



# THE UNIVERSITY of EDINBURGH

## ESTATES COMMITTEE

Raeburn Room, Old College

Wednesday 22 March 2017, 9.30-12.30pm

### AGENDA

- 1 Minute (closed)** **A**  
To approve the minute of the previous meeting held on 7 December 2016.

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

### SUBSTANTIVE ITEMS

- 3 Estates Capital Plan 2016-17 to 2025-2026 (closed)** **B**  
To note and consider a paper from Director of Estates.
- 3.1 Finance Director's Update – Interim Ten Year Forecast (March 2017) (closed)** **B1**  
To note and consider a paper from Director of Finance.
- 3.2 Proposal to Maximise the Available VAT Savings on Certain Capital Projects (closed)** **B2**  
To endorse a paper from Director of Finance.
- 4 Naming of Student Accommodation and Outreach Centre, Holyrood Development** **C**  
To endorse a paper from The University Secretary.
- 5 Quartermile Development – Full Business Case (closed)** **D**  
To endorse a paper from College of Arts, Humanities and Social Science.
- 6 Student Centre (closed)** **E**  
To approve a paper from The University Secretary.
- 7 Edinburgh College of Art – Former Fire Station (closed)** **F**  
To approve a paper from Vice-Principal and Head of the College of Arts, Humanities and Social Sciences.
- 8 Nominations Agreement for Brae House, Abbeyhill, Edinburgh (closed)** **G**  
To approve a paper from Assistant Director, Accommodation, Catering and Events
- 9 Nominations Agreement for 38 Haddington Place, Edinburgh (closed)** **H**  
To approve a paper from Assistant Director, Accommodation, Catering and Events
- 10 7-8 Chambers Street Refurbishment** **I**  
To approve a paper from Director of Estates

## ROUTINE ITEMS

- 11 Estates Committee Sub-Group Approvals** **J**  
To homologate a paper from Depute Director, Head of Estate
- 12 Development Trust Campaign Capital Project Update (Closed)** **K**  
To note an update from Director of Development and Alumni Services.
- 13 Strategic Acquisitions and Disposals (closed)** **L**  
To approve paper from Director of Estates.
- 14 Space Strategy Group (closed)** **M**  
To approve a paper from Director of Estates.

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

- 15 PwC Capital Programme Readiness Assessment – Update report (closed)** **N**  
To note a paper from Director of Estates.
- 16 Accessibility Policy** **O**  
To endorse a paper from Head of Estates Development & Depute Director.
- 17 College of Arts, Humanities and Social Science Summary Report (closed)** **P**  
To approve a paper from Head of College of Arts Humanities and Social Science.
- 18 College of Medicine & Veterinary Medicine Summary Report (closed)** **Q**  
To note and approve a paper from College Registrar, Medicine & Veterinary Medicine.
- 18.1 Equine, Diagnostic, Surgical and Critical Care Unit** **Q1**  
To note and approve a paper from College Registrar, Medicine & Veterinary Medicine.
- 19 Post Implementation Review(closed)** **R**  
To approve a paper from Head of Estate Development & Depute Director.
- 20 Date of next meeting: Wednesday 24 May 2017 -09:30 – 12:30 to be held in the Raeburn Room, Old College.**

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



**ESTATES COMMITTEE**

**22 March 2017**

**Naming of Student Accommodation and Outreach Centre, Holyrood Development**

**Description of paper**

1. This paper seeks the endorsement of Estates Committee to name the Student Accommodation and Outreach Centre (Holyrood Development) the O’Shea Hall in honour of Professor Sir Timothy O’Shea and in accordance with the Policy for Naming of Buildings, Rooms and Other Facilities approved by Court in February 2015.

**Action requested/Recommendation**

2. Estates Committee is invited to endorse this request and recommend approval by Policy & Resources Committee.

**Background and context**

3. The Holyrood Development comprises 1185 student bed spaces for our Post Graduate students which were delivered in phases with the first accommodation completed in September 2014 and the final phase in September 2016. The development also incorporates the University of Edinburgh’s Outreach Centre which houses the Institute for Academic Development and the Edinburgh Centre for Professional Legal Studies alongside lecture theatres and centrally bookable teaching spaces. Levels Café and Restaurant was also completed in 2015 and is open to staff, students and the public. The whole development was delivered and financed “off balance sheet” in partnership with Holyrood Student Accommodation Ltd however the estimated project cost for the development is around £80M. The expected official opening and proposed ceremony is likely to be held on 12 April 2017.





