



**The
University
Of
Sheffield.**

Office UEB/2019/2307/04
Of
**The President &
Vice-Chancellor.**

Minutes

University Executive Board

Date: 2 July 2019

Present: Professor D Petley (DP) (in the Chair),
Professor J Derrick (JD), Mrs H J Dingle (HJD),
Professor S Fitzmaurice (SF), Professor M J Hounslow (MJH),
Professor J Marsh (JM), Professor Dame Pamela Shaw (PS),
Mr R Sykes (RS), Professor C Watkins (CW)

In attendance: Dr T Strike (TS); Ms Kate Sullivan, Dr S Want (SW) (item 1); Mr C Baker (CB) (item 1); Mrs J Campbell (JC) (item 2)

Apologies: Professor W Morgan (WM), Professor G Valentine (GV), Professor K Lamberts (KL)

Minute Secretary: Mr Matthew Borland

1. Further update: A new Framework for Delivering Knowledge Exchange at the University of Sheffield

(Dr Sarah Want and Mr Chris Barker in attendance for this item)

1.1 UEB considered a paper which provided an update on the creation of a new framework for delivering Knowledge Exchange (KE) at the University. It proposed that the new KE Framework be organised around domains and that a new support structure should be designed to deliver the development and maintenance of academic/external partner relationships.

1.2 Points made in discussion included:

- The current KE successes should be celebrated more.
- It was helpful to see the domains and the overlap between domains was recognised.
- It would be preferable for the 'materials' domain to be 'materials, manufacturing and processes'.
- It was anticipated that the metrics regarding public engagement would be revised.
- It was recognised that there were some areas that could be strengthened, and confidence was expressed in the plans in place to do this. The output from the KE Framework pilot appeared encouraging.
- A discussion at the Learning and Teaching Committee (LTC) to engage with FDLTs would be beneficial.
- Consideration be given to bridges between the quadrants in the diagram in annex one.

- 1.3 UEB:
- (a) Strongly supported the approach taken and work to date on the domains.
 - (b) Endorsed having a KE discussion at LTC.
 - (c) Requested an analysis of the KE Framework pilot be brought to UEB.
 - (d) Endorsed further work to develop the domains, with consultation, including on the way the domains interact.
- 1.4 Further work would take place over the summer and be presented to UEB in September.

2. Gender Pay Gap reporting and proposed actions

(Mrs Julie Campbell in attendance for this item)

- 2.1 UEB considered a paper which provided an update on the University's Gender Pay Gap reporting requirements, examined the data in more detail, and proposed an action plan to accelerate progress in this area. Attention was drawn to the legislative reporting requirements and an alternative internal only metric. Whilst the University's Gender Pay Gap was showing a continued reduction, progress was not as fast as desired.
- 2.2 During discussion, comments included:
- Whether a more radical approach to increasing the speed at which the Gender Pay Gap was reducing could be taken.
 - There would be a benefit in making the data available internally and beginning the internal discussion, but there did not appear to be any benefit in external publication at this stage.
 - There did not appear to be any systematic issue regarding gender pay within grades.
 - Unconscious bias could potentially be an issue in relation to recruitment, promotion and SRDS.
 - Some departments had worked on the language used in advertising posts and this could be extended across the institution.
 - Career progression conversations should be an integral part of SRDS discussions.
- 2.3 UEB:
- (a) Strongly supported the work undertaken so far.
 - (b) Endorsed the six proposed actions, owners, and deadlines as set out in the paper.
 - (c) Endorsed the data being made available internally as soon as possible, but further consideration be given to the most appropriate time to publish the data externally.
 - (d) Encouraged additional efforts to embed best practice in relation to short listing processes and measures to widen the applicant pool.

3. Update on the Strategic Development Fund

- 3.1 UEB considered a paper which provided background to the Strategic Development Fund (SDF), a summary of existing allocations and proposed a new process for applications for funding to enhance the rigour of the application and the approval processes. Attention was drawn to the reduction in the value of the SDF over time.
- 3.2 During discussion it was noted that UEB would be informed of decisions taken through QFR reporting.

- 3.3 UEB endorsed the new process for applications for SDF funding, with minor modification to the form to enable any comment from the relevant Faculty Vice-President on the application.

**4. Report of the Information Management Sub-Group
(Meeting held on 5 June)**

- 4.1 UEB considered the report which sought a view on how UEB wished to proceed with existing retired staff email accounts, proposed adopting the Classification and Handling Guidance for roll out across the University, and proposed adopting the Information Retention and Disposal Schedule for roll out across the University.

5. AOB: Senate Elections

- 5.1 A verbal update on the outcome of the elections was received and noted, including the number of vacancies in two of the faculty constituencies.
- 5.2 UEB advised carrying the vacancies for one year, unless any nominations for the vacant places were received.

5. Round Table

- (a) De Montfort University Action Plan: An Action Plan had recently been published following an Office for Students (OfS) formal investigation into matters at De Montfort University. Work would take place to ascertain the University of Sheffield's position in relation to each recommendation of the Action Plan.
- (b) Closed Minute
- (c) National Student Survey: JM updated that results were expected to be published on 3 July.
- (d) Faculty of Engineering: MH provided an update on staffing matters.