

UNIVERSITY OF WARWICK
UNIVERSITY ESTATE AND ENVIRONMENT COMMITTEE
PROTECTED MINUTES OF THE MEETING HELD 10:30, TUESDAY 28 JANUARY 2025
VIA MS TEAMS

Present	Adrian Penfold	Independent Member of Council (Chair)
	Professor Stuart Croft	Vice-Chancellor & President
	Yewande Akinola	Independent Member
	Diane Booth	Independent member
	Professor Jon Coaffee	Member of Academic staff
	Rosie Drinkwater	Group Finance Director
	Jane Findlay	Independent Member
	San Ting Gilmartin	Capital Programmes Director
	Richard Hyde	Independent Member of Council
	Parvez Islam	Director of Environmental Sustainability
	Sasha King-Smith	Vice-President Democracy and Development (SU)
	Enaya Nihal	President of the Students' Union
	Professor Stéphanie Panichelli-Batalla	Academic Director (Sustainability)
	Wendy Roberts	Estates Director (Interim)
	Rachel Sandby-Thomas	Registrar (until item 027)
Professor Simon Swain	Vice-President National and Regional Engagement	
Attending	Professor Caroline Elliott	Social Sciences Connect Programme (SSCP) Academic Lead (for item 024)
	Sue Emms	Development Plan Architect
	Angela Gibson	Administrative Officer, Governance (Assistant Secretary)
	Parvez Islam	Director of Environmental Sustainability
	Brett Plant	Head of Estates Information and Systems (for item 027)
	Richard Seago	Director of Business Services, Estates
	Ajay Teli	Chief Communications and Marketing Officer
	Andrew Thomas	Senior Energy and Carbon Manager (for items 025 and 026)
	Aidan Thompson	SSCP Programme Manager (for item 024)
Dr Chris Twine	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
017	Welcome and Apologies for Absence Apologies were received from Professor Emma Flynn and Rob Morgan.
018	Declarations of Interest No new conflicts of interest were declared.
019	Minutes of the meeting held on 23 September 2024 The minutes of the meeting held on 23 September 2024 (019-Ueec280125, Confidential) were approved .
020	Matters Arising from meeting held on 23 September 2024 The Secretary to Council provided an update on actions closed since the previous meeting. Feedback regarding the branding on hoardings not reflecting the unique value of the university's projects (Action 2: 009-Ueec230924) would be communicated to the Capital Programmes Team. ACTION: Feedback on hoarding branding to be shared with the Marketing, Communications and Insight Team.
021	Chair's Business and Actions The Chair reported that Council, at its meeting on 20 November 2024, approved the Business Case for the Social Sciences Connect programme.

022	<p>Estates Director’s Report</p> <p>The Committee received and noted the report from the Estates Director (022-Ueec280125, Confidential), highlighting the following key points:</p> <ul style="list-style-type: none"> • 440 rooms in student accommodation on Westwood had been closed due to drainage issues. In December 2024 the University Executive Board had considered options regarding the viability of investing in drainage repairs versus partial or full demolition, with further analysis requested ahead of a final decision. • The roof of the Westwood café had been deemed unsafe, leading to its closure. Alternative café options were being explored. • Two external audits had taken place: ISO 14001 and the UUK Code of Practice for Student Accommodation. Both had passed, with one minor non-compliance in the latter. The introduction of a new estates and facilities system was expected to prevent such errors from occurring in the future. • Heavy rainfall had caused minor flooding at Claycroft accommodation, leading to the implementation of an action plan to reduce future risks. No evacuation had been required. • Estate KPIs had been reviewed, with the five-year plan rated amber due to the impact of National Insurance and living wage increases. Cleaning satisfaction was high, maintenance feedback was positive, and accommodation complaints were at a record low.
023	<p>Director of Capital Programmes’ Report including RAG Report</p> <p>The Capital Programmes Director presented the report (023-Ueec280125, Confidential).</p> <p>A RIDDOR reportable accident had occurred the previous day involving a subcontractor from O’Briens working on the STEM project, and the Health and Safety Executive had been notified.</p> <p>The Committee were assured that health and safety matters were addressed in every Project Progressing Group (PPG) dashboard report and reviewed by the University Health and Safety Executive Committee. Additionally, the health and safety records of potential contractors were assessed as part of the contract process.</p>
Strategic Items	
024	<p>Social Science Connect Programme (SSCP) Update</p> <p>The SSCP Academic Lead and SSCP Programme Manager presented the report and presentation (024-Ueec280125, Confidential). The following points were noted:</p> <ul style="list-style-type: none"> • The new Social Sciences quarter on campus would include a new building for Warwick Business School (WBS), and the Economics department and one other department would move into the current WBS building. • An options analysis had been approved by the Provost to determine which other department would join Economics in the current WBS building. Warwick Foundation Studies would relocate to Radcliffe Teaching Centre, and all Social Sciences departments within Westwood would co-locate into Faculty of Social Sciences (FSS) buildings, benefiting from subject adjacency. • The budget approved by Council was £260m for the new build, with an additional £20m allocated for the refurbishment of existing FSS buildings. Refurbishments would be considered as full capital projects, with a PPG in place to ensure designs would meet all necessary standards. Cost consultants were confident that the project would stay within budget with robust value engineering in place. • Faculty engagement would be included in the design process, with considerations for natural light, communal spaces, and accessibility. A working group would be established to ensure that equality, diversity and inclusion considerations were incorporated into the design. • A strategy for landscaping and space management would be developed, with involvement from the Ecology Landscape Action Group.

