



## 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 Secretariat of SRC is provided 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 framework on reward 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 grade of all University roles are underpinned by Hay job evaluation and the University undertakes an equal pay review every three years to explore and address any instances of unequal pay that cannot be justified. The University 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 basic 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, qualification, skills and profile of the individual when agreeing a salary within the determined salary range of the role.

Executive members do not have a contractual requirement for an annual cost of living related uplift, however, 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. The successful delivery of core objectives reflects 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 have some common 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 is normally used to inform a bonus in line with the University's Executive Performance 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.

### **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, thereby ideally keeping unplanned time away from the University to a minimum.

## 5. External Activities and Income Policy

The following policy applies to all UEB members in relation to external activities.

### Introduction

It is important for the University that the President & Vice-Chancellor and 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/board roles. Such roles can have mutual benefit for the University, the UEB member and the external organisation, particularly in the development of partnerships and collaboration and through experience gained by the UEB member.

It is recognised that some of these roles may be remunerated, although the President & Vice-Chancellor would not normally retain any income from such roles and activities. Any income that President & Vice-Chancellor retains from such activities and appointments, will be disclosed and explained annually in the University's Remuneration Statement.

The purpose of this policy is to ensure that there is no conflict of interest with University business as a result of any external activities undertaken by University Executive Board members.

### Scope

This policy applies to all University Executive Board members. External activities include board, non-executive director or trustee roles which relate to the individual's UEB or academic role and profile. Academic commitments such as external teaching and examining, and academic publishing and book royalties are not in scope of this policy. Any external role or activity, where the UEB member is also providing consultancy, must also comply with the University's policy on consultancy as detailed in the terms and conditions of all academic staff.

### Approval Process

If a UEB member wishes to take up an external engagement or appointment, they must first discuss this with the President & Vice-Chancellor and obtain their written permission in advance of doing so. If the President & Vice-Chancellor wishes to take up an external engagement or appointment, they must first discuss this with the Chair of Council and obtain their written permission in advance of doing so. Details of any associated remuneration should form part of this discussion and approval process.

### Record Keeping and Reporting

The external engagements and appointments (including any remuneration retained) undertaken by each UEB member, including the President & Vice-Chancellor will be reviewed and reported annually to the Senior Remuneration Committee. Details of any external activities and appointments (including any remuneration retained) undertaken by the President & Vice-Chancellor will be shared annually to Council and published in the University's Remuneration Statement.

## **6. 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.

## **7. 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 2018/19

### 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 2018/19 were:

President & Vice-Chancellor	Professor Sir Keith Burnett (1 August 2018 to 30 September 2019) Professor Koen Lamberts ( from 1 November 2018)
Provost & Deputy Vice-Chancellor	Professor Gill Valentine
Vice-President for Research & Innovation	Professor Dave Petley
Vice-President for Education	Professor Wyn Morgan
Vice-President & Head of the Faculty of Arts & Humanities	Professor Susan Fitzmaurice
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
Vice-President & Head of the Faculty of Science	Professor John Derrick
Vice-President & Head of the Faculty of Social Sciences	Professor Craig Watkins
Chief Financial Officer	Mrs Helen Dingle
Chief Operating Officer	Mr Andrew Dodman (until 30 April 2019)
Director of Academic Services	Mr 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 remuneration for the year ending 2018/19 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 2018/19, expressed as a multiple.

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

#### **4. External Activities and Income**

In 2018/19, the President & Vice-Chancellor (Professor Koen Lamberts) undertook the following external activities relating to Higher Education Leadership and Education Scholarship, from which no additional income was received: The President & Vice-Chancellor did not receive any additional income for these activities :

UCAS – Chair (1 Sept 2019 – 2021)

Russell Group – Director & Deputy Chair

UK Council for International Student Affairs Board member (UKCISA) - Chair of the Board of Trustees

N8 Research Partnership - Board Member

White Rose University Consortium - Board member

Worldwide Universities' Network (WUN) - Director

Yorkshire Universities – Director

Sheffield City Region LEP – Board Member (co-opted)

