



## **Engineering Professors' Council**

### **ANNUAL GENERAL MEETING**

The 20<sup>th</sup> Annual General Meeting of the Engineering Professors' Council  
will be held at 16:00 on Tuesday 8<sup>th</sup> April, 2014  
in Room 408, Rankine Building, University of Glasgow

### **AGENDA**

<b>Item</b>	<b>Lead</b>	<b>Paper</b>
1. Apologies	SNH	Verbal
2. Minutes of the 19 <sup>th</sup> Annual General Meeting held on 16 <sup>th</sup> April, 2013 at the University of Portsmouth	SNH	AGM 14-01
3. Matters arising (not covered elsewhere in the agenda)	SNH	Verbal
4. President's Report	SNH	Verbal
5. Annual Report of the sub Committees	DM, SKH, CNS	Verbal
6. Treasurer's Report and Approval of the Accounts for the financial year ended 31 July, 2013	YJY	AGM 14-02
7. Approval of the recommendation for subscription levels for 2014/15	YJY	AGM 14-03
8. Congress venue for 2015	SNH	Verbal
9. Election and co-option of Committee members and Honorary Officers for 2014/15	DKH	AGM 14-04
10. Other business		





**Engineering Professors' Council  
19<sup>th</sup> ANNUAL GENERAL MEETING**

**Minutes of the Meeting  
Held at the University of Portsmouth  
On 16<sup>th</sup> April 2013**

**1. Apologies for Absence**

Professor Tony Unsworth, Durham University; Professor Simon Blackmore, Harper Adams University; Professor Weatherill, Liverpool John Moores University; Professor Robert Mair, University of Cambridge; Professor Barry Clarke, University of Leeds; Professor Bill Banks, University of Strathclyde; Dr Rob Best, London South Bank University; Professor Kamel Hawwash, Birmingham University; Professor John Watson, Robert Gordon University

**2. Minutes of the Eighteenth Annual General Meeting**

The minutes of the eighteenth Annual General Meeting held on 17<sup>th</sup> April 2012 at the University of Leicester were APPROVED.

Proposed: Professor Joe McGeough, University of Edinburgh

Seconded: Professor John Davies, University of Glasgow

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

There were none.

**4. President's Report**

Professor Helen Atkinson reported on the issues that the Engineering Professors' Council (EPC) Committee had been dealing with over the past year, drawing Members' attention to the Review of the Year 2012/13 contained within the Congress2013 packs and highlighting in particular its work on:

- The impact of the changes to the Visa regulations, in partnership with CaSE and other agencies. Members were invited to submit examples of continuing difficulties arising as a result of the changes via the call currently open on the EPC website.

- Responding to high profile consultations on the extensive proposed changes to the pre 19 education system via the Maths and Admissions Working Groups.
- The emerging issue of capacity in engineering departments, given the national need for more engineering graduates. The two new engineering Schools at the Universities of Lincoln and Chester were highlighted.
- Services for members. It was reported that a new EPC website had been launched through which a range of data and information of particular use to heads of department and others in resource planning positions could be accessed.

Professor Atkinson then looked forward to the coming year, highlighting:

- Work planned with the Royal Academy of Engineering on employment trends and characteristics amongst engineering graduates.
- Opportunities for members to join the EPC's working groups emphasising that these are not just for Committee members and new volunteers would be welcomed.
- That EPC would once again be sending personal invitations to Congress to newly appointed professors.

Acknowledging that this meeting marked the end of her term of office, Professor Atkinson ended by thanking the EPC for the opportunity afforded to her in electing her President.

## **5. Treasurer's Report and Approval of the Accounts for the financial year ended 31 July 2012**

The Honorary Treasurer presented his report to the membership for approval highlighting the continuing efforts made to contain operating costs and the importance of subscriptions being paid promptly. In response to a question from the floor, members were advised that they were not being asked to audit the accounts but were being offered the opportunity to ask questions regarding the financial management and priorities of the organisation.

There being no further questions, the accounts for the financial year ended 31 July 2012 were APPROVED.

