



1. Introduction

The University of Sheffield wishes to be an exemplar in its governance and transparency on the remuneration of its senior leaders, and is fully committed to adhering to all of the principles within the HE Senior Staff Remuneration Code. This report demonstrates this commitment by providing information on the University's existing governance and processes in relation to senior pay and demonstrating the value of its leadership roles in relation to institutional performance and the complex, global and competitive environment that they operate within.

2. University Reward Governance

Executive

The Remuneration of the **President & Vice-Chancellor and University Executive Board (UEB)** roles are determined and governed by the **Senior Remuneration Committee (SRC)**, and therefore are in scope of the principles within the HE Senior Staff Remuneration Code.

Current UEB Membership: <https://www.sheffield.ac.uk/ueb>

The SRC is made up of independent lay members of Council, chaired by the Chair of Council. The Chair is rotated to another lay member when any decision on the remuneration of the President & Vice-Chancellor is made to further ensure independency of decision making. The lay members of SRC bring a wealth and breadth of remuneration expertise from different sectors. The Secretary of SRC is filled by a member of the University's Human Resources Department Executive, with the University's Head of Reward in attendance. This not only ensures that the SRC have professional reward expert input, but also provides a link with the University's other reward governance structures and processes.

The SRC meet four times a year. The minutes of its meetings are published and reported to Council. The current SRC membership and terms of reference, minutes of its meetings and dates of future meetings are available on the University's governance web pages:

<https://www.sheffield.ac.uk/govern/committees/senior-remuneration>

Senior Staff (Professorial & Professorial Equivalent)

The pay of all other senior staff (Professorial and Professorial Equivalent level) who sit above the national pay framework and pay spine, are determined and governed by the **University Reward & Recognition Panel (URRP)** which is currently chaired by the Provost & Deputy Vice-Chancellor. The URRP meets annually to review and determine pay recommendations put forward by Faculty and Professional Services Departments for senior staff.

The SRC are consulted on any remuneration decisions relating to specific senior roles (as determined by the Committee) and any salary recommendations which exceed £150,000. The remuneration of any employees earning more than £100,000 are also reported to the SRC on an annual basis. This link with SRC and URRP ensures consistency and internal relativities are taken into account when reward decisions are made across the governance structure.

University Reward & Recognition Panel - Membership and Terms of Reference:

<https://www.sheffield.ac.uk/hr/thedeal/panel>

Professorial and Professorial Equivalent Pay Review:

<https://www.sheffield.ac.uk/hr/thedeal/arr>

University Staff (Grade 1 to 9)

The pay of all other University roles is governed by the national and University's local framework agreement. Pay decisions within this framework are delegated to Vice-Presidents & Head of Faculty or Professional Services Leadership Group Directors. Pay decisions and position are reported annually to the URRP so that the URRP can have final authorisation on these pay decisions and therefore maintain an oversight of remuneration and consistency of decision making across the University.

3. Gender Equality, Diversity and Inclusion

The University is committed to rewarding its staff fairly and continually measures the impact of its reward schemes and takes positive action to improve and promote gender equality. The Senior Remuneration Committee and the University Reward & Recognition Panel (URRP) are both responsible for the assessment and monitoring of gender equality in relation to the remuneration decisions they make. The URRP also monitors gender pay implications of pay decisions at all levels across the whole University. The University undertakes an equal pay review every three years, it also measures and publishes its gender pay and bonus gap annually, with an action plan in place to reduce its gender pay gap and ensure there is appropriate career opportunities and development for its female staff.

Further information can be found on the University's Equality, Diversity and Inclusion webpages:

<https://www.sheffield.ac.uk/hr/equality>

4. Policy and Approach to Executive Remuneration

Overview

The University aims to attract, engage and grow the best talent to its senior leadership positions. As part of its strategy to achieve this, the University offers a total remuneration package to members of its University Executive Board (UEB) which is competitive and is linked to their contribution to the University's success. Their reward package will reflect the challenge and critical nature of the University's Executive roles in leading the University to achieve its vision to be world leading in learning, teaching, and research excellence.

Setting and Reviewing Base Salary

The base salary of the University's Executive Board (UEB) roles, including the role of President & Vice-Chancellor are determined by the SRC, using a combination of job evaluation using Hay Job Evaluation Methodology and external benchmarking data.

- Hay Job Evaluation Methodology assesses the size of a role based on a number of components. These include complexity, impact, accountability, decision-making authority and the knowledge skills, credibility and experience required to deliver the role effectively. All UEB roles have been

independently evaluated using Hay evaluation by Korn Ferry Hay Group. Hay job evaluation methodology is used for all roles across the University.

