



The  
University  
Of  
Sheffield.

Office  
Of The  
President &  
Vice-Chancellor.

UEB/2018/2407/03

## Minutes University Executive Board

**Date:** 18 June 2018

**Present:** Professor G Valentine (GV) (Chair)  
Professor J Derrick (JD), Professor M J Hounslow (MJH), Professor Dame P Shaw (PS), Dr T Strike (TS), Mr R Sykes (RS), Professor C Watkins (CW)

**In attendance:** Dr Rhiannon Birch (RB) (items 1 & 2), Mr Keith Lilley (KL) (item 3)

**Apologies:** Professor Sir K Burnett (KB), Mr A Dodman (AD), Mrs H J Dingle (HJD), Professor S Fitzmaurice (SF), Professor D Petley (DP), Professor W Morgan (WM)

**Secretary:** Mr M Borland (MB), Mr N Button (NB)

### 1. Planning Round 2017/18: planning outcomes

(UEB/2018/1806/01)

(Dr Rhiannon Birch in attendance for this item)

- 1.1 UEB considered a paper which proposed a UEB Action Plan of the collective actions identified by UEB during the course of its planning discussions.
- 1.2 During discussion, it was noted that the information contained in the Planning Outcomes did not always capture the full richness of Faculty activity and that not all FDOs led on student recruitment activity for their faculty.
- 1.3 UEB approved:
  - The Faculty and Professional Services narratives and outcomes from the DVC-led meetings for action in 2018/19.
  - The Action Plan for 2018/19.

The Action Plan would be reported to Council at its meeting in July 2018.

### 2. Overview of the proposed Planning Process for 2018/19

(UEB/2018/1806/02)

(Dr Rhiannon Birch in attendance for this item)

- 2.1 UEB considered the proposed Planning Process for 2018/19. Attention was drawn to the consistent themes which emerged from the feedback regarding the changes implemented in 2017/18, including the desire for a wider and more consistent scope with greater consistency between Faculties, and more closely aligned consideration of income and expenditure. This had led to some changes in the proposed Faculty-led part of the Planning Round to draw on best practice identified in feedback sessions.

- 2.2 During discussion, it was suggested that the proposed two away-days for each faculty could be too prescriptive for some Faculties and greater flexibility regarding the type of meeting would be beneficial. The timing of the final Faculty meeting in May would need to align with the relevant UEB meeting.
- 2.3 UEB recommended the following:
- (a) “Faculty away-days” would be changed to a “dedicated block of time” to ensure flexibility as to the nature of the meetings. A consistent meeting structure and attendance to be agreed with DAS and FDOs
  - (b) The timing of the second “dedicated block of time” need not be in May but would need to be after the relevant meeting of UEB.
  - (c) FVPs would join the Professional Services Deputy Vice-Chancellor led meetings in March.

### **3. Principles for addressing conflicting faculty estates plans**

(UEB/2018/1806/03)

(Mr Keith Lilley in attendance for this item)

- 3.1 UEB received a presentation on conflicting faculty estates plans, including two options to provide the necessary space for the expansion of Computer Science and SCHaRR. The two options had been evaluated under a range of metrics and the metrics suggested that Computer Science be entirely housed within Regents Court with SCHaRR in the remainder of Regents Court, 9 Mappin Street and ICOSS. This option would provide a higher net income increase and ensure space efficiency.
- 3.2 During discussion the following comments were made:
- The differences in types of research conducted by Computer Science and SCHaRR meant that qualitative as well as quantitative metrics should be taken into account when addressing conflicting faculty estates plans, including research contribution, relevance to academic strategy, and contribution to University priorities.
  - The research conducted by SCHaRR made measuring income per metre-squared an imperfect metric.
  - Computer Science were very strong performers in the University’s most recent Research Excellence Framework Submission and were anticipating a high entry tariff in the next academic year.
  - The proposed change would bring benefits to both Computer Science and SCHaRR.
  - The preferred option would allow a phased change and would therefore minimise any potential disruption.
- 3.3 UEB recommended to the President & Vice-Chancellor that:
- (a) Computer Science should be entirely housed within Regents Court with SCHaRR in the remainder of Regents Court, 9 Mappin Street and ICOSS.
  - (b) Principles for addressing conflicting faculty estates plans be drawn up by the Director Estates & Facilities Management to include qualitative as well as quantitative considerations, with input from the Vice-President Education and the Vice-President Research and Innovation, and be brought back to UEB.
  - (c) The Director of Estates and Facilities Management would meet with SCHaRR to communicate the benefits to the School.

