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ESTATES

COMMERCIAL AND CAMPUS SUPPORT SERVICES

SUSTAINABILITY

December 2017

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

Wellbeing, Health and Safety Awards 2017



A number of teams within the Facilities Directorate were recognised at the Vice-Chancellor's Awards for Wellbeing, Health and Safety 2017. Teams from FD Marketing and Communications, Sport & Physical Activity (SPA), Cleaning Services, Residential Services and Sustainability were shortlisted for the awards, which took place last month.

Congratulations to Jacquie Beaumont, Ruth Hindmarsh and Peter Bolger from Cleaning Services, who came away winning the Innovation in Health and Safety award for their Bin Lid Prop idea. The team collaborated with colleagues in Mechanical Engineering to design the prop which keeps bin lids securely open, allowing an easier and safer way to dispose of waste bags.

Team Healthy Week (Emma Mckenzie-Hogg, James Buckley, Leigh Marklew and Tilly Hall) received a special commendation in the Wellbeing Achievement Award for leading on the hugely successful Staff Healthy Week campaign this year. They worked with

colleagues across the University to deliver the most successful Healthy Week campaign and concept to date, engaging hundreds of staff to become Healthy Week Heroes, and hundreds more staff to make a step towards improving their health and wellbeing at work.

The winners in the Wellbeing Achievement Award category were the Alumni and Development department who had 100% participation in Healthy Week, thanks to their fantastic Healthy Week Hero, Ben. This shows the direct impact of the work done by the Healthy Week Team to engage Healthy Week Heroes across campus.

A number of individuals were also nominated for awards. Jess Mayho from SPA received two nominations in the Wellbeing Achievement Award category for her fantastic work going the extra mile by being a Healthy Week Hero, and encouraging staff, who are based off campus, to be engaged in Healthy Week.

Fran Andralojc, also from SPA, was nominated for her work leading the Lifestyle and

Wellbeing Programme. Fran has supported over 50 students and a number of staff members to improve their health and wellbeing through a bespoke approach, including exercise programmes and guidance on diet, sleep, stress and other lifestyle factors.

Residential Services were nominated for their accessible and inclusive 'sensory garden', which promotes good mental wellbeing and is especially beneficial for people with Autism Spectrum Disorder, providing a calming effect and reducing anxiety and stress.

In the Unsung Hero Award category, the Bike Hub Team received a nomination for their hard work fostering behavioural change around safe workshop practice, purchasing high quality bike repair stands and using biodegradable cleaning products and lubricants.

Huge congratulations to all of our nominated teams proudly representing all of the fantastic work we do within the Facilities Directorate.

Charities update

Staff across the FD have been busy supporting our two charities over the last few months. Since 1 November, we have raised a huge £825.91 for the Alzheimer's Society and £883.32 for The Children's Heart Surgery Fund, taking our grand totals to £5,300.28 (Alzheimers) and £3,633.03 (Childrens Heart Surgery), a whopping £8933.31 in total.

Special thanks go to Natasha Rahanu in the Conference and Events Office, Lisa Hall and Ricky Thompson from the Refectory, who baked and sold Halloween biscuits raising £112, Rory Haines from Sustainability for the cake sale in the FD Building raising £76.49, and the Penny for the Guy in the FD building organised by HR which raised £72.30. Well done to the Marketing and Communications Team, who raised £48 at their FD Christmas breakfast, and everyone who joined in on the festive Elf Walk, which raised £203. The recent Christmas Fair Trade Fair was a massive success. £1000 was raised through sales of mulled wine, the raffle and tombola. And to everyone with a charity tin, an amazing amount of £798.48 has been counted this month.

Finally, thanks to everyone who took part in one of the marathons that they have run over the last couple of months – Lisa Hall, Ella Adlard, Bob Douglass, Leanne Henderson, Cheryl Clough, Stewart Ross, Emma Broadhurst, Francesca Shepard, Ben Witz, Sam Jackson, Ricky Thompson, Sam Mottershead and Ian Brine – you have all made a difference!

Please keep planning fundraising ideas for our two FD Charities, together we really can make a difference! The next event is the Christmas Jumper Day on 15 December.

