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April 2014

News & Views from the Facilities Directorate at the University of Leeds.



VIVE LE YORKSHIRE!

The Tour de France is the world's largest annual sporting event and sees over 200 riders complete 2000 miles in just 23 days. Close to 3 billion people watch the tour on television each year, with many millions lining the route throughout. The start of the tour is celebrated with the Grand Depart, where the host city will be placed on an international stage.

Due to the tour's massive following in neighbouring counties, it often starts outside France. This year, it will be the turn of Yorkshire with the host city being Leeds. This will be the first time the Grand Depart has taken place in the UK outside of London.

The Grand Depart takes place on 5th July 2014 with the first stage departing from Leeds city centre, travelling through the Yorkshire Dales and finishing in Harrogate, while the second stage starts in York and finishes in Sheffield.

With the Grand Depart taking place in Leeds this year, the University of Leeds is producing a programme to celebrate The Tour de France visiting Yorkshire and the University's unique connection to French Culture and elite sport.

CULTURAL FESTIVAL

To celebrate the Leeds Grand Depart, a 100 day cultural festival will run up to the 5th of July, featuring dance, music, theatre, art and many more events to engage as many people in cultural activities as possible. This is the first time the Grand Depart will be associated with a Cultural Festival in the tour's 101 year history.

The University of Leeds is supporting two of the large events, the 'Ghost Peloton', which will see riders illuminated with LED lights cycle around Yorkshire, and the 'Tour de Cinema' which will display cycling films in unusual locations throughout Yorkshire.

"The world's largest annual sporting event sees over 200 riders complete 2000 miles in just 23 days. Close to 3 billion people watch the tour on television each year, with many millions lining the route throughout."

STAFF CYCLE RIDE

Staff from across the University will be taking part in a charity cycle ride to celebrate the Grand Depart. A team of cyclists will be riding from the University campus, through the Yorkshire Dales, following some of the tour route, and finishing at the University's Outdoor Centre.

Departments from across the FD will be pulling together to support the riders, they will be treated to a meal by Catering Services and warm bedding provided by Residential Services, with support vehicles provided by Estate Services.

We are still looking for more participants, so if you're interested or want to find out more, email Ed McAlone at: e.w.mcalone@leeds.ac.uk

CYCLE JERSEY

A jersey produced exclusively for the University of Leeds will become an iconic focal point for our involvement in the Grand Depart.

We ran a competition throughout March for designs to be submitted for the jersey, and we had some fantastic and unique entries. The winning design, which will be announced shortly, will be available for all staff, students and alumni to buy. This is a great chance to get a unique souvenir to commemorate the Tour de France on our doorstep.

For more details see the Tour de France webpage on the sport.leeds.ac.uk website.

LECTURE SERIES

Echoing the 2012 Olympic Programme, the University of Leeds will be hosting a free public lecture series throughout April and May 2014. Speakers will encapsulate all the aspects of le Tour de France – elite sport, high performance equipment and textiles, French culture, and journalism.

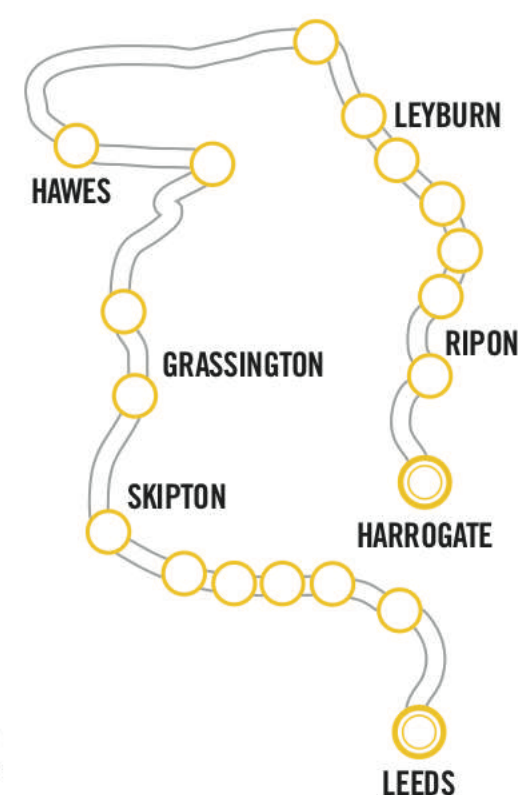
For information as and when lecture details are announced select the Tour de France tab at: sport.leeds.ac.uk

