**REF OVERSIGHT COMMITTEE**

**Notes and Actions from the Meeting Held on 20 January 2020**

**PRESENT:** Prof Andrew Ball (AB), Prof Dave Taylor (DT), Liz Towns-Andrews (LTA), Tracy Turner (TT), Siobhan Moss (SM) and Kirsty Taylor (KT)

**IN ATTENDANCE:** Deborah Wills (notes)

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|  |  | **ACTIONS** |
| **1.**  1.1  1.2 | **MINUTES OF THE MEETING 9 DECEMBER 2019 AND MATTERS ARISING**  The minutes were approved.  Item 2.2; Workload allocation – SM has been undertaking work following QOWL and workload allocation was a prevalent theme. The work on workload allocation models is also ongoing and the outcomes will be discussed with the focus group and recommendations put forward within a paper for SLT approval. | **SM** |
| **3.**  3.1 | **INDIVIDUAL CIRCUMSTANCES AND CONSIDERATION OF POTENTIAL FORMAL REQUESTS FOR UNIT REDUCTIONS**  Around 60 declarations had been received at the time of the meeting. R Sivori will provide a breakdown of anonymised approved output reductions once the exercise is complete but not all potential ECRs have submitted declarations. The deadline for formal UoA output reduction requests is 6th March. This will be discussed in more detail and any potential UoA reduction requests will be brought to the next REFOC meeting on 24 February. | **KT** |
| **4.**  4.1 | **STAFF RECRUITMENT IN UOAs – TIPPING POINTS INTO NEXT IMPACT CASE STUDY BRACKET**  Academic recruitment is taking place on an ongoing basis. The potential for at least one UoA to tip over into the next impact case study bracket has been identified. For staff appointed at less than 0.3FTE between now and the census date (31 July) there is a risk that Research England may deem such staff ineligible for inclusion due to no or extremely limited substantive connection with the University. SM to follow up with Deans as and when such cases arise. | **SM** |
| **5.**  5.1  5.2 | **MOCK REF EXERCISE**  SRR/IR staff have been contacted asking them if they want to change existing or add outputs into Pure. 90 newly appointed individuals have yet to go through the identification process. A review of staff in the “expected to be” category will also take place. The deadline for identification is mid-March and from then the focus will be on the outputs.  The overall mock REF results, including for impact case studies and environment statements will be available in May. |  |
| **6.**  6.1  6.2 | **REPORT ON WORKSHOPS ON SELECTION OF OUTPUTS**  LTA reported on the workshops held on 15th and 16th January. EDI was discussed, as was quality and the ADREs/UoA Co-ordinators raised a preference for using +/- scoring to achieve a graduated extended scale for assessment of output quality. The Committee agreed that KT should contact ADREs and UoACs to advise that the +/- difference will not be used in the overall assessment score field in Pure for each output considered, i.e., a 3+ or 3- will be considered a 3\*. The +/- approach is not in the agreed Code of Practice. The ADREs and UoACs were reluctant to consider using EDI positive action in the selection of final outputs to make up the submission (2.5 x FTE) but supportive of using strategy and environment to guide the final choices.  KT will record the reasons for the selection of every output. |  |
| **7.**  7.1 | **ANY OTHER BUSINESS**  A request to move a member if staff from UoA 4 to 5 was considered and agreed. noted. Both UoAs supported this change. |  |
| **8.**  8.1 | **NEXT MEETING**  24 February 2020 at 1400. |  |