Proposed: Dr Geoff Parks, University of Cambridge  
 Seconded: Professor Simon Hodgson, Teesside University

## **6. Approval of the recommendation for subscription levels for 2013/14**

The Honorary Treasurer presented the options set out in the accompanying paper considered for setting the annual subscription levels for 2013/14.

The Committee's recommendation to increase subscriptions levels by 3% but to offer an early payment discount of 3% for subscriptions received within 28

days of receipt of invoice and to maintain 2014/15 rates at those of 2012/13 for those paying 2 years in advance within 28 days of receipt of invoice to aid longer term planning was APPROVED.

Proposed: Professor John Senior, University of Hertfordshire  
Seconded: Professor Diane Mynors, University of Sussex.

**7. Election of Committee members and Honorary Officers for 2013/14**

- 7.1 Professor Simon Hodgson, Vice-President Elect, was welcomed as the new President and Professor Helen Atkinson thanked for her tireless work in the role of President. Professor Atkinson will now become Vice-President, Immediate Past President, and will remain on the Committee for a further year.
- 7.2 Professor David Harrison offered himself for re-appointment to the role of Honorary Secretary. There were no other nominations and so he was duly re-appointed.
- 7.3 Professor Jim Yip offered himself for re-appointment to the role of Honorary Treasurer. There were no other nominations and so he was duly re-appointed.
- 7.4 It was reported that Professors Rob Krams and Kamel Hawwash's terms of office on the Committee had ended. Professor Hawwash was welcomed back on the Committee as Chair of the Association of Civil Engineering Departments (ACED) Sectoral Group, replacing Professor Bob Lark who has stepped down as ACED Chair. The President offered thanks to Professors Krams and Lark for their work and contribution.
- 7.5 Three nominations had been received for the two Elected Member vacancies on the Committee:
- Professor Mike Bramhall, Sheffield Hallam University
  - Dr Colin Turner, University of Ulster
  - Professor Peter Excell, Glyndwr University.

Consistent with the Rules set out in the EPC's Memorandum of Association, an election was held with the result that Professor Mike Bramhall and Dr Colin Turner were duly elected to the Committee. It was AGREED by the Members that Professor Peter Excell be co-opted to the Committee as representative for Wales to complete representation from the devolved administrations.

## **8 Congress venue for 2014**

Members were advised of the Congress venue for 2014: the University of Glasgow on 8<sup>th</sup> and 9<sup>th</sup> April 2014, a decision which had been delegated to the Committee at the 18<sup>th</sup> Annual General Meeting in 2012.

Members then approved the request to delegate to the Committee the decision regarding the Congress for 2015.

## **9 Presentation: new services for members**

Ms Susan Kay, Executive Director then gave a presentation to Members on the contents of the password-protected Members' Area of the new website highlighting the extensive data and information now available. The website's Discussion Forum was also highlighted and Members encouraged to use it.

The President thanked Ms Kay for her work.

## **10 Any other business**

- 10.1 Professor Helen Atkinson handed the meeting over to Professor Simon Hodgson, the new EPC President. Professor Hodgson thanked Professor Atkinson formally for her work in the role as EPC President and reaffirmed the purpose of the EPC as an organisation that influences the engineering agenda in higher education, responding to the many challenges and to act as an authoritative information resource for its members.
- 10.2 Professor Hodgson went on to report the decision of the 119<sup>th</sup> Committee meeting: that the format of the EPC working groups was to change with three permanent working groups established namely:

- i) Research, Innovation and Knowledge Transfer
- ii) Admissions and Recruitment to cover educational activities pre-university and the attractiveness of the engineering profession.
- iii) Quality, Assessment and Curriculum to cover educational activities at university, and the preparation of graduates for employment in the sector.

Members were advised that each Group is to have a fixed-term Chair and Vice-Chair and that, with the new groups being formed over the coming months, volunteers from across the membership were sought. The chairs would be asked to consult with members and further define the title, terms of reference and remit of their respective groups at an early stage.

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

AGM 14-02  
ANNUAL GENERAL  
MEETING  
8 April, 2014  
For approval

## **Report of the Honorary Treasurer and Approval of Annual Accounts for the Year Ended 31 July, 2013**

### **1. Financial year 2012/13**

The Committee commends to you for APPROVAL the Engineering Professor's Council's (EPC) draft accounts (see Appendix) for the financial year to 31 July 2013 (academic year 2012/13).

