



Engineering Professors' Council

ANNUAL GENERAL MEETING

The 24th Annual General Meeting of the Engineering Professors' Council will be held
at 17.00 on Tuesday 14th May, 2019
in the Sir Ambrose Fleming Lecture Theatre (G06), Roberts Engineering Building,
University College London, Torrington Place, London WC1E 7JE

AGENDA

Item	Lead	Paper
1. Apologies	SKS	Verbal
2. Minutes of the 24th Annual General Meeting held on 15th May 2018 at Harper Adams University	SKS	AGM 19-01
3. Matters arising (not covered elsewhere in the agenda)	SKS	Verbal
4. President's Report	SKS	Verbal
5. Treasurer's Report and Approval of the Accounts for the financial year ended 31 July, 2018	SKS	AGM 19-02
6. Election of Officers: a. Honorary Treasurer b. Honorary Secretary c. Board members x 4	DH/SKS	AGM 19-03
7. Committee Reports and approval of chairs	SKH	AGM 19-04
8. Congress venue for 2020	SKS	Verbal
9. Any other business	SKS	

24th ANNUAL GENERAL MEETING

Minutes of the Meeting
Held at Harper Adams University, Newport, Shropshire TF10 8NB
on 15th May 2018

1. Apologies for Absence

Andrew McLaren (University of Strathclyde), Thurai Rahulan (University of Salford), Tony Unsworth (Durham University), David Harrison (Glasgow Caledonian University) and Jim Yip (Honorary Treasurer)

2. Minutes of the 22nd Annual General Meeting

The minutes of the 23rd Annual General Meeting (AGM) held on 15th May 2017 at IET, 2 Savoy Place, London were APPROVED

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

There were none.

4. Approval of appointment of Policy and Research Officer

The appointment of Stella Fowler as Policy Research Officer was APPROVED.

5. President's Report

5.1 Professor Sarah Spurgeon outlined the key activities of the Engineering Professors' Council (EPC) over the previous year.

- **EPC voice**

The EPC had regularly submitted responses to inquiries, reviews and consultations and had led on collaborative responses to the Post-18 Education Funding Review and the Office for Students' consultation on subject-level TEF through the E4E group (Education for Engineering). E4E co-ordinates collective policy campaigning across the whole engineering sector. EPC had also adopted a new protocol for campaigns to ensure our members can provide input personally and have their views reflected. Professor Spurgeon thanked members for their support with this area of EPC work.

- **Engineering data**

EPC had continued to provide the data required to assess the position of engineering at national, institutional or departmental/school/faculty level, and to inform evidence-based decision-making. The annual EPC Engineering Enrolments Survey was which was published at the Recruitment & Admissions Forum held at Manchester Metropolitan University. This year's data signposted the dominant growth of mechanical, aero and production engineering as well as providing useful insights into the impact of international and European recruitment on the gender balance of students.

- **Degree apprenticeships**

With the Royal Academy of Engineering, the IET and the Engineering Council, the EPC published our consultation report *Designing apprenticeships for success* at the sell-out Degree Apprenticeships Forum. The event provided a unique opportunity to engage across the community of employers, providers and other stakeholders to pave the way for successful degree apprenticeships in engineering. The findings will inform our work in this area in the coming year: we will be releasing a major policy paper soon.

- **New approaches**

The New Approaches to Engineering Higher Education Conference, in partnership with the IET, was another hugely successful event whose effects will be felt for some time in academia. The event sought to confront major challenges facing the world of engineering education around recruitment, the national skills shortage, diversity and the interface between university study and employment. The conference proceedings are available on the EPC website and the initiative has spawned a range of follow-on projects. The New Approaches initiative also inspired the themes of EPC Congress 2018.

- **Research Excellence Framework**

The Research Excellence Framework (REF) 2021 Main and sub-panels had now been recruited – with a number of EPC nominees being accepted.

- **New communities**

Professor Spurgeon proposed the formal acknowledgement of two existing communities into the EPC community framework: UK & Ireland Engineering Education Research Network and Visiting Professors.

The new EPC communities were APPROVED by a unanimous show of hands.

5.2 The EPC President, Professor Spurgeon thanked the Immediate Past President, Professor Haywood for her tenure as Vice President for 2017-18. Professor Haywood was then presented with an EPC paperweight.

