



Estates Committee

Teams Meeting - Online

Wednesday 9 December 2020, 9.00 am - 12.00 pm

AGENDA

1. **Minute (Closed)** **1 - 8**
To approve the minute of the previous meeting held on 15 September 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 - December 2020 Update (Closed)** **9 - 12**
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 2020-21 to 2029-30 (Closed)** **To Follow**
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. **Heat Decarbonisation Strategy (Closed)** **To Follow**
To approve a paper from the Interim Director of Estates.

This is a closed paper as disclosure would substantially prejudice the commercial interests of the University
6. **Extension to the Anne Rowling Regenerative Neurology Clinic (Closed)** **13 - 44**
To approve a paper from the College Registrar, Medicine and Veterinary Medicine.

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

7. **Biological Research Facility Essential Compliance Works (Closed)** 45 - 48
To approve a paper from the Vice-Principal (Interim), Corporate Services.

The paper is closed as disclosure would substantially prejudice the commercial interests of the University and potential contracting parties.
8. **Western General Hospital Biological Research Facility Essential Maintenance (Closed)** 49 - 54
To approve a paper from the Vice-Principal (Interim), Corporate Services.

The paper is closed as disclosure would substantially prejudice the commercial interests of the University and potential contracting parties.
9. **Waddington Building Plant Growth Rooms (Closed)** 55 - 68
To approve a paper from the College Registrar, Science and Engineering.

This paper is closed as disclosure would substantially prejudice the commercial interests of the University.
10. **Update on Proposed Replacement Facilities Management System for UoE (Closed)** 69 - 72
To note a report from the Interim Director of Estates and the Head of Organisational Development & Change.

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

ROUTINE ITEMS

11. **Capital Projects Update (Closed)** 73 - 82
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.
12. **Estates Committee Sub-Group and Estates Tender Review Panel Approvals (Closed)** 83 - 86
To note a paper from the Interim Director of Estates.

This paper is closed as disclosure would substantially prejudice the commercial interests of the University.
13. **Development & Alumni Capital Project Update (Closed)** 87 - 90

To note a paper 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.

14. Strategic Acquisitions, Disposals and Leases (Closed) 91 - 96

To note a paper from the Interim Director of Estates.

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

15. Estates Committee - Revised Terms of Reference (Open) 97 - 102

To note a paper from the Senior Vice-Principal and Convener of Estates Committee.

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

16. Biotechnology and Biomedical Sciences Research Council Business Case - Research Sample Archive Facility (Closed) 103 - 106

To approve a paper from the College Registrar, Medicine & Veterinary Medicine.

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

17. Michael Swann Building - Autoclave Facility (Closed) 107 - 110

To approve a paper from the College Registrar, Science & Engineering.

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

18. Date of next meeting: Wednesday 17 March 2021: 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 on 0131 651 4384 or email Estates.Committees@ed.ac.uk

ESTATES COMMITTEE

9 December 2020

Estates Committee – Revised Terms of Reference

Description of paper

1. This paper sets out a proposed revision to the Estates Committee Terms of Reference.

Action requested/Recommendation

2. Estates Committee is asked to recommend approval of the revised Estates Committee Terms of Reference (appendix 1) to Policy and Resources Committee.

Background and context

3. The current Estates Committee Terms of Reference were considered by Estates Committee Sub-Group (ECSG) on 18 March 2020 and approved by Policy and Resources Committee on 3 April 2020. It is good governance practice for periodic reviews to be completed of Committee Terms of Reference to ensure that they are aligned to current ways of working; are efficient in practice; and support transparent decision making.

Discussion

4. The last revision to the Estates Committee Terms of Reference were prepared prior to the Covid-19 pandemic and considered by both ECSG and Policy and Resources Committee at the beginning of the lock-down. Since then meetings of Estates Committee have taken place by video conference.

5. A revised set of the Terms of Reference are presented to ensure that the provision to hold meetings and make decisions in alternative ways is clearly set out. Due to resignation of the Deputy Secretary, Strategic Planning the role that will attend the Committee has been updated to Director of Strategic Planning. It is proposed that the Director of Social Responsibility and Sustainability is added to the Committee Membership. The role that will act as secretary to the Committee has also been updated.

