

Finance and Planning

Team Brief



Professional Services Operating Model Update

Richard Calvert

Questions

Agenda

1. PSOM Update - Richard Calvert
2. Welcome and Introduction
3. CFPO Update
4. Directorate News
5. Introduction to Procurement and Quiz
6. Finance and Planning Mission and Vision
7. Questions and Close





Welcome

New Starters

Our Graduate Interns...

- Joe Rooker, Graduate Intern, Service Improvement Team
- James Tynemouth, Shaping Futures Graduate Intern, SPABC
- Jessica Whitby, Shaping Futures Graduate Intern, SPABC
- Niall Ibbotson, Shaping Futures Graduate Intern, SPABC

F&P Team

- Alison Roy, Project Manager, SPABC
- Catherine Godden, Deputy Financial Accountant, Financial Accounts
- Danny Buttrick, Assistant Management Accountant, SBS MA
- Elouise Hearnshaw, Finance Assistant, Sales Ledger Recovery Team
- Jenny Douglas, BI Analyst, Business Intelligence Team
- Lindsey Holroyd, BI Analyst, Business Intelligence Team
- Maia Hunnex, Assistant Management Accountant, ACES MA

CFPO Update

Deborah Harry

Frosty Winds

Market Forces

Regulator

Value for money

International Market

Buyers Market

Fee Freeze

Brexit

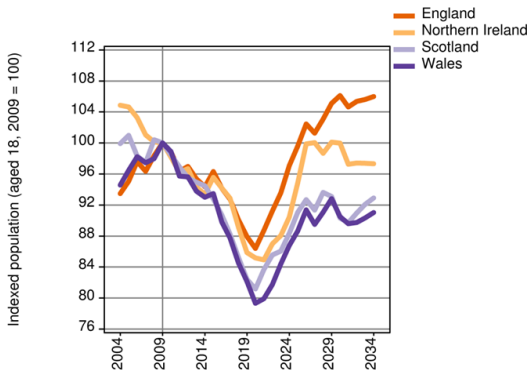
VFM - consumer defined

What's a University for?

Demographic dip

SCR

Pay and pensions



Reshuffles

Technical Education

Grades

TEF Silver

Not top 50

Estates Masterplan

- Strategic direction: 20 years
- 4 phases
- Design principles
- Phase 1 £220m
- Proposal stage: approval and communications
- Main developments
- Funding and business case

Estates Masterplan



Student-Centred:

to enhance the student experience and provide a joined-up approach to student services / the student union.



Staff & Visitor-focused:

to enhance the staff and visitor experience and provide a consistent and professional approach to the academic workplace.



High Quality:

to provide high quality buildings, spaces and public realm that address backlog maintenance needs of all buildings within the estate.



Flexible, Agile & Efficient:

to provide an agile estate that can respond to changing requirements with efficient and cost effective spaces that are can be adapted quickly.



Sector Leading Learning & Research Spaces:

to provide the right type of space that supports new pedagogy, technology, teaching, learning and research. Collaborative spaces that promote the 'correct' knowledge sharing.



Sense of Place & Identity:

to provide a holistic Hallam campus feel, whilst providing identity and belonging to the different student cohorts and academic communities - a 'Sticky Campus'.



Connected, Collaborative & Organised:

to create connected campuses with re-organised academic and support facility adjacencies supporting interdisciplinary working, knowledge sharing, efficiency and multi-use of space.



Civic Presence:

to enhance the visibility, engagement and profile of the University in the Sheffield City Region and support wider regeneration and development.



Showcase

to create 'windows to the work' that showcase Sheffield Hallam's expertise in teaching, learning and research.



Business Focused:

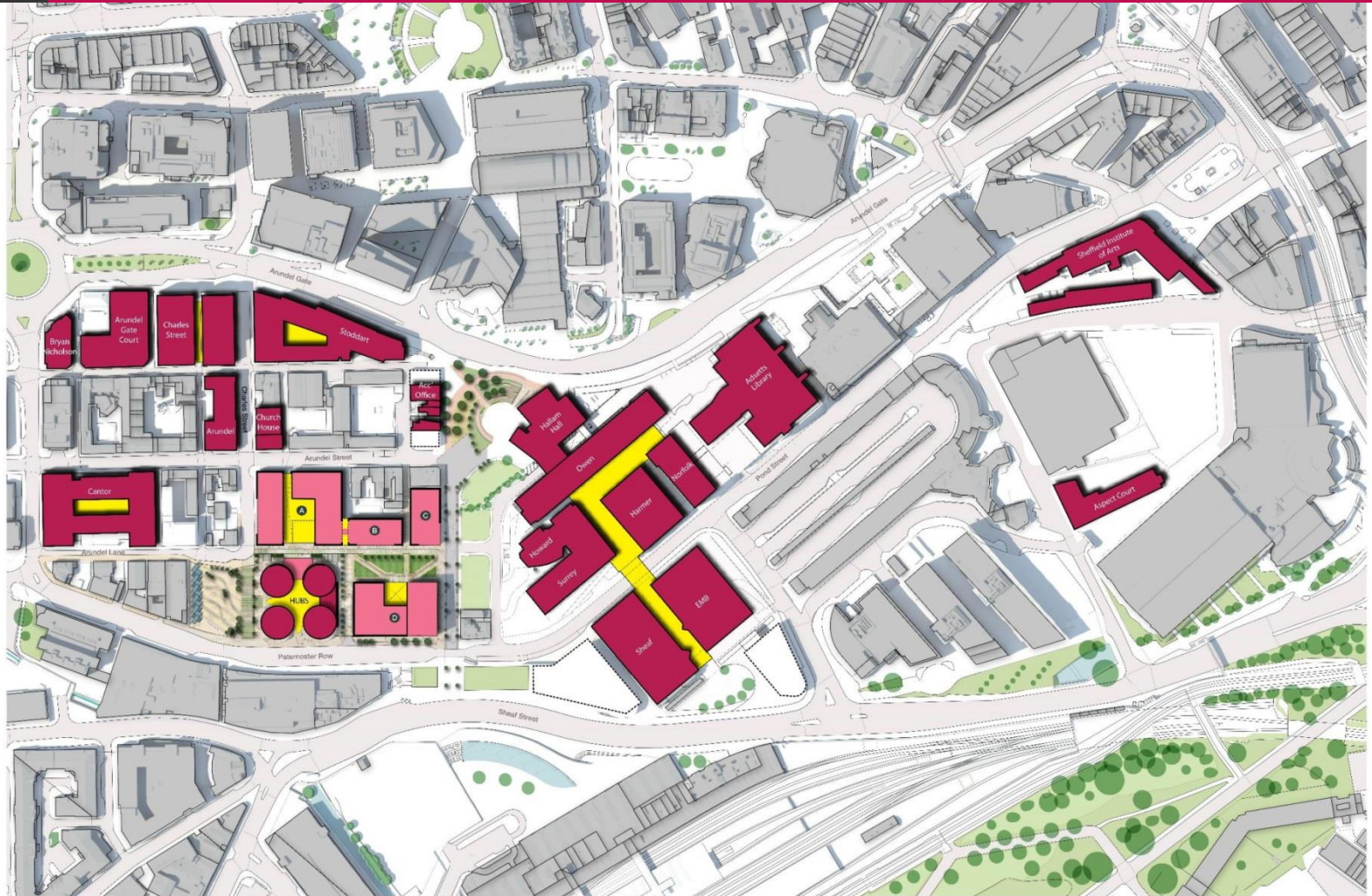
to develop a University that is 'Ready for Business' and promote collaboration with external partners and local and regional engagement.



