



Estates Committee

Wednesday 17 March 2021

Minute – Website Version

Note: This is an edited version of the full Estates Committee minutes. The majority of papers for Estates Committee are closed but where possible minute text has been provided. This may not be the full minute for each item.

- Present:** Jonathan Seckl, Senior Vice-Principal (Convener)
Frank Armstrong, Co-opted Member of Court
Catherine Elliott, College Registrar, College of Medicine & Veterinary Medicine
Grant Ferguson, Interim Director of Estates
Dave Gorman, Director of Social Responsibility and Sustainability
Lee Hamill, Director of Finance
Colm Harmon, Vice-Principal (Students)
Gary Jebb, Director of Place
Liz Lovejoy, College Registrar, College of Arts, Humanities and Social Sciences
Gavin McLachlan, Chief Information Officer and Librarian to the University
Pauline Manchester, Interim Director of Strategic Planning
Catherine Martin, Vice-Principal (Interim) Corporate Services
Ellen MacRae, EUSA President
Bruce Nelson, College Registrar, Science & Engineering
Theresa Merrick, Director of Communications and Marketing
Clare Reid, Co-opted Member of Court
Liz Reilly, Director of Philanthropy and Donor Relations, Development & Alumni
Sarah Smith, Vice-Principal Strategic Change and Governance and University Secretary
Carina Svensen, Director of Accommodation, Catering and Events (ACE)
Richard Terry, External Member of the Committee
- In Attendance:** Karen Adamson, Head of Estates Finance
Tommy Angus, Interim Director of Estates Operations
Kyle Clark-Hay, Head of Estates Business Services
Terry Fox, Director of Specialist Services
Jane Johnston, Director of Estate Development
Hannah King, Policy and Governance Manager
Peter Mathieson, The Principal and Vice-Chancellor
Zoe Stephens, Head of Organisational Development and Change
Amanda Scully, Vice-President Community, Students' Association
Helen Tweedie, Estates Governance and Committee Officer
- Apologies:** Chris Cox, Vice-Principal for Philanthropy and Advancement
Dorothy Miell, Vice-Principal & Head of College of Arts, Humanities & Social Science
David Robertson, Vice-Principal and Head of the College of Science and Engineering
Moirra Whyte, Vice-Principal & Head of College of Medicine & Veterinary Medicine

1. Minute

The minutes of the meeting held on 9 December 2020 were approved as a correct record subject to including Dave Gorman, Director of Social Responsibility and Sustainability as in attendance at the meeting.

Action: Secretary to Estates Committee

2. Matters Arising

The Committee thanked Bruce Nelson, College Registrar, Science and Engineering for his service to the University and sterling support to Estates Committee.

Pauline Manchester, Interim Director of Planning, Strategic Planning and Helen Tweedie, Estates Governance and Committee Officer were welcomed to their first meeting of Estates Committee.

Ellen McCrae, EUSA President was congratulated on her re-election to the role.

It was noted, that on 1 February 2021 Policy and Resources Committee approved the Revised Estates Committee Terms of Reference.

A brief update on the Heat Decarbonisation Strategy, by the Interim Director of Estates was also noted.

3. Estates Response to Covid-19 - March 2021 Update

The Committee noted the update on the actions that the Estates Department had taken in response to the Covid-19 pandemic. The Convener advised that he would write to provide thanks for the huge amount of work carried out by Estates Department staff.

Action: Convener of Estates Committee

4. Estates Committee - Key Decisions Forward Plan

The Committee noted the Key Decisions Forward Plan and further noted the intention to present the plan to each meeting of Estates Committee for information, going forward.

5. Estates Annual Capital Plan 2020-21 to 2029-30

The Estates Capital Plan 2020-21 to 2029-30 was presented.

The Committee noted the University's forward planning forecast expenditure over the ten-year period 2020-21 to 2029-30. This included projects which have been deferred and projects which may not remain on the plan when it has been re-imagined, a task being undertaken by a working group convened by the Principal.

It was noted that the Estates Capital Plan in its current form was not affordable.

The revised forecast expenditure for 2020-21 was noted.

The Committee further noted the update to the European Investment Bank (EIB) projects as well as the funding requests.

6. Capital Projects associated with Easter Bush Campus Agri-Tech City Deal Business Case

The Committee noted the individual capital projects associated with the Easter Bush Campus DDI Agri-Tech Cluster City Region Deal Business Case.

The Committee further noted that the Edinburgh and South East Scotland City Region Deal Joint Committee approved the Easter Bush Deal Business Case in March 2021.

It was also noted that the University Full Business Case and request for full funding for the capital projects would be presented to Estates Committee for approval in due course.

The Committee approved funding from University Corporate Resources to develop the design and progress proposals of the DDI Agri-tech Hub to the end of RIBA Stage 3 (Developed Design).

