THE UNIVERSITY OF LEEDS
Facilities Directorate Senior Management Team

Report of the meeting held on 30 November 2015

1. **Director's Report**

1.1 **University Executive Group discussions**: The group received copies of the UEG agendas from 1 October to 26 November, and were updated on issues including the success of the Impact event held on 18 November which showcased the University’s work relating to ‘Investing in Knowledge, Creating Opportunity’. The FD was well represented, with a new large touch screen and recently developed computer models which helped to demonstrate the 2015-25 campus development plan.

1.2 **IPE for services**: The group received a copy of the UEG paper ‘Integrated Planning Exercise 2015-16’. The FD IPE submission will be discussed in detail at the informal FDSMT meeting on 7 December. The deadlines are 7 January for the financial plans, and 12 January for the IPE submission.

1.3 **Integration/Awayday**: An awayday for the FDSMT will be arranged to take place in February 2016. Issues for discussion will include further integration.

2. **Residential Accommodation and Security Report**

a) The ANUK accreditation audit will take place in early December. ANUK is a network of professionals and organisations that promotes accreditation in private rented residential accommodation;

b) FD staff will be invited to attend theatre-based equality and inclusion training which is taking place on 28 January 2016 in the Banham Theatre in the Michael Sadler Building (two sessions will be held: 9.30-12.30 pm and 1.30-4.30 pm). Places are limited to 25 per session, but further dates will be arranged to accommodate all nominated staff;

c) A new accommodation management system ‘StarRez’ has replaced Banner, and will manage accommodation applications, room allocations, and various admin functions.

3. **Finance and Procurement Report**

a) The updated Capital Programme was endorsed in principle by Council on 26 November;

b) Draft scorecards/KPIs are being produced for the first quarter position for each area of the FD which will be circulated to Heads of Service for review/commentary prior to detailed discussion at the informal FDSMT meeting on 7 December;

c) The EQMS consultants will attend the informal FDSMT meeting on 7 December to demonstrate how the software will be developed to support the management of FD training requirements.

4. **Sustainability Report**

a) The majority of documents and processes are in place for the second (final) audit of the Environmental Monitoring System which is due to take place week commencing 22 February.

b) The first Sustainability for Managers training took place in November, and further training sessions will take place in January and March. The group agreed that FD managers should be encouraged to attend;

c) The environmental co-ordinators network will soon be re-launched under the new name ‘Sustainability Architects’;

d) The Community Mentoring Scheme has begun and there are currently three pairs of mentors/mentees. FD staff will be encouraged to consider participating in the scheme, and proposing external organisations which might be interested in joining.
5. **Estate Services Report**
   a) Weekly fire sounder checks are required across the University, the logistics and responsibilities for which need to be agreed;
   b) The new online car parking application system was launched in early November. The deadline for applications is 10 December, and permits will be sent out before the Christmas break;
   c) A workshop was held in November to finalise the requirements of the CAFM tender. A final draft will be circulated for comments;
   d) Leeds City Council planners have requested an on-site presentation and review of the masterplan in January, in advance of major planning applications.

6. **Estates Planning and Information Report**
The Strategic Plan 2015-20 is being finalised for publication in the new year.

7. **Commercial and Campus Support Services Report**
   a) An all CCS staff awayday will take place on 6 January which will focus on behaviours and values, and a strategy update;
   b) The third cohort of staff undertaking the Leadership programme for ‘CCS emerging leaders’ is now well underway;
   c) A new social media policy is being written for FD specific social media sites. A draft version will be circulated at the next formal FDSMT meeting;
   d) The FD Comms Team will assist with writing FD applications for the Guardian HE Awards which are now open (categories include Inspiring Buildings, Sustainability, and Student Experience). Applications across the University will be co-ordinated by the University Comms team to ensure there is no cross-over with departments/services.

8. **HR Report**
The 2014/15 contribution pay exercise is underway, with applications/recommendations to be submitted by 14 December 2015 (genuinely exceptional cases must be demonstrated, in line with the criteria detailed in the University’s Contribution Pay booklet). Applications/recommendations will be considered at a reward and recognition committee to be held in February 2016.

9. **FD Financial Performance Report**
The FD’s financial performance is £0.8m better overall than the Q1 forecast. This is largely due to timing issues relating to income and savings on non-staff costs for repairs and maintenance.

10. **FD Risk Register**
The group considered a discussion paper on the FD's risk register, including a list of current risks plus a compilation of additional risks highlighted by members of FDSMT. The risks will be narrowed down to ‘key’ risks for inclusion in the forthcoming IPE submission. Once identified, the key risks will be assessed in terms of cause, consequence, and ownership. Mike Ferraby will circulate an initial draft to FDSMT for comments.

11. **Equality and Diversity**
The group considered two papers relating to equality and inclusion, and noted:
   a) The recommendation that all FD staff undertake the EQ&D essentials e-learning course;
   b) A termly inclusive access newsletter for staff and students will be produced by the FD Comms Team;
   c) The Facilities Directorate Liaison Group will monitor disability access works to ensure they are completed without undue delay.