THE UNIVERSITY of EDINBURGH

Estates Committee
Raeburn Room, Old College
Wednesday 7 December 2016, 9.30-12.30pm

AGENDA

1 **Minute (closed)**   **A**
To *approve* the minute of the previous meeting held on 14 September 2016.

2 **Matters Arising**
To *raise* any matters arising.

    2.1 Proposed Student Accommodation at New Waverley (closed)

SUBSTANTIVE ITEMS

3 **Estates Annual Capital Plan 2016-2026 (closed)**   **B**
To *note* a paper from Director of Estates.

    3.1 Finance Director's Update – Interim Ten Year Forecast   **B1**
    (December 2016) (closed)
To *note* a paper from Director of Finance

4 **Draft Residential Strategy 2016 – PAPER WITHDRAWN**   **C**
To *consider* and *endorse* a paper from Director of Corporate Services.

5 **Refurbishment of Level 6 and fit out of Level 9 for Informatics (closed)**   **D**
To *approve* a paper from Head of College of Science and Engineering

6 **Easter Bush Infrastructure (2013 - 2018) (closed)**   **E**
To *note* and *approve* a paper from Director of Estates and College
Registrar, Medicine & Veterinary Medicine will comprise:

7 **Murchison House (closed)**   **F**
To *approve* a paper from College of Science & Engineering and Director of
Estates

8 **School of GeoSciences(closed)**   **G**
To *approve* a paper from College of Science & Engineering to comprise:

9 **A Masterplan for Outdoor Sport (closed)**   **H**
To *endorse* a paper from Director of Corporate Services.

10 **Easter Bush Nursery**   **I**
To *endorse* a paper from Director of Corporate Services

11 **University Collections Facility (closed)**   **J**
To *approve* a paper from Chief Information Officer and Librarian to the
University

12   Disability Access
To *endorse* a paper from Director of Estates

K

ROUTINE ITEM

13   Estates Committee Sub-Group Approvals (closed)   L
To *approve* a paper from Depute Director, Head of Estate Development

14   Development Trust Campaign Capital Project Update (closed)   M
To *note* an update from Director of Development and Alumni Services

14.1 Capital Fund-raising Strategy (closed)   M1
To *consider and endose* an update from Director of Development and Alumni
Services

14.2 Policy for Naming of Buildings, Rooms, Facilities and Activities   M2
(closed)
To *approve* a paper from Vice Principal Philanthropy and Advancement

15   Strategic Acquisitions & Disposals (closed)   N
To *note* paper from Director of Estates

15.1 Midlothian Land Disposals(closed)   N1
To *note* and *approve* paper from Director of Estates

16   Small Works Bids 2017-18   O
To *approve* a paper from the Director of Estates.

17   Space Strategy Group   P
To *note* a paper from Chief Information Officer and Librarian to the University

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

18   College of Medicine & Veterinary Medicine Summary Report (closed)   Q
To *note* a paper from College Registrar, Medicine & Veterinary Medicine

19   Residential Property Summary Report (closed)   R
To *endorse* a paper from Director of Accommodation, Catering and Events

20   Central Area Building Opening Hours Group   S
To *endorse* a paper from Chief Information Officer and Librarian to the
University.

21   Student Experience: 24 hour access to study space in the Main Library   T
To *endorse* a paper from Chief Information Officer and Librarian to the
University.

**22   Date of next meeting: Wednesday 22 March 2017 -09:30 – 12:30 to be
held in the Raeburn Room, Old College.**

THE UNIVERSITY of EDINBURGH

ESTATES COMMITTEE

7 December 2016

Easter Bush Nursery

Description of paper
1. This paper requests funding to construct a Nursery at the Easter Bush Campus following a detailed option appraisal.

Action requested
2. Estates Committee is asked to:
- endorse the Full Business Case.
- approve funding of £2.5m from University Corporate Resources to construct a Nursery at Easter Bush.

Recommendation
3. Estates Committee is recommended to approve funding of £2.5m from University Corporate Resources to construct a Nursery at Easter Bush.

Background and context

4. Following an option appraisal, feasibility study and outline design, the proposal is to build a new Nursery building on the Easter Bush Campus, that includes sufficient childcare facilities for current and predicted future demand on easily accessible ground at the edge of the campus. This project significantly meets the Campus vision which strongly aligns itself into the wider University Strategy [See Section 4 of the Business Case Narrative for the full Strategic Need].

5. The building of this facility will enable the current nursery facilities nearby on the old Roslin site [the Forest Friends Nursery] to relocate, allowing the University to honour its commitment to the Biotechnology and Biological Sciences Research Council (BBSRC). In a Memorandum of Understanding with the BBSRC dated 16th July 2014, the University agreed to support "the identification of a suitable alternative or the transferring of the children's nursery provision currently provided".

6. The Forest Friends Nursery will close in Autumn 2018. The Easter Bush Nursery would require be open by August 2018 if we are to allow a seamless transfer of the children enrolled there. The current plan is to commence operations on site in August 2017 and complete the construction element by spring 2018 in order to give us adequate fit-out time to be open for business by August 2018.

Discussion
Business drivers
7. The Easter Bush Campus has significantly grown over the past 7 years, with further growth projected with both the Roslin Innovation Centre and Global Academy for Agriculture and Food Security significantly increasing the population over the next 3 years. The Easter Bush Campus currently has no childcare provision on the campus for staff or students.

8. The Campus activity is substantial with growth planned across all areas as follows:

- Undergraduate Students
    - Likely to expand from 775 to 1000 students over the next five years, due to introduction of a new undergraduate course as part of the Global Academy for Agriculture and Food Security (which commences in 2018/19).
- Postgraduate Research Students & Postgraduate Taught
    - Likely to expand from 180 to 250+ over the next 5 years, this is through both increased MSc taught activity within the Vet School, but also as part of the Global Academy for Agriculture and Food Security.
- Staff
    - Likely to expand from 700 to 800+ the next 5 years in line with growth of clinical, research and teaching activity.
- Tenants
    - Likely to expand significantly when EBIC is built – from 100 with a projected increase to 350 tenants.

9. There is now a sufficiently large population within the campus to facilitate demand for Nursery facilities. In both the 2013 and 2014 staff surveys (85% response rate) childcare facilities was ranked as the top priority for services staff would like to see provided on the Easter Bush Campus.

10. The continued expansion of the South East Scotland Development Plan by the Scottish Government (SES Plan: http://www.sesplan.gov.uk/), with a significant component of the population being in the Bilston, Roslin, Loanhead and Straiton areas close to the campus, has meant that childcare facilities in the local area are significantly oversubscribed leading to a large proportion of our staff/tenants being unable to secure appropriate affordable childcare close to their place of work. SES Plan has highlighted that the population in Midlothian, alongside other areas in the Edinburgh region, will increase by 18% by over the next 20 years (with 24% of the Scottish population being in the Edinburgh regions), this will place continued pressure on childcare demand in the local area making it difficult to support campus staff/students/tenants without dedicated provision.

11. A new Nursery at Easter Bush would support the career development of academic staff and apply the principles of the Athena SWAN charter (the Roslin Institute and Royal (Dick) School of Veterinary Studies each hold Athena SWAN silver awards and the Institute is planning to apply for a gold award in April 2017). A new Easter Bush nursery will be a very clear message when recruiting staff that the University supports families at a critical stage of their careers and make working at Easter Bush an attractive prospect to high quality academic candidates.

12. Forest Friends nursery has full occupancy (50 children) with a large waiting list, it has established a successful nursery with a strong reputation in both the local area and Childcare Commission (consistently highly commended). Over 30% of their current customer base is on Easter Bush Campus, with a further 20% of its customers facilitating the tenants currently in place at Roslin BioCentre (who will be transferring to Easter Bush Campus once the Innovation Centre is complete). The closure of the

nursery would therefore have an immediate impact on staff and tenants on the Easter Bush campus, without a suitable alternative childcare being easily available or accessible.

13. The Full Business Case is included at Appendix 1. A full list of Business Drivers are covered in Section 5 of the Business Case narrative.

<u>Design and Financial Viability</u>

14. It is expected that the new Easter Bush Nursery should benefit from a large transfer of customers from Forest Friends into this nursery (50 children out of the 78 children capacity), such that the most likely scenario is relatively secure; this scenario begins to make a profit from year 5 onwards (after depreciation) when it starts to reach capacity from this time. However, all surpluses made for this facility are modest (£30k + per annum), as such it will take longer than 25 years to recover the cost of the capital for the various build options explored.

15. Due to the long pay-back on the Capital Investment, the Project Board asked that alternative proposals be looked at to lower the initial outlay. The initial design proposals for a traditional build by Atkins were costed at £3.5M. A modular building firm has provided an alternative proposal. The total all-in project cost is £2.5m for this option.

16. The turn-key modular construction route provides the same internal areas and facilities as the traditional route. The external landscaping has also been significantly rationalised to match other nursery providers in the area. Modular construction techniques and design quality have improved massively over the last 10 years with building lifespan, energy efficiency, maintenance and internal environments now being comparable to traditional builds. The external appearance is also now very similar to a traditional build. Section 6.3 of the Full Business Case narrative explains in more detail the reasons behind the support for a modular building solution in this case.

17. The Project Board is therefore supportive of proceeding with the procurement of a modular design and build firm to provide a 680sqm [78 child] Nursery at the Easter Bush campus with an all-in total cost budget of £2.5M.

18. Section 6.4 of the Full Business Case narrative explains in more detail the financial viability of this project, and a full financial model is also attached in Appendix 2.

<u>Management of Facility</u>
19. There is strong support from all parties (Accommodation Catering and Events, Easter Bush Campus and Forest Friends) to ensure a successful partnership is in place, in order to transfer a high-quality, active local nursery provision across to the campus in a way that it can be maintained and financially secure for the future.

20. The new Nursery will be part of the 'Nursery' division already established under University of Edinburgh Accommodation Limited (UoEAL), alongside Arcadia at King's Buildings. The University HR have confirmed there are no TUPE obligations (legal advice was taken on this matter). The model used is in line with recommendations that any staff employed by the University from Forest Friends should adopt a "TUPE-like" transfer on terms and conditions of employment.

Resource implications

21. A resource requirement of £2.5m is required from University Corporate Resources to proceed with construction of a Nursery at Easter Bush.

Risk Management

22. A risk register has been prepared for the project (section 8 of the Business Case narrative) and will be monitored and updated through the design and construction stages.

Equality & Diversity

23. The provision of childcare facilities is a key enabler for equality and diversity issues on the campus, particularly for the advancement of Athena SWAN. Therefore this decision will have equality and diversity implications on the HR capabilities available on the campus.

Next Steps

24. The Estates Department will appoint a turn-key modular building provider to deliver an Easter Bush Nursery by summer 2018, within the overall £2.5m cost envelope as outlined within this paper.

Consultation

25. On-going consultations held with Richard Kington and Adrian Boylan (Accommodation, Catering and Events), Forest Friends, Andy Mckenzie (Capital Projects Accountant), The Roslin Institute & R(D)SVS, the Campus Equality and Diversity & Career Development Committees, the College of Medicine and Veterinary Medicine and key Estates staff.

Further information

26*. Authors*   *Presenter*
Anna Stamp, Head of Capital Projects   Hugh Edmiston
Val Hughes White, Campus Operating   Director of Corporate Services
Officer (Easter Bush)
26 November 2016

Freedom of Information

27. This paper should remain closed until the tender exercises for works identified in the paper are complete.

Appendices
Full Business Case Narrative   – Appendix 1
Business Case Financial Model – Appendix 2

4

Project Owner	Hugh Edmiston, Director of Corporate Services
Project Sponsor	CMVM, EB Campus
Estates Lead	Cliff Barraclough
Project Reference	0796A1
College	Corporate Services with College of Medicine and Veterinary Medicine

Version Control			
Issue No	**Issue date**	**Issue Author**	**Reasons for Issue**
1	15/5/2015	Val White	Partner Discussion – May 2015
2	27/10/15	Richard Kington & Val White	Project Board Endorsement – Oct 2015
3	28/4/16	Richard Kington & Val White	Revised Business Plan on University template, incorporating revised Stage D design and finance revisions incorporating latest Arcadia trends and analysis
4	24/11/15	Val White	Revised Plan incorporating modular building option into the business plan

1.	**Purpose and Content**

1.1 Summary

This Business Case is for a new childcare Nursery at the Easter Bush Campus. It has been prepared for Estates Committee endorsement. The document has two sections: Appendix 1 (this paper) the business narrative which gives the background and purpose for the project; Appendix 2 the financial model

2.	**Summary**	
	Project:	Easter Bush Nursery
	Estimated Total Cost:	£2.55M
	Status of funding:	Funding approved to Stage D design, with application to Estates Committee for remaining funds in Dec 2016
	Predicted end date, i.e. full occupation:	August 2018

3.	**Executive Summary**

Over the past 5 years the College of Medicine and Veterinary Medicine has embarked on an ambitious capital programme to develop the Easter Bush Campus. A significant element of this redevelopment includes large animal clinical, research and teaching facilities. The purpose of this new capital project would be to provide essential childcare facilities for the staff, students and tenants of the Easter Bush Campus

Following an option appraisal, feasibility study and outline design, the proposal is to build a new Nursery building on the Easter Bush Campus, includes sufficient childcare facilities for current and future demand on easily accessible ground at the edge of the campus. Strategically the building of this facility will enable the current nursery facilities nearby on the old BBSRC Roslin site to relocate, allowing the University to honour its commitment to the BBSRC and the local community, as well as provide much needed facilities for staff and students which strengths "Our People" strategy on the campus. This relocation of childcare provision to Easter Bush is aligned with the 2014 strategic master-plan for the Easter Bush Campus as well as the University long-term strategic plans for the campus; particularly the People and Infrastructure enabler themes and the Strategic themes of Lifelong Community. The new building will provide 680m2 GIFA that will accommodate:

 a) Baby & Toddler Area (birth- 2 years): includes baby & Toddler play, sleep and changing areas for 18 children
 b) Tweenie Area (2-3 years): includes tweenie play and changing areas for 20 children.
 c) Pre School Area (3-5 years): includes play and quiet areas for 40 children.
 d) Reception and other relevant facilities: includes reception and cloakroom area, staff room, storage space, office and meeting room, entrance lobby with pram/buggy park, toilets, utility room and kitchen.

