

UNIVERSITY OF WARWICK
UNIVERSITY ESTATE AND ENVIRONMENT COMMITTEE
PUBLIC MINUTES OF THE MEETING HELD 11:00, TUESDAY 3 OCTOBER 2023
CMR 1.0, UNIVERSITY HOUSE

Present	Adrian Penfold	Independent Member of Council (Chair)
	Yewande Akinola	Independent Member of Council
	Diane Booth	Independent Member
	James Breckon	Director of Estates
	Sophie Clark	SU Vice-President Democracy and Development
	Professor Jon Coaffee	Member of Academic Staff (via MS Teams)
	Professor Stuart Croft	Vice-Chancellor and President
	Rosie Drinkwater	Group Finance Director
	Jane Findlay	Independent Member
	Professor Emma Flynn	Provost
	Richard Hyde	Independent Member of Council (via MS Teams until item 013)
	Parvez Islam	Director of Environmental Sustainability
	Anna Taylor	President, Students' Union (SU)
	Ajay Teli	Chief Communications and Marketing Officer, (from item 006)
	Rachel Sandby-Thomas	Registrar
Professor Simon Swain	Vice-President National and Regional Engagement	
Attending	Fay Concannon	Senior PA to Group Finance Director (Observing)
	Daniel Gibbons	Programme Manager, Capital Projects, Estates (for items 009 and 010)
	Angela Gibson	Administrative Officer, Governance (Assistant Secretary)
	David Hammond	Capital Programmes Director (Estates)
	Scott Lloyd	Head of Space Planning and Timetabling
	Rob Morgan	Chief Finance Officer (Estates)
	David Rudlin	Director Urban Design (BDP) (for item 009)
	Richard Seago	Facilities, Development and Services Director, Warwick Manufacturing Group
	Andrew Thomas	Senior Energy and Carbon Manager (for item 012)
	Dr Chris Twine	Secretary to Council (Secretary)
	Steve Wilkes	Deputy Finance Director
	Professor Mark Williams	Academic Director, STEM Grand Challenge (for item 010)

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 Sue Emms.</p> <p>The Chair welcomed the following to their first meeting of the University Environment and Estate Committee (UEEC):</p> <ul style="list-style-type: none"> • Professor Emma Flynn, Provost • Rob Morgan, Chief Finance Officer, Estates • Ana Taylor, President of the Students' Union (SU) 2023-24 • Sophie Clark, Vice-President, Democracy & Development (SU) 2023-24 <p>The Chair welcomed the following observing the meeting of the UEEC:</p> <ul style="list-style-type: none"> • Richard Seago, Facilities, Development and Services Director, Warwick Manufacturing Group • Fay Concannon, Senior PA to Group Finance Director
002	<p>Declarations of Interest</p> <p>The Chair declared their role as Non-Executive Director on the Planning Inspectorate Board.</p>
003	<p>Minutes of the meeting held on 20 June 2023</p>

	The minutes of the meeting held on 20 June 2023 (003-Ueec031023, Protected) were approved .
004	<p>Matters Arising from meeting held on 20 June 2023</p> <p>a) Faculty of Arts building (FAB) shortlisted for RIBA Stirling Prize</p> <p>The Faculty of Arts Building had been included in the shortlist of 6 projects nationally selected for the prestigious RIBA Stirling Prize 2023. The winner would be announced on 19 October 2023.</p>
005	<p>Chair's Business and Actions</p> <p>a) Reinforced Autoclaved Aerated Concrete (RAAC)</p> <p>The Group Finance Director gave a verbal update on RAAC:</p> <p>An Estates Major Incident Team (MIT) was established on 11 September 2023 to understand and manage the risk posed by RAAC in University buildings.</p> <p>535 buildings were prioritised across Central Campus, Westwood Campus, Gibbet Hill and Stratford Innovation Campus (Wellesbourne). Initially 6 were identified as having RAAC; Butterworth Hall, Science Block D Engineering Hall, the single storey part of Humanities, Boiler House, Substation 1, Physics Plant Room.</p> <p>The MIT took the decision to close part of Humanities and are carrying out regular checks on the open buildings. The Westwood furniture store is also being closed as it is not possible to determine the roof construct easily due to asbestos.</p> <p>Following the initial review, the presence of RAAC panels in Science Block E above lecture room L3 were flagged. This would be added to the regular checks whilst longer-term mitigations are planned.</p> <p>The Estates MIT had closed and responsibility for mitigation measures handed to the RAAC Action Group.</p> <p>The University had been able to put in place effective mitigation to limit disruption as much as possible. The Committee welcomed the update and praised the collaborative efforts from the Estates, Timetabling and Audio Visual (AV) teams.</p> <p>ACTION: A message of appreciation to be sent on behalf of UEEC to Estates, Timetabling and Audio Visual (AV) teams involved in supporting effective mitigation against risks posed by RAAC.</p>
006	<p>Director of Estates Update</p> <p>The Director of Estates presented the report (006-Ueec031023, Protected) and highlighted the following:</p> <ul style="list-style-type: none"> • Sean John, an Apprentice Electrician, is a finalist for the Chartered Institution of Building Service Engineers (CIBSE) Apprentice of the Year Award. • Retention & recruitment of staff within certain areas of the department continued to be a concern. HR had continued to support and review the recruitment process, reward structures and job roles. • Gemma Wilkins joined the Energy and Sustainability team as Head of Sustainable Campus Operations. • ISO 45001 Health and Safety Management System External Maintenance Operations audit in July 2023 had been a success with no non-conformities. • ISO 14001 Environmental Management audit in August 2023 reported no non-conformities and 1 observation, which was completed and closed during the audit. • The student accommodation team successfully managed a busy arrivals week with excellent feedback received from students and parents. • To mitigate a void in older accommodation stock, 650 final year undergraduates had been offered campus accommodation. • To transition heating of campus from fossil fuel to renewable energy, a small number of boreholes will be drilled to establish the amount of ground heat available. • Gas fired combined heat and power (CHP) engines had been turned off in the boiler house reducing annual Scope 1 carbon emissions by approximately 2,600tCO₂e.

