



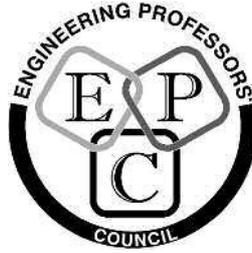
Engineering Professors' Council

ANNUAL GENERAL MEETING

The 21st Annual General Meeting of the Engineering Professors' Council
will be held at
16.00 on Tuesday 14th April, 2015
in the Digital Performance Lab, Media City Building, University of Salford

AGENDA

Item	Lead	Paper
1. Apologies	SNH	Verbal
2. Minutes of the 20 th Annual General Meeting held on 8 th April, 2014 at the University of Glasgow	SNH	AGM 15-01
3. Matters arising (not covered elsewhere in the agenda)	SNH	Verbal
4. President's Report	SNH	Verbal
5. Annual Report of the sub Committees	MB, SKH, SNH	Verbal
6. Treasurer's Report and Approval of the Accounts for the financial year ended 31 July, 2014	YJY	AGM 15-02
7. Approval of the recommendation for subscription levels for 2015/16	YJY	AGM 15-03
8. Election and co-option of Committee members and Honorary Officers for 2015/16	DKH	AGM 15-04
9. Congress venue for 2016	SNH	Verbal
10. Other business		



**Engineering Professors' Council
20th ANNUAL GENERAL MEETING**

**Minutes of the Meeting
Held at the University of Glasgow
On 8th April, 2014**

1. Apologies for Absence

Professor John Senior, University of Hertfordshire; Dr Thurai Rahulan, University of Salford; Dr Linda Newnes, University of Bath; Professor Barry Clarke, University of Leeds; Professor Kamel Hawwash, Birmingham University; Professor Peter White, University of Coventry

2. Minutes of the Nineteenth Annual General Meeting

The minutes of the 19th Annual General Meeting (AGM) held on 16th April 2013 at the University of Portsmouth were APPROVED.

3. Matters arising (not covered elsewhere in the agenda)

There were none.

4. President's Report

Professor Simon Hodgson reported that it had been a busy and productive year for the Engineering Professors' Council (EPC), with the Committee and its staff working hard to deliver value for money for the membership.

He drew Members' attention to the Review of the Year 2013/14 contained within the Congress 2014 packs and highlighting in particular work which he categorised as:

- 4.1 Services provided to members.** The website continues to be updated and improved and this, along with regular infoDigests, provides an array of resources for Members - in particular, the Data and Analysis section within the password-protected Members' Portal. Within the last year, membership has increased to include the Universities of Bedfordshire and Chester and the Royal Academy of Engineering, who all became first-time members.

- 4.2 Engaging the membership.** At the previous AGM, the establishment of three new sub-committees was announced and would report later in the meeting on their activities. Professor Hodgson encouraged those present to become involved in order to shape future agendas and to use the website forum to express views on current policy issues etc. as a way of ensuring the EPC continues to reflect the views of its membership.
- 4.3 Flying the flag.** Professor Hodgson reported that a highlight of the previous year had been the invitation of a group of Committee members to meet with senior civil servants from the Department for Business, Innovation and Skills to discuss the STEM skills agenda and its impact on the economy. As a result, the EPC had been invited to participate in or lead two of the four “task and finish groups” established to implement the recommendations of Professor John Perkins’ Review of Engineering Skills published in November 2013. Professor Helen Atkinson, Immediate Past President of the EPC, is to chair the “Specialist Skills” group and Professor Hodgson was invited to join the panel of the “Pulling Through” group, chaired by Professor Julia King, Vice Chancellor of Aston University which will focus on university-business collaboration. Professor Hodgson expressed his delight that Professor John Perkins would be giving the keynote lecture on the second day of the Congress.
- 4.4 Doing the spade work.** Professor Hodgson underlined that while there were many organisations working for the engineering cause, only the EPC focused on the interests of UK university engineering departments, providing a means to deliver targeted policy influence and practical tools, advice and support to assist members in their day-to-day jobs.

5. Annual Report of the sub-committees

5.1 Recruitment and Admissions Sub Committee (RASC)

Professor Dik Morling, the sub-committee’s Chair, gave a brief presentation outlining its aims and those of its working groups. He also outlined the Mathematics Working Group’s long and successful history of influencing changing government policy and then launched the Recruitment Working Group, inviting new members, under the chairmanship of Dr Georgina Harris.

Professor Morling indicated that further nominations to the sub-committee were welcome: in particular, a representative from Wales. Professor Morling then formally handed the chairmanship of the sub-committee to Professor Mike Bramhall of Sheffield Hallam University.

