



# fd matters

Summer 2019

News and Views from the Facilities Directorate at the University of Leeds.

## OUR CAMPUS IS GOING SMOKEFREE

## CHANGES TO FD SENIOR MANAGEMENT TEAM STRUCTURE

Following Stewart Ross' appointment as the new University Operations Director there have been some changes to the Commercial and Campus Support Service (CCSS) areas and the portfolios of the Facilities Directorate (FD) Senior Management Team.

- Campus Support Services, (which comprises Cleaning, Security and Facilities Support Services) led by Joanna Hynes will transfer permanently to report to Steve Gilley. To reflect this, Jo's new title is, Deputy Director of Estates & Facilities (Facilities Management). Estates Services will become Estates and Facilities Management and role titles will change as necessary to reflect this – eg Steve Gilley will become Director of Estates & Facilities.
- Catering, Conferencing and Print and Copy Bureau, led by Bev Kenny will transfer permanently to report under Ian Robertson. Bev's current team will remain unchanged although role titles and the name of the Service may change in the near future to reflect the new structure.
- We are seeking to appoint a Commercial Director who will become a member of the FD Senior Management Team and who will, when appointed, take line management responsibility for Sport & Physical Activity and for Marketing, Sales and Communications. In addition, the Commercial Director will be responsible for working across the University to develop new income streams and growing the FD's existing commercial activities. Until the new Commercial Director is appointed, Suzanne Glavin (Sport & Physical Activity) will temporarily report to Ian Robertson and Sue Pimblett (Marketing, Sales and Communications) will temporarily report to Steve Gilley.

Whilst these changes are essentially a re-alignment of service roles and responsibilities, there may be further developments will take place over time to build on the excellent team working which has been established within CCSS.

## CHANGE IS IN THE AIR

Together we can make our campus Smokefree.  
Find out about this change and how you can help make it happen.

[hr.leeds.ac.uk/smokefree](http://hr.leeds.ac.uk/smokefree)

Evidence shows that if young people haven't started using tobacco by the age of 26, they almost certainly never will. The University wants to inspire people – and in particular current and future generations of students – not to smoke.

To achieve this from Thursday 1 August, the University has asked staff, students, contractors and visitors not to smoke on campus every day between the hours of 8am and 6pm. This includes cigarettes, pipes, cigars, tobacco products (including chewing tobacco) and any device or substance that may be used for the purpose of smoking. The University is currently sympathetic to people vaping on campus as it is recognised by Public Health England as an aid to quit smoking.

When the updated smoking policy was published back in March, people were asked for their questions, thoughts and concerns. These form the basis of updated FAQs which, along with a map of the smokefree campus, are now live on the Human Resources website: [hr.leeds.ac.uk/smokefree](http://hr.leeds.ac.uk/smokefree). The smokefree campus covers all outdoor space and grounds, including University-owned and managed residences and sports grounds.

Further information is available on the Wellbeing, Safety and Health website, and colleagues can also sign up for new 15-minute one-to-one quit smoking sessions on campus: [wsh.leeds.ac.uk/smokefree-campus](http://wsh.leeds.ac.uk/smokefree-campus)

The revised policy is aligned to the aims of

Leeds City Council, the NHS, Public Health England and the national Breathe 2025 initiative ([breathe2025.org.uk](http://breathe2025.org.uk)), and it aims to:

- protect staff, students and visitors from the harmful effects of smoking behaviour
- promote a safe and healthy smokefree environment for staff, students, contractors and visitors
- provide help and support to those who want to quit smoking
- ensure the University complies with legislation.

Contact the smokefree team for further information and advice: [smokefree@leeds.ac.uk](mailto:smokefree@leeds.ac.uk)







## BUILDING ON SUCCESS

Welcome to the start of the new academic year after another extremely busy and successful summer period.

The University is currently developing a new strategy for 2020 and beyond and many staff will have attended the consultation sessions that took place over the summer months. The core elements of the new strategy will of course be built around Student Education, Research and Innovation and Internationalisation. However, all parts of the Facilities Directorate will play a key role in supporting the new strategy through the development of a more efficient estate and associated support services. We are also developing plans to support new ways of teaching by designing different types of space and we are planning new facilities and services

which will deliver new income streams to support the University's core activity. (More information is available about the strategy development process at [https://www.leeds.ac.uk/forstaff/homepage/418/what\\_next\\_at\\_leeds](https://www.leeds.ac.uk/forstaff/homepage/418/what_next_at_leeds))

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*The core elements of the new strategy will of course be built around Student Education, Research and Innovation and Internationalisation.*

Throughout the summer, we learned that Stewart Ross had been appointed as the new

Director of Operations at the University. Stewart implemented many great changes across the FD to enhance customer experience and drive commercial financial sustainability, so whilst this is fantastic news for him, he will leave big shoes to fill. There will be a period of change within the FD as a result and there is an article in this newsletter with further details about interim arrangements. As we speak a job description for the new Commercial Director has been finalised and is now out to advert.

