

School of Technology

Council of the School

2.00 p.m. on Friday, 25 November 2016

Room W2.01, Judge Business School

UNRESERVED MINUTES

Present: Professor Richard Prager (Chairman)
Professor John Dennis
Professor Christoph Loch
Mrs Polly Courtice
Professor Lisa Hall
Dr Alice Hutchings
Professor Peter Robinson
Professor Gishan Dissanaiké
Professor Stewart Cant
Professor Robin Langley
Professor Simon Guest
Professor Andy Neely
Professor Bill Byrne
Dr James Moultrie (School observer)
Dr Claire Barlow (School observer)
Dr Shui Lam (Secretary)
Mr Matt Burgess (School Finance Manager)
Ms Judith Collier (School Administrator)
Miss Yi-Jun Lin (Administrative Secretary)

In Attendance: Ms Georgina Canon

Apologies: Professor Andy Hopper, Professor Ross Anderson, Professor Sir Mark Welland, Mr Mikko Mantyla, Mr Thomas Kopsch, Professor Mark Blamire (School Observer), Professor Richard Penty (School observer) and Dr Mark Thompson (School observer)

Declarations of interest

There were no declarations of interest.

1. Minutes

The Secretary reported that the last paragraph of item 3.3 should read:

“Dr Hutchings enquired about access to re-fuel back-up generators located in the UIS, and she was reassured that this had been resolved.”

The revised minutes of the meeting held on 21 October 2016 were approved and signed.

Matters arising

There were no matters arising other than those minuted here.

Chair's report

The Chair reported on the Regent House Discussion on potential introduction of a policy of divestment from fossil fuels. A number of senior members of the School spoke at the Discussion and the scripts would be available in the Reporter in due course. Views were expressed that a complete withdrawal of engagement with fossil fuel companies might be damaging, particularly with companies who are interested in combating problems caused by burning of fossil fuels.

2. Starred items

Starred items were approved.

3. Principal business

3.1. Planning round 2016

The Council of the School was reminded that the School's five year plan (2016-21) is due for submission on 1 December 2016. The School has been consulted interested parties, including the Heads of Department, Departmental Administrators, the Council of the School and the School's Needs Committee.

Paper **T/16/56** contains the preface and Paper **T/16/57** the overview of the School's five year strategic plan. The Council of the School discussed the papers and made the following points:

1. the creation of new Master's courses and teaching more students would involve more work
2. this would only be possible if the University provides greater access to income generated by the School, so that more academic staff can be employed; this point needs to be strengthened in the preface

3. the MTech course is at an early stage of consideration and received backing as the right direction of travel
4. the Engineering undergraduate teaching activity benefits from economies of scale and could increase in size (as pointed out in Session 3.1 in Paper T/16/57)

Subject to strengthening the point about financial feedback, the papers were approved.

3.2. Planning: Annual Report

The Council of the School approved the annual report for 2015-16 (Paper **T/16/58**) as part of the planning submission.

3.3. Planning: postgraduate student numbers

The Council of the School considered the draft planned postgraduate student numbers for 2017-18 to 2020-21 (Paper **T/16/59**) and agreed that, subject to the final fine-tuning of the forecast, the plan looked reasonable and could be submitted.

3.4. Planning: University composition fees

As part of the Planning round, the School is required to recommend fees for home and overseas students for 2017-18 and 2018-19.

In addition to the default changes, the Council of the School agreed to link MPhil by Research fees to PhD fees in future, as had been the case until recently.

3.5. Planning: planned minor works

The Council of the School noted that the planned minor works applications had been sent to the Planning Office by 1 November 2016. To provide the Council of the School with an oversight of the planned schemes, **Paper T/16/61** summarises the submitted schemes.

3.6. Planning: chest savings and scenario planning

The Council of the School considered Paper **T/16/62** which reconfirms its savings strategy and shows the School's savings targets for the planning period from 2017-18 to 2020-21.

In addition, in light of the Referendum result, Schools have been asked to perform some limited scenario planning, in anticipation of reduced income in later years of the planning period.

The worst-case scenario under consideration is for incremental adjustments to allocations from 2017-18, giving rise to a cumulative cut to Chest envelopes of 10% over 5 years (compared to the 1% per annum planning assumption). Verbal assurances received from PRAO confirm that these are not firm proposals, but rather a way to stimulate discussion about possible income reduction, with the aim of generating ideas for controlling costs and identifying new income streams. Appendix A to Paper **T/16/62**, is the School's proposed response based on input received from the Needs Committee.

