

## Sporting Hall of Fame



Rebecca joins  
sporting  
greats  
*page 6*

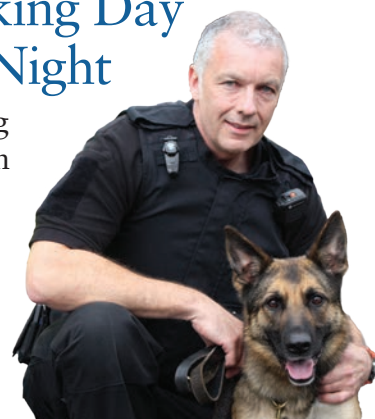
## Volunteers with the Wildlife Trust

Digging for a good cause *page 5*



## Working Day and Night

Ensuring  
safety on  
Campus  
and  
beyond  
*page 3*



# fd matters

RESIDENTIAL SERVICES

ESTATES

COMMERCIAL AND CAMPUS SUPPORT SERVICES

SUSTAINABILITY

December 2016

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

THE TIMES  
THE SUNDAY TIMES  
**GOOD  
UNIVERSITY  
GUIDE  
2017**  
**UNIVERSITY  
OF THE  
YEAR**

## It's official. We're University of the Year.

### FD MAKES A BIG CONTRIBUTION!

As a central service to the University, the Facilities Directorate has contributed extensively to the accolade of University of the Year. Throughout all the work we do and the services we offer, we have played a key role in making the University a great place to be, congratulations everyone!

Celebrating this accolade is the easy part but continually delivering the hard work that has led to this recognition can often be a harder task. Here's how the Facilities Directorate contributed towards becoming the University of the Year.

Our £520m campus developments programme is creating world-class facilities. Recently completed projects have included the innovative re-design of three lecture theatres, which will now transform learning experiences for students. We've also had a number of Universities interested in visiting the upgraded lecture theatres to gain an insight into what has been achieved.

Continually improving our customer service leads to improved student satisfaction levels. Our efforts to provide opportunities for students to be involved throughout our initiatives such as the

Devonshire chickens project where students cared for the chickens is just one example of how we deliver outstanding services to our students.

Our continuing efforts to deliver exceptional customer service through our cafes, restaurants, at The Edge, and other university facilities through the work delivered by our catering, cleaning, security, residences, sustainability, estates and maintenance teams means that we are continually working to improve student satisfaction levels.



## HONEY FROM THE LAIDLAW BEES



Around 70 jars of delicious honey were harvested from the Laidlaw Library hives this autumn, and were on sale in the Ziff, Pure Cafe and Leeds University Business School cafes. The honey sold out within 3 days of going on sale. Mike Howroyd from the Sustainability Team leads the team of University beekeepers.

### BUZZING FACTS ABOUT BEES

- There are around 250 species of bee in the UK
- Without bees, we wouldn't have beans, tomatoes, onions and carrots, not to mention the hundreds of other vegetables, oilseeds and fruits that are dependent upon bees for pollination.
- 1/3 of the food we eat would not be available without bees.
- Two million flowers are visited by bees to make up one pound of honey.
- A hive of bees travels over 55,000 miles to produce one pound of honey.
- The average worker bee produces about 1/12 of a teaspoon of honey in her lifetime.
- There are 274,000 honey bee hives in the UK
- The average hive has 35,000 bees in each hive in the summer and 5,000 in winter.

## CHRISTMAS SHUTDOWN

PLEASE DON'T FORGET TO  
SWITCH OFF WHEN YOU LEAVE!

This year's Christmas shutdown is taking place between 23 December and 2 January. Help us to reduce the University's energy use and carbon footprint by turning off PC's, photocopiers, empty fridges and other equipment that can safely be turned off during the shutdown period.

Each year, the shutdown makes significant savings in energy and carbon emissions. Last year during the shutdown two buildings that generated the most energy savings were the Baines Wing and the Light Building. In total 1079kwh energy was saved, a 60% saving on the previous year across both buildings – that's enough to supply the electricity to the Social Sciences Building for one day!