	<p>The Committee noted the updates and congratulated the Estates team on the Faculty of Arts building (FAB) being shortlisted for RIBA Stirling Prize.</p> <p>Student accommodation was discussed, and the accommodation strategy would be reported to the Committee at the next meeting in January 2024.</p>
Governance	
007	<p>Membership and Terms of Reference of the University Estate and Environment Committee and its Sub-Committees 2023-24</p> <p>The Secretary to Council presented the annual report (007-Ueec031023, 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>UEEC was carrying a vacancy, to be filled by the new Academic Director (Sustainability) (recruitment underway).</p> <p>Environment and Social Sustainability Action Group (ESSAG) was carrying a vacancy for the Marketing and Communications Lead.</p> <p>Amendments to the CSAG Terms of Reference were noted. UEEC sub-committee effectiveness would be reviewed during the year and reported at a future UEEC.</p> <p>The Secretary to Council additionally reported the following update:</p> <ul style="list-style-type: none"> a) Environment and Social Sustainability Action Group (ESSAG) <ul style="list-style-type: none"> • Member of academic staff nominated by Research Committee confirmed as Professor Jon Coaffee. <p>DECISION 1: The UEEC recommended to Council for approval the membership and terms of reference of UEEC for 2023-24.</p> <p>DECISION 2: The UEEC 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 2023-24.</p>
008	<p>Annual Schedule of Business 2023-24</p> <p>The Secretary to Council presented the report outlining the items of business that the Committee would consider during 2023-24 in order to fulfil its terms of reference (008-Ueec031023, Public) which was noted by the Committee.</p>
Strategic Items	
009	<p>Masterplan Update</p> <p>The Programme Director STEM GC, Programme Manager (Capital Projects, Estates) and the Masterplan Architect (BDP) presented the report (009-Ueec031023, Protected). The Committee welcomed the report, noting the progress already made and the next steps. The following points were noted:</p> <ul style="list-style-type: none"> • [Exempt information not included] • A walking and cycling study would be incorporated into the Social Science Grand Challenge planning to determine pedestrian prioritisation. • Managing the student experience and expectations during construction would be essential. • Alignment with renewed focus on placemaking and activation of the campus was key. <p>The Masterplan would conclude with a detailed set of documentation to be used by Estates teams to act as a guiding framework for any future placemaking and real estate investment completed.</p> <p>The immediate need had been to support planning, next steps would include communicating the vision with visual tools including computer-generated imagery (CGI).</p> <p>ACTION: An additional diagram within “Aim 2: Innovation and Evolution”, to represent residents on the peripheral areas of the campus and wider region to be created.</p>

