



THE UNIVERSITY of EDINBURGH

Estates Committee
Cuillin Room, Charles Stewart House
Wednesday 16 September 2015, 2:00 – 5:00 pm

AGENDA

The meeting will commence with a presentation from Director of Estates on the emerging Estates Strategy 2016-2026 (Item 4)

- 1 Minute** **A**
To approve the minute of the previous meeting held on 22 May 2015.
- 2 Matters Arising**
To raise any matters arising.

SUBSTANTIVE ITEMS

- 3 Estates Capital Plan 2015-2025** **B**
To note and consider a paper from Director of Estates.
 - 3.1 Ten Year Forecast (summary): 2015-16** **C**
To note a paper from Director of Finance
 - 3.2 External Debt Financing - Update** **D**
To note a paper from Director of Finance
- 4 Development of Estate Strategy 2016-2026** **E**
To note on a paper from Director of Estates.
- 5 Quatermile – Business + Development** **F**
To approve a paper from College of Humanities and Social Science.
- 6 Chancellor's Building Remodelling** **G**
To approve a paper from College of Medicine and Veterinary Medicine.
- 7 "Building a New Biology" Project - Business Case** **H**
To approve a paper from College of Science & Engineering.
- 8 Data Technology Institute – Business Case** **I**
To approve a paper from College of Science & Engineering (CSE).
- 9 School of Chemistry Options Appraisal** **J**
To consider and approve a paper from College of Science & Engineering (CSE).
- 10 Development of a Masterplan for Sports and Exercise** **K**
To approve a paper from Director of Corporate Services.
- 11 Residential Accommodation Update** **L**

ROUTINE ITEMS

- | | | |
|-----------|---|----------|
| 12 | Estates Committee Effectiveness Review
To <u>note</u> and <u>endorse</u> a paper from the Vice-Principal Planning, Resources and Research Policy. | M |
| 13 | Development Trust Campaign Capital Project Update
To <u>receive</u> an update from Director of Major Gifts. | N |
| 14 | Estates Committee Sub-Group Approvals
To <u>approve</u> a paper from Director of Estates. | O |

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

- | | | |
|-----------|--|----------|
| 15 | Construction (Design and Management) Regulations 2015
To <u>note</u> a paper by Depute Director Estate Development | P |
| 16 | Fire Egress from University Property
To <u>note</u> and <u>approve</u> a paper from Director of Estates | Q |
| 17 | College of Humanities and Social Science Summary Report
To <u>note and approve</u> a paper from Head of College of Humanities and Social Science. | R |
| 18 | College of Medicine & Veterinary Medicine Summary Report
To <u>note and approve</u> a paper from College Registrar, Medicine & Veterinary Medicine | S |
| 19 | College of Science and Engineering Summary Report
To <u>note</u> a paper from College of Science & Engineering. | T |
| 20 | Support Groups Summary Report
To <u>note</u> and <u>approve</u> a paper by Director of Estates. | U |
| 21 | Date of Next Meeting: Wednesday 9 December 9:30 – 12:30 | |

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



ESTATES COMMITTEE

16 September 2015

External Debt Financing - Update

Description of paper

1. The paper provides the Estates Committee with an update regarding the exercise to secure external debt finance to part fund the capital programme over the strategic planning horizon.

Action requested

2. Estates Committee is asked to note the progress made to date.

Recommendation

3. There are no recommendations.

Background and context

4. At its meeting on 22 June 2015 the University Court approved proposals to source new external debt finance in order to part-fund the proposed capital plan to 2025. It is envisaged that proposals for capital investment will be funded by a variety of sources, including: gifts and donations; increased revenues (as a direct result of the investment); use of University reserves; and external debt. Securing significant external funding will facilitate the delivery of the plan at a time when borrowing rates are at historic lows.

Discussion

5. The University has appointed Ernst & Young (EY) as debt advisory professionals to advise and assist on the most efficient and effective way to secure debt for the purposes defined. EY will evaluate the University's financial forecasts and will consider the optimum blend of debt instruments to provide affordable long-term loan finance.

6. The University hosted a visit from the European Investment Bank (EIB) on 27/28 August, in order to sign off projects associated with the initial £50m loan, and to launch the process for a new loan arrangement to contribute to the external debt target. EIB are very interested to provide a new debt facility to the University, the existing relationship coupled with the excellent strategic fit with EIB stated objectives make the University's projects extremely attractive. Consequently the terms of lending available are very attractive. As well as offering significant flexibility around drawdown (in terms of timing and tranches of funding) the all-in rate is likely to be highly competitive. EIB will send an indicative term sheet with pricing in the near future.

7. EIB funding is limited to a 50% matching rule, and the loan is against a schedule of specific projects. The projects must be completed within a determined timeframe (5 years from drawdown), though a degree of latitude can be applied to this rule (for example projects which began some time ago but will complete in the relevant window can be included, and marginal slippage for legitimate reasons will normally be allowed).

8. A major difference between EIB funding and alternatives from the market is the repayment profile. All EIB loans are amortised (i.e. the capital is repaid over the life of the loan instead of 'bullet' payments at certain points) which will increase annual cash outflows. EIB are offering a capital repayment 'holiday' of up to 5 years, which will allow new projects to ramp up activity (and thus contribute to the bottom line), and if the loan is parcelled into a number of tranches each element can be designated a different (and complimentary) repayment tenor.

