SCHOOL OF TECHNOLOGY
NEEDS COMMITTEE
TERMS OF REFERENCE

1 MEMBERSHIP

The Committee will have the following membership:

- Head of School (chair)
- Heads of Department
- Director of CISL for one tenure

The Secretary of the School will act as Secretary.

The Finance Manager and the [Interim] Assistant Secretary will attend the meeting.

The Committee has decided not to allow deputies to be sent in the absence of Committee members.

2 ROLE AND RESPONSIBILITIES

The Needs Committee will do the following:

- Allocate straightforward non-recurrent UEF allocations as delegated by the Council of the School
- Recommend for approval of the Council of the School any resource allocation on a recurrent basis
- Recommend for approval of the Council of the School the filling of vacancies and establishment of new needs in line with School policies
- Approve capital items below £500k as delegated by the Council of the School
- Recommend for approval of the Council of the School major capital projects (over £500k)
- Receive minutes of its sub-Committees and Working Groups (e.g. Research Committee, Graduate School Committee, HR Committee, Undergraduate Education Committee, the Executive and Professorial Education Working Group, the IT Advisory Group etc.), scrutinise the recommendations from such Committees and Groups and make the appropriate recommendations for the approval of the Council of the School,
- Discharge any duty delegated by the Council of the School, and
- Consider and pre-digest any business as appropriate and make recommendations to the Council of the School.

3 ACCOUNTABILITIES

Accountable to the Council of the School of Technology
4 FREQUENCY OF MEETINGS

twice per term.

5 ADMINISTRATION OF MEETINGS

The intention is to send out the agenda and the papers for the Committee one week in advance of the meeting. If necessary, a second batch of late papers will be sent out subsequently.

This does impose the deadline on the Departments that they have to send papers to the School Office a fortnight before the meetings of the Needs Committee in order for the papers to be considered.

12 May 2014