



Academic Board

**RESEARCH AND KNOWLEDGE EXCHANGE COMMITTEE**

Minutes of the meeting held on 16 November 2022 (in Room 7X111)

**Membership:**

Present: Prof M Boddy (Chair), Prof R Bolden, A Conway, Prof O Doran, Dr L Duong, Prof J Hancock, Prof C Hobbs, T John (Secretary), Prof J Lamond, Prof R McDowell, Dr M Kirjavainen-Morgan, Dr H Moyes, Prof A Varadi, Prof N Willey, N Button (Officer)

Apologies: Prof A Coffey, B Ekaette, Dr A Geary, Dr L Goodwin, Prof H Hickman, Prof C Hobbs, Dr S Klein, Prof D Qualtrough, P Shelton, Prof M Smith.

In attendance: Anthony Everitt (item 4.3)

<b>MINUTES OF THE MEETING</b>	
RKEC22.11.1	<b>WELCOMES AND APOLOGIES</b>
RKEC22.11.1.1	The Secretary welcomed members to the meeting, noting that the Chair had been slightly delayed due to an overrunning meeting with the Chief Executive of Research England.
RKEC22.11.2	<b>MINUTES OF THE LAST MEETING AND MATTERS ARISING</b>
RKEC22.11.2.1	Members approved the minutes of the meeting held on 21 September 2022 as a full and accurate record.
RKEC.22.11.2.2	It was noted that the items previously agreed by RKEC had either been referred for approval by Academic Board or required no further approval.
RKEC22.11.3	<b>STANDING AGENDA ITEMS</b>
RKEC22.11.3.1	<b>Chair’s Report</b>

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RKEC22.11.3.1.1	<p>The Chair presented the report, noting the following:</p> <ul style="list-style-type: none"> <li>- The University had received an ESRC impact award for its work supporting women working the aerospace and engineering sectors, which could make also a REF impact case study.</li> <li>- Green Skills for Jobs and Entrepreneurship Programme had won a Green Gown award for inclusion and sustainability.</li> <li>- MyWorld project led by University of Bristol, which was a UKRI Strength in Places project, had secured three additional wards working collaboratively with business.</li> <li>- The Vice Chancellor’s Executive had met with their equivalents at the University of Bristol following the appointment of a new Vice Chancellor. There was a strong commitment to collaborative working, particularly around research impact.</li> <li>- The deadline for Horizon Europe funding had not been extended at this point but projects could still be submitted until the end of December.</li> </ul>
RKEC22.11.3.2	<b>Research Readiness Review Update</b>
RKEC22.11.3.2.1	<p>RKEC received an update on the Research Readiness Review, with a wider update planned to go out to colleagues the following Monday. During discussion, RKEC raised the following points:</p> <ul style="list-style-type: none"> <li>- There were discussions ongoing about another round of Expanding Research Excellence and Springboard schemes.</li> <li>- Giving appropriate responsibilities to academic staff should mean that all staff had the potential to be research active, but the University was not looking to change contracts.</li> <li>- There was a need for timeline against each of the commitments even without an absolute commitment to a deadline so that progress could be carefully monitored.</li> </ul>
RKEC.22.11.3.3	<b>External Bidding Data</b>
RKEC.22.11.3.3.1	<p>RKEC considered the latest external bidding data, noting a positive increase in activity and bidding with an improved success rate. It currently referred to the REF definition of research and so could potentially omit success in other areas.</p> <p><b>Action:</b> A discussion would be taken to RSIG on how best to represent data that did not fall under the REF definition (Secretary)</p>
RKEC22.11.4	<b>ITEMS FOR DISCUSSION</b>
RKEC22.11.4.1	<b>Transition to College Research Structures</b>
RREC.22.11.4.1.1	<p>RKEC received an update on the transition to College research structures, including:</p>

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	<ul style="list-style-type: none"> <li>- Most of the College level roles had been filled, although the position of Dean for Research &amp; Enterprise in CBL was still vacant.</li> <li>- Each School would have a Research lead but the position would not be an FTE and would vary with the size of the task.</li> <li>- There was a workstream within the Research Readiness Review on Research Centres but further consideration of these structures would come after the Colleges and Schools structures had been finalised. This would enable some degree of consistency.</li> </ul> <p>The College Deans also updated on the transitions in their Colleges, specifically noting:</p> <ul style="list-style-type: none"> <li>- In CBL, they were still waiting to recruit for the post senior post. Research governance responsibilities were being considered in consultation with the professoriate to distribute key parts of the portfolio.</li> <li>- In CATE, they were currently operating two systems with one large RKEC but two Research Degrees Committees and Research Ethics Committee. This situation would be reviewed when the transition to Schools was completed.</li> <li>- In CHSS, two sets of consultations were planned with the Heads of School and a wider range of researchers, with specific events planned relating to Research Centres. There was still some uncertainty about the job descriptions for Research Centre Directors.</li> </ul>
RKEC.22.11.4.3	<b>UKRI Funding Assurance Report</b>
RKEC.22.11.4.3.1	<p>Following an audit by UKRI Funding Assurance, six items had been identified for the University to complete following a rating of Limited Assurance, with reporting requirements monthly. The University was required to get all six signed off before reauditing and it was anticipated that this would take around six to nine months. RKEC was updated on the status of each of these actions:</p> <ul style="list-style-type: none"> <li>- <b>Timesheet Management:</b> it was important that these were completed in a timely fashion within the month, which was faster than many colleagues were used to. There was inconsistent practice across the University that demonstrated a process problem in ensuring consistency. Teams working on new projects would be made aware of these requirements, but it was the responsibility of PIs to ensure this was done.</li> <li>- <b>Policy Review and update:</b> many policies had not been signed off as reviewed. RBI, working with Finance and others, was working through all the policies that required updating.</li> <li>- <b>Declarations of managing conflicts of interest:</b> some examples had been flagged where declarations had not been made. RBI was working on a straightforward system that</li> </ul>

