1. **Director’s report**
   
   **University Executive Group discussions:** The group received copies of the UEG agendas from 21 May to 9 July, and were updated on the following issues:
   
   a) The University’s Strategic Plan commits to increasing international reach and influence. A report has been produced which outlines the University’s position internationally and includes recommendations for the future organisation and development of international strategies.
   
   b) UEG are supportive in principle of establishing a Leeds Institute for Teaching Excellence and Innovation, which will provide a space for work beyond “business as usual” and will focus on future planning.
   
   c) Student Operations, Alumni, and Catering teams are taking immediate steps to enhance the experience of graduation days for both graduates and their families and friends, and some further measures are being developed for December and subsequent ceremonies.
   
   d) UEG endorsed a proposal for the creation of the Priestley International Centre for Climate which will bring together disparate groups and enhance external marketing opportunities for work already underway at Leeds.
   
   e) The possible future development of the University Farms at Headley is being reviewed, taking into account the pros and cons including the reputational risk; the research and sustainability opportunities; the financial burdens and opportunities; and the ongoing commitment to research and research groups using the facilities. The University must retain a clear view of its priorities and objectives during any negotiations.

2. **Commercial Services report**
   
   a) The CS Senior Management Team awayday was held at the University of Liverpool. The main focus of discussion was around performance gaps and their causes, and various initiatives to improve performance in 2015/16 were identified. KPIs for 2015-16 have been agreed.
   
   b) Work has begun on the FD Communications audit. A consultant will meet with key contacts across the FD, in order to fully understand the needs of customers and key stakeholders and make recommendations for improving communication to them.
   
   c) The first phase of a comprehensive communications plan to support the roll out of the forthcoming revised car parking policy is being finalised. A new car parking website is due to go live in mid-July. A paper on the revised proposals will go to UEG on 23 July.
   
   d) The refurbishment of c. 28 Central Teaching Space rooms is taking place over the summer.
   
   e) A design team has been appointed for the pavilion and cycle track project at Bodington. The plan is to complete Stage 3 designs by the end of July, with a view to taking a prima facie case to Capital Group in September.

3. **Residential Services report**
   
   Curtis Associates are developing the student accommodation survey, and preparing satisfaction surveys for cleaning and security. Further qualitative research is being undertaken on students’ perceptions regarding the introduction of the Residential Life Programme in University accommodation, the results of which will be circulated to FDSMT for information. Richard Clarke is working with LUU and the Hall Execs to develop a schedule of activity for the new programme which is planned to be introduced in September 2016.

4. **HR, Training and Development/Equality and Diversity/Well Being report**
   
   a) The University is taking part in a 4-year programme to gather benchmarking information on the efficiency and effectiveness of administration and support services. The data collected will provide an insight into how activities/services are resourced, in order to identify where investments could be made to improve the services that support the University’s teaching and learning activities. The study is being led by Cabane Consulting through their UniForum
programme, and the survey is expected to be launched in mid-July with a submission deadline of 28 August.

b) Work has begun on the bi-annual FD staff survey which will run in autumn 2015. The group agreed that a core set of questions should be included in all surveys to enable year on year comparisons.

c) A drama-based training organisation have been engaged to undertake 2 x 3-hour pilot training sessions on 14 July for FD staff, to raise awareness around equality and inclusion issues.

5. Estate Services report

a) The FD move to the new accommodation on the purple zone site is progressing, although the programme has slipped and handover is now forecast for November 2015. Prefabrication of the cabins is currently on hold pending sign-off of the floor plans by the stakeholders.

b) The Head of Commercial Services is now leading the work on obtaining approval for the new car parking permit allocation system. It is anticipated that the new system will be introduced in January 2016.

c) A series of workshops will take place in July and August to confirm current and future processes and to finalise the tender specification for the CAFM system. This work will be led by external consultants Thomsons and all relevant staff will be invited to attend, including facilities staff based in the faculties.

6. Finance and Procurement report

a) Mike Ferraby is working with Josie Ormston and Mike Kennerley to review and co-ordinate the data returns for the Cuban benchmarking project.

b) The draft residential accommodation strategy was approved by Capital Group in principle, but further work is needed to develop a financial plan analysis.

7. Sustainability report

a) The University has passed the stage 1 audit of ISO14001 procedures, standards, and guidance. Preparation for the stage 2 audit is now underway.


c) A location has been identified on campus (at the rear of Gryphon) for the urban scale anaerobic digester plant which will utilise food waste generated at the refectory to produce energy. Academics from Engineering and Chemistry are supporting the project, with designs being ‘future proofed’ to increase opportunities for research.

8. FM Integration report

d) Work has begun to map stakeholders and their needs for each part of the FD. This consultation will examine stakeholder expectations from each service, how they access FD services, and what the key touch points are. The work will shape future communications with stakeholders.

e) The gaps and the immediate needs identified in relation to newsletters, the FD website, FD ‘brand’ consistency, the absence of social media and the lack of ‘joined up’ communications are being addressed. A new regular ‘Masterplan’/Capital Developments Newsletter is being developed.

f) Issues are being addressed which relate to clarity over roles and responsibilities and where lines of communication start and finish for customer project communications.