FD Training Strategy, Policy and Budget

1.1 The group approved the draft training strategy and policy for the Facilities Directorate. The documents will be reviewed by either SDDU or central HR.

1.2 The FD HR & Development team co-ordinate the training budget and manage the process of administering, booking and recording training across the FD. The budget for 2012/13 is circa £130k which is split across the FD services, but “real time” information on the current financial position against the allocation is unclear. Work is underway to create Health and Safety training matrices for each service and support function, and to collate the training needs identified in the 2011/12 SRDS process, all of which will be costed and any remaining budget allocation will be used by Heads of Service to prioritise staff development training requests. The FD HR team will cross-check to ensure that training is not duplicated unnecessarily within the FD. Training plan update reports will be provided at future FDSMT meetings on a quarterly basis. The FD will have an allocation of funding based on a single training plan in 2013/14 and onwards.

Director’s Report

2.1 VCEG discussions: The group received information/updates on the following issues raised at recent Vice-Chancellor’s Executive Group meetings:
   a) University farm land: discussions relating to University farm land and the review of Leeds City Council’s core strategy;
   b) The process for appointing a new Vice-Chancellor is underway; interviews are planned to take place in April.

2.2 Integrated Planning Exercise for Services 2012/13: Dennis Hopper will circulate to FDSMT a summary paper on the financial plans submitted as part of IPE for services. The paper compares the financial returns to last year’s plans and areas of risk and impact are detailed with funding requests highlighted.

2.3 Annual reporting: FDSMT supported the proposal to introduce a Facilities Directorate annual report to include Key Performance Indicators and benchmarks, financial reporting, and data produced for the annual Carbon Management Plan update and the Estates Management Statistics submission. It was suggested that the report be produced after May (when comparative data is available for EMS) and before the end of the financial year.

2.4 University of Leeds and M&S partnership update: The group noted the following ongoing activities: food labelling/stock taking; customer services; joint internships; sustainability (including shwopping event on campus), and conferencing (offering delegates the opportunity to visit the archive).

Commercial Services Report

a) Business opportunities are being explored with the Leeds Arena and the Tour de France 2014;

b) University House achieved Gold in the Green Tourism Awards;

Commercial Services has established a new sustainability committee to co-ordinate Green Impact activities and also to focus and plan for improvements in this area.
4. **Estate Services Report**
   a) The Generating Station Complex contract renewal project has been further delayed due to issues with the NHS Trust’s procurement rules;
   b) The planning application for the new library was finally approved by Leeds City Council’s Plans Panel on 17 January;
   c) A training course on managing contractors is being arranged to take place at Eversheds in March;
   d) Work is underway to liaise with other universities re: experiences with CAFM systems.

5. **Campus Support Services Report**
   a) The December edition of FD Matters was published and circulated to FD staff before the Christmas break. The editorial panel, chaired by Majid Khan, are planning the next edition which is due in March, and the aim is to have additional support from David Pickering for this issue;
   b) Proposals for car parking enforcement on campus will be discussed at the University’s Health and Safety Committee in February. Enforcement is being proposed for illegal parking and parking without a valid permit;
   c) Teaching Technology Support will be a key stakeholder for the lecture capture/multimedia projects which have just secured University funding;
   d) Reporting arrangements for Campus Support Services during the period of Madeleine Aziz-Brook’s secondment to One IT are as follows:
      - Janet Willis (Cleaning Services) and Alan Cain (Security Services) will report to Ian Robertson;
      - Peter Rous (Print & Copy Bureau) and Liz Brittain (Teaching Technology Support) will report to Stewart Ross;
      - Majid Khan (Support Services Manager) will report to Steve Gilley;
      - Mansoor Butt will have an informal reporting line to Mike Ferraby.

6. **Residential Services Report**
   a) A two day ‘Year Beginning’ event is being held for managers and supervisors in Residential Services on 24-25 January. Colleagues from other FD services have been invited to attend sessions relevant to their areas;
   b) Residential Services have retained their three year ANUK accreditation following an assessment visit in early December;
   c) Ian Robertson will circulate the draft statement of Residential Services and Leeds University Unions’ commitment to ‘The Partnership’, for information;
   d) A marketing campaign is underway to increase sales of residential accommodation to returning students.

7. **Planning and Information Report**
   a) Briefs are being developed for LIHS and CTRU to move to space in the Worsley Building;
   b) The review of the NHS Trust Teaching Hospitals leases will hopefully be concluded by the end of February 2013.

8. **Finance Report**
   a) The FD’s IPE financial submission has the same bottom line as 2011/12. The main cost pressures across the FD include the impact of staff pay inflation; additional costs for improved cleaning levels in teaching/student facing areas; energy costs, and reduced student numbers;
   b) The new ‘e-Expenses’ system will go live on 28 January, and from that date all expense claims for staff with University logins will be completed online. FD Finance staff will be able to provide support and answer any queries which may arise.
The FD’s Reward and Recognition Committee was held in December 2012 to consider contribution pay applications and recommendations. The outcomes will be communicated to relevant staff during w/c 11 February.

10. **Sustainability Report**
a) Information is being collated for the ‘Green League’ external ranking scheme, and efforts are being focussed on poor performance areas from last year;
b) The University’s Travel Plan is at the final revision stage prior to circulation to external stakeholders for approval;
c) Phase 1 of Hotspots received a largely positive response, and Phase 2 (which involves working with teams in buildings to identify Hotspots and develop an action plan) is imminent.

11. **Financial Management Accounts**
The group received a summary paper on the financial performance across the FD to the end of December 2012, which shows a £0.5m favourable variance to the Q1 forecast; £0.1m of which is an underlying improvement and the remaining £0.4m appears to be due to timing.

12. **Sharepoint**
The group discussed ‘Sharepoint’, a web-based central file storage system, with a view to trialling the system as a repository for holding and storing documents for FDSMT. Licenses for the software can be purchased through ISS, who will provide back end server infrastructure support but no support for end users. Dennis Hopper asked for a demonstration of the software before a decision is made. Dropbox and iCloud were suggested as alternative options.