

RESEARCH AND KNOWLEDGE EXCHANGE COMMITTEE

CONFIRMED

Wednesday 14 June 2017

14.00 – 16.30

The Dartington Suite, Frenchay Campus

Present: Professor Martin Boddy (Chair), Richard Bond, Amanda Conway, Professor Myra Conway, Dr Lauren Devine, Professor Olena Doran, Hazel Edwards, Tracey John, Professor Glenn Lyons, Jane Newton, Professor Nicholas O'Regan, Mandy Rose, Professor Phil Rumney, Professor Mel Smith, Professor Neil Willey, Dr Heidi Williamson.

Apologies: Tracy Chalk, Rachel Cowie, Professor Tony Ghaye, Paul Manners.

In attendance: Alison Vaughton (Officer)

WELCOMES AND APOLOGIES FOR ABSENCE

- RKEC17.06.01 Professor Boddy congratulated Professor Doran on her appointment as Associate Dean (Research) and welcomed Dr Devine to her first meeting of the Committee following her appointment as Chair of the University Research Ethics Committee.
- RKEC17.06.02 Apologies were received from Tracy Chalk, Rachel Cowie, Professor Tony Ghaye, Paul Manners.
- RKEC17.06.03 The Chair noted that following Professor Doran's appointment there was a vacancy on the Committee for a representative of HAS Professoriate. Professor Neill had already indicated that he would make a nomination in due course. The Committee continued to have no student representative and the Officer agreed to work with Professor Willey to try to find a representative before the next meeting.
Action: Officer & NW

MINUTES OF THE MEETING ON 5TH APRIL 2017 AND MATTERS ARISING

- RKEC17.06.04 The minutes of the meeting on 5th April were agreed as an accurate record of the proceedings.
- RKEC17.06.05 RKEC17.04.21: *Security sensitive research (SSR)*. The guidance approved by this Committee at the last meeting was still undergoing revision and had not yet been submitted to the Board of Governors pending further consideration. Dr Devine and Mr Bond would be meeting Ms Storey (UWE's Prevent Lead) the following day to discuss possible amendments to the present guidance. It remained unclear exactly what was required by HEFCE in the guidance and, in the absence of a clear steer, different parties within UWE held differing views on what it should contain. Professor Rumney stressed the importance of not taking an overly cautious and

restrictive approach to legitimate research which might be considered to be security sensitive.

RKEC17.06.06 RKEC17.04.23: *RBI forward plan*. Professor Boddy stated that discussions were ongoing around a PGR strategy which would be considered initially by RSIG and would be brought to this Committee in November.

RKEC17.06.07 RKEC17.04.35: *Cross-disciplinary and Grand Challenge Research*. The Chair stated that he was still considering the possibility of establishing a central fund for cross-disciplinary working, comprising some seed money to stimulate thinking. He noted that there were many different approaches to identifying cross-disciplinary research areas (eg the UN's 17 sustainable development goals). He invited members to share with him, by email, any thoughts on this or alternative ways in which our research might be orientated.

RKEC17.06.08 RKEC17.04.36: *Knowledge Exchange strategy*. Professor Boddy reported that there was further thinking on enterprise in the University and it would be premature to bring a revised KE strategy at this stage.

CHAIR'S REPORT

RKEC17.06.09 The Chair tabled a paper showing TRAC data benchmarking analysis for 2015-16, noting UWE performance against its peer group C. Professor Boddy noted that UWE's spending on research as a percentage of total costs, at 11.6%, was significantly lower than the comparator group (16.1%) and closer to the Group D HEIs.

RKEC17.06.10 Data on academic time spent on research at UWE was not to hand but Professor Boddy reported that it was around 10%, against a peer group mean of 17%. In reporting to the Executive on TRAC he had made the case for exploring the possibility of making greater investment in internal funding for research next year. It was not the intention that current allocations would be altered but that there may be scope for creative thinking in faculties. The Executive had confirmed agreement for Professor Boddy to talk to faculties though no specific additional funding had been approved. Professor Boddy would circulate TRAC benchmarking data on academic time to the Committee.
Action: MB

RKEC17.06.11 Ms Edwards stated that she would find it very helpful if Professor Boddy could talk through the TRAC information with colleagues in ACE (and other faculties), and he indicated that he would be happy to do so. The data suggested that other HEIs were gearing up their financial support for research.

RKEC17.06.12 On investment in PGR Professor Boddy noted that UWE does rather poorly compared with other comparator HEIs, and reported that he was reviewing this with Ian Dufty in Financial Services and would report back to the Committee.

RKEC17.06.13 Professor Boddy confirmed that it would be possible to break down the data to faculty level.

