
The 133rd meeting of the Council of the School was held at 2.00pm on Friday 8th June 2012 in the Room FW11, The Computer Laboratory, West Cambridge.

Present: Professor Howard Chase (Chairman)
 Professor Michael Barrett
 Professor Malcolm Bolton
 Professor Nick Collings
 Mrs Polly Courtice
 Professor Dame Ann Dowling
 Professor Mike Gregory
 Professor Andy Hopper
 Professor Robin Langley
 Professor Christoph Loch
 Professor Jan Maciejowski
 Professor Bill Milne
 Professor Nigel Slater
 Professor David Cardwell (school observer)
 Mr Soren Preibusch (graduate member)
 Dr S T Lam (Secretary)
 Ms C Allen (Finance Manager)
 Ms R Tuley (Interim Assistant Secretary)

In attendance: Mrs Sarah Botcherby for items 2247 and 2248

Apologies: Professor Neil Dodgson, Professor Lisa Hall, Professor Chris Lowe, Professor
 Lindsay Greer (Observer).

UNRESERVED BUSINESS

DECLARATION OF INTEREST

There were no declarations of interest.

2227 MINUTES

The unconfirmed unreserved minutes of the Council of the School of Technology held on Friday 4 May 2012 were approved and signed.

2228 MATTERS ARISING

There were no matters arising.

2229 CHAIRMAN'S REPORT

The Chairman commented that next year's Senior Academic Promotions procedure would be different, featuring a numerical assessment scheme.

The Secretary agreed to write to congratulate the following people whom were offered promotions from 1 October 2012:

To Professorships:

- Dr Jochen Heiko Runde, Judge Business School, Girton College
- Dr Peter Michael Sewell, Computer Laboratory, Wolfson College
- Dr Mark John Francis Gales, Department of Engineering, Emmanuel College
- Dr William O'Neill, Department of Engineering, Downing College
- Dr John Stephen Dennis, Department of Chemical Engineering and Biotechnology, Selwyn College

To Readerships:

- Dr Shahzad Mumtaz Ansari, Judge Business School for
- Dr Stephen Christopher Clark, Computer Laboratory, Gonville and Caius College
- Dr Timothy George Griffin, Computer Laboratory, King's College
- Dr Jorge Goncalves, Department of Engineering, Pembroke College
- Dr Stephan Hofmann, Department of Engineering, Peterhouse
- Dr Matthew Pudan Juniper, Department of Engineering, Trinity College
- Dr Mate Lengyel, Department of Engineering
- Dr Garth Nathan Wells, Department of Engineering, Jesus College

To University Senior Lectureships:

- Mark Peter Anthony Thompson, Judge Business School, Trinity Hall
- Dr Cesare Alan Hall, Department of Engineering, King's College
- Dr Sumeetpal Sidhu Singh, Department of Engineering, Churchill College

Action:	The Secretary
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2230 DEPARTMENT UPDATES

There were no departmental updates.

2231 GOVERNANCE: TRANSFERABLE SKILLS WORKING GROUP

It was reported that the central Transferable Skills Training Steering Committee would be re-named as the Researcher Development Committee. Dr Tomaskovic advised the School's Transferable Skills Working Group that Transferable Skills Facilitators would be re-badged as Researcher Developers shortly. It was therefore suggested that this Working Group be re-named the Researcher Development Working Group.

The Council of the School approved the change of name from School Transferable Skills Working Group to the School Researcher Development Working Group, still reporting to the Graduate School Committee.

2232 NEEDS COMMITTEE

The unconfirmed unreserved minutes of the Needs Committee held on Tuesday 29 May 2012 were circulated. The Chairman highlighted the following items.

