



**The
University
Of
Sheffield.**

Office UEB/2019/0801/01
Of The
President &
Vice-Chancellor.

Minutes

University Executive Board

Date: 04 December 2018

Present: Professor G Valentine (GV) (in the Chair),
Mr A Dodman (AD), Mrs H J Dingle (HJD), Professor W Morgan (WM),
Professor Dame Pamela J Shaw (PJS), Mr R Sykes (RS),
Professor Craig Watkins (CW)

In attendance: Mrs V Jackson (items 2, 3 & 4), Mr R Jones (item 5), Ms M Nolan (item 6).

Apologies: Professor John Derrick (JD), Professor S Fitzmaurice (SF), Professor M J Hounslow (MJH), Professor Koen Lamberts, Professor D Petley (DP), Dr T Strike (TS)

Secretary: Mr M Borland (MB)

1. Minutes of UEB held on 23 October 2018

(UEB/2018/0412/01)

- 1.1 The Minutes of UEB held on 23 October 2018 were approved as an accurate record.

2. Shared Costs Review Update

(UEB/2018/0412/02)

(Vicki Jackson in attendance for this item)

- 2.1 UEB considered the update which included the outcomes of the review to date. Attention was drawn to an enhanced understanding of Shared Costs as a consequence of the Review, and to the 2018/19 Shared Costs Budget which had been set at the same level as in 2017/18.
- 2.2 UEB discussed that undertaking existing activity in a different way could have a potential impact on Shared Costs, including creating an additional cost to Shared Costs, but that could be the right way to undertake the activity.
- 2.3 UEB noted that the current position was satisfactory, but that depending upon external factors, for example a no-deal Brexit or change in the tuition fee levels, further decisions to reduce shared costs could be required.
- 2.4 In terms of next steps the Professional Services Leadership group would progress actions.

3. Quarterly Financial Results for the period ending 31 October 2018

(UEB/2018/0412/03)

(Vicki Jackson in attendance for this item)

- 3.1 UEB received and noted the QFR to 31 October 2018 and a presentation drew attention to the year to date headlines:

- There had been additional fee income, other income from patents and licences, and donation income. Research income was lower
 - Regarding expenditure, Faculties collectively, Shared Costs and Professional Service were all underspent and there had been lower research spend.
 - Cash generation was viewed as healthy with good levels of cash at the bank.
- 3.2 During discussion it was noted that the outturn spend profile across the four quarters had historically shown a pattern of the outturn spend reducing towards the end of the year, although the variability between quarters had reduced in recent years. Work was ongoing to improve the precision of forecast outturn under/overspend. This could enable the Institution to set budgets differently that would better reflect the level that expenditure would be.
- 3.3 UEB agreed the following:
- (a) Given that research income was behind the level anticipated, the Chief Financial Officer would assess, with the Financial Controller of the AMRC, after month 6 whether the reduction in AMRC research income was a trend or not.
 - (b) The 29 January UEB Away Day will include: consideration of some financial scenarios based on potential anticipated outcomes of the Augar Review, the independent panel supporting the Government's Review of Post-18 Education and Funding; as well as an opportunity to reflect on future Capital Expenditure prioritisation.

4. Corporate Financial Report for the period ending 31 October 2018

(UEB/2018/0412/04)

(Vicki Jackson in attendance for this item)

- 4.1 UEB received and noted the report.
- 4.2 FVPs were asked to make use of these reports in working with Departments and Faculty Executive Boards, if they did not already do so, and to feedback any comments on them to the Director of Finance.

5. Closed Minute and Paper

6. Institutional TEF Submission

(UEB/2018/0412/06)

(Michelle Nolan in attendance for this item)

- 6.1 UEB considered a progress update regarding the institutional submission to the Teaching Excellence & Student Outcomes Framework (TEF) 4 and an early draft of the University's TEF 4 narrative.
- 6.2 During discussion the following comments were made:
- It would be important for the evidence submitted to be credible and to reflect the institution as a whole.
 - It was planned to strengthen the student voice in the submission.
 - Regarding 'Assessment and Feedback', the narrative should outline why this was an issue for some parts of the institution and that the process for improvement included extending the good practice already within the University across the institution.
 - Inclusion of additional good practice examples would be beneficial, including Sheffield specific innovative practice, and research intensive examples.
 - Social responsibility activity by students with local communities could be included.
 - Minor amends should be made to the draft text to describe students being 'challenged' rather than 'pushed' and to remove the reference to Achieve More.

6.2 UEB recommended to the President & Vice-Chancellor:

- (a) Further work be undertaken and the next iteration be shared with UEB in mid-December.
- (b) A further draft to go to UEB in early January 2019, in advance of the 17 January submission deadline.

7. Round Table

- (a) Student evaluation of teaching: WM updated that a meeting would shortly take place with the University and College Union regarding this.
- (b) Hackcessible event: PS reported on the event which involved staff and students collaborating with individuals with disabilities to create products that supported their needs. The event was viewed as a success.
- (c) Staff changes: CW reported on appointments within the Faculty of Social Sciences.
- (d) Sheffield Scanner Appeal: AD updated on progress towards the £2 million fundraising target.