### **Discussion**

4. The Policy for Naming of Buildings, Rooms and Other Facilities enables University buildings to be named to honour the achievement of individuals with connections to the University of Edinburgh, such as an alumnus, former colleague or Principal demitting office. Professor Sir Timothy O'Shea has served with great distinction as Principal and Vice-Chancellor since 1 October 2002 and it is proposed to rename the Student Accommodation and Outreach Centre (Holyrood Development) the O'Shea Hall in recognition of the Principal's outstanding leadership of the University over the past 15 years.

### **Resource implications**

5. There are minor costs associated with naming a building, which will be met from existing budgets.

### **Risk Management**

6. There are no anticipated risks associated with this proposal.

### **Equality & Diversity**

7. There are no equality and diversity issues.

### **Next steps/implications**

8. If endorsed, the proposal will be submitted to Policy & Resources Committee for approval prior to an official opening and naming ceremony.

### **Consultation**

9. Chancellor, University Secretary, Vice-Principal Philanthropy & Advancement

**Further information**

10. Authors

Lewis Allan,  
Head of Court Services  
Gary Jebb  
Director of Estates  
8 February 2017

Presenter:

Ms Sarah Smith,  
The University Secretary

**Freedom of Information**

11. This paper should remain closed until an official opening and naming ceremony is held.





## ESTATES COMMITTEE

22 March 2017

### 7-8 Chambers Street Refurbishment

#### Description of paper

1. This paper requests funding to commence design and survey works associated with the refurbishment of 7 – 8 Chambers Street.

#### Action requested

2. Estates Committee is asked to approve professional and survey fees of £125k, from University Corporate Resources, associated with the preparation of design proposals to the conclusion of RIBA Stage 3 (D) for the refurbishment of 7-8 Chambers Street.

#### Recommendation

3. Estates Committee is recommended to approve professional and survey fees of £125k, from University Corporate Resources, associated with the preparation of design proposals to the conclusion of RIBA Stage (3) D for the refurbishment of 7-8 Chambers Street.

#### Background

4. 7-8 Chambers Street is the former Parking Wardens and Police Scotland premises located between Adam House and Charles Stewart House on Chambers Street. Police Scotland marketed the premises for sale in late 2016.

5. Estates Committee Sub Group approved submission of an offer of up to £3m prior to the closing date of 16 November 2016. This was subsequently endorsed by Policy and Resources Committee on 14 November 2016.

6. Police Scotland advised on the 24 February 2017 that their Board had endorsed the sale of the premises to the University and work is now underway to conclude the missives in advance of an agreed entry date of 11 April 2017.

#### Discussion

7. In preparation for acquiring the property, the Estates Department have commenced the process to procure a design team by placing a notice on the Public Contracts Scotland portal. The procurement process is scheduled for conclusion in April 2017 which aligns with the date for possession of the premises. It is anticipated that survey and early design work will commence in April 2017 following the acquisition of the building.

8. A Project Board and User Group will be established in order to develop the design brief and allow the concluded RIBA Stage D design and Full Business Case to be presented to Estates Committee in 2017.

9. The proposed works to the building will involve a full refurbishment over 4 levels from ground to third floor with improvements to power, heating, lighting, data, fire and security alarm provision. A lift will also be required and new flooring and decoration will be undertaken throughout. There may also be limited external works required to the existing windows and roof.

10. A brief for the design will be developed in conjunction with the appointed architects via a series of stakeholder consultations. The range of functions that will be considered during the outline design phase are:

- General teaching rooms. The building offers the ability to provide additional small to medium size teaching accommodation to support increasing student numbers.
- Corporate meeting rooms. Additional meeting and training rooms would support business activity in the Central Area. Room bookings for good quality corporate meeting rooms are in high demand and providing additional centrally located meeting spaces will aid the University business activity. The creation of new rooms would also allow training and video conferencing suites to be provided to allow the current accommodation in the Main Library to be repurposed as student study space.
- Edinburgh College of Art (ECA) studio space. Edinburgh School of Architecture and Landscape Architecture (ESALA) is currently based on Chambers Street at Minto House, Maltings and Adam House. An opportunity may exist to connect the building to Adam House and provide additional studio space for the increasing student numbers.

