CITY RESEARCH & ENTERPRISE COMMITTEE

MEETING NO. 170 HELD ON WEDNESDAY, 21 MARCH 2018

AT 15.00 IN CITY LAUNCH LAB

UNCONFIRMED MINUTES

Attendance List

Name of Member		Meeting 169 23/11/2017	Meeting 170 21/03/2018	Meeting 171 25/06/2018	Meeting 172 23 /10/2018
Professor Andrew Jones (Chair)	AJ	✓	✓		
Dr Tawhida Ahmed	TA	A	A		
Dr Miguel Mera	MM	✓	✓		
Professor Charles Baden-Fuller	CBF	S	S		
Dr Nicola Botting	NB	✓	A		
Louise Doolan	LD	✓	A		
Professor Peter Ayton	RD	✓	✓		
Dr Elaine Fahey	EF	A	A		
Professor Ken Grattan	KG	A	✓		
Professor Chris Hull	CH	✓	✓		
Professor Paula Jarzabkowski	PJ	✓	A		
Professor Panicos Kyriacou	PK	✓	A		
Dr Laudan Nooshin	LN	✓	A		
Dr Simone Stumpf	SS	✓	✓		
Dr Karen Shaw	KS	A	✓		
Dr Sally Barlow	SB	A	✓		

Dr Nicholas Behn	NB	A	A		
Dr Kathleen Mulligan	SW	A	✓		
Professor Caroline Wiertz	CW	✓	A		

✓ **Indicates attendance**

With: Ms Christine Giroux (CG), Strategic Programmes Manager; Mr Alex Elkins (AE) ,Entrepreneurship Education Manager; Dr Claudia Kalay (CK), Head of Research Support, Ian Gibbs ,Research & Enterprise , Daniel Fisher deputising Prof Paula Jarzabkowski for and Joanna Short (JS), Research & Enterprise Office Administrator (Secretary).

Attendance key:
✓	Present
A	Apologies received
R	Representative in attendance
N/M	Period when not a member
N/A	No apologies received
S	Sabbatical

1. Welcome and apologies

Apologies also received from John Montgomery, Natalie Cozier, Jason Chuah, Nicolas Behn, Professor Caroline Wiertz, Dr Elaine Fahey, Charles Bowden-Fuller, and Rebecca Sudworth.

The Committee also noted and welcomed two new members to the Committee.
Dr Kathleen Mulligan who was successfully appointed as a School of Health Sciences representative replaced valued member Dr Sadie Wickwar.
Professor Peter Ayton was also successfully appointed and replaced valued member of the committee Professor Ron Douglas, who stepped down.

Dr Karen Shaw was asked to open the meeting as Prof Andrew Jones was attending emergency ET Dean's meeting.

2. Minutes
The minutes of the meeting No.169 held on 21 March 2018 were **approved**.

3. Matters Arising
Reports on actions from previous minutes:

3.3. Chair reported that work on rephrasing certain aspects of the language used in the Conflict of Interest Policy has been completed by Research and Enterprise Team.

3.4. The Chair reported that the latest version of the Research & Enterprise Implementation Plan had been circulated to the Committee members and Associated Deans of Research.

4. Student Enterprise
Student enterprise – Introduction and overview to City Ventures
Alex Elkins welcomed everybody in the City's Launch Lab. He gave the overview of City ventures and plans for the next six months. He also reported that currently the most of the startups comes from Schools in this order: CASS, after that SMCSE, SASS, Law and SHS.
The annual competition City Spark will be happening on the 04th of April 2018, students are still encouraged to apply. Competition is showcasing student's startups and will be concluded by awarding the financial prices to support their business venture further.

City Launch Lab provides for student startups:
- 36 hot desks
- 12 months of business acceleration
- One to one Coaching and mentoring
- Themed meetups; finance, pitching, developing MVPs
- Exclusive networking events
- Monthly Pitching events
- Resident Takeovers

Next steps for the City Ventures - next 6 months
- Increase quality and quantity of City startups, ccurrently there are 62 startups in the lab
- Embed Entrepreneurship as part of City programmes
- Rent desks to external companies
- Rent out space for specific start up themed events
- Introduce a formal accelerator programme for City startups
- Develop a dedicated mentoring scheme
- Work with Alumni to generate sponsorship for the space and its residents
- Incubate more businesses

Alex Elkins also reported that further work and support is required in certain areas of engagement such as:
- student enterprise champions programme
- integrating entrepreneurship into course material - teaching in the launch lab
- collaboration with other institutions, obtaining grants from innovate UK for example help with employment and funding

Furthermore promoting the work of the launch lab internally and externally is necessary to attract more ideas and championing new ventures.