6 Treasurer's Report and Approval of the Accounts for the financial year ended 31 July 2017

The accounts for the financial year ended 31 July 2017 were presented by Johnny Rich on behalf of Jim Yip, the Honorary Treasurer, who had sent his apologies.

Last year and the previous year, the EPC had intentionally made a surplus to maximise income to start a programme of investment. To date, £4k had been invested in GDPR compliance and understanding our network to better support our members and communities. The EPC was now scheduled to make smaller surplus and proposed to dip heavily into reserves. The investment plan at item 3, AGM 18-02 refers. The amount by which subscriptions would rise each year had already been agreed (at least years AGM).

There were no questions. The accounts for the financial year ended 31 July 2017 were APPROVED by a show of hands and would be signed by the President.

Proposed: Dr Colin Turner, University of Ulster

Seconded: Dr Georgina Harris, Manchester Metropolitan University

7 Election of President-Elect for 2018/19

The AGM marks the completion of the EPC Immediate Past President and Vice President Professor Stephanie Haywood's tenure.

One nomination had been received for the position of Vice President and President Elect; Professor Colin Turner, University of Ulster, had been nominated by the EPC Board. There were no other nominations received at the meeting. Professor Turner made a short statement outlining his background, professional standing and engineering interests.

Professor Turner left the room for the meeting to receive any comments. His nomination received full support. The appointment of Professor Colin Turner as Vice President and President Elect was APPROVED by a unanimous show of hands.

8 Committees

Recruitment and Admissions: Dr Georgina Harris, the chair of the committee, gave a brief update of activities. The main event for the Recruitment and Admissions Committee was the annual Recruitment and Admissions Forum which was held in November 2017 at Manchester Metropolitan University. This was another successful event – both exciting and interactive. A number of great suggestions had been received for taking forward into the next year. Dr Harris reminded members that if they want to get involved, particularly around student diversity, they should contact her directly. The 2018 Forum would be hosted by Sheffield Hallam University, details to follow shortly.

Research, Innovation and Knowledge Transfer: Professor Alan Smith, the chair of the committee, reported that the committee had met four times during the past year. Meetings had been very interesting and well attended and had supported a number of

consultations. The main order of work had been nominations for REF panels, for which a new, rigorous, process had been devised and implemented. A KEF group had also been formed.

Engineering Education and Employability Skills: Johnny Rich (standing in for chair Dr Henri Huijberts who had given apologies for the meeting) reported that the Engineering Education and Employability Skills committee had not met as it had handed its substantive work to Degree Apprenticeships Steering Group. The Steering Group had consulted widely on the Green Paper document and a White Paper policy document was now in the final stages of development. A further event at the Royal Academy of Engineering – at which Sir Gerry Berragan, Chief Executive of the Institute for Apprenticeships would speak – was planned for the autumn.

9 Equality and Diversity Policy

A deliberately brief, board-approved, equality and diversity policy statement was presented for approval (paper AGM 18-04 refers). Members were advised that the need for an Equality and Diversity policy had arisen from a co-organised event where the EPC had experienced bad publicity following an all-male panel discussion on diversity in Engineering. This had been the most tweeted news from the event.

After some discussion, an amended Equality, Inclusion and Diversity Policy Statement was APPROVED by a show of hands. The final policy statement reads:

The EPC is an inclusive organisation that is fully committed to the principles of fair treatment and to valuing diversity. We recognise that by encouraging equality and diversity in all our activities, we can be more effective in achieving our objectives as an organisation. We further recognise that we should encourage equality, inclusion and diversity more widely to promote a better society for all. The EPC's goal is to ensure that our commitment to equality, inclusion and diversity is embedded in all working practices with all members, with the EPC Executive and with all other stakeholders. These principles apply in any EPC-related context, such as at meetings or events and in recruitment.

10 Congress venue for 2019

The EPC is currently seeking a university and convenor for Congress 2019. Volunteers were encouraged to contact the EPC Office.

11 Any other business

Johnny Rich reminded delegates of the upcoming EPC supported Engineering Ethics Conference in Leeds on 6th September 2018.

