Report of the meeting held on 19 November 2010

1. Integrated Planning Exercise (IPE) Submission
   The group discussed the forthcoming IPE submission. The master document will be reviewed and formatted for submission by 3 December 2010. Preparation also needs to take place for the IPE Services Review meeting on 19 January 2011.

2. Director’s Report
   Following the government’s response to the Browne Report, the University is establishing parameters and guidance around the University strategy for pricing and bursaries. A Steering Group and a Working Group have been established for the Pricing and Bursaries Review. The Review will make an initial report to Senate and Council during January 2011.

3. Commercial Services Report
   a) From 1 January 2011, Conference and Events will play a lead role in the new ‘Events’ protocol, primarily with external enquiries, LUU and general guidance. Training is being developed and will run for Conference and Events staff before Christmas;
   b) Interviews for the new Head of Sports will take place in December 2010.

4. Estates Report
   The Carbon Management Plan was submitted to the Sustainable Development Steering Group on 3 November 2010 for comments. A revised draft will be circulated in early January 2011.

5. Campus Services Report
   a) Efficiencies in the Print & Copy Bureau resulting from the implementation of data collection, job planning and parcel tracking have provided a clear indication of available production capacity. The new systems also appear to have a positive effect on staff morale and team working;
   b) The Security; Mail/Portering and Central Teaching Space projects are ongoing;
   c) The threat of protest and building occupation has become a significant concern and is putting Security and Support Services under pressure. The focus on monitoring and cover for vulnerable buildings is proving to be very demanding.

6. Residential Accommodation
   a) The internet service at St Marks is being upgraded due to continuing complaints from students regarding slow data transfer;
   b) Negotiations in respect of dilapidations costs at The Lodge at Kettlethorpe are proceeding favourably.

7. Planning and Information
   The annual Space Utilisation Survey is underway, with information being captured from timetable information rather than physical surveys.

8. Finance
An initial draft of the Risk Register for the Facilities Directorate has been prepared. Heads of Service will be asked to list the key risks facing their services, which will then be incorporated and the register will be circulated for comment;

9. **HR/ training & development/Equality and Diversity/Well Being**
   a) The process for the ‘Approval of Increased Expenditure’ has been finalised and forwarded to the FD Senior Management Team for circulation where appropriate;
   b) A new ‘People Management Framework’ (PMF) has been agreed for the University which is based on the principles of Investors in People and will build on the work already completed with the TIFES project. Further information is available at [http://www.leeds.ac.uk/hr/development/pmf.htm](http://www.leeds.ac.uk/hr/development/pmf.htm). The FD already has IIP and is currently focussed on the re-assessment process, which will link closely with the PMF;
   c) A ‘Managing Performance’ resource website is available for managers to access at [http://www.leeds.ac.uk/hr/IRC/](http://www.leeds.ac.uk/hr/IRC/). It has been produced in line with feedback received from the TIFES managing performance know how courses in order to support leaders and managers with managing performance;
   d) The external Investors in People assessor assigned to the FD will be invited to meet with the FD Senior Management Team in late January/early February 2011 to agree next steps for the re-accreditation process.

10. **Financial Management Accounts**
    The group received a summary paper on financial performance across the FD to the end of October 2010. Leeds Student Medical Practice will be included in future reports as the FD now manages the contract.

11. **Contribution Pay**
    Full details of the Contribution Pay exercise 2009/10 will be circulated to the FD Senior Management Team to cascade to all FD staff. Applications/recommendations must be received no later than 17 December 2010, and will be considered at a Reward and Recognition Committee in January 2011, the membership of which will be the FD Senior Management Team. It should be noted that this year applications from members of staff and recommendations from managers should only be submitted where a very exceptional case can be made, in line with the scheme criteria. Applications/recommendations will not be considered where an award has been made during 2007/08 or 2008/09.

12. **Communication**
    A staff communication will be circulated with the FD Team Briefing Report to provide headline information on the FD’s emerging strategy and plan, and to confirm the change work streams planned or underway for the Directorate.