RKEC17.06.14 IP Policy: The Chair reported that this was close to being finalised, and a legal view was currently being taken. The policy had already been widely consulted on. He

hoped to be able to circulate the policy to members before the next meeting, and noted that it would need to go to Academic Board for sign off.

RKEC17.06.15 Managing IP: Professor Boddy confirmed that arrangements had now been confirmed and that staff appointments would now be made.

RKEC17.06.16 REF: The Chair reported that the outcome of the HEFCE consultation was still expected in the summer, although no firm date for this had been published. He had heard, on the grapevine, anecdotally, that it was still the intention to include all research-active staff, although it remained unclear how staff would be determined as being 'research-active' (whether by contract or otherwise). The proposal for non-portability of outputs was also likely to be retained, although it was thought that this could not be retrospective. However there was no clarity at this stage on the date when this would apply. There had been no word on whether the proposal to use HESA cost centres to map research-active staff to UOAs would be retained.

REF

RKEC17.06.17 All UOA Leads had provided an update to RSIG in February on the numbers of staff in their units who were considered to be REFable (probables and possibles) based on the REF2014 criteria and outputs published (rather than in the pipeline). Professor Boddy acknowledged that the assessment process had varied from UOA to UOA, but gave a good overview of activity across the units and highlighted where more work needed to be done. Reviewing (both internally and externally) of outputs was going on in UOAs to assess the quality of the work. Assessments of REFability to date had been carried out on the basis of information on REF CVs. Staff would need to be encouraged to keep these up-to-date, but it was felt that the timing of the publication of the outcomes of the HEFCE consultation might dictate when the next general call should be put out to staff to update/create a REF CV.

RKEC17.06.18 A general observation on REF numbers at this stage was that there was no significant rise or fall in numbers compared to REF2014, which might suggest a case of running to stand still.

GRADUATE SCHOOL

RKEC17.06.19 Professor Willey presented paper RKEC17.06.02 Postgraduate Research Degrees Regulatory Review: re-presented regulations for 2017/18. He reported that the proposed revisions to regulations had been widely discussed at Graduate School Committee and Faculty Research Degrees Committees. They formed part of an institutional-wide review and re-presentation of regulations, with section K relating to the Graduate School. Many of the changes in the regulations had already been reviewed by this Committee, and three new changes were now proposed:

1. Composition of supervisory teams. Currently the Director of Studies must have completed a supervision at UWE. The present proposal was that a member of the supervisory team must have a completion at UWE but it need no longer be the Director of Studies.
2. Regulations – now updated to take account of the Code of Good Research Conduct
3. Extenuating circumstances (ECs) and reasonable adjustments. There is currently no process for PGR students, with the only available option to

suspend. It was proposed that PGR should become part of the UWE EC process.

RKEC17.06.20 On extenuating circumstances Professor Willey confirmed that introducing this facility for PGR students would have no effect on finishing dates and fees. When the interruption to the period of study is longer than a month then suspensions would apply as is currently the case. The introduction of ECs would allow deadlines to be moved within the period of registration. The Committee agreed to this proposal.

RKEC17.06.21 Committee members questioned why a member of the supervisory team must have a UWE completion rather than a completion from another HEI. The benefits of having a UWE completion were explained as one member of the supervisory team being familiar with UWE's processes. While it was agreed that it was important that someone on the supervisory team should have a good understanding of UWE processes, it was proposed, and the Committee agreed, that one member of the team should have a completion at a **UK HEI** and be **required** to do UWE supervisors' training. Professor Willey confirmed that following this decision, the revised paper would be taken to Academic Board on 5th July with the intention that the new policy would be put in place in time for the coming academic year.

Action: NW to take the revised paper to Academic Board

RKEC17.06.22 PG Doctoral loans. Professor Willey reported that students would be able to apply for £25k loans (towards costs of doctoral study) later this year, which would be available for PGR cohorts from September 2018. He noted that other HEIs were devising schemes and offers in a bid to attract students, and suggested that UWE might think about how to try to encourage people to use such loans with us. The new arrangements seemed particularly targeted at Alliance universities. It was acknowledged that £25k would not be sufficient to fully fund a research degree, so other funds would need to be sourced elsewhere. For people wishing to do a Professional Doctorate, who may be able to get work release, then £25k could cover the fees. Professor Boddy encouraged members to give more thought to how UWE might approach the introduction of these loans.

LIBRARY SERVICES UPDATE

RKEC17.06.23 Mrs Conway presented paper RKEC17.06.04 and reminded members about current open access publishing arrangements. There were a range of options, including some remaining funds from the RCUK grant, which would be lost if not spent by March; publisher-specific arrangements; and the FET pilot scheme. She advised the Committee that the University now had access to Scopus, which provided a better interface for users than the previous service, Web of Science, and also provided useful metrics. Ms Newton noted that through using ORCID's Scopus was even more useful.