# ANOTHER SUCCESSFUL YEAR FOR THE UNIVERSITY

The news in October that we had been awarded the Times Higher University of the Year for 2017 is a fantastic achievement for all staff at the University of Leeds and I am extremely proud of the huge role all staff across the FD have played in contributing to the student experience by ensuring we provide the very best facilities and services to our students. We're starting to see some of the impact of this announcement already with open day attendance up by 24% in October and 2017/18 UCAS applications up by 10% (up by 24% within the International student bracket) and this is made even more impressive when you consider this is against a sector trend showing applications are down!

Campus feels generally busier – we've had to house more students than ever in our residences, library occupancy is almost 100%, our café sales are up in all areas and usage of The Edge is extremely high.

I am pleased to say that recruitment for this year (16/17) has gone extremely well too and it's ensured that it has been a busy start to the academic year. Campus feels generally busier – we've had to house more students than ever in



our residences, library occupancy is almost 100%, our café sales are up in all areas and usage of The Edge is extremely high. We've also opened new state of the art lecture theatres, improved our PCB print shop, completed refurbishment work at Fine Art and Transport Studies and opened PURE café in Worsley.

In the New Year we can also look forward to delivering more projects such as the new Book

Club Café, the new cycle track and triathlon centre at Weetwood, the return of Teach First conference, the opening of Edward Boyle library following a full refurbishment and the commencement on site of Nexus, the new innovation and enterprise centre.

May I take this opportunity to thank you all for your hard work and dedication over this year and I hope you have a well deserved break ready for another busy and exciting year for the FD.

# WE ARE ENERGY CHAMPIONS!



In November the University of Leeds was crowned joint winner of the Public Sector Energy Champion Awards alongside the University of Bradford.

The award is testament to the University's commitment to making the most of resources and the hard work of the Estates Engineering Team, who submitted the bid and deliver the carbon reduction schemes.

As a socially responsible organisation and research-intensive University, we look to lead the way in reducing our impact upon the environment and wider society. Well done to the Estates Engineering Team!

# OUR COMMITMENT TO EQUALITY AND INCLUSION

In this regular update on Equality and Inclusion matters within the FD, we can report that:

304

304 staff have completed E&I training

452

452 staff have attended the E&I workshops.

## What you learned



## Your feedback



## E&I Group

The FD Equality and Inclusion Group meet every quarter to discuss matters and ensure they are keeping pace on equality and inclusion matters. Group members are:

- Joanna Hynes
- Josie Ormston
- Claire Bastin
- Elizabeth Brittain
- Majid Khan
- Mark Agar
- Mark Lines
- Beverley Kenny
- Janet Willis
- Brian Ford
- Leonard Wilson
- Geoff Tooley
- Sima Alavi



## Access News

Stay in touch with the news on access matters across campus by reading the quarterly newsletter at:

[www.leeds.ac.uk/estate\\_services/downloads](http://www.leeds.ac.uk/estate_services/downloads)



## Networking

A number of networks exist within the University for staff to join. These are recognised as being crucial to the promotion of the University's wider equality and inclusion agenda. These networks provide staff members with networking opportunities and social activities. Networks exist for the following staff groups:

- The Leeds 11 Network (black and ethnic minority staff)
- The staff disability network
- The lesbian, gay, bisexual and trans staff group
- Women in Leeds

For details on more networks visit For Staff website and click on the 'staff networks' section.



# FD CHARITIES UPDATE

Over the past year you have done a great job and raised just over £11k for our Facilities Directorate Charities: Yorkshire Air Ambulance and Cancer Research UK.

This money has been raised by numerous events and activities, The Rock The Refectory Gig raised a whopping £2,274 and was a brilliant night for music enthusiasts. 170 tickets were sold by the Meet In Leeds team and Great Food at Leeds Team.

Tony Peace, in Estates, has helped raise over £5k for charities, through musical performances with local bands.



Jacque Beaumont from the Cleaning Services team entered the Preston Pretty Muddy 5k and managed to raise a huge £350. Over in the FD building the Sustainability Interns Issy and Rebecca organised a Halloween Cake Sale, and raised a spooky £106. Lynn Dyson who is the Helpdesk Supervisor in Estates ran the Leeds Abbey Dash and has raised a brilliant £57 for Yorkshire Air Ambulance.