	<ul style="list-style-type: none"> The Academic Director (Sustainability) would provide a landscaping update to Independent Member, Jane Findlay, and update the Development Plan Architect regarding any discussions related to the estate's strategy from a masterplanning and architectural perspective. <p>Post-investment reviews for the Interdisciplinary Biomedical Research Building (IBRB) and Faculty of Arts Building (FAB) would be presented to the Finance and General Purposes Committee (FGPC) later that day. Learnings would be shared with STEMCP and SSCP.</p> <p>ACTION: The Academic Director (Sustainability) to provide a landscaping update to Independent Member, Jane Findlay, and update the Development Plan Architect regarding any discussions related to the estate's strategy from a masterplanning and architectural perspective.</p>
025	<p>Update on Journey to Net Zero</p> <p>The Director of Environmental Sustainability and Senior Energy and Carbon Manager presented the report (025-UEEC280125, Confidential) and presentation. The discussion highlighted the progress made, including the extensive photovoltaic panel programme, and addressed the challenges involved in achieving net zero, particularly given the size, age, and complexity of the campus. The following key points were highlighted:</p> <ul style="list-style-type: none"> University Scope 1 emissions arose primarily from the combustion of natural gas for heat and electricity generation on campus, while Scope 2 emissions were those generated by others in the production of grid electricity purchased by the University. In 2023/24, Scope 1 emissions were 17.5% below the 2018/19 baseline year, making progress toward the 20% interim reduction target. These reductions were primarily attributed to a decrease in on-site gas-fired heat and power generation, along with the implementation of the new energy usage policy, improved monitoring, and enhanced building controls. For Scope 2, the University was purchasing 100% renewable electricity, but continued to focus on minimising consumption by reducing energy usage wherever possible and increasing on-site renewable generation. All buildings, constructed since 2010, except two, had PV panels, with an additional 1,000 panels having recently been installed. The potential for wind generation would be explored. Renewable energy had been purchased since 2021, with reporting in place accordingly. Contracts dating back to 2018 were being reviewed to establish a baseline for 2018/19, ensuring accurate and reliable information was available for making claims on market-based emissions. Absolute Zero was a significantly more demanding target than net zero, particularly for a campus of the size, age, and complexity as Warwick. Net Zero targets had been common in the sector, and many institutions were now evaluating the effectiveness of offsetting. The University was in a very fortunate position to have a heat network. Changing the source of this network would have the biggest impact on emissions, a strategy supported by the government. A new renewable Heat Source for the existing Cryfield Energy Centre is commencing RIBA Design Stage 3, and an additional Energy Centre (in addition to Cryfield and that being provided for the STEM and Social Science Projects) is being assessed. A proportion of the c. 20% of buildings not connected to the network could be addressed with a short extension of piping, although some buildings, like Westwood, were not near the network and would be uneconomic to connect. The Scope 1 and 2 reduction target included key infrastructure projects, such as a new energy centre for new buildings. Priority would be given to securing grants, particularly the Green Heat Network Fund, which could provide up to 50% capital funding for network decarbonisation. <p>UEEC welcomed the update and acknowledged the significant progress made so far. Thanks were expressed to the presenters for their leadership in this area of work.</p>
Break	
026	<p>Renewable Energy Centre – Network Typology</p> <p>The Director of Environmental Sustainability and Senior Energy and Carbon Manager presented the report and presentation (026-UEEC280125, Confidential).</p>