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	<p>colleagues could use to consider whether they needed to declare anything. Forms would capture existing projects, and genuine concerns would be taken to an Ethics and Integrity Committee.</p> <ul style="list-style-type: none"> <li>- <b>Due diligence:</b> the University was looking at the appropriateness of its partners and submit an overall policy to UKRI, following their established system.</li> <li>- <b>Ineligible costs:</b> concerns had been raised about the quality of invoices and it had been specifically noted that high levels of late spending were not an acceptable practice. It should be flagged sooner when projects were expecting late spend. The University would be audited for project expenditure it submitted for the next six months.</li> </ul>
RKEC.22.11.4.4	<p><b>Policy updates:</b></p> <ul style="list-style-type: none"> <li>- <b>UWE Policy on Good Research Conduct</b></li> <li>- <b>UWE Code of Good Research Conduct</b></li> <li>- <b>Policy Statement on the use of Animals in Research</b></li> <li>- <b>Procedures for the Investigation of Research Misconduct</b></li> </ul>
RKEC.22.11.4.4.1	RKEC approved the set of policy updates.
RKEC.22.11.4.5	<b>Research Integrity Report 2021/22</b>
RKEC.22.11.4.5.1	RKEC approved the report to be sent to Academic Board subject to any additional comments being received by the end of the week.
RKEC.22.11.4.6	<b>UKRI Open Access Policy Update</b>
RKEC.22.11.4.6.1	RKEC received an update on the implementation of UKRI's open access policy. It was expected that from 2024 this would apply to longform works including monographs, book chapters, and edited collections, but would not apply to textbooks. These changes would apply to anything that has been funded by UKRI grants, or to a book chapter funded as such within an edited work.
RKEC.22.11.4.7	<b>PGR Admissions Policy</b>
RKEC.22.11.4.7.1	<p>RKEC noted that the PGR Admissions Policy had been reviewed and approved by the Graduate School Sub-Committee but needed approval by RKEC. RKEC approved it, subject to further guidance being sought on the status of an accompanying Equality Analysis.</p> <p><b>ACTION:</b> Director of the Doctoral Academy would follow up on the status of the Equality Analysis.</p>
	<b>ITEMS FOR INFORMATION</b>

<b>MINUTES OF THE MEETING</b>	
RKEC.22.11.5.1	<p><b>*Sub-Committee Updates:</b></p> <ul style="list-style-type: none"> <li>- <b>Animal Welfare &amp; Ethics Sub-Committee</b></li> <li>- <b>Human Tissue Sub-Committee</b></li> <li>- <b>Research Ethics Sub-Committee</b></li> </ul>
RKEC.22.11.5.1.1	The reports were starred and not discussed.
RKEC.22.11.5.2	<p><b>*College Research Updates:</b></p> <ul style="list-style-type: none"> <li>- <b>CATE</b></li> <li>- <b>CBL</b></li> <li>- <b>CHSS</b></li> </ul>
RKEC.22.11.5.2.1	The reports were starred and not discussed.
RKEC.22.11.5.3	<b>*Library Services Report</b>
RKEC.22.11.5.3.1	The report was starred and not discussed.
RKEC.22.11.6	<b>HEALTH AND SAFETY</b>
RKEC.22.11.6.1	RKEC noted that the University was continuing to comply with requirements and restrictions on travel in relation to Covid but were not aware of any specific issues that had arisen recently. AWESC was also monitoring avian flu concerns.
RKEC.22.11.7	<b>ANY OTHER BUSINESS</b>
RKEC.22.11.7.1	RKEC noted its thanks to Ros Rouse and team for their work on the policy updates that had come to the meeting.
	<p><b>DATES OF MEETINGS 2022-23</b></p> <p>Wednesday 8 February                      Wednesday 26 April                      Wednesday 21 June</p>

**Actions**

RKEC.22.11.3.3.1	A discussion would be taken to RSIG on how best to represent data that did not fall under the REF definition (Secretary)
RKEC.22.11.4.7.1	Director of the Doctoral Academy would follow up on the status of the Equality Analysis.