There has also been lots of other great charity work going on with Sally Popplewell going dry during November to raise money for the DR

Hadwin Trust and Swimming Instructor Jake Harrison going sober for October to raise a huge £750 for Macmillan Cancer Support. Lots of staff also supported Children in Need, doing abseils down buildings, bake sales and lots more.

Thank you all for your nominations for our FD charities for 2017/18. These will be collated and a shortlist will be announced soon. We will then ask you all to vote for one national and one local charity which we will support from April 2017.



# SECURITY SERVICE DOGS WORK DAY AND NIGHT

It may come as a surprise but the University Security Service has its own in-house dog section, one of the only dog sections currently deployed within a UK university.

For over 20 years the three handlers and their dogs have patrolled all University residences at night, primarily as a reassuring sight and to help ensure the safety of students and staff living and working in these areas. Expertly trained to the highest of police standards, by West Yorkshire Police, the team will now keep campus secure during the day as well as night.

Pictured is long standing Dog Handler Steven Beattie and his Dog Winnie.

The handlers and their dogs will patrol the campus and off-site locations during the day, as each one has now joined one of the core security teams following a Security Team structure change.

Students and staff are reminded of the University's Stay Safe Stay Secure booklet which gives advice on personal safety.

The Security Office is located near the University main entrance barrier. For more information and to download the Stay Safe Stay Secure booklet visit:

[www.leeds.ac.uk/estate\\_services/security](http://www.leeds.ac.uk/estate_services/security)





# CAMPUS DEVELOPMENTS UPDATE

## CAMPUS DEVELOPMENTS PROJECTS UPDATE

As the year draws to an end so do a number of Capital Projects that are part of the £520m campus development programme.

### Edward Boyle completion just a few weeks away

Edward Boyle Library is set to complete at the end of December and will be fully operational early January, in time for the busy exam period and the start of the second term. In October the library partially re-opened its doors to students. The newly refurbished space now offers a modern and inviting environment providing 1000 study spaces and a new Postgraduate Hub on Level 13.

Over the last few months the final sections of the Library floors have been completed alongside work undertaken to create the new café facility. The Book Club will be the latest Great Food at Leeds café to open on campus. It will have a focus on fast service, quality coffee and a diverse range of grab and go food options, the café is set to be a bustling retreat in the heart of campus.



### New look Lecture Theatres

Lectures have now been rolled out in three newly refurbished lecture theatres; Roger Stevens Lecture Theatre 8, Mechanical Engineering Lecture Theatre B and Worsley Dental Lecture Theatre. Teaching staff and students have been very impressed with the new facilities, with some lecturers even taking to Twitter to share their excitement about teaching in the new space!

The state-of-the-art refurbishment is part of the wider £2.8m, sector-leading redesign of our lecture theatre spaces that's taken place this summer. The upgraded spaces will improve group working and interactive technology enabled experiences for staff and students alike.

This project has been a close and successful collaboration between Facility Support Services and the Estates Design Team.



### Wheels in motion for the Institute for Transport Studies

The £3.9m investment to transform the Institute for Transport Studies is now complete. Staff and students returned to the newly refurbished building at the end of October.

*The £3.9m investment has involved extensive refurbishment work to upgrade fixtures and fittings, along with the sensitive restoration of unique original rooms and features.*

The £3.9m investment has involved extensive refurbishment work to upgrade fixtures and fittings, along with the sensitive restoration of unique original rooms and features.

“Professor Richard Batley, Director of ITS, commented: “We are delighted with the results of this re-development, and greatly looking forward to moving back into our old – but much enhanced – home. In combination with this investment in our estate, we have invested time and effort in substantively refreshing both our taught postgraduate portfolio and our research and innovation strategy. Taken together, these various enhancements consolidate the Institute’s position as a world leader in transport-related teaching and research”.

### Green light for £96m investment in Engineering and Physical Sciences

The University of Leeds Council gave its seal of approval to the proposed plans to create an international Centre for Engineering and Physical Sciences on the north eastern part of campus.

