

The 129<sup>th</sup> meeting of the Council of the School of Technology was held at 2.00p.m on Friday 25 November 2011 in the Board Room, Department of Chemical Engineering and Biotechnology.

Present: Professor Howard Chase (Chairman)  
Mrs Polly Courtice  
Professor Neil Dodgson  
Professor Dame Ann Dowling  
Professor Sir Mike Gregory  
Professor Lisa Hall  
Professor Robin Langley  
Professor Christoph Loch  
Professor Jan Maciejowski  
Professor Nigel Slater  
Mr Joe Bristow (Undergraduate representative)  
Mr Soren Preibusch (Postgraduate representative)  
Professor David Cardwell (School observer)  
Professor Richard Prager (School observer)  
Dr Shui Lam (Secretary)  
Ms Charmain Allen (School Finance Manager)  
Ms Rachael Tuley (Interim Assistant Secretary)  
Mr Matt Oakey (Administrative Secretary)

In attendance: The Pro-Vice Chancellor (Research), Professor Lynn Gladden, and the Head of Research, Mrs Peta Stevens, attended for item 2114.  
The Pro-Vice Chancellor (International Strategy), Dr Jennifer Barnes, and the Head of the International Strategy Office, Dr Toby Wilkinson, attended for item 2116.  
Mrs Sarah Botcherby HR Business Manager attended throughout.

Apologies: Professor Nick Collings, Professor Andy Hopper, Professor Alan Hughes, Professor Chris Lowe, Professor Robert Mair, Professor Bill Milne and Professor Lindsay Greer (observer).

## **UNRESERVED MINUTES**

### **DECLARATION OF INTEREST**

There were no declarations of interest.

### **2103 MINUTES**

The unconfirmed unreserved minutes of the Council of the School of Technology held on 21 October 2011 were approved and signed.

### **2104 MATTERS ARISING**

There were no matters arising.

**2105 CHAIRMAN'S REPORT**

The Chairman had nothing to report which wasn't covered under items featured in the agenda.

**2106 DEPARTMENT UPDATES**

There were no departmental updates.

**A. STRATEGIC PLANNING & RESOURCE ALLOCATION**

**2107 NEEDS COMMITTEE**

The unconfirmed unreserved minutes of the Needs Committee held on Tuesday the 15 November 2011 were circulated. The Chairman highlighted the following items.

**ITEM N1351 TAKEN FROM THE NEEDS COMMITTEE OF 15 NOVEMBER 2011**

**2108 PLANNING ENQUIRY (N1351)**

T/11/83	Office note: Planning Round 2011: objectives and plans for the planning period
T/11/84	Office note: Planning Round 2011: Annual report 2010-11
T/11/85	Office note: Planning Round 2011: Additional issues

*The Needs Committee was reminded that the School's five year plan (2011-2016) would be due for submission on 1 December 2011. The School has been consulting the Heads of Department, the Council of the School, the School's Needs Committee, Undergraduate Committee, the Graduate School Committee and the Research Committee.*

*The outcome of the discussions and consultations of different areas are detailed in Paper NC/11/74 to NC/11/76.*

*The Needs Committee considered Papers NC/11/74 to NC/11/76. It was agreed that certain minor textual amendments would be made to Objectives and Plans for the Planning Round. The Committee was content with the Annual Report and the Additional Issues document.*

The Council of the School considered Papers T/11/83 to T/11/85 and confirmed that they were happy with the objectives and action plan, the annual report and the additional issues as detailed in the attached papers, subject to minor typographical amendments.

**ITEM N1352 TAKEN FROM THE NEEDS COMMITTEE OF 15 NOVEMBER 2011**

**2109 PLANNING: CHEST SAVINGS (N1352)**

T/11/86	Office note: Chest Allocations – Estimated Savings 2012-13 to 2015-16
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*The Needs Committee considered the estimated School's savings targets and the proposed savings strategy for the planning period, as detailed in Paper NC/11/77.*

*It was noted that the proposed savings strategy was similar to the 2010 Planning Enquiry, except that the estimated departmental savings now incorporates the 'deferment of automatic refilling of retirements' strategy as was agreed by the Council of the School at its 8 May 2011 meeting – i.e. in the interest of the School in its REF preparations, the manner in which the savings strategy relating to the 'deferment of automatic refilling of retirements' strategy is to be employed would be managed by the departments, even though this might set higher savings targets.*

*The Needs Committee agreed to recommend to the Council of the School that the savings strategy agreed in last year's planning enquiry should be continued and submitted as part of the School's 2011 Plan. In summary, the proposed savings strategy is made up of the following elements:-*

- *Increase research income in relation to non-academic staff*
- *Savings at departmental level (now including the 'deferment of automatic refilling of retirements' strategy)*
- *Utilising School reserves.*

The Council of the School considered the three key elements of the savings strategy and approved the recommendations of the Needs Committee.

