1. **Integration of SOTER**
   Steve Gilley confirmed that SOTER will integrate with other software systems if required. Central Safety Services are aware of a desire raised by some departments to roll out the FD contractor management procedures and systems to the wider University.

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) High-Performance Computing;
   b) IPE for Corporate Services;
   c) Arrangements for refreshing and managing strategy;
   d) UCAS admissions process review;
   e) Leeds Innovation Health Hub.
   
   2.2 **IPE wash-up**:
   a) Wash-up meetings will be held with Estates and Residences to discuss issues raised at the FD IPE presentation on 13 January 2012;
   b) Key FD issues going forward include:
      - GSC and energy;
      - Space strategy;
      - Central teaching space (meeting demands of the next 5 years).
   
   2.3 **FD Management Group meeting – 6 February 2012**:
   a) Viv Jones, PVC for Student Education, will open the meeting with a presentation on the Student Services review and the importance of the student experience in 2012;
   b) The working groups progress session will focus on customer service (Stewart Ross), and communications (David Pickering). Brief updates will be provided for systems and procedures, and valuing and developing staff.
   
   2.4 **FD meetings - review**: Based on feedback, the balance and structure of future informal and formal FDSMT meetings will broadly remain the same, although less time will be spent discussing retrospective reporting, and more focus will be given to key issues going forward.

3. **Commercial Services report**
   a) Working groups involving stakeholders and FD-wide teams have been convened to prepare for the forthcoming China Olympic camps, and a close working relationship has been established with Communications. A risk register is being produced which will link appropriately to University processes;
   b) The England Rugby Football Union squad will be based at Weetwood Hall Hotel for their January training camp, and will be holding an open training session at Weetwood playing fields.

4. **Estate Services report**
   a) The feasibility study for the £45-50M Library scheme (new building and refurbishment of Edward Boyle) is expected to be finalised by the end of January;
   b) Meetings are taking place weekly with Leeds City Council and the NHS to reach an agreement before the end of March on the ring road tunnel to agree cost liabilities for current repairs and to “buy out” future liabilities.
5. **Campus Support Services report**
   a) The FD IT function will report directly into One IT with effect from 1 February 2012, with a dotted reporting line to the FD as an agreed transition arrangement. The FD is liaising with central IT to agree the detail and practicalities. Mansoor Butt will attend ITMT and One IT away days in 2012 to contribute to the development of One IT in practice;
   b) David Pickering is liaising with FD services in order to develop a FD communications framework, which he will present to FDSMT in due course.

6. **Residential Services report**
   a) A ‘year beginning’ event is being held for managers in Residential Services on 26-27 January. Colleagues from across the FD have been invited to attend parts of the event;
   b) A business case to provide full WiFi coverage to all University owned and operated residence sites within 2 years will be taken to Capital Group in February.

7. **Planning and Information report**
   a) Space planners from Liverpool University visited in early January to view the University of Leeds’ teaching space. A reciprocal visit will be arranged, to include a demonstration of how Planon, the space management system, works in practise. FDSMT agreed that this relationship is an opportunity to share information and will also be useful for benchmarking in the future;
   b) The EMS annual return is now in progress.

8. **Finance report**
   a) Bribery Act workshops are underway – Estates and Residences are seen as potentially high risk areas;
   b) As part of the quarterly review process, the FD risk register has been circulated to FD Heads of Service to review and return to Paula Lister by the end of January.

9. **HR/Training and Development/Equality and Diversity/Well Being**
   Nickie Smith has returned from maternity leave.

10. **Financial management accounts**
    The group received a summary paper on the financial performance across the FD to the end of December 2011. The BLM programme will be reviewed and cashflows clarified if the Clothworkers BLM scheme does not proceed this financial year.