



The  
University  
Of  
Sheffield.

Office  
Of The  
President &  
Vice-Chancellor.

UEB/2018/0506/02

## **Minutes University Executive Board**

**Date:** 22 May 2018

**Present:** Professor W Morgan (in the Chair),  
Professor J Derrick (JD), Mrs H J Dingle (HJD), Professor S Fitzmaurice (SF), Professor M J Hounslow (MJH), Mr Rob Sykes (RS), Professor Craig Watkins (CW)

**In attendance:** Dr T Strike (TS), Ms M Moore (MM) (item 4), Mr M Stevenson (MS) (item 4), Ms V E Jackson (VEJ) (items 5 & 6)

**Apologies:** Professor Sir Keith Burnett (KB), Mr A Dodman (AD), Professor D Petley (DP), Professor Dame P Shaw (PS), Professor G Valentine (GV)

**Secretary:** Mr N Button (NB), Mr D T Swinn (DTS)

### **1. Minutes of UEB held on 24 April 2018** (UEB/2018/2205/01)

1.1 The Minutes of the meeting held on 24 April were approved as an accurate record.

### **2. Minutes of UEB held on 1 May 2018** (UEB/2018/2205/02)

2.1 The Minutes of the meeting held on 1 May were approved as an accurate record subject to the amendment of minute 1.2.1 to reflect agreement that UEB should have sight of a summary of individual Professional Services departments' contributions at future Planning Rounds instead of the full submissions.

### **3. Matters arising**

3.1 There were no matters arising.

### **4. MRI-PET Scanner Update - presentation**

(Ms M Moore & Mr M Stevenson in attendance for this item)

4.1 UEB received a presentation on the progress of the Sheffield Scanner Campaign and was pleased to note the achievements to date, which would provide a basis upon which to build future campaigns and general fundraising. Attention was drawn to the importance of multi-channel fundraising, recognition of UEB members' contribution to the campaign and an update on plans for The Big Walk 2018.

- 4.2 Additional points noted in the subsequent discussion included:
- The importance of maintaining and strengthening relationships with donors and offering a range of alternative projects to which they could contribute to suit their particular areas of interest.
  - The clinical use and research implications of the new MRI-PET Scanner.
  - The need to consider how to target both the whole University community as well as specific targeting at local level, including maximising the potential contribution of UEB members to attracting donations.
  - The general importance of growing income from alternative sources.

## **5. Closed Minute and Paper**

## **6. Corporate Financial Report for the period ending 30 April 2018** (UEB/2018/2205/04)

(Ms V Jackson in attendance for this item)

- 6.1 UEB received and noted the Report, in particular, over-recruitment of taught postgraduate students offsetting under-recruitment of home undergraduate students, the year-to-date underspend against total faculty, professional services and shared costs budgets and the variable position across the different faculties. It was noted that, on the basis of current rates of faculty expenditure, the actual year-end result would be better than the forecast outturn.

## **7. Closed Minute and Paper**

## **8. Report from the Information Management Group:**

### **8.1 GDPR implementation and readiness** (UEB/2018/2205/06)

- 8.1.1 UEB received an update on progress and noted that the University had met its minimum statutory requirements for GDPR compliance. Further work was planned around training for Information Champions, ensuring that all members of staff undertook mandatory GDPR training and addressing any questions or concerns from staff about GDPR-related issues.

- 8.1.2 Clarification was provided that breach of the GDPR did not result in personal liability, and that ultimate responsibility rested with the University itself. However, further consideration could be given to ensuring individual awareness and compliance, e.g. via contracts of employment and potential sanctions for failure to complete mandatory training. UEB also noted the approach of the Students' Union and its interpretation of "legitimate interest" in holding personal data. Following discussion, UEB endorsed the immediate priorities to be: developing expertise of key staff contacts; updating and addressing any omissions or inconsistencies in relevant policies; refining subject access request procedures and reviewing and remedying any risks around existing external data sharing arrangements.

#### **8.1.3 Actions**

UEB recommended:

- (a) Appropriate sanctions should be developed and levelled for non-completion of mandatory GDPR training.

- (b) A set of Frequently Asked Questions (FAQs) should be developed to aid institution-wide staff understanding, building on issues raised at the recent UEB-HoDs forum.
- (c) IMG should consider the risks associated with particular applications or software and prepare appropriate guidance and instructions for staff.

## **8.2 Meetings held on 26 March & 24 April 2018**

(UEB/2018/2205/07)

- 8.2.1 UEB received and approved the Report and endorsed the prioritisation of activities according to the level of risk to GDPR compliance and initially focusing on third party data sharing. UEB agreed that the first priority should be the Data Sharing with Third Parties, which presented significant risk. Information Champions would be issued with guidance to investigate local third party data sharing, the results of which would allow activities to be cleared, stopped, or allowed to continue with a third party data sharing agreement. The process by which activity would be proscribed was discussed. UEB also noted that IMG would in due course make proposals regarding the use of University email accounts not connected with current staff or students, and the process for the retention and disposal of data.

## **9. Updates and recommendations from the Equivalent Qualifications project**

(UEB/2018/2205/08)

- 9.1 UEB received an update on the final report of the Equivalent Qualifications project, which had been established at UEB's request and funded by HEFCE, and the series of recommendations resulting from its findings. The report had been successfully launched at an event on 14 May. Successful pilot activity had involved eleven academic departments and partnership working with six secondary schools and sixth form colleges in the SCR. Attention was drawn to the outcomes of University data analysis and findings at national level. In particular, the impact of disciplinary differences in the relative rates of success of holders of qualifications other than A level required consideration at departmental or programme level. More generally, the trend of prospective students having a more diverse range of qualifications was likely to increase with the Government's planned introduction of 'T-levels'. It was pleasing to note the strong working relationship had been developed through the project between departments and local schools and colleges which should be fostered and used as the basis for further activity to increase access and participation.
- 9.2 Points raised in the subsequent discussion included:
- The relative success rates of high achieving BTEC and A level students at undergraduate level and the implications for programme design and student support.
  - The impact of decisions taken by schools and colleges about the pathways available to pupils and wider WP implications.

## **10. Round table**

- (a) New research centre: Following further consultation, the new Engineering Research Centre had been named Integrated Civil and Infrastructure Research Centre (iCAIR).
- (b) Closed Minute.

- (c) Head of Department: CW reported on the appointment of a new HoD of Journalism.
- (d) New research Fellows: Further grant funding had been awarded to the Faculties of Social Sciences and Arts & Humanities for research into post-conflict governance in Colombia, building on the fellowship. It was pleasing to note that the Research Fellows in question had originally been funded through a significant legacy gift which had facilitated this further success.
- (e) Jessop West: SF provided an update on estates-related issues, which were being addressed through EFM.
- (f) Benchmark statistics: It was suggested that the successful benchmark statistics piloted by the Faculty of Engineering should be extended to all Faculties.  
**Action:** RS to confirm which service should provide the data.
- (g) Students' Union: The signing of the relationship agreement between the University and the Students' Union had been deferred until the appointment of a new President & Vice-Chancellor.
- (h) AMRC Council Task and Finish Group: The first meeting of the Group had taken place.
- (i) Financial Project: HJD provided an update on planned communications and Open Door sessions.
- (j) University Superannuation Scheme (USS): HJD provided an update on developments, including a further covenant review by PwC on behalf of the USS Trustees.
- (k) UEB objectives: The timeline for UEB members' objective setting had been brought forward to June.