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## Research and Enterprise Committee

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### Open Minutes

Date of meeting: **Friday, 18 November 2016**

Duration of meeting: **9.30 – 11.20**

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

### Attendance

Name	Faculty / Directorate	Category of membership
<b>Paul Morgan</b>	Society & Health	Nominated member (deputising as Chair for this meeting)
<b>Rebecca Chandler-Wilde</b>	RED Unit	Ex-Officio
<b>Mandy Chong (for Finance items)</b>	Finance	Co-opted for Finance items
<b>Hilary Mullen</b>	Design Media & Management	Co-opted member
<b>Ceri Sims</b>	Society & Health	Nominated Member
<b>Jake Kaner</b>	Design Media & Management	Ex-Officio
<b>Phil Wood</b>	Design, Media & Management	Nominated Member
<b>Mark Stone</b>	Society & Health	Nominated Member
<b>Christine Boucher (left after HR item)</b>	Human Resources	Co-opted Member
<b>Colin Martin</b>	Society & Health	Ex-Officio
<b>Philip Martin</b>	External	Co-opted external Member
<b>Anne Evans</b>	RED Unit	Secretary
<b>Mel Nakisa</b>	RED Unit	Minutes Secretary

### Apologies

Name	Faculty / Directorate	Category of membership
<b>Tim Middleton</b>	Senior Management Team	Chair
<b>Richard Mather</b>	Design, Media & Management	Nominated Member
<b>Kath Dunn</b>	Careers	Co-opted Member
<b>Sofia Barbosa Bouças</b>	Society & Health	Co-opted Member

## Absent

Name	Faculty / Directorate	Category of membership

### Apologies for absence

16.110 Four apologies were recorded and accepted by the Chair.

### Minutes of the previous meetings (20 September 2016)

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

### Matters arising from the minutes not appearing on the agenda

16.112 There were none to report.

### Status of actions from the previous meeting

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

16.75 – It was reported that a meeting had been arranged at which the suggestion of incorporating a strength based approach into the new PDR system could be discussed.

### Chair's Report

16.114 There were no items to report.

### Projects – Grants in progress (REC16.21a)

16.115 A list of projects in progress was noted. All academics were encouraged to complete the Project Initiation Form to ensure records are complete and that support can be provided in a timely manner. The RED Unit will write to the Deans to ask them to reinforce this via their teams.

#### Action: RED Unit

### Projects – Research & Enterprise income to date 2016-17 (REC16.21b)

16.116 The list of income to date in 2016-17 by project code was noted. The following was discussed:

- Erasmus income should not be included in the list of Research & Enterprise projects and would be recorded elsewhere.
- Horizon 2020 and other EU funded projects returnable as research income should be included under Research income.
- It would be helpful for all live projects to be shown so that it would be possible to see those without spent income.
- Industry funding for research studentships needed to be included.
- More data in the report would be helpful.
- Year on year comparisons should be conducted on a regular basis, alongside success rates.

16.117 It was recognised that the reporting requirements were evolutionary and the RED Unit would continue to work with Finance on these.

### **Consultancy & IP Policy (REC16.22)**

16.118 It was noted that the University's Intellectual Property Policy was in need of revision and that consultancy would be incorporated into the next iteration. A Working Group was being set up to progress this that included Enterprise Leads, the RED Unit and Finance. The document will also be informed by the forthcoming Enterprise Champions. The following points were made in discussion:

- It might be difficult to write the document as a single policy and consideration should be given to having a separate Consultancy and an Intellectual Property Policy.
- Consideration will need to be given to staff on fractional appointments or roles in more than one area.
- Clear definitions need to be included.
- The impact on people and possible contractual obligations will need to be reviewed in conjunction with the Director of HR.

