REPORT OF THE MEETING HELD ON 22 OCTOBER 2012

1. DIRECTOR’S REPORT

1.1 Integrated Planning Exercise for Services 2012/13: Dennis Hopper noted that initial discussions have taken place with the FD Heads of Service to discuss IPE issues/assumptions. Mike Ferraby is now meeting with Heads of Service and Management Accountants to review the draft financial submissions for each service. The informal FDSMT meeting on 5 November will focus on detailed discussion of key issues e.g. the uncertainty around student numbers. There is a possibility that the IPE submission deadline may be delayed until early January, but FDSMT will still work towards finalising the submission by early December.

1.2 Estates and Facilities Strategy refresh: The informal FDSMT meeting on 3 December will focus on the proposed timetable and structure of the Estates and Facilities Strategy refresh.

2. COMMERICAL SERVICES REPORT

a) Sales in catering outlets are showing a modest increase despite the drop in student numbers. Overall spend per customer is higher, possibly due to improved offers with meal deals/value for money range.

b) Varsity was a huge success for the University with an overall score of 30-30, which is the best result for the University in the 8-year Varsity history and is a testament to the hard work by the Sports Development team, coaches, and LUU.

c) The University’s Sport Strategy refresh has commenced, and it is anticipated that the draft strategy will be completed by January 2013 with the aim for endorsement by VCEG in May 2013.

3. ESTATE SERVICES REPORT

a) The full business case for the new undergraduate Library has been approved by University Council. The design of the building is being revised in line with comments from Leeds City Council’s Plans Panel, and will be submitted for full planning permission in due course.

b) Feedback from the local HSE inspector indicates that universities have dropped down their priority action list, and their priority target is refurbishment contractors. Where the HSE are involved in an intervention for an observed health and safety failing, fees of £150 per hour will be payable to the HSE for their involvement.

c) The King Lane/Bodington project is progressing to address the impact of the New Generation Transport (NGT) trolleybus scheme by Leeds City Council. LCC are seeking to minimise outlay to the project by reducing the numbers of pitches affected by the scheme. Estates and SPA have instructed consultants to carry out a feasibility study on the options for re-providing the affected pitches through synthetic surfaces on the current site. An overarching sports strategy to shape the University’s sports provision at Bodington is being developed.

4. CAMPUS SUPPORT SERVICES REPORT

a) Contingency plans are being developed to manage the scheduled SAP shutdown on 15 and 19 November (due to the implementation of KRISTAL project) which will affect front line services including the Helpdesk, Finance and HR.

b) The CTS refurbishment programme for Easter and summer 2013 is being planned.
The Blended Learning Group and academic colleagues are developing an academic case for teaching space, and need to agree the final technology and strategy which may include significant lecture capture from September 2014. A mid-range technology solution needs to be agreed as associated costs will require significant additional funding to that already approved in the Capital Programme.

c) Weekly management ‘open door’ sessions are taking place which offer Campus Support staff the opportunity to meet 1:1 with a service manager or Madeleine Aziz-Brook.

d) The main FD landing web page has been updated and went live on 19 October: [http://www.leeds.ac.uk/facultiesdirectorate/](http://www.leeds.ac.uk/facultiesdirectorate/) The content of the individual services web pages (which the landing page links to) is being reviewed by the relevant section to ensure the information is up to date.

e) Madeleine Aziz-Brook is liaising with Lee Dewhurst to arrange for a proposal paper on car parking enforcement to be submitted for approval to a Health and Safety Sub-Committee.

5. RESIDENTIAL SERVICES REPORT

a) Residence fees are currently slightly better than budget, due to higher than planned income in other areas offsetting the lower than anticipated income from the current academic intake (occupancy is 93.9% against a target of 96.8%). Going forward, reduced expenditure of £1m is required to maintain surplus/deficit in line with the January 2012 IPE plan.

b) ‘Disabled Go’ online disability awareness training is now available for all Residential Services staff to complete.

c) Ian Robertson is working with Josie Ormston to set up a formal FD Equality and Diversity Committee.

d) The ANUK 3-year accreditation visit is likely to take place at the end of November/early December, and will involve assistance from the M&O team.

6. PLANNING AND INFORMATION REPORT

a) A final version of the Capital Programme will be submitted to Council for approval in November 2012, with supporting financial information. The programme has been re-formatted into tables, and the number of projects that will proceed will depend on how much additional capital is approved by Council.

b) The annual space survey is underway.

7. GREEN IMPACT SCHEME

The Green Impact scheme 2012/13 is now underway, and all areas of the FD should be encouraged to participate. The scheme is being led this year by Sam McCarthy in the Sustainable Development Team, Tel: 0113 3437032, E-mail: sustainability@leeds.ac.uk.

The scheme empowers staff to take an active role in reducing their environmental impact; further information is available at [www.leeds.ac.uk/greenimpact/](http://www.leeds.ac.uk/greenimpact/). The group agreed that sustainability needs to be built into the FD IPE submission as a strand across all services in order to achieve a co-ordinated approach.

8. CHRISTMAS ARRANGEMENTS

The University will be closed from Monday 24 December until Tuesday 1 January 2013 inclusive, and that Friday 21 December will be a normal working day. Arrangements for individual office Christmas lunches/dinners are at the discretion of the relevant FD Head of Service, but arrangements must be made to ensure normal service provision is maintained, and consideration must be given as to how this will impact on other staff. As a standard, these events should be taken outside normal working hours.