- External benchmarking data enables the SRC to ensure that executive remuneration is both competitive and balanced in relation to the external market and the size of the role and University. This is essential to enable the University to attract and retain talent. External benchmarking data with comparator organisations from both within the sector and outside of the sector is provided to SRC from a number of sources. These include the UCEA Senior Remuneration Survey, the Russell Group Reward Survey, the CUC Survey of Vice-Chancellors Remuneration and industry benchmarking (mainly used for Professorial Equivalent Executive roles) from a number of sources including Korn Ferry Hay Group.

In addition, the SRC will take into account the reputation and academic/professional credibility required for the role, and will consider the current experience, skills and profile of the individual when agreeing a salary within the determined salary range of the role.

For Professorial Executive roles an additional, non-consolidated, pensionable allowance is payable to recognise the leadership role being undertaken for the duration of its term. Professorial Equivalent roles on the University Executive do not attract an additional allowance in recognition of their leadership role, instead this is reflected in basic salary.

Executive members do not have a contractual requirement for an annual cost of living related uplift, but the Committee may review annually whether such an uplift should apply, in particular, with consideration to any nationally agreed increase applied annually to all other staff.

Performance-Related Pay and Institutional Performance

The performance of all UEB members is assessed formally by the SRC at the end of each academic year by assessing delivery against objectives agreed by SRC at the start of that year. UEB objectives are split into 'core' and 'stretch' objectives. Core objectives normally include standard, expected delivery with successful achievement reflecting good performance in the role. Stretch objectives are normally areas of significant challenge and/or major activity or project delivery that have a significant impact on the institution. Objectives will be linked to University's strategic plan. UEB members will normally be set common core objectives where collective delivery of a University-wide issue or objective is required.

Successful achievement against stretch objectives normally reflects exceptional performance in the role and may be used to inform a bonus in line with the University's Executive Bonus Scheme. Bonus payments are non-consolidated payments which are separate from base pay. The SRC take into account overall institutional performance, gender equality and the potential impact on the University's gender bonus gap, when assessing and agreeing any bonus. Bonus will not be paid where objectives have not been met and non-achievement of objectives will be taken seriously by the SRC with further consequences likely.

Benefits

UEB members have the same eligibility and access to pension scheme membership and other benefits, as all University staff. In addition, UEB have the option to take-up private medical insurance as part of their package. The addition of private medical insurance ensures that the University's executive remuneration package is competitive within the market and provides

security for the University in ensuring that its key senior leadership roles have access to immediate medical assistance, should they need it.

External Activities

It is important for the University that the President & Vice-Chancellor and, occasionally, other University Executive Board (UEB) members represent themselves and the University, on various bodies/boards to carry out external responsibilities e.g. non-executive director roles. Such roles can have mutual benefit for the University, the UEB member and the external organisation.

If the President & Vice-Chancellor wishes to take up other engagements or appointments outside the University, they must discuss this with the Chair of Council and obtain their written permission in advance of doing so. Other University Executive Board members must seek consent in writing from the President & Vice-Chancellor. This approval process ensures that there is no conflict of interest with University business as result of external activities undertaken.

5. Severance

Any severance payments for the University Executive Members will be determined by the Senior Remuneration Committee, and will be fair, reasonable and justifiable, in line with the principles of the HE Senior Staff Remuneration Code. Details of any severance payments to Executive Board Members will be published in the Annual Reward Statement.

6. Business-Related Expenses

The University has a single set of rules for any of its employees who incur expenses for University business purposes, the 'University's Travel and Business Expenses Regulations'. The University will pay reasonable, authorised travel and business expenses that comply with these Regulations where the expenses are incurred by staff wholly, exclusively and necessarily in the performance of their duties of employment and qualify as 'Allowable Expenses' under these Regulations. All University Executive Board (UEB) members must abide by these regulations:

<https://www.sheffield.ac.uk/finance/regulations/appendices>

In order to successfully perform their duties, UEB roles may be required to undertake extensive national travel and international travel. They will also be required to host external stakeholders and events, or be invited to attend such events to represent the University. The costs incurred for the performance of these duties (some of which may relate to third parties) will be included in their individual business-related expenses. Details of the individual business related expenses of each University Executive Board member are published within the University's Annual Reward Statement.

