



ACADEMIC BOARD

RESEARCH AND KNOWLEDGE EXCHANGE COMMITTEE

CONFIRMED

Wednesday 20 April 2016

14.00 – 16.30

Dartington Suite, Frenchay

Present: Professor Martin Boddy (Chair), Professor Jenny Ames, Richard Bond, Liz Broadbent, Amanda Conway, Professor Myra Conway, Professor Olena Doran, Professor Glenn Lyons, Jane Newton, Professor Nicholas O'Regan, Dr Chris Potter, Professor Peter Rawlings, Mandy Rose, Professor Mel Smith, Professor Jon Tucker, Professor Neil Willey, Dr Heidi Williamson.

Apologies: Keith Hicks, Professor Julie Kent, Tracey Horton, Tracey John, Paul Manners.

In attendance: Alison Vaughton (Officer), Ros Rouse (Research Governance Manager)

WELCOME AND APOLOGIES FOR ABSENCE

RKEC16.04.1 Apologies were received from Keith Hicks, Professor Julie Kent, Tracey Horton, Tracey John and Paul Manners.

MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING

RKEC16.04.2 The minutes of the previous meeting (3 February 2016) were confirmed as an accurate record.

MATTERS ARISING

RKEC16.04.3 RKEC16.02.3 The Chair reported that no progress had been made in recruiting a student representative for the Committee. He would continue to try to address this.

Action: Chair

RKEC16.04.4 RKEC16.02.15 The Chair reported that a Director of Strategic Marketing and Communications (Tracy Chalk) had been appointed and would need some time to become familiar with UWE. A web refresh had begun, but this was just a small part of improving the visibility of research. There were, however, plans to enhance publicity of UWE's research, and it was agreed that much more could be done to increase visibility, at Frenchay, and also at Glenside and Bower Ashton/city centre. The Chair asked members to send him ideas for showcasing UWE's research, and said that this would be followed up at RSIG.

RKEC16.04.5 RKEC16.02.36 Professor Mahdjoubi (FET) had been asked by this Committee to propose a clearer title for the re-shaped Construction and Property Research Centre. The Chair reported that the new proposed name was “Centre for Architecture and Built Environment Research (CABER) “. The Committee agreed that this describes clearly the Centre’s activity and approved the new name. The officer was asked to inform Professor Mahdjoubi.
Action: Officer

RKEC16.04.6 All other actions had been completed or were discussed as agenda items at the meeting.

CHAIR’S REPORT

RKEC16.04.7 **VC ECR Awards.** Professor Boddy reported that the RSIG had completed the assessment of the VC ECR Awards applications. More than 30 had been received including some that were very strong. Letters to all applicants would be sent the following week. All successful applicants would be supported by RBI, particularly on impact.

RKEC16.04.8 **Professorial Performance and Merit Pay scheme.** Consultation on the Professorial Performance and Merit Pay scheme had concluded . Two well-attended workshops had been held and a Q&A paper was available on the SharePoint site. The Chair asked the Officer to arrange access to all URKE Committee members to the SharePoint site.
Action: Officer

RKEC16.04.9 All professors would be assimilated to the new scheme and have the opportunity to request a review of their merit pay. The new scheme will apply to all new appointments going forward.

RKEC16.04.10 **University Enterprise Zone.** Progress with the UEZ remained good and the project was expected to be completed on schedule in mid-August. Work was now ongoing to develop soft linkages, eg to the University, the city and the region. FBL, led by the Executive Dean, was putting together a package of support for local businesses. It was hoped that the new venture would provide many opportunities for UWE students.

RKEC16.04.11 **Project Support.** A Lean process review was being conducted by staff in RBI (Jane Newton, Jen Quah) and Lucy Scott (Head of Business Change) looking at current support for research by RBI, Finance Services, Contracts, etc from cradle to grave. This would help to inform the procurement process for the project information system. Professor Boddy stated that it was likely that purchase of the system would be approved, and that it now had support from the Strategic Programmes Office and from IT Services.

RKEC16.04.12 The Chair clarified that the proposed project information system would cover all the functions previously identified for the CRIS, including all externally funded work (eg consultancy, overseas teaching) and not only research.

