

THE UNIVERSITY OF MANCHESTER  
SCHOOL OF CHEMISTRY

Minutes of the Management Team Meeting held on  
Monday 18 April at 12.00 noon in room GE.005

**Present:** Professor J C Whitehead (Chair), Dr E M Armstrong, Professor E J L McInnes, Professor J Micklefield, Professor G A Morris (*vice* Yeates), Professor G Procter, Ms N Snook, Mrs C R Taylor (Secretary), Professor E J Thomas.

**1. Apologies for absence.**

Professor Flitsch and Professor Yeates.

**2. Report from Health and Safety Committee and Estate issues.**

**Received:**

Verbal report from Dr Armstrong.

**Noted:**

- 2.1 The safety cupboard to store all dangerous drug precursors has arrived and placed in a secure area of the building.
- 2.2 The new health and safety modules for induction training are now ready for the new postgraduate intake in September. These modules will be placed on Blackboard 9. The three modules cover fire, general safety, and safety in laboratory and workshops.
- 2.3 Dr Armstrong reported that she had attended the Chemical Safety Forum in Strathclyde. The investigator officer who investigated the Liverpool explosion was in attendance. He mentioned that Liverpool University was issued with an improvement notice which included delivering safety modules. Following the MIB explosion, chemical risk assessment forms were introduced along with new guidance notes. These can be found on the School intranet <http://intranet.chemistry.manchester.ac.uk/intranet/health/cra/>
- 2.4 The last Health and Safety meeting was not well attended by academics. Staff sending apologies to the meeting should find a substitute from their own section to represent them.
- 2.5 Safety showers in the teaching and research laboratories have to be tested on a weekly basis. This is a time consuming task for showers that do not get used. Dr Armstrong suggested at the Health and Safety meeting that these be replaced with Diaphrotine. This is a reagent that does a better job than water to treat burns. The proposal is to replace showers with Diphoterine sprays and eyewash. The

Management Team members asked Dr Armstrong to seek views of academic staff and bring back views to the next Management Team meeting.

**Action: Dr Armstrong.**

- 2.6 Electric shocks have been received by some staff from a bank of sockets in the building. Estates staff were informed and the matter was rectified.
- 2.7 During the recent warm weather, Dr Armstrong received a number of reports about the building being too hot. It is not an easy matter to regulate the heating in the building.
- 2.8 A new carbon credit scheme will be rolled out in the academic year 2011-12. This means that each building will be assigned a carbon budget which will incorporate targeted carbon reduction. Therefore all energy use will be metered starting in September and the usage for 2011-12 will be used for benchmarking.
- 2.9 There is no further news about when work will start on the goods lift, stair nosing and windows.

### **3. Minutes of the previous meeting.**

These were approved.

### **4. Matters arising.**

There were not matters arising other than those to be covered by the rest of the agenda.

### **5. Report from Head of School.**

#### **Received:**

Verbal report received from Professor Whitehead.

#### **Noted:**

- 5.1 Professor Whitehead asked that members took a few minutes to remember the tragic early death of Andrew Sutherland.
- 5.2 A third ERVS scheme will be announced on the 2 May. The University is looking to save £27M. The Faculty of EPS's share is £3M. Professor Whitehead said that he will be briefed on the rules of this scheme.
- 5.3 The university is to produce a student charter to tell them what they are entitled to whilst at university. The Faculty of EPS will write a standard charter informing students what we expect from them.

## **6. Away Day Agenda.**

6.1 Arrangements have been made to hold a Staff Away Day meeting at the Weston Conference Centre on Tuesday 17 May. Suggestions received for agenda items include, employability of students, undergraduate course delivery, report from Think Tank Group, impact case studies and research themes, publication citations and new Human Resource contracts. Mrs Taylor was asked to draft the agenda and inform staff about this meeting.

**Action: Mrs Taylor.**

## **7. Report from Head of School Administration.**

### **Received:**

Report from Ms Snook.