You may have seen that the University recently set out seven principles it will adopt to help tackle the climate crisis. The principles will help guide the ambitious steps the University is taking to support the global transition to a low carbon future. It includes 2030 net zero carbon footprint targets and builds on the University's firm foundations of world-leading climate research, a strong focus on sustainability and our sector-leading education programmes. This commitment means we can no longer work to 'business as usual' and different decisions will need to be taken. We are giving serious consideration to the resource implications (both people and budget) and developing appropriate governance structures across the FD. There are many questions relating to the practical implications of this, but we do know we need to continue to work collaboratively and address these questions together over the coming months.

As we move towards another academic year, I would like to thank all the teams across the FD for their hard work in preparing for the start of a new term; I look forward to another successful year ahead for all areas of the FD.

## CYCLE PATROLS GET ROLLING



The Security team have now launched cycle patrols across campus. This initiative aims to combat cycle crime at the University by providing security officers with increased mobility, as well as allowing them to engage with other cyclists. This will help them to provide advice on issues such as securely locking cycles and safe riding on campus. The use of bicycles rather than vehicles allows the patrols to get to more areas, is more environmentally friendly and is more cost effective. Make sure you keep an eye out for them!

## GLOBAL RECOGNITION FOR SECURITY



We're really proud to share that Malcolm Dawson, Security Services Manager, has been elected to the Board of Directors for the International Association of Campus Law Enforcement Administrators (IACLEA). IACLEA's mission is to advance the safety of educational institutions across the world by providing training, research and accreditation for campus law enforcement and security personnel.

Malcolm has over 42 years of experience in the police and in security, and has been at the University of Leeds for 27 years. His election is a fantastic recognition of the success he has had in leading the University's Security Services, and is a reflection of the high regard in which both Malcolm and the University are held by industry professionals across the globe. As International Regional Director, a key part of Malcolm's role will be to increase IACLEA membership by collaborating with universities worldwide.

He officially took up the role at the IACLEA Annual Conference in Vancouver, Canada in June. He said: "Attending the conference was a truly memorable experience that will live with me forever. The pride I feel in being elected for this high profile global role is beyond words and my wildest dreams. I have received such a fabulous, friendly welcome from all of my fellow board members and I am looking forward to working with them over the next three years. I would like to especially thank the University for supporting me through the election process and allowing me to take up this amazing opportunity."

Malcolm is pictured above leaving the stage at the IACLEA Annual Conference after being sworn in as International Regional Director.

## Residential Services away day



Residential Services enjoyed their yearly away days in May. Over three days the team took part in a wide range of activities. Day one saw business updates from the senior management team, followed by a smoothie-making competition and Values awards highlighting the excellent work of staff throughout the year. Day two saw a visit to Meanwood Valley Urban Farm where the team got to try their hand at heavy weeding, flower planting and manure shovelling! This was a big, and quite squelchy, step outside of the comfort zone for most people but everyone mucked in and had a great time.

The final day saw an insightful mental health masterclass delivered by writer and campaigner Natasha Devon that left everyone with plenty to think about. After another fantastic lunch provided by the Devonshire catering team, there were a whole host of wellbeing activities for the afternoon ranging from VR meditation to laughing yoga. Feedback on the days was really positive, with staff saying that they enjoyed the activities as well as "the focus on employee wellbeing and teamwork". The "excellent" talk by Natasha Devon was particularly successful with several people identifying it as a highlight.

Thanks to everyone involved in organising the days!

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## CHARITY UPDATE

Now the financial year has ended, we can look back on the huge success we have had in raising money for our FD charities this year. The total raised for Candlelighters was over £15,000 – a fantastic amount for an amazing charity so a huge thanks to everyone across the FD who helped raise money for them.

From the start of May our new charity has been Leeds Mind – and we've already raised an incredible £3,150! This includes some great individual fundraising from personal trainers Aimee Lewis and Patrick Rowbottom, who undertook a 24 hour indoor cycle at The Edge raising £657! Jacqui Beaumont from Cleaning Services competed in the Leeds Triathlon and with help from Carol Haynes and Christine Hiley, and all of her colleagues in the service, raised a phenomenal £1,089. Security Services also held a collection in May that added nearly £450 to the total. Greg Hull, Sport Development Officer, arranged a highly competitive five-a-side football tournament as part of Healthy Week contributing £126 to Leeds Mind, and the recent Facilities Directorate raffle which featured some great prizes raised £480!

Thank you again to everyone who has been involved in any fundraising efforts. Let's keep it going throughout the year to raise as much as possible!



## CENTRAL VILLAGE AWARDED GREEN TOURISM GOLD



Residential Services staff at Central Village were recently awarded Gold by the hospitality sector's Green Tourism accreditation scheme. The award recognises Central Village's work as a sustainable business operation. The qualified assessor stated that the site demonstrated many examples of 'best practice', and is an example for other universities or accommodation providers to follow.

Specific mention was made of the University's overall commitment to developing more sustainable policies and practices, the enthusiasm of staff, the work done by sustainability architects and students buying into the ethos. Further comments highlighted the use of combined heat and power (CHP) and energy efficient boilers and heating systems on site. There was also praise for encouraging students and visitors to minimise waste, green projects that are run both on and off campus and the use of low carbon travel.

Mike Leonard, Property Manager, said "Residential Services has been involved with the

Green Tourism Business Scheme since 2011, and uses the audit feedback to benchmark its sustainability performance against other universities and accommodation providers."