The £96m project is set to position the University as a world leading research platform and is the largest, single-project investment ever to have been made on the University campus.



### Nexus

Start on site for Nexus - a £38m innovation and enterprise centre, set to open in 2018 - has commenced. This centre is designed to help new and established businesses harness the University’s capabilities in a more structured, efficient and inventive way.

For more information on the project and to sign up to regular updates visit: [campusdevelopments.leeds.ac.uk](http://campusdevelopments.leeds.ac.uk)

### Stay in touch

Keep up to date on all campus development projects by signing up to the monthly newsletter at [campusdevelopments.leeds.ac.uk](http://campusdevelopments.leeds.ac.uk) or follow updates on [@UOLCampusDev](https://twitter.com/UOLCampusDev) or [Facebook](https://www.facebook.com/CampusDevelopment,UniversityofLeeds) Campus Development, University of Leeds.

### Take a tour of the campus

The scale of our campus developments can now be seen via the website - take an online tour of the website and access project information.

[campusdevelopments.leeds.ac.uk](http://campusdevelopments.leeds.ac.uk)

It is proposed that the new 15,700m<sup>2</sup> Centre will bring together schools in the Faculty of Engineering, with those in Physical Sciences, involving the relocation of the Schools of Computing and Physics and Astronomy.

PROJECT MAP  
VIEW PROJECTS  
BY LOCATION



## SAFER LEEDS / SAFER HOMES

Residential Services work in partnership to make student homes secure. The Residential Services team has been working closely with West Yorkshire Police and Private Rented Sector Properties to look at ways in which students can be supported to live in properties that are more secure against crime and theft.

*The University accommodates 8600 students and has made substantial efforts in improving security, particularly in University owned residences. This has resulted in a reduction in crime; increased student satisfaction and achieving national Secured Environments accreditation.*

The University accommodates 8600 students and has made substantial efforts in improving security, particularly in University owned residences. This has resulted in a reduction in crime; increased student satisfaction and achieving national Secured Environments accreditation.

However, there remain a further 18,500

students in private rented accommodation who are potentially open to crime and theft as a result of insecure properties and lack of responsibility undertaken by the landlord.

The local partnership group looked at how burglaries are committed; local and national security standards; and what was required to combat different methods of entry used by criminals.

The group produced a three-tiered security standard with 3 star TS007 cylinder locks to prevent snapping of locks (Bronze); PAS 24: 2012 windows and door-sets, to deter forced entry on ground and first floor levels (Silver & Gold); regular crime prevention information for landlords and tenants; and branded certificates/ logos highlighting the security level provided, thereby rewarding landlords' investment.

The scheme was launched in July, and currently covers 2,115 properties in the pilot area of Inner NW Leeds, with 37 properties achieving Gold.



Further information: [www.westyorkshire.police.uk/leeds/saferhomes](http://www.westyorkshire.police.uk/leeds/saferhomes).



## Devonshire Hall Halloween Dinner



Chefs Rik Jones, Martin Hodgson, and Noel Barr prepare for the Devonshire Hall Halloween dinner.

There were spooky goings on at this year's annual Halloween Formal Dinner held at Devonshire Hall. The dinner was attended by 200 students, with the main dining room being decorated by the Hall Exec Committee, based on a Hogwarts theme. Both staff and students were encouraged to come in fancy dress, and the students sat down to a spooky themed three course menu, with performances from the Hall's drama society, and carved pumpkins produced from the previous day.

*The students were totally spooked out at Devonshire Hall this year!*



## Residences Staff volunteer with the Yorkshire Wildlife Trust

University of Leeds staff and students regularly volunteer to work with Yorkshire Wildlife Trust, along the course of the River Aire. This year's activities kicked off with a party of volunteers working with YWT trainees and staff, to construct otter

holts near Bingley. Spurred on by the discovery of fresh otter prints, the volunteers dug out two holts, with trainees working on a third. Two access tunnels were also dug by hand, which allowed access, but also escape, should a dog manage to get inside. The structure was

then covered in the earth previously excavated, and this autumn's leaf fall should help to camouflage the holt, and blend it in with its surroundings.

