

# THE UNIVERSITY OF LEEDS

Facilities Directorate Senior Management Team

## Report of the meeting held on 23 May 2017

### 1. **Director's Report**

- 1.1 **University Executive Group discussions:** The group received copies of the UEG agendas from 23 March 18 May, and were updated on the following issues:
- Undergraduate student recruitment 2017-18;
  - Leadership chairs, top performers, and UAFs;
  - Business change proposition (re: Business Change Team services).
- 1.2 **Chief Operating Officer:** The University is in the process of recruiting to a new post within the University's senior team: a Chief Operating Officer who will be responsible to the Vice-Chancellor for overseeing the effective operation of the University, ensuring that all activities are carefully aligned with the strategic plan and with each other.

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

- a) The CSS senior management team awayday will be held at the University of Nottingham with the activity focussed on reviewing performance gaps and developing action plans to raise performance.
- b) This year's "City Ride" (formerly called "Sky Ride") is planned for Sunday 10 September, and will take University Road as its main route, thereby avoiding the precinct area in order to limit the impact on two large conferences which are taking place on campus.
- c) MEETinLEEDS are finalists for 3 awards: Best customer service for conferences (Conference Awards 2017); Best sustainable venue (Conference and Hospitality Awards 2017), and Best group accommodation for Storm Jameson Court (Group Travel Awards 2017).
- d) The opening of the Brownlee Centre and cycle circuit was extremely successful, with over 120 attendees including the Vice Chancellor, Alistair and Jonny Brownlee plus dignitaries from British Triathlon and British Cycling. The event provided an opportunity for great PR and media coverage for SPA and the wider University.
- e) The waste and recycling contract has been awarded to Associated Waste Management Ltd for a period of up to 5 years with effect from early June. The contract will focus on reducing the total waste generated and improving segregation at source. New communications for staff and students are being designed, including details of what can be recycled.
- f) PC Rebecca Hurrell began her role as the new Police Higher Education Officer in early May 2017, replacing PC Matthew Guy.
- g) The first draft of the Estates website project will be available in late July 2017.

### 3. **Estate Services Report**

- a) The LUU refurbishment project is making slow progress, and handover will not be achieved in time for the Summer Ball, so contingency arrangements are being put in place to ensure that the event proceeds as planned;
- b) The re-alignment of the Operations structure in Estates continues, and appointments have been made to key maintenance positions including M&E Maintenance Manager, Fabric and Reactive Maintenance Manager, and Grounds and Gardens Team Leader.
- c) A preferred CAFM system has been identified, and negotiations are ongoing to reach agreement on a number of queries prior to the contract being awarded. In the meantime, the CAFM Implementation Project Manager, Russell Allen, is building relationships with key stakeholders as well as developing a project plan, risk register, and establishing an Implementation Project Board.

- d) The GSC contract remains at risk as the progress of some activities is significantly behind the contract programme and continues to be a major concern in terms of operational and financial risk to the University. Contingency planning is continuing to ensure power, heat and/or chilled water services can be quickly restored to specific high risk buildings on campus if any grid capacity or operational failures occur within the GSC as work continues.

**4. Residential Report**

- a) The Residential Services year end event in April was very successful, with full attendance by Residential Services staff. The event included presentations, workgroup sessions, seminars, and team building exercises;
- b) A copy of the Residential Services annual student accommodation survey results has been circulated to FD senior management team for information.
- c) Approval from University Council will be sought in July for the sale of Oxley Residence and the lease of accommodation at Blenheim Court. Council will also be updated on the availability of rooms to meet forecast demand for accommodation.
- d) Urgent works need to be undertaken at St Mark's residences to remediate serious building defects, and minimise further damage to the building. The work will be carried out on a phased basis in order to minimise disruption to occupants.

**5. Sustainability Report**

- a) The Sustainable Construction Standard has recently been updated, so the process of implementation, particularly in relation to decision-making and key project gateways, needs to be reviewed;
- b) Work continues to identify the resources required to deliver the 2020/21 carbon and energy reduction target, along with developing the project 'shopping list';
- c) Integrating sustainability in the curriculum continues to grow, including expanding the work in the School of Medicine and beginning to work with Dentistry. Postgraduate provision will be audited to secure the same level of information as Undergraduate level.

**6. HR Report**

- a) An update paper on the FD training plan 2016-17 was circulation for information. The plan is currently £3,695 under-budget, which may be used to cover £2,850 of training courses currently funded from sectional accounts;
- b) In addition to the performance management training Josie Hastings Associates (a theatre based drama company) are being engaged to deliver the equality and diversity training.

**7. Finance, Procurement, and IT Report**

- a) Progress has been made on the Capital Programme reporting, which continues to be developed and tested;
- b) A core group has been convened to review the investment appraisal process;
- c) Additional funding and project savings has resulted in £5.5m additional cost pressure from CIEL and the Language Centre equating to £1.4m net pressure.