



The  
University  
Of  
Sheffield.

Office UEB/2020/1401/04  
Of  
The President &  
Vice-Chancellor.

## **Minutes University Executive Board**

**Date:** 3 December 2019

**Present:** Professor K Lamberts (KL) (in the Chair),  
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 G Valentine (GV),  
Professor C Watkins (CW)

**In attendance:** Dr T Strike (TS); Dr Sarah Want (SW) (item 5); Mrs Yasmin Knight (YK)  
(item 5); Ms Pamela Barrett (PB) (item 6); Mrs Louise McCarthy (item 6);  
Ms Susan Bridgeford (SB) (item 7)

**Apologies:** Professor J Derrick (JD)

**Secretary:** Mr N Button (NB)

### **1. Minutes of UEB held on 1 October**

1.1 The minutes were approved as an accurate record.

### **2. Minutes of UEB held on 8 October**

2.1 The minutes were approved as an accurate record.

### **3. Minutes of UEB held on 15 October**

3.1 The minutes were approved as an accurate record. An update was given on an item on Semester Dates that had been considered by University Senate.

### **4. Review of Academic Workload**

4.1 UEB considered the findings and recommendations of the Review of Academic Workload. Attention was drawn to the constructive discussions with the University and College Union (UCU) that had occurred as part of the Review, the request for clear management oversight of work allocation processes from UEB and Faculty Executive Boards, the tension between research time for funded and unfunded research, the experience of other universities in this space, and the role of personal tutoring in workload allocation and its often negative impact on matters of equality.

4.2 During discussion, UEB noted the following:

- It was important to note the principle that poor performance of staff had an impact on the workload of others.

- There needed to be sufficient clarity of the impact of the rhythm of the academic year on workloads that required flexibility from staff in workload planning, e.g. during exam periods.
  - Allocations of study leave added additional challenges to workload planning.
  - The Review highlighted the need to set clear research objectives that were deliverable within the time allocated to research activities as part of the SRDS and objective-setting processes.
  - Personal tutoring had an important role on issues such as tackling the BME attainment gap but was inconsistently allocated and delivered across the University.
  - UEB also noted written comments that had been submitted by JD that incorporated many of the same themes as had been covered in the UEB discussion.
- 4.3 UEB noted the recommendations and instructed that further work should be undertaken to clarify some of the issues discussed. UEB also agreed that the work on Academic Workloads should be integrated into the broader work around the theme of One University in the draft University Strategy.

4.4 **Actions:**

- (a) Feedback would be provided to the Review Group at their next meeting in January.
- (b) There should be greater reflection in any recommendations that workloads would vary over the course of the academic year, as would the split between teaching, research, and management activities.
- (c) Additional work would be undertaken to integrate the work on Academic workloads with the broader theme of One University would be brought to a forthcoming UEB Away Day.

5. **Regional Engagement Work Program 2020-2025 – update**

(Dr Sarah Want & Mrs Yasmin Knight in attendance for this item)

- 5.1 UEB received an update on the development of the University's Regional Engagement Work Programme. Attention was drawn to the economic plan of the Local Economic Partnership (LEP) that had innovation at its heart, the University's commitment to a Civic University Agreement, and the responses to the Regional Engagement Consultation. UEB were asked where responsibility for leadership on the proposed themes should reside.
- 5.2 During discussion, UEB noted the following:
- UEB leadership was important to signal the strands of work that were the most important, but had to be mindful of capacity issues.
  - Whilst KEF was a model for measuring success in Knowledge Exchange activity, the work undertaken in this area should be driven by the University's Strategic Plan.
  - There was a tension between the local and regional activities contained in the Civic Agreement and the University's mission to expand its national and international activities alongside it.
- 5.3 UEB agreed the eight themes contained in the paper.

**Actions:**

- (a) Specific goals and measures of success for each of the themes would be developed, which could then be considered by UEB.

**6. Student Recruitment and Admissions**

(Ms Pamela Barrett and Mrs Louise McCarthy in attendance for this item)

**6.1 Student Recruitment Update**

6.1.1 UEB noted an update on student recruitment as of 15 November. Attention was drawn to the significant expansion of international applications, heavily concentrated in China, both for undergraduate and PGT. The process for staged admissions had been refined but still created additional complexity for Departments.

**6.2 EU Student Recruitment Update**

6.2.1 UEB noted an update on EU student recruitment as of 15 November. The University was currently planning future recruitment strategy on two scenarios for the fee status of EU students from 2021-22 onwards.

**7. Consultation on the Prevent Strategy**

(Ms Susan Bridgeford in attendance for this item)

7.1 UEB considered and agreed the draft response to the Consultation on the Prevent Strategy. The University's response focused specifically on the second objective about identifying and supporting people vulnerable to radicalisation. The University had been focusing on key issues of raising awareness, managing risk, and external speakers.

**Actions:**

- 7.2 (a) The response should be amended slightly to clarify the University's concern about the differential treatment of certain groups within the Prevent strategy despite its in-principle focus on all forms of potential radicalisation.

**8. Closed Minute and Paper**

**9. Round Table**

- (a) Hong Kong Baptist University: TS and WM informed UEB of the resolution of an issue involving Hong Kong Baptist University and students who were unable to attend a programme of study there due to the political situation in Hong Kong.
- (b) Hong Kong democracy motion: RS reported on advice that had been given to the Students' Union on an expected debate regarding the situation in Hong Kong and any controversy it may generate.