## OXLEY RESIDENCES DONATE OLD TOWELS TO THE DOGS TRUST

After a successful summer conferencing season at Oxley Residences, a stock of guest towels, that had served their purpose well for many years, were donated to the Dogs Trust.

The team at Oxley had the fantastic idea to donate them to The Dogs Trust, the largest dog welfare charity in the UK.

Our furry little friends can get best use out of them by keeping warm and dry in time for the winter months. A huge thanks to Dave and Darren from the Residences Stores team for taking their time to help contribute towards a good cause.





# DIVER JOINS HALL OF FAME

Adding her name to the University's prestigious Sporting Hall of Fame, this year, was Rebecca Gallantree, one of Britain's most successful springboard divers. She joins a number of notable sporting figures including Simon Mason, Carol Isherwood, Giles Long and Ray French.

“*Rebecca's frame will be on display at The Edge alongside other former sporting stars.*”

The Sporting Hall of Fame highlights our prestigious alumni and is an opportunity to congratulate and recognise their achievements. They are also key role models for future young, budding talented athletes.

Rebecca graduated from the University of Leeds in 2005 with a 1st Class Degree in Sports Science, during which time she made

her international debut in the 3m Springboard event. She went on to win 4 consecutive British titles, the 4th securing her place at the London 2012 Olympic Games. With her partner Alicia Blagg she won two silvers in the 2013 FINA Diving World Series and bronze at the 2013 European Championships. In 2014 the pair won bronze at the World Series before claiming the Commonwealth title at Glasgow 2014.

In 2015 Rebecca rewrote the record books becoming the first female British diver to be crowned world champion, winning this accolade alongside Tom Daley in the team event at the World Aquatics Championships. She went on to win a gold and silver medal at the British Championships later that year and in 2016 she qualified for her 3rd Olympic games, representing Great Britain at Rio 2016.

“Diving has given me the incredible opportunity to represent Team GB at 3 Olympic Games and become a Commonwealth and World Champion.”



## Sport Scholars

Championing the success of some of our budding athletes and supporting them through their studies whilst they are training in their sporting specialism is very important to the University.

In October, 37 student athletes were presented with their University of Leeds Sport Scholarships for 2016/17. The Vice-Chancellor, Sir Alan Langlands and world renowned Triathlon Coach Malcolm Brown presented the students with their scholarships.

The University has a unique approach that tailors each scholarship to the needs of each individual athlete. Athletes have their own personal mentor to ensure they are achieving a balance between competing at the highest level alongside studying for a world-class degree.

“*More details of the sports scholarships programme can be seen on the Sport and Physical Activity website.*”

Among the Sports Scholars selected this year are Sam Dickinson who trains as part of the world renowned Leeds Triathlon Centre alongside the Brownlee brothers. Sam has won 3 Junior European Cup races and placed 8th in the Junior World Grand Final 2016.

Jack Perry is also a Sports Scholar this year and plays Wheelchair Basketball for GB U20s, he is aiming to compete in the World Junior Championships next year.

A number of our staff from the Facilities Directorate are mentors to these athletes including: David Bond, Andy Lockwood, Tom Exeter, Patrick Craig, Helen Loftus, Greg Hull, Kim Keedle and Tim Jarrett. The mentors will be supporting athletes across 15 sport disciplines in total, including fencing, running, football, water polo, horse-riding, lacrosse and skiing.

### WE'LL LOOK AFTER THE SCIENCE

SO YOU CAN LOOK AFTER YOURSELF

Health and Fitness Assessments  
START YOUR JOURNEY.  
MEASURE YOUR GOALS.

the EDGE  
FITNESS SPORT MEASUREMENTS

UNIVERSITY OF LEEDS

## HEALTH AND FITNESS ASSESSMENTS AVAILABLE FOR NON MEMBERS

Improve your health and fitness with the help of health assessment. Our range of tests will give you an overview of your current health, help to identify any key future health risks, and offer practical lifestyle advice to encourage behaviour change that could lead towards a fitter and healthier lifestyle.

Take the test and the team at The Edge will explain all your results and help you to develop an action plan to reach your health and fitness goals.

