

THE UNIVERSITY OF LEEDS

Facilities Directorate Senior Management Team

Report of the meeting held on 5 October 2016

1. **Director's Report**

1.1 **University Executive Group discussions:** The group received copies of the UEG agendas from 23 June to 15 September, and were updated on the following issues:

- a) Opportunities to increase student education revenue;
- b) Teaching Excellence Framework (TEF) – response to technical consultation;
- c) IT Data Centre strategy;
- d) Home/EU undergraduate recruitment lessons learnt;
- e) Professional services (*a subject for discussion at a future FDSMT meeting*).

1.2 **University Executive Group strategy session:**

Dennis Hopper reported on a 90-minute awareness raising session run by Eversheds for members of UEG which focussed on specific health and safety responsibilities and potentially significant implications. FDSMT discussed FD critical incident management plans (CIMPs) and risk assessments, and agreed that:

- a) A clear process needs to be in place for each service and across the FD for updating CIMP information and record-keeping;
- b) A clear system and responsibilities need to be in place for responding to and managing critical incidents;
- c) CIMP scenario testing should be carried out with FD services;
- d) The issue of clarifying car insurance cover for business use will be taken forward;
- e) The controls associated with risk assessments need to be measured.

1.3 **FD Management Group meeting:** The next meeting is scheduled to take place on 14 November. Sarah Gray will be invited to run a session (including group work) on the Leadership Excellence Behaviours Framework.

2. **UPDATES FROM THE SENIOR TEAM**

2.1 **Commercial and Campus Support Services**

- a) A review of each service's strategic priorities and projects has been undertaken and presented at the CCSS Leadership Forum in July to improve shared understanding across services and engagement with programmes. Work is underway to develop an "Our plan, our progress" document to aid communication of the strategic projects and aims to all CCCS staff;
- b) Pure has now opened on Level 9 Worsley; the café focusses on healthy food options and is performing well;
- c) The Teach First tender for 2017 and 2018 is still under negotiation; the event will take place for a week from the end of July to early August;
- d) Cost of sport project is being implemented, with communications to students and respective sports clubs regarding access arrangements for facilities.

2.2 **Estate Services**

- a) The DLO will move to their new work space, which is located in the GSC building, in November. A working group is meeting regularly to ensure staff input to the move;
- b) Fume cupboard maintenance in Chemistry (and potentially replicated across campus) is an issue as a significant proportion are approaching end of life, but their upgrade or replacement has no funding allocation;

- c) A number of concerns have been raised by Operations regarding responsibilities and communication to the wider University re: the 'user function testing' of fire alarms;
- d) A Fire Strategy Group has been established by central H&S, which would benefit from establishing clear terms of reference and a schedule of meetings. Progress is slow with implementing the fire compliance audit's recommendations;
- e) Initial progress with the GSC project has been disappointingly slow, partly due to delays in the provision of construction information by Engie which has caused the delay of the planned excavation to lay cables on Clarendon Way;
- f) A Support Services Officer has been appointed who will manage car parking enforcement, ANPR operations, and deal with appeals.

2.3 Residential and Security

- a) A total of 8,686 residential rooms were allocated for the 2016/17 student intake, which is 477 higher than last year's allocation.
- b) Work is ongoing with the EQUAS management consultancy to achieve ISO 9001:2015 certification. A gap analysis audit will be completed during w/c 21 November by Jane Clayton from EQUAS;
- c) The final version of the residential development strategy report is expected soon from Cushman and Wakefield;
- d) Testing of the StarRes accommodation management system will take place prior to the launch of the first phase implementation in November to manage applications for 2017/18 students.

2.4 Sustainability

- a) The team are continuing to work to ensure that all construction and design is sustainable and innovative, and are involved in audits of projects post completion. The scale of the capital works on campus means that this work is proving to be very time consuming;
- b) The bicycle hire scheme for students has been extremely popular this intake; the full allocation for 2016/17 has been hired and there is a waiting list of c. 80 students for when bikes become available;
- c) The team are working with the Research and Innovation Service to explore external funding routes for the anaerobic digester. An alternative option is also being scoped to develop a food waste processing space which would incorporate a number of technologies;
- d) The team are involved in the delivery of teaching and student support for a project available to 2nd and 3rd year students in the School of Medicine;
- e) The first annual sustainability report is being developed for submission to University Council.

2.5 Estates Planning and Information

The group noted a number of space issues and ongoing projects, including accommodation for Digital Learning, Counselling, and the Leeds International Piano Competition.

2.6 HR, Training & Development, Equality & Diversity, and Wellbeing

- a) A total of 452 FD staff have completed EQ&I theatre based training provided by Theatre&; unfortunately the company has ceased trading so a new training provider is being sourced to continue this initiative;
- b) The new liP standard involved significant changes to both the standard itself and the process and cost of gaining re-accreditation. Central HR will be asked for their view from a University-wide perspective on the value of the re-accreditation;

- c) The Reward Scheme is open until 18 November – this is for additional or discretionary increments for employees on grades 2 to 9. Heads of service and senior managers will consider all members of their teams and will write cases for rewards, however staff may approach their managers or HR manager if they feel they have a case and would like to discuss it. The Recognition Scheme is a separate process where cases for one-off payment awards are considered on an ongoing basis throughout the year;
- d) The group discussed the report on the training plan 2015/16 and noted an overspend of c£61k due to two high cost training courses run by Theatre&. The training plan 2016/17 is being developed, and will be reviewed at the Informal FDSMT meeting on 24 October, including high cost professional and personal development courses for approval.

2.7 Finance and Procurement

The Q1 forecast is due for submission by 18 October. Risks will be flagged within the commentary section.