
The 132nd meeting of the Council of the School of Technology was held at **2.00 p.m. on Friday 4 May 2012** in the Board Room, Department of Engineering.

Present: Professor Howard Chase (Chairman)
Professor Michael Barrett
Professor Malcolm Bolton
Mrs Polly Courtice
Professor Neil Dodgson
Professor Dame Ann Dowling
Professor Sir Mike Gregory
Professor Lisa Hall
Professor Andy Hopper
Professor Robin Langley
Professor Christoph Loch
Professor Bill Milne
Professor Nigel Slater
Mr Sören Preibusch (Postgraduate representative)
Dr Shui Lam (Secretary)
Ms Charmain Allen (School Finance Manager)
Ms Rachael Tuley (Interim Assistant Secretary)

In attendance: Mrs Sarah Botcherby for item 2214

Apologies: Professor Nick Collings, Professor Chris Lowe, Professor Jan Maciejowski, Professor David Cardwell (School observer) and Professor Lindsay Greer (Observer)

UNRESERVED MINUTES

DECLARATION OF INTEREST

There were no declarations of interest.

2193 MINUTES

The unreserved minutes of the Council of the School of Technology held on Friday 2 March 2012 were approved and signed.

2194 MATTERS ARISING

The Chairman reported that work on costing the delivery of M.Phil. programmes is ongoing.

2195 CHAIRMAN'S REPORT

The Chairman congratulated Professor Daniel Wolpert, on his Fellowship of the Royal Society. The Chairman also referred to the forthcoming General Board communication on departmental libraries and their proposed affiliation with the University Library.

2196 DEPARTMENT UPDATES

There were no departmental updates.

ITEM N1408 TAKEN FROM THE NEEDS COMMITTEE OF 24 APRIL 2012

2197 GOVERNANCE: COMMITTEE STRUCTURE (N1408)

T/12/33	Office Note: Current Governance Structure within the School of Technology, dated March 2012
T/12/34	Office Note: Alternative Governance Structure, recommended by the Needs Committee
T/12/35	Office Note: Terms of Reference for the School Committees and working groups, taking into account the recommended changes in Paper T/12/34

*Paper **NC/12/24** contains the current governance structure within the School of Technology, with the revised Terms of Reference of the committees as agreed by the Council of the School at its meeting on 2 March 2012.*

*At that meeting, suggestions were made about amendments to the governance structure. The Head of School has now considered the suggestions and recommends an alternative governance structure with the reporting lines as illustrated in Paper **NC/12/25**.*

*The Needs Committee considered Paper **NC/12/25** and concurred with the recommended governance structure, subject to the following amendment: the REF 2014 Steering Committee should be accountable to the Needs Committee.*

*The Needs Committee approved the REF 2014 Steering Committee Terms of Reference as detailed in Paper **NC/12/26**, subject to the removal of the term 'academic' be removed from the third bullet point under section 1.*

The Secretary was asked to incorporate all the amendments in time for the meeting of the Council of the School.

Action:	<i>The Secretary</i>
----------------	----------------------

Paper **T/12/33** contains the current governance structure within the School of Technology, and Paper **T/12/34** that of the structure recommended by the Needs Committee.

Paper **T/12/35** details the Terms of Reference for the Council of the School's committees and working groups.

The Council of the School noted the Terms of Reference for the REF 2014 Steering Committee and was informed that REF Administrators have been appointed in the Department of Engineering and at School level.

The Council of the School considered and approved Paper **T/12/34** and **T/12/35**.

Action:	The Secretary
----------------	---------------

A. STRATEGIC PLANNING & RESOURCE ALLOCATION

2198 BUDGET REPORT 2012-13

T/12/36	Draft Report of the Council on the financial position and budget of the University, recommending allocations from the Chest for 2012-13
---------	---

Paper **T/12/36** contains the draft Report of the Council on the financial position and budget of the University, recommending allocations from the Chest for 2012-13.

The Council of the School considered the draft Report.

2199 NEEDS COMMITTEE

The unconfirmed unreserved minutes of the Needs Committee held on Tuesday 24 April 2012 are attached. The Chairman highlighted the following items.