5.2 Research, Innovation and Knowledge Transfer Sub Committee (RIKT)

Professor Stephanie Haywood, chair of the sub-committee outlined its previous year’s work which had included development of and launch of the *Engaging in Engineering* public engagement grant award, support

of the All Party Parliamentary University Group's Frontiers of Knowledge event and support of the Royal Academy of Engineering's research into the contribution of teaching to academic recruitment and promotion policies and extending this to include questions about the contribution of outreach, impact and knowledge transfer. It was intended that further work would be carried out on this topic. Members' attention was also drawn to the "quick poll" which had been carried out to ascertain views on the contribution of impact to the Research Excellence Framework (REF) and that a further iteration of the poll would be conducted after the publication of the REF results to see if views had changed.

5.3 Engineering Education, Employability and Skills Sub Committee (EEES)

Professor Clive Neal-Sturgess, Chair of the sub-committee, outlined its key tasks during the year, highlighting that two of them, graduate employability and postgraduate programme development and funding had also been key themes of the Perkins Review and hence were on the Congress agenda. In particular, he emphasised that the results from the workshops held at Congress on postgraduate programme development and funding would be fed back to the Perkins task and finish group on Specialist Skills, chaired by Professor Atkinson.

Professor Neal-Sturgess advised Members that Dr Henri Huijberts of Queen Mary, University London, had been nominated as Vice-Chair of the group and would assume the role of Chair in a year's time.

Professor Neal-Sturgess concluded by thanking Ms Susan Kay, EPC Executive Director, for her work on behalf of the sub-Committee.

6. Treasurer's Report and Approval of the Accounts for the financial year ended 31 July 2013

The Honorary Treasurer presented his report to the membership for approval highlighting the continuing efforts being made to contain operating costs, while delivering more, and the importance of subscriptions being paid promptly.

The accounts for the financial year ended 31 July 2013 were APPROVED.

Proposed: Professor Clive Neal-Sturgess, University of Birmingham
Seconded: Professor Tony Unsworth, Durham University

7. Approval of the recommendation for subscription levels for 2014/15

The Honorary Treasurer presented the options set out in the accompanying paper for setting the annual subscription levels for 2014/15.

The Committee's recommendation to increase subscriptions levels by the forecast increase in the Consumer Prices Index (CPI) of 2.4% but to offer an early payment discount of 2.4% for subscriptions received by the end of September 2014 and to maintain 2015/16 rates at those of 2014/15 for those paying 2 years in advance and by the end of September 2014 to aid longer term planning was APPROVED.

Proposed: Professor John Davies, University of Glasgow

Seconded: Professor Mike Bramhall, Sheffield Hallam University

8. Congress Venue for 2015

Members were advised of the proposed Congress venue for 2015: the University of Salford (possibly at Manchester Media City), date to be confirmed, a decision which had been delegated to the Committee at the 19th Annual General Meeting in 2013.

Members then APPROVED the request to delegate to the Committee the decision regarding the Congress for 2016.

9. Election of Committee members and Honorary Officers for 2014/15

- 9.1 Professor David Harrison, Honorary Secretary, thanked Professor Dik Morling who is standing down from the Committee after a number of years.

Professor Hodgson thanked Professor Helen Atkinson for her term as Vice-President, Immediate Past President and reported that she will be co-opted back on to the Committee for an initial period of 12 months.

- 9.2 Professor Harrison reported that Professors John Davies and Peter White and Dr Geoff Parks's terms of office on the Committee as elected members had ended. Professor Davies would remain on the Committee until the 2016 AGM as Congress Convenor and Dr Parks would remain in his capacity as Chair of the Mathematics Working Group.

- 9.3 Professor Harrison then presented the Committee's recommendation for the next President, who would assume the position when Professor Hodgson demits in April 2015. The recommendation of the Committee was Professor Stephanie Haywood of the University of Hull who would assume the position of Vice-President, President Elect for the 12 months to April 2015.

Proposed: Professor Simon Hodgson, Teesside University
Seconded: Professor Helen Atkinson, University of Leicester

After a unanimous show of hands, the recommendation was APPROVED.

Professor Jim Yip was then APPROVED as Convenor of Congress 2015.

Proposed: Professor Tony Unsworth, Durham University
Seconded: Professor Joe McGeough, University of Edinburgh

9.4 Professor Harrison went on to advise Members that four nominations had been received for the three Elected Member vacancies on the Committee:

- Professor Mike Blundell, University of Coventry
- Professor Alison Hodge, Aston University
- Professor John Dear, Imperial College
- Professor Mark Zwolinski, University of Southampton

Consistent with the Rules set out in the EPC's Memorandum of Association, an election was held (using electronic voting clickers) with the result that Professors Mike Blundell, Alison Hodge and John Dear were duly elected to the Committee.

10. Any other business

10.1 Professor Hodgson then thanked Ms Susan Kay, Executive Director and Mrs Vicky Elston, Administration Manager for their work during the year.