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Residential Services was also one of three University services to be awarded a Blueprint Explorer Award at the University Sustainability Awards this year, and is working with Sustainability Services to focus on aspects that make a difference and that have the most impact on their work.

## Estates Services away day



This year's Estates Services away day was described as "a huge success" and "a fabulous and important event bringing all colleagues together." The event in early July saw colleagues from Estates, the wider FD and across the University come together to take part in a range of collaborative activities aimed at improving communication and the knowledge of future plans for the service.

Steve Gilley, Director of Estates and Facilities, opened both days by thanking staff for their continued hard work and efforts to achieve and deliver so much over the year. Colleagues had the opportunity to hear about the challenges and opportunities for the service over the coming year, including

joining together with Cleaning, Security, and Facilities Support Services to form Estates and Facilities Support Services.

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*A fun filled afternoon brought different teams together to take part in a number of outdoor activities. A big thank you to everyone for attending and also for purchasing raffle tickets which raised £480 for the FD Charities.*

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He also spoke about the implementation of new systems and processes and a number of unique projects including a new rail research facility, farm and an integrated campus for engineering and physical sciences.

Communications was a key theme to the day, and during the morning group activities gave everyone a chance to think about how staff communicate both within and across teams. Following the guest speaker Andy Pag, a fun filled afternoon brought different teams together to take part in a number of outdoor activities. A big thank you to everyone for attending and also for purchasing raffle tickets which raised £480 for the FD Charities.

## WORK BEGINS ON POST-2020 VISION AND STRATEGY FOR THE UNIVERSITY

In July 2018, work began to devise a new vision and long-term strategy for the University beyond 2020. The work is split across four phases, with the first phase including the development of a series of thought pieces based around the internal and external contexts in which we operate. The senior team of the FD fed into this stage and topics included best practice and benchmarking, new commercial models, campus development and the University in society. A summary of these thought pieces can be downloaded from For Staff, search for 'global and national trends in higher education'.

The main elements of a strategy for the 2020s are now starting to be articulated, with staff across the University consulted through engagements sessions that ran in June and July. In these sessions, three key themes were discussed as pillars of the new strategy: student education; research and innovation; and international. The focus is now on how we deliver those core academic goals. There will be further structured consultations in the autumn term where staff can submit their views, look out for more information on For Staff.

## HIGHLY RATED AT RATE YOUR LANDLORD 2019!



Residential Services were proud to win two awards at the Rate Your Landlord Awards 2019. St Mark's won the award for Best Purpose Built Student Accommodation Building, and the University itself was awarded the top prize for Purpose Built Student Accommodation Provider.

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*The awards recognise landlords in Leeds who have an ongoing commitment to providing high quality student accommodation*

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The awards recognise landlords in Leeds who have an ongoing commitment to providing high quality student accommodation. They're voted for solely by students, making this a fantastic recognition of all of the hard work done by everybody in Residences to provide amazing places to live.

As well as the two top spots, Devonshire Hall was also awarded a runner-up prize for Purpose Built Student Accommodation Building.



# The Great Food at Leeds Club launches



The ‘Great Food at Leeds Club’ (GFaL Club) is a new loyalty scheme being introduced by Great Food at Leeds this August. The scheme will work to reward repeat customers with personalised offers, free drinks, Food Bundles and more.

Over the last six months, GFaL has been reviewing its current loyalty scheme ‘Refresh’. This has been done with Loyalty Consultancy UK in order to provide an assessment of the current University of Leeds loyalty scheme. The review included collecting feedback and insight from our customers via focus groups, as well as using the annual Customer Satisfaction Survey to help us understand more about what our customers want from the scheme. We then used this information to see how we could increase the number of students and staff using the GFaL cafés on campus.

“The scheme will work to reward repeat customers with personalised offers, free drinks, Food Bundles and more.”

As a result of this we have been working towards building a better loyalty scheme with a new focused loyalty strategy designed to increase customer satisfaction across the service. Bringing everything together, the GFaL Club powers the Meal Plan, loyalty scheme and, new for 2019, pre-paid Food Bundles. Putting customers at the heart of everything we do, promotions will be more targeted and meaningful, with a shorter time period to collect free hot drinks and earn vouchers.

Following the success of Meal Plan there has been a desire to create value for money food packages that are available for non-catered students to purchase pre-arrival. We consulted with home and international undergraduates and parents to understand what they wanted, and created the new Food Bundles in response. These are a range of bundles that will be available to purchase through Accommodation’s StarRez portal from August 2019. There are three bundles available offering from 10 - 20% of extra credit that is added to the GFaL Club account. Students will be able to use the credit in any GFaL outlet, with the flexibility to use the funds over a daily, weekly, monthly or termly time period.

We are confident that the positive experience they receive from GFaL in their first year will see students continue to engage with GFaL Club throughout their student journey.

# Packed summer for MEETinLEEDS



MEETinLEEDS had a busy summer showcasing the University as a first class venue for conferences and events. This status was demonstrated by the breadth and variety of events hosted for both internal colleagues and external organisations. Internally the team supported multiple schools and faculties such as Leeds University Business School and the Institute for Transport Studies in hosting conferences over the last few months. These events were facilitated by MEETinLEEDS’ new conference management system, Aventri. The software offers a more integrated service for customers with event registration, website templates and management of abstract submissions all available through the system.

