UNIVERSITY OF LEEDS
Facilities Directorate Senior Management Team

Report of the meeting held on 20 March 2013

1. Director’s Report
1.1 VCEG discussions: The group received information/updates on the following issues raised at recent Vice-Chancellor’s Executive Group meetings:
   a) The title of the University’s World Culture Collection is being transferred to Leeds Museums and Galleries (where it has been on loan since 1964);
   b) The following papers will be circulated to FDSMT for information:
      • One IT Strategy paper;
      • Plan of the proposed New Generation Transport route;
   c) The possibility of operating the café in the new undergraduate library through a commercial partner is being explored;
   d) Transitional funding has been approved for student recruitment marketing support in 2013/14.

1.2 FD Management Group meetings: A review of the structure and format of future FD Management Group meetings will be discussed at an informal FDSMT meeting.

2. Commercial Services Report
   a) The Refresh card website is being upgraded to include ‘Quickload’, which will enable users to add funds quickly and easily via mobile devices;
   b) The Scholarships and Bursaries team are considering offering a Refresh package option as part of students scholarships/bursaries;
   c) The Staff Centre café is now closed;
   d) Staff from across the FD will be given the opportunity to engage in a national pilot project which is looking at the benefits that swimming and aquatics can have on the health of employees. Those recruited will be able to access a range of different pool based activities for £12 over a 12-week period.

3. Estate Services Report
   a) Independent technical advice is being procured, to provide an initial option appraisal including disconnection from the NHS GSC building;
   b) A viable solution is emerging for three artificial pitches at Lawnswood and reconfiguration of the cricket pitches, as part of the enabling process for the NGT Park and Ride scheme;
   c) An operational policy for car parking enforcement has been drafted and is being circulated to key staff for comments. The policy includes penalties for cars parking without a valid permit as well as for unsafe/illegal parking. A final version will be submitted to VCEG for approval in due course;
   d) Work to underpin a more ambitious capital programme and to demonstrate the need for greater investment has commenced.

4. Residential Services Report
   a) Occupancy at residences is currently 94.7% which is higher than anticipated;
   b) The campaign to increase sales of accommodation to returners is well underway. The target for 2013/14 is at least 500 returners, and circa 430 accommodation requests have been received so far;
   c) A project is being developed by Alan Cain, Head of Security, for an integrated approach to access systems, alarms, and CCTV.
5. **Planning and Information Report**  
a) Requests for additional office space and the need for decant space for forthcoming schemes is an ongoing problem;  
b) Discussions are ongoing to conclude the review of the Leeds Teaching Hospitals NHS Trust leases. A further meeting will take place at the end of April.

6. **Finance Report**  
a) Capital contributions to BLM schemes may vary in year due to the impact of delays on the Clothworkers scheme;  
b) Mike Ferraby is meeting with Central Finance and Deloittes to discuss possible areas of VAT relief on construction projects e.g. research/DDA.

7. **HR, Training and Development/Equality and Diversity/Well Being Report**  
A draft questionnaire has been developed for the next FD staff survey planned for September, and will be circulated to FDSMT for comments and discussion prior to being finalised.

8. **Sustainability Report**  
a) Climate week took place on 4-8 March and was particularly successful in terms of raising awareness and increasing the number of students interested in working with Green Impact and the Broadening Strands Programme. A full review of the programme of events is due to be completed at the end of March;  
b) The Shwopping event (in partnership with M&S) took place on 22 March and was a great success. The donated items will be distributed to Oxfam and the LUU charity shop.

9. **Financial Management Accounts**  
The group received a summary paper on the financial performance across the FD to the end of February 2013, which shows a £65k adverse variance against the Q2 forecast (submitted mid-February).

10. **Campus Tour**  
Steve Gilley and Stewart Ross are taking David Gray, the new Pro-Chancellor, on a tour of the University’s main campus on 21 March.

11. **Healthy Week**  
Healthy Week is taking place w/c 22 April and the theme this year is ‘Make a promise……..’. A launch event will be held at 12.00-2.00 pm on 18 April in the LUU foyer to showcase the opportunities that will be available, and staff and students will be encouraged to make a promise to choose an option which will lead to a healthier lifestyle e.g. running a half marathon or simply swapping snacks from biscuits to fruit. As part of Healthy Week, there will be a biodiversity walk led by the Sustainability Team which will give insights into biodiversity on campus, and provide an opportunity for some exercise. Staff and students are encouraged to attend the one-hour event, which will set off from outside the Great Hall at 12.30 pm on 23 April.