



The
University
Of
Sheffield.

Office UEB/2020/1401/02
Of
The President &
Vice-Chancellor.

Minutes

University Executive Board

- Date:** 19 November 2019
- Present:** Professor G Valentine (GV) (in the Chair)
Professor J Derrick (JD), Mrs H J Dingle (HJD), 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 C Watkins (CW)
- In attendance:** Dr T Strike (TS), Mrs Deborah McClean (DM) (item 4), Mr Ian Wright (IW) (item 5), Ms Tracy Wray (TW) (items 6 & 7), Ms Gayle McKeachie (item 6), Mr Tom Flemming (TF) (item 7)
- Apologies:** Professor K Lamberts (KL)
- Secretary:** Ms K Sullivan (KS), Mr N Button (NB)

1. Minutes of UEB held on 22 October

- 1.1 The minutes were approved as an accurate record.

2. Minutes of UEB held on 29 October

- 2.1 The minutes were approved as an accurate record. An update was given on progress to finalise the University's Annual Report and financial statements and the challenge of achieving external timeframes that would necessitate an earlier start in the Annual Report process.

3. Minutes of UEB held on 5 November

- 3.1 The minutes were approved as an accurate record.

4. Closed Minute and Paper

5. Closed Minute

6. MBA and MSc Apprenticeships Update and Proposals

(Ms Tracy Wray & Ms Gayle McKeachie in attendance for this item)

- 6.1 UEB received an update on the most recent Senior Leadership Apprenticeship at MBA and MSc levels including the proposed timescales for future cohorts. UEB noted that both the MBA and MSc programmes had impact and return on investment at the core of the programme design and delivery. There had been a good level of interest in enrolment but feedback suggested that the expected time commitment was a barrier for

some people and further thought was being given to this. It was also reported that directors had expressed concern about the self-nomination process. UEB considered questions that might arise should the Government change its position on apprenticeship levy funding.

- 6.2 UEB agreed to recommend to the President & Vice-Chancellor that the outlined nominations timescales for the Senior Leadership Apprenticeship (at both MBA and MSc level) should be pursued as part of the University's commitment to developing leadership and management capacity. UEB also recommended that the MBA and MSc apprenticeships, delivered by the University's Management School, should run on an ongoing basis each academic year (the MBA starting in the September, the MSc starting in the January), subject to demand, the ongoing provision of the apprenticeship levy and a review of the return on investment and benefit to the University.

6.3 **Actions:**

- (a) In light of feedback from directors and staff, further thought would be given to the nomination process and barriers for staff.
- (b) A paper would be prepared for UEB in the first quarter of 2020 to outline the return on investment and impact measures for the MBA programme. This paper would also detail plans for how similar measures for the MSc programme will be captured.

7. Report of UEB Health & Safety Committee

(Meeting held on 23 October 2019)

(TW and TF in attendance for this item)

- 7.1 UEB received and noted the Report, including a number of changes to the membership of the H&S Committee. UEB were updated on a number of H&S related incidents in the time period captured by the Report:
- 7.2 Fire in the Nanoscience and Technology Building
- The fire, believed to have resulted from a human error, had started in a fuming cabinet and had caused significant damage to specialist equipment.
 - UEB noted a learning point around the clarity of documented processes and the need to highlight critical steps.
 - There was a further learning point around the understanding of relevant teams about appropriate control of the incident site following such an event.
 - UEB stressed the importance of learning from the incident being shared across the University; The H&S Committee would consider this further once the issues were fully understood.
- 7.3 Flood at Beighton Site (Mechanical Engineering)
- Heavy rain had caused water levels to reach 1.3mtrs at the site. The flooding had been exacerbated by the opening of sluice gates to protect Beighton village.
 - There had been a similar flood at the site 7 years ago and the risk of flooding in the future was considered to be high. There was also a risk around ability to get appropriate insurance. UEB acknowledged the need to consider the relocation of Mechanical Engineering as part of wider plans.
- 7.4 Fire in Student Accommodation Block in Bolton
- It was clarified that the University had assessed and reported on the fire safety of student accommodation following the fire at Grenfell Tower, including accommodation owned by key partners.

- UEB considered the recent Government request to report on fire safety compliance for all building used by students. There was potential risk in respect of student accommodation the University did not manage / own and there needed to be greater transparency around this, for example, on the University website.

Actions:

- (a) UEB approved the updated H&S Committee Terms of Reference and membership.
- (b) Learning from incidents to be shared across the university.
- (c) Feedback to the Government, through the Russell Group, the need for greater regulation of non-university owned student accommodation properties.
- (d) Reflect on how to improve communications (including the website) about which properties the University was responsible for and those it was not.
- (e) The University would report to the Government on properties for which it was responsible/owned. This would be reported to UEB to reflect on the level of assurance received and assessments made, including the wider issue of any duty of care owed to students in private rented accommodation.

8. Closed Minute

9. Report of UEB Strategic Advisory Group - Student Numbers & Fees

- 9.1 UEB noted the matters discussed at the Strategic Advisory Group on 7 November 2019. Attention was drawn to updates on the academic planning steer and reviews of the recruitment cycle, Portfolio Development and staged admissions processes (piloted for 2019 entry).

10. Report of UEB IT Sub-Group

- 10.1 UEB considered the matters discussed at the IT Sub-Group on 15 October 2019 and approved the updated Terms of Reference and Membership.

- 10.2 UEB noted the following:

- The CiCS Strategic Update, which set out the five-year Strategic Plan.
- The Sub Group's decision on the Business Case for the development of the Digital Prospectus.
- The current status of CiCS-led projects.
- The update on cyber security.

11. Closed Minute

12. Report of the UEB AMRC Board

- 12.1 UEB noted the report on the AMRC Group financial results for the two months to 30 September 2019. The current priorities were to take forward the recommendations of the AMRC Governance Review and complete a review of the AMRC management structure following the departure of the Executive Dean. A review of branding and visual identity was also being taken forward.

13. Round Table

- (a) FOI requests: TS informed UEB an FOI request relating to the University's relationship with China. Once the relevant information had been collated, the University would issue an appropriate response.

- (b) Student Lifecycle Project: RS updated UEB on work to mitigate risks to the accuracy of the academic planner relating to the transition period / data transfer from the CIS to the new SITS. Planning and Insight IPE were working towards a solution. All relevant departments were being kept up to date.