5. Report of the Honorary Treasurer and Approval of Annual Accounts for the Year Ended 31st July, 2018

1. Financial year 2017/18

The Board recommends for APPROVAL the Engineering Professor's Council's (EPC) draft accounts (see Appendix 1) for the financial year to 31 July 2018 (academic year 2017/18).

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

- Members will note the healthy operating profit of £4,957. This is our third year of financially sound management following surpluses in 2016 and 2017. The surplus in each year has been reducing as the EPC has increased investment in events, research and member services including the website on which redevelopment work has commenced.

Key points relating to the Balance Sheet

- Members' Funds stand at around £150k, which is a little higher than one year's worth of operating costs.
- This stands the EPC in good stead for continued investment in the coming year in the EPC website and CRM.

PROPOSED:

SECONDED:

2. Forward look: financial year 2018/19

2.1 2018/19 invoicing

Membership continues to be strong with nearly every eligible UK university signed up as an institutional member. The 2017/18 financial year ended with 82 university members (consistent with the previous year). In the 2018/19 year, we already have 84 members.

2.2 Operating budget

The budget for 2018/19 agreed by the Board projected an operating loss of £8.3k in order to make investments in line with the EPC Strategic Plan. This loss is highly unlikely to be realised because (a) investment spend on the website and CRM is slower than intended, and (b) income is higher than predicted, thanks to the continuing high number of subscribers. A surplus of £6.6k is now projected (see appendix 2).

3. Subscription rates

It was agreed at the 23rd AGM of the EPC in May 2017 to link any increase in the annual subscription rate to RPI, which is 3.1% (as of March 2019). New subscription rates will be rounded to the nearest £25 and communicated to members. As last year, rates will be frozen for up to three years to members who subscribe for the whole period.

Professor Jim Yip
Honorary Treasurer
9th May, 2019

COMPANY REGISTRATION NUMBER 06791295

5. Appendix 1 to Treasurer's Report 19-02(1) 25th EPC Annual General Meeting 14th May 2019
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D R A F T

ENGINEERING PROFESSORS' COUNCIL
(LIMITED BY GUARANTEE)

FINANCIAL STATEMENTS

31 JULY 2018

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

ENGINEERING PROFESSORS' COUNCIL

(LIMITED BY GUARANTEE)

FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2018

CONTENTS	PAGE
Officers and professional advisers	1
The directors' report	2
Independent accountant's report to the shareholders	4
Income and Expenditure account	6
Balance sheet	7
Notes to the financial statements	8
The following pages do not form part of the financial statements	
Detailed Income and Expenditure account	13

ENGINEERING PROFESSORS' COUNCIL

OFFICERS AND PROFESSIONAL ADVISERS

The Board of Directors

Prof. D.K. Harrison

Prof. S.K. Haywood (Resigned 18/05/2018)

Prof. S.K. Spurgeon

Prof. C.R. Turner (Appointed 18/05/2018)

Prof. Y. J. Yip

Company Secretary

Prof. 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 2018

The directors have pleasure in presenting their report and the financial statements of the company for the year ended 31 July 2018

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:

Prof. D.K. Harrison	
Prof. S.K. Haywood	(Resigned 18/05/2018)
Prof. S.K. Spurgeon	
Prof. C.R. Turner	(Appointed 18/05/2018)
Prof. 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 2018

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

Prof. S. K. Spurgeon
Director

Approved by the directors on

ENGINEERING PROFESSORS' COUNCIL

INDEPENDENT ACCOUNTANT'S REPORT TO THE MEMBERS OF ENGINEERING PROFESSORS' COUNCIL

YEAR ENDED 31 July 2018

We have examined the financial statements of Engineering Professors' Council for the year ended 31 July 2018. 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 2018 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 2018

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
INCOME AND EXPENDITURE ACCOUNT**

YEAR ENDED 31 July 2018

	Note	2018 £	2017 £
TURNOVER		121,321	107,379
Cost of sales		14,932	9,806
GROSS SURPLUS		106,389	97,573
Administrative expenses		101,857	82,107
Operating Surplus	3	4,532	15,466
Interest receivable		512	-
Income from Redemption of Bond		-	-
SURPLUS ON ORDINARY ACTIVITIES BEFORE TAXATION		5,044	15,466
Tax on Interest paid Gross	4	97	99
SURPLUS FOR THE FINANCIAL YEAR		4,947	15,367