9. In terms of rate setting, EIB are happy to fix the rate in full in advance (for all or some tranches), or to fix each tranche as it is drawn down. Alternatively rates can be floating, variable or we could agree periodic reviews. Given the current market conditions it may be prudent to forward fix the rate as soon as possible (ahead of expected interest rate rises), providing certainty for the duration of the loan and thus our planning assumptions.

10. EY attended the first day of the EIB visit, and were briefed of all relevant details of the second day. The availability and terms of the offering from EIB potentially skews the expectations around debt-product mix. The flexibility around drawdown and repayment 'sculpting' as well as the very keen rates steers the University towards a heavy bias towards EIB, reducing the quantum of funds from the market. This skew may mean that a public bond is ruled out (due to size and ongoing commitment costs) in favour of a private placement, assuming that appropriate terms can be secured.

11. EY are considering various options in the context of our validated Ten Year Forecast (TYF) and will present a recommendation to Court at its meeting on 21 September. The recommendation will be required to consider not only affordability, but continued compliance with existing loan covenants (including those from EIB).

Resource Implications

12. New external loan funding will place significant additional burden on the University's bottom line. The TYF assumes that loans will bear an interest rate of 4% and that at least half of the anticipated loan total of £300m will be amortised over the period to 2045, at which point the remaining balance would need to be repaid or refinanced. There is a direct link between the University's annual surplus and the requirement to service debt, which will need will be factored into the planning round as well as the considerations to invest in proposals coming forward to Estates Committee.

Risk Management

13. EY have scrutinised the structure, integrity and assumptions supporting the TYF in arriving at the recommended route to securing external finance. The risks associated with the products and the projects that support the loans will be considered in the paper to Court, and resulting covenants will be built into the Finance Strategy.

Equality and Diversity

14. There are no specific equality and diversity issues associated with this paper.

Next steps/ implications

15. University Court will consider a proposal to secure new external debt to part-fund the capital programme at its meeting on 21 September. The availability of this additional resource directly impacts on the timing and deliverability of the estates capital plan. Finance and Estates will work closely to ensure that projects which are approved are sequenced in order that both funding and Estates resource are available to deliver projects on time and to budget.

Consultation

16. This paper has been reviewed by the Director of Finance and the Senior Vice-Principal.

Further information

17. Author

Terry Fox
Director – Finance Specialist Services
1 September 2015

Presenter

Phil McNaul
Director of Finance

Freedom of Information

18. This paper can be included in open business.



ESTATES COMMITTEE

16 September 2015

Development of Estate Strategy 2016 - 2026

Description of paper

1. The purpose of this paper is to highlight that a new Estate Strategy for the period 2016-2026 will be developed over the coming months for endorsement and approval through the University's May/June 2016 cycle of governance.

Action requested

2. Estates Committee is asked to note that:

- an Estate Strategy for the period covering 2016-2026 will be developed over the coming months for endorsement and approval through the University's May/June 2016 cycle of governance.
- the preparation of the Estate Strategy 2016-2026 will be prepared within the same timeframe as the new University Strategy covering the period 2016 – 2020 and that both documents are likely to be presented to the University Court for approval in June 2016.
- the Estate Strategy 2016-2026 will be prepared in a strategic context to align with the University Strategy but that Colleges and Support Groups will be consulted regarding their individual priorities.
- the Estate Strategy will incorporate a residential strategy to cover the same period.
- a Steering Group will be established to oversee the preparation of the Estate Strategy 2016 -2026; the membership of the steering group will include the University's Head of Strategic Performance who is responsible for preparing the new University Strategy as this will ensure that the Estate Strategy is prepared in the context of the emerging University Strategy.

Recommendation

3. It is recommended that EC should note that the Estate Strategy 2016-2026 will be developed over the coming months to be approved in the May/June 2016 cycle of University governance. The Estate Strategy will also incorporate a residential strategy covering same period.

Background and context

4. The current Estate Strategy covers the period 2010 – 2020 and this would normally be updated every 5 years. However in order to allow the new Estate Strategy to align with the University Strategy which will be updated and published in 2016, it was considered more appropriate for the new strategy to cover the period 2016-2026.

Discussion

5. The current Estate Strategy which covers the period 2010 – 2020 is due for an update and this will be prepared over the coming months and will cover the period 2016 - 2026. The preparation of the Estate Strategy will be set in a strategic University context and will follow very closely the themes in the developing University

Strategy which will also be published in 2016. The Strategy will also incorporate a residential strategy covering the same period.

6. The emerging vision of “a world class estate for a world class University” will be developed in detail to articulate a compelling Estates vision which will underpin the University’s strategic ambitions.

7. Colleges and Support Groups will be consulted throughout the process of preparation of the Estate Strategy to ensure that their individual priorities are captured and set in the strategic context.

8. A steering group will be established in October 2015 to oversee the development of the Estate Strategy with a membership drawn from across Estates and key stakeholders in the University. The membership will also include the University’s Head of Strategic Performance who has been tasked with pulling the various strands of the University’s Strategy together. This will assist with the challenge of ensuring that there is an overlap with the Estate Strategy and the University Strategy as both documents are being prepared in the same timeframe.

