

UNIVERSITY OF WARWICK
UNIVERSITY ESTATE AND ENVIRONMENT COMMITTEE
PUBLIC MINUTES OF THE MEETING HELD 11:00, THURSDAY 8 JULY 2021
VIRTUAL MEETING VIA MS TEAMS

Present	Adrian Penfold	AP	Independent member of Council (Chair)
	James Breckon	JB	Director of Estates, Chair of the Quality and Design Sub-Group and Co-Chair of the Environmental and Social Sustainability Action Group
	Bal Claire	BC	Independent member of Council
	Rosie Drinkwater	RD	Group Finance Director
	Trudi Elliott	TE	Independent member
	Professor Chris Ennew	CE	Provost and Chair of the Capital, Space and Amenities Group (from item 065)
	Dr Lucy Hammond	LH	Associate Professor, WMS (up to item 065)
	Richard Hyde	RH	Independent member
	Luke Mephram	LM	President of the Students' Union
	Professor Simon Swain	SS	Vice-President for National and Regional Engagement (up to item 066)
Attending	Michael Cambden	MC	Architect Director, BDP (item 065 only)
	Shingai Dzumbira	SD	Students' Union President elect (observing from item 065)
	Kevin Edwards	KE	Chief Finance Officer, Estates (from item 063)
	Michael Farrell	MF	Associate, Arup (item 065 only)
	Daniel Gibbons	DG	Programme Manager, Estates (item 065 only)
	Elizabeth Gillick-Daniels	EGD	Administrative Officer, Governance (Assistant Secretary)
	Professor David Leadley	DL	Deputy Pro-Vice-Chancellor (Research) (item 065 only)
	Charlotte Lewis	CL	Head of Strategic Programmes and Governance, Estates
	Scott Lloyd	SL	Senior Assistant Registrar, Space Management & Timetabling
	Andy Sheppard	AS	Associate, Arup (item 065 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
059	<p>Welcome and Apologies for Absence</p> <p>Apologies were received from Yewande Akinola, Professor Naomi Brookes, Professor Stuart Croft, Rachel Sandby-Thomas, David Hammond, Dr Richard Hutchins and Akosua Sefah.</p> <p>The Chair welcomed all, including Shingai Dzumbira, Students' Union President elect who observed this meeting. It was noted that Jacob Jefferson, SU Democracy and Development Officer elect had sent their apologies.</p> <p>The Chair congratulated Yewande Akinola on the arrival of her daughter.</p> <p>The Chair thanked members who were stepping down from the Committee, namely Bal Claire, Trudi Elliott, Luke Mephram and Akosua Sefah. The Chair thanked members for their dedication to the Committee and wished them well in future endeavours.</p>
060	<p>Declarations of Interest</p> <p>Trudi Elliott declared a conflict in relation to item 062b, namely the University's submission to the South Warwickshire Local Plan, given their role as Chair of the Planning Inspectorate Board.</p> <p>Richard Hyde declared an interest in item 065 given their role on the STEM GC working group.</p> <p>No further interests were declared.</p>
061	<p>Minutes</p> <p>a) Minutes of the Meeting Held on 24 March 2021</p> <p>The minutes of the meeting held on 24 March 2021 (061a-Ueec080721, Protected) were approved.</p>