#### **Action: Chair**

- The University needs to nurture talent and encourage entrepreneurship in a way that benefits all parties and with clarity regarding the impact on their current role

16.119 Members who would like to join the Working Group were asked to express their interest to the Chair.

#### **Action: Members**

### **Research Centres & Groups Policy (REC16.23)**

16.120 It was reported that a draft Research Centres and Groups Policy had been recommended to Senate who requested that the infrastructure be rationalised into a leaner configuration, that the scale of the Centres and Groups should be clearly articulated and that the fluid process of cluster development should not be formalised.

16.121 The revised Policy presented to the Committee had been significantly revised and simplified with a two tier system of University Research & Innovation Centres and University Research & Innovation Groups. All Centres would have an interdisciplinary membership spanning several fields of inquiry. It was agreed that each Centre should have a cohort of at least five PGR students.

16.122 The Committee agreed to recommend the revised University Research & Innovation Centres and Groups Policy to Senate.

### **HE BCI**

16.123 The Director of Enterprise & Business Engagement explained to Members that the HE BCI return reported on all activities under the knowledge exchange umbrella including CPD, knowledge transfer activities and community engagement. It is important to ensure the University's return is accurate as it triggers payment of HEIF funds from HEFCE. As a result of work by the RED team and Finance on the 2015-16 return it was noted that Faculties had not always coded this activity in ways that meant the full range of work was reported. To support future returns, quarterly reports on progress to date within the year would be brought to the Committee to raise awareness of the requirements and ensure accuracy of reporting. A separate Public Engagement Working Group would be looking at community aspects of this work. Reporting from August 2017 will be facilitated by the introduction of the new

Finance system. An on-line template is being created for course teams to use with support from their Faculty business engagement partner

### **Knowledge Exchange Strategy (REC16.24)**

- 16.124 The Chair reported that the five year Knowledge Exchange Strategy submitted to HEFCE was presented for note. One of the priority objectives was to continue knowledge exchange work with a Health and Care sector focus in two Academic Health Science networks and with researchers and organisations in Health, Care and Well-being in South East England and beyond. Knowledge exchange activities would be developed over the next two years in relation to both creative and cultural industries, and resilience, innovation, sustainability and enterprise for SME businesses. PGT and PGR pathways to innovation that support future start-ups in creative industries and health & care sectors would be developed.
- 16.125 It was noted that evaluation of the University's Knowledge Exchange activities was not always conducted in a systematic manner and an evaluative report would be produced at the end of the academic year on the approaches that had been taken in the year.

### **HR Excellence in Research Award update (REC16.25)**

- 16.126 The Learning & Development Business Partner reported that an initial gap analysis with an emerging action plan had been undertaken against the principles of the Concordat to Support the Career Development of Researchers.
- 16.127 Input into the gap analysis to date had been provided by the Learning & Development Business Partner, the Equality, Diversity and Inclusion Manager, the RED Unit and a Head of Research. A focus group had been arranged with Research Assistants (past and present). Following further internal reflection, the document would have external review before a formal submission took place.
- 16.128 It was suggested that references to the Bucks Academic Framework may need to be amended as this had not formally been approved and that the document should be considered by the Union. Additional stakeholders who could be interviewed were Principal Investigators who had taken on contract researchers.

#### **Action: Learning & Development Business Partner**

- 16.129 It was noted that, although the Concordat was of particular importance to Research Assistants, it was an opportunity to develop a supportive environment that could nurture talent more broadly.

### **Staff undertaking doctorates external to the University**

- 16.130 It was noted that a concern had been raised at the Research Degrees Committee about the extent of informed discussion with individual staff members that took place regarding undertaking an external doctorate and whether this should be a professional doctorate or PhD etc. This included how this would dovetail into outputs and future supervisory capacity and how this should be evaluated. It was reported that the Chair was taking this forward in discussions with Human Resources.

### **Equipment.data**

- 16.131 The Research Development Unit Manager explained that equipment.data was a national portal developed as a way to improve the visibility and utilisation of UK research equipment. The University has had a limited presence on the portal for two years with Gold compliance status as the data on the University website is automatically harvested for inclusion in the portal.

