

THE UNIVERSITY OF LEEDS

Facilities Directorate Senior Management Team

Report of the meeting held on 21 November 2016

1. Director's Report

1.1 University Executive Group discussions: The group received copies of the UEG agendas from 13 October to 10 November, and were updated on the following issues:

- a) Planning developments for IPE 2016/17 and beyond;
- b) Library strategic plan 2016-21;
- c) Supporting refugee and asylum seeking groups;
- d) Off-site research facilities for Engineering;
- e) Academic leadership;
- f) Provisional student numbers 2016/17;
- g) Taught postgraduate application volumes and processing.

1.2 University Executive Group Away Day – 15 November 2016:

- a) The two new Deputy Vice Chancellors - Tom Ward, Lisa Roberts, and the new Pro Vice Chancellor - Hai-Sui Yu, each gave presentations on their initial observations, issues and priorities.
- b) Key discussion points during the day included:
 - QS data analysis;
 - Strategic issues and priorities;
 - Academic and financial management and sustainability;
 - Rebalancing the student cohort mix;
- c) A summary of the outcomes (high level actions and lead responsibilities) is being finalised.

1.3 Integrated Planning Exercise (IPE) 2016/17:

- b) A summary of the outcomes of Services IPE 15/16 has been circulated;
- c) The plans need to sit within the financial envelope determined by the final IPE 15/16 commitments made by Services at the end of the extended process in July. Dennis Hopper will write the overarching strategy for the FD IPE 2016/17 submission;
- d) Challenges to deliver the FD IPE submission include:
 - The University's need for a better planning tool (i.e. estimating student growth);
 - The short timeframe to achieve the mid-January submission deadline;
- e) It is expected that further guidance will be circulated. There will be opportunity for further discussion with the Vice-Chancellor and UEG service leads at the Heads of Professional Services meeting on 8 December.

2. Commercial and Campus Support Services Report

- a) An engagement event for prospective suppliers for the catering contract for the NEXUS development is planned in early January, and a negotiated procurement process will be scoped for 2017;
- b) The Edward Boyle Library café 'The Book Club' should complete by mid-December, and will open on 3 January;
- c) The 'Faces of the FD' campaign is being developed which aims to raise the profile of frontline FD staff and to showcase the breadth of work that takes place within the FD Services;
- d) Suzanne Glavin is liaising with colleagues across the University (including Sustainability, HR, and Wellbeing, Safety and Health) as part of the refresh of the Sports Strategy;

3. Estate Services Report

- a) Galliford Try has been appointed as the main contractor for the Nexus project; the project is due to start on site in January 2017;

- b) The DLO have moved to refurbished space on the second floor of the GSC building;
- c) The GSC contract continues to be a cause for concern. Slow progress has resulted in the planned power outages in March 2017 being delayed until later in the year;
- d) Progress remains slow with implementing the fire compliance audit's recommendations. A meeting has been scheduled with stakeholders to focus attention and direct resources to key areas.

4. Residential Services Report

- a) Terms are being negotiated with Harrison Developments Ltd regarding the lease of c. 200 student beds at a site on Blenheim Walk;
- b) Repair costs are being estimated for building defects at St Marks. The logistics of carrying out the repairs will need to be carefully considered as the building is let for 51 weeks per year;
- c) The launch of the first phase of the StarRes accommodation management system has been a success and will be used to manage applications for 2017/18 students. The second phase of the project in January will cover pre-let, in tenancy and end of tenancy processes.

5. Sustainability Report

- a) Communication between capital project design teams/project managers and the Sustainability team needs to improve as they are often very last minute;
- b) Six new electric charging points are being installed on Level 1 of the multi-storey car park in the new year;
- c) The University has been awarded a CityConnect silver accreditation in recognition of the facilities and schemes to promote and encourage cycling on campus;
- d) The LUU Exec are proposing that a joint University/LUU short term bike loan scheme be established. Initial discussions are underway, and any investment from the University will depend on firm commitments from others to support the initial and ongoing costs;
- e) The Sustainability and the Digital Learning teams are in the process of developing an online training module on sustainability for all staff which aims to show the basics of sustainability and the University's approach to embedding sustainability into practice and decision making. An alpha version of the online module will shortly be available for comments.

6. Estates Planning and Information Report

The group noted a number of space issues and ongoing projects, including accommodation for the Leeds International Piano Competition in 169b Woodhouse Lane; decant space for Dentistry on Level 11 Worsley Building, and accommodation for the Doctoral College in the Ziff Building.

7. HR, Training & Development, Equality & Diversity, and Wellbeing Report

- a) FDSMT were asked to feedback any comments on the training plan 2016/17 (including high cost professional and personal development courses) to Josie Ormston by Friday 25 November 2017, after which it will be considered as approved.
- b) The deadline for submissions for the Reward Scheme closed on 18 November. The FDSMT will review Reward and Recognition applications at a meeting in early December.
- c) A new training provider for equality and diversity is being sourced.

8. FD Financial Performance Report

The financial position of the Facilities Directorate to the end of October 2016 is a positive variance of £0.7m to the Q1 forecast.