Facilities Directorate Senior Management Team

Report of the meeting held on 21 February 2011

1. Facilities Directorate Newsletter
   Dennis Hopper is considering the way forward for a FD-wide newsletter.

2. Director’s Report
   2.1 The group received information/updates on the following issues raised at recent Vice-Chancellor’s Executive Group meetings:
      a) Security and threat levels in the Ziff Building;
      b) The default retirement age;
      c) Resource Allocation Model update.
   
   2.2 a) A communication to all staff on feedback from the Integrated Planning Exercise in January 2011 will be circulated with the Team Briefing Report (see Appendix 1) and uploaded to the Facilities Directorate website. Hard copies will be provided for those staff without access to computers;
      b) An IPE update session has been arranged for FDSMT and their management Teams on 28 March 2011;
      c) Dennis Hopper is establishing a working group to formulate the University’s vision and approach to the wider sustainability agenda.

3. Commercial Services Report
   a) Workload implications for the conference and events team have arisen from the management of the events protocol. Dennis Hopper noted that this is unfunded activity;
   b) Catering, Conferencing and the Sales and Marketing teams are undertaking objectives and measures to identify management team level targets against the new strategy;
   c) A refurbishment and investment plan is being developed which is aligned to the IPE;
   d) The Devonshire ‘Hidden Gem’ campaign has resulted in several new clients;
   e) 811 memberships for the Edge were sold in January, and demand has continued in February. All facilities are in high demand, but this has been managed without queues and generally maintaining good levels or service.

4. Estates Report
   a) Additional high priority elements in the Backlog Maintenance Programme (BLM) have been identified for 2010/11 but approval to proceed depends on the outcome of the Civil Electrical Mechanical BLM tender evaluation;
   b) Leeds City Council has advised the University that the dates for the Inner Ring Road tunnel closures are June to October 2011;
   c) Steam consumption for January has shown a significant year on year increase, which is putting significant pressure on the utilities budget;
   d) An initial meeting has been held with the consultants Appetite regarding the behavioural change/Carbon Management Plan campaign. A workshop will be held
on 1 April with Appetite and key representatives from across the University to help shape the campaign and to ensure it is effective in raising awareness of the CMP and engaging with staff and students to help the University reach its target of reducing emissions from buildings and owned vehicles by 35% by 2020.

5. **Campus Services Report**
   a) The waste and recycling figures for 2010 show that 92.7% of the University’s waste was recycled;
   b) The work activity of the Print & Copy Bureau has increased substantially over the last few months compared to the same period in 2009/10. Staff reorganisation, new working practices and procedures, and the application of new computer systems have helped in managing the increased workload;
   c) The Central Teaching Space refurbishment programme for 2011 has been submitted to Capital Group for approval;
   d) The interviews for the Head of Security will be held on 24 February 2011;
   e) The 6-month review of the Estates and Campus Support training plan is currently taking place. The Training and Development Policy will be updated due to changes to central funding and training provision;
   f) An Away Day is taking place in April to consider the actions required to achieve the Campus Support Services 5-year strategy and plan.

6. **Residential Accommodation Report**
   a) A new accommodation website is in the planning stage, and will make use of new media developments to improve communication and engage with residents and prospective students;
   b) Plans are in place to lease circa 500 rooms at the Tannery from September 2011 in order to meet the University’s residential accommodation requirements.

7. **Planning and Information Report**
   a) Discussions regarding the review of leases are ongoing with the NHS Trust, including the potential withdrawal from Clarendon Wing;
   b) Following the submission of Faculty Estate Strategies, the Capital Programme will be prioritised at the Capital Group meeting with the Deans in April 2011;
   c) The CIF2 application has been approved by HEFCE, and the University will receive 100% of the capital funding available. Details of the funding for the University are expected from HEFCE in March 2011;
   d) Space information will be provided to Faculties as benchmarking for 2010-11 student FTEs prior to IPE in March, and a similar exercise will take place for services.

8. **Finance Report**
   a) A written proposal for the structure of the Finance and Procurement team is currently being prepared;
   b) The Procurement team has been involved in the distribution of site rules to suppliers. Dennis Hopper noted that all new contracts must include site rules for entry in the terms and conditions;
   c) Support for Bright Beginnings, in terms of developing written procedures and assisting with the purchase of a Nursery Management System, is much greater
than anticipated.

9. **HR/ training & development/Equality and Diversity/Well Being**
   a) A meeting has been scheduled on 2 March 2011 to discuss the Security and Mail & Portering change projects with Unison and Unite unions;
   b) E-recruitment was launched on 7 February;
   c) Transitional protection arrangements for Grade 7 support staff end on 30 April 2011; relevant staff will be reminded that they no longer have fixed working hours;
   d) Decision letters to staff regarding Reward and Recognition outcomes are expected to be distributed mid-March;
   e) Angela Whiteley will join the FD HR team from 1 May 2011 as a Trainee HR Officer to cover maternity leave;
   f) The assessment for the Customer First Standard for Residential Services and Commercial Services is scheduled to take place w/c 21 March 2011.

10. **Health and Safety**
    10.1 The membership and terms of reference for the FD Health and Safety Committee are in the final stages of agreement and will be circulated to FDSMT for information in due course. Comments from Lee Dewhurst on the proposed FD Health and Safety structure are still awaited.

    10.2 The University will receive a letter from the Health and Safety Executive following their review of transport safety on campus on 14/15 February. DH will check if an internal action list or summary arising from the visit is available.

11. **FD Mobile Telephone Policy**
    The group approved the Mobile Telephone Policy for the FD which includes rules and conditions that apply to all FD mobile phone users. The Policy will be implemented with immediate effect (Sophie Hodges will co-ordinate for Estates and Campus Support, and Mark Agar will co-ordinate for Residential and Commercial). The Mobile Telephone Guidance paper has been developed for Estates and Campus Support, so will need to be adjusted locally for Residential and Commercial to reflect the details of their mobile phone contracts, telephone administrators, and technical support. Work will continue to identify a suitable Directorate-wide mobile phone contract.

12. **FD Risk Register**
    The draft risk register had been updated by Paula Lister to include key risks identified by the four Heads of Service for their areas. FDSMT were asked to complete the relevant ‘Action By’ and ‘Deadline for Completion’ sections, assign responsibility for actions, and feedback comments to Paula Lister.

13. **Financial Management Accounts**
    The group received a summary paper on financial performance across the FD to the end of January 2011. Work is ongoing to include the Leeds Student Medical Practice in future reports.