RKEC17.06.24 Mrs Conway reported that REF open access compliance was looking good at this stage, although the system could only report on information provided to it. She alerted members to redevelopment work that was due to take place in the library over the summer.

FACULTY RESEARCH UPDATES FROM ASSOCIATE DEANS (RKE)

- RKEC17.06.25 ACE – Ms Edwards tabled her Faculty update (paper RKEC17.06.05). She noted that bidding had reduced somewhat since the previous reporting period, but hoped that faculty schemes including research leave allocations would boost bidding in the near future. Ms Edwards reminded members about the ACE Research Showcase at M-Shed on 30th June and invited all to attend.
- RKEC17.06.26 Other highlights included the Network for Creative Enterprise (capacity building around small start-ups which was now beginning to produce results); and the 12 fully-funded PhDs through the 3D3 Centre for Doctoral Training. The bid had had to be put together very quickly and students now needed to be recruited for a start date in September. Ms Edwards thanked Mandy Rose and Professor Spicer for bringing this about.
- RKEC17.06.27 Ms Edwards reported to the Committee on her visit to Australia. She had recently been appointed Visiting Fellow at Western Sydney University (WSU) for 3 years to support embedding research impact as part of the Australian Research Council's Engagement and Impact Assessment. During her visit she had given a keynote on building research partnerships and delivered three workshops on designing and evidencing research with impact and best practice in the UK REF. She had found it particularly interesting to watch the Australian process develop, noted the use of libraries to track and evidence impact, and wondered if it may be worth exploring here.
- RKEC17.06.28 FBL – Professor O'Regan presented paper RKEC17.06.06. He noted that the Research Centres and Groups in the faculty were the key drivers of research. The FBL research showcase (originally scheduled for June) had been moved to 11th October. Professor O'Regan noted in particular the recommendation in his report that Heads of Department and Centre/Group Directors should encourage all staff to avail themselves of the 5 weeks research and scholarly activity time available, and that they would be asked at their mid-year reviews to outline the use of this time.
- RKEC17.06.29 FET – Professor Lyons, in his update report (paper RKE17.06.07) noted preparations in his faculty for REF. All staff who had completed a REF CV were being given feedback (irrespective of the outcome of the HEFCE consultation on Stern). Examples of 4* outputs were being identified within the faculty for sharing and contrasting. On impact case studies, the faculty was adopting an incremental and iterative approach to their development. Professor Lyons expressed his thanks in particular to Dr Bond in RBI for her recent support in training researchers in the faculty for the recent impact showcase. This had been a good developmental process and had improved the draft impact case studies as a result. A portfolio of impact was being compiled for external use.
- RKEC17.06.30 Other highlights in FET included taking mapping intra-faculty collaborations as a theme for this year's researchers' awayday in September. Professor Lyons had also initiated a survey of ten questions to Centre Directors about current webpages. He planned to bring forward a collective view on whether the current approach was fit for purpose. Professor Boddy looked forward to hearing the results of review.
- RKEC17.06.31 HAS – Professor Doran presented her report (paper RKE17.06.08) and noted significant bidding successes since the previous meeting including £1.9M NIHR funding. She stated that health education initiatives led by staff in CRIB and the SCU should offer great opportunities for impact. Professor Doran reported that she had now stepped down as Director of CRIB following her appointment as Associate Dean. A new Director would be appointed in July, and Professor John

Hancock was acting as caretaker Director in the interim. Dr Amy Slater had been appointed to the role of Deputy Director of Centre for Appearance Research.

- RKEC17.06.32 Other notable activities in the faculty included the initiation of the Animal Welfare Ethics Committee and Biological Safety Committee; and the extension of the HAS research governance checklist to a pilot in FET.

UNIVERSITY RESEARCH ETHICS COMMITTEE UPDATE

- RKEC17.06.33 Dr Devine reported that she was setting up a UREC working group to consider arrangements for ethics review across the University. The issues were being scoped, and the working group would report back to the full UREC for any decision making. Until a new Chair is appointed she was still chairing FBL FREC.
- RKEC17.06.34 The annual training event for scrutineers had already been run, but the annual open training day had been delayed to. She hoped to bring in external speakers, though the theme for the training had still to be determined. The annual audit had not been undertaken this year because of the change of Chair and the period without a Chair in post. The UREC had taken the view that rather than carrying out a restricted audit this year it was looking to set up a comprehensive audit for next year.
- RKEC17.06.35 Prevent strategy and security sensitive research: Following the last meeting of URKEC it had been anticipated that the guidance would go forward to the Board of Governors and to HEFCE. The UREC's view remained that the agreed version should be submitted for consideration by and response from HEFCE. Dr Devine had been informed that Jo Midgley remained concerned that the guidance on security sensitive research did not really meet the requirements of the Prevent Duty Guidance so the paper had not been forwarded to the Board of Governors. Dr Devine stated that she would be attending a meeting on 15th June with Jayne Storey and Richard Bond, and it was hoped that it would be possible to progress the guidance thereafter.
- RKEC17.06.36 UWE Logo: Researchers are required to use the UWE logo on their participant information sheets, consent forms, etc. Following the adoption of the new logo and as part of the new branding exercise in UWE, anyone wishing to use the logo for external purposes (such as this) is required to seek permission from Marketing, and problems had been reported about getting timely responses. The Chair stated that this could be taken up with Marketing.