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

ENGINEERING PROFESSORS' COUNCIL

BALANCE SHEET

As at 31 July 2018

	Note	2018 £	2017 £
CURRENT ASSETS			
Debtors	5	-	3,281
Cash at bank		194,605	150,124
		<u>194,605</u>	<u>153,405</u>
CREDITORS: Amounts falling due within one year			
	6	44,548	8,295
NET CURRENT ASSETS		<u>150,057</u>	<u>145,110</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>150,057</u>	<u>145,110</u>
RESERVES			
INCOME & EXPENDITURE ACCOUNT		<u>150,057</u>	<u>145,110</u>
MEMBERS' FUNDS		<u>150,057</u>	<u>145,110</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 31/07/2018 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:

.....
Prof. S. K. Spurgeon

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 2018

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 Income & Expenditure 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 2018

3. OPERATING SURPLUS

Operating surplus is stated after charging:

	2018 £	2017 £
Directors' remuneration	-	-
Amortisation of negative goodwill on non monetary assets	-	-
Depreciation	-	-
Amortisation of negative goodwill on monetary assets	-	-
Accountant's fees	<u>2,965</u>	<u>2,850</u>

4. TAXATION ON ORDINARY ACTIVITIES

	2018 £	2017 £
UK Corporation tax based on investment income at 19%	<u>97</u>	<u>99</u>

ENGINEERING PROFESSORS' COUNCIL

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 July 2018

5. DEBTORS

	2018	2017
	£	£
Trade debtors	-	7,501

6. CREDITORS: Amounts falling due within one year

	2018	2017
	£	£
Subscriptions in advance	33,905	
Pensions	-	2,735
Other creditors	10,643	5,560
	<u>44,548</u>	<u>8,295</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 2018

8. INCOME AND EXPENDITURE ACCOUNT

	2018 £	2017 £
Balance brought forward	145,110	129,743
Surplus for the financial period	4,947	15,367
Balance carried forward	<u>150,057</u>	<u>145,110</u>

**ENGINEERING PROFESSORS' COUNCIL
MANAGEMENT INFORMATION**

YEAR ENDED 31 July 2018

**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 INCOME AND EXPENDITURE ACCOUNT**

YEAR ENDED 31 July 2018

	2018		2017
	£	£	£
TURNOVER			
Subscriptions	104,137		95,031
Previous Year	-		7,806
Other Income - Events	<u>17,184</u>		<u>9,363</u>
		121,321	112,200
COST OF SALES			
Research projects and event organisation expenses		14,932	9,702
		-----	-----
GROSS SURPLUS		106,389	102,498
ADMINISTRATIVE EXPENSES			
Wages ,salaries & Pensions	61,995		57,680
Travel and subsistence	5,925		8,861
Subscriptions	13,468		974
Office administrative expenses	11,230		10,743
Legal and professional fees	5,050		-
Audit & Accountancy fees	2,965		2,800
Depreciation	-		-
Bank Charges	1,224		1,049
	-----		-----
		101,857	82,107
OPERATING SURPLUS		=====	=====
		4,532	15,466
INTEREST RECEIVABLE			
Nationwide/Reserve interest receivable		512	
SURPLUS ON ORDINARY ACTIVITIES BEFORE TAX		<u>5,044</u>	<u>15,466</u>