### **Resource implications**

11. An initial resource requirement of £125K is required from University Resources to develop design proposals for the refurbishment of 7 -8 Chambers Street to the conclusion of RIBA Stage (3) D. It is anticipated that a RIBA Stage 3 (D) Report, total project costs and a Full Business Case will be brought back to Estates Committee shortly which will seek funding to complete the project.

### **Risk Management**

12. A full risk register will be developed for each the project following the appointment of a full design team in order to identify and mitigate any project risks.

### **Equality & Diversity**

13. Equality and Diversity issues will be considered throughout in the design development process in consultation with the relevant departments and statutory bodies.

### **Next steps/implications**

14. Estates will appoint a Design Team and establish a Project Board and User Group in order to allow design development work to commence.

### **Consultation**

15. During the project implementation Estates will liaise with the relevant stakeholders.



**Further information**

16. Author

Steven Poliri

Estates Development Manager

3 March 2017

Presenter

Gary Jebb

Director of Estates

**Freedom of Information**

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





## ESTATES COMMITTEE

22 March 2017

### Estates Committee Sub-Group Approvals

#### Description of paper

1. This paper provides a consolidated list of decisions taken by Estates Committee Sub-Group (ECSG) since the last Estates Committee meeting on 7 December 2016. The paper also presents a list of contracts awards (greater than £250,000) over the period 16 November 2016 to 1 March 2017.

#### Action requested

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

#### Recommendation

3. The Committee is recommended to homologate ECSG decisions taken since Estates Committee last met on 7 December 2016.

#### Background and context

4. This paper enhances the 'transparency' in relation to the operation of the ECSG, highlighted in the effectiveness review.

#### Discussion

5. Since the Estates Committee last met, ECSG approved the following contract awards and acquisitions:

#### Fully Approved (fully funded) Projects

- Holland House Refurbishment Tender Approval – Main contract awarded to George Sharkey in the sum of £7,379,807.05. The works commenced on site on 16 January 2017 with contract completion scheduled for 13 July 2018.
- Roxburgh Place Learning & Teaching Centre – Main contract awarded to Robertson Construction in the sum of £5,693,060.97. The works commenced on site on 13 February 2017 with contract completion scheduled 8 September 2017.

6. A list of works contracts awards (greater than £250,000) over the period to 16 November 2016 to 1 March is included as Appendix 1.

#### Resource implications

7. Fully Approved (fully funded) Projects – No additional implications. Projects already contained in the Fully Approved (fully funded) Estates Capital Plan.

#### Risk Management

8. There are no specific risks identified.

**Equality & Diversity**

9. No specific Equality and Diversity issues are identified.

**Next steps/implications**

10. The Estates Department will oversee any procurement processes.

**Consultation**

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

**Further information**12. Author

Graham Bell,  
Depute Director, Head of Estate Development  
1 March 2017

Presenter

Graham Bell  
Depute Director, Head of  
Estate Development

**Freedom of Information**

13. This is an open paper.

Works Contracts Awards = > £250,000  
16 November 2016 - 1 March 2017

Paper J Appendix 1  
Estates Committee 170322

Appointed Contractor	Project Description	Contract Award	
Land Engineering (Scotland) Ltd	New College, Stonework repairs and lighting improvements	£	579,982.90
George Sharkey and Sons Ltd	Holland House, Major refurbishment	£	7,379,807.05
Rhodar Ltd	Murchison House, Asbestos Removal	£	390,996.95
Robertson Construction	Roxburgh Place Learning and Teaching Centre	£	5,693,060.97
		<b>Total</b>	<b>£ 14,043,847.87</b>

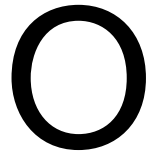
Services Contracts Awards = > £250,000  
16 November 2016 - 1 March 2017

Appointed Consultant	Project Description	Contract Award	
IOM Consultants	Asbestos Analytical Consultant	£	396,500.00
		<b>Total</b>	<b>£ 396,500.00</b>

Goods Contracts Awards = > £250,000  
16 November 2016 - 1 March 2017

Appointed Supplier	Project Description	Contract Award	
None		£	-
		<b>Total</b>	<b>£ -</b>





## ESTATES COMMITTEE

22 March 2017

### Accessibility Policy

#### Description of paper

1. This paper presents the proposed University of Edinburgh's Accessibility Policy and supporting Guidance.

#### Action requested

2. Estates Committee is asked to endorse the Accessibility Policy (Appendix 1) and supporting Guidance (Appendix 2) and recommend approval of the Policy to the University Court.

