1. **FD STRATEGIC MANAGEMENT PLAN**
The re-drafted FD Strategic Management Plan was circulated for information. The final version will be included as an insert in the next issue of FD Matters.

2. **DIRECTOR’S REPORT**
   2.1 **VCEG discussions**: The group received information/updates on the following issues raised at recent Vice-Chancellor’s Executive Group meetings:
      a) Art on Campus Project – initiated by Stella Butler and co-ordinated by Debbie Gibbs. The project will include developing an art and architecture trail map;
      b) Creating headroom for development – the paper will be discussed in detail at the informal FDSMT meeting on 3 July;
      c) Olympic camp risk register.
   2.2 **Digital Strategy**: Dennis Hopper is a member of the Digital Strategy Steering Group which is tasked with ensuring that the University’s use of key digital channels for communication, teaching and research supports the University’s strategy. Madeleine Aziz-Brook is a member of the Digital Operations Programme Group which will manage the current portfolio of web, mobile and wider digital investment activity focussed on short to medium term delivery.

3. **COMMERCIAL SERVICES REPORT**
   a) Staff across the FD are involved in arrangements for the Chinese Training Camp in July, including Sports, Security, Accommodation, and Catering. Significant PR activity is ongoing and there is interest from media across the UK and China;
   b) The first round of Spotlight awards went very well, and the second round is now open for nominations. An event is being planned to celebrate all winners in December;
   c) A Commercial Services leadership awayday is taking place on 19 June, and will focus on customer service improvements through leadership;
   d) Six student internships are being recruited as part of the University’s Student Experience Project.

4. **ESTATE SERVICES REPORT**
   a) A steering group to oversee the Generating Station Complex (GSC) contract renewal is being established;
   b) The University’s Environmental Awards 2012 were held on 14 June to recognise the exceptional work undertaken by staff, students and volunteers across campus. The Facilities Directorate were well represented, with Cleaning, SPA, Catering, HR & People Development, Estates Building and Central Boiler House offices, all receiving Green Impact Awards;
   c) Hydrop have provided recommendations/actions (arising from the Legionella audit report) regarding the roles and responsibilities of schools and faculties. Discussions are ongoing between M&O and Safety Services;
   d) The planning submission for Bodington Hall was approved by Leeds City Council’s planning committee on 14 June.
5. **CAMPUS SUPPORT SERVICES REPORT**
   a) The management of the Mailroom has transferred from Liz Brittain, Service Manager TTS, to Peter Rous, Service Manager PCB. Harminder Kalyan will continue as Mailroom Supervisor, dealing with all operational queries;
   b) UoL Security Services will provide security to members of the eight Chinese Olympic teams during their stay at Storm Jameson/The Edge between 7 July and 3 August. The Security Officers involved will receive additional training in defensive tactics systems;
   c) The formal opening of the new Police Station on 153 Woodhouse Lane will take place on 9 August;
   d) Campus Support Services will go through the Quinquennial Development Exercise (QDE) on 28 June and 5 July and the preparation of key documents and staff communication are in progress;
   e) The second edition of the FD newsletter ‘FD Matters’ is in progress and will be printed in A3 format. The size of future editions will be reviewed.

6. **RESIDENTIAL SERVICES REPORT**
   a) The draft report on research into perceptions and motivators of students in halls of residence (commissioned jointly by LUU and Residential Services) will be circulated to FDSMT for comment/feedback;
   b) The Heads of Terms for Leodis have been agreed with Mansion Group. A detailed agreement is being firmed up to surrender the present lease and enter a new one by 12 September;
   c) The University’s Curriculum Enhancement Project Board has agreed that a written consultation regarding a revised model for the academic year will go out over the summer.

7. **PLANNING AND INFORMATION REPORT**
   A revised Capital Programme is being prepared for the Capital Group meeting with the Deans on 4 July. The final version will be considered for approval at Capital Group in September, then to Council in either September or November.

8. **FINANCE REPORT**
   The group received an overview of the University’s financial procedures for subsistence expenses, following HMRC changes to the rules (see Appendix 1).

9. **HR/TRAINING AND DEVELOPMENT/EQUALITY AND DIVERSITY/WELLBEING**
   a) SRDS meetings need to be completed and logged on SAP by the end of July 2012, in order to achieve the 100% completion target;
   b) Staff, with approval from their manager, must plan to take all their annual leave entitlement no later than 30 September 2012. A maximum of one week (5 days or 35 hours if leave is calculated in hours) can be carried forward with agreement by the Head of Service, and must be used by 31 December 2012.
   c) Josie Ormston will check that relevant FD managers are clear on the University’s policy relating to overtime calculations, as Payroll process FD overtime sheets but do not check them.
Appendix 1

**BASIC PRINCIPLES OF WHAT IS ALLOWABLE**

**RAIL TRAVEL** – should be standard class and take advantage of cheap day or reduced fares wherever possible.

**AIR TRAVEL** - should be economy class and take advantage of cheap day or reduced fares wherever possible.

**SUBSISTENCE CLAIMS** – Must be supported by receipts.
- 5-10 hours – up to £20 maximum per day
- Over 10 hours - up to £25 maximum per day
- Overnight 24 hour stay – up to £30 maximum per day

Only in exceptional circumstances are claims without receipts allowed. The amount actually spent (excluding accommodation) must be included on the claim form. N.B this is not a round sum allowance

- Breakfast rate - up to £5 maximum.
- Late evening meal rate - up to £15 maximum.
- One meal (5 hour) rate - up to £5 maximum.
- Two meal (10 hour) rate - up to £10 maximum.

Only three meal rates per 24 hour period may be claimed.

**ACCOMMODATION CLAIMS** - Must be supported by receipts.
- London – up to £130 maximum per night incl breakfast and VAT
- Elsewhere in the UK - up to £90 maximum per night incl breakfast and VAT
- Overseas - up to £110 maximum per night incl breakfast and VAT

**MILEAGE ALLOWANCE**
- Car Travel up to 10,000 miles per tax year – £0.40p per mile
- Car Travel over 10,000 miles per tax year – £0.25p per mile

If public transport could have been used for the journey in the same time – £0.25p per mile

- Motorcycle Travel – Up to £0.24p per mile
- Bicycle Travel – Up to £0.20p per mile
INCIDENTAL EXPENSES - (eg: parking meters, tube fares, bus fares and telephone calls made from public phone boxes) where it is not possible to obtain a receipt, the University will reimburse up to a maximum of £10 per day. Claims must be limited to the exact amount of the expense incurred and not claimed as a round sum allowance.

ADVANCES

In exception circumstances a request for an advance of travel expenses up to the estimated total cost of expenditure may be made. The money will normally be paid directly into the employee’s bank account on the last working day of the month.

It is possible for cash advances up to £100 to be collected from Cash Services, Ziff Building.

Faculties/Schools/Services are responsible for monitoring advances to their staff and ensuring recovery of any cash advance surplus from the employee within six weeks of their return or within three weeks of the financial year end of 31 July.

The University reserves the right to recover any un-cleared advances outstanding by deduction from salary six weeks after the agreed return date: in signing a request for an advance, employees will authorise the University to recover any outstanding advances/balances from their salary.

Further detailed guidance can be found in Chapter 11 of the Financial Procedures.

http://www.leeds.ac.uk/finance/policies/expenses/travel/advances.htm