

School of Technology

Council of the School

2.00 p.m. on Friday, 6 May 2016

Board Room, Department of Engineering, Trumpington Street

UNRESERVED MINUTES

Present: Professor Richard Prager (Chairman)
Professor David Cardwell
Professor Christoph Loch
Mrs Polly Courtice
Dr Alice Hutchings
Professor Peter Robinson
Professor Gishan Dissanaiké
Professor Stewart Cant
Professor Sir Mark Welland
Professor Robin Langley
Dr Simon Guest
Thomas Kopsch (Graduate Student Representative)
Dr James Moultrie (School observer)
Dr Claire Barlow (School observer)
Professor Richard Penty (School observer)
Dr Shui Lam (Secretary)
Mr Matt Burgess (School Finance Manager)
Miss Grace Parker (School Administrator)
Miss Yi-Jun Lin (Administrative Secretary)

In Attendance: Mr Chris Chaney

Apologies: Professor John Dennis, Professor Andy Hopper, Professor Lisa Hall, Professor Ross Anderson, Professor Andy Neely, Professor Bill Byrne, and Mr Nsikan Essien (Undergraduate Student Representative)

Declarations of interest

There were no declarations of interest.

1. Minutes

The unreserved minutes of the meeting held on 27 November 2015 were approved and signed.

The meetings on 29 January 2016 and 4 March 2016 were cancelled and the items were approved by circulation. Notes of the approved items are attached as Papers **T/16/14** and **T/16/15**.

Matters arising

Co-option of members to the Council of the School

At the meeting, in line with the practice of co-opting Heads of Divisions, the Council co-opted Dr Simon Guest to the Council to the end of December 2016 with immediate effect, replacing Professor Robert Mair.

Chair's report

The Head of School did not report any business other than those minuted here.

2. Starred items

There were no starred items.

3. Principal business

3.1. Fundraising Update

At the meeting, Mr Chris Chaney reported significant income to the School via fundraising, as detailed in Paper **T/16/16**. He thanked the departments for their time and effort in engaging with CUDAR, without which this would not have been possible.

In response to a query of how to improve on our current success, Mr Chaney re-iterated the following important steps:

1. Articulate the case: what makes it compelling? How to justify the finance?
2. Engage senior academics with donors: the academics hold the relationship, the more we build on that, the better.

3.2. Teaching Recognition and Reward: Pilkington Teaching Prize

The Teaching and Learning Joint Committee was reviewing the current process for awarding excellent teaching in the University and would like to consult the Schools on ways of recognising and rewarding teaching.

At the meeting, Departments provided feedback and it was clear that there were merits in the both processes:

1. The revised process worked well in Engineering with the Department providing two nominations to the Head of School, the news was published in the Reporter although it would have been nice to know the winners beforehand.
2. The Computer Laboratory, which benefited from the revised process in having their nomination accepted, preferred the previous system. It was thought that it was difficult to compare teaching excellence in different subjects.

There was a perception that the Pilkington Prize was too top down. A more student-led approach might be an alternative. There was also a suggestion of having separate prizes for undergraduate and postgraduate courses.

In addition to consulting the Deputy Heads of Department responsible for teaching, it was agreed that the Director of Graduate School, Dr Moultrie, could coordinated a response for postgraduate teaching. It was noted that the Secretary would consolidate all the comments with those of the Council of the School and forward them to the Joint Committee by 23 May 2016.

3.3. Civil Engineering Building: Concept Paper

It was noted that the Civil Engineering Building, with a capital cost of £36m, has been registered under the Capital Planning Process previously. The next step was for the Council of the School to consider the concept paper as detailed in **T/16/18**. The final stage of the process would be the preparation of a full business case.

The Chairman reported that approval by the Council of the School would be conditional on written confirmation of the BIS funding being received by the University. In addition, the financial analysis was subject to some minor changes and therefore, the paper in **T/16/18** was to be finalised. Subject to the above two points, the Council of the School approved the concept paper for the Civil Engineering Building to be forwarded to the Planning and Resources Committee.

3.4. Extension of the Whittle Laboratory: Registration of Opportunity

It was noted that the Department of Engineering would like to register the opportunity to extend the Whittle Laboratory, with an estimated capital cost of around £33m, Paper **T/16/19**.

The Council of the School approved the registration of opportunity for the extension of the Whittle Laboratory to be forwarded to the Planning and Resources Committee.