16.132 The project is now being taken forward by JISC with a view to it becoming a sustainable national service. JISC are also developing connections between equipment.data and industry and are looking at further development of analytics and the reporting of equipment use and sharing.

16.133 It was noted that the Technical Resources Manager was going to review the University's entries on the portal, but Members were asked if there was anything specific they considered should be included.

**Action: Members**

#### **Concordat on Open Research Data (REC16.26)**

16.134 It was reported that the Concordat on Open Research Data was published in July 2016. The principles in the document state that:

- Open access to research data is an enabler of high quality research, a facilitator of innovation and safeguards good research practice
- There are sound reasons why the openness of data may need to be restricted but any restrictions should be justified and justifiable
- Open access to research data carries a significant cost, which should be respected by all parties
- The right of the creators of research data to reasonable first use is recognised
- Use of others' data should always conform to legal, ethical and regulatory frameworks including appropriate acknowledgement
- Good data management is fundamental to all stages of the research process and should be established at the outset
- Data curation is vital to make data useful for others and for long-term preservation of data
- Data supporting publications should be accessible by the publication date and should be in a citeable form
- Support for the development of appropriate data skills is recognised as a responsibility for all stakeholders
- Regular reviews of progress towards open research data should be undertaken.

16.135 A commitment to the above principles would be needed in order to be able to demonstrate that the University has a mature research environment. It was noted that the University was currently participating in the JISC Pilot project on the research data management shared service in order to help meet these requirements.

#### **REF Update and UOA Leads (REC16.27)**

16.136 A list of current Unit of Assessment Leads was presented for note. It was noted that there were three vacancies, in part as a result of staff leaving the University. It was reported that a second UOA Lead had been appointed for the Music, Drama, Dance & Performing Arts. Discussions concerning a second Lead for Social Work & Social Policy were ongoing. A representative from the Learning & Teaching Directorate had been appointed as a UOA Lead for Education alongside a Lead from the Faculty of Design, Media & Management. In view of the potential size of this UOA, it was agreed that consideration should also be given to a third Lead from the Faculty of Society & Health.

**Action: C Martin**

- 16.137 It had been reported that there were some difficulties with uploading material to the repository since migration to the CREST system and that a Standard Operating Procedure was needed to assist staff in its use. It was noted that the RED Unit and the Library were currently in discussion about the way the repository was supported and managed at the University.

#### **RDAP**

- 16.138 It was noted that data to support a Research Degree Awarding Power submission had been collected through a survey earlier in the year. This would be used to prepopulate templates which would be used as the basis for forthcoming interviews to provide additional detail. A paper would be brought to the March meeting of the Committee to review progress.

**Action: Chair**

#### **Chair & Deputy Chairs of Ethics Sub-Committees (REC16.28)**

- 16.139 It was reported that good progress had been made in ensuring good coverage for all taught student ethics approvals with members of the University Ethics Panel involved in the Sub-Committees to ensure consistency of approach.

#### **Ethics Report 2015-16 for note (REC16.29)**

- 16.140 The report for 2015-16 produced by the University Ethics Panel was presented for note.

#### **Minutes of University Ethics Panel**

- 16.141 The minutes of the University Ethics Panel meetings on 19 May 2016, 24 June 2016, 15 July 2016 and 21 September 2016 were presented for note.

#### **Minutes of Research Degrees Committee**

- 16.142 The minutes of the Research Degrees Committee meeting held on 21 June 2016 and 19 October were presented for note.

#### **Any Other Business**

- 16.143 The poor attendance at some Research Seminars such as the Applied Social Science programme was raised as a concern. Other events had been cancelled. The following points were raised in discussion:
- a) Speakers should be briefed to ensure the content of their presentation was not highly technical;
  - b) Seminars could be opened up to the public;
  - c) Sessions should be recorded where appropriate for further dissemination;
  - d) A central theme could be selected with two different discipline approaches;
  - e) Consideration could be given to ensuring some sessions met the requirements for CPD points as required by some professional bodies.

#### **Date of next meeting**

- 16.144 The date of the next meeting is 17 January 2017.