Wellbeing:

to promote staff and student wellbeing, to minimise the impact on the environment, to enhance the 'green' campus and promote equality and diversity.

Phase 1 (subject to approval)



Olympic Legacy Park



- Olympic Legacy Park partners
- Current developments
 - School
 - University Technical College
 - Sports Pitch
 - Landscaping
- Future developments
 - AWRC
 - Stadium
 - Other Research Centres

Potential for further development

Health Innovation Park

- 01 Commercial Opportunity
- 02 UTC
- 03 AWRC
- 04 Don Valley Hub School
- 05 Community Arena
- 06 Hotel + Rugby Club
- 07 4G Sports Surface



Olympic Legacy Park Strategic Masterplan : Aerial Schematic

Bond Bryan
Architects



Directorate News

Finance and Planning Leadership Team



Team News



Equality and Diversity

- Two vacancies are now being advertised on Core to provide additional fixed-term support for the Equality Objectives programme:
 - Equality and Diversity Manager
 - Equality and Diversity Officer
- Internal launch of the Equality Objectives will take place on 13 February 2018
- The E&D Team are hosting the Athena SWAN North East Regional Network meeting on 22nd March 2018.

Strategic Portfolio and Business Change Team

- Jo Solecki is vice chair for the IIBA North Branch

Strategic Planning and Intelligence

- Congratulations to Mike Ward has been accepted into the Business Continuity Institute.

Well done!

PASS

Directorates Management Accounts

- Congratulations to Fiona Jones on her recent exam success

SBS Management Accounts

- Kay is a mentor at Chaucer School on the Diana Award mentoring programme working with 14/15yr olds.

D&S Management Accounts

- D&S have been selected as the preferred supplier for a new framework agreement to supply research to the Crown Commercial Service.

Corporate Reporting

- Congratulations to Louise Love for being accepted onto the Aurora Programme.

Congratulations!

Thank You

Sales Ledger

- A big thank you!
- Congratulations to Debbie Rush on her double exam success!
- We are hiring! But not all is as it seems!

Purchase Ledger

- We have been collaborating with Service Improvement on two projects and with LSSS on overseas payments

Service Improvement

- Thank you to Donna Mcveigh and Kathryn Anderson
- Recently collaborated with Procurement

Procurement

- Procurement have 2 vacancies in the team:
 - Project Officer - fixed term for 18 months (closing date 04/02/2018)
 - Procurement Officer - Maternity Cover (due to go live shortly)



TEAMWORK
←————→
makes the dream work...

Cross Directorate Team News

Hallam Leaders

- Congratulations to: Jane Muller, Sally Hook, Gavin Anderson, Ruth Thei, Meriel Murray and Rebecca Houchen on being accepted onto the Hallam Leaders Programme.

Mock Interviews

- Thank you to Rebecca Houchen, Kay Simpson, Mark Townley, Matt Parkin and Gill Beck for supporting me on our recent round of student Mock Interviews.

Annual Efficiency Return and The Efficiency Measurement Model

- Well done to all of those involved in the project, Finance and Planning have collaborated to pull together the data and submit.

External Appointments

- Simon has been appointed to the Board of Governors at Barnsley College
- Linda has been appointed to the Academy Council at Outwood Academic City and will act as a Link Governor for the University

Finance and Planning Staff Engagement Action Plans

What's been happening?

- Planning Comms and Engagement Group and Finance Engagement Groups ratified the plans in December
- Final draft is now complete
- Final Plan to be reviewed and signed off at FPLT over the next few weeks



Nominations open

Finance and Planning Local Information and Consultation Committee

Staff rep elections 2018

YOUR DIRECTORATE - GET INVOLVED!



Staff Rep Nominations are now open.

- Key dates to look out for over the February and March are:
 - 23rd February nominations close
 - 26th February voting opens
 - 9th March voting closes
 - 12th March Staff Reps Announced



LICC

Finance & Planning LICC Coffee Morning

9:30 – 11am, Thursday 1st February
1-11 Café

Topics for discussion include:

- LICC Elections
- All Team Brief
- Settling-In
- & anything YOU want to say

Contact Us: ! Finance and Planning LICC

Introduction to Procurement and Quiz

Rachel Devaney
Head of Strategic Procurement



The Team

STRATEGIC PROCUREMENT

Level 5
Oneleven



Rachel Devaney
Head of Strategic Procurement



Debbie Beeley
Deputy Head of Procurement

Our Mission

Together with stakeholders we provide procurement services to optimise value for money for the university to enhance the student experience.

• ICT



Bea Bell
Procurement Officer

- AV
- Print Equip / Multi Functional Devices
- Furniture
- Stationery
- Lab Consumables
- Library Supplies



Liz Wallington
Procurement Officer

- Travel
- Transport
- Vehicles



James Rainbow
Procurement Officer

- Estates
- Facilities
- Utilities
- Capital Equipment



Jo Murfin
Procurement Officer

- Consultancy
- Specialist Professional Services (excluding Estates)
- Events



Donna Fowler
Procurement Officer

- Catering
- Clothing
- e-Marketplace Agreements
- Training Programme

What we do...

