School of Technology

Council of the School

2.00 p.m. on Friday, 24 October 2014

Board Room, Department of Engineering

UNRESERVED MINUTES

Present: Professor Richard Prager (Chairman)
                      Professor Christoph Loch
                      Professor Lisa Hall
                      Professor Gishan Dissanaike
                      Professor Bill Byrne
                      Professor Sir Mike Gregory
                      Professor Robin Langley
                      Dr Simon Guest (School observer)
                      Professor Richard Penty (School observer)
                      Ms Nicole Weckman (Graduate Student Representative)
                      Dr Shui Lam (Secretary)
                      Mr Matt Burgess (School Finance Manager)
                      Ms Rachael Tuley (Assistant Secretary)
                      Miss Yi-Jun Lin (Administrative Secretary)

In Attendance: Professor Steve Young, Mr Richard Neal (Internal Audit)
                      and Professor Jeremy Sanders for item 3.2,

Apologies: Professor David Cardwell, Professor Nigel Slater,
                      Professor Andy Hopper, Mrs Polly Courtice, Professor
                      Robert Mair, Professor Mike Gordon, Professor John
                      Robertson, Professor Nick Collings, Mr Devang Agrawal
                      (Undergraduate Student Representative), Professor Mark
                      Blamire (Physical Sciences School observer), Dr James
                      Moultrie (School observer), Dr Alan Blackwell (School
                      observer).

Declarations of interest
There were no declarations of interest.

1. Minutes

The minutes of the meeting held on 2 May 2014 were circulated with the agenda.

The Chairman cancelled the meeting scheduled for 6 June 2014, a note of the items approved by circulation was attached as Paper **T/14/50**.

Matters arising

It was noted that in June 2014, the Council of the School approved by circulation a registration of opportunity for the Department of Engineering to relocate to West Cambridge. The proposal was subsequently approved by the Planning and Resources Committee and moved into the Blue Zone in the Capital Planning Process.

Co-option of members to the Council of the School

It was reported that Professor Bill Byrne and Professor Robin Langley have been appointed Heads of Division in Engineering, replacing Professor Maciejowski and Professor Cebon.

Professor Byrne and Professor Langley left the meeting and the Council of the School co-opted them to the Council to the end of December 2015 with immediate effect. They then returned to the meeting to resume their attendance.

Chair's report

The Chairman had nothing to report.

2. Starred items

The Committee un-starred item 6.2 and approved the rest of the starred items.

3. Principal business

3.1. Presentation from the Pro-Vice-Chancellor (Planning and Resources)

Professor Steve Young gave a presentation on Research Sustainability, which showed that the University had an 83% FEC recovery rate without endowment and 89% with for research. Cambridge's FEC research overhead

recovery rate (17.4%) appeared to be worse compared with our peers: Oxford (18.3%), Imperial (22.5%) etc. The University also has a strong 20 year capital plan which would require an investment of £135m p.a. on average. Three solutions were proposed: increase indirect recovery, change PI culture and improve efficiency of research and reduce overhead costs.

The Pro-Vice Chancellor agreed to send the Secretary the presentation slides which could be shared with the Departments and Divisions within the School.

3.2. <u>Presentation from the Pro-Vice Chancellor (Institutional Affairs)</u>

Professor Jeremy Sanders spoke to the Council of the School about the minor changes to the Senior Academic Promotions process and forthcoming Regent House discussion on USS pension changes.

3.3. <u>Planning round 2014</u>

It was noted that the Planning Round 2014 has been launched.

Paper **T/14/51** is a letter from the Secretary of School, dated 10 July 2014, on the Planning Round 2014 attaching the guidance from PRAO. The Needs Committee has discussed the high-level objectives (2015-16 to 2018-19), the research forecast (2015-16 to 2018-19), the University composition fees for home and overseas students (2015-16 and 2016-17) and the annual report (2013-14). The revised objectives are attached in Paper **T/14/52** for guidance from the Council of the School.