For more info and to book please visit <http://sport.leeds.ac.uk/the-edge>

### THE 12 DAYS OF FITNESS

Full access to The Edge facilities over 12 consecutive days in December for just £12! A perfect Christmas

BUY ONLINE NOW

## PHYSIOTHERAPY ON CAMPUS

Did you know that we offer physiotherapy on campus, at Cromer Terrace. Our clinic has recently extended its hours to offer even more treatments. The Physio team offer high quality assessments and comprehensive rehabilitation services for all your injury concerns, be they from sporting, occupational or recreational activities.

A wide variety of assessment and treatment plans are available, including tailored exercise prescription, manual therapy, functional assessment and strapping to help you get back on the road to recovery.

30 minute treatment - only £30  
60 minute treatment - only £50

To find out more, or to book a session please call 0113 343 5095



## SHORTLIST

The Edge was shortlisted for Regional Gym of the Year and Group Exercise Gym of the Year at the National Fitness Awards, an annual event which recognises excellence and achievement in gyms throughout the country which took place on Friday 2nd of December.

National Fitness Awards' director Judith Halkerston said: "The quality and quantity of National Fitness Awards' entries just keep improving year on year and everyone who has been shortlisted this year should be really proud of their achievement so far as competition was so strong and standards so high".

“*To have been shortlisted in the two categories, in itself is a fantastic achievement. We have a range of new products and services planned over the next 12 months that will further strengthen our position in the sector.*”

“To have been shortlisted in the two categories, in itself is a fantastic achievement. We have a range of new products and services planned over the next 12 months that will further strengthen our position in the sector, advance the member experience, and give our members even more opportunities to get healthy and active. We'll be back next year even stronger!” James Buckley Assistant Operations Manager (Health and Fitness)

# THE UNIVERSITY IS NOW OFFICIALLY A BIKE FRIENDLY BUSINESS!



Last month the University was awarded a CityConnect Silver accreditation in recognition of our facilities and schemes to promote and encourage cycling on campus.

The Sustainability Team, oversaw the requirements for the external assessment, by CityConnect, of cycling in the University workplace. They were interested in seeing what we were doing well and where we could improve. We were assessed on our facilities, including cycle parking, availability of cycle to work scheme and the wider support offered for staff, such as availability of bike maintenance facilities and route planning advice.

We were the highest scoring bike friendly business in the West Yorkshire region. Our campus bike hub, excellent bike parking facilities, cycle to work scheme, staff access to hire bikes and dedicated contacts for cycling in the Sustainability Service helped us to

achieve this. We were only 8 marks from being the first gold accredited business in the region.

“*We were the highest scoring bike friendly business in the West Yorkshire region. Our campus bike hub, excellent bike parking facilities, cycle to work scheme, staff access to hire bikes and dedicated contacts for cycling in the Sustainability Service helped us to achieve this.*”

As part of this accreditation the University are now able to apply for a small grant, offered to

help us create an even better environment to encourage staff and visitors to cycle to campus. We are exploring the possibility of applying for more electric bikes for hire from the bike hub as part of this available grant funding. Watch this space!

If you are interested in finding out more about the scheme, please click here. <http://cyclecityconnect.co.uk/get-involved/working-with-businesses/>

“Well done on achieving Silver accreditation on your first assessment. It's clear that University of Leeds takes cycling seriously and that you are committed to the continued promotion of cycling to your staff and visitors alike.” City Connect, Bike Friendly Business Team.

## BIKE HUB SUCCESS!



The autumn term has been an incredibly busy one for colleagues in the Bike Hub. 255 bikes were loaned to students and 8 bikes to members of staff. The Bike Hub team are also currently in the process of constructing 3 new bike stands across campus as well as for students!



## Share your expertise with the local community



## Volunteers needed for new FD Building Green Impact Team

Would you like to play a key part in managing the sustainability impact of the FD Building? The Sustainability team is looking for volunteers to come forward, from the teams based in the FD Building, to form a Green Impact Team.

Thank you to colleagues from HR and the Estates Design Team who have already come forward to join the team, we hope to have a good representation from volunteers from all areas within the FD Building.