All of the above space achieve efficiencies through efficient use of the play zones throughout the building, the capacity has allowed for the needs of the longer term campus development.

The financial model is included in Appendix 2– due to the complexities of fitting a childcare nursery into the standard University financial model template (staff ratios against occupancy etc), modelling was undertaken by UoE capital projects accountant on a separate spreadsheet with key information being transferred into the financial model. The total estimated capital cost of the project, as outlined in the business case, is £2.55M, spent over a 24 month timescale from Dec 2016 onwards.

4.	**Strategic Need**

4.1 College Business Strategy

The CMVM Strategic Plan 2014-17 clearly lays out the College's ambition –

"College of Medicine and Veterinary Medicine: working towards our long term objective, of world top 10 status in our core disciplines of medicine, biomedical science and veterinary medicine. Our approach will be research-led, with field-leading knowledge exchange, coupled with the provision of an excellent student experience".
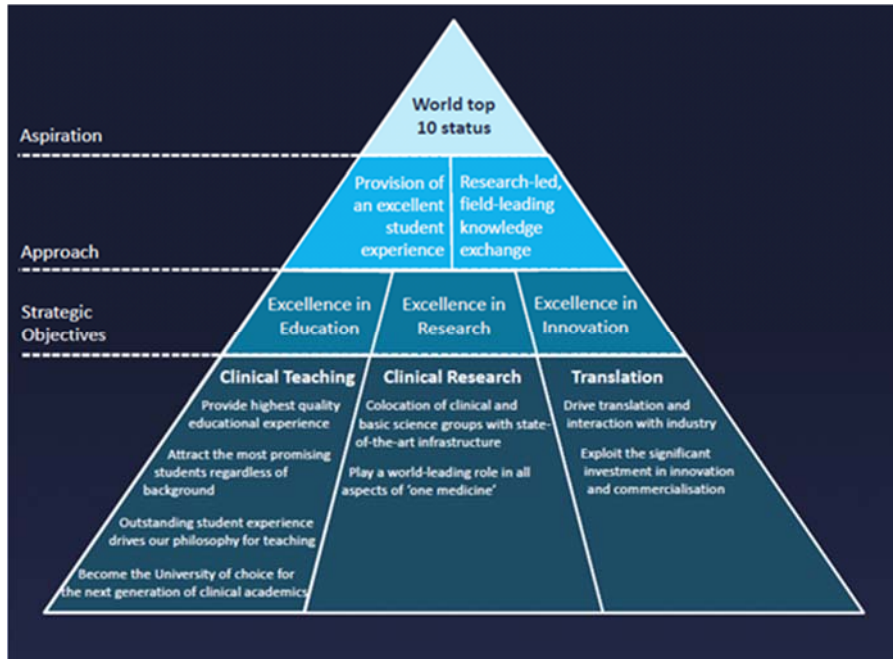
4.2 Estate Strategy

The College's Estate Strategy is one of the key components to achieving this top 10 business ambition.

"Significant estates investment will continue over the next five years across our five campuses, in order to invigorate our One Medicine - One Health brand; a key facilitator for the College achieving a world top 10 ranking for all three disciplines. We will continue to expand and enhance our estate by providing world class buildings with state of the art facilities; these will consolidate our world leading and innovative teaching, clinical and research activities while concluding the synergetic colocation of medical and biomedical sciences. By providing dynamic, vibrant, collaborative and interactive environments tailored to each of the diverse campus requirements, we will foster and enhance the student experience and contribute to a positive work culture, allowing us to continue to attract and retain the highest quality of students and staff in order to achieve our future aspirations".

4.3 Easter Bush Campus

There is a strong vision for the campus, summarised as –

"Delivering a European Centre of Excellence in Animal Sciences and Food Security. The Easter Bush Campus allows delivery of solutions to global challenges within livestock industries and both veterinary and human medicine."

This part of the business has grown into the largest concentration of animal science and animal welfare related expertise anywhere in Europe, and is well on its way to achieving its ambitions to deliver a world-leading Centre of Excellence in Animal Sciences and Food Security. The campus provides staff and student with a dynamic and vibrant working environment equipped with the latest technologies. This philosophy allows the business to continue to attract clinicians and scientists of the highest quality.

As presented to the Estates Committee in December 2013 the Easter Bush estate strategy links in with this vision and can be summarised as: –

- ***Continue the investment and expansion of infrastructure and property within the Easter Bush Campus***
- ***Ensure that the campus is integrated into the wider infrastructure of The Bush Estate***

4.4 Project Strategic Need

This project is essential due to the increased current and future demand of for these facilities, as a result of the continued expansion on the Easter Bush Campus. It significantly meets Campus strategy which strongly aligns itself into the wider University Strategy by:

- Providing facilities to underpin the world class clinical, research and education activities; the provision of such facilities allows the campus to support its ambition of being a "Beacon of good practice for women in science"

    These facilities assisted both R(D)SVS and The Roslin Institute to achieve Silver Athena SWAN awards with the enabling of childcare a key consideration in the Silver Athena SWAN action plan. The Roslin Institute intends to apply for Gold Athena SWAN status in 2017/18, with R(D)SVS hoping to apply for Gold status in the next 3 years. The transition from Silver to Gold status would be greatly enhanced with the provision of childcare facilities on the campus, allowing both parties to have completed their silver action plan commitments. The provision of childcare facilities is a key consideration in encouraging career track academics to return to work. The achievement of this campus objective strongly aligns with Excellence in Research Strategic Goals, People and Infrastructure enablers in the University Strategy.

- Providing facilities that will "Create an environment where people can thrive" (key strategic theme in both student and HR strategy of the campus); allowing us to attract and retain scientists, clinicians and students of the highest quality.

    The provision of childcare facilities provides staff and students with the necessary support required to enable them to develop and utilise their full potential in their role. This campus objective strongly aligns with Excellence in Research Strategic Goals, People and Infrastructure enablers in the University Strategy.

- Provides access to childcare facilities which enhances the "Value Proposition" available for future tenants and clients, which are an essential component of our Campus Innovation Strategy. This campus objective strongly aligns with Excellence in Innovation strategic Goals, Global Impact and Partnerships strategic themes in the University Strategy.

- Collocating and replacing of ageing facilities; allowing us to honour our commitment with our strategic partners (BBSRC). In a recent MoU with the BBSRC the University agreed to

support "the identification of a suitable alternative or the transferring of the children's nursery provision currently provided" (Forest Friends). The BBSRC wish the land vacated including childcare facility by end of July 2018 at the latest (although an *earlier date is preferable*). This campus objective aligns with both Infrastructure enablers and Partnership strategic themes in the University Strategy.

- Allowing the campus to access and engage positively with the local community through the provision of an essential facility. This campus objective aligns with Social Responsibility strategic themes in the University Strategy.

5	**Business Drivers**

5.1 Background and context

The Easter Bush Campus has significantly grown over the past 7 years, with further growth projected with both the Roslin Innovation Centre and Global Academy for Agriculture and Food Security significantly increasing the population over the next 3 years. The Easter Bush Campus currently has no childcare provision on the campus for staff or students.

The Campus activity is substantial with growth planned across all areas:

Undergraduate Students	775	Likely to expand to **1000** students over the next five years, due to introduction of a new undergraduate course as part of the Global Academy for Agriculture and Food Security (which commences in 2018/19)
Postgraduate Research Students & Postgraduate Taught	180	Likely to expand to **250+** over the next 5 years, this is through both increased MSc taught activity within the Vet School, but also as part of the Global Academy for Agriculture and Food Security.
Staff	700	Likely to expand to **800+** the next 5 years in line with growth of clinical, research and teaching activity
Tenants (SRUC being main tenant at present)	100	Likely to expand significantly when EBIC is built – with a projected increase to **350** tenants

There is now a sufficiently large population within the campus to facilitate demand for childcare facilities. In both the 2013 and 2014 staff surveys (85% response rate) childcare facilities *was ranked as the top priority* for "services staff would like to see provided on the Easter Bush Campus".

The continued expansion of the South East Scotland Development Plan by the Scottish Government (SES Plan: http://www.sesplan.gov.uk/), with a significant component of the population being in the Bilston, Roslin, Loanhead and Straiton areas close to the campus, has meant that *childcare facilities in the local area are significantly oversubscribed leading to a large proportion of our staff/tenants being unable to secure appropriate affordable childcare close to their place of work*. SES Plan has highlighted that the population in Midlothian, alongside other areas in the Edinburgh region, will increase by 18% by over the next 20 years (with 24% of the Scottish population being in the Edinburgh regions), this will place continued pressure on childcare demand in the local area making it difficult to support campus staff/students/tenants without dedicated provision.

Forest Friends nursery has held an occupancy of 80% (48 children) for many years, with a large waiting list, it has established a successful nursery with a strong reputation in both the local area and Childcare Commission (consistently highly commended). Over 30% of their current customer base is on Easter Bush Campus, with a further 20% of its customers facilitating the tenants currently in place at Roslin BioCentre (who will be transferring to Easter Bush Campus once the Innovation Centre is complete). The closure of the nursery would therefore *have an immediate impact on both staff and tenants on the Easter Bush campus, without a suitable alternative childcare being easily available or accessible*. At present, Forest Friends nursery makes a modest surplus (£25-£30k per year), however their building lease costs are extremely low (less than £40k per year) in order to keep cost recovery and nursery fees in line with acceptable norms. All of the local childcare providers in

the area have either property that has been donated (or sold to them at considerable discount) or are in former Midlothian Council accommodation with rent prices which are significantly cheaper than those available in a commercial setting - *as such they are able to maintain low running costs without a significant cost for capital,* which enables them to provide childcare at affordable levels to the community. All childcare providers in the area also have broadly comparable nursery fee rates with large waiting lists, especially for baby provision (comparison reports with local childcare facilities have been undertaken and are available to the Board, if required). With this in mind, there is limited capacity in the local area to facilitate a large capital commitment for new premises.

5.2 Options analysis undertaken

Three options were available for the Easter Bush Campus:
a) Do not build any childcare provision
b) Build a nursery and then lease to Childcare Provider (with management contract for childcare provision for the campus)
c) Build a University Nursery on the Campus

These options were considered in detail by the Project Board in Oct 2015, where it was agreed that Option C would be more fully developed, with both the Easter Bush Campus and Accommodation Catering and Events have worked closely with Forest Friends and Roslin BioCentre in order to understand their current business at the old Roslin site and the future requirements for Easter Bush. It was recognised that by utilising the wide breadth of childcare experience in place with both Accommodation Catering and Events and the many years of an established local provision in Forest Friends, a successful childcare service could be progressed on the Campus which would benefit all parties involved.

Option A – was considered by the Project Board as it *was that the risk of losing the only local childcare provision in the nearby area, is a real one (2018 being the latest possible date for relocation).* Closure would have an impact on staff and students who use the facility, with detrimental impact on the achievement of our Development and HR strategic ambitions which required these essential facilities to support the growth of teaching, research and innovation strategies, in addition it hampered recruitment and selection and hindered progression of Athena SWAN ambitions. In addition, there is also reputational damage for the University due to not honouring obligations with our key strategic partners (BBSRC & Midlothian Council). The recent MoU obligations with BBSRC highlighted the importance of the facility, making the case against a "do nothing" approach a very strong one, *as such this option was discounted by the Project Board.*

Option B (build a nursery and leaseback) was considered in detail. As a result of extensive discussions it was agreed that the issues raised here brought a level of complexity to a project which was not required, *as such this option was also discounted by the Project Board*.

Option C (University Nursery on Campus) was also considered in detail. Accommodation Catering and Events would work in partnership with Forest Friends in the development of the nursery, gain knowledge of the active local customer base and combine this with current expertise of running other nursery facilities within the University. By building and running a University nursery it would:
- provide a nursery in the local area for the successful transfer of the customer base from Forest Friends with enough space for modest expansion in line with future Easter Bush development,
- meet our MoU obligations with BBSRC (with Forest Friends staff transferring into the University, as such retaining a strong involvement in the development and setup of the facility, in order to ensure ease of transfer of activity between the two locations),
- allow consistency and harmonisation of the University childcare provision across the University,
- ensures that the campus staff, student and tenants continued to receive priority provision on the campus

There is strong support from all parties (Accommodation Catering and Events, Easter Bush Campus and Roslin BioCentre/Forest Friends) to ensure a successful partnership is place in order to transfer

a high quality active local nursery provision across to the campus in a way it can be maintained and financially secure for the future. This new Nursery will be part of the 'Nursery' division already established under University of Edinburgh Accommodation Limited (UoEAL).alongside Arcadia at KB.

It is this option which was explored in more detail and for which a business plan has been developed.

The financial plan has robust and realistic direct and indirect costs, based on a wealth of knowledge, and strategic advice from both Accommodation Catering and Events (who run the nursery facilities "Aracadia" at the Kings Buildings) and the Roslin BioCentre (who run the nursery facilities "Forest Friends" at the old Roslin site).   University HR have confirmed there are no TUPE obligations (legal advice was taken on this matter).   We have modelled in line with recommendations that any staff employed by the University from Forest Friends should adopt a "TUPE-like" transfer on terms and conditions of employment.