In addition, the Leeds International Summer School, led by the Study Abroad Office, ran

again in July with nearly triple the number of international students enrolled compared to last year. The event was run in close collaboration with GFaL and Residential Services, as the students stayed in our accommodation and were catered for by the Refectory during their month’s stay. MEETinLEEDS also held events on behalf of external organisations such as NHS Digital and Teach First over the summer.

Harriet Boatwright, Conference, Sales and Marketing Manager, said: “Working in partnership with our academic and support services we were really pleased with what we achieved over the summer. Conference activity raises the international profile and vibrancy of the University and the city of Leeds as a visitor destination.”



# OKM PRODUCE AT THE REFECTORY

Great Food at Leeds (GFaL) are always striving to embed sustainability within their food production lines. A great example of this is the partnership between GFaL and Leeds University Union (LUU). Some of their delicious tossed salads and fresh deli wraps contain freshly picked salad leaves from the LUU rooftop garden - just 50 meters away from the Refectory kitchen! The team have recently expanded their crop to include growing coriander, which is used on counters

such as Green and Go, Hot Wok and Street Food within the Refectory.

The garden is looked after by Rooted, a community food growing project run in collaboration between LUU, Sustainability and Estates. They’re always looking for volunteers, so if you fancy demonstrating your green fingers check out their website for more information [luu.org.uk/living-in-leeds/community/rooted](http://luu.org.uk/living-in-leeds/community/rooted)

# Fresh Look for deli(very)



The layout of the Deli(very) website has been given a fresh look in order to improve the user experience. Delivered catering is an extremely competitive environment, and Great Food at Leeds (GFaL) are always striving to ensure that the service they provide is the very best on offer for customers. The changes to the website have now made Deli(very) easier than ever for our customers to use, and should lead to an even greater number of orders for this valuable service. Check out the site at [gfal.leeds.ac.uk/delivered-food](http://gfal.leeds.ac.uk/delivered-food)

Deli(very) are now underway with their autumn/ winter menus which are full of colourful seasonal ingredients with autumnal twists and hearty flavours. The new ‘Winter’ and ‘Yorkshire’ menus will be available to order from late September.

# MARKETING & COMMS TRAINING A HIT!



After the success of the marketing and communications training that was delivered last summer, the FD Marketing, Sales & Communications team ran further sessions in June. The four courses covered marketing and communications planning, proofreading, copywriting and measuring marketing performance.

The training was open to everyone across the Facilities Directorate, as the topics covered were useful for anyone who has to write, proofread or plan and measure communications as part of their role. All of the sessions were extremely well attended, with colleagues from Sustainability, Residential Services, Estates, Business Development and Conferencing all attending. The feedback on the sessions was excellent, with the courses described as “engaging and relevant” and “extremely valuable”.

Colleagues from outside of the marketing team particularly enjoyed the training and commented on how relevant to their roles they found it. There will be further training organised again in 2020. Thanks to everyone who gave up some of their time to attend, and we hope you can put the knowledge to good use!

# MEET THE TEAMS

In this edition we’re introducing you to the Marketing, Sales and Communications team who work to support colleagues across the FD and the wider University

## Meet the Facilities Directorate Marketing, Sales and Communications team

### Who is in the team?

The team is led by Sue Pimblett, Senior Marketing and Communications Manager; with the Digital team led by Matt Hamnett, Digital Marketing Co-ordinator and the Creative team by Leigh Marklew, Creative Brand Manager. Sima Alavi is the Communications Manager. The team work closely with different departments across the FD, with members of the team managing the relationships with several of the services. Mike Walker, Sales, Marketing and Retention Manager leads the team working with Sport and Physical Activity; Elizabeth Chadwick, Sales and Marketing Manager, works with Catering and Nick Holden, Marketing and Communications Officer, with Residential Services and Campus Support Services.

### What’s your team’s role?

Our core purpose as a team is to support the vision, mission and objectives of the Facilities Directorate through effective marketing, sales and communications. We work closely with

colleagues across the Facilities Directorate to understand our products and services. Using this knowledge we then assign resources to the best activities that can inform and attract our target audiences to use or purchase our services, change their behaviour or to manage our reputation. This is necessary to generate income in commercial areas, ensure high levels of student satisfaction, produce behavioural change campaigns and to help improve the University’s reputation.

### How can we find out more about your team’s work?

We will be hosting some informal ‘Meet the team’ lunches in October and November. These are aimed at demonstrating to colleagues some of the work we have done, and to explain our planning and briefing processes. This should give staff across the Facilities Directorate a greater understanding of what to expect and how we can work together to ensure the successful delivery of your project.

# Schools Swimming Gala success



Throughout the year the swimming team at The Edge provide free swimming lessons for schools across Leeds. This provides the children with an opportunity to learn to swim that they wouldn’t usually be able to have, with a lot of them not having had the chance to be in a pool before. The team focus on helping the children to gain confidence in the water, learn how to swim a length and be aware of safety in and around the water.

On 3 July the team hosted the Mini Gryphon Annual Schools Swimming Gala, where the children had a chance to put what they’ve learned into practice and compete to win a trophy. This year there were five schools attending and over 150 children poolside.

