**REF OVERSIGHT COMMITTEE**

**Notes and Actions from the Meeting Held on 17 December 2020**

**PRESENT:** Prof Andrew Ball (AB), Liz Towns-Andrews, Prof Alistair Sambell, Tracy Turner (TT), Kirsty Taylor (KT), Deborah Wills (notes)

**APOLOGIES:** Siobhan Moss

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|  |  | **ACTIONS** |
| **1.**  1.1  1.2  1.3  1.4 | **Minutes of meeting held 23 November 2020**  The minutes were approved as a correct record.  Item 5.3 – LTA has agreed to continue reading environment statements and supporting Schools. One of the statements was circulated as an exemplar therefore remaining statements within that School now need to be word checked for authenticity.  Item 5.4 - Accessibility Template used by UoA Co-ordinators and ICS leads; use of certain types of formatting such as italics is a problem. Case studies are restricted to 5 pages, need certain heading styles etc., therefore the wording might require further editing after the accessibility is reviewed to ensure it meets restrictions.  Guidance document; TT read the document and confirmed we have picked up on actions required, including template revision requirements. |  |
| **2.**  2.1  2.2  2.3  2.4  2.5  2.6 | **Institutional Environment Statement and UoA level**  REFOC noted LTA’s completion of the final institutional statement and thanked her for the work undertaken on this.  LTA confirmed the red sections are the areas that were required to be addressed. The ECR number needs updating once we have the outcome from IC Panel. LTA reported that HR had been extremely helpful, particularly Stuart Preston, in providing data and information for inclusion.  As we have no formal impact strategy or objectives, LTA created some research strategy impact aims under delivery of impact section and these have been passed to Esmay Slator for future work and inclusion in REF2028.  TT to assess whether the graphs, which are required to have an audio accompaniment, should be reverted to tables for simplification.  An outstanding element of the statement is the 500 words on impact of Covid-19. MHM, ADA and C&E have replied so other Schools outstanding.  Following a query from KT, LTA confirmed total research income for 19/20 is included in the last section. KT would confirm that income grant generation is not required and not what has been included in the institution statement. | **TT   TT** |
| **3.**  3.1 | **Impact Case Studies**  TT confirmed around 15 have arrived for checking via Esmay therefore work is ongoing. |  |
| **4.**  4.1  4.2  4.3 | **UoA Output Pools**  KT has completed them all apart from 3 – Music, Art & Design and Engineering. She has received many queries and is aiming to complete this by Friday 18th December.  Analysis by gender of output numbers has started. Meetings have been held with the Deans, ADREs and UoA Co-ordinators in Applied Sciences as there was an initial bias to males in the selection. These UoAs have subsequently acted on concerns and made changes to address the balance, ensuring ouput quality has stayed the same which is an extremely positive action for including in the UOA environment statements  TT confirmed a full equality impact analysis, covering all protected characteristics will be required for the final submission pools in each UOA and a report will need to be submitted. |  |
| **5.**  5.1  5.2 | **Any Other Business**  It was agreed to have next meeting on 18 January which is before any upcoming deadlines, as a normal 1 hour meeting with future meeting schedule to be reviewed.  KT agreed to download the environment statements into a Box account so that LTA can access them from January onwards. | **KT** |