The "biggest challenge" of this facility moving forward will be prioritising campus requirements over demands from the campus/local community in a way which will maximise the use of the facilities throughout the age groups. However both parties have significant experience in this field and are confident they can work together in order to successfully deliver the objectives of this plan.

6.0	Design & Financial Viability

6.1 Feasibility & Option Appraisal

In 2012 Estates Committee approved the undertaken of a Stage 2 (feasibility study & option appraisal) on the next phase of development at the Easter Bush Campus, which includes the nursery. Several sites were looked at by the Design Team and a preferred location selected on the edge of the campus which enabled both ease of accessibility for all on the campus to the facilities, but also provided sufficient garden area outside of the facilities without disruption or inconvenience to the ongoing business activities of the overall campus.

development

6.2 Outline Design

A Design Team lead by ATKINS commenced Stage 2 in late 2014. The design encompasses the requirements from users (Forest Friends being the main user) and established the current

requirements as well as future potential requirements for the project. Design flexibility, phasing of the design, and sustainability were all considered. This design was presented at a Project Board in October 2015. This outline design and the preliminary costs which came from this, have been used as the basis for the business plan. However it was recognised that this plan was for a 600m2 building based on estimated capacity, this capacity was subsequently revised as part of the business modelling process and as such it required revisions to the design to accommodate.

It was recognised that further design work is required, as the outline design to be updated alongside the evolution of the business plan and the working practices of the partner also need to be fully considered. The Project Board approved for the Design to proceed to Stage D design in order to address the design revisions required and to gain more substantive costs for the Project incorporated in the Business Plan. The Director of Corporate Services subsequently approved the design costs for this work in Nov 2015.

6.3 Stage D Design and move to a modular build
Once approval was provided to proceed, the design work on Stage C design commenced in Dec 2015, with Stage D design promptly following in early 2016. ATKINS have continued the design, ensuring continuity of the design ideas throughout the process. Substantive changes being made to the design in order to allow for the revised capacity (which now matches the business plan) which increased the plan to 680m2. It also incorporated "lessons learnt" from the Arcadia project, in both design and revision of fit-out and landscaping costs. Included in the construction costs were costs for the landscaping work required to make an external play area. ERZ have provided a concept which not only provided the necessary interactive playzones for the children, but also complemented the local environment.
Stage D design highlighted construction costs which were significantly more than originally anticipated. Despite several months of value engineering to reduce the costs in line other nursery builds in Edinburgh the final construction cost of design is £2.4M. With design, F,F& E, risk and contingency as well as VAT, the full costs for a new build of this facility would require a capital investment of £3.5M.
At a recent Project Board in August 2016 *it was concluded that we should **revisit alternatives for the childcare facilities other than the high quality build proposed.***
A modular build option was therefore explored, *this option still provides the same m2 and quality facilities required* at the expense of architectural features such as a pitched roof. Also the extensive landscaping for an external playarea was significantly rationalised. **This modular build option reduced the overall capital investment required to £2.5M**

6.4 Financial Viability
The modelling has taken into account actual running costs (of both Arcadia and Forest Friends)), transition of the customer base from both Forest Friends , and Arcadia experience of building up capacity in a new nursery.
It is expected that this nursery should benefit from a large transfer of customers from Forest Friends into this nursery (50 children out of the 78 children capacity), such that *the expected scenario is relatively secure*; this scenario begins to make a profit from year 5 onwards (after depreciation) when it starts to reach a capacity of 78% .
However *all surpluses made for this facility are modest (£30k + per annum),* as such <u>it will take longer than 25 years to recover the cost of the capital for majority of build options.</u>

The model therefore has a negative NPV in all scenarios

Expected	*78% occupancy by year 4 which is held*	*Negative NPV of 1.1M*
Optimistic	*80% occupancy by year 4 which is held*	*Negative NPV of 700k*
Pessimistic	*66% occupancy by year 3 which is held*	*Negative NPV of 2.4M*

Demand for childcare will never be at 100% occupancy due to the varied demands of the parents (ie: more demand for mon-thurs than for fri pm slots). Forest Friends have had extensive experience in

*managing this demand and have achieved a high occupancy of 78%-85% for the past 10 years, **as such there is relative confidence that the expected or optimistic models are achievable in this plan**.*

The cumulative cashflow by year:

7.0	Procurement

6.1 Summary
The procurement strategy for this Project will be:

- Individual Consultants with fees below £50k will be tendered using a shortlist

- Individual Consultants with fees above £50k will be advertised, preselected and then tendered

- OJEU was used to tender for the main Design Team

- OJEU will be used to tender for the modular build and turnkey

- The UoE framework will be used to tender for a Quantity Surveyor

8.0	Risk Management

8.1 Summary
A risk register for the capital project will be established as part of the Design, and this will be developed and refined further throughout the duration of the project. The key risk to the project at present, it its ability to secure funding for the Project and its subsequent ability to honour obligations both strategic partners, staff and students as a consequence. The risk and mitigation strategy will be reported to the Project Board –

- The ability to secure the £2.55M (including VAT) funding required for this project

Estates Committee 161207 Paper I - Appendix 1

		• the ability to build the new facility safely with the other concurrent construction projects during 2016/17 & 2017/18, especially the ability to link into the campus infrastructure works some of which are required for this project (eg: SUDS) • disruption to the existing business on site during construction • successful TUPE like transfer of Forest Friends staff; retention of Forest Friends manager is of particular importance to retention of customer base • construction inflation • specialist supply chain
9.0	**Programme**	
	9.1 Summary A Master Programme has been formed by the Project Management Team and will be used to monitor progress and communicate key dates. Key dates from this programme are: • Dec2016 Estates Committee : Approval to fund project and progress design • Jan 2017 – June2017: Remaining design stages (including planning permission) • Early 2017: Procurement tender for modular build and turnkey • July 2017 : commencement of modular build and turnkey contract • Feb 2018: Completion of modular build and turnkey contact • Mar – May 2108: Fit Out and Commissioning • July 2018: Occupation.	
10.1	**Resources**	
	10.1 Summary The following internal University resource is required for delivery of the project. Associated costs are factored into the overall costs: • Estates Development Manager • Project Manager • Fit out & Occupation Manager • Clerk of Works • Zonal Teams • Information Services representatives The following external appointments have been made for delivery of the project. Associated costs are factored into the overall costs: • Design Team - Lead Consultant, Architect, Mechanical Services Engineer, Electrical Services Engineer and Structural Engineer • BREEAM advisor • CDM Co-ordinator • Quantity Surveyor	

	• Main Contractor

11.1	**Affordability**
	11.1 Cost A detailed cost analysis is set out in the Financial Model.. Overall cost for the capital project has been quoted at £2.55M for a 680m2 building –

1. Modular Build (including prelims and risk)	1,701,000
2. Decant Costs	0
3. Site Investigation	
4. Design & Management Fees	170,100
5. Statutory Costs	
6. Fit-Out	170,100
7. Occupation	
Sub Total Spend	**2,040,200**
Risk Factor	**102,160**
VAT 20%	**408,240**
TOTAL SPEND	**2,551,500**

The following key points should be noted in respect of this cost estimate:

• The construction cost assumes a start on site in Q3 2017

• The exclusions include unforeseen / unusual ground conditions, IT / telecom wiring and equipment, fit out costs (e.g. loose furniture and equipment), specialist laboratory equipment, upgrading of remotely located plant equipment, professional fees and charges, value added tax, decanting / removal, contaminated ground

11.2 Funding
Funding to be secured from The University of Edinburgh; recognising this is an essential strategic enabler for the overall Easter Bush Campus.

11.3 Affordability Assessment
Further discussion are required with central finance to formally agree the timing of the release of the funding, currently the £2.55M has been modelled as
2017/18 : 30%
2018/19 : 60%
2019/20 : 10%
This final 10% is the equivalent of a retention. |

12.0	**Governance**
	12.1 Roles and Responsibilities The estates capital programme for the Easter Bush Campus is strategically managed to ensure that the projects are reviewed and approved within a strategic context and risks appropriately managed. This is done by the Programme Board and the Project Board.

12.2 Remit of the Programme Board

In order that a strategic approach is taken to development of the CMVM estate and property, two overarching Programme Boards have been established – Easter Bush Campus and BioQuarter Campus. These Boards are made up of senior representatives from the College and Corporate Services along with a Court Member. The Programme Board will meet four times a year, prior to Estates Committee. In summary its agreed purpose is to: –

- Ensure that the Estate Strategy is aligned to the College Strategy

- Take a strategic overview of the programme of capital projects

- Ensure that each project is aligned strategically to the Estate Strategy

- Endorse the decisions of the individual Project Boards prior to Estates Committee

- Co-ordinate the University's representation with the multiple external stakeholders/funders

- Undertake Project Board duties for Strategic Projects

The Programme Board has the following make up:

- Project Owner – Dr Catherine Elliot (College Registrar)

- Project Sponsor –Prof David Hume & Prof David Argyle

- Estates Representative – Gary Jebb (Director of Estates)

- Finance Representative – Phil McNaull (Director of Finance)

- Campus Development – Anna Stamp (Estates Development Manager)

- Lead User – Val White (Campus Operating Officer)

- Lead User - Tim King (Deputy Head of School – Operations)

12.3 Remit of the Project Boards

In line with University Estates Policy all individual 'major' projects each have a Project Board which has responsibility for the delivery of the Project. The Project Board has delegated authority on behalf of the University Court via the Estates Committee. As this project is in Partnership with Accommodation Catering and Events, they will take the lead on this project board *but will recognise that updates should also go to the EB Programme Board as well as Estates Committee*.

The Project Board will be:
- Project Owner – Hugh Edmiston, Director of Corporate Services

- Project Sponsor –EB Campus, represented by Catherine Elliot CMVM College Registrar

- Estates Representative – Anna Stamp (CMVM Estates Development Manager)

- Finance Representative – Terry Fox (Assistant Director of Finance)

- Lead User/ Campus Representative– Val White (Campus Operating Officer)

- Lead Operator of Facilities – Richard Kington (Director of Accommodation, Catering and Events)

12.4 User Groups

In order that there is active participation by the users a User Group will be established to ensure that the concept and design of the facilities provides all of the requirements of the building.

	There continuing involvement will ensure project success. One of the key leads in the User Groups is Doreen McMillian (Forest Friends Manager), who will be working alongside both the nursery manager and business manager from Arcadia.

13.0	**Review and Evaluation**
	12.1 Summary The success of this project will be measured by the Project Board based on meeting the programme, costs and quality parameters set down during the design stage. A formal post occupation evaluation will take place on both the design, construction and the outputs expected from the Business Case at the 12 month stage. It is expected that the Business Case will be assessed again after 2 years.

	END

Business Plan Financials - Dashboard

Project Summary

Project Name:	Easter Bush Nursery
Project Sponsor:	Hugh Edmiston
Project Start:	01/12/2015
Operational Start:	01/08/2018
Total Project Budget (£k):	2,552
Capital (£k):	2,511
Revenue (£k):	41
External Funding (£k):	0
Internal Funding (£k):	2,552
Basis / Scenario:	Expected *Select Scenario*
Project Sponsor Sign Off:	Yes

UoE Investment

Payback	>25 years
↓	
Discounted Payback	>25 years

Total Investment

Payback	>25 years
↓	
Discounted Payback	>25 years

Key Decision Metrics

NPV at 5.6% (£k)	(1,125)
IRR	0.2%

Forecast Cumulative Cashflow by Year

Legend: Expected, Optimistic, Baseline/Current, Pessimistic
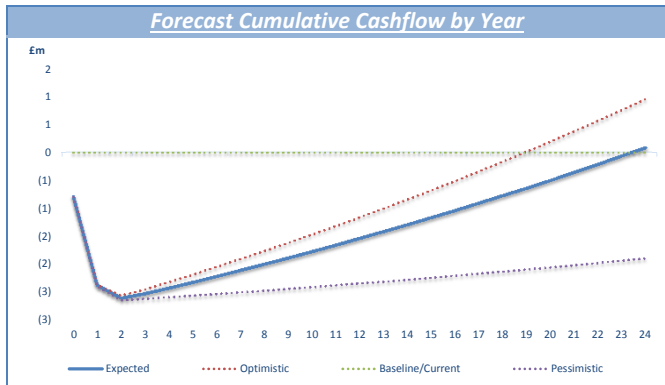
Risk Assessment Matrix

Brief Description of Risk	Impact	Likelihood

Teaching

Staff:Student Ratio

Students by Level of Study

Legend: Students/Academic Staff (excl ODL), Staff; UG, PGT, PGR, ODL
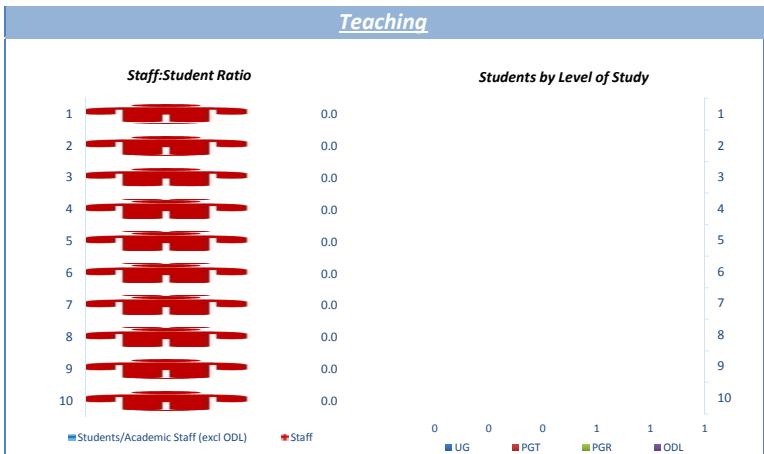
* SSR is affected by the composition of UG/PGT/PGR, so should be interpreted in conjunction with the Students by Level of Study graph. A higher proportion of UGs might lead to a higher SSR and vice-versa.

