



**The
University
Of
Sheffield.**

Office UEB/2019/0519/01
Of
The President &
Vice-Chancellor.

Minutes

University Executive Board

Date: 15 January 2019

Present: Professor K Lamberts (KL) (in the Chair), Professor John Derrick (JD), Mrs H J Dingle (HJD), Mr A Dodman (AD), Professor S Fitzmaurice (SF), Professor M J Hounslow (MJH), Professor W Morgan (WM), Professor Dame Pamela J Shaw (PJS), Mr R Sykes (RS), Professor Craig Watkins (CW)

In attendance: Dr T Strike (TS), Mr James Busson (JB) (item 2).

Apologies: Professor D Petley (DP), Professor G Valentine (GV)

Secretary: Mr M Borland

1. Minutes of UEB held on 11 December 2018

(UEB/2019/1501/01)

- 1.1 The Minutes of the UEB meeting held on 11 December 2018 were approved as an accurate record.

2. OfS 2017-18 Access Agreement Monitoring Return

(UEB/2019/1501/02)

(James Busson in attendance for this item)

- 2.1 UEB considered the Access Agreement 2017-18 monitoring return, due for submission to the Office for Students (OfS) by 23 January 2019.
- 2.2. The Vice-President for Education assured UEB he was content with the processes used in producing the monitoring return.
- 2.3 UEB approved the monitoring return for submission to the OfS, subject to reducing the number of acronyms in the document. The President and Vice-Chancellor would sign off the return as the Accountable Officer. UEB thanked colleagues involved in the work.

3. Committee Review proposal

(UEB/2019/1501/03)

- 3.1 UEB considered the paper which sought views on ten proposed principles to guide future amendments to Terms of Reference and future membership nominations by the Council and Senate Nominations Committees in 2019-20. It was highlighted that some of the principles had come from the Senate Effectiveness Review, and were intended to provide greater clarity.
- 3.2 Comments made in discussion included:

- The proposed principles would provide guidance, not new regulations. They would belong to and guide but not bind the Nominations Committees. As such they should be called “guiding principles” and the preamble should reflect that “usually” the principles would be followed.
 - Principle 1 should refer to independent members.
 - It was confirmed that Principle 5, as written, should offer the Students’ Union the option of providing a Sabbatical Officer member of appropriate Committees of Senate rather than requiring a Sabbatical Officer member.
 - Principle 7, which would introduce time-limited nominations and elected appointments, should apply to Chair appointments but not count any prior time an individual spent as a Committee member prior to becoming the Chair.
 - Principle 9, proposing the Chair of a committee of the Council should be a member of the Council, would require specific thought regarding the Health and Safety Committee to ensure legal requirements were met, and joint Chairing of the Committee could be considered.
- 3.3 It was noted that both the Appeals Committee of the Senate and the Discipline Committee were not committees in the normal sense, but a list of individuals from which members were drawn to serve on panels. Work, outlined in the paper, was being undertaken to address this.
- 3.3 **Actions:**
UEB agreed the following:
- (a) To receive an updated paper from the University Secretary, amending Principles 1 and 7 as discussed, for agreement by the Nominations Committees.
 - (b) To receive proposals on how a review of Committees of Senate will be pursued, as part of the implementation of the findings of the Senate Effectiveness Review.
 - (c) The University Secretary would discuss the Council Estates Committee with its Chair, to ensure that there was clarity regarding its Terms of Reference and scope of work.
 - (d) The view of the Chairs of the Research Ethics Committee and of the Senate Academic Assurance Committee would be sought regarding having an SU Sabbatical Officer as a member.
 - (e) Through a consistent naming convention, the University Secretary will ensure that so far as is practicable sub-Committees of Council, Senate and UEB should by title indicate the body to which they report.

4. **Human Tissue Licences** (UEB/2019/1501/04)

- 4.1 UEB considered the management and governance arrangements for the Licences the University holds that fall within the scope of the Human Tissue Authority (HTA).
- 4.2 UEB agreed that the Committee for the Use of Tissue in Teaching (CUTIT) and the University Committee for the Use of Tissue in Research would report annually to the Vice-President and Head of Faculty for the Faculty of Medicine, Dentistry and Health, who would provide assurance to the President & Vice-Chancellor (P&VC). The P&VC would report annually to Council.
- 4.3 **Actions:**
The University Secretary and the Vice-President and Head of Faculty for the Faculty of Medicine, Dentistry and Health to:
- (a) liaise on setting up the revised arrangements

- (b) communicate the revised arrangements to the two existing Committees and to relevant individuals

5. Report of the Strategic Advisory Group – Student Numbers and Fees (Meeting held on 11 December 2018)

(UEB/2019/1501/05)

- 5.1 UEB considered the report which proposed a contextual offers policy and proposed amendments to the current IELTS band policy for degree entry in 2020. Attention was drawn to the proposed contextual offers policy which would enhance transparency for applicants and a consistent approach across the institution.
- 5.2 During discussion it was noted that the proposed contextual offer approach was already undertaken in many departments and the impact on university wide tariff was not expected to be significant.
- 5.3 Regarding the IELTS band policy, it was noted that some departments had deviated from the agreed IELTS bandings and the focus of the proposals was to ensure the existing approach was adhered to.
- 5.4 UEB agreed:
 - (a) Contextual offers policy
 - (i) UEB were minded to agree the proposed policy but requested reassurance from departments that students offered a place two grades below standard entry requirements would prosper at the University.
 - (ii) Faculty SAGSN&F representatives would seek relevant information from departments, with feedback to be reported to UEB.
 - (iii) To explore what additional support for students entering the University through this route could be provided.
 - (b) IELTS
 - (i) To approve the future approach as set out in the paper for 2020 entry onwards, including minimum requirements, bands available for departments to select from, with alternatives to the proposed bands not used. This would be communicated to Faculty SAGSN&F representatives who would liaise with departments as appropriate
 - (ii) The approach to IELTS be covered in each faculty's planning round conversations.
- 5.5 UEB noted departments would reflect on their UG offer and how it differed from competitors, with the aim of having a resource bank for recruitment work.

6. Round Table

- (a) Russell Group and German U15: KL gave an update on a joint declaration on science and research made by the two groups.
- (b) Lynparza: HJD gave an update on the monetisation process.
- (c) TEF submission: WM thanked members of UEB and other colleagues for the work on the TEF submission.
- (d) Visit: MJH reported that the Malaysian Minister of Education, Dr. Maszlee Malik, would be visiting the AMRC.