital project.</p> <p>Note: the extraordinary meeting was subsequently arranged for Wednesday 5 October 2022.</p>
Estate (I)	
011	<p>Capital Programme – Annual Report on Capital Plan Delivery and Capital Plan Update</p> <p>The Committee received and noted a report on Capital Programme project delivery in 2021-22 (011-UEEC280922, Protected).</p> <p>A presentation would be given at the next meeting of the Committee (Jan 2023).</p> <p>ACTION: A presentation on Capital project delivery in 2021-22 to be given at the next Committee meeting.</p>

012	<p>Sale of a Property Asset (Cryfield Grange Farmhouse)</p> <p>The Chief Finance Officer, Estates presented the report (012-UKEC280922, Protected) on the proposal for the sale of Cryfield Grange Farmhouse.</p> <p>The Committee discussed any implications around the disposal of the asset and no objections were raised.</p> <p>The Committee recommended the disposal, by sale, of Cryfield Grange.</p> <p>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.</p>
Committee Reports	
013	<p>Report from the Environment and Social Sustainability Action Group</p> <p>The report from the Environment and Social Sustainability Action Group (013-UKEC280922, Protected) was received and noted.</p> <p>The Director of Environmental Sustainability presented on Warwick’s approach to sustainability, the “Way to Sustainable” launched in September 2022. The following key points were highlighted:</p> <ul style="list-style-type: none"> • The plan for working on engagement around behavioural change. • Key priorities had been established for the next 12-18 months. • Mapping of research would be shared at a future UKEC meeting. • Programmes to engage students to collectively become more involved in increasing momentum to embed Sustainability in everything we do were available. • The “Way to Sustainable” strategy digital document would be published in the coming weeks and would be shared with Committee members. • The updated Sustainability Policy Framework would be brought to the next meeting of the Committee (Jan 2023). <p>The Committee welcomed the updated.</p> <p>ACTION 1: Mapping of research to be shared at a future UKEC meeting.</p> <p>ACTION 2: Share the “Way to Sustainable” strategy digital document with UKEC members once available.</p> <p>ACTION 3: The updated Sustainability Policy Framework to be brought to the next Committee meeting.</p>
014	<p>Report from the Capital, Space and Amenities Group</p> <p>The report on from Capital, Space and Amenities Group (014-UKEC280922, Protected), was received and noted.</p>
015	<p>Report from the Quality and Design Sub-Group</p> <p>The Capital Programme Director, Estates presented the report (014-UKEC280922, Protected) with updates under the following headings:</p> <ul style="list-style-type: none"> • [Exempt information not included] • Social Sciences Grand Challenge – Strategic Briefing • Eco Park • Photovoltaic Solar Farm Update. <p>QDSG had supported in principle the emerging vision for Eco Park South Campus.</p> <p>It was requested that the QDSG planned schedule of business be brought to the next meeting of the Committee (Jan 2023).</p> <p>ACTION: QDSG planned schedule of business to be brought to the next Committee.</p>
<i>Items below this line were received and noted without discussion</i>	
Estate (II)	
016	<p>Capital Programme: Major Projects Status Report (RAG)</p>

	The report on the status of major capital projects currently in progress, (016-UEEC280922, Protected), including design, procurement and construction was received and noted .
017	Property, Land and Titles The report on priorities for land and property purchases and developments (017-UEEC280922, Restricted), was received and noted .
Other	
018	Any other business There was no other business.

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 Reference of the University Estate and Environment Committee and its Sub-Committees 2022-23	DECISION 1: The Committee recommended to Council for approval the membership and terms of reference of UEEC for 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 QDSG 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.