Resource implications

9. The resource implications are largely related to the time of the staff who will be involved in the process. The publishing costs will be investigated and reported to a future Estates Committee.

Risk Management

10. The key risk is ensuring the Estate Strategy 2016-2026 is prepared in the context of the University Strategy 2016-2020. Close liaison with those responsible for the University Strategy preparation will be required to ensure that the University themes are captured in real time.

Equality & Diversity

11. It will be a key objective in the preparation of the Estate Strategy 2016-2026 that Equality and Diversity is considered.

Next steps/implications

12. The Estate Strategy steering group will be established to oversee the preparation of the Estate Strategy.

Consultation

13. The paper has been reviewed by the Director of Estates and been discussed with the University’s Head of Strategic Performance.

Further information

14. Author

Jane Johnston

Head of Estates Planning and Special Projects

6 September 2015

Presenter

Gary Jebb,

Director of Estates

Freedom of Information

15. This paper can be an open paper.



ESTATES COMMITTEE

16 September 2015

Committee Effectiveness Review

Description of paper

1. This paper provides a report on the outcome of a review carried out over the summer period, on the Committee's effectiveness over the past year.

Action requested

2. The Committee is invited to note the comments received from Committee members and endorse recommendations contained in Item 8.

Recommendation

3. The Committee is recommended to endorse the recommendations.

Background and context

4. The Scottish Code of Good Higher Education Governance requires governing bodies to keep its effectiveness under annual review. The Court meeting on 16 May agreed a process in respect of its annual review and agreed that Thematic Committees also undertake such reviews given reliance of Court on their activities.

5. The Committee has operated as a Thematic Committee since August 2014.

6. Revised Terms of Reference for the Committee were approved by the Policy and Resources Committee at a recent meeting on 8 June 2015.

Discussion

7. Subject to comments / recommendations provided in items 8 and 9, Committee members agreed that the Committee had complied with its Terms of Reference over the past year; papers provided had been of good quality and circulated on a timely basis ahead of the meetings; the Convener had chaired meetings in a very effective manner.

8. Comments received on specific sections of the current Terms of Reference are contained under "speech marks" and recommendations are noted in bold below:

8.1	<p>Item 1 - Purpose - To advise on the University's estate in order that it can deliver a world-class estate to support academic, teaching and research Activity.</p> <p>"Add 'public engagement and translation' to the above statement."</p> <p>Recommendation - to amend 'Purpose' to read: To advise on the University's estate in order that it can deliver a world-class estate to support academic, teaching, research and public engagement activities.</p>
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8.2	<p>Item 3.4 - Papers will indicate the originator/s and purpose of the paper, the matter/s which the Committee is being asked to consider and any action/s required and confirm the status of the paper in respect of Freedom of Information legislation.'</p> <p>“Significant improvement has been made in the planning and presentation of papers. This includes individual projects”.</p>
8.3	<p>Item 3.6 - The Committee may also function between meetings with critical matters being progressed through the Estates Committee Sub-Group (ECSG) and any decision/s taken formally ratified at the next meeting of the Committee. ECSG will comprise the Convener, Director of Finance, Director of Estates, both lay Court members, and occasionally other members as relevant to the specific issue at hand.</p> <p>“There appears to be insufficient transparency around the historic operation of the Estates Committee Sub-Group. The recent changes with the expansion of membership is a positive step forward, however, formal ratification of decisions needs to be fully transparent.”</p> <p>Recommendation – To introduce a ‘Purchasing update paper that will include contract awards. Paper ‘O’ Estates Committee Sub-Group Approvals will be brought routinely to Estates Committee meetings.</p>
8.4	<p>4.1 – Strategic Direction – To develop and oversee the University Estates strategy, and modify this periodically, taking account of the overall strategic direction of the University</p> <p>“Further articulation of financial decision criteria etc will be necessary going forward”</p> <p>Recommendation – To continue the development work currently underway to present financial Business Cases for each project and setting out returns on capital and payback period of investment. This together with other assessment criteria can form the basis of a selection process where resources will be insufficient to meet the ambition of the Estate Capital Plan.</p>
8.5	<p>Item 4.7 - To endorse an annual capital estates programme for consideration by the University’s Policy and Resources Committee, to monitor progress in taking forward the agreed programme, to advise on any matters of concern and recommend proposals for subsequent amendments to the programme as appropriate.</p> <p>“2015-16 planning round has seen the development of an “envelope” for Estates capital and Estates revenue costs. Going forward a formal budget should be identified.”</p>

Recommendation – It is the intention of Corporate Finance to develop formal capital budgeting which will identify the financial implications (under FRS102) of the forward expenditure anticipated under the Estates Capital Plan
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9. Comments from committee members offering observations and improvements as follows, with relevant comments from the Department italics below:

- **Terms of Reference**

The Estates Committee (EC) has fully complied with the terms of reference which continue to be appropriate and do not require to be amended.

- **Meetings**

The papers for the meeting are of good quality and are circulated on a timely basis ahead of the meeting. The Convener chairs EC in a very effective manner.

- **Volume of Papers**

It would be helpful if the volume of papers could be reduced, although this has to be balanced with the requirement for EC to understand background details. Perhaps some of the information could be provided in supporting papers which Committee members could access via other means (e.g. electronic) as required.

