



Estates Committee

Wednesday 16 March 2022

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
Grant Ferguson, Interim Director of Estates
Dave Gorman, Director of Social Responsibility and Sustainability
Lee Hamill, Director of Finance
Gary Jebb, Director of Place
Gavin McLachlan, Chief Information Officer and Librarian to the University
Ellen MacRae, EUSA President
Theresa Merrick, Director of Communications and Marketing
Mark Parsons, EPCC Director and Dean of Research Computing
Alistair Smith, Co-opted Member of Court
Rona Smith, Director of Strategic Planning & Insight
Carina Svensen, Director of Accommodation, Catering and Events (ACE)
Richard Terry, External Member of the Committee
David Robertson, Vice-Principal and Head of the College of Science and Engineering
- In Attendance:** Helen Tweedie, Estates Governance and Committee Officer
Karen Adamson, Head of Estates Finance
Tommy Angus, Interim Director of Estates Operations
Kyle Clark-Hay, Head of Estates Business Services
Anne-Marie Coriat, College Registrar, College of Medicine and Veterinary Medicine
Terry Fox, Director of Specialist Services, Finance
Jane Johnston, Director of Estate Development
Liz Lovejoy, College Registrar, College of Arts, Humanities and Social Sciences
Katie McBain, Estates Business Support Manager
Peter Mathieson, The Principal and Vice-Chancellor
Anne Payne, College Registrar, College of Science and Engineering
Liz Reilly, Director of Philanthropy and Donor Relations, Development & Alumni
Zoe Stephens, Head of Organisational Development and Change
- Apologies:** Frank Armstrong, Co-opted Member of Court
Chris Cox, Vice-Principal for Philanthropy and Advancement
Colm Harmon, Vice-Principal (Students)
Catherine Martin, Vice-Principal Corporate Services
Dorothy Miell, Vice-Principal & Head of College of Arts, Humanities & Social Science
Sarah Smith, Vice-Principal Strategic Change and Governance and University

Secretary
Moirá Whyte, Vice-Principal & Head of College of Medicine & Veterinary
Medicine
Beth Simpson, EUSA Vice-President Community

1. Minute

The Minute from the previous meeting on 8 December 2021 was approved.

The Chair thanked Kyle Clark-Hay, Head of Estates Business Services, and wished him well as he was leaving the University at the end of March.

The Chair also welcomed two new members to the Committee: Dr Anne Marie Coriat, College Registrar for CMVM and Prof Mark Parsons, Director of EPCC.

In addition Katie McBain was welcomed as the new Manager of Policy and Governance.

It was noted that Scott Rosie, Head of Timetabling Services and Alistair Fenemore, Chief Information Security Officer, were, exceptionally, joining the meeting to assist in presenting the two papers from Information Services Group (ISG): Information Security - Managing User Access and Replacement of End of Life Timetabling Systems.

2. Matters Arising

The Chair noted that since the last Estates Committee meeting on 8 December 2021, the following papers had been approved:

- Capital Plan - University Court on 21 February 2022, approved the proposed Capital Plan, as detailed; and noted that relevant approval for Full Business Cases and funding for individual projects will be sought in due course from Estates Committee, Policy & Resources Committee and Court, as necessary.
- Baltic Street & 41-45 Gilmore Place - Exception Committee, on 26 January 2022, noted a recommendation from the Estates Committee Sub-Group that approval be granted for proceeding with finalisation of Heads of Terms, Agreement to Lease documentation for both Baltic Street and 41-45 Gilmore Place.
- Baltic Street - Exception Committee, on 26 January 2022, approved proceeding with the finalisation of Heads of Terms, Agreement to Lease Documentation for entering into a lease for the 612 bed accommodation development.
- 41-45 Gilmore Place - Exception Committee, on 26 January 2022, approved proceeding with the finalisation of Heads of Terms, Agreement to Lease documentation for entering into a lease for the 230 bed accommodation development.
- CCTV Policy - University Executive, on 8 January 2022, approved the Closed Circuit Television (CCTV) Policy and associated protocols.

3. Estates Response to Covid-19 March 2022 Update

An update was presented, on the actions that the Estates Department have taken to support the University's response to the Covid-19 pandemic.

Estates Committee noted the update.

It was noted that there were two spaces at the University, which remained closed following the pandemic. One was the TUN which was occupied by the University Press, and the other was in Potterrow, used by the Royal Medical Society (RMS).

The Chair, on behalf of Estates Committee thanked the Interim Director of Estates and his team for all their work over the last two years during the Covid-19 pandemic.

Action: Interim Director of Estates

4. Key Decision Forward Plan

A Forward Plan was given of the reports that were expected to be presented to Estates Committee in the coming year and the decisions that would be required by Estates Committee.

Estates Committee noted the Key Decisions Forward Plan as detailed in the appendix.

5. Estates Annual Capital Plan 2021/22 - 2026/27

The Director of Place presented the Estates Annual Capital Plan for the six-year period 2021-22 to 2026-27. It set out the movements in the Capital Plan when compared with the Capital Plan approved by University Court in February 2022, the expenditure for the current year, 2021/22, and the requests for funding sought at this Estates Committee.