### **ITEM N1353 TAKEN FROM THE NEEDS COMMITTEE OF 15 NOVEMBER 2011**

#### **2110 PLANNING: STUDENT NUMBERS (N1353)**

T/11/87	Office note: Student number forecast 2012-13 to 2015-16
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*At the meeting of the Needs Committee, it was noted that the School was required to submit forecast student numbers for 2012-13 to 2015-16. Paper NC/11/78 contains the planned student numbers from Departments.*

*The Committee was reminded of its previous decision that it would not be in the strategic interest of the School to reduce the undergraduate student numbers forecast considered at the last meeting of the Needs Committee.*

*The Council of the School, at its meeting on 21 October 2011, had agreed that Departments should be invited to reconsider the planned graduate numbers so as to ensure that the total planned postgraduate student numbers (for the capped one-year MPhils) included in the School's plan is in line with the total number allowed by the Colleges for the School of Technology under the cap.*

*It was agreed that the aspirational student numbers, featured in Appendices A-2 and B-1 should feature prominently in the plans.*



*The Committee was informed that the Board of Graduate Studies has confirmed that all M.Phil. by Research courses would remain within the capped list of courses. The Board of Graduate Studies has also agreed that the conversion ratio to be used in 2012–13 will be based on an average of the conversion ratio in practice and the conversion ratio applied in 2011–12.*

*The Needs Committee agreed to recommend to the Council of the School the Paper NC/11/78 which detailed the most up-to-date student numbers.*

At the meeting, Professor Cardwell informed the Council that the School of Technology was the only School which managed to meet its target number in 2011, and it was expected that an additional 45 places would be made available across the University in due course, although it was not yet clear how many of those places would be assigned to the School. It is anticipated that additional places will be allocated to Schools based on the aspirational numbers they submit.

The Council of the School therefore approved the recommendations of the Needs Committee concerning the planned student numbers for the 2011 Planning Enquiry submission.

**ITEM N1354 TAKEN FROM THE NEEDS COMMITTEE OF 15 NOVEMBER 2011**

**2111 PLANNING: UNIVERSITY COMPOSITION FEES (N1354)**

T/11/88	Office note: University composition fees
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*At the meeting, the Needs Committee noted that Schools have been asked to recommend fees for home and overseas students for 2012-13 (MBA, Executive MBA and Master of Finance) and 2013-14 as part of the annual planning round. The default planning assumptions are that the postgraduate home/EU fees would rise to £5k in 2013-14, with an expectation of further rises by £1k p.a. in the following two years. The Needs Committee previously noted that planning assumptions for fee increases in 2013-14 for overseas students have not yet been decided and recommended that the School's working assumption for planning purposes would be a 10% increase to overseas fee levels in 2013-14, in line with prior year increases.*

*The issue of fees for the Construction Engineering M.St. Degree arose, in connection with the review of administrative arrangements for M.St. courses owned by the Institute for Continuing Education. It was agreed that the Interim Assistant Secretary would forward the report issued by the Review Group established to review the administrative arrangements for the M.St. Degree to Professor Dowling.*

The Council of the School approved the recommendations of the Needs Committee.

**ITEM N1355 TAKEN FROM THE NEEDS COMMITTEE OF 15 NOVEMBER 2011**

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**2112 PLANNING: RESEARCH FORECAST (N1355)**

T/11/89	Office note: Research forecast 2012-13 to 2015-16
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*The Needs Committee was reminded that the School was required to submit a research forecast for 2012-13 to 2015-16. The Needs Committee considered Paper NC/11/80, which includes the forecast for research activity based on last year's planning round, and agreed:*

- *the proposed sponsor profile at the end of the planning period (2015-16);*
- *the proposed increase in research volume for the UK Industry (5% p.a.) and the EC (5% p.a.);*
- *the proposed direct expenditure forecast which is slightly lower than that forecast in the 2010 Planning Enquiry;*

*Based on the first quarter's activity for the financial year, the Committee requested that the proposed chest overheads forecast is reviewed and uplifted to be more in line with the 2010 Planning Enquiry, with an adjustment to take into account the proposed decrease in overall volume during the planning period (as compared to the 2010 Plans).*

The Council of the School considered Paper T/11/89 and approved the recommendations of the Needs Committee. In particular, the Council of the School approved the proposed sponsor profile at the end of the planning period 2015/16; the proposed direct expenditure forecast and the proposed chest overheads forecast.

The Council of the School noted that the US Government has relaxed its restrictions on funding non-US institutions. As a result, the Computer Laboratory has recently negotiated three grants from the US Government (via DARPA and IARPA) which would be captured in the overseas figures in the near future.

**ITEM N1356 TAKEN FROM THE NEEDS COMMITTEE OF 15 NOVEMBER 2011**

**2113 EXECUTIVE EDUCATION FINANCE FORECAST (N1356)**

T/11/90	Office note: Executive Education finance forecast 2011-12 and 2014-15
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*The Needs Committee was reminded that the School was required to submit an executive education finance forecast for 2012-13 to 2015-16.*

*At the meeting, the Needs Committee agreed Paper NC/11/81, which detailed the forecast based on submissions from the Departments and the companies engaged in executive education.*

The Council of the School confirmed the forecast for executive education activity in the planning period.

