**REF OVERSIGHT COMMITTEE**

**Notes and Actions from the Meeting Held on 29 October 2019**

**PRESENT:** Prof Andrew Ball (AB), Prof Dave Taylor (DT), Liz Towns-Andrews (LTA), Kirsty Taylor (KT)

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

|  |  |  |
| --- | --- | --- |
|  |  | **ACTIONS** |
| **1.**  **1.1** | **APOLOGIES FOR ABSENCE**  Apologies for absence were received from Tracy Turner and Siobhan Moss. |  |
| **2.**  2.1  2.2 | **MINUTES OF THE MEETING 12 SEPTEMBER 2019 AND MATTERS ARISING**  The minutes were approved.  Item 7.2 - DW to remind TT that the impact of resources needs to be discussed at URC. This relates to the workload allocation model, interpreted differently across Schools, and the need for Schools to recognise that academics need time to be able to produce good impact case studies. | **TT** |
| **3.**  3.1  3.2  3.3  3.4 | **SMALL UOA SUBMISSIONS**  There are no small UoAs. Approval has now been received to split Music and Drama in UoA33.  In relation to Maths UoA, a movement of two staff between UoAs 11 and 12 has been agreed and subsequently reflected in the HESA return. Reference will be made in the environment statement as part of the future strategy in terms of our intention to submit Maths as a single submission in REF 2028.  KT has received formal agreement from the Dean of Applied Sciences regarding Chemical Engineering remaining in Chemistry and Geography being submitted as part of Biology. The Committee noted that these are the final decisions and these units will be taken forward in this way.  Human & Health Sciences are currently looking at their UoAs and whether individuals need to be moved in-between them. |  |
| **4.**  4.1  4.2  4.3  4.4 | **DRAFT PROCESS FOR SELECTION OF OUTPUTS**  Discussion has been held on the process regarding the selection of outputs and the minimum requirement of 2.5 outputs per FTE. A detailed process has been developed and agreed by REFOC and irrespective of individual circumstances or protected characteristics, the first assessment criteria will be quality of the outputs. The second criteria will be the strategic fit to the UoA environment statement. The challenge is then which outputs should be chosen to backfill the total number of outputs required for the UoA taking into consideration equality and diversity characteristics.  LTA commented that the strategic fit of outputs may currently be a challenge due to the lack of some UoAs having clear strategic statements in their overarching environment statements. The institutional environment statement and strategy should be completed by mid-November and will use ASRIs as a key strategic focus. AB/LTA also to schedule time to ensure the ASRIs are updated, as the strategies and UoAs need to fit with ASRIs. It was agreed this should be discussed further at the next URG meeting. The UoAs will then be able to refer to these when writing their UoA research strategies which need to be incorporated into the environment statements when they start work on these in January.  LTA and TT need to undertake a significant amount of work on protected characteristics data by attributed author to ensure the process and relevant checks can be carried out to enable analysis of final outputs.  The draft process was approved and the issues flagged within the paper were discussed as follows:-   1. The Output Pool for each UOA must be agreed and fixed before the process starts 2. UOACs and ADREs to be responsible for ensuring that the up to 5 outputs are the best that can be attributed to that author 3. The backfill element of the process should be used to determine which output to assign as the minimum of one of the member of staff has more than one at their best grade. 4. Each output must be attributed to only one author in the UOA (except where exceptions are allowed for 2 members of staff maximum for substantial pieces of double weighted co-authored work) and have a \* rating 5. A definitive list must be made available and include OA compliance status (5% maximum allowed in submission; ideally none) 6. LTA/TT to undertake preparations to enable the final selection of outputs for submission based on protected characteristics 7. To enable refined quality selection before addressing final selection using M/F, Disability, W/NW, Age Group, the statement within the COP relating to assignation of star rating 4\*, 3\*, 2\*, 1\* or U, will be used. However, KT is currently cleaning up grading of outputs and this work needs to be completed first. | **LTA/AB**  **KT**  **KT** |
| **5.**  5.1 | **NEW ACADEMIC STAFF SRR/IR IDENTIFICATION PROCESS**  KT has a list of 80 new staff who have all been assigned to a UoA. She is now working through the identification process and each individual will receive a letter containing notification of the outcome. |  |
| **6.**  6.1 | **INDIVIDUAL CIRCUMSTANCES PROCESS**  KT has had a discussion with ADREs about ECRs. She is working with HR to ensure any new staff being awarded a PhD are logged on ITrent to enable potential ECRs to be easily identified. Individual circumstances will be part of the next mock REF. |  |
| **7.**  7.1 | **SURVEY OF SUBMISSION INTENTIONS**  For each UoA, an indication of potential head count and FTE from the number and type of outputs will be submitted. Specialisms of these outputs for each UoA and a statement about the type of individual circumstances has to be submitted by 6 December. | **KT** |
| **8.**  8.1  8.2  8.3 | **ANY OTHER BUSINESS**  LTA to discuss with SM problems relating to workload allocation for UoA Co-ordinators in terms of responsibility v authority.  KT will bring SSI to the next meeting.  Planning meetings with the Dean and Associate Dean of each School are to be arranged w/c 11 November. URG is the following week. | **LTA**  **KT** |
| **9.**  9.1 | **NEXT MEETING**  21 November at 1300 |  |