MINUTES OF THE FORTY SIXTH MEETING HELD AT 2.30PM ON 24 JANUARY 2012 AT THE UK ATC, EDINBURGH

Council Members present:
Michael Sterling (Chairman)
Martin Barstow
Marshall Davies
Julia Goodfellow
Mike Healy
Ian Taylor
Will Whitehorn
John Womersley

Dept Business, Innovation & Skills (BIS):
Graeme Reid

In Attendance:
Gordon Stewart (Director, Corporate Affairs & Executive Secretary to Council)
Jane Tirard (Finance Director)
Richard Wade (Chief Operating Officer)
Tony Ryan (Chair, Science Board)
Mark Foster (Council Secretariat)
Hina Padhiar (Minutes Secretary)

Apologies:
Gill Ball
Peter Knight
James Stirling

1. WELCOME AND INTRODUCTION

1.1. Council was preceded by a tour of the UKATC/ROE facility, including the Crawford Laboratory where members saw the KMOS instrument for ESO which is in final stages of testing before delivery. Council also received reports from UKATC staff on the UKATC Innovation and Outreach programmes and were shown the Crawford Collection of historic, scientific books. Council members were welcomed by UKATC Director Ian Robson and joined by other UKATC senior staff for lunch in the Rooftop Gallery.

1.2. The Chairman welcomed attendees to the meeting and recorded Council's thanks to the UKATC and its staff for a highly successful pre-Council tour. Apologies were received from Gill Ball, Peter Knight and James Stirling. In attendance were Richard Wade, Jane Tirard, Gordon Stewart, Mark Foster and Hina Padhiar.

1.3. Council Members were reminded to use the Guest log in details if they wished to use the wireless network. Following discussions at the November meeting members were advised that in future Members would receive a username and password allocation for
one year, so that they could use the RAL and Daresbury networks without the need to complete access forms for each meeting. These would be issued at the next RAL based meeting.

1.4. The Chairman reminded members that this was an informal meeting, outlined the timing and asked for any other business items to be discussed at the end of the meeting.

1.5. Will Whitehorn wished to discuss issues around the spin out company Cobalt. Gordon Stewart wished to outline the programme for the February Council meeting.

2. CONFLICTS OF INTEREST AND REGISTER OF INTERESTS

2.1. The Chairman asked for any declarations of conflicts of interest and reminded members of the need to keep the Executive Secretary informed of any changes to their personal register of interests.

2.2. Martin Barstow wished to register that the University of Leicester were now members of ISIC and he was the representative for the University.

3. MINUTES OF THE LAST MEETING - STFC(2012)01

3.1. The Chairman noted that further to the minutes of the last meeting, initially circulated for comment on 12th December 2011, two corrections had been suggested:

- 8.6 Terry O'Connor reported that the communications requirements for both policy makers and the general public had been built into the future planning by the SKA Project (added);
- 20.1 Gordon Stewart presented the main issues on the Campus Report. He reported that NWDA asset transfer had been completed and that both Harwell Oxford and DSIC had been announced as members of two of the eleven new Local Enterprise Partnerships Enterprise Zones (EZs) (replaced).

3.2. The corrections were agreed and minutes of the last meeting (as amended) were agreed to be a correct record by Council and signed by the Chairman.

3.3. The redacted minutes were also approved by Council.

3.4. The Chairman reminded Members that the Actions List would be reviewed at the next formal Business Meeting in February.

4. MATTERS ARISING

ISIC/SPACE TIC UPDATE - some references in this section
have been redacted as commercial-in-confidence

4.1. John Womersley gave members an update on ISIC developments since the November Council tour of ISIC facilities. John noted that the tour of ISIC had led to some concerns among Council members over the clarity of the ISIC vision and goals especially as some members felt that some of their questions had not been fully answered.

4.2. Since the November Council, EB had reviewed ISIC's delivery to date against milestones set out in its first business plan and to the extent specified in the original BIS ISIC grant letter to STFC. This confirmed that ISIC was broadly on track in achieving these measures. The STFC Centres Board had conducted its own scheduled review which was also broadly supportive of progress to date. ISIC continues to attract new members.

4.3. John Womersley outlined what ISIC was created to do, how it needed to do this and the tests for its success. Each ISIC member would need to determine whether ISIC would be of benefit to them. For STFC, ISIC needed to demonstrate its ability to deliver for BIS and TSB, and it should be a key part of the Harwell Campus proposition. ISIC's physical location on the Harwell Campus was therefore important.

4.4. Ian Taylor declared a conflict of interest in that he chaired a company which was in discussions with ISIC. He also noted that he was a member of the ESA Integrated Applications Committee which was also looking at applications technology. He was interested to see if and how ESA and ISIC were dovetailing their work and if there was a missing link if this was not happening. John Womersley noted that in the short term ESA were looking for space to develop their presence on the Harwell Campus.

4.5. John Womersley went on to note that there had been a recent announcement of a Satellite Applications Catapult Centre (Catapult centres were formerly known as TICs). ISIC had played a key role in pushing for this outcome. EB had reviewed ISIC and the Catapult Centre and had concluded it was a very high priority to ensure that the Catapult Centre had a physical base at Harwell so it was co-located next to a major science facility.

5. DIAMOND - some references in this section have been redacted as staff-in-confidence

6. SENIOR MANAGEMENT RESTRUCTURING – CLOSED SESSION

6.1. The Chairman noted that this item was in Closed Session to Council Members and so requested attendees (apart from Graeme Reid) to
leave the meeting room until the start of Item 6. John Womersley made a presentation to Council on his proposed Senior Management Structure.

6.2. On resumption of the meeting with all attendees, the Chairman noted that Council fully supported the CEO’s proposal for Senior Management Restructuring and the process for appointments as presented to Council.

7. FINANCIAL FORWARD LOOK – some references in this section have been redacted as commercial-in-confidence

7.1. Jane Tirard presented the Financial Forward Look and noted that the 2012/13 Budget compilation was currently work in progress. She also presented details on the 2011/12 Forecast Outturn, a reminder of the CSR10 allocations, and next steps in the 2012/13 budget process.

7.2. Jane Tirard concluded that she would bring the 2012/13 Budget back to Council for approval at the February Business meeting. The next steps were to have individual meetings with Directors, to compile a Payroll budget based on FTE returns and for Executive Board to agree how to close the gap between indicative and requested budgets. The Chairman noted that if the majority of approvals were done at the February meeting, the March meeting could be cancelled and any minor Budget changes could be approved by email correspondence. This was agreed by members and Council noted the Finance update.

8. CAPITAL INVESTMENT PROJECT- some references in this section have been redacted as commercial-in-confidence

8.1. Council noted progress as presented.

9. REDUNDANCY PLANNING STATUS UPDATE - this section has been redacted as staff-in-confidence

10. ADDITIONAL BUSINESS- some references in this section have been redacted as commercial-in-confidence

10.1. Forthcoming Council meetings Gordon Stewart notified members that the Council meeting scheduled on 21st February 2012 would be at Cambridge University and a timetable was issued for a reception/dinner on the evening of Monday 20th February starting at 19:00, with the Council Meeting the following day from 09:00, finishing after lunch between 14:00 – 14:30. Further details and
briefings will follow in due course. The March Council meeting may be cancelled, subject to discussions in February. Gordon also clarified the arrangements for the evening reception and technology demonstration followed by dinner with senior staff and representatives of Scottish universities, businesses and government/executive, at the National Museum of Scotland, following the current meeting.

The meeting closed at 4.30pm.