10.2 Professor Peter Goodhew stated his view that EPC members should not be supporting calls for economic growth, which is unsustainable in the long term.

10.3 There being no further business, the meeting was closed.

Report of the Honorary Treasurer and Approval of Annual Accounts for the Year Ended 31 July, 2014

1. Financial year 2013/14

The Committee commends for APPROVAL the Engineering Professor's Council's (EPC) draft accounts (see Appendix) for the financial year to 31 July 2014 (academic year 2013/14).

Key points of note and context from the Profit and Loss Account:

- Income levels have now stabilised following tightening up of subscription collection in the last two years. (It should be noted that 2012/13 turnover included a grant of £4k was received from the Royal Academy of Engineering as a contribution to a joint project).
- Expenses remain tightly controlled – particularly administrative costs and travel expenses. Salaries have increased only as a result of an agreed increase in the Executive Director's time commitment as a result of increased activity on behalf of the membership.
- The amount attributed to subscription payments made by the EPC reduced as a result of a) a payment in advance (in 2012/13) for the year's Higher Education Statistics Agency subscription and b) the decision to work with the Campaign for Science and Engineering in a different way (through the funding of joint projects rather than subscription).
- Members will note the small loss of £4k. This was planned and arose as a result of the Committee's decision, reported at last year's Annual General Meeting, to release funds from reserves for the 20th Anniversary Engaging in Engineering Awards. The position prior to this exceptional item was an operating surplus of £10k. We have a remaining commitment to the awards of £3.5k which will be charged to the 2014/15 accounts. We continue to maintain a reserve of more than 12 months' operating costs.

Key points relating to the Balance Sheet:

- Members' Funds remain at just under 2 years' worth of salary liability – or one year's worth of operating costs.
- The amount of £1,600 relates to one creditor, our accountant, who did not invoice his fees for 2013/14 until after the end of the financial year.

Members are invited to consider and APPROVE this recommendation.

2. Financial year 2014/15

2.1 2014/15 invoicing

On 19th November, 2014, I was delighted to report that all membership subscription invoices had been paid, with the majority having taken advantage of the early payment discount, paying in full by 30th September. No institution has ceased membership this year and we welcomed one new member: Trinity St David University.

2.2 2014/15 operational costs

An operational budget of £93k was set for 2014/15, an increase on previous years, reflecting our increased activity. Given an anticipated subscription income of a similar amount, and the remaining liability for the Engaging in Engineering Awards, it is unlikely we will be making the customary level of transfers to reserves. As indicated earlier, however, Members' Funds remain at a little over one year's operating costs.

Professor Jim Yip

2nd April, 2015

COMPANY REGISTRATION NUMBER 06791295

ENGINEERING PROFESSORS' COUNCIL
(LIMITED BY GUARANTEE)

FINANCIAL STATEMENTS

31 JULY 2014

Dunley & Co
Accountants
Brooks Green House
Brooks Green
Horsham
West Sussex
RH13 0JN

ENGINEERING PROFESSORS' COUNCIL
FINANCIAL STATEMENTS
YEAR ENDED 31 JULY 2014

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ENGINEERING PROFESSORS' COUNCIL
OFFICERS AND PROFESSIONAL ADVISERS

The Board of Directors	Professor D.K. Harrison Professor S.K. Haywood Professor S. Hodgson Professor Y. J. Yip
Company Secretary	Professor D.K. Harrison
Registered Office	Brooks Green House Brooks Green Horsham West Sussex RH13 0JN
Accountant	Dunley & Co Accountants Brooks Green House Brooks Green Horsham West Sussex RH13 0JN
Bankers	HSBC Bank plc 11 Stamford New Road Altrincham Cheshire WA14 1BW

ENGINEERING PROFESSORS' COUNCIL

THE DIRECTORS' REPORT

YEAR ENDED 31 July 2014

The directors have pleasure in presenting their report and the financial statements of the company for the year ended 31 July 2014.

PRINCIPAL ACTIVITIES

The principal activity of the company during the year has been that of a professional association to serve the best interest of Engineering in UK universities.

DIRECTORS

The directors who served the company during the year were as follows:

Professor H.V. Atkinson	(Resigned 8 th April 2014)
Professor D.K. Harrison	
Professor S.K. Haywood	(Appointed 8 th April 2014)
Professor S. Hodgson	
Professor Y.J. Yip	

DIRECTORS' RESPONSIBILITIES

The directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing those financial statements, the directors are required to:

select suitable accounting policies and then apply them consistently;

make judgements and estimates that are reasonable and prudent;

prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the directors are aware:

there is no relevant information of which the company's accountant is unaware; and

the directors have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the accountant is aware of that information.