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

- Income increased compared with 2012 by just under 15%, largely as a result of much tighter credit control with over £9,000 worth of subscriptions having been collected which related to the prior year (2011/12). Further, a grant of £3,850 was received from the Royal Academy of Engineering as a contribution to a joint project on graduate employability.
- A total of £1,370 worth of subscriptions income was written off (£440 relating to 2011/12 and £930 relating to 2012/13).
- The amount attributed to subscriptions costs includes our annual subscriptions to the Campaign for Science and Engineering (CaSE), the European Society for Engineering Education (SEFI) and the Parliamentary and Scientific Committee with the increase in 2012/13 relating to our new subscription to the Higher Education Information Database for Institutions (HEIDI) which enables us to provide the Data and Analysis service delivered via the Members' Portal on our website.
- While the costs categorised as "event organisation expenses" look to have increased compared with the prior year, the category included the expenses of the joint research project with the Royal Academy of Engineering in addition to the costs of organisation of the Recruitment and Admissions Forum, Congress and EPC Committee Members' and Officers' participation in external events.
- The increase in income, together with tight cost control over administrative and travel expenses, despite significantly increased activity has produced a surplus of over £11,000 for this financial year.

Key points relating to the Balance Sheet:

- Members' Funds represents around 2 years' worth of salary liability which is now looking to be over-provided. Members will recall that the Committee approved a release of funds from reserves for 2013/14 to fund our 20<sup>th</sup> Anniversary Awards: the student essay prize plus the Engaging in Engineering public engagement award and this will be reflected in next year's accounts. While we wish to remain prudent, we are keen that Members also have the opportunity to benefit from the accumulated funds.
- The amount of £1,400 relates to one creditor, our accountant, who did not invoice his fees for 2012/13 until after the end of the financial year.

Members are invited to consider and APPROVE this recommendation.

## **2. Financial year 2013/14**

### **2.1 2013/14 invoicing**

As at 14 March, 2014, 79 members had paid with subscriptions totalling just over £88,000. There is only subscription still outstanding amounting to £479. In addition, De Montfort University has confirmed its intention to cease membership. We have, however welcomed 2 new university members this year: the Universities of Chester and Bedfordshire and 1 new corporate member: the Royal Academy of Engineering. We also welcomed back two returning members, the University of Sunderland and Oxford Brookes University.

### **2.2 2013/14 operational costs**

The operational budget for 2013/14 was set at £83,000 (not including the £20,000 drawn from reserves to fund the 20<sup>th</sup> anniversary ***Engaging in Engineering*** Award).

Professor Jim Yip

14 March, 2014

**COMPANY REGISTRATION NUMBER 06791295**

**ENGINEERING PROFESSORS' COUNCIL  
(LIMITED BY GUARANTEE)**

**FINANCIAL STATEMENTS**

**31 JULY 2013**

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

**ENGINEERING PROFESSORS' COUNCIL**  
**FINANCIAL STATEMENTS**  
**YEAR ENDED 31 JULY 2013**

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

# **ENGINEERING PROFESSORS' COUNCIL**

## **OFFICERS AND PROFESSIONAL ADVISERS**

**The Board of Directors** Prof. H.V. Atkinson

Prof. D.K. Harrison

Prof. S. Hodgson

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 2013**

The directors have pleasure in presenting their report and the financial statements of the company for the year ended 31 July 2013.

### **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. H.V. Atkinson

Prof. D.K. Harrison

Prof. S. Hodgson

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 2013**

### **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. 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 2013**

We have examined the financial statements of Engineering Professors' Council for the year ended 31 July 2013. 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 2013 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 2013**

