



The
University
Of
Sheffield.

Office UEB/2019/2602/01
Of
The President &
Vice-Chancellor.

Minutes University Executive Board

Date: 5 February 2019

Present: Professor K Lamberts (KL) (in the Chair),
Professor John Derrick (JD), 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 G Valentine (GV)

In attendance: Dr T Strike (TS), Mr Andy Storer (AS) (item 3); Mrs V Jackson (VJ) (item 4),
Mrs T Wray (TW) (items 5 & 6)

Apologies: Mrs H J Dingle (HJD), Mr A Dodman (AD)

Secretary: Mr N Button (NB)

Action by

1. Minutes of UEB held on 15 January 2019 (UEB/2019/0502/01)

- 1.1 The Minutes of the UEB meeting held on 15 January were approved as an accurate record.

2. Minutes of UEB held on 22 January 2019 (UEB/2019/0502/02)

- 2.1 The Minutes of the UEB meeting held on 22 January were approved as an accurate record subject to a correction of the attendance and apologies.

3. Closed Minute and Paper

4. Closed Minute and Paper

5. No Deal Brexit – UEB Action Plan (UEB/2019/0502/05) (Tracy Wray in attendance for this item)

- 5.1 UEB received an update on Brexit no deal coordination and were asked to comment on and approve a series of recommendations for preparatory actions to mitigate the risks to the University in the event of a no deal. Attention was drawn to ongoing conversation about whether students who wished to remain in the UK during the Easter holidays to avoid the potential disruption of a no deal could remain in their accommodation. It was noted that further investigation would need to be done regarding students studying in Europe who were part not of the Erasmus scheme.
- 5.2 UEB noted that a number of institutions had announced deals with European partners which allowed utilisation of certain employment frameworks.

Malcolm Butler had been asked to look into issues of research funding and would bring a paper to UEB. UEB also noted with concern the potential impact on applicants and offer holders for postgraduate study on current leave to remain guidance which suggested that it would expire after three years. The University – in collaboration with others – was lobbying the Government to ensure that this position was changed to prevent disruption.

- 5.3 UEB agreed the following actions which would be communicated to risk owners and members of the Brexit Co-ordination Group:
- (a) Travel and comms: it was agreed that TW would lead on preparing draft communications to HoDs, staff and students. UEB was content for travel to the EU in April to go ahead subject to certain conditions being met, which would be communicated to all staff. The advice to HoDs would require them to risk assess and report conferences or field trips taking place in the EU at the end of March and in April, including registration with the Insurance Office. UEB would reassess the risk of no deal and associated travel disruption again in March and update its recommendations accordingly. Students experiencing delays getting back to the UK from the EU should be reassured that existing guidance on disrupted study procedures would apply.
 - (b) Help and advice: a secure and appropriate room would be found with phone lines to act as a Critical Incident Helpline in the event of no deal. The risk owners would be asked to identify key staff who should be available to deal with incoming inquiries by phone, email, web FAQs and social media. A final decision on whether to proceed with the Critical Incident Helpline would be made following the Brexit Co-ordination Group meeting on 4 March.
 - (c) Financial forecast: UEB agreed that this should be dealt with in the student number intake targets and not through a financial cushion.
 - (d) Erasmus: UEB noted that the Government's updated technical notice had offered an underwrite to UK students going to the EU assuming an EU to UK commitment to allow the UK to participate in the programme. The EU Commission has reciprocally said that it will continue to fund EU students coming to the UK if the Government continues to meet its financial commitments to Erasmus. UEB agreed that the University should underwrite the financial risk for one semester and Erasmus partners would be contacted to secure ongoing commitment on a bilateral basis to student exchanges. This would provide reassurance to students and UEB agreed that the financial risk to the University was limited.
- 5.4 UEB noted that the quality of no deal Brexit preparation varied significantly between different institutions and discussions were ongoing with UUKI about sharing best practice and ensuring all institutions were adequately prepared.
- 6. EU Staff Support**
(UEB/2019/0502/06)
(Tracy Wray in attendance for this item)
- 6.1 UEB considered recommendations on current University support provision for international EU and non-EU staff and in relation to areas of additional support

in order to reduce the financial barriers faced by staff. Attention was drawn to the key recommendations of certifying maintenance of Tier 2 applications as standard and reimbursement of the Immigration Health Surcharge backdated, which around 25% of Russell Group institutions had agreed to do.

6.2 During discussion, UEB noted the following:

- It was a challenge determining the degree to which removing financial barriers involved assistance to a member of staff's immediate family.

6.3 UEB approved the recommendations and asked for further clarity on the estimated total cost of EU and international staff support quoted in the paper.

TW

7. Report of the Risk Review Group (Meeting held on 24 January 2019)

(UEB/2019/0502/07)

7.1 UEB received a paper on the discussions, key actions and decisions arising from the meeting of Risk Review Group held on 24 January. Attention was drawn to the risks which have been given a High-High rating and the mitigating action which was taking place to reduce those risks. It was also noted that the OfS Risk Register now had a Closed Issues Log listing those incidences which had either been reported to the OfS but required no further action or had been deemed not reportable. UEB accepted the Report.

8. Report from Information Management Group (Meeting held on 10 December 2018)

(UEB/2019/0502/08)

8.1 UEB received a paper on the discussions of the Information Management sub-Group to UEB and were asked to approve the recommendations contained in the paper. Attention was drawn to:

- The internal audit on the University's GDPR compliance which was currently underway and the challenge of ensuring sufficient levels of compliance with mandatory training in all Departments.
- The recently developed Information Asset Register as part of achieving GDPR compliance and the role that the research ethics system had played in capturing the relevant information.
- The ongoing work on an information retention and disposal schedule which UEB would be asked to adopt in March once the consultation had been completed and would receive assurance of compliance in June.

8.2 UEB approved the recommendations contained in sections 10 and 13 of the paper and the recommended timescale for introduction of a retention and disposal schedule.

9. Annual Report of the Sport Sheffield Board

(UEB/2019/0502/09)

9.1 UEB received the annual report of the Sport Sheffield Board. There was a discussion about the remit, delegated powers, and work being commissioned by the Board.

9.2 UEB agreed to disband the Board.

TS