Annex: Annual Reward Statement 2017/18

1. Executive Post-Holders

The Senior Remuneration Committee governs and determines the remuneration of the President & Vice-Chancellor and University Executive Board (UEB) roles. The post-holders of these roles in 2017/18 were:

President & Vice-Chancellor	Professor Sir Keith Burnett
Provost & Deputy Vice-Chancellor	Professor Gill Valentine
Vice-President for Research & Innovation	Professor Dave Petley
Vice-President for Education	Professor Wyn Morgan
Interim Vice-President & Head of the Faculty of Arts & Humanities	Professor Susan Fitzmaurice (Professor Dawn Hadley covering 9 November 2017 to 30 April 2018)
Vice-President & Head of the Faculty of Medicine, Dentistry & Health	Professor Dame Pamela Shaw
Vice-President & Head of the Faculty of Engineering	Professor Mike Hounslow
Interim Vice-President & Head of the Faculty of Science	Professor Nigel Clarke (until 13 November 2017) Professor John Derrick (from 14 November 2017)
Interim Vice-President & Head of the Faculty of Social Sciences	Professor Craig Watkins
Chief Financial Officer	Helen Dingle
Chief Operating Officer	Andrew Dodman
Director of Academic Services (from 2018)	Rob Sykes

2. Executive Reward Policy

The University's Executive Reward Policy which applies to all UEB roles can be found on the Senior Remuneration Committee pages: <https://www.sheffield.ac.uk/govern/committees/senior-remuneration>

3. The Remuneration of the President & Vice-Chancellor

The remuneration package and accompanying explanation of the President & Vice-Chancellor's (Professor Sir Keith Burnett's) remuneration for the year ending 2017/18 is disclosed in the University's Financial Statements. This includes **pay multiples** (using the Office of Student Accounts Direction methodology) which show the relationship between his remuneration and the median salary of all other employees in 2017/18, expressed as a multiple.

The Financial Statements can be found at: <https://www.sheffield.ac.uk/finance/finstatements>

The remuneration package of the University's new President & Vice-Chancellor (Professor Koen Lamberts) has been published at: <https://www.sheffield.ac.uk/govern/committees/vc-remuneration-statement>

Comparator **pay multiples** (using the Office of Student Accounts Direction methodology) but showing the relationship between the current remuneration of the new President & Vice-

Chancellor and the median salary of all other employees in 2017/18, expressed as a multiple, show that:

- The basic salary of the new President & Vice-Chancellor (Professor Koen Lamberts) is **8.8** times greater than the median basic salary of all other employees (including externally funded salaries) in 2017/18 and **9.6** times greater than the median basic salary of all other employees (excluding externally funded salaries).
- The estimated annual total salary of the new President & Vice-Chancellor is **9.5** times greater than the median total salary of all other employees (including externally funded salaries) in 2017/18 and **10.4** times greater than the median total salary of all other employees (excluding externally funded salaries) in 2017-18.

4. External Activities and Income

In 2017/18, the President & Vice-Chancellor (Professor Sir Keith Burnett) undertook the following external activities relating to Higher Education Leadership and Education Scholarship:

Unpaid

Board of the Royal Society
President of the U.K. Science Council
Russell Group Board
Prime-Minister's Council of Science and Technology
Advisory Board of the Confucius Institutes
Sheffield City Region LEP Board
Chair of the Sheffield City Region Science and Innovation Board
Chair of White Rose Universities

Remunerated (directly from the organisation to the President & Vice-Chancellor)

Board of the Higher Education Funding Council for England (£2,100 - concluded Jan 2018)
Chair of the Nuffield Foundation (£8,000)
Board of the U.K. Atomic Energy Authority (£6,250 - until Jan 2018)
Higher Education Funding Council for Wales (£3,600)

5. Severance

No severance payments were made for any UEB member in 2017/18.

6. Business-Related Expenses

The University has a single set of rules for any of its employees (including University Executive Board Members) who incur expenses for University business purposes:

<https://www.sheffield.ac.uk/finance/regulations/appendices>

The details of business-related expenses for each member in 2017/18 can be found below.

University of Sheffield - UEB Business Related Expenses

UEB Business-Related Expenses – Overview and Summary Statement 2017/18

The University has a single set of rules for any of its employees who incur expenses for University business purposes, the 'University's Travel and Business Expenses Regulations'. The University will pay reasonable, authorised travel and business expenses that comply with these Regulations where the expenses are incurred by staff wholly, exclusively and necessarily in the performance of their duties of employment and qualify as 'Allowable Expenses' under these Regulations. All University Executive Board (UEB) members must abide by these regulations.

In order to successfully perform their duties, some UEB roles may be required to undertake extensive national travel and international travel. UEB roles will also be required to host external stakeholders and events, or be invited to attend such events to represent the University. The costs incurred for the performance of these duties (some of which may relate to third parties or are ultimately externally funded) are included in the individual business-related expenses for each UEB member, which include both purchasing card and reimbursed expenses. A summary of the business-related expenses for all UEB members and broken down by each UEB member for 2017/18 is included below.