Tuition Fees by Domicile Prive/Volume Growth Index (Baseline = 100)

Legend: Home/SEU, RUK, Overseas, ODL

Research

Change in Research Porfolio by Funder

Total Research Income by Year

Legend: Staff costs, Other costs, Contribution to overhead (margin), Past Performance

Other

Staff Costs as % of Total Costs

82.9%

53%

Efficiency Index: Staff Costs Required to Generate £1 income

77.9p 77.9p 77.9p 77.9p

* figures over life of project including depreciation)

Legend: Pessimistic; Optimistic; Expected; Baseline/Current

Income per FTE

Income per m²

Post Implementation Review (PIR) Benchmarks

Earliest PIR	28/02/2019

	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
Student FTEs	-	-	-	-	-	-	-
Research Income (£m)	-	-	-	-	-	-	-
Other Income (£m)	0.6	0.7	0.8	0.9	0.9	0.9	1.0
Staff Costs (£m)	0.5	0.6	0.7	0.7	0.7	0.7	0.7
Non-Staff Costs (£m)	0.1	0.2	0.2	0.2	0.2	0.1	0.1

Summary Income and Expenditure Account - Easter Bush Nursery

Sponsor: Hugh Edmiston
Project Start: 01/12/2015

Scenario Selected: | Expected |

£000	Project Yr	0 2017/18	1 2018/19	2 2019/20	3 2020/21	4 2021/22	5 2022/23	6 2023/24	7 2024/25	8 2025/26	9 2026/27	10 2027/28	11 2028/29	12 2029/30	13 2030/31	14 2031/32	15 2032/33	16 2033/34	17 2034/35	18 2035/36	19 2036/37	20 2037/38	21 2038/39	22 2039/40	23 2040/41	24 2041/42	
Income																											
Funding Council Grants																											
Tuition Fees and Education Contracts		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Research Grants and Contracts		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Income																											
Defined Streams		-	573	738	836	895	913	931	950	969	988	1,008	1,028	1,049	1,070	1,091	1,113	1,135	1,158	1,181	1,205	1,229	1,254	1,279	1,304	1,330	25,231
External Funding Pre-Operational (Cap/Rev)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-											-
Residual Value		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-											-
Endowment and Investment Income																											
Total Income		-	573	738	836	895	913	931	950	969	988	1,008	1,028	1,049	1,070	1,091	1,113	1,135	1,158	1,181	1,205	1,229	1,254	1,279	1,304	1,330	25,231
Expenditure																											
Staff Costs																											
Academic		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Research		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Support		21	530	624	667	698	712	726	740	755	770	786	801	818	834	851	868	885	903	921	939	958	977	997	1,016	1,037	19,832
Staff Recharges		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other operating Expenses																											-
General		-	77	86	93	97	99	101	103	105	107	109	111	113	115	118	120	123	125	127	130	133	135	138	141	144	2,747
Identified Savings		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Research		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Revenue Spend on Pre-Operational		-	41	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	41
NPRAS / FM Charges		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Depreciation (Build/Refurb)		-	-	47	47	47	47	47	47	47	47	47	47	47	47	47	47	47	47	47	47	47	47	47	47	47	1,082
Depreciation (Equipment)		-	-	53	53	53	53	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	213
Total Expenditure		21	648	811	860	895	910	873	890	907	924	942	959	978	996	1,015	1,035	1,054	1,075	1,095	1,116	1,138	1,159	1,182	1,204	1,227	23,914
Surplus on Continuing Operations after Depreciation of Assets at Valuation and Before Interest		(21)	(74)	(73)	(23)	1	3	58	60	62	64	67	69	71	74	76	78	81	84	86	89	92	94	97	100	103	1,316

Summary Cash Flow - Easter Bush Nursery

£000	Project Yr	0 2017/18	1 2018/19	2 2019/20	3 2020/21	4 2021/22	5 2022/23	6 2023/24	7 2024/25	8 2025/26	9 2026/27	10 2027/28	11 2028/29	12 2029/30	13 2030/31	14 2031/32	15 2032/33	16 2033/34	17 2034/35	18 2035/36	19 2036/37	20 2037/38	21 2038/39	22 2039/40	23 2040/41	24 2041/42	
Net Surplus per I&E		(21)	(74)	(73)	(23)	1	3	58	60	62	64	67	69	71	74	76	78	81	84	86	89	92	94	97	100	103	1,316
Add Back Depreciation		-	-	100	100	100	100	47	47	47	47	47	47	47	47	47	47	47	47	47	47	47	47	47	47	47	1,294
Adjusted Surplus per I&E		(21)	(74)	27	77	101	103	105	107	109	111	114	116	118	121	123	126	128	131	133	136	139	141	144	147	150	2,611
Capital Receipts																											-
Capital Expenditure - Project		(765)	(1,503)	(255)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(2,523)
Capital Expenditure - Ongoing		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Net Cash In / (Out) Flow of Project		(787)	(1,577)	(228)	77	101	103	105	107	109	111	114	116	118	121	123	126	128	131	133	136	139	141	144	147	150	87

Summary Balance Sheet

£000	Project Yr	0 2017/18	1 2018/19	2 2019/20	3 2020/21	4 2021/22	5 2022/23	6 2023/24	7 2024/25	8 2025/26	9 2026/27	10 2027/28	11 2028/29	12 2029/30	13 2030/31	14 2031/32	15 2032/33	16 2033/34	17 2034/35	18 2035/36	19 2036/37	20 2037/38	21 2038/39	22 2039/40	23 2040/41	24 2041/42
Fixed Assets		765	2,309	2,464	2,364	2,263	2,163	2,116	2,069	2,022	1,975	1,928	1,881	1,834	1,787	1,740	1,693	1,646	1,599	1,552	1,505	1,458	1,411	1,364	1,317	1,270
Endowment Assets																										
Current Assets		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	87
Current Liabilities		(787)	(2,364)	(2,592)	(2,515)	(2,414)	(2,311)	(2,206)	(2,099)	(1,990)	(1,878)	(1,765)	(1,649)	(1,531)	(1,410)	(1,287)	(1,161)	(1,033)	(903)	(770)	(634)	(495)	(354)	(210)	(63)	-
Net Current Assets		(787)	(2,364)	(2,592)	(2,515)	(2,414)	(2,311)	(2,206)	(2,099)	(1,990)	(1,878)	(1,765)	(1,649)	(1,531)	(1,410)	(1,287)	(1,161)	(1,033)	(903)	(770)	(634)	(495)	(354)	(210)	(63)	87
Total Assets less Current Liab.		(21)	(55)	(128)	(152)	(151)	(148)	(90)	(30)	32	97	163	232	304	377	453	532	613	696	782	871	963	1,057	1,154	1,254	1,357
Net Assets		(21)	(55)	(128)	(152)	(151)	(148)	(90)	(30)	32	97	163	232	304	377	453	532	613	696	782	871	963	1,057	1,154	1,254	1,357
represented by:																										
Deferred Capital Grants																										
Endowment Funds																										
I&E Reserves		(21)	(96)	(169)	(192)	(192)	(189)	(131)	(71)	(8)	56	123	192	263	336	412	491	572	655	742	830	922	1,016	1,113	1,213	1,316
Total Funds		(21)	(96)	(169)	(192)	(192)	(189)	(131)	(71)	(8)	56	123	192	263	336	412	491	572	655	742	830	922	1,016	1,113	1,213	1,316
Check		(0)	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41

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THE UNIVERSITY of EDINBURGH

ESTATES COMMITTEE

7 December 2016

Disability Access

Description of paper
1. This paper outlines a proposal for additional capital funding to deliver accessibility improvements across the University Estate and provides a draft of the University of Edinburgh's Accessibility Policy and supporting Guidance.

Action requested
2. Estates Committee is asked to:
*   endorse funding of £3.0m per annum over the 5 year period 2016/2017 to 2020/2021 from University Corporate Resources to proceed with the design and delivery of accessibility improvements to adapt the currently non-complaint University Estate and recommend this to the University Court for approval.

*   note the draft Accessibility Policy and supporting Guidance which is currently out for consultation.

Recommendation
3. It is recommended that Estates Committee endorses funding of £3.0m per annum over the 5 year period 2016/2017 to 2020/2021 from University Corporate Resources to proceed with the design and delivery of accessibility improvements to adapt the currently non-compliant University Estate and recommends this to the University Court for approval.

4. It is recommended that Estates Committee note the draft Accessibility Policy and supporting Guidance.

Background and context
5. The Equality Act 2010 legally protects people from discrimination in the workplace and in wider society. It replaced previous anti-discrimination laws (including the Disability Discrimination Act 1995) with a single Act, making the law easier to understand and strengthening protection in some situations. It sets out the different ways in which it is unlawful to treat someone.

6. As a listed public organisation, the University has duties under The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012. The specific duties require public bodies to publish relevant, proportionate information showing compliance with the Equality Duty, and to set equality objectives.

7. The University has a single equality strategy to ensure that equality and diversity are guiding principles in our pursuit of academic excellence. Its introduction coincided with the implementation of the Equality Act 2010 and builds on its principle of integrating equality and diversity in policy and practice.

8. The University has also set Equality Outcomes and Actions for the period from 30 April 2013 until 29 April 2017. The Equality Outcomes and Actions are part of the overall Strategy, which specifically aims to address equality of opportunity in relation to the Protected Characteristics under the Act and sets out the priorities for action for the University of Edinburgh.

9. The University has successfully integrated equality and diversity into the priorities of successive strategic plans, and built on that by setting new targets in the University of Edinburgh Strategic Plan 2008-2012, which were continued and expanded in the Strategic Plan 2012-2016.

10. The University has developed a number of key policies and strategies in relation to its duties under the Equality Act 2010. These have subsequently been embedded into the University Strategic Plan. It is considered that there is a need for a more focused policy that specifically addresses with how the University would deliver access improvements, putting accessibility as a primary consideration in major projects and maintenance, as well as providing improved information on accessibility to students, staff and members of the public.

11. The draft Accessibility Policy (Appendix 1), looks to build on the content of the Equality and Diversity Strategy, the Strategic Plan, as well as the University's Equality Outcomes and specifically Equality Outcome 5.2 – "Improve the accessibility of the University's estate through continuing to integrate equality consideration into the building and maintenance programme and ensuring timely response to required equality adjustments."

12. The draft Accessibility Policy is supplemented with supporting Guidance (Appendix 2) that has been produced in order to provide guidance on how to implement the policy and includes sources of supporting information regarding good practice.

13. The University has carried out a substantial amount of work over a number of years to improve accessibility to the estate, however there is a recognition that access across the estate remains of variable quality and that further dedicated capital investment is required.

Discussion
14. The Estates Department has recently completed a number of design reviews on major projects in the development pipeline. The results of these independent reviews will be shared with each of the Design Teams, and will be assessed, and where practicable, reasonable steps will be taken to overcome any potential accessibility issues that have been raised. The Estates Department will engage the services of a National Register of Access Consultant (NRAC) [1] on each of our larger scale projects to ensure that, where possible, best practice is being implemented.

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[1] an independent UK wide accreditation service for individuals who provide access consultancy and access audit services

15. The Estates Department has recently appointed DisabledGo, (recognised as the UK's leading provider of accessibility and equality services) to prepare accessibility guides for our core buildings and teaching spaces. DisabledGo is a not-for-profit company that specialises in providing online guides and Apps that allow students, staff and members of the public to access information on the accessibility of buildings and the facilities within them. The survey exercise will commence in January 2017 with the proposed launch of the new service for the core estate and teaching spaces available for use by the new student intake in September 2017.

16. This approach will ensure that information on access to our buildings and the facilities in them is available and accessible to anyone who needs it. It also recognises and addresses a move to a more App based approach with regards to the way people source and use information.

17. Information from the work carried out by DisabledGo will highlight where improvements could be made to the buildings on the core estate as part of the programme of accessibility improvements over the next 5 years. This approach will deliver a more holistic view of where access improvements could be made, or where approaches such as re-purposing of buildings (e.g. teaching to accommodation) can be carried out.

Resource Implications
18. A resource allocation of £3.0m over the 5 years period 2016/2017 to 2020/2021 from University Corporate Resources is proposed to proceed with the design and delivery of accessibility improvements across the University Estate.

Risk Management
19. The key risk is that the University may not discharge its duties in respect of the Equality Act 2010.

20. Risk Registers will be developed for the delivery of accessibility improvement projects.

Equality & Diversity
21. Equality and Diversity issues will be considered throughout in the design development process of any accessibility improvements, and will be carried out in consultation with the relevant departments and statutory bodies.

22. Due consideration has been given to equality and diversity as part of the drafting of the draft Accessibility Policy and supporting Guidance.

Next steps/implications
23. Estates will continue the consultation process for the development of the Accessibility Policy and supporting Guidance and a paper will be presented to University Court seeking approval for this request. .

24. Estates will develop a plan and programme for accessibility improvements across the estate over the next 5 years.

Consultation

25. The draft Accessibility Policy and supporting Guidance has been drafted with input from the Director of the Student Disability Service and the Disability Information Officer, Information Services. The draft Accessibility Policy and guidance has also been circulated to the Vice Principal, People and Culture and Director of Human Resources.

Further information

26. *Author*
Graham Bell
Head of Estates Development & Depute
Director
24 November 2016

Presenter
Gary Jebb
Director of Estates

Freedom of Information

27. This paper should remain closed until after the Accessibility Policy and Guidance has been finalised and approved by the University Court.