6. The revised Terms of Reference are included in Appendix 1 and proposed changes are shown in tracked changes. A summary is also detailed in the table below:

| Paragraph | Proposed Update |
|-----------|--|
| 2.1 | Alteration of the role 'Deputy Secretary, Strategic Planning' to 'Director of Strategic Planning' |
| 2.2 | Inclusion of the Director of Social Responsibility and Sustainability as a Committee Member rather than attendee |
| 2.8 | Alteration to the job role fulfilling the role of Secretary to the Committee |
| 3.1 | Clarifying that meetings may be held by videoconference, teleconference or other means |

| Paragraph | Proposed Update |
|-----------|--|
| 3.6 | Confirming that in exceptional circumstances, with the agreement of the Convener, critical matters can be progressed by correspondence to the full Estates Committee |

Resource implications

7. There are no specific resource implications associated with this paper.

Risk Management

8. There are reputational risks, the revised Terms of Reference ensures good governance practice in taking forward estate matters.

Equality & Diversity

9. There are no specific equality and diversity issues associated with this paper. Cognisance is taken of equality and diversity issues in making appointments to the Estates Committee.

Next steps/implications

10. Once supported by Estates Committee, the revised Terms of Reference (as set out in Appendix 1) will progress to Policy & Resources Committee for approval.

Consultation

11. The revised Terms of Reference have taken on board feedback from the Convener of Estates Committee, Interim Director of Estates, Director of Place and Deputy Secretary, Governance and Legal.

Further information

12. Author
 Kyle Clark-Hay,
 Head of Estates Business Services
 23 November 2020

Presenter
 Professor Jonathan Seckl,
 Senior Vice-Principal and
 Convener of Estates
 Committee

Freedom of Information

13. Open Paper

Appendix

Revised Estates Committee Terms of Reference



Estates Committee Terms of Reference

1. Purpose

To advise on the University's estate in order that it can deliver a world-class estate to support academic, teaching, research and public engagement activities.

2. Composition

2.1 The Senior Vice-Principal, the University Secretary, the Vice-Principal Corporate Services, the Director of Place, the [Deputy Secretary](#), [Director of](#) Strategic Planning, the Director of Estates and the Director of Finance shall be *ex officio* members of the Committee.

2.2 The other University staff members of the Committee shall consist of:

- Vice-Principal Philanthropy and Advancement;
- Vice-Principal and Chief Information Officer and Librarian to the University;
- Director of Accommodation, Catering and Events;
- Head of College of Arts, Humanities and Social Science (or their nominated senior officer);
- Head of College of Medicine and Veterinary Medicine (or their nominated senior officer);
- Head of College of Science and Engineering (or their nominated senior officer);
- Vice Principal Students; [and](#)
- [Director of Communications and Marketing; and-](#)
- [Director of Social Responsibility and Sustainability;](#)

2.3 The Students' Association shall appoint, on an annual basis, a representative to be a member of the Committee. This will normally be the President of the Students' Association who will remain a member of the Committee for the length of their term of office.

2.4 Up to two lay members of Court and up to two external members shall be appointed by the Nominations Committee and Court informed of those appointed.

2.5 The term of office of lay members will be no longer than their membership of Court unless otherwise determined by Nominations Committee and shall normally be for a maximum of three years. The term of office of external members shall be determined by Nominations Committee and shall normally be for a maximum of three years.

2.6 Previous lay members and external members are eligible for re-appointment up to a normal maximum of two consecutive terms of office.

2.7 The Senior Vice-Principal shall be the *ex officio* Convener of the Committee.

2.8 The following University staff members shall be invited to attend all meetings of the Committee and shall receive all papers:

- The Principal and Vice Chancellor;

- Director of Estate Development;
- Director of Estates Operations;
- Head of Estates Finance;
- Head of Estates Business Services;
- Head of Estates Organisational Development and Change
- Estates Policy and Governance Manager;
- ~~Director of Social Responsibility and Sustainability;~~
- Director of Specialist Services (Finance);
- Director of Philanthropy and Donor Relations, Development & Alumni;
- The Students' Association Vice President; and
- Estates Governance and Committee ~~& Administration~~ Officer (to act as Secretary to the Committee)

Other Senior Officers of the University may be in attendance at the Committee as required.

2.9 Other individuals from within or outwith the University may also be invited to attend meetings from time to time, as required.

