1. **Director’s Report**

   Integrated Planning Exercise for Services 2012/13: The IPE submission deadline is 12.00 noon on Friday 5 January, with financial plans to be uploaded to SAP by Wednesday 3 January. FD financial plans are being developed based on flat cash scenarios across the services (the same allocation for each service as last year but without a 2% inflation allocation). Essential adjustments to non-staff costs in Cleaning will be included.

2. **Commercial Services Report**

   a) A Commercial Services SRDS booklet, aligned to the services’ values and leadership statements, will be issued to CS staff in January as part of a wider launch of the values;

   b) The annual Spotlight awards event is being held on Friday 7 December. The event celebrates staff who have been nominated by peers or managers for undertaking excellence in their work within categories that reflect Commercial Services core values and key behaviours;

   c) The ‘Bee Programme’ (customer services training) has been reviewed and relaunched as ‘IMPACT’, using the same format but tailored specifically for SPA business. Stewart Ross will circulate further information to FDSMT.

3. **Estate Services Report**

   a) The Envacs Asbestos Management database support is being withdrawn by the supplier at the end of the year. An alternative management system is being sourced as a matter of urgency;

   b) Action plans are being formulated following a series of meetings and workshops carried out with Estates staff and the HR Lounge, to address a number of issues raised in the FD Staff Survey;

   c) The ring road tunnel works are scheduled to begin in April 2013 and are likely to take a year to complete. The works will impact on traffic movement to and from the University, and DH asked that confirmed information relating to this is shared across the University as soon as it is confirmed;

   d) Minor changes have taken place in the M&O management structure, with the formation of a single area maintenance team led by Ed Batty.

4. **Campus Support Services Report**

   a) Print & Copy Bureau is planning to introduce a range of multi-functional device machines with improved technology and potentially lower running costs;

   b) In line with FD plans, a draft report has been produced following the exploratory phase of the Customer Services Hub project. Next steps will be for FDSMT to have a detailed discussion and provide a steer on progressing the project further. This will be post IPE so that the project is fully informed by the outcome of FD and relevant university strategic planning, and considered alongside other FD priorities that require additional investment;

   c) An editorial board has been set up for FD Matters, chaired by Majid Khan. The next edition is due to be published in early December.
5. **Residential Services Report**  
a) Work to promote Residential Services values and behaviours is almost complete and will be the subject of a presentation to FDSMT and the wider management group in due course;  
b) Feedback has been given re: the proposal regarding revisions to the academic year from 2016/17 onwards, and the potentially significant loss of accommodation revenue;  
c) Residential Services would like to introduce a quarterly newsletter as a supplement to FD Matters, which will focus on their local activities and work initiatives. It was suggested that this might be viewed as being in competition with FD Matters, and DH asked to see a mock-up prior to making a decision.

6. **Planning and Information Report**  
a) Council are unable to make a decision on the Capital Programme funding allocation until work has been completed on the University's balance sheet risk and cash flow. In the intervening period, prima facie cases for selected projects will be progressed, to minimise unnecessary delays in the capital planning process, pending Council’s decision in January;  
b) The Estate Strategy will be reviewed following the University's Strategy update;  
c) Google Earth bookmarks are available for University buildings, and an instruction booklet (including where the bookmarks are held, and how to access and use them) will be circulated by e-mail across the FD.

7. **Finance Report**  
a) The key focus of work is currently IPE financial planning. Initial meetings have taken place with FD Heads of Service, and FD Management Accountants are working on bottom-up plans;  
b) The Q1 forecast is £0.4m worse than plan but will be brought back in line by the end of the year. Forecast gas prices and the climate change levy are putting pressure on energy costs, and options to mitigate the risk are being explored.

8. **HR, Training and Development/Equality and Diversity/Well Being Report**  
a) Individual meetings with FD Heads of Service are taking place with FD HR and Marcus Hill, SDDU, re: the People Development Framework;  
b) JO and Granville Cheetham attended a further presentation from ISS on the Personal Development module of SAP (a potential solution for FD training records). Next steps are to arrange for a user-friendly version of the presentation to be considered at an informal FDSMT meeting.

9. **Sustainability Report**  
As part of the ‘It All Adds Up’ campaign, staff and students will be asked to pledge support for carbon reduction during a 2-week awareness raising period in November/December. A year long programme of activity will follow. FDSMT will be invited to take part in the pledging process.

10. **Secondment to One IT**  
Madeleine Aziz-Brook has accepted a secondment to the One IT senior management team for an initial period of 1 year with an option to extend for a further year. Madeleine will take up the secondment on a half-time basis from 14 January 2013 and then full time from Monday 4 February. Temporary arrangements will be put in place to manage Madeleine’s portfolio of services and will be communicated in due course.