ITEM N1409 TAKEN FROM THE NEEDS COMMITTEE OF 24 APRIL 2012

2200 NEW ALLOCATIONS AND SAVINGS FOR 2012-13 (N1409)

T/12/37	Extract from RMC Paper E.263, Core and supplementary additions to Allocations 2012-13
T/12/38	Office Note: New allocations 2012-13 – proposals for distribution
T/12/39	Office Note: Savings targets for 2012-13 – proposal for distribution

*Papers **NC/12/27** and **NC/12/28** provide details of the expected additions to the School's UEF Allocations in 2012-13 and possible ways in which these additional allocations could be distributed across the departments. The Needs Committee considered the options and agreed to recommend the following options to the Council of the School for approval:-*

- *Undergraduate overseas fees (£235k) – distributed 'as earned' by the departments*
- *Differential MPhil fees (£784k) – distributed 'as earned' by the departments*
- *RAM distribution (£442k) – distributed based on 100% RAM (i.e. pro-rata based on department's share of total School's RAM surplus), Option B.*
- *Non-recurrent allocation to correct prior year allocation (£210k) – distributed £70k to Computer Laboratory to support the MPhil in Advanced Computer Science and remaining £140k distributed proportionately between Judge Business School and*

Department of Chemical Engineering and Biotechnology, based on prior year under-allocation, Option B.

The Needs Committee noted that although the majority of the additional allocations are expected to be recurrent, if the income generating these additional allocations is not sustained, there may a case where part of these allocations will need to be returned to the Chest in the future.

In particular, the Committee noted that the allocations relating to differential MPhil fees are expected to be rolled into the School's UEF baseline in 2013-14. As a result, it is expected that a final reconciliation of income will be performed centrally at that point to confirm that the £784k is accurate. If this is not the case, an adjustment to the additional allocations will be made in 2013-14.

*Papers **NC/12/29** considers the School's savings strategy in light of the latest budget information and possible ways in which the School might apportion the School's expected savings in 2012-13. The Needs Committee considered the proposed distribution and agreed to recommend the following to the Council of the School:-*

- *£1.2m will be funded from School-level funds*
- *£567k will be funded from departments split: Engineering (£265k); Chemical Engineering and Biotechnology (£31k); Computer Laboratory (£90k); Judge Business School (£22k)*

The Needs Committee noted that in a previous meeting, the Committee has agreed that in the interest of the School in its REF preparation, the manner in which the previously agreed savings strategy in relation to 'deferment of automatic refilling of retirements' is to be employed would be managed by the departments, even though this might set higher savings targets at departmental levels. The savings levels above now incorporate this decision.

The Chairman brought the attention of the Committee to the expected higher level of savings that will need to be found in future years.

Papers **T/12/37** to **T/12/39** contain the School's savings strategy in light of latest budget information, as well as possible ways in which the School might apportion savings and additional allocations for 2012-13.

The Council of the School considered the options and approved the recommendations of the Needs Committee for the new allocations, namely:-

- Undergraduate overseas fees (£235k) – distributed 'as earned' by the departments
- Differential MPhil fees (£784k) – distributed 'as earned' by the departments
- RAM distribution (£442k) – distributed based on 100% RAM (i.e. pro-rata based on department's share of total School's RAM surplus), Option B.
- Non-recurrent allocation to correct prior year allocation (£210k) – distributed £70k to Computer Laboratory to support the MPhil in Advanced Computer Science and remaining £140k distributed proportionately between Judge Business School and Department of Chemical Engineering and Biotechnology, based on prior year under-allocation, Option B.

The Council of the School approved the recommendations from the Needs Committee for the savings strategy, namely:-

- £1.2m will be funded from School-level funds
- £567k will be funded from departments split: Engineering (£265k); Chemical Engineering and Biotechnology (£31k); Computer Laboratory (£90k); Judge Business School (£22k)

Action:	The Finance Manager
----------------	---------------------

ITEM N1410 TAKEN FROM THE NEEDS COMMITTEE OF 24 APRIL 2012

2201 2011 PLANNING ROUND FEEDBACK (N1410)

T/12/40	Summary note of the School Planning Meeting held on 24 January 2012
---------	---

Paper NC/12/30 is a summary note from the School Planning meeting held on 24 January 2012, prepared by the Planning Office.

