

UNIVERSITY OF WARWICK
UNIVERSITY ESTATE AND ENVIRONMENT COMMITTEE
PUBLIC MINUTES OF THE MEETING HELD 10:30, TUESDAY 29 MARCH 2022
ONLINE VIA MS TEAMS

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| Present | Adrian Penfold | AP | Independent member of Council (Chair) |
| | Yewande Akinola | YA | Independent member of Council (from item 038) |
| | Diane Booth | DB | Independent member of Council |
| | James Breckon | JB | Director of Estates and Rep of the QDSG and ESSAG |
| | Rosie Drinkwater | RD | Group Finance Director |
| | Professor Chris Ennew | CE | Provost and Chair of the Capital, Space and Amenities Group |
| | Jane Findlay | JF | Independent Member |
| | Dr Lucy Hammond | LH | Associate Professor, WMS |
| | Richard Hyde | RH | Independent member of Council |
| | Parvez Islam | PI | Director of Environmental Sustainability |
| | Jacob Jefferson | JJ | Democracy and Development Officer of the Students' Union |
| | Rachel Sandby-Thomas | RST | Registrar (from item 041) |
| | Professor Simon Swain | SS | Vice-President for National and Regional Engagement |
| Attending | Kevin Edwards | KE | Chief Finance Officer, Estates |
| | Daniel Gibbons | DG | Programme Manager, Estates (for item 043) |
| | Angela Gibson | AG | Administrative Officer, Governance (Assistant Secretary) |
| | David Hammond | DH | Capital Programme Director (Estates) |
| | Charlotte Lewis | CL | Head of Strategic Programmes and Governance, Estates |
| | Scott Lloyd | SL | Senior Assistant Registrar, Space Management & Timetabling (from item 041) |
| | Wendy Roberts | WR | Director of Staff & Student Accommodation (for item 042) |
| | Sharon Tuersley | ST | Secretary to Council (Secretary) |

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 |
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| 036 | <p>Welcome and Apologies for Absence</p> <p>Apologies were received from Professor Naomi Brooks, Professor Stuart Croft, Shingai Dzumbira and Sue Emms.</p> |
| 037 | <p>Declarations of Interest</p> <p>No new conflicts of interest were declared.</p> |
| 038 | <p>Minutes of the meeting held on 24 January 2022</p> <p>The minutes of the meeting held on 24 January 2022 (038-Ueec290322, Protected) were approved.</p> |
| 039 | <p>Matters Arising from meeting held on 24 January 2022</p> <p>a) Update from the STEM Grand Challenge Working Group</p> <p>The membership and terms of reference of the STEM Grand Challenge working group (039a-Ueec290322, Protected) was received and noted. The next meeting of the group had been re-scheduled for 12 May 2022.</p> |
| Chair and Director of Estates Updates | |
| 040 | <p>Chair's Business and Actions</p> <p>The Committee was informed that the Property, Land and Titles report (047-Ueec290322, Protected) had been deferred until the next meeting on 22 June 2022.</p> |
| 041 | <p>Director of Estates Update</p> <p>The Director of Estates presented the report (041-Ueec290322, Protected) and highlighted the following:</p> <ul style="list-style-type: none"> • Fire Safety: The Audit and Risk Committee would review fire safety management as a deep dive session at their May meeting. It was noted that the risk to the University remained low. |

- Recognition:
 - The Estates Campus Grounds Manager and the Transport & Mobility Team had each been shortlisted for an AUDE award.
 - The IBRB building had received a highly commended award from the Civic Trust awards for contributions to community.
- Warwick Social Science Grand Challenge (WSS GC): A consultant had been appointed to begin work on the strategic project brief.
- Capital Planning: A Long-Term Capital Plan (LTCP), over 20 years had been developed and a detailed update would be given at a future UEEC.
- Environmental Sustainability & Transport/Future Mobility:
 - The Automatic Number Plate Recognition (ANPR) car parking system had been implemented and would allow easier payment and detailed data collection to look at more sustainable transport methods in the future
 - The electric car purchase scheme had received approval and a pilot would be implemented shortly.
- Operations: Recruitment and retention of staff continued to present a significant current risk to the service provision. To mitigate this risk a greater proportion of subcontracted works was being procured.

The Committee noted the updates. The possibility of impact to the student experience created by the Commonwealth Games on the campus in the summer was noted and would be discussed at several for a, including the Gibbet Hill Stakeholder meeting. It would also be incorporated in the central communications update.

ACTION: The Long-Term Capital Plan (LTCP) to be brought back to a future meeting.

