1. **Facilities Directorate Senior Management Team (FDSMT)**
   The FDSMT comprises:
   - Director of Facilities Management
     - Dennis Hopper (Chair)
   - Heads of Service
     - Madeleine Aziz-Brook, Campus Support
     - Steve Gilley, Estates
     - Ian Robertson, Residential Accommodation
     - Stewart Ross, Commercial
   - Support Functions
     - Paula Lister, Finance and Procurement
     - Josie Ormston, HR and People Development
     - Michele Troughton, Estate Planning and Space Management

2. **FDSMT meetings**
   Formal FDSMT meetings will take place on a monthly basis, and will be structured with an agenda and meeting papers where appropriate. A report of this meeting will be cascaded to all staff via team meetings, and will also be available on the Staff Information section of the FD website. Informal FDSMT meetings will also take place on a monthly basis (approximately 2 weeks after formal meetings), but will be less structured with an opportunity for discussion and information sharing.

3. **Investors in People (IIP) Review**
   Mark Lewis (SDDU) attended the meeting to discuss the forthcoming IIP review for the Facilities Directorate (FD) which will take place next summer. Although the framework is broadly the same as previous assessments, there is now an option to go beyond the standard to achieve bronze, silver, and gold standards. FDSMT will meet with the IIP assessor in December to decide two or three key strategic aims/priorities. The work for the Integrated Planning Exercise (IPE) submission in early December will contribute to the FD vision and strategy, and the HR structure is currently being developed which will ultimately support and lead the IIP review.

4. **Integrated Planning Exercise (IPE)**
   The IPE guidance and template for Services is currently being agreed, with a deadline of 3 December 2010 for completion and submission.

5. **Student Engagement**
   Dennis Hopper is meeting with the Leeds University Union student executive to explore ways in which the FD can engage more effectively with students.

6. **New Head of Sport**
   The appointment process is about to begin for a new Head of Sport, with the aim to recruit by the end of December 2010.
7. **Salary Sacrifice Scheme for Staff Memberships at The Edge**
   A salary sacrifice process for staff memberships at The Edge is now in place which means that staff who join the scheme will significantly reduce the amount they pay per month, as their membership fees will be taken from their gross salary (before tax).

8. **Estate Strategy 2009 and the Capital Programme**
   The Estate Strategy 2009 is now available in paper format, and will shortly be available on the web to download. The Capital Programme is currently being updated, based on consultation with Faculties on their space requirements.

9. **Equality and Diversity Agenda for Services**
   Work will begin in due course on developing a framework for Services to progress the University’s equality and diversity agenda.

10. **Contact Information Update**
    - Dennis Hopper, Director of Facilities Management
      Room 13.05, Level 13 Ziff Building
      Tel: 36080
    - Nicky Salmon, PA to the Director of Facilities Management
      Room 13.06, Level 13 Ziff Building
      Tel: 35920
    - Robert Sladdin, Strategic Estates Consultant (2 days per week)
      Room 12.21, Level 12 Ziff Building
      Tel: 35920 (via Nicky Salmon)
    - Josie Ormston, HR Manager
      First Floor, University House
      Tel: 38810
    - Nickie Smith, HR Officer
      Third Floor, University House
      Tel: 39173

11. **‘Out of Office’ Messages**
    Staff are reminded that ‘out of office’ messages should be activated for all periods of planned absence, e.g. holidays. The messages should include the expected date of return, and a key contact name where possible.