



The  
University  
Of  
Sheffield.

Office UEB/2017/1909/01  
Of  
The President &  
Vice-Chancellor.

## Minutes University Executive Board

**Date:** 5 September 2017

**Present:** Professor G Valentine (GV) (in the Chair)  
Professor N Clarke (NC), Mr A Dodman (AD),  
Professor S Fitzmaurice (SF), Professor M J Hounslow (MJH),  
Professor W Morgan (WM), Professor D Petley (DP),  
Professor Craig Watkins

**In attendance:** Mrs Kerry Thompson (item 3)

**Apologies:** Professor Sir Keith Burnett (KB), Mrs H J Dingle (HJD), Professor Dame Pamela J Shaw (PJS), Dr T Strike (TS), Professor S West (SW).

**Secretary:** Mr M Borland (MB)

### 1. Minutes of UEB held on 25 July 2017

(UEB/2017/0509/001)

1.1 The Minutes of the meeting held on 25 July 2017 were approved as an accurate record.

### 2. Notes of UEB held on 15 August 2017

(UEB/2017/0509/02)

2.1 The Notes of the meeting held on 15 August 2017 were approved as an accurate record.

With regard to the actions in section 1.5 it was clarified that a Recruitment Strategy Update was scheduled to go to UEB on 26 September and a paper regarding the 2017/18 Planning and Forecasting Round would go to UEB within the next month.

### 3. AMRC Training Centre Ofsted and Management Response

(UEB/2017/0509/03)

(Kerry Thompson in attendance for this item)

3.1 UEB considered a paper containing an OFSTED inspection report on the apprentice training provision at the AMRC-TC, reporting that the provision 'Requires Improvement', and the AMRC-TC management response.

3.2 During discussion the following comments were made:

- It was early in the life cycle of the apprentice programme.
- Developing clear Terms of Reference for the group that will offer further challenge to the plans would be important.
- Consideration should be given to how the arrangements would work across the institution to include other areas that could potentially offer apprenticeships in the future.

### 3.3 UEB agreed:

- (a) The group referred to in the paper chaired by the Vice President for Education that comprises employers, managers at AMRC-TC, and LeTS staff should be given a clearer title to reflect its governance role.
- (b) To share the University's proposed arrangements with OFSTED in order to ascertain if they would fulfil OFSTED's expectations.
- (c) Terms of Reference would be developed following the outcome of the discussions with OFSTED and reported back to UEB in due course.
- (d) AQSC consider the OFSTED inspection report and the management response in November and make a report with recommendations to Learning and Teaching Committee.
- (e) Professor Wyn Morgan, as chair of Learning and Teaching Committee, would report to Senate and Council on the management response, including on any further actions required, and will report to Council on the mitigation of any reputational risks.

3.4 A further OFSTED inspection of the AMRC-TC was anticipated within the next 12-18 months.

## 4. Review of Estates governance: scope and approach

(UEB/2017/0509/04)

4.1 UEB considered a paper that set out the background, approach and scope, objectives and outline timescales for a review of estates governance at the University. Attention was drawn to three aspects the review will consider: how estates governance works in practice; the monitoring and reporting arrangements; and the membership and training requirements.

4.2 Comments made in discussion included:

- There was a potential minor overlap with the Efficient Estates Project.
- Section 3 of the appendix could include the role of Faculty Executive Boards in capital spend up to £250,000.
- A clearer distinction between members and those in attendance at relevant committees would be beneficial.
- Consultation would involve Project Executive Group Chairs.

4.3 UEB endorsed the purpose and scope of a review of the estates governance structure as set out in the paper. UEB agreed that the review would include estates and capital governance, and that the Capital Research Asset Group would be in scope.

4.4 In terms of next steps the discovery phase of the review would begin on 13 September. An initial review report would then be made to the Provost & Deputy Vice-Chancellor for ECSG consideration of findings at its meeting on 18 October before final recommendations going to UEB on 31 October.

## 8. Round table

- (a) REF: Following a recent HEFCE announcement DP provided an update on the REF, including on institutional case studies; portability; staff selection; changes regarding the 'Impact' element; the number of outputs per staff; a call for sub-panel Chairs.

DP would email Vice Presidents & Heads of Faculty and Faculty Directors of Research and Innovation with the key questions to inform the University's response to HEFCE's consultation on proposed approaches to staff submission, output portability and eligibility to participate in the REF.

- (b) UEB meetings: GV reported that there would be no UEB meeting on 12 September and the 19 September meeting had been extended by one hour to begin at 12 noon and finish at 3pm.
- (c) UEB-HoDs Forum: GV outlined plans to hold a UEB-HoDs Forum in the autumn and a Forum in the summer, in addition to the January 2018 Forum.
- (d) Clearing: WM provided an update on Clearing. UEB thanked colleagues from central services and faculties for their work on student recruitment.
- (e) Student Services Review: WM reported that communications on the Review would begin with staff this week.
- (f) EU research: DP reported that the Department for Exiting the European Union was expected to publish a science policy paper that would outline the UK's objectives for a science and innovation agreement with the EU post-Brexit, including the UK's role in EU research schemes.
- (g) Freedom of Information: AD updated on recent freedom of information requests.