- **KPIs - Building Condition/Carbon Emissions**

EC should receive report on progress with infrastructure and social responsibility KPIs/targets.

The Estates Department will present an annual paper with relevant indicators.

- **Space Management**

Papers provided are useful but it is difficult to determine overall status of space management initiatives. Useful if there was a summary measure (or measures) indicating whether satisfactory progress is being made.

The Estates Committee receives a report from the Space Management and Enhancement Group (SEMG) periodically reporting on space management initiatives. This comment will be passed to the SEMG for consideration.

- **Disaster Recovery**

Other committees are very actively involved in disaster recovery and this should perhaps be covered at EC. Reassurance that Estates team have robust processes in place (e.g. in event of fire, removal of asbestos, threat of legionella).

The Estates Department annually reviews and updates its risk register following the completion of those of the institution and Corporate Service Group. This covers a number of process and system risks which are reviewed each year together with mitigation measures.

Resource implications

10. There are no resource implication associated with this paper.

Risk Management

11. It is a requirement of the Scottish Code to keep effectiveness under annual review and in addition there are reputational issues around ensuring best practice in governance arrangements.

Equality & Diversity

12. Consideration of equity and diversity issues may be included in consideration of the Committee membership.

Next steps/implications

13. Recommendations will go forward to Court via the Policy and Resources Committee.

Consultation

14. All members of the Estates Committee.

Further information

15. Author

Gary Jebb

Director of Estates

Angela Lewthwaite

Secretary to the Committee

7 September 2015

Presenter

Professor Jonathan Seckl

Vice-Principal Planning, Resources and

Research Policy and Convener of Space

Enhancement and Management Group

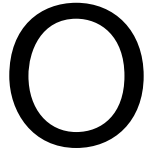
Freedom of Information

16. This paper is open.



ESTATES COMMITTEE

16 September 2015



Estates Committee Sub-Group Approvals

Description of paper

1. This paper provides a consolidated list of decisions taken by Estates Committee Sub-Group (ECSG) since the last Estates Committee met on 22 May 2015.

Action requested

2. The Committee is asked to homologate the decisions taken by ECSG referred to in point 5.

Recommendation

3. The Committee is recommended to homologate ECSG decisions and note that a 'Purchasing Protocol' paper will be presented as a standing item at future Estates Committees. This procedure will enhance governance arrangements.

Background and context

4. This paper addresses the 'transparency' concern with regard to the operation of the ECSG, stated in the effectiveness review (Paper M refers).

Discussion –

5. Since the Estates Committee last met, ECSG approved the following contract awards. It should be noted that these projects were previously approved by Estates Committee / Court and are already contained in the fully approved (fully funded) Estates Capital Plan:

Fully Approved (fully funded) Projects

- Swann Level 2 Refurbishment – main contract awarded to ISG Construction Ltd-tender figure of £1,214,072.00. Works commenced early in August 2015.
- Telephone System Renewal –main contract awarded to Getronics Unified Communications (UK) Ltd -tender figure of £1,643,400.
- St. Cecilia Hall Redevelopment project - main contract awarded to Interserve in the corrected and adjusted tender figure of £4,306,020.84. Works commenced mid-July 2015 and would run through to November 2016.
- ECA Main Building Asbestos Enabling Works – main contract awarded to Chamic Industrial Ltd - tender acceptance figure of £1,306,054.02.
- Accommodation Services - South Hall and Holland House Replacement Windows – main contract awarded to Clark Contracts Limited – tender figure of £485,742.80. The project did not go as a substantive item to an earlier Estates Committee, due to the expectation that the cost would fall well under the £500k threshold for reporting. The works will take place from January to March 2016.

Land Matters

- Roslin Land Sale (4.5 hectares) – ECSG approved to conclude the transaction to dispose of University land adjacent to Roslin Village, Midlothian to Cala Management Limited (a subsidiary of Cala Group Limited) for the sale price of £8,485,000.
- Meadow Lane/Buccleuch Place Residential Accommodation – ECSG approved the acquisition of the fourth flat at 5 Buccleuch Place at a cost of £410K. This acquisition was included in the Business Case for the development of the Meadow Lane/Buccleuch Place student accommodation which was presented to Policy and Resources Committee on 26 January 2015.

Resource implications

6. Roslin Land sale – This potential income stream is not currently shown in the Estates Capital Plan.
7. Fully Approved (fully funded) Projects – No additional implications. Projects already contained in the Fully Approved (fully funded) Estates Capital Plan.

Risk Management

8. There are no specific risks identified.

Equality & Diversity

9. No specific Equality and Diversity issues are identified.

Next steps/implications

10. If recommendation is approved, Estates will oversee the process.

Consultation

11. Convener, Director of Estates, Head of Estates Planning and Special Projects and Head of Estates Finance.

Further information

12. Author
Jane Johnston,
Head of Estates Planning and Special Projects
Andrew Haddon, Head of Estates Finance
31 August 2015

Presenter
Gary Jebb
Director of Estates

Freedom of Information

13. This is an open paper.



ESTATES COMMITTEE

16 September 2015

Construction (Design and Management Regulations) 2015

Description of paper

1. The purpose of the paper is to inform EC of the revisions to the Construction (Design and Management Regulations) 2015 and the implications for the University.

Action requested

2. EC is asked to note the key changes to the Client and Principal Designer duties and the proposals to comply with the new regulations.

