



The
University
Of
Sheffield.

Office UEB/2018/2702/01
Of The
President &
Vice-Chancellor.

Minutes

University Executive Board

Date: 13 February 2018

Present: Professor G Valentine (GV) (in the Chair),
Mrs H J Dingle (HJD), Professor D Hadley (DH),
Professor M J Hounslow (MJH), Professor W Morgan (WM),
Professor D Petley (DP), Professor Dame Pamela J Shaw (PJS),
Professor C Watkins (CW)

In attendance: Dr T Strike (TS); Mrs V Jackson (VEJ) (item 3);
Mr I Wright (IW) (items 4-6); Dr R Birch (RHB) (item 7);
Mr R Sykes (RS) and Dr C Edgar (CE) (item 7-8));
Ms L McCarthy (LM) (item 8)

Apologies: Professor Sir Keith Burnett (KB), Professor J Derrick (JD),
Mr A Dodman (AD)

Secretary: Mr D T Swinn (DTS)

1. Minutes of UEB held on 23 January 2018

(UEB/2018/1302/01)

- 1.1 The Minutes of the meeting held on 23 January 2018 were approved as an accurate record, subject to additional wording at Closed minute 6.4, bullet point one, to clarify that UEB would return to consider the matter in due course.

Action:

The UEB business plan would be checked for a planned update under Closed minute 4.4.

2. Minutes of UEB held on 6 February 2018

(UEB/2018/1302/02)

- 2.1 The Minutes of the meeting held on 6 February 2018 were approved as an accurate record, subject to the correction of a typographical error.

3. Financial Forecasts 2017-18 to 2021-22: Process and Assumptions

(UEB/2018/1302/03)

(Vicki Jackson in attendance for this item)

- 3.1 UEB received and noted the forecast timetable and budget setting process, and the key assumptions to be used in the preparation of the forecasts. It was reported that, in the absence of any indication from the OfS about its requirements and related deadlines, which would not be known until May at the earliest, the forecasts would follow the format and timetable used in previous years for the submission to HEFCE. Uncertainty about when the University might receive a grant letter was a further complicating factor. Similarly, the establishment of UKRI may mean that the University would receive

an additional grant letter; UEB noted that the recurrent research grant would be subject to changes due to the GCRF requirement to submit a three-year strategy.

- 3.2 UEB noted particular assumptions about home/EU tuition fees, research income, increased staff costs and pensions, non-staff costs inflation, SDF, the impact of the decision to pause on borrowings other than replacing the RCF, and treatment of PYA. Clarification was provided about the forecasting of exchange rate gains or losses and constraints on the University's ability to hedge the associated risks.
- 3.3 It was noted that Council would expect the financial forecasts to be accompanied by sensitivity analysis and scenario planning covering potential cuts to home and EU tuition fees. With respect to capital, it was confirmed that, whilst the forecasts assumed a level of capital expenditure, this could be subject to variation depending on decisions taken in view of actual revenue performance.
- 3.4 **Actions:**
- (a) UEB would return to consider the impact of significantly increased non-staff costs on the Library;
 - (b) Further discussion would take place regarding the mechanism and level at which the financial cushion was set;
 - (c) The review of the financial model would be reported to UEB during February.

4. Closed Minute and Paper

5. Gender Pay Gap Reporting

(UEB/2018/1302/05)

(Ian Wright in attendance for this item)

- 5.1 UEB received and noted updated gender pay gap reporting data, associated analysis and an accompanying report in response to new legislative requirements and building on previous UEB discussions. It was reported that across the Russell Group, the University had the third lowest gender pay gap but that the bonus gap was the sixth highest due to the way that salary sacrifice and clinical excellence awards were treated. Furthermore, jobs of comparative value and standing were remunerated equally regardless of gender.
- 5.2 Having noted that an accompanying narrative had been prepared with the input of Trade Unions, UEB recognised that the most important issue was how the University reported on actions taken that demonstrated its commitment to achieving a balanced staff body that fairly reflected society.
- 5.3 **Actions:**
- (a) Equality, Diversity and Inclusion Committee should lead on devising and implementing the action plan, supplemented by wider discussions, e.g. with the Women Professor's Network.
 - (b) Colleagues should be reminded that decisions taken during the annual promotions round should take into account the impact on the gender pay gap.

6. National Pay Negotiation 2018 and strike pay deduction

(UEB/2018/1302/06)

(Ian Wright in attendance for this item)

- 6.1 UEB received and noted background information the timescales associated with the 2018/19 round of national pay bargaining. Key factors included proposed industrial action by members of UCU, the expected demands of employee representatives,

inflation and trends in UK earnings. The University had been asked to confirm its participation in the national process.