### **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 2013**

	Note	2013 £	2012 £
<b>TURNOVER</b>		<b>96,835</b>	<b>84,430</b>
Cost of sales		9,777	7,092
<b>GROSS PROFIT</b>		<b>87,058</b>	<b>77,338</b>
Administrative expenses		75,764	73,511
<b>Operating Profit/(Loss)</b>	<b>3</b>	<b>11,294</b>	<b>3,827</b>
Attributable to:			
Operating profit/(loss) before exceptional items		11,294	3,827
Exceptional items		—	—
		<b>11,294</b>	<b>3,827</b>
Interest receivable		232	465
<b>PROFIT/LOSS ON ORDINARY ACTIVITIES BEFORE TAXATION</b>		<b>11,526</b>	<b>4,292</b>
Tax on profit on ordinary activities	4	-	-
<b>PROFIT/LOSS FOR THE FINANCIAL YEAR</b>		<b>11,526</b>	<b>4,292</b>
)			

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

# ENGINEERING PROFESSORS' COUNCIL

## BALANCE SHEET

**As at 31 July 2013**

	Note	2013 £	2012 £
<b>CURRENT ASSETS</b>			
Debtors	5	-	-
Cash at bank		<u>104,158</u>	<u>93,782</u>
		<b>104,158</b>	<b>93,782</b>
<b>CREDITORS: Amounts falling due within one year</b>	6	<u>1,400</u>	<u>2,550</u>
<b>NET CURRENT ASSETS</b>		<b>102,758</b>	<b>91,232</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<b>102,758</b>	<b>91,232</b>
<b>RESERVES</b>			
Profit and loss account	8	<u>102,758</u>	<u>91,232</u>
<b>MEMBERS' FUNDS</b>		<b>102,758</b>	<b>91,232</b>

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 31/07/2013 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. 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 2013**

### **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 2013**

### **3. OPERATING PROFIT**

Operating profit is stated after charging:

	<b>2013</b> £	<b>2012</b> £
Directors' remuneration	-	-
Amortisation of negative goodwill on non monetary assets	-	(159)
Depreciation	-	159
Amortisation of negative goodwill on monetary assets	-	-
Accountant's fees	<b>2,665</b>	<b>1,610</b>

### **4. TAXATION ON ORDINARY ACTIVITIES**

	<b>2013</b> £	<b>2012</b> £
UK Corporation tax based on investment income at 21%	-	-
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# **ENGINEERING PROFESSORS' COUNCIL**

## **NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 July 2013**

### **5. DEBTORS**

	<b>2013</b>	2012
	£	£
Trade debtors	-	-

### **6. CREDITORS: Amounts falling due within one year**

	<b>2013</b>	2012
	£	£
Taxation & social security	-	-
Other creditors	1,400	2,550
	<hr/> <u>2,550</u>	<hr/> <u>2,550</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 2013**

### **8. PROFIT AND LOSS ACCOUNT**

	<b>2013</b>	<b>2012</b>
	£	£
Balance brought forward	91,232	86,940
Profit/(Loss) for the financial period	11,526	4,292
Balance carried forward	<u>102,758</u>	<u>91,232</u>

**ENGINEERING PROFESSORS' COUNCIL  
MANAGEMENT INFORMATION**

**YEAR ENDED 31 July 2013**

**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 2013**

	2013 £	2012 £
<b>TURNOVER</b>		
	<b>96,835</b>	<b>84,430</b>
<b>COST OF SALES</b>		
Event Organisation Expenses	9,777	7,092
	-----	-----
<b>GROSS PROFIT</b>	<b>87,058</b>	<b>77,338</b>
<b>ADMINISTRATIVE EXPENSES</b>		
Wages and salaries	43,912	42,328
Employers national insurance contributions	2,379	3,037
Travel and subsistence	12,913	12,743
Subscriptions	3,627	2,573
Office Rent	1,980	2,640
Office administrative expenses	7,067	7,742
Sundry expenses	348	462
Legal and professional fees	-	-
Audit & Accountancy fees	2,665	1,610
Depreciation	-	159
Bank Charges	873	688
Amortisation of negative goodwill on monetary assets	-	(159)
	-----	-----
	<b>75,764</b>	<b>73,511</b>
<b>OPERATING PROFIT/ (LOSS)</b>	<b>11,294</b>	<b>3,827</b>
<b>INTEREST RECEIVABLE</b>		
Bank interest receivable	232	465
	-----	-----
<b>PROFIT/ (LOSS) ON ORDINARY ACTIVITIES BEFORE TAX</b>	<b>11,526</b>	<b>4,292</b>



AGM 14-03  
ANNUAL GENERAL  
MEETING  
8 April, 2014  
For approval

### **Recommendation of Engineering Professors' Council (EPC) subscription level for 2014/15**

Subscription levels were raised by 3% for 2013/14 (the current levels may be found in the Appendix to this paper) although an early payment discount was offered to those paying within 28 days, as well as the opportunity to pay for 2 years and take advantage of 2013/14 rates. Just over half of members took advantage of the former offer and 10 members took advantage of the latter.

