1. **DIRECTOR’S REPORT**

1.1 **VCEG discussions:** The group received copies of the VCEG agendas from 25 March to 13 May 2014, for information. The following issues were discussed:

   a) Implications of USS rule change – the employer’s contribution in the 5-year forecast budget has increased from 15 to 18%;

   b) Capital Group – membership in 2014/15 will include the Deputy Vice-Chancellor, the PVC for Student Education, and the PVC for Research and Innovation;

   c) Staff social media guidelines – a copy of the paper will be circulated to FDSMT for information;

   d) Senior appointments – Job descriptions are being agreed for the PVC for External Engagement and the HR Director.

1.2 **University’s Strategic plan 2014-2020:** Dennis Hopper asked for comments on the draft University Strategy document which is going to Council next week.

1.3 **Estate Strategy and Masterplan:** The new Estate Strategy will align with the University Strategy. Plans for the development of the Masterplan and Estate Strategy (programme, engagement, website/survey etc) will be taken to Leadership Forum. ADP will engage with the wider University, including attending Faculty Management Group meetings for feedback on the masterplan. The target for completion of the Estate and Facilities Strategy is September 2014, for publication in November 2014.

1.4 **FD integration:** There is a need to understand the business development portfolio which operates across the FD.

1.5 **FD Management Group agenda:** Suggested items include Director of FM update; Residential Strategy; Estate Strategy and Masterplan; Tour de France; and Health and Safety – Overview of 18001.

2. **FD IT UPDATE**

FDSTM noted that in future there will be a single IT team for the FD, integrating the Estates team and Kevin Porteous. The FD IT team will occupy space on the ground floor in the Estates Building, and guidelines on how the service will operate will be issued in due course.

3. **FD QUARTERLY TRAINING REPORT**

The group noted that a significant amount of planned training in the current budget has not yet been booked. A timeline with milestones will be produced for developing the FD Training Plan 2014/15, as earlier interventions may help to minimise delays with executing the plan. Team training requirements can be identified earlier than August when the individual training needs arising from the SRDS process are considered.

4. **UPDATES FROM THE SENIOR TEAM**

4.1 **Residential Services**

   a) A copy of the results of the Residential Services Accommodation Survey will be circulated to FDSMT for information;

   b) The terms and conditions for sub-wardens are currently under review and will be
finalised in time for the next intake;
c) Circa £165k energy saving improvements are planned for 4 Victorian properties owned and managed by Residential Services, 75% of which will be funded from Leeds City Council’s Green Deal community funding.

4.2 Planning and Information
a) The Capital Programme will be updated to include outcomes of the IPE process. The revised programme will be included in the new Estate and Facilities Strategy;
b) EMR peer results are now available.

4.3 Sustainability
a) A communication will be sent across the FD asking for support with campus opportunities for the Discovery Theme team;
b) The Environmental Management System review has begun and consultants to support the accreditation process have been appointed;
c) The electrical charging point work is underway, and all works, payment and paperwork will be completed by the end of June.

4.4 HR, Training and Development/Equality and Diversity/Well Being
A summary of the results of the FD Staff Survey are being printed for circulation to all FD staff.

4.5 Estate Services
a) The power infrastructure business case needs to be finalised for submission to University Council in July;
b) The new settlement proposal at Headley is proceeding well, and will be further discussed at a meeting with Leeds City Council Chief Planning Office;
c) The Estates Values were launched early in April and positive feedback has been received from staff. A focus group has been established to follow up this work and to take forward new initiatives.

4.6 Commercial Services
a) Meetings are being organised with Leeds Teaching Hospital NHS Trust to discuss shared services;
b) Preparations are being finalised for hosting the Grand Depart on campus, alongside the Sky Ride on 15 June;
c) Teaching Technology Support/Facilities has changed its name to Facilities Support Services in order to unify the team and better define the contribution it makes. The team provides a wide range of support to University buildings, central teaching space, and University events and conferences.

4.7 Finance
a) The tender is under review for external support to map the FD IT position and help to identify areas of future integration and/or consolidation with a particular focus on CAFM;
b) The service and maintenance of Commercial Services vehicles by Leeds City Council is being piloted, to be rolled out to all FD vehicles by September 2014.