1. **Director's report**

1.1 **VCEG discussions**: The group received copies of the VCEG agendas from 21 January to 11 March 2014, for information. The following issues were discussed:

- Pay dispute by the trade unions, including a potential marking boycott on 28 April;
- University Enterprise Zone (UEZ) – A draft proposal for Leeds (led by the University of Leeds, in partnership with Leeds Metropolitan University) was submitted on 3 March to the Leeds City Region’s Local Enterprise Partnership;
- Office of Fair Trading has found that the terms that allow universities to withhold graduation or progression for non-payment of ancillary services (including accommodation) is potentially unfair. The University’s Legal Advisor is assessing the consequences of the OFT’s findings;
- South West Jiaotong University – a new collaborative provision proposed by the Faculty of Engineering as part of its internationalisation strategy. Initially for dual award UG degrees, but to expand to include PG teaching and research.

1.2 **The University's strategy plan**: The VC has produced a first draft of a strategy document which is intended to prompt further discussion with strategic leads and FMG, and engagement and consultation with the wider University. The FD has a large role in delivering the student experience to support the strategy, and are currently developing the following strategies are also currently being developed to underpin the University Strategy: Estates (and Campus Masterplan), Residences, Sports, and Sustainability.

2. **Sustainability**

   a) The University has been shortlisted for two 2degrees sustainability awards:
      - Internal engagement category (for the strategy development process);
      - Building/project category (for the sustainable garden);
   b) Green Impact audits will be completed by the end of March;
   c) All areas of the FD will be contacted to identify areas of work which might benefit from student involvement as part of the Discovery Theme modules;
   d) A structured approach to the living lab concept is being developed. An initial workshop took place to investigate the possibility of a city-wide living lab, which in the short term is likely to focus on housing projects.
   e) Louise Ellis and Ian Robertson are meeting with BSI Group to discuss Entropy as a potential software solution for monitoring risk, performance and sustainability activities, and will proceed with the procurement of the Entropy software if it meets their requirements.

3. **HR, Training and Development/Equality and Diversity/Well Being**

   a) Josie Ormston and Mike Ferraby are meeting with Barry Hynes in ISS about potential training record software solutions.
   b) The FD Training and Development Policy now includes additional information relating to professional and personal development courses (not essential to the job role). The action for FD HR to produce a single learning agreement for training for FD staff is ongoing.
4. **Finance**
   a) Discussions are ongoing with payment providers and central finance about holding students’ payment card information for a maximum of 6 months, and the impact on residential deposits/payments;
   b) A new Strategic Outline Case (SOC) proforma has been developed as part of the revised investment appraisal process. All funded and unfunded schemes below £1m in the current approved Capital Programme for 2013-18 will each require a SOC to be completed and submitted by 3 April 2014. MF will circulate guidance and a list of all relevant schemes to FDSMT, and has agreed to draft the initial cases for comments/feedback. Schemes in the Capital Programme beyond 2013-18 (all unfunded) which may need to be brought forward into the 5-year planning period will also require a SOC.

5. **Planning and Information**
The shortage of decant space continues to be a major problem; several large schemes are forthcoming – Earth and Environment, ITS, Engineering BLM and refurbishments.

6. **Residential Services**
   a) Jo Hynes is on maternity leave and expects to return to work mid-September;
   b) i-Clean Consultancy are undertaking a survey to benchmark cleaning standards and levels of efficiency in residential and campus Cleaning Services.

7. **Estate Services**
   a) A Prohibition Notice has been issued to Millers, the main contractor for the Geography scheme, due to repeated breaches of health and safety standards;
   b) Esight energy reporting software will be available from 10 March 2014. Staff training sessions have been organised in March. A launch date, publicity drive, and interactive website user guide need to be developed;
   c) Work is to be progressed to develop plans for a new Headley settlement which need to be submitted by July.

8. **Commercial Services**
   a) Internal and external strategy roadshows are underway with key stakeholders to present the new Sports and Physical Activity strategy;
   b) Richard Handscombe is retiring at the end of March from his post as Head of Sales and Marketing in Commercial Services. Responsibility for the overall conference and events sales activity will move to Bev Kenney, integrating with the event management and conference services in her current portfolio;
   c) A Sport England lottery bid is being submitted to support a participation project related to the new SPA strategy which could leverage c. £300-500k to support outdoor and endurance sport at Leeds;
   d) Information about the Tour de France and how to get involved (events, news, competitions, and the free public lecture series) is available on the ‘TDF’ tab on the SPA homepage: [http://sport.leeds.ac.uk](http://sport.leeds.ac.uk)

9. **Financial management accounts**
The group received a summary paper on the financial performance across the FD to the end of February 2014. The adverse variance of £371k against the Q2 forecast is mainly due to timing, and relates to capital expenditure on feasibility costs for major schemes and long-term maintenance in Residential Services. Q3 submission is due at the end of April.