

THE UNIVERSITY OF LEEDS

Facilities Directorate Senior Management Team

Report of the meeting held on 27 January 2018

Commercial and Campus Support Services

1. a) Desktop critical incident exercises have been undertaken with all the Security teams and SPA campus staff;
- b) Work is ongoing to stem the downturn in The Edge membership sales this year, and a reduced discounted £150 (6 months) membership offer for students is currently being offered in a bid to gain volume of sales in January. In addition, focus groups are being held with LUU Club students to understand their behaviour change in not buying memberships this year;
- c) The Edge was represented at National Fitness Awards 2017 in December, receiving the runner up award in the Group Exercise category, and shortlisted as Regional Gym (north);
- d) Get Out, Get Active team are working closely with IT services and an external developer to create a new campus orientation app to support physical activity interventions for staff and students;
- e) The Summer Refurbishment CTS programme will predominantly involve £1.5m improvement to AV equipment in Parkinson Building, Roger Stephens, Michael Sadler, Liberty Building and Worsley.

Estate Services

2. a) Steve Gilley, on behalf of the FD, has been interviewed as part of a University-wide review to develop a strategic approach to records management. The policy will reflect the requirements of the General Data Protection Regulations which come into force in May 2018, and will impact on the way the FD currently manages records, including archiving and document control;
- b) The final phase of the fire alarm and emergency lighting asset surveys is underway. User function testing of fire alarms is being carried out in the majority of buildings on campus, and actions are in place to bring the remaining buildings into the programme;
- c) The asbestos plant room surveys are nearly complete and plant rooms that require frequent access are being identified in order to prioritise them. Further decisions will need to be made on asbestos management (removing or ongoing close management) across all other plant rooms;
- d) Estates Management Record data is being collated and the Annual Accommodation Survey is in progress for completion January/February 2018;
- e) A group has been formed to meet with the IT department to improve collaboration with IT and support the progress of projects;
- f) The 10 Year strategic plan is current being developed and will be discussed with Capital Group over the next couple of months.

Residential Services

3. a) Residential Services were successfully verified for ISO 9001:2015 with zero non-conformances;
- b) The repair of building defects at St Marks is progressing well and is on schedule, as is the development of 180 rooms by Harrison Developments Ltd on Blenheim Walk for use from Sept 2018;
- c) Discussions continue with Unipol with regard to converting cluster flats at Grayson Heights into family accommodation for students with dependents;

- d) Work is ongoing with Robert Dewar to present a new Residential Services capital investment strategy in line with the forthcoming Services IPE submission.

Sustainability

- 4. a) New waste recycling signage has been deployed around campus following the revision of the waste contract, and more extensive communications and engagement work will now take place;
- b) Construction remains a high risk area: completion of the tracker and inclusion in design is patchy and at a project level there are significant budget and time pressures. Work continues to improve reporting and the guidance for the smaller projects and temporary buildings. Currently there is significant discussion around meeting the energy standards in building design;
- c) The Environmental Management System external audit is taking place in February, and two significant areas are being addressed; legal register needs to be fully updated and the emergency procedures need to be clarified and communicated.

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

- 5. a) The results of the FD staff survey have been analysed and reviewed and will be communicated to staff in due course;
- b) The University is facing the possibility of industrial action by UCU if the current national discussions on pensions do not reach agreement. The UCU industrial action ballot returned an 87% vote in favour of strike action;
- c) The University's online equality & inclusion training module has been launched and all University staff must complete this in 2018. Over 600 members of staff from the FD have now attended the theatre-based Equality & Inclusion training and further sessions are being arranged.

Finance, Procurement, and IT

- 6. a) The FD timetable for IPE will be circulated soon. Work has begun on the IPE submission, starting with the validation of the impacts of growth on the FD, which is largely focussed on space cost modelling, and additionally provides an opportunity to check the assumptions made on utility savings;
- b) The failed invoice rate for December shows a significant improvement following the refresher training provided for relevant FD staff. Mop up sessions will be held for staff who have not yet undertaken the training.