
The 141st meeting of the Council of the School of Technology was held at 2.00 p.m. on Friday 29 November 2013 in Room W2.01, Judge Business School.

- Present:**
- Professor Howard Chase (Chairman)
 - Professor Dame Ann Dowling
 - Professor Christoph Loch
 - Professor Nigel Slater
 - Professor David Cebon
 - Professor Nick Collings
 - Professor Sir Mike Gregory
 - Professor Alan Hughes
 - Professor Jan Maciejowski
 - Professor Robert Mair
 - Mr Matthew Ireland (Undergraduate Student Representative)
 - Dr Simon Guest (School observer)
 - Professor Richard Prager (School observer)
 - Dr Shui Lam (Secretary)
 - Mr Matt Burgess (School Finance Manager)
 - Ms Rachael Tuley (Assistant Secretary)
 - Miss Yi-Jun Lin (Administrative Secretary)
- In Attendance:**
- Ms Sarah Botcherby attended for item 2470 and 2471, and Professor Jeremy Sanders attended for item 2472
- Apologies:**
- Professor Andy Hopper, Mrs Polly Courtice, Professor Lisa Hall, Professor Neil Dodgson, Professor Bill Milne, Professor Lindsay Greer (School Observer), and Mr Tanvir Shams Quereshi (Graduate Student Representative)

UNRESERVED BUSINESS

DECLARATION OF INTEREST

There were no declarations of interest.

2450 MINUTES

The unconfirmed unreserved minutes of the Council of the School of Technology held on 25 October 2013 were approved and signed.

2451 MATTERS ARISING

There were no other matters arising than those minuted here.

2452 CHAIRMAN'S REPORT

The Chairman reported that the REF submission has now been made, and thanked the UoA Chairs for all their hard work and effort spent on the exercise. The Chairman congratulated Professor Dowling on her receipt of the Kate Gleason Award.

2453 DEPARTMENT UPDATES

There were no departmental updates.

2454 NEEDS COMMITTEE

The unconfirmed unreserved minutes of the Needs Committee held on Tuesday the 19 November 2013 were circulated. The Chairman highlighted the following items:

A. STRATEGIC PLANNING & RESOURCE ALLOCATION

ITEM N1582 TAKEN FROM THE NEEDS COMMITTEE OF 19 NOVEMBER 2013

2455 PLANNING ROUND 2013

T/13/58 (NC/13/42)	Office note: Planning Round 2013: Objectives and plans for the planning period
T/13/59 (NC/13/43)	Office note: Planning Round 2013: Annual report 2012-13
T/13/60 (NC13/44)	Office note: Planning Round 2013: Additional items

The Needs Committee was reminded that the School's five year plan (2013-18) would be due for submission on 2 December 2013. The School has been consulting the Heads of Department, the Council of the School, the School's Needs Committee, Undergraduate Education Committee, the Graduate School Committee and the Research Committee.

The outcome of the discussions and consultations of different areas are detailed in Paper T/13/58 to T/13/60.

The Needs Committee approved the objectives in Paper NC/13/42, subject to some minor refinements.

The Needs Committee approved the Annual Report as detailed in Paper NC/13/43.

The Needs Committee considered the additional items in Paper NC/13/44 and agreed to forward any changes to the Assistant Secretary by 9 a.m. on Friday 22 November 2013.

The Council of School considered Papers T/13/58 to T/13/60, and approved the objectives and action plan, the annual report and the additional issues as detailed in the papers.

ITEM N1583 TAKEN FROM THE NEEDS COMMITTEE OF 19 NOVEMBER 2013

2456 PLANNING: CHEST SAVINGS

T/13/61 (NC/13/45)	Office note: Chest Allocations – Estimated Savings 2014-15 to 2017-18, dated 11 November 2013
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At the meeting, the proposed savings strategy was approved for recommendation to the Council of the School. It was noted that departmental savings targets have reduced by approximately £600k in this planning round, following significant recurrent savings made by the start of 2013-14.

The Council of School approved the School's savings strategy for submission as part of the 2013 Planning Enquiry.

ITEM N1584 TAKEN FROM THE NEEDS COMMITTEE OF 19 NOVEMBER 2013

2457 PLANNING: CHEST-SOURCED RESERVES

T/13/62 (NC/13/46)	Office note: Chest-Source Reserves utilisation forecast – PR13, dated 6 November 2013
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At the meeting, the Committee was reminded that the School is required to demonstrate how it will manage down its chest-sourced reserves over the planning period, to a more appropriate level. Paper T/13/62 identifies the principle uses of School-wide reserves and shows how related expenditure might be phased over the next five years.

It was noted that the paper does not set School policy for utilising school and department Chest-sourced reserves, instead it identifies the likely calls on reserves over the planning period and estimates costs and phasing for the planning submission.