RKEC16.04.13 **HEFCE Grant 2016-17.** Professor Boddy reported modest increases in UWE’s funding from HEFCE for the following year. QR would increase by £130k reflecting

the increase in PG student numbers. HEIF would increase by £238k based on HEBCIS data. It was not possible to anticipate funding for future years.

FACULTY RESEARCH UPDATES FROM ASSOCIATE DEANS (RKE)

- RKEC16.04.14 **FET** Professor Lyons' presented his report (RKEC16.4.1) noting the Faculty's investment in terms of internal allocation of research bundles, including additional bundles 'purchased' from QR. The Faculty had held a new starters' awayday in March, and were considering organising an activity for more experienced researchers, to better understand the lived experience of working as a Senior Lecturer, and the challenges of writing REF-able outputs alongside a teaching timetable.
- RKEC16.04.15 Professor Ames noted that HAS operates a scheme granting research establishment time, aiming to build capacity around areas of strength, but that many Senior Lecturers with potential did not have the time to take advantage of this. Further work was being undertaken and planned in the Faculty to make research progression time more widely available to staff. Professor Boddy stated that this area of activity, and comparable schemes across the University, would be looked into more closely by RSIG, with a view to building on best practice where possible.
Action: Chair
- RKEC16.04.16 **HAS** Professor Ames noted in particular from her report (RKEC16.4.2) the workshop run by RBI on impact, at which participants worked on developing their impact plans. REF preparations in the Faculty included inviting a panel member from REF2014 to act as an external reviewer. Professor Ames also noted a number of HAS staff as high profile speakers at significant events, including Candy McCabe addressing the Complex Regional Pain Syndrome All-Party Parliamentary Group and Sally Dowling speaking at the inaugural meeting at the Houses of Parliament of the UK All-Party Parliamentary Group on Infant Feeding and Inequalities.
- RKEC16.04.17 Professor Boddy welcomed this report and noted in particular activities presented in the report which could be directly linked to significant funding recorded in the details of the Faculty's successful bids.
- RKEC16.04.18 **FBL** Professor O'Regan reported on the ongoing review of the research centres in the Faculty. The consultation process was due to conclude in early May. The review had proved more challenging than anticipated at the outset. He hoped to report back to the next meeting of this Committee.
- RKEC16.04.19 Professor O'Regan stated that the Faculty's research excellence allocation scheme was currently ongoing with around 90 applications for research time. Allocations would be finalised in early May 2016. The applications provided useful information, collected in a single format and location, and he noted in particular the wish expressed in many to have greater involvement with the Faculty's research students.
- RKEC16.04.20 Members of the Committee were invited to attend a research impact event (co-hosted with BAM) the following week. The event would be recorded so that staff who are not able to attend will have the opportunity to view the presentations.

RKEC16.04.21 **ACE** Professor Rawlings presented his report for ACE (RKEC16.4.4) and noted in particular that research leave funding allocations had been made, and had provided the opportunity to collect significant data on staff training needs. It still remained a challenge to get people to take up the opportunities available to them, such as the recent poor response to a scheme providing bidding support workload bundles.

RKEC16.04.22 He reported that REACT, one of the Faculty's most prestigious research projects, had now formally ended and its final report had been submitted. Professor Boddy requested that the report should come to the next meeting of this Committee.
Action: Professor Rawlings and Officer

UPDATE ON EU SIF BIDS

RKEC16.04.23 The Chair provided an update on progress with the EU Structural Investment Fund (EU SIF) bids. Three applications had been approved by the LEP for support by the UK Government to the EU. The first, Enhancing the Competitiveness of Small and Medium Sized Enterprises - Regional Arts Incubation Network (RAIN), co-funded by the Arts Council was successful at outline and would enhance UWE's visibility nationally. The second, Innovation Enterprise Programme (valued at £2M), had also been successful at outline stage and would support the graduate enterprise centre. The result of the third application, for the Health Technology Hub, was still awaited, and if successful would link to the UEZ.

UPDATE ON GUIDANCE ON SECURITY SENSITIVE RESEARCH

RKEC16.04.24 Ros Rouse, Research Governance Manager, attended for this item. Following the previous meeting of this Committee the Officer had sent the Guidance on Security Sensitive Research (SSR) to Jo Midgley, Chair of the University's Prevent Task and Finish Group, for information and to Faculty Research and Knowledge Exchange and Research Degrees committees, the Learning, Teaching and Student Experience Committee and Faculty Academic Standards and Quality committees for consultation.

