
The 134th meeting of the Council of the School of Technology was held at 2.00p.m on Friday 19 October 2012 in the Board Room, Department of Engineering.

Present: Professor Howard Chase (Chairman)
Professor Michael Barrett
Mrs Polly Courtice
Professor Neil Dodgson
Professor Mike Gregory
Professor Andy Hopper
Professor Robin Langley
Professor David Cardwell (School observer)
Dr Shui Lam (Secretary)
Mr Matt Burgess (Temp School Finance Manager)
Ms Rachael Tuley (Interim Assistant Secretary)
Miss Yi-Jun Lin (Temp Administrative Secretary)

In attendance: Professor Steve Young and Mrs Sarah Botcherby throughout. Professor Jeremy Sanders for item 2278.

Apologies: Professor Stewart Cant, Professor Ann Dowling, Professor Lisa Hall, Professor Christoph Loch, Professor Chris Lowe, Professor Jan Maciejowski, Professor Robert Mair, Professor Bill Milne, Professor Nigel Slater, Professor Lindsay Greer (Observer), Professor Simon Guest (School observer).

UNRESERVED BUSINESS

DECLARATION OF INTEREST

The Chairman made a general declaration of interest in the item on Pay and Grading for Non-clinical staff.

2263 MINUTES

The unconfirmed unreserved minutes of the Council of the School of Technology held on 8 June 2012 were approved and signed.

2264 MATTERS ARISING

There were no matters arising.

2265 CHAIRMAN'S REPORT

The Chairman asked for congratulatory letters to be sent to Professor Andy Hopper on his appointment to the Presidency of the Institute of Engineering and Technology, and Professor David Cardwell, Professor John Clarkson, Professor Richard Penty and Professor Malcolm Smith on their election to Fellowship of the Royal Academy of Engineering

Action:	Secretary
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2266 DEPARTMENT UPDATES

There were no departmental updates.

A. STRATEGIC PLANNING

2267 NEEDS COMMITTEE

The unconfirmed minutes of the Needs Committee held on 9 October 2012 were circulated. The Chairman highlighted the following items:

ITEM N1450 TAKEN FROM THE NEEDS COMMITTEE OF 9 OCTOBER 2012

2268 PLANNING ROUND 2012

T/12/73	Letter from the Secretary of School, dated 16 July 2012, on the Planning Round 2012 attaching the guidance from PRAO.
T/12/74	Draft objectives and plans for the planning period, 2013-14 to 2016-17, dated September 2012
T/12/75	Departmental inputs to international strategy, dated September 2012
T/12/76	2011 Planning Round submission on the International Strategy
T/12/77	Value for Money examples

The Planning Round 2012 has been launched. A number of areas need detailed consideration:

(A) High level objectives for the School

The School is requested to consider and review the high-level objectives, a draft of which is included in Paper NC/12/54 .

The Needs Committee suggested various amendments and an additional objective on the new fundraising campaign, and specific mention of certain HR initiatives. It was also suggested that the REF objective should be removed or subsumed into the objective on research.

The Council of the School noted that the REF objective had been removed and that a new objective (7) on maintaining and enhancing external relationships had been inserted.

(B) International Strategy

The School is requested to state the intentions for international engagement and outreach activities. Paper NC/12/55 is includes the input from the Departments received so far. Paper NC/12/56 is the submission for last year.

It was agreed that last year's document would be updated with various amendments. Reference was made to the Department of Engineering's and Judge Business School's proposed Indian collaborations.

The Council of the School noted the updates provided by Departments.

(C) Value for Money

The Schools have been asked consider whether the introduction of a systematic process for reviewing VFM would be helpful, and to identify a small number of opportunities for increasing VFM.

An updated document, issued by the Department of Engineering was tabled.

The Needs Committee considered other opportunities for increasing VFM. Professor Slater suggested the creation of a hub for finance staff.

The Council of the School considered and approved the suggested opportunities for increasing VFM.

Action:	Secretary
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ITEM N1451 TAKEN FROM THE NEEDS COMMITTEE OF 9 OCTOBER 2012

2269 PLANNING: STUDENT NUMBERS

T/12/78	Office Note: Student number forecast (undergraduates) 2013-2014 to 2016-2017
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The School is required to submit forecast student numbers for 2012-13 to 2016-17. Paper NC/12/57 contains the planned student numbers from Departments that was submitted in the last Planning Round.

The Needs Committee considered the trend for planned student numbers and it was agreed that paper NC/12/57 should be revised to incorporate a number of identified changes.

The Council of the School approved the proposed planned undergraduate student numbers for 2013-14 to 2016-17.

Action:	Interim Assistant Secretary
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ITEM N1452 TAKEN FROM THE NEEDS COMMITTEE OF 9 OCTOBER 2012

2270 PLANNING: UNIVERSITY COMPOSITION FEES

T/12/79	Tables for home/EU students and overseas students for 2013-14 to 2014-15
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The School is asked to recommend fees for home and overseas students for 2013-14 and 2014-15.

