

School of Technology

Council of the School

2.00 p.m. on Friday, 28 November 2014

Room W2.01, Judge Business School

UNRESERVED MINUTES

Present: Professor Richard Prager (Chairman)
Professor David Cardwell
Professor Nigel Slater
Professor Christoph Loch
Mrs Polly Courtice
Professor Mike Gordon
Professor Gishan Dissanaiké
Professor John Robertson
Professor Robin Langley
Professor Sir Mike Gregory
Professor Bill Byrne
Mr Devang Agrawal (Undergraduate Student Representative)
Professor Alan Blackwell (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 and Ms Georgina Cannon

Apologies: Professor Andy Hopper, Professor Robert Mair, Professor Lisa Hall, Professor Nick Collings, Ms Nicole Weckman (Graduate Student Representative), Professor Mark Blamire (School observer), Dr Simon Guest (School observer), Dr James Moultrie (School observer), Professor Richard Penty (School observer)

Declarations of interest

There were no declarations of interest.

1. Minutes

The unreserved minutes of the meeting held on 24 October 2014 were approved and signed.

Matters arising

Proposal for a School IT Coordinator

The Council of the School approved the proposal discussed at the last meeting of the Needs Committee that the School should appoint an IT coordinator at 40% of full time. The Head of School has recently been informed by the Director of Information Services that the UIS intend shortly to propose that joint posts be created, funded 50% by the UIS and 50% by each School. It is therefore proposed that the School should delay appointing an independent coordinator at 40% FTE as it may be more appropriate to join with the UIS and fund a joint full-time post.

The Needs Committee agreed to support this development and recommended to the Council of the School to find this additional 10% out of the School's Reserves.

The Council of the School approved the Needs Committee's recommendation that the additional 10% be funded by the School's Reserves.

Chair's report

The Chairman had nothing additional to report at this meeting.

2. Starred items

The starred items were approved.

3. Principal business

3.1. Planning round 2014

The Council of the School was reminded that the School's five year plan (2014-19) would be due for submission on 1 December 2014. The School has been consulting the Heads of Department, Departmental administrators, the Council of the School, the School's Needs Committee, Undergraduate Education Committee, the Graduate School Committee and the Research Committee.

The Head of School has produced a preface (Paper **T/14/62**).

The outcome of the discussions and consultations of different areas are detailed in the papers prepared here: Paper **T/14/63** (a School overview), Paper **T/14/64** (the high level objectives), Paper **T/14/65** (the specific issues that the School is asked to address) and Paper **T/14/66** (the annual report).

The Council of the School approved the documentation as part of the School's planning submission.

3.2. Planning: capital planning and minor works

Institutions were 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 that are intended to be proposed for promotion from the Blue to Amber or Amber to Green Zones. Institutions are also asked to review projects in the Blue Zone and confirm whether these should remain or be moved to the Red Zone.

Project Name
Green Zone
CEB building
James Dyson Building (Car-park building)
Engineering extension to CAPE building
JBS Old Addenbrooke's Site Development
Blue Zone
Relocation of CISL
New Engineering Building at West Cambridge

The draft capital update report is as detailed in Paper **T/14/67**.

It was noted that the full case for the JBS building would be considered by the Council of the School later on in the agenda.

The only new capital project that the School was aware of was the Dyson Centre for Design in Engineering. A registration paper would be considered by the Council of the School later on in the agenda.

The Council of the School approved the draft capital update report in Paper **T/14/67**.

A summary of the minor works (both current and planned) is attached in Paper **T/14/68**. This year, a pilot exercise was introduced to assist the planning of provision of services in the centre and would be used as a guide only. Departments would still be able to submit ad hoc minor work requests as they arise.

The Council of the School approved the summary of minor works in Paper **T/14/69**.

3.3. Planning: postgraduate student numbers

It was reported that the School was required to submit forecast student numbers for 2015-16 to 2018-19. Paper **T/14/70 rev 1** was tabled, which contains the planned student numbers from Departments.

The Council of the School approved the planned student numbers.

3.4. Planning: University composition fees

It was reported that the School was asked to recommend fees for home and overseas students for 2015-16 and 2016-17.