2.10 All members of the Estates Committee are expected to comply with the Code of Conduct for Court Members insofar as it applies to Estates Committee and declare any interests which may conflict with their responsibilities as members of the Estates Committee.

3. Meetings

3.1 The Committee will meet as required to fulfil its remit and meet at least three times a year. Meetings may be held in person or virtually by the means of videoconference, teleconference or other means.

3.2 Five members of the Committee shall be a quorum. This number must include the Convener, or the Vice Principal Corporate Services, or the Director of Place, or the Director of Estates, or the Director of Finance, and one lay member of Court or external member. One of the *ex officio* members (see 2.1 above) shall be appointed Convener should the Convener be absent for the duration of the meeting.

3.3 Minutes, agendas and papers will normally be circulated to members of the Committee and those in attendance at least five working days in advance of the meeting. From time to time it may be necessary to distribute/table late papers, this would be at the discretion of the Convener.

3.4 Papers will indicate the originator/s and purpose of the paper, the matter/s which the Committee is being asked to consider and any action/s required and confirm the status of the paper in respect of Freedom of Information legislation.

3.5 A formal minute will be kept of proceedings and submitted for approval at the next meeting of the Committee. The draft minute will be agreed with the Convener of the Committee and in the case of the absence of the Convener at a meeting the Committee member appointed to act as Convener for the duration of that specific meeting.

3.6 The Committee may also function between meetings with critical matters being progressed by electronic correspondence or other means through the Estates Committee Sub-Group (ECSG) or in exceptional circumstances, with the agreement of the Convener, by correspondence to the full Committee. and aAny decision/s taken will be formally noted at the next meeting of the Committee. ECSG will comprise the Convener, Director of Finance, Director of Place, Director of Estates and any lay Court members or external members of Estates Committee, and occasionally other members as relevant to the specific issue at hand. A majority of Sub-Group members, including a majority of any lay or external members, shall be a quorum. Members of Estates Committee will be informed that a decision of the Sub-Group has been requested and further be informed once the Sub-Group decision has been made with relevant papers being made available to -Committee members.

4. Remit

Strategic Direction

4.1 To develop and oversee the University Estates strategy, and modify this periodically, taking account of the overall strategic direction of the University.

4.2 To monitor progress on targets and goals set out in the Estates Strategy and the implementation of capital development plans.

4.3 To monitor the delivery of the Estates Strategy, ensuring broad compliance with University strategic and statutory commitments coupled with the responsibilities and obligations -to manage and reduce carbon emissions and broader sustainability commitments.

4.4 To consider and approve or reject estates business cases.

4.5 To consider and recommend to University Court the prioritisation of Capital Projects in line with University strategy and business requirements.

Financial

4.6 To approve financial commitments for estates related ~~C~~capital expenditure in accordance with the levels set out in the approved Delegated Authority Schedule.

4.7 To approve acquisitions, disposals and leases of land and property in accordance with the levels set out in the approved Delegated Authority Schedule (DAS).

4.8 To approve the contract award of all goods, services and works on approved estates-related plans prior to formal signature in accordance with the levels set out in the approved Delegated Authority Schedule (DAS).

4.9 To consider the capital estates programme for in advance of further consideration by the University's Policy and Resources Committee and University Court, to monitor progress in taking forward the agreed programme, to advise on any matters of concern and recommend proposals for subsequent amendments to the programme as appropriate.

Policy and Advice

4.10 To approve proposals from the Space Strategy Group.

4.11 To consider estates related policies for approval by University Executive.

4.12 To consider estates management implications associated with changing legislation, local government planning and governance requirements.

4.13 To consider and advise on significant matters related to the size of and deployment of Estates operational budget and other operational matters for which the Director of Place or the Director of Estates wishes advice or support.

5. Other

5.1 The Committee will from time to time undertake a review of its own performance and effectiveness which may be as part of the overall review of the effectiveness of Court and its Committees and report thereon to Policy and Resources Committee.

5.2 In order to fulfil its remit, the Committee may obtain external professional advice as necessary.

5.3 The Estates Committee will report after each meeting to the Policy and Resources Committee and as appropriate consult with and provide separate papers to other Committees and Groups in particular the University Executive and Court.

5.4 Agenda, papers and approved minutes will be published on the University's website in accordance with the University's agreed publication scheme and freedom of information legislation. This will include details on the membership of the Committee.

Approved by Policy & Resources Committee [3 April 2020](#)