

THE UNIVERSITY OF LEEDS

Facilities Directorate Senior Management Team

Report of the meeting held on 13 June 2016

1. **Director's Report**

1.1 **University Executive Group discussions:** The group received copies of the UEG agendas from 24 March to 9 June, and were updated on the following issues:

- a) Digital Learning team;
- b) Cost of Sport;
- c) Organisational and Professional Development;
- d) Public Engagement Strategic Plan.

1.2 **Senior appointments:**

- FD Finance and Procurement Manager: the recruitment process is underway and interviews will take place in July;
- FD Business Manager: a job description is being developed for a new role to support the capital investment process which will involve assisting with academic business cases.

1.3 **FD Management Group meeting:** The group agreed to postpone the meeting scheduled to take place in July until the new academic year.

2. **Commercial and Campus Support Services Report**

- a) Theatre& has run a performance management training session for CCS staff, which will be evaluated to take a view on rolling out the training to the wider FD;
- b) Suzanne Glavin will take up the role of Head of Sport and Physical Activity in September; she will be based in The Edge;
- c) The CSS senior management team awayday was held at the University of Newcastle with the activity focussed on reviewing performance gaps and developing action plans.

3. **Estate Services Report**

- a) The University and the NHS Trust are continuing to work towards finalising the GSC agreement with Engie which it is now hoped will be completed and formally signed off by the end of June;
- b) The CAFM projects group has been determined and the process for evaluating the tenders has been agreed.

4. **Residential and Security Report**

- a) Progress on the Downing phase 3 build is being closely monitored as the accommodation needs to be ready for students in the new academic year;
- b) Cushman and Wakefield are developing a residential development strategy which will be reviewed in July.

5. **Sustainability Report**

- a) The scale of capital works planned for the campus is putting strain on resources as staff are involved in ensuring that all construction and design is sustainable and innovative;
- b) The installation of new electrical charging points is being reviewed as the current points are nearing usage capacity. A fair use policy is also being developed;
- c) The Carbon Management Plan is currently being reviewed by Encraft, and the final report is expected by the end of July.

6 Estates Planning and Information Report

The second phase of the NHS Trust leases review is underway which includes Cancer Research, Robert Ogden, and William Goldie buildings.

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

Theatre & Equality and Diversity training sessions have been scheduled which will provide all FD staff with the opportunity to attend.

8 Finance and Procurement Report

The FD Service Level Agreement for Finance, Procurement, IT, Performance and Business Development was formally signed off by each member of FDSMT.