Purchasing Card and Reimbursed Expenses - 01/08/2017 to 31/07/2018

UEB Role	UEB Member	UEB Role Related Expenses	Academic-Related Expenses	Total Spend
President and Vice-Chancellor	Professor Sir Keith Burnett	£46,952.23	£0.00	£46,952.23
Provost and Deputy Vice-Chancellor	Professor Gill Valentine	£9,219.66	£73.20	£9,292.86
Interim Vice-President and Head of Faculty of Arts and Humanities	Professor Dawn Hadley	£212.70	£700.00	£912.70
Interim Vice-President and Head of Faculty of Arts and Humanities	Professor Susan Fitzmaurice	£187.90	£2,837.09	£3,024.99
Vice-President and Head of Faculty of Medicine, Dentistry and Health	Professor Dame Pamela Shaw	£23,189.00	£0.00	£23,189.00
Vice-President and Head of Faculty of Engineering	Professor Mike Hounslow	£10,313.86	£0.00	£10,313.86
Vice-President and Head of Faculty of Science	Professor Nigel Clarke	£1,092.32	£3,077.65	£4,169.97
Vice-President and Head of Faculty of Science	Professor John Derrick	£1,838.08	£1,626.58	£3,464.66
Vice-President and Head of Faculty of Social Sciences	Professor Craig Watkins	£134.40	£3,925.39	£4,059.79
Vice-President for Research and Innovation	Professor David Petley	£24,153.31	£16,530.67	£40,683.98
Vice-President for Education	Professor Wyn Morgan	£14,577.16	£1,603.88	£16,181.04
Chief Financial Officer	Helen Dingle	£2,243.40	£0.00	£2,243.40
Chief Operating Officer	Andy Dodman	£24,133.01	£0.00	£24,133.01
Director of Academic Services	Rob Sykes	£1,649.53	£0.00	£1,649.53
Total		£159,896.56	£30,374.46	£190,271.02

Notes:

Interim Vice-President and Head of Faculty of Arts and Humanities

Professor Dawn Hadley 08/11/2017 to 30/04/2018

Professor Susan Fitzmaurice 01/08/2017 to 07/11/2017 and 01/05/2018 to 31/07/2018

Vice-President and Head of Faculty of Science

Professor Nigel Clarke 01/08/2017 - 13/11/2017

Professor John Derrick 14/11/2017 - 31/07/2018

University of Sheffield - UEB Business Related Expenses

President and Vice-Chancellor

The Council of the University agreed that the President and Vice-Chancellor should drive the development of new opportunities and academic partnerships overseas and student exchange around the world.

This has led to an increase in high-quality institutional collaboration, including with the Chinese space programme and four of the five top universities in China. The University is now for the first time ranked in the top 50 globally for international reputation. Overseas visits have also included outreach to philanthropists such as the Grantham Foundation and University of Sheffield in America and keynote addresses at international conferences related to international education, partnerships and innovation.

The Vice-Chancellor also undertook national roles including as a member of the Prime-Minister's Advisory Council for Science and Technology, Council of the Royal Society, the UK Science Council and the Russell Group Board. He also held regular meetings with senior alumni, government and national media.

Purchasing Card and Reimbursed Expenses - 01/08/2017 to 31/07/2018:

Professor Sir Keith Burnett

	Total for Vice-Chancellor Role	Total for Academic Role	Total Expenses for 2017/18
Accommodation and Subsistence	30,393.41	0.00	30,393.41
Hospitality	269.66	0.00	269.66
Conference Fee	228.00	0.00	228.00
Other	597.31	0.00	597.31
Subscriptions	959.37	0.00	959.37
Travel	14,504.48	0.00	14,504.48
	<u>£46,952.23</u>	<u>£0.00</u>	<u>£46,952.23</u>

Note: UEB Members are often required to host external stakeholders and/or events. As such, University costs incurred may include amounts relating to other parties. Travel on University business by UEB members may also include elements of cost relating to other University staff members. Where the costs of an activity are ultimately funded from a specific external funding source (but are paid by the University in the first instance) these sums are also included.

University of Sheffield - UEB Business Related Expenses

Provost and Deputy Vice-Chancellor

The Provost and Deputy Vice-Chancellor (DVC) supports the President & Vice-Chancellor (P&VC) in providing strategic leadership of the organisation, working to drive improvement and innovation and advance scholarship. The role provides leadership and oversight of the majority of University business across both academic and professional services areas. Professor Valentine acts on behalf of the P&VC across a range of delegated internal and external matters which include attending external educational, alumni partnership and policy meetings (national and international).

Professor Valentine's research interests are focused in three interconnected areas: diversity and social inclusion; childhood, parenting and family life; and urban cultures and consumption. She is regularly invited to speak at national and international seminars and conferences on these subjects.

Purchasing Card and Reimbursed Expenses - 01/08/2017 to 31/07/2018:

In the year 2017/18, the DVC represented the University in a wide range of national and international activity at senior level. Nationally this included, for example, attendance at Russell Group, N8, White Rose, Yorkshire Universities and STEM Learning Board meetings. Internationally, Professor Valentine represented the University at international conferences, and partnership and alumni meetings in Australia, the USA and Canada.