The Needs Committee noted the summary note and remarked upon the issue of executive education taxation from 2013–14.

The Secretary informed the Committee that the School was recently informed that the 2012 Planning Round will not require a full Strategic Plan.

The Secretary invited suggestions on whether there are any areas that are not currently taken into account which would be welcomed in future planning rounds. The Committee commented that it would be useful if indicative additional allocations for future years could be provided as part of the planning guidance to allow Schools and departments to plan during this process.

Action:	The Secretary
----------------	---------------

Paper **T/12/40** is a summary note from the School Planning meeting held on 24 January 2012, prepared by the Planning Office.

The Council of the School noted the planning round feedback.

ITEM N1411 TAKEN FROM THE NEEDS COMMITTEE OF 24 APRIL 2012

2202 UNIVERSITY COMPOSITION FEES 2012-13 AND 2013-14 (N1411)

T/12/41	Extract from PRC paper 1283, University Composition Fees 2012-13 and 2013-14
---------	--

Paper NC/12/31 is an extract from the Planning and Resource Committee meeting papers of 28 March 2012. It details the main recommendations the PRC were asked to approve.

The Needs Committee noted the paper.

The Council of the School noted Paper **T/12/41**.

ITEM N1412 TAKEN FROM THE NEEDS COMMITTEE OF 24 APRIL 2012

2203 DOCTORAL TRAINING GRANT (DTG) 2012 (N1412)

T/12/42	EPSRC Grant Letter, dated 01 March 2012
---------	---

*Paper **NC/12/32** is a letter from EPSRC notifying the University of its DTG funding for 2012.*

Discussions are still ongoing internally with regards to how this DTG funding will be distributed across the Schools.

The Needs Committee noted that the University has been awarded c.£6.5m for 2012. The School Finance Manager commented that she would be meeting with the Head of the Research Strategy Office to discuss possible options of calculating the distribution across Schools.

The School Finance Manager was asked to produce an algorithm for the School's allocations to departments on the basis of active grants in the relevant areas, as informed by the EPSRC website. It was agreed that, subject to notification of the School's allocation by the central bodies, approval of departmental allocations will be either by circulation or at the next Needs Committee meeting.

Action:	Finance Manager
----------------	-----------------

[Post meeting note: On further investigations, the School Finance Manager confirmed that the data on the EPSRC website does not provide information on which programmes each award relates to and also includes grants which have now ended. As a result, this dataset may not be the most appropriate to inform the distribution of the DTG allocation either at the University or at the School level.]

Paper **T/12/42** is a letter from EPSRC notifying the University of its DTG funding for 2012.

Discussions are still ongoing internally with regards to how this DTG funding will be distributed across the Schools.

The Council of the School considered and approved the recommendation of the Needs Committee.

Action:	The Chairman
----------------	--------------

ITEM N1413 TAKEN FROM THE NEEDS COMMITTEE OF 24 APRIL 2012

2204 RCUK EQUIPMENT FUNDING REPORT – 50% SHARE (N1413)

At its meeting on 21 October 2011, the Council of the School agreed a School process for the management of the 50% School contribution towards Research Council equipment costing between £10k and the OJEU limit of £121,588 inclusive of VAT (Paper T/11/69). The process

allowed the Departments to submit monthly reports to the School Office detailing the funding required, with the Needs Committee reviewing the commitment on this fund on a termly basis.

Since this procedure was approved, the Needs Committee is asked to note that since the last meeting of the Needs Committee on 21 February 2012, there have been no new applications. Total requests to date of £191k have been received (for earmarking) from the Department of Engineering and as such, the School fund for this purpose remains at £164k.

The Needs Committee noted the above.

The Council of the School noted the above.

ITEM N1414 TAKEN FROM THE NEEDS COMMITTEE OF 24 APRIL 2012

2205 CAPITAL FUND – EQUIPMENT AND CAPITAL (N1414)

T/12/43	Letter from Mike Hall, dated 11 April 2012, informing the School of its allocations from the Capital Fund
---------	---

*Paper **NC/12/33** is a letter from Mike Hall to the Head of School confirming the allocations to the School of Technology from the University Capital Fund.*

*Paper **NC/12/34** details the applications considered by the RMC at its meeting held on 21 March 2012 for the financial years 2011/12 and 2012/13.*

The Needs Committee considered the requests approved for other Schools and agreed to issue further requests in the next bidding round.