- **Keeping the university safe**
 - ✓ Compliance
 - ✓ Legislation
- **Commercially focused**
 - ✓ Stakeholder and client relationship management
- **Managing tenders**
 - ✓ Procurement support over £50k
 - ✓ Support with suppliers
- **Student-focused**
 - ✓ Placements

Our Priorities

- **Process efficiency**
 - ✓ Opportunities to improve how the university operates
 - ✓ Review of small value transactions
 - ✓ E-Market Place
 - ✓ Consolidate spend
- **Cost Efficiency and Safety**
- **Procurement Champions**
 - ✓ Faculty and Directorates based
 - ✓ Raising the skill level across the University
- **....and Finally.... we get by with a little help from our friends**
 - ✓ Business Analysts and Project Managers in Planning
 - ✓ Service Improvement
 - ✓ Purchase Ledger
 - ✓ Financial Accounts
 - ✓ Management Accounting

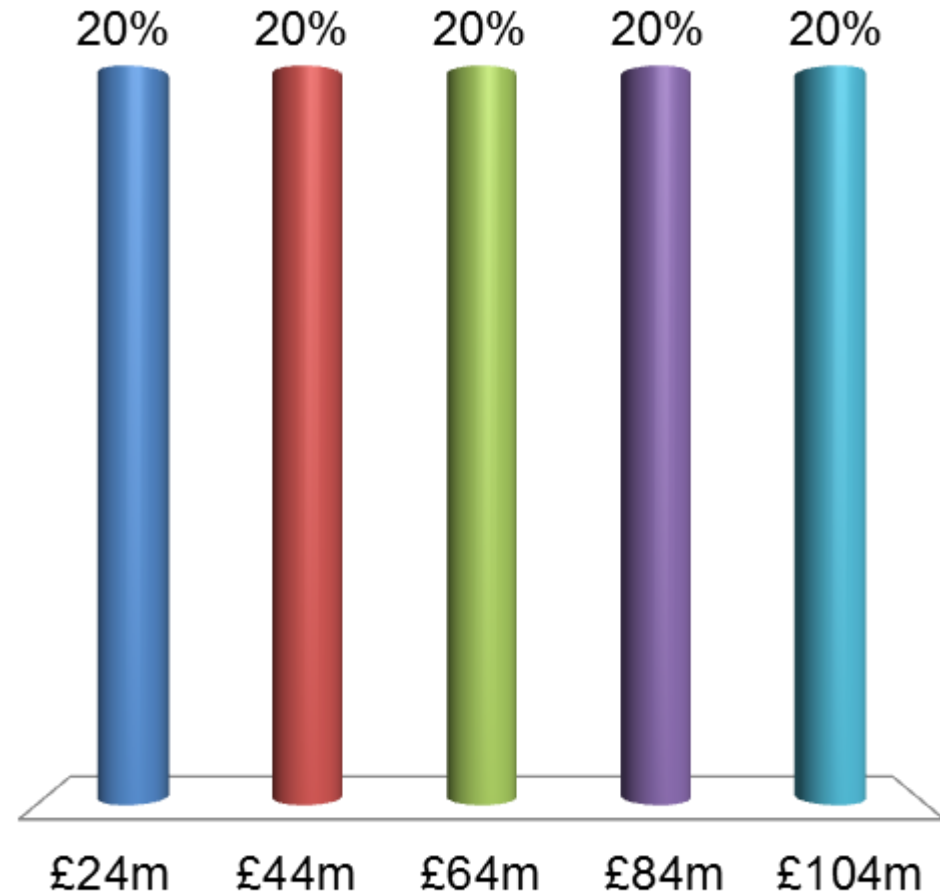
...Thank you



Fancy your chances in our
Procurement Quiz?

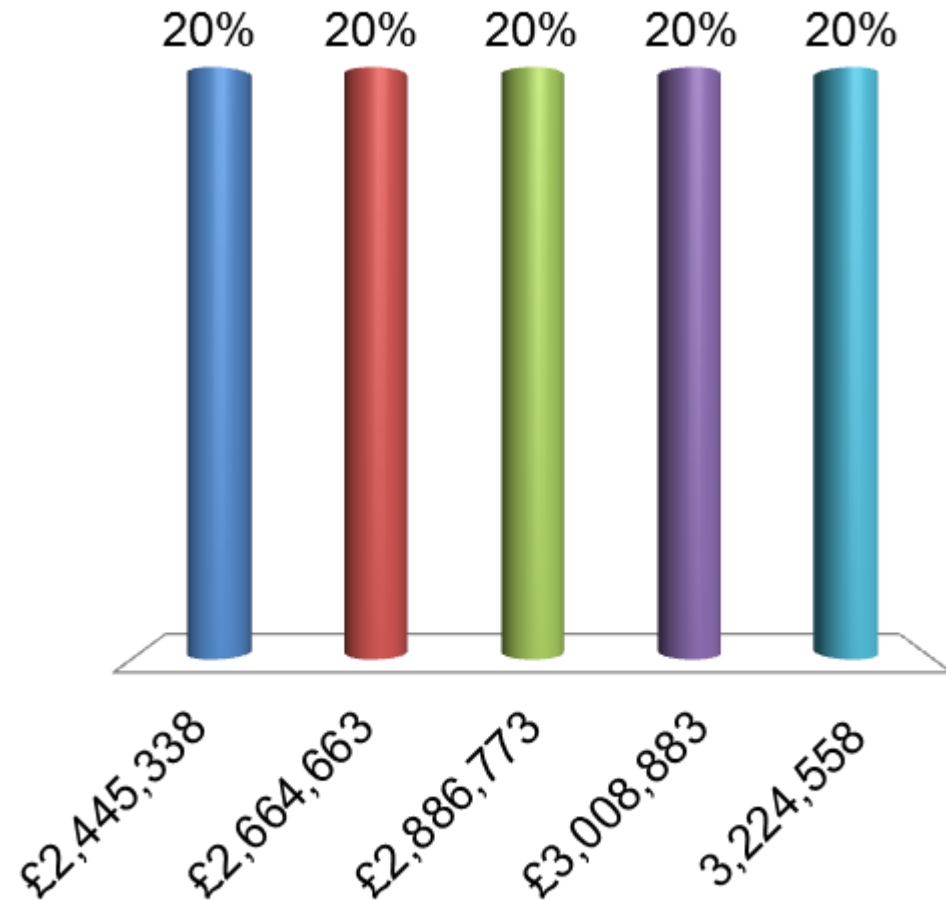
1. How much did we spend in 2016/17 excluding pay costs, but including VAT?

