



ESTATES COMMITTEE

14 September 2016

Minute

Present: Vice-Principal Professor Jonathan Seckl (Convener)
Mr Peter Budd, Lay member of Court
Mr Alec Edgecliffe-Johnson EUSA President
Mr Hugh Edmiston, Director of Corporate Services
Dr Catherine Elliott, College Registrar, College Medicine & Vet Medicine
Mr Gary Jebb, Director of Estates
Mr Richard Kington, Director of Accommodation Catering and Events
Dr Catherine Martin, College Registrar, College Arts, Humanities & Social Sci.
Mr Gavin McLachlan, Chief Information Officer
Mr Phil McNaull, Director of Finance
Dr Bruce Nelson, College Registrar, College of Science & Engineering
Mrs Tracey Slaven, Deputy Secretary, Strategic Planning

In attendance: Mrs Karen Adamson, Head of Estates Finance
Mr Graham Bell, Depute Director, Head of Estates Development
Mr Grant Ferguson, Head Estates Operations & Assistant Director of Estates
Mrs Jane Johnston, Head of Estates Planning and Special Projects
Ms Jenna Kelly EUSA VP Services
Mrs Angela Lewthwaite, Committee & Administration Officer (Secretary)
Ms Liz Reilly, Director of Major Gifts - Development & Alumni

Apologies Mr David Bentley, Lay member of Court
Mr Chris Cox, Vice-Principal Philanthropy & Advancement, Executive Director
Development and Alumni
Ms Sarah Smith, University Secretary

1 Minute (closed)

Paper A

The Minute of the previous meeting held on 25 May 2016 was approved.

The Committee welcomed Mrs Karen Adamson, Head of Estates Finance.

2 Matters Arising

Item 3 – The Estates Strategy 2016-2026 will be presented to December's Estates Committee.

Item 5 - Institute of Genetics and Molecular Medicine (IGMM)

The Committee was advised that The University of Edinburgh Stage 1 RPIF bids for IGMM and Easter Bush had been unsuccessful.

Item 8 - Refurbishment of Holland House – Closed

Action: Director of Estates, Director of Corporate Services and College Registrars

SUBSTANTIVE ITEMS

- 3 Estates Annual Capital Plan 2016-2026 – Closed Paper B**
- 3.1 Analysis of Projects: Budget Vs Final Spend 2013 – 2015 - Closed Paper B1**
- 3.2 Finance Director’s Update – Interim Ten Year Forecast (Sept. 2016) – Closed Paper B2**

- 4 Central Bioresearch Services Strategy – Closed Paper C**
- 4.1 Central Breeding Hub – Easter Bush Campus Paper C1**
The Committee approved £620k from University Corporate Resources to undertake site investigations, surveys, professional fees and other costs to enable completion of RIBA Stage D. An outline Business Case for the project would be prepared for approval in line with an agreed Central Bioresearch Services vision. A detailed Business Case would be prepared at the completion of Stage D.

Action: Director of Corporate Services; Director of Estates

- 4.2 Chancellor’s Building - Biomedical Research Facility (BRF) Refurbishment at the Edinburgh BioQuarter Campus – Closed Paper C2**
- 4.3 Queen's Medical Research Institute - Biomedical Research Facility Refurbishment – Closed Paper C3**
- 4.4 Institute for Regeneration and Repair - Biological Research Facility Closed Paper C4**
- 4.5 Western General Hospital - Biomedical Research Facility Paper C5**
The Committee approved £665k from University Corporate Resources to allow the WGH BRF to progress to Stage D. This approval is subject to formal Land Negotiation between the University and NHS Lothian.
The Committee noted that an Outline Business Case would be prepared for approval by University Court and a further detailed Business case would be prepared at completion of Stage D.

Action: Director of Estates; Registrar College of Medicine & Vet Medicine

4.6 New Biology - Biomedical Research Facility

**Paper
C6**

The Committee noted the full Business Case for the Biological Research Facility as part of the Building a New Biology Project. (Refer also to Item 5.)

It was noted that the ventilated cages would be subject to further procurement strategy consideration in due course.

Action: Director of Estates

5 'Building a New Biology' Project – Closed

Paper D

6 New College – Stonework Repairs and Floodlighting

Paper E

The Committee approved £1.27m from University Corporate Resources to enable stonework repairs and installation of floodlighting to the north elevation and the towers of New College. The gift of £230k was also noted.

