



The  
University  
Of  
Sheffield.

Office UEB/2019/1501/01  
Of The  
President &  
Vice-Chancellor.

## **Minutes University Executive Board**

<b>Date:</b>	11 December 2018
<b>Present:</b>	Professor K Lamberts (KL)(in the Chair), Mrs H J Dingle (HJD), Mr A Dodman (AD), Professor S Fitzmaurice (SF), Professor M J Hounslow (MJH), Professor W Morgan (WM), Professor D Petley (DP), Professor Dame Pamela Shaw (PS), Mr R Sykes (RS), Professor G Valentine (GV), Professor Craig Watkins (CW)
<b>In attendance:</b>	Dr T Strike (TS); Dr S Want (SW) (item 4); Dr R Birch (RBH) and Dr C Edgar (CE) (item 5); Ms D McClean (DM) (item 6); Mr R Gower (RG) (item 7)
<b>Apologies:</b>	Professor John Derrick (JD),
<b>Secretary:</b>	Mr D T Swinn (DTS)

### **1. Minutes of UEB held on 13 November 2018**

(UEB/2018/1112/01)

- 1.1 The Minutes were approved as an accurate record subject to a correction to paragraph 1.4 to clarify that the assumptions relating to the phasing of the capital programme that would be re-examined.

### **2. Minutes of UEB held on 20 November 2018**

(UEB/2018/1112/02)

- 2.1 The Minutes were approved as an accurate record, subject to minor amendment to paragraph 8 (e).

### **2.2 Closed Minute**

### **3. Minutes of UEB held on 27 November 2018**

(UEB/2018/1112/03)

- 3.1 The Minutes were approved as an accurate record.

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

### **5. Briefing on the registrations position as at 1 December 2018**

(UEB/2018/1112/05)

(RHB and CE in attendance for this item)

- 5.1 UEB received and noted the student registrations and associated income position as at 1 December and considered how experiences from the 2017/18 cycle could inform strategy and operational activities in the current recruitment round. It was also reported that Planning & Insight were reviewing recruitment trends over time to inform how student number targets

affected the financial forecasts. UEB discussed the balance of students across different student categories and disciplines. Members noted the total numbers and respective financial position compared to targets in relation to the volume of applications and against the position in 2017/18. It was confirmed that the success of the institutional strategy to focus on recruiting a greater proportion of high quality undergraduate students should be reflected positively in forthcoming league tables. On behalf of UEB, KL thanked colleagues involved in achieving such success in 2018 recruitment.

## **6. Closed Minute and Paper**

## **7. Sexual Harassment and Sexual Violence**

(UEB/2018/1112/07)

(RG in attendance for this item)

7.1 UEB considered an update on progress and developments led by the Sexual Harassment and Sexual Violence working groups, incorporating a proposed overarching institutional statement. UEB also discussed proposed next steps in relation to staff support and guidance and new online platform to enable staff and students to report incidents and to receive support.

7.2 UEB welcomed the progress to date and endorsed the development of specific guidance on acceptable behaviours and conduct with regard to relationships at work, as part of a review of relevant staff and student procedures, e.g. disciplinary, grievance and conduct, informed by legal advice.

### **7.3 Actions:**

- (a) UEB agreed the policy statement on sexual harassment and sexual violence and the non-exhaustive list of examples of inappropriate behaviours, subject to specific feedback to be sent to GV and RG.
- (b) UEB agreed to implement the 'Report and Support' platform, noting that the potential benefits far outweighed the minimal costs, which could be met from existing budget. It was suggested that if the system proved successful then its use could be expanded to cover other types of discrimination.
- (c) The contract for Report and Support would need to be reviewed to ensure compliance with GDPR, particularly around third party data processing.
- (d) The extent to which the victim of a particular complaint was informed about the outcome would continue to be considered pragmatically, on a case by case basis, taking into account the relevant and often onerous legal restrictions.
- (e) A draft Code of Conduct on workplace relationships and behaviours would be prepared.
- (f) The launch of the Report and Support platform would be timed to coincide with the formal launch of the policy statement, and related supporting communications.

## **8. Incident Management & Business Continuity update**

(UEB/2018/1112/08)

8.1 UEB received and noted an update about ongoing work to embed business continuity management across the University, the top threats identified by the Steering Group, and future priorities. Attention was drawn to revised governance arrangements that should ensure the effective alignment and oversight of incident management and business continuity. Also reported were updates to the major incident plan, a successful scenario planning exercise and an increase in the number of trained business continuity managers.

## 8.2 **Actions:**

UEB welcomed a RAG rating of the business continuity readiness of those departments with which business continuity managers were already engaging but agreed that all departments should be listed, even if their status was yet to be determined.

## 9. **Round Table**

- (a) Faculty of MDH Appointment: PJS reported the appointment of a new Faculty KE lead.
- (b) Gene Therapy: PJS reported that experimental gene therapy treatment pioneered by SITraN had been successful in phase one clinical trials.
- (c) Grant Success: SF reported on the Department of History being awarded a €1m grant, for a partnership with three other European universities.
- (d) UEB-HoDS Away Day: GV reported on the agenda for the 7 January UEB-HoDs Away Day, which had been arranged to build on previous discussions on the theme of achieving excellence and realising ambition. WM/DP would circulate to UEB a draft plan for the first item of the day.
- (e) Future UEB meetings: UEB agreed to cancel the 18 December meeting.