The associated costs of the DVC's business-related expenses for 2017/18 are as below:

Professor Gill Valentine

	Total for Deputy Vice-Chancellor Role	Total for Academic Role	Total Expenses for 2017/18
Accommodation and Subsistence	3,774.83	0.00	3,774.83
Conference Fee	694.00	0.00	694.00
Hospitality	75.85	0.00	75.85
Other	101.18	17.00	118.18
Travel	4,573.80	56.20	4,630.00
	£9,219.66	£73.20	£9,292.86

Note: UEB Members are often required to host external stakeholders and/or events. As such, University costs incurred may include amounts relating to other parties. Travel on University business by UEB members may also include elements of cost relating to other University staff members. Where the costs of an activity are ultimately funded from a specific external funding source (but are paid by the University in the first instance) these sums are also included.

University of Sheffield - UEB Business Related Expenses

Interim Vice-President and Head of Faculty of Arts and Humanities

Faculty Vice-Presidents are accountable for the leadership and development of the University's five Faculties. The roles also play a key corporate role in the development and delivery of University strategy. The roles are required to represent the University at a local, national and international level. In addition, Vice-Presidents are expected to continue to develop their research profile, and to keep an active interest in their discipline area. They are also expected to ensure their own personal development.

Purchasing Card and Reimbursed Expenses - 01/08/2017 to 31/07/2018:

	Total for Vice- President Role	Total for Academic Role	Total Expenses for 2017/18
Accommodation and Subsistence	0.00	2,058.65	2,058.65
Conference Fee	0.00	396.93	396.93
Hospitality	20.50	42.04	62.54
Travel	380.10	1,039.47	1,419.57
	<u>£400.60</u>	<u>£3,537.09</u>	<u>£3,937.69</u>

Professor Susan Fitzmaurice

01/08/2017 to 07/11/2017 and 01/05/2018 to 31/07/2018

Professor Fitzmaurice is an internationally regarded scholar of English Historical Linguistics. As Principal Investigator of funded collaborative research projects, she leads the dissemination of research results to the academic community. She is regularly invited to attend conferences or sits on boards relating to her area of expertise.

In the year 2017/18, Professor Fitzmaurice represented the University, the Faculty of Arts & Humanities and her own field of research at a number of national and international conferences and events, including in Europe and South Africa. The associated costs of her business-related expenses for 2017/18 are as below:

	Total for Vice- President Role	Total for Academic Role	Total Expenses for 2017/18
Accommodation and Subsistence	0.00	1,480.58	1,480.58
Hospitality	20.50	42.04	62.54
Travel	167.40	1,039.47	1,206.87
Conference Fee	0.00	275.00	275.00
	<u>£187.90</u>	<u>£2,837.09</u>	<u>£3,024.99</u>

Professor Dawn Hadley

08/11/2017 to 30/04/2018

In the year 2017/18, Professor Hadley represented the University, the Faculty of Arts & Humanities and her own field of research at a number of national and international conferences and events, including the American Archaeology Conference in Washington DC, US. The associated costs of her business-related expenses for 2017/18 are as below:

	Total for Vice- President Role	Total for Academic Role	Total Expenses for 2017/18
Conference Fee	0.00	121.93	121.93
Accommodation and Subsistence	0.00	578.07	578.07
Travel	212.70	0.00	212.70
	<u>£212.70</u>	<u>£700.00</u>	<u>£912.70</u>

Note: UEB Members are often required to host external stakeholders and/or events. As such, University costs incurred may include amounts relating to other parties. Travel on University business by UEB members may also include elements of cost relating to other University staff members. Where the costs of an activity are ultimately funded from a specific external funding source (but are paid by the University in the first instance) these sums are also included.

University of Sheffield - UEB Business Related Expenses

Vice-President and Head of Faculty of Medicine, Dentistry and Health

Faculty Vice-Presidents are accountable for the leadership and development of the University's five Faculties. The roles also play a key corporate role in the development and delivery of University strategy. The roles are required to represent the University at a local, national and international level. In addition, Vice-Presidents are expected to continue to develop their research profile, and to keep an active interest in their discipline area. They are also expected to ensure their own personal development.

Professor Dame Shaw is a member of multiple national and international committees and sits on the editorial board of several journals including Brain and Amyotrophic Lateral Sclerosis.