- 6.2 UEB also received an update on planned industrial action following previous discussions, including the University's approach to deducting pay for strike action and action short of a strike. The level of possible deduction would depend on whether action taken constituted a breach of an individual's employment contract. It was noted that communications to all staff were being prepared and that HoDs would require support and guidance to manage the potential for disruption in their respective departments. Members recognised the importance of providing clear information to students about the impact of industrial action and the University's commitment to delivering its educational offer, including the launch of a dedicated FAQs webpage with a leading message from WM.

6.3 **Actions:**

- (a) UEB would receive a recommendation about participation in the national round of pay bargaining during March.
- (b) Staff communications would be prepared and HoDs supporting in managing the local impact of industrial action.

7. Closed Minute and Paper

8. Closed Minute and Paper

9. Report of the Strategic Advisory Group – Student Numbers & Fees

(Meeting held on 7 February 2018)

(UEB/2018/1302/09)

- 9.1 UEB received and noted the Report, including (1) recommending to the President & Vice-Chancellor full-time home PGR tuition fees for 2018/19 in line with RCUK, with part-time students charged on a pro-rata basis; and (2) endorsing the recommendations of the UG/PGT scholarships review as set out in the report. With respect to the latter, it was clarified that the intention was to simplify the current approach and maximise value. The remit and composition of SAGSNF, and its connections with other University services, meant that it was well-positioned to achieve these aims.

10. Proposed Rents for Residential Accommodation in 2018-19

(UEB/2018/1302/10)

- 10.1 UEB received and noted proposals for setting rent in University-owned student accommodation, following discussions and agreement with the Students' Union and Catalyst Lend Lease and taking into account financial factors and the local and national context. Members noted both the impact of the student number forecasts on accommodation and the need to develop short and medium term strategies to manage the University's accommodation stock.

11. Report of the Estates and Capital Sub-Group

(Meeting held on 24 January 2018)

(UEB/2018/1302/11)

- 11.1 UEB received and noted the Report and recommended to the President & Vice-Chancellor:

- (a) Five Year Maintenance Plan: Approval of the Maintenance report and its expenditure requirements for the five year period from 2017/18 to 2021/22.

- (b) New Build for Psychology Building and Full Refurbishment of Western Bank and Mushroom Lane Villas: Approval to release of £150k gross to cover the additional fees, site management and to commence review of the project design. The importance of PEGs owning and leading on project appraisal and the making of recommendations to ECSG was noted.
- (c) Sir Henry Royce Institute Discovery Centre (RDC):
 - (i) To approve Option 1, the construction of a dedicated Royce Discovery Centre building and acquisition of equipment to the value of £34.951m as part of the Sir Henry Royce Institute.
 - (ii) To approve the release of the remaining capital budget totalling £6.483m, bringing the total released to £34.951m for the RDC building and equipment (of which £22m was funded by BEIS/EP SRC). It was reported that EFM and AMRC colleagues were working to ensure that there was awareness and understanding of the implications of submitting external funding bids, particularly where matched funding may be required.
- (d) IT – Data Warehouse: Approval to release £1.3m to progress the project to the next gateway. A further business case would be presented for the remainder of the project funding.
- (e) IT - Storage System Maintenance Refresh (Netapp Refresh): approval to release £1m for the full Business Case for the preferred Option 1 for purchase of Netapp Cluster-Mode technology for £1m gross.
- (f) Steam Boiler Plant: Approval of £350k to support the installation of dedicated steam raising plant (boilers and associated pipework) to serve University facilities located in the Royal Hallamshire Hospital site.
- (g) IT – Identity and Access Management: Approval to the release of £247k capital programme funding to enable the project to complete the scoping phase and gain more cost certainty to inform a future business case request.
- (h) Advanced Manufacturing Innovation District (AMID) at Sheffield Business Park – Master Planning Infrastructure: Approval of the release of £900k gross to support the development of the AMID western land infrastructure design to RIBA stage 3.
- (i) Stephenson Hall: Approval to release a further £800k to fund fees for RIBA stage 4 and asbestos removal works. (ACS funded)

12. Round Table

- (a) Teaching Excellence Framework: WM reported that an initial analysis of subject-level data would be discussed with relevant HoDs.
Action:
 Departmental TEF data would be shared with UEB.
- (b) NSS: The University was considering its approach to the 2018 NSS and WM was working with FVPs on specific actions.
- (c) Commonwealth Diaspora: MJH was due to attend Buckingham Palace on 14 February as part of a celebration of achievement hosted by the Queen.