Investors in People for the FD

We're pleased to announce that the Facilities Directorate as a whole has received Investors in People standard. This is a prestigious national standard, which recognises the importance of people in delivering high level organisational performance.

During October, the FD underwent reassessment against the Investors in People (IiP) Standard, and over the course of two weeks, the external assessor, Andrew Walsh interviewed staff from across the service, as well as attending staff meetings and carrying out workplace observations. Following this thorough audit, the

assessor confirmed that the FD had been reaccredited against the level 6 standard, and that we should continue to be recognised as an Investor in People organisation.

The assessor found that staff felt there was a good level of trust at all levels and that they were supported by their managers. Overall, the FD is seen as a great place to work and there is a strong sense of enthusiasm for the future.

The standard is about continuous improvement – so whilst the FD meets the Investors in People standard, the senior management team will look

to build on the assessor's findings and recommendations, with a view to us achieving higher levels of performance in the future.

We would like to thank all those staff who contributed to the process and took time out of their day to share their thoughts and opinions of working for the Facilities Directorate.



£8,000



CHILDREN'S HEART SURGERY FUND

Leading the fight against dementia
Alzheimer's Society



Director foreword



As we head towards the Christmas break and the end of another incredibly busy term, we can reflect on another excellent year for recruiting high-quality students from the UK and around the world. I think everyone has noticed the buzz around campus and how busy it feels. Our excellence in student education, research and innovation and in the services and facilities we

provide has held us in good stead, but we are moving towards more challenging times in the sector. As we can all see, this is a time of great political uncertainty. The public, students and staff all have real concerns about the future of the student funding system and the potential impact of Brexit. This may be a pivotal time

for the University and for Higher Education, however, in the face of these forthcoming challenges, Council has agreed that we should continue with our policy of growth and investment but that we should do so cautiously.

In terms of growth and investment, work has commenced on a number of significant developments across campus. These include developing an off-site Technology Campus, which will house the new Institute for High Speed Rail, the expansion of the Business School teaching space and lecture theatres, and new modular buildings for Biological Sciences. The new Landscape Development Plan is soon to be launched and is currently being discussed with University Council and Executive. The plan expresses an exciting vision for creating an inspirational campus environment, with revitalised public spaces for people to relax and socialise, creating a campus that is an exemplar of urban biodiversity at the cutting edge of sustainable design.

The FD have, once again, successfully achieved national recognition for the work we are doing. I would like to extend congratulations to Residential Services for the attainment of the ISO 9001:2015 Quality Management System Standard, and the University has again moved up the People and Planets League, thanks for the hard work from the Sustainability team and all areas of the FD. Finally, the FD have achieved the Investors in People standard once again. A special thank you to Kim Whitaker in HR for

coordinating the inspection and the many staff across the FD who took part in the face-to-face interviews.

The FD have once again successfully achieved national recognition for the work we are doing! I would like to extend congratulations to Residential Services for the attainment of the ISO 9001:2015 Quality Management System standard and the University has again moved up the People and Planets League thanks to hard work from the Sustainability team and indeed all areas of the FD

With the December break approaching, our teams across the FD will be coordinating the annual Christmas shut-down and we all have a responsibility to not only do our own bit to save energy but also be the eyes and ears around campus, helping to ensure buildings across the University are operating as efficiently as possible. May I take this opportunity to thank you for all your hard work in 2017 and wish you a very merry Christmas and a happy New Year.



Meet the Team: Finance and Procurement

In this edition we feature the FD Finance and Procurement team, led by Robert Dewar. Their work impacts every staff member and all aspects of the daily and strategic running of the FD, but who are they, and what do they do?

Finance

The FD Finance Team are based in the FD building. They deal with both the strategic investment planning and day-to-day finances of every area of the FD, ensuring that the FD is both successful and financially sustainable.

Key Contacts:

The Management Accountants cover various areas, and are happy to help on any of the following:

- Dionne Walker covers Cleaning, Estates, Facilities Support Services, Print & Copy Bureau (PCB), Security and Sustainability

- Shelley Fox covers Catering and SPA
- Kevin Stephenson covers Residential Services, Conferencing and Events and FD HR and People Development
- Alan Vaughan covers Capital Investment and Planning.

