1. **Director’s report**

1.1 **VCEG discussions**: The group received copies of the VCEG agendas from 9 September to 23 September 2014, and were updated on the following issues:

a) Provisional financial results for 2013/14;

b) USS consultation on pensions;

c) University Strategic Plan – planning, performance and delivery.

1.2 **Strategy development**:

a) The University estate masterplan is being updated, and will align with the new University and FD strategies;

b) The FD strategy needs to be finalised before the Integrated Planning Exercise in January. The draft sections will be brought together into a single document for review by FDSMT. Each section should be action orientated and forward looking, and should align with the objectives in the University strategy.

1.3 **FD Senior Management Team**: Andrew Parkinson will join the FDSMT as Head of Facilities Management Integration from 1 October, initially on a two-year secondment, and will be based in the Estates Building. Andrew will lead on two important projects for the FD:

- Service co-ordination;
- FD/School/Faculty integration.

2. **Estates report**

a) A phased launch of the Esight energy reporting software will begin on 29 September;

b) Surveys are being carried out across the University’s duct system to establish the extent of asbestos materials and contamination (following asbestos debris being found during a recent sampling survey), and a strategy for asbestos removal and management will be developed when the results of the surveys are known. It is anticipated that the associated costs will be significant;

c) The 71% score for “Actual condition non-residential space % graded A or B” on the Estates scorecard is significantly behind the target of 83%. The forthcoming major refurbishments of Worsley and Engineering will improve the actual score as both buildings are currently classed as ‘C’.

3. **Residential Services report**

a) A total of 8238 rooms have been allocated to students this intake, which is higher than ever before (and an increase of 551 rooms compared to last year);

b) Alan Cain, Head of Security, has tendered his resignation and will work a period of notice to 5 December 2014;

c) Richard Clark has joined LUU and Residential Services as a full-time Halls Development Co-ordinator. He will improve support to each Halls’ exec team, and will provide better social event programming at residences;

d) Central Village Phases 1 and 2 were acquired by the University on 1 September. Soft FM services will be managed by Downing and their supply chain for the period September 2014 to July 2015, following which the services will be managed by the University.
4. **Commercial Services report**
   a) The Catering Strategic Plan has now been drafted and will be circulated to FD colleagues for feedback;
   b) A ‘strategic initiatives’ plan has been created to pull together the proposals agreed at the Commercial Services awayday;
   c) Over 2000 conference delegates will be on campus during September, including the Universities UK conference, the Royal College for the Society of Language Therapists, and Communication Matters;
   d) The Vice-Chancellor and the Chair of British Rowing officially opened the new Boat House facility at a ceremony on 17 September.

5. **HR, Training and Development/Equality and Diversity/Well Being report**
   a) A Property Manager, and a Senior Projects Manager have been appointed in Estates;
   b) Work is ongoing to explore potential training record and online induction systems.

6. **Estates Planning and Information report**
   a) Decant space for Estates and parts of the wider FD are being explored;
   b) The LTH NHS Trust leases review has now been agreed in principle for space in Worsley and CSB, but the valuations need to be agreed.

7. **Finance report**
   a) Lynne Cubbon began a new role as FD Business Development Manager on 1 September, and Dionne Walker will take up her role as Estates Management Accountant from 1 December;
   b) The FD Q1 submission is due in October;
   c) The FD IT landscape exercise is nearing completion, and a feedback report will be issued in October;
   d) All FD IT staff have been relocated to the ground floor of the Estates Building.

8. **FD financial performance report**
   The year end financial position was an outturn deficit of £148k compared to Q3 forecast, and a £1.118k improvement on the original planned deficit of £1,266k.

9. **FD training plan**
   Jane Beasley and Kim Whittaker will meet with relevant FD Heads of Service and their managers to assess the FD training requirements for 2014/15.