	The University aimed to minimise plant size and cost while maximising efficiency through heat pumps and heat recovery. Following consultation with ARUP and the engineering department, the fourth-generation heat network model had been selected for STEM and Social Sciences.
027	<p>Estate Management Record and Key Performance Indicators (EMR-KPIs)</p> <p>The Head of Estates Information and Systems presented the report (027-UUEEC280125, Confidential) and supporting presentation. Key points were:</p> <ul style="list-style-type: none"> • The data for the analysis had been obtained from the Higher Education Statistics Agency (HESA) Estates Management Record (EMR). While EMR KPIs had been initially mandatory, they were later made optional, but had remained useful for benchmarking purposes. • Warwick sat centrally within its peer group, and the efficiency KPIs were encouraging given the significant growth in student numbers on recent years. While academic space was reduced, it still remained more generous than the sector average. • Continued investment in existing buildings was necessary to maintain condition and reduce carbon emissions. A further review of building condition was required to better understand the rising maintenance costs.
Estate (I)	
028	<p>Reinforced autoclaved aerated concrete (RAAC) annual report</p> <p>The Director of Business Services presented the report (028-UUEEC280125, Confidential). Key points were:</p> <ul style="list-style-type: none"> • The RAAC Action Group had worked to mitigate the risk identified during surveys for RAAC in September 2023. • Safety netting for Butterworth Hall, Boiler House, Lecture Room 3, and Engineering Hall had been designed and installed. Regular inspections to monitor their condition, in line with IStructE guidance, were conducted on an ongoing basis. • The total cost to date for mitigations was £1,409k. Further work would be required to replace the netting, which had an anticipated 5-year lifespan.
Committee Reports	
029	<p>Report from the Sustainability Committee</p> <p>The Academic Director of Sustainability presented the report (029-UUEEC280125, Confidential). The following key points were highlighted:</p> <ul style="list-style-type: none"> • A small working group would be established to devise guidelines regarding University attendance at COP/Biodiversity COP. • Conversations with Eco Park stakeholders would continue with a focus on exploring funding opportunities. • 8.5 tonnes of items had been collected from accommodation in the past year and donated to food banks and charities.
Items below this line were received and noted without discussion	
Estate (II)	
030	<p>UEEC Revised Terms of Reference</p> <p>Proposed updates to the UEEC Terms of Reference, (030-UUEEC280125, Confidential) were received and noted without further discussion.</p> <p>DECISION: UEEC recommended to Council for approval the revisions to its Terms of Reference as follows: (Deletions struck through, additions <u>underlined</u>)</p> <p>To recommend to the Council:</p> <p>[...]</p>

	4. The acquisition and disposal of freehold and long leasehold land and buildings (<u>including demolition where required</u>) subject to the release of appropriate funding by the Financial Plan Committee or the Finance and General Purposes Committee. [...]
031	Property, Land and Titles The Property, Land and Titles report, (031-UEEC280125, Confidential) was received and noted without further discussion.
032	Report from Space Management Committee The report from Space Management Committee, (032-UEEC280125, Confidential) was received and noted without further discussion.
Other	
033	Any other business There was no other business.
CLOSE BY 12:30 Next meeting: Tuesday 25 March 2025 (by Correspondence)	

DECISIONS AND ACTIONS			
ITEM	DECISION/ACTION	LEAD AND DUE DATE	STATUS
28 January 2025			
020 - Matters Arising from meeting held on 23 September 2024	ACTION: Feedback on hoarding branding to be shared with MCI	Angela Gibson/Satnam Rana-Grindley	
024 - Social Science Connect Programme (SSCP) Update	ACTION: The Academic Director (Sustainability) to provide a landscaping update to Independent Member, Jane Findlay, and update the Development Plan Architect regarding any discussions related to the estate's strategy from a masterplanning and architectural perspective.	Professor Stéphanie Panichelli-Batalla	