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Research and Enterprise Committee

Open Minutes

Date of meeting: **Tuesday, 20 September 2016**

Duration of meeting: **9.30 – 11.30**

Location: **G5.05, High Wycombe**

Attendance

Name	Faculty / Directorate	Category of membership
Tim Middleton	Senior Management Team	Chair
Rebecca Chandler-Wilde	RED Unit	Ex-Officio
Richard Mather	Design, Media & Management	Nominated Member
Kath Dunn	Careers	Co-opted Member
Nneka Odunaike (for Finance items)	Finance	Co-opted for Finance items
Hilary Mullen	Design Media & Management	Co-opted member
Ceri Sims	Society & Health	Nominated Member
Sofia Barbosa Bouças	Society & Health	Co-opted Member
Anne Evans	RED Unit	Secretary
Mel Nakisa	RED Unit	Minutes Secretary

Apologies

Name	Faculty / Directorate	Category of membership
Jake Kaner	Design Media & Management	Ex-Officio
Phil Wood	Design, Media & Management	Nominated Member
Paul Morgan	Society & Health	Nominated Member
Mark Stone	Society & Health	Nominated Member
Claire Harbord	Human Resources	Co-opted Member
Philip Martin	External	Co-opted external Member

Absent

Name	Faculty / Directorate	Category of membership

Chair's welcome

16.64 The Chair welcomed new members to the Committee.

Apologies for absence

16.65 Six apologies were recorded and accepted by the Chair. Members were reminded that attendance was key to effective committee work and asked that all members make every effort to attend all meetings

Terms of Reference & Membership

16.66 A new Research & Enterprise Committee was established last year. The Chair reported that some adjustments had subsequently been made to the terms of reference and membership to ensure good representation of staff at different stages of their career. An extra meeting has been incorporated into the meeting schedule for this year in order to cover the additional work the Committee needed to undertake. A number of Working Groups would also be set up during the year to report to the Committee.

Declaration of conflicts of interest

16.67 No conflicts of interest were declared.

Minutes of the previous meetings (20 May 2016)

16.68 The minutes from the meeting held on 20 May 2016 were confirmed as a true record.

Matters arising from the minutes not appearing on the agenda

16.69 There were none to report.

Status of actions from the previous meeting

16.70 The action sheet was noted. Attention was also drawn to the following:

a) A network of enterprise champions was being established at department level.

b) The University is engaging in a JISC funded project on Research Data Management which is looking at storage, preservation and access to research data. Researchers from the University would be required to input into the project. A meeting was being held on 14 October in London to explore in greater detail researchers' requirements and issues in data management. Any researchers who would like to attend this meeting should contact the Secretary for further details or alternatively forward any data considerations to be raised at the meeting.

Action: Members/RED Unit

c) A list of Chairs and deputy Chairs of School Ethics Sub-Committees would be provided for the next meeting, to include UCFB who would have a newly constituted Sub-Committee reporting to the University under the conditions of the recent revalidation.

Action: RED Unit

Chair's Report

16.71 The Chair reported that the University Strategy established last year emphasized a new approach to Research and Enterprise and set the context within which the University needed to be operating. Some key performance indicators had been agreed with Council but so far these have been restricted to financial measures as

proxy indicators of activity. Additional indicators, such as those in the [Snowball Metrics Recipe Book](#) , were currently under consideration.

16.72　Existing Institutes and Centres were under review and new groupings would be approved through the Committee. This would be reflected on the University website.

16.73　Enterprise champions were currently being identified. It was recognized that the majority of commercial work within the University came from academic networks and the champions would help to grow this activity at the department level.

16.74　Higher Degree Tutors were currently being appointed to help make the working arrangements with Staffordshire University more effective. These roles would replace and subsume the pastoral roles of the previous Research Degree Tutors. They would work closely with the PGR Registrar and the Senior Research Development Officer.

16.75　A particular focus this year would be on staff development in light of the proposed new Bucks Academic Framework and the implementation of a new PDR system. Possible options to calibrate the system would be considered by Senate. The new approach would move towards evidence based outcomes visible, which in future could be linked to a dashboard drawing on data held in the new HR and Finance systems. The possibility of moving to a strength based approach to evaluate performance was muted by members. This suggestion would be fed back to the Working Group for the project.

