

THE UNIVERSITY OF LEEDS

Facilities Directorate Senior Management Team

Report of the meeting held on 26 March 2018

Present: Dennis Hopper (Chair), Robert Dewar, Louise Ellis, Steve Gilley, Ian Robertson, Nickie Smith, and Michele Troughton

In Attendance: Nicky Salmon, and Leah Keegan

Apologies: Stewart Ross

Performance Reports

1. Lynne Cubbon is meeting individually with FDSMT leads to revise the format of performance reports going forwards for each area.

FD/LUU Meetings

2. Hannah Brian, the new LUU Deputy Chief Executive (Student Engagement) will attend the FD/LUU meeting in May to meet the FD team. The format of the LUU Exec/FD meetings going forwards will be reviewed before the 2018/19 meetings are scheduled.

Director's Report

3. University Executive Group discussions

The group received the UEG agendas from 8 February to 22 March meetings, and were updated on the following issues:

- Differential contributions re: cohort mix/costs (UEG/17/61);
- UCU industrial action.

4. Cubane/value for money

The group discussed the recent Cubane briefing on the findings from the 2017 Uniforum Professional Services Benchmarking Programme:

1. Nickie Smith will clarify the number of respondents (relevant to the FD);
2. FM03: Local building management support – there is a significant number of FTE engaged in this activity outside of the FD (an issue which will be raised at IPE). A common set of professional standards should be in place for all staff engaged in FM03 activity;
3. The flat FD budget impacts on service delivery and customer satisfaction;
4. Additional analysis of the data is needed to inform the Value for Money (VfM) agenda. Following IPE, next steps will be explored with Mike Kennerley (Strategy and Planning Performance), and a VfM workshop will be scheduled.

5. Campus utilisation

The campus utilisation project needs to be taken forward, which will require someone to lead it, including data collection/trend analysis.

Updates from the Senior Team

6. The group noted the following reports for information:

- Commercial and Campus Support Services;
- Estate Services;
- Residential Services;
- Sustainability;
- HR

Integrated Planning Exercise (IPE)

7. Robert Dewar presented papers on the IPE FF18 process and timetable; planning, key issues and next steps; and supporting analysis (assumptions and surplus movements' analysis vs FF17 IPE) which the group discussed in detail.
8. Actions included:
 - Steve Gilley will ask regional AUDE colleagues for feedback on mechanisms for increasing the budget in line with increasing the estate;
 - Robert Dewar will check that the savings analysis is prepared for the efficiency targets;
 - Dennis Hopper, Robert Dewar, and Stewart Ross will meet to discuss the Campus Support model.

Date of next formal meeting

9. 2.00-4.00 pm on Thursday 24 May in the Oak meeting room, FD Building.