1. **Director’s report**
   a) **VCEG discussions**: The group were updated on issues raised at recent Vice-Chancellor’s Executive Group meetings. The following papers will be circulated to FDSMT for further information:
      - Student number planning – general emerging themes
      - Undergraduate recruitment – planning for 2014 entry
   b) **Future formal and informal FDSMT meetings**: The group agreed that formal FDSMT meetings will now take place bi-monthly, instead of monthly. The number of informal meetings will increase accordingly.

2. **Commercial Services report**
   a) Commercial and Residential services retained their Customer First accreditations following their recent audit. An action plan will be produced from the report;
   b) The Central Teaching Space refurbishment scheme has been re-tendered with amended specifications to bring the proposed works within budget.

3. **Estate Services report**
   a) The Esight energy reporting software project is now underway;
   b) Following feedback from Eversheds training sessions, further “confined space” toolbox training sessions have been arranged to reinforce current management procedures.

4. **Residential Services report**
   a) The Residential Services Strategy continues to be reviewed to provide accommodation to meet demand over the next 5 to 10 years and in the longer term. There is no plan to contract additional rooms for the next student intake at this stage;
   b) The results of monitoring the cleaning standards at the Dental Hospital has shown that current standards significantly exceed the pass rate of 92%, with cleaning in Orthodontics achieving 100%.

5. **Planning and Information report**
   a) A paper on the proposed Capital Programme will be considered by Council in May, and will describe a new prioritisation process which tests schemes against set criteria, including strategic objectives;
   b) The review of the Trust leases is still under discussion, and a meeting between the University and the Trust to discuss valuations will take place in early July.

6. **Finance report**
   The value for money audit on Facilities Management reported a number of good practices and recommended only two low risk areas for improvement (both of which have now been implemented):
      - Authorisation process for <£2k orders to be reviewed and an internal audit trail to be established;
      - Audit trail to be established for feedback on business cases.
7. **HR, Training and Development/Equality and Diversity/Well Being report**
   a) Work is ongoing to recruit a Senior Facilities Manager (Residential Services), a Senior Project Manager (Estates), and a H&S Manager for the FD;
   b) FDSMT were asked to remind managers that the SRDS process should now be well underway across all areas of the FD, and that all meetings should be completed by the end of July 2013. The number of completed SRDS meetings is currently low across all areas of the FD, and managers should ensure that reviews are diarised and that FD HR are notified of completions as soon as possible.

8. **Sustainability report**
   a) The sustainability team are working with the marketing team to incorporate sustainability into University open days and the ‘Why Leeds” message;
   b) Work is ongoing to support LUU and the Estates gardening team with the sustainability garden. The group agreed that the FD will remain involved in the project;
   c) A piece of work has just begun with Commercial Services to investigate options for disposal of food waste;
   d) Louise Ellis attended Leadership Forum in May to discuss the Sustainability Strategy, which was very well received.

9. **Financial management accounts**
   The group received a summary paper on the financial performance across the FD to the end of April 2013. The Q3 forecast for the Facilities Directorate is in line with Q2 and has been brought back within the original plan (achieved through improvements across all FD services). The main risk continues to be energy costs, which is being closely monitored.