Accessibility Policy

Purpose	The purpose of this policy is: • To set out a framework of how accessibility will be monitored, maintained and improved across the University estate through development, refurbishment and maintenance activities, • To provide greater awareness amongst building users and visitors about the accessibility of the estate and facilities available in our buildings
Overview	The University Estate comprises a large and diverse portfolio where the building stock varies in age, construction, quality and use. Physical access can be restricted due to the surrounding city topography and the character of our historic estate which can limit the potential to adapt our listed premises due to the requirement to obtain Listed Building Consent, however this policy aims to detail how the University and the will ensure that maximum accessibility is a primary consideration within all its work. To meet the objectives of this policy, the University will ensure that effective systems and procedures are in place to deal with the overall aim of improving the accessibility of the estate. This will also enable effective reporting on the improvements made, prioritisation of investment and resources, appropriate consultation and engagement is carried out, and improved communication with students, staff and the general public for accessing our estate.
Scope	This policy is applicable to Staff, Students, Contractors, Additional Persons/Visitors and members of the general public. This policy applies to all buildings on the University estate where a service is provided.
The Policy	Policy statements follow: • As a minimum, any new building developments will be conducted in accordance with BS8300. • All new builds will have one main entrance accessible to all. • All new builds will (where appropriate) provide accessible toilet provision and, induction loops at receptions and in meeting rooms for 15 or more people, and a fire evacuation lift. • Where planning legislation requires, all new and existing buildings will include a proportionate allocation of disabled parking spaces. • Where technically feasible and where Planning legislation allows, all refurbishments will have one main entrance accessible to all. • All new building developments will have accessibility requirements considered from the start through consultation with stakeholders,

	including disability representatives and through accessibility audits. Each new building development will have a brief written summary of how the needs of disabled users of the building will be addressed. • Estates will work closely with other stakeholders within the University to ensure accessibility is addressed in a holistic fashion, specifically collaboration with the Fire Safety Department on the creation of a policy and procedure for disabled fire evacuation across the estate. A disabled fire evacuation procedure will be agreed between schools and departments residing in individual buildings and the Fire Safety Department. • Consideration will be given on how the effects of any project and maintenance work will impact on accessibility provision and what interim provisions will need to be put in place to minimise disruption and impacts on accessibility.
	state
Date approved	
Approving authority	Estates Committee
Consultation undertaken	
Impact assessment	
Date of commencement	
Amendment dates	
Date for next review	
Section responsible for policy maintenance & review	Estates Department
Related Policies, Procedures Guidelines & Regulations	Equality and Diversity Strategy and Action Plan, Equality Act 2010, The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012
Policies superseded by this Policy	NA

Accessibility Policy Guidance

1. **Introduction**
   This Accessibility Policy Guidance has been produced in order to provide guidance on **how** to implement the Accessibility Policy and sources of supporting information regarding best practice. This Guidance supplements the Accessibility Policy adopted by the University of Edinburgh in [insert date]. Both the Accessibility Policy and Guidance document are available on the University of Edinburgh website [insert link].

2. **Background**
   The University of Edinburgh has stated its commitment to ensure that equality and diversity are guiding principles in our pursuit of academic excellence through the adoption of its Equality and Diversity Strategy, and subsequently the introduction of the University Equality Outcomes and Actions for the period from 30 April 2013 until 29 April 2017.

   The Accessibility Policy has been developed in order to:

   - To set out a framework of how accessibility will be monitored, maintained and enhanced across the University estate through, development, refurbishment and maintenance activities;

   - To provide a greater awareness amongst building users and visitors about the accessibility of the estate, and facilities and services available in our buildings.

   The introduction and adoption of this policy will assist in achieving "Equality Outcome 5: Improve equity of access to education in the University" with specific reference to "5.2 - Improve the accessibility of the University's estate through continuing to integrate equality consideration into the building and maintenance programme and ensuring timely response to required equality adjustments."

3. **Legislative Framework**
   The key pieces of legislation related to this policy area are listed below:

   - Equality Act 2010
   - The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012
   - The Building (Scotland) Act 2003
   - Health and Safety at Work Act 1974

   In addition, various technical documents and guidance/advisory notes produced by the UK and/or Scottish Government, other advisory bodies and charities are also available. A selection of these guidance and advisory documents are listed in Appendix A – Reference Documents and Information Resources. Further information in respect of Design Guidelines for the University, specifically relating to Disability Access Standards, is also available there.

4. **Targets**
   In implementing this Policy, the following targets for proposed:

   - All core buildings (teaching, service and public access) at least partially accessible[1] to University services by 2020.
   - Year on year improvements in numbers of fully accessible buildings
   - Year on year improvements in numbers of accessible teaching spaces
   - Planned capital spend of £3m p/a on access improvement projects over the period 2016/17 to 2020/2021.

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[1] Level access to a minimum of the ground floor with basic provision of accessible WC and ability to access the service

5. Policy Objectives

The objectives of the Policy have been collated into a number of categories outlined below. In order to implement the policy aims, the University will meet the following objectives across each of these categories:

5.1 Staff

To ensure that staff are aware of their duties in respect of maintaining and improving accessibility to the estate and the services provided on it:

(a)   Offer Disability Awareness Training to Estates Department staff and have ensure all staff within Estates Development have undertaken this training by 2017.

5.2 Communication

The University will ensure that information on access to buildings and the services within them is provided on the University website, and that information on the University's overall approach and progress in improving accessibility to the estate is also published. Specifically, this will mean that:

(a)   We will communicate information on facilities, services and access to buildings for staff, students and the public by way of Access Guides.

(b)   Ensure an appropriately qualified representative will be present at Welcome Week in order to promote the use of the Access Guides to new student intake

(c)   Ensure the Accessibility Policy, Guidance, Action Plan and other relevant documents are available for public view on the University website and available in a range of formats on request.

(d)   In buildings where access is managed, appropriate procedures will be developed and implemented by the Department or School that is responsible for access to ensure that access is effectively managed and maintained.

(e)   Estates Department will produce an Annual Report detailing the work undertaken within the last year to improve accessibility of the estate

5.3 Consultation and Collaboration (both Internal and External)

A commitment to work closely with other stakeholders within and out with the University to ensure accessibility is addressed in a holistic fashion specifically:

(a)   Collaboration between Estates Department, the Fire Safety Department, and other relevant consultees/stakeholders on the creation of a policy and procedure for disabled fire evacuation across the estate

(b)   To consult the Student Disability Service in all strategic and major projects.

(c)   To consult with the Staff Disability Service in all strategic and major projects.

(d)   Where necessary and appropriate, source external consultation in all strategic and major projects.

5.4 New Builds

As part of any new build project, the following will be carried out:

(a)   All new building developments will have accessibility requirements considered from the start through consultation with stakeholders including The Student Disability Service and Staff Disability Service and through accessibility audits. Each new building development will have provide a brief written summary of how the needs of disabled users of the building will be addressed.

(b)   All new builds will have one main entrance accessible to all, accessible toilet provision, induction loops at help desks and in meeting rooms for 15 or more and a fire evacuation lift (if appropriate). As a minimum work will be conducted to BS8300 level.

(c)   An Equality Impact Assessment will be completed in conjunction with the School or department residing in the premises to ensure all aspects of Equality and Diversity are considered as is our legal duty under the Scottish Specific Duty Regulations 2012

(d)   A disabled fire evacuation procedure will be agreed with the school and department residing in the premises and the Fire Safety Department.

(e)   Where Planning legislation allows, appropriate disabled parking will be provided, along with accessible routes to/from these allocated spaces

5.5 Leases

The University estate has to be flexible to meet strategic requirements, and at times this can involve leasehold acquisitions of buildings. As part of this process, the following items will be taken into account:

(a)   Accessibility audits will be undertaken and their results considered before entering into any lease.

(b)   If necessary accessibility requirements will be specified as part of any leasing agreements wherever practical i.e. upgrading of disabled fire evacuation provision (this may be especially relevant in multi-occupancy buildings where common areas are under landlord control.

(c)   An Equality Impact Assessment will be completed in conjunction with the School or department residing in the premises to ensure all aspects of Equality and Diversity are considered as is our legal duty under the Scottish Specific Duty Regulations 2012.

(d)   A disabled fire evacuation procedure will be agreed with the school and department residing in the premises and the Fire Safety Department.

5.6 Redevelopments/Changes in Purpose

As part of any redevelopment/change of purpose on a building, the following will be carried out:

(a)   Before commencement of any redevelopments Estates Department will consult with relevant disability stakeholders

(b)   An Equality Impact Assessment will be completed in conjunction with the School or department residing in the premises to ensure all aspects of Equality and Diversity are considered as is our legal duty under the Scottish Specific Duty Regulations 2012

(c)   A disabled fire evacuation procedure will be agreed with the school and department residing in the premises and the Fire Safety Department.

(d)   Where practicable, improvements to buildings will be carried out in accordance with BS8300.

(e)   Where technically feasible and where Planning legislation allows, appropriate disabled parking will be provided, along with accessible routes to/from these allocated spaces.

5.7 Maintenance

Maintenance of the University estate is carried out by a number of internal and external parties, all under the management and control of the Estates Department. This incorporates planned maintenance and servicing of buildings, systems and equipment, to reactive call-out maintenance for unexpected failures. In delivering this service, there will be:

(a)   The opportunity to make accessibility improvements as part of any maintenance work will be considered e.g. improving colour contrasts whilst carrying out redecoration work.

(b)   All relevant parties will be made aware of any required alterations to the information provided regarding accessibility or regarding required changes in the disabled fire evacuation procedures.

5.8 Exemplar of Good Practice

The University will aim for Best Practice on large scale projects and developments. In addition, we will:

(a)   On a rolling basis Estates Department will look to create "desired accessibility design criteria" for staff to work from that go above and beyond the British Standards for instance for accessible toilet provision, meeting room design, helpdesk design etc. with the aim that wherever possible these enhanced standards would be adhered to when any work was undertaken.

Appendix A - Reference Documents & Information Resources

Legislation
- The Equality Act 2010 ISBN: 0105415103 The Stationery Office Ltd
- The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012
- BS 8300:2009+A1:2010 Design of buildings and their approaches to meet the needs of disabled people, Code of practice, British Standards Institution
- BS 9999:2008 Code of practice for fire safety in the design, management and use of buildings
- The Building (Scotland) Act 2003
- Scottish Technical Standards - Non-Domestic Handbook 2016
- Planning and Access for Disabled People, A Good Practice Guide, Office of the Deputy Prime Minister -www.planning.odpm.gov.uk/index.htm
- Health and Safety at Work Act 1974, HMSO.
- Occupiers' Liability Act 1984, HMSO.
- The Construction (Design and Management) Regulations 2007 HMSO.
- The Highways Act 1980, HMSO.

Related University of Edinburgh Policies and Strategies

- Equality and Diversity Strategy and Action Plan
  http://www.docs.csg.ed.ac.uk/EqualityDiversity/Strategy.pdf
- Quality Infrastructure: Estate Strategy 2010-2020
  http://www.docs.csg.ed.ac.uk/EstatesBuildings/Strategies/EstateStrategy.pdf
- University Equality Outcomes and Actions
  http://www.docs.csg.ed.ac.uk/EqualityDiversity/Equality_Outcomes.pdf

Websites
- www.equalityhumanrights.com – Equality & Human Rights Commission
- www.legislation.gov.uk/ukpga/2010/15/contents
- www.sensorytrust.org.uk/
- www.rnib.org.uk/jmu/ Joint Mobility Unit (RNIB/GDBA)
- www.disability.gov.uk Government web page
- www.duluxtrade.co.uk - colour advice by Colin Wilkie, Dulux, 2003, Trade UK

Journals
- Access by Design, Centre for Accessible Environments
- The Guild of Architectural Ironmongers Technical Update March 2005 (Nr. 2).