Amy O’Donovan, Aquatics Lead Teacher, said: “Thank you to my team, our lifeguards, volunteers and everyone else that contributed towards another successful day. There was a lot of preparation that went into the event, and everyone showed loads of enthusiasm on the day – even getting involved with the face painting! We can’t wait to do it all again next year!”

The team received some great feedback, with one school commenting, “Thank you for all the work you put in yesterday, it was really well organised and everything flowed really well. The children had a fantastic afternoon – which was obviously topped off by winning! They were extremely excited going back to school!”

# More Healthy Week heroics!



This year’s Staff Healthy Week has been another fantastic success! It was focused around the five ways to wellbeing, with the events including a balance of physical activities and more wellbeing-related options such as a Welsh language class.

Overall, 107 hours of activity were organised over five days with 1,326 people taking part. 165 members of staff joined up to be a Healthy Week Hero or Wellbeing Wizard and encouraged their colleagues to get involved. Greg Hull, Sport & Development Officer, said, “The Healthy Week team deserves a big thank you for all their hard work to make this year a success – the changes we have made such as following the five ways to wellbeing, introducing new fresh content including the use of the Edge pool and e-bike tasters, highlight the fantastic services and facilities we have at the University of Leeds.”

Our Healthy Week Heroes did a fantastic job of encouraging colleagues to get involved and consider their own health and wellbeing. Greg was particularly pleased about the continued engagement of this year’s heroes, “the real icing on the cake for me though was the continued engagement of the healthy week heroes who are driving behaviour change in their areas. It is this group of pro-active staff that we want to put at the centre of our sustainable long-term aim to create a wellbeing staff network who will champion staff health and wellbeing all year round.”



# GRYPHONS ABROAD

Each year, University of Leeds students and staff travel to South Africa to deliver a life changing project working with hundreds of South African students, aiming to raise aspirations through activity and leadership. This is a student led project and is a once in a lifetime adventure where students gain a range of skills and experience which will set them apart once they leave University.

“This year, we’ve been collecting football shirts to take over with us to give to the five schools we’re working with.”

This year, we collected football shirts and took them with us to give to the five schools we worked with. We had a fantastic donation from the University of Leeds Women’s Football Club, who donated their whole playing kit to the cause! A special mention must go to eight year old Murphy, who has collected over 170 football shirts from family and friends after setting up a Facebook campaign, ‘Murphy’s Mission’. He was asked if he would like to donate one of his playing kits to the Gryphons Abroad campaign, and when he learnt that some children couldn’t afford to buy their own kit, he set up the campaign with the help of his parents. They were hoping to collect around 25 kits initially, but the campaign grew and they now have more than 170 different kits, ranging from Barcelona to Carlisle United.

# INVESTMENT IN THE EDGE IS MAKING A SPLASH



Sport & Physical Activity have invested £115,000 into updating and improving the University’s swimming pool to make it an even better place to swim. This is the first time major works have been completed on the pool since it opened May 2010, and the works included some essential health and safety requirements, replacements to equipment that was at the end of its life span, and also making further improvements to the pool-side areas of The Edge.

“Improvements will include the installation of a new colour swimming pool display unit and new showers.”

Improvements included the installation of a new colour swimming pool display unit and new showers. The sauna and steam room also underwent refurbishment, and new timing clocks were installed so you can easily record your new personal swim bests! The Edge swimming pool is open to both members as well as pay-as-you-go visitors [sport.leeds.ac.uk/the-edge](http://sport.leeds.ac.uk/the-edge)



# Campus Developments update



## Wolfson Centre project is now complete

The £3.1m collaborative partnership between the University of Leeds, University of Bradford and Bradford Teaching Hospitals NHS Foundation Trust was completed in June.

The Centre, established beside Bradford Royal Infirmary, will bring together researchers from both universities. It has been made possible thanks to a £1 million award from national charity the Wolfson Foundation, which awards grants to support and promote excellence in the fields of science, medicine, the arts and humanities, education and health and disability.

The 900m<sup>2</sup>, two-storey steel framed building, has been built and delivered by Sewell Construction. The building comprises of two large open plan office areas, a large seminar room and six smaller rooms to be used as meeting rooms or quiet rooms. Over the construction period, 200m<sup>3</sup> of concrete has been poured, 80 tonnes of steel erected,

15,000 bricks laid, 8 miles of electrical cable installed, 4 miles of heating / water pipework installed, 800 plasterboards used, 250 site inductions and 2,000 cups of tea consumed.

Mark Dodgson, Project Manager at Sewell Construction, said: "It has been great to work with an existing client – the University of Leeds – but also with two new clients – the University of Bradford and Bradford Teaching Hospitals NHS Foundation Trust. With a single team approach, we worked collaboratively to ensure the smooth running of the project for everyone involved, meeting their needs and requirements for the building."

Len Wilson, Deputy Director for Estate Services commented: "This was an exemplar scheme both in design and construction. The successful relationship between the three partner organisations has enabled the building to be delivered on time and budget."

## New building on Cloberry Street



Colleagues in the FD Building will be aware that work has been taking place on the purple zone car park adjacent to the building, in preparation for the start on site in November.

The new multi-storey teaching facility will be shared by the Business School, School of Law and central teaching space. The features of the new build will include a new trading room, flexible teaching areas and behavioural laboratories.

Estates will be working closely with colleagues during the construction phase to ensure disruptions are minimised.

