**REF OVERSIGHT COMMITTEE**

**Notes and Actions from the Meeting Held on 24 February 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 20 JANUARY 2020 AND MATTERS ARISING**  The minutes were approved.  Item 1.2; Workload allocation – LTA confirmed this action was updated at the EDI Committee. Flexible working and workload allocation model were themes identified in a recent institutional Athena Swann (AS) survey. The outputs and recommendations from both the AS survey and workload allocation focus groups will be combined within a paper for SLT approval. |  |
| **2.**  2.1 | **INDIVIDUAL CIRCUMSTANCES AND CONSIDERATION OF POTENTIAL FORMAL REQUESTS FOR UNIT REDUCTIONS**  The deadline for formal UoA output reduction requests is 6th March. A list of the total approved individual circumstances related output reductions by UoA was tabled for discussion and consideration. REFOC agreed that the University should not formally approach Research England to request reductions in outputs for any of the UOAs as the reductions are not going to have a disproportionate effect on the available output pools, including taking outputs from staff who have left the University into account. |  |
| **3.**  3.1  3.2  3.3  3.4  3.5  3.6 | **MOCK REF 2020 EXERCISE UPDATE**  Further work is required to ensure that all UOAs are operating within the REF COP and that sufficient outputs are being externally reviewed to ensure that SRR/IR identification is accurate and that the output pools for each UOA contain the highest quality outputs, not just journal articles.  Schools may need to provide evidence and explanation to REFOC as to their approach in ensuring the quality of outputs for submission and consistency across all UoAs. AB to contact the Schools where it is already apparent that there may be insufficient external reviews taking place.  In mid-March KT will undertake an exercise with UOACs to attribute outputs to SRR/IR staff in UOAs and form a mock submission for each UOA. These will be reviewed by LTA/TT to identify any potential EDI/COP issues.  GPAs for outputs for each UOA will be available in April.  TT/ES will be reviewing the latest version of around 80 impact case studies.  LTA will review the draft environmental statements prior to workshops run by Bulletin Academic which have been planned for 2nd April. | **AB** |
| **4.** | **ANY OTHER BUSINESS**  There was no further business. |  |
| **5.**  5.1 | **NEXT MEETING**  10 March at 1100. |  |