A team of assistants including Patrick Dooley, Louise Larkins and Ryan McDermott support the Management Accountants in their areas.

Procurement

The FD Procurement team are based on Cromer Terrace, and are led by Mark Agar. They proactively seek value for money and lead the way on sustainable procurement in the FD. They work collaboratively with colleagues across the FD and the University to ensure compliance with relevant legislation and policies in relation to all aspects of procurement.

The Procurement team also cover every area of the FD and day-to-day duties, including facilitating and administrating tenders, providing reports and management information; conducting and coordinating supplier review meetings; conversion of purchase requisitions from SIPR to orders eg. for your stationary equipment, furniture, consultancy/professional services orders; stock processing; processing payment of supplier invoices and goods receipting agreed activity; and formal contract preparation and reviews.

Key contacts:

- Mark Agar
- Anne Copcutt
- Richard Trimble
- Antony Wilkinson
- Joanne Jordan
- Kirsty McGaun

New printers operational in the Print & Copy Bureau

The new printing devices installed in PCB in early November are now fully operational. The new equipment allows for much faster printing without compromising on quality so customers will get the same excellent results with a much quicker turnaround.

Staff at PCB have been trained to carry out basic repairs to machine faults instead of calling out service engineers, reducing machine downtime and the potential of losing out on work. An open day is being planned for the new year, when operators are fully familiar with the new features.

FD breakfasts



Over the past few months, teams within the FD Building have been organising a monthly breakfast as a way of bringing staff together and talking to colleagues who they don't normally interact with. Thanks to the teams who have stepped up to the challenge and run varied and creative breakfasts and helped raise money for our two FD charities. Does your team

want to organise their first themed breakfast, or have a second go? Please get in touch with Eloise Barik to book in one of the available months e.barik@leeds.ac.uk

If you work for the FD but not in the FD Building you are more than welcome to drop by and join in or why not set your own monthly breakfasts up in your areas?



Implementation of StarRez for Residential Services

Residential Services has successfully implemented a new electronic administration system to help improve the student experience. The new system will act as an admin and student portal system, to improve service levels and student communication.

StarRez has been rolled out across all University of Leeds owned and managed sites since Summer 2017, following its

introduction to the Accommodation Office in 2016. This has increased efficiency when dealing with room allocations, contracts, property inspections and mail tracking. It has also streamlined the communication process with our residents.

The benefit to students is that they can now access a fully integrated, easy-to-use online portal 24-hours a day!



New spending facilities for dogs

As a University, we have a duty of care to ensure that reasonable adjustments are made to make our campus as accessible as possible for those with disabilities. Staff, students or visitors with guide dogs or other assistance dogs will now be able to take advantage of three new spending facilities for dogs, taking the total across campus to four. Ian Robertson said, "This is another initiative that the FD have coordinated to help further improve campus access."

More chickens for Devonshire Hall



Another group of lucky ex-bats (ex battery hens) saved from slaughter have gone to reside at Devonshire Hall. The 20 hens were re-homed by the British Hen Welfare Trust, a charity which has to date saved more than 600,000, and the chickens have since gone on to enjoy lots of TLC, food and fresh air and have become part of daily life for students living at the Hall.

'Project Chicken' began in July 2015 when the University adopted its first batch of ex-bats. Staff said there had been a real buzz around the scheme, with some students even popping back during their holidays to visit 'the girls'. Colin Sykes, Senior Residence Service Supervisor, said: "We decided to use rescue hens as we thought we could provide a welcome retirement from their previous environment."

"The new group seem to have settled in well; they are spreading about and finding their own way. I still think they are getting used to the chicken coop, as our night guys tell me some are still out way past their bed time!"

The spoilt hens are living in a large run with trees, a shelter for hiding from the rain, timber walkways on the perimeter fence which they can stand on to watch the world go by, plus perching areas and a sand pit. This is a far cry from their previous life in commercial cages,

where they lived on wire mesh and had no access to natural daylight.