It was agreed to recommend to the Council of the School that the paper be included in this year's planning submission.

The Council of the School noted the likely use of School and departmental reserves and agreed that the paper be included as part of the School's submission for PR13.

ITEM N1585 TAKEN FROM THE NEEDS COMMITTEE OF 19 NOVEMBER 2013

2458 PLANNING: NEW CHEST ALLOCATIONS REQUEST

T/13/63 (NC/13/47)	Office note: New Chest Allocations Request – PR13, dated 1 November 2013
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The School wishes to make requests for new allocations from 2014-15, where new income streams have been identified. Paper T/13/63 and supporting documents, identify the income streams and calculates the size of new allocation required.

It was agreed to recommend to the Council of the School that requests for additional allocations arising from CDTs and ACS premium fees, be include in this year's planning submission.

The Council of the School agreed that the new allocation requests detailed above for CDTs and ACS premium fees, should be included in the School's submission for PR13.

ITEM N1586 TAKEN FROM THE NEEDS COMMITTEE OF 19 NOVEMBER 2013

2459 PLANNING: POSTGRADUATE STUDENT NUMBERS

T/13/64 (NC/13/48)	Office note: Postgraduate Student number forecast 2014-15 to 2017-18
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*Paper **Error! Reference source not found.** was tabled. It contains the planned student numbers from Departments or 2014-15 to 2017-18.*

The Needs Committee considered and approved the postgraduate student numbers. It was noted that the uncapped courses spreadsheet will feature provision for the new CDTs at the Council of the School meeting on 29 November 2013.

The Council of the School considered and approved the planned student numbers for the 2013 Planning Enquiry submission.

ITEM N1587 TAKEN FROM THE NEEDS COMMITTEE OF 19 NOVEMBER 2013

2460 PLANNING: UNIVERSITY COMPOSITION FEES

T/13/65 (NC/13/49)	Office note: University composition fees, dated 11 November 2013
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The Needs Committee considered and approved the proposed fees for home and overseas students for 2014-15 and 2015-16.

The Council of the School approved the proposed fees, as detailed in paper T/13/65.

ITEM N1588 TAKEN FROM THE NEEDS COMMITTEE OF 19 NOVEMBER 2013

2461 PLANNING: RESEARCH FORECAST

T/13/66 (NC/13/50)	Office note: Research forecast 2014-15 to 2017-18, dated 13 November 2013
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The Needs Committee considered the research forecast for 2014-15 to 2017-18, which now includes estimated income arising from four CDTs and the CARES Singapore project. The Finance Manager reported that the proportion of RCUK funded direct expenditure, is now forecast to reduce to 46% of total by the end of the planning period (the equivalent figure was 50% in PR12). While income from all sources is growing, a move away from over-

reliance on RCUK is to be welcomed; faster growth in Industry, EC and particularly Other funders is forecast and to some extent, already in the pipeline.

The grant income forecast was approved for recommendation to the Council of the School.

The Council of the School considered Paper T/13/66.

The Council of the School approved the following: the proposed sponsor profile at the end of the planning period (20170-18); the proposed direct expenditure forecast; the proposed chest overheads forecast.

It was noted that Dr Peter Hedges has been appointed as the new Head of the Research Office.

ITEM N1589 TAKEN FROM THE NEEDS COMMITTEE OF 19 NOVEMBER 2013

2462 PLANNING: CAPITAL PLANNING

T/13/67 (NC/13/51)	Office note: Capital planning: an update on the capital project in the School.
T/13/68 (NC/13/52)	Concept Paper for the development of the Old Addenbrooke's site
T/13/69 (NC/13/53)	Business Case for the Engineering car park building
T/13/70 (NC/13/54)	Business Case for the CAPE extension building

Schools are asked to provide an update on all projects in excess of £2m currently in the Amber and Green Zones, to indicate whether there are any projects which they intend to propose for promotion:

Project Name	Estimate Cost	Established Start Date
Green Zone		
CEB building	£60m	2012-13
Engineering Hotel Car Park building	£13.2m	2014-15
Engineering extension to CAPE building	£13m	2013-14
Amber Zone		
JBS Old Addenbrooke Site Development	£50m	2014-15
Blue Zone		
Engineering Courtyard building		
CPSL move to New Museum Site		

The Needs Committee considered the update on capital projects in the School.

Paper NC/13/52 containing the draft concept paper for the development of the Old Addenbrooke's Site was supported and recommended for approval by the Council of the School.

It was agreed that the draft business case for the Engineering car park building, which was not available to be considered at the meeting, should be circulated electronically to the Needs Committee for approval when it is submitted by Engineering.

