

## MINUTES of the 19 October 2017 meeting

---

### Present:

Professor Andrew Slade (Chair)

Professor Sue Backhouse

Professor Brendan Gough

Professor Simon Morris

Professor Karl Spracklen

Professor Cathy Barnes

Professor Gary Jones

Professor Ruth Robbins

Professor Ian Strange

Alex Christiansen

Professor Dorothy

Monekosso

Professor John Sharp

### In attendance:

Rachel Bradford

Stuart Morris (Secretary)

Kathryn Brown

Dr Jessica Guth

### Apologies:

Wendy Luker

Professor Robert Shail

---

## Part A: Preliminary Items

### Terms of Reference & Membership

001.2016.RES (a) The report presented the Committee's terms of reference and membership for the 2017/18 academic year (paper reference RES-2017-001).

(b) It was reported that Alex Christiansen had replaced Fern Pullan as the representative of the Research Students. It was confirmed that there remained a vacancy on the Committee for one Director of Research for Unit of Assessment 22 - Social Work and Social Policy. This position would be filled in early 2018.

### Declaration of interest

002.2016.RES No declarations of interest were made.

### Minutes

003.2016.RES The Committee **AGREED** that the minutes of its meeting held on 15 June 2017 were an accurate record (paper reference RES-2017-002).

## Matters arising

004.2016.RES The Secretary presented a report on the matters arising from the minutes of the previous meeting of the Committee held on 23 March 2017 (paper reference RES-2016-071).

- (a) Arising from minute 124.2016.RES – It was confirmed that Dr Jessica Guth would be attending the Committee at future meetings to observe on behalf of the Leeds Law School.
- (b) Arising from minute 125.2016.RES – It was noted that the analysis of responses to the Principal Investigators and Research Leaders Survey (PIRLS) and the Careers in Research Online Survey (CROS) had not yet been carried out as all of the responses had not yet been received. It was expected that the analysis would be completed in time for the next meeting of the Committee in January 2018.
- (c) Arising from minute 126.2016.RES – It was confirmed that guidance had been provided concerning the composition of panels for progression meetings.
- (d) Arising from minute 126.2016.RES – It was confirmed that an item concerning Viva outcomes data had been added to the Committee's schedule of business and would be considered at the March 2017 meeting of the Committee.
- (e) Arising from minute 128.2016.RES – It was reported that Research Ethics Sub-Committee would be considering the revised Research Ethics procedures at its meeting in December 2017 following delays in implementing the revised online system. The Research & Enterprise Committee would then receive the new procedures for consideration at its January 2018 meeting and the new procedures would be implemented later in 2018.
- (f) Arising from minute 132.2016.RES – It was reported that a proportion of QR had been distributed to directors of research in line with their units QR contribution to support strategic spend in their Units. Additionally, Units 3, 11, 34 and 35 (in old nomenclature) had received a small amount of supplementary funding to enhance their activity.
- (g) Arising from minute 135.2016.RES – It was reported that following a review of the paper submitted to the Academic Quality and Standards Committee it had been agreed by the Chair of the Research Degree Sub Committee and Head of the Graduate School that the proposed amendment to the English Language requirement would remain as originally stated.
- (h) Arising from minute 135.2016.RES – Following confirmation from Professor Rob Shail, the new Professional Doctorate in Creative Arts had been included

in the changes to the Academic Principles and Regulations, 2.10 Research Awards paper which went to Academic Board for approval.

- (i) Arising from minute 140.2016.RES – It was confirmed that the Research Data Management Policy had been approved by the Academic Board at its meeting on 07 July 2017.
- (j) Arising from minute 153.2016.RES – It was confirmed that further advice and guidance had been provided to the secretaries of the School Academic Committees concerning the reporting requirements for the School Academic Committees.