"The spoilt hens are living in a large run with trees, a shelter for hiding from the rain, timber walkways on the perimeter fence which they can stand on to watch the world go by, plus perching areas and a sand pit."

The 20 chickens at Devonshire Hall are looked after by volunteers, working in pairs on a weekly rota basis. A chicken keeping booklet has been produced so all the students know their responsibilities, and they are also provided with much-needed Wellington boots! Colin continued: "The students seem to enjoy the experience; some have had chickens at home and wish to continue looking after hens, but most are new to the experience. Once they have got used to going into the run and being surrounded by greedy hens wanting food, they quickly adapt and are soon handling the chickens with confidence!"

National standard for Residences



FS 671820

Congratulations to Residential Services, who have been awarded a BSI ISO 9001:2015 Quality Management

System standard. This is a fantastic achievement for the team, and underpins everything that Residential Services does to provide an excellent student experience in their Halls of Residence.

Holding the BSI ISO 9001:2015 standard embeds good management practice in the Service and enables a process for continuous service improvement. The team will soon collect their official certificate and we will publish this in the next edition.



Green Impact

Green Impact is up and running! As of October 19 the Green Impact workbook is live, and teams have begun filling out actions in the final push to reach the highest levels of awards. The Sustainability team has also been running some events, with plenty of participation from teams getting in early to complete actions for their workbook.

The Big Annual Crocus Plant was an enormous success with plenty of staff representing their departments and making a vibrant campus for the spring to help out our bees

The Big Annual Crocus plant was an enormous success, with plenty of staff representing their

departments and making a vibrant campus for the spring to help out our bees near the School of Earth and Environment. It was such a success we even organised our own FD crocus plant, which means we will have a colourful back of the building with plenty of life in the New Year.

It's still not too late to get involved with Green Impact, we have had a few new teams sign up over the past couple of weeks. If the Workbook approach isn't for you, why not try a project and make a change to a specific area within your department. As a result of the enormous amount of student support this year a student led Green Impact team are doing a project on energy consumption and recycling. It's a great opportunity to influence change and do something of interest to yourself and your department, with some of the best successes coming from projects in the past.

If you're interested in getting involved contact Rory Hayes - R.Hayes@leeds.ac.uk

Student Sustainability Conference 2018: shaping the future



After the success of last year's multi-discipline event, the University of Leeds Student Sustainability Conference is returning for 2018 with a host of new presentations, speakers and performances. The overarching theme for this year is 'Shaping the Future', bringing students, staff, businesses and members of the public together to experience the diversity of Undergraduate and Postgraduate work which reflect aspects of positive social, economic and environmental development.

Already confirmed as one of this year's keynote speakers is Mike Barry, Director of Sustainable Business (Plan A) at Marks & Spencer, who will be delivering an engaging 'On Your Marks' public lecture.

The conference will be taking place on Thursday 8 February and is open for all to attend. Expect to see updates from local projects on campus as part of the Living Lab programme, research taking place across the

Leeds City Region, and wider international sustainability projects having impacts across the globe.

Already confirmed as one of this year's keynote speakers is Mike Barry, Director of Sustainable Business at Marks & Spencer, who will be delivering an engaging 'On Your Marks' public lecture.

Registration will open for all at the start of the New Year, so keep your eyes peeled! For the latest updates please visit the conference webpage: sustainability.leeds.ac.uk/get-involved/student-sustainability-conference

Cycle security event success



Over 100 students and staff took the opportunity on 9-10 October to get kitted out with front and rear lights, a sturdy D lock, and have their bike security marked via Bike Register, as part of a discounted package deal outside LUU.

Sustainability and Security Services were on hand, alongside PC Becky Hurrell and our partners at City Connect and Leeds City Council, to offer safety and security advice. A Dr Bike service was also offered by our resident Bike Doctor Romain Cames.

In early November, a repeat event was hosted at The Edge offering advice to cyclists during the evening. Bike lights and D locks are

available for sale from the Bike Hub, the Security Office and The Edge.

Sustainability and Security Services were on hand, alongside PC Becky Hurrell and our partners at City Connect and Leeds City Council, to offer safety and security advice.



