



The  
University  
Of  
Sheffield.

Office UEB/2018/2310/02  
Of The  
President &  
Vice-Chancellor.

## Notes

## University Executive Board

**Date:** 09 October 2018

**Present:** Professor G Valentine (GV) (in the Chair),  
Mrs H J Dingle (HJD), Professor John Derrick (JD), Mr A Dodman (AD) (items 1-7), Professor S Fitzmaurice (SF), Professor M J Hounslow (MJH),  
Professor W Morgan (WM), Professor D Petley (DP), Professor Dame Pamela J Shaw (PJS), Mr R Sykes (RS), Professor Craig Watkins (CW)

**In attendance:** Dr T Strike (TS); Dr S Want (SW) and Professor V Toulmin (VT) (item 2);  
Ms D McClean (items 3 and 4); Ms T Wray and Ms G Tait (item 6)

**Apologies:**

**Secretary:** Mr D T Swinn (DTS)

### 1. Minutes of UEB held on 18 September 2018

(UEB/2018/0910/01)

- 1.1 The Minutes of the meeting held on 18 September were approved as an accurate record.

#### **Matter Arising:**

Members were reminded to inform HR of any departmental issues relating to the USS pensions valuations.

### 2. Partnerships and Regional Engagement update

(UEB/2018/0910/02)

(SW and VT in attendance for this item)

- 2.1 UEB received and noted an update on the work of the Partnerships and Regional Engagement team and its wider context in terms of policy, funding and reputation. Particular attention was drawn to the Department for BEIS' recent publication of spend profiles relating to the National Productivity Investment Fund and Industrial Strategy Challenge Fund; Knowledge Exchange and strategic partnerships; and the University's city-regional role. With respect to the latter, UEB welcomed a presentation about the success of Festival of the Mind 2018, which demonstrated the effectiveness of UEB's previous strategic decision to concentrate of delivering excellence through a smaller number of events and festivals.
- 2.2 Points noted in discussion included:
- (a) The value of ISCF was greater than that of all research council funding except Innovate UK and EPSRC, but the fund emphasised knowledge exchange rather than research.
  - (b) UEB would consider the University Knowledge Exchange Strategy on 23 October. It was noted that knowledge exchange and knowledge transfer were not the same; currently underexploited opportunities in this area included student related KE.
  - (c) The University had submitted an Expression of Interest to the Strength in Places fund and a decision was expected on 22 October. It was suggested that the level of internal

consultation and engagement that informed the Eol could usefully be emphasised to colleagues.

- (d) A full report on Festival of the Mind would be prepared in due course but it was pleasing to note the number and diversity of visitors and their positive experiences of University research.
- (e) Specific consultation with academics around their involvement with Festival of the Mind was planned as part of preparations for REF impact case studies.

### **3. Closed Minute and Paper**

### **4. Closed Minute and Paper**

### **5. Report of the Strategic Advisory Group –Student Numbers and Fees (Meeting held on 25 September 2018)**

(UEB/2018/0910/05)

#### **5.1 UEB received and approved the Report, in particular the following recommendations:**

- (a) Tuition fee inflation assumptions for all student categories 2020/21;
- (b) A proposed policy on tuition fees for PGR students on Marie Curie Innovative Training Networks designed to standardise practice and ensure that fees are correctly recorded;
- (c) An increased fee for the Overseas MBChB, for 2019/20 entrants, to a level that was commensurate with the University's competitor group and should support student recruitment. The Department for Health had been expected to produce relevant guidance but this had been delayed.

### **6. Staff Survey**

(UEB/2018/0910/06)

(TW and GT in attendance for this item)

#### **6.1 UEB considered proposals for the 2018 Staff Survey and the draft questionnaire, the results of which would be shared with the new President & Vice-Chancellor in due course in order to consider the range of institutional responses. It was clarified that the survey was a key aspect of the University's stress risk assessment.**

#### **6.2 Preparations had taken into account feedback from the previous survey, in 2016, specifically around staff communications and the engagement of UEB, Professional Services Directors and HR Managers. UEB welcomed the clarification provided in the survey that responses were fully anonymised and the intention to offer a tailored version of the survey to GTAs and casual workers.**

#### **6.3 Actions:**

- (a) If time allowed before launch, the number of questions in the survey should be reduced.
- (b) Small incentives for completing the survey would not be offered
- (c) Professional Services Directors and HoDs would be updated before the survey launched and briefing provided to FVPs.
- (d) Communications should feature an explanation of how responses to the previous survey led to positive changes.
- (e) The nature and content of questions would be considered in more detail prior to the next survey, in 2020.

## **7. Closed Minute and Paper**

## **8. Closed Minute and Paper**

## **9. Review of the Code of Ethics**

(UEB/2018/0910/09)

- 9.1 UEB received and noted a review of the University Code of Ethics that had been introduced in July 2017 to replace the previous Framework for Ethical Decision Making, and endorsed a series of proposed recommendations as set out in the report, including:

- the addition of explanatory text in the Code;
- the re-introduction of a checklist of questions to aid HoDs' decision-making, working alongside the relevant professional service that would have the requisite insight and expertise to make an effective risk assessment;
- The University Secretary's Office would coordinate a review and propose to UEB a common institutional approach to due diligence on actual and potential partnerships;
- HR would remain the initial point of contact for 'whistleblowing' complaints but report to the University Secretary those which met the statutory definition of a qualifying disclosure;
- Current due diligence processes around the OfS' fit and proper persons test and committee members' conflicts of interest would be reviewed and committee secretaries reminded of their importance.

## **10. Report of the Risk Review Group (Meeting held on 26 September 2018)**

(UEB/2018/0910/10)

- 10.1 UEB received and approved the Report, including amended terms of reference covering OfS compliance matters; the proposed 2018/19 corporate risks; and a proposed new reporting structure for the Business Continuity Steering Group, whereby it would report to UEB through Risk Review Group. The Group also planned to offer guidance to faculties to increase consistency across their respective risk registers. Members having noted an update on risks associated with a no-deal Brexit, clarification was provided that further evaluation of risks around key goods and materials was underway and would inform a further report to UEB.

## **11. Round Table**

- (a) Fisher Education Act, 100<sup>th</sup> anniversary: GV reported on a successful event to mark the anniversary, involving a speech by Sir Michael Barber, Chair of OfS and a panel discussion including Lord Blunkett, and thanked colleagues for their support.
- (b) Director of IT: It was hoped that an appointment would be confirmed and announced shortly.
- (c) Universities of Melbourne and Monash: MJH had undertaken a positive visit to Australia to explore collaborative and partnership opportunities, including around student exchanges.
- (d) Australian Alumni events: MJH had attended two successful alumni events each attended by over 60 alumni.