COUNTDOWN CLOCK

Working in partnership with Leeds City Council and Trinity Shopping Centre, students at the University's School of Mechanical Engineering are helping produce a countdown clock. Designs were submitted by the public of Leeds and the winning

design, once finished, will be situated in Trinity throughout the 100 day countdown.

There will be lots more to get involved with throughout the run up to the Grand Depart in July so keep checking the website and follow the twitter page: @UoL_thetour for updates.



VISIBLE INVESTMENT, VIABLE INNOVATION



I was delighted to be able to let you know in the last issue of FD Matters how Council had approved plans for our Capital Development Programme, and as you walk around campus you will see ample evidence of our commitment to continue to invest in the estate. Building improvements, new construction and the re-design of existing spaces may be disruptive and look unsightly for a time, but they are very visible reminders of the importance we place on continuing

to invest in our facilities and buildings, to support the best possible campus experience.

As a University, we are now in a good position to think about our strategy for the future – and there is already a strong desire to set a greater ambition for research and innovation in the years ahead. Many experts already see these as crucial for the UK's prospects for economic recovery, with universities at the forefront – and while Leeds has a good record

in this area, it could be even better.

With that in mind, a paper submitted to the March Council meeting outlines a plan to develop business incubation space, with a proposal to construct a new building capable of hosting new high-tech companies in their early stages. The building would provide high quality serviced offices, general laboratory and workshop space and include a café, meeting space and conference facilities.

The aim of the plan is to foster a culture of enterprise and innovation generally, and encourage high growth start-up businesses, for example graduates looking to set up a company would have easy access to dedicated facilities and the University's own expertise in enterprise and innovation. All of this is designed to create an environment where good ideas can be turned into viable businesses and the University encourages the next generation of entrepreneurs.

As the University's strategy develops, the Facilities Directorate will be instrumental in supporting it – and the Directorate's management team will develop plans to provide such support for the strategy through the coming year.

Meanwhile, you may be wondering how things are looking for student recruitment in 2014. This is a critical time of year for undergraduate applications – the deadline for applying for most courses has now passed

and prospective students are considering their options. It is pleasing to note that so far there are positive signs, with the number of applications up on the same time last year. However, we also know that the student experience is critical to their final decision to choose a particular university and so our facilities continue to play a critical role.

Council had approved plans for our Capital Development Programme, and as you walk around campus you will see ample evidence of our commitment to continue to invest in the estate.

When they come to an open day or an accommodation viewing day, prospective students experience the whole range of services from catering to sport, residences to teaching space through to the maintenance of the estate and car parking.

It really is no exaggeration to say that we can make the difference between a student choosing us or another university and I would like to take this opportunity to thank each member of staff for their hard work, dedication and commitment to helping provide the best possible experience for all concerned.

NEW BOATHOUSE FOR ROWING CLUB

Money has been secured from Sport England (£150K), British Rowing (£300K) and the University of Leeds (£300K) to build a new boathouse in Leeds.

The Boathouse, which is a partnership between the University of Leeds and Leeds

Rowing Club, will be based at Thwaites Mill on the Aire Calder Navigation.

Leeds is one of three priority cities for British Rowing and the University of Leeds will play a key role in supporting their aims to get more people into the sport. The Boathouse will be home to the University

Rowing team and will provide an excellent facility from which to train and compete.

The project is due for completion in Spring 2014 and we will keep you updated on the progress.