Purchasing Card and Reimbursed Expenses - 01/08/2017 to 31/07/2018:

In the year 2017/18, Professor Dame Shaw represented the University, the Faculty of Medicine, Dentistry and Health and her research area at a number of national and international conferences, including in Europe and the USA. She also hosted a number of external visitors and VIPs. Her annual expenses also include subscriptions to a number of academic journals. The associated costs of her business-related expenses for 2017/18 are as below:

Professor Dame Pamela Shaw

	Total for Vice- President Role	Total for Academic Role	Total Expenses for 2017/18
Accommodation and Subsistence	2,916.66	0.00	2,916.66
Conference Fee	776.14	0.00	776.14
Hospitality	1,319.53	0.00	1,319.53
Other	809.50	0.00	809.50
Subscriptions	2,760.47	0.00	2,760.47
Travel	14,606.70	0.00	14,606.70
	£23,189.00	£0.00	£23,189.00

Note: UEB Members are often required to host external stakeholders and/or events. As such, University costs incurred may include amounts relating to other parties. Travel on University business by UEB members may also include elements of cost relating to other University staff members. Where the costs of an activity are ultimately funded from a specific external funding source (but are paid by the University in the first instance) these sums are also included.

University of Sheffield - UEB Business Related Expenses

Vice-President and Head of Faculty of Engineering

Faculty Vice-Presidents are accountable for the leadership and development of the University's five Faculties. The roles also play a key corporate role in the development and delivery of University strategy. The roles are required to represent the University at a local, national and international level. In addition, Vice-Presidents are expected to continue to develop their research profile, and to keep an active interest in their discipline area. They are also expected to ensure their own personal development.

Professor Hounslow's research is in the general area of particle technology and he has published extensively on industrial crystallisation, granulation (particularly as it applies to the pharmaceutical industry) and on various forms of computer modelling.

Purchasing Card and Reimbursed Expenses - 01/08/2017 to 31/07/2018:

In the year 2017/18, Professor Hounslow represented the University, the Faculty of Engineering and his field of research at a number of national and international conferences, events and research committees, including in Europe and Australia. The associated costs of his business-related expenses for 2017/18 are as below:

Professor Mike Hounslow

	Total for Vice- President Role	Total for Academic Role	Total Expenses for 2017/18
Accommodation and Subsistence	1,516.06	0.00	1,516.06
Hospitality	255.40	0.00	255.40
Other	459.04	0.00	459.04
Conference Fee	236.29	0.00	236.29
Travel	7,847.07	0.00	7,847.07
	<u>£10,313.86</u>	<u>£0.00</u>	<u>£10,313.86</u>

Note: UEB Members are often required to host external stakeholders and/or events. As such, University costs incurred may include amounts relating to other parties. Travel on University business by UEB members may also include elements of cost relating to other University staff members. Where the costs of an activity are ultimately funded from a specific external funding source (but are paid by the University in the first instance) these sums are also included.

University of Sheffield - UEB Business Related Expenses

Interim Vice-President and Head of Faculty of Science

Faculty Vice-Presidents are accountable for the leadership and development of the University's five Faculties. The roles also play a key corporate role in the development and delivery of University strategy. The roles are required to represent the University at a local, national and international level. In addition, Vice-Presidents are expected to continue to develop their research profile, and to keep an active interest in their discipline area. They are also expected to ensure their own personal development.

Purchasing Card and Reimbursed Expenses - 01/08/2017 to 31/07/2018

	Total for Vice- President Role	Total for Academic Role	Total Expenses for 2017/18
Accommodation and Subsistence	1,951.21	1,094.23	3,045.44
Other	25.08	0.00	25.08
Conference Fee	0.00	859.30	859.30
Hospitality	98.00	0.00	98.00
Subscription	212.99	0.00	212.99
Travel	643.12	2,750.70	3,393.82
	<u>£2,930.40</u>	<u>£4,704.23</u>	<u>£7,634.63</u>

Professor John Derrick

14/11/2017 to 31/07/2018

In the year 2017/18, Professor Derrick represented the University, the Faculty of Science and his own field of research at a number of national meetings and conferences, and one meeting in Europe. The associated costs of his business-related expenses for 2017/18 are as below:

	Total for Vice- President Role	Total for Academic Role	Total Expenses for 2017/18
Accommodation and Subsistence	1,748.70	1,073.93	2,822.63
Other	25.08	0.00	25.08
Travel	64.30	552.65	616.95
	<u>£1,838.08</u>	<u>£1,626.58</u>	<u>£3,464.66</u>

Professor Nigel Clarke

01/08/2017 to 13/11/2017

In the year 2017/18, Professor Clarke attended a number of national meetings and conferences, and the MRS Conference in Boston, US. The associated costs of his business-related expenses for 2017/18 are as below:

	Total for Vice- President Role	Total for Academic Role	Total Expenses for 2017/18
Accommodation and Subsistence	202.51	20.30	222.81
Conference Fee	0.00	859.30	859.30
Hospitality	98.00	0.00	98.00
Subscription	212.99	0.00	212.99
Travel	578.82	2,198.05	2,776.87
	<u>£1,092.32</u>	<u>£3,077.65</u>	<u>£4,169.97</u>

Note: UEB Members are often required to host external stakeholders and/or events. As such, University costs incurred may include amounts relating to other parties. Travel on University business by UEB members may also include elements of cost relating to other University staff members. Where the costs of an activity are ultimately funded from a specific external funding source (but are paid by the University in the first instance) these sums are also included.

