

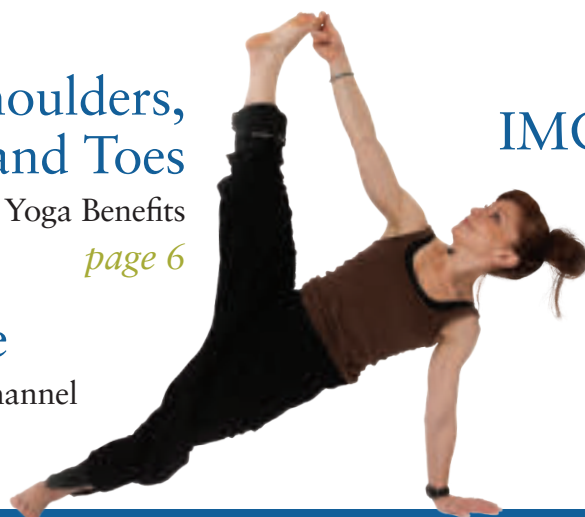


Head, Shoulders, Knees and Toes

Yoga Benefits
page 6

Bon Voyage

Team swims the Channel
page 4



IMC throws down the gauntlet

Congress comes to campus
page 3



fd matters

April 2013

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

CAMPUS SUPPORT SERVICES | RESIDENTIAL SERVICES | ESTATES | COMMERCIAL SERVICES | SUSTAINABILITY



A Certificate of Commendation! Malcolm Dawson



A Beacon of Good Practice. Robert Gale and Neil Sutherland



What A Team! Dave Patterson And Andy Lindley

A RESOUNDING SUCCESS FOR THE FACILITIES DIRECTORATE

There were a number of successes for staff in the Facilities Directorate at the recent Vice-Chancellor's Health and Safety Award Ceremony.

Malcolm Dawson, the Operations Manager within the Security Section was proactive in pushing forward the wearing of stab vests and making them compulsory. He was very concerned for the safety of his Officers and found the main reason for them being left off was the discomfort, being too heavy and cumbersome. He researched this issue and visited manufacturers who supplied body armour to both the Police and the Armed Forces. The result was a state of the art stab vest which was of lightweight material which the Officers have now been issued with.

Malcolm Dawson knew that the stab vest alone would not fully protect the staff and he had identified a skills gap in regard to 'self defence'. He then embarked upon a training programme for ensuring all staff were trained using the

Conflict Resolution Model which comprises of; Verbal Conflict Management, Control and Restraint, Defensive Tactics ("The Approach") and the Knives and Edged Weapons Awareness Programme (KEWAP).

All Security patrol staff are now fully trained and up to date with their skills. It is now mandatory for all officers to put on their stab vests prior to patrolling the university campus or areas off site.

Robert Gale and Neil Sutherland of the Estates Design Office were visiting a contractor to undertake a routine progress inspection. Whilst on site they saw a dangerous occurrence which they reported to the Health and Safety Executive. They instructed the contractors to stop working immediately until an assessment of what had caused the accident was known. They made a difficult decision on Health and Safety grounds and refused weekend working authorisation despite severe pressure from the client. The job was already five days overdue and the students' return was imminent.

These two did not 'turn a blind eye', when it would have been easier to do so, they stuck to their decision and took ownership of the situation. This behaviour was a beacon of good practice which was supported by management

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Two DLO (Direct Labour Organisation) staff, Dave Patterson and Andy Lindley were working in the Engineering Faculty and were about to undertake a repair to some pipes in a riser (a

vertical void with pipes running down through several floors). They initially thought about using a harness system, but that was not totally safe so they had the foresight to stop and together think about an alternative solution.

They decided to arrange for a permanent safe access system to be put in place and discussed a solution with a Technical Officer within the Estates Department. The result was the removal of the door leading to the riser and a demountable floor system put in place.

Dave Patterson and Andy Lindley have changed forever the way in which anyone, either contractor or staff would work in this particular riser. As a result of this, a programme for putting similar flooring into all the riser areas within the Engineering building was implemented.