## **Part B: Matters for Discussion**

### **Outcome of the Research Excellence Framework Consultation / Research & Enterprise Strategy Update**

- 005.2016.RES
- (a) The Committee received a verbal report from the Chair providing an update on the latest development concerning the outcomes of the Research Excellence Framework Consultation as well as a brief update on the progress in implementing the University's Research & Enterprise Strategy.
  - (b) It was noted that the outcomes of the Research Excellence Framework Consultation had not yet been published. The Chair noted that he had attended a recent Universities UK (UUK) briefing meeting where it was apparent that further discussion would need to take place between the UK Research a& Innovation (UKRI), the Research Councils UK (RCUK) and HEFCE before anything was published. The Chair also confirmed that he was seeking an update on when the second tranche of guidance notes would be published concerning the REF and an update would be provided as soon as possible on what the eligibility criteria and output requirements for the REF exercise will be.
  - (c) The Committee discussed the funding of research in the UK and in particular the concerns raised by the Financial Sustainability Strategy Group (FSSG) about the sustainability of funding for UK universities research and their plans to use a proportion of the Quality Related research funding (QR) to help fund research council research grants to support funding for research in science.

### **Annual Director's Report from Research & Enterprise Services**

- 006.2016.RES
- (a) The Committee received the annual report from the Director of Research & Enterprise on the recent activities of the Research & Enterprise Service during 2016/17 (paper reference RES-2017-005).
  - (b) The report covered the three themes that underpin our Service Strategy: Smart Support; Excellent Environment; and External Engagement.

- (c) It was noted that progress has been made against all of the three themes with some key points including:
- (i) During the last year the Research Office and the Enterprise Office had transitioned from two separate teams to a fully coordinated service following a service review completed on 01 October 2017.
  - (ii) In October 2017, we will have our first student intake into the Graduate School, with a full launch of the School at our February intake.
  - (iii) The University recorded its largest ever research income in 2016/17 of £3.3 million.
  - (iv) The number of student completions has dropped but the actual completion rates were an improving picture.
  - (v) During 2016/2017 there were a higher number of external funding applications submitted than in the previous two years.
  - (vi) The total value of the successful grant applications fell slightly from £2,855,350 in 2015/2016 to £2,695,329 in 2016/2017 however the overall success rate of 55% for academic staff applying and successfully obtaining external research income was an increase on previous years.
  - (vii) The number of enrolled research students has increased from last year from 592 to 633 along with the number of applications to the University.
  - (viii) Completion rate times for full time doctoral students had fallen to 4 years and 3 months and was approaching the target of 4 years or under.

- 007.2016.RES (a) It was **noted** that it would be useful in future to have the postgraduate research student data set out by School and by gender.
- (b) The Committee discussed the support available for postgraduate research supervisors and it was noted that further work was being carried out in an effort to engage experienced supervisors in the support of new or inexperienced supervisors.

### **University Research & Enterprise Forum**

- 008.2016.RES (a) The Committee received proposal for the constitution of a University Research & Enterprise Forum (paper reference RES-2017-006).
- (b) It was reported that the purpose of the Forum was to provide an opportunity for those leading research in schools and central services to share best practice and work together on university-wide initiatives. The forum would not possess any formal decision making powers and would exist to discuss

ideas and recommend solutions to the Research and Enterprise Committee. Membership of the forum would be made up of representatives from all schools and units of assessment along with all Directors of Research and the Director of Research and Enterprise who would Chair the forum. The forum would be scheduled to meet on a monthly basis.

009.2016.RES The Committee **RESOLVED** to approve the proposal subject to an amendment to its terms of reference to clarify where recommendations that had resource implications should be considered.

### Operation of Research Ethics in Schools

010.2016.RES (a) The Committee received a report providing feedback from each School concerning their approaches to the operation of the research ethics processes at school level (paper reference RES-2017-008).

(b) School Research Ethics Co-ordinators had reported that the arrangements had operated well so far and that on the whole each Schools' approach was functioning and that ethical approval for higher risk research was being escalated through the correct channel in each School.

(c) Concern was raised however as to how the School Academic Committees were maintaining oversight of this activity as in some Schools the research ethics co-ordinators presented a standing report to each meeting of their School Academic Committee providing an overview of research ethics activity whereas in other Schools this type of reporting was not taking place. The Research Ethics Sub-Committee had agreed that the reporting of research ethics activity to the School Academic Committees should be taking place and guidance would be provided to Schools on how this could be carried out.

011.2016.RES The Committee **AGREED** to endorse the action whereby the reporting of research ethics activity to the School Academic Committees should be taking place. The Deans of School would be asked to confirm that the appropriate monitoring mechanisms had been put in place.

## Part C: Committee Reports

### Report from the Research Degrees Sub-Committee

012.2016.RES The Committee received a report from the Chair of the Research Degrees Sub-Committee that provided an overview of the matters discussed at its meetings in February and March 2017 (paper reference RES-2017-008).

