



**The
University
Of
Sheffield.**

Office UEB/2019/0312/01
Of
The President &
Vice-Chancellor.

Minutes University Executive Board

Date: 8 October 2019

Present: Professor K Lamberts (KL) (in the Chair),
Professor S Fitzmaurice (SF), Professor M J Hounslow (MJH), Professor W
Morgan (WM), Professor C Newman (CN), Professor D Petley (DP), Mr R
Sykes (RS), Professor G Valentine (GV), Professor C Watkins (CW)

In attendance: Dr T Strike (TS); Dr R Birch (RHB) (Item 2), Dr M Butler (MB) and Mrs D
Stevenson (DS) (Item 3), Mr A Carlile (AC) (Item 6); Dr S Want (SW) and Mr
C Baker (CB) (Item 7); Mr C Sirett (CS) (Item 9)

Apologies: Professor J Derrick (JD), Mrs H J Dingle (HJD)

Secretary: Mr N Button (NB), Dr E Smith (ES)

1. Minutes of UEB held on 24 September 2019

1.1 The Minutes were approved as an accurate record.

2. Closed Minute and Paper

3. Closed Minute and Paper

4. Information Management and Security

- 4.1 UEB considered a proposal to update the leadership and governance of information management and security at TUoS. Changes in the information management landscape meant there were now gaps between IT systems and statutory compliance, such as in governance of corporate systems, which necessitated the agreement of a new approach.
- 4.2 The proposal put forward four recommendations to address these gaps in the accountability set:
1. The formation of a new UEB Information Management and Security Group (IMSG) to replace Information Management Group (IMG), to be chaired by the Provost & Deputy Vice-Chancellor
 2. The creation of three Sub-Groups to sit under IMSG: (i) an Information Security Group (chaired by the Executive Director of Corporate Services); (ii) an Information Governance Group (chaired by the University Secretary); and (iii) a Data Assurance Group (chaired by the Executive Director of Academic Services).
 3. The placement of responsibility for information security with the Executive Director of Corporate Services, as Senior Information Risk Owner (SIRO);

4. The creation of a new Chief Information and Security Officer (CISO) function, reporting to the Executive Director of Corporate Services.
- 4.3 UEB discussed the following:
- Sub-Groups: Although the Sub-Groups which would report to the newly-constituted IMMSG build on areas of work which are already in existence, their formalisation requires an additional allocation of human resource and could cause confusion in the governance structure;
 - Creation of CISO: There was existing practice within the HE landscape of institutions sharing a CISO, and the potential for the University to adopt this approach should be investigated.
- 4.4 UEB agreed Recommendation 1 and Recommendation 4; with the intention of exploring models for sharing a CISO with other institutions. It agreed to remove Recommendation 2, and assign the responsibility for governing the areas that would have been covered by the Sub-Groups to IMMSG or appointed Leads.

5. Report of the Estates and Capital Sub-Group

(Meeting held on 11 September 2019)

- 5.1 UEB received the report and endorsed ECSG's approval of two BID Assessment Forms from CRAG: (i) the BID Assessment Form for the Sustainable Transport Fuels Research & Innovation Centre, and (ii) the BID Assessment Form for AMRC Lightweighting Capital SIPP Funding. It also noted (i) the recommended approach to maximise capital receipts from the disposal of residential properties on Ruth Square, Dorset Street, Broomspring Lane, and Glossop Road, and (iii) the write-off of £714k of abortive costs associated with the Psychology new building, which would be included in the financial results for 2018/19.
- 5.2 UEB was asked to approve the purchase of a property on Atlas Way to create a Logistics Centre and the request for funding for a discovery phase for the Technology Enabled Strategy (which had also been considered by IT Sub-Group).
- 5.4 UEB approved the request for funding for both proposals.

6. Student Lifecycle Project – Progress Update

(AC in attendance for this item)

- 6.1 UEB received a progress update on the Student Lifecycle Project, which set out (i) the status of the project, (ii) its primary risks, and (iii) the plan to completion over the next 12 months, including key dates leading up to the currently scheduled end date of October 2020. Attention was drawn to the following:
- 70% of the scope agreed the outset of the SLP would be realised within its timeframe.
 - The University's contractual position with the supplier (SITS/Tribal) was strong.
 - Most of the SLP's budget had been allocated, with approximately half of the contingency assigned to address residual risks.
 - The principal risks relating to the SLP were: (i) the pressing need to replace the current student system; (ii) the need for action for people and business readiness for the new system; and (iii) the migration of data from the current to the new

system and the associated need to assure its quality after the migration had taken place.

6.2 During discussion, UEB noted the following:

- The HESA data return will be based on data held in CIS in 2019/20; the first year in which SITS will be used to provide the data return is 2020/21.
- The work on the Data Futures project would continue beyond the lifecycle of the SLP.
- There were communication and training needs associated with the final phase of the project, given the challenge of implementing a single approach to systems-based processes across diverse Faculties.

6.3 UEB noted the progress report and the three end of project options. UEB also noted its thanks to the project team for their successful work despite a challenging external environment.

6.4 **Actions:**

- (a) To identify barriers to Department/School compliance with system-based processes and share them with Faculty Directors of Operations.
- (b) The three end of project options should be brought back to UEB for consideration in Spring 2020.

7. KEF and KE Support Framework Update

(SW in attendance for this item)

7.1 UEB received an update on the KEF and KE Support Framework. Following the decision in July 2019 to establish an institution-wide KE support system (The Knowledge Exchange), the paper proposed two actions to prepare for its intended launch in September 2020.

7.2 During discussion, it was noted that the use of 'exchange' to define both the framework and the strategy was a potential source of confusion.

7.3 UEB approved the actions proposed.

8. Code of Ethics

8.1 UEB considered the Code, which had undergone its annual review. It was noted that a Code of Ethics was a requirement set out in the Committee of University Chairs (CUC). Clarification was provided that none of the recommendations made would involve substantial changes, and instead focus on improvements in practice.

8.2 During discussion, UEB noted that during research into legacy donations, it had become apparent that Sheffield had been a prominent location for anti-slavery activity, which contrasted with the controversy that had been generated at other universities.

8.3 UEB approved the recommendations.

9. Closed Minute and Paper

10. Report of the Risk Review Group

- 10.1 UEB received the report. UEB was asked to approve (i.) the Terms of Reference, to include the Executive Director of Corporate Services and Vice-President of Research, and (ii.) the proposed 2019/20 Corporate Risks. Attention was drawn to four minor changes that had been made by the refresh of the Corporate Risks.
- 10.2 During discussion, UEB noted that the AMRC Risk Register needed updating, including the identification of opportunities and for an Information Governance Champion to be appointed for the AMRC.
- 10.3 UEB approved the items proposed.
- 10.4 **Actions:**
 - (a) The AMRC Risk Register should be updated and an Information Governance Champion appointed.

11. Report of the UEB AMRC Group Executive Board

- 11.1 UEB received and approved the report.