	<p>b) Minutes of the informal session held on 26 April 2021</p> <p>The minutes of the meeting held on 26 April 2021 (061b-UKEEC080721, Protected) were approved.</p>
062	<p>Matters Arising from meeting held on 08 July 2021</p> <p>a) Piazza Amphitheatre Covering</p> <p>The proposal for the Pizza Amphitheatre Covering (062a-UKEEC080721, Protected) was circulated to the Committee for approval by correspondence on 11 June. No objections were raised by the Committee.</p> <p>DECISION: The Committee approved the location and design of the Piazza Amphitheatre Covering.</p> <p>b) Press statement on the Eco Park proposal submission for consideration in the South Warwickshire Local Plan</p> <p>The press statement on the Eco Park proposal submission (062b-UKEEC080721, Public) was circulated to the Committee for information on 16 June. This was further discussed under item 066 South Campus Development.</p>
Chair and Director of Estates Updates	
063	<p>Chair's Business and Actions</p> <p>a) Update on Council discussion of the draft Sustainability Strategy</p> <p>The Chair provided a brief update to the Committee on the Council discussion of the Sustainability Strategy, noting that partnership working, engagement with the local community and student body, behavioural and cultural change, the need to prioritise investment into this area, and the alignment of sub-strategies were all critical. The Council challenged the University to consider what it would take to deliver a net zero carbon degree.</p> <p>b) Fire Safety in University Buildings consultation</p> <p>The Chair noted the consultation (063b-UKEEC080721, Protected) and that the University had committed to taking part in the survey. Any formal response to the Government with information would be approved by the University Executive Board (UEB) and noted by the UKEEC.</p>
064	<p>Director of Estates Update</p> <p>The Director of Estates presented the report (064-UKEEC080721, Protected) and highlighted the following:</p> <ul style="list-style-type: none"> • Award recognition was positive. The University had been Highly Commended in the 'AUDE 2021 Reaching Higher Award' for 'To Be A Good Neighbour' and 'Changing Futures Together – Supported Internship Programme'. The Lord Bhattacharyya Building was awarded best workplace in the UK, Innovation Category, at the British Council for Offices (BCO) awards in June 2021. Positive feedback had been received from RIBA judging panels in relation to the Lord Bhattacharyya Building and Cryfield Phase 1 Student Accommodation (awaiting outcome). • The Student Accommodation Strategy was under development and would be brought to the Committee for discussion. Members commented on the varying ages of existing stock and how this could be best utilised, lifetime maintenance costs and the role of private providers. The Committee was assured that the Warwick Accommodation Strategic Planning Group (WASPG) was meeting regularly and reviewing accommodation demand, complaints, maintenance and regularly discussing and engaging with private providers. The importance of offering a range of student accommodation at different price points was noted. • The strategy for obtaining planning approvals for proposed future major investments was under final development and review and would be shared with the Committee shortly. This would recognise the need to accommodate future capital projects, such as STEM GC, other planned investments associated with the Masterplan 2019 and the South Campus and Eco Park. • The Capital Plan had been approved by FGPC. • The Estates team were supporting the development of the masterplan for Wellesbourne Campus. [Exempt information not included]

	<ul style="list-style-type: none"> Joel Cardinal (Head of Energy and Sustainability) had left the University in June. The Director of Transport and Future Mobility would lead the Sustainability team in the interim. Operations: Much activity was underway in planning for the Commonwealth Games, <i>Evolve 22</i> (Estates Operations' major change programme) had launched, and the backlog of reactive maintenance had been reduced with a move towards a planned preventative maintenance approach. Fire risk and mitigations remained a priority for the Estates and Health & Safety teams, and managed as part of wider compliance requirements. Updates to the Committee would be provided, as necessary. <p>ACTION: Consideration to be given to making submissions to planning awards related to the masterplan and the hybrid capital plan.</p>
Strategic Items	
065	<p>STEM Grand Challenge – Science Precinct Options Appraisal Update</p> <p>The Director of Estates, Arup and BDP team presented the report (065-Ueec080721, Protected) and slides on the Emerging Development Framework and Sustainability Vision and highlighted the following:</p> <ul style="list-style-type: none"> [Exempt information not included] <p>The Committee was supportive and members commented as follows:</p> <ul style="list-style-type: none"> It would be important to consider space requirements in a post-Covid world. It was however noted that occupation of research labs was returning to pre-Covid levels and a reduction in occupancy levels was not expected. Space allocation would be reviewed in terms of workspaces/office space together with departments. [Exempt information not included] Accessibility and welcoming spaces for students would be critical. The use of BREEAM as a benchmark standard in addition to the use of Warwick's own standards could be beneficial. [Exempt information not included] <p>DECISION: [Exempt information not included]</p>
066	<p>South Campus Development</p> <p>The Director of Estates presented slides on the proposed plans for the Eco Park and highlighted the following:</p> <ul style="list-style-type: none"> The Eco Park would be set across c. 120 acres and would be designed around three thematic zones: a Discovery Zone, Ecology Zone and Energy Zone. The University had submitted a proposal submission for consideration in the South Warwickshire Local Plan. Infrastructure investment in sustainable transport solutions would be key. <p>The Committee provisionally accepted the proposed plans. Members commented on the potential for public misunderstanding of the Very Light Rail (VLR) and how it would differ from heavy rail and on the importance of shifting current behaviour away from single car occupancy. The Committee was assured that significant action was already underway including a Demand Response Transport (DRT) trial with Transport for West Midlands (TfWM), low-cost bus fares from Tile Hill, an e-scooter trial with TfWM and WMG and changes to the car parking system. Further actions to encourage car sharing were planned. Surveys had been undertaken to assess current travel behaviours and would be repeated early next year.</p>
067	<p>Energy and Infrastructure Group – Net Zero Pathway – Implementation Plan *ITEM DEFERRED*</p> <p>This item was deferred and would be considered at a future meeting.</p>
Estate (I)	
068	<p>Hybrid Working and Space Principles</p> <p>The Provost presented the report (068-Ueec080721, Protected) and highlighted the work being undertaken on different ways of working and the management of the University's space footprint. This included the Hybrid</p>

