



The  
University  
Of  
Sheffield.

Office UEB/2019/2105/01  
Of  
The President &  
Vice-Chancellor.

## Minutes University Executive Board

**Date:** 16 April 2019

**Present:** Professor K Lamberts (KL) (in the Chair),  
Professor J Derrick (JD), Mrs H J Dingle (HJD), Professor S Fitzmaurice (SF), Professor M J Hounslow (MJH), Professor D Petley (DP), Professor Dame Pamela J Shaw (PJS), Mr R Sykes (RS), Professor G Valentine (GV), Professor C Watkins (CW)

**In attendance:** Dr T Strike (TS); Dr R Birch (RHB) (item 2); Ms T Wray (TW) (items 3 & 4); Mr J Merryclough (JaM) (item 3); Mr T Fleming (TM) (item 4)

**Apologies:** Mr A Dodman (AD), Professor J Marsh (JM)

**Minute Secretary:** Mr N Button (NB)

### 1. Minutes of UEB held on 19 March 2019

1.1 The Minutes of the UEB meeting held on 19 March were approved as an accurate record, subject to a minor typing correction.

### 2. Closed Minute

### 3. Sustainability

(Ms T Wray & Mr J Merryclough in attendance for this item)

3.1 UEB received a paper and presentation on the development of a five-year Sustainability Strategy for the University. Attention was drawn to the governance and delivery of the Strategy, the repurposing of resources from Corporate Communications, plans for communication of the Strategy, the Strategy development process, the Strategy structure and approach, and the progress of the Strategy and ongoing projects.

3.2 During discussion, UEB noted the following:

- Research into sustainability issues was more extensive within the University.
- Reductions in carbon emissions formed part of the Energy and Climate Action strand of the Sustainability Strategy.
- Potential recruitment benefits. It was necessary to have a debate about the compromises in developing a Sustainability Strategy within a business context.
- The Strategy aimed to combine short-term deliverables with clear measurable outputs with an ambitious overall view of sustainability.

### 3.3 Actions

- (a) Further consideration would be given to how UEB members could take a leading role in the Sustainability Strategy.

- (b) Sustainability would form part of the overall discussion about the University strategy.

#### **4. Annual Health and Safety Report**

(Ms T Wray & Mr T Fleming in attendance for this item)

- 4.1 UEB received the annual Health and Safety Report. Attention was drawn to the extensive Health and Safety plan and training programme which had been implemented. The trends and indicators in the Report pointed towards an increasingly robust Health and Safety management system across the University.
- 4.2 During discussion, UEB noted the following:
- There was still work to be done in ensuring a wider cultural shift in Health and Safety in the University, but the progress in management systems was a necessary and welcome part of that process.
  - Although the number of accidents had not fallen overall, this was due to greater reporting on more minor incidents.
  - Accountability within the management structure was essential to ensuring Health and Safety compliance.
  - A balance had to be struck for Health and Safety professionals between providing advice and support and ensuring that satisfactory levels of compliance were enforced.

#### **5. Proposed response to the QAA consultation**

- 5.1 UEB received a proposed response to the Quality Assurance Agency (QAA) consultation on the fees charged for its work as the designated quality body in England. Attention was drawn to the lack of a maximum fee for assessment activities and the greater financial burden on larger providers, despite their fewer quality risks.
- 5.2 UEB approved the recommended response, subject to a strengthening of the language around the necessity of a risk-based approach to determining costs charged.

#### **6. Review of Council, Senate and Executive Sub-Committees**

- 6.1 UEB received a proposal to alter the Sub-Committees of University Council, specifically to make Human Resources Committee and Health and Safety Committee sub-committees of UEB, reporting to Council through the President & Vice-Chancellor, and for the future and purpose of Alumni Board to be reviewed by DARE, with proposals brought back to UEB.
- 6.2 During discussion, UEB noted the following:
- The extensive issues considered by both Human Resources Committee and Health and Safety Committee necessitated their continued existence.
- 6.3 UEB agreed the following:
- (a) UEB would support proposals to make Human Resources Committee and Health and Safety Committee report to UEB.

- (b) The paper should be amended to emphasise the staff and community impact of Sport Sheffield and that the abolishing of the Sport Sheffield Board would not mean that that function would be lost.
- (c) The naming convention for Committees should be made more consistent.
- (d) UEB would recommend to Council that the Alumni Board should be reviewed.

## **7. Report of the Information Management Group (Meeting: 6 March)**

- 7.1 UEB received the report of the most recent meeting of the Information Management Group. Attention was drawn to the successful roll-out of new mandatory training enforcement measures in the Faculty of Social Science, which had led to an almost 100% compliance rate.
- 7.2 During discussion, UEB noted the following:
  - The roll-out across the Faculty of Social Science had proceeded with relative ease.
  - It was not possible to automate the sanctions system without the risk of inappropriately punishing staff with legitimate mitigating circumstances and so required some individual judgement on the part of Faculty members of staff.
- 7.3 UEB agreed that the wider roll-out of enforcement measures should proceed on a Faculty-by-Faculty basis over a period of 8-12 weeks, depending on the speed of progress and without disrupting exam marking.

## **8. Report of the Risk Review Group (Meeting: 11 March)**

- 8.1 UEB received and approved the report of the most recent meeting of the Risk Review Group. Attention was drawn to the extension of Article 50 which had implications for the work of the Brexit Co-ordination Group and the rationalisation of registration risks and Health and Safety risks within a larger Corporate Risk Register.

## **9. Report of the Estates and Capital Sub-Group (Meeting: 13 March)**

- 9.1 UEB received the report of the most recent meeting of the Estates and Capital Sub-Group. UEB approved all the recommendations for release of funds contained in the report. During discussion, the following additional points were noted:
  - The relocation of Architecture should be explained in terms of the wider Estates Strategy. It was good practice for ECSG to regularly review the Estates Strategy so that the place of individual projects within the wider Strategy could be more easily explained.
  - Further clarity was sought on the reasons for the delay in the proposal for the purchase of high content and confocal imaging equipment being brought to UEB.
  - There should be lessons learned on the escalation of costs associated with the refurbishment of Broad Lane for Civil and Structural Engineering.

## **10. Round Table**

- (a) Translational Energy Research Centre: MJH informed UEB of proposals and bids submitted and approved in the development of a Translational Energy Research Centre. UEB noted its approval.

- (b) Funding awards in MDH: PS informed UEB of two funding bids, one in collaboration with the Faculty of Science on Computational Diagnostics which had been successful and the other with the Faculty of Engineering on funding for Radiology Centres, the interviews of which had recently taken place with very positive feedback provided and the outcome expected shortly.
- (c) Senate Reforms: TS informed FVPs that in the event that Council approved the reforms to University Senate, FVPs would receive letters explaining the implications for their membership of Senate and to request they develop a process for appointing HoDs to Senate.
- (d) Sheffield City Region: KL informed UEB that he had joined an Executive Group discussing future developments relating to the Sheffield City Region.
- (e) Prevent: RS informed UEB that the Office for Students had determined the University was giving due regard to its Prevent duties, but that the prospect of sample audits remained likely.