University of Edinburgh Design Guides
- University of Edinburgh Disability Access Standards - http://www.ed.ac.uk/estates/about/design-guidelines/planning

Design Guides
- The Access Manual; Auditing and managing inclusive Built Environments Second Edition 2007, Blackwell Publishing Ltd
- Designing for Accessibility, Alison Grant, Centre for Accessible Environments, 2012 Edition
- Access Audits Handbook, Centre for Accessible Environments & RIBA, 2013 edition
- Sign Design Guide – A Guide to inclusive signage Barker, Peter and Fraser, JMU and the Sign Design Society, June 1999, ISBN 185878 412 3
- A Design Guide for the Use of Colour and Contrast to improve the Built Environment for Visually Impaired People, Dulux Technical Group, ICI Paints 1997, ISBN 0 70491 202 3
- Code for Lighting, CIBSE, Butterworth Heinemann 2002
- Good Loo Design Guide, CAE/ RIBA Enterprises 2004
- Platform Lifts – Specifier's Handbooks for Inclusive Design CAE/ RIBA Enterprises 2005

- Automatic Door Systems – Specifier's Handbooks for Inclusive Design CAE/ RIBA Enterprises 2005
- Door Ironmongery – Specifier's Handbooks for Inclusive Design CAE/ RIBA Enterprises 2005
- The See it Right Pack – Royal National Institute for the Blind 2002.
- The Access Audit Handbook – CAE & RIBA Publishing 2013 ISBN 978 1 85946 492 2
- The Accessible Office – JMU Access Partnership 2005 ISBN 1 858786584
- The Colour, Light & Contrast Manual – Wiley Blackwell 2010
- Inclusive Mobility – A Guide to Best Practice on Access to Pedestrian & Transport Infrastructure – Department for Transport 2005 Edition.
- Managing Change in the Historic Environment: Accessibility – Historic Environment Scotland
- Easy Access to Historic Landscapes – English Heritage & The Sensory Trust 2005
- Museums & Art Galleries – Making Existing Buildings Accessible – CAE 2007
- Design & Access Statements – How to write, read and Use them – CABE 2007
- The SSL Code for Lighting – The Society of Light & Lighting 2012 ISBN 978-1-906846-21-3
- Accessible sports Facilities – Design Guidance Note – Sport England 2010
- Stairs, Ramps and Escalators – Inclusive Design Guidance – CAE & RIBA 2010

Means of Escape
- BS 9999:2008 Code of practice for fire safety in the design, management and use of buildings
- Emergency Lighting and Wayfinding Systems for visually impaired people, BRE Information Paper, Webber, G M B, and Cook, G K, August 1997, IP9/97 CI/Sfb (63.8) (U35)

Appendix B - List of Abbreviations of Common Access Related Terms

App Doc M	Building Regulations Approved Document M, Access to and use of buildings, Volume 2 – Buildings other than Dwellings, Office of the Deputy Prime Minister 2015 Edition
BRE	Building Research Establishment
BS	British Standard
CAE	Centre for Accessible Environments
CAE DfA 2012	Centre for Accessible Environments, Designing for Accessibility 2012 Edition.
CIBSE	Chartered Institution of Building Services Engineers
DDA 1995	Disability Discrimination Act 1995 no longer a current piece of legislation – superseded by the Equality Act 2010.
DDA 2005	Disability Discrimination Act 2005 no longer a current piece of legislation – superseded by the Equality Act 2010.
DRC	Disability Rights Commission (no longer in existence replaced by Equality and Human Rights Commission)
EA 2010	Equality Act 2010
EA 2010 Scot	The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012
ECW	Effective clear width
EHRC	Equality & Human Rights Commission
FFL	Finished floor Level
GUAI	The Guild of Architectural Ironmongers
HES	Historic Environment Scotland (formerly Historic Scotland)
NRAC	National Register of Access Consultants
ODPM	Office of the Deputy Prime Minister
RIBA	Royal Institute of British Architects
RNIB	Royal National Institute of the Blind
RNID	Royal National Institute for Deaf People – this is now called Action for Hearing Loss
WHB(S)	wash hand basin(s)

THE UNIVERSITY of EDINBURGH

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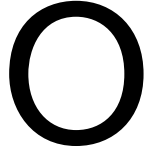
ESTATES COMMITTEE

7 December 2016

Small Works Bids 2017-18

Description of paper
1. The purpose of the paper is to seek Estates Committee approval of the prioritised Small Works Programme, funded from the 2017-18 allocation, which is already budgeted in the University's Capital Plan.

Action requested
2. Estates Committee is asked to approve the expenditure of £2.15m, under approved delegated arrangements, for the prioritised Small Works Programme for 2017-18.

Recommendation
3. As programme priorities have been agreed between senior colleagues in the Estates Department and the Colleges/Support Groups, and that a budget already exists within the Capital Plan, it is recommended that the programme is approved and implemented to meet College/Support Group objectives.

Background and context
4. The Small Works Programme has been in existence for around 20 years. Annually, Colleges and Support Groups are asked to prioritise their small works projects (typically up to £500k) and complete a 'Statement of Need' (SON) for each project. The SON elicits, for each project, the broad objectives of each project and how projects link with the University's Estate Strategy and Strategic Plan. A funding strategy is also considered as many projects are part funded from Colleges' and Support Groups' recurrent budgets.

Discussion
5. The prioritised list which summarises the bids and proposed allocation is attached as Appendix.

6. The document, which has a summary page for each College/Support Group, shows a project by project estimated value, amount the College/Group are bidding for and how the remainder will be funded. Where projects are fully funded by the bid, no further funding comments are included.

7. It is the intention to deliver the majority of the programme during the summer of 2016. Where projects are larger, require detailed planning and design and are perhaps subject to additional funding streams, delivery would be as soon as possible in 2017/18 or at a time to suit the School or Department. Typically 70% of the programme is delivered in the same financial year as the bids.

Resource implications
8. The Small Works Programme totals £2.15m and will be funded from University Corporate Resources already budgeted in the Estates Capital Plan.

Risk Management
9. There are no specific risks associated with the paper, although some reputational risks may be relevant to certain items where improvements are urgent, should the improvements not be supported.

Equality & Diversity
10. At this juncture, an Equality Impact Assessment has not been undertaken. Each project will be reviewed during design development for improvements in disability access and egress and any other relevant equality measures.

Next steps/implications
11. If the Small Works Programme is approved, Estates will implement this programme in consultation with Colleges and Support Groups.

Consultation
12. There has been consultation between senior colleagues in Estates and the Colleges and Support Group in order to finalise a prioritised list of project proposals.

Further information
13. Further information on the detail of each individual bid can be obtained from the Estates Department.

Author	Presenter
Tommy Angus	Gary Jebb
Head of Small Projects and Minor Works	Director of Estates
22 November 2016	

Freedom of Information
14. This paper is open

SMALL CAPITAL BIDS 2017 / 2018   **Paper 0 - Appendix**

BUDGET   **£   2,150,000**

ALLOCATIONS

COLLEGE OF SCIENCE AND ENGINEERING	£	403,125
COLLEGE OF ARTS, HUMANITIES AND SOCIAL SCIENCES	£	403,125
COLLEGE OF MEDICINE AND VETERINARY MEDICINE	£	403,125
INFORMATION SERVICES	£	403,125
CSG / SASG	£	537,500
	£	**2,150,000**

TOTAL SPEND	**£**	**2,150,000**

College of Science and Engineering

SCHOOL DEPARTMENT	BUILDING NAME	PROJECT DESCRIPTION	ESTIMATED PROJECTS COSTS (£)	FUNDING SOUGHT FROM SMALL CAPITAL FUND (£)	OTHER FUNDING SOURCE/ COMMENTS	INSTITUTIONAL BENEFITS
Chemistry	Joseph Black	Solvent Drying facility	£ 167,000	£ 45,000	The £45K is a top up an existing project fund.	Reduces fire risk associated with the use of solvents and increases safety in the working environment.
Biology	Ashworth 1	R120 - upgrade and enhance facilities - MSc Teaching Room	£ 15,000	£ 15,000	Post Grad group teaching room improvement	Improving the student experience
Mathematics	JCMB	JCMB 5th and 6th floor refurbishment project	£ 75,000	£ 75,000	Continuation of Maths Department refurbishment programme	Improving the student experience through better environment
Physics and Astronomy	JCMB	Creation of Multi-Purpose Teaching Space (2209 / 11)	£ 167,000	£ 74,000	Balance of £167k will be funded by School	Improving the student experience through improving teaching spaces
Informatics	Appleton Tower	Reconfiguration of Level 5 teaching computer lab 5.04	£ 99,000	£ 50,000	50% funded by School	Improving the student experience by providing sector leading innovative collaborative teaching space
GeoSciences	Drummond Street	Room 1.02 OR G22	£ 70,000	£ 70,000	Alterations to Post Grad study space	Improving curent facilities for students and using space better to allow for expansion in student numbers.
Engineering	Sanderson	Repurposing of staff offices to School Boardroom	£ 108,000	£ 74,125	Improvement to staff offices to form a board room. Balance will be funded by school of Engineering	Improved corporate 'front door' facilities to provide a meeting area for partnering with Industry and for alumni engagement.
			£ 701,000	£ 403,125		

College of Arts, Humanities and Social Science

SCHOOL DEPARTMENT	BUILDING NAME	PROJECT DESCRIPTION	ESTIMATED PROJECTS COSTS (£)	FUNDING SOUGHT FROM SMALL CAPITAL FUND (£)	OTHER FUNDING SOURCE/ COMMENTS	INSTITUTIONAL BENEFITS
Art	North East Studio/Hunter link	Upgrade to toilets (Ladies and Gents)	£ 75,000	£ 66,000	Toilets in very poor condition - additional funding will be provided by the College of Art	Improvement to the student experience / environment
Philosophy, Psycology and Language	Appleton Tower	Enlargement of lab based teaching space in Appleton Tower	£ 159,000	£ 130,000	Repurposing of space to improve teaching environment and facilitate increased numbers. Additional funding will be supplied by the School.	Improvement to teaching spaces for the purpose of enhancing teaching/learning to increased student numbers.
Architecture and Landscape Architecture	Minto House	Installation of sink in studio	£ 10,000	£ 10,000	Enhancement of a studio space as students currently have to use nearby toilet sinks whilst working in this space.	Improvement to the student experience / environment
Architecture and Landscape Architecture	Adam House	Improve student social/breakout space	£ 21,000	£ 22,000	Student experience improvement via cosmetic enhancement of the space which should lead to increased satisfaction.	Improvement to the student experience / environment
Divinity	New College	Refurbishment of Tower room for student study space	£ 31,000	£ 25,000	Improvements to wall finishes, lighting and furniture will improve the room environment. School will fund any additional funding required.	Improvement to the student experience / environment
Art	Hunter Building	Addition of partition wall in Hunter reception	£ 9,125	£ 9,125	Will provide a confidential meeting space for staff/students	Improvement to the student experience / environment
Art	Lauriston Campus	Reconfiguration of areas to address student growth, increase studios (contribution)	£ 60,000	£ 60,000	This funding is sought as a contribution to an emerging project to address spaces which are at over capacity due to increased student numbers.	Improvement to the student experience / environment
History and Classics	Old Medical School	Alterations to room 1.M.24 to form office space from store	£ 19,000	£ 15,000	To form an admin office which will free up space in academic offices. School will contribute to balance funding.	Improvement to the student experience via impact on making academic staff more accessible
Business	29 Buccleuch Place	Addition of kitchen and reconfiguration of space	£ 35,000	£ 25,000	Formation of a staff kitchen to reduce pressure on student areas and formation of a first aid/break out room. Additional funding will be met by the School	Improvement to staff satisfaction through enhanced facility. Improvement to student experience through enhanced first aid facility.
Social and Political Science	Chrystal MacMillan Building	Conversion of printpod to meeting room/group study	£ 70,000	£ 41,000	Increase to student study spaces by reconfiguring under utilised space. Balance will be funded by School.	Improvement to the student experience / environment
		TOTAL	£ 489,125	£ 403,125		

College of Medicine and Veterinary Medicine

SCHOOL DEPARTMENT	BUILDING NAME	PROJECT DESCRIPTION	ESTIMATED PROJECTS COSTS (£)	FUNDING SOUGHT FROM SMALL CAPITAL FUND (£)	OTHER FUNDING SOURCE/ COMMENTS	INSTITUTIONAL BENEFITS
Edinburgh Medical School	Queen's Medical Research Institute	Upgrade of the Mass Spectrometry Core	£ 129,000	£ 129,000	This project is necessary in order to accept a Wellcome Trust Equipment grant (£760k) and strongly supported by the Director of CVS	Improvement to the student and staff experience and enhancement of reputation
Edinburgh Medical School	Chancellors Building	Upgrade of Student Support Areas	£ 20,000	£ 20,000	Funding requested to allow upgrade of student support areas and strongly supported by the Head of Edinburgh Medical School	Improvement to the student and staff experience and environment
Edinburgh Medical School	Queen's Medical Research Institute	Upgrade of data and power provision for	£ 6,000	£ 6,000	The project brings together cohorts of PGR students to improve their student experience	Improvement to the student experience
Edinburgh Medical School	Queen's Medical Research Institute	Reconfiguration of Cat 3 suite to a clean r	£ 304,000	£ 156,000	Funding of £150k has already been raised in support of this project so the balance of £155722k is requested from the small works bid	Improvements to research excellence
Edinburgh Medical School	Institute of Genetics and Molecular Medicine	Pedestrian walkway	£ 20,000	£ 20,000	Necessary to improve pedestrian safety	Improvement to safety of environment
Edinburgh Medical School	Institute of Genetics and Molecular Medicine	Upgrade medical gas infrastructure	£ 125,000	£ 63,000	Necessary due to ageing pipework and resilience risk. 50% funding will be provided by School	Resilience improvement in research facility and reduction of health and safety risks
Edinburgh Medical School	Centre for Genomic and Experimental Medicine	new basement fire doors	£ 6,125	£ 6,125	Changes in building use have led to fire escape route changing. Doors require to be changed to ensure compliance.	Safer working environment
Edinburgh Medical School	Wellcome Trust Clinical Research Facility	link to UoE security	£ 3,000	£ 3,000	Improved safety and security in building through alarm signal link to University Security	Safety improvement for staff and students
		TOTAL	£ 613,125	£ 403,125		