ENGINEERING PROFESSORS' COUNCIL

THE DIRECTORS' REPORT *(continued)*

YEAR ENDED 31 July 2014

SMALL COMPANY PROVISIONS

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Signed by order of the directors

Professor S. Hodgson
Director

Approved by the directors on

ENGINEERING PROFESSORS' COUNCIL
INDEPENDENT ACCOUNTANT'S REPORT TO THE MEMBERS OF
ENGINEERING PROFESSORS' COUNCIL
YEAR ENDED 31 July 2014

We have examined the financial statements of Engineering Professors' Council for the year ended 31 July 2014. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the company's shareholders, as a body, in accordance with Sections 495 and 496 of the Companies Act 2006. Our work has been undertaken so that we might state to the company's members those matters we are required to state to them in an accountant's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our work, for this report, or for the opinions we have formed.

RESPECTIVE RESPONSIBILITIES OF DIRECTORS AND ACCOUNTANT

As explained more fully in the Directors' Responsibilities Statement set out on pages 2 to 3, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. Our responsibility is to examine the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities.

SCOPE OF THE EXAMINATION OF THE FINANCIAL STATEMENTS

An examination involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by directors; and the overall presentation of the financial statements.

OPINION ON FINANCIAL STATEMENTS

In our opinion the financial statements:

give a true and fair view of the state of the company's affairs as at 31 July 2014 and of its profit for the year then ended;

have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities; and

have been prepared in accordance with the requirements of the Companies Act 2006.

OPINION ON OTHER MATTERS PRESCRIBED BY THE COMPANIES ACT 2006

In our opinion the information given in the Directors' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

ENGINEERING PROFESSORS' COUNCIL

**INDEPENDENT ACCOUNTANT'S REPORT TO THE MEMBERS OF THE
ENGINEERING PROFESSORS' COUNCIL *(continued)***

YEAR ENDED 31 July 2014

MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

adequate accounting records have not been kept; or

the financial statements are not in agreement with the accounting records and returns; or

certain disclosures of directors' remuneration specified by law are not made; or

we have not received all the information and explanations we require for our report; or

the directors were not entitled to prepare the financial statements and the directors' report in accordance with the small companies regime.

.....

Date:

J.S. Dunley FCMA

**Dunley & Co
Brooks Green House
Brooks Green
Horsham
West Sussex
RH13 0JN**

**ENGINEERING PROFESSORS' COUNCIL
PROFIT AND LOSS ACCOUNT**

YEAR ENDED 31 July 2014

	Note	2014 £	2013 £
TURNOVER		95,907	96,835
Research and event organisation expenses		<u>10,746</u>	<u>9,777</u>
GROSS PROFIT		85,161	87,058
Administrative expenses		<u>75,116</u>	<u>75,764</u>
Operating Profit/(Loss)	3	10,045	11,294
Attributable to:			
Operating profit/(loss) before exceptional items		10,045	11,294
Exceptional items		<u>14,011</u>	<u>-</u>
		(3,966)	11,294
Interest receivable		<u>735</u>	<u>232</u>
PROFIT/(LOSS) ON ORDINARY ACTIVITIES BEFORE TAXATION		(3,231)	11,526
Tax on profit on ordinary activities	4	-	-
PROFIT/(LOSS) FOR THE FINANCIAL YEAR		<u>(3,231)</u>	<u>11,526</u>

The notes on pages 8 to 11 form part of these financial statements.

ENGINEERING PROFESSORS' COUNCIL**BALANCE SHEET****As at 31 July 2014**

	Note	2014 £	2013 £
CURRENT ASSETS			
Debtors	5	-	-
Cash at bank		101,127	104,158
		<u>101,127</u>	<u>104,158</u>
CREDITORS: Amounts falling due within one year			
	6	1,600	1,400
NET CURRENT ASSETS		<u>99,527</u>	<u>102,758</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>99,527</u>	<u>102,758</u>
RESERVES			
Profit and loss account	8	99,527	102,758
MEMBERS' FUNDS		<u>99,527</u>	<u>102,758</u>

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Audit Exemption Statement

For the year ending 31/07/2014 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- the members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,
- the directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts
- these accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the directors and authorised for issue on, and are signed on their behalf by:

.....
Professor S. Hodgson

Company Registration Number: 06791295

The notes on pages 8 to 11 form part of these financial statements.

**ENGINEERING PROFESSORS' COUNCIL
NOTES TO THE FINANCIAL STATEMENTS**

YEAR ENDED 31 July 2014

1. ACCOUNTING POLICIES

Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Turnover

The turnover shown in the profit and loss account is derived from subscriptions from Members and income from organised events.

Fixed assets

All fixed assets are initially recorded at cost.

Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Computer Equipment - 3 years straight line

Financial instruments

Financial instruments are classified and accounted for, according to the substance of the contractual arrangement, as financial assets, financial liabilities or equity instruments. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities.

2. TURNOVER

The turnover for the period was derived from the company's principal activity which was carried out wholly in the UK

ENGINEERING PROFESSORS' COUNCIL
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 July 2014

3. OPERATING PROFIT

Operating profit is stated after charging:

	2014	2013
	£	£
Directors' remuneration	-	-
Amortisation of negative goodwill on non monetary assets	-	-
Depreciation	-	-
Amortisation of negative goodwill on monetary assets	-	-
Accountant's fees	<u>2,650</u>	<u>2,665</u>

4. TAXATION ON ORDINARY ACTIVITIES

	2014	2013
	£	£
UK Corporation tax based on investment income at 21%	-	-
	<u> </u>	<u> </u>
	<u> </u>	<u> </u>

ENGINEERING PROFESSORS' COUNCIL
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 July 2014

5. DEBTORS

	2014	2013
	£	£
Trade debtors	-	-

6. CREDITORS: Amounts falling due within one year

	2014	2013
	£	£
Taxation & social security	-	-
Other creditors	1,600	1,400
	<u>1,600</u>	<u>1,400</u>

7. COMPANY LIMITED BY GUARANTEE

The company is limited by guarantee in that every member undertakes to contribute such amounts as may be required in the event of the company being wound-up for payment of debts, for the payment of the debts, liabilities and the cost of winding up not exceeding £10 per member.

ENGINEERING PROFESSORS' COUNCIL
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 July 2014

8. PROFIT AND LOSS ACCOUNT

	2014	2013
	£	£
Balance brought forward	102,758	91,232
Profit/(Loss) for the financial period	<u>(3,231)</u>	<u>11,526</u>
Balance carried forward	<u>99,527</u>	<u>102,758</u>

**ENGINEERING PROFESSORS' COUNCIL
MANAGEMENT INFORMATION**

YEAR ENDED 31 July 2014

**The following pages do not form part of the statutory financial statements
which are the subject of the independent accountant's report on pages 4 to 5.**

**ENGINEERING PROFESSORS' COUNCIL
DETAILED PROFIT AND LOSS ACCOUNT**

YEAR ENDED 31 July 2014

	2014	2013
	£	£
TURNOVER	95,907	96,835
COST OF SALES		
Research and event organisation expenses	10,746	9,777
GROSS PROFIT	85,161	87,058
ADMINISTRATIVE EXPENSES		
Wages and salaries	50,387	46,291
Travel and subsistence	11,348	12,913
Subscriptions	1,796	3,627
Office rent	685	1,980
Office administrative expenses	6,578	7,067
Sundry expenses	823	348
Legal and professional fees	-	-
Audit and accountancy fees	2,650	2,665
Depreciation	-	-
Bank charges	849	873
	75,116	75,764
Operating profit (loss)	10,045	11,294
Attributable to:		
Operating profit (loss) before exceptional items	10,045	11,294
Exceptional items: Engaging in Engineering awards	14,011	-
OPERATING PROFIT/(LOSS)	(3,966)	11,294
INTEREST RECEIVABLE		
Bank interest receivable	735	232
PROFIT/(LOSS) ON ORDINARY ACTIVITIES BEFORE TAXATION	(3,231)	11,526

Recommendation of Engineering Professors' Council (EPC) subscription level for 2015/16

Our Annual Review Summary outlines a diverse range of activities which encompass our usual extensive policy and consultation work, extensive provision of information for members and administrative support for some of our sectoral groups but also now:

- Leadership of two of the task groups arising from the Perkins Review including collaborations with the Professional Engineering Institutions on accreditation of placements and work experience and with UCAS on development of a postgraduate information portal.
- Co-sponsorship of the research work for HEFCE on engineering conversion programmes.
- Collaboration with the Royal Academy of Engineering on the development of an engineering teaching resource.

We are also about to embark upon a piece of joint work with the Campaign for Science and Engineering on the importance of EU membership to the science and engineering community.

Our responsibility to deliver value for money and the constraints on members' budgets is always at the forefront of our thinking. We therefore make every effort to contain our costs: we do not maintain expensive offices, our committee members and staff make use of off peak and advance fares in travelling to meetings or try not to travel at all where teleconferencing and Skype can be used. With the significantly increased activity on behalf of members, however, we are having to find increasingly creative ways of managing our operating budget to enable us to continue with our national-level policy activities, as well as provide services and benefits for members. We have recently decreased the proportion of the pay budget allocated to administration and we collaborate with other organisations as far as possible in our policy work to avoid duplication.

Subscription levels were raised by 2.4% for the 2014/15 academic year (the current levels may be found in the Appendix to this paper) although an early payment discount was offered to those paying by the end of September, as well as the opportunity to pay for 2 years and take advantage of 2014/15 rates.

