UNIVERSITY OF LEEDS
Facilities Directorate Senior Management Team

Report of the meeting held on 22 April 2013

1. Director’s report
   Items for discussion at informal FDSMT on 1 May:
   - Review of the structure and format of future FD Management Group meetings;
   - FD staff survey questions;
   - Strategy process for sustainability

2. Commercial Services report
   a) A new swimming programme has been launched following the recruitment of an Aquatics Officer. The programme includes swimming lessons, masters swimming, 1:1 lessons, and the new Swimfit programme which is being piloted across the FD;
   b) The process for gathering customer satisfaction data for P&CB is being reviewed in order to capture feedback for all areas (including ‘walk in’ facilities).

3. Estate Services report
   a) Arup have been appointed to provide an option appraisal on a new University energy centre, as an alternative to the current joint energy centre (the Generating Station Complex). An initial exploratory discussion has taken place with Leeds City planners about potential sites;
   b) Gleeds will undertake work to clarify why the costs for outstanding priority 1 and 2 DDA works is 3 times higher than originally estimated;
   c) The revised drawings for the NGT/University frontage have been reviewed and commented on. Initial discussions with the EMC specialist have taken place; the University needs to provide information on sensitive equipment.

4. Residential Services report
   a) The University’s ongoing membership of ANUK has been recommended to the code’s Committee of Management. The auditor’s report states that the University is achieving the highest level of conformity in the standard;
   b) Ellerslie Global Residence has been shortlisted for a ULiving CUBO Award in the Best Student Housing category;
   c) Discussions are taking place with Curtis Associates regarding customer satisfaction measures for Cleaning Services.

5. Estates Planning and Information report
   a) Additional funding for the Capital Programme will be considered by Council in May;
   b) A review of IPE faculty space needs is ongoing;
   c) Consideration is being given to providing space at the University for an immigration desk for Milgarth police station.

6. Finance report
   a) Initial modelling for multi-storey car park options has been undertaken by Quayle Munroe. The report will be discussed and updated prior to wider circulation;
   b) A meeting has been arranged with Leeds Metropolitan University for an initial discussion on partnership and shared services;
   c) Mark Agar is reviewing the current mobile phone contracts, and will be asking managers to review and update the list of staff who are currently supplied with a phone.
7. **HR, Training and Development/Equality and Diversity/Well Being report**

FDSMT were asked to remind managers that the SRDS process should now be well underway across all areas of the FD, and that all meetings should be completed by the end of July 2013.

8. **Sustainability report**

a) The FD’s fleet is being reviewed to identify the potential for replacement with electric vehicles. Two funding bids are being prepared for the installation of charging points on campus;

b) Nominations are now open for all categories in the University’s Sustainability Awards.

9. **Quarter 3 financial forecast 2012/13**

The Q1 submission showed an increased deficit of c. £400k due to energy costs which has been brought back in line with plan at Q2, largely due to improvements within Residences and Estates. The initial figures for Q3 show an increase in energy costs, which is partly offset by other operational improvements in the FD. As the FD is likely to be under more pressure to manage and improve its position in 2013/14, deferring areas such as long term maintenance to next year is not a viable option. The aim is to manage within budget and to return a Q3 forecast in line with plan.

10. **Parking enforcement policy**

A set of proposals for the management of unsafe and unauthorised parking on campus (developed in response to a Health and Safety Executive improvement notice) had previously been considered by the University Health and Safety Committee. A University Parking Enforcement Policy has now been drafted and circulated to FDSMT for comments. The group were asked to submit comments/amendments on the draft document directly to Majid Khan as soon as possible.

11. **FD training plan and budget**

The format and content of the draft quarterly FD training plan report were approved. The group discussed the report and noted that:

- The £87,984 “committed” figure (in the expenditure to date against the plan) includes courses that have been booked but have not yet taken place, and training that has not yet been arranged. The relevant managers have been asked to confirm whether outstanding training in the current plan is still required so that funds can be reallocated;
- Non-essential training will be delayed and re-prioritised in the 2013/14 training plan. If new mandatory training needs to take priority in the 2012/13 plan;
- Business cases for high-cost non-essential training (e.g. degrees) need to be submitted for approval by FDSMT;
- There will be a single FD training budget for 2013/14, rather than separate allocations for each service. Mike Ferraby will work with Josie Ormston to look at the process and produce guidelines for managers.