010	<p>STEM Grand Challenge</p> <p>The Academic Director (STEM Grand Challenge), and Programme Manager, Capital Projects, Estates provided a presentation and update (010-UUEC031023, Protected) on the STEM Grand Challenge. The following points were noted:</p> <ul style="list-style-type: none"> • Phase 1 RIBA Stage 3 engagement was progressing with development of the research-focused spaces commencing first with positive results. • [Exempt information not included] • Communications and signage would be ready ahead of the commencement of groundwork planned for May 2024. • Floor layouts for Phase 1 building along with external and technical elements of the project were planned for December 2023. • The Landscape Working Party would consider habitat restoration and replacement. <p>The design of Phase 1 would progress through Stage 3 and would be reported back at the next UUEC meeting to include the overall design in the context of the campus including materiality.</p> <p>Plans to enhance the campus habitat, vegetation including trees, and reduction of carbon consumption were being discussed by the Landscape Working Party. The Group Finance Director would contact the SU to invite a student member to join.</p> <p>ACTION: Group Finance Director to invite a nominee from the Students’ Union to join the Landscape Working Party.</p>
011	<p>Social Science Grand Challenge</p> <p>The Group Finance Director and Chair of the Social Science Grand Challenge Project Progressing Group provided a verbal update.</p> <ul style="list-style-type: none"> • [Exempt information not included] • A further progress update would be provided to FGPC at its next meeting in November 2023.
012	<p>Embodied Carbon</p> <p>The Director of Environmental Sustainability and Senior Energy and Carbon Manager presented the report (012-UUEC031023, Protected) and supporting presentation on Embodied Carbon. The following points were noted:</p> <ul style="list-style-type: none"> • [Exempt information not included] • Embodied Carbon captures all emissions that make up a building, operational carbon is associated with the building energy use in operation. University standards are making buildings more efficient and operational carbon is shrinking. <p>The Estates team had carried out retrospective embodied carbon studies on several recent buildings to learn what could be done differently, what could be done again and what should be done in future.</p> <p>The Committee welcomed the informative presentation and update.</p>
Estate	
013	<p>Capital Programme – Annual Report on Capital Plan Delivery and Capital Plan Update</p> <p>The Capital Programmes Director, Estates, presented the report (013-UUEC031023, Protected) on capital project delivery in 2022-23. The following was highlighted:</p> <ul style="list-style-type: none"> • Significant progress had been made with 79 projects delivered, including: Anatomy and Clinical Skills - Medical School Teaching Anatomy Facility; Jack Martin 1 Student Accommodation Refurbishments; Scarman Conferences room refurbishments; WBS Smart Stage - Interactive online broadcast and Teaching Facility; Roof Top Photo Voltaic Arrays - Maximisation of “on site” energy generation; and the refurbishment of Residential Life Team (RLT) Accommodation. • [Exempt information not included]

	<ul style="list-style-type: none"> Hours worked during the year c.206 000 by contractors employed across all projects had been recorded with no lost time RIDDOR incidents during the year. <p>The Committee welcomed the report and commended the “no lost time” RIDDOR data.</p>
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Committee Reports

014	<p>Report from the Environment and Social Sustainability Action Group</p> <p>The Director of Environmental Sustainability presented the report (014-UEEC031023, Protected) from the meeting of Environment and Social Sustainability Action Group held on 31 August 2023.</p> <ul style="list-style-type: none"> The Annual Energy and Carbon report would be published in November 2023.
015	<p>Report from the Capital, Space and Amenities Group</p> <p>The Head of Space Planning and Timetabling presented the report (015-UEEC031023, Protected) from the meeting of Capital, Space and Amenities Group held on 6 July 2023. The following key points were highlighted:</p> <ul style="list-style-type: none"> Substitute teaching rooms required following RAAC would be included in the annual room utilisation review. The campus was fully allocated with respect to single occupancy offices and may require cultural and behavioural changes to meet continuing space challenges.

Items below this line were received and noted without discussion

Estate

016	<p>Capital Programme: Major Projects Status Report (RAG)</p> <p>An update on the status of major capital projects currently in progress, including design, procurement and construction (016-UEEC031023, Protected), was received and noted.</p>
017	<p>Annual Maintenance and Compliance Report</p> <p>An overview of the process used to develop maintenance plans for the University’s buildings, as well as the priorities for service improvement (017-UEEC031023, Protected), was received and noted.</p>
018	<p>Property, Land and Titles</p> <p>The report on priorities for land and property purchases and developments (018-UEEC031023, Restricted), was received and noted.</p>

Other

019	<p>Any other business</p> <p>There was no other business.</p>
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CLOSE BY 13:00

Next meeting: Tuesday 23 January 2024, Microsoft Teams, MS Teams

DECISIONS AND ACTIONS

ITEM	DECISION/ACTION	LEAD AND DUE DATE	STATUS
20 June 2023			
069 - Director of Estates Update	ACTION: Update on student accommodation strategy to include details on quality, links with transport, effect on recruitment and comparison to competitors to be brought to a future UEEC meeting.	James Breckon/Wendy Roberts	Due Jan 2024
3 October 2023			
005 - Director of Estates Update	ACTION: A message of appreciation to be sent on behalf of UEEC to Estates, Timetabling and Audio Visual (AV) teams involved in supporting effective mitigation against risks posed by RAAC.	UEEC secretariat	Closed

009 - Masterplan Update	ACTION: An additional diagram within “Aim 2: Innovation and Evolution”, to represent residents on the peripheral areas of the campus and wider region to be created.	Daniel Gibbons	Due Jan 2024
010 - STEM Grand Challenge	ACTION: Group Finance Director to invite a nominee from the Students’ Union to join the Landscape Working Party.	Rosie Drinkwater	Closed