St Marks officially opens

The 6th February 2014 was set for the official opening of St Marks Residences. Residential Manager, David Owen and his team of Mass Njie and Taylor Howarth had worked meticulously to ensure the site was in great condition and everything was in place for the visit. On the day 60 guests, including Heads of Service/ Schools, Deans and the building architects and designers attended and St Marks

Residences was officially opened by the Vice Chancellor, Sir Alan Langlands. Following an introduction from Dennis Hopper, Director of Facilities Management at the University of Leeds, Sir Alan formally unveiled the plaque and spoke to invited guests. He was then introduced to the residence team and the Warden, Mr Mike Anderson. Sub Warden, Ms Sue Fortescue and the President of the Hall Executive at St Marks, Ms Sneha Bose.

Following this introduction Sir Alan was escorted around the site, dropping in to view an apartment and individual bedroom as well as the cooking facilities shared by six residents from Nigeria, Hong Kong, Australia, India (2) and the UK. The various arrays of international cooking equipment and ingredients from around the world were on show and Sir Alan showed a key interest in how residents cooked and socialised together.

It is pleasing to note that residents expressed appreciation of the international atmosphere and St Marks residences being a 'home from home',

Following the site walk around Sir Alan returned to the Pavilion common area to enjoy a buffet and drinks with the invited guests.

FOOD FOR THE BRAIN AWARD



Great Food at Leeds is proud to have been awarded the 'Food for the Brain' Nutritional Accreditation for the 6th year in a row.

The Great Food at Leeds team maintained their excellent score of 82% in the annual audit which took place in February.

The team were praised for their continued enthusiasm and commitment to Food for the Brain and healthy eating options. Particular recognition was gained for the impressive focus on sustainability, seasonality and provenance of products with 45% of suppliers being within 20 miles of the University and 75% of suppliers within 60 miles.

The team were also complimented for their expanding range of gluten free products and

scored highly in the 'Provision for special diets' section. To learn more about the products Great Food at Leeds provides please visit the 'Our Food' page: www.leeds.ac.uk/gfal

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For more information on the Food for the Brain Nutritional Accreditation visit the Food for the Brain website: www.foodforthebrain.org/



Embedding Sustainability

As part of the process of embedding sustainability practice into the University we are starting to develop an ISO 14001 accredited Environmental Management System (EMS). Although we have environmental plans and objectives covering the majority of our key impact areas, we are currently lacking evidence of an auditable management system. Such evidence of this is increasingly required

when the University bids for research or other funding, and with that in mind, the University is committed to developing an EMS and gaining accreditation as soon as possible. With many Facilities Directorate staff at the sharp end of maintaining and running the University you will be coming into contact with the development of the EMS over the coming months. Your help and support as always is appreciated.





(from left to right): Ian Brine; Antonio Calunga; Cat Miller; Anna Walker; Kevin Thompson; Julia Kinch; Sarah Plant; Mike Leonard; Anna-Marie Vickerstaff; Tim Brear; Lesley Smith; Nick Holdsworth; and Kara Jackson (YWT), not forgetting Mark Ball behind the camera!

Thirteen volunteers from Residential Services, Accommodation Office, Leeds University Union, and Sustainability, recently spent a day ‘scrub-bashing’, at Ledston Luck Nature Reserve, near Leeds. Ledston Luck is a small community of some twenty-odd houses, situated to the east of Leeds, near the larger villages of Micklefield, Garforth and Kippax. The hamlet is located next to the A656 from Castleford, and its straight course and location on the ridge hints at its Roman origins, providing an alternative route to Ermine Street, between Lincoln and York, further to the east.

Leeds has a strong coal mining heritage, and it is thought that the Romans may have extracted coal from the Garforth area for use in their legionary fortress at York. In the 1880s, there were 111 collieries listed in and around Leeds, predominantly in the western, southern and eastern areas of the city. Coal mining started at Garforth in 1760, and Micklefield Mine was

certainly operational in 1880. The mine was owned by the Micklefield Coal & Lime Co Ltd, and they subsequently opened further pits nearby at Peckfield (1888), and Ledston Luck (1909).

