1. **DIRECTOR’S REPORT**
   The Carbon Management Plan is being finalised and will be submitted to VCEG on 5 July, followed by FMG and Council.

2. **UPDATES FROM THE SENIOR TEAM**
   2.1 **Estate Services**
   The HSE are visiting the University on 21/22 June and will carry out an inspection of Earth and Environment.

   2.2 **Campus Support Services**
   The Campus Support Awayday on 13 June was extremely successful and feedback has been positive.

   2.3 **Residential Services**
   VCEG has approved the proposal for a one-year lease agreement with the UNITE Group for bed spaces at the Tannery.

   2.4 **Planning and Information**
   The Capital Programme will be reprioritised taking into account the outcomes from the faculty IPE, and BLM and carbon plan requirements.

   2.5 **Finance**
   The focus is currently on the approaching year end, and budgets are being strictly monitored to ensure they are up to date.

   2.6 **HR/Training and Development/Equality and Diversity/Well Being**
   Josie Ormston is meeting with:
   1) John Taylor, IiP assessor, to provide the supporting information required for the IiP assessment at the end of July.
   2) Sarah Hubbard, Head of Policy in Equality and Diversity, to discuss equality and diversity across the FD.

3. **FINANCIAL MANAGEMENT ACCOUNTS**
   The group received a summary paper on financial performance across the FD to the end of May 2011.

4. **LUU BLUEPRINT**
   The group received a copy of LUU’s ‘blueprint’ for information, and agreed that the document was a positive move forward in engaging students and improving their experience at the University. The FD Heads of Service will be able to raise any issues in the document when they meet with the current and incoming LUU executive on 28 June.

5. **HEALTH AND SAFETY**
   With reference to the Facilities Directorate H&S Committee meeting on 5 July, DH noted that:
   - Clarity is needed on the naming of standard documents i.e. strategy, policy, etc,
   - Agreement is needed on responsibilities and implementation;
   - The proposed FD H&S structure will be reviewed;
   - The minutes of FD H&S working groups can be issued as reports in the short term;
Separate training plans can be issued as reports in the short term, but HR will work towards creating a combined report in the future.

6. **FD COMMUNICATIONS**

   The results of the audit of internal communications within the FD are expected at the end of June.