1. **Commercial Services report**
   1) Refurbishment plans for the University House function floor continue, and Phase 2 will begin in January;
   2) 1,296 Refresh Cards have been issued to date, with a total value of £18,415 loaded onto the cards (average loading £20.35);
   3) A mobile version of the ‘MeetinLeeds’ website has been completed and will be launched in November 2011 – to preview the site go to www.meetinleeds.co.uk/m (only available to smart phones);
   4) The Edge usage in October remained very high, with 26,926 visits to the pool, 28,778 visits to the gym, and 9,786 users of the class programme, achieving 81% occupancy. A new personal training service has also been launched with over 50 free taster sessions taken up in the first week.

2. **Estate Services report**
   1) St Mark’s flats post tender interviews have been held, and GB formally stated as the preferred contractor. A revised planning application has been submitted;
   2) Commissioning metering and resolving issues, reviewing alternative display energy products to systems-link;
   3) 40 teams have now signed up to Green Impact this year;
   4) Costs have been obtained for upgrading signage and road marking in accordance with agreed Transport Working Group actions. A date is yet to be set (weekend works) following access planning and suitable weather conditions. The next Transport Working Group meeting is being arranged;
   5) The OJEU Advert/PQQ for the MTC Building and Electrical Contract for Residential properties has been completed by M&O and Central Purchasing. Tenders are due to be returned on 17 November;
   6) The EMS statistics for 2010/11 have been reviewed and submitted by Ashley Bowland and Steve Winter.

3. **Campus Support Services report**
   1) A new procedure for the disposal of confidential waste papers has been developed and disseminated to schools. The procedure is available on the Cleaning Services website: [http://www.leeds.ac.uk/estate_services/cleaning/](http://www.leeds.ac.uk/estate_services/cleaning/)
   2) A student survey is to be undertaken to determine if the printing services offered by the Print & Copy Bureau meet the needs of the student community;
   3) University / Trade Union talks have now finished, with Unison / Unite accepting a revised offer from management to complete negotiations. New arrangements will take effect from 1 January 2012;
   4) A report on FD IT is complete and discussions with Rhys Davies & FD are in progress on next steps and alignment with One IT. The CSS/Estates IT team are up-to-date and the CSS/Estates IT Manager is involved in the One IT workshops to help take this forward;
   5) A comprehensive and holistic plan to improve student experience in teaching space is being developed involving Teaching Technology Support and Estates teams.
4. **Residential Services report**
   1) A Secured Environments Standard audit will be carried out in January 2012;
   2) Work is underway with James Curtis Associates to review the content of the Student Accommodation Survey prior to circulation in 2012. The focus is on feedback, in accordance with strategic objectives and ‘the partnership’;
   3) The new Accommodation website went ‘live’ on 1 November and has since received positive feedback;
   4) Work will continue with Estate Services and the Project Team to meet the deadlines in respect of the procurement to build the new St Marks development.

5. **Planning and Information report**
   The proposed Capital Programme will be submitted to Council on 24 November for approval.

6. **Finance report**
   IPE is the main focus of work for the Management Accountants alongside normal month end reporting and the revised Quarter 1 submission.

7. **HR/Training and Development/Equality and Diversity/Well Being report**
   1) The FD Staff Survey was launched on 7 November and closed on 14 November. The results would feed into people measures for the Integrated Planning Exercise documentation;
   2) The IiP external assessor met with FDSMT at the beginning of November to agree a continuous improvement plan, following his assessment of the FD.

8. **Communications**
   FDSMT has agreed to engage a communications specialist to take forward specific and additional communications activities for the FD. David Pickering has been engaged to work approximately 2 days per week for a fixed term of 6 months, and will report to the Head of Campus Support Services and will liaise with members of FDSMT, service managers, central communications, schools and faculties, and the student community, as appropriate.