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 2012.

The Needs Committee advised that proposed home and overseas fees for 2014-15 should be inflated from 2013-14 at the same rate as last year (2.57% for home fees and 5% for overseas fees). Course Directors will advise if proposed fees for 2014-15 are likely to vary from the default position.

The Council of the School recommended fees for various courses highlighted in Paper T/12/79 (Default increases had been assumed unless requested otherwise.)

There were no recommendations for new premium fees at this stage.

Action:	Temporary Finance Manager
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ITEM N1453 TAKEN FROM THE NEEDS COMMITTEE OF 9 OCTOBER 2012

2271 PLANNING: RESEARCH FORECAST

T/12/80	Office Note: Research forecast 2013-14 to 2016-17, dated September 2012
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The School is required to submit a research forecast for 2013-14 to 2016-17. Paper NC/12/59 includes the forecast for research activity based on last year's planning round.

The Needs Committee considered income projections for each sponsor type together with the research income outturn in 2011/12, and advised that forecast growth rates should remain the same as those used during PR2011, except income from Research Councils. The known pipeline for Research Council grants in 2012/13 is already greater than 2011/12, as a result of some significant recent awards. It was agreed that the PR2012 research forecast should reflect the known pipeline increase in the early years of the planning period. For later years, income from Research Councils should be projected to grow at 2% per annum from the 2011/12 baseline.

The Council of the School noted the research forecast and agreed that the assumptions in which was based were appropriate.

Action:	Temporary Finance Manager
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ITEM N1454 TAKEN FROM THE NEEDS COMMITTEE OF 9 OCTOBER 2012

2272 PLANNING: CAPITAL PLANNING

T/12/81	Office Note: List of capital projects in the green zone and in the amber zone, as approved by the Planning and Resources Committee
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There is a request for Schools to identify and prioritise the capital building projects in the Amber zone. A list of the projects in the Green and Amber zones is included in Paper NC/12/60 .

High priority projects should normally be accompanied by a concept paper if the project has not already reached the Concept stage of the Capital Planning process.

It was requested that the plans should state that the extension to the Engineering CAPE building be moved to the top of the Amber Zone, given the urgency of the plans, and that the cost of this project would be around £10m. It was likely that a concept paper was needed for this project

The Council of the School approved the prioritised capital building projects in the Amber zone, as in Paper T/12/81.

It was noted that high priority projects should normally be accompanied by a concept paper if the project has not already reached the Concept stage of the Capital Planning process, and one was required for the CAPE extension.

Action:	Head of Engineering
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ITEM N1455 TAKEN FROM THE NEEDS COMMITTEE OF 9 OCTOBER 2012

2273 CAPITAL FUND: MINOR WORKS IN EXCESS OF £500K AND EQUIPMENT IN EXCESS OF £50K

T/12/82	Office Note: Summary list of equipment in excess of £50k, dated September 2012
T/12/83	Office Note: Summary list of minor works in excess of £500k, dated September 2012

The School is requested to submit bids for funding from the Capital Fund in 2013-14 for equipment (£50k and above) and for minor works (£500k and above).

The Committee considered the bids. It was agreed that, in the light of suggestions made at the Needs Committee, the Head of School and the Secretary would prioritise the projects and request approval at the Council of the School meeting on 19 October 2012.

The Council of the School considered and prioritised the bids as featured in Papers T/12/82 and T/12/83.

Action:	Secretary
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ITEM N1456 TAKEN FROM THE NEEDS COMMITTEE OF 9 OCTOBER 2012

2274 END OF YEAR ACCOUNTS 2011-12

T/12/84	Office Note: End of year account 2011-12, dated September 2012
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The balance of the end of year account for pay stands at £439.9k for the School. The Needs Committee noted the document.

The Council of the School noted that the balance of the end of year account for pay stands at £439.9k for the School and agreed the distribution of that balance amongst the departments.

2275 END OF YEAR REPORT 2011-12

T/12/85	Office Note: End of Year Report 2011-12
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The Council of the School considered the End of Year Report 2011-12.

The Temporary Finance Manager highlighted the following key points:

- The School generated a surplus of £4.1m for the 2011–12 financial year (which includes £4.3m of new donations and endowments received in the year);
- The total resources for the School increased by £7.6m from the previous year;
- Total research income of £44m was generated, representing an 8% increase (including inflation) from the prior year;
- The trading activities for the Judge Business School (including executive education activities) generated a surplus of £0.2m in 2011-12.

