



**The
University
Of
Sheffield.**

**Office
Of The
President &
Vice-Chancellor.**

UEB/2018/2003/01

Minutes University Executive Board

Date: 06 March 2018

Present: Professor G Valentine (GV) (in the Chair for item 1-6),
Professor M J Hounslow (MJH) (in the Chair for items 7-8),
Mrs H J Dingle (HJD), Professor J Derrick (JD), Mr A Dodman (AD),
Professor D Hadley (DH), Professor W Morgan (WM), Mr R Sykes (RS),
Professor C Watkins (CW)

In attendance: Dr T Strike (TS); Mrs T Wray (TW); Mr I Wright (IW) (item 3);
Mrs V Jackson (VEJ) (items 5-6); Mr R Jones (RJ) (item 5)

Apologies: Professor Sir Keith Burnett (KB), Professor D Petley (DP),
Professor Dame Pamela J Shaw (PJS),

Secretary: Mr D T Swinn (DTS)

1. Minutes of UEB held on 30 January 2018 (UEB/2018/0602/01)

The Minutes of the meeting held on 30 January 2018 were approved as an accurate record.

2. Minutes of UEB held on 27 February 2018 (UEB/2018/0602/02)

- 2.1 The Minutes of the meeting held on 27 February 2018 were approved as an accurate record, subject to one minor amendment to item 6.6(g). With respect to item 4, Faculty Research Support, it was reported that all Faculties had nominated their representative to join the working group. The Academic Careers Pathways Steering Group was due to meet on 7 March.

3. Matters Arising

3.1 Closed Minute

3.2 Update on the Sustainability Strategy (UEB/2018/0603/03)

(Tracy Wray and Ian Wright in attendance for this item)

- 3.2.1 UEB received and noted a progress update about the University's work on sustainability. Governance arrangements were now in place and the Sustainability Steering Group had held its first meeting in February. The operational Delivery Group would meet monthly from 13 March, co-chaired by TW and a lead academic. UEB noted the intention to develop a Sustainability Strategy, the priority activities that had been identified and was pleased to note that the Students' Union had responded positively.

4. Notes and Action Plan on Estates

(UEB/2018/0602/04)

(Tracy Wray in attendance for this item)

- 4.1 UEB received and approved the Notes of the Away Day held on 30 January and accompanying action plan that had been developed subsequently. It was noted that the timescale for action 3, relating to HESA methodology, should be approximate given the attendant challenges. UEB again thanked the Efficient Estate Group for its work.

5. Closed Minute and Paper

6. Closed Minute and Paper

7. Office for Students regulatory framework and registration process

(UEB/2018/0602/07)

- 7.1 UEB received and noted an update on the OfS' regulatory framework and registration process following the publication of a number of regulatory documents on 28 February. Building on preparatory action taken and planned in response to earlier draft OfS documentation and previously reported to UEB, Members noted the timetable and process for registration with OfS, the University action plan and leadership responsibilities; and the actions required to meet OfS registration conditions. The University was working towards the earlier of two available registration deadlines, 30 April, in order to accommodate the earlier UCAS deadline for applications to Medicine. It was noted that 2018/19 would be a transitional year and the framework would come into full effect from 1 August 2019.
- 7.2 Attention was drawn to a number of new requirements, notably the Student Protection Plan, the assessment of governance and management, and the need to have completed an Access and Participation Plan. These matters would require internal approval before being submitted to OfS, as well as amendments to the University Regulations to explicitly state the University's commitment to freedom of speech within the law. UEB also discussed the need to support those staff who would be affected by new disclosure requirements about annual salaries, which had been adopted by the CUC. It was reported that Senior Remuneration Committee had established a task and finish group to consider this and other related matters.
- 7.3 UEB noted that the neither AMRC Training Centre nor the International Faculty were required to register, the former as it was not an embedded college and the latter because courses were being delivered on the University's behalf under contract. However, OfS' regulation of IF provision exposed the University to a potentially significant level of risk and clarification was sought about the extent of that risk prior to registration with the OfS.

UEB noted that 'reportable events' were much more broadly defined than the HEFCE 'serious incidents', and some of the wording was ambiguous given the absence of supplementary guidance or an indication of materiality. Whilst it was important that colleagues across the University were made aware of these additional requirements, UEB noted the need to mitigate the risk that fear of regulatory intervention could jeopardise the University's ongoing efforts to promote a culture of openness and transparency.

Actions:

Following discussion, UEB recommended:

- (a) Further advice would be sought about the implications of OfS regulation on the IF and a risk analysis undertaken.

- (b) The need to ensure that AMRC-TC branding complied with OfS registration rules in future would be discussed with AMRC.
- (c) Further discussion about the inclusion of subject closure in the list of reportable events.
- (d) Wider communication with staff to raise awareness of the OfS registration conditions generally, but specifically the reportable events – and the need for continued openness.
- (e) Risk Review Group should lead on reviewing a newly developed regulatory risk register to monitor ongoing compliance with registration conditions but that collective ownership should remain with UEB.
- (f) UEB would receive periodic updates from the task and finish group on senior remuneration.

8. Round table

- (a) QS World Subject Rankings: UEB congratulated the iSchool on the University having been ranked number one in the world in the 2018 QS subject rankings for Library and Information Management.
- (b) Student Group e-visas: CW reported that a group of postgraduate students had been refused entry to India despite following previous practice and advice from the Indian High Commission regarding the use of e-visas. Global Engagement would be asked to investigate further.
- (c) Portfolio Review: The deadline for responses was 9 March and UEB would receive an update in due course.
- (d) NIHR Senior Investigators: UEB congratulated PJS and Professor Stephen Walters (SchARR) on their selection as Senior Investigators for the National Institute for Health Research. All members were encouraged to share and celebrate success.
- (e) Institute of Chartered Secretaries and Administrators: UEB congratulated DTS on winning the A W Goodbody prize for best paper in Financial Decision Making during the November 2017 ICSA exam session.