4. Other Substantive Business

4.1. Allocation from the School's Historic Strategic Reserve

The Chairman reported that a recent review of Strategic Research Initiatives identified an opportunity to invest in the emerging field of synthetic biology with an Engineering perspective. To encourage the Department of Engineering to establish a UL in this field, it was proposed to make a non-recurrent allocation to Engineering to fund a UL for five years on the condition that the Department continue the funding of the office beyond then. On a pro-rata basis, similar, but smaller, non-recurrent allocations were proposed in Paper **T/16/20** to be made to CEB, the Computer Laboratory and the JBS to contribute to their building projects:

<i>Proposal</i>	UEF Proportion	<i>Departmental Allocation</i>
ENG	66%	£330k
CEB	13%	£65k
COMP LAB	16%	£80k
JBS	5%	£25k
TOTAL	100%	£500k

The approach has been considered and endorsed by the Needs Committee and was approved by the Council of the School at the meeting.

A query was raised by the Council as to the impact of this additional allocation on the School's historic strategic reserve. It was reported that the School's underwrite of CDTs had originally given rise to a commitment of £2.5m against strategic reserves. Although CDTs will continue to run for a further six years, it now looks likely that the commitment will be £500k to £1m less than the amount initially set aside. This is primarily because courses have been successful in generating industrial income, to mitigate the underwrite exposure for the first two cohorts (also cohort sizes have been fewer than 10 students in some cases, further reducing the need for underwrites). The School's long-term strategic reserve target remains £3m and, in view of the expected reduced commitment arising from CDTs, there is more than enough leeway to allow for a new commitment of £500k, for the purposes outlined in Paper **T/16/20**.

4.2. New Allocations and Savings for 2016-17

Paper **T/16/21** is an extract from RMC papers considering 2016-17 supplementary allocations.

RMC agreed to make the following recurrent supplementary awards to the School from 2016-17:

- RDM Allocation: £532k

- MPhil Biotechnology (from 2017-18): £130k

Paper **T/16/22** suggests approaches for apportioning new awards across departments in 2016/17. Appendix A details the departmental split of the 2014-15 RAM; RAM outputs are proposed as a driver for allocating the School's RDM funds, consistent with previous years. Following the recommendation of the Needs Committee, the Council of the School approved Option A in Paper **T/16/22**:

<i>Option A</i>	2014/15 RAM Surplus Proportion	<i>Departmental Recurrent Allocation</i>
ENG	79%	£419k
CEB	10%	£52k
COMP LAB	12%	£62k
JBS	(1%)	(£1k)
TOTAL	100%	£532k

Paper **T/16/23** details the School's savings strategy agreed during PR15 and proposes approaches for apportioning savings targets across departments in 2016-17. Following the recommendation of the Needs Committee, the Council of the School approved savings targets in Paper **T/16/23**:

<i>Proposal</i>	UEF Proportion	<i>Departmental Savings Target</i>
ENG	66%	£166k
CEB	13%	£32k
COMP LAB	16%	£40k
JBS	5%	£12k
TOTAL	100%	£250k

5. Straightforward and Reported Business

5.1. Departmental Risk Registers

The Council of the School noted the Departmental Risk Registers as summarised in Paper **T/16/24**.

5.2. Proposed dates for meetings in 2016-17

The Council of the School approved the proposed dates for the 2016-17 Council of the School meetings are detailed in Paper **T/16/25**.

5.3. Risk Assessment

The Council of the School assessed the risks of any decision taken at the meeting and agreed to ask the risk associated with the School space strategy be revisited in light of the progress made with the two Engineering capital projects.

6. ***Minutes of other committees

Needs Committee	26 April 2016	T/16/26
Graduate School Committee	04 March 2016	T/16/27
IT Strategy Committee	16 March 2016	T/16/28

7. Any other business

7.1. Research Administration Review

It was noted that Professor Cardwell, who has been asked to chair a review of research administration at the University, has written to the Schools to ask for inputs from the Councils of the Schools. The terms of reference and the membership of the review panel is detailed in Paper **T/16/29**. The objective of the review is to recommend the administrative structure that will best support the University's research activity in the medium term. The deadline for comments is 25 May 2016.

At the meeting, Professor Cardwell explained that the committee was looking for short term fixes as well as longer-term solutions. Given the short deadline for comments, he stated that he was happy to receive verbal suggestions from members of the Council of the School.

8. Dates of Future Meetings 2015-16

2.00 p.m. in FW11, Computer Laboratory:
Friday, 10 June 2016