

The University of Manchester
SCHOOL OF CHEMISTRY

**Minutes of the Management Team meeting held on
Monday 5 November at 11.00 am in room G.02**

Present: Professor J C Whitehead (Chair), Professor S Flitsch, Professor E J L McInnes, Professor D Procter, Ms N Snook, Mrs C R Taylor (Secretary), Professor S Yeates.

1. Apologies for absence.

Apologies were received from Professor Budd and Professor G Procter.

2. Report on Health and Safety matters and Estate Issues.

- 2.1 There were no reportable accidents to the Health and Safety Executive. Minor accidents included a cut finger caused by a cracked necked flask and an eye irritation with no obvious cause for the inflammation.
- 2.2 The fume cupboards on the fourth floor failed but action was taken to restart them.
- 2.3 The fume cupboard electrics tripped on the 5th floor. We had to wait 30 hours before electricity was restored.
- 2.4 Dr Armstrong reported that there had been a flood on the second floor due to tubing falling off a rotary evaporator condenser which had been left running overnight as an oversight by an MChem student.
- 2.5 The Health and Safety Committee met in October. Various topics were discussed including the ongoing health and safety audits, PPE, masks, laboratory coats, use of face masks whilst decanting silica for chromatography.
- 2.6 Recent safety spectacles bought from the Chemistry stores are not designed for use with UV lamps. Dr Armstrong has spoken to Mark Mullin about minimum specifications for safety spectacles held in stores and equipment for use with UV lamps will be available from Chemistry stores soon.
- 2.7 The School now has a full complement of fire marshals who are waiting to attend the training course.
- 2.8 The fire extinguisher course was arranged for November.
- 2.9 Professor David Leigh and his research group are now installed in the fourth floor refurbished space. There are some issues with the space and Dr Armstrong is working with Estates to resolve these issues.

- 2.10 The risers were being inspected prior to another asbestos strip and to plan putting floors in at each level. Work on this will start at 5.00 pm every day for the next three weeks starting the week beginning the 12 November 2012.
- 2.11 The door to the Isotope store is being replaced on the 6 November. The police will be happy to hear that this has happened.
- 2.12 Temperature issues in rooms GE.006 and GE.002 are being attended to and there is a scheme to put this problem right.
- 2.13 A flow restrictor will be added to taps in the teaching laboratories to alleviate the problem of running out of water. A rainwater harvesting tank will be installed which will top up the laboratory water tanks.
- 2.14 The disposal of legacy material is an ongoing issue that cannot be allowed to continue. There is not enough money in Dr Armstrong's budget to cover these costs. We need to make sure that staff ask for additional money when submitting a grant proposal to deal with the disposal of chemicals after the research project is complete. Dr Armstrong was asked to liaise with Dr Rozentals to ensure that this happens otherwise the Head of School will not sign of any proposal which does not have this cost included. Ms Snook was asked to arrange for a general AA account to be open so that this money can be transferred when a grant is awarded. Dr Armstrong was asked to investigate how much money has been spent so far on disposable costs.

Action: Ms Snook and Dr Armstrong.

3. Minutes of the previous meeting

These were approved and will be added to the Chemistry intranet.

4. Matters arising.

There were no matters arising other than those to be discussed elsewhere on the agenda.

5. Report from Head of School.

- 5.1 The Dean and other School representatives are visiting Mexico to sign an agreement to take students for an MSc by Research followed by a three year PhD. It is also hoped to get a similar agreement with Chilli and Brazil by the end of November. The agreement with Brazil will fall outside the Science without Borders Scheme. Dr Neil Dixon represented Chemistry.
- 5.2 Neil Viner's visit to Manchester was useful has it enabled an opportunity to talk about various issues.
- 5.3 The EPSRC DTC call is expected to be made shortly. Further news on this topic will be circulated when it is available.
- 5.4 Overall, student numbers to the School are down which has resulted in a loss of income to the school by £250k.

- 5.5 The Management Team endorses the proposal to submit an Athena SWAN application for the silver award next April 2013.
- 5.6 The Head of School, Heads of Section, Dr Armstrong and Dr Muryn conducted a survey of all space in the Chemistry Building. The purpose of the survey was to identify space in the building for growing research groups. In future, there will be no stratification in the building between sections, and the overriding principle for space allocation will be determined by the ebb and flow of research funding.
- 5.7 The EPSRC Core Capability bid has been submitted thanks to Professor Morris, Mr Speak and Dr Muryn. The bid put forward was for £1.4M of research equipment. If successful, the Dean has promised to give a further £300k. We hope to hear the outcome of the bid in December 2012.
- 5.8 Professor Flitsch reported that she was a representative from Manchester on the F8 consortium panel and suggested that Professor Morris may wish to take over this role.
- 5.9 The deadline for online BBSRC DTP studentships is 7 December. This information needs to be added to the Chemistry internet immediately with a link to the application site. Ms Snook was asked to arrange for this to happen.
Action: Ms Snook.

6. Report from Head of School Administration: see Appendix 1.

- 6.1 The UKBA visit to the University has been postponed and it is likely that there will be another visit soon. All Schools have been asked to make contact with all their international students to ask them to bring along evidence of their academic qualifications and passport to check that they have the correct visa. A minority of these students have still not come forward. In addition to this work, a 'Tier 4 Student Visa Pro Forma has to be completed for every international student indicating that all documents that are required by the UKBA are on the students' files. Head of School Administrators are accountable for the completion of these forms and their signature is required to confirm that admission documents have been reviewed in the School.
- 6.2 The website project is proceeding. A film crew attended the School's Postgraduate Open Day and additional interviews of undergraduate students and academic staff took place. Even after the launch of the new website we will still need someone to look after the website as we do not have a webmaster. It was suggested that staff should start taking responsibility for their own pages and sign off quarterly that they are correct.
- 6.3 Alex Symanski is sponsoring a project to transfer staff desk tops to Windows 7. A Project Manager will be appointed to see this project through to the end.

7. Report from Director of Teaching: see Appendix 2.

- 7.1 The main topic of conversation at the EPS Teaching and Learning Committee was employability. Further details about this can be found in Appendix 2. Chemistry's employability of graduands as dropped by 5% even though we have worked hard to improve. Dr Coe and Dr Horn are liaising with Karen Butterworth to organise events such as drop in events.
- 7.2 The e-Learning Team has provided a temporary solution to the accessing of previous lecture notes in Blackboard 9. Dr Wallace will circulate staff with the information and details of how to do this.
- 7.3 Heads of Section were asked to nominate a member of staff to serve on the Faculty Disciplinary Panels. The names of volunteers should be sent to Professor G Procter.
- 7.4 The School did not have sufficient demonstrators this year even though the number of research students who were eligible to demonstrate was more than adequate. It was thought that perhaps there was some reluctance from academic staff to allow their research students to demonstrate. Karen Charters was asked to conduct a survey which noted academic member of staff, number of research students associated with them and how many of these research students were demonstrating.

8. Report from Director of Research: see Appendix 3.

- 8.1 Apologies were received from Professor Budd. His report is attached to these minutes together with the spreadsheets of awards and applications for October.

9. Any other business.

- 9.1 There was no other business to discuss.

10. Date of next meeting.

- 10.1 Monday 17 December at 12.00 noon in room G.02.