Turning to 2015/16, while the Consumer Price Index (CPI) is currently forecast at around 0.5 % for 2015 and 1.6% for 2016, the two key elements of our operating budget, travel costs (in particular, rail fares) and pay have been increasing at 2.5 % and 2% respectively.

We therefore propose to make an increase of 2% for 2015/16. This represents an increase of only £10 pa for an institution on the lowest subscription band and less than £60 pa for those on the highest. As in the previous 2 years, however, we will offer an early payment discount of 2% for

subscriptions received by the end of September, thus maintaining the subscription at 2014/15 levels for prompt payers. We will also continue to make our 2 year payment offer – that is - to maintain 2016/17 rates at those of 2015/16 for those paying 2 years in advance to aid longer term planning.

Members are invited to consider and APPROVE this recommendation.

Professor Jim Yip

14 March, 2015

Subscription levels

Academic staff numbers greater than or equal to	But less than	2014/15 rate (£)	Rate after 2% increase (£)	Proposed 2015/16 rate (rounded) (£)*
1	40	490	499.8	500
40	80	981	1,000.6	1,000
80	120	1,471	1,500.4	1,500
120	160	1,962	2,001.2	2,000
160	200	2,452	2,501.0	2,500
200		2,943	3,001.9	3,000

***2% increase, rounded. Payment by 30 September will result in the subscription being discounted back to 2014/15 levels. Payment of 2 years' subscription by 30 September will extend the protection of 2014/15 rates to 2016/17.**

Staff numbers are calculated as follows:

Academic Professional FTE with an open-ended or permanent contract (teaching only or teaching plus research) in cost centres: (115) General engineering, (116) Chemical engineering, (117) Mineral, metallurgy & materials engineering, (118) Civil engineering, (119) Electrical, electronic & computer engineering and (120) Mechanical, aero & production engineering. Source: HESA staff return 2013/14. However, if departments have circumstances which make this source of information inappropriate, please let the EPC office know and we will discuss adjustment of your subscription rate.

Committee membership 2015/16

1. Changes to the Committee

The current and proposed positions with regard to Committee membership are summarised in Appendix 1.

Professor Sarah Spurgeon of the University of Kent, Professor Tony Brown of the University of Manchester and Professor Djamel Ait-Boudaoud of the University of Portsmouth all now complete their three year terms of office and we thank them for their work and extensive contribution. Professor Spurgeon will continue on the Committee as Chair of the Research, Innovation and Knowledge Transfer sub-Committee (formerly vice-chair), replacing Professor Haywood who assumes the role of President.

During this year, we have also welcomed Professor Mike Sutcliffe as a co-opted member, representing the newly established sectoral group, Heads of Chemical Engineering, UK.

2. Vacancies for Committee Members and Honorary Officers

2.1 *Honorary Treasurer and Secretary*

The two year terms of office of both the Honorary Treasurer and Secretary have come to an end.

Honorary Secretary: Professor David K Harrison of Glasgow Caledonian University has offered himself for re-election. No further nominations have been received. It is proposed that Professor Harrison be re-appointed to this position.

Honorary Treasurer: Professor Jim Yip of the University of Salford has offered himself for re-election. No further nominations have been received. It is proposed that Professor Yip be re-appointed to this position.

Both nominations are PROPOSED by Professor Simon Hodgson and SECONDED by Professor Stephanie Haywood and members are asked to APPROVE the re-appointments by a show of hands.

2.2 *Convenor of the Annual Congress*

In accordance with the provisions of Article 33a, the position of the Convenor of the Annual Congress 2016 falls vacant. The nomination of the Committee is Professor Stephanie Haywood of the University of Hull and members are asked to APPROVE this by a show of hands. This means that Congress 2016 will be held in Hull, which will be marking 75 years since aviator, Amy Johnson, who was born in Hull, died. The occasion is to be marked with a festival of the arts and engineering inspired by her life and achievements, as part of a major programme leading up to the UK City of Culture celebrations the following year. We are planning for Congress to be a part of this festival.

2.3 Vacancies for two ordinary members

In accordance with the provisions of Articles 31-33, two positions for Committee members now fall vacant.

Nominations were invited for these positions by the process outlined in the Notice of the Annual General Meeting sent to all members. Two nominations were received by the due date (20th March, 2015) so, in line with the advertised procedures, a ballot is un-necessary and members are invited to APPROVE the appointment of Professors Barry Lennox (University of Manchester) and Tanya Vladimirova (University of Leicester) to the two Committee vacancies by a show of hands. The manifestos/biographies and of the candidates and nominating members may be found in Appendix 2.