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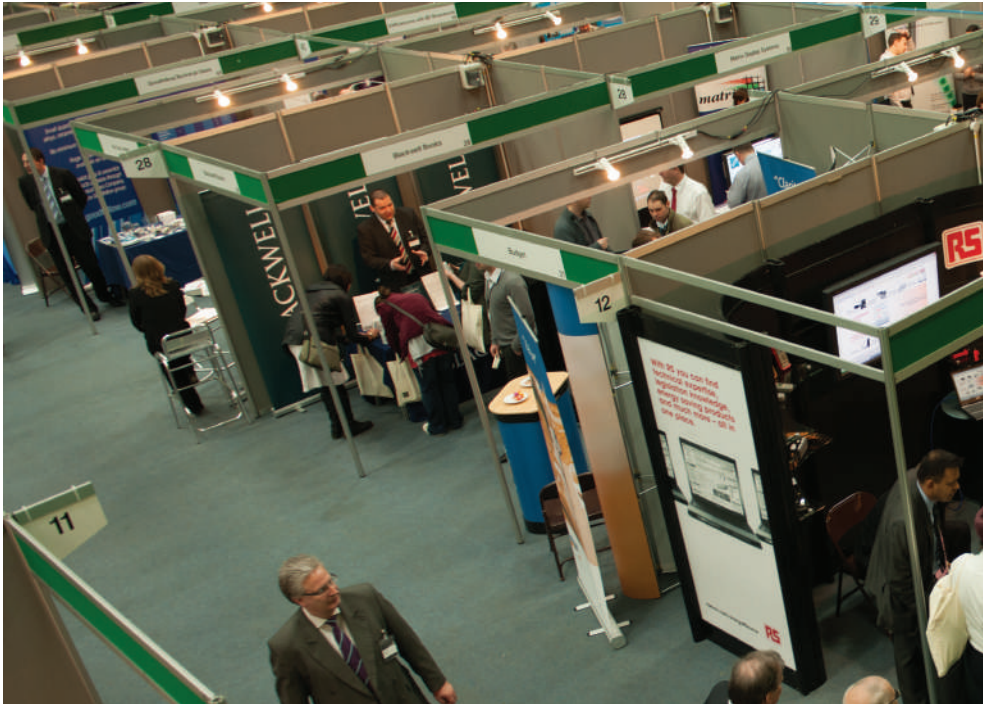
Micklefield Mine closed before World War II, and the remaining mines were taken over by Briggs Collieries Ltd in 1939. Both mines were then nationalised in 1947, with Peckfield

closing in 1980, and Ledston Luck, the last working coal mine in the Leeds area, in 1986. On closure, the steel headgear/winding towers were removed, but the Edwardian winding houses and satellite buildings all still remain with a Grade II listing, accommodating local businesses, including a cafe. The site was remediated in the early 1990s, and purchased by Leeds City Council as a nature reserve, and its management has recently been taken over by Yorkshire Wildlife Trust www.ywt.org.uk/reserves/ledston-luck. The nature reserve is home to 4,000+ bee, common spotted, and southern marsh orchids; its pond attracts emperor dragonflies, and both large red and emerald damselflies; and bird species such as yellowhammer and grasshopper warbler breed on the reserve.

The aim of the volunteering day was to help Yorkshire Wildlife Trust to clear away scrub or small trees that had encroached on the hay

meadow areas of the nature reserve, and which would adversely impact on the orchid species. The volunteers used a variety of loppers and saws to remove the scrub and the cuttings were used to form a ‘dead hedge’ of inter-twined wood that would provide a refuge/cover for local animal and bird species. All in all, it was a really successful day, as it didn’t rain; the work was done; and all present left with a smile on their face, albeit with aching bodies the following day!

Postscript: During the ownership of the mine by Briggs Collieries Ltd in the 1940s, the general manager was D.H. Currer Briggs, resident at 12 North Hill Road in Headingley (now owned by the University of Leeds), and he was also a Member of Council at The University of Leeds as well – We wonder what he would think about the transition from coal mining to sustainability, for both the colliery and the University?