### **Noted:**

7.1 The recommendations from Professor Taylor's review of research and finance administration is being implemented. As part of this new structure, Dr Fretwell has been appointed as Head of Faculty Research in the Faculty of Life Sciences. The other three University Faculties have also made the same appointments. This team of four will work closely with Lita Denny (Head of Research Support Services) to populate the new finance structure with relevant staff. Discussions are taking place with Mrs Brealey about Dr Fretwell's replacement.

7.2 Miss Knight has taken up a two year secondment position based in the Medical School and Miss Crolla has been seconded to Miss Knight's position in Student Administration. Human Resources have approved a replacement for Miss Crolla and the advertisement of this position will appear shortly on the University web site.

7.3 Following the tragic death of Mr Andrew Sutherland, we have some temporary support from the School of Physics to help with the workload in the Electronics Section. Permission will be sought to replace Mr Sutherland.

7.4 Following the departure of Mr John Robinson, Ms Snook has been working on a technical restructure. Two posts have been created – a research and analytical services manager and a general support services manager. These have been advertised internal to technical staff members only. Five expression of interest have been received. It is anticipated that the interviews will take place in early May.

7.5 The Centre keeps a list of equipment over £25k. Schools are sent this on an annual basis to check. It does not resemble the equipment we have in the School. Ms Snook updates the list and returns it. It was noted that the Dean has ownership of all equipment within the Faculty.

## 8. Report from Director of Teaching.

### Received:

Report from Professor Procter.

### Noted:

- 8.1 The periodic review report has been considered by the review panel and is expected to be received by the school imminently.
- 8.2 The main issues discussed at the Teaching Committee were:
- 8.2.1 At the request of the Health and Safety Committee, the Teaching Committee considered how to reduce accidents in the undergraduate laboratories. A proposed plan of action was approved by the Committee and has been sent to the Health and Safety Committee for their consideration.
- 8.2.2 The curriculum review group discussion led to a proposal of a 10-credit unit on environmental Chemistry in year 2.
- 8.2.3 The draft taught degree regulations were discussed and given the short time scale for a response, Professor Procter and Ms Charters will draw up a School response and send to Professor Brown.
- 8.3 The curriculum review group meet and an update of the discussion can be found in appendix 2.
- 8.4 The School needs to nominate three students for the Outstanding Achievement Awards 2011. Professor Procter was asked to circulate staff for nominations.  
**Action: Professor Procter.**
- 8.5 The review of our portfolio of programmes show that Chemistry with Business and Management continue to fall short of the minimum number of 15. The School is considering removing this course from the UCAS handbook.
- 8.6 Tim Wallace is happy to help staff rebuild their courses on blackboard 9. Faculty has commended us for our work on Blackboard 9.
- 8.7 We have made an appropriate response on the draft policy on student demonstrators. I hope that our comments will be considered seriously.

## 9. Report from the Director of Research.

### Received:

Report from Professor Micklefield: see Appendix 3.

### Noted:

- 9.1 The Research Committee raised concerns with the issue of coordination of the School's seminar programme. The Research Committee recommends that the seminar organisers meet to review their current strategy and forward their report to the Research Committee for consideration.

- 9.2 An EPSRC DTA funding studentship is available if someone can obtain CASE funding. A note to academic staff alerting them to this will be sent. If this studentship cannot be filled this year, it can be deferred to 2012. If this were the case, this would mean that there would be approximately 10 studentships available, two of which would need to be converted to a CASE award.
- 9.3 RCUK has published a report on efficiency saving changes for research grants. These changes are listed in Appendix 3.
- 9.4 HESA figures on research income show that we are fourth amongst UK Chemistry Departments trailing behind Cambridge, Oxford and Imperial College.
- 9.5 Data provided by Dr Fretwell reveal a significant rise in research awards in 09/10 and this positive trend continues into 10/11 particularly in EU funding. This is very good news for the School.

**10. Any other business.**

There was no other business to consider.

**11. Date of next meeting.**

Monday 16 May at 12.00 noon in room 4.20.