Professor David Harrison

Honorary Secretary

31 March, 2015

Appendix 1

Directors of the Council (voting Members)

	2014/15			2015/16		
	Name	Institution	Period of office ends	Name	Institution	Period of office ends
President (2 years)	Professor Simon Hodgson	Teesside University	AGM 2015	Professor Stephanie Haywood	University of Hull	AGM 2017
Immediate past President/President elect (1 year in each capacity)	Professor Stephanie Haywood	University of Hull	AGM 2015	Professor Simon Hodgson	Teesside University	AGM 2016
Hon Secretary (2 years)	Professor David Harrison	Glasgow Caledonian University	AGM 2015	Professor David Harrison (NOMINATED)	Glasgow Caledonian University	AGM 2017
Hon Treasurer (2 years)	Professor Jim Yip	University of Salford	AGM 2015	Professor Jim Yip (NOMINATED)	University of Salford	AGM 2017

Elected Members (voting Members). Term of office 3 years

2014/15			2015/16		
Name	Institution	Period of office ends	Name	Institution	Period of office ends
Professor Colin Turner	University of Ulster	AGM 2016	Professor Colin Turner	University of Ulster	AGM 2016
Professor Mike Bramhall	Sheffield Hallam University	AGM 2016	Professor Mike Bramhall	Sheffield Hallam University	AGM 2016
Professor Tony Brown	University of Manchester	AGM 2015	Professor Alison Hodge	Aston University	AGM 2017
Professor Sarah Spurgeon	University of Kent	AGM 2015	Professor John Dear	Imperial College London	AGM 2017
Professor Alison Hodge	Aston University	AGM 2017	Professor Mike Blundell	Coventry University	AGM 2017
Professor John Dear	Imperial College London	AGM 2017	Professor Barry Lennox (NOMINATED)	University of Manchester	AGM 2018
Professor Mike Blundell	Coventry University	AGM 2017	Professor Tanya Vladimirova (NOMINATED)	University of Leicester	AGM 2018

Annual Congress Convenors (voting Members). Term of office 3 years

	2014/15			2015/16		
	Name	Institution	Period of office ends	Name	Institution	Period of office ends
Congress 2013	Professor Djamel Ait-Boudaoud	University of Portsmouth	AGM 2015			
Congress 2014	Professor John Davies	University of Glasgow	AGM 2016	Professor John Davies	University of Glasgow	AGM 2016
Congress 2015	Professor Jim Yip	University of Salford	AGM 2017	Professor Jim Yip	University of Salford	AGM 2017
Congress 2016				Professor Stephanie Haywood (NOMINATED)	University of Hull	AGM 2018

Chairs of Council designated Sectoral or Special Interest Groups (voting Members). Term of office to co-incide with term of office in position on sectoral group

	2014/15			2015/16		
	Name	Institution	Period of office ends	Name	Institution	Period of office ends
Consortium of UK University Manufacturing Engineering Department Heads	Dr Linda Newnes	University of Bath	Ongoing	Dr Linda Newnes	University of Bath	Ongoing
Association of Civil Engineering Departments	Professor Kamel Hawwash	University of Birmingham	October 2014	Professor John Owen	University of Nottingham	October 2015
The Council of Heads and Professors of Computing	Professor Jim Yip	University of Salford	Ongoing	Professor Jim Yip	University of Salford	Ongoing
Professors and Heads of Electrical Engineering	Professor John Senior	University of Hertfordshire	Ongoing	Professor John Senior	University of Hertfordshire	Ongoing
Professors and Heads of Mechanical and Manufacturing Engineering	Professor Clive Neal-Sturgess	University of Birmingham	Ongoing	Professor Clive Neal-Sturgess	University of Birmingham	Ongoing

Association of Aerospace Universities	Dr Thurai Rahulan	University of Salford	Ongoing	Dr Thurai Rahulan	University of Salford	Ongoing
Heads of Chemical Engineering UK				Professor Mike Sutcliffe	University of Manchester	Ongoing

Non-voting co-opted members (co-opted annually, normally for a max. 3 years, can be re co-opted) – non-voting unless also a Member of one of the other voting categories