SUPPLIERS EASTER FAIR

The new and improved Suppliers Easter Fair 2014 (previously known as the Suppliers Exhibition) took place in the University’s Sports Hall 1 (at the Edge Fitness Centre) on Tuesday 8th April.

The Suppliers Exhibition has been a successful and well attended event in the University’s calendar for the past 13 years and is one of the largest events of its kind within the UK, offering a unique opportunity for staff to develop their contacts and relationships with suppliers.

This year the event had a facelift: the Suppliers Easter Fair included Fairtrade & Farmers Market style stalls giving attendees the opportunity pick up a few Easter treats while networking with existing and new suppliers.

The MEETinLEEDS team organised the event: handing out Fairtrade Choc- Affair Easter lollies to the first 200 arrivals. Catering was supplied by Great Food at Leeds, from the new Deli(very) Taste of Yorkshire Menu.



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I am particularly proud to say that Leeds is the only University in the UK to have their own dog team trained to the very highest of police standards.
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It may well be unknown to many staff but for the past 18 years the University Security Service has operated a dog section consisting of 4 Security Dog Handlers and their dogs.

They predominantly work during evenings and nights around the Halls of Residence and the section was initially set up to not only deter and prevent crime around the Halls of Residences but to act as a reassuring presence to those living in them.

Their role has evolved over time and along with other officers the dog section plays an integral role in continuing to prevent and deter crime in these out-lying areas. Assisting more recently with Operation Optimal - a joint University and Police initiative - the dog staff and others have played a pivotal role in making the area around the Halls a safer place to live.

Following the death of one of the dogs

recently, the University bought not just one puppy as a replacement but three, which had been made available from a recent litter, by West Yorkshire Police. The dogs are usually bought from the West Yorkshire force, who also train our handlers every 5 weeks at their headquarters at Carr Gate in Wakefield.

The other two puppies are to replace two living dogs who are nearing their retirement age. Although university-owned the dogs are

looked after by their handlers and live at the handler's home.

Malcolm Dawson, the Security Operations Manager said, “I am particularly proud to say that Leeds is the only University in the UK to have their own dog team, trained to the very highest of police standards. The dog handlers are all totally committed and dedicated to their roles and carry out their duties most professionally”.



It's a
bright
start for
young
saplings!

After signing up for a Tree Nursery Programme with the Earth Restoration Service/WWF, Bright Beginnings were more than happy to donate some of the native tree saplings to the campus. In an FD-collaborative effort, locations were identified on 10 campus sites where the saplings could be planted and on 14th March, Jenna Whitworth, Forest School Leader at the nursery led small groups of children to do the planting. Jenna explains: ‘This activity is a great opportunity for the children to get out and see the campus, get involved in the grounds management and feel like they are making a valuable contribution to the future of the campus. They learn and gain knowledge relating to the importance of trees, practical skills of planting and nurturing growing things and helping the planet- by helping to restore green spaces’. Mike Howroyd, Sustainability Projects Co-ordinator and leader of the biodiversity work on campus explained: ‘this work supports the objectives of the Biodiversity Action Plan and is another great example of what can be achieved when the FD comes together.’

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As the FD Health and Safety Manager I have responsibility for health and safety across the Facilities Directorate. It's a very large role when you consider the wide number of activities and services, from capital works to campus security. Luckily I have a fantastic team!

>What does a typical day involve?

At the moment we're developing a health and safety management system, which we plan to get accredited to OHSAS 18001. Therefore at least a quarter of my day at the moment is spent writing and reviewing our policies and processes before we have our first formal assessment in June (although we're aiming for full accreditation next year).

Most areas of the Directorate currently have very separate management systems and documents; I am trying to reduce the amount of paperwork and align documents where possible, thereby reducing unnecessary duplication and effort. The rest of my time is spent managing general health and safety issues across the directorate – this can really vary, each day is so different and brings lots of new challenges.

>What's your favourite part of the job?