013.2016.RES The Committee **AGREED** that in relation to the work of the Research Degrees Sub-Committee the Committee agreed that a message would be sent to colleagues in Schools to thank them for their work over the last year to improve practice and the management of research student matters.

## Report from the Research Ethics Sub-Committee

014.2016.RES The Committee received a report from the Chair of the Research Ethics Sub-Committee that provided an overview of the matters discussed at its meeting of 17 May 2017 (paper reference RES-2017-009).

015.2016.RES

The Committee **AGREED**:

(a) That the Research Ethics Sub-Committee would be asked to investigate whether there were any research ethics implications for staff conducting research as part of their apportioned scholarly activity.

(b) That the Research Ethics Sub-Committee would be asked to investigate the nil returns that kept being recorded for staff research under the PREVENT questions in the research ethics approval process to ensure that this was accurate.

## Report from the School Academic Committees:

### Leeds Business School

016.2016.RES The Committee received a report from the Leeds Business School Academic Committee that provided a summary of its meeting held on 19 July 2017 (paper reference RES-2017-010).

### Leeds Law School

017.2016.RES The Leeds Law School Academic Committee had not met in 2017/18 and therefore report RES-2017-011 was not provided.

### School of Art, Architecture and Design

018.2016.RES The Committee received a report from the School of Art, Architecture and Design Academic Committee that provided a summary of its meeting held on 27 September 2017 (paper reference RES-2017-012).

### School of Built Environment and Engineering

019.2016.RES The School of Built Environment and Engineering School Academic Committee had not met in 2017/18 and therefore report RES-2017-013 was not provided.

### School of Clinical and Applied Sciences

020.2016.RES The Committee received a report from the School of Clinical and Applied Sciences Academic Committee that provided a summary of its meeting held on 14 September 2017 (paper reference RES-2017-014).

### **School of Computing, Creative Technologies and Engineering**

021.2016.RES The Committee received a report from the School of Computing, Creative Technologies and Engineering Academic Committee that provided a summary of its meeting held on 18 September 2017 (paper reference RES-2017-015)

### **School of Cultural Studies and Humanities**

022.2016.RES The Committee received a report from the School of Cultural Studies and Humanities Academic Committee that provided a summary of its meeting held on 27 September 2017 (paper reference RES-2017-016).

### **Carnegie School of Education**

023.2016.RES The Committee received a report from the Carnegie School of Education Academic Committee that provided a summary of its meeting held on 14 July 2018 (paper reference RES-2017-017).

### **School of Events, Tourism, Hospitality and Languages**

024.2016.RES The Committee received a report from the School of Events, Tourism, Hospitality and Languages Academic Committee that provided a summary of its meeting held on 24 July 2017 (paper reference RES-2017-018).

### **School of Film, Music and Performing Arts**

025.2016.RES The Committee received a report from the School of Film, Music and Performing Arts Academic Committee that provided a summary of its meetings held on 29 June 2017 and 27 September 2017 (paper reference RES-2017-019).

### **School of Health & Community Studies**

026.2016.RES The Committee received a report from the School of Health and Community Studies Academic Committee that provided a summary of its meeting held on 19 September 2017 (paper reference RES-2017-020).

### **School of Social Sciences**

027.2016.RES The Committee received a report from the School of Social Sciences Academic Committee that provided a summary of its meeting held on 13 September 2017 (paper reference RES-2017-021).

### **Carnegie School of Sport**

028.2016.RES The Committee received a report from the Carnegie School of Sport Academic Committee that provided a summary of its meeting held on 07 June 2017 (paper reference RES-2017-022).

## Part D: Other Business

### Schedule of meetings for 2017/18

029.2016.RES The Committee received its schedule of meetings and business for 2017/18 (paper reference RES-2017-023).

### Date of next meeting

030.2016.RES The next meeting of the Research & Enterprise Committee would be held at 14:00 on Thursday 18 January 2018 in room G07, Old Broadcasting House, City Campus.

### Other business

#### Research Student Business

031.2016.RES The Committee **AGREED** that further consideration should be given on how the Research Student representative could engage more in the Committee discussions.

Confirmed by the Committee/Board as a correct record and signed by the Chair:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_