B. EDUCATION

ITEM N1457 TAKEN FROM THE NEEDS COMMITTEE OF 9 OCTOBER 2012

2276 UNDERGRADUATE EDUCATION COMMITTEE

T/12/86	Minutes of the Undergraduate Education Committee meeting held on 27 June 2012
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The minutes of the Undergraduate Education meeting, held on 27 June 2012, are as in Paper NC/12/64.

The Needs Committee noted the minutes.

The minutes of the Undergraduate Education meeting, held on 27 June 2012 were received and noted.

ITEM N1458 TAKEN FROM THE NEEDS COMMITTEE OF 9 OCTOBER 2012

2277 CAMBRIDGE COMMONWEALTH TRUST (CCT) AND CAMBRIDGE OVERSEAS TRUST (COT)

T/12/87	Consultation paper on changes to CCT and COT in 2013, dated July 2012
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Changes are proposed to CCT and COT in 2013. The Graduate School Committee will be asked to comment on 18 October 2012.

The Needs Committee considered the communication and made the following observations: merging the Trusts is a good idea; concerning fundraising activity, due

consideration should be given to its co-ordination to ensure that there is no duplication of effort with other institutions in the University engaged in similar initiatives and that existing relationships between Departments and donors are not jeopardised.

It was noted that the Graduate School Committee was asked to comment on 18 October 2012.

The Interim Assistant Secretary reported on the following points made by the Committee to the proposals:

- the Committee supports the notion that the business of the two trusts be rationalised and welcomes the proposed merger;
- The proposal appears to address the perceived problem of a lack of funding provision for home students, and this is also welcomed;
- there must be continuous academic input throughout the process;
- fairness must be ensured for all students across the University;
- any approach to organisations/funding sources should not occur until after consultation with Departments, so as to not jeopardise existing relationships between Departments and donors.

The Council of the School concurred with the Graduate School Committee's response and had no further comments to make.

Action:	Interim Assistant Secretary
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C. HR

2278 PAY AND GRADING FOR NON-CLINICAL STAFF

T/12/88	Pay and Grading for Non-Clinical Staff
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Professor Jeremy Sanders attended the meeting at 2:45pm to talk to Paper T/12/88, entitled 'Pay and Reward – Amendments to the Second Joint Report on Pay and Grading for non-clinical staff'.

Professor Sanders referred to recent consultations on proposed amendments to the pay and grading structure, how market supplements were increasing and how pay scales at the top end of the scale were no longer competitive. The following proposals have been made: extension to the University Senior Lecturer scale; replacement of market supplements with Advanced Contribution Supplements for academic staff; an extension to grade 12 of the salary scale.

The Council of the School noted the paper and gave its approval to the approaches being taken, and thanked Professor Sanders for his presentation.

2279 HR BRIEFING

T/12/89	HR briefing to the Council of the School by HR Business Manager, dated October 2012
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The Council of the School noted Paper T/12/89, a briefing from the HR Business Manager.

D. MISCELLANEOUS

ITEM N1459 TAKEN FROM THE NEEDS COMMITTEE OF 9 OCTOBER 2012

2280 IT ADVISORY GROUP

T/12/90	Minutes of the IT Advisory Group meeting held on 10 May 2012
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The minutes of the IT Advisory Group meeting, held on 10 May 2012, are as in Paper NC/12/66 .

The Needs Committee noted the minutes.

The minutes of the IT Advisory Group meeting, held on 10 May 2012, were received and noted.

ITEM N1460 TAKEN FROM THE NEEDS COMMITTEE OF 9 OCTOBER 2012

2281 FUNDRAISING

T/12/91	Email exchange between the Head of School and GG+A Europe on fundraising, July 2012
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An exchange of e-mails is included in Paper NC/12/67 on fundraising.

The Chairman explained that Schools are expected to produce wish-lists of potential items/initiatives/posts that should attract donations.

It was agreed that Heads of Department would provide the School Office with input by the end of the Michaelmas Term.

Heads of Department were asked to submit priorities for fundraising by the end of term.

Action:	Heads of Department
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2282 RISK REGISTER

T/12/92	Risk register for the School of Technology (2012 Planning Round)
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The revised risk register for the School of Technology, dated October 2012, was received.

The Council of the School noted the content and Professor Dowling's request that the residual risk of risk number 1 be increased, and approved the register subject to this amendment.

Action:	Interim Assistant Secretary
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2283 ANY OTHER BUSINESS

There was no other business.

2284 DATES OF MEETINGS OF THE COUNCIL OF THE SCHOOL OF TECHNOLOGY

The meetings of the Council of the School of Technology will be:

Council of the School of Technology Dates for 2012-13		
Fridays at 2:00 pm	Venue	Room booked
23 November 2012	Judge Business School	W2.01
25 January 2013	Engineering	Boardroom
01 March 2013	Chemical Engineering and Biotechnology	Boardroom
03 May 2013	Engineering	Boardroom
07 June 2013	Computer Laboratory	FW11

School of Technology
16 November 2012

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