- A. £24m
- B. £44m
- C. £64m
- D. £84m
- E. £104m



2. How much did we spend on procurement cards in the last 12 months?

- A. £2,445,338
- B. £2,664,663
- C. £2,886,773
- D. £3,008,883
- E. 3,224,558



3. How many purchase card transactions in the last 12 months?

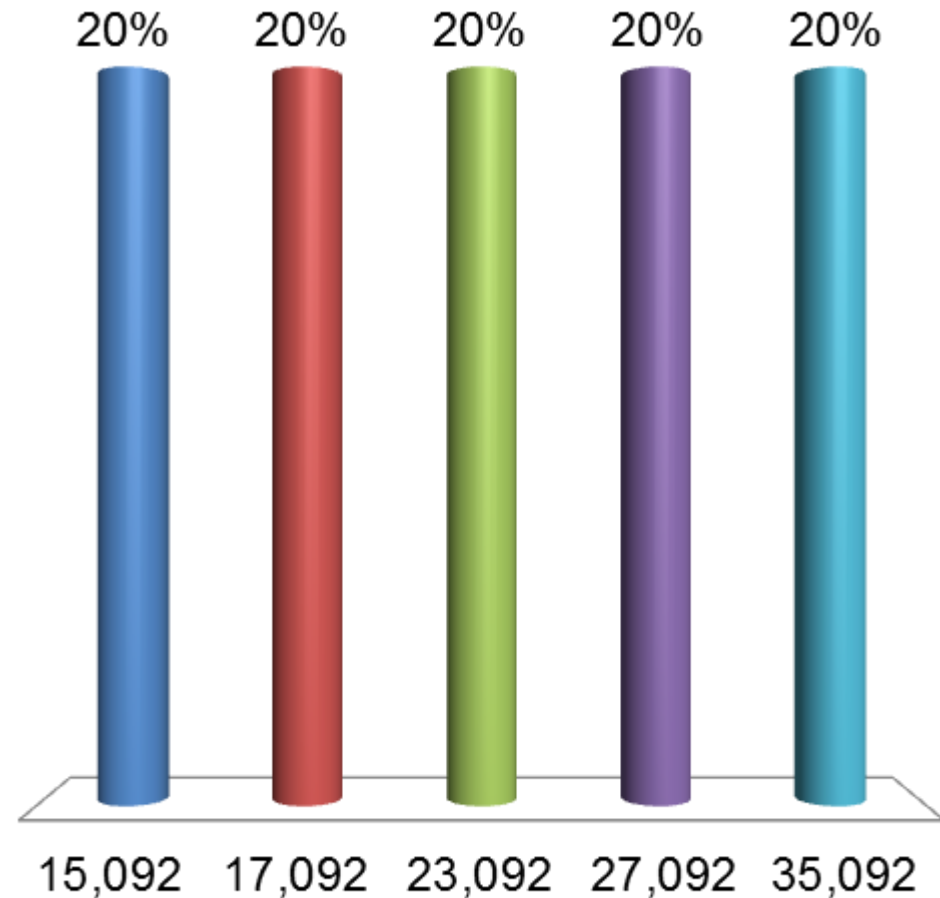
A. 15,092

B. 17,092