## Newlyn Building opens its doors



Phase two of a multi-million pound project to develop new Leeds University Business School buildings is now complete.

The Newlyn Building, on Mount Preston Street, provides additional central teaching space. There are four flat-floor teaching rooms each with a capacity for 100 people, and four teaching rooms that have a capacity of 36.

The building is going to be open straight away with the Language Centre using the space for pre-session courses over the summer and teaching commencing in October.

Nick Scott, the academic lead for the £75 Million LUBS and Law Transformation

programme which includes the Newlyn Building, refurbishment of the Leeds Innovation Centre and the new building on the purple zone car park on Cloberry Street, said:

"We will continue to attract a high-quality, internationally diverse body of students and deliver an exceptional learning experience, comparable with other leading Schools, through providing an environment that supports students and staff to achieve their full potential, whilst maintaining our ability to enhance, innovate and adapt student education practices. The Newlyn Building is just one part of our programme that will enable us to achieve this vision."

## Parkinson Steps to be accessible for all



A major transformation to improve accessibility into the Parkinson Building will be completed in the coming weeks. Over the last few months, a large-scale programme of work has been underway. The old steps have been replaced with new ones, handrails have been installed down the middle of the steps and a new lift

is being added. The new improvements will ensure everyone is able to enter the iconic building via the same entrance, have the same experience and be equally inspired. It further signifies the University's commitment to making our campus buildings accessible to all our staff, students and visitors.

To find out more about this and other developments across campus please visit: [leeds.ac.uk/campusdevelopment](https://leeds.ac.uk/campusdevelopment)

## SUSTAINABILITY REPORT HIGHLIGHTS SUCCESS

The University's Annual Sustainability Report has now been published. It highlights key performance and success stories from across the University and beyond during the past 12 months. This year we celebrate the staff, students and partners from across the University community who have contributed towards Sustainability in 2017/18.

Through our ambitious Sustainability Strategy, the University has made firm commitments to take its economic, social, environmental and cultural responsibilities seriously. As a result, the report offers a more holistic appraisal of the University's impacts. To demonstrate its total value, the report contains case studies, commitments, progress, facts and figures. Together, these tell the story of the amazing work being undertaken to become a more sustainable University and the challenges we still face.

Vice-Chancellor, Sir Alan Langlands, said: "This has been another successful year of initiatives, innovations, research and policy development on sustainability. Whilst the University still faces a number of external and internal challenges, our commitment to sustainability remains as strong as ever.

Our staff and students remain at the heart of everything we do. I am always impressed with their creativity, innovation and sheer hard work which helps the University of Leeds become a more sustainable institution." Head to [sustainability.leeds.ac.uk/annual-progress](https://sustainability.leeds.ac.uk/annual-progress) to take a look at the report, there are also printed copies distributed around the FD Building.

## APPEAL TO CONSIDER SUSTAINABLE COMMUTER TRAVEL



Colleagues are urged to reconsider their modes of transport after it was revealed there has been a drop in sustainable commuter travel. According to results of the annual Travel Survey, undertaken in March, colleagues using sustainable modes of transport for their commute have decreased by 3% during the past two years. The 2019 figure is 73.61%, which has decreased year-on-year since 2016-17. Sustainable modes of transport include walking, cycling, using public transport and car sharing. Single occupancy car use remains the most popular form of transport in 2019, with 25% of colleagues currently choosing to commute alone in their vehicle. This is increasing pressure on local road networks for both the journey and the requirement for parking close to campus.

For Facilities Directorate employees, the percentage commuting via sustainable modes

of transport is lower than the University average at just 59%, with single occupancy car use being the most popular form of transport at 38%. Active travel figures across the University have increased since last year's results, with walking now 18.4% and cycling 8.36% – a rise of 1.18% and 0.2% respectively. The Facilities Directorate has also reported cycling as being above the University average for cycling, coming in at 9%.

Staff are reminded there are a wide range of discounted public transport tickets available on the Staff Benefits section of the HR site, as well as electric vehicle infrastructure on campus and a cycle to work scheme offering discounts on the purchase of bicycles: [hr.leeds.ac.uk](https://hr.leeds.ac.uk). See the Sustainable Transport webpage for full survey results and for ideas about how you can positively change your commute: [sustainability.leeds.ac.uk/sustainable-transport](https://sustainability.leeds.ac.uk/sustainable-transport)

## Celebrating Sustainability at Leeds!

We are pleased to announce that the University of Leeds has won an international award for embedding a collaborative approach to sustainability across all aspects of the University curriculum. At the International Sustainable Campus Network (ISCN) conference earlier this month in São Paulo, Brazil, the Leeds Sustainable Curriculum received the Whole Systems Approach Award.

The award recognises sustainable campus projects that have excelled at integrating sustainability into the culture, education, research and operations right across the University's Schools and services. This includes offering over 130 modules as part of its Creating Sustainable Futures Discovery Theme. The modules allow students from all disciplines to explore the environmental, social, cultural and economic issues facing society, looking at how they can be tackled from a local and global level.

Dr Louise Ellis, Sustainability Director at Leeds, said: "Winning this award is a reflection of the hard work of a number of different people across the University, including staff from research, teaching and professional services. Working in collaboration has been the key to our success. Our approach to the curriculum reflects the wider University approach to sustainability – looking at the whole picture rather than individual projects."

