

**THE UNIVERSITY OF MANCHESTER**  
**SCHOOL OF CHEMISTRY**

**Minutes of the Management Team meeting held on  
Monday 7 February 2012 at 12.00 noon in room 4.20**

Present: Professor J C Whitead (Chair), Professor P M Budd, Professor S Flitsch, Dr J J W McDouall (vice Budd), Professor E J L McInnes, Professor G A Morris (vice Yeates), Professor D J Procter, Ms N Snook, Mrs C R Taylor (Secretary), Professor S Yeates

**1. Apologies for absence.**

None.

**2. Management Accounts.**

Ms Nicola Smith attended the meeting and led Management Team members through the Management Accounts for 2011/12.

Points to note include:

- a) The Research target is aspirational and is based on last year's income. At the moment research income is down by £407.1k which is mainly due to lower FTE numbers on existing projects and lower than budgeted income from new awards. The School is acting on this by creating a project management post to help academics with HR issues that have previously caused delays. If there is going to be an underspend on grants then this should be used to pay for SEO/technicians salaries to help reduce the overspend on pay.
- b) We need to have an equipment wish list just in case we have any surplus money left in the budget at the end of the financial year so that this can be spent rather than return a surplus. We should be aiming to replace equipment at least once a year. It was suggested that the Research Committee and Teaching Committee discuss this topic and put together a list of equipment in order of importance.  
**Action: Chairs of Research and Teaching Committees.**
- c) Endowment income is restrictive as the majority of the awards have conditions attached to them. The Charity Commission has been asked to look at endowment income and it is hoped to unlock some of this money for studentships.
- d) Ms Smith is working on the 2012/13 budget which will be put before the Dean in late February for his approval. As always, he will make small changes to the budget especially relating to research and student income.

**3. Health and Safety and Estate Matters.**

- 3.1 A number of accidents and incidents were reported. One accident in particular was the incorrect use of a syringe by an undergraduate who had managed to spill a chemical on the skin. Dr Wallace has agreed to put together a video for the safe use and disposal of chemical syringes.

- 3.2 It was noted that a large fire took hold in the Chemistry Department at York University. Fortunately there were no casualties.
- 3.3 The concern about the new rules for NMR usage was related to the cost of the labels rather than the rules themselves. Ms Snook was asked to speak to Dr Muryn about this matter to investigate if alternative cheaper labels could be bought in bulk for use by research groups.  
**Action: Ms Snook.**
- 3.4 The Management Team's decision to relocate the Electronics Workshop to the sixth floor in the Chemistry building was overturned by the Dean who wished Electronics to move to the Photon Science Institute. Dr Armstrong was concerned about the delay in reaching a decision since the old fourth floor teaching laboratory and adjacent rooms had to be vacated by the end of February so that the contractors could move in.
- 3.5 Advance warning has been received that the University insurers are inspecting all the plant supplying compressed air to the Chemistry building at 9.00 am on Wednesday 8 February 2012. An email will be sent to all staff informing of this task.
- 3.6 The window project is going very well and people will have noticed that the masts are coming down from the front of the building.
- 3.7 The reroofing of concourse has been put on hold but we have been told that the holes in the roof will be fixed.

#### 4. Minutes and Matters Arising.

- 4.1 *Actum 2.1*  
Mr David Benko's visit to the Management Team meeting in January proved very useful. Unfortunately, a promise of supplying a tree of web pages to Ms Snook has not been followed through and there are still no Outreach or Alumni tabs on the front Chemistry web page. Ms Snook was asked to make contact with Mr Benko reminding him of his promise.  
**Action: Ms Snook.**
- Ms Snook is leading a small team of administrative staff to look at the web pages with a view to updating text and removing broken links so that it is ready for migrating to a new site when Faculty IT have completed the new designs. So that progress can continue Ms Snook was asked to develop a proposal for moving forward on web matters.  
**Action: Ms Snook.**

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

- 5.1 The School's Strategic Plan and Operational Priorities for 2012/13 has been placed on the Chemistry web site  
[http://intranet.chemistry.manchester.ac.uk/201213%20Chemistry%20Strategic %20Plan\\_Submitted.pdf](http://intranet.chemistry.manchester.ac.uk/201213%20Chemistry%20Strategic%20Plan_Submitted.pdf)  
Each listed objective has a target date and lead responsibility. It is expected that those with lead responsibility will work on meeting the objectives set by the target date.
- 5.2 Professor Whitehead will continue to work on the Risk Register and is happy to receive input from Management Team members on this by the end of the week.

**6. Any items that require action from Head of School Administration, Director of Teaching and Director of Research.**

**6.1 Head of School Administration.**

There was nothing to report that required urgent action.

**6.2 Report from Director of Teaching – report attached.**

6.2.1 The University is rolling out to all student clusters a Windows 7 upgrade. All Schools have been asked to provide a list of all applications that will be required by the students prior to the Windows 7 migration. Alex Szymanski, Head of Faculty IT Services, will be meeting Professor G Procter and Ms Charters about the upgrade so if anyone has any questions they would like to put to Alex please pass on to Professor G Procter.

**6.3 Report from Director of Research – report attached.**

6.3.1 The draft EPS Research Strategy was circulated with the paperwork and members were asked for their comments on this. There were concerns about how Chemistry fits into this plan and how we will meet some of the objectives. Do we accept the plan as it is or do we send comments back to the Associate Dean for Research?

**7. To consider any other items of business not covered within the agenda.**

Dr Richard Layfield, Chair of Library Committee, has requested that a member of the Research Committee needs to be on the School's Library Committee. Professor Whitehead said that he would speak to Heads of Section and come up with a name.

**Action: Professor Whitehead.**

**8. Date of next meeting.**

Monday 12 March 2012.

Professor Mike Anderson and Dr Darien Rozentals will be invited to attend the next meeting to talk about REF.