C. 23,092

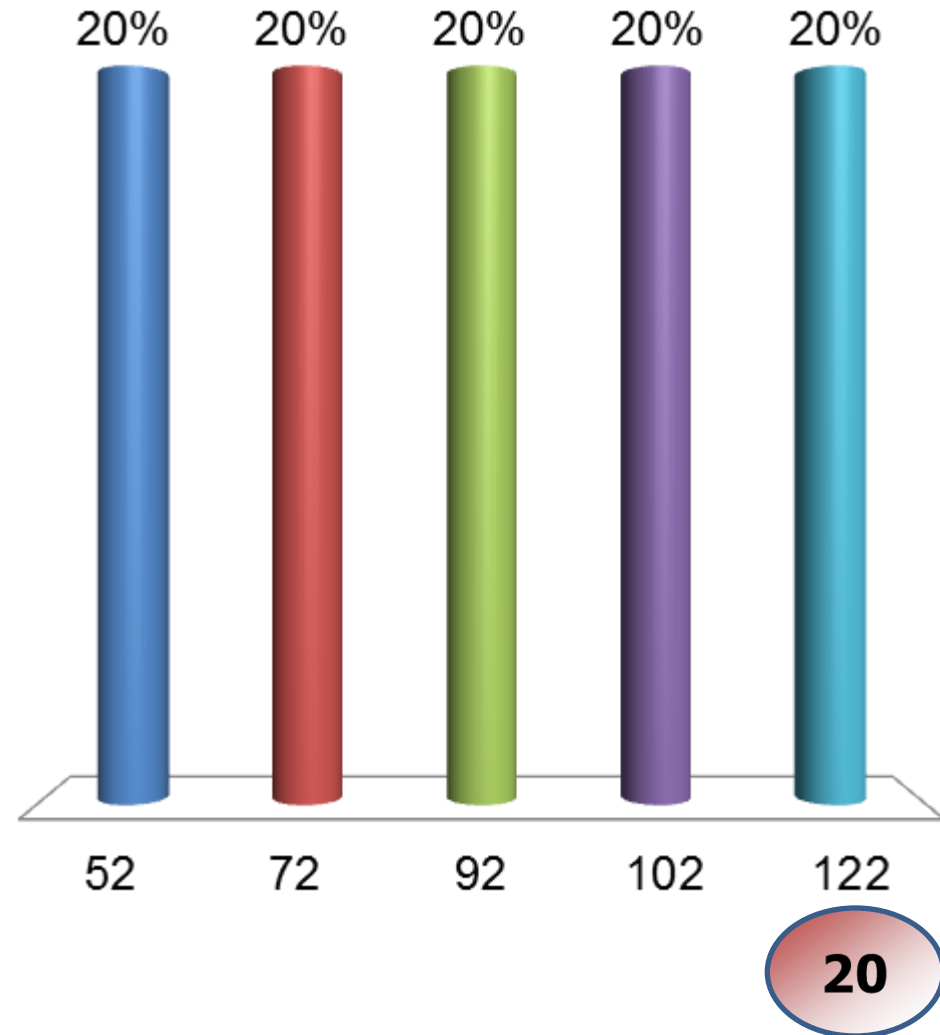
D. 27,092

E. 35,092



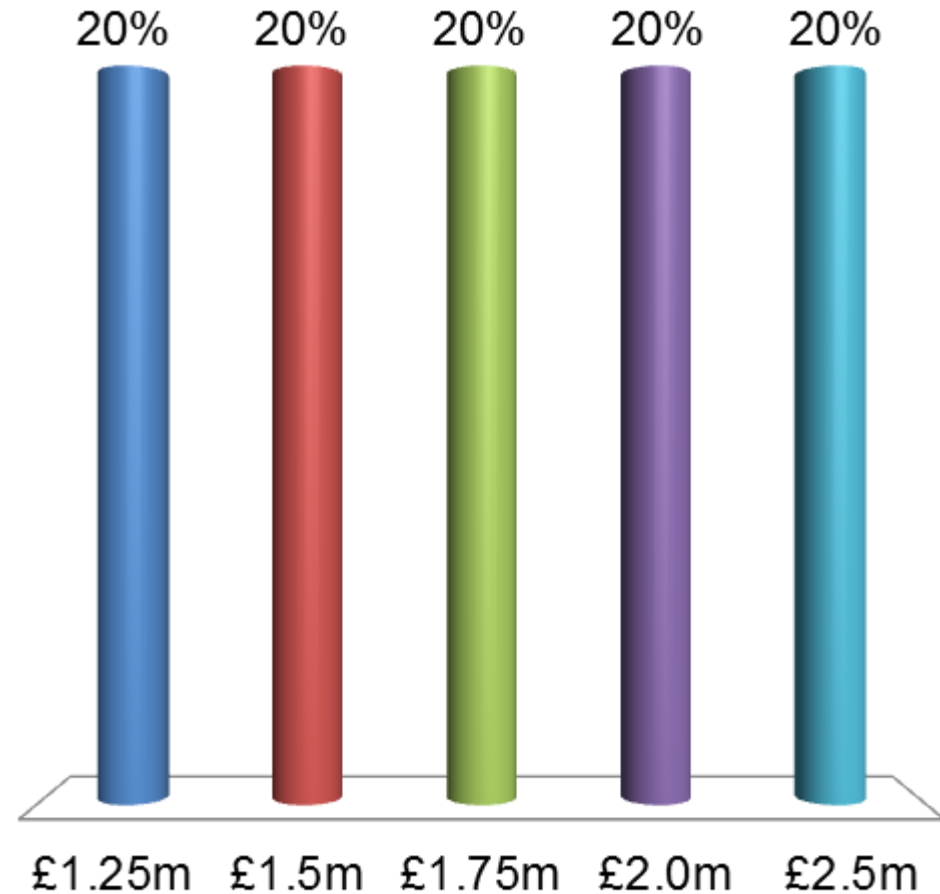
4. How many procurement tenders did we support in the last 12 months?

- A. 52
- B. 72
- C. 92
- D. 102
- E. 122



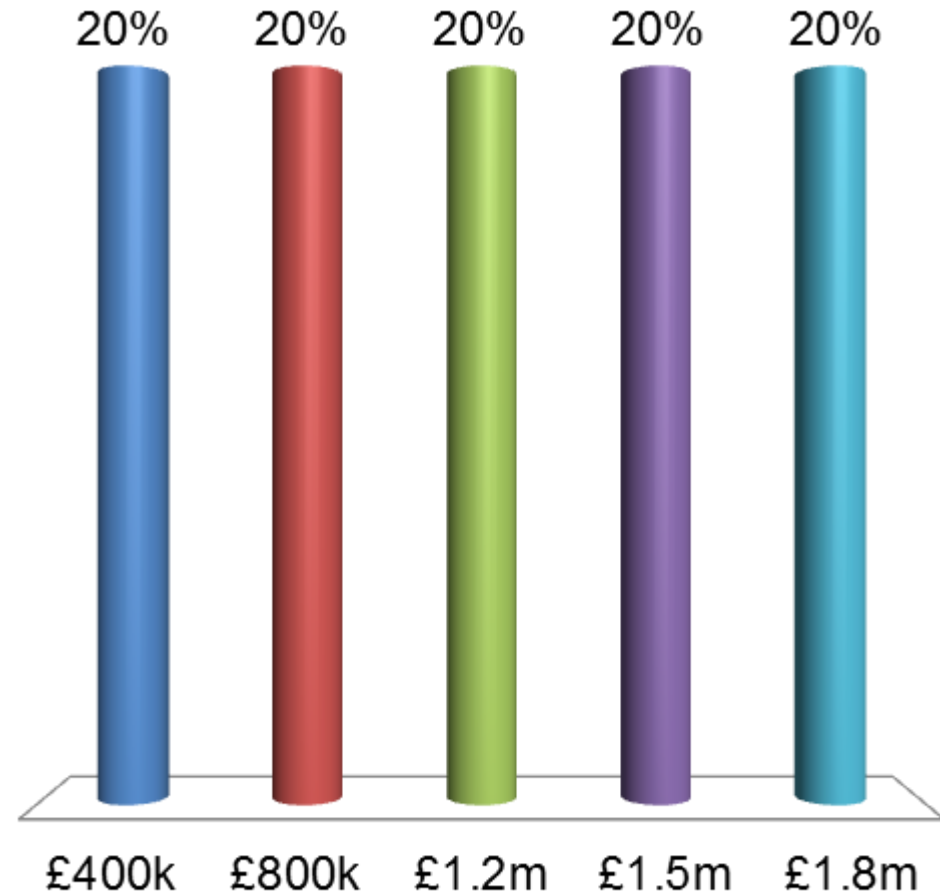
5. How much do you think we spent on travel in the last 12 months?