I PROMISE.... Healthy Week 2013

This year's Healthy Week is all about making a promise to improve your health. You might wish to sleep better, lose weight, learn to swim, feel energised, go for a walk at lunchtime, run a 5k, do a triathlon, eat less fat....

The week is the 22nd April – 29th April but will launch on the 18th April with a Healthy

Week fair taking place in the LUU foyer from 12-2pm where staff can find out how to use the expertise and services at the University of Leeds to set and reach their health promises.

Departments from across the Facilities Directorate are contributing to the programme for Healthy Week.

“
I've promised myself to train for and complete my first full triathlon in the summer
”

Stewart Ross
Head of Commercial Services

I promise to get fit and start training for a half marathon.

Mike Ferraby
FD, Head of Finance

I pledge to promote healthy female body images rather than media stereotypes.

Louise Ellis
Head of Sustainability

to find out more visit
www.leeds.ac.uk/healthyweek





A Fresh Perspective



four years that he was neither a student nor a member of staff. So when he addressed the meeting to give a Dean's perspective on the Facilities Directorate, we knew he spoke from a wide experience.

“
No matter which way you look at it, the Facilities Directorate can face the future with confidence.
”

When Jeremy Higham addressed the most recent Management Group meeting, I – and a number of Facilities colleagues – found ourselves looking at the University from a different angle – literally.

For those of you who don't know, Jeremy is the Dean of the Faculty of Education, Social Sciences and Law (ESSL) and has been part of the fabric of Leeds for a very long time. So long, in fact that since arriving here as an undergraduate in 1978, there have only been

Jeremy's role takes him around the world to promote the benefits of Leeds to prospective students, and he says that one of the images that has had the greatest impact on his audiences is an aerial view of the campus, such as the one pictured here. It demonstrates the sheer scale of the facilities at Leeds and Jeremy is in no doubt of its impact on our ability to attract students. Viewed from above, we can see clearly the campus in its entirety. It set me thinking. It's perfectly normal to get

so involved with the detail of the jobs we do that we fail to appreciate the impact we make collectively. When we take a moment to think about what we do across the Directorate, and its impact on staff and students, we should be very proud. Jeremy, incidentally, was both appreciative and complimentary about how well the Directorate staff work both to keep this huge community of over 40,000 people running smoothly, and to continue to develop it.

Getting things into the correct perspective also enables us to deal effectively with the challenges we face. We are all aware of the challenges facing universities following the introduction of higher tuition fees and the downturn in the economy, however, the University's strong financial management over recent years means we are able to continue to invest in our estate, as part of our ambition to continue to attract high quality students. Over the five years 2012-17 we hope to invest around £265m in this infrastructure - £186m of building-related expenditure and £79m of equipment. So when we look at investing in a new flagship undergraduate library with 1,000 study spaces and Wi-Fi throughout,

refurbishing the Edward Boyle Library or building the 530 bed St Marks student accommodation facility, we know that we are literally investing in our future.

You will be aware that over the coming months, Michael Arthur will be moving on and when the new Vice-Chancellor Sir Alan Langlands takes the helm, he will find an estate with high quality facilities for high quality students and staff. Of course, there has been change recently in our own team, too and we wish Madeleine Aziz-Brook well in her secondment to the ISS team. I'd like to take this opportunity to express my appreciation for Madeleine's invaluable contribution over recent years and to Steve Gilley, Stewart Ross and Ian Robertson for picking up additional responsibilities and working with Madeleine's teams.

No matter which way you look at it, the Facilities Directorate can face the future with confidence.

Climate Week 2013

Climate week is Britain's biggest annual climate change campaign, designed to inspire action to create a sustainable future and ran from 4th-8th March. This year, our event aimed to celebrate the depth and breadth of sustainability at the University.

A series of display boards were produced with input from colleagues across the University and a marquee outside the student union encouraged staff and students to get involved with a variety of different activities.

These included a car-share breakfast, careers advice and support, the 'UTravelActive' festival, a 'meet the team' networking session, insect house building, documentaries and lectures and a research show case. Each of these promoted a different way to become involved with

University sustainability and there was a lot of interest from staff and students during the week.