#### Recommendation

3. It is recommended that Estates Committee endorses the Accessibility Policy and supporting guidance and recommend approval of the Policy to the University Court.

#### Background and context

4. 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.

5. 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.

6. 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.

7. The University has also set Equality Outcomes and Actions for the period from 30 April 2013 until 29 April 2017. These are in the process of being updated and the draft 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.

8. 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. The University of Edinburgh Strategic Plan 2016 states that "we will ensure that we have a well-equipped, accessible estate large enough to meet the needs of our staff and students".

9. 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.

10. At the Estates Committee meeting in December, 2016, a draft Accessibility Policy and supporting Guidance was presented to Estates Committee. The Committee noted the draft Accessibility Policy and supporting Guidance would require further consultations with key stakeholders. The Accessibility Policy would be re-presented to the Estates Committee for endorsement prior to progressing to Court.

### **Discussion**

11. Following the December Estates Committee, with the help of EUSA, the draft Access Policy and supporting guidance has been circulated to groups of disabled students (including representatives from the Students Disability and Mental Wellbeing Liberation Group) for input and consultation and generally the draft has been well received. Some minor revisions have been made and the final Accessibility Policy and supporting Guidance is now presented to Estates Committee for endorsement.

### **Resource Implications**

12. There are no immediate resource implications however following completion of the DisabledGo access surveys, it is proposed that funding will be sought at the December 2017 Estates Committee to proceed with a programme of accessibility improvements across the University Estate.

### **Risk Management**

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

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

### **Equality & Diversity**

15. 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.

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

### **Next steps/implications**

17. Following endorsement by Estates Committee, the Accessibility Policy and supporting Guidance will be presented to University Court seeking approval.



### **Consultation**

18. 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, EUSA and representatives of disabled students.

The Accessibility Policy and guidance has also been circulated to the Vice Principal, People and Culture and Director of Human Resources.

### **Further information**

19. Author

Graham Bell

Head of Estates Development & Depute  
Director

13 March 2017

Presenter

Graham Bell

Head of Estates Development & Depute  
Director

### **Freedom of Information**

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



## Accessibility Policy

<b>Purpose</b>	<p>The purpose of this policy is:</p> <ul style="list-style-type: none"> <li>• To set out a framework of how accessibility will be monitored, maintained and improved across the University estate through development, refurbishment and maintenance activities,</li> <li>• To provide greater awareness amongst building users and visitors about the accessibility of the estate and facilities available in our buildings</li> </ul>
<b>Overview</b>	<p>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 will ensure that maximum accessibility is a primary consideration within all its work.</p> <p>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.</p>
<b>Scope</b>	<p>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.</p>
<b>The Policy</b>	<p>Policy statements follow:</p> <ul style="list-style-type: none"> <li>• As a minimum, any new building developments will be conducted in accordance with BS8300.</li> <li>• All new builds will have one main entrance accessible to all.</li> <li>• 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.</li> <li>• Where planning legislation requires, all new and existing buildings will include a proportionate allocation of disabled parking spaces.</li> </ul>

	<ul style="list-style-type: none"> <li>• Where technically feasible and where planning legislation allows, all refurbishments will have one main entrance accessible to all.</li> <li>• All building developments will have access and egress requirements considered from the start through consultation with stakeholders, including disability representatives and through accessibility audits. Each building development will have a brief written summary of how the needs of disabled users of the building will be addressed.</li> <li>• 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.</li> <li>• 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.</li> </ul>
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<b>Date approved</b>	
<b>Approving authority</b>	Estates Committee
<b>Consultation undertaken</b>	
<b>Impact assessment</b>	
<b>Date of commencement</b>	
<b>Amendment dates</b>	
<b>Date for next review</b>	March 2019.
<b>Section responsible for policy maintenance &amp; review</b>	Estates Department
<b>Related Policies, Procedures Guidelines &amp; Regulations</b>	Equality and Diversity Strategy and Action Plan, Equality Act 2010, The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012
<b>Policies superseded by this Policy</b>	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 the pursuit of academic excellence through the adoption of its Equality and Diversity Strategy, and subsequently the introduction of the University Equality Outcomes.

