



Minutes University Executive Board

Date: 18 June 2024

Present: Professor K Lambers (KL) (in the Chair),
Professor R Blakeley (RB), Professor A Blom (AB),
Professor C O’Bradaigh (CB), Professor S Fitzmaurice (SF),
Professor S Hartley (SH), Professor G Jewell (GJ), J Jones (JJ),
Professor M Vincent (MV)

In attendance: J Strachan (JS), T Wray (TW), K Burden (KB) and A Carlile (AC) (Item 1), P Gould (PG) and A Harris (AH) (Item 2)

Apologies: Professor J Derrick (JD), I Wright (IW)

Secretary: Dr E Smith

1. **Business Intelligence Development Roadmap 2024/25**

(AC and KB in attendance for this item)

1.1 UEB considered the Business Intelligence Development Roadmap for 2024/25, alongside an annual update on the 2023/24 Roadmap agreed as part of the Business Intelligence and Reporting Plan and Objectives in May 2023. Among the principal achievements over the previous were the significant adaptation of the University student statutory data work to align with the requirements of HESA Data Futures and the increased usage of the BI Reporting Service. The main challenges encountered were project postponements resulting from the diversion of resources in support of statutory delivery obligations. Particular focus was directed to the overarching priorities of the proposed 2024/25 Roadmap. These included statutory compliance and the provision of both timely and accurate student population and admissions and financial reporting data. The overall number of priorities had been rationalised in expectation of more ad hoc reporting throughout the year.

1.2 During discussion, UEB raised and/or noted the following points:

1.2.1 The sector continued to experience discomfort with the administrative and data reporting demands of Data Futures, and several providers had required extensions to their return deadlines. Although HESA had been unable to roll out its full suite of QA checking this year, it was expected to do so next year.

1.2.2 The University had allocated resources in preparation for increased Data Future requirements. These were still anticipated, but HESA’s standing down of the proposal to institute in-cycle returns was welcome.

1.2.3 Research England had confirmed that 2024/25 would be a pilot year for REF2029 preparations. There was confidence that the University's data was stable.

1.2.4 It was possible that other institutional work could lead to some reprioritisation of objectives.

1.3 UEB approved the Business Intelligence and Reporting Roadmap for 2024/25.

2. **Forged in Sheffield Campaign**

(AH and PG in attendance for this item)

2.1 Campaign Launch

2.1.1 UEB received and noted an update on the timescale and plans for launching the 'Forged in Sheffield' philanthropic campaign, which was the first institution-wide project of this nature and scope. Attention was drawn to the principles upon which the campaign was established, including the need for close alignment with the University's Vision and broader values; the launch events and campaign communications; and proposed next steps. The University had benchmarked core details of these plans, acknowledging the need to find an effective balance between consistency with sector practices and distinctiveness.

2.1.2 During discussion, UEB raised and/or noted the following points:

2.1.2.1 At the launch event, Members of the Campaign Leadership Group would be assigned to a zone best aligned with their interests and tasked with engaging with attendees and pursuing follow-up communications after the event.

2.1.2.2 It was important for CAR's fundraising activities to align with, and contribute to, areas of planned growth at the University. Work would also be initiated in due course to identify how philanthropic and fundraising income could support projects in the University's capital pipeline.

2.2 Campaign Targets

2.2.1 UEB considered proposals to increase the institution-wide campaign income and volunteer-hour targets. The related paper provided the rationale for the recommendation. Confirmation was provided that CAR had secured support from its relevant external advisory board for the proposals and that there was scope to extend or raise the targets if internal or external circumstances merited such a course of action.

2.2.2 During discussion, Members noted that, on the basis of current projections, the campaign would exceed both its existing and proposed new targets.

2.2.3 UEB agreed to raise the campaign targets.

3. **Annual APP Update for Council**

3.1 UEB considered the Access and Participation Plan (APP) Update which, subject to UEB's steer and endorsement, would be presented to Council at its next meeting on 8 July 2024. The accompanying paper detailed the University's process for monitoring performance and providing relevant data for the Office for Students (OfS) to review, summarised the progress made in 2022/23 across a range of data

categories, and outlined the priorities that informed the new APP 2025-29 that was awaiting OfS approval.

- 3.2 During discussion, UEB raised and/or noted a number of points.
- 3.3 UEB endorsed the referral of the Access and Participation Plan Update to Council, noting:
 - 3.3.1 Progress against the current APP for 2022/23.
 - 3.3.2 The submission of a new access and participation plan to the OfS in May 2024 (for commencement in 2025/26), for which approval was pending.
 - 3.3.3 That the University awaited details of any monitoring requirements (remote or via an institutional return) the OfS might require in relation to the current APP and academic year. This could necessitate further updates ahead of Council.
4. **Agenda for 9 July UEB Away Day**
 - 4.1 UEB considered its Agenda for the next Away Day.
 - 4.2 UEB agreed that the Agenda would be reviewed to ensure that the matters raised in discussion could be discussed further and covered as appropriate.
5. **Round Table**
 - 5.1 Council Away Day: KL reported that the recent Away Day had been successful and constructive, noting the productive nature of the discussions.
 - 5.2 UEB-HoDs Away Day: UEB noted that the event coincided with a royal visit to the GTIMC. It was agreed that the Away Day would take place as arranged and that MV would lead an Education-themed session.
 - 5.3 Budget Submissions: JJ provided a reminder that budget submissions from the faculties and Professional Services departments were due on 19 June.