

## Estates and Environment Committee

19/01 A meeting of the Estates and Environment Committee was held on Monday 21 January 2019 at 9.30 am in HBS G04.

**Present:**

Pro-Vice Chancellor, Academic Planning and Resource ( <i>Chair</i> )	Professor Mark Fellowes
Executive Dean (Henley Business School)	Professor John Board
Head of School (Psychology and Clinical Languages)	Professor Laurie Butler
Associate Professor, Construction Management & Engineering	Dr Phil Coker
RUSU President	Jason Dabydoyal
Head of School of Built Environment	Professor Chris Harty
Director ULCS & University Librarian	Stuart Hunt
Head of Institute, Institute of Education,	Professor Cathy Tissot
Head of Timetabling and Room Booking	Julie Pendleton
Director of Estates	Janis Pich
Finance Business Partner	Rachel Savin
Chair of the Committee for Infrastructure in Learning and Teaching	Professor Katja Strohfeldt
Strategy and Space Management Director	David Wallace
Director of Campus Commerce	Matthew White

*In Attendance:*

Maintenance Services Director	Stephen Boon
Energy Analyst	Jo Burton
Energy and Sustainability Manager	Dan Fernbank
Strategic Estates Manager	Nigel Frankland
Campus Services Director	Lucy Virtue
Projects Director	Nigel Wingfield
Senior Administrative Officer ( <i>Secretary</i> )	Caroline Redzikowska

*Apologies for absence were received from:*

Head of School (Mathematical Physical and Computational Studies)	Professor Ben Cosh
Head of Marketing Operations	Felicity Gasparro
Health and Safety Services Director	Jenny Mcgrother
A representative of the Environmental Champions	Andy Whittam
RUSU Environment and Ethics	

19/02 Minutes of the last meeting – 30 November 2018

The Minutes of the last meeting on 30 November 2018 were approved as a correct record subject to the inclusion of Dr Coker as an attendee.

19/03 Matters arising

18/23 Annual Environmental Sustainability Report

The Committee noted that there had been recent publicity regarding the University's success in delivering sustainable solutions. The Secretary confirmed that the report had been shared with the Deputy Vice Chancellor in his capacity as PVC Teaching and Learning.

18/24 Online Booking of Centrally Controlled Rooms

The Committee were advised that the initial pilot of the new system covering approximately 200 people was proceeding well. It was noted that the new system only applied to centrally bookable rooms. It was agreed that the system could be rolled out more widely.

It was further note that the implementation of a screen saver reminding users of the “housekeeping” rules was in hand.

19/04 Chair's Action

None

19/05 Alternate Delivery Lockers

The Committee received a further report regarding the siting of lockers on campus for use by staff and students for the delivery of parcels. In response to the Committee's request at the last meeting, a more generic solution for lockers had been investigated but the found alternative to Amazon was restricted by existing near-by locations and the limited numbers of retailers signed up to use it.

The Committee confirmed that trial schemes for Amazon Lockers should proceed at Whiteknights and at London Road, subject to the identification of a suitable site.

19/06 Flying for Business – 2017/2018 Data

The Committee received and noted a further report providing more information regarding the carbon impact of business travel. In particular the Committee noted that the current trend of increasing international travel posed a serious risk to the University's ability to meet its carbon reduction target.

It considering the data the Committee noted:-

- IT conference facilities at the University needed to be improved to provide adequate alternatives to travel
- Some travel costs would be funded by research grants
- With regard to upgrades, this was sometimes necessary as a result of disability, the duration of the journey and timing in relation to business meetings.
- There were wide ranging differences between individual Schools and Functions within the University regarding the amount of travel undertaken and the frequency of upgrades.

Whilst the Committee acknowledged that some areas had greater obligations in respect of international partnerships necessitating travel than others, it considered that further work was required to ensure that

- i) The travel was necessary;
- ii) the mode of travel was appropriate ;
- iii) any upgrade was appropriate for the travel in question; and
- iv) the travel fell within and met the criteria set out in the University's travel policy.

It was agreed that further report would be brought back to the Committee

**Action: Energy and Sustainability Manager**

19/07 Teaching Space Analysis – November 2018

The Committee received and noted the report regarding the utilisation of teaching space. In particular the Committee noted:

- Utilisation was now above target (39%) at 41% overall.

- Overall the position was generally static year on year which was congruent with the generally static student number between 17/18 and 18/19.
- There was little, or no room for growth against the current room pool, with the current timetabling and course structures.
- There had been physical changes to the room pool - the enlargement of the JJT lecture theatres which had delivered considerable extra capacity
- The booked not used percentage had risen above 10%. Follow up action was being undertaken with Schools and Functions as this was a significant issue which locked up otherwise useable space.

Concern was raised regarding the availability of study space, it was noted that whilst efforts were made to direct students to available space through the Free Room Finder, designing more flexible space which could effectively service teaching and study needs as part would help balance the space portfolio and maximise opportunities for the broadest use of space.

#### 19/08 Estates Management Report

The Committee received a report regarding the AUDE 2018 Estate Management report and provided some more detailed information regarding the University's position.

The Committee noted that:

- the University continued to perform well, and generally better than comparator medians
- in terms of FTE, with the growth in staff and student numbers there had been a considerable improvement over the last two years, with the University performing generally at median levels
- Energy performance was consistently in the top quartile and carbon performance remained very good.
- However, in terms of spend, this was now well below median levels and less than competitors
- The improvement trend seen in building condition over the past decade had now stopped, and as a result, building condition could be expected to fall in the light of reduced maintenance budgets.

The Committee discussed at length the impact of the current spending restrictions on the estate.

University buildings were categorised according to the RICS condition categories (A-D), with category A being excellent and category D statutorily non-compliant.

With reductions in maintenance funding the trend of improvement had now reversed, with a drop in the measured condition of approximately in 2018. As this was a lagging indicator and the decline in condition was expected to accelerate in 2019.

The estate had only a few A rated buildings, with the majority categorised as 'upper' B. However, many of these were now slipping to 'lower' B and consequently small declines in condition meant that a number of buildings were at risk of slipping into category C. This had potential impacts on space quality and for business continuity.

As a result of the declining condition there was an increasing risk of disruptive, high value failures, particularly in relation to plant. Aside from failures, restricted investment in the estate would result in many buildings looking tired and tatty as planned decoration could not be carried out.

In response to questions the Maintenance Services Director advised that the 1960s buildings were most at risk. The science buildings not due to be replaced or refurbished over the next 5-10 years, namely Chemistry and Nursten, were

probably the greatest risk. It was highlighted that it would be uneconomic to carry out maintenance works piecemeal, what was ideally needed was a project for major refurbishment or replacement.

19/09 Capital Project Updates

The Committee received and noted the report and in particular updates in relation to St Pats, ECMWF, Dol.cHe Vita and URS.

19/10 Any other business

None

19/11 Dates of meetings in 2018-19 session

Thursday 28 February 2019 at 9.30am in HBS 201

Tuesday 30 April 2019 at 9.00am in HBS G01

Monday 24 June 2019 at 9.30am in HBS G03