School Governors Programme launched

The University has launched a School Governor Programme to contribute to the leadership of local state schools and raise school standards by offering staff for school governance roles.

At the University, we understand our great potential and responsibility to create positive change in society. We have a clear strategic commitment to embedding social responsibility in all areas of our activities. This includes our commitments to widening participation and to positively contribute to making Leeds the great City it is. As part of this commitment, we have launched our School Governors Programme, in collaboration with the charity SGOSS-Governors for Schools, an independent charity dedicated to recruiting volunteers to serve on school governing bodies across England.

The programme will recruit and place staff as new school governors in local schools, as

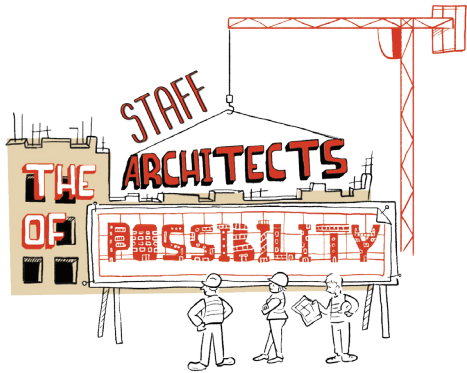
well as providing support to both new and existing staff school governors in their roles.

At the University we understand our great potential and responsibility to create positive change in society.

The initiative will complement the existing staff opportunities offered through the Sustainability Strategy, which are positively contributing to local communities.

Any staff wishing to participate in our programme can register their interest by getting in touch with Amanda Jackson, A.M.Jackson@leeds.ac.uk or 0113 343 5073.

New Staff Architects for Sustainability



Staff Sustainability Architects are ambassadors for embedding sustainability throughout the organisation, and are provided with opportunities and resources to promote and implement positive change within their departments. The role is instrumental in the delivery of the University's Sustainability Strategy, in promoting positive environmental, social and economic change, and in sharing best practice. Collaborating with Architects from other teams, and providing key links between their departments and the Sustainability Service, Sustainability Architects are an exemplar in the higher education sector.

The network of Sustainability Architects is made up of people who are committed to delivering the University Sustainability Strategy across their teams. Staff Architects engage proactively with others in their School or Service. They commit at least one day a month (c0.5% FTE) to sustainability

initiatives that address social, economic and environmental impacts in their department's activities.

“

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”

Working together with the Sustainability Service and the network of other Staff and Student Sustainability Architects, they create real, positive changes to the behaviours and activities of their faculty, school or service.

For more information on the network and to join, please visit: sustainability.leeds.ac.uk/staff-sustainability-architects or contact sustainability@leeds.ac.uk.



Green Oil in the Bike Hub

Many products commonly used for bike cleaning and maintenance such as chemical degreasers, cycle cleaners, and lubricants have potentially harmful environmental, safety and health impacts.

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Green Oil products are made in the UK, are plant-based, PFTE-free, petrochemical-free, and palm-oil free.

”

Recognising this, the Bike Hub team has opted to use biodegradable and non-corrosive products to reduce the Hub volunteers, staff, and visitors' exposure to dangerous chemicals.

Green Oil products are made in the UK, are plant-based, PFTE-free, petrochemical-free, and palm-oil free. The Hub has also eliminated the use of aerosols manufactured with harmful propellants, and adopts a bulk buying approach to reduce plastic consumption.

For more information on Green Oil: www.greenoil.cc/environment

GFAL and Sustainability work together on new enterprises

In order to support and set an example of sustainability on campus, Great Food at Leeds have launched a whole new range of reusable KeepCups, along with a new initiative aimed at combatting food waste, the Too Good To Go app.

Reusable cups have previously been stocked in GFAL outlets, but these have been revamped and rebranded this year with the University's logo and are now available in nine different colours, in addition to a premium glass 'long play' cup. A KeepCup is made from the equivalent amount of plastic as 20 disposable cup lids, and breaks even after just 15 uses, compared to a disposable cup. Using a KeepCup will save you 10p each time you use it in a GFAL outlet, and your first drink is free!

