



**The
University
Of
Sheffield.**

Office UEB/2018/0412/01
Of
The President &
Vice-Chancellor.

Notes

University Executive Board

Date: 23 October 2018

Present: Professor G Valentine (GV) (in the Chair),
Professor John Derrick (JD), Mrs H J Dingle (HJD),
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 & Mr Chris Baker (item 1), Mr R Gower (item 3).

Apologies: Mr A Dodman (AD), Professor S Fitzmaurice (SF)

Secretary: Mr M Borland (MB)

1. A New Framework for Knowledge Exchange

(UEB/2018/2310/01)

(Sarah Want and Chris Baker in attendance for this item)

- 1.1 UEB received a presentation and considered a new framework for Knowledge Exchange (KE) at the University. The context for developing a new framework included Government viewing KE as the third mission of universities alongside research and teaching; the expectation of UKRI that the University had a KE Strategy; and that the Industrial Strategy Challenge Fund (ISCF) could be viewed as a Knowledge Exchange Framework (KEF) fund.
- 1.2 Comments made during discussion included:
- KE could be perceived as building on research and teaching, rather than a third mission for the university.
 - Focusing on a small number of areas within the University could create issues if there were to be a discipline-based KEF at any point in the future.
 - The parts of the institution that were strong regarding KE treated KE as part of their core business.
 - KEF could assist in providing a pipeline of REF impact case studies.
 - The common factors for institutions that were excellent at KE at a global level was a culture which fostered an innovative mindset with a strategy set by the leadership which clearly defined what success looked like.

UEB agreed that the next update include a clearer sense of what success would look like if the approach to KEF was driven by research excellence, and particularly where there was high confidence regarding future impact case studies. Further consideration be given to enhancing CPD provision. Care would be needed so that KEF did not unintentionally drive behaviours that would adversely affect research or teaching.

Action:

- To have further discussions with key leads.

- UEB to receive an update on progress in advance of receiving the initial recommendations in February.

2. Minutes of UEB held on 9 October 2018

(UEB/2018/2310/02)

- 2.1 The Minutes of UEB held on 9 October 2018 were approved as an accurate record.

3. Closed Minute and Paper

4. University Research Institutes

(UEB/2018/2310/04)

- 4.1 UEB considered a paper that proposed which final stage applications should be awarded University Research Institute (URI) status in the first wave. Attention was drawn to the process used to arrive at the proposals.
- 4.2 It was noted that interdisciplinarity was a key element of the assessment criteria and not awarding URI status to an application in the first wave was not a judgement on the excellence of the research record of an application. Support would be provided to unsuccessful wave one applications and a revised application could be submitted for the second wave.
- 4.3 UEB endorsed the recommendations to award URI status to the following submissions:
- (a) Neuroscience
 - (b) Energy
 - (c) Sustainable Food
 - (d) Healthy Lifespan
- 4.4 In terms of next steps, agreement from the incoming VC would be sought and once the VC had ratified (or modified) the decision, feedback would be provided to all bidding teams. A proposal would be taken to the 31 October meeting of Senate for formal ratification. Council would be updated at its meeting on 22 October on the recommendations to be put to Senate

Action:

- 4.5
- The Vice-President Research & Innovation to contact the Directors for each application to inform them which applications would be proposed to Senate.
- 4.6
- The Vice-President Research & Innovation and the Engineering Faculty Vice-President to discuss the Polymer Science application and support the Faculty of Engineering could provide.

5. Closed Minute and Paper

6. Report of the Information Management Group

(UEB/2018/2310/06)

- 6.1 UEB considered the report. Attention was drawn to: guidance which would be developed to provide staff with advice on how secure various third party platforms were; a proposed work programme, developed in response to requests from HoDs; take-up rates for mandatory training; email management protocols; and a proposed Information Retention and Disposal policy framework. Departmental managers and Information Champions were thanked for their work to date.
- 6.2 During discussion UEB noted that practices regarding email management varied across the institution.

6.2 UEB:

- (a) Approved the prioritised, phased, work programme and its communication to Heads of Department (HoDs) and their Information Champions
- (b) Would help support targeted communications where particular Departments take-up rates for the mandatory training was low.
- (c) Agreed, regarding email management protocols, to reflect on practice elsewhere within the sector and what drives certain behaviours, in advance of a planned UEB discussion with a regulatory lawyer on 13 November.
- (d) Agreed the framework approach proposed regarding the development of policy on retention and disposal of information.

7. Round Table

- (a) Senior Remuneration Committee: GV updated on the work of the Committee.
- (b) TEF: WM would write to FVPs regarding departmental action plans for TEF.
- (c) UK Visas and Immigration (UKVI): RS updated on a recent UKVI audit report.
- (d) Industrial relations: GV provided an update on the UCU pay ballots which closed on Friday 19 October.
- (e) DfE Civil Servant Programme: TS informed UEB that the University would host 3 civil servants during the final week of November.
- (f) Chair of UEB: The President & Vice-Chancellor would Chair future UEB meetings and GV thanked members of UEB for the support she had received as Chair of UEB.