“
Each of these promoted a different way to become involved with University sustainability
”

Although this event is managed by the Sustainability Team, it brings together the whole of the FD and special thanks should be given to Residential Services, Catering and Conferencing and Estate Services for their support in ensuring the event continues to be a great success.



International Medieval Congress 2013 Comes to Campus

This summer more than 1,800 medievalists from all over the world will come together on the University's main campus for the first time in the 20 year history of the International Medieval Congress (IMC).

The IMC has been a staple of the University calendar since its inception in 1994 and has grown year on year becoming the largest conference of its kind in Europe; it is second only, in the world, to one in Kalamazoo in the USA. The academic programme this year includes 472 sessions running over four days, and we expect to welcome over 1800 delegates to the campus. The IMC will make use of 14 university buildings in addition to four halls of residence and at least two city centre hotels. In total, the Congress will have more than 4000 bed nights, serve over 7000 meals provided by the University, and more than 15000 cups of tea and coffee.

The IMC has, for the past 19 years, been held at Bodington and Weetwood Hall, but it has now outgrown the original setting. The move to campus is a natural progression and inevitable for securing the growth and long-term future of the Congress – something that is very important to the University. Leeds has a very strong tradition in Medieval Studies, and the IMC has a unique reputation for its excellent academic content and friendly and very well-organised infrastructure, providing networking opportunities and social events. In addition to the significant revenue brought into the University each year, the IMC attracts a wide range of participants from all over the world, including students, academics, and religious leaders, allowing Leeds to showcase the best it has to offer.

Of course, moving such a large event onto the University's campus hasn't been easy as Axel Müller, Congress Director who has been working closely with the MEETinLEEDS events team, points out: "Moving an established event is always risky, and it is important to retain the Congress' familiar feel that Bodington and Weetwood Hall offered. The Congress will move from an exclusive-use site to a mixed-use site on Campus with other University business continuing, even if it is at a quiet week of the year!"

"Many delegates return year after year and have come to enjoy the personal service offered by the IMC team" says Steven Sharpe, Congress Liaison Officer from MEETinLEEDS.

We have been liaising with many departments within the FD to help ensure that we, as a team, are delivering the best possible delegate experience for what is the largest annual conference in any subject in the country. Everyone's response to the Congress has been very positive and encouraging. This is an important event for us, and we all have a role in ensuring that it is not only delivered successfully this year, but that it continues to thrive on campus."

The academic programme will be based largely in the Parkinson Building, Emmanuel Centre, Baines Wing and Michael Sadler Building where delegates will present papers on their current research. In addition to this there will be social spaces used by the delegates and book fairs where publishers and booksellers will be selling new, second-hand and antiquarian medieval books.

“*Many delegates return year after year and have come to enjoy the personal service offered by the IMC team*”

Evening events include wine receptions by publishers, universities, and other organisations including an open lecture on Richard III, whose remains were recently discovered in Leicester. There will also be musical and dramatic performances as well as 'hands-on' workshops on sugar crafting, wool spinning and medieval dance.

So can staff get involved? "Of course!" says Axel. "It would be great to see as many staff involved as possible. We're currently working on a public events programme which will include the book fairs, the craft fair, and the 'Making Leeds Medieval' event in University Square on 4th July; this will include craft demonstrations and other interactive activities.

"Staff will also be able to book tickets for the evening concerts and daytime excursions" says Steven. "One of the aspirations for these public events is to encourage as many departments as possible to get involved throughout the week. Staff will be able to attend a number of evening and lunchtime open lectures and those wishing to attend the full academic programme may register for the Congress at a reduced rate".

If you would like to find out more about the IMC and details of how you can get involved you can visit a dedicated site for University staff www.leeds.ac.uk/ims/imc/oncampus or contact:

Axel Müller - Congress Director:
A.Muller@leeds.ac.uk

Steven Sharpe - Congress Liaison Officer:
S.T.Sharpe@leeds.ac.uk

Event: 30th June - 5th July

THE SUN SETS ON BODINGTON...

Farewell Bodington Hall

The 31st of January 2013 saw the closure of Bodington Hall.