The ISCN is an association of more than 80 colleges and universities from more than 30 countries, which aims to support the global higher education sector as a leader in sustainability.

## Sustainability Awards



On 12 June the University celebrated the annual Sustainability Awards in the Refectory. This evening recognises the outstanding efforts by our staff and students moving the University towards our vision for a sustainable future.

Awards were presented in seven different categories; four based on the strategic themes of Embedding Sustainability through Collaboration, Being a Positive Partner in Society, Building Knowledge and Capacity, and Making the Most of Resources. Residential Services claimed runner-up in the latter category for their work with Bishops Beds, Over2Hills and various charities to improve and reuse mattresses. Charles Morris Hall took first place for the Purchasing Award, following their installation of the Purex system, removing 86% of chemicals previously used in cleaning.

Rik Jones, also from Residential Services, was runner up in the Single Out Award for his efforts to remove plastic in the Devonshire Hall kitchen.

Furthermore, this academic year has been the first for the new staff engagement scheme Blueprint. We were excited to present 16 teams with either 'Working Towards' or 'Explorer' awards. Dennis Hopper was particularly pleased to see that all Blueprint teams collecting the 'Explorer Award' were from the FD, Residential Services, Catering Services and Facilities Support Services, whilst Estates Services and Conferencing and Events took 'Working Towards'.

A huge thank you to Great Food at Leeds for their outstanding vegan menu, and Bright Beginnings for their beautiful table pieces.

#2023 PLASTIC FREE

## INITIATIVES MAKING AN IMPACT

Colleagues at Devonshire Hall have been making big strides towards the #2023PlasticFree pledge by reducing unnecessary plastic, working with suppliers and providing reusable alternatives. The kitchen team have replaced individual plastic condiment sachets with re-usable self-serve bowls, ensured takeaway packaging is completely compostable and replaced single-use plastic bottles at events and conferences with jugs and glasses. They have also been working with suppliers to reduce plastic packing from deliveries and have even started an allotment to grow their own plastic-free fruit and veg! The team have increased the number of recycling bins available to encourage the correct segregation of remaining plastic waste. Head Chef Rik Jones secured funding to provide every team member in the kitchen with a KeepCup to provide an alternative to disposable cups. You can find out how other teams are playing their part at [sustainability.leeds.ac.uk/plasticfree](https://sustainability.leeds.ac.uk/plasticfree)

“The kitchen team have replaced individual plastic condiment sachets with re-usable self-serve bowls, ensured takeaway packaging is completely compostable and replaced single-use plastic bottles at events and conferences with jugs and glasses.”

In June the Sustainability Service hosted a #2023PlasticFree FD Breakfast which provided staff with a selection of local food and drink alongside some #2023PlasticFree activities! A few team members from the Sustainability Service cycled across to Kirkgate Market to purchase plastic-free fruit to make fruit salad and also discovered some delicious plastic-free artisan bread from a local bakery in Headingley. Activities included a simple plastic solutions quiz and an exhibition. These highlighted the University's efforts to remove plastic and also engaged staff in understanding what they could do to reduce their plastic waste in their personal and professional lives. Congratulations to those who won the quiz; the prizes were soy wax wraps – an alternative to single-use Clingfilm - and University campus honey!

After this event, the Sustainability Service strongly encouraged that all FD Breakfasts should now be single use plastic free – it can be done! To help with this, the team are currently looking into possibly purchasing more crockery for the building. If you have any queries and feedback, please feel free to email [plasticfree@leeds.ac.uk](mailto:plasticfree@leeds.ac.uk)



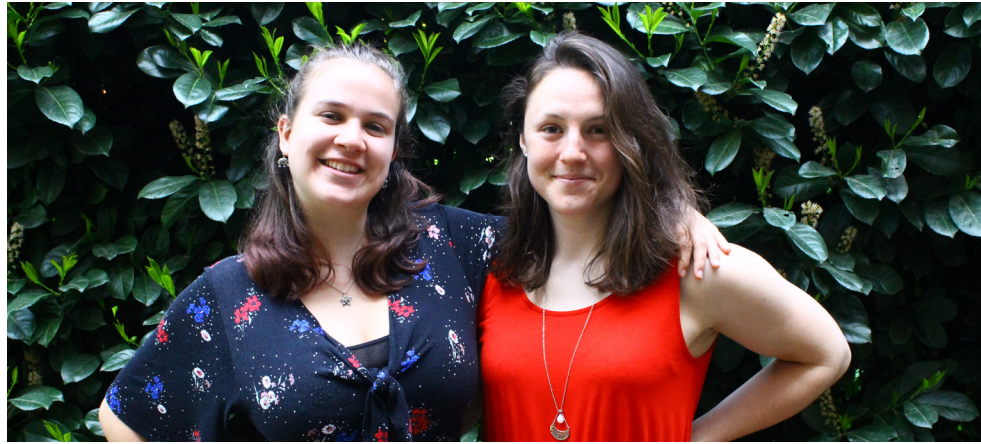
## Online payslips

The University has been changing the way that staff receive their payslips moving from paper copies to staff accessing them online through Employee Self Service (ESS). This change has been rolled out across the University on a phased basis over the past 12 months and the Facilities Directorate is the last area to make the switch over to online payslips.

