
The 139th meeting of the Council of the School of Technology was held at 2.00 p.m. on Friday 7 June 2013 in Room FW11, the Computer Laboratory.

Present: Professor Howard Chase (Chairman)
Professor Nigel Slater
Professor Dame Ann Dowling
Professor Christoph Loch
Mrs Polly Courtice
Professor Lisa Hall
Professor Neil Dodgson
Professor Bill Milne
Professor Sir Mike Gregory
Professor Jan Maciejowski
Professor Robin Langley
Dr Simon Guest (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 Steve Young, Ms Sarah Botcherby

Apologies: Professor Andy Hopper, Professor Chris Lowe, Professor Robert Mair, Professor Alan Hughes, Professor Nick Collings, Professor Lindsay Greer (School Observer), Professor David Cardwell (School observer), Mr Tanvir Shams Quereshi (Graduate Student Representative)

UNRESERVED BUSINESS

DECLARATION OF INTEREST

There were no declarations of interest.

2397 MINUTES

The unconfirmed unreserved minutes of the Council of the School of Technology held on Friday 3 May 2013 were approved and signed.

2398 MATTERS ARISING

There were no other matters arising than those minuted here.

2399 CHAIRMAN'S REPORT

The Chairman, on behalf of the Council of the School, extended his congratulations to Professor Jon Crowcroft, who has been elected as a Fellow of the Royal Society.

Action:	<i>Secretary</i>
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The Chairman also reported that 13 of the 15 Cambridge-led CDT submissions have been invited to go forward to the next stage of consideration by the EPSRC (six led by the School of the Physical Sciences and seven led by the School of Technology); more detailed proposals would be submitted by the 18 July 2013 deadline; short-listing and interviews would be held in October 2013. Given the number of submissions by Cambridge, EPSRC has indicated that it would expect collaborations and sharing of good practice between the successful CDTs, thus resulting in some cost-savings.

2400 DEPARTMENT UPDATES

There were no departmental updates.

2401 NEEDS COMMITTEE

The unconfirmed unreserved minutes of the Needs Committee held on Tuesday 28 May 2013 are attached. The Chairman highlighted the following items:

A. STRATEGIC PLANNING & RESOURCE ALLOCATION

ITEM N1537 TAKEN FROM THE NEEDS COMMITTEE OF 28 MAY 2013

2402 UEF ALLOCATIONS 2013-14

T/13/30 (NC/13/22)	Office Note: Proposed UEF allocations 2013-14, dated May 2013
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Further to discussions on new allocations and savings for 2013-14 (item N1519) at the last meeting of the Needs Committee, Paper T/13/30 has been prepared on the UEF allocations for the Departments for the 2013-14. This is, of course, subject to approval of the Grace of the Budget Report 2013-14.

It was agreed to recommend the draft budgets to the Council of the School for approval. The Finance Manager will liaise with departments directly to agree specific use of new allocations and savings targets within existing envelopes, by the start of PR2013.

The Finance Manager will circulate formal letters to Departments, once the Budget report 2013-14 is Graced.

Action:	<i>Finance Manager</i>
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ITEM N1538 TAKEN FROM THE NEEDS COMMITTEE OF 28 MAY 2013

2403 STRATEGIC RESERVE ALLOCATION

T/13/31 (NC/13/23)	Office Note: School Strategic Reserve Allocations 2012-13 and 2013-14
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Further to discussions regarding strategic reserves (item N1520) at the last meeting of the Needs Committee, Paper T/13/31 has been prepared to consider annual strategic reserve allocations for 2012-13 and 2013-14.

Awards from the 2012-13 strategic reserve for JBS and the Computer Laboratory were approved for recommendation to the Council of the School. It was noted that the CEB was to submit a bid covering its portion, in advance of the Council meeting on 7th June 2013.

The Committee agreed to recommend a total strategic reserve allocation of £1m for 2013-14, with the entire amount allocated across departments based on proportional UEF funding. Further discussions will be held at the School Planning Away Day, regarding the future role of the School Research Committee in identifying school-wide strategic opportunities.

The Senior Pro Vice Chancellor (Planning and Resources) commented that reserve levels of Schools and Departments are higher than necessary. In the context of growing demands on the University to fund or part-fund capital and equipment, it is not appropriate for Schools or Departments to hold excess Chest-sourced contingency funds, which are invested in the CUEF. If events lead to an extraordinary demand for funds across the University, Schools can expect to have access to financial assistance from the centre of the University. In his opinion, an appropriate level of contingency fund for the School of Technology is approximately £3m, half that of its current level. It is also desirable for Schools to retain all unspent Chest-funded reserves centrally, with little or none held at Department level, to better facilitate strategic use.

Department bids from CEB, Computer Laboratory and JBS for the 2012-13 strategic reserve allocations were approved at the meeting by the Council of the School.