We are conscious that our members' budgets remain constrained. Our options are as follows:

1. To make a modest defensible increase, given increasing levels of costs generally, in line with the Consumer Price Index (CPI) which is currently forecast at around 2.4<sup>1</sup>% for 2014/15. It should be noted that every effort is being made to contain office expenses but with significantly increased activity on behalf of members, this is increasingly challenging.
2. To make the increase of 2.4% but to offer an early payment discount of 2.4% for subscriptions received by the end of September to help with cashflow.
3. To offer to maintain 2015/16 rates at those of 2014/15 for those paying 2 years in advance to aid longer term planning.
4. To offer options 2 and 3 in conjunction.

It is unlikely that we can grow EPC's income materially from within the sector on the current model. Any substantial growth will need to come from extending the membership base from outside the sector (which is a limited opportunity) and/or attracting grant funding, sponsorship, donations or matched income contributions, all of which we will pursue vigorously during the coming session.

Option 5 is recommended as a way to improve EPC's cashflow and aid longer term planning while containing costs for its membership.

Members are invited to consider and APPROVE this recommendation.

Professor Jim Yip

14 March, 2014

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<sup>1</sup> <http://www.bankofengland.co.uk/publications/Pages/inflationreport/infrep.aspx>

**Subscription levels**

<b>Academic staff numbers greater than or equal to</b>	<b>But less than</b>	<b>2013/14 rate (£)</b>	<b>2014/15 rate (£)* Proposed</b>
1	40	479	490
40	80	958	981
80	120	1,437	1,471
120	160	1,916	1,962
160	200	2,395	2,452
200		2,874	2,943

**\*Payment by 30 September will result in the subscription being discounted back to 2013/14 levels. Payment of 2 years' subscription by 30 September will extend the protection of 2013/14 rates to 2015/16.**

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 2012/13. 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.*

AGM 14-04  
ANNUAL GENERAL  
MEETING  
8 April, 2014  
For approval

## Committee membership 2014/15

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### 1. Changes to the Committee

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

Professor Dik Morling stands down this year as Chair of the Recruitment and Admissions sub Committee (formerly the Admissions Working Group). Professor Mike Bramhall will take up the Chairmanship. It is with regret that we announce that Professor Morling has also decided to step down from the Committee. We are enormously grateful for the energy and commitment he has shown over the years to the cause of engineering education and know he will continue to do so in other capacities.

Professor John Davies of the University of Glasgow, Professor Peter White of Coventry University and Dr Geoff Parks of the University of Cambridge all come to the ends of their three year terms of office and we thank them for their work and extensive contribution. Indeed, all three will continue to be involved in the work of the Engineering Professors' Council in some capacity during the next 12 months.

### 2. Vacancies for Committee Members and Honorary Officers

#### 2.1 President-Elect

In accordance with the provisions of Articles 18- 20 of the Articles of Association, the position of President-Elect now falls vacant. The President-Elect must be a Full Member of the Council, nominated by the EPC Committee and elected at the Annual General Meeting to serve for a period of one year, following which, they will take up the position of President for a period of two years.

The Committee's nomination is **Professor Stephanie Haywood of the University of Hull** (nomination form attached as Appendix 2). No further nominations for this position have been received so Members present are invited to confirm this nomination, which is PROPOSED by Professor Simon Hodgson and SECONDED by Professor Helen Atkinson, 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 2015 falls vacant. The nomination of the Committee is Professor Jim Yip of the University of Salford and Members are invited to APPROVE this nomination.