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 an environment that is accessible, inclusive and safe.

### 3. Legislative Framework

The key pieces of legislation related to this policy area are listed below:

- Equality Act 2010
- Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012
- 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 new building developments should be fully accessible.

- All core buildings (teaching, service and public access) at least partially accessible<sup>1</sup> 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.

## 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) Provide Disability Awareness Training to Estates Department staff and ensure all staff within Estates Development have undertaken this training by the end of 2017.

### 5.2 Communication

The University will ensure that up to date 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.
- (f) We will communicate how information on accessibility issues and building faults can be reported.

### 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:

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<sup>1</sup> Level access to a minimum of the ground floor with basic provision of accessible WC and ability to access the service

- (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 Officer 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 Officer 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 Equality Act 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 Equality Act 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 Equality Act 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
- 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](http://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  
<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](http://www.docs.csg.ed.ac.uk/EqualityDiversity/Equality_Outcomes.pdf)

### **Websites**

- [www.equalityhumanrights.com](http://www.equalityhumanrights.com) – Equality & Human Rights Commission
- [www.legislation.gov.uk/ukpga/2010/15/contents](http://www.legislation.gov.uk/ukpga/2010/15/contents)
- [www.sensorytrust.org.uk/](http://www.sensorytrust.org.uk/)
- [www.rnib.org.uk/jmu/](http://www.rnib.org.uk/jmu/) Joint Mobility Unit (RNIB/GDBA)
- [www.disability.gov.uk](http://www.disability.gov.uk) Government web page
- [www.duluxtrade.co.uk](http://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 Cl/Sfb (63.8) (U35)

**Appendix B - List of Abbreviations of Common Access Related Terms**

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





**ESTATES COMMITTEE**

**22 March 2017**

**Equine, Diagnostic, Surgical and Critical Care Unit**

**Description of paper**

1. This paper provides an update on the funding of the Equine, Diagnostic, Surgical and Critical Care Unit (EDSCCU) for the College of Medicine and Veterinary Medicine at the Easter Bush Campus.

**Action requested/Recommendation**

2. Estates Committee is asked to endorse the updated funding split, which removes the need to apply an internal loan to this transaction.

**Background and context**

3. In December 2014, Estates Committee gave approval for the full capital value of the project of £3.651m. This comprised £159k from external funders, £22k from the School of Veterinary Sciences (“the School”) with the balance of £3.470m being made from a 50:50 split between the Estates Capital Plan and an internal loan to the School. Such arrangements still see the full **capital** balance being met from the Estates Capital Plan, but with **revenue** resource retained from the school to offset (fully, or partially in this case) that capital spend.

4. The split, in this case, recognised that whilst the facility would augment commercial Veterinary Services; a ring-fenced activity within the School, part of its value proposition is the intrinsic link to the teaching of veterinary students and crucially, the retention of American Veterinary Medical Association (AVMA) accreditation.

5. An action from the minute of the meeting suggested that a discussion should take place outside of committee to clarify the proportion of internal loan that should be applied and, more broadly, its relevance to this transaction.

6. A paper clarifying internal loan arrangements was subsequently reviewed and endorsed by Estates Committee in March 2016 (Paper B3).

**Discussion**

7. The Internal Loan paper presented in March 2016 clarified the prevalent fundamental conditions where a loan would become applicable. These included ring-fenced units and profit centres that are held outside of the standard resource allocation of the University, which Veterinary Services would be classified as.

8. The argument for applying an internal loan in this instance was further strengthened by the fact that the School had agreed a funding model outside of resource allocation following its move to the Easter Bush Campus in 2011.

9. Subsequent to the December 2014 Estates Committee, in 2016/17 the Vet School internal loan was fully unwound. As a result, gross income and expenditure is

now captured at School level with the surplus forming part of the overall college surplus. That surplus contributes to the University's resource allocation from which capital allocations are made and subsequent debt service is provided for.

10. Moreover, the financial model prepared during project appraisal was built on the strength of retaining AVMA accreditation with the retention of students contributing the majority of the return on the investment. A nominal recurrent increase (~£50k) in commercial income was envisaged after 5 years.

11. Taking all of the above into account and also considering that a general review of historic internal loan arrangements is taking place in anticipation of RA2018 being implemented, it is recommended that no internal loan should be applied in this case.

