



The  
University  
Of  
Sheffield.

Office UEB/2020/1802/01  
Of  
The President &  
Vice-Chancellor.

## Minutes

## University Executive Board

|                       |   |
|-----------------------|---|
| <b>Date:</b>          | 14 January 2020   |
| <b>Present:</b>       | Professor K Lamberts (KL) (in the Chair)<br>Professor J Derrick (JD), Professor S Fitzmaurice (SF), Professor S Hartley (SH), Professor W Morgan (WM), Professor C Newman (CN), Mr R Sykes (RS), Professor C Watkins (CW) |
| <b>In attendance:</b> | Dr T Strike (TS), Ms Tracy Wray (TW) (items 5 & 6)  |
| <b>Apologies:</b>     | Professor M J Hounslow (MJH), Professor D Petley (DP), Professor G Valentine (GV)   |
| <b>Secretary:</b>     | Ms K Sullivan (KS), Mr N Button (NB)  |

### 1. Minutes of UEB held on 12 November 2019

1.1 The minutes were approved as an accurate record.

### 2. Minutes of UEB held on 19 November 2019

2.1 The minutes were approved as an accurate record.

### 3. Minutes of UEB held on 26 November 2019

3.1 The minutes were deferred to the next meeting.

### 4. Minutes of UEB held on 3 December 2019

4.1 The minutes were approved as an accurate record.

### 5. UEB HR Sub-Group

(Mrs Tracy Wray in attendance for this item)

5.1 UEB considered proposals for the new UEB HR Sub-Group (formerly the University Council HR Committee), including the revised Terms of Reference and proposed membership. The Committee would provide UEB with oversight of work on the People agenda, a steer on organisational programmes/developments and on the University's approach to people management and employment related practices.

5.2 During discussion, UEB endorsed the addition of an external HR specialist to act in an advisory capacity, rather than supervisory or representative role to ensure clarity of remit.

5.3 UEB:

Approved the proposals for the UEB HR Group, including the Terms of Reference, subject to changing the membership category of 'External Representative' to 'External Advisor'.

**6. UEB Public Affairs and Policy Steering Group (PSG)**

6.1 UEB considered a proposal to form a new UEB Public Affairs and Policy Steering Group to oversee and drive public affairs and policy work for the University. Although much of this collaborative work between Departments was already taking place, a Steering Group provided an opportunity for coordination and prioritisation, as well as greater UEB oversight in line with the University's strategic priorities.

6.2 During discussion, UEB noted the following:

- The Group would aim to bring in key representatives from professional services and academic colleagues to actively engage in public affairs and policy work to provide advice where required.
- The ToRs would provide structure to, and increase transparency of, the work already being done.
- The Group's remit should also include:
  - Policy influence agenda – including highlighting successes
  - Attracting funding
  - Increasing/improving public profile
  - Creating links to the Government Policy & Innovation Team
  - A more coordinated approach to relationship management and faster access to Whitehall (for example with Government Ministers/MPs)
- The Group would not seek to set University policy but its policy role should be advisory to UEB.

6.3 UEB:

- (a) Requested a revised proposal to be brought to a future meeting for approval.
- (b) Agreed that the Vice President for Innovation be appointed as Chair and UEB sponsor for the Group.
- (c) Agreed that the Group should draw on 'Academic Advisors' to join the group as appropriate at the time, rather than there being named members in these roles.
- (d) Agreed that the Director of Research Services and the Director of Academic Programmes & Student Engagement should be added as permanent members of the Group.

**7. Closed Minute and Paper**

**8. Report of the Strategic Advisory Group – Student Numbers and Fees (Meeting held on 13 December 2019)**

8.1 UEB noted the matters discussed at the Strategic Advisory Group on 13 December 2019. Attention was drawn ongoing work on the new programme approval process, plans to bring forward the postgraduate taught application cycle and develop a standard process for supporting academic departments managing PGT

admissions. Work with faculties to look at planning and targets was ongoing and would be reported on separately.

## **9. Report of UEB Information Management Sub-Group (Meeting held on 27 November 2019)**

9.1 UEB noted the matters discussed at the Information Management Sub-Group (IMSG) on 27 November 2019. Attention was drawn to the proposed Retention and Disposal Guidance roadmap to compliance and to two Data Protection Impact Assessments (DPIAs) from the AMRC and Unicus/ACS for which discussions were still ongoing.

9.2 During discussion UEB noted the following:

### Retention and Disposal Guidance

- The Guidance had been shared with departments and agreed with committees.
- It was important to ensure continued engagement and effective communication with departments.
- The organisation was now ready to move to implementation and compliance; full compliance was expected to take three years.

9.3 UEB:

Approved the proposed approach to the Retention and Disposal guidance Roadmap to compliance.

## **10. Value for Money**

10.1 UEB considered a paper on the proposed internal response to the Office for Students (OfS) Value for Money Strategy published in October 2019. The report would be considered by the Audit Committee on 20 January. UEB noted that the OfS strategy reflected a clear change in focus from financial value for money to value for money for students and the taxpayer, including issues of teaching quality, student outcomes, fees and funding transparency, and Consumer Protection Law

10.2 UEB approved the recommendations contained in the report.

## **11. Round Table**

- (a) Governance – TS advised UEB that the Committee of University Chairs (CUC) had released a draft of its proposed revisions to the Higher Education Code of Governance for public consultation.
- (b) Industrial Action – WM updated UEB on discussions at the recent Industrial Action Group meeting, including on proposed further industrial action and the response to Action Short of a Strike (ASOS).
- (e) Learning and Teaching Conference: WM informed UEB of the success of the recent Learning and Teaching Conference that had seen a high level of engagement on issues of sustainability and employability.
- (d) UK Research and Innovation (UKRI) Audits – RS informed UEB of a change in approach to the UKRI audits and how Universities were rated. Work was ongoing on the University's response.