
The 138th meeting of the Council of the School of Technology was held at 2.00 p.m. on Friday 3 May 2013 in the Board Room, Department of Engineering.

Present: Professor Howard Chase (Chairman)
Professor Nigel Slater
Professor Andy Hopper
Professor Christoph Loch
Mrs Polly Courtice
Professor Lisa Hall
Professor Neil Dodgson
Professor Alan Hughes
Professor Bill Milne
Professor Sir Mike Gregory
Professor Robin Langley
Dr Simon Guest (School observer)
Professor David Cardwell (School observer)
Mr Matthew Ireland (Undergraduate Student Representative)
Dr Shui Lam (Secretary)
Mr Matt Burgess (School Finance Manager)
Ms Rachael Tuley (Assistant Secretary)
Miss Yi-Jun Lin (Temp Administrative Secretary)

In Attendance: Professor Andy Parker, Dr Michael Judd, Mr John Norman and Mrs Anne Javis
for item 2377.

Apologies: Professor Dame Ann Dowling, Professor Chris Lowe, Professor Robert Mair,
Professor Jan Maciejowski, Professor Nick Collings, Professor Lindsay Greer
(School Observer), and Mr Tanvir Shams Quereshi (Graduate Student
Representative)

UNRESERVED BUSINESS

DECLARATION OF INTEREST

There were no declarations of interest.

2373 MINUTES

The unconfirmed unreserved minutes of the Council of the School of Technology held on Friday 1 March 2013 were approved and signed.

2374 MATTERS ARISING

There were no other matters arising than those minuted here.

2375 CHAIRMAN'S REPORT

The Chairman gave verbal report on the following:

- Speculation that there may be up to 30% funding cuts to HE education by 2015–16;
- Schools will be asked to re-assess their position on departmental library affiliation with the University Library;
- REF preparations are progressing and first draft submissions are to be made by the end of June 2013.
- Congratulations to the Computer Laboratory on its 75th anniversary, and to CPSL on its 25th anniversary and their occupancy of 2 Trumpington Street.

2376 DEPARTMENT UPDATES

There were no departmental updates.

2377 OPEN ACCESS: RCUK BLOCK GRANT AND RELATED MATTERS

Professor Andy Parker, Dr Michael Judd, Mr John Norman and Mrs Anne Jarvis attended to report on the implementation of the RCUK policy on Open Access. The presentation discussed what open access is; funders' policies and their scope; RCUK's policy (the Gold and Green routes); the block grant the University has received (£1.15m) in 2013–14; the University's Project Board, chaired by Professor Lynn Gladden; next steps. The overall intention of the University's procedures is that authors should be able to continue to publish in journals of their choice as usual. However, in order that the university is compliant with the researcher funders' requirements, all authors must consult the website www.openaccess.cam.ac.uk which will inform them of the Open Access options available for their journal of choice, guide them through the steps necessary for obtaining Article Processing Charges (for Gold Star Open Access) and record the procedure adopted for achieving Open Access for that article. The Head of School asked Members of Council to disseminate this information to academic staff and researchers within their departments. There was a one-page guidance document to assist that process.

The visitors were thanked for their contributions and left the meeting.

2378 NEEDS COMMITTEE

The unconfirmed unreserved minutes of the Needs Committee held on Tuesday 23 April 2013 are attached. The Chairman will highlight the following items.

ITEM N1519 TAKEN FROM THE NEEDS COMMITTEE OF 23 APRIL 2013

2379 NEW ALLOCATIONS AND SAVINGS FOR 2013-14

T/13/15 (NC/13/8)	Extract from RMC Paper E.286, Supplementary additions to Allocations 2013-14
T/13/16 (NC/13/9)	Office Note: New allocations 2013-14 – proposals for distribution
T/13/17 (NC/13/10)	Office Note: Savings targets for 2013-14 – proposal for distribution

Papers T/13/15 to T/13/17 consider 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 2013-14.

The Needs Committee agreed to recommend to the Council of the School the proposed allocations to departments of additional funds arising from Overseas UG fees and the RDM in 2013-14. Allocations have been calculated on bases consistent with previous years.

