

UNIVERSITY OF WARWICK
UNIVERSITY ESTATE AND ENVIRONMENT COMMITTEE
PUBLIC MINUTES OF THE MEETING HELD 10:30, WEDNESDAY 29 SEPTEMBER 2021
VIRTUAL MEETING VIA MS TEAMS

Present	Adrian Penfold	AP	Independent member of Council (Chair)
	Yewande Akinola	YA	Independent member of Council
	Diane Booth	DB	Independent member
	Professor Naomi Brookes	NB	Member of Academic staff
	Professor Stuart Croft	SC	Vice-Chancellor and President
	Rosie Drinkwater	RD	Group Finance Director
	Shingai Dzumbira	SD	President of the Students' Union
	Professor Chris Ennew	CE	Provost and Chair of the Capital, Space and Amenities Group
	Dr Lucy Hammond	LH	Associate Professor, WMS
	Richard Hyde	RH	Independent member of Council
	Parvez Islam	PI	Acting Head of Sustainability and Director of Transport & Future Mobility, Estates
	Jacob Jefferson	JJ	Democracy and Development Officer of the Students' Union
	Rachel Sandby-Thomas	RST	Registrar (from item 009)
	Professor Simon Swain	SS	Vice-President for National and Regional Engagement
Attending	Michael Cambden	MC	Architect Director, BDP (for item 009 only)
	Jonny Day	JD	Architect, BDP (for item 009 only)
	Kevin Edwards	KE	Chief Finance Officer, Estates
	Sue Emms	SE	Masterplan Architect, BDP
	Eliza Gaffney	EG	Senior Assistant Registrar (for item 009 only)
	Daniel Gibbons	DG	Programme Manager, Estates
	Elizabeth Gillick-Daniels	EGD	Administrative Officer, Governance (Assistant Secretary)
	Katharine Gray	KG	Head of Governance Services (technology assistance)
	David Hammond	DH	Capital Programme Director (Estates)
	Dr Richard Hutchins	RH	Chief Communications Officer
	Charlotte Lewis	CL	Head of Strategic Programmes and Governance, Estates
	Scott Lloyd	SL	Senior Assistant Registrar, Space Management & Timetabling
	Professor Mike Shipman	MS	Pro-Vice-Chancellor (International) (for item 009 only)
	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
001	<p>Welcome and Apologies for Absence</p> <p>Apologies were received from James Breckon and Jane Findlay.</p> <p>The Chair welcomed all, including Diane Booth, new independent member; Shingai Dzumbira, President of the Students' Union; Jacob Jefferson, Democracy and Development Officer of the Students' Union; and Yewande Akinola on their return from maternity leave.</p>
002	<p>Declarations of Interest</p> <p>Diane Booth declared that they had previously worked on HS2 as Head of Environment (North) which they had left in 2020. They had no interest in HS2 now.</p> <p>Dr Lucy Hammond declared an interest in WMS projects referred to within item 013.</p> <p>Sue Emms declared their role at BDP as Masterplan Architect as being separate to the BDP team working on the STEM Grand Challenge Science Precinct (item 009).</p> <p>No further interests were declared.</p>

003	<p>Minutes of the Meeting held on 8 July 2021</p> <p>The minutes of the meeting held on 8 July 2021 (003-UJEC290921, Protected) were approved.</p>
004	<p>Matters Arising from meeting held on 08 July 2021</p> <p>a) Foundation House</p> <p>[Exempt information not included]</p>
Chair and Director of Estates Updates	
005	<p>Chair's Business and Actions</p> <p>The Chair noted the following:</p> <ul style="list-style-type: none"> Warwick had been granted observer status at COP26 and the Chair would attend as one of ten representatives from the University. Other independent members of the Committee would also be attending. Updates would be provided at the next meeting of the Committee. Positive references to three notable projects (Warwick Arts Centre, IBRB and the Faculty of Arts Building) were noted from the Sunday Times Good University Guide write up of the University of Warwick.
006	<p>Director of Estates Update</p> <p>The Chief Finance Officer, Estates presented the report (006-UJEC290921, Protected) on behalf of the Director of Estates and highlighted the following:</p> <ul style="list-style-type: none"> The University had reported to the Department for Education in response to a request for information on fire safety in tall residential buildings. Fire risk management remained a priority with actions from the recent audit and remedial works being undertaken. The Lord Bhattacharyya Building, Cryfield Residences and IBRB had won or been shortlisted for several national and regional awards. Compliance and assurance programmes on gas and water systems were underway. The Estates team were piloting a new risk management system. Significant planning was underway from the Estates team to support campus modifications and operations for the Commonwealth Games next summer. <p>The Committee noted the updates. Energy supply and provision at Wellesbourne campus was discussed. A masterplan and business case for Wellesbourne would be reported to the Committee in due course.</p>
Strategic Items	
007	<p>Membership and Terms of Reference of the University Estate and Environment Committee and its Sub-Committees 2021-22</p> <p>The Secretary to Council presented the report (006-UJEC290921, Public) highlighting that the UJEC membership now included a representative from the Environment & Social Sustainability Action Group and the terms of reference had been updated to reflect new policies and changes in sub-committee terms of reference. These changes were noted.</p> <p>Two vacancies for independent members on the Quality and Design Sub-Group remained.</p> <p>DECISION: The Committee recommended to Council for approval the membership and terms of reference of UJEC for 2021-22.</p> <p>DECISION: 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 2021-22.</p>
008	<p>Annual Schedule of Business 2021-22</p> <p>The Secretary to Council presented the report outlining the items of business that the Committee would consider to fulfil its terms of reference (008-UJEC290921, Public) which was noted by the Committee.</p>