Action: Kath Dunn, Chair

Projects approval and sign-off process (REC16.12)

16.76　The Chair reported that this Committee had agreed to pilot a project approval process last year but that it had not been widely used. A meeting of the Vice-Chancellor's Steering Group confirmed that the process should be adopted across the University and any bids that the PVC Research & Enterprise or Finance considered to be not well aligned to University strategy or weak in terms of quality or costings would be blocked from submission.

16.77　The project initiation form had been revised to include additional sign-offs to ensure that line managers were aware of any deficit in income from a project compared to actual cost.

16.78　The last box on the form included CVs or reference to web profiles. It was recognized that the current system for staff profiles was cumbersome and the University needed to move towards a web based system with free text input directly by academics with a feed from the repository for any outputs. One Member raised a concern that some profiles were out of date despite the database being refreshed with new data. It was agreed that these concerns would be raised through FMT and separately by the Chair with IT.

Action: Ceri Sims, Chair

16.79　The Committee agreed the use of the revised form and process. Awareness of this would be raised through a variety of mechanisms. The Chair would also discuss with the Deans how the message could be disseminated.

Action: Chair

Research & Consultancy income over 4 years (REC16.13)

16.80   The Finance representative presented research and consultancy income figures for the last four years. The disparity in income for both research and enterprise between the faculties was evident.

16.81   It was noted that the paper did not include CPD related material because of the difficulties in unpicking these activities when they had not been coded separately. In future all level 6 codes allocated to enterprise projects would have an E prefix. A contract/agreement would be required for all projects to ensure income is tracked and invoices raised in a timely manner.

16.82   The Chair reported that the Consultancy Policy would be refreshed to ensure there was transparency around the reward and incentive system for staff engaging in such activities.

16.83   The focus for Research KPIs would be on research and consultancy activities with Erasmus and Tempus funding not included as this income was not designed for research purposes and as such not normally returnable in the HE-BCI survey or HESA data sets for research and innovation.

Research & Consultancy income 2015-16 (REC16.14)

16.84   The Finance representative presented the Research & Consultancy figures by Project and Faculty for 2015-16. It was noted that a significant amount of income had not been allocated to specific projects, emphasizing the need for accurate coding to track projects going forward. Members were asked to consider the figures and notify Finance of any omissions.

16.85   All projects should in future go through the central approval process to enable monitoring against progress and success rates. Colleagues that were routinely successful would be invited to join a peer review group.

16.86   Future meetings of the Committee would monitor:

   a)   Work in progress

   b)   New projects in the academic year

   c)   Continuing live projects from previous years

16.87   Rates for different activities were being established centrally to achieve consistency across the University.

Research Centres & Groups Policy (REC 16.15)

16.88   A draft version of the Research Centres & Groups Policy was presented to the Committee in May 2016. A revised version then went to Faculties for feedback. A final version was presented to the Committee for approval.

16.89   The Policy provides the typology for different groupings:

   - University Research Centres – interdisciplinary group spanning two or more Schools
   - Faculty Research Centres – core membership drawn from a single School
   - Research Groups – smaller scale with narrower thematic focus
   - Research Clusters – similar to groups but more embryonic with no formal reporting requirements

   The same requirements would also apply to Enterprise groupings.

16.90   The Policy also covered how these groupings could be established, closed down and their respective reporting requirements.

16.91   All groupings would fall under Research themes depicting core areas of University activity. These areas would be confirmed with faculties and brought to the next meeting of the Committee. The Policy was approved for recommendation to Senate. The Chair would work with relevant people in the Faculties to develop proposals for Centres to be brought to the next meeting.

Action: Chair

The Stern review (REC 16.16)

16.92   A paper summarizing the recommendations of an independent government review led by Lord Nicholas Stern published in August 2016 was presented to the Committee.

16.93   The Chair highlighted the following:

a)   All academic staff with a contract that includes research should be included in the exercise.

b)   Outputs would no longer be portable.

c)   Peer review should continue but metrics should support the assessment.

d)   Impact would also be assessed at an institutional level so the University's thematic areas will be important.