The proposal to allocate £1m strategic reserve for 2013-14 on a non-recurrent basis, apportioned across departments based on UEF expenditure, was approved.

Action:	<i>Secretary</i>
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Further commitments were also made against the School's historic strategic reserve relating to the proposed Engineering buildings, which involved the School underwriting up to a maximum of £2m out of its reserves; £2m being two thirds (the approximate proportion of the School's UEF budget allocated to Engineering) of the School's £3m excess contingent reserve. See item 2409 for detail. The Council of the School endorsed that discussions be held at the School Planning Away Day, regarding future mechanisms for identifying and funding strategic opportunities and the use of Chest-funded reserves.

ITEM N1539 TAKEN FROM THE NEEDS COMMITTEE OF 28 MAY 2013

2404 INTERNAL COST CONTRIBUTION

T/13/32 (NC/13/24)	Office Note: Different options of levying ICC on the Departments, May 2013
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In 2011, the RMC considered and agreed a proposal to replace the previous overheads charging system (i.e. FWP overheads) with a new charging framework known as Indirect Cost Contributions (ICC). This new ICC system introduced an overall target of 25% of relevant staff cost at the School level (or NSI equivalent), effective from the 2011-12 financial year.

At its meeting on the 29th May 2012 the Needs Committee agreed to one further year of transition in 2012-13 but then to remove all exemptions and levy a blanket charge of 25% from 2013-14 onwards.

Paper T/13/32 shows the outcome for 2012-13.

The Needs Committee agreed to recommend the adoption of option B from 2013-14 onwards. It was confirmed that this would involve devolution of 25% targets to departments, based on staff costs charged each year to qualifying accounts. However individual accounts would continue to be exempted or charged at 30% as now, with each department covering any shortfall against target (and recovering any over-payment) centrally. This approach will allow departments to protect those general ledger activities which cannot recover overheads for historic or ongoing procedural reasons. No new exemptions will be granted, so all new awards will be subject to an ICC charge and negotiated accordingly.

[During the meeting it was suggested that new awards be subject to a standard ICC charge of 25%. However, this approach would lead to an inconsistency in treatment between historic awards (which will pay ICC at 30%) and new ones (which will pay at 25%); in effect the historic awards would subsidise exempt cases entirely, with no contribution from new awards. It is thought therefore that under the agreed strategy, all awards that are not exempt should be levied a charge at the same rate. If 30% leads to significant over-recoveries in future, as new awards arise, the rate can be lowered accordingly]

The proposed move to a blanket charge of 25% at department level for 2013-14, was approved.

B. EDUCATION

ITEM N1540 TAKEN FROM THE NEEDS COMMITTEE OF 28 MAY 2013

2405 GRADUATE SCHOOL COMMITTEE

T/13/33 (NC/13/25)	Minutes of the Graduate School Committee held on the meeting held on 9 May 2013
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The unconfirmed minutes of the Graduate School Committee meeting held on 9 May 2013 are as in Paper T/13/33.

The Secretary of the Graduate School Committee reported that the School was again 100% successful in securing funding (£78.5k) for its Researcher Development activities in 2013–14. There was concern, however, at the current level of underspend, which must be used up before 30 September 2013.

2406 CONSULTATION ON GRADUATE ADMISSIONS AND FUNDING

T/13/34	Consultation paper on graduate admissions and funding
T/13/35	The Graduate School Committee's response to the consultation paper

Paper T/13/34 is a consultation paper on the proposed changes to the current graduate admissions and graduate funding timetable and processes.

Paper T/13/35 is the Graduate School Committee's response to the consultation paper. The Council of the School endorsed the School's response.

2407 POSTGRADUATE TAUGHT EXPERIENCE SURVEY (PTES) REPORT 2012

T/13/36	The Postgraduate Taught Experience Survey (PTES) report for 2012 for the School of Technology
T/13/37	School summary response to the Postgraduate Taught Experience Survey 2012 and departmental responses to the outcome of the survey

Paper T/13/36 is the Postgraduate Taught Experience Survey (PTES) report for 2012 for the School of Technology, dated May 2013.

Paper T/13/37 comprises a School summary response to the Postgraduate Taught Experience Survey 2012 and departmental responses to the outcome of the survey.

The Council of the School approved the School's response.

2408 CPSL PROPOSAL FOR NEW PG CERTIFICATE

T/13/38	Postgraduate Certificate in Sustainable Business (PCSB): Value Chains Integration
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AT the meeting, it was reported that the Cambridge Programme for Sustainability Leadership (CPSL) was proposing to offer a new Postgraduate Certificate in Sustainable Business: Value Chains Integration. This will be a non-member award and will be administered by CPSL.

The Council of the School noted that the Faculty Board of Business and Management had, for its part, approved the proposal and that the certificate has been re-named 'Sustainable Value Chains'.