Recommendation

3. There are no recommendations for EC.

Background and context

4. The Construction (Design and Management) Regulations (CDM) are the main set of regulations for managing health, safety and welfare of construction projects. The most recent regulations (CDM 2015) supersede the 2007 regulations and received parliamentary approval earlier this year and came into force on 6 April 2015. The regulations place responsibility for managing health and safety of a construction project on three main duty holders viz. the Client, the Principal Designer and the Principal Contractor and the regulations apply to all construction work as defined in the legislation.

5 EC is asked to note the implications of the CDM (2015), in particular the greater emphasis that the regulations place on the Client and the proposals being implanted to ensure compliance.

Discussion

6. The Client duties are more onerous under the new regulations with a greater emphasis placed on the Client in managing safety. Any construction project that may include more than one contractor now requires:

- The Client to select, appoint and monitor a capable Principal Designer as soon as practicable.
- The Client to select, appoint and monitor a capable Principal Contractor as soon as practicable.
- The Client, with assistance of the Principal Designer, to produce Pre-Construction Information for issue to every designer and contractor.
- A Health and Safety File to be produced by the Principal Designer/Principal Contractor, and the Client to maintain it post-construction.
- Greater accountability to ensure that organisations involved are provided with the necessary information, are competent and that they fulfil their duties.

7. A key change from the 2007 regulations is that the abolition of the CDM Coordinator role and the creation of a Principal Designer role, who will take on the majority of the current responsibilities of the CDM Coordinator. This Principal Designer is required to be “a designer with control over the pre-construction phase (of the project)” and should therefore be a client appointment from within a project design team.

8. As Architects perform the duty of lead designer on the majority of projects, it is considered that Architects are well placed to assume the Principal Designer role of planning, managing and monitoring the pre-construction phase of a project.

9. Due to ongoing appointments, the regulations include transitional arrangements. The current guidance states that CDM Coordinators appointed prior to 6 April 2015 on current projects can continue to perform their CDM-C duties through the transition period, which ends on 6 October 2015. If the project goes beyond this date, a Principal Designer must be appointed to carry on those health and safety duties. For new projects that commence the design stage after 6 April 2015, the Client must appoint in writing a Principal Designer.

10. The actions being implemented to ensure compliance are noted in Appendix A.

Resource implications

11. There are no new resource implications associated with the paper. Costs for appointments of Principal Designers are budgeted for within project budgets.

Risk Management

12. Key risks associated with the proposal are breach of health and safety legislation due to any non-compliance. Each project maintains its own risk register.

Equality & Diversity

13. There are no equality and diversity issues to consider.

Next steps/implications

14. The actions to comply with the CDM 2015 over the transitional period to 6 October 2015 are being progressed by the Estates Department.

Further information

15. Author

Graham Bell,
Depute Director Estate Development /
Joe Brannigan
Health and Safety Adviser
27 August 2015

Presenter

Graham Bell,
Depute Director Estate Development

Freedom of Information

16. The paper is open.

CDM duty holders and their roles summarised.

CDM duty holders	Summary of role/Main Duties	Summary of actions being implemented
<p>Commercial Clients</p> <p>Any individual or organisation that carries out a construction project as part of a business. They have a crucial influence over how projects are run, including the management of health and safety risks. Whatever the project size, the commercial client has contractual control, appoints designers and contractors, and determines the money, time and other resources for the project.</p>	<p>For all projects, commercial clients must:</p> <ul style="list-style-type: none"> -make suitable arrangements for managing their project, enabling those carrying it out to manage health and safety risks in a proportionate way. <p>These arrangements include:</p> <ul style="list-style-type: none"> - appointing the contractors and designers to the project (including the principal designer and principal contractor on projects involving more than one contractor) while making sure they have the skills, knowledge, experience and organisational capability -allowing sufficient time and resources for each stage of the project -making sure that any principal designer and principal contractor appointed carry out their duties in managing the project -making sure suitable welfare facilities are provided for the duration of the construction work <ul style="list-style-type: none"> -maintain and review the management arrangements for the duration of the project -provide pre-construction information to every designer and contractor either bidding for the work or already appointed to the project -ensure that the principal contractor or contractor (for single contractor projects) prepares a construction phase plan before that phase begins -ensure that the principal designer prepares a health and safety file for the project and that it is revised as necessary and made available to anyone who needs it for subsequent work at the site -For notifiable projects (where planned construction work will last longer than 30 working days and involves more than 20 workers at any one time; or where the work exceeds 500 individual worker 	<p>CDM management arrangements are embedded in project management arrangements with health and safety being a standard item at relevant meetings.</p> <p>A list of applicable construction projects has been compiled and Principal Designers and Principal Contractors are being appointed as required by the regulations transitional arrangements.</p> <p>Relevant information is being prepared and provided to other duty holders on a project by project basis.</p> <p>The preliminary bill for each project provides information on the provision for welfare facilities.</p> <p>Arrangements for procuring contractors are being altered to reflect the revised duty to scrutinise skills, knowledge, experience and organisational capacity.</p> <p>Work is not allowed to start without a construction phase plan being in place.</p> <p>The duty to prepare a health and safety file is embedded in Principal Designer appointments.</p> <p>Arrangements are being put in place for client notification to HSE of qualifying projects.</p>