Operating budget

The Engineering Professors Council
For the year ended 31 July 2019

5. Appendix 2 to Treasurer's Report 19-02(2)
25th EPC Annual General Meeting
14th May 2019

Account	Actual 2017/18	Q1: Aug- Oct 18 (Actual)	Q1: Budget	Q2: Nov 18 Jan 19 (Actual)	Q2: Budget	Q3: Feb- Apr 19 (Actual)	Q3: Budget	Q4: May- Jul 19 (Projected)	Q4: Budget	Total 2018/19 (Actual)	Total 2018/19 Budget	Total 2018/19 Projected
Income												
Congress income	11,146	0	0	0	0	245	6,250	8,000	3,000	245	9,250	8,245
Events income	3,425	2,129	2,900	798	0	0	0	0	0	2,927	2,900	2,927
Interest Income	0	0	120	0	120	0	120	0	120	0	480	0
Other Revenue	614	0	0	0	0	500	0	0	0	500	0	500
Sponsorship revenue	2,000	0	0	0	0	0	1,500	1,500	0	0	1,500	1,500
Subscriptions income	104,137	86,100	90,000	13,000	27,500	0	2,500	0	0	99,100	120,000	99,100
Total Income	121,321	88,228	93,020	13,798	27,620	745	10,370	9,500	3,120	102,771	134,130	112,271
Overheads												
Advertising & Marketing	0	0	45	0	45	0	45	200	45	0	180	200
Audit & Accountancy fees	5,725	0	2,800	0	0	0	0	2,710	350	0	3,150	2,710
Bank fees and charges	881	836	375	105	170	11	220	225	225	952	990	1,177
Conference & event attendance fees	1,368	284	700	0	100	0	750	800	800	284	2,350	1,084
Congress Booking Fees	6,646	0	0	0	0	0	215	100	100	0	315	100
Consulting, professional and legal fees	5,050	0	0	0	1,200	200	3,000	5,000	1,000	200	5,200	5,200
Credit card charges and fees	343	0	90	0	90	0	90	90	90	0	360	90
Entertainment-100% business	50	90	0	0	0	50	0	0	0	140	0	140
Event booking fees	126	169	90	745	0	0	0	0	0	913	90	913
Event costs	0	0	0	0	0	0	3,000	8,000	5,000	0	8,000	8,000
Insurance	314	0	0	0	0	0	350	0	0	0	350	0
IT Software and Consumables	1,800	1,165	100	188	750	211	600	600	600	1,565	2,050	2,165
PAYE	9,435	2,599	1,440	4,050	1,452	1,351	1,452	1,440	1,440	8,000	5,784	9,440
Pensions Costs	6,510	854	1,727	854	1,737	569	1,737	1,727	1,727	2,277	6,928	4,004
Postage, Freight & Courier	206	0	45	21	45	0	45	45	45	21	180	66
Printing & Stationery	1,532	270	500	53	0	0	600	1,000	0	323	1,100	1,323
Room/venue hire and other meeting co	2,921	204	990	81	990	191	990	990	990	476	3,960	1,466
Salaries and wages	48,785	13,213	16,022	13,643	16,128	8,952	16,128	16,022	16,022	35,807	64,300	51,829
Staff Training	702	0	250	0	250	0	250	0	0	0	750	0
Subscriptions and memberships	13,468	1,160	6,300	939	2,000	0	0	0	0	2,099	8,300	2,099
Sundry office expenses	2,928	441	750	380	750	226	750	750	750	1,047	3,000	1,797

Telephone & Internet	1,572	387	375	367	375	295	375	375	375	1,049	1,500	1,424
Travel, accommodation and subsistence	5,925	1,791	1,650	2,365	1,650	644	1,650	1,650	1,650	4,799	6,600	6,449
Web and email hosting	0	0	2,000	0	8,000	0	4,000	4,000	0	0	14,000	4,000
Total Overheads	116,286	23,461	36,249	23,791	35,732	12,700	36,247	45,724	31,209	59,952	139,437	105,676
Unused												
Corporation Tax	0	0	750	0	750	96	750	0	750	96	3,000	96
Total Unused	0	0	750	0	750	96	750	0	750	96	3,000	96
Operating Profit	5,036	64,767	56,771	(9,993)	(8,112)	(11,955)	(25,877)	(36,224)	(28,089)	42,819	(5,307)	6,595

6. Election of officers

1. President and Vice President

No election is required this year. Further to his election 24th Annual General Meeting (2018), Prof Colin Turner formally assumes the role of President with immediate effect having served as Vice President, President-Elect for the past year. He will hold the office of President for approximately two years until the Annual General Meeting (AGM) in 2021 when he will become Vice President, Immediate Past President. His successor as President-Elect will be elected at next year's AGM.

Professor Sarah Spurgeon steps down as President and becomes Vice President, Immediate Past President in which post she will serve for approximately one year until the AGM in 2020. The Council is invited to record formally its thanks to Professor Spurgeon.