HUMAN TISSUE SUB-COMMITTEE UPDATE

- RKEC17.06.37 Professor Conway reported that the Sub-Committee was looking into the use of human tissue in teaching. It had come to light that some of the human tissue currently being used in the University for teaching was not fully compliant, but that this was an issue related to the supplier and not to UWE's procedures, and this was being investigated. It was an ongoing issue, and was important because students needed access to the materials.
- RKEC17.06.38 The Sub-Committee would shortly be carrying out its annual audit, and some changes were being made to the Quality Management System to reflect changes in legislation. Once updated the changes would be reported to the community via a workshop.

UPDATE ON PIMS PROJECT

RKEC17.06.39 Jane Newton provided a tabled update on progress with the PIMS project. The Project Board's membership, constitution and roles had been confirmed and the Project manager, Jane Williams, was now in post. It had been agreed that regular updates on the project would be provided to this Committee, to the Research Strategy Implementation Group (RSIG), Faculty Research and Knowledge and Exchange Committees, and to the academic community in general via the intranet and 'Weekly news'. The project timetable included publication of the tender in January 2018 and commencement of the delivery phase towards the end of March 2018.

RKEC17.06.40 One member asked how stakeholders would be selected to inform the process. The Chair stated that the Project Board would be open to suggestions, and agreed that it may be appropriate to include some non-academics. He stressed how important it was to get this stage right (having learnt from previous experience of other projects, elsewhere in the University). Professor Boddy proposed that Jane Williams be invited to come along to a future meeting of the Committee.

Action: RB

UNIVERSITY ENTERPRISE ZONE UPDATE

RKEC17.06.41 Professor Boddy noted that the University Enterprise Zone comprises Future Space, the BRL, incubation space, the hub and event space. Future Space already has 25 companies in residence, representing considerably faster take-up than anticipated. Almost all clients had a direct link to an academic in UWE. The building had won several awards at SW Built Environment Awards including Construction client of the year.

ENTERPRISE UPDATE

RKEC17.06.42 Ms John gave a presentation on Enterprise 2020. The purpose of the strategic project was to ensure that every student would graduate with enterprise skills, and to achieve the University's overarching vision to be internationally renowned for enterprise and entrepreneurship. Members of the Committee found the presentation a very helpful overview, and Ms John stated that she would be very happy to go along to Faculty RKEs to give presentations and answer any questions.

RKEC17.06.43 Members of the Committee were invited to suggest how best to use the Hub for different types of events and meetings. It was anticipated that the number of companies in Future Space would double over the coming months and years and that this would include a lot of recent graduates. Ms Edwards reminded the Committee that the University also has other incubation spaces in the City Campus and that incubation across the University was being mapped.

EXTERNAL BIDDING DETAILS

RKEC17.06.44 The Committee received papers RKEC17.06.09 and RKEC17.06.10, research bidding details for the year to date, for information.

HEALTH AND SAFETY

RKEC17.06.45 Professor Boddy reported that there had been a 'near miss' in HAS involving biological materials. Following an investigation by the Health and Safety Executive an improvement notice had been issued and UWE's Health and Safety team were working to address the issues, with new systems now being put in place.

ANY OTHER BUSINESS

RKEC17.06.46 There was no other business.

MEETING DATES FOR 2017-18

Wednesday 15th November 2017, 14:00-16:30

Wednesday 31st January 2017, 14:00-16:30

Wednesday 18th April 2017, 14:00-16:30

Wednesday 13th June 2017, 14:00-16:30

Venues to be confirmed

Actions:

RKEC17.06.03	The Officer and Professor Willey to try to recruit a student representative to the Committee.	AV and NW
RKEC17.06.10	Professor Boddy to circulate TRAC benchmarking data on academic time.	MB
RKEC17.06.21	Professor Willey to take the revised PGR Regulations paper to Academic Board on 5 th July.	NW
RKEC17.06.40	Jane Williams, PIMS Project Manager, to be invited to come along to a future meeting of the Committee.	RB