For any premium fees over and above the University guidelines the School may propose for postgraduate courses, Departments are expected to obtain the approval of the Board of Graduate Studies, or should initiate the process in time for the PRC to approve fees early in the Lent Term 2014.

Paper **T/14/71** contains tables for home/EU students and overseas students for 2015-16 to 2016-17.

The Council of the School approved the proposed fees.

3.5. Planning: research forecast

It was reported that the School was required to submit a research forecast for 2014-15 to 2018-19. Paper **T/14/72** includes the forecast for research activity, using assumptions consistent with last year's planning round.

It was proposed that the forecast for research activity should be based on 3 key drivers: sponsor profile, volume growth and overhead/indirect recovery rates.

The Council of the School approved the research forecast for 2014–15 to 2018–19.

3.6. Planning: chest savings

It was reported that the School was asked to reconfirm its savings strategy and note the School's savings targets for the planning period. Paper **T/14/73** details estimated savings 2015-16 to 2018-19, dated 11 November 2014.

The Council of the School approved the estimated chest savings.

3.7. Planning: chest-sourced reserves

It was reported that the School was required to demonstrate how it would manage down its chest-sourced reserves over the planning period, to a more appropriate level. Paper **T/14/74** identifies the principle uses of School-wide reserves and shows how related expenditure might be phased over the next five years.

The Council of the School approved the document outlining the principle uses of chest-sourced reserves.

3.8. Planning: new chest allocations request

The School would like to make requests for new allocations from 2015-16, where new income streams have been identified. Paper **T/14/75** and supporting documents, identify the income streams and calculates the size of the new allocation required.

The Council of the School approved the requests for new chest allocations.

3.9. Planning: executive education finance forecast

It was reported that the School was required to submit an executive education finance forecast for 2015-16 to 2018-19. Paper **T/14/76** includes the forecast based on submissions from the Departments and the companies engaged in executive education.

The Council of the School approved the executive education finance forecast.

3.10. Planning: School risk register

It was reported that the School was required to submit a risk register as part of the Planning return. The revised draft risk register is as detailed in Paper **T/14/77**.

The Council of the School approved the School's Risk Register for this year's planning submission.

4. Other Substantive Business

4.1. Old Addenbrooke's site development phase 1

It was reported that the project for the Judge Business School was proceeding according to plan, having been moved to the Green Zone in December 2013. The next stage the CPP process would be to submit a full business case (Paper **T/14/78**) on the project to the Planning and Resources Committee.

The project budget was reported to be £32m, plus around £2m of transitional costs. This would be funded from a donation from the Monument Trust (£8m), a University loan (£12m), other contributions from JBS, the Chest and School of Technology (around £500k) with £12m be subject to a fundraising campaign. Should this not produce the necessary funds in time the University has agreed to provide additional loan finance to ensure that the project can proceed without interruption.

The Council of the School approved the full business case.

4.2. Dyson Centre for Engineering Design

The Dyson Centre for Design in Engineering started off as a minor works scheme. However, if the application for the HEFCE STEM teaching capital funding (2015-16) was successful, the scope of the scheme would push the budget to over £2m, making it a capital project and therefore subject to the CPP process. Therefore, the School would have to submit a registration of opportunity (Paper **T/14/79**) for this project in case the HEFCE application was to be successful.

The Council of the School approved the registration of opportunity.

4.3. IT Strategy Committee: Terms of Reference

Enclosed was a copy of the Terms of Reference for the School's IT Strategy Committee (Paper **T/14/80**). Subject to the approval of the Council of the School, it was hoped that the IT Strategy Committee would meet shortly.

The Council of the School approved the Terms of Reference.

5. Straightforward business

5.1. Health and safety matters

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

6. *Minutes of other committees**

Needs Committee	18 November 2014	T/14/81
Graduate School Committee	17 October 2014	T/14/82
Research Committee	27 October 2014	T/14/83
Human Resources Committee	7 November 2014	T/14/84
HR Briefing	November 2014	T/14/85
Joint IT Advisory Group and IT Strategy Committee meeting	9 June 2014	T/14/86

The Council of the School noted the minutes.

7. Any other business

There was no other business.

8. 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

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