1. **DIRECTOR’S REPORT**

1.1 **VCEG discussions**: VCEG agendas are now circulated to FDSMT directly following each VCEG meeting; any queries arising from the agendas can be sent to Dennis Hopper directly, or raised at informal and formal FDSMT meetings.

1.2 **Industrial action**: A second day of industrial action by UCU, Unison and Unite trade unions is planned to take place on 3 December 2013 in pursuance of the national pay dispute. HR will issue a form to be completed by staff taking part in the industrial action which will need to be returned to central HR by Friday 13 December. Stewart Ross is liaising with key colleagues in the FD to ensure that plans are in place for maintaining the safe delivery of services during the period of industrial action.

1.3 **Strategy Group Retreat**: Dennis Hopper updated the group on the University’s Strategy Group Retreat which took place on 19-20 November:
   - **Strategy planning**: The strategy refresh will include defining responsibilities for the centre, faculties and schools. Timeframes being considered are 0-2, 0-5, and 0-10 years. The University’s target is being discussed in terms of the top half of Russell Group rather than the top 50 world universities;
   - **IPE**: The aim is to reduce bureaucracy in the planning round;
   - **Finance**: International recruitment and the research agenda need to be strengthened.

2. **COMMERCIAL SERVICES REPORT**

a) A Sports Strategy implementation plan is being developed following approval of the strategy by the Sports Steering Group in September. Key areas of work are finalising governance arrangements, and aligning staff responsibilities between SPA and LUU. A copy of the strategy will be circulated to FDSMT for comments;

b) The University’s online catering ordering system Deli(very) has gone live this week, following a significant marketing programme. Key customers have been targeted and initial feedback has been very positive;

c) The University of Leeds and Leeds Met successfully bid to host the University-based element of Teach First’s Summer Institute residential event in 2014 and 2015;

d) Preparations for lecture capture installations are underway. Tenders are due for issue in January and work is anticipated to take place from Easter to July 2014.

3. **ESTATE SERVICES REPORT**

a) The Esight energy reporting software installation project is behind programme and a new ‘live’ date is awaited;

b) The FD health and safety management system is being updated to the 18001 standard; documents are being reviewed and aligned across all areas of the FD, with a view to standardising and simplifying them wherever possible;

c) Car parking enforcement will go live on 1 December. Staff who wish to renew their parking permits will need to accept the new terms and conditions;

d) Further discussions have taken place with Leeds City Council regarding a new settlement at Bramham.
4. **RESIDENTIAL SERVICES REPORT**
   a) Occupancy levels at all residences are exceptionally high at 98.9%. In addition, the number of second year semester students requiring accommodation is forecast at a 12% increase on last year, and the target for returners in 2014/15 has also increased to 700 (compared to last year’s target of 600);
   b) The Residential Services Year Beginning meeting will take place on 30-31 January, and the theme will be “Culture for Success”. FDSMT members will be invited to attend a sector update session by the Chief Executive at Unipol, and a session by a keynote speaker on improving services provision. The invitation will be extended to colleagues in other FD services who work closely with Residential Services (shortlist to be agreed by FD heads of service).

5. **PLANNING AND INFORMATION REPORT**
   Additional funding for the Capital Programme will be considered at the University’s Council meeting on 28 November, along with the prioritisation process for schemes within the programme.

6. **FINANCE REPORT**
   a) A prima facie case for the multi-storey car park scheme will be submitted for approval to Capital Group on 3 December;
   b) A proposal for a 4-stage investment appraisal process, including a post occupancy evaluation, will be submitted to University Council for approval;
   c) PWC are carrying out an internal audit on physical security and stock management procedures in stores;
   d) Collaborative work on fleet management is progressing with Leeds City Council.

7. **HR/TRAINING AND DEVELOPMENT REPORT**
   Training sessions on the new optional SRDS form for operational staff within the FD should are taking place for trainers, and will be completed prior to the Christmas break.

8. **SUSTAINABILITY REPORT**
   a) Tender specifications are being developed for the procurement and installation of charging equipment for electric vehicles in 7 locations on campus;
   b) The second stage of the Hotspots campaign will begin at the end of November, and will link in with the Christmas shutdown message;
   c) The sustainability strategy is now in the final stage of development, and an exhibition will be held in Parkinson Court on 10-11 December which will detail the process to date and outline the main areas and commitment of the strategy.
   d) The Green Impact scheme is now well underway, and active teams within the FD include Catering, Cleaning, Teaching Technology Support, and Sustainability/HR. Heads of Service were asked to encourage staff to establish teams in Estates, Print & Copy Bureau, and Security.

9. **QUARTERLY FD TRAINING PLAN**
   The detail of the FD training activity plan and budget for 2013-14 has yet to be finalised as Heads of Service need to confirm prioritisation of job related training courses in their areas.

10. **FINANCIAL MANAGEMENT ACCOUNTS**
    The group received a summary paper on the financial performance across the FD to the end of October 2013. The Q1 forecast for the Facilities Directorate is in line with plan, with a small negative variance of £43k which largely relates to a timing issue with reactive maintenance.