Strategic Items

042 Student Accommodation Strategy

The Director of Estates and the Director of Staff & Student Accommodation presented the report and presentation (042-UEEC290322, Protected) of the University's Accommodation Strategy 2022-2031. The following key points were noted:

- There was normally more demand for on campus accommodation than supply.
- The majority of the older residences no longer suited student expectations and needed to be either refurbished or demolished and replaced to align to these expectations.
- Accommodating the growth in student numbers on campus would support various strands of the University's strategy, for example, reduced travelling to campus, the strategic direction on sustainability, international and regional strategy, and community cohesion. A more active campus and vibrant campus would contribute to student and staff wellbeing and could also generate additional income from shops, cafes, Arts Centre and Sports Hub.

The Committee was supportive, and members commented as follows:

- The variety of accommodation could be considered to be too broad, resulting in hidden maintenance costs. However, student insight indicated that a range and variety of accommodation was sought, noting that accommodation products (e.g. fixtures and fittings) were standardised to reduce maintenance requirements and costs.
- From the Student Unions' perspective more students in accommodation on campus would be welcomed in terms of community building and would help reduce common issues with private landlords and deposits.
- A clear ladder of rents would be maintained to ensure campus accommodation was accessible to all students. Although it was acknowledged that, recent data analysis had shown there was a greater demand for the more expensive 'en-suite' and 'en-suite plus' (double beds) rooms.
- The use of campus accommodation by Warwick Conferences over the summer period, enabled rents to be subsidised for students.

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| | <ul style="list-style-type: none"> The increase in rooms on campus, and surrounding areas, could reduce the overall numbers of students residing in Leamington Spa. |
| 043 | <p>Campus South Development</p> <p>The Director of Estates and Programme Manager (Capital Projects) presented the report and presentation (043-UUEEC290322). The following was highlighted:</p> <ul style="list-style-type: none"> [Exempt information not included] [Exempt information not included] [Exempt information not included] An Eco Park Development study workshop would take place in the next few months to understand the requirements and UEEC members would be invited to attend. The Deputy Director of Philanthropy had been consulted and would continue to be involved as the project brief was developed. <p>The Committee supported the report and updates would be brought back to the Committee in due course.</p> <p>ACTION 1: Invite UEEC members as required to Eco Park Development study workshop.</p> <p>ACTION 2: Optional tour of Campus South development to be arranged for the June meeting of UEEC.</p> |
| Committee Reports | |
| 044 | <p>Report from the Environmental and Social Sustainability Action Group</p> <p>The Director of Environmental Sustainability, Estates presented an update report (044-UUEEC290322, Protected) together with a verbal update following the ESSAG meeting held on 23 March 2022. The following key points were highlighted:</p> <ul style="list-style-type: none"> Education: The Academic Director of Employability and Skills had been working on Education and Sustainability in the curriculum and was keen to align sustainability with Warwick core skills. Research: A new Director for the Institute of Global Sustainable Development (IGSD) had been appointed and would support IGSD's positioning as a hub for research in this area and enhance partnership across a network of centres and institutes. Sustainable Campus: Work had continued to create a Sustainability Behavioural Change programme, full details and an update would be given at the next UEEC meeting. Offsetting Strategy: The Offsetting Strategy had been developed further and possible alternative options would be presented in due course. |
| 045 | <p>Report from the Capital, Space and Amenities Group</p> <p>The Capital, Space and Amenities Group (CSAG) report (045-UUEEC290322, Protected) from the meetings of CSAG on 12 January and 23 February 2022 was received and noted.</p> |
| Items below this line were received and noted without discussion | |
| Estate (II) | |
| 046 | <p>Capital Programme: Major Projects Status Report (RAG)</p> <p>The report on the status of major capital projects currently in progress, including design, procurement and construction (046-UUEEC290322, Protected) was received and noted.</p> |
| 047 | <p>Property, Land and Titles</p> <p>Report deferred.</p> |
| Other | |
| 048 | <p>Any other business</p> <p>There was no other business.</p> |
| CLOSE BY 12:30 | |

| DECISIONS AND ACTIONS | | | |
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| 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 |
| 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 | | | |
| 064 - Director of Estates Update | ACTION: Consideration to be given to making submissions to planning awards related to the masterplan and the hybrid capital plan. | James Breckon | |
| 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 | |
| 043 - Campus South Development | ACTION 1: Invite UEEC members as required to Eco Park Development study workshop. | Daniel Gibbons | |
| | ACTION 2: Optional tour of Campus South to be arranged in June. | Angela Gibson | |