As the students left and the staff packed up, the contractors arrived to carry out essential work to prepare the site for sale. It was a sad day, but we cracked open the champagne and reminisced about days gone by with very fond memories of working at Bodington.

On the 28th February a dinner was held by Professor Kevin Roberts, the Chair of the Bodington Hall Council, to celebrate Bodington. People who were part of the Hall's history attended and many more enjoyable memories of Bodington were discussed during dinner.

To mark the closure of the Hall the Council Chamber in the Parkinson Building has been renamed and is now called "The Bodington Chamber".

You can now see two plaques on the walls of the Bodington Chamber. One explains the history of Bodington Hall, and one is about Sir Nathan Bodington, the first Vice Chancellor of The University of Leeds.

Did you know?

The decision was made very early in the planning process to reuse as much as possible from the Bodington Hall site. Initial surveys indicated that there were around 40,000 items of furniture on the whole site.

To mark the closure of the Hall the Council Chamber in the Parkinson Building has been renamed and is now called "The Bodington Chamber".

Internally, £88.2k worth of items were reused. These items were relocated to other University-managed residential sites. The carbon value for the furniture element equates to 41.3 tonnes of savings.

Around £44k of items were sent to local charities. These include: Otley Citizens Advice Bureau, Hyde Park Methodist Mission Church,

Moorlands School, Kids Academy, Shri Baba Vishvakarma Sabha and Leeds City Council, who, working with a number of partners have used the furniture in much needed areas of Leeds. This had a carbon saving of 31.1 tonnes. Both of these totals are based on the cheapest cost of replacement (so the actual saving is likely to be much higher)

Mike Howroyd from the Sustainability Team and leader of the Reuse@Leeds project says "The University of Leeds have led the sector for a number of years with our unique approaches to reuse and the main feedback we get is that it is only workable on a small scale. This project demonstrates what can be achieved with a committed team of staff, good communication and involvement with key stakeholders from very early in the planning process. As with our original reuse system, this model can now be replicated across the sector and provide a case-study that will not only demonstrate our financial and carbon savings, but also identify the lessons we have learnt by providing another example of how we at Leeds are not afraid to challenge behaviour to find more efficient and sustainable methods of working."

Bon Voyage... Intrepid Swimmers take on the Channel



Support & Physical Activity staff, have challenged themselves to one of the toughest endurance events there is - swimming the English Channel! Channel Swimming is often referred to as the 'Everest of open water swimming' due to the cold water, busy shipping lanes and having to negotiate jelly fish. The Dover to France swim is a mighty 22 miles and will take the team approximately 14 hours to complete!

Channel Swimming is often referred to as the 'Everest of open water swimming' due to the cold water, busy shipping lanes and having to negotiate jelly fish.

It's a new challenge to all members of the team, who have started a rigorous training programme to prepare themselves for the big day on 22nd July 2013! The team will consist of 6 staff: Philip Yorke (Assistant Operations Manager), Graham Evans (Duty Manager), Vanda White (Receptionist), Caroline Race (Bookings Officer), Joe Kane (Senior Recreation Assistant) and Noel Horton (Recreation Assistant).

Their effort is all in support of Aspire, the national charity for people with spinal cord injuries. The team have set an ambitious but achievable target to raise £18,000 and need your help to enable them to achieve this! If you would like to donate please go to:

www.justgiving.com/teams/The-Edge-Gryphons



RESIDENTIAL SERVICES AND LUU IN PARTNERSHIP

Residential Services (RS) are committed to working in partnership with our students. At the start of each new academic year RS intend to review the plans, activities and actions that the Service will undertake in partnership with LUU.

Together Residential Services and LUU have written and printed a Statement of Commitment to partnership. This initiative is intended to strengthen the way that we work together to review, develop and improve services.

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Some examples of areas where Residential Services and LUU have been working particularly effectively in partnership are where we have been collaborating to: enhance social experiences in residences; reduce students fear of crime; promote behaviour that is considerate of fellow student residents and the community; reduce carbon emissions & promote sustainable living in residential accommodation.

