



The
University
Of
Sheffield.

Office UEB/2019/2506/01
Of
The President &
Vice-Chancellor.

Minutes University Executive Board

Date: 21 May 2019

Present: Professor K Lamberts (KL), (in the Chair),
Professor J Derrick (JD), Mrs H J Dingle (HJD),
Professor S Fitzmaurice (SF) (items 5-10), Professor M J Hounslow (MJH),
Professor J Marsh (JM), Professor D Petley (DP), Mr R Sykes (RS),
Professor G Valentine (GV), Professor C Watkins (CW)

In attendance: Dr T Strike (TS); Mrs A Horn (AH) (item 3); Ms M Nolan (MN) (items 4-5);
Mrs V Jackson (VJ) (item 6); Mr I Wright (IW) (item 7)

Apologies: Professor W Morgan (WM), Professor Dame Pamela Shaw (PS)

Secretary: Mr D T Swinn

1. **Minutes of UEB held on 16 April 2019** (Attached)
 - 1.1 The Minutes were approved as an accurate record.
2. **Minutes of UEB held on 30 April 2019**
(Attached)
 - 2.1 The Minutes were approved subject to one amendment.
3. **Heritage Collection Strategy**
(Attached)
(AH in attendance for this item)
 - 3.1 UEB considered proposals for a new University Heritage Collections Strategy to be overseen by a newly established Advisory Panel to support the Heritage Collections Manager. The University possessed a sizeable heritage collection and was therefore subject to a number of national and international laws and conventions. An overarching strategy would ensure compliance whilst informing the ongoing management of the collection through fully informed, open and transparent decision-making. It was also noted that universities were required to refer to heritage assets in their financial statements and, if material, on the balance sheet; an annual valuation was undertaken in June.
 - 3.2 Clarification was provided that the new arrangements would increase efficiency, and that the Advisory Panel would consider any resource implications in the context of the financial and non-financial value of heritage-related activities to the University. It was further clarified that the Advisory Panel would advise the University Librarian, with escalation to UEB if necessary, and that the relevant policies and procedures would fall under the overarching Code of Ethics, which was reviewed annually.

3.3 **Action:** UEB approved the Heritage Collections Strategy and the establishment of an Advisory panel, subject to:

- (a) Appropriate reference should be made at paragraph 2.3 to the University's Human Tissue Licence, noting the existing arrangements in place.
- (b) References to Access in section 2.4 should be complemented by a policy on alternative uses for collections, e.g. exhibitions.

4. Access and Participation Plan 2020/21 to 2024/25

(Attached – additional papers in reading room)

(MN in attendance for this item)

- 4.1 UEB considered the University's draft Access and Participation Plan (APP), further details having been circulated after the previous discussion in May. UEB endorsed the inclusion of challenging yet realistic incremental targets over the period to 2024/25 and affirmed the University's commitment to widening access and participation and equalising attainment, despite the limitations of the current methodology. It was noted that planning had been undertaken on the basis of the current home UG tuition fee regime and that the OfS had not yet clarified its reporting requirements.
- 4.2 Subject to minor amendments and further checking for accuracy and consistency, UEB approved the APP for submission by the 24 May deadline, noting that the OfS may respond with queries up to twice.

5. Teaching Excellence Framework: Subject Level Pilot Data

(Attached)

(MN in attendance for this item)

- 5.1 UEB received and noted an update on analysis of departmental performance under the proposed model for the subject level TEF and proposed arrangements to share data. A TEF stocktake exercise would be undertaken to inform future targeted activities, pending the report of the Independent Review of the TEF. Clarification was provided with respect to the link between preparatory work for the TEF and the PLA, with further departmental-level analysis and data to be provided to UEB as part of a forthcoming PLA update paper.
- 5.2 Members recognised the importance of departmental directors of learning and teaching being empowered to lead activity and generate positive staff engagement. This should be overseen and supported at Faculty level, i.e. FDLTs, working with the TEF Oversight Group. Although preparations for subject-level TEF could be informed by the model used in preparing for the REF, whereby each unit of assessment had a designated lead, TEF was a less strategic and more metric-driven exercise. Addressing different departmental challenges ought to contribute to a positive overall impact on subject-level performance.
- 5.3 **Actions:** UEB agreed that:
 - (a) Data would be shared with members of FEBs, senior leaders in learning and teaching and members of relevant Professional Services, subject to restrictions set out in the related paper;
 - (b) JM would commence a series of meetings with HoDs, departmental directors of learning and teaching and departmental managers for subject groups to consider key issues and agree priority actions.

- (c) A TEF Preparations Task Group would be established to oversee the process on behalf of UEB. The Group's next update to UEB would include options for managing and optimising a subject-level TEF submission, based on discussions under 5.3(b), above.

6. Closed Minute

7. Closed Paper and Minute

8. Consultation on the EU Settlement Scheme
(Attached)

- 8.1 UEB received and noted the proposed response from the University and Students' Union to a call for evidence from the Independent Chief Inspector of Borders and Immigration on the operation of the EU Settlement Scheme. Attention was drawn to the level of institutional activity to support staff in making an application. However, there were significant concerns about the potential for universities to be responsible for undertaking enforcement and monitoring of EU staff. There was also a lack of clarity about those members of staff who had not yet made an application, and the extent of any future institutional obligations.

8.2 Action:

The institutional response would be submitted by the 31 May deadline.

9. Report of the Estates and Capital Sub-Group
(Meeting held on 8 May)
(Attached – additional papers in reading room)

- 9.1 UEB approved the Report, in particular the release of an additional £2,490,802 (incl. VAT) from the capital programme for the Engineering Heartspace project. This was due to delays caused by additional work to the building fabric and the administration of the main contractor. UEB also noted that ECSG (and CRAG) had rejected a business case related to the PET MRI facility, which the Faculty of Medicine, Dentistry and Health would review and reconsider. It was noted that, whilst vision and ambition for capital projects was to be encouraged, all projects must be subject to effective oversight and scrutiny at an appropriately early stage to mitigate the risk of unforeseen consequences.

10. Round Table

- (a) Vice-Presidents and Heads of Faculty: KL congratulated JD, SF and CW on their appointments as Vice-Presidents and Heads of Faculty, following formal approval from Council.
- (b) Teaching Awards:
Action: JM would lead discussions about how the University could celebrate and recognise the recipients of teaching awards consistently.
- (c) Senate membership: TS reminded FVPs to return their nominated HoDs and noted that the deadline for nominations for elected positions was 5 June.
- (d) HR Support for HoDs: GV reported that meetings between FVPs and HR representatives would be arranged to discuss issues facing HoDs, and ways to enhance support. A series of options would then be developed for discussion by UEB in due course.
- (e) Academic Workload: CW reported the Task and Finish group's plans to share outline principles for departmental work allocation frameworks with departments.
Action: A draft would be circulated to FVPs in the first instance.
- (f) Social Sciences Hub: KL reported on planned staff communications to mark the start of construction work.