University of Sheffield - UEB Business Related Expenses

Interim Vice-President and Head of Faculty of Social Sciences

Faculty Vice-Presidents are accountable for the leadership and development of the University's five Faculties. The roles also play a key corporate role in the development and delivery of University strategy. The roles are required to represent the University at a local, national and international level. In addition, Vice-Presidents are expected to continue to develop their research profile, and to keep an active interest in their discipline area. They are also expected to ensure their own personal development.

Professor Watkins's current and recent research focuses on the structure and operation of local housing systems, and the impact of public policy on housing markets. His main research commitment is as a Director of the UK Collaborative Centre for Housing Evidence (CaCHE), a national research centre funded by the ESRC, AHRC, and the Joseph Rowntree Foundation for five years. CaCHE is a consortium of 10 Universities, the Chartered Institute of Housing, Royal Town Planning Institute and Royal Institution of Chartered Surveyors and, in addition to Sheffield, has staff based in Glasgow, London, Belfast and Cardiff.

Purchasing Card and Reimbursed Expenses - 01/08/2017 to 31/07/2018:

In the year 2017/18, Professor Watkins represented the University, the Faculty of Social Sciences and his field of research at a number of national meetings and conferences. The associated costs of his business-related expenses for 2017/18 are as below:

Professor Craig Watkins

	Total for Vice- President Role	Total for Academic Role	Total Expenses for 2017/18
Accommodation and Subsistence	2.60	440.13	442.73
Conference Fee	0.00	910.00	910.00
Hospitality	29.10	242.17	271.27
Travel	102.70	2,267.09	2,369.79
Other	0.00	66.00	66.00
	<u>£134.40</u>	<u>£3,925.39</u>	<u>£4,059.79</u>

Note: UEB Members are often required to host external stakeholders and/or events. As such, University costs incurred may include amounts relating to other parties. Travel on University business by UEB members may also include elements of cost relating to other University staff members. Where the costs of an activity are ultimately funded from a specific external funding source (but are paid by the University in the first instance) these sums are also included.

University of Sheffield - UEB Business Related Expenses

Vice-President for Research and Innovation

The Vice-President for Research and Innovation provides the strategic lead for research and innovation across the University; included in the portfolio are postgraduate research students. The role is responsible for developing and delivering the University research strategy, and for ensuring that society gains the maximum benefit from research at Sheffield. It will oversee the development of the University REF submission. A major strategic priority is the establishment of international partnerships, with a focus on institutions in less developed countries as well as in Asia and North America. Vice-Presidents are expected to continue to develop their research profile, and to keep an active interest in their discipline area. They are also expected to ensure their own personal development.

Professor Petley's research focuses on landslides. He works in particular on the understanding of landslide mechanics through both state of the art monitoring of their movement using field instrumentation and the development of novel lab testing approaches. This research is focused mainly in high mountain areas, most notably Taiwan, New Zealand, China, Chile and Nepal. Professor Petley sits on the Slope Safety Technical Review Board of the Hong Kong Government.

Purchasing Card and Reimbursed Expenses - 01/08/2017 to 31/07/2018:

In the year 2017/18, Professor Petley undertook five international visits in his role as VPRI to Mexico, Brazil, China, Australia and Hong Kong; attended 15 UK meeting to represent the University in London, York, Durham and Manchester; two UUK conferences and a training course. His research took him to Chile on one occasion and to New Zealand and Australia on two occasions. He attended a conference in New Zealand as a guest of the New Zealand Geotechnical Society. The associated costs of his business-related expenses for 2017/18 are as below:

Professor David Petley

	Total for Vice- President Role	Total for Academic Role	Total Expenses for 2017/18
Accommodation and Subsistence	2,975.12	4,527.44	7,502.56
Travel	14,965.07	11,960.61	26,925.68
Conference Registration	276.00	0.00	276.00
Relocation	5,914.51	0.00	5,914.51
Other	22.61	42.62	65.23
	<u>£24,153.31</u>	<u>£16,530.67</u>	<u>£40,683.98</u>

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University of Sheffield - UEB Business Related Expenses

Vice President for Education

The Vice President for Education takes the lead for ensuring excellence and innovation in teaching and learning for students including undergraduate, postgraduate, overseas students and those studying for University of Sheffield qualifications overseas. He also oversees the University's commitment to broad participation, including outreach and access to schools and new forms of advanced vocational and technical education. Vice-Presidents are expected to continue to develop their research profile, and to keep an active interest in their discipline area. They are also expected to ensure their own personal development.