A. STRATEGIC PLANNING & RESOURCE ALLOCATION

ITEM N1430 TAKEN FROM THE NEEDS COMMITTEE OF 29 MAY 2012

2233 UEF ALLOCATIONS 2012-13 (N1430)

T/12/56	Office Note: Proposed UEF allocations 2012-13, dated May 2012
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*Further to discussions on new allocations and savings for 2012-13 (item N1409) at the last meeting of the Needs Committee, the Finance Manager has prepared Paper **NC/12/43** on the UEF allocations for the Departments for the 2012-13. The draft allocations would be subject to approval of the Grace of the 2012 Budget Report.*

*The Needs Committee discussed the 2012-13 draft department allocations and agreed to recommend the allocations in Paper **NC/12/43** to the Council of the School.*

The Needs Committee also agreed to recommend to the Council of the School that these budgets be reviewed partway (at the six-months point) through the 2012-13 financial year and adjusted accordingly, if required.

The Council of the School discussed the 2012-13 draft Department allocations and approved the allocations.

The Council of the School agreed that these budgets are reviewed partway (at the six-months point) through the 2012-13 financial year and adjusted accordingly, if required.

Action:	The Finance Manager
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ITEM N1431 TAKEN FROM THE NEEDS COMMITTEE OF 29 MAY 2012

2234 INTERNAL COST CONTRIBUTION (N1431)

T/12/57	Office Note: Different options of levying ICC on the Departments, May 2012
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In 2011, the RMC considered and agreed a proposal to replace the previous overheads charging framework (i.e. FWP overheads) with a new charging framework known as Indirect Cost Contributions (ICC). This new ICC system introduced an overall target at the School level (or NSI equivalent) which became effective from the 2011-12 onwards.

For the financial year 2011-12, it was agreed by the Needs Committee that in order to manage this transition the School would continue to charge overheads at 30% whilst maintaining

existing exemptions. As a result, it was estimated that there would be an overall under-recovery for the School in 2011-12 of approximately £25k.

The Needs Committee agreed to recommend to the Council of the School that this overall under-recovery in 2011-12 would be funded from the School's annual Contingency Reserves fund.

*For future years, the Needs Committee considered the different options of levying ICC as shown in Paper **NC/12/44**. It was agreed that in the longer term, the School should move towards removing all existing exemptions and levying a blanket charge of 25% on all relevant staff expenditure (i.e. Option B). However, in order to manage this transition, the Needs Committee agreed to recommend to the Council of the School that the average of Options A and B be used for the financial year 2012-13, with any under-recovery to be funded from the School's annual Contingency Reserves fund.*

For all future years until further notice, the Needs Committee agreed to recommend to the Council of the School that Option B be adopted.

The Council of the School considered and approved the recommendations made by the Needs Committee.

Action:	The Finance Manager
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2235 EPSRC DOCTORAL TRAINING GRANT

T/12/58	Office Note: Various options of allocating the EPSRC DTG for 2012-13
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The School has been allocated £2,390k from the EPSRC DTG for 2012-13.

The Finance Manager prepared Paper **T/12/58**, showing the different options of allocating the DTG to Departments.

The Council of the School considered the different options and decided to select option C; that is, to average the School's share as per the 2011 DTG Allocations with the School's share of total current EPSRC award values, adjusted to take into account only those grants in the same period as the 2012 DTG award.

Action:	The Interim Assistant Secretary
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The Council of the School agreed that the School should in the long term, in accordance to future University allocation strategy, aim to allocate these funds based on department's share of total current EPSRC award values. However, in order to ensure that there continues to be smooth transition for departments, it was agreed that options would be considered on an annual basis to confirm future allocations.

Action:	The Finance Manager
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ITEM N1432 TAKEN FROM THE NEEDS COMMITTEE OF 29 MAY 2012

2236 COST OF AN UNDERGRADUATE EDUCATION (N1432)

T/12/59	PRC 1309: Paper for the PRC on the costs of an undergraduate education, dated May 2012
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Paper **T/12/59** is a copy of the PRC Paper 1309 on the cost of an undergraduate education. The paper was noted.