At the meeting, the Council of the School approved Paper **T/16/62**, including Appendix A.

3.7. Planning: chest allocations and CISL RAM charge

The School requests no new allocations from 2017-18, but wishes to update the University regarding new allocations agreed at previous planning rounds. Therefore, The Council of the School approved Paper **T/16/63** and supporting documents Appendix A to Appendix D, identifying the income streams and calculates the size of the new allocation required.

In addition, the School has been asked to make a case to extend the CISL RAM charge as part of the School's planning submission. CISL has paid a RAM charge to the University, in lieu of ICC charges, since 2007. Throughout that time, the indirect cost charge has been set at a discount, with the non-pay volume driver reduced by 60%. This discount was agreed because most of the income associated with this non-pay expenditure was simply passed through CISL accounts to be spent elsewhere, meaning CISL did not incur a full measure of the central University costs supported by the standard driver.

The Council of the School approved Paper **T/16/63** which sets out the School's proposal for an extension of these arrangements to include 2017-18.

3.8. Planning: research forecast

Paper **T/16/64** includes the forecast for research activity, using new assumptions in view of the outcome of the referendum, for 2016-17 to 2020-21. The forecast for research activity continue to be based on 3 key drivers: sponsor profile, volume growth and overhead/indirect recovery rates. This year's forecast includes a sensitivity analysis, which considers a worst-case scenario resulting from the outcome of the referendum.

The Council of the School approved Paper **T/16/64** for submission.

3.9. Planning: executive education finance forecast

The Council of the School approved the executive education finance forecast for 2017-18 to 2020-21, as detailed in Paper **T/16/65**, based on submissions from the Departments and the companies engaged in executive education.

3.10. Planning: Risk Register

The Council of the School approved an updated risk register, as contained in Paper **T/16/66**. As well as revising and amending the previously identified risks, the School has identified a new risk in relation to Brexit.

4. Other Substantive Business

4.1. Accessibility of Unreserved Minutes

The Council of the School considered the proposed accessibility policy for the unreserved minutes of various bodies within the School. Having balanced the principle of openness, transparency and accountability against the need to deliberate strategic plans and resource allocation matters, the Council of the School approved the proposed policy as detailed in Paper **T/16/67**, from 1 January 2017.

4.2. Transfer of IDBE to CISL

At the meeting, it was reported that the MSt in Interdisciplinary Design for the Built Environment (IDBE) was suspended for 2016-17 to allow time for a review into its future. Currently, the course is under the academic oversight of the Degree Committee of Architecture and resourced by staff employed by the Department of Engineering. Paper **T/16/68** (revised version tabled at the meeting) contains a request to move IDBE to CISL with the possibility of academic oversight being undertaken by the Degree Committee of Engineering.

The Council of the School agreed that the draft application to amend the course would need to be finalised, allowing for sufficient time to do all the necessary consultations. If the final version of the application is approved by the Graduate School Committee in Lent Term 2017, the Council of the School could approve the proposal by circulation. In the meanwhile, it was understood that the course could be advertised with a footnote stating that admissions in October 2017 are subject to approval of the University.

5. Straightforward business

5.1. Due Diligence Process for Research

At the meeting, it was reported that the University has introduced a new process to exercise due diligence for research funders at the recommendation of the Internal Audit Plan. The Assistant Director of Research Office would be primarily undertaking the due diligence process (see Paper **T/16/69**) on behalf of ROO, for all funders that the University is entering a new relationship with.

The Council of the School was asked to note that, in signing off a grant application, the Head of Department or his/her deputy, accepts the risks and benefits on behalf of their department.

5.2. Health and safety matters

There were no Health and Safety matters raised by the Departments.

5.3. Risk Assessment

The Council of the School assessed the risks of the decisions made at this meeting and agreed not to change the register.

6. *Minutes of other committees**

The following minutes were noted:

Needs Committee	15 November 2016	T/16/70
Graduate School Committee	11 November 2016	T/16/71
Research Committee	21 October 2016	T/16/72
IT Strategy Committee	03 October 2016	T/16/73
IT Advisory Group	01 November 2016	T/16/74

7. Any other business

It was noted that this would be the last meeting for Ms Judith Collier and she was thanked warmly for her contributions to the School.

8. Dates of Future Meetings 2016-17

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. in Board Room (West Cambridge site), Department of Chemical
Engineering and Biotechnology:
Friday, 16 June 2017

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