	<p>days), commercial clients must notify HSE in writing with details of the project</p>	
<p>Principal Designers</p>		
<p>A principal designer is a designer who is an organisation or individual (on smaller projects) appointed by the client to take control of the pre-construction phase of any project involving more than one contractor.</p> <p>Principal designers have an important role in influencing how risks to health and safety are managed throughout a project. Design decisions made during the pre-construction phase have a significant influence in ensuring the project is delivered in a way that secures the health and safety of everyone affected by the work.</p>	<p>Principal designers must:</p> <ul style="list-style-type: none"> -plan, manage, monitor and coordinate health and safety in the pre-construction phase. In doing so they must take account of relevant information (such as an existing health and safety file) that might affect design work carried out both before and after the construction phase has started -help and advise the client in bringing together pre-construction information, and provide the information designers and contractors need to carry out their duties -work with any other designers on the project to eliminate foreseeable health and safety risks to anyone affected by the work and, where that is not possible, take steps to reduce or control those risks -ensure that everyone involved in the pre-construction phase communicates and cooperates, coordinating their work wherever required -liaise with the principal contractor, keeping them informed of any risks that need to be controlled during the construction phase 	<p>Principal Designers will be appointed as early as possible in the design process, if practicable at the concept stage (in accordance with the guidance in L153 Managing health and safety in construction).</p> <p>The Small Projects and Minor works Team will fulfil the role of Principal designers for projects they manage.</p> <p>Arrangements for the provision of pre-construction information are being prepared.</p> <p>Principal Designers will be asked to demonstrate how they plan to carry out their duties and monitoring will be ongoing throughout the project.</p> <p>Principal Designers will attend progress meetings and liaise with principal contractors throughout the project.</p>
<p>Designers</p>		
<p>A designer is an organisation or individual whose business involves preparing or modifying designs for construction projects, or arranging for, or instructing, others to do this. Designs include drawings, design details, specifications, bills of quantity and design calculations.</p> <p>Designers can be architects, consulting engineers, quantity surveyors and interior</p>	<p>Designers must:</p> <ul style="list-style-type: none"> make sure the client is aware of the client duties under CDM 2015 before starting any design work when preparing or modifying designs - take account of any pre-construction information provided by the client (and principal designer, if one is involved) -eliminate foreseeable health and safety risks to anyone affected by the project (if possible) -take steps to reduce or control any risks that cannot be eliminated 	<p>Designers will have their statutory duties highlighted to them as part of the appointment process.</p> <p>Designers will have access to all pre-construction information.</p> <p>Arrangements are being made to ensure designers pass relevant information to the Principal Designer, the Client and the Principal Contractor.</p>

<p>designers, or anyone who specifies and alters designs as part of their work. They can also be principal contractors, specialist contractors, tradespeople or even commercial clients, if they get actively involved in design work for their project.</p>	<p>provide design information to:</p> <ul style="list-style-type: none"> -the principal designer (if involved), for inclusion in the pre-construction information and the health and safety file -the client and principal contractor (or the contractor for single contractor projects) to help them comply with their duties, such as ensuring a construction phase plan PDF is prepared <p>communicate, cooperate and coordinate with:</p> <ul style="list-style-type: none"> -any other designers (including the principal designer) so that all designs are compatible and ensure health and safety, both during the project and beyond -all contractors (including the principal contractor), to take account of their knowledge and experience of building designs 	
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CDM duty holders	Summary of role/Main Duties	
<p>Principal Contractors</p> <p>Contractors appointed by the client to co-ordinate the construction phase of a project where it involves more than one contractor</p>	<p>The principal contractor must:</p> <ul style="list-style-type: none"> -plan, manage, monitor and coordinate the entire construction phase -take account of the health and safety risks to everyone affected by the work (including members of the public), in planning and managing the measures needed to control them -liaise with the client and principal designer for the duration of the project to ensure that all risks are effectively managed -prepare a written construction phase plan PDF before the construction phase begins, implement, and then regularly review and revise it to make sure it remains fit for purpose -have ongoing arrangements in place for managing health and safety throughout the construction phase consult and engage with workers about their health, safety and welfare -ensure suitable welfare facilities are provided from the start and maintained throughout the construction phase check that anyone they appoint has the skills, knowledge, experience and, where relevant, the organisational capability to carry out their work safely and without risk to health -ensure all workers have site-specific inductions, and any further information and training they need -take steps to prevent unauthorised access to the site -liaise with the principal designer to share any information relevant to the planning, management, monitoring and coordination of the pre-construction phase 	<p>Procurement arrangements are being made to ensure that anyone appointed as a Principal Contractor possesses the necessary competencies to fulfil their statutory duties.</p> <p>The Principal Contractor will be appointed early enough in the pre-construction phase to help the client meet their duty to ensure a construction phase plan is drawn up before the construction phase starts. This also gives the principal contractor time to carry out their duties, such as preparing the construction phase plan and liaising with the principal designer in sharing any relevant information for health and safety.</p> <p>Project management arrangements will ensure ongoing liaison to ensure all risks are effectively managed.</p>