Since the start of term over 400 KeepCups have been sold, over 100 long play cups and over 70 reusable University water bottles!

'Too Good To Go' has been launched in The Business School cafe and The Refectory, and will help reduce food waste, a key aim of the University. The app offers a limited availability of surplus food portions in each location, which staff and students can order and purchase for only £2.50. Food offered ranges from salads, sandwiches, jacket potatoes and daily hot specials.

Find out more at gfal.leeds.ac.uk/toogoodtogo



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I WANT TO KEEP FIT
=
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UNIVERSITY OF LEEDS

Campus Developments update

High speed rail

The University are developing an offsite technology campus, creating an innovative, collaborative space for our world-leading interdisciplinary researchers in infrastructure materials, high speed railways, structural dynamics and robotics.

“

Our new centre for innovation and enterprise and will be the home for the £10M Institute for High Speed Rail.

”

The technology campus will complement Nexus – our new centre for innovation and enterprise, and will be the home for the £10M Institute for High Speed Rail.



Business School growth

The Business School is growing and has requirements to further advance the delivery of world-class teaching. The two new Leeds University Business School buildings will provide technology-rich, flexible teaching spaces, lecture theatres and trading rooms. Work is due to begin in February 2018, with a completion date of August 2020 for the whole project.

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Faculty of Biological Sciences

The Faculty of Biological Sciences has a requirement for additional good quality research space for existing research staff and new recruits to grow research income. In order to accommodate the additional headcount, we are developing a £4.6M modular building to increase the space for the Faculty.

Enabling works are currently taking place, with a view to project completion in April 2018.



To find out more about this and other developments across campus please visit: leeds.ac.uk/campusdevelopment



New cohort selected for Gryphons Abroad

Following a successful fresher's week recruitment campaign for Gryphons Abroad 2018, SPA now have 11 students signed up for the trip to South Africa next year, the largest group selected to date. This is the first time that all places on the trip have been filled. The students are from a variety of different degree programmes and years of study, from first year undergraduates to postgraduates.

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The project will once again focus on delivering a life-changing sport and education programme this year to a massive 150+ primary school children, at least 50 more than the previous year.

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The project will once again focus on delivering a life-changing sport and education programme this year to a massive 150+ primary school children, at least 50 more than the previous year.

The University will also collaborate with Leeds Trinity University, who will join the University's trip. Four Trinity students will join the University student group delivering sport and education, while three Trinity students studying teaching will go into local schools in the area to teach. This is a new element to the project, which will add even more value to the work we do in this deprived area.

These exciting new developments to the project are sure to make it yet another hugely successful year.

Find out more about the initiative and keep up to date with the fundraising efforts at www.leeds.ac.uk/gryphonsabroad

The Edge shortlisted for National Fitness Awards



said “To have been shortlisted for Group Exercise Gym of the Year and Regional Gym of the Year North amongst such fierce competition was a great honour.

“

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”

The Edge was shortlisted for Regional Gym of the Year and came Runner Up in the Group Exercise Gym category 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 3 December.

Michelle Smith, Exercise Class Coordinator

All credit goes to our fantastic team of Personal Trainers and Freelance Instructors, who receive such amazing feedback from our members. We have spent the last six months growing our timetable to its biggest ever, offering even more choice and variety to our members. We will continue to listen to what our members want and aim to provide a fantastic experience for all.”

Half of staff and students regularly active

Earlier this year, SPA undertook an activity and wellbeing survey (Balancing Life), to gain insight into the current activity levels of staff and students at the University, while also considering their wellbeing. This insight was very well received by University Council, who requested it becomes an annual survey.

1764 people completed the survey from across the University (719 staff and 1045 students), and the results showed that 51% of staff and students are regularly taking part in exercise with 60% of this activity taking place on campus.

Our staff are 17% more active than the average working population which is great news, however our students are 2% less active than the average higher education population, something that SPA want to improve.

Suzanne Glavin, Head of SPA said about the results: “It's great to see that just over half of our staff and students are regularly active and we want this trend to continue, however our real focus is the other 49%, and how we can work with faculties and services to build

activity into everyone's day on campus”

The insights from the Balancing Life Survey are already having a positive impact across campus, where the Student Education Service are recruiting two staff wellbeing project officers. These new posts will design and lead initiatives, based on the results of the survey, to improve staff wellbeing and to build a culture of healthy work-life balance in the Student Education Service.