The variety definitely. As I look after the whole FD, I never know where the next phone call or email will come from. It keeps me on my toes!

>You've been at the University for 7 months now – what were your first impressions?

That I'd never find my way round! Even after 7 months I frequently have to check locations on a map, though I'm sure I'll know most of the buildings eventually.

>What would you like to change most in your area of work?

I'd like to move the campus to sunny Dubai! I worked out there for a couple of years and I miss the sunshine.

>Main interest outside of work

I used to be a keen runner before I had my son; I've just started running again and am aiming to complete a 10k this year. I'm also a bit of a film buff – it's my specialist area in any pub quiz!



The University of Leeds has held Fairtrade University status since 2005. Awarded by the Fairtrade Foundation, this reflects the University's commitment to promoting and supporting Fairtrade.

As part of this commitment The University of Leeds hold a bi-annual Fairtrade Craft Fair organised by the MEETinLEEDS events team with stalls operated by Fairtrade approved groups, staff, and local companies. The Fair began in 2007 with 15 stalls but has now grown to over 30 stalls and the donations have contributed towards various projects, such as medical equipment for the Windward Islands Farmers' Association (WINFA).

This year's event took place during Fairtrade Fortnight and offered a wide spectrum of Fairtrade and Homemade Crafts: delicious cakes, jewellery, hand-knitted clothing, skincare products, plants, cufflinks, hats, shawls, recipe tips and much more.

"The Fair began in 2007 with 15 stalls but has now grown to over 30 stalls and the donations have contributed towards various projects such as medical equipment for the Windward Islands Farmers' Association (WINFA)"

The University's catering team, Great Food at Leeds, sold delicious Banana Bread and Homemade Lemonade made by their expert chefs, as well as information on how the University contributes to Fairtrade, and their commitment to ethically sourced ingredients.



What have you Changed? healthy WEEK 2014

Don't just think about living a healthier life, change one thing to make it happen. That was the theme for this year's Healthy Week. Held on 21st - 28th March, services from across the FD including SPA, Great Food at Leeds and Sustainability organised activities and workshops throughout the

week to help inspire students and staff to a healthier 2014. From bike maintenance to better eating and ideas for a full night's sleep to burning calories, there was something for everyone.

**What did you change?
Tweet: @healthyweek_uol**

Health & Safety Policy Re-issued

The University has re-issued the Health & Safety Policy with a new foreword by Sir Alan Langlands.

The policy sets out the University's commitment to health and safety, the responsibilities of each member and how the health and safety management system works at the University.

You can find a copy on various notice boards and also at: www.leeds.ac.uk/safety/policy.htm

Delicious Summer Menus from Deli(very)

Deli(very) have launched their delicious Spring/Summer special menus and the Summer Graduation menus. The menus feature seasonal products such as asparagus, fresh salads and of course strawberries and cream and are available to order from 31st March. If you haven't seen them yet, take a look online: gfa.leeds.ac.uk/delivered-food.

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As continuing 'thank you' for customers, we are launching a monthly prize draw. People ordering online can win a box of our delicious mini cakes, making them the envy of the office.

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Have you tried the new Deli(very) menus yet?

Tell us what you think?

gfa.leeds.ac.uk/deliveredfeedback



Estate Services Launches Values

Over the past year, staff from across Estate Services have been involved in consultation sessions to identify the values that are most important to them. These sessions were facilitated by the SDDU team and senior managers from Estate Services. There were some interesting discussions during these sessions with strong views from staff about which values they saw as being especially important. Staff then voted for their favourites and a shortlist of the most popular values was identified from all the sessions that took place.

The chosen values were; Respect, Professionalism, Valuing Staff, Excellence and Teamwork. Further focus group sessions then took place with the aim of identifying how people could put these values into practice. Steve Gilley, Head of Estate Services, said “the values are a key element in ensuring that Estate Services continue to provide an excellent level of customer service across the University. I want to thank all the staff for contributing to this process and to the values that have been developed”.