5. Research & Enterprise Strategy Action Plan

Christine Giroux reported that the detailed and final version of the Implementation Plan has now been approved by the Executive team, committees and ExCo, but has not been fully endorsed by Senate yet. The plan will be presented for approval to Senate at the next meeting. Christine Giroux confirmed that team leading on Implementation Plan is in full planning stages, where the action plan has been taken to the schools delivery plan. Schools are at different stages in relation to that plan, therefore there will be a different set of key actions required by each school. All efforts are coordinated and leading up to reaching the development of the strategy and bringing us closer to achieve objectives set in Vision & Strategy 2026.

6. Research funding applications & income

Claudia Kalay reported to the Committee members that we are not making much progress currently on winning new funding from applications, however we are still showing progress in terms of increased application rates.

It has been suggested by the Committee that another approach might be necessary to address inconsistencies in applications submitted for funding opportunities. It has been brought to Committee's attention that the reporting will be improved with Worktribe system in place. In terms of accessing funds for projects we currently have access to centralised REF investment fund, however there is further discussion needed followed by action in implementing the process for accessing funds within school setting.

7. Annual Research Quality Monitoring

The Comittee received a verbal update on the progress of ARQM.
Due to strike action there has been a delay in certain actions being taken, however the reports coming in should be accessible by May 2018.
The Committee was updated that when the guidance on special circumstances was created it appears to put part-time staff members at disadvantage.

The ARQM measures were set up by council several years ago. ARQM overlaps with REF. However, the primary purpose is not one of replicating the REF process.
Some schools have adopted a rolling system of rating papers throughout the year to build up a pool of papers for the REF. ARQM will be drawn from this pool of rated papers. ARQM outcome has been used in promotions and this could alter academic behavior in selecting and submitting outputs to take less risk which in turn could mean panels do not see a wide enough cross-section of REF suitable papers. There will be a review of ARQM in late 2018.

As part of further discussion it was noted that REF preparation is being supported through the REF Strategy Group and a REF Operational Group.

8. Compliance matters

The Committee received a verbal update on the progress of the implementation of new research ethics system.The implementation is on schedule, however it could take more than 3 months to integrate it with other systems at City.
To Committee also noted that the minutes from Research Governance and Integrity Committee were received.

The Chair reported on the Athena Swan Action Plan actions, with a particular discussion of the actions around supporting female colleagues to secure the external grant funding for their research projects.

General Data Protection Compliance process has been introduced to all staff members where there is a need for declaration of potential conflicts of interest. Staff members will be required to declare information in order to identify any areas of interest and eliminate any bias in decision making.

The forms are going to be collected by Research and Enterprise team, the person that the forms need to be emailed to Mariah Loukou. Those will be passed on to the Governance Team afterwards.

9. REF 2021 Preparation including research investment
The Committee noted that the next phase of consultation in relation to subject-specific guidance for Units of Assessment or subject categories in REF2021 had not yet been published. It noted that the published proposals sought to build on the first REF conducted in 2014, and to incorporate the principles identified in Lord Stern's Independent Review of the REF.

It was believed that many of the remaining subject-specific rules for REF 2021 would be consistent with and similar to those of REF 2014 and not many significant changes were expected. However, one area which would affect City was the proposed clearer definition of REF Category C staff (staff not employed by the submitting HEI, but whose research was primarily focused in the submitted unit). In REF 2021 researchers in the NHS could be submitted to the REF as Category C staff.

The Committee received a verbal update on the importance of HEFCE's consultation on detailed arrangements for the second Research Excellence Framework (REF 2021). Following consultation, HEFCE published initial decisions on key areas of REF 2021 in September 2017.

The Associate Deans for Research (& Enterprise) expressed their concern about how HEFCE would implement many of Lord Stern's recommendations for REF 2021. These operational and technical aspects formed the basis of the consultation.

HEFCE was aware of the potential administrative burden that would accompany Lord Stern's recommendations should they be implemented and was keen to alleviate these where possible.

