



The  
University  
Of  
Sheffield.

Office  
Of  
The President &  
Vice-Chancellor.

UEB/2020/0505/01

## Minutes

## University Executive Board

<b>Date:</b>	10 March 2020
<b>Present:</b>	Professor K Lamberts (KL) (in the Chair) Professor J Derrick (JD), Professor S Fitzmaurice (SF), Professor S Hartley (SH), Professor M J Hounslow (MJH), Ms J Jones (JJ), Professor W Morgan (WM), Professor C Newman (CN), Professor D Petley (DP), Mr R Sykes (RS), Professor G Valentine (GV),
<b>In attendance:</b>	Dr T Strike (TS); Mr I Wright (IW) (item 1); Mrs T Wray (TW) (item 3)
<b>Apologies:</b>	Professor C Watkins (CW)
<b>Secretary:</b>	Mr D T Swinn

### 1. Closed Minute and Paper

### 2. Closed Minute and Paper

### 3. Report of the UEB Health and Safety Committee

(Meeting held on 13 February)

(TW in attendance for this item)

3.1 UEB received and approved the report, noting positive progress on a number of matters as well as constructive discussions involving RS and Faculty Directors of Operations about health and safety functions at Faculty level.

3.2 It was reported that Audit Committee had considered a recent internal audit report on health and safety behaviours, and that Council would also receive the Annual Health and Safety Report at its next meeting, in April. UEB noted that Audit Committee had discussed how culture and behaviour might be measured and against which standards. The Committee had requested that this be considered in the next Health and Safety update to Council, including how this information was summarised and presented. It was noted that the University had considered the use of relevant HSE tools in the past, but that the cost had been deemed prohibitive; the University could consider this again in future.

3.3 **Action:** The Director of Health & Safety would be asked to respond to Audit Committee's feedback in the next Council update.

### 4. Faculty Planning

GV outlined that the approach to the planning round discussions would follow that taken in the previous two years, whereby two members of UEB would act as rapporteurs who would perform a 'critical friend' role. Each Faculty narrative had been provided in supporting papers and the rapporteurs would review each plan and provide reflections

to enable UEB to reach a collective understanding of each plan before considering options. The interdependencies between plans and their implications in relation to institutional strategy and budget setting would be discussed at the UEB Away Day in May.

## 5. Round Table

- (a) Industrial Action: KL provided an update on recent discussions with the Trade Unions, reiterating the University's commitment to the principle of collective bargaining.
- (b) UCU National Executive Committee: UEB noted the outcome of elections to the NEC, including the election of some local UCU branch members to national positions.
- (c) Sheffield City Council: KL reported a positive initial meeting with the Interim Chief Executive of the City Council.
- (d) Covid-19 Business Continuity Planning: RS reported on activity by the Coronavirus Planning Group, and the establishment of an institutional level Incident Management Group supported by five sub-groups focusing on: (1) current students; (2) prospective students; (3) Staff; (4) Research and Infrastructure; and (5) Learning and Teaching.

It was reported that communications to staff, particularly to senior management, featured prominently in those discussions but there may be a need to increase the level of related communications to alleviate any staff and student concerns as the situation developed. UEB also noted practice elsewhere in the sector and discussions and planning at national level. TS was a member of a National Coordinating Group that was reporting to Government and the Director of Public Health Sheffield had attended the Faculty of Medicine, Dentistry and Health's previous FEB meeting.

Clarification was provided that the University had no reported cases or suspected cases of the virus and continued to follow guidance from Public Health England, including in relation to field trips and student placements. The Chair of Council was kept updated on a regular basis.