1. **Director's Report**

1.1 **Social media consultation**: Louise Ellis, Ian Robertson, and Stewart Ross would like to be involved in the University’s current consultation on draft policy/guidelines on the use of social media.

1.2 **FD Management Group**:
   a) Jeremy Higham is scheduled to give a talk on a Dean’s perspective of the FD at the meeting on 4 March;
   b) The outcomes of group discussions at previous meetings will be consolidated and considered when formulating the Estates and Facilities Strategy.

1.3 **FD annual report**: David Pickering is co-ordinating the production of the FD annual report, and will (along with Michele Troughton) meet individually with members of FDSMT to discuss the content, including performance measures (ideally with benchmarks to demonstrate trends), supporting narrative, and future challenges.

2. **Commercial Services Report**

   a) An audit of outdoor activities by an external consultant is ongoing. The FD Health and Safety Manager is assisting with the focus on health and safety aspects;
   b) A draft Sports Strategy has been approved by the Sports Steering Group. Phase 2 consultation is now taking place, and a revised strategy and action plan will be presented to the Sports Steering Group in May;
   c) The New Generation Transport (NGT) project is underway, and pitch analysis work at Bodington playing fields is being undertaken by KKP (specialist sports pitch consultants). Consultation sessions are planned with relevant national governing bodies.

3. **Estate Services Report**

   a) A draft carbon management plan progress update has been issued for comments;
   b) Estates M&O visited York University to review their deployment of Planon, a Computer-aided Facility Management (CaFM) system. Further visits to view systems at other universities will be arranged. The group agreed that the project to identify an appropriate CaFM system for the FD needs to be structured and managed;
   c) Progress of the GSC replacement contract remains a major concern. Project management consultants are unlikely to be appointed before May/June 2013.

4. **Residential Services Report**

   a) The 2012/13 Student Accommodation Survey has been completed; results are expected by Easter;
   b) Work is ongoing with Downing’s to minimise complaints and dissatisfaction arising from building works by Transco at the Central Village site.

5. **Planning and Information Report**

   a) Requests for additional space and decant space for forthcoming schemes is an ongoing issue;
   b) Valuations have been exchanged and discussions are ongoing to conclude the review of the NHS Trust Teaching Hospitals leases. It is hoped that an agreement will be reached by the end of March;
c) The University’s annual Estates Management Statistics (EMS) submission to the Higher Education Statistics Agency (HESA) was endorsed by VCEG.

6. Finance Report
   The FD procurement team will be located in University House from 1 March. Consideration will be given to the best use of the vacated space in the Estates Building.

7. HR, Training and Development/Equality and Diversity/Well Being Report
   Residential Services and Commercial Services, with assistance from HR, are completing their self assessments for the Customer First accreditation, prior to the assessors visit in April.

8. Sustainability Report
   a) The second phase of the Hotspots campaign is being planned, and will involve working with groups in buildings to identify hotspots and actions to reduce the related energy usage.
   b) The It All Adds Up campaign was recently awarded a bronze at the Design Effectiveness Awards 2013;
   c) Climate Week (4-8 March) will focus on uncovering sustainability at Leeds with the aim of raising the profile of current sustainable activity at the University.

9. Sustainability Policies
   FDSMT discussed and endorsed the Environmental Policy, the Policy on Socially Responsible Investment, and the Commercial Services’ Sustainable Food Policy.

10. Financial Management Accounts
    The group received a summary paper on the financial performance across the FD to the end of January 2013, which shows a £1.0m favourable variance against the Q1 forecast; £0.2m of which is an underlying improvement and the remaining £0.8m appears to be due to timing.

11. Equality and Diversity Committee
    Louise Ellis is the Facilities Directorate’s representative on the University’s Equality and Diversity Committee. At the meeting of the group held on 12 February, a draft of a new Equality and Inclusion Strategy was considered prior to wider consultation. A copy of the draft document will be circulated to FDSMT for information.