“*Be part of the team and make a sustainable difference!*”

As a member of the team you will either decide on this year's chosen project for the FD Building or choose to complete the online workbook which is made up of sustainability criteria. The sky's your limit, think big on how the FD Building can make a positive impact on sustainability.!

Previous successes within the FD have included FD HR, Sustainability, Residences and Cleaning Services. So far this year we have found an eager new team in Security too!

To join the FD building team, set up another team elsewhere, or just find out more, please email Becky in the Sustainability Team on [R.M.Ewan@leeds.ac.uk](mailto:R.M.Ewan@leeds.ac.uk)



## Car Parking at Christmas

If you still have some last minute Christmas shopping to do don't forget that you can park your car in the University multi storey car park. Parking is free after 5pm on evenings, and all day on a weekend. Just remember to register your car number plate in advance via the car parking website.



## SOCIALLY SPEAKING



It's no secret that the growth of social media has had a huge impact in the way businesses and services communicate with their customers; the Facilities Directorate is no different. The FD currently has over 30 separate social channels spread across 8 different business areas. They let people know when our facilities are open; show them plans for our £96m investment in Engineering; and even let them know when the latest batch of 'University of Leeds honey' is on sale. Social media is a conversation with our customers too and they allow us to respond to feedback and queries. (78 percent of people who complain to a brand via Twitter expect a response within an hour!)

In order to bring all of these channels together the FD Digital Marketing team have been working on a social media policy that aims to share good practice, make sure we conform to University guidelines, monitor and audit our social activity and offer help and advice when needed. A new FD Social Media Policy is now in place and social media managers from across the service have already started to meet regularly to discuss content planning and best practice. The policy, and regular meetings, will allow us to be much more effective with our resources, avoid duplication of effort, measure our success and reach a much wider audience than ever before.

As part of this work the FD Digital Marketing team will be auditing current accounts to ensure that we're being as efficient as possible and minimise confusion for our audience. You can view the social media policy at [www.leeds.ac.uk/facilitiesdirectorate/downloads](http://www.leeds.ac.uk/facilitiesdirectorate/downloads)



## 100% CLEAN

Congratulations to members of the Cleaning Team who achieved 100% attendance at work for the year from 1 August 2015 to 31 July 2016. The achievement is one to be proud of along with their continued hard work!



The FD Finance team really have got into the spirit of Christmas with their amazing decorations!

## CHRISTMAS QUIZ

Take part in this edition's festive Christmas TV advert quiz and **WIN** a hamper of Christmas goodies!

1. Which retail giant ran the Buster the Boxer advert?
2. Which retailer features Mrs Claus in its Christmas advert?
3. Which supermarket features Kevin the Carrot in its Christmas advert?

Email your answers to [fdmatters@leeds.ac.uk](mailto:fdmatters@leeds.ac.uk) by 20 Jan 2017.

## your views matter!

Email us your comments and feedback about FD Matters or send us your stories and suggestions to [fdmatters@leeds.ac.uk](mailto:fdmatters@leeds.ac.uk)

## The deli(very) team have your festive feasts all wrapped up

This year, to make things as easy as possible for you, we've created a Christmas menu that has it all. Choose our Festive Sandwich Platter, Festive Savoury Platter, Festive Sweet Platter and Jug of Mulled Wine to create the perfect catering for any seasonal party. All for a great price too (remember staff ordering internally don't pay VAT!).



Remember to book early to guarantee your order!  
[gfa.leeds.ac.uk/delivered-food](http://gfa.leeds.ac.uk/delivered-food)



## NEW ELECTRIC CHARGING POINTS

Early next year there will be six new electric charging points in the multi-storey car park, located on level one.

## Farewell to Tony Hall

Tony Hall retires as Residences Development Manager this month, having joined the University as a residence assistant 24 years ago.

During his time at the University, Tony's highlights include the refurbishments at Lupton from 1999 to 2005 and Montague Burton which commenced this year.

During his retirement Tony will be hanging up the hard hat and swapping it for his cycle helmet, where cycling will be high on his agenda, alongside his passion for music. Best wishes for the future from all your colleagues at the FD!



100% recycled

This leaflet is printed on 100% recycled paper