Contractors		
<p>A contractor is anyone who directly employs or engages construction workers or manages construction work. Contractors include sub-contractors, any individual self-employed worker or business that carries out, manages or controls construction work. They must have the skills, knowledge, experience and, where relevant, the organisational capability to carry out the work safely and without risk to health.</p> <p>Contractors and the workers under their control are most at risk of injury and ill health from construction work. Contractors therefore have an important role in planning, managing and monitoring their work to ensure any risks are controlled</p>	<p>Contractors on all projects must:</p> <ul style="list-style-type: none"> -make sure the client is aware of the client duties under CDM 2015 before any work starts -plan, manage and monitor all work carried out by themselves and their workers, taking into account the risks to anyone who might be affected by it (including members of the public) and the measures needed to protect them -check that all workers they employ or appoint have the skills, knowledge, training and experience to carry out the work, or are in the process of obtaining them -make sure that all workers under their control have a suitable, site-specific induction, unless this has already been provided by the principal contractor -provide appropriate supervision, information and instructions to workers under their control -ensure they do not start work on site unless reasonable steps have been taken to prevent unauthorised access -ensure suitable welfare facilities are provided from the start for workers under their control, and maintain them throughout the work <p>In addition to the above responsibilities, contractors working on projects involving more than one contractor must:</p> <ul style="list-style-type: none"> coordinate their work with the work of others in the project team comply with directions given by the principal designer or principal contractor comply with parts of the construction phase plan relevant to their work <p>Where a contractor is the only contractor working on a project, they must ensure a construction phase plan PDF is drawn up before setting up the site.</p>	<p>Procurement arrangements will be made to ensure that anyone appointed as a Contractor possesses the necessary competencies to fulfil their statutory duties</p>
Workers		

<p>A worker is anyone working for or under the control of a contractor on a construction site. Examples of workers include: plumbers, electricians, scaffolders, painters, decorators, steel erectors and labourers, as well as supervisors like foremen and charge hands.</p>	<p>They must:</p> <ul style="list-style-type: none"> -only carry out construction work if they have the relevant skills, knowledge, training and experience - or they are provided with the training and supervision that enables them to do it safely and without risk to health -make themselves aware of the health and safety risks involved in work on every site and the way those risks are managed -always follow site rules and procedures -cooperate with other duty holders, such as the contractor in control of their work and the principal contractor (who controls the overall project when there is more than one contractor) -report any risks they find to whoever controls the work on site, whether the risks affect their own health and safety or anyone else, including other workers and members of the public 	<p>Arrangements will be made to ensure that anyone working at the University is aware of their statutory duties.</p>
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ESTATES COMMITTEE

16 September 2015

Fire Egress from University Property

Description of paper

1. The paper highlights the risks to the University in respect of safe exit routes for disabled people from buildings in the event of fire and details the extent of remedial works required to University Buildings to address this risk.

Action requested

2. EC is asked to:

- Approve the proposed programme of works required to address items which have been identified through the survey programme.
- Note that where possible improvement works are already being undertaken through existing development projects.
- Note the estimated expenditure of £6.0m required to address the remaining programme of works over a 5 year programme.
- Note that arrangements, particularly outside normal business hours, are required in managing the evacuation of occupants of the properties.

Recommendation

3. As there is an identified risk to people and reputation, it is recommended that EC supports these proposals. Works required to address the risks will be undertaken in a rolling programme which will take five years to complete.

Background and context

4. Fire Risk Management: A Fire Risk Management Working Group has been established under the convenorship of the Director of Estates with key stakeholders monitoring progress in implementing fire risk assessments across the Campus, thereby ensuring robust processes are in place to close out recommendations arising from the Fire Risk Assessments.

5. Within these assessments, there are often recommendations that a building is not wholly suitable for use by those with particular mobility difficulties and particularly wheelchair users, due to the lack of usable emergency exits, despite the buildings being accessible to the user in the first instance.

6. A survey was undertaken of 159 properties and recommendations for improvements have been highlighted for 69 buildings. The number of buildings surveyed may seem low, however the survey exercise excluded University buildings which are undergoing or about to undergo refurbishment, unoccupied properties and student accommodation, where Personal Emergency Evacuation Plans are already used for any individual resident declaring a disability.

7. The recommendations within the survey align with Estates Strategy and the University's Strategic Plan in providing Quality Infrastructure and promoting Equality and Diversity.

Discussion

8. To ensure that buildings are suitable for use by wheelchair users, measures require to be put in place. In some cases this is through an evacuation management plan and fire action plan, however in many others, physical improvements to the buildings are required.

9. With a historic and diverse range of buildings, it is inevitable that some buildings, restricted by listing or design cannot have physical improvements made to every exit route, these buildings have fire management plans to ensure that any wheelchair user can be safely managed from the building either by University staff support or remain in the building within

10. The Fire Risk Management Group, at its meeting in August received a report indicating that to improve the buildings identified in the survey, £6.0m of works require to be undertaken.

11. The improvements identified can be categorised as follows:

- Upgrade to lifts to fire evacuation standard
- Improvements to existing alarm systems and emergency lighting
- Signage improvements
- Disabled refuge call points
- Evacuation chairs
- Works to improve emergency escape latches to doors.
- Works to form level egress plinths and ramps at exits

12. If undertaken as part of a rolling programme, the improvements will take around five years to complete. It should be noted that the works to improve or replace lifts are the highest priority in improving the escape routes.