- A. £1.25m
- B. £1.5m
- C. £1.75m
- D. £2.0m
- E. £2.5m



6. How much money did we save due to procurement related activity across the University in 16/17

- A. £400k
- B. £800k
- C. £1.2m
- D. £1.5m
- E. £1.8m



7. How many fully procured contracts are live at the moment?

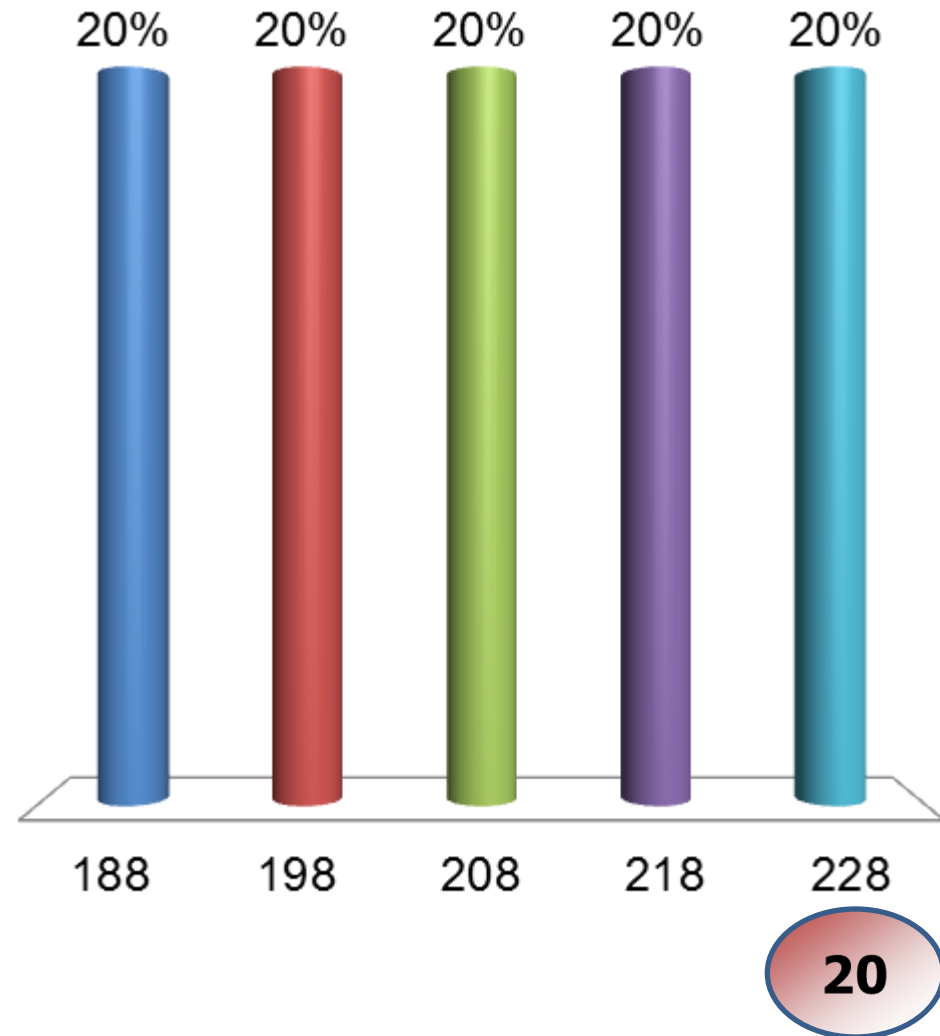
A. 188

B. 198

C. 208

D. 218

E. 228



8. What is the total number of years of procurement experience held by the procurement team members?

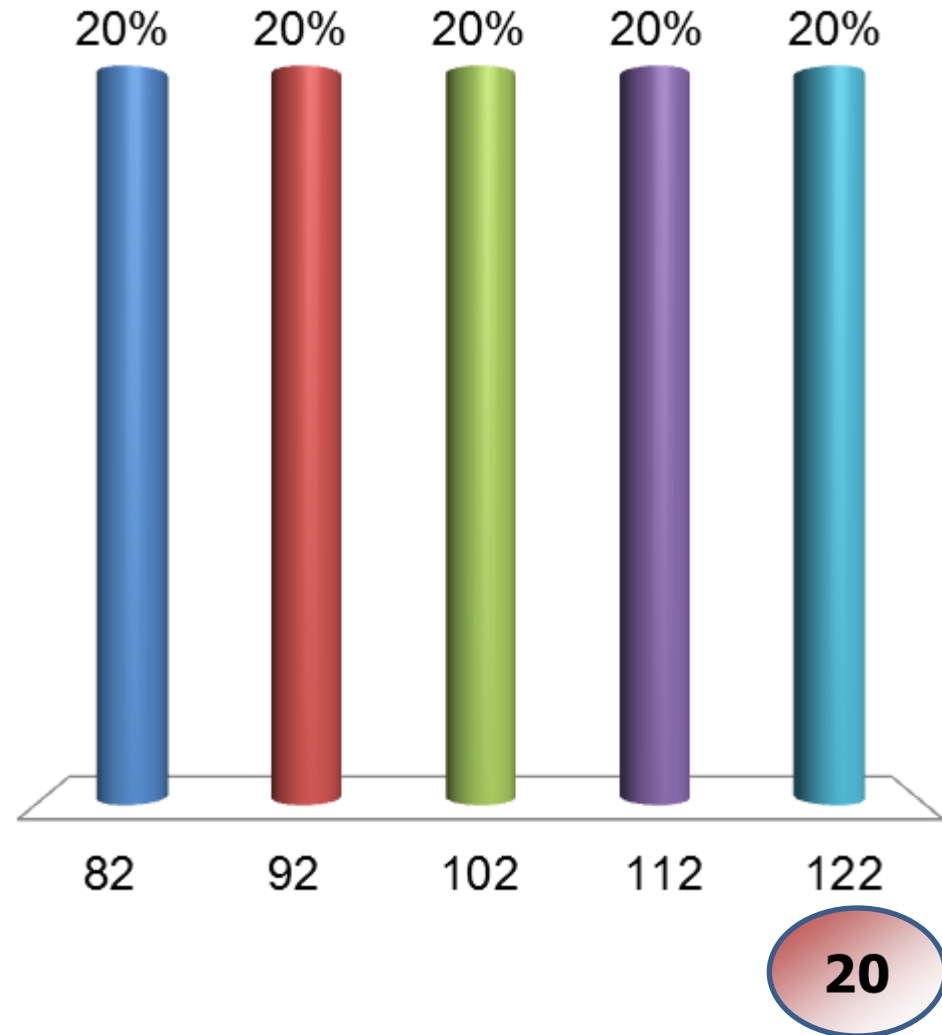
A. 82

B. 92

C. 102

D. 112

E. 122



Participant Leaders

Points

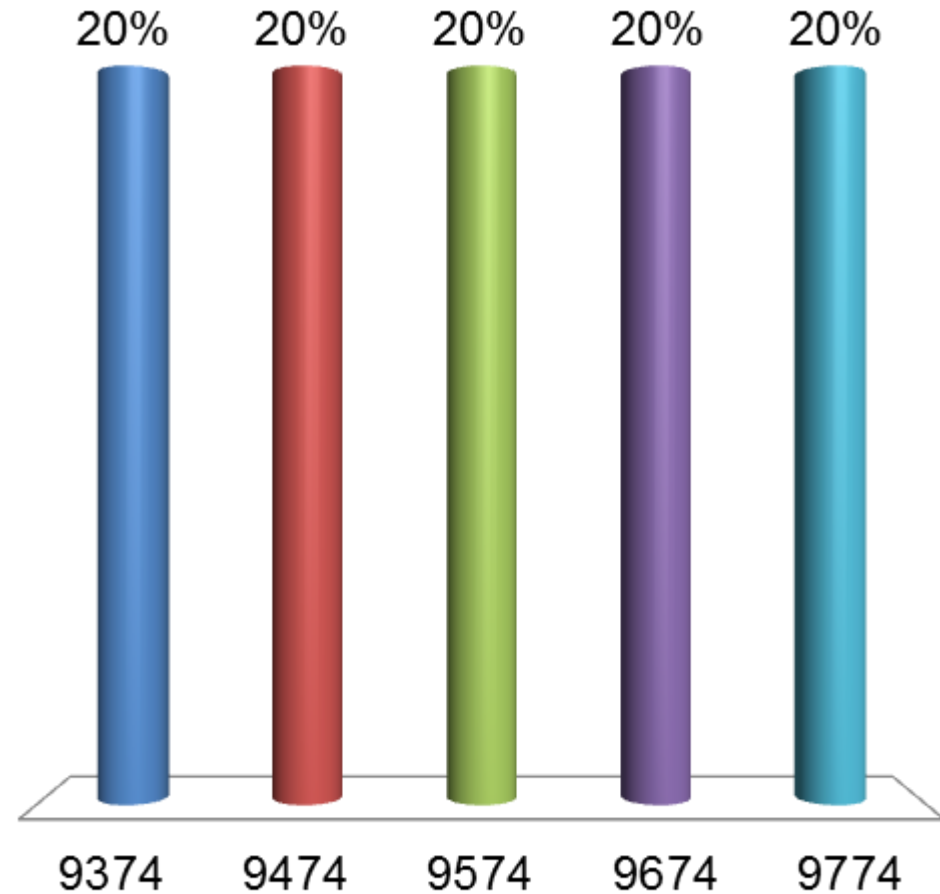
Participant

Points

Participant

Tiebreaker. How many reams of paper did we buy in the last 12 months from Office Depot?

- A. 9374
- B. 9474
- C. 9574
- D. 9674
- E. 9774



Participant Leaders

Points

Participant

Points

Participant

Finance and Planning

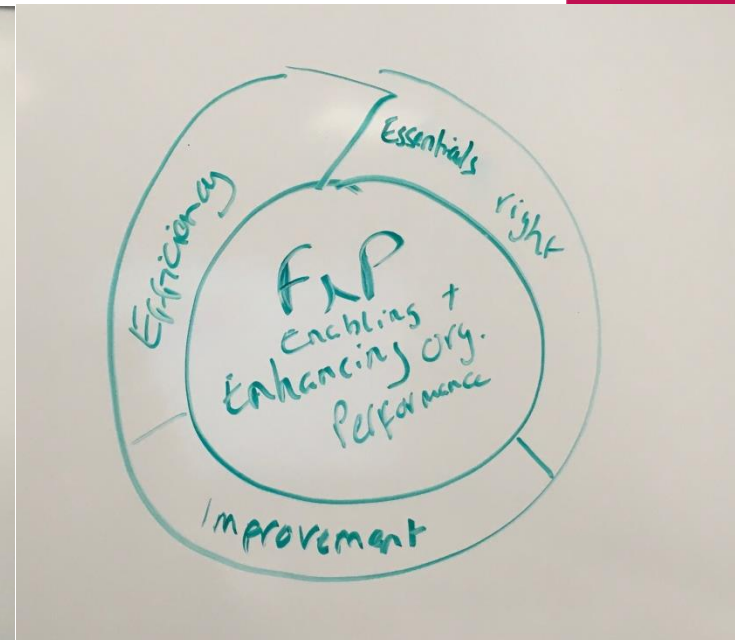
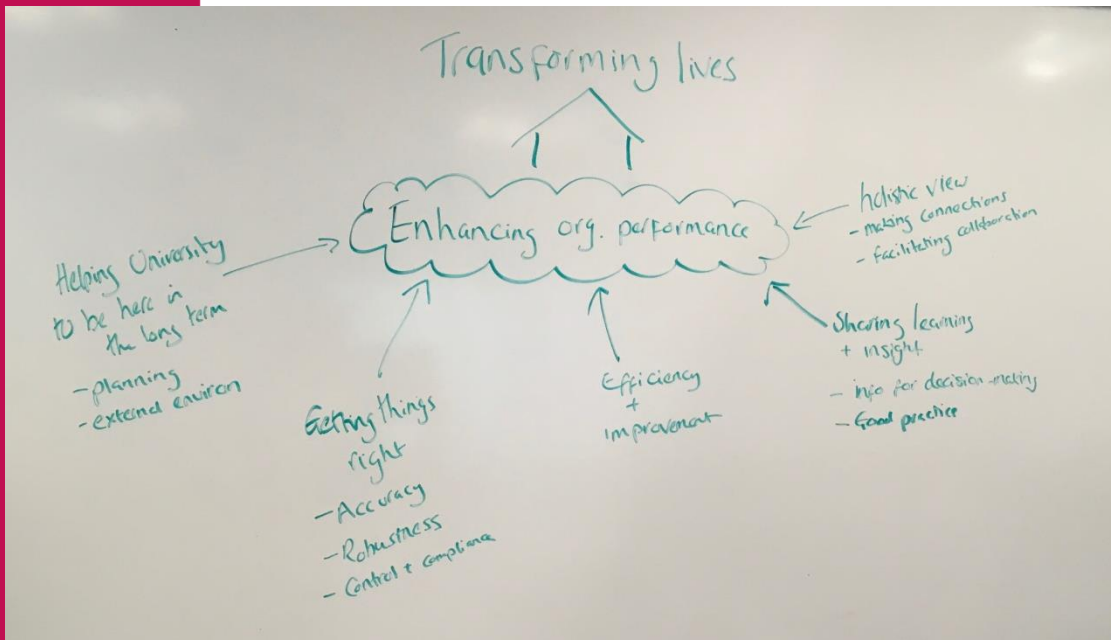
Mission and Vision

Linda Mason

What Happened?

How did all of this come about?

- Finance and Planning Leadership Forum (FPLF) Team Insight Day
 - FPLF decided to kick off the work on the directorate Mission



- The development.... phase 1

Finance and Planning

Our Mission and Vision
FPLF Team Development Day

FPLF Team Development Day
What Happened?

WE TRANSFORM LIVES

MISSION

We shape our students' futures, preparing them for whatever they choose to do, and create knowledge that provides practical solutions to real world challenges

FPLF Team Development Day
What Happened?
Transforming Lives

Enabling & Enhancing Organisational Performance

- Helping the University to be here in the long term
 - Planning
 - External Environment
- Getting things right
 - Accuracy
 - Robustness
 - Control + Compliance
- Efficiency and Improvement
- Sharing Learning and Insight
 - Info for decision making
 - Best Practice
- Holistic View
 - Making connections
 - Facilitating collaboration

FPLF Team Development Day
Where did we get to?

Finance and Planning - Enabling and Enhancing Organisational Performance

Efficiency, Improvement, Essentials right, Efficiency

- Finance and Planning Managers' Workshop
 - Test and validate the mission....

