

LUU WEEKLY NEWS

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Welcome to LUU Weekly News.

Time to Talk Day- Sign up to join us



As we mentioned in [last week's Weekly News](#), Time to Talk Day is happening Thursday 6 February and we'd love to see you there - we're running various sessions in the staff room between 9.30am and 4pm including Tea and Toast, arts and crafts, breathing exercises, Q&A sessions about staff benefits and a freebie lunch.

Here's the [full schedule and sign up sheet](#) for the day. Please sign up if you'd like to join us at any of the sessions. Looking forward to seeing you there.

Farewell



This week, we sadly say farewell to **Matthew Bachmann** who is leaving the Academic Engagement Team. Thank you Matthew for all your valuable contributions to LUU.

Head down to Terrace at 5pm on Wednesday 29 January to say goodbye to Matthew and wish him the best in his new role 🎉

Alignment Project



The Senior Leadership and our partner at Atkinson HR have been continuing to meet to discuss the suggested structures for Teams. Following on from the Pay and Reward workshops and Focus groups that staff attended in November Atkinson HR, who are our partners in the project, have delivered a set of recommendations.

The project team is focusing on the proposed structures and costing work that needs to be finalised before the proposals go through the proper governance process. We are planning our staff communications in line with this process but if you have any questions in the meantime the [Alignment inbox](#) and drop in sessions are available.

Drop-in sessions

Monday 3rd Feb 16:30 (Noor un Nisa)

Tuesday 4 Feb 08:30 and 12:30 (Noor un Nisa)

Student Walkout

We have become aware that there is a Student walkout protest planned on Wednesday (29th) at 1pm. We believe that the protesters are planning to meet outside LUU in the Precinct. Please note that whilst we are aware of this activity it is not an authorised event. So the University who own the precinct space have not worked with the organisers on the health and safety and other aspects of the activity. To ensure the safety and wellbeing of our staff and building users we will have an increased staff presence in our foyer and on the front steps of the building.

We have [Protest response guidance](#) for LUU staff which we would recommend all LUU staff read and understand ahead of Wednesday.

If you have any questions or concerns then please speak to your manager or a member of the People Team.

Internal Services Survey



The [Internal Services Survey](#) for this period is now live, please take a few minutes to complete it before 31 January 2025.

If you have any questions or issues please contact Zack Hirst at

Z.Hirst@leeds.ac.uk

External Staircase Works



On Monday 3 February the University are starting work to replace the external fire exit that services the Refectory and the LUU Level 2 meeting room corridor. These works are expected to last for 7 weeks.

During the work meeting rooms 4, 5 & 6 will be unavailable. To help mitigate the impact of this we have created a temporary meeting room in the space behind the Help & Support (Advice) Level 2 office. This has been added to the room booking system, with 4, 5 & 6 made unavailable to book for the duration of the project. If you had a booking in one of these rooms someone should have been in contact to discuss alternative options. If you have any concerns about a booking that you had then please contact Steve Keeble.

Whilst the works are being carried out a temporary fire exit route has been established through the University House Conference Floor. This can be accessed via the double glass doors adjacent to the level 2 toilets. These doors will release automatically if the alarm is activated, and a green emergency release button has been installed by the door in case this fails to happen. A temporary fire exit sign will be installed before the building opens on the 3 February. Any staff who are using the meeting rooms during this period should familiarise themselves with this fire exit in case the primary escape route via the Refectory staircase is unavailable during an evacuation.

If you have any questions about any of the above, then please contact either [Steve Keeble](#) or [James Steadman](#).

Leeds Ball tickets- Launching next week



Keep your eyes peeled, as tickets for Leeds Ball will be launching on Wednesday 5 February at 10am.

Taking place on 07 June 2025 from 6pm-3am, prepare to enjoy an evening of fun and festivities

£29 (+£1.50 admin fee)

[Learn more here](#)

Payment plan information coming soon.

Tell us what Devices you have- Digital Services Equipment Audit

We need to know what asset tagged LUU devices you have, please fill out the Google Form linked below.

All members of staff who have LUU devices must complete this form as soon as possible. It should take no more than two minutes of your time.

<https://forms.gle/mNRf5ftZHgZcb7aY90>

Why: As part of the workspace migration, we will need to account for every laptop, tablet etc and if we don't know who has what, then we may miss your devices and they will not work after the migration. To prevent this, we want to make sure we have up-to-date records so we can make the transition as smooth as possible.

If you cannot find the asset tags on your devices or you believe that your device does not have one, please contact the Digital Services team (Devices and Infrastructure)

Please return any borrowed chargers, unused laptops or borrowed equipment to the Elevate Office (Digital Services)

Hero of the Week



This week's heroes are:

Benjamin Burnside, Ben Parry, Tom Whittaker, Emily Noble, Katie Fox, Matt Broadey, Ross Hickman, Nathan Town, Keith Chippendale, Dennis Duckett, Ian Hill, Tia Chippendale, Thivya Muthukumar, Kate Matthews, Liz Porritt, Graham Wootton, Ryan Massey, Cashlin Mullan, Joanne Walker, Leanne Denton, Erica Wood, Joshua Allan and Gemma Rudette

Remember all nominations are submitted into our Hero of the Month draw of each month. There will be 3 vouchers up for grabs, each worth £10.

[You can submit your nominations here.](#)

To find out why you were nominated, [click here](#).

University of Leeds- Excel Training for Staff



UNIVERSITY OF LEEDS

From January through to April, University of Leeds are running a range of free online courses on Excel. These courses include:

Data Lists- extract data using various criteria, sort information in a logical order, summarise the information by performing multiple calculations and format data that meet specific conditions.

February- [Tues 4](#), [Thurs 20](#).

Pivot tables- create and modify a Pivot Table in order to analyse your data in the most appropriate manner. You will also be able to change the automatic calculations and format the data using the automatic formatting features.

February- [Wed 26](#).

Formulas- build formulas using the built in functions and explore how you can use the formula auditing tools to help you identify errors in your formula.

February- [Mon 3](#), [Mon 17](#)

March- [Mon 3](#), [Mon 24](#)

April- [Mon 7](#), [Mon 28](#)

To find out more, click the links attached to the dates. **To book a place, please contact Katie Fox K.Fox1@leeds.ac.uk**

Reminders

- As part of Palentine's Day, the Staff Networks are running Secret Besties! This is open to all Staff Network members. [Click here to find out more and sign up](#)

Useful Links

[LUU Cultural Calendar](#) | [Equality and Inclusivity](#) | [Climate and Sustainability at LUU](#)