The School Finance Manager drew the Needs Committee's attention to the process outlined in Mr Hall's letter.

It was agreed that a revised copy of Mr Hall's letter, incorporating changes to certain purchase dates, will be issued at the Council of the School meeting on 4 May 2012.

The Council of the School noted Paper **T/12/43**.

ITEM N1415 TAKEN FROM THE NEEDS COMMITTEE OF 24 APRIL 2012

2206 RCUK CAPITAL INVESTMENT ROADMAP (N1415)

T/12/44	Research Councils UK Consultation on Capital Investment summary, dated 14 March 2012
T/12/45	School of Technology's response, dated 3 April 2012
T/12/46	The University's draft response to the RCUK Consultation, dated April 2012

*Paper **NC/12/35** details the background to the Research Councils UK's Consultation on a Capital Investment Roadmap for UK research and research-led innovation. The School has been requested to provide input to this consultation.*

*Paper **NC/12/36** details the School's response to the consultation, in the light of responses from Departments.*

The Needs Committee noted the papers.

The Council of the School was informed that the High Performance Computing capital investment proposal has been forwarded to RCUK as one of the eight strategic items issued by the University.

ITEM N1418 TAKEN FROM THE NEEDS COMMITTEE OF 24 APRIL 2012

2207 ELECTRICITY INCENTIVISATION SCHEME 2011-12 (N1418)

T/12/47	2011-12 Electricity Incentivisation Scheme Q2 report
---------	--

*Paper **NC/12/40** is the 2011-12 Electricity Incentivisation Scheme Q2 performance report detailing the individual departments' and the overall School's consumption against targets.*

The Needs Committee noted the report and was informed that the Carbon Reduction Commitment (CRC) levy is in addition to this scheme.

Paper **T/12/47** is the 2011-12 Electricity Incentivisation Scheme Q2 performance report detailing the individual departments' and the overall School's consumption against targets.

The Council of the School noted the report.

B. EDUCATION

ITEM N1416 TAKEN FROM THE NEEDS COMMITTEE OF 24 APRIL 2012

2208 GRADUATE SCHOOL COMMITTEE (N1416)

T/12/48	Minutes of the Graduate School Committee meeting held on 1 March 2012
---------	---

*The unconfirmed minutes of the Graduate School Committee meeting held on 1 March 2012 are as in Paper **NC/12/37**.*

The Needs Committee noted the minutes.

The unconfirmed minutes of the Graduate School Committee meeting held on 1 March 2012 are as in Paper **T/12/48**.

The Chairman of the Graduate School Committee provided the following report, prior to the meeting:

- The Graduate Tutors' Committee has taken our concerns about graduate applications to a limited number of Colleges very seriously and, as a result, is making changes to the content and way information is presented to students (including the publication of application and acceptance data by College). Professor Cardwell sits on this committee.
- Professor Cardwell has established an informal group to share information about graduate education. The members are John Rallison, Michael O'Sullivan (Head of Trusts), Mark Wormald (chair of Graduate Tutors Committee), Paul Hartle (chair of Senior Tutors Committee) and Alice Benton (Head of Student Operation). This will help to ensure that School of Technology graduate students are not disadvantaged (at least not without our knowledge).
- The Secretary of the Graduate School Committee has just completed a response on the Madingley Hall proposal.

2209 COLLEGIATE ROLE OF MADINGLEY HALL

T/12/49	The Collegiate Role of Madingley Hall: a discussion paper, dated March 2012
T/12/50	A proposed response from the Chairman of the Graduate School Committee, dated April 2012

Paper **T/12/49** contains a consultation paper on the collegiate role of Madingley Hall. The Secretary has circulated this to the Council of the School for comments. In addition, the Graduate School Committee has been consulted by circulation, and a proposed response will be available in paper **T/12/50**.

The Council of the School considered the proposed response and made the following points: the Council of the School would prefer that part-time students on courses provided by the School were not sent to Madingley Hall and would certainly not wish for Madingley Hall to become a College for part-time students only.

