

THE UNIVERSITY OF LEEDS

Facilities Directorate Senior Management Team

Report of the meeting held on 21 March 2016

1. **FD Green Impact Teams**

The FD has the following active Green Impact teams: Estates Building, Residences, Catering, Estates, Cleaning, PCB, SPA, and HR/Sustainability. FDSMT were asked to actively encourage staff in unrepresented areas to participate. The group noted that a different approach (operational rather than location-based) will be taken for FD Green Impact teams following the move to the new FD building.

2. **FD Staff Survey**

FDSMT were asked to each provide three key priorities for their areas from the performance management framework. The Staff Survey communication will then be finalised and circulated to FD staff.

3. **Director's Report**

3.1 **University Executive Group discussions:** The group received copies of the UEG agendas from 28 January to 10 March, and were updated on the following issues:

- a) Financial model review;
- b) Digital Learning business plan;
- c) Fossil fuels.

3.2 **Leadership Forum:** The group discussed a recent presentation at Leadership Forum on achieving academic and financial sustainability.

4. **Commercial and Campus Support Services**

- a) The PCB online ordering facility 'Print Cloud' has been put on hold due to the costs associated with the introduction of an IT voluntary code of practice for the processing of online payments;
- b) The cycle track and pavilion refurbishment has been given final approval by Council. Tenders have come in significantly higher than expected so the design is currently being value engineered to bring it back within budget;
- c) The Central Teaching Space Redesign project will be submitted to University Executive Group for final approval in April;
- d) Four sessions on performance management for CCS staff are being planned with Theatre& to take place in May and June. A view will be taken about rolling out the training to the wider FD;
- e) A plan of current and future activity for FD Marketing and Comms is being developed, and will be circulated to FDSMT via BoardPacks. The group agreed that clarification of the delineation of responsibilities between FD Comms and University Comms would be helpful to understand who is doing what.

5. **Estate Services**

- a) The cost plan for the NEQ scheme is showing a significant overspend, which is causing further delays to the programme;
- b) The University and the NHS Trust are continuing to progress and finalise the various elements of the joint working agreement and the grid agreement for the GSC scheme. Work is also progressing to finalise a cost sharing mechanism;
- c) Backlog maintenance and major fire precautions budgets are being reviewed with a renewed focus on submitting business cases and scheduling works;

- d) A series of fire workshops, attended by key stakeholders for fire management across the University, is underway. Discussions include operational fire management (building fire risk assessments, operational fire risk assessments, weekly sounder checks etc) and infrastructural fire management (system specifications, links to security etc).

6. Residential and Security

- a) A series of 24 Equality and Inclusion training sessions have been booked to ensure that all FD staff have the opportunity to attend. The sessions will take place between April 2016 and March 2017;
- b) A problem with pest control on campus and at some student residences is being addressed;
- c) Residential Services has been shortlisted for a Cubo "Innovation Award for Excellence in Student Experience" for the chicken project at Devonshire.

7. Sustainability

- a) The Sustainability team are organising a community event on 19 April; Amanda Jackson is leading on the project. The aim is to consult and engage with local stakeholders, and showcase the work of the Facilities Directorate;
- b) Louise Ellis is presenting an update on the Sustainability Strategy to UEG and Council;
- c) The University has achieved a recommendation for full accreditation to ISO 14001, following the final audit which took place at the end of February. The official decision and formal confirmation is expected shortly;
- d) The current cost estimates to install the anaerobic digester are a significant risk to the project's viability.

8. Estates Planning and Information

The HESA Estates management record has been completed and is ready for formal approval by the Vice-Chancellor, prior to submission.

9. Finance and Procurement

- a) The CUBO finance conference is being hosted by the University in April;
- b) A 'dashboard' report showing progress of approved capital schemes against programme and budget will be submitted for all future Council meetings. The reports will contain an overall cash-flow statement showing forecast versus actual cash-flow and a section with summary reports of projects which have recently been completed;
- c) A draft Service Level Agreement has been produced for Finance, Procurement, and IT, which will be reviewed and re-drafted to include feedback prior to seeking wider agreement;
- d) Lynne Cubbon is leading on a project to explore using EQMS to support the management of training requirements.

10. FD Financial Performance Report

The financial position of the Facilities Directorate at the end of February 2016 is in line with the Quarter 2 forecast, with no major variances reported.

11. Date of Next Formal Meeting

2.00-4.00 pm on Monday 13 June in Meeting Room 1, Estates