RKEC16.04.25 Mrs Rouse explained that the key element for research in the Prevent agenda is the arrangements for dealing with security sensitive research. The University Research Ethics Committee (UREC) was leading on this for the University. There appeared to be little guidance from external bodies on how to deal with SSR. Following the consultation exercise it was hoped that revised guidance would be brought back to this Committee for confirmation.

RKEC16.04.26 Professor Kent, Chair of UREC, had been keen to stress the importance of storing SSR data. Two issues needed to be addressed: storage of the materials comprising the SSR; and information on the researchers undertaking the SSR. Mrs Rouse noted that JISC was attempting to address this on behalf of the sector, and that this was to be welcomed. It was important that the Committee recognised that secure storage, cutting across both staff and student research, was an issue that resided with the Committee. Members were reminded that the UREC annual training day (11 May) was taking as its theme, research data management (protection, storage, sharing).

GRADUATE SCHOOL UPDATE AND OUTLINE OF STRATEGIC REVIEW

- RKEC16.04.27 As discussed at the previous meeting, and in response to the issue raised in the QAA report on appropriate training for PGR students before carrying out teaching duties, Professor Willey stated that he would bring a policy on PGRs who teach to the next meeting. In the meantime alternative opportunities for PGR students to receive formal training had been provided, including an external workshop which had attracted more than 60 interested parties. If the workshop proved successful it was hoped that this could be incorporated into the induction process.
Action: Professor Willey
- RKEC16.04.28 Professor Willey reported that he had had useful discussions with Mandy Lee (Head of the Department of Education) about access for PGR students to a 30 credit element of the PG Certificate in teaching, and the opportunity to take this forwards to undertake the full PG Certificate, and thereby enable them to apply for fellowship of the HEA. It was hoped that these two activities would address the teaching issues raised in the QAA report.
- RKEC16.04.29 As the Graduate School was approaching its fifth 'birthday' in January 2017 Professor Willey felt that it was timely to review the Graduate School's achievements to date and look ahead to determine its future aims and priorities. He proposed to develop a strategy for PGR students that would sit alongside the University's research strategy. An early draft was being presented to the Graduate School Committee the following week to include: recruitment of international students; targeting access to DTCs; and a proposal on partnership PhDs. He hoped that there should be the means to convert partnership working in the University into PGR funding, benefiting both the students and external stakeholders. There may be scope to start up a research degree partnership fund. Professor Willey stated that he would bring a proposal to a future meeting of the Committee. Members of the Committee welcomed the review and it was suggested that Professor Willey and his team work with RBI and prospective partners, and make clear to partners the benefits to be gained through joint funding of studentships.
Action: Professor Willey

SCIENCE AND INNOVATION AUDIT AND 'INNOVATION CLUSTER' PROJECT

- RKEC16.04.30 Professor Boddy explained that the Department for Business, Innovation and Skills (BIS) had invited applications from universities and other organisations to identify area of strength in science research. The GW4 Universities (Bristol, Bath, Cardiff and Exeter), together with UWE and Plymouth University had been selected as one of five initial areas to map out local research, innovation and infrastructure strengths across the UK, covering South West England and South East Wales. The audits are designed to help identify and build on the potential of every region across the country by making sure investment is properly targeted and uncovering opportunities for businesses to tap into. It is intended that the regional audits will slot into a full picture for the whole country although, whilst being of interest, no definite funding or investment will follow. Professor Boddy would circulate further details as they become available.
Action: Chair

RKEC16.04.31 Through University Enterprise Zone (UEZ) links Professor Boddy reported that SQW (consultants in research, analysis and advice in economic and social development) had been commissioned to undertake a survey focussing on the West of England. The survey would be data-based and data driven, with the aim of producing a database for supporting innovation and investment of local growth funds. This would help the LEP to develop its strategy going forward and showcase the research strengths of Bristol and Bath. The project would involve wide consultation and was expected to take around nine months. Professor Boddy stated that this should help to raise UWE's profile and he would keep the Committee informed.