ITEM N1433 TAKEN FROM THE NEEDS COMMITTEE OF 29 MAY 2012

2237 AGREEMENT BETWEEN THE UNIVERSITY AND COLLEGES REGRADING COLLEGE FEES (N1433)

T/12/60	PRC 1310: Paper for the PRC on the terms of agreement between the University and Colleges regarding College fees
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Paper **T/12/60** is a copy of the PRC Paper 1310 on the terms of agreement between the University and Colleges regarding College fees. The paper was noted.

B. EDUCATION

ITEM N1434 TAKEN FROM THE NEEDS COMMITTEE OF 29 MAY 2012

2238 GRADUATE SCHOOL COMMITTEE (N1434)

T/12/61	Minutes of the Graduate School Committee held on the meeting held on 10 May 2012
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The unconfirmed minutes of the Graduate School Committee meeting held on 10 May 2012 are as in Paper **T/12/61** and were circulated. The minutes were noted.

2239 CAMBRIDGE COLLEGE MEMBERSHIP AND RESEARCH EXPERIENCE SURVEY

T/12/62	Cambridge College Membership and Research Experience Survey, dated May 2012
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The Graduate School Committee approved the attached survey, at its last meeting on 10 May 2012.

The Council of the School gave approval to the survey, for circulation to all graduate students within the School of Technology, subject to minor amendments.

Action:	The Interim Assistant Secretary
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ITEM N1435 TAKEN FROM THE NEEDS COMMITTEE OF 29 MAY 2012

2240 M.RES. IN ULTRA PRECISION (N1435)

T/12/63	Application to set up an M.Res. Course in Ultra Precision, by the Department of Engineering, May 2012
T/12/64	The costing model for the proposed M.Res. Course in Ultra Precision, by the Department of Engineering, May 2012

The Department of Engineering would like to set up an M.Res. in Ultra Precision. Approval of the course has been given by the Faculty Board of Engineering and by the Graduate School Committee.

Professor Dowling outlined the proposed course and explained that the DTC would fund between 10–15 students a year. Given the expected timing of the availability of the costing model for this programme, it was agreed that the costing model would be sent to the Council of the School for approval.

The School Finance Manager highlighted to the Needs Committee that an award letter from EPSRC was not yet available for the support of this programme and as a result, the financial viability of the programme was to be assessed on the assumption that the budget awarded would be equivalent to (or more than) the budget requested from EPSRC. The Needs Committee was also asked to note that without the income provided by this grant, it was not expected that this programme would be financially self-sufficient.

It was noted that the costing model has been drafted on the assumption that the final award from EPSRC would be at least the amount requested in the grant application. The Council of the School also noted that the financial sustainability of this course is currently based on the funding provided by EPSRC and if this funding was to end, the programme would need to increase income from other sources in order to maintain this course. The Department of Engineering agreed to underwrite any shortfall in funding, in particular if the final award is lower than that requested from EPSRC.

The Council of the School approved the proposed M.Res., subject to the underwriting and a Memorandum of Understanding being agreed with Cranfield for collaboration.

Action:	The Secretary
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2241 EXECUTIVE AND PROFESSIONAL EDUCATION WORKING GROUP

T/12/65	Draft Minutes of the Executive and Professional Education Working Group held on 8 May 2012
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Paper **T/12/65** contains the draft minutes of the Executive and Professional Education Working Group. The draft minutes were noted.

C. RESEARCH

ITEM N1436 TAKEN FROM THE NEEDS COMMITTEE OF 29 MAY 2012

2242 RESEARCH COMMITTEE (N1436)

T/12/66	Minutes of the Research Committee held on the meeting held on 14 May 2012
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The unconfirmed minutes of the Research Committee meeting held on 14 May 2012 as in Paper **T/12/66** were circulated.

2243 SCHOOL ETHICS COMMITTEE

T/12/67	The Ethical Code for Research for the School of Technology and the Terms of Reference of the School Ethics Committee, dated May 2012
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It was reported that there was the expectation by the University that the School should establish a School Ethics Committee.