Universities UK – Member

National Centre for Universities and Business (NCUB) – Member

The All-Party Parliamentary University Group (APPUG) – Member

Experimental Psychology Society – Member

Sir Henry Stephenson Endowment Trust - Trustee

#### **5. 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 2018/19 can be found below.

# University of Sheffield - UEB Business Related Expenses

Purchasing Card and Reimbursed Expenses - 01/08/2018 to 31/07/2019

UEB Role	UEB Member	UEB Role Related Expenses	Academic-Related Expenses	Total Spend
President and Vice-Chancellor	Professor Sir Keith Burnett	£3,040.87	£0.00	£3,040.87
President and Vice-Chancellor	Professor Koen Lamberts	£7,137.15	£0.00	£7,137.15
Provost and Deputy Vice-Chancellor	Professor Gill Valentine	£5,421.56	£725.33	£6,146.89
Vice-President and Head of the Faculty of Arts and Humanities	Professor Susan Fitzmaurice	£1,422.53	£3,574.11	£4,996.64
Vice-President and Head of the Faculty of Medicine, Dentistry and Health	Professor Dame Pamela Shaw	£7,225.96	£9,348.35	£16,574.31
Vice-President and Head of the Faculty of Engineering	Professor Mike Hounslow	£240.34	£7,081.51	£7,321.85
Vice-President and Head of the Faculty of Science	Professor John Derrick	£0.00	£2,778.47	£2,778.47
Vice-President and Head of the Faculty of Social Sciences	Professor Craig Watkins	£16.00	£983.41	£999.41
Vice-President for Research and Innovation	Professor David Petley	£14,778.00	£3,085.17	£17,863.17
Vice-President for Education	Professor Wyn Morgan	£5,861.31	£894.08	£6,755.39
Chief Financial Officer	Helen Dingle	£2,027.42	£102.25	£2,129.67
Chief Operating Officer	Andy Dodman	£8,533.60	£3,209.61	£11,743.21
Executive Director of Academic Services	Rob Sykes	£1,224.95	£597.83	£1,822.78
<b>Total</b>		<b>£56,929.69</b>	<b>£32,380.12</b>	<b>£89,309.81</b>

## Notes:

President and Vice-Chancellor - Professor Sir Keith Burnett - 1 August 2018 - 30 September 2018

President and Vice-Chancellor - Professor Koen Lamberts - 1 November 2018 onwards

Chief Operating Officer - Andy Dodman - 1 August 2018 - 30 April 2019



# University of Sheffield - UEB Business Related Expenses

## President & 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.

The Vice-Chancellor 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.

## Professor Sir Keith Burnett

### Purchasing Card and Reimbursed Expenses - 01/08/2018 to 30/09/2018

	<b>Total for President and Vice Chancellor Role</b>	<b>Total for Academic Role</b>	<b>Total Expenses for 2018/19</b>
Accommodation and Subsistence	£1,984.48	£0.00	£1,984.48
Subscription	£29.34	£0.00	£29.34
Travel	£1,027.05	£0.00	£1,027.05
	<b>£3,040.87</b>	<b>£0.00</b>	<b>£3,040.87</b>

*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

## President and Vice Chancellor

The role of President and Vice-Chancellor is the critical leadership role within the University, and also a key ambassador and influencer beyond, in the city and region, nationally within the sector, with government and industry and also internationally.

## Professor Koen Lamberts

Professor Lamberts is a cognitive psychologist with an extensive track record in experimental and theoretical research on human perception and memory, for which he has been awarded prizes from the Experimental Psychology Society and the British Psychological Society.

Throughout his career he has held a number of significant leadership roles in higher education, including Chair of the N8 group of research-intensive universities in the north of England.

In the year 2018/19, the President and Vice Chancellor represented the University in a wide range of national and international activity at senior level. Nationally this included, for example, attendance at Russell Group and Universities UK meetings. Internationally, Professor Lamberts represented the University at partnership and alumni meetings in China, Malaysia and the USA.