Information Services

DEPARTMENT	BUILDING NAME	PROJECT DESCRIPTION	ESTIMATED PROJECTS COSTS (£)	FUNDING SOUGHT FROM SMALL CAPITAL FUND (£)	OTHER FUNDING SOURCE/ COMMENTS	INSTITUTIONAL BENEFITS
Library and University Collections	Main Library	Adapt facilities in the Centre for Research Collections (CRC) areas on the 5th and 6th floor of the Main Library. To create additional postgraduate and stakeholder engagement areas.	£ 307,000	£ 79,125	Additional budget will be provided through use of ISG Small Capital Works surplus funds	Improvement to the student experience
Learning, Teaching and Web Services	JCMB, KB Level 3 and Moray House	Add projection teaching facilities into a number of spaces in these locations	£ 58,000	£ 58,000	Improvements to AV	Improvement to the student experience
Learning, Teaching and Web Services	Murray Library, Moray House, Holland House	Upgrade some old AV in study pods in these locations	£ 64,000	£ 64,000	Improvements to AV	Improvement to the student experience
Learning, Teaching and Web Services	Main Library	Add desktop power to desks with PCs in the Main Library	£ 50,000	£ 50,000	Enhanced facilities	Improvement to the student experience
User Services	New College Library	Upgrade staff area, modernise lighting in the stacks, improve heating, clean skylights in the main library area.	£ 81,000	£ 73,000	Additional budget will be provided through use of ISG Small Capital Works surplus funds	Improvement to the student experience
User Services	Moray House Library	Make minor improvements to the library to improve the student experience including refurbish study rooms, add noise dampers to main space, fit blinds, additional screen behind desk	£ 52,000	£ 39,000	Additional budget will be provided through use of ISG Small Capital Works surplus funds	Improvement to the student experience
IT Infrastructure	ECA area	Modernise cooling infrastructure in the comms room of ECA	£ 10,000	£ 10,000		Adds resilience to infrastructure
Multi	Campus Wide	Campus Wide Signage	£ 30,000	£ 30,000	To improve campus signage in relation to Libraries and study spaces	Improvement to student experience through enhanced wayfinding signage
		TOTAL	£ 652,000	£ 403,125		

Support Groups

SUPPORT GROUP	DEPARTMENT	BUILDING NAME	PROJECT DESCRIPTION	ESTIMATED PROJECTS COSTS (£)	FUNDING SOUGHT FROM SMALL CAPITAL FUND (£)	OTHER FUNDING SOURCE/ COMMENTS	INSTITUTIONAL BENEFITS
University Secretary's Group	International Offfice	31 Buccleuch Place	New tea prep area	£ 16,000	£ 16,000	No facility currently available meaning long journey carrying hot drinks from another building.	Improved facility for staff which addresses safety issues
University Secretary's Group	Legal Services	Old College	Floor levelling in 2.318	£ 31,000	£ 31,000	Floor so uneven that staff are not working at level work stations	Improved staff facility to deliver core service
University Secretary's Group	Careers	Main Library	Creation of Skype booth in Careers Office in MLB	£ 24,000	£ 24,000	This would allow students to be interviewed remotely in a professional setting by prospective employers	Improvement to the student experience
University Secretary's Group	Governance and Strategic Planning	Old College	Open access to 1.204/1.205 to create office space	£ 31,500	£ 31,500	Rationalisation of office space	Rationalisation of space which allows another project to proceed.
University Secretary's Group	USG general	Old College	Convert existing office (1.299) into meeting room	£ 44,000	£ 44,000	This project is dependent on the above 1.204/1.205 project.	Improved meeting facilities to support core business
Corporate Services Group	Estates	9 Infirmary Street	Alterations to GF space to accommodate more staff	£ 50,000	£ 50,000	Space operating at full capacity and requires reconfiguration.	This supports the delivery of the Capital Plan which is key to improving the student experience
Corporate Services Group	Multi	Old College	Redecoration and lighting improvements to Raeburn and Elder rooms	£ 50,000	£ 50,000	Poor lighting and tired decoration require improvement in these flagship meeting spaces	Reputational improvement through better meeting environment for external partners
Corporate Services Group	Estates	Estate Wide	New Estate Wide Signage	£ 30,000	£ 30,000	Contribution to Estate signage project	Improvement to student experience through enhanced wayfinding signage
Corporate Services Group	Sport & Exercise	46 Pleasance	Salle Studio, Teaching Space & Toilet Refurbishment	£ 316,000	£ 261,000	Contribution from Sir J Donald Pollock's Trust to make up balance of funding	Improvement to student experience through enhanced facilities
			TOTAL	£ 592,500	£ 537,500		

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ESTATES COMMITTEE

7 December 2016

Space Strategy Group

Description of paper
1. This paper reports on the main matters discussed at the meeting of the Space Strategy Group (SSG) held on 14 November 2016.

Action requested
2. Estates Committee is asked to:
- note the key risk position should student growth escalate to 10% (Point 11)
- note the tight timeframe to complete the Roxburgh Place Learning and Teaching Centre redevelopment by September 2017 and the impact on the University's business continuity should additional spaces not be available (Point 15 refers)

Recommendation
3. Estates Committee is recommended to note the potential risks to the University's business due to insufficient teaching space.

Background and context
4. The Space Strategy Group is tasked with delivering the Terms of Reference agreed by CMG on 8 November 2016. The purpose of the Group is primarily to optimise the use and quality of space across the Estate through joined up working across the University community and, more specifically, to provide clear governance and oversight of teaching and learning spaces.

5. Teaching Space Oversight Group (TSOG) (*a working group of the Space Strategy Group)* successfully scheduled core teaching in advance of the start of teaching on 19 September 2016. The Group co-ordinated work which produced a range of analysis and actions that improved students taught timetable for 2016/2017.

6. The programme of refurbishment 2015/16 funded by RDEC (£1.5m) and the teaching room refurbishment programme (£0.25m) enabled the University to improve the quality of teaching rooms across the University.

Discussion
7. TSOG Update
Significant work to deliver the correct configuration of teaching space to support core academic teaching for the forthcoming academic year 2017/18 remained outstanding. The recommendation to extend the lifespan of TSOG was agreed.

8. Timetabling analysis carried out evidenced room frequency is currently high for central area (65%), leaving little margin to improve efficiencies further.

9. 2017/18 Modelling Methodologies Report
The recommendation to adopt the new modelling technique and reporting established by the Timetabling Unit was agreed. This modelling method will forecast teaching spaces demand across all five centrally recorded teaching zones for 2017/18.

10. The key points emerging from the modelling outcomes:

1) Central: confirmed the largest predicted additional space requirement of 15 rooms. This re-affirmed the importance of the timely delivery of the Roxburgh Place Learning and Teaching development for 2017/18. The analysis outcome may also provide an opportunity to decommission some existing space.

2) Holyrood: assuming the loss of Charteris Land, as part of a CAHSS School consolidation programme, Holyrood space appeared to be under some pressure. Further detailed analysis of localised projected growth figures may influence decisions, but it is likely that 3-5 rooms will need to be found if Charteris Land is decommissioned.

3) King's Buildings: requirements are projected to sit comfortably within the current provision, however flexibility would be required from Schools to spread bookings more evenly across the week to ensure full allocation of teaching.

4) New College: single site makes the provision of additional space a challenge. Divinity may be able to demonstrate flexibility within the current provision.

5) Lauriston: another area that is under pressure and a localised growth analysis may help influence decision.

11. It was clear from the summary analysis that if student growth should escalate to 10%, (although current 2017/18 projection is 3.25%) there would be a significant risk to the University's business continuity in not being able to meet the demand for teaching rooms which would impact on the student experience.

12. The recommendation to establish the escalation process in order to resolve deadlocks and issues resulting from teaching room allocations was agreed.

13. The recommendation to establish a Working Group with a remit to develop a Teaching Spaces Strategy and deliver improved communication using School representative events was agreed.

14. SSG further endorsed:
• to advise Estates Committee and Central Management Group regarding the risk to the student experience in not meeting teaching space demand;

• to consider the decommission of existing inaccessible teaching space if the completion of the Roxburgh Place Learning and Teaching Centre is achieved by September 2017;

• to utilise additional contingency space at Holyrood, Lauriston and New College subject to further detailed analysis;

- to use 60% frequency for Holyrood in order to uplift spread of rooms to 3-5 rather than 0-3 rooms, this is in recognition of more irregular teaching patterns at Holyrood.

15. New and Refurbished Teaching Spaces – 2017/17 and 2017/18
The proposed plans and the challenges associated with delivering the following programmes were noted:

a) Roxburgh Place Learning and Teaching Centre to provide 30+ rooms
The emerging Estates Strategy sets a strategic goal that the Estate will be an enabler to improving learning, teaching and the student experience. The creation of a purpose built Learning and Teaching Centre will help alleviate the immediate pressure for academic years 2017/18, 2018/19 and 2019/20 and deliver an immediate to medium term solution for the central area. The Timetabling Unit methodology, under its most recent calculations, identified a rising requirement of teaching rooms from 190 rooms in 2016/17 to 231 teaching rooms by academic year 2019/20: a net increase of 41 no. teaching rooms in the central area.
As the Capital Programme progresses and large capital projects are completed, the new learning and teaching accommodation at Roxburgh Place can be used as a buffer to absorb student growth which may exceed the anticipated 5% growth.

The major risk in relation to Roxburgh Place development is the tight timeframe for delivery by September 2017.

b) Teaching Accommodation improvement programme 2016/17 and 2017/18
The teaching spaces programme for 2016/17 presented to Estates Committee in September 2016, identified 40 teaching spaces for improvement,16 of which were for AV elements only. Due to the risk of the AV resource being insufficient to deal with the peak periods of activity in the summer of 2017, the programme is being re-examined in conjunction with timetabling to see if works can be reprogrammed. An assessment of whether both the Estates improvement and AV could be accelerated and carried out in advance of the peak summer period. This exercise is ongoing and feedback will be provided to a future Estates Committee.

The priority projects, in terms of AV/IT provision, are the Lecture Capture technology installation programme and the Roxburgh Place Learning and Teaching Centre. The Teaching accommodation refurbishment list, which has a significant number of AV installations, will therefore be reviewed to ensure that risks around delivery, in particular on AV, are considered fully. Only improvements to teaching space which can be resourced without impact on the priority projects will proceed this year.

With regard to the Teaching spaces programme 2017/18, discussions are underway to identify the locations for next year's teaching spaces improvements, together with the following recommendations to continue the work to improve the Student and Staff experience across the University Estate:

a) Estates Department along with ISG will develop a set of learning and teaching space exemplar guidelines which will be monitored and managed, to align with changing pedagogies.

b) Estates Department along with ISG will continue to engage with learning and teaching staff within the Colleges/Schools, in order to stay up-to-date with the differing and developing styles of pedagogical requirements across the estate.

c) A rolling programme of learning and teaching spaces upgrades will be implemented based on the exemplar guidelines and the pedagogical aspirations of the Colleges/Schools

Once the work to establish the exemplars noted under points a) and b) above are complete, a paper will be brought to Estates Committee, to request funding for an annual rolling programme for Learning & Teaching spaces improvements and innovation to achieve the following:-

- Improve the student/staff experience
- Optimise our use of space

16. Noting that the University could not sustain the ongoing pressure due to insufficient space, an integrated scenario planning strategy will be carried out to ascertain the longer-term teaching and learning accommodation requirements. The strategy should align with the pedagogic needs of the University's vision 2025-30.

Resource implications
17. Colleagues time in developing and implementing policies to ensure the optimal use of all teaching and learning space in line with the University's Strategic Plan and other relevant plans, policies and strategies.

Risk Management
18. The main risk is future disruption to University business continuity due to insufficient or inappropriate space which will impact on the student experience.

Next steps/implications
19. To ensure that the risk elements described in the paper escalates to appropriate committees i.e. Central Management Group and Learning and Teaching Committee.

Consultation
20. Space Strategy Group and Teaching Space Oversight Group members.

Further information
21. *Author*   *Presenter*
Assistant Principal Professor Sarah Cunningham-Burley,   Gavin McLachlan,
Convener of SSG   Chief Information
Gillian Nicoll, Learning & Teaching Design Manager   Officer and Librarian
Angela Lewthwaite, Secretary to SEMG   to the University
25 November 2016

Freedom of Information
22. This is an open paper

ESTATES COMMITTEE

7 December 2016

Central Area Building Opening Hours Group

Description of paper
1. This paper reports on a proposal from the Central Area Building Opening Hours Group to extend opening hours of a number of University buildings in the central area.

Action requested
2. Estates Committee is asked to endorse extending opening hours from 08.00 to 22.00 of the University buildings listed in Point 8.

Recommendation
3. Estates Committee is recommended to endorse the proposal to extend opening hours until 22.00 of the University buildings listed in Point 8.

Background and context
4. The Deputy Secretary (Student Experience) was asked to convene a group to review and consider greater standardisation of the opening hours of the buildings in the central University estate. There were various drivers for this work, most notably:

- health and safety considerations around:
    - emergency egress from building after hours for disabled students; and
    - lone working in unsupervised buildings; and

- the proposed 24/7 access for students to safe, supervised study space 24/7 in the Main Library (Paper T refers)

5. Membership of the Group is appended in the Appendix.

Discussion
6. Initial proposals for changes to opening hours in the central area were passed to all three Colleges and the Students' Association over the summer 2016. Detailed feedback was received from two Colleges and the Students' Association, as a result of which a number of changes and clarifications were made to address those concerns raised. At their final meeting in November 2016, the group endorsed the changes and the resulting final proposals, and agreed that they should now be brought to Estates Committee at an early stage for consideration and approval.

7. Main Library
Separate proposals are provided in Paper U that the Main Library has 24/7 access providing a safe and staffed study resource for students at all times of day or night

8. Central Area Opening Hours

The following buildings would have extended opening hours until 22.00 and be the first choice of venue for events after 18.00. These buildings would be fully open until 22.00, (but bookable until 21.30 i.e. to allow for buildings to be closed up in a safe and orderly manner). It would not be necessary for staff or students to swipe in during the above times.

Medical School, Teviot	08.00 - 22.00
David Hume Tower	08.00 - 22.00
50 George Square	08.00 - 22.00
Appleton Tower	08.00 - 22.00
Potterrow/Chaplaincy	08.00 - 22.00
Reid School	08.00 - 22.00
St Leonards	08.00 - 22.00
Charteris	08.00 - 21.00
Dalhousie	08.00 - 22.00
Paterson's Land	08.00 - 22.00
Thomson's Land	08.00 - 22.00

9. Based on information on centrally booked event spaces in previous years, it is believed that these buildings will be sufficient to accommodate the required number of out-of-hours events and meetings. Schools that wish to hold events in other buildings out-of-hours will be able to do so but may be required to pay additional servitor costs.

