1. **FD Systems and Processes Working Group**
The request for feedback from FD staff on current systems/procedures will be included in the FD newsletter, as the response to the initial e-mail was low.

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) Refreshing the University Strategy;
      b) Ring Road Tunnel;
      c) Campaign re-profiling (copy of paper to be circulated to FDSMT);
      d) Russell Group highlights from budget 2012;
      e) Strategic investment funds update (copy of paper to be circulated to FDSMT).

   2.2 **Strategy review**: The group noted that the estate strategy, which is due for review, will be replaced by a broader strategy including all 4 services. The FD strategy will align with the refresh of the University’s strategic plan in 2012-13.

   2.3 **FD Management Group meeting – 2 May**: FDSMT were asked to send DH ideas for the agenda, which will be discussed further at the next informal FDSMT meeting.

   2.4 **Services bi-monthly accounts meetings**: The group agreed that the bi-monthly services accounts meetings will no longer be scheduled, but will be arranged as required (to be advised by Paula Lister).

3. **Commercial Services Report**
   a) The visit by the Chinese Olympic Committee on 28 March has received very positive feedback. Olympic activity continues with the hosting of the Canadian paralympic rugby team at Easter, and an Olympic themed healthy week w/c 30 April;
   b) Social Media Guidelines have been produced for Commercial Services, and will be aligned with the FD’s draft guidance for the use of e-mail;
   c) There was a 21% increase in usage of the Edge in February 2012, compared to the equivalent period last year. This included over 43,000 gym visits and 11,000 visits to classes.

4. **Estate Services Report**
   a) The official opening of the Energy building was held on 21 March;
   b) The new sustainable development website is now available at: http://www.leeds.ac.uk/sustainabledevelopment/
   c) Two FD prohibition notices have been issued to contractors: one to a principal contractor for working in an unsafe manner regarding excavation near live power cables with a JCB, and one to a contractor for unsafe working practices during excavation;
   d) Plans are being developed for an Olympic themed garden in the Chancellor’s courtyard area to be completed prior to the opening of the games in July 2012. Initial cost estimates are higher than anticipated.
5. **Campus Support Services Report**
The group discussed communications:
- The proposals to update the FD website were approved, and the group agreed in principle to the inclusion of staff photographs;
- David Pickering is producing the FD newsletter for publication at the end of April. The group discussed the staff letters section, and whether letters should be published anonymously to encourage staff to raise controversial topics.

6. **Residential Services Report**
A copy of the results of the Student Accommodation Survey 2012 has been circulated to FDSMT for information.

7. **Planning and Information Report**
A refresh of the Capital Programme is in progress as a snapshot prior to IPE 2012. The programme will then be updated following IPE to incorporate emerging projects.

8. **Finance Report**
   a) Work is ongoing with Deloittes to maximise the VAT rules for capital projects;
   b) The development of a costing framework for Conference and Events is underway;
   c) The procurement team are working to resolve high levels of outstanding invoice queries across the FD.

   a) Josie Ormston has clarified the University’s flexible working policy to FD services senior management team meetings. She will also meet with Michele Troughton and Paula Lister so that they can brief their teams.
   b) Staff at Bodington have been given an opportunity to apply for a voluntary severance package, in addition to the offer of redeployment support.

10. **Financial Management Accounts**
The group received a summary paper on the financial performance across the FD to the end of February 2011, which is broadly in line with forecast.

11. **University Defibrillators**
Occupational Health is investigating the benefits of providing defibrillators at strategic points around the university, and Ann McHaffie is visiting all services and faculties to assess the current provision on campus. The FD H&S team has been approached about the role the FD might play in the implementation of any proposals to increase the provision on campus. FDSMT agreed in principle that organising the maintenance of the equipment falls within the FD remit, but that strategy (staff training, deployment etc) is the responsibility of Occupational Health.

12. **Bribery Act Risk Assessment**
FDSMT agreed that training sessions on the Bribery Act will be provided for FD staff who make purchasing decisions (high risk areas are Estates and Commercial Services).