The Council of the School, for its part, approved the proposal, which would be taken to the final meeting of the General Board's Education Committee on the 19 June 2013.

Action:	<i>Secretary</i>
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C. ESTATE

ITEM N1541 TAKEN FROM THE NEEDS COMMITTEE OF 28 MAY 2013

2409 CAPE EXTENSION: CONCEPT PAPER

T/13/39 (NC/13/26a)	CAPE building extension Concept Paper, dated 27 May 2013
T/13/39a	An Engineering bid for funds from the School Strategic Reserve regarding CAPE extension

Paper T/13/39 is the Concept Paper for the building. The Paper contains a detailed breakdown of the project cost, which is estimated to be £13m. It was noted that the analysis was still subject to financial checking by the School Office.

The Department has committed to cover 15% (the benchmark expected contribution for capital projects of this nature) of the cost from externally generated funds and requests that the University fund the remainder from its Capital Fund. Further discussions need to be held with the PVC for Planning and Resources, to agree project funding.

The Senior Pro Vice Chancellor (Planning and Resources) indicated that he would be comfortable with the School seeking agreement from the Planning and Resources Committee to fund a maximum of £8m towards the CAPE extension from the University's Capital Fund. To enable the project to progress to the green zone in the University's capital plan, it was agreed that the Department of Engineering and the School would use its best endeavours to recover the £5m shortfall from alternative funds. It was noted that there will be other rounds of UK Research Partnership Infrastructure Funds, in which capital funds are matched at 50% against the value of industrially funded research activity; the possibility of funding through this route should be explored for the CAPE extension. Furthermore, it would be expected that the newly expanded CUDO would support the School effectively in fundraising opportunities and bring in additional major gifts.

In view of the size of funds that the Department of Engineering has committed to raising: £9m for the Royal Cambridge Hotel Car Park Building and £5m for the CAPE Extension Building, it was agreed that the School would underwrite a maximum of £2m from its strategic reserve; £2m being Engineering's nominal share of the £3m excess contingent reserves held by the School. It is likely that any significant charge to the School arising from this underwriting will be the subject of a loan from the University, repayable over a period of around ten years. Even so, it was noted that use of School reserves to this degree would restrict the School's ability to fund additional strategic activity in the Department of Engineering.

D. HUMAN RESOURCES

ITEM N1542 TAKEN FROM THE NEEDS COMMITTEE OF 28 MAY 2013

2410 HUMAN RESOURCES COMMITTEE

T/13/40 (NC/13/27)	HR Committee minutes of the meeting on 14 May 2013
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The unconfirmed minutes of the Human Resources Committee meeting held on 14 May 2013 are as in Paper T/13/40.

The HR Business Manager highlighted the following items:

- Staff Review and Development (SRD) guidance has been issued to academic staff;
- Senior Academic Promotions (SAP): recommendations will be taken forward to a special General Board meeting on 12 June 2013;
- Professorial pay review outcomes will be notified in mid-June 2013;
- Applications to continue working beyond retirement.

2411 HUMAN RESOURCES BRIEFING

T/13/41	Office note: HR briefing from the School HR Business Manager, dated May 2013
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Paper T/13/41 is the HR briefing from the School HR Business Manager, dated May 2013.

The HR Business Manager highlighted the following items:

- The Capability Policy briefing;
- The Principal Investigators' briefing;
- The Management Essentials briefing.

2412 A COLLABORATIVE FUNDRAISING MODEL FOR COLLEGIATE CAMBRIDGE

T/13/42	Email correspondences between the Academic Division and the Secretary of the School, dated from 21 February 2013 to 13 March 2013 respectively
T/13/43	Code of Practice for a Collaborative Fundraising Model for Collegiate Cambridge

T/13/44	Email correspondences between the Secretary of the School and the Registry, dated 30 May 2013 and 31 May 2013 respectively
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In March 2013, all the Councils of the Schools were consulted on the draft framework document for a collaborative fundraising model for Collegiate Cambridge. The School of Technology was particularly concerned over one point in the draft that Departments were advised not to contact alumni directly with mass mailings. This could compromise Departments' ability to attract significant donations. The concern was duly fed back to the centre. Please see paper T/13/42.

Paper T/13/43 is a draft paper on the code of practice for a Collaborative Fundraising Model which has been considered by the University Council. Paper T/13/44 contains an email from the Registry, giving more background information.

The Council of the School noted the paper and that the code of practice was due to be approved in July 2013. It was agreed that the School would aim to seek exemption from the blanket ban to approach graduate alumni directly. The Secretary reported that the procedure to seek exemption would be made available in due course. The Senior Pro Vice Chancellor advised that the exemption would be considered on a case by case basis.

2413 ANY OTHER BUSINESS

There was no other business.

2414 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 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,
21 June 2013