**REF OVERSIGHT COMMITTEE**

**Notes and Actions from the Meeting Held on 21 September 2020**

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

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|  |  | **ACTIONS** |
| **1.**  1.1  1.2 | **Minutes of meeting held 20 August 2020**  The minutes were approved as a correct record.  Matters arising from the minutes of 20 August 2020:   1. List of staff with a doctorate not yet publishing at 2\* - KT advised that the finalised list has not yet been completed. AB requested that the finalised list be sent to AB/TT/SM when it is ready to send to Deans. 2. External review of Research Outputs by UoA – request for evidence of external reviews– KT has scheduled individual meetings with all UoA Co-ordinators to request the information. 3. UoA32 – KT advised that staff who were under consideration have now been included in UoA32 and informed accordingly. 4. REF COP Revisions – TT emailed the revised Code of Practice to Research England who subsequently confirmed it was received and advised the changes made have been approved. TT confirmed the approved version is now on the intranet and external website. 5. Final round of identification of staff - KT advised identification of new starters has been completed. Following a recent meeting with HR, another 16/17 members of staff need to be identified. | **KT** |
| **2.**  2.1  2.2  2.3  2.4 | **SRR/IR Identification and HESA return**  KT confirmed the submission has been made to HESA on 19th September. There is now a further window of opportunity for further amendments to be made to the submission, until 5th October.  KT advised within the 2 year timeframe for the output KPI, 17 staff have publications that have not been proposed or graded for REF. From these 17 staff, 5 have been identified as being SRR. KT will continue to work on this and confirmed that to date, changes will not move the UoAs into the next impact case study bracket although one individual is waiting to hear from a publisher on the outcome of an article which could affect one UoA.  An equality impact assessment will need to be undertaken when the SRR/IR identification work has been completed.  KT advised that one member of staff was found to have 2 different contracts and identified as not SRR on the T&R contract but IR on the research only so will be included as IR at fractional FTE. |  |
| **3.**  3.1 | **REF Timeline**  TT presented the document which was agreed with UoA Co-ordinators and ADREs in early September. There is also a separate document to assist them with data for inclusion within environment statements. The target for final research output submission pools is end of October. By Christmas, we are requesting final environment statements be submitted and the end of January for impact case study final versions. This is to enable documents and meta data to be checked and completed for final submission at the end of March. It is hoped by early March to be in a position to inform the VC of the final position. |  |
| 4.  4.1  4.2  4.3  4.4  4.5 | **AOB**  AB asked whether there are any areas of sufficient concern that should be flagged in advance with the VC.  The impact case studies of some UoAs were discussed and concerns that the potential scores may not be achieved. TT /ES are focusing their support most intensively in AS and ADA where there is no impact officer support, but also engaging with the other Schools regularly.  Very few case studies are close to being ready, and others require more evidence work to be undertaken to improve them. All Schools are involved with trying to make progress.  AB asked for a progress paper on developments in preparation for submission. LTA advised that once identification of staff has been completed, we can confirm the number of case studies required and then create a summary. It was thought early November would be the earliest a summary paper would be ready for VCEG consideration.  Post meeting note: A short update for VCEG would be prepared by the end of September and a more detailed report to following in November. |  |