The Health and Fitness team in SPA have also been working with staff and students across the university on an exciting new Lifestyle and Wellbeing Programme. Seven faculties and 50 students (through the Student Counselling Service) have now accessed this programme, which includes bespoke physical activity interventions, exercise programmes and tailored guidance on diet, sleep stress and other lifestyle factors, to support people in balancing their mental and physical health. It is in the early stages, but has already received very positive feedback and results. For the full survey results, please visit sport.leeds.ac.uk



719

Staff responses

1045

Student responses

SPA masterplan



Following months of consultation with key stakeholders and architects SPA have finalised a facilities masterplan which would provide additional indoor and outdoor facilities for use by staff, students and the local community. Suzanne Glavin and Stewart Ross presented the masterplan to University

Council on 21 November with a view to gaining capital funding to develop the facilities. The presentation was extremely well received and the next steps are to produce a cost appraisal and timeline for implementation. We will keep you updated on how these exciting plans develop.



Academic Venue Awards

MEETinLEEDS won three awards at the first Academic Venue Awards, held at Queen Mary University of London on 22 November 2017. They were awarded for ‘Best Accommodation’ for Storm Jameson Court, ‘Best Accessibility’ which showcases the collaborative work MiL does with the Communication Matters and Back Up Trust conferences, and ‘Best Residential Venue’.

There were 14 awards, in total covering all essential services which academic venues offer

the events industry. The team were also nominated for ‘Best Customer Service’ and ‘Best Conference Venue’.

Harriet Boatwright, Sales and Marketing Manager for MEETinLEEDS said: “I am so proud of my colleagues in the wider conference service for the excellent work they do every day – the awards are a testament to that! The team would like to thank the other services that work hard behind the scenes to make our events possible – we couldn’t have done it without you!”

Security receive prestigious police commendations



Seven members of our Security staff received Police Commanders Commendations at the recent Police Awards Evening on 28 November.

The police citation read; “Your exemplary team performance throughout the year demonstrates what is possible when you

work together, and has made the University campus a better place for the people who live, work and study here”. Malcolm Dawson, Security Services Manager said, “I was proud to attend the awards, where our staff received an amazing ovation from fellow police award winners and distinguished guests”.

Christmas quiz

Can you name the Christmas songs from which the following lyrics come from? Please email in your answers by 20 January to be in with a chance to win a £100 Trinity Leeds gift voucher.

1. She didn’t see me creep down the stairs to have a peep
2. She’d been drinking too much egg nog
3. Once bitten and twice shy I keep my distance
4. In the lane the snow is glistening
5. The choir of children sing their song they practiced all year long

Email your answers to fdmatters@leeds.ac.uk

Congratulations to Roona Ohwoisi who was last times winner.

your views matter!

Email us your comments and feedback about FD Matters or send us your stories and suggestions to fdmatters@leeds.ac.uk



Christmas Jumper Day in support of FD charities

Please remember to wear your Christmas Jumper on Friday 15 December and bring along some change on the day to donate to the FD Charities; Alzheimer’s Society and The Children’s Heart Surgery Fund.

A group will also be going for festive drinks after work that day, of course still wearing their Christmas Jumpers. Please speak to Patrick Dooley for more details p.j.dooley@adm.leeds.ac.uk

THE 12 DAYS OF FITNESS

Full access to The Edge facilities over 12 consecutive days in December for just £12! A perfect Christmas present for friends, colleagues and family!

£12 ONLY

BUY ONLINE NOW

Christmas shut down



Could all colleagues ensure they join in with the big Christmas Shut Down as you depart for the holidays. Please:

1. Check all equipment is switched off rather than on standby;
2. Ensure windows/doors and drawers/cupboards are all locked;
3. Window blinds should all be closed;
4. Fridges cleared of perishable foods
5. Kitchens left clean and tidy

Have a fantastic Christmas holiday and a Happy New Year.



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