16.94   Further to this review a formal consultation will be issued by the end of the year with decisions arising from the consultation published in the summer of 2017.

REF update and dry run

16.95   In light of the Stern review and in the absence of further clarification at this stage, a REF dry run would take place assuming that the Stern recommendations would apply. The dry run would be considered in an inclusive way working with departments who had not previously been returned to the exercise.

16.96   The data for the dry run would be captured through the Unit of Assessment (UOA) Leads. It was noted that some people in these roles had moved on from the University and new UOA Leads needed to be appointed. A refreshed list would be brought to the next meeting.

Action: RED Unit

16.97   Clarity regarding types of outputs appropriate for inclusion in the REF would be provided by the UOA Leads.

Research Degree Awarding Powers

16.98   A timeline leading up to a Research Degree Awarding Powers (RDAP) submission was presented by the Chair. Detail for inclusion in the submission would be obtained through interviews with staff supported by the RED Unit and UOA Leads in the autumn.

16.99   A paper would be drafted with external input and presented to the January meeting of the Committee.

The Research & Enterprise Development Unit (REC16.17)

16.100 The Chair presented an organogram of the newly established Research & Enterprise Development Unit. A major focus of the Unit was on development of staff. A Senior Research Development Officer would be responsible for

coordinating research development of staff at all stages of their career using a mixture of in house and external facilitators as appropriate. An Impact and Innovation Coordinator would have a key role in recording and promoting impact. A PGR Registrar would have a connection with the Higher Degree Tutors and would oversee the research student lifecycle from admission to viva. New central roles had been established for Enterprise and Business Engagement. An additional post to be responsible for contracts and post-award activities had also been proposed. Enterprise Champions and the Heads of Research would have dotted reporting lines into the Unit. A Working Group would be established to develop public engagement work.

Early Career Researcher Development Programme (REC 16.18)

16.101   A range of researcher development opportunities were proposed. These included two cohort-based programmes to run in semester 2 for research funding and writing for publication which would culminate in a bid for external funding and writing an article respectively. They also included a list of suggested ideas for lunchtime 'Research Bites'. Options are under investigation to enable remote access where staff are unable to attend in person. Suggestions for other subject areas are welcomed, along with volunteers from academic staff willing to lead sessions.

16.102   The University is also considering running a programme of personal development for women to facilitate engagement with enterprise activities. An initial meeting had taken place with an external training provider. Provision of such a programme would assist with compliance with the Athena Swan charter.

16.103   Additional enterprise development opportunities will be identified by enterprise colleagues from the RED Unit.

16.104   A support group for staff undertaking part-time Doctoral study was proposed. A programme of development is already being planned for all research students at the University. Staff undertaking Doctoral studies (registered through the University or elsewhere) are welcome to attend any of these sessions and would benefit from the wider support network.

16.105   Details of development programmes will be advertised through a number of channels, including Digest, Faculty Management Teams and the Bucks Outlook development calendar.

Athena SWAN Charter (REC16.19)

16.106   The Athena SWAN charter recognizes work undertaken to address gender equality. The University signed the charter in August 16 and now needs to establish a self-assessment team as the first step towards applying for the award. A small Working Group chaired by the PVC Research and Enterprise will be formed shortly to undertake this process. Compliance with the charter is already a requirement of some funding organizations and it is expected from other funders in the near future.

Bucks Knowledge Archive Policy (REC16.20)

16.107   A draft Bucks Knowledge Archive Policy had previously been discussed by the Committee. The final version was brought to the Committee for consideration. It was noted that the repository had recently been migrated to a hosted service through CREST which provided a more cost effective measure. The Committee agreed to recommend the Policy to Senate.

16.108   Some discussion took place on the importance of the repository and how to continue to raise awareness of the need to deposit items in a timely fashion. Work with the Learning Resources staff would continue to increase understanding of the

barriers currently perceived by academics. The repository would be given greater prominence when the website was refreshed.

Date of next meeting

16.109   The date of the next meeting is 18 November 2016.