



The
University
Of
Sheffield.

Office UEB/2020/2209/03
Of The
President &
Vice-Chancellor.

Minutes University Executive Board

Date: 14 July 2020

Present: Professor K Lamberts (KL) (in the Chair)
Professor J Derrick (JD), Professor S Hartley (SH),
Professor M J Hounslow (MJH), Ms J Jones (JJ),
Professor W Morgan (WM), Professor D Petley (DNP), Mr R Sykes (RS),
Professor G Valentine (GV), Professor C Watkins (CW)

In attendance: Dr T Strike (TS), Mrs D McClean (DM) (item 1), Mr D Barcroft (DB) (item 2), Mrs L Carlile (LC) (item 2), Mrs L McCarthy (LM) (item 2)

Apologies: Professor S Fitzmaurice (SF), Professor C Newman (CN)

Minute Secretary: Mr M Borland / Mr N Button (NB)

1. REF Update

(Mrs D McClean in attendance)

- 1.1 UEB received and noted an update on progress and issues in relation the REF for information. Attention was drawn to the revised submission deadline and institutional timetable, the allocation of staff to units was nearing completion, progress on the next iteration of environment templates, and the extended assessment period for impact case studies.
- 1.2 During discussion it was noted that the level of staff engagement with the REF was believed to be similar to that at other institutions. It would be beneficial to make informal inquiries to other institutions to ascertain whether this was the case or not.

2. Closed Minute and Paper

3. Engineering Apprenticeship

- 3.1 UEB considered a proposed new apprenticeship programme, which builds on the current non-apprenticeship MSc Process Safety and Loss Prevention (PSLP).
- 3.2 UEB agreed the new apprenticeship programme in principle and noted that the course was still subject to standard University course approval processes.

4. Pulse Staff survey results

- 4.1 UEB received the survey results and considered proposals for sharing the results and for the next phase of the survey plan, which included an 'Open Door' survey proposal. Attention was drawn to the headline results and four themes which emerged from the open text questions: plans for a return to campus; cascading of information; practical support; and wellbeing support.

4.2 It was commented that question 1 in the enabled section of the 'Open Door' survey be amended to include that the timescale be 'now and in the immediate future'.

4.3 UEB:

- (a) Noted the results from the first phase pulse survey
- (b) Agreed that Leadership reports be shared with Faculty and PS Services Leadership Teams on Tuesday 14th July and shared more widely with staff via the Staff Update on Thursday 16th July.
- (c) Agreed that an 'Open Door' survey be launched on Thursday 23rd July and would stay live for 3-4 weeks.

5. **Coronavirus Update**

5.1 UEB received an update on Covid-19, and discussed recent developments.

5.2 Media speculation suggested that Sheffield was at risk of requiring a local lockdown, however the overall trend in the number of cases in the city was downwards and it was believed that the city was not at risk of a lockdown within the next fortnight.

5.3 There had been one case confirmed positive on campus and a member of staff, who had not been on campus since the national lockdown began in March had also tested positive. The two cases were not believed to be linked. Awareness of the Health and Safety protocol could be enhanced and this would be refreshed and recirculated.

5.4 An exercise was scheduled to take place on Friday 17 July for the Incident Management team covering a local outbreak scenario and an update would be provided to UEB. Intelligence from approaches other institutions were understood to be taking was shared with UEB.

5.5 The Return to Campus group was currently meeting twice per week to consider policy, processes and communications with departments, students and potential students. It was planned that all students and staff would be provided with two reusable masks to be worn in all teaching spaces. Work was being undertaken regarding face to face teaching and particularly in relation to the proportion of the estate that would be available at different distances of social distancing, which would be guided by the national advice. The space and any potential issues regarding Registration in the autumn were being assessed. Discussions were taking place with the Trade Unions regarding flexibility in the working week. The national guidance on shielding would be changing at the beginning of August and the University's would plan an approach for staff who had been shielding or shielding to protect other people in their household. This was anticipated to include a case by case approach and to aim to reduce the concerns of staff through the safety measures that had been put in place

5.6 **Actions**

- (a) The Health and Safety protocol would be refreshed and recirculated.
- (b) Guidance to departments on the Return to Campus would be circulated.
- (c) Targeted communications to PGR students to be considered as part of the approach to communications

6. **Round table**

- (a) Graduation: WM highlighted recent correspondence to FVPs on plans for a virtual graduation event.

- (b) Council: KL updated on the 13 July Council meeting and its discussion regarding admissions and the appropriate balance between quality and the number of students recruited. KL also updated on the future membership of Council.
- (c) Council members budding arrangements: TS update on the budding arrangement for members of Council with members of UEB. An email would be sent out with the details of the arrangements for 2020/21.
- (d) Banking covenants: JJ informed UEB that further communications on this were planned.
- (e) Compliance and Assurance Framework: TS updated that this was approved by Council at its July meeting and would be circulated to UEB.
- (f) UKRI funding: SH updated that an award letter from UKRI regarding costed extensions had been received and the amount specified was in line with the University's expectations.
- (g) International Travel: SH updated that a policy for international travel in relation to PGR students was being produced and would be shared with UEB in due course.