*2.3 Vacancies for three ordinary members*

In accordance with the provisions of Articles 31-33, three 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. The following four nominations were received by the due date (14 March, 2013) so in line with the advertised procedures for election, a secret ballot will be held at the Annual General Meeting:

**Professor Mike Blundell of Coventry University**

**Professor John Dear of Imperial College, London**

**Professor Alison Hodge of Aston University**

**Professor Mark Zwolinski of the University of Southampton**

Each member present may vote for as many candidates as there are vacancies on the Committee; those 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. The manifestos/biographies of the above candidates may be found in Appendix 3.

Professor David Harrison

Honorary Secretary

14 March, 2014

## Appendix 1

### **Directors of the Council (voting Members)**

	2013/14			2014/15		
	Name	Institution	Period of office ends	Name	Institution	Period of office ends
<b>President (2 years)</b>	Professor Simon Hodgson	Teesside University	AGM 2015	Professor Simon Hodgson	Teesside University	AGM 2015
<b>Immediate past President/President elect (1 year in each capacity)</b>	Professor Helen Atkinson	University of Leicester	AGM 2014	<b>Professor Stephanie Haywood (NOMINATED)</b>	<b>University of Hull</b>	AGM 2015
<b>Hon Secretary (2 years)</b>	Professor David Harrison	Glasgow Caledonian University	AGM 2015	Professor David Harrison	Glasgow Caledonian University	AGM 2015
<b>Hon Treasurer (2 years)</b>	Professor Jim Yip	University of Salford	AGM 2015	Professor Jim Yip	University of Salford	AGM 2015

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

	2013/14			2014/15		
	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 Tony Brown	University of Manchester	AGM 2015
	Professor Sarah Spurgeon	University of Kent	AGM 2015	Professor Sarah Spurgeon	University of Kent	AGM 2015
	Dr Geoff Parks	University of Cambridge	AGM 2014	<b>Vacancy</b>		
	Professor Peter White	Coventry University	AGM 2014	<b>Vacancy</b>		
	Professor John Davies	University of Glasgow	AGM 2014	<b>Vacancy</b>		

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

	2013/14			2014/15		
	Name	Institution	Period of office ends	Name	Institution	Period of office ends
<b>Congress 2012</b>	Professor Helen Atkinson	University of Leicester	AGM 2014			
<b>Congress 2013</b>	Professor Djamel Ait-Boudaoud	University of Portsmouth	AGM 2015	Professor Djamel Ait-Boudaoud	University of Portsmouth	AGM 2015
<b>Congress 2014</b>	Professor John Davies	University of Glasgow	AGM 2016	Professor John Davies	University of Glasgow	AGM 2016
<b>Congress 2015</b>				Professor Jim Yip <b>(NOMINATED)</b>	University of Salford	AGM 2017

**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**

	2013/14			2014/15		
	Name	Institution	Period of office ends	Name	Institution	Period of office ends
<b>Consortium of UK University Manufacturing Engineering Department Heads</b>	Dr Linda Newnes	University of Bath	Ongoing	Dr Linda Newnes	University of Bath	Ongoing
<b>Association of Civil Engineering Departments</b>	Professor Kamel Hawwash	University of Birmingham	October 2014	Mr Callum Tooth	University of the West of Scotland	October 2014
<b>The Council of Heads and Professors of Computing</b>	Professor Jim Yip	University of Salford	Ongoing	Professor Jim Yip	University of Salford	Ongoing
<b>Professors and Heads of Electrical Engineering</b>	Professor John Senior	University of Hertfordshire	Ongoing	Professor John Senior	University of Hertfordshire	Ongoing
<b>Professors and Heads of Mechanical and Manufacturing Engineering</b>	Professor Clive Neal-Sturgess	University of Birmingham	Ongoing	Professor Clive Neal-Sturgess	University of Birmingham	Ongoing
<b>Association of Aerospace Universities</b>	Dr Thurai Rahulan	University of Salford	Ongoing	Dr Thurai Rahulan	University of Salford	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**

