UNIVERSITY OF LEEDS
Facilities Directorate Senior Management Team

Report of the meeting held on 6 April 2011

Present: Dennis Hopper (Chair), Madeleine Aziz-Brook, Steve Gilley, Josie Ormston, Paula Lister, Ian Robertson, Stewart Ross, and Michele Troughton

In Attendance: Lucie Smyth, and John Taylor (for the item on IiP)

1. INVESTORS IN PEOPLE (IiP)
   1.1 John Taylor (IiP Assessor) provided a verbal update on the assessment process for the IiP accreditation which will bring the previous RCS, SPA, and Estate Services functions into a single FD cycle. The Senior Team confirmed their intention to proceed with the core (base) measure and identified the following strategic themes to be mapped to the IiP standard:
   1) How well the change process is managed following the formation of the FD i.e. how change is communicated and managed;
   2) Effectiveness i.e. how the FD manages and continues to be effective.

   1.2 Members of the group noted that the IiP Assessor will spend a total of 6 days on site which will involve meetings with the Senior Team and wider staff across the four services. Following the on-site assessment process, a written report will be issued and a Continuous Improvement Plan will be provided for implementation across the FD. Josie Ormston will liaise with John Taylor to coordinate the assessment date (July/August 2011) and will provide the relevant documentation.

2. DIRECTOR’S REPORT
   1) The University’s fees and bursaries package for 2012/13 was endorsed by Council on 1 April 2011;
   2) Dennis Hopper will establish the FD sectional representatives at the ‘Pre-Application Open Day’ planning for services meetings which are being organised by Karen Innis, Marketing.

3. OUTCOMES OF THE FD MANAGEMENT GROUP MEETING
   3.1 The group noted that Cross-Disciplinary Theme Working Groups will be introduced as an outcome of the FD Management Group meeting held on 28 March 2011. DH will contact FD managers to establish:
   - Who will volunteer to take part in work stream activity;
   - Which work stream they would prefer to be involved in;
   - Other team members or colleagues who could contribute to the effectiveness of the work stream activity.

   3.2 Next steps also include:
   - Contacting managers to thank them for their input to the session;
   - Distributing the outcomes of the group discussions;
   - Scheduling future FD managers’ meeting dates (4 to be held per year);
   - Further discussion to ensure consistency of dissemination of information across each service.
4. **FD Finance and Procurement Structure**
   Members of the group endorsed the proposed structure which will provide a single comprehensive finance and procurement service for the FD.

5. **Commercial Services Update**
   1) Commercial Services and Residential Services have successfully achieved the Customer First Standard following assessment in March 2011;
   2) Tenders had been received for the EPOS (electronic point of sale) software;
   3) Representatives from both the Canadian Wheelchair Sports Association and the Chinese Olympic Committee plan to view the facilities on campus in April/May 2011 with a view to using the University as a staging venue before the 2012 Olympics and Paralympics.

6. **Estate Services Update**
   SMG will meet with Barratt Homes regarding the sale of Bodington Hall and Botany Gardens which are in the initial planning phases.

7. **Campus Support Services Update**
   1) The Head of Security position remains vacant;
   2) The professionalism of Security Services during the recent protests at the Ziff Building was commended.

8. **Residential Services Update**
   1) Dennis Hopper will meet with Andrew Smith, DTZ, regarding the joint venture structure for Leodis;
   2) DTZ are currently producing a marketing pack for the sale of Clarence Dock.

9. **Planning and Information Update**
   1) Capital Group approved the Capital Programme on 5 April 2011. Further work will now be undertaken to define the projects and align with the BLM programme and carbon schemes;
   2) Discussions regarding the review of leases are ongoing with the NHS Trust, including the potential withdrawal from Clarendon Wing;
   3) Space utilisation statistics from November 2010 are now available. MMT will provide further information in due course.

10. **Finance Update**
    Paula Lister will meet with the Deputy Finance Director to discuss funding for capital/BLM programmes.

11. **IT Services**
    The group were asked to consider which IT services are necessary to support their business requirements. FDSMT will receive a template to validate and feedback to Madeleine Aziz-Brook.

12. **FD Health and Safety Structure**
    The FD Health and Safety structure is nearing completion but feedback is still awaited from Health and Safety Services. An inaugural meeting of the FD Health and Safety Committee will take place on 7 April 2011 at which the proposed structure will be discussed and hopefully agreed.