**B. RESEARCH**

**2114 RESEARCH EXCELLENCE FRAMEWORK (REF) 2014**

T/11/91	Briefing note from Mrs Peta Stevens dated November 2011
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The Pro-Vice Chancellor (Research), Professor Lynn Gladden, and the Head of Research, Mrs Peta Stevens, attended to discuss REF preparations with the Council of the School.

The Council of the School was advised of the following matters:

- the Research Office will provide support and guidance on the production of impact case studies;
- the Research Office asks to be advised of any problems with the Symplectic database as soon as they arise;
- all members who sit on Units of Assessment (UoA) Committees must undergo online Equality and Diversity training (as is the case with those who sit on Faculty Appointments Committees), and this will be audited;
- it is hoped that a University code of practice which will govern all aspects of the University's REF preparations will be ready for approval at the 19 January 2012 Research Policy Committee (RPC) meeting (the code of practice will inter alia address issues of indirect discrimination, fixed-term staff (SRAs) and thresholds to determine eligibility for inclusion to the University's submission);
- decisions on additional resources required will be made as soon as possible after the 30 November 2011 deadline for straightforward cases (the RPC will consider all other cases at its 19 January 2012 meeting);
- Dr David Sweeney, Director (Research, Innovation and Skills) of HEFCE, will visit the University early next year and it is hoped that it will be possible to arrange for him to meet with Heads of Department
- A central University committee will consider the case for a reduction in outputs for all individuals with complex circumstances, e.g sick leave, but it will be emphasised in the communication which will be circulated to all members of staff eligible for consideration for REF inclusion that, only in the most exceptional circumstances would they expect to receive cases that had not been discussed first with a Head of Department. The communication would stress that information would be treated in strictest confidence, entered into the REF submission by the University's REF Manager and the information deleted as soon as the REF submission had been made to HEFCE.

The Council of the School thanked Professor Gladden and Mrs Stevens for taking the time to attend the Council of the School meeting.

**ITEM N1357 TAKEN FROM THE NEEDS COMMITTEE OF 15 NOVEMBER 2011**

**2115 RESEARCH COMMITTEE (N1357)**

T/11/92	Minutes of the Research Committee meeting held on 24 October 2011
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*The Needs Committee noted the unconfirmed minutes of the Research Committee meeting held on 24 October 2011.*

*The Chairman remarked that work is ongoing on the School's Thematic Strategy document and it is anticipated that a final version will be available shortly.*

The Council of the School noted the unconfirmed minutes of the Research Committee meeting, held on 24 October 2011.

## 2116 INTERNATIONAL STRATEGY

T/11/93	Office note: International Agreement Protocol, from the International Strategy Office
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The Pro-Vice Chancellor (International Strategy), Dr Jennifer Barnes, and the Head of the International Strategy Office, Dr Toby Wilkinson, attended to discuss the first iteration of the International Agreement Protocol with the Council of the School.

The Council of the School were informed that the International Strategy Office (ISO) would be working in close conjunction with the Research Office and the Development Office.

Dr Barnes and Dr Wilkinson requested that the ISO be informed of *large-scale* international collaborations so that they could provide context for agreements and help Departments to avoid duplication of effort and conflicts of interest. They explained that the aim of the ISO is to explore synergies, where they exist; to act as a single point of contact for international activity; to provide guidance through processes; to monitor international collaborations so that academic benefits of such collaborations can be delivered within the University.

Dr Barnes and Dr Wilkinson welcomed the School's summary of international activity, which has been produced for the School's Strategic Plan.

## **C. STANDING ITEMS**

### **ITEM N1358 TAKEN FROM THE NEEDS COMMITTEE OF 15 NOVEMBER 2011**

#### **2117 HUMAN RESOURCES COMMITTEE (N1358)**

T/11/94	Minutes of the Human Resources meeting held on 01 November 2011
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*The Needs Committee noted the unconfirmed minutes of the Human Resources Committee meeting, held on 1 November 2011.*

The HR Business Manager highlighted the following items: MI data; regradings; the Work Programme of priorities, which will feature at the 7 February 2012 meeting.

The Council of the School noted the unconfirmed minutes of the Human Resources Committee meeting, held on 1 November 2011.

## 2118 HEALTH AND SAFETY MATTERS

There were no Health and Safety matters to raise.

**2119 RISK ASSESSMENT**

The Chairman suggested that a new risk assessment for the REF 2014 be inserted into the Risk Register.

**2120 ANY OTHER BUSINESS**

There was no other business.

**2121 DATES OF MEETINGS OF THE COUNCIL OF THE SCHOOL OF TECHNOLOGY**

The meetings of the Council of the School of Technology will be:

<b>Council of the School of Technology</b>		
<b>Fridays at 2 p.m.</b>	<b>Venue</b>	<b>Room booked</b>
27 January 2012	Engineering	Boardroom
02 March 2012	Chemical Engineering and Biotechnology	Boardroom
04 May 2012	Engineering	Boardroom
08 June 2012	Computer Laboratory	FW11

School of Technology  
20 January 2012