	2014/15			2015/16		
	Name	Institution	Period of office ends	Name	Institution	Period of office ends
Sub Committee and Working Group Chairs and Chairs Elect						
Engineering Education, Employability and Skills	Professor Clive Neal-Sturgess	University of Birmingham	AGM2015	Dr Henri Huijberts	Queen Mary, University of London	AGM2018
	Dr Henri Huijberts	Queen Mary, University of London	AGM2018	Professor Simon Hodgson	Teesside University	AGM 2019
Recruitment and Admissions (incl. Mathematics and Recruitment Working Groups)	Professor Mike Bramhall	Sheffield Hallam University	AGM2017	Professor Mike Bramhall	Sheffield Hallam University	AGM2017
	Dr Geoff Parks	University of Cambridge	AGM2018	Dr Geoff Parks	University of Cambridge	AGM2018
	Dr Georgina Harris	Manchester Metropolitan University	AGM2018	Dr Georgina Harris	Manchester Metropolitan University	AGM2018
Research, Innovation and Knowledge Transfer	Professor Stephanie Haywood	University of Hull	AGM2019	Professor Sarah Spurgeon	University of Kent	AGM2019
	Professor Sarah Spurgeon	University of Kent	AGM2019	Professor Stephanie Haywood	University of Hull	AGM2019
Other co-opted						
	Professor Peter Excell	Glyndwr University	AGM2015	Professor Peter Excell	Glyndwr University	AGM2016
	Professor Barry Clarke	University of Leeds	AGM2015	Professor Barry Clarke	University of Leeds	AGM2016
	Professor Tony Unsworth	University of Durham	AGM2015	Professor Tony Unsworth	University of Durham	AGM2016

Professor Helen Atkinson	University of Leicester	AGM2015	Professor Helen Atkinson	University of Leicester	AGM2016
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Observer

Professor John Watson	Scottish Deans of Science and Engineering/Robert Gordon University
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Ordinary members (2 vacancies)

Candidates should be nominated and seconded by Members, by the deadline specified in the Notice of the Annual General Meeting (AGM) using the form below. This form will be circulated to those attending the AGM at which, in the event of there being more candidates than vacancies, each Member will be invited to vote (by secret ballot) for as many candidates as there are vacancies on the Committee. The candidates with the highest number of votes are elected. The President has a casting vote, to be exercised if there is a tie for the last place available on the Committee. Only individuals from universities which have paid their subscription for the current academic year, by at least two weeks before the AGM, are eligible to stand for election and/or vote at the AGM.

Any Member wishing to stand for the vacant positions should indicate their intention using the form below to s.kay@epc.ac.uk no later than 09:00 on 16th March, 2015.

CANDIDATE DETAILS

Title: Professor of Applied Control and Research Director of the Dalton Cumbrian Facility

Name: Barry Lennox

Institution: University of Manchester

Position for which nominated (*please delete as appropriate*): Member of the EPC Organising Committee

Manifesto (*between 100 and 200 words*):

Since graduating as a chemical engineer in 1991, Barry has worked in the field of control systems in electrical, chemical and mechanical engineering schools at UK and Australian universities. In 2004, he joined the School of Electrical & Electronic Engineering at the University of Manchester, where he is now the Research Director of the Dalton Nuclear Institute's Cumbrian Facility.

Barry is particularly interested in technology transfer and has experience in establishing spin-out companies and licensing technologies. He is the academic lead on the Innovus programme (<http://www.innovus.org.uk>), aimed at driving innovation in west Cumbria and is aware of the challenges faced in taking new technology in to industry. If elected to the EPC organising committee Barry would like to support the organisation in ensuring that Government provides sufficient funding and other resources to grow fundamental academic research in the UK and to translate this research in to industrial innovation.

Barry is involved in various outreach programmes in west Cumbria, where he is using robotic challenges to support teachers and encourage young people in to engineering. He would like to expand this programme and support the EPC in addressing related issues identified in the Perkins' Review of Engineering Skills.

Proposed by: Tony Brown

Seconded by: Mike Sutcliffe

Subscription check (*office use only*):

Ordinary members (2 vacancies)

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Any Member wishing to stand for the vacant positions should indicate their intention using the form below to s.kay@epc.ac.uk no later than 09:00 on 16th March, 2015.

CANDIDATE DETAILS

Title: Professor

Name: Tanya Vladimirova

Institution: University of Leicester

Position for which nominated: ordinary member of the executive committee

Manifesto:

My expertise is in Embedded Systems and Microelectronics Design. I hold a research led Chair at the Department of Engineering, University of Leicester and am Director of Industrial Liaison and Careers within the Department. Previously, I worked at two other UK Universities: Surrey and Staffordshire, where I carried out a wide variety of academic duties. I have undertaken professional activities at international level, such as, general chair of the 9th NASA/ESA conference on Adaptive Hardware and Systems (AHS-2014) and co-chair of the annual NASA conference on Military Applications of Programmable Logic Devices (MAPLD). Presently, I am Visiting Professor to University of Surrey, associate editor for IEEE Transactions on Aerospace and Electronic Systems and a member of the EPSRC peer review college.

I am passionate about the role of Engineering in Society and feel that can provide a valuable contribution through joining the EPC executive committee. I am particularly interested in contributing to the sub-committee on Research, Innovation and Knowledge Transfer.

Proposed by: Prof. Helen V. Atkinson

Seconded by: Prof. Anthony Unsworth
Prof. David Harrison

Subscription check (*office use only*):