



Estates Committee

Teams Meeting - Online

Tuesday 15 September 2020, 9.30 am - 12.30 pm

AGENDA

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3 - 8

1. Minute (Closed)

To approve the minute of the previous meeting held on 13 May 2020.

An extract of the full Estates Committee meeting minute will be published on the website.

2. Matters Arising

To raise any matters arising.

SUBSTANTIVE ITEMS

3. Estates Response to Covid-19 - Update (Closed)

9 - 18

To note a paper from the Interim Director of Estates.

The paper is closed as disclosure would substantially prejudice the commercial interests of the University.

4. Estates Annual Capital Plan 2019-20 to 2029-30 (Closed)

19 - 32

To note a paper from the Director of Place.

This paper is closed as disclosure would substantially prejudice the commercial interest of the University.

5. 4D Cellular Medicine at Institute of Genetics and Molecular Medicine (Closed)

33 - 86

To note a paper from the College Registrar, Medicine and Veterinary Medicine.

This paper is closed as disclosure would substantially harm the commercial interest of the University and MRC.

6. New Biology - Darwin Tower Security and Conclusion of Enabling Works (Closed)

87 - 92

To approve a paper from the Director of Estate Development.

The paper should remain closed as disclosure would substantially prejudice the commercial interests of the University.

7. Estates Department – Sub-Delegation of the University’s Delegated Authority Schedule (Open)

93 - 96

To approve a paper from the Interim Director of Estates.

8. **Update on Proposed Replacement Facilities Management System for UoE (Closed)** 97 - 102
To note a paper from the Interim Director of Estates and Head of Organisational Development & Change.

This paper is closed as disclosure would substantially prejudice the commercial interests of the University.

ROUTINE ITEMS

9. **Capital Project Update (Closed)** 103 - 110
To note a paper from the Director of Estate Development.

The paper should remain closed due to the number of ongoing projects on site and the commercially sensitive nature of the subject matter.

10. **Estates Department Risk Register (Closed)** 111 - 118
To note a paper from the Interim Director of Estates.

The paper is closed as disclosure would substantially prejudice the commercial interests of the University.

11. **Estates Committee Sub-Group, Estates Committee Electronic Correspondence and Estates Tender Review Panel Approvals (Closed)** 119 - 124
To note a paper from the Head of Estates Business Services.

This paper is closed as disclosure would substantially prejudice the commercial interests of the University.

12. **Development & Alumni Capital Project Update (Closed)** 125 - 126
To note an update from the Director of Philanthropy and Donor Relations.

This is a closed paper for the purposes of Freedom of Information legislation as it contains confidential and personal information. Disclosure would constitute a breach of the Data Protection Act. The projects are ongoing and the information should not be released until it is communicated otherwise by D&A.

13. **Strategic Acquisitions Disposals and Leases (Closed)** 127 - 134
To approve a paper from the Director of Place.

The paper should be closed until all negotiations are concluded as disclosure would substantially prejudice the commercial interests of the University.

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

14. Date of next meeting: Wednesday 9 December 2020 - 9:30 - 12:30

If you require this agenda or any of the papers in an alternative format e.g. large print please contact Estates Committees by email Estates.Committees@ed.ac.uk



ESTATES COMMITTEE

15 September 2020

**Estates Department – Sub-Delegation of the University's
Delegated Authority Schedule**

Description of paper

1. This paper asks Estates Committee to sub-delegate authority to enter into leases of land and building to the Vice-Principal Corporate Services, Director of Place and Director of Estates.

Action requested/Recommendation

2. Estates Committee is asked to approve the sub-delegation of approval authority to enter into leases for land and buildings as detailed in Table 2 below.

Background and context

3. On 27 April 2020, University Court considered and approved a revised University Delegated Authority Schedule (DAS). The aim of the DAS is to list those people or bodies to whom authority has been delegated by the University Court to commit the University to a contractual or quasi-contractual arrangement that may result in a liability to the University.

4. The DAS format was adjusted substantially to separate the tables outlining approvals and signing authorities from the body of the text. This is now included as separate appendices to the DAS. The revised DAS provided increased clarity over the approval authority and signing authority levels for entering into land and building leases.

Discussion

Leases of Land and Buildings

5. In line with the University's DAS and the Estates Committee Terms of Reference, approval is required from Estates Committee or University Court to enter into leases of land and property as detailed in Table 1 below. In addition, in advance of creating any financial commitment all leases must be notified to the Director of Finance.

Authority	University Court	Estates Committee
Approval to enter into Land and building leases	Greater than £5m > 10 years to £10m < 30 years	£5m > 10 years to £10m < 30 years

Table 1: University DAS Approval to enter into Leases of Land and Building

6. At present, the authority to approve entering into land and building leases has not been sub-delegated to any officers. In practice this means that Estates Committee approval is required for leases of very low value and for short time periods. For example, at this meeting of Estates Committee approval is sought for a lease for eleven day period and for another lease where the total rental value is £500.

7. To allow for greater flexibility to enter into leases of lower value or for shorter time periods, it is proposed that Estates Committee authority is sub-delegated as detailed in Table 2 below. To ensure continued transparency over lease arrangements, at each meeting of Estates Committee a note of the leases that have been approved since the last meeting will be reported for information.

Approval Authority	Vice-Principal Corporate Services	Director of Place	Director of Estates
Approval to enter into Land and building leases	£1m 5 years or less	£500k 5 years or less	£250k 5 years or less

Table 2: Proposed Sub-Delegation to enter into Land and Building Leases

8. The University DAS provides separate arrangements for signing authority in relation to leases which are detailed in Table 3 below for information.

Signing Authority	Court Signatory	Convener of Estates Committee	Director of Corporate Services	Director of Estates
Approval to enter into Land and building leases	Greater than £5m > 10 years to £10m < 30 years	£5m > 10 years to £10m < 30 years	£5m < 10 years	£2m < 10 years

Resource implications

9. There are no resource implications as a result of the recommendations contained within this report.

Risk Management

10. There are no specific risks identified.

Equality & Diversity

11. No specific Equality and Diversity issues are identified.

Next steps/implications

12. If the recommendation is approved then leases for land and building will be approved within the delegated authority levels set out within this report. Any leases approved under delegated authority will be reported to the next available meeting of Estates Committee for noting.

Consultation

13. Estates Management Group, Vice-Principal (Interim) Corporate Services, Director of Place and Deputy Secretary, Strategic Planning

Further information14. Author

Kyle Clark-Hay

Head of Estates Business Services

11 September 2020

Presenter

Grant Ferguson, Interim Director
of Estates

Freedom of Information

15. This is an open paper.

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