The Chairman agreed to issue a response from the Council of the School, incorporating these views.

Action:	The Chairman
----------------	--------------

C. RESEARCH

ITEM N1417 TAKEN FROM THE NEEDS COMMITTEE OF 24 APRIL 2012

2210 PROCEDURE FOR RESTRICTED CALLS (N1417)

T/12/51	Extract from RPC Paper 485, proposed procedure for restricted calls
T/12/52	Extract from RPC Paper 486, proposal for a Sub-Committee of RPC

There has been a marked increase recently in funding calls where the University is permitted to make only a limited number of bids, and in many cases only a single submission is allowed. The RPC has proposed that a new procedure and Sub-Committee be established to

determine University decisions in such cases, so that expressions of interest can be considered efficiently and transparently.

The Needs Committee noted the papers. It was agreed that Heads of Department should brief the Head of School regularly on their funding aspirations.

The Council of the School noted the above.

2211 EPSRC KEY PARTNER EVENTS

T/12/53	Note by Professor Russell Cowburn and Professor Keith Glover, dated 13 March 2012, on an EPSRC Key Partner Event
---------	--

Paper **T/12/53** is a note provided by both Professor Russell Cowburn and Professor Keith Glover dated 13 March 2012, on an EPSRC Key Partner Event.

The Council of the School noted Paper **T/12/53**.

D. MISCELLANEOUS

ITEM N1419 TAKEN FROM THE NEEDS COMMITTEE OF 24 APRIL 2012

2212 IT ADVISORY GROUP COMMITTEE (N1419)

T/12/54	Minutes of the IT Advisory Group meeting held on 10 February 2012
---------	---

*The minutes of the IT Advisory Group meeting held on 10 February 2012 are as in Paper **NC/12/41**.*

The Secretary of the School solicited the Needs Committee's views on Virtual Learning Environments. It was agreed that the Undergraduate Education Committee and the Graduate School Committee be consulted about this matter.

Action:	<i>The Interim Assistant Secretary</i>
----------------	--

The minutes of the IT Advisory Group meeting held on 10 February 2012 are as in Paper **T/12/54**.

The Council of the School considered the minutes and noted the Group's discussions about electronic data management.

2213 SUSTAINABILITY METRICS

T/12/55	Extract from PRC Paper 1284, Sustainability Metrics
---------	---

Paper **T/12/55** is a paper from the Planning and Resources Committee on sustainability Metrics.

The Council of the School noted the paper.

2214 HUMAN RESOURCES

The School's HR Business Manager provided a brief update on the following matters:

- Results on the EJRA ballot have been announced and 1390 Regent House members were in favour of an EJRA for officers to retire at the age of 67 years;
- A ballot is currently taking place on CPS pensions;
- Senior Academic Promotions 2012 will be considered and approved at a special meeting of the General Board to be held on 23 May 2012;
- A move towards proposing two-bedroomed housing on the North West Cambridge site;
- 'Mod pay' was replaced on 1 April, due to taxation issues for those working occasionally for the University;
- Progress is being made towards web-based staff recruitment.

A further HR update will be provided at the next meeting of the Council of the School on 8 June 2012.

2215 HEALTH AND SAFETY MATTERS

The Council of the School did not have any Health and Safety matters to raise.

2216 ANNUAL REVIEW OF RISK REGISTERS

Professor Gilligan, a member of the University Risk Steering Committee, has asked the Head of School to include a termly item on the Council of the School's agenda to check "risk owners" are monitoring risks.

Heads of Department confirmed that this exercise is being undertaken in their institutions.

2217 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.

2218 ANY OTHER BUSINESS

There was no other business.

2219 DATES OF MEETINGS OF THE COUNCIL OF THE SCHOOL OF TECHNOLOGY

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



Council of the School of Technology Dates for 2011-12		
Fridays at 2:00 pm	Venue	Room Booked
08 June 2012	Computer Laboratory	FW11

Council of the School of Technology Dates for 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	
03 May 2013	Engineering	Boardroom
07 June 2013	Computer Laboratory	FW11

School of Technology
28 May 2012