"The Partnership statement highlights how closely LUU and Residential Services work together, and reaffirms our shared aim of creating an amazing experience for students in halls. Whether it's the Hall Exec, our work on safety or on improved bus services I see the effects of this partnership every day and am extremely proud of the work we have all been part of".

Ben Fisher
Community Officer

AS A NEW DAWN BREAKS...

New Library Set to Offer Top Class Facilities

Planning approval has recently been given for a new library that will take the undergraduate student experience to a whole new level.

The library, which will be the first University building to be built on Woodhouse Lane since the 1960s, will combine state of the art facilities with some significant sustainability features. It will house seats for 1,000 people and be a combination of study, group learning and social space. Not only will students have access to over 170 fixed PCs, 5 kilometres of shelving will house a wide range of books and publications, wi-fi will operate throughout the building and there will be extensive audio visual provision. Add to this bookable individual group study rooms, community rooms for outreach work and a cafe and it's easy to see how the flagship building is likely to be very popular.

And that's not all. Conscious of our environmental commitments, the building will be constructed to the highest BREEAM (Building Research Establishment Environmental Assessment) standards, to make it energy efficient. Some 200 sq metres of solar panels will produce carbon-free electricity, while high performance glazing will help minimise heat loss. Building in

Portland stone will make sure it blends well with its surroundings.

“No-one doubts that to attract high quality students, we need to invest in high quality facilities. I'm delighted that this innovative building has been given the go-ahead”

Director of Facilities, Dennis Hopper, is enthusiastic about the development, “No-one doubts that to attract high quality students, we need to invest in high quality facilities. I'm delighted that this innovative building has been given the go-ahead”

Work on site will start in July 2013, and begin with the demolition of the old Security office and annexe. Planned to take 70 weeks, the facility is due to open in March 2015.

THE EDGE SPIN-A-THON!

24.04.2013
7AM - 7PM

TEAM CHALLENGE

CYCLE 190KM -
The first leg of Tour
de Yorkshire

INDIVIDUAL CHALLENGE

HOW FAR CAN YOU
CYCLE IN AN HOUR?

£10 PER PERSON + SPONSORSHIP
Leader boards & prizes for the winners!

Join in the fun & support The Edge Gryphons to help them meet their £18,000 target to swim the channel in aid of Aspire!

All proceeds will go directly to the Aspire charity!

To enter email theedgegryphons@hotmail.co.uk. Entries will be on a first come, first serve basis.

More information is available on The Edge website: www.leeds.ac.uk/theedge

**the
EDGE**
FITNESS | SPORT | WELLBEING

UNIVERSITY OF LEEDS

SUPPLIERS EXHIBITION TAKES ON THE WORLD!

For the past 11 years the University's Suppliers Exhibition has gone from strength to strength and has proved to be a useful addition to the events calendar giving staff the opportunity to speak to their suppliers face to face.

Now in its 12th year the Conference Events team in Commercial Services, who organise the event, chose to demonstrate the impact our suppliers have with a 'local to global' theme by showcasing local UK suppliers who provide products and services that help us to stand out in a global market, in line with the University's strategy to increase its impact on a global scale.

The event, one of the largest suppliers' exhibitions held in the UK, opened its doors to over 700 visitors in the University's Sports & Exhibition Centre

at the end of March. They all had a chance to source suppliers, stretch budgets and sample an excellent lunch from the University's catering team (Great Food at Leeds).

Once again the exhibition proved not only that we can provide a valuable service to staff members looking for approved University suppliers but that we have an Events Team that is second to none in organising high profile large-scale events on the University campus.

If you would like help in organising an event on (or off) campus then please give our events team a call on 0113 343 6100 or go to www.meetinleeds.co.uk.

GREAT
FOOD
at
LEEDS

Fuel your Brain!

Great Food at Leeds recently retained its Food for the Brain accreditation after passing the assessment with flying colours!

Food for the Brain is an organisation that champions optimum nutrition for the brain, which certainly is a focus for an academic institution! The team were praised for their continued enthusiasm and commitment to Food for the Brain and healthy eating for students. Great food at Leeds gained particular recognition for the impressive achievements in food sourcing and sustainability.