### **Resource implications**

12. The resource implications relate to revenue only. Prudently the School is planning for the repayments, but since the loan had not been fully agreed, the receipt is not included in the central budget ("Budget 7"). Therefore, this frees up resource in the Planning Round (approximately £330k/annum for 5 years) for the School, or the College, to meet other commitments.

### **Risk Management**

13. Risk issues are referred to in the paper.

### **Equality & Diversity**

14. Equality and diversity has been considered and there are no issues expected to arise as a result of the proposals in this paper.

### **Next steps/implications**

15. The facility will continue to be delivered to the project timetable with the financial implications for the School and Budget 7 appropriately planned for.

### **Consultation**

16. This paper has been reviewed and approved by Director – Finance Specialist Services, VP Planning and Resources, College Registrar (MVM) and Easter Bush Campus Operating Officer.

### **Further information \***

17. Author

Andy McKenzie  
Business Planning Accountant  
13 March 2017

Presenter

Catherine Elliott  
College Registrar, MVM

### **Freedom of Information \***

18. This paper may be included in open business.



**ESTATES COMMITTEE**

**22 March 2017**

**Post Implementation Review Report**

**Description of paper**

1. This paper reports on Post Implementation Reviews (PIR) on three projects, viz. the Edinburgh Centre for Carbon Innovation, 50 George Square redevelopment and the Business School.

**Action requested**

2. Estates Committee is asked to approve the recommendations in the PIR review.

**Recommendation**

3. Estates Committee is recommended to approve the recommendations in the PIR review.

**Background and context**

4. At the March 2016 Estates Committee, Estates Committee endorsed the proposal to introduce a Post Implementation Review (PIR) process for major investment projects, many of which would be Estates capital projects from the Estates Capital Plan.

**Discussion**

5. Over the last 6 months, the Estates Department in conjunction with Finance Department colleagues have completed Post Implementation Reviews on three projects, viz. the Edinburgh Centre for Carbon Innovation, 50 George Square redevelopment and the Business School.

6. The main objectives of the PIRs are to review the planned business case outputs against what actually happened, capture lessons learned during the process of evaluation, approval, implementation and operation and to use these to improve future project proposals and plans and report back any recommendations to improve best practice.

7. The full PIR reports are available at <https://www.wiki.ed.ac.uk/display/UCC/Estates+Committee>

8. There are a number of findings relating to Business Case preparation, which given the passage of time since the projects were initiated, have now in effect been addressed through the further development and refinement of the financial modelling and project procedures. In summary these include:

- All business cases should have an approved financial model which articulates measureable forecasted income and expenditure which link to the business case narrative.

- Business cases should clearly describe the correlation between the change in space utilisation and the increase in student / staff FTEs to give some cognisance as to whether the project is physically capable of delivering projected benefits.
- During business plan preparation, all participants should agree how future benefits will be captured and reported, ensuring that expected incremental growth can be evidenced.
- Business cases should provide early clarity on the full level of capital investment that the University might be requested to fund, particularly where speculative funding is being assumed.
- Business cases should not seek approval for revenue resource in the operational phase of a project but they should be assured that the appropriate approvals have been sought and agreed.

9. In addition, there are a number of recommendations relating to Estate Department's processes and procedures. The more significant findings include:

- Estates should review the efficacy of the use of rainwater harvesting systems.
- There should be a formal report presented each year to Estates Committee summarising the final cost of completed projects including the funding position.
- Where practical, simpler solutions should be developed as part of the consultation and design processes to enable appropriate maintenance regimes.
- Estates Department should review handover procedures.

### **Resource implications**

10. There are no resource implications associated with the paper.

### **Risk Management**

11. There are no risk issues associated with the paper. Risks associated with individual projects are managed through maintenance of a risk register with appropriate mitigating measures.

### **Equality & Diversity**

12. There are no Equality and Diversity issues arising from this paper.

### **Next steps/implications**

13. Further PIRs will be carried out on other projects within the capital plan.

### **Consultation**

14. This paper has been reviewed and approved by Terry Fox (Director, Finance Specialist Services) and Andy Mckenzie (Business Planning Accountant).

### **Further information**

15. Author  
Graham Bell,  
Depute Director, Estate Department  
27 February 2017

Presenter  
Graham Bell,  
Depute Director, Estate Department

### **Freedom of Information**

16. This paper may be included in open business.