



ESTATES COMMITTEE

23 March 2016

Minute

Present: Vice-Principal Professor Jonathan Seckl (Convener)
Mr David Bentley, Lay member of Court
Mr Peter Budd, Lay member of Court
Mr Chris Cox, Vice-Principal Philanthropy and Advancement and Executive Director of Development and Alumni
Mr Hugh Edmiston, Director of Corporate Services
Dr Catherine Elliott, College Registrar, College of Medicine & Veterinary Medicine
Mr Gary Jebb, Director of Estates
Mrs Jane Johnston, Head of Estates Planning and Special Projects
Mr Richard Kington, Director of Accommodation Services
Mr Gavin McLachlan, Chief Information Officer
Mr Phil McNaull, Director of Finance
Vice-Principal Professor Dorothy Miell, Head of College of Humanities and Social Science
Dr Bruce Nelson, College Registrar, College of Science & Engineering
Mr Jonny Ross-Tatam, President, Students' Representative Council
Ms Sarah Smith, University Secretary

In attendance: Mr Graham Bell, Depute Director, Head of Estates Development
Mr David Brook, Acting Head of Estates Operations
Mr Andrew Haddon, Head of Estates Finance
Mrs Angela Lewthwaite, Committee & Administration Officer (Secretary)
Ms Liz Reilly, Director of Major Gifts - Development & Alumni

Apologies Ms Urte Macikene, Vice-President, Students' Representative Council
Mrs Tracey Slaven, Deputy Secretary, Strategic Planning
Dr Catherine Martin, College Registrar, College of Humanities & Social Science

1 Minute (closed)

Paper A

The Minute of the previous meeting held on 9 December 2015 was approved.

The Committee noted the apologies and warmly welcomed Mr Chris Cox, Vice-Principal Philanthropy and Advancement and Executive Director of Development and Alumni to his first Estates Committee meeting.

2 Matters Arising

There were no matters arising.

3	Estates Annual Capital Plan 2015-2025	Paper B Closed
	3.1 Finance Director's Update - Interim Ten Year Forecast (TYF) – (March 2016)	Paper B1
	<p>The Committee received a progress update on the TYF ratios. Under the current planning scenarios, it was noted that the operating surplus could fall below the 3% target and that cash reserves may fall below the 90 day target set by Court. A need to address these issues was discussed and noted. The Committee endorsed the proposed phased project priorities as set out in the Estates Capital Plan.</p> <p><u>Action: Director of Finance</u></p>	
	3.2 Post Implementation Review – Design/Scope	Paper B2
	<p>The Committee endorsed the proposal to introduce a Post Implementation Review (PIR) process for major investment projects, many of which would be Estates capital projects from the Estates Capital Plan. This should take place 12-24 months after completion.</p> <p><u>Action: Director of Finance</u></p>	
	3.3 Arrangements for Internal Loans within the University	Paper B3
	<p>Estates Committee members supported and approved the proposed arrangements for internal loans within the University but identified some anomalies in the proposed categorisation to be corrected following discussion with College Heads of Finance.</p> <p><u>Action: Director of Finance</u></p> <p>The Director of Finance confirmed that there were several current loan agreements, some of which were being reviewed.</p> <p>The Director of Corporate Services noted that the status of some Subsidiary Companies was being reviewed.</p>	
	3.4 Planning and Accounting for VAT on Capital Projects	Paper B4
	<p>The Committee endorsed, in principle, the approach in which VAT should be anticipated, professional advice sought, and mitigation strategies planned and accounted for during the development of capital projects.</p> <p>A revised paper on the concept of “VAT Contingency” may be presented to the Policy and Resources Committee in due course.</p> <p><u>Action: Director of Finance</u></p>	
4	London Base	Paper C Closed

5	Quatermile Development	Paper D Closed
6	Large Animal Research and Imaging Facility	Paper E Closed
7	Appleton Tower Refurbishment Levels 6 and 9 for Informatics	Paper F Closed
8	<p>Sustainable Campus Fund proposal</p> <p>The Director of Corporate Services presented a proposal to establish a Sustainable Campus Fund of £2.75M over 3 years commencing in 2016/17 to generate overt financial returns, as well as energy savings and carbon reductions.</p> <p>The Committee supported the proposal, in principle, but requested a fuller Business Case be brought back to the May committee in order to clarify how much specifically the process would cost and how the process would be managed, governed and delivered.</p> <p><u>Action: Director of Corporate Services</u></p>	Paper G
9	<p>Estates Committee Sub-Group Approvals</p> <p>The Committee noted and homologated the decisions taken by the Estates Committee Sub-Group since the last Estates Committee meeting on 9 December 2015.</p> <p>The list of works contracts awards (greater than £250,000) totalling £44.4M over the period 26 November 2015 to 12 March 2016 was also noted.</p>	Paper H
10	Development Trust Campaign Capital Project Update	Paper I Closed
11	Strategic Acquisitions and Disposals	Paper J Closed
12	<p>Estates Department Purchasing Protocol</p> <p>The Committee noted: the protocol update to ensure compliance with the new European and Scottish procurement legislation to be introduced from 18 April 2016; the Estates sub-delegation of the Estates Department Sub-Delegated Authority Schedule which is compliant with the Delegated Authority Schedule approved by Court on 7 December 2015; a further update would be presented at the next meeting.</p> <p><u>Action: Depute Director, Head of Estates Development</u></p>	Paper K

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| 13 | College of Humanities and Social Science (CHSS) Summary Report | Paper L |
| 14 | College of Medicine & Veterinary Medicine Summary Report | Paper M
Closed |
| 15 | Institute for Regeneration and Repair (IRR) at the Edinburgh BioQuarter (EBQ). | Paper N
Closed |
| 16 | Support Groups Summary Report
The Committee approved £1.5M funding from the capital plan to carry out essential stonework and lead repairs to the South Bridge and Chambers Street elevations of Old College.
<u>Action: Director of Estates</u> | Paper O
Closed |
| 17 | Date of next meeting 25 May - 09:30-12:30 to be held in the Raeburn Room, Old College. | |

Estates Committee papers are located at:

<https://www.wiki.ed.ac.uk/display/UCC/Estates+Committee>

If you require this agenda or any of the papers in an alternative format e.g. large print please contact Angela Lewthwaite on 0131 651 4384 or email Angela.Lewthwaite@ed.ac.uk