



The  
University  
Of  
Sheffield.

Office UEB/2019/1009/01  
Of  
The President &  
Vice-Chancellor.

## Minutes

## University Executive Board

<b>Date:</b>	23 July 2019
<b>Present:</b>	Professor K Lamberts (KL) ) (in the Chair) Professor J Derrick (JD), Mrs H J Dingle (HJD) Professor Dame Pamela Shaw (PS), Professor C Watkins (CW)
<b>In attendance:</b>	Dr T Strike (TS), Miss S Duke (SD) (item 6), Mrs L McCarthy (LM) (Item 7), Mr J Busson (JB) (items 7 & 8), Mr T Flaherty(TF) (Item 8), Ms C Hamilton (CH) (Item 9)
<b>Apologies:</b>	Professor S Fitzmaurice (SF), Professor M J Hounslow (MJH), Professor J Marsh (JM), Professor W Morgan (WM), Professor D Petley (DP), Mr R Sykes (RS), Professor G Valentine (GV)
<b>Minute Secretary:</b>	Mr Matthew Borland (MB), Ms Kate Sullivan (KS)

### 1. Minutes of UEB held on 11 June 2019

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

### 2. Minutes of UEB held on 17 June 2019

- 2.1 The Minutes of the meeting held on 17 June were approved as an accurate record.

### 3. Minutes of UEB held on 11 June 2019

- 3.1 The Minutes of the meeting held on 11 June were approved as an accurate record.

### 4. Minutes of UEB held on 25 June 2019

- 4.1 The Minutes of the meeting held on 25 June were approved as an accurate record.

### 5. Minutes of UEB held on 2 July 2019

- 5.1 The Minutes of the meeting held on 2 July were approved as an accurate record.

### 6. Closed Paper and Minute

### 7. Student Recruitment Update

(James Busson and Louise McCarthy in attendance for this item)

- 7.1 UEB received and noted a paper which set out the University's admissions position, based on applications as at 15 July 2019 and provided an update on a range of recruitment (and recruitment marketing) activities. A full time home and overseas Undergraduate Competitor Analysis was provided. Attention was drawn to projected pre-clearing performance in home and overseas UG, PGT & PGR admissions, based on forecasting models; an overview of the forecast by faculty was provided. Work was ongoing to more accurately capture the final expected position for PGR applications.

## **8. Closed Paper and Minute**

## **9. NSS Communications Review and Plan for 2020**

(Claire Hamilton in attendance for this item)

- 9.1 UEB considered the report which outlined the activity, approach and outcomes of the University-led 2019 NSS campaign. UEB also considered the learning from this and the recommended approach for 2020. Attention was drawn to the completion rates: 69% of eligible students had completed the survey, compared with 59% in 2018 and every department had met the 50% threshold. A wide range of activities undertaken at faculty and department level had helped to achieve this, including the work of the NSS Champions, and a University wide campaign had been well received.
- 9.2 UEB discussed the success of the pro-active approach taken by TUoS to working with the SU in 2019 and, in the context of the appointment of new SU Sabbatical Officers, how this positive approach could be continued.
- 9.3 UEB:
- (a) Noted the approach and completion rates achieved for NSS 2019.
  - (b) Approved the approach for 2020, including establishing an NSS Operations Group to begin in September, with the President of the SU invited to be a member.
- 9.4 **Actions:**
- (a) A UEB sponsor for NSS 2020 would be nominated.

## **10. Undergraduate Inclusive Fees**

- 10.1 UEB considered the paper regarding a review of the University's position on inclusive undergraduate fees. UEB were asked to reconfirm the inclusive fees principal for undergraduate students approved by UEB in 2011 and to review the definition of Inclusive Fees, including proposed additions to the set of exclusions included, for example accommodation and living costs and a number of other points which had been raised by a number of departments. Attention was drawn to the requirement to publish this information on the University website.
- 10.2 During discussion UEB noted it was important for the University to have a clear set of overarching principles which ensured consistency in approach across departments, including on matters such as whether or not departments paid for printing costs. Before agreeing to any changes to the existing definition of Inclusive Fees, UEB resolved that they needed to better understand a range of issues.
- 10.3 **Actions:**
- (a) It was agreed to request further information on the following:
    - The drivers behind the review.
    - Relevant context.
    - The financial impact of the proposed changes, by department.

