

THE UNIVERSITY OF LEEDS

Facilities Directorate Senior Management Team

Report of the meeting held on 9 October 2017

1. Director's Report

1.1 University Executive Group discussions: The group received the UEG agendas for the meetings held on 14 and 28 September, and were updated on the following issues:

- Student education updates, including National Student Survey;
- Participation in subject-level TEF pilots;
- Leeds international piano competition;
- Recruitment position for 2017 entry;
- Alan Turing Institute: a case for strategic investment.

1.2 Engagement workshops: Engagement workshops are taking place with Leadership Forum members and their nominees – a series of sessions will be scheduled and the requirement will be to attend one half day session in both October and November. The 3 key aims are:

- Provide a contextual update to ensure a full understanding of the breadth of issues facing the sector and the University of Leeds;
- Ensure that everyone understands the benefit and value of being part of, and operating as, the University of Leeds. rather than individual operating units;
- Ensure greater personal ownership with staff engagement i.e. challenging existing mind-sets, facilitating greater understanding of the issues facing UoL, and ensuring staff are motivated to deliver.

1.3 Faculty IPE meetings – May/June 2017: The focus was to maximise the intake of high quality students and to manage any increase within current facilities, however there have been subsequent requests for additional space which need to be strategically managed as they have a significant financial/capital impact.

2. Commercial and Campus Support Services Report

- a) Work is underway to investigate the use of Sentinel within Security for crime reporting which would lead to a significant saving and improved integration with wider systems;
- b) A Cycle Action Group, involving key stakeholders, has been established to focus on promoting cycle security and reducing cycle crime;
- c) The BBC celebrity test match special 20:20, which was hosted by the University, was a huge success and resulted in significant promotion of the University on television and radio, and feedback from the public, guests, players and celebrities was very positive.

3. Estate Services Report

- a) The 12-year contract period with BAM on the Brenner building has been extended by 6 months in order to make a potential claim for latent defects relating to heating pipework and cladding condition;
- b) The internal audit for ISO9001 for Estate Services will take place in November. Louise Ellis suggested working towards integrating systems for the FD;
- c) The parking permit renewal process for 2018 is now open and the closing date is 27 October 2017. An additional 120 permits will be available in 2018.
- d) The EQMS Training Manager module is being developed for delivery in the new year, managed by FD HR.

4. Residential Services Report

- a) Residential Services achieved ISO 9001:2015 accreditation. A Quality and Systems Manager has been appointed to help to maintain the standard and to support the ongoing maintenance and use of systems including EQMS, StarRez, Rivo, and Salto;
- b) The sale of Oxley completed in September 2017. Student residences will continue to use the accommodation for a further 5 years on a lease basis, and Grounds and Gardens will continue in their current location on a 3 year lease.

5. Sustainability Report

- a) An outline proposal is being developed to set the direction and narrative of social responsibility at the University. Whilst the average number of anti-social incidents involving students has reduced, the ones reported have higher significance;
- b) The recruitment process for the Deputy Director Sustainability role is nearing completion – interviews will take place on 19 October;
- c) FDSMT were asked to raise awareness of the following (further information is available on the University of Leeds Sustainability webpages):
 - School governors' programme;
 - Positive Impact Partners' programme;
 - Staff sustainability training.

6. HR, Training & Development, Equality & Diversity, and Wellbeing Report

- a) The deadline for completion of the annual FD Staff Survey is 30 October;
- b) The Facilities Directorate is aiming for re-accreditation against the Investors in People standard; the assessment process will take place in the following fortnight. Nickie Smith will circulate further information to FDSMT via e-mail;
- c) The Equality Policy Unit and the Organisational Development and Professional Learning Unit have redeveloped the online equality and inclusion module which is in the process of being piloted.

7. Finance, Procurement, and IT Report

- a) The process and timetable for the forthcoming Integrated Planning Exercise are not yet confirmed, but the current assumption is that professional services timelines will revert to pre-Christmas. Issues to consider for the Q1 submission and IPE will include those that flow from year-end e.g. rent and rates, maintenance, utilities forecasting, as well as the follow up on strategic issues from the last FD IPE submission;
- b) The draft paper on Financial Planning for 2017/18 and IPE was circulated for information, and will be discussed at an informal FDSMT meeting;
- c) In order to address an ongoing issue with failed invoice rates, refresher training sessions on the process for blocked and parked invoices will take place before the end of the calendar year. FDSMT agreed that attendance is mandatory for FD staff with GRN responsibility;
- d) A discussion paper on Financial Planning for 2017/18 and IPE was circulated for information. The paper will be discussed at an informal FDSMT meeting.

8. FD training plan

FDSMT were asked to review the training requests for the 2017/18 financial year, which have been collated following staff review meetings and discussions with service heads and managers. Service heads were asked to prioritise the training requests for their areas, and it was agreed that in order to do this they will need to see the split between the types of training - compliance related, work related, and staff development.

Date of next formal meeting

9. 2.00-4.00 pm on Monday 27 November 2017 in the Oak meeting room, FD Building.