



Minutes Meeting of the University Executive Board

Date:	Tuesday 16 January 2024, 10.00am – 1.00pm
Present:	Professor K Lamberts (KL) in the Chair Professor A Blom (AB), Professor J Derrick (JD), Professor S Fitzmaurice (SF), Professor J Litster (JL), R Sykes (RS), Professor G Valentine (GV), Professor M Vincent (MV), Professor C Watkins (CW),
In attendance:	J Strachan (JS), T Wray (TW), A Carlile (AC), A Morgan (AM) & L Wilson (LW) (Item 1), A Winter (AW) & A Cox (ACX)(Item 2), R Rothman (RR) & R Farrow (RF) (Item3)
Apologies:	Professor S Hartley (SH), J Jones (JJ), I Wright (IW), V Jackson (VEJ)
Secretary:	K Sullivan (KS)

1. Closed Minute and Paper

2. Sport and Physical Activity Strategy

(AW and ACX in attendance for this item)

2.1 The Sport and Physical Activity Strategy for 2024-2028 was presented to UEB for their feedback and endorsement.

2.2 The following points were discussed:

- The strategy, developed through consultation with students and staff, aimed to enhance the student experience, align with city and national strategies, and improve sports facilities.
- The use of the phrase "Black and Gold" to describe Team Sheffield required thought. UEB discussed alternative ways to convey the message.
- The need for increased support to compete and deliver the strategy's objectives was highlighted.
- UEB discussed the strategy's success metrics, moving away from solely financial measures to include student satisfaction and impact evaluation.
- The strategy's approach to elite sports and widening participation among minority groups was commended.

2.3 UEB endorsed the Sport and Physical Activity Strategy for 2024-2028, but agreed to revisit the development of sports facilities at a future meeting.

3. Report of the UEB Sustainability Steering Group and proposal to establish Carbon Budgets

(RR and RF in attendance for this item)

3.1 The proposal to establish carbon budgets was presented to UEB, who were asked to:

- Approve the report, noting the updates and actions from the Group's previous meeting.
- Discuss and agree the principle of introducing supply chain carbon budgets.

3.2 The following points were raised and noted during the discussions:

- The report covered updates on the Diamond overnight closure, standardised carbon emissions reporting, and the sustainability strategy.
- The proposal focused on introducing supply chain carbon budgets, highlighting the complexity of identifying the carbon impact of purchases.
- Concerns were raised regarding the potential for waning enthusiasm for the agenda amongst colleagues and the additional burden on purchasing activity.
- UEB discussed the phased approach to implementation, with the initial focus on education and training rather than mandatory reductions.
- The need for a user-friendly system integrated into existing procurement processes was emphasised.

3.3 UEB approved the report and noted the updates and actions from the Group's previous meeting. It was also agreed in principle to introduce supply chain carbon budgets, supporting the phased approach and the focus on education and training in the initial phase. Updates on the carbon budget program would be received through standard UEB reports.

4. Report of the UEB Strategic Advisory Group - Student Recruitment and Population

4.1 UEB considered the UEB Strategic Advisory Group on Student Recruitment and Population report.

4.2 The following discussion points were raised:

- The report covered recommendations on Ad Hoc Fees, Agent Commission Structure 2024, Pre-Application Open Days and Offer Holder Transition, and Postgraduate Taught Portfolio - Minimum Viable Cohort.
- UEB discussed the challenging environment for student recruitment.
- Concerns were raised about the lack of progress around the Postgraduate Taught Portfolio - Minimum Viable Cohort, which suggested the need for a more holistic approach to portfolio review.
- The need for improved data analysis was highlighted.

4.3 UEB approved the report, noting the update and work outlined in the report and agreeing the following:

- 4.3.1 The recommendations relating to Ad Hoc Fees, Agent Commission Structure 2024, and Pre-Application Open Days and Offer Holder Transition.
- 4.3.2 The recommendations relating to Postgraduate Taught Portfolio - Minimum Viable Cohort.

5. Revised approach to UEB Agenda Setting

5.1 UEB considered a revised approach to setting agendas for UEB meetings, away days, and in-person UEB-HoD events in view of changes in the membership of UEB.

5.2 The following discussion points were raised:

- The proposed approach aimed to transfer the direction-setting function to UEB directly.
- UEB discussed the frequency and format of informal, strategically focused UEB meetings, with a consensus reached on holding them every third week and maintaining light, heading-based minutes where necessary given that formal business items that would be minuted in full were expected to result from the broader, strategic discussions.
- KL had introduced the practice of weekly meetings with direct reports.

5.3 UEB agreed to the proposed approach for setting agendas for UEB meetings, away days, and in-person HoD events in 2024, along with the amended structure of the UEB meeting cycle.

6. Round Table

- a) Race Equality Charter: The Race Equality Charter would be presented to UEB shortly.

- b) Appointment Panels: UEB were updated on the proposed appointment of a UEB Chair from outside the faculty concerned to Head of School appointment panels. Invitations would be sent out shortly.
- c) Industrial Relations: UEB were briefed on a collective grievance submitted by trade unions.
- d) UUK: JS would share an update on recent UUK events and discussions.