Strategic Items	
009	<p>STEM Grand Challenge: Science Precinct Update</p> <p>The Pro-Vice-Chancellor (International) and Programme Manager, Estates presented the report (009-UUEEC290921, Protected) and supporting presentation on updates to the emerging development framework, phasing strategy, projected space, building organisation strategy, design principles, sustainability targets and key next steps for the Science Precinct. The following was highlighted:</p> <p>[Exempt information not included]</p> <p>The Committee discussed the importance of considering the Science Precinct capital project within the wider Grand Challenge (GC) programme to achieve the desired objectives/benefits. Assurance was provided that several workstreams were in place across the GC programme. Future updates to the Committee would benefit from a wider context of the overall GC programme’s governance structure and progress to better relate decisions on the capital structure to the desired benefits being sought.</p> <p>[Exempt information not included]</p> <p>Efficiencies for future ways of teaching and working were discussed. The building and phasing strategy would allow for potential reorganisation i.e., reducing or scaling areas as required. [Exempt information not included]</p> <p>A robust process had been followed to benchmark against comparative proposals for Stage 1 costings.</p> <p>The Committee discussed the interconnections between STEM GC and wider masterplanning (e.g., south campus development). An update on broader planning strategy would be brought to the next meeting of the Committee (Jan 2022).</p> <p>ACTION: Investigate the potential for future joint sessions of UEEC and FGPC to ensure appropriate oversight across the whole STEM GC programme.</p>
010	<p>Ecology and Biodiversity Plan</p> <p>The Programme Manager, Estates presented the Ecology and Biodiversity Plan (010- UEEC290921, Protected) with the following objectives to enhance biodiversity noted:</p> <ul style="list-style-type: none"> • Protect non-designated biodiversity features as no-development zones. • Plant suitable and sufficient replacements for any tree that may need to be removed for safety reasons. • Ensure a 10% increase (net gain) in habitat for wildlife compared with pre-development. <p>The Plan would be updated and adapted as work progressed, with performance metrics and targets reviewed and further developed.</p> <p>Members provided feedback on the adaptability of planting (considering climate change), rewilding, the consideration of habitats in relation to infrastructure and the importance of active involvement and engagement of students and staff. Connecting several interest groups could be facilitated through the engagement plan being developed on the broader sustainability roadmap.</p> <p>The links between central campus and Wellesbourne were discussed; clarification of these links in the Plan would be important and a separate plan for the Wellesbourne campus would be developed as the masterplan progressed. A good working relationship with Warwickshire Wildlife Trust existed and there were opportunities to strengthen this further.</p> <p>DECISION: The Committee approved the proposed Ecology and Biodiversity Plan, noting that feedback and comments raised would be addressed.</p> <p>ACTION: Revisions to be made to the Plan based on members’ feedback and comments.</p>
Estate (I)	
011	<p>Capital Programme – Annual Report on Capital Plan Delivery and Capital Plan Update</p> <p>The Capital Programme Director, Estates presented the report (011-UUEEC290921, Protected) and supporting presentation on capital project delivery in 2020-21. The following was highlighted:</p>