Paper **T/12/67** contains the proposed ethical code for research for the School of Technology and the Terms of Reference of the School Ethics Committee after wide consultation with the interested parties within the School.

The Council of the School considered this paper and approved the ethical code for research for the School of Technology including the establishment of the Committee as described therein, which would report to the School Research Committee.

D. ESTATE

ITEM N1437 TAKEN FROM THE NEEDS COMMITTEE OF 29 MAY 2012

2244 WEST CAMBRIDGE SHARED FACILITIES (N1437)

T/12/68	PRC 1306: West Cambridge Share Facilities draft summary report, May 2012
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*Paper **NC/12/51** is a copy of the PRC Paper 1306 on the draft report on the West Cambridge Shared Facilities.*

The Needs Committee received the paper, noting inconsistencies between the recommendations of this paper compared with the recommendations of the West Cambridge Strategic Committee. In addition, the paper was not entirely representative of the recommendations of the West Cambridge Shared Facilities Working Group because the Working Group had not meet in two years. The Needs Committee was strongly against the recommendation under 4.2 that only hot drinks be made available in Departments.

The Head of School agreed to convey the message to the relevant bodies.

The Council of the School considered the draft report and noted that the Planning and Resources Committee accepted this report as not being an accurate statement of events.

2245 CEB NEW BUILDING

T/12/69	Paper from CEB on the proposed building at West Cambridge, dated May 2012
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Paper **T/12/69** updates the Council of the School on the progress of the CEB Building which includes a draft of the full business case. Professor Slater gave a verbal report on progress.

The Council of the School considered the paper and approved the proposal, subject to the final version of the report being circulated.

Action:	The Secretary
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2246 ROYAL CAMBRIDGE HOTEL CAR PARK BUILDING FOR ENGINEERING

T/12/70	CPP Concept Paper for the Royal Cambridge Hotel Car Park Building for Engineering dated May 2012
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Paper **T/12/70** contains the final version of this concept paper for the Royal Cambridge Hotel for Engineering. The total cost of the Building was estimated to be around £12m, with a GIA of 2,780m² and a net of 2,118m². It was expected that the contribution to the project from the Capital Fund would be around £6m.

The Council of the School were informed that the paper would be submitted to the Capital Projects meeting on 20 June 2012.

E. MISCELLANEOUS**2247 HUMAN RESOURCES COMMITTEE**

T/12/71	Minutes of the Human Resources Committee held on 15 th May 2012
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The HR Business Manager referred to the guidance for PIs on early career support for researchers, which would be published on the web in due course.

2248 HUMAN RESOURCES BRIEFING

T/12/72	HR Briefing for HR Business Manager, dated May 2012
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The HR Business Manager highlighted the following items: online payslips to be issued from September onwards; the Cambridge Pension Scheme consultation; the introduction of an EJRA retirement policy; briefings on new the online recruitment system.

2249 HEALTH AND SAFETY MATTERS

The Council of the School had no Health and Safety matters to raise.

2250 RISK ASSESSMENT

The Council of the School did not require any action to be taken with regard to risk, in the light of any decisions/recommendations that have been made during this Council meeting.

2251 DELEGATION OF POWER OVER THE RESEARCH PERIOD

The Council of the School delegated power to the Head of School to deal with business over the Research Period, consulting the Needs Committee as and when necessary.

2252 ANY OTHER BUSINESS

The Chairman thanked both Professor Nick Collings and Mr Preibusch for their contributions to the discussions at the Council of the School meetings.

2253 DATES OF MEETINGS

The meetings of the Council of the School will be:

Council of the School of Technology Dates for 2011-12 and 2012-13		
Fridays at 2:00 pm	Venue	Room Booked
19 October 2012	Engineering	Boardroom
23 November 2012	TBC	
25 January 2013	TBC	
01 March 2013	TBC	
3 May 2013	Engineering	Boardroom
7 June 2013	Computer Laboratory	FW11

School of Technology
8th June 2012

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