13. The University currently allocates on an annual basis £1M of capital funding to address works arising from the 3 year rolling fire risk assessment programme. The current year budget is entirely allocated to priority one improvements to buildings for the purpose of asset protection, in line with the report to the May 2015 Estates Committee.

Resource implications

14. The Estates Committee is asked to approve funding of £6.0m to deliver the works over a 5 year period. The estimated spend on improvements is as follows

- Upgrade to 95 lifts to fire evacuation standard - £5.1m
- Improvements to existing alarm systems, signage and emergency lighting - £100k
- Disabled refuge call points - £125k
- Evacuation chairs - £100k
- Works to improve emergency escape latches to doors.- £25k
- Works to form level egress plats and ramps at exits – £600k

Risk Management

15. The Estates risk register has been updated to recognise this risk.

Equality & Diversity

16. The required Equality and Diversity measures have been considered.

Next steps/implications

17. If approved, procurement of contractors for works, will commence with a programme of works anticipated to be of five years duration.

Consultation

18. The Directors of Health and Safety, the University Fire Officer and the Director of Estates have reviewed the paper.

Further information

19. Author

Tommy Angus, Estates Development
Manager

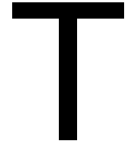
7th September 2015

Presenter

Gary Jebb
Director of Estates

Freedom of Information

20. This paper is open.



ESTATES COMMITTEE

16 September 2015

College of Science and Engineering Summary Report

Description of paper

1. The paper provides updates on several key initiatives and projects being undertaken by the College of Science and Engineering.

Action requested

2. EC is asked to:

- review the updates in each case, as listed under the discussion section of the paper.
- note the appointment of Michael Laird Architects to undertake a Feasibility Study for the King's Buildings Nucleus Project;
- note the appointment of Bennetts Associates to undertake a Feasibility Study for the School of Engineering;
- note the appointment of ISG construction as main contractor on the Swann Level 2 [DNA Foundry] project.

Recommendation

3. EC is asked to note this report.

Background and context

4. The items with this paper are not considered substantive issues but are routine in the ongoing governance process of each project.

Discussion

KB Nucleus Feasibility Study: Design Team Appointment

5. In May 2015, EC was invited to note the plans and support the release of funds from College Reserves to cover Design Team fees for initial Feasibility work on new student-facing buildings and facilities near the pedestrian front door of the campus - the current working title is the KB Nucleus. This could include central teaching facilities, study areas, catering outlets, a gym and a student information centre. The Kings Buildings Nucleus is visualised as a series of buildings creating the 'beating heart of the campus'.

6. In order to assist with the Business Case development, funding strategy and logistical planning, a feasibility study is required for the initial buildings. After a competitive tendering exercise, Michael Laird Architects have been appointed to assist with this exercise and a User Group with key representation from all key stakeholders will be established. Results from this exercise will be reported back to the Estates Committee for endorsement in early 2016.

7. EC is invited to note the appointment of Michael Laird Architects to undertake the KB Nucleus Feasibility Study.

School of Engineering - New Build Phase 1: Design Team Appointment

8. The May 2015, EC endorsed feasibility work to be carried out on a new build project at King's Buildings for the School of Engineering as identified within the King's Buildings Masterplan.

9. In order to assist with the Business Case development, funding strategy and logistical planning, a feasibility study is required for the Phase 1 building. A design team will assist with this exercise and a User Group with key representation from all key stakeholders will be established. Results from this exercise will be reported back to the Estates Committee for endorsement in early 2016.

10. Following a competitive tendering exercise the successful Design Team is Bennetts Associates.

11. EC is invited to note the appointment of Bennetts Associates to undertake the School of Engineering Feasibility Study.

Swann Level 2: Main Contractor appointment

12. The study and office space on the second floor of the Michael Swann Building is to be repurposed to house the Edinburgh Genome Foundry, research labs and write-up space for epigenetics, and office/meeting room accommodation for the Wellcome Trust Centre for Cell Biology. This space in the Swann building is around 700sqm in total, currently comprising c. 500sqm of student study space (occupied by Information Services) and c. 200sqm of office/meeting room space (occupied by the School of Biological Sciences).

13. Tenders for the main contractors were returned on the 2nd June 2015. The successful tender was that received from ISG Construction Ltd in the accepted amount of £1,214,072.00 which was within the expected tender price of £1.3m. The overall final estimated development costs for the project are within the budget of £2.1M previously approved by the Estates Committee.

14. EC endorsed in May 15 that the tender acceptance could be delegated to the ECSG for a decision as the tender return date fell between EC meetings.

15. EC is invited to note that ISG Construction Ltd was accepted by ECSG on a tender figure of £1,214,072.00 after due diligence. ISG commenced the work on-site in August 2015 and are due to complete in February 2016.

Resource implications

16. The costs associated with the above are already EC approved.

Risk Management

17. No issues were identified that may require highlighting in a risk management context.

Equality & Diversity

18. No issues were identified that may require highlighting in an equality and diversity context.

Next steps/implications

19. To progress projects as described in the paper.

Consultation

20. The paper has been prepared on the basis of inputs from College of Science and Engineering and Estates

Further information21. Author

Cliff Barraclough
Estate Development Manager
7 September 2015

Presenter

Bruce Nelson
College Registrar
College of Science and Engineering

Freedom of Information

22. The paper may be included in open business.