## Purchasing Card and Reimbursed Expenses - 01/11/2018 to 31/07/2019

	<b>Total for President and Vice Chancellor Role</b>	<b>Total for Academic Role</b>	<b>Total Expenses for 2018/19</b>
Accommodation and Subsistence	£4,305.25	£0.00	£4,305.25
Other	£614.64	£0.00	£614.64
Travel	£2,217.26	£0.00	£2,409.61
	<u>£7,137.15</u>	<u>£0.00</u>	<u>£7,137.15</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.*

# 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.

## Professor Gill Valentine

In the year 2018/19, 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 Greece, the USA and Ireland.

The associated costs of the DVC's business-related expenses for 2018/19 are as below:

### Purchasing Card and Reimbursed Expenses - 01/08/2018 to 31/07/2019

	<b>Total for Vice- President Role</b>	<b>Total for Academic Role</b>	<b>Total Expenses for 2018/19</b>
Accommodation and Subsistence	£1,529.47	£35.18	£1,564.65
Conference Registration	£1,026.30	£150.00	£1,176.30
Travel	£2,865.79	£540.15	£3,405.94
	<b>£5,421.56</b>	<b>£725.33</b>	<b>£6,146.89</b>

*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 the 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.

### Professor Susan Fitzmaurice

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.

### Purchasing Card and Reimbursed Expenses - 01/08/2018 to 31/07/2019

In the year 2018/19, 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 Africa.

	<b>Total for Vice- President Role</b>	<b>Total for Academic Role</b>	<b>Total Expenses for 2018/19</b>
Accommodation and Subsistence	668.93	1,617.44	2,286.37
Travel	753.60	1,956.67	2,710.27
	<u>1,422.53</u>	<u>3,574.11</u>	<u><b>£4,996.64</b></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 the 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 Pamela Shaw

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.

In the year 2018/19, 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 Australia. 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 2018/19 are as below:

### Purchasing Card and Reimbursed Expenses - 01/08/2018 to 31/07/2019

	<b>Total for Vice- President Role</b>	<b>Total for Academic Role</b>	<b>Total Expenses for 2018/19</b>
Accommodation and Subsistence	1,879.84	659.21	2,539.05
Conference Registration	375.00	125.00	500.00
Other	119.00	20.00	139.00
Subscription	534.99	1,169.03	1,704.02
Travel	4,317.13	7,375.11	11,692.24
	<u>7,225.96</u>	<u>9,348.35</u>	<u><b>£16,574.31</b></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 the 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 Michael Hounslow

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 - 01/08/2018 to 31/07/2019

In the year 2018/19, Professor Hounslow represented the University, the Faculty of Engineering and his field of research at a number of national and international conferences and events, including in Europe and Australia.

	<b>Total for Vice- President Role</b>	<b>Total for Academic Role</b>	<b>Total Expenses for 2018/19</b>
Accommodation and Subsistence	£0.00	£5,477.16	£5,477.16
Other	£42.86	£247.50	£290.36
Subscription	£0.00	£115.83	£115.83
Travel	£197.48	£1,241.02	£1,438.50
	<u>£240.34</u>	<u>£7,081.51</u>	<u>£7,321.85</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 the 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.

## Professor John Derrick

### Purchasing Card and Reimbursed Expenses - 01/08/2018 to 31/07/2019

In the year 2018/19, Professor Derrick represented the University, the Faculty of Science and his own field of research at a number of national and European meetings and conferences. The associated costs of his business-related expenses are as below:

	<b>Total for Vice- President Role</b>	<b>Total for Academic Role</b>	<b>Total Expenses for 2018/19</b>
Accommodation and Subsistence	0.00	1,286.70	1,286.70
Travel	0.00	1,491.77	1,491.77
	<b>£0.00</b>	<b>£2,778.47</b>	<b>£2,778.47</b>

*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 the 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 Craig Watkins

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 six 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 - 01/08/2018 to 31/07/2019

In the year 2018/19, 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 2018/19 are as below:

	<b>Total for Vice- President Role</b>	<b>Total for Academic Role</b>	<b>Total Expenses for 2018/19</b>
Accommodation and Subsistence	£0.00	£273.71	£273.71
Conference Registration	£0.00	£410.00	£410.00
Travel	£16.00	£299.70	£315.70
	<u>£16.00</u>	<u>£983.41</u>	<u>£999.41</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.