#### **4. Report of the Senate Effectiveness Review**

(UEB/2018/1806/04)

- 4.1 UEB considered the Senate Effectiveness Review report. Attention was drawn to the proposal to Senate of the formation of a new Senate Academic Assurance Committee, the intention for further work to be carried out on the size and composition of the Senate and the current round of nominations for election to the Senate and its implication for the size of the body.
- 4.2 During discussion the following points were made:
- The Senate Academic Assurance Committee would perform the function of a scrutiny committee and there would be clear guidelines as to its powers.
  - Greater clarity regarding the size and composition of the proposed Senate Academic Assurance Committee would be beneficial.
  - It was desirable for some Professional Services posts to have an ex-officio place on Senate.
  - Elected members representing Professional Services staff had a valuable contribution to make to Senate discussions.
  - The University had a comparatively large Senate which had implications for how it could operate.
  - There was currently an imbalance between Departments' and Faculties' representation on Senate and the possibility of creating smaller constituencies within the elected members section could potentially address this concern.
- 4.3 UEB recommended: The UEB discussion detailed in section 4.2 would be communicated to the Senate Effectiveness Review to assist and inform their future work.

#### **5. Report of the Risk Review Group (meeting held on 31 May 2018)**

(UEB/2018/1806/05)

- 5.1 UEB considered the report which included updates: to the Corporate Risk Register; to the risk management policy; from Professional Services; from the Faculty of Engineering; from the AMRC; from the Faculty of Science. A first draft of a risk register listing the on-going registration conditions of the OfS Operating Framework was also included. Attention was drawn to Council's request for UEB to provide a view regarding risks with a high likelihood and high impact residual rating and whether the level of risk was accepted or whether further mitigating actions would be sought.
- 5.2 The calibration of the three risks that had red residual ratings was discussed, specifically in relation to risk 2 and risk 3 as a qualitative judgement was required.
- 5.3 UEB agreed:
- To recommend to the President & Vice-Chancellor a recommendation to Council that the residual ratings for risks 2, 3 and 9 would remain as red without further actions being sought.
  - The next Risk Review Group meeting consider the residual ratings for risks 2, 3 and 9.
  - The format of the risk register listing the on-going registration conditions of the OfS Operating Framework should be consistent with the Corporate Risk Register, for example by showing risk sponsors and control owners.
- 5.4 The Report would go to Council on 9 July 2018.

## 6 Round Table

- (a) Audit: RS updated on a UK Visas & Immigration (UKVI) Audit of the University.
- (b) Staffing:
  - i) JD updated on an appointment in the Faculty of Science.
  - ii) PS updated on staffing changes in the Faculty of Medicine, Dentistry and Health.
  - iii) MH updated on a staffing change in the Faculty of Engineering.
- (c) Council members: GV reported that members of UEB would be paired with a lay member of Council, with the pairings rotating each year to enable Council members to gain a deeper understanding of different parts of the University.
- (d) Awayday: GV reported that the UEB Awayday would take place on 10 July at Kenwood Hall Hotel.
- (e) UEB meetings: PAs to members of UEB would be contacted regarding UEB meetings in August and members were asked to ensure PAs were kept up to date with any leave arrangements.
- (f) SITraN: PS reported that SITraN was the nominated charity for the 2018 Golden Globe solo yacht race.