



The
University
Of
Sheffield.

Office UEB/2019/0810/01
Of
The President &
Vice-Chancellor.

Minutes University Executive Board

- Date:** 24 September 2019
- Present:** Professor K Lamberts (KL) (in the Chair),
Professor J Derrick (JD), Professor S Fitzmaurice (SF),
Professor M J Hounslow (MJH), Professor C Newman (CN),
Professor D Petley (DP), Dr T Strike (TS), Mr R Sykes (RS),
Professor G Valentine (GV), Professor M Vincent (MV),
Professor C Watkins (CW)
- In attendance:** Mr A Storer (AS) (item 2); Mrs V E Jackson (VEJ) (item 3); Mrs T Wray (TW)
and Mrs L Wilson (LW) (item 4); Ms D McClean (DM) (item 5); Mr R Gower
(RG) (items 5-7);
- Apologies:** Mrs H J Dingle (HJD), Professor W Morgan (WM)
- Secretary:** Mr D T Swinn (DTS)

1. Minutes of UEB held on 10 September 2019

1.1 The Minutes were approved as an accurate record.

2. Closed Minute and Paper

3. Closed Minute and Paper)

4. Upcoming Vision Consultation - presentation

(TW and LW in attendance for this item)

4.1 UEB received a presentation on the development of the institutional vision. A Vision Steering Group had been convened and was meeting regularly alongside the publication of a Vision Green Paper to the wider University community, who had been invited to provide feedback and comment. A series of Town Hall events had been arranged to engage staff on each of the key themes and strategic priorities, Chaired by the appropriate UEB member. A dedicated student engagement event, 'Ask Your University', would take place on 2 November. UEB noted the proposed activities and intended outcomes from the Town Hall sessions. It was also recognised that the University's senior leaderships needed to be visible in enabling meaningful staff discussions, within the parameters of the Green Paper, supported by senior colleagues and subject experts who would facilitate table discussions at the Town Hall events.

4.2 Actions:

- (a) The 'Pledge' task would be refined to encourage a sense of collegiality and personal ownership and responsibility in support of institutional objectives.

- (b) Individual UEB members would receive a briefing in advance of the sessions they were to lead.

5. Funder disclosures for misconduct allegations

(RG and DM in attendance for this item)

- 5.1 UEB received and noted an update on the requirements of research funders for institutions to disclose accusations of bullying, harassment and misconduct. UEB further considered a proposed institutional approach to funder disclosures and related staff communications. It was noted that there were concerns over requests for retrospective disclosures, i.e. relating to existing and new grants, which had been raised with a number of funders.

Clarification was provided over the University's statutory duties with respect to data protection, which appeared to conflict with the disclosure requirements from funders. It was suggested that the sector required a collective approach to mitigate both to ensure compliance with legal obligations and mitigate any risks to research funding.

5.2 Actions:

- (a) The University would write to the Russell Group to seek collective agreement on how to proceed and UEB would receive a further update in due course.
- (b) In the meantime, individual cases would be considered in advance of an agreed institutional policy, the implementation of which would need to involve Heads of Department and Faculty Vice-Presidents.

6. Professional Services Pathways Project Proposals

(RG in attendance for this item)

- 6.1 UEB considered proposals for the development of a Professional Services Pathway project to support the realisation of individual and team potential and the achievement of departmental and institutional ambition. The intention was to establish clear progression and development routes for professional staff, analogous to Academic Career Pathways.
- 6.2 Having noted that the practicalities of specific projects would require further detailed thought, UEB endorsed the proposals as a positive development. It was suggested that the pathways be developed to maximise flexibility for non-specialist roles.

6.3 Actions:

- (a) One of the two FDOs on the Project Board should be from a non-academic background.
- (b) UEB would receive a further detailed update in due course.

7. Family Leave Policies

(RG in attendance for this item)

- 7.1 UEB received and noted an update on the outcome of a review of the University's family's leave policies and a benchmarking exercise to establish the University as a leading employer in this area. Members noted the number of changes made to date and considered proposed additional changes to family leave entitlement.
- 7.2 UEB approved a number of specific proposals, subject to the development of detailed guidance for each of them, as follows, and further thought over the timing of implementation:
 - (a) Clarification that time off for antenatal appointments is with pay.

- (b) Introduction of time off for IVF treatment.
- (c) Extending the right to request flexible working to all staff.
- (d) Introduction of new guidance and a time limit of one year for informal flexible working arrangements.

**8. Report of the Brexit Co-ordination Group
(Meeting held on 16 September)**

- 8.1 UEB received and noted an update from the recent meeting of the Brexit Co-Ordination Group and revisions to the University's No Deal Brexit Risk Register. It was reported that UUK had subsequently published a checklist which would be a useful additional reference point.
- 8.2 UEB agreed extend the University underwrite of the financial cost of inbound Erasmus+ students for semester two of 2019-20, having previously agreed to this for semester one. It remained unclear whether the UK Government underwrite would apply to incoming non-UK EU students studying in Sheffield.
- 8.3 **Action:** Student Recruitment and Admissions needed to contribute to planned communications with students and applicants and Student Support Services needed to be involved in discussions about student hardship provision.

9. Closed Minute and Paper

10. Closed Minute and Paper

11. Round Table

- (a) Office for Students: RS and TS provided an update on recent interactions with HESA and OfS, and next steps.
- (b) Nigeria Prize for Science: MJH congratulated Professor Meihong Wang and Dr Mathew Aneke, (Chemical and Biological Engineering) had won the Nigeria Prize for Science, sponsored by Nigerian Liquid Natural Gas, valued at \$100,000 for their work on reducing environmental impact.