The revised documents, with all the other information required for the exercise, will be available around 11 November 2014 for further comment and approval by the Needs Committee and the Council of the School.

The Council of the School noted the process and made no amendments to the high-level objectives.

3.4. <u>Planning: undergraduate student numbers</u>

The School is required to submit forecast undergraduate student numbers for 2015-16 to 2018-19. Paper **T/14/53** contains the planned student numbers from Departments for submission to the Planning and Resource Allocation Office by 31 October 2014.

The planned undergraduate student numbers were approved.

4.   **Other Substantive Business**

4.1.   **Vacancies and New Needs**

In Paper **T/14/54**, a revised policy for dealing with vacancies and new needs in the School of Technology is proposed by the Head of School, with the intention of reducing turnaround time for requests from the Departments. To enable this to work, Departments will have to respond to queries in a timely manner.

The Council of the School approved the revised policy, and agreed to review it in one year's time.

4.2.   **Acceptance of Donations**

As fund-raising activities increase, the School is being asked to approve donations at short notice.

Subject to the normal University checks, such as approval by the Advisory Committee on Benefactions and External and Legal Affairs, it is proposed that the Head of School, having consulted the Secretary of the School and the Finance Manager and the HR Business Manager (if necessary), can approve donations up to £5m. All donations above the threshold would normally be considered and approved by the Council of the School.

The Council of the School agreed to delegate power to the Head of School accordingly.

For naming of buildings or endowed Chairs, when a prompt response from the School is often required, it is proposed that the Head of School can approve names, after consulting with the relevant Head of Department, and report back to the Council of the School.

The Council of the School approved the proposal.

4.3.   **Academic Titles Working Group**

It was noted that the Pro-Vice-Chancellor (Institutional Affairs) was consulting on five options related to academic titles (Paper **T/14/55**). The responses from the Faculty Boards and Syndicate within the School received so far are detailed in Paper **T/14/56.**

The Secretary reported that the responses from the Head of Department of Engineering and the Head of the Department of CEB. It appeared that the responses from within the School were quite diverse. Therefore, the Council of the School noted the responses and agreed that, to best inform the central

working group, all the responses should be forwarded to Professor Sanders as they stand, with no additional comments from the School.

4.4. Prince Philip Professor of Technology

The regulations for the Prince Philip Professorship of Technology are set in Statutes and Ordinances 2014 p 724, which states that the Professorship shall be tenable by any person whose work falls within the scope of the disciplines represented within the School of Technology. The Secretary has consulted the Faculty Boards and the Syndicate within the School:

1. Should the vacancy be filled? If so, should candidature be:
   a) limited (or with preference given by the Electors) to persons whose work is connected with any particular area of study within the general field of technology, or
   b) open without limitation or preference to all persons whose work falls within that general field?

It was reported that the responses from the Faculty Boards and the Syndicate within the School were unanimous in agreeing that the office should be filled and be open, without limitation or preference, to all persons whose work fell within the general field. Therefore, the Council of the School agreed to recommend this to the General Board.

It was noted that the General Board would probably require the School or host Department to fund any start-up costs and laboratory refurbishment costs required.

5. Other Business

5.1. John Humphrey Plummer Professor

The four Schools (Physical Sciences, Biological Sciences, Clinical Medicine and Technology) were being consulted on the field of the next John Humphrey Plummer Professorship. The Council of the School of Technology was asked the following:

1. Whether it is desirable that the Professorship be continued;
2. If so, in what subject?

The scope of the John Humphrey Plummer fund is to support "education in Chemistry, Biochemistry, Physical Sciences and such other allied subjects in the University". Any proposal to fill must be accompanied by a statement of how any shortfall in recurrent funding for the Professorship will be met, in addition to the normal considerations of the non-recurrent resource implications.

It was noted that no proposal has been received from the Departments. Therefore, the Council of the School agreed to recommend that no proposals from the School be taken forward to the General Board.