Well done everyone!

(food fact)

All of our soup is made with the best quality ingredients and free from artificial additives and preservatives.

My promise
to myself

“Start my day
with a swim”

What will your promise be?
Find out how Healthy Week can help you.

**your healthy
WEEK2013**
Monday 22 April – Sunday 28 April

www.leeds.ac.uk/healthyweek
facebook.com/healthyweekleeds @healthyweek_UOL #healthyweekpromise

Leeds University Union.

UNIVERSITY OF LEEDS

COMMERCIAL SERVICES LAUNCHES VALUES

*What is it that all of our staff stand for?
What is it that our customers expect from us?*



These are just some of the questions that a working group, made up by staff from across Commercial Services, have been asking themselves over the past year as they have searched for a way to realise the ambitious vision that had been set before them. For those of you who haven't heard the mantra echoing around the halls of our sports facilities or in the many cafes around campus here is a reminder: by 2015 we will provide excellent, financially sustainable services and facilities to our customers, which will make a significant contribution to the University's world class aspiration.

No easy task. However after just a few meetings it became obvious that in order to achieve this vision two things needed to happen: our customers needed to experience an excellent service which was well managed and efficient; and our knowledgeable staff needed to work together in an inspiring workplace which put the customer first. Commercial Services is an organisation that relies on its staff and it was clear that the only way to achieve the vision would be through the great work that they do.

From this point it was decided that we needed to boil down what it is that Commercial Services stands for. What it is that we really want to be known for as a team. We needed some values that would be the benchmark against which we assess ourselves, something we could use every day at work.

Fortunately the working group wasn't starting from a blank piece of paper; some values had already been discussed and they were

able to reach out to their colleagues for help on narrowing down what the simple value statements should be. After a short time they were finalised and have now been launched across Commercial Services.

"We believe that if we live by these values our customers will notice a difference. We will be giving a really fantastic service and be a place that our customers want to come to."

Show you care. Share a smile. Know your stuff. Go the extra mile.

We believe that if we live by these values our customers will notice a difference. We will be giving a really fantastic service and be a place that our customers want to come to. We will in essence achieve our vision of giving our customers a really great experience.



FLEXIBLE WORKING

Ever wish you could touch your toes, stretch without pain and move more freely? Yoga could be the answer you are looking for!

Yoga is growing in popularity at The Edge, so much so that an additional 7 classes a week have been added to the timetable for this year. But what is it about this style of exercise that people are finding appealing? We sent a reporter to catch up with Yoga expert and Edge class instructor Eva Mavroudi.

> Why do you think Yoga is increasing in popularity?

I think people are now recognising the many benefits - it is such a great way not only to gain your flexibility, strength and balance, but also to control your blood pressure, combat symptoms of stress and depression. More information is available now about preventing arthritis and lower back pain, all often caused by bad posture and a sedentary life and Yoga is fantastic way to help with this. Furthermore, Yoga is an activity that can be enjoyed by all the ages.

> Don't you need to be flexible to do Yoga?

Not at all, we find that many people attend yoga classes to actually improve their flexibility, whereas some wish to improve their muscular core strength. Some wish to gain energy, and some simply improve their bodies' functionality and general health. It can offer something for everyone!

> What can I expect from a Yoga class at The Edge?

There are different styles of yoga at the Edge of various duration ranging from 45-60 minutes. Some styles are more vigorous than others with the emphasis on different muscle groups or some may focus on posture or breathing. The choice of a particular style depends upon what someone is looking for. I always try to put my class at ease right from the start. This is

important as there are always some people who are new to Yoga in the class.

My classes tend to be 45 minutes in length over lunchtime to enable staff to come in their lunch hour.

> Most frequently asked question?

Where is your accent from? I am originally from Greece and I moved to England in 2006.

> Main interests outside of work?

My main interest is health research. At the moment, I am finishing my Masters in Health Psychology and writing up (with my husband) a paper on absorptive capacity.

Yoga classes at The Edge are available through the extensive class programme which has over 140 classes a week (term time) and are free to all Edge members. You can also pay as you go each time you go to a class.

