1. **DIRECTOR’S REPORT**

1.1 Faculty IPE exercise 2012: The majority of Faculties expressed a desire to bring forward their projects in the Capital Programme. However, this would require an additional £90M investment over the next 5 years which is not available.

1.2 Integrated FD Customer Services Hub – next steps: The group briefly discussed the collated feedback from the group exercise at the FD Management Group meeting on 2 May. Majid Khan, the new Support Services Manager, will be involved in developing a plan and undertaking wider consultation across the University.

2. **COMMERCIAL SERVICES REPORT**

a) A delegation from Leeds visited Beijing on 13-18 May to make final preparations for the China pre-Olympic training camp. The official contract between the University and the Chinese Olympic Committee has been signed, and the contract between the University and Leeds City Council is being finalised;

b) Claire Copley has been appointed as Safety Officer for Commercial Services and will begin in early July;

c) The Edge has been shortlisted as a finalist in the Fitness Industry Association FLAME awards, which recognise customer service excellence in the health and fitness industry.

3. **ESTATE SERVICES REPORT**

a) Robust discussions are taking place between the design team for the new Library building and Leeds City Council planners due to concerns relating to the size of the building on the proposed site;

b) Steve Gilley is currently reviewing the initial draft of the updated Carbon Management Plan which will be published shortly;

c) H&S training plans and matrices across the FD are currently being reviewed. Granville Cheetham will meet with Heads of Service and nominees to agree training requirements, roles and responsibilities;

d) Steve Gilley has held informal visits with his teams;

e) The plans for the Olympic themed garden are currently on hold due to concerns about the costs which are higher than anticipated.

4. **CAMPUS SUPPORT SERVICES REPORT**

a) A review of the car parking strategy is underway, including an audit of the current provision;

b) Campus Support Services is undergoing the University’s Quinquennial Development Exercise at the end of June/early July. The QDE process is part of the “Improving our Effectiveness” theme on the University’s Strategy Map;

c) The first edition of the FD newsletter ‘FD Matters’ was distributed in May. FD staff were provided with a link to the document on the FD website [http://www.leeds.ac.uk/facilitiesdirectorate/staffinfo.htm](http://www.leeds.ac.uk/facilitiesdirectorate/staffinfo.htm) and paper copies were distributed for staff without access to a computer. Staff are welcome to contact their line manager, Head of Service, or Eloise Owram if they have ideas on features to include in future publications, or any comments/suggestions;

d) The group briefly discussed future publications of FD Matters. Suggestions included establishing an editorial board from within the FD; staff development to assist with artistic/creative input; and assistance from the University’s Comms Team.
5. RESIDENTIAL SERVICES REPORT
   a) The group noted that the Residential Services site management structure which has been updated to reflect recent changes;
   b) The results of the 2011/12 Student Accommodation Survey have been circulated to FDSMT for information;
   c) Negotiations are ongoing with the Mansion Group regarding the rent review and the terms of the lease for Leodis;
   d) The latest predicted shortfall in undergraduate numbers in 2012/13 is 600.

6. PLANNING AND INFORMATION REPORT
   a) The Capital Programme is currently being refreshed following the outcomes of IPE, and in light of various funding scenarios;
   b) The review of the NHS Trust leases is ongoing. Agreement must be reached by July 2012, with legal completion by December 2012.

7. FINANCE REPORT
   a) A costing framework for Conferencing and Events is now completed, and meetings have been arranged to discuss the outcomes and implications;
   b) The quarterly review of the risk register is now underway, and FDSMT were asked to feedback comments to Paula Lister as soon as possible.

8. HR REPORT
   Josie Ormston confirmed that, in terms of the Agency Workers Regulations 2010, agency staff who complete a 12 week qualifying period have the same basic terms and conditions of employment as internal University staff. The full University guidance is available at: http://www.hr.leeds.ac.uk/policies/Default.aspx?search=agency

9. FINANCIAL MANAGEMENT ACCOUNTS
   The group received a summary paper on the financial performance across the FD to the end of April 2011, which is broadly in line with forecast. Forecasting the phasing for SPA remains problematic; however SPA remains in line to meet year-end targets for income.

10. FD TRAINING POLICY PROPOSAL
    The group considered a report on the current training and development policies in use across the FD, and a proposal for a single FD policy which will provide a consistent process across the services. The policy will be underpinned with procedures and guidance for managers to use which will support the “valuing and developing staff” theme on the University’s Strategy Map. FDSMT discussed the paper and agreed to send specific comments on the proposals raised in the paper to Josie Ormston.

11. ESTATES MANAGEMENT STATISTICS (EMS)
    The group received a paper on EMS results for 2010/11 for information. The paper includes the FD scorecard measures shown against Russell Group comparators, and appendices showing the University of Leeds’ EMS data 2010/11 and the associated standard ratios. EMS data and ratios (standard or bespoke) can be requested from Estate Planning and Information for any peer institutions as required.

12. DRAFT FD STRATEGIC MANAGEMENT PLAN
    The group received the first draft of the FD Strategic Management Plan 2012-15, and approved the new format which has been developed to appeal to staff across the FD. FDSMT were asked to send comments/feedback to Madeleine Aziz-Brook.

13. FD FINANCE MANAGER
    Paula Lister has been offered, and has accepted, a senior finance post at the Scottish Association for Marine Science, based in Oban, Scotland. The group wished Paula every success and happiness in her new position.