Estates Committee noted the University's forward planning forecast expenditure over the six-year period 2021-22 to 2026-27. This was based on the approved Capital Plan.

Estates Committee noted the forecast expenditure for 2021-22.

Estates Committee further noted the update to the European Investment Bank (EIB) projects.

The Director of Place highlighted that rising costs associated with Edinburgh Futures Institute would be detailed in the Capital Projects Update.

It was also noted that there were emerging risks regarding the material cost and supply, as well as the geo-political events in Ukraine and the threat of rising inflation.

5.1 Director of Finance - Forecast Update

An update was provided regarding the University Group's forecast financial position between 2021-22 and 2026-27 with further information and analysis provided in Appendix 1.

Estates Committee reviewed and noted the latest update. It was highlighted that this paper would be updated for the next meeting in May 2022 to include the emerging University 5-year plan.

6. Easter Bush Campus Agri-Tech City Deal Business Case

The Easter Bush Campus Agri-Tech City Deal Business Case was presented seeking funding in order to progress the project to completion.

Since the paper was written and submitted to Estates Committee, the University Court Services confirmed that they were happy for the funding request to be approved by Estates Committee and therefore there would be no requirement for the paper to be recommended onwards to Policy and Resources Committee, and subsequently University Court. Indeed there had been no objection from City Region Deal in relation to this approval route.

Estates Committee approved the Full Business Case.

Estates Committee approved City Region Deal funding and funding from University Resources to deliver the Agri-Tech Hub.

It was noted that this funding aligned with the strategic Agri-Tech City Deal Business Case approved by Estates Committee on 17 March 2021; and it was further noted that the funding request was in addition to the previously approved funding from University Resources for design team fees.

7. Small Works Programme 2022/23

The proposed programme of Small Works and Statutory Compliance budget allocation for 2022-2023 was presented, coupled with the associated budget allocation.

Estates Committee agreed that the allocation for Small Works Programme and Statutory Compliance Capital, was included within the recurring annual allowances in the new Capital Plan and as such had already been well documented and approved by Court. It was therefore not necessary for this request to be recommended to Policy and Resources and University Court.

The paper consisted of two requests which were both approved:

Estates Committee approved that an allocation would be used to deal with Statutory Compliance items. This was a similar amount to that which had been spent over the last two to three years on critical works. Furthermore, the allocation included funding on Fire Safety, Accessibility and Egress which had already been separately approved.

Estates Committee also approved funding for discretionary spend to be used on teaching space upgrades and Small Works projects, with priority given to those projects that would enhance the student/staff experience or enable/aid hybrid working/teaching.

8. Digital Estate Project

The paper was presented, in response to feedback provided by Estates Committee Sub Group. It requested approval to proceed to the design stage of the project.

Estates Committee noted the response to the feedback provided by Estates Committee Sub Group.

Estates Committee approved the project to proceed to the next stage of design and development.

It was noted that a further paper would be brought to Estates Committee in May 2022 that would include a proposed time line with associated costs.

9. Replacement of End of Life Timetabling Systems

The paper was presented, outlining the procurement and implementation of new Software as a Service (SAAS) timetabling solution to replace end-of-life, on-premises timetabling systems.

Estates Committee approved the project to move to Design and Initial Procurement stage.

It was noted that this would finalise design and shortlist the most qualified products, estimate more finely the total cost of the project, and estimate any adoption and change costs to the wider university – including any needed process changes to the timetabling process.

It was also noted that a further paper would be brought to Estates Committee in May 2022 that would include a proposed time line with associated costs.

10. Student Accommodation Update

Accommodation, Catering and Events (ACE) presented their requirements to purchase additional bed stock from the Purpose Built Student Accommodation (PBSA) market in order to support the University of Edinburgh Accommodation Guarantee. This proposal related to academic year 2022/23, commencing 10 September 2022.

Estates Committee approved ACE entering into a nominations agreements with Homes for Students at Beaverbank.

It was noted that, if approved, the commitments would be made by the University's solicitors in an exchange of formal letters ('missives') with the landlord's solicitors.

Estates Committee approved the Director - Property and Residential Services at ACE negotiating the agreement, along with the University appointed solicitors, to enter into the missives once the terms had been agreed.

11. Usher Institute - Fitout of the shelled neighbourhoods

The proposal was presented, to reallocate City Deal funding from the Edinburgh BioQuarter Enabling Infrastructure project to the Usher Institute project budget.

Estates Committee recommended to Policy and Resources Committee and subsequently to University Court the proposal to reallocate City Deal funding from the Edinburgh BioQuarter Enabling Infrastructure project to the Usher Institute project budget in order to enable the fit out of the five shelled neighbourhoods within the Usher Institute currently being constructed at the Edinburgh BioQuarter.

12. Climate Change - Estate Net Zero Pathway

An update was provided on the current activity that underpins the Estates contribution to the University's Net Zero target.

Estates Committee noted the update on activity related to the delivery of the Estate's contribution to the net zero by 2040 target.

