



The
University
Of
Sheffield.

Office
Of
The President &
Vice-Chancellor.

UEB/2020/0906/01

Minutes

University Executive Board

Date:	5 May 2020
Present:	Professor G Valentine (GV) (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)
In attendance:	Mr K Lilley (KEL) (Item 3), Professor L Maltby (LM) (Item 4.3), Ms D McClean (DM) (Item 4.1), Mr I Wright (IW) (Item 5.1), Dr T Strike (TS)
Apologies:	Professor K Lamberts (KL)
Secretary:	Mr M Borland (MB) / Dr E Smith (ES)

1. Minutes of UEB Held on 10 March 2020

1.1 The minutes were approved as an accurate record.

2. Minutes of UEB Held on 17 March 2020

2.1 The minutes were approved as an accurate record.

3. Closed Minute and Paper

4. Research

4.1 Principles for Institutional Match Funding

4.1.1 UEB considered a paper on proposed principles for agreeing match funding for research grant applications. Attention was drawn to the importance of agreeing a common institutional approach for continuing with match funding, the value of demonstrating the University's ongoing support for research, and the potential negative implications in both internal and external contexts of pausing match-funded research applications.

4.1.2 During discussion, UEB noted the following points:

- With regard to the second proposal, it was suggested that all match funding commitments that met the principles proposed, including those that involved existing posts/resources, should be reported to the Vice-President for Research. At the local level, Faculty Directors of Research and Innovation would have a role in checking that research grant applications for their Faculty satisfied the principles prior to being reported to the Vice-President.

- In respect of the third proposal, it was suggested that the threshold for requests to require the sign-off of the Vice-President for Research and Chief Financial Officer should be £150k total cash spend.

4.1.3 UEB recommended to the President and Vice-Chancellor the proposals set out in the paper, subject to the amendments noted above.

4.1.4 **Actions:**

- (a) The amendments identified (see Minute 4.2.2, above) would be made to the proposals.
- (b) The Vice-President for Research would circulate the revised version of the paper to UEB members for onward transmission to Faculty colleagues.

5. **Coronavirus Update**

5.1 **Leadership, Management, Governance, and Assurance**

5.1.1 UEB received and endorsed a paper that set out the operating arrangements for Council and Senate assurance, based on the leadership, governance, and management mechanisms that had been adopted during the University's emergency planning for, and response to, COVID-19. It was planned for the paper to go to Audit Committee and then to Council. It was noted that the guidance from both the Charity Commission and Committee of University Chairs (CUC) had informed the University's actions.

5.1.2 During discussion, clarification was provided that the COVID-19 Incident Management Group was utilising an approach analogous to the Gold (strategic)-Silver (tactical)-Bronze (operational) command hierarchy that emergency services and some other public services used.

5.1.3 **Action:**

- (a) Suggested wording would be shared with the University Secretary on the University's adoption of an approach that emulated the Gold-Silver-Bronze command hierarchy.

5.2 **Update**

5.2.1 Government/UK Higher Education (HE) Sector

UEB noted that the University was receiving a high volume of enquiries in relation to the UK Government's proposed package of measures for supporting the sector. Work was ongoing within the Russell Group to consolidate around a shared position in relation to the package of support.

5.2.2 **Action:**

- (a) The University would draft a response to the Government once the Russell Group had agreed its position, which UEB would consider in due course.

5.2.3 COVID-19 Incident Management Group

UEB received a verbal update on the COVID-19 Incident Management Group. The Group was meeting on a weekly basis; its current focus was the practical arrangements for the Recovery phase of the University's COVID-19 Strategic Plan. In this regard, it was reported that the Interim Director of Human Resources would chair a Working Group to agree these arrangements; the Director of Research Services would liaise with Faculty Directors of Research and Innovation to establish the requirements for colleagues to return to laboratories and other work spaces in a manner compliant with social distancing and any other requirements announced by the Government in its upcoming review of COVID-19 measures. It was intended that this work would inform a

central Framework to ensure the adoption of a consistent approach across the Faculties.

5.2.4 Research

UEB received a verbal update on developments in Research related to COVID-19 Recovery planning. Vice-Chancellor's Advisory Group (VCAG) had examined short-, medium-, and long-term priorities in this area; UEB would receive an update in due course. The Vice-President for Research would convene a meeting with the FDRIs to establish the strategic issues and business and research continuity needs that would need to be considered in order to return research to the campus and realise the University's Research priorities. UEB noted the work that was being taken forward proactively to develop a plan that would facilitate this reinstatement of research to the estate.

6. **Round Table**

- (a) School of Mathematics: JD reported the death of a member of staff in the School.
- (b) Department of Electronic and Electrical Engineering: MJH reported the death of a member of staff in the Department.
- (c) COVID-19: MJH updated UEB about the impact of COVID-19 on parts of the Australian Higher Education sector.
- (d) Education: RS reported that he and the Vice-President for Education were working on a University response to the recent announcements by the Department for Education and The Office for Students.
- (e) Education: WM informed UEB about the ongoing work to develop further the Education section of the University's COVID-19 Recovery phase. UEB would receive an update in due course.
- (g) Research: SH updated UEB on Russell Group discussions.