THE UNIVERSITY OF LEEDS
Facilities Directorate Senior Management Team

Report of the meeting held on 22 January 2015

1. **FD Fundraising and Charitable Activities**
   An action point arising from the Sustainability Steering Group was to agree a cohesive strategy for charity fund raising across the FD. The Macmillan Cancer national charity and Martin House local charity were selected from more than 150 charities nominated by colleagues in the FD. Fundraisers from Commercial Services will visit all areas of the FD to encourage fund raising ideas and supporters.

2. **Director’s Report**
   2.1 Vice-Chancellor’s Executive Group and University Executive Group discussions: The group received copies of the VCEG and UEG agendas from 25 November 2014 to 15 January 2015, and were updated on the following issues:
   a) Impact Event – a pilot event is being organised to showcase the University’s research activities and engage with local communities;
   b) Research and Innovation Review – the UEG paper will be circulated to FDSMT for information.

2.2 **Integrated Planning Exercise 2014/2015**: The IPE for Services meeting for the FD will take place on 26 January.

3. **Estate Services Report**
   a) The Capital Development team are very busy, with an estimated £100m worth of capital projects on site in the summer;
   b) Conrad Canadine is managing the FD accommodation project and will attend the informal FDSMT meeting on 4 February to review the draft plans;
   c) The restrictions and use of enhanced PPE (personal protective equipment) following the identification of asbestos debris in the service ducts and plant rooms, appears to be well embedded. The Asbestos Strategy Group is looking at medium and long term solutions.
   d) Phase 1 of the CAFM (Computer Aided Facilities Management) project is complete, and discussions are now ongoing with IT Services to develop the scope and platform strategy to produce the ITT (invitation to tender).
   e) The Headley development has been provisionally identified in the draft allocations document which will be ratified by Leeds City Council in mid-February. Dennis Hopper will take a draft position paper on the farms to UEG in February.

4. **Residential Services Report**
   a) A new Senior Residence Manager is being recruited following the addition of Central Village to the portfolio;
   b) Liberty Living’s assets have been sold to a Canadian pension fund. Following completion, the assets will continue to be managed by the current management team;
   c) The University will lease 400 premium rooms in Central Village Phase 3 from September 2016.

5. **HR, Training and Development/Equality and Diversity/Well Being Report**
   New legislation is being introduced that allows parents to share leave over the 52 weeks following the birth or adoption of a child. A VCEG paper on the University’s policy for shared parental leave will be circulated to FDSMT for information.
6. **Commercial Services Report**
   a) A Commercial Services all staff awayday took place in early January and received very positive feedback from attendees. The focus of the day was networking and creating a positive atmosphere;
   b) Visits to the gym at The Edge have significantly increased (compared to the monthly figures for previous years) following the opening of the new strength and conditioning room and upgrading the gym equipment.

7. **Sustainability Report**
   a) The anaerobic digester (food waste) project is being managed by the Estates Projects team. Ideally, a suitable location on campus will be identified.
   b) The following newsletters are available online:
      - Monthly internal sustainability newsletter - [http://www.leeds.ac.uk/sustainability/](http://www.leeds.ac.uk/sustainability/)
      - Termly community newsletter - [http://www.leeds.ac.uk/sustainability/community.html](http://www.leeds.ac.uk/sustainability/community.html)

8. **Estates Planning and Information Report**
The EMR data collection is nearing completion and will be finalised and submitted in February 2015.

9. **FM Integration Report**
   a) Central timetabling have raising concerns about potential disruption to central teaching space due to the Worsley and Engineering capital projects. A communication plan needs to be developed, and discussions with academics are taking place to explore interim solutions e.g. moving non-critical space within faculties to create more teaching space;
   b) Further meetings have taken place with LUU to discuss student involvement in University capital projects;
   c) Work is ongoing regarding the FD’s key principles, stakeholder management and expectations, and addressing gaps in communications.

10. **Finance Report**
    a) Enterprise Quality Management Software (EQMS) has been procured for Health & Safety and Sustainability, and is being considered as an option for HR data management e.g. training records;
    b) The FD’s e-mail migration to Office 365 will take place in two phases: Admin and DS.

11. **Quarterly FD Training Report**
The group noted the quarterly update report on the training plan for 2014/15 which shows the training and budget position up to 31 October 2014, and includes a copy of the FD Training Plan.

12. **FD Financial Performance Report**
The FD has a favourable variance of £0.2m compared to the Q1 forecast, which is largely due to improved occupancy within student residences.