13. Capital Projects Update

An overview was provided of the projects above £1m, which were currently committed, and in the construction stage on site or which have been completed since the last Estates Committee meeting. An update was also provided of the impact of Covid-19 on the delivery of the Capital Programme.

Estates 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), that whilst revised forecasts to completion were being prepared ahead of making a request for additional funding in May, this was likely to exceed the provision made within the reworked Capital Plan;
- the update in relation to the Anne Rowling Extension project and that a request for additional funding along with a tender acceptance recommendation would come to Estates Committee Sub Group in next few weeks.

The market commentary within this paper was also noted, which could have an impact on the Capital Plan pipeline and on site or recently completed works.

The Director of Place noted thanks to the Director of Estate Development and her

team for all their work on these major projects. It was noted that despite the complex contract negotiations that were underway, relations with the contractors remained respectful and positive.

14. Estates Risk Register

The Estates Risk Register was presented.

The Risk Register set out the risks, consequences and mitigation activities. Given the complexity of the current environmental conditions and the consequent pace of change, a more regular and frequent review of risks and mitigations was taking place by the Estates Management Group. The current risks that were rated as high and extreme were presented within the appendix to this paper.

Estates Committee noted the risks that were rated as high (amber) and extreme (red) contained in the Risk Register (appendix 1) and the mitigation activities that were in place to manage these risks; and further noted the change to risk ratings since the Risk Register Summary was considered by Estates Committee in September 2021.

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

Estates Committee was updated on the decisions taken by Estates Committee Sub-Group (ECSG) since the last Estates Committee meeting on 8 December 2021.

Estates Committee noted the following decisions taken by ECSG:

2 Dryden Grove, Roslin – Lease Extension - ECSG approved the extension of the lease of the house at 2 Dryden Grove, Roslin, from UK Research and Innovation – Biotechnology and Biological Sciences Research Council (UKRI-BBSRC) on the terms outlined in the report and on other terms and conditions to be agreed by the Director of Estates.

41 – 45 Gilmore Place – ECSG recommended to Exceptions Committee, who subsequently approved, to proceed with finalisation of Heads of Terms, Agreement to Lease documentation for entering into a lease for the 230-bed accommodation development.

Baltic Street – ECSG recommend to Exceptions Committee, who subsequently approved, to approve proceeding with finalisation of Heads of Terms, Agreement to Lease documentation for entering into a lease for the 618 bed accommodation.

Digital Estates Project – ECSG agreed not to support the recommendations. Whilst ECSG fully recognised the necessity for the proposal it was felt a more comprehensive business case was required coupled with a clear articulation and analysis of the financial element. An updated paper was presented at this Estates Committee meeting today, under item 8 of the agenda.

It was noted that there were two contract awards (greater than £250,000) over the period 1 December 2021 to 28 February 2022 that had been approved via the

16. Development & Alumni Capital Project Update

An update was presented, and summarised the progress with fundraising approaches for the current priority capital projects.

Estates Committee noted the update

17. Strategic Acquisitions, Disposals and Leases

An update on strategic acquisitions, disposals and leases was presented.

Estates Committee noted that since December 2021, 6 new leases and 4 lease extensions had been approved under sub-delegation arrangements which were presented to Estates Committee for noting as detailed in Appendix 1

- a) **2 Dryden Grove, Roslin - Lease Extension.** Estates Committee noted that Estates Committee Sub-Group (ECSG) approved the extension of the lease of the house at 2 Dryden Grove, Roslin, from UKRI-BBSRC (UK Research and Innovation - Biotechnology and Biological Sciences Research Council).
- b) **IRR lab and office space.** Conditional on agreement being reached in relation to the affordability of fitting out a shell space within the IRR building under construction for Cell Therapy Catapult (CGTC)- Estates Committee approved the granting of a new Licence to Occupy of office and lab space.
- c) **IRR Substation Lease** – Estates Committee noted that as a consequence of the IRR Expansion project a lease would be granted by the University to Scottish Power Distribution PLC for substation accommodation in the ground floor of the building.
- d) **20 Potterow offices, sub under lease** – Estates Committee noted that a sub under lease, of part of the office space, was being granted to Universities Scotland.
- e) **Rainy Hall Kitchen – café facility** – Estates Committee approved the grant of a Licence to Occupy to the Grassmarket Project for an introductory period followed by an agreement for Academic year 2022-23 on terms to be agreed by the Director of Estates
- f) **Gilmore Place** – Estates Committee noted that in line with Exceptions Committee approval, the Agreement to Lease and lease documents were in the process of being concluded with ABRDN for 230 student accommodation beds at Gilmore Place.
- g) **Baltic Street** - Estates Committee noted that in line with Exceptions Committee approval, Agreement to Lease discussions have commenced with

HUB residential, the new owners of the Baltic Street development (612 beds).

Estates Committee noted the updates on Strategic Acquisitions and Disposals.

18. Date of next meeting:

The date of the next Estates Committee meeting was Wednesday 18 May 2022. It was noted that the location of the meeting would be confirmed in due course.