

School of Technology

Council of the School

2.00 p.m. on Friday, 10 June 2016

Room FW11, the Computer Laboratory

UNRESERVED MINUTES

Present: Professor Richard Prager (Chairman)
Professor David Cardwell
Professor Andy Hopper
Professor Christoph Loch
Dr Alice Hutchings
Professor Peter Robinson
Professor Stewart Cant
Professor Robin Langley
Dr Simon Guest
Professor Andy Neely
Professor Bill Byrne
Dr Claire Barlow (School observer)
Professor Richard Penty (School observer)
Dr Shui Lam (Secretary)
Mr Matt Burgess (School Finance Manager)
Ms Rachael Tuley (Assistant Secretary)
Miss Grace Parker (Interim School Administrator)
Miss Yi-Jun Lin (Administrative Secretary)

In Attendance: Ms Tracy Brooks

Apologies: Professor John Dennis, Mrs Polly Courtice, Professor Lisa Hall, Professor Ross Anderson, Professor Gishan Dissanaiké, Professor Sir Mark Welland, Mr Nsikan Essien (Undergraduate Student Representative), Thomas Kopsch (Graduate Student Representative), Professor Mark Blamire (School observer), Dr James Moultrie (School observer), and Dr Mark Thompson (School observer)

Dr Kirsty Allen attended for item 3.1 and Ms Sarah Botcherby for item 3.2

Declarations of interest

There were no declarations of interest.

1. Minutes

The unreserved minutes of the meeting held on 6 May 2016 were approved and signed.

Matters arising

Chairman's report/Departmental updates

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

2. Starred items

Starred items were approved.

3. Principal business

3.1 Counter-Terrorism and Security Act 2015 and the Prevent Duty

Dr Kirsty Allen attended the meeting for this item. She reported that Section 26 of the Counter-Terrorism and Security Act 2015 ('the Act') places a duty on certain bodies, including Higher Education Institutions, in the exercise of their functions to have 'due regard to the need to prevent people from being drawn into terrorism'. The Act also requires those bodies to have regard to the statutory duties on the University with regard to academic freedom and freedom of expression.

Paper **T/16/29** is a paper produced to provide guidance to members of the University about the specific responsibilities on those in leadership positions. She stated that the implementation of Prevent should not stop the University from doing what we value most. The University would not be imposing a whole lot of new policies to discharge the Prevent duty, stopping external events and visitors, nor introducing IT filtering. However, it would be reviewing current policies, such as IT and Dignity@work, to ensure we are compliant. In addition, the University Council will be considering and approving a statement on Freedom of Expression in the near future.

Dr Allen reported on the University's self-assessment: some areas the University are compliant; however, some areas require improvements, such as understanding of what events are happening on University premises and pastoral care of Masters students who are here for one year only and not so well plugged in the supervision system.

The main submission to HEFCE, consisting of a risk assessment and the action plan, is due in August 2016.

The Council of the School thanked Dr Allen who then left the meeting.

3.2 Proposal for changes to Recruitment of Academics and Appointments Committees

Paper **T/16/30** contains a proposal for changes to recruitment of academics and Appointments Committees which has been presented and discussed at the central HR Committee and also with the Heads of Schools. It is intended to enable the University to be more flexible and timely in the recruitment of academics so that we remain competitive in an international recruitment market. It aims to do this in a manner that allows flexibility to accommodate the approaches taken within the different Schools.

Professor Cardwell, as a member of the Working Group, presented the proposal and Ms Sarah Botcherby attended to receive feedback from the Council of the School, which is summarised below:

- i. The Council of the School would prefer **one** external member to the Department, rather than two as proposed, provided it is possible to draw external members outside the University pool of 250 people: we would like to choose the externals based on subject expertise.
- ii. It was agreed that the identification to the School of the membership of selection committee, or part of it, at the permission-to-fill stage, is a good idea.
- iii. There is a range of views on the replacement of Appointments Committees: some Departments would prefer to keep theirs and some did not mind if theirs were replaced by the Head of School. The Council of the School would suggest flexibility to accommodate both approaches.
- iv. The Council of the School did not see any advantage in pre-approval of multi offices since the School Office already works in such a way that the approval of more offices could be obtained in a few days if required. It would be better to request additional offices based on evidence of an exceptionally strong field rather than a blanket approval at the permission-to-fill stage.
- v. The Council of the School would prefer flexibility over appointments of Secretaries of the selections committees.
- vi. The Council of the School did not raise any other recruitment issues at the meeting.
- vii. The Computer Laboratory would like the University to explore the possibility of the establishing offices (say at UL level) in five years' time for highflyers on fixed-term fully-funded grants (such as Royal Society fellowship). It is important that we can compete with other Universities such as Oxford which appears to offer established offices on that basis. It was understood that the Pro-Vice-Chancellor (Research) was looking into this issue.

In addition, the Computer Laboratory was not convinced by the argument that the Head of Department had to chair the Departmental Selection Committee.

The Council of the School thanked Ms Botcherby who then left the meeting.

3.3 Interdisciplinary Research Centres: Neuroscience, Infectious Diseases, Stem Cells and Conservation

At the meeting, it was reported that the Research Policy Committee has confirmed that the Strategic Research Initiatives in Neuroscience, Infectious Diseases, Stem Cells and Conservation would become the University's first Interdisciplinary Research Centres (IRCs) from 1 October 2016 (Paper **T/16/31**). The School of Technology is a contributing School in all the four IRCs. Having considered the MoU in Paper **T/16/32**, the Council of the School approved the IRC template and agreed that Technology should sign up as a contributing School to the four new IRCs, as proposed.

3.4 Future Library and Information Services for the School of Technology

At the meeting, it was reported that the Librarian at the Department of Engineering had been asked to research the requirements of library and information services to support the future teaching and research needs of the School, particularly in the context of the planned move to West Cambridge. She has produced Paper **T/16/33** which contains the recommendations of the study.

It was agreed to refer the paper to all the Departments/Faculty Boards in the School of Technology, the Undergraduate Education Committee, the Graduate School Committee, the Research Committee and the Library Syndicate for comment.

4. Other Substantive Business

4.1 UEF allocations 2016-17

Further to discussions regarding new allocations and savings for 2016-17 at the meetings of the Needs Committee, Paper **T/16/34** has been prepared, showing detailed departmental UEF allocations for the Departments for 2016-17. The Council of the School approved the allocations, subject to approval by Grace of the Budget Report 2016-17 (Paper **T/16/35**).

5. Straightforward business

5.1 HR Briefing

The Council of the School noted Paper **T/16/36** which contains the regular briefing note from the HR Business Manager.

6. *Minutes of other committees**

Needs Committee	31 May 2016	T/16/37
Graduate School Committee	06 May 2016	T/16/38

Action: to note

7. Risk Assessment

The Council of the School considered the risk assessment of major decisions taken at the meeting and agreed there was nothing to add to the risk register.

8. Any other business

There was no other business.

9. Dates of Future Meetings 2016-17

2.00 p.m. in Board Room, Department of Engineering:
Friday, 21 October 2016

2.00 p.m. in Room W2.01, Judge Business School:
Friday, 25 November 2016

2.00 p.m. in Board Room, Department of Engineering:
Friday, 03 February 2017

2.00 p.m. in FW11, Computer Laboratory:
Friday, 10 March 2017

2.00 p.m. in Board Room, Department of Engineering:
Friday, 12 May 2017

2.00 p.m. Room tbc, Department of Chemical Engineering and Biotechnology:
Friday, 16 June 2017

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