RESEARCH METRICS

RKEC16.04.32 The Chair noted that there was now a clear approach and reporting mechanism for research metrics. The 'recipe book', together with the Research Impact Strategy should sit alongside the University's Research Strategy on the UWE webpages. It was agreed, however, that the metrics data should remain 'in-house' and be available to the staff who are covered by them, on the intranet and with a cover note to contextualise the data.

RKEC16.04.33 Professor Ames requested the data by research centre and group, and that it be made available in time to inform the annual planning round. This would be looked into outside the meeting.

LIBRARY SERVICES

RKEC16.04.34 Ms Conway presented paper RKEC16/04/5, an update on research data management, and noted that the Research Data Management policy, endorsed by this Committee at its meeting on 11 November 2015 had been sent to the Learning Teaching and Student Experience Committee (LTSEC).

RKEC16.04.35 The Research Data Repository was now live and available for use for all EPSRC-funded research and as a place of last resort for research data from other projects. Despite ongoing efforts to engage with grant-holders this remained an area of concern.

RKEC16.04.36 For long-term storage of research data (minimum 10 years) the Library is using Arkivum and working with RBI and IT Services to develop an internal filing structure.

RKEC16.04.37 A Research Data Survey had been conducted by Library Services, RBI and ITS in June 2015, with the aim to understand better the types of data held by researchers and the support needed to manage their research data effectively. The response rate had been poor, indicating the level of engagement, but had flagged some issues, including the need for safe and secure storage not only once projects were completed but also for live projects. There were key ethics concerns to be addressed, and the likelihood that failure to comply with emerging requirements may well become a significant issue in the future. Professor Willey noted that this was an area where PGRs may not be complying and needed to be addressed.

RKEC16.04.38 It was agreed that where Research Councils have a specific requirement on data management all holders of such grants must be made aware, although there must be clarity, for example on the stage at which this has to be done.

RKEC16.04.39 Professor Boddy expressed concern over the open access requirements for REF. He cited, for example, the case of a newly recruited academic claiming to have eligible outputs that may not have met open access requirements. Cases such as this may make it difficult to enforce the HEFCE specifications. Ms Conway stated that the Library has a tool (API) for monitoring whether publications are compliant.

UNIVERSITY RESEARCH ETHICS COMMITTEE

RKEC16.04.40 There was no update on this occasion as Professor Kent was not able to attend.

HUMAN TISSUE SUB-COMMITTEE

RKEC16.04.41 Professor Conway reported that following its endorsement at the previous meeting, the Human Tissue Quality Management System (QMS) was being distributed to all researchers using human tissue and to their managers. She announced that a first set of audits would be conducted over the summer to ensure compliance with the QMS. The Sub-Committee was also reviewing human tissue in teaching.

HEALTH AND SAFETY

RKEC16.04.42 The Chair asked whether members had any Health and Safety issues they wished to raise, and stated that the H&S Team was conducting Health and Safety audits throughout the University during 2016. No issues were raised.

ANY OTHER BUSINESS

RKEC16.04.43 Professor Boddy advised the Committee that the University now had a licence for conducting research with animal by-products.

The meeting closed at 16.25.

MEETING DATES FOR 2016-17

Wednesday 19th October 2016, 14:00-16:30

Wednesday 8th February 2017, 14:00-16:30

Wednesday 5th April 2017, 14:00-16:30

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

Actions:

RKEC16.04.3	The Chair to contact the SU President to try to recruit a student representative for the Committee	MB
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RKEC16.04.5	The Officer to inform Professor Mahdjoubi's of the Committee's approval of the new name for the Research Centre previously called the Construction and Property Research Centre, and now renamed the Centre for Architecture and Built Environment Research (CABER).	AV
RKEC16.04.8	The Officer to arrange access to all URKE Committee members to the Professorial Performance and Merit Pay scheme SharePoint site.	AV
RKEC16.04.15	RSIG to consider faculty schemes for funding research training and development looking to build on best practice where possible.	MB
RKEC16.04.22	The final report for the REACT project to be brought to the next meeting of the Committee.	PR/AV
RKEC16.04.27	Professor Willey to bring a policy on PGRs who teach to the next meeting.	NW
RKEC16.04.29	Professor Willey to bring a Strategy for PGR students to a future meeting of the Committee.	NW
RKEC16.04.30	Professor Boddy to circulate further details on the Science and Innovation Audit project as they become available.	MB