



The  
University  
Of  
Sheffield.

## Minutes Meeting of Council

- Date:** 25 June 2018
- Present:** Mr Pedder, Pro-Chancellor (in the Chair);  
and Mr Mayson, Pro-Chancellors; Mr Young, Treasurer;  
Mr Bagley, Mr Belton (via conference call), Dr Eden (via conference call),  
Ms L Jones, Ms M Kee, Dr Layden, Professor Maltby, Professor Siva-  
Jothy, Mr Sly, Mr Sutcliffe, Mr Sykes, Professor Watkins, Mr Wray (via  
conference call)
- Secretary:** Dr Strike
- In attendance:** Mrs Dingle, Mr Dodman, Mr Swinn
- Apologies:** Professor Sir Keith Burnett, President & Vice-Chancellor; Ms Hague,  
Mrs Hope, Dr Nicholls, Professor Valentine

### WELCOME

Welcomed to the meeting were Ms Lilian Jones, Students' Union President, and Ms Mel Kee, Students' Union Development Officer, who were attending their first meeting of Council.

### AGENDA

- 1. DECLARATION OF CONFLICTS OF INTEREST**
  - 1.1 No conflicts of interest were declared.
- 2. REPORT OF THE APPOINTMENT COMMITTEE**
  - 2.1 Council received and discussed the report of the joint Council and Senate Appointment Committee together with the CV of the preferred candidate, noting that the recruitment and appointment process was felt to have worked well with significant engagement with key University stakeholders and opportunities for wider consultation and input. A comprehensive and robust final selection process had included two stakeholder panels, a media assessment and final interview. It was reported that the standard of shortlisted candidates had been exceptional. All members of the Appointment Committee had signed confidentiality agreements covering each candidate. Clarification was provided about the proposed appointee's previous experience and credentials and perspective given on key institutional challenges, risks and opportunities
- 3. REPORT OF THE SENIOR REMUNERATION COMMITTEE**
  - 3.1 Council received and discussed the report of the Senior Remuneration Committee, which had met immediately prior to the meeting of Council to recommend proposed terms of remuneration. It was reported that the base salary would be towards the bottom of the recommended salary band based on a job evaluation exercise and external benchmarking undertaken independently by Korn Ferry Hay Group, and with benefits that mirrored that of the current President & Vice-

Chancellor, subject to further consideration of the bonus element. It was noted that SRC would be returning to consider the issue of bonuses more generally as an effective means of long-term incentivisation and retention.

- 3.2 Clarification was provided that sector practice was to not release details about a newly appointed Vice-Chancellor's remuneration until they had commenced in the role. However, Council suggested that further thought be given as to whether it could be possible to release these details earlier, subject to discussions with the existing post-holder and appointee, given that the initial announcement and press release were likely to generate significant media coverage. Council recognised the importance that announcements conveyed the positivity of making an excellent appointment in the best interests of the University.

#### **4. TRANSITION AND COMMUNICATION PLAN**

- 4.1 Council received and noted a summary transition and communications plan, including a draft press release and overview of transition and handover arrangements. It was reported that further work would be undertaken by the Chief Operating Officer and Provost & Deputy Vice-Chancellor to provide the necessary background information and data to the recommended candidate in a structured way up to 1 November.
- 4.2 It was reported that the draft press releases and communications were being coordinated, and the contents mutually agreed, with the recommended candidate's current institution. Staff and students would be notified by email from the Chair of Council and further tailored announcements would be sent by post to key external stakeholders.

#### **5. APPOINTMENT OF A PRESIDENT AND VICE-CHANCELLOR**

- 5.1 Following discussion under items 2-4, above, Council:
- (a) Approved the appointment of Professor Koen Lamberts as President & Vice-Chancellor and Chief Executive from 1 November 2018, having consulted with Senate by means of the joint appointment committee of the Council and Senate;
  - (b) Approved the terms of the appointment as recommended by the Senior Remuneration Committee;
  - (c) Noted that Statutes provided for the appointment to be for a period of seven years with an eligibility for reappointment for further periods, subject to related provisions regarding termination;
  - (d) Agreed that Professor Lamberts also be appointed as a Professor of the University, could use the designation and may continue to hold this office on retirement from the office of President & Vice-Chancellor;
  - (e) Agreed that Professor Lamberts would be nominated to OfS as the University's Accountable Officer, subject to receiving his declaration of being a 'fit and proper' person as defined by the OfS;
  - (f) Agreed that the University Secretary would notify OfS of a proposed change to the nominated Accountable Officer and to update the Register accordingly.

- 5.2 Council also noted that, upon taking office:
- (a) Professor Lamberts would become a Class (1) member of the Council;
  - (b) Professor Lamberts would become a member of and Chair of the Senate.
- 5.3 With respect to the interim period during October 2018, Council:
- (a) Agreed that the Provost & Deputy Vice-Chancellor, Professor Gill Valentine, would act as President & Vice-Chancellor and as the Class (1) member of Council, noting that she would Chair Senate, with the relevant delegated authorities;
  - (b) Agreed that the temporary vacancy for a senior academic officer in Class (2) be maintained pro-tem *vice* Professor Valentine;
  - (c) Agreed that the office of Provost & Deputy Vice-Chancellor would not be temporarily filled;
  - (d) Agreed that the University Secretary should notify the OfS of the proposed change to the nominated Accountable Officer and to update the Register accordingly.
- 5.4 Council noted that the appointment would be announced as soon as possible after the meeting of Council, subject to coordination with Professor Lamberts' current institution, and no later than Tuesday 26 June.

These Minutes were confirmed

at a meeting held on 9 July 2018

..... Chair