11. The assumption is that Law will continue to have buildings open until 22.00 when they return to the Old College site.

12. Arrangements were previously negotiated to have ECA facilities open until 23.00. There are no plans to change the opening hours for ECA:

Minto House	08.00 -23.00
Adam House	08.00 -23.00
Evolution House	07.00 -23.00
Main Building	07.00 -23.00
Hunter Building	07.00 -23.00
Studio Building	07.00 -23.00
Alison House	08.00 -23.00

13. The following buildings would maintain their current closing time (i.e. no change). Servitor cover would cease after the building closes. Schools may decide to use these buildings for activities after closing time but may be subject to a charge for additional servitor cover.

15 Buccleuch Place	08.00 - 1700
17 Buccleuch Place	08.00 -17.00
24 Buccleuch Place	08.00 -17.00
30 Buccleuch Place	08.00 -17.00
31 Buccleuch Place	08.00 -17.00
16 - 20 George Square	08.00 -18.00
21 George Square	08.00 -18.00
Charles Stuart House	08.00 -17.00
Geography	08.00 -17.00
Old Surgeons Hall	08.00 -17.00
St John's Land	08.00 -17.00
Old Moray House	08.00 -17.00
Moray House Nursery School	08.00 -17.30
Outreach centre	08.00 -21.00
7 George Square	08.00 -18.00
Hugh Robson Building*	08.00 -18.00
Chrystal MacMillan Building	08.00 -18.00
George Square Lecture Theatre	08.00 -18.00
Business School	08.00 -17.00
Informatics	08.00 -18.00
Dugald Stuart Building	08.00 -18.00
7 Bristo Square	08.00- 18.00
ECCI**	08.00 -17.00

*The Hugh Robson LGF computer suite will however be open until 22.00 and can be reopened 24/7 at key times, e.g. pre exams/dissertation hand-in if needed.

**Usage of the ECCI 24/7 computer facilities is currently being reviewed.

14. Weekends
The above hours would apply Monday to Friday. There is no assumption that buildings would be opened routinely over the weekend.

15. Accessibility
The buildings open until 22.00 will have appropriate servitorial cover but would not have full emergency evacuation teams in place in each building. Options for a central evacuation team are being considered and should, in the group's view, be decided as soon as possible. The group noted that these buildings will also be prioritised for further accessibility work by Estates.

16. Signage
Assuming approval by Estates Committee, the changes should be accompanied by increased signage on and in buildings, and better communication generally (e.g. online) of building opening hours.

17. PG Students And Staff
PhD student and staff wishing to access any buildings outwith the agreed opening hours would be able to do so subject to normal lone working policy arrangements. Access would need to be granted by the School in such cases. Similarly, schools (such as PPLS who need to use 7 George Square at weekends for participant study work) would be able to make local arrangements for weekend access, where needed, via their local facilities manager.

18. Similarly, in buildings where dedicated provision has been made available for PGT students (e.g. LLC PGT students in 50 George Square; PGT students in the Business School) these arrangements would continue.

Resource implications
19. It is estimated that these proposals would be cost neutral from both Estates and School perspective. There may be some CO_2 savings from reduced use of the computing facilities and an oral update will be provided at the meeting. Additional resources will be required to provide 24/7 Library access and enhance emergency egress arrangements for buildings open after hours, however these will be addressed in these (separate) proposals.

Risk Management
20. Risk of significant student dissatisfaction increasing if these changes are not agreed alongside 24/7 Main Library access.
Risk of student dissatisfaction if changes are not well communicated.
Continued risk of restricted access for disabled students if late opening buildings are not prioritised for further accessibility work / emergency egress arrangements are not strengthened.

Equality & Diversity
21. No specific Equality and Diversity issues are identified.

Next steps/implications
22. To obtain Central Management Group's approval. Also any action required on the items noted will be taken forward by the appropriate member(s) of University staff.

Consultation

23. Discussed and approved by the three Colleges and the Students' Association over the summer 2016

Further information

24. <u>Author</u>	*<u>Presenter</u>*
Gavin Douglas	Gary Jebb
Deputy Secretary, Student Experience	Director of Estates
23 November 2016	

Freedom of Information

25. Paper is open.

6

MEMBERSHIP OF THE CENTRAL AREA BUILDING OPENING HOURS GROUP

Gavin Douglas (Chair)	Deputy Secretary, Student Experience
Stuart Bennett	Deputy Principal ECA
David Brook	Acting Head of Estates Operations
Barry Croucher	IS, Head of Help Services
Gary Jebb	Director of Estates and Buildings
Jenna Kelly	EUSA VPS
Angi Lamb	Senior Computing Officer, ITC
Bryan MacGregor	Director of User Services Division, Information Services
Andy Mackay	University Fire Safety Adviser
Catherine Martin	College Registrar, CHSS
Ben Poots	Timetabling Support Manager
Sarah Purves	EUSA, Director of Membership Support and Development
Alastair Reid	Director of Health and Safety
Leah Sinclair	Building and Facilities Manager, LLC
Tom Speirs	Area Security Manager
Jemma Wallace	Resource and Project Officer, Office of Lifelong Learning

THE UNIVERSITY of EDINBURGH

ESTATES COMMITTEE

7 December 2016

Student Experience: 24 hour access to study space in the Main Library

Description of Paper

1. This paper outlines to Estates Committee the case for enhanced provision of 24 hour study facilities in the central area.

Action Requested

2. Estates Committee is asked to:
   - endorse the case for enhanced provision of 24 hour study facilities in the central area and
   - note the estimated cost for additional resources to allow the associated changes to be implemented are provided in Appendix 1.

Recommendation

3. Estates Committee is recommended to endorse the case for the provision of 24 hour study facilities and endorse the costs required to enable to Main Library to provide these facilities.

Background and context

4. Over the last 10 years, there have been enormous changes in the provision of study spaces for students across UK campuses especially in University Library buildings. Institutions have recognised that they must provide greater choice to reflect the differing study needs and working patterns of their students. As well as providing greater choice through the provision of a variety of study spaces (from traditional, individual spaces to collaborative spaces). Universities have recognised as part of this drive to increase choice that they must provide students with more options to allow them to decide when they want to study. One of the drivers behind the Main Library Redevelopment Project which came to an end in 2013, was the need to create a building which could stay open longer without incurring prohibitive costs.

5. In the central area of the University campus, some provision of study spaces outside core hours is already in place. The Main Library building is open from 07:30 until 02:30. Students have 24 hour access via swipe to two Information Services managed study spaces in the central area, one in the basement of the Hugh Robson building and one at High School yards. Swipe card access data for the period mid-September to mid-April indicated that there were 3,130 accesses to Hugh Robson building basement between 01:00 and 08:00.

6. Some level of 24x7 provision of library opening is becoming more common amongst the 22 Russell Group libraries. As of April 2016, only Edinburgh and Glasgow do not offer any 24/7 provision. Five libraries provide 24/7 opening throughout the year and a further 10 provide 24/7 during semester time. 24/7 access to libraries is commonplace in North America and this kind of provision is expected by our Canadian and US students when they arrive in Edinburgh.

7. EUSA debated the issue of 24/7 access to the Main Library at their last general meeting of the year in April. A motion calling for the University to extend the opening hours was passed by 304 votes to 26. The main arguments put forward in support of the change centred on security and safety.

8. The Main Library building as a result of the refurbishment project completed in 2013 and supplemented by further changes to be made during summer 2016, provides an environment where a variety of study space needs can be delivered from a single location. The space is easily and securely managed by a small staff team.

9. The option of using the Main Library to offer 24/7 access to study space was initially discussed by the Central Area Building Area Review Group chaired by Gavin Douglas. The Group has considered this change in the context of providing an opportunity to improve the management (in particular lone working and DDA access/egress) of all central area spaces.

Discussion
<u>Proposal</u>
10. The current provision of 24/7 study space in the central area is fragmented. Focussing 24/7 opening on the Main Library building would allow the University to improve the quality of service provided to students. The services currently on offer outside core hours in other locations can be replicated the Main Library and enhanced. The new 24/7 service would be made available throughout the year except on the four public holidays when the Main Library building is closed.

11. The main improvements the University will be able to make to the student study experience through making this change are listed below:
- The ability to deliver a service from a well-designed, purpose built environment which provides a variety of study options under one roof. There would be greater continuity and coherence between the service provided during the day and through the night.
- The building is always staffed and provides a secure environment with entry control and CCTV. The staff and systems are linked with the University security service. Students would no longer be left having to study late at night in un-staffed buildings at scattered locations across the campus. Users in the building would have access to food and drink vending machines.
- The Main Library building is compliant with current disabled access requirements. If the facility needs to be evacuated in an emergency, the required number of trained staff will always be on hand to manage the evacuation and provide support.
- The building has been designed so that key study services can be provided from the lower ground, ground and first floors and the remainder of the building can be locked down to save on energy and staffing costs. Our assessment of numbers currently using out of hours study spaces indicates the Main Library will be able to cope comfortably with current and future demand for study accommodation outside core hours. A mixture of study 700 spaces are available across the three floors.

The services available on these floors include the High Use Book collection, quiet study spaces, group study rooms and pods, open access PCs, printing/copying/scanning, self-issue and self-return of materials, accessible rooms on 1st floor and uCreate specialist PCs. A breakdown of services offered before Midnight versus the new extended early morning hours after Midnight is presented in Appendix 2.

- Increasing the number of hours the Main Library building is open will give Edinburgh students greater access to library study spaces in comparison to other similar institutions in the UK and will meet the expectations of our North American students.

12. Implementing the changes will support the better management of out of hours access to University buildings

13. Moving to 24/7 opening of the Main Library building will support the implementation of other important policy changes and provide some opportunities for cost savings. Limiting the student study space element from buildings which provide 24/7 swipe access will aid the introduction of a more consistent campus-wide lone person working policy. Security services are currently very stretched covering all existing buildings used out of hours in the central areas. With less need to patrol and monitor buildings, it will be possible to focus the resource allocated to campus security more effectively and to reduce the running costs of these University Spaces. Information Services will evaluate the closing of the Hugh Robson and High School yards spaces if this change goes through.

14. If the University agrees to the provision of 24/7 study spaces in the central area on the Main Library building, introducing the change will incur some capital and recurrent costs. Changes will need to be made in the Main Library to make it possible to restrict access to three floors of the building after 12.00 midnight each day.

Resource implications
15. The University will need to increase staffing levels to cover the extra hours and to ensure the building is kept clean. The estimated cost in making the necessary changes to the building are around £6k. The additional recurrent cost of providing 24/7 throughout the year excepting the four public holidays will be £207.5k. A breakdown of the costs is provided in Appendix 1. The additional recurrent costs will be submitted during the next planning round.

Risk Management
16. The Building undergoes a regular process of risk review. This will now be extended for the additional hours proposed in this paper.

Equality & Diversity
17. The change will be reviewed by the IS Disability Information Officer

Next steps/implications
18. Start the process with a proposed change to 24/7 opening hours by the end of March 2017.

Consultation
19The case for enhanced provision of 24 hour study facilities in the central area was endorsed by Central Management Group on 14 June, 2016 and the Library Committee on 12th October 2016.

Further information
20. Estates Committee to note this paper aligns with Paper T, proposal to extend opening hours of a number of University buildings in the central area.

Authors
Mr Jeremy Upton
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Presenter
Mr Gavin McLachlan
Chief Information Officer and Librarian to the University

Freedom of Information
21 This paper can be included in open business

Costs to enable 24/7 in Main Library

Additional costs: Staffing

	Current	Proposed	Cost impact
Security & Emergency evacuation	Daytime shift, IS Facilities Assistants 0700 – 1800	0800 - 1700 6 staff, Monday – Friday 4 staff, Saturday - Sunday	- £18K (in reduced overtime)
	Evening Shift, Estates 1800 – 0300	1700 – 0200 5 staff per day No change to existing staffing levels	No impact
		0100 – 0800, with supervisor working until 8.30am to enable handover 5 staff per day, Estates staff 0100-0200 hour dedicated to cleaning	+ £192K
			+ £174K

Additional costs: **Utilities**
Electricity = £25K
Heating (gas) = £8.5K

Additional costs: Building adaptions

Lifts, installation of lock to prevent lifts travelling above floor 1: £1,000
Additional locks to shut off floors 2 and above during the night-time hours: £600
CCTV in the east and west stair of the LGF (£4300 (inc VAT)

Main Library Service availability before and after Midnight

Service	08:00 – 00:00	00:00 – 08:00
High Use Book collection	**Yes**	**Yes**
Standard Book collection	**Yes**	**No**
Quiet Study spaces (LGF)	**Yes**	**Yes**
Quiet Study spaces (2nd-5th Floor)	**Yes**	**No**
Group study rooms & pods	**Yes**	**Yes**
Open Access PC's (LGF, Ground & 1st Floor)	**Yes**	**Yes**
Open Access PC's (2nd – 4th Floor)	**Yes**	**No**
Centre for Research Collections	**Yes (09:00-19:00, Mon-Wed, 09:00-17:00, Thu – Fri)**	**No**
Printing/copying/scanning	**Yes**	**Yes**
Self-Issue/self-return	**Yes**	**Yes**
Service desk	**Yes**	**No**
Accessible rooms	**Yes**	**Yes**
uCreate	**Yes**	**Yes**
Library Café	**Yes (08:30-22:00, Mon-Thu; 08:30-18:00, Fri, 10:00-18:00, Sat, 12:00-18:00, Sun)**	**No**
Library Vending	**Yes**	**Yes**
Student Services (including counselling & careers)	**Yes (09:00-17:00)**	**No**