Table A

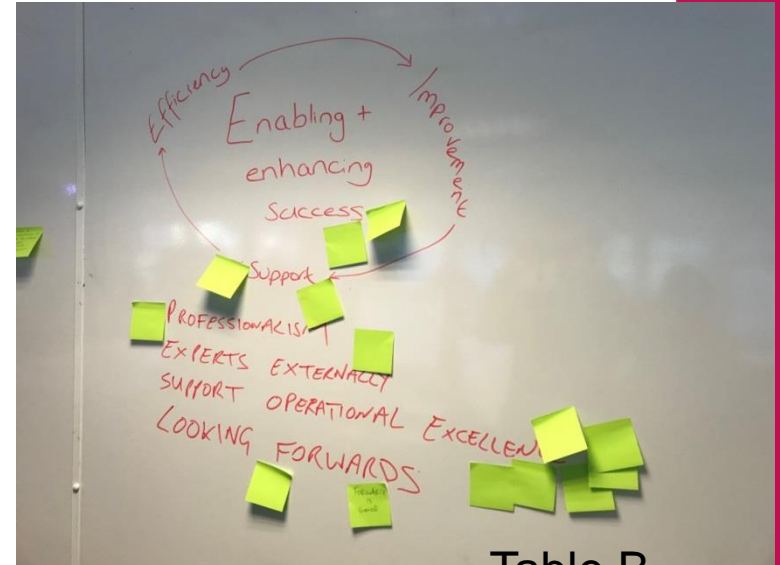
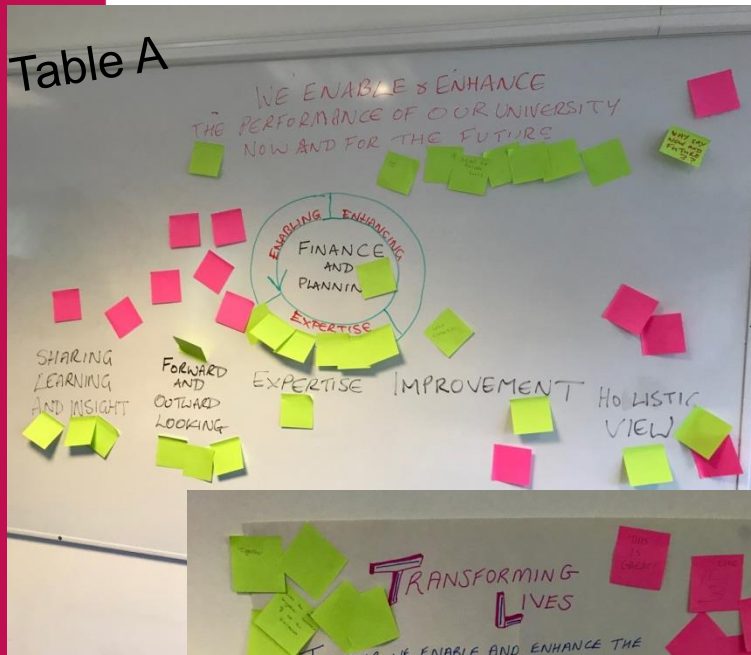


Table B

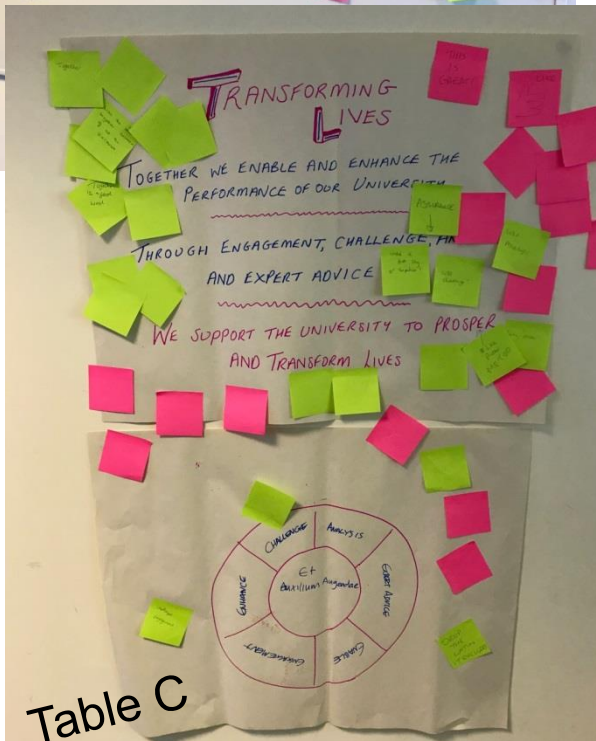
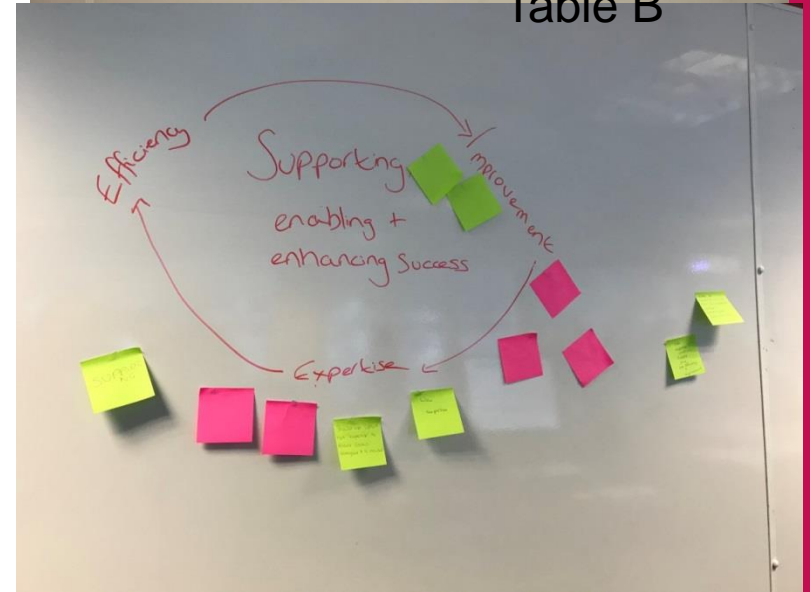


Table C



Our Mission is...

**Together, we
enable and enhance performance...**



**...supporting the University to
Transform Lives**

Our Direction is...

Our vision

We will be the world's leading applied university, achieving outstanding outcomes for our students and our city, and showing the world what a university genuinely focused on transforming lives can achieve.

The Finance and Planning directorate will adopt and feed into the University vision by:

- Being distinctive and responsive
- Delivering high quality service
- Leading the way in working collaboratively
- Being an exemplar of staff engagement

What's Next?

- FPLT to begin communicating the directorate mission and vision
- The mission and vision are to be incorporated into the 18/19 Finance and Planning Objectives along with our University Core Behaviours (values)
- Tools for embedding mission and vision to be sent out

Questions and Close