



The
University
Of
Sheffield.

Office UEB/2019/2409/01
Of
The President &
Vice-Chancellor.

Minutes University Executive Board

Date: 10 September 2019

Present: Professor K Lamberts (KL) (in the Chair),
Mrs H J Dingle (HJD), Professor C Newman (CN), Professor D Petley (DP),
Mr R Sykes (RS), Professor G Valentine (GV), Professor C Watkins (CW)

In attendance: Dr Edward Smith (ES); Mr R Gower (RG) (item 4)

Apologies: Professor J Derrick (JD), Professor S Fitzmaurice (SF), Professor M J
Hounslow (MJH), Dr T Strike (TS), Professor W Morgan (WM)

Minute Secretary: Mr Nick Button (NB)

1. Minutes of UEB held on 23 July 2019

1.1 The Minutes were approved as an accurate record.

2. Notes of UEB held on 13 August 2019

2.1 The Notes were approved as an accurate record, subject to an amendment on the record of attendance.

3. Undergraduate Inclusive Tuition Fees and Additional Costs

3.1 UEB considered a paper on undergraduate inclusive tuition fees proposing that it (i) reconfirm the inclusive tuition fees principle for undergraduate students that was agreed in 2011, and (ii) revise the inclusive tuition fees guidance to more accurately reflect the exemptions routinely used by Departments. Attention was drawn to the fact that such actions were necessary to bring the University into full compliance with the information required for the Unistats return, which had been revised for 2019.

3.2 During discussion, UEB noted the following:

- There were no significant cost implications to the changes proposed.
- The more specific articulation of examples was a helpful development.

3.3 UEB agreed the proposals.

4. Personal Relationships Policy and Conflicts of Interest Guidance

(Mr R Gower in attendance for this item)

4.1 UEB considered a proposal to update the Personal Relationships Policy and Conflicts of Interest Guidance in order to strengthen the University's position on relationships at work and ensure that guidance was clear in response to growing public interest and an increase in disciplinary cases.

4.2 During discussion, UEB noted the following:

- The guidance on PhD student-supervisor relationships should take account of the fact that some of these relationships developed after the student had begun their PhD.
 - The advice regarding staff-student relationships could be seen as too broad and including relationships without any conflict of interest or impropriety. The language should be amended to take account of that.
 - There should be clear mechanisms by which members of staff could discuss cases where it was unclear whether a personal relationship had conflict of interest issues.
 - The guidance should be clear that a relationship between any member of staff and a student under 18 years old would be considered a breach of trust.
 - The issue should be owned locally by Heads of Department.
- 4.3 UEB agreed the proposals subject to the amendments suggested. It was agreed that any significant issues arising from discussions with the Trade Unions would be brought back to UEB.

5. Elevate: Progress Update

5.1 UEB noted the progress made on the Elevate offer.

6. Round Table

- (a) REF: DP informed UEB that he was currently in the process of writing the Environment Statement for the University's REF submission which had a positive story to tell about the work the University was doing.
- (b) ERC Starter Grant: CW informed UEB that Dr Michele Lancione from the Urban Institute had been awarded an ERC Starter Grant.
- (c) Education Secretary: KL informed UEB that the Secretary of State for Education, Gavin Williamson MP, had recently visited the AMRC and left with a very positive impression of the work of the AMRC.
- (d) Pay and pensions: KL noted that the ballots for industrial action relating to pay and pensions issues had opened.