In addition, the Needs Committee agreed to recommend to the Council of the School the proposed allocations to departments of savings targets in 2013-14. It was agreed that the savings targets met through the generation of more funds for support staff directly on research grants would continue to be separately identified as part of the School's strategy, although in practice insufficient savings might be made via this route in 2013/14; more savings would need to be made through conventional routes where this is the case.

Discussions regarding the School's approach for optimising its strong RAM position, to leverage funding on shorter timescales than allowed for by the RDM, to be deferred to the Away Day in July.

The Council of the School approved the proposed distribution of new allocations and savings targets between departments in the School for 2013-14.

Action:	<i>The Finance Manager</i>
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ITEM N1520 TAKEN FROM THE NEEDS COMMITTEE OF 23 APRIL 2013

2380 SCHOOL HISTORIC STRATEGIC RESERVE

T/13/18 (NC/13/11)	Office Note: A proposed procedure governing the use of the School of Technology's Historic Strategic Reserve
T/13/19 (NC/13/12)	Office Note: An analysis of the School of Technology's Historic Strategic Reserve

Paper T/13/18 is a summary note proposing rules for approving expenditure against the School's Historic Strategic Reserve 2013.

Paper T/13/19 details the funds available in the School's Historic Strategic Reserve and proposes suitable uses in the short and long term.

The Needs Committee considered the paper and agreed the following:

- *The decision to commit substantial amount of the Reserve should rest with the Council of the School, at the recommendation of the Needs Committee.*
- *Authority to approve requests of up to £100k is delegated to the Head of School, although the expectation is that the Needs Committee will normally be consulted about requests.*
- *Any contribution from the School reserve should normally be matched by departmental contributions or funds raised by Departments/individual academics.*
- *The contribution from the School reserve should be non-recurrent or limited to a fixed period of time for no more than five years at a time.*

It was thought that Strategic Reserve allocations to departments could be increased in 2013-14 as a short-term way of ensuring the recent growth in School reserves would not continue. This point will be considered and formalised at the next meeting of the Needs Committee in May. Discussions regarding the School's long-term approach to utilising its recurrent strategic allocation, along with some of its historic reserve, to be deferred to the Away Day in July.

Concern was raised at the Council of the School, that historic strategic reserves should not be spent down to a notional contingent level, but instead be protected at existing levels. It was suggested that only the income arising from investment of surplus funds in the CUEF should be spent annually. However, it was noted that the University considers reserve levels in all Schools to be too high, accordingly the School has been under pressure to arrest the recent pattern of year on year reserve increases. It is recognised that significant expenditure from reserves should be on strategic initiatives, with an expected return at least as good as the income generated from CUEF investment. However, while such investment may have benefits for departments in the School, there is no mechanism for replenishing the School's strategic reserves directly from such activities.

To be considered further at the next meeting of the Needs Committee and Council of the School.

Action:	<i>The Finance Manager</i>
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ITEM N1521 TAKEN FROM THE NEEDS COMMITTEE OF 23 APRIL 2013

2381 EPSRC CENTRES OF DOCTORAL TRAINING

T/13/20	Cambridge CDT Bids, dates 4 April 2013
T/13/21 (NC/13/14)	The use of strategic School and Departmental reserves to underwrite CDT bids, dated 18 March 2013

Paper T/13/20 is a more up-to-date version of the CDT bids than that seen at the Needs Committee. The paper features the CDTs that were submitted to the EPSRC at the beginning of April 2013.

Paper T/13/21, authored by Professor Cardwell, discusses the use of strategic School and departmental reserves to underwrite CDT bids. The paper was approved by circulation previously.

The Council of the School approved the proposal to make use of School and departmental reserves to underwrite CDT bids, and noted that the outcome of the first round of submissions should be known in two weeks' time.

ITEM N1522 TAKEN FROM THE NEEDS COMMITTEE OF 23 APRIL 2013

2382 DOCTORAL TRAINING GRANT (DTG) 2013

T/13/22 (NC/13/15)	EPSRC Grant Letter, dated 20 March 2013
T/13/23 (NC/13/16)	Office note: Options for the distribution of the DTG 2013

Paper T/13/22 is a letter from EPSRC notifying the University of its DTG funding for 2013.

The School has been allocated £2,695,246 for the DTG 2013. Paper T/13/23 details options for the distribution of the School's DTG 2013 allocations between Departments.

