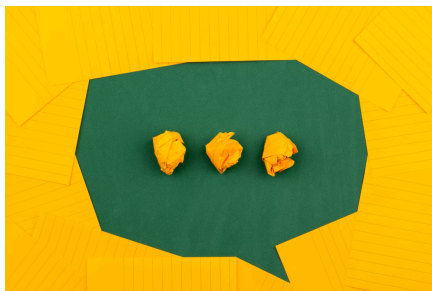


# LUU WEEKLY NEWS

[LUU Website](#)[Learning](#)[Intranet](#)[What's On](#)

Welcome to LUU Weekly News.

## Pulse Survey



Please complete our latest Pulse Survey. This is important for Managers to understand how their staff team are feeling and set actions to benefit the team in the future.

We have added a short section at the end of the Pulse survey, this is to collect data to feed into our alignment project and focuses on pay. The questions being asked here replicate the questions on pay in the NUS staff engagement survey which goes out to SU's across the UK. This will allow us to compare our current transparency on pay at LUU as we start the project.

The survey will close on **20th October**

[Click here to take the Survey](#)

## Alignment Update



Please have a read of our latest Alignment communication. This includes the following important information:

- What has happened so far
  - An updated timeline
- Details on feedback and engagement opportunities
- Details of how to feed in to the pay and reward feedback

[Have a read of the document here.](#)

## Hello and Farewell



This week we would like to give a warm welcome to **Claudia** who is joining the Co-op team as a **Retail Bakery Assistant** and **Arwen** who is joining the Cafes Team as a **Cafe Assistant**.

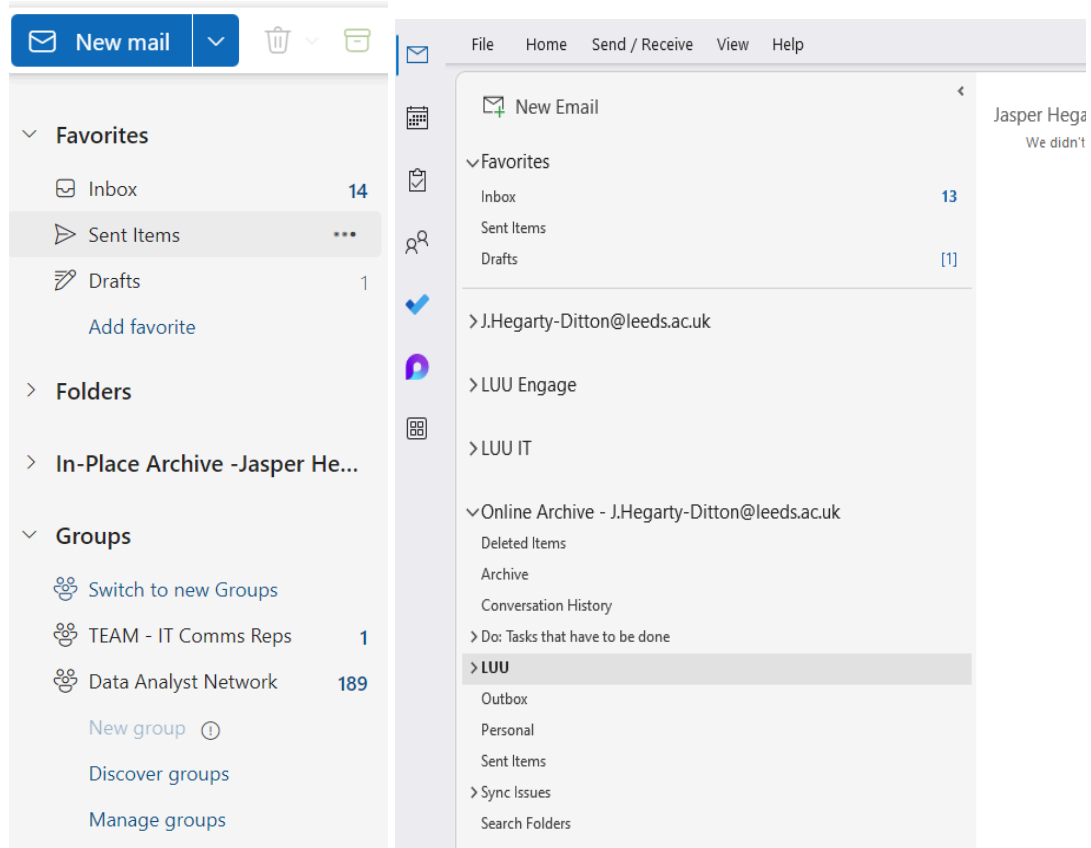
### **Wellbeing Officer Role 2024/25**

Freshta Amiry has unfortunately resigned from her role as our elected Wellbeing Officer. This was a hard decision taken by Freshta which we are saddened by, but understand that it is the right thing for Freshta to do. Freshta had integrated really well into LUU, participating fully in our training and induction and connected very positively with staff and the rest of the Student Exec.

We will not be seeking to elect another Officer; however, the Exec will monitor the workload of representing students and areas of shared priority around Wellbeing have already been identified and carried forwards by the Exec and staff.

The Exec Officers will be making a public announcement and farewell post shortly on the LUU website, and we would appreciate for this news to remain confidential to LUU staff until this announcement is made. If you have any questions, you can reach out through Matt Broadey at [M.Broadey@leeds.ac.uk](mailto:M.Broadey@leeds.ac.uk)

### Your emails are not missing...they've been archived



Microsoft now provides an archive mailbox for emails over 14 months old. This helps to improve the performance of Outlook and frees up space in your main mailbox.