5.2. JBS overheads and College Fee arrangements

In recent years JBS has contributed overheads to the Chest based on its University fee income, at an initial rate of 15%. Half of this amount (7.5% of fee income) was then passed back to the School. The Council of the School agreed to allocate it to JBS initially for up to a fixed term period, leading to an effective overhead rate of 7.5% for JBS.   The overheads contribution arrangement was phased in over four years and the estimated charge for 2014-15 (the first year of full contribution at 7.5%) is £850k.

The recent Graduate Fee Agreement between the University and Colleges sets a Combined Fee and returns 25% of the Combined Fee charged (subject to a cap) to the Colleges collectively. It is not the intention of University to penalise particular courses and departments under this arrangement, so it is proposed that College fees for the University be apportioned across departments based on student headcount in the RAM. However, JBS collects its fees from students directly and would have to pay 25% of the Combined Fee (subject to a cap) to the College Fee pot. To compensate the JBS for this "overpayment", the internal overheads contribution arrangement will be revised as follows:

The JBS will pay 20% of the Combined Fee, and 35% of this contribution will be returned to the School of Technology.

If the Council of the School agrees to allocate the 35% to the JBS, then the estimated amount of JBS overheads contribution will be approximately £500k in 20014-15. The difference of £350k (= £850k - £500k) is essentially the excess amount paid by JBS under the College Fee agreement. Paper **T/14/57** provides further detail.

The Council of the School agreed to allocate all of the 35% to the JBS for 2014-15.

6.   Straightforward business

6.1.   ***Allocations from the School's Historic Strategic Reserve

Paper **T/14/58** has been received from CEB requesting an allocation from the School's Historic Strategic Reserve. Engineering, Computer Lab and JBS have already received allocations equivalent to their notional share of the spendable portion of the School's Historic Strategic Reserve, and CEB is now making a similar request. Using the same basis for calculation as the other departments, CEB is entitled to £400k (13% of the £3m set-aside for spend by the Council of the School). However CEB has asked for an additional £200k

in recognition of equipment awards foregone in recent years, in expectation of a greater need on relocation to a new building. The Needs Committee discussed this matter at its meeting and agreed that it would be appropriate to address the matter of CEB's foregone equipment funding in recent years, via additional allocations from the School's Historic Strategic Reserve.

The Computer Lab requested £107k from its notional share of the School's Historic Strategic Reserve to fund overhead projectors in its lecture theatres. The Head of School approved this allocation under delegated powers.

The Council of the School noted the above.

6.2.   Proposal for a School IT co-ordinator

A proposal to create a School IT co-ordinator role is explained in paper **T/14/59**. This is the outcome of a lengthy consultation with the School's IT Strategy Committee, the School's IT Advisory Committee, the School Office, the representatives from the University Information Service.

The Needs Committee agreed to recommend to the Council of the School to fund the proposed post for a fixed term of 3 years initially. Therefore, a non-recurrent grant around £73k is requested from the School Strategic Reserve.

The Council of the School approved the proposal.

6.3.   ***Update from the Office of Postdoctoral Affairs

A report of the Office of Postdoctoral Affairs is enclosed in Paper **T/14/60** for information as requested by that Office.

The Council of the School noted the above.

6.4.   Risk Assessment

The Council of the School was requested to assess the risks of any of the decisions made at this meeting. The Council of the School agreed that there were no issues arising, relating to risk at this meeting.

7.   ***Minutes of other committees

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The Council of the School noted the minutes.

8.   Any other business

There was no other business.

9.   Dates of Future Meetings 2014-15

2.00 p.m. in Room W2.01, Judge Business School:
Friday, 28 November 2014

2.00 p.m. in Board Room, Department of Engineering:
Friday, 30 January 2015

2.00 p.m. in Board Room, Department of Chemical Engineering and Biotechnology:
Friday, 06 March 2015

2.00 p.m. in Board Room, Department of Engineering:
Friday, 01 May 2015

2.00 p.m. in FW11, Computer Laboratory:
Friday, 05 June 2015