Action: Director of Estates

7 Hill Square Learning and Teaching Centre – Closed

Paper F

8 Main Library Space Study

Paper G

The Committee endorsed £50k funding from the Main Library Redevelopment budget to commission a space study review.

Action: Director of Estates; Chief Information Officer

9 Residential Strategy 2016 – 2026

Paper H

The Committee noted the projected shortfall in student bed spaces. A detailed Residential Strategy will be presented to Estates Committee in December 2016

Action: Director of Accommodation Catering and Events

9.1 Nominations Agreement for St Leonards – Closed

**Paper
H1**

9.2 Proposed Student Accommodation at New Waverley

**Paper
H2**

The Committee recommended approval to Court on 26 September to enter into a 20 year lease agreement for the 583 bed spaces to progress negotiations with the owner of the New Waverley site in Edinburgh.

The Agreement to Lease documentation would be prepared in line with the Heads of Terms and concluded by the end of December 2016.

Anticipated expenditure of £50k for legal fees in connection with the preparation of the legal documentation will be funded by Accommodation Catering and Events.

Action: Director of Estates; ; Director of Accommodation Catering and Events

ROUTINE ITEMS

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|-------------|--|---------------------------------------|
| 10 | Estates Committee Sub-Group Approvals – Closed | Paper I |
| 11 | Development Trust Campaign Capital Project Update (Closed) | Paper J |
| 12 | Strategic Acquisitions and Disposals – Closed | Paper K |
| 12.1 | Possible Lease of London Property – Closed | Paper K1 |
| 13 | Space Strategy Group (<i>formerly Space Enhancement and Management Group</i>)
The Committee endorsed the proposed Terms of Reference for the Space Strategy Group and noted discussions at its first meeting held on 29 August 2016. | Paper L

Paper L1 |
| | 13.1 Teaching Accommodation Upgrades 2016/2017
The Committee approved £1.9m funding from University Corporate Resources for a rolling programme to upgrade teaching room accommodation. | |

ITEMS FOR FORMAL APPROVAL/NOTING (Please note these items are not normally discussed.)

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| 14 | PwC Capital Programme Readiness Assessment – Final report
The Committee endorsed the recommendations on the Capital Programme Readiness Assessment and noted that additional project management staffing costs would be charged to the capital programme and that other costs would be budgeted as part of the annual Planning Round. | Paper M |
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Action: Director of Estates

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| 15 | Estates Department Purchasing Protocol
The Committee approved the updated Estates Department Purchasing Protocol. This update was in line with the introduction of new European and Scottish procurement legislation on 18 April 2016 and the proposals to ensure compliance. | Paper N |
| 16 | College of Arts, Humanities and Social Sciences (CAHSS) Summary Report
The Committee noted the amended figures and approved funding of £180k comprising of £115k from College Resources and £65k from University Corporate Resources to procure a specialist space planning consultant to undertake an evaluation of all CAHSS space in the Central Area. | Paper O |

Action: College Registrar of CAHSS and Director of Estates.

- 17 College of Medicine & Veterinary Medicine Summary Report** **Paper P**
- The Committee approved (1) £300k funding from College reserves to facilitate the phased refurbishment of Edinburgh Cancer Research Centre), (2) £250k funding from College reserves to fund the enhancements to the National Health Service Lothian delivered Hospital Square external landscaping works.
- The request for £550k funding from University Corporate Resources to deliver the BioQuarter site wide signage was not approved pending further work to ensure it appropriately reflects the University's presence. Due to the timeline, this matter may be presented to the Estates Committee Sub-Group for approval.

Action: College Registrar of CMVM and Director of Estates

- 18 Hard Services Review – Interim Update** **Paper Q**
- The Committee noted the significant scale, complexity and actions already underway to progress key priority areas of change within the Estates Department Operational Teams.
- 19 Leading Through Action: The University of Edinburgh Climate Change Strategy 2016-2026** **Paper R**
- The Committee noted the draft final version of the Climate Change Strategy 2016-2026 and the draft remit for a renewables review group reporting in 2017. The draft strategy had been approved at PSG in April and more fully by CMG on 30 August 2016.
- 20 Estates Risk Register** **Paper S**
- The Committee noted the current red and amber risks and also the measures that were in place to mitigate these risks.
- 21 Date of next meeting: Wednesday 7 December 2016 - 9:30 – 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 6514384 or email Angela.Lewthwaite@ed.ac.uk