	2013/14			2014/15		
	Name	Institution	Period of office ends	Name	Institution	Period of office ends
	<b>Sub Committee and Working Group Chairs and Chairs Elect</b>					
<b>Engineering Education, Employability and Skills</b>	Professor Clive Neal-Sturgess	University of Birmingham	AGM2015	Professor Clive Neal-Sturgess	University of Birmingham	AGM2015
	Dr Henri Huijberts	Queen Mary, University of London	AGM2018 (co-option to be confirmed annually)	Dr Henri Huijberts	Queen Mary, University of London	AGM2018 (co-option to be confirmed annually)
<b>Recruitment and Admissions (incl. Mathematics and Recruitment Working Groups)</b>	Professor Dik Morling	University of Westminster	AGM2014	Professor Mike Bramhall	Sheffield Hallam University	AGM2017
	Dr Geoff Parks	University of Cambridge	AGM2015	Dr Geoff Parks	University of Cambridge	AGM2015
				Dr Georgina Harris	Manchester Metropolitan University	AGM2015
<b>Research, Innovation and Knowledge Transfer</b>	Professor Stephanie Haywood	University of Hull	AGM2016	Professor Stephanie Haywood	University of Hull	AGM2016
	Professor Sarah Spurgeon	University of Kent	AGM2019 (co-option to be confirmed annually following elected period of office)	Professor Sarah Spurgeon	University of Kent	AGM2019 (co-option to be confirmed annually following elected period of office)
<b>Other co-opted</b>						
	Professor Peter Excell	Glyndwr University	AGM2014	Professor Peter Excell	Glyndwr University	AGM2015
	Professor Bill Banks	University of Strathclyde	Resigned during year	Professor Barry Clarke	University of Leeds	AGM2015
	Professor Barry Clarke	University of Leeds	AGM2014	Professor Tony Unsworth	University of Durham	AGM2015

Professor Tony Unsworth	University of Durham	AGM2014	Professor Helen Atkinson	University of Leicester	AGM2015
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### Observers

Dr Gill Cook	Higher Education Academy
Professor John Watson	Scottish Deans of Science and Engineering/Robert Gordon University

**Committee nomination for President-Elect****CANDIDATE DETAILS****Title:** Professor**Name:** Stephanie Haywood**Institution:** University of Hull**Position for which nominated (please delete as appropriate):** President Elect

Stephanie Haywood joined the University of Hull in 1996 from University College London (UCL) and became Professor of Optoelectronic Engineering in 1999. She has broad experience from a variety of different institutions in the UK and Europe (including University of Oxford, Middlesex University, Katholieke Universiteit Leuven and IMEC Belgium) and has also worked in industry for Lucas Advanced Engineering (now TRW).

Having held the positions of both Head of Department and Deputy Dean for Research at Hull, Stephanie is now Director of the Centre for Adaptive Science and Sustainability, an industry-focussed research centre, working on renewable energy and low carbon projects. Supported in this role with a Royal Academy of Engineering Industry secondment, she is working with the Spencer Group who wish to develop associated relevant links with academia in both research and teaching. Locally, Stephanie is on the board of HETA (Humbershire Engineering Training Association), which trains apprentices for major local companies and has been active in developing part-time progression routes through to CEng and in developing new Foundation degrees.

An EPSRC peer review panel member for many years, as well as a reviewer for the US National Science Foundation and the EU, Stephanie is currently a member of the REF Sub Panel 15 for General Engineering. A former Chair of the Professors and Heads of Electrical Engineering (PHEE), a sectoral group of the EPC, she now chairs the EPC's Research, Innovation and Knowledge Transfer sub committee.

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

**CANDIDATE DETAILS**

**Title:** Professor of Vehicle Dynamics and Impact

**Name:** Mike Blundell

**Institution:** Coventry University

**Position for which nominated (please delete as appropriate):** Ordinary member

As a Member of the Engineering Professors' Council Committee I will be pleased to support the Council in providing a voice to drive the education of engineers. I am keen to discuss initiatives that demonstrate the positive links between excellent research, business engagement and engineering teaching. I include in this the importance of developing courses that enable engineers to continue updating their education when in industry and the wider role engineering faculties can have in supporting business and developing collaborative educational programmes. I am particularly passionate about the role our engineering academics have to play in attracting more young people, particularly females, into the engineering profession. I have a very positive view of events which allow school pupils from a young age to visit engineering faculties and to engage in hands on activities which provide them with a positive experience of engineering.