**11. Report of the Estates and Capital Sub-Group  
(Meeting held on 11 July 2019)**

11.1 UEB considered the report which provided an update on capital projects as reported at ECSG on 11 July 2019. HD drew attention to a number of requests for UEB to recommend the release of funds and these were discussed.

11.2 UEB:

**(a) Architecture workshops and print services swap**

Recommended to the P&VC for approval the release of £370k (incl. VAT) Funded by the Faculty of Social Sciences. UEB noted that increased requirement was mainly attributable to specialist ATEX rated and LEV system needed in George Porter Lower Ground, with high cost filtration and blast units. The additional funding would bring the overall budget to £1.324m.

**(b) Norton Sport Pitches**

- i. Noted that additional funding was required to cover Health & Safety and security requirements linked to the provision on the car park. This would increase the maximum anticipated budget to £5.274k (gross), £170k (gross) more than the original approved budget of £5,104k.
- ii. Recommended to the P&VC for approval the release of £170k (gross) additional funding to cover Health & Safety and security requirements linked to the provision on the car park.
- iii. Noted that offline approval from both the Finance Committee and Council would be requested.

**(c) Learning Management System**

Considered the requested to approve the release of £164,885 capital funding for the implementation of a new Learning Management System (LMS) for managing and delivering development to staff and research graduates. UEB reflected on the request and agreed it should be considered as part of the comprehensive IT plans due to be considered by UEB in September.

**(c) Stephenson Hall Refurbishment**

Recommended to the P&VC the approval in principal of £5m for the refurbishment of Stephenson Hall, subject to decisions taken on the prioritisation of the capital pipeline. UEB noted that these decisions were anticipated to be taken over the summer.

**12. Report of the Strategic Advisory Group – Student Numbers and Fees  
(Meeting held on 4 July)**

12.1 UEB considered the report which included the proposed programme level fees which had been set by academic departments based on competitor analysis and had been subject to Faculty approval. A proposal to extend the home scholarship schemes was also considered.

12.2 UEB noted that the schemes had been introduced prior to the introduction of the loan scheme and as such it was now reasonable for the organisation to consider evaluating the schemes to look at whether (or not) they continued to serve the purpose for which they were originally intended.

12.3 UEB:

- (a) Noted the work outlined in section 4: The Augar Review; International scholarship offers; PGR enhancement fees; ad-hoc fees; marketing plans; undergraduate prospectus and the university website project; apprenticeships and foundation years.
- (b) Recommended to the P&VC the approval of the programme level fees as set out in section 3.2.
- (c) Approved the extension of home scholarship schemes as set out in section 3.1 of the report.

**12.4 Actions:**

- (a) To undertake an evaluation of the home scholarship schemes.

**13 Round Table**

- (a) Diligent Replacement: UEB noted that this was the final meeting to use the Diligent board software. The tender for a replacement system concluded in July and 'iBabs' would be used from the start of the next committee cycle. UEB would receive further communications about this over the summer.
- (b) Graduation Week: The Chair expressed his appreciation for the hard work of all staff who had contributed to the graduation ceremonies and to all those who had volunteered their time to help.
- (c) Economic & Social Research Council (ESRC) Outstanding Impact Prize: CW reported that Professor Kate Reed, Department of Sociology, and colleagues had won the ESRC Outstanding Societal Impact Prize. The Chair commended this outstanding achievement.

**13.1 Actions:**

- (a) Telephony resilience and business continuity during CA&C: In response to a request for assurance from the Chair it was agreed that details of contingency plans for ensuring business continuity over CA&C week would be sent to the Chair.
- (b) The Chair would write to Professor Kate Reed to extend his congratulations.