The Needs Committee noted that Grant Letter, considered the options outlined in the document and recommended that Option E be adopted by the Council of the School, which uses the same basis for allocation between departments, as was used to allocate the total award between Schools.

It was agreed to check that the amount allocated to JBS could be used within the timescale of the grant. If not, the amount could be shared out among the other departments.

The Council of the School concurred with the Needs Committee's recommendation.

Action:	Assistant Secretary
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ITEM N1523 TAKEN FROM THE NEEDS COMMITTEE OF 23 APRIL 2013

2383 UNIVERSITY COMPOSITION FEES 2013-14 AND 2014-15

T/13/24 (NC/13/17)	Extract from PRC paper 1411, University Composition Fees 2013-14 and 2014-15
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Paper T/13/24 is an extract from the Planning and Resource Committee meeting papers of 27 March 2013. It details the main recommendations the PRC were asked to approve.

The Council of the School noted the paper.

ITEM N1524 TAKEN FROM THE NEEDS COMMITTEE OF 23 APRIL 2013

2384 CAPITAL FUND – EQUIPMENT AND CAPITAL

T/13/25 (NC/13/18a)	Letter from Mike Hall, informing the School of its allocations from the Capital Fund
T/13/26 (NC/13/18b)	Extract from RMC Paper C.422, Capital Equipment Fund: 2013-14 Allocations

Paper T/13/25 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 T/13/26 is an extract from RMC paper considering the Capital Equipment Fund allocations for 2013-14.

The Needs Committee noted the papers. It was agreed to consult with Mike Hall to clarify purchase dates.

The Council of the School noted the papers.

B. EDUCATION

ITEM N1525 TAKEN FROM THE NEEDS COMMITTEE OF 23 APRIL 2013

2385 GRADUATE SCHOOL COMMITTEE

T/13/27 (NC/13/19)	Office note: Minutes of the meeting held on 6 March 2013
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The unconfirmed minutes of the Graduate School Committee meeting held on 6 March 2013 are as in Paper T/13/27.

The Needs Committee noted the minutes.

The Council of the School noted the minutes.

C. MISCELLANEOUS

ITEM N1526 TAKEN FROM THE NEEDS COMMITTEE OF 23 APRIL 2013

2386 IT ADVISORY GROUP

T/13/28 (NC/13/20)	Minutes of the IT Advisory Group meeting held on 07 February 2013
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The minutes of the IT Advisory Group meeting held on 07 February 2013 are as in Paper T/13/28.

The Needs Committee noted the minutes. Professor Dowling queried the item on open access (IT48).

The Council of the School noted the minutes. It was agreed that it would be helpful to appoint a member of the Council of the School to the Group to enable Council input to the Group's business.

Action:	<i>The Secretary</i>
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2387 HUMAN RESOURCES

The Council of the School noted that an HR update will be provided at the next meeting of the Council of the School on 8 June 2012.

2388 HEALTH AND SAFETY MATTERS

There were no items to discuss.

2389 REVIEW OF RISK REGISTERS

Professor Gilligan, the Chair 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 risks are being monitored in Departments.

2390 ANY OTHER BUSINESS

T/13/29	Consultation on Graduate Admissions and Funding
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Item T/13/29 is a consultation paper on graduate admissions and funding.

A late consultation paper on graduate admissions and funding was received. The Council of the School was content for the Graduate School Committee to consider the paper and respond on its behalf. The Assistant Secretary agreed to contact graduate course directors for their views, particularly on the suggestion that the final date for the receipt of applications for all graduate courses should be 12th December 2013.

Action:	Assistant Secretary
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2391 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 2012-13		
Fridays at 2:00 pm	Venue	Room booked
07 June 2013	Computer Laboratory	FW11

Council of the School of Technology Dates for 2013-14		
Fridays at 2:00 pm	Venue	Room Booked
25 October 2013	Engineering	Boardroom
29 November 2013	Judge Business School	W2.01
24 January 2014	Engineering	Boardroom
28 February 2014	CEB	Boardroom
02 May 2014	Engineering	Boardroom
06 June 2014	Computer Laboratory	FW11

School of Technology
10 May 2013