Professor Wyn Morgan's research focuses on food economics and in particular pricing along food chains and the way imperfect competition affects price transmission. Current work is exploring the use of scanner data in UK supermarkets and forecasting UK food inflation, building on work carried out for Defra.

Purchasing Card and Reimbursed Expenses - 01/08/2017 to 31/07/2018:

In the year 2017/18, was invited to represent the University at a number of national and international conferences and meetings including in Europe and the USA. The associated costs of his business-related expenses for 2017/18 are as below:

Professor Wyn Morgan

	Total for Vice- President Role	Total for Academic Role	Total Expenses for 2017/18
Accommodation and Subsistence	4,834.83	0.00	4,834.83
Conference Fee	969.00	0.00	969.00
Hospitality	488.90	259.70	748.60
Other	154.78	147.94	302.72
Subscriptions	230.18	287.30	517.48
Travel	7,899.47	908.94	8,808.41
	<u>£14,577.16</u>	<u>£1,603.88</u>	<u>£16,181.04</u>

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University of Sheffield - UEB Business Related Expenses

Chief Financial Officer

The Chief Financial Officer (CFO) is the senior finance professional in the University. Working with senior managers across the University, the role is critical to the ongoing influence and development of financial performance in support of the University's Mission, Vision and Identity and Strategic Plan. The role also includes the leadership of the University's residential and commercial catering operations providing services to students, staff and visitors. This includes the provision of accommodation, catering and hospitality, conferences and events, retail and boutique hotel operations.

Purchasing Card and Reimbursed Expenses - 01/08/2017 to 31/07/2018:

In the year 2017/18, the CFO represented the University at a number of conferences and networking events in the UK and led a number of events, hosting internal or external stakeholders. The associated costs of the CFO's business-related expenses for 2017/18 are as below:

Helen Dingle

Total Expenses for 2017/18

Accommodation and Subsistence	£436.40
Travel	£1,132.90
Conference Registration	£612.00
Hospitality	£60.10
Other	£2.00
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	£2,243.40
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University of Sheffield - UEB Business Related Expenses

Chief Operating Officer

The Chief Operating Officer (COO) leads the University's Corporate Services, which includes Human Resources; Corporate Communications; Development, Alumni Relations and Events; Global Engagement; Public Affairs; Health and Safety; Sport Sheffield; Partnerships and Regional Engagement.

Andrew Dodman is an influential leader and an expert on leadership development, change management, wellbeing and partnerships. He is frequently asked to deliver at conferences and also mentors a number of other sector directors. He is a member of The Leadership Foundation for Higher Education (LFHE) Advisory Group, a Trustee Director of the University Pension Scheme and Non-Executive Director of the University subsidiary company Everyday Juice Limited. He represents the University at various national groups and committees, including AHUA and the Russell Group Registrars Forum.

Purchasing Card and Reimbursed Expenses - 01/08/2017 to 31/07/2018:

In the year 2017/18, the COO was invited to represent the University and deliver on his expert areas including leadership, change management and well-being, at a number of national and international conferences in London, the USA and Canada. Part of the COO responsibility includes international partnerships, overseas student recruitment and alumni relations. In fulfilling these responsibilities, the COO travelled to a number of places within and beyond the UK, including the US and Canada. The associated costs of the COO's business-related expenses for 2017/18 are as follows:

Andrew Dodman

	Total Expenses for 2017/18
Accommodation and Subsistence	7,056.91
Hospitality	475.66
Other	183.50
Travel	15,529.13
Conference Fee	887.81
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	£24,133.01

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University of Sheffield - UEB Business Related Expenses

Director of Academic Services

The Director of Academic Services provides overall leadership and/or coordination of a number of key professional services, namely Academic Programmes and Student Engagement (APSE), Student Support Services, English Language Teaching Centre, Student Recruitment and Admissions, Research Services, Planning and Insight, Estates and Facilities Management, Corporate Information and Computing Services, the Library and the University's Strategic Change Office.

Purchasing Card and Reimbursed Expenses - 01/08/2017 to 31/07/2018:

In the year 2017/18, the Director of Academic Services attended some national conferences and network events to represent the University in Academic Services. The associated costs of his business-related expenses for 2017/18 are as follows:

Robert Sykes

	Total Expenses for 2017/18
Accommodation and Subsistence	823.68
Conference Fee	298.80
Hospitality	102.95
Other	85.50
Travel	338.60
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	£1,649.53
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