THE UNIVERSITY OF LEEDS

Facilities Directorate Senior Management Team

Report of the meeting held on 20 October 2010

1. **Director’s Report**
   a) **Integrated Planning Exercise update:**
      - Dennis Hopper is developing the outline for the FD strategy for the IPE submission.
      - A workshop will be held in early November 2010 to review financial assumptions across the FD.
   b) **Browne Review:** Copies of the Universities UK report on the Browne Review ‘Securing a sustainable future for higher education’ were circulated to FDSMT for information.
   c) **Heads of Service Forum:** Concern was raised at HoSF that feedback from the University’s senior management (following the Browne Review and Corporate Spending Review) would be helpful in order to plan effectively for the IPE.
   d) **Notes on VCEG agendas:**
      - Strategic discussions are ongoing with Schools to improve NSS levels. The University is currently in the bottom quartile of Russell Group.
      - The performance measures report for Objective 13 of the Strategy Map: ‘Provide a sustainable environment with first class facilities’ will be circulated to FDSMT. The existing actions are to agree a measure and target for carbon reduction, and to generate world class targets for Estates measures.

2. **Commercial Services Report**
   a) Software has been purchased which will be used to map and monitor objectives and performance.
   b) A customer services feedback plan is being developed to establish a consistent approach and methodology. Stewart Ross will meet with Madeleine Aziz-Brook to ensure alignment across the FD.
   c) The Varsity rugby match between the University of Leeds and Leeds Met at Headingley Carnegie Stadium in early October (watched by a crowd of circa 11k) resulted in the narrowest margin of victory for Leeds Met in the competition’s history, which was a success in terms of the strategic objective to improve performance.
   d) Botswana Olympic Officials are visiting the University to review facilities at the University and Leeds for training camp venues.

3. **Estates Report**
   a) The Carbon Management Plan is being finalised for discussion at the Sustainable Development Steering Group in early November 2010.
   b) The draft Gritting Policy is being reviewed by Maintenance and Operations, Cleaning Services, and Security, and additional equipment is being procured in preparation for the winter months i.e. grit spreaders and containers.
   c) A meeting between the University, the NHS, and Leeds City Council will take place at the end of October to discuss proposed works to the Inner Ring Road tunnel.
4. **Campus Services Report**
   a) A number of service efficiency reports for the Print & Copy Bureau are being produced from the Management Information Software. The reports are providing a valuable source of information to highlight areas for improvement. Other revised processes to improve operational efficiency and reduce costs include a parcel tracking system and online ordering.
   b) Security staff job descriptions have been updated, validated and distributed to staff. Shift pattern rotas have been proposed and are currently being costed.
   c) The streamlined process for the annual parking permit renewal for 2010/11 has proved to be a success.
   d) Staff have been informed of the scope for options for change regarding Mail and Portering. Management and HR are discussing service levels and staff roles/structure. Customer consultation is planned, alongside informal consultation with staff and trade unions.
   e) The Training plan 2010/11 is complete following consultation with section heads and key managers. The planning costs are higher than budget allowance, so non-essential courses will be delayed until later in the year in order to monitor whether sufficient funding is available for them.

5. **Residential Accommodation Report**
   a) Joanna Hynes has been appointed to the new role of Assistant Head of Residential Accommodation.
   b) A schedule of works to deliver reductions in carbon usage in the Residential Accommodation service has been prepared, and priorities agreed with Estates, subject to identifying funding over the next 5 years.
   c) Storm Jameson Court will be officially opened by Lord Bragg on 10 December 2010.

6. **Planning and Information Report**
   a) The Capital Investment Framework (CIF2) has been submitted to the Higher Education Funding Council for England (HEFCE).
   b) A mechanism is required to evaluate ‘best value’ for redundant equipment. Michele Troughton will liaise with Procurement for general advice and ICS for specific advice about redundant media equipment.

7. **Finance Report**
   a) A proposed structure of the FD Finance and Procurement team is progressing, with an initial draft to be prepared shortly.
   b) The financial submissions for the Integrated Planning Exercise are underway. First reviews of the activity analysis are due in the first week of November, with financial summaries a week later.
   c) The Resource Allocation Model Steering Group has requested that all weightings in the space charge model be reviewed before 10 November. It was suggested that it would be useful to check first principles of other Universities for comparison.
8. **HR/ training & development/Equality and Diversity/Well Being Report**
   a) Work is ongoing to understand current activities and processes in each of the services for HR, people development, well-being, and equality and diversity.
   b) Stephen O’Donoghue, HR Officer, will take primary responsibility for Residential Accommodation and Estates for the next 12 months.
   c) The Universities Superannuation Scheme (USS) consultation process for proposed pension changes will take place between 20 October and 22 December. All members will receive an information pack provided by USS with details of how to feedback on the proposals. Staff should be encouraged to engage in the process, and all queries should be referred directly to USS.
   d) The Customer First Standard held by RCS expires in April 2011. The group agreed that the standard would not be extended across the FD, but Stewart Ross and Ian Robertson will decide whether to pursue re-assessment for the original areas.

9. **Financial Management Accounts**
   The group received a summary paper on financial performance across the FD to the end of September 2010, and agreed that the format and content was very useful. It was agreed that ‘current position’ and ‘budget variances’ will be included in future reports.

10. **Communications**
    The draft staff communications plan, including sections on Change Plan, Mission, Strategy and Planning and IPE is being finalised. The plan will be circulated to FDSMT for comments in due course.

11. **VC’s Webcast**
    Following the Browne Review and the Comprehensive Spending Review, a webcast of the VC discussing how changes in higher education could affect the University is available at: [http://www.leeds.ac.uk/comms/fees/webcast/](http://www.leeds.ac.uk/comms/fees/webcast/)