“Your last paper payslip will have been your June payslip. From July onwards your payslips have been accessible online only via Employee Self-Service (ESS)”

Your last paper payslip will have been your June payslip. From July onwards your payslips have been accessible online only via Employee Self-Service (ESS). If you need to, you'll also be able to save your payslip as a PDF or print it out. Guidance on how to access your payslip is available on the HR website: [hr.leeds.ac.uk](http://hr.leeds.ac.uk). If you have any queries about the move to online payslips or have any issues accessing the Self-Service system please speak with your line manager or contact the FD HR Team.

## GOODBYE FROM ROSIE AND CAITLIN



The Sustainability Service are saying goodbye to their 2018/19 interns! This year Caitlin and Rosie were involved with many projects from Blueprint to #2023PlasticFree to Student Citizenship.

Rosie comments: “I’ve hugely enjoyed managing the Colour Hyde Park project, creating seven community-inspired murals around Hyde Park. It’s been a stressful 8 months but this project taught me so many skills from legal and financial knowledge to professionalism (very important when speaking at community forums)! I’ve also learnt the importance of the work the University does and how much it can impact the local community.”

And from Caitlin: “I’ve spent the majority of the year working on Blueprint. I’ve loved working with new people right across campus who are determined to make the University more sustainable. To then celebrate all the amazing work at the Sustainability Awards in June ended my year on a huge high. No one is ever too small to make a difference, especially when we work together as an institution.”

Rosie and Caitlin also loved working with colleagues across the office on local projects like the FD Bake-off in 2018! The Sustainability Services are excited to introduce you to their new interns in September, Kate and Hattie!

## Project Online GOES LIVE

The new project management system called Project Online went live in August. It will be used by teams that deliver projects to provide key information to stakeholders who have an interest in the project. The key benefits of the system include:

- Increasing visibility of project information to stakeholders by providing them with the information they want, when they need it. For instance when projects are starting on site, when they will be completed or forecasting how much they will cost.
- Supporting project teams in managing projects and reporting information.
- Providing a single source of consistent project information.
- Simplifying the reporting process.

Throughout the autumn we will be populating the system with project information and working with stakeholders to understand how the system can better support them.

If you would like more information about Project Online, please contact James Robson or Joel Middleton.

## MEETING DEMAND FOR INNOVATIVE TEACHING SPACES



Funding has been agreed to invest in three further collaborative lecture theatres in Roger Stevens. These will be delivered next summer, and will result in the University having six collaborative lecture theatres – one of the largest portfolios in the country. This represents part of our ongoing commitment to provide spaces that inspire students and enable our academics to deliver the very best teaching.

The three we currently have, one in Mechanical Engineering, one in the Worsley and one in Roger Stevens, have a combined capacity of over 300. These rooms allow lecturers to practice digitally enabled collaborative teaching, providing students with a more interactive learning experience. The rooms also have enhanced lecture capture technology, giving students the ability to engage with their learning when it best suits them. The feedback from both lecturers and students about these spaces has been extremely positive, which is why it’s exciting that we will be able to offer more of them in the near future.

*your views matter!*

Email us your comments and feedback about FD Matters or send us your stories and suggestions to [fdmatters@leeds.ac.uk](mailto:fdmatters@leeds.ac.uk)



## HELPING STUDENTS TO GRADUATE IN STYLE

July again saw teams across the Facilities Directorate work together in order to deliver graduation ceremonies for our students. These are complicated, large-scale events not only involving thousands of students but also multiple generations of family members who all expect to have a memorable experience and see campus looking at its best. Cleaning Services performed a vital role in making sure all internal spaces used for the ceremonies were perfectly presented, including frequent cleans between ceremonies, as well as making sure the external site was clean and tidy.

Great Food at Leeds also offered a comprehensive catering service all across the campus during the ceremonies. Graduates and their guests were able to choose between the Refectory and usual coffee bars, the champagne reception marquee set up in the Precinct as well as a wide variety of formal

receptions within Schools and Faculties across the University.

Facilities Support Services (FSS) and MEETinLEEDS serviced the Great Hall to make sure it was an appropriately stunning location for our students to graduate. Whilst Security Services also assisted FSS in providing fire wardens and ensuring ease of access to this and other key buildings during the ceremonies. Recognising their landmark status to our students, Estates ensured that the project to refurbish Parkinson Steps was completed and that the steps were accessible for students to take their photos on in time for the ceremonies.

Overall this year’s graduations were a fantastic event, and they showcased the vital role the Facilities Directorate plays in providing students with a fantastic experience at Leeds.

## Enter the QUIZ!

**GREAT FOOD at LEEDS** Complete the Great Food at Leeds quiz to be in with a chance of winning £100 Leeds Trinity gift voucher.

1. Which country do all coffee plants originate from?
2. Which are the world’s two main producers of kiwi fruit?
3. Which American city is named after the garlic plant?
4. The Isle of Wight has a world famous music festival. It also has a world famous festival of which food?
5. The name of which popular product translates as twice cooked?

Congratulations to the winner of the plastics quiz in the last edition, Matteo Paparoni. Email your answers to [fdmatters@leeds.ac.uk](mailto:fdmatters@leeds.ac.uk) by 31 October 2019.



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