The University Of Sheffield.

Minutes — University Executive Board

Date:	7 April 2020
Present:	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 (DNP), Mr R Sykes (RS), Professor C Watkins (CW), Professor G Valentine (GV)
In attendance:	Mr A Carlile (Item 3), Mr A Bateman (Gemserv) (Item 3), Mr C Willis (Item 2), Dr T Strike (TS), Mr I Wright (Item 4)
Apologies:	
Secretary:	Dr E Smith (ES) / Mr M Borland (MB)

1. Minutes of UEB Held on 24 March 2020

1.1 The minutes were approved as an accurate record.

2. Coronavirus Update

2.1 <u>UK Higher Education (HE) Sector</u>
UEB noted that there were several ongoing policy developments within the UK Government pertaining to HE amid the COVID-19 pandemic, and that the Government's direction of travel was not yet clear. The University was working in close cooperation with both Universities UK (UUK) and the Russell Group to keep abreast of these developments and to leverage its influence in respect of them, where possible.

2.2 **CLOSED ITEM**

2.3 **Actions:**

(a) Faculty Vice-Presidents would nominate someone from their Faculty of responsibility to liaise with the Directors of Health and Safety and Security to maintain the list of key workers from each area.

(b) Contact would be made with UUK and the Russell Group to make representations to the UK Government on including researchers and technical staff working on responses to COVID-19 to its categories of key workers.

(c) The prospect of the University assisting with the establishment of the NHS testing facility on its estate would be raised with the Director of Infrastructure.

(d) Communications would be circulated to students regarding the appropriateness of applications for financial assistance to the DWP.

2.4 Cyber Security

(Chris Willis in attendance for this item)

UEB received a presentation from the Head of IT Security on the University's increased risk exposure to cyber threats as a consequence of the large-scale transition to staff and student remote working and the vulnerabilities of this IT landscape. The current situation was outlined, including (i.) UEB Information Management & Security Group's (IMSG's) oversight over key information security projects and initiatives, and (ii.) the ongoing work to enrol staff in Multi-Factor Authentication. With regard to the Cyber Security Programme, UEB noted that UEB IT Sub Group had approved both its rescoping to focus more on remote working and its extension for an additional year. Attention was also drawn to a national Microsoft briefing on the risks the UK HE sector faced and the recommended measures for attenuating them. This information would inform future staff and student communications on cyber security.

2.5 During discussion, IT Services' work to expand its support to staff in the area of cyber security was highlighted. This included (i.) offering self-service IT security 'health checks', (ii.) ensuring that Data Protection issues were identified and shared with staff in communications, and (iii.) extending the number of licences for delivering remote IT support to embrace Faculty IT Teams.

2.6 UEB recorded its thanks to the Head of Information Security and the wider team in IT Services for their work in scaling up support and circulating vital communications in the area of cyber security.

2.7 Actions:

(a) Visible senior management support would be required for the work to establish, assess, and protect the University's critical information assets.

(b) An update on the University information security posture would be delivered to UEB IM&SG at its meeting in July 2020.

3. Closed Minute and Paper

4. Closed Minute and Paper

5. New Apprenticeship and Foundation Proposals - Psychology

5.1 UEB considered the proposed Clinical Associate in Psychology apprenticeship from the School of Psychology. It was noted that the business case was predicated both on compliance with the NHS' mental health requirements and the shortfall of Psychology graduates moving into this area due the competitiveness of doctoral programmes in the field. During discussion, UEB observed that the proposed apprenticeship was in line with previous strategic planning in this area, and complemented existing work regarding workplace needs within the Medical School.

5.2 UEB:

(a) Recommended to the President and Vice Chancellor that the apprenticeship proposal was approved in principle;

(b) Noted that the course was still subject to both the standard University course approval process and contract negotiations with the NHS Trust.

5.3 **Actions:**

    (a) Further thought would be given to staff workloads in the School of Psychology, to establish whether there was sufficient capacity within the School to teach the programme and thereby reduce the need for new appointments.

6. Closed Minute and Paper

7. Round Table

    (a) <u>Planning Round</u>: GV reported that the annual Planning Round had been disrupted as a result of COVID-19, and that work was ongoing to reflect on the implications for departmental budgets. A group had been convened to review the questions around planning and budget setting, and would provide an update to UEB in due course.

    (b) <u>Work Allocation</u>: GV advised UEB that work allocation processes would be reviewed, with a particular focus on capacity. It was hoped that this work would reduce the number of applications for new posts being presented to the Review Group.

    (c) <u>Cyber Security</u>: GV notified UEB that the Head of Information Security had shared his presentation to enable Faculty Vice-Presidents to cascade the information to colleagues, where required.

    (d) <u>Virtual Opening Day</u>: MJH reported on a successful Virtual Open Day for the Faculty of Engineering and noted the strength of the support received from Student Recruitment and Admissions in this undertaking. Concern was expressed that Open Days were not being allocated sufficient communications resource, given the prioritisation of other areas of student recruitment activity.

    Action:
    The level of support allocated to Virtual Open Days would be raised with Corporate Communications.

    (e) <u>Student Recruitment</u>: RS updated UEB on a national-level student questionnaire, in which 86% of respondents indicated their intention to go to their first-choice institution. At a local level, the statistic would be fed into the University's 2020/21 recruitment modelling.

    (f) <u>Student Recruitment</u>: WM reported that the latest intelligence from the Russell Group suggested that Overseas students were not keen to travel to the UK for their studies in the current climate. Different recruitment scenarios would be modelled to understand their implications.

    Action:
    UEB would receive an update in due course on the scenarios modelled in relation to the changing recruitment picture.

    (g) <u>UK Research and Innovation (UKRI)</u>: SH reported on a joint meeting between the Russell Group and UKRI.

    Action:
    UEB would receive an update in due course on UKRI's position regarding research grant extensions.

(h)   <u>Modern Languages</u>: SF updated UEB on a meeting of Heads of Modern Language Departments in the Russell Group about how Study Abroad years in the 2020/21 academic year could be affected by COVID-19.

(i)   <u>Office for Students</u> (OfS): TS updated UEB on changed OfS requirements in the context of COVID-19 for (i.) Reportable Events, (ii.) Financial Reporting in the context of institutions' liquidity falling under 30 days, and (iii.) Academic Standards.