Visit www.leeds.ac.uk/theedge to see the latest class timetable.

"it is such a great way not only to gain your flexibility, strength and balance, but also to control your blood pressure, combat symptoms of stress and depression"



Did you know that staff can receive up to **30% off** their Edge membership fees by paying through Salary Sacrifice? Find out more online or contact a members of the Sales and Marketing team on: **0113 343 7406** or edgemembership@leeds.ac.uk

University Joins Up



The University of Leeds became the first Yorkshire university to sign up as a corporate member with the Yorkshire Wildlife Trust in April 2012, and some 37 staff and students have enjoyed a total of three corporate workdays held on local nature reserves in the Leeds area, Kirkstall Valley (October), Adel Dam (November), and Rodley (February). Activities have included collection of field hay at Kirkstall; creating glade areas for improving biodiversity at Adel Dam; and coppicing willow at Rodley, to provide materials for riverbank protection on the Upper Aire near Malham.

“
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The management of sustainability in University Residences is audited by the Green Tourism Business Scheme www.green-business.co.uk, which is a national environmental standard for the hospitality and tourism industry. Dobree House, Storm Jameson Court, and Whetton House all achieved Gold in 2011, and were then joined by Devonshire Hall, Oxley Residences and University House on Gold in 2012, with both Elleslie Hall and Lyddon Hall achieving a very creditable Silver the same year. Charles Morris will receive a revisit later in 2013, and Henry Price Residences will also be put forward for assessment at the same time.

living it green

University Residences

In keeping with the University's drive to reduce carbon emissions by 35% by 2020, a number of University managed residences benefitted from significant investment in energy/carbon saving measures during Summer 2012. Montague Burton received new double glazing; Henry Price, Dobree and Whetton at Charles Morris Hall had new heat and/or hot water plant installed; and a number of properties also received extra roof insulation. Further energy/carbon interventions are currently being planned for Summer 2013, and the energy usage is being monitored to identify savings made on the original sites.

The Living it Green Guide was produced and distributed to all students, staff and contractors associated with University Residences, with electronic copies also available through both the Accommodation web-site <http://www.leeds.ac.uk/accommodation/livingitgreen>, and

Conference web-site http://www.meetinleeds.co.uk/residential_conferences.php.

Parents have subsequently been provided with information in the Winter 2012/13 edition of the Parents' Newsletter, and conference delegates will also receive a copy of the Guide within an information pack, provided in their rooms over Summer 2013. The Guide is full of useful tips and links for subsequent information, and its overall aim is to show how we can all implement little things that can make a BIG difference in reducing our combined impact on the environment in University managed residences. A quarterly newsletter, the Living it Green Supplement, also provides both students and staff with a regular update on what is being done throughout the year on environmental initiatives associated with University managed residences.

RESIDENTIAL SERVICES YEAR BEGINNING MEETING

In January 2013, Residential Services hosted its annual "Year Beginning Meeting". Based at Devonshire Hall, the aim of the event was to give the team an opportunity to further understand and participate in future aims, objectives and targets, celebrate success and focus on the year ahead.

The event began with over 80 colleagues from across the Facilities Directorate attending a key note speech from Alex McPhail, that gives colleagues motivation to empower their own performance and the audience were very impressed with David Lloyd of SPA who used those skills to karate chop a block of wood into two with his bare hands!

Over the two days the team were joined by guest speakers including Martin Blakey

Chief Executive of Unipol Student Homes and from the Facilities Directorate including Dennis Hopper, Stewart Ross and Louise Ellis, who each gave talks and presentations about strategic challenges in their own services and as a Facilities Directorate.

One of the highlights of the event was the launch of Residential Services Values and Behaviours, aimed at delivering Service Equality, Creativity and Innovation, Excellence, Dedication and Commitment, Cooperation and Teamwork. Further sessions for all members of staff in Residential Services will take place over the coming months.