	<p>Working Policy, the development of Space Principles, the reconfiguring of space in various locations, new working practices for professional services staff, and exploring different modes of office sharing.</p> <p>The Committee was supportive of the work being undertaken. The nature of the focus on ED&I was discussed; the pandemic and changes to working patterns had been beneficial to some but problematic for others. The Committee was assured that there was a real awareness of the diversity of experience (including from disabled and neurodiverse staff). Individual needs would be considered, as would appropriate equipment for effective working.</p> <p>DECISION: The Committee supported the development by CSAG of a set of Space Principles.</p>
069	<p>Foundation House</p> <p>The Group Finance Director and Chief Finance Officer, Estates presented the report (069-UUEEC080721, Protected) and highlighted the following:</p> <ul style="list-style-type: none"> • [Exempt information not included] <p>[Exempt information not included]</p> <p>DECISION: [Exempt information not included]</p>
Committee Reports	
070	<p>Report from the Capital, Space and Amenities Group</p> <p>The Provost presented the report (070-UUEEC080721, Protected) from CSAG and highlighted the ongoing work on space principles and allocation (see item 068), Piazza Amphitheatre Covering (see item 062a) and the Esports Facility.</p> <p>The Committee noted the report.</p>
071	<p>Report from the Quality and Design Sub-Group</p> <p>The Director of Estates presented the report (071-UUEEC080721, Protected) from QDSG and highlighted the following:</p> <ul style="list-style-type: none"> • The emerging Ecology and Biodiversity Strategy was in draft and would be brought to UUEEC for review. • [Exempt information not included] • External signage proposals for Warwick Arts Centre were under review. <p>The Committee noted the report.</p> <p>ACTION: External signage proposals for Warwick Arts Centre to be shared with the Committee for information.</p>
072	<p>Report from the Environmental and Social Sustainability Action Group</p> <p>The Director of Estates presented the report (072-UUEEC080721, Protected) from ESSAG and highlighted the following:</p> <ul style="list-style-type: none"> • It was important now for departments to take ownership for implementation of the sustainability strategy. • Given the departure of the Head of Energy and Sustainability, a resource challenge was recognised. <p>The Committee noted the report. The Chair observed it would be valuable to receive updates from departments as to how the strategy was being delivered at departmental level, from academic departments, professional services and CCSG.</p> <p>ACTION: Departmental updates to be brought to the Committee in 2021/2022 to outline progress in sustainability strategy delivery.</p>
Items below this line were received and noted without discussion	
Estate (II)	
073	<p>Capital Programme: Major Projects Status Report (RAG)</p> <p>The report on the status of major capital projects currently in progress (073-UUEEC080721, Protected) was received and noted.</p>

074	Property, Land and Titles The report on priorities for land and property purchases and developments (074-UEEC080721, Protected), was received and noted.
Closing Business	
054	Any other business There was no other business.
CLOSE BY 13:00 Next meeting: 10:30, Wednesday 29 September 2021	

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			
062a - Piazza Amphitheatre Covering	DECISION: The Committee approved the location and design of the Piazza Amphitheatre Covering.		
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	
065 - STEM Grand Challenge – Science Precinct Options Appraisal Update	DECISION: [Exempt information not included]		

068 - Hybrid Working and Space Principles	DECISION: The Committee supported the development by CSAG of a set of Space Principles.		
069 - Foundation House	DECISION: [Exempt information not included]		
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	