1. **Carbon Reduction Campaign:**
   FD staff should continue to be encouraged to participate in the campaign; the message will be reinforced at the FD Management Group meeting on 6 February 2012.

2. **Director's Report**
   1) The FD IPE presentation will be the main focus of the informal FDSMT meeting on 9 January, and FDSMT were asked to prepare 3 or 4 key issues or challenges for their areas, along with any financial implications and options to resolve.
   2) The group discussed the draft agenda for the FD Management Group meeting on 6 February 2012 and agreed that the inclusion of an item on a wider-University issue would be beneficial. DH will invite PVC Viv Jones to do a short presentation on the Student Services review and the importance of the student experience in 2012.
   3) A timetable and process will be circulated by the Careers Service early in January for a pilot scheme for professional services student internships. The scheme will involve 30 internships, and participating services will meet one third of the associated salary costs. It is expected that proposals of projects by services will be ready to submit by early February.
   4) The group noted a worldwide ISDN audio conferencing service provided by TelecomIT Ltd which has no set up fee, contract, or volume commitment. The cost is 7p per minute per participant, and it was agreed that this type of service is both convenient and cost effective, and FD staff should be advised of the facility. Further details and joining instructions are available at: http://www.worldwideisdn.com/ondemand-audio-conferencing.html. The group agreed that an overview from ISS of the video conferencing facilities currently available on campus would be useful.

3. **Commercial Services Report**
   1) An Olympic events calendar and project plan is to be launched, and will include an Olympic Garden on campus, an Olympic themed healthy week, a countdown clock in the Edge reception, and a series of Olympic lectures;
   2) A live variety show will be streamed from the Refectory to the BBC World Service China website on 5 February 2012. The website reportedly receives up to 70 million hits per month.

4. **Estate Services**
   1) The feasibility study for the Library scheme is currently being developed, with a detailed draft report expected by the end of January 2012;
   2) The annual update of the Carbon Management Plan is underway;
   3) A new ‘texting’ system has been introduced for the contractor logging in/out procedure on SOTER. Texts remind contractors and Technical Officers if a contractor has not logged out by the end of the working day.

5. **Campus Support Services**
   1) The Central Teaching Space refurbishment programme 2012 is currently being planned, including additional enhancement to include full décor plus possible introduction of lecture capture technology in selected CTS rooms;
   2) A report on FD IT is complete and discussions are in progress on next steps and alignment with One IT. Mansoor Butt, the CSS/Estates IT Manager, is involved in the One IT workshops to help take this forward.
6. **Residential Services**
   1) Meetings have been held with LUU Exec members to discuss the Partnership, and a Residential Services Partnership Statement is being developed to better define how the partnership will work;
   2) 45 student accommodation rooms at Sugarwell have been secured as a contingency measure in case there is a shortfall of University accommodation in Semester 2;
   3) A temporary bus service (from 4.00 pm each day) is being provided for students in University accommodation as a short term measure in light of the recent attacks on students.

7. **Planning and Information**
   1) Space offered for release by Biological Sciences, Chemistry, Physics, and LIGHT, will require approval by Faculty Management Group;
   2) Plans for Medicine’s estate at St James’ is under review, and a feasibility study of rationalisation of the Clinical Sciences Building is now required.

8. **Finance**
   The main focus for Management Accounts has been IPE reporting.

9. **HR/Training and Development/Equality and Diversity/Well Being**
   1) Revised contracts of employment for Security staff will be issued shortly;
   2) The contribution pay committee met to discuss FD recommendations/applications against the scheme’s criteria. The outcomes will be communicated to individuals by mid February 2012.

10. **Health and Safety**
    The group approved a proposal for a phased roll out of Estates’ contractor management procedures and systems to the wider FD. Steve Gilley agreed to check that software integration with SOTER will not be a problem for other parts of the FD.