	<ul style="list-style-type: none"> • Significant progress had been made: 56 projects were delivered, including the IBRB, Cryfield Village Phase 3, Warwick Arts Centre, Faculty of Arts Building, Lakeside 2 Accommodation retrofits, and Arden and Felden repurposing to student accommodation. • Three lost time RIDDOR accidents, none of which required hospitalisation, had been recorded during the year. Full incident investigations were completed on each incident. • The University had ranked 13th (out of 63) in the Considerate Constructors Scheme. • Investment in accessible and inclusive facilities continued, for example six accessible changing places had been established across campus. • The Lord Bhattacharya Building, Cryfield Village and IBRB had been externally recognised with several awards. <p>The Committee noted the report and was assured that H&S was an absolute priority.</p> <p>ACTION: Accident frequency rate declaration to be reported to the Committee in future reports.</p>
012	<p>Lakeside Student Social Space</p> <p>The Capital Programme Director, Estates presented the report (012-UUEEC290921, Protected) and supporting presentation on the proposal for a pavilion at Lakeside Student Accommodation to provide a flexible multi-use social and learning space for students. The following was highlighted:</p> <ul style="list-style-type: none"> • The pavilion would be centrally located as a connection/focal point and the surrounding landscape would be planted to enhance biodiversity. • Low energy design would be prioritised with the aim for Passivhaus accreditation and as much offsite construction as possible. • Further student consultation was being undertaken. • Updates would be provided to the Committee as necessary. <p>DECISION: The Committee approved the location for the first pavilion at Lakeside Student Accommodation.</p>
Committee Reports	
013	<p>Report from the Capital, Space and Amenities Group (CSAG)</p> <p>The Provost and Chair of CSAG presented the report (013-UUEEC290921, Protected). [Exempt information not included]. Further updates would be provided to the Committee in due course. The Committee noted the report.</p> <p>DECISION: The Committee approved the naming of the ‘Faculty of Arts Building’.</p>
014	<p>Report from the Quality and Design Sub-Group</p> <p>The Capital Programme Director, Estates presented the report (014-UUEEC290921, Protected). The Group had reviewed and supported the Science Precinct (STEM Grand Challenge) development framework proposals (as set out in item 009) and had provided feedback on additional considerations as part of next steps. The Committee noted the report.</p>
015	<p>Report from the Environmental and Social Sustainability Action Group</p> <p>The Acting Head of Sustainability and Director of Transport & Future Mobility, Estates presented the report (015-UUEEC290921, Protected). The following was highlighted:</p> <ul style="list-style-type: none"> • A series of workshops were underway to explore how the five sustainability pathways could be embedded across the University. Support from independent members of the Committee would be requested. • A communications and engagement programme on the sustainability strategy was being designed for roll out in the coming months.

	<ul style="list-style-type: none"> With the Director of the Institute for Global Sustainable Development moving on from the University, work was underway to secure a new Co-Chair for ESSAG; in the interim, the Provost would step in. Work was also underway to secure better representation and strengthen involvement from teaching and research representatives. <p>The Committee noted the report.</p>
Items below this line were received and noted without discussion	
Estate (II)	
016	<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 (016-Ueec290921, Protected) was received and noted.</p>
017	<p>Property, Land and Titles</p> <p>The report on priorities for land and property purchases and developments (017-Ueec290921, Protected), was received and noted.</p>
Other	
018	<p>Any other business</p> <p>It would be confirmed whether the January meeting would be held online or face to face.</p>
CLOSE BY 12:30	
Next meeting: 13:30, Monday 24 January 2022 (online/venue TBC)	

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
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	Ongoing
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	To be scheduled
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	To be scheduled
2021-22			
29 September 2021			
007 - Membership and Terms of Reference of the University Estate and Environment Committee and its Sub-Committees 2021-22	DECISION: The Committee recommended to Council for approval the membership and terms of reference of UEEC for 2021-22.		
	DECISION: 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 2021-22.		
009 - STEM Grand Challenge: Science Precinct Update	ACTION: Investigate the potential for future joint sessions of UEEC and FGPC to ensure appropriate oversight across the whole STEM GC programme.	Sharon Tuersley, Adrian Penfold, UEEC Secretariat	
010 - Ecology and Biodiversity Plan	DECISION: The Committee approved the proposed Ecology and Biodiversity Plan, noting that feedback and comments raised would be addressed.		
	ACTION: Revisions to be made to the Plan based on members' feedback and comments.	Daniel Gibbons	
011 - Capital Programme – Annual Report on Capital Plan Delivery and Capital Plan Update	ACTION: Accident frequency rate declaration to be reported to the Committee in future reports.	David Hammond	
012 - Lakeside Student Social Space	DECISION: The Committee approved the location for the first pavilion at Lakeside Student Accommodation.		
013 - Report from the Capital, Space and Amenities Group (CSAG)	DECISION: The Committee approved the naming of the 'Faculty of Arts Building'.		