This will be available to everyone at the University as of October 2024, with the exception of shared mailboxes. Shared mailboxes do not have licences and so will not be able to have the archiving feature enabled. All emails older than 14 months will be moved in the archive mailbox, but you can still access it through the Outlook desktop or Outlook web app, and you

can search for both current and archived emails at the same time. No emails will be deleted.

### **Changes within the Marketing, Communications and Insight Teams**

As you may know, our Director of Comms, Rori, is expecting her first baby and will be starting maternity leave soon. Her last day with us will be Thursday 31st October.

Jessica Garnham has been appointed to cover Rori's role while she's away. Jessica is an established Marketing and Communications professional who runs her own consultancy business and is also working part time as a lecturer in Marketing and Communications at Sheffield Hallam University. Previously she worked in the commercial sector at Liverpool One and Harvey Nichols.

Jessica will be starting at LUU on 7<sup>th</sup> October so that she and Rori can begin the handover process.

In the meantime, leadership of the Insight Team is now with Jasper, and this will be the case until Rori returns.

### **Thanks to staff who worked during Welcome**



We would like to extend a huge thank you to all staff who went above and beyond to make the Welcome Programme for our students a resounding success. Your hard work, dedication, and commitment to creating a welcoming and inclusive environment ensured that students felt supported from day one.

A shoutout goes to those who volunteered their time to assist our student-facing colleagues. It's this spirit of collaboration and community that makes our people exceptional. Thank you once again for all that you do

### **New Starter Meeting**

On Thursday 3 October at 11am in Room 5 there will be a new starter meeting.

This meeting is for all staff in LUU to come along, meet fellow LUU staff and meet our Chief Executive Officer, Aidan Grills, and our Director of Employee Experience, Amrit Gata-Aura. You will find out about our LUU Strategy, as well as the support that is available to staff, ways you can get involved, and ask any questions you might have.

These are open to anyone to attend. If you have not attended one of these meetings before, please get in touch with Katie Fox ([K.Fox1@leeds.ac.uk](mailto:K.Fox1@leeds.ac.uk)) who can send you an invite.

### **Are you a Student Staff member? Tell us how your welcome went**

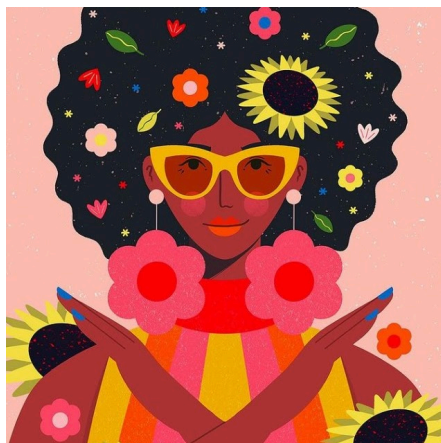


LUU's Insight Team are currently running a survey in collaboration with the University to understand students' opinions and experiences of Welcome 2024.

For a chance to win one of 1 x £150, 3 x £100, or 6 x £50 vouchers, complete the survey by midnight on 13<sup>th</sup> October.

[The survey](#) should take no longer than 10 minutes and we'll use your feedback to work towards continuously improving LUU.

### **LUU Craft Lunch with REACH**



On **Wednesday 2 October**, there will be a joint Staff Craft Lunch in collaboration with the Race Ethnicity and Cultural Heritage Staff Network from **12:30-13:30 in Room 4**. This is a chance to bring along a project, a hobby, something you're wanting to give a go, and spend some time cracking on with that whilst nattering to fellow art and crafters.

The REACH co-leads will also be chatting about their plans for the network and Black History Month.

For any questions, please contact [Chanelle Dixons](#), [Nicole Cal-Akpuogwu](#) (REACH) or [Anna Winter](#) (Craft Lunch).

### Love to Learn- Course Completion

#### Managing Staff



Over the next week, if you have completed all or sections of the course "Managing Staff in LUU"- you may receive an email confirming your completion of different courses. This is because we are breaking the "Managing Staff in LUU" course out into smaller courses, and we are updating the completions on them so they mirror the original one.

The "Managing Staff in LUU" is now unavailable, but you can find the breakout courses in the course section "We are... Leaders" on the Dashboard page.

If you have any questions, please contact Katie Fox ([K.Fox1@leeds.ac.uk](mailto:K.Fox1@leeds.ac.uk))

### Hero of the Week



This week's heroes are:

**Kea Daley, Sarah Daley, Courtney Daley, Ian Sawyer, Nathan Town, Ryan Massey, Graham Wootton, Elliott Groves, Building Maintenance Team, Cleaning Team, Eva Lafontan, Ross Hickman, Nicole Cal-Akpuogwu, Channele Dixons, Tom Gibson, The Fruity Wellbeing Team, The Help and Support team (with a particular shout out to our new frontline starters), Anna Winter, Tom Boden, Academic Engagement Team, Exec Officers, Matt Broady, Meg Darroch, Letitia Jones, Jasper Haggarty-Ditton and Zane Alley**

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](#).

### Love to Learn – Spotify Courses



Did you know that Spotify has a wide range of courses? Spotify has created a library of video-based courses in four different categories: make music, get

creative, learn business, and healthy living. Having partnered with educational tech companies including BBC Maestro, PLAYvirtuoso, Skillshare, and Thinkific- they are exploring the options and possibilities for listeners to expand their knowledge.

Whilst some courses will remain free, there are some that are free for a limited time only. Interested? [Click here to explore.](#)

### Reminders

- We are trialling a new wireless display system in the Martin Luther King meeting room. Check out [this weekly news](#) for more information
- When the fire alarm sounds in LUU please make sure that you stand outside the Clothworkers South Steps. Please stand as a staff group so we can easily communicate with all staff. Staff should not be stood in other areas of the precinct unless they are being a Fire Warden role.

### Useful Links

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