Action: College Registrar, Medicine and Veterinary Medicine and Interim Director of Estates

7. Biotechnology and Biomedical Sciences Research Council (BBSRC) Business Case - Dryden Shed Relocation (LARIF Phase 2)

Committee approved funding, from previously secured BBSRC funding, to undertake a feasibility study and the initial briefing and design to the end of RIBA Stage 2 (Concept Design) for the Dryden Shed Relocation (LARIF Phase 2).

Action: College Registrar, Medicine and Veterinary Medicine

8. Small Works Programme 2021-2022

The Committee approved the proposed small works programme. The programme has been significantly reduced from the normal expenditure levels and addressed the priority critical and compliance category projects.

It was agreed to continue providing support for the previously approved annual expenditure on Accessibility and on Fire Egress improvements as detailed on table 1, section 1 of the report.

The Committee recommended to Policy and Resources Committee and subsequently University Court approval of the Small Works Programme Budget allocation for 2021/22, as detailed in table 1, section 2 of the report.

Action: Secretary to Estates Committee

9. Update on Proposed Replacement Facilities Management System for UoE

There had been an urgent issue with Adobe Flash drawings and a potential requirement to upgrade the system which delayed work. It was envisaged that the outline business case (OBC) would now be presented later this calendar year.

The Committee noted the report including the delay to the Estates Facilities Management OBC.

10. Capital Projects Update

An overview was provided of the projects above £1m which were currently on site including an update of the impact of Covid-19 on delivery of the Capital Programme.

The Committee noted:

- the update in relation to the impact of Covid-19 on the construction activity;
- the overview of the projects contained in the paper and in the attached Appendix 1;
- the specific update in relation to the Edinburgh Futures Institute (EFI) and a forecasted best to worst case shortfall in funding and the incorporation of this forecast in the emerging needs list in Capital Plan paper 5.
- the specific update in relation to the Gap Site and the future funding request for the drainage and landscape works, as a consequence of the Gap Site deferral.
- the recommendation that the Capital Plan Working Group make provision in the reworked Capital Plan for the EFI shortfall in funding and the Gap Site drainage and landscape works.
- the market commentary within this paper, which could have an impact on the Capital Plan pipeline and on site or recently completed works.

11. Estates Committee Sub-Group and Estates Tender Review Panel Approvals

The Committee noted that no decisions have been taken by Estates Committee Sub-Group since the last Estates Committee meeting; and further noted the contract awards approved by Estates Tender Review Panel over the period 1 December 2020 to 28 February 2021 as outlined in Appendix 1 of the report.

12. Space Strategy Group

The Committee noted the current position in relation to the work of Space Strategy Group and agreed that the Space Strategy Group should now formally pause activity, for the time being.

The Committee further agreed that a review of the remit and membership of the Space Strategy Group should be reported to Estates Committee in due course for consideration. It was further noted that this paper would also be presented to University Executive on 23 March 2021 as the current Terms of Reference included a reporting line to this forum.

The Committee requested interval reports on space usage to future meetings of Estates Committee.

Action: Director of Place and Interim Director of Estates

13. Estates Department - Risk Summary

The Committee noted the risks that have been added to the Risk Register in the last year as detailed in table 1 of the report. The Committee further noted the changes to risks over the last year detailed in table 2 of the report and the changes to risk ratings since the register was considered by Estates Committee in September 2020.

14. Development & Alumni Capital Project Update

In the first quarter of Financial Year 20/21, a sum of philanthropic income had been received. Though Development & Alumni has not yet received any substantial funding to capital projects in Financial Year 20/21, pledged income to capital projects due in 20/21 has been received. The Committee noted the update.

15. Strategic Acquisitions Disposals and Leases

A paper was presented which provided an update on the strategic acquisitions, disposals, leases and estate management issues.

An update on a Strategic Acquisition was discussed and noted.

The Committee approved the proposal in principle to progress with the estate related aspects of the University Secretary's Group review of the University Pharmacy and to note that, if necessary, a further report seeking final approval of the estates related implications of the review would be brought back to Estates Committee in due course.

Action: Interim Director of Estates

The Committee noted that the terms for the additional three-year lease extensions for two offices have now been agreed with the landlord Scottish Enterprise (SE) subject to SE board approval.

The Committee noted the following lease has been approved in accordance with sub-delegated authority arrangements:

- Additional one year grazing lease to be granted to the University from BBSRC of the Garden Field at Dryden.

Estates Committee noted the updates on Strategic Acquisitions and Disposals.

16. City of Edinburgh Council - City Mobility Plan 2021-2030

The City of Edinburgh Council City Mobility Plan 2021-2030 and Implementation Plan, which was approved by the Council's Transport and Environment Committee in February 2021 was presented. The University had provided comments to the Council during a consultation period and the University position and the final outcome were detailed.

The Committee noted the City Mobility Plan 2021-2030 and Implementation Plan.

17. Date of next meeting: Wednesday 19 May 2021: 9.30 - 12.30