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It is obviously important that these values and ways of working become part of our normal practices, so they will feature in recruitment processes, staff reviews and team meetings. Other ideas to improve communications and customer services will also be implemented.



Richard Retires

Richard Handscombe, Head of Sales & Marketing for Commercial Services, retired on 28th March after 21 years working in the academic conference sector.

In his time at Leeds Richard has been responsible for putting the University's conference facilities (under the name of MEETinLEEDS), on the map and has been influential in bringing many large events to the campus as well as promoting Sport & Physical Activity and Great Food at Leeds.

Stewart Ross, Head of Commercial Services, says "Richard has been a significant figure in promoting the commercial services of the University of Leeds to both internal staff and the wider world but it's his excellent management skills and leadership that will be most missed."

Richard leaves the University as the Conference Sales team have brought in a record breaking

number of enquiries and are all set for a very busy summer.

"A significant figure in promoting the commercial services of the University of Leeds to both internal staff and the wider world but it's his excellent management skills and leadership that will be most missed."

The team wish him all the very best for his retirement and will miss his wise words, exceptional management style and great sense of humour!

New website for MEETinLEEDS

The Conference Sales & Marketing team have launched a new website for MEETinLEEDS that features bigger and better images of our venues, a much easier to read layout and a heavier emphasis on blog content!

As well as expanding MEETinLEEDS' online presence and promoting the University's venue facilities the blog allows the sales team to show off their expertise and gives them a valuable tool to engage with customers.

A lot of work has gone on behind the scenes too. The site responds to the device that it is being viewed on (whether mobile, tablet or desktop) and is now much easier to update which allows the team to quickly update information and stay on top of the latest online trends.

Go to www.meetinleeds.co.uk and take a look for yourself!



MUD GLORIOUS MUD



It was just after midnight on 6th October 2013 (Kevin Stephenson's birthday) and feeling the worse for wear following a few drinks, when his wife (who Kevin blames for all of this) volunteered him to accompany her friend in an event. What she failed to mention was that the event in question was Tough Mudder, a 13 mile military style assault course!

As the reality began to dawn on Kevin, he began an ambitious training programme which involved plenty of running regularly, boxercise and diving in mud wherever possible!

So why is he putting his body through all this? Well, he is part of a team of fundraisers, some madder than others, some fitter than others, and some, simply being dragged along, doing various events this year in an attempt to raise £15,000 for a support group called Little Hiccups. This group supports children and families of children with special needs.

This money will allow the group to buy 3 all-terrain Kandoo wheelchair buggies, which are essential for wheelchair bound children who struggle physically and their families to do things we all take for granted. Simple things such as a walk in the woods, visiting the beach or a dip in the sea. It even attaches to a bike as trailer. It will give them and their families experiences and memories that currently they never thought possible.

Anyone that knows Kevin will confirm that he neither exercises nor works with children, so once you have stopped laughing at his impending doom Kevin would urge you to visit the Little Hiccups web-site (www.littlehiccups.co.uk) and see what it's all about.

You can pledge a small amount toward his goal at www.littlehiccups.co.uk/conquerors/index.htm#kevstephenson or e-mail him direct, or stop him in the street, or he will find you with his sponsor form !! Resistance is futile. All donations will be gratefully received.



Tour de France ACCOMMODATION

It's now only a few months until the world's largest annual sporting event comes to Leeds and with the University campus less than half a mile from the start line of the Grand Depart it places us right at the heart of the action!

Apart from hosting the riders and publicity caravan briefings, and accommodating personnel closely involved in the event, our en-suite accommodation is also available for spectators to book on the nights of 3rd, 4th and 5th July at just £49 (room only) per night. This makes it ideal for any members of staff, or their friends and family, to see the amazing spectacle at the start of the largest sporting event ever to hit Yorkshire!

Storm Jameson Court is just a short stroll from the start line, but bedrooms are selling fast, so act now and secure some of the last available bedrooms in Leeds. Anybody can book a bedroom by visiting www.meetinleeds.co.uk/shortbreaks

Allez les Anglais!