2. Election of Honorary Treasurer

Professor Jim Yip's term of office as Treasurer is ending and he does not wish to offer himself for re-election. The Council is invited to record formally its thanks to Professor Yip and elect a successor to hold the post for approximately two years until the AGM in 2021.

3. Election of Honorary Secretary

Professor David Harrison's term of office as Secretary is ending. He has agreed to offer himself for re-election. Other candidates are able to stand. The post will be held for approximately two years until the Annual General Meeting in 2021.

4. Election of four Board members

The term of office of Profs Barry Lennox, John Mitchell, Mike Sutcliffe and Tanya Vladimirova are ending resulting in vacancies for four elected Board member positions. The posts will be held for approximately two years until the Annual General Meeting in 2021. It should be noted that Profs John Mitchell and Mike Sutcliffe will continue as ex officio Board members: Prof Mitchell is Congress Convenor and, subject to the approval of the Council, Prof Sutcliffe will take over as Chair of the Engineering Education & Employability Skills Committee.

5. Procedure

The EPC Honorary Secretary or their nominee will declare the candidates who have submitted eligible nominations for the posts. Other candidates who are present in person at the AGM will be entitled to nominate themselves and seek a proposer and seconder (who may propose or second more candidates than they may vote for, ie. one for Treasurer, but four for Board members).

In the event of an uncontested election, the candidate may wish to speak briefly in favour of their candidacy and may then be elected on a simple expression of the assent by the meeting. Any

objection to their election requires a formal election using the voting slips provided. Voters may write either the candidate's name or 're-open nominations' in the space provided.

In the event of a contested election, the candidates' written statements (if provided) will be read out or they may speak briefly in favour of their candidacy. A formal election will follow using the voting slips provided. Voters may write their chosen candidate's name or 're-open nominations' in the space(s) provided.

6. Eligibility to vote

Up to three representatives from each member institution may exercise a vote as part of the Council (the AGM).

Prepared on behalf of Professor David Harrison, Honorary Secretary,
by Johnny Rich, Chief Executive
9th May, 2019

7. Committee Reports & Appointment of Chairs

1. Committee Reports

Verbal reports will be given by the chairs of the three standing committees of the EPC as follows:

- Engineering Education & Employability Skills Committee (EEES): Prof Henri Huijberts
- Recruitment and Admissions Committee (RAC): Dr Georgina Harris
- Research Innovation & Knowledge Transfer Committee (RIKT): Prof Alan Smith

2. Schedule for appointment of Committee Chairs and Vice Chairs

Committee Chairs are normally appointed on a three-year cycle on a staggered basis, however, owing to some changes in personnel and the need for continuity to ensure initiatives are seen through to completion, the cycle has been disrupted. The EPC Board therefore proposes to the Council that Committee Chairs are appointed according to following schedule in order to resume the normal cycle:

- EEES chair to be replaced at the 2019 AGM
- RA chair to be replaced at the 2020 AGM
- RIKT chair to be replaced at the 2021 AGM

The normal procedure for the appointment of Committee Chairs is that the Committees themselves agree on an individual to be Chair and Vice Chair and submit the names to the Board, which will propose those names for approval by the Council at the AGM.

3. Appointment of Committee Chairs and Vice Chairs

The Council is asked to approve the following appointments:

- EEES: Prof Henri Huijberts' term of office is ending having served for four years as Chair. The Council is invited to record formally its thanks to Prof Huijberts and agree to the appointment of Prof Mike Sutcliffe as his successor. Prof Huijberts has kindly agreed to become Vice Chair for the next year.
- RAC: Dr Georgina Harris is due to continue as Chair until 2020. Prof Colin Turner has agreed to step down as Vice Chair to avoid any conflict of interest with his role as EPC President. He will be replaced by Richard Morgan.
- RIKT: Prof Alan Smith is due to continue as Chair until 2021. Prof Barry Lennox has served as Vice Chair, but needs to step down owing to work commitments. The Committee will propose a new Vice Chair to the Board after its next meeting.

4. Actions

The Council is asked to:

- NOTE the reports of the Committees;
- AGREE to the schedule of appointment of Committee Chairs and Vice Chairs;
- APPROVE the appointment of the Chairs and Vice Chairs.