HEFCE's consultation on detailed arrangements for REF 2021 included the following and agreed about the portability of research outputs, where we can use all academic staff outputs.

Having a minimum and maximum number of research outputs for each member of staff submitted to the REF with a suggested maximum limit of five outputs and also with the strong aim to include 4 star outputs.

City has agreed a REF investment fund, where the volume is still be be decided. **There was a discussion of where additional resources would be needed especially around impact.**

10. Enterprise activities
The Committee received a verbal update on various Enterprise activities.

The Committee noted that the IPCB Board meeting minutes will be presented to this Committee when available.

They also noted that this year we had a significant HEIF top up, current HEIF expenditure is currently underspent and needs to be spend by June. However it has been reported that the finance system might not be reporting the figures accurately. Connecting Capability Fund of value around £180K has to be spent by the end of March, there is a possibility that soon-to-be established Research England might be extending the deadline for spending those funds due to a short initial deadline.

Deal income is associated with the revenue accumulated from spinning out the companies and new licensing deals, year to date figure is £1.6 million, comparable to last years.

The Committee also received a verbal update on the progress of "Capital Accelerate & Scale Tech Superstars" (CASTS). The Academic Enterprise team is looking into improving our relationship with Capital Enterprise in terms of accessing investment funds while matching institution priorities. Capital Enterprise have been a partner in a £5M bid to the Connecting Capability Fund, which supports creative industries and specifically immersive technology. Academic Enterprise if focusing on how to match and bridge the gaps between new projects, that relate to individual expertise within the schools. Further clarification is required on responsibilities of moving forward projects and matching institution priorities.

Short Course enrolments in the autumn term is experiencing 10% shortfall, but the spring term is looking similar to last year's numbers. There has been 16% increase in student numbers.

The President had some concerns with regards to quality assurance and governance structure of Short Courses, which now has been addressed and resolved by LEAD taking over some oversite of Short Courses.

The Committee received an update on Terms of Reference in regards to the governance structure of this Committee.

The Committee noted the Terms of Reference and agreed the suggested changes. The Chair has confirmed the role of the Committee as an advisory to the Vice-President of Research and Enterprise. The primary role serves the purpose of achieving City's strategic aims related to Research and Enterprise.

The Committee noted the current governance review of this Committee, with the possibility of a Research Committee becoming a sub-committee of the Senate. In future there could be a Two –part Committee: Research having a formal governance function and Enterprise with a less formal function.

Due to delays related to strike action The Committee should receive an update after Senate meeting concluded.

The Committee has noted that the University is moving towards centralisation of various systems used in capturing and reporting data on progress i.e. new ethics system, Worktribe and CRO. It has been noted that Worktribe is about to be used for the first time. CK confirmed that there will be a series of workshops and presentations on the system ensuring that members of staff are comfortable with using the new interface.
The functionality of Worktribe will enable academics to develop budgets themselves, with approval of a representative from the Research & Enterprise Office.

In preparation for REF, the Committee has received a verbal update. Followed by a report on impact and volume of case studies per unit of assessment, and which systems are used locally to gather this information currently. Various activities are happening across all schools.

It has been reported that in order to assess the quality there is an insufficient institutional formality across all schools.
There was also an issue raised around the integrity of the data, as it can vary in different schools.
The Chair has reported that in order to maximise our impact agenda ,there will be a further discussion on identifying areas which require further support.

12. Graduate School update
The Committee has received a verbal update from the Graduate School on a range of different matters.

There a large number of policies that need updating, which afterwards will be submitted to the Senate for approval.

It has been reported that there were some concerns with regards to the Viva examinations.

The major item was concerning students who teach, and whether there is enough training and preparation for them to be able to do so; the issue has been taken to the Senate. LEAD will assist in training students before they are allowed to teach.

The Graduate School review is moving towards its final stages, concluded by body of work completed around their policies and procedures. There will be an independent report produced in the coming months reporting on the status and future improvements for the Graduate School, which will support PhD students in their activities.

13. KEF

The Committee received a verbal update on KEF. The Chair reported that at the Knowledge Exchange Framework is required and the form of assessment is under discussion.

There has been consultation on type of metrics required by KEF, which requires further discussion and agreement, however it has not been well received by the Higher Education sector at this stage.

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