Paper NC/13/54, containing the draft business case for the CAPE extension building was supported and recommended for approval by the Council of the School.

The Council of the School considered and approved the concept paper and the business cases. The Council of the School supported the proposed name of the Engineering Car Park building: either the 'James Dyson Building for Engineering' or the 'James Dyson Engineering Building', in honour of a donation received by the Department.

ITEM N1590 TAKEN FROM THE NEEDS COMMITTEE OF 19 NOVEMBER 2013

2463 PLANNING: EQUIPMENT

T/13/71 (NC/13/55)	Office Note: Summary list of high value equipment, revised in November 2013
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At its meeting on 23 October 2013, the RMC agreed to devolve £5m of the capital fund to Schools and NSIs from 2014-15 onwards. The basis for apportioning across Schools takes into account both equipment and research staff expenditure in recent years, and will be reviewed each year initially, to ensure allocations remain proportionate. The School of Technology's allocation for 2014-15 is approximately £750k, which includes £355k RCUK 50% matching funds to be retained at School level. The remainder will be available to be used by Departments, with the procedure for allocation to be determined at a future meeting of the Needs Committee.

The RMC also agreed to make the centrally retained capital fund of £3m p.a. available for ad-hoc bids from schools, toward significant pieces of equipment where an overall school contribution of at least £500k is forthcoming. The Needs Committee considered the summary list of high-value equipment and agreed to submit to submit all the high-value equipment bids to alert the planning office of the School's needs. The detailed bids would be submitted to the Planning and Resources Committee when all the financial contributions are sorted.

The Council of the School was content to proceed with the proposal.

ITEM N1591 TAKEN FROM THE NEEDS COMMITTEE OF 19 NOVEMBER 2013

2464 PLANNING: EXECUTIVE EDUCATION FINANCE FORECAST

T/13/72 (NC/13/56)	Office note: Executive Education finance forecast 2014-15 to 2017-18
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Paper T/13/72 includes the forecast based on submissions from the Departments and the companies engaged in executive education for 2014-15 to 2017-18.

The Needs Committee received the executive education finance forecast for 2014-15 to 2017-18, confirmed that the planned growth is appropriate for the 2013 planning round.

The Council of the School considered the planned growth and confirmed that it is appropriate for the 2013 Planning Enquiry.

ITEM N1592 TAKEN FROM THE NEEDS COMMITTEE OF 19 NOVEMBER 2013

2465 TRAVEL FUND ALLOCATIONS – 2013-14 ONWARDS

T/13/73 (NC/13/57)	Office note: Travel Fund Allocations – 2013-14 onwards, dated 15 October 2013
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The Committee was informed that the University Travel Fund has been devolved to Schools from 2013-14. Paper T/13/73 proposes a method for allocating the School of Technology's share over Departments.

The Needs Committee considered the travel allocations and recommended to the Council of the School that the allocations be made to Departments. The Secretary requested that Heads of Department should let members of their Department know of the application process for the fund.

The Council of the School agreed that the Travel Fund for 2013/14 should be apportioned to Departments as set out in Table 2 of Paper T/13/73.

The Council of the School also agreed that these amounts should be rolled into baseline allocations from 2014-15 onwards, on the understanding that Heads of Department would let members of their Department know of the application process for the fund.

Action:	<i>Heads of Department</i>
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B. EDUCATION

ITEM N1593 TAKEN FROM THE NEEDS COMMITTEE OF 19 NOVEMBER 2013

2466 GRADUATE SCHOOL COMMITTEE

T/13/74 (NC/13/58)	Unconfirmed minutes of the meeting held on 17 October 2013
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The unconfirmed minutes of the Graduate School Committee meeting held on 17 October 2013 were noted.

The unconfirmed minutes of the Graduate School Committee meeting held on 17 October 2013 were noted.

2467 CENTRES FOR DOCTORAL TRAINING (CDTS): ANNOUNCEMENT OF AWARDS

T/13/75	Programme Specifications and Application forms for the three new M.Res. courses in Engineering: Graphene Technology; Future Infrastructure and Built Environment; and Gas Turbine Aerodynamics
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The Council of the School was informed that the four CDTs were awarded recently to the School of Technology by the EPSRC. The CDTs are intended to be four-year programmes, each with a one-

year Masters course followed by a three-year PhD. Of the four CDTs, three are new to Cambridge, the fourth is a continuation of an existing CDT. Therefore, to enable the three new MRes courses to be advertised for the intake in October 2014, the Council of the School was asked to consider the establishment of the three MRes courses (Graphene Technology, Future Infrastructure and Built Environment, and Gas Turbine Aerodynamics).

