**REF OVERSIGHT COMMITTEE**

**Notes and Actions from the Meeting Held on 22 October 2020**

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

**APOLOGIES:** Prof Dave Taylor

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|  |  | **ACTIONS** |
| **1.**  1.1  1.2 | **Minutes of meeting held 21 September 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 has almost finalised the staffing data therefore this is now complete. |  |
| **2.**  2.1 | **VCEG Paper**  The tabled paper was presented to VCEG, was well received and members were grateful for the update. |  |
| **3.**  3.1 | **SRR/IR identification and final round of individual circumstances declarations**  The identification process is now complete. An email has been issued to SRR/IR staff inviting Individual Circumstances declarations and a final reminder will be sent. Friday 6 November is the deadline for IC declarations. |  |
| **4.**  4.1 | **Equality Impact Assessment (SRR/IR)**  Now staff are identified the EIAs need to be completed. HR are providing the relevant data to TT by the end of October. This will then enable a comparison with the last EIA completed in 2019. |  |
| **5.**  5.1 | **UoA Output Pools**  KT is currently working on finalisation of the pool of outputs for each UoA, but some staff are off due to half term. 19 UoAs are required to finalise their pools. KT will focus on smaller UoAs and finalise these first. Additional 3\* and 4\* papers are to be added to some UoAs to strengthen the submission. All requests are going through each UoA Co-ordinator. |  |
| **6.**  6.1  6.2  6.3 | **Environment Statements**  LTA reported 4 UoAs have engaged with her regarding revised statements – UoA 26, 27, 28 and 3.  LTA is contacting the remaining UoA Co-ordinators to establish whether her support is required.  LTA will send the current draft of the institutional statement to AS. | **LTA**  **LTA** |
| **7.**  7.1  7.2 | **Impact Case Studies**  Close interaction with the Schools is ongoing as discussed in the VCEG paper and some progress is being made.  AB briefed AS on the COP which is available on the university website and explained the background to selection and criteria such as staff must have a PhD, be publishing internationally, and be a member of research centre. AB will brief AS separately and more broadly on the background to development of our REF submission. |  |
| **8.**  8.1 | **Any Other Business**  There was no other business. |  |