I believe a major challenge remains to raise the public understanding of engineering as a profession (and job title) and opportunities that allow the wider dissemination in the media of exciting engineering challenges, projects and research should be encouraged.

**Proposed by:** Professor Peter White, Coventry University

**Seconded by:** Professor Clive Neal-Sturgess , University of Birmingham

**Title:** Professor in Mechanical Engineering

**Name:** John P. Dear MA PhD CEng FIMechE CPhys FInstP

**Institution:** Imperial College London

**Position for which nominated (please delete as appropriate):** Ordinary member

John has been an academic for 25 years in the Mechanics of Materials Division of the Department of Mechanical Engineering, Currently led by Professor Peter Cawley FRS FREng. Prior to joining Imperial in 1988, John was a SERC research fellow at the Cavendish Laboratory, Cambridge University.

John has successfully competed for research grants worth a total of over £9.7million from the EPSRC, MRC, DTI/TSB, EU UK and overseas companies. His research expertise is structural integrity of materials including manufacturing and micro structural effects. John's group has developed 3D high-speed speckle strain mapping techniques for explosive blast research of building façade structures and the techniques his group had developed have been adopted by the Home Office, Arup and others for their research of terrorist threats to buildings and vehicles. These techniques have also been applied to develop blast resistant composite structures for ONR (US Navy).

John has published over 232 papers; contributed to 12 books; supervised 43 PhDs and 15 RAs. Examples include: creep life of materials in power-station plant, aerospace and automotive components, water distribution plant and high-strain rate properties of materials for defence applications and also for medical research. John is on the Editorial Board of Strain and Journal of Applied Composite Materials and services of the IMechE Academic Standards Committee.

**Proposed by:** Professor Peter Cawley FREng, Imperial College London

**Seconded by:** Dr Geoff Parks, University of Cambridge

**Title:** Professor

**Name:** Prof Eur Ing Alison Hodge MBE PhD FInstP, CPhys, FIET, CEng, FHEA, FWES

**Institution:** Aston University, Associate Dean, School of Engineering and Applied Science

**Position for which nominated (please delete as appropriate):** Ordinary member

Since moving to academia from a large “high tech” company in autumn 2010, I have started to use my previous well-recognised experience of encouraging and supporting innovation between companies and universities through the EPC, as well as other organisations. In particular, I have become an active member of the Research, Innovation and Knowledge Transfer Sub-Committee of the EPC and now offer to support engineering communities in academia in what is an increasingly important topic.

“Impact” has become a priority, especially for new grants and funding (hence the emphasis placed by EPSRC and HEFCE in REF), but it remains the “poor relation” when put alongside “academic excellence” and “student experience” in some circumstances. Even though engineers may naturally expect to see their work exploited, it is increasingly evident that more guidance and support is required to help students and researchers achieve this, and for company teams to appreciate how they may benefit from university activities. With my knowledge of both “sides”, I believe that I am well placed to contribute actively as an EPC Committee Member, and hopefully “help enable things to happen” rather than just make more requests for it to happen.

**Proposed by:** Professor John Davies, University of Glasgow

**Seconded by:** Professor Helen Atkinson FREng, University of Leicester

**Title:** Professor

**Name:** Mark Zwolinski

**Institution:** University of Southampton

**Position for which nominated (please delete as appropriate):** Ordinary member

Mark Zwolinski has been a full professor in Electronics and Computer Science (ECS), University of Southampton since 2005. Before being promoted to full professor, he was a lecturer, senior lecturer and reader in the same department. He is currently Deputy Head of ECS, with responsibility for Education. He has written over 150 refereed research papers and written three books. He has supervised about 20 PhD students to completion.

His main research interests include reliability of CMOS systems, modelling and simulation and the use of FPGAs as hardware accelerators. His teaching activities have included digital design and test and computer architecture.

He is currently an accreditor for the IET. He is an FIET, FBCS, and a Senior Member of the IEEE and ACM

**Proposed by:** Professor Mike Bramhall, Sheffield Hallam University

**Seconded by:** Professor Colin Turner, University of Ulster