**REF OVERSIGHT COMMITTEE**

**Notes and Actions from the Meeting Held on 12 September 2019**

**PRESENT:** Prof Andrew Ball (AB), Siobhan Campbell (SC), Prof Dave Taylor (DT), Kirsty Taylor (KT) and Tracy Turner (TT)

**IN ATTENDANCE:** Gillian Booth (notes)

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|  |  | **ACTIONS** |
| **1.**  **1.1** | **APOLOGIES FOR ABSENCE**  Apologies for absence were received from Liz Towns-Andrews. |  |
| **2.**  2.1  2.2 | **MINUTES OF THE MEETING 23 JULY 2019 AND MATTERS ARISING**  The minutes were approved.  Matters arising: It was noted that all the necessary action points had been appropriately addressed. |  |
| **3.**  3.1  3.2  3.3 | **UOA 33 MULTIPLE SUBISSION REQUEST**  TT referred the Committee to the “Justification for Request” paper tabled in relation to Music and Drama. She had spoken to Prof Monty Adkins and a compromise had been reached over the wording.  It was agreed that consideration should be given to further revisions to the wording in the paper so as not to draw attention to (or raise any questions about) the departments having previously been combined.  SM confirmed that the re-structure from three departments to two would be effective from 14 October 2019 onwards. | **TT/KT** |
| **4.**  4.1  4.2  4.3 | **UOA OPTIONS**  The Committee considered the 3 UoA scenarios set out in the paper tabled, including data on the quality of outputs, the number and quality of viable impact case studies and consideration of the research environment.  Following discussion about the viability of each scenario, AB confirmed the following recommendations:  Mathematics - AB to discuss with Simon Iwnicki and Steve Donnelly the viability of creating a small unit for Mathematics with 4.0FTE and making a request to REF for small unit exemption. If an exemption is agreed by Research England the University can still opt to submit that unit in 2020. In the meantime, work should begin to generate a case for exemption.  Geography - The University will not submit to UoA14 Geography and the staff should be included as part of UoA5 Biological Sciences.  Chemical Engineering - The University should not move UoA8 Chemical Engineering staff into UoA12 Engineering and the staff should remain in UoA8 Chemistry.  It was agreed that the relevant Deans, ADREs and UoA coordinators should be informed of the above recommendations as soon as possible and that the REF module “Pure” should be updated in line with the recommendations. | **AB/KT**  **KT** |
| **5.**  5.1  5.2  5.3  5.4  5.5 | **OA COMPLIANCE**  KT highlighted the importance of ensuring the necessary training was applied across all Schools. It was noted that the library would only be undertaking training for PGRs and that KT would be arranging training for staff and funded PGRs.  The Committee agreed that Schools needed to be made aware of the impact that recruitment could have on the number of ICSs required in some UoAs.  It was noted that Allied Health, Chemistry and Music were all very close to their FTE count to go into the next band for ICS.  SM informed the meeting that she was not expecting there to be a huge amount of movement or fluctuation in recruitment and KT confirmed that she was keeping any staff additions under close review.  The Committee also considered the impact of staff leaving the University. | **KT** |
| **6.**  6.1 | **CODE OF PRACTICE**  TT reported that feedback on the COP had been received in mid-August and that the COP had been accepted, subject to further clarification work which had now been undertaken. This required changes to the document to address 3 key areas: the utilisation of equality impact assessments, further details regarding the REF specific EDI training and clarifying the criteria description for SRR. The revised COP would be ready for submission by the deadline date of Friday, 20 September 2019. | **TT** |
| **7.**  7.1  7.2 | **ANY OTHER BUSINESS**  KT informed the Committee that she would be kick starting the information gathering for the Survey of Submission Intentions due in December 2019. It is in the University’s interests to supply as much detail as possible and to reflect what we are expecting to submit on a best estimates basis.  TT advised the Committee that consideration also needed to be given to resources for impact case study work and issues around testimonials and that this will be raised at the next URC meeting. | **KT**  **TT** |
| **8.**  8.1  8.2 | **DATE OF NEXT MEETING**  The next meeting is scheduled to be held on 22 October 2019 at 14:00.  SM gave her apologies for the next meeting. |  |