## Professor Dave Petley

### Purchasing Card and Reimbursed Expenses - 01/08/2018 to 31/07/2019

In the year 2018/19, Professor Petley undertook five international visits in his role as VPRI to Mexico, Brazil, China, Australia and Hong Kong; attended 15 UK meetings 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 2018/19 are as below:

	<b>Total for Vice- President Role</b>	<b>Total for Academic Role</b>	<b>Total Expenses for 2018/19</b>
Accommodation and Subsistence	6,784.48	2,823.90	9,608.38
Conference Registration	234.00	0.00	234.00
Other	1,591.51	0.00	1,591.51
Travel	6,168.01	261.27	6,429.28
	<b>14,778.00</b>	<b>3,085.17</b>	<b>£17,863.17</b>

*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 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

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 - 01/08/2018 to 31/07/2019

In the year 2018/19, he was invited to represent the University at a number of national and international conferences and meetings, including in Europe.

	<b>Total for Vice- President Role</b>	<b>Total for Academic Role</b>	<b>Total Expenses for 2018/19</b>
Accommodation and Subsistence	1,571.14	0.00	1,571.14
Conference Registration	1,364.30	0.00	1,364.30
Other	0.00	16.15	16.15
Subscription	0.00	511.35	511.35
Travel	2,925.87	366.58	3,292.45
	<b>5,861.31</b>	<b>894.08</b>	<b>£6,755.39</b>

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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.

## Helen Dingle

### Purchasing Card and Reimbursed Expenses - 01/08/2018 to 31/07/2019

In the year 2018/19, 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 2018/19 are as below:

	<b>Total for UEB Role</b>	<b>Total for Other Role</b>	<b>Total Expenses for 2018/19</b>
Accommodation and Subsistence	£85.65	£0.00	£85.65
Conference Registration	£787.20	£0.00	£787.20
Travel	£1,154.57	£102.25	£1,256.82
	<b>£2,027.42</b>	<b>£102.25</b>	<b>£2,129.67</b>

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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.

## Andy Dodman

### Purchasing Card and Reimbursed Expenses - 01/08/2018 to 30/04/2019

In the year 2018/19, the COO represented the University in his expert areas including leadership, change management and well-being. 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 China and Greece. The associated costs of the COO's business-related expenses for 2018/19 are as follows:

	<b>Total for UEB Role</b>	<b>Total for Other Role</b>	<b>Total Expenses for 2018/19</b>
Accommodation and Subsistence	£7,660.47	£1,873.50	£9,533.97
Conference Registration	£0.00	£484.38	£484.38
Other	£20.75	£467.28	£488.03
Travel	£852.38	£384.45	£1,236.83
	<b>£8,533.60</b>	<b>£3,209.61</b>	<b>£11,743.21</b>

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## Executive 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, Partnerships and Regional Engagement, Global Engagement, the University Library and the University's Strategic Change Office.

## Rob Sykes

In the year 2018/19, the Director of Academic Services attended some national conferences and network events to represent the University in Academic Services.

## Purchasing Card and Reimbursed Expenses - 01/08/2018 to 31/07/2019

	<b>Total for UEB Role</b>	<b>Total for Other Role</b>	<b>Total Expenses for 2018/19</b>
Accommodation and Subsistence	£418.25	£597.83	£1,016.08
Conference Registration	£455.00	£0.00	£455.00
Other	£48.50	£0.00	£48.50
Travel	£303.20	£0.00	£303.20
	<b>£1,224.95</b>	<b>£597.83</b>	<b>£1,822.78</b>

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