At the meeting of the Council of the School, the following were agreed:

1. The new courses are consistent with the School's strategic plans, in respect of the objectives of the department concerned. The School understands that the additional MRes and PhD student numbers are not subject to the student number cap.
2. The proposals are financially viable, with two studentships being underwritten by the School for each CDT, and any additional staff and running cost by the department.
3. The PGR classification is appropriate and has been recommended by the Faculty Board of Engineering.

The Secretary was requested to inform the Education Committee of the School's support.

Action:	Secretary
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In addition, it was noted that the EPSRC was in the process of negotiating with the University the budgets for the CDTs. The School Office was asked to contact course Directors to ascertain their views on how they would manage a potential loss of 15% in funding.

Action:	School Office
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C. RESEARCH

ITEM N1594 TAKEN FROM THE NEEDS COMMITTEE OF 19 NOVEMBER 2013

2468 RESEARCH COMMITTEE

T/13/76 (NC/13/59)	Office note: Minutes of the meeting held on 28 October 2013
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The unconfirmed minutes of the Research Committee meeting held on 28 October 2013 were noted.

The unconfirmed minutes of the Research Committee meeting held on 28 October 2013 were noted.

ITEM N1595 TAKEN FROM THE NEEDS COMMITTEE OF 19 NOVEMBER 2013

2469 EQUIPMENT SHARING

T/13/77 (NC/13/60)	An extract of the draft minutes of the Research Policy Committee held on 10 October 2013 with the relevant paper
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At the last meeting of the Research Policy Committee, it was proposed that Schools consider allocating a member of their Needs Committee to be an academic champion to take forward the Cambridge Equipment Project.

The Needs Committee considered the proposal and agreed that Professor Prager, as incoming Head of School, would investigate this matter further.

The Council of the School noted Paper T/13/77.

D. MISCELLANEOUS

ITEM N1596 TAKEN FROM THE NEEDS COMMITTEE OF 19 NOVEMBER 2013

2470 HUMAN RESOURCES COMMITTEE

T/13/78 (NC/13/61)	Office note: Minutes of the meeting held on 05 November 2013
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The unconfirmed minutes of the Human Resources Committee meeting held on 05 November 2013 were noted.

The unconfirmed minutes of the Human Resources Committee meeting held on 05 November 2013 were noted.

2471 HR BRIEFING

T/13/79	HR briefing to the Council of the School by HR Business Manager, dated October 2013
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The HR Briefing was received and noted.

2472 PRO-VICE-CHANCELLOR (INSTITUTIONAL AFFAIRS): BRIEFING

T/13/80	Briefing paper from Pro-Vice-Chancellor for Institutional Affairs
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The Pro-Vice-Chancellor for Institutional Affairs reported on the following matters:

- The University has recently embarked on an Environmental Strategy Review and a policy will be produced in due course;
- North West Cambridge: works are on course to deliver 325 student rooms for start of the academic year 2016, and postdoctoral homes will follow soon thereafter;
- Senior Academic Promotions: the first year of the numerical scoring system ran last year. Generally the scheme worked well, but slight modifications to the numerical ratings have been introduced this year. It was noted that outstanding Senior Lecturers can now rise on the incremental salary scale to the bottom point of the Readership scale. Summer workshops ran this year, in an attempt to dispel myths about the promotions process. The aim of the workshops was to encourage people to apply for promotion at the right time;
- The Returning Carers' Scheme was tried in the School last year successfully and has been rolled out across the University this year.

ITEM N1597 TAKEN FROM THE NEEDS COMMITTEE OF 19 NOVEMBER 2013

2473 IT ADVISORY GROUP

T/13/81 (NC/13/62)	Minutes of the IT Advisory Group meeting held on 03 October 2013
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The minutes of the IT Advisory Group meeting, held on 03 October 2013 were noted.

The minutes of the IT Advisory Group meeting, held on 03 October 2013, were noted.

2474 HEALTH AND SAFETY MATTERS

The Council of the School did not have any health and safety issues to raise.

2475 RISK REGISTER

T/13/82	Risk register for the School of Technology
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The Council of the School noted the content and approved the register.

2476 ANY OTHER BUSINESS

Professor Chase thanked the student member Mr Matthew Ireland and Mr Tanvir Shams Quereshi for their contributions.

At the meeting, it was agreed to delegate power to the Head of School to approve any urgent requests of filling of vacancies and new needs over the vacation, if necessary.

2476a DATES OF MEETINGS

The meetings of the Council of the School will be:

Fridays at 2:00 pm	Venue	Room
24 January 2014	Judge Business School	W 2.01
28 February 2014	Chemical Engineering and Biotechnology	Board Room
02 May 2014	Engineering	Board Room
06 June 2014	Computer Laboratory	FW11

School of Technology, 16 January 2014