Jo Hynes and Ian Robertson would like to thank everyone that attended, participated and helped to make the event a success.



fdmatters Editorial Panel

If you have a story, event or achievement that you want to share, then please get in touch with the service contacts below

Estates - Jane Holmes
Campus Support Services - Eloise Ogram
Commercial Services - Matt Hamnett or Susan Pimblett
Residences - Sophie Shand
Sustainability - Mike Howroyd



DELIVERY SERVICE FROM PCB

The Print & Copy Bureau has recently introduced a dedicated parcel outbound delivery service for personal use by staff. The service is for local, national and international parcels and is provided in association with the Mailroom and Parcelforce.

This service is available at the Print & Copy Bureau on Level 6 Roger Stevens Building from 8.30am to 5.00pm Monday to Friday.

There is a weight limit of 20 Kgs and maximum overall size of 2.5m.

Prices are as follows:
48 hr £12.50, 24 hr £18.00
Before 12.00 noon £22.00
Before 9.00am £35.00

A tracking number is also provided to enable you to confirm your delivery.

For further details please contact Peter Rous at p.g.rous@leeds.ac.uk

Christmas Charity Collection



In December 2012, Devonshire students keen to make a difference in the local community donated 20 boxes of food items to local charity Holbeck Elderly Aid, for distribution to elderly members of the community who needed a little help at Christmas. The festively wrapped boxes were put together from donations of tinned food and other non-perishable items left by staff and students before the Christmas break. These were delivered to the charity and handed out to very appreciative local residents (we even had thank you notes!).

Coordinated by Laura Berry, students Rosie Maher (Green Rep) and James Blackhall (Welfare Rep) and supported by staff and

students at Devonshire Hall, North Hill Court, Charles Morris and Lyddon Hall the project was the start of what we hope to be an ongoing partnership with the charity. What's more, the scheme has been praised as a 'green-initiative' - helping minimise waste at the end of term whilst contributing to a worthy cause.

The team hope to run a similar project at the end of every term and will be collecting again in the lead up to Easter break. If you are interested in collecting, please contact: Laura Berry at l.berry@leeds.ac.uk or the charity directly: lesley.thornton@holbeckelderlyaid.org.uk (0113 2455553) for details. The charity also collect unwanted electrical items.

TEACHING SUPPORT TEAM KEEPS THE HEART BEATING

After last year's success in gaining a prestigious Green Impact award, the Teaching Technology Support team decided to try and repeat the achievement this year by bringing in new initiatives to add to the ongoing procedures implemented last year. The Green Impact Scheme requires participation in two different charity activities. One of these activities had already taken place but for the other one, the team decided to try and install a Charity Clothing Collection Bank somewhere on campus.

After making a number of enquiries, the Chaplaincy staff were approached to see if they would be interested in supporting this activity. Well hallelujah! They were more than happy to allow the unit to be sited in their building and as a result, a collection point on behalf of The British Heart Foundation has been installed in the entrance stairwell area of the Emmanuel Centre (converted church building). This charity is particularly poignant as one of the team members, Dave Jackson, sadly lost two uncles, a cousin and niece through heart problems.

This unit can be used to collect clothing, shoes, handbags and accessories, books and CDs (but not home recorded ones). There is a list of what can and cannot be placed into the collection unit displayed on the front. The team are hoping that many people will take advantage of this facility and support a worthy cause in the process. Depending on the success of this venture, this facility may be expanded in the future.



Kids Summer Sports Camps on Campus

Do you always struggle to occupy the kids during the long summer holidays?

Multi-activity day-long sports camps are held throughout the school holidays right here at The Edge, University of Leeds. Organised by Kings Camps, children of all ages and abilities have the opportunity to enjoy an active lifestyle, learn key skills, whilst having fun with friends of a similar age.

The great news is that all staff at the University of Leeds receive a 15% discount on child places. All you need to do is to quote 'VSD25' when you book online at www.kingscamps.org



or speak to one of the Membership Team on 0114 263 2160. Please note - Kings Camps will require your payroll number to secure the reward (please enter in notes in child details section).

Zumbathon



On 15th March, Sport and Physical Activity held a Zumbathon to raise money for Children in Need. Over 150 people took part in the 3 hour long Zumbathon and thanks to their generosity over £282.90 was raised for the charity.

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