

**Minutes of the meeting held on Wednesday 4th December 2013 at 2pm, K101, Kimmeridge House**

Present: Prof M Bennett (**Chair**); Prof A Blake; Dr M Cash; S Gates; Prof M Hadfield; S Jukes; Dr F Knight; P Long; Prof I MacRury; Prof S McDougall; Prof A Mullineux; Prof S Noroozi; Prof J Parker; Prof D Patton; Prof H Schutkowski;

In Attendance: J De Vekey; Dr G Esteban; Prof J Fletcher; Dr H Hartwell; Dr H Hassani; Prof V Hundley; Prof A Innes; Dr S Leahy-Harland (Item 3) Dr C Ncube; Prof A Newton; L Rossiter

Not in attendance: Dr R Britton; J Garrad; P Hardwick; Prof M Kretchmer; Z Lovaszy; P Lynch; Prof J Piesse; E Powis; Prof J Zhang

**AGENDA**

**1 WELCOME & APOLOGIES**

The Chair welcomed Members to the meeting.

Apologies were received from: Prof B Gabrys; D Kilburn; J Northam; Prof J Roach; H O'Sullivan; Prof C Shiel; Prof R Stillman; Dr K Welham; Dr K Wilkes; Prof T Zhang

**2 MINUTES OF THE PREVIOUS MEETING (12 November 2013)**

**2.1** The minutes were approved as an accurate record.

**3. SILICON SOUTH PRESENTATION (Dr S Leahy-Harland & S Jukes)**

Dr S Leahy-Harland presented to the Committee an overview of the Silicon South project. She informed the Committee that the idea for the project was born after businesses attended the Silicon Beach dinner. It was identified that to boost the regional economy a coordinated approach was required from businesses to ensure that this region is put on the digital map. The objective is to make Dorset the next place outside of London to provide high end, high skilled jobs in the following industry sectors: digital products & services, digital agencies, film production, post production and animation. This objective led to the creation of the Digital Manifesto. The Chair of the Local Enterprise Partnership (LEP) offered resource to ensure that the Silicon South project could be made a reality and Dr Leahy-Harland was asked to coordinate and write the Digital Manifesto for it. In addition, a working group has been formed to oversee the project. David Ford, the CEO of Bright Blue Day has been appointed Chair of the Silicon South working group. There is currently a debate on the name of the project and confirmation should be received shortly on whether it will stay as 'Silicon South' or alternatively be called 'Silicon Bay'.

Dr Leahy-Harland confirmed that Bournemouth Borough Council have committed to recruiting 2 people to deliver the initiatives which are identified by the working group. The forecast is that by 2020 the Silicon South project will have created 3,500 jobs and increased a substantial amount of money into the regional economy purse. A bid was submitted to the LEP recently and if successful the project will receive £370,000 over the next year to invest into digital projects.

Stephen Jukes expressed to the Committee that Silicon South is a great opportunity to generate regional growth. In particular it will provide jobs which will entice Graduates to stay and work in the region, rather than losing them to high end jobs which are currently only available in London.

The Chair opened up the discussion to the Committee and invited them to ask

questions on the project. A committee member highlighted that it was important to capitalise on film production within the tourism area. Dr Leahy-Harland agreed and added that David Ford and she will be meeting with Creative England shortly to discuss location filming. It is very much on their agenda to work with Creative England to put the region on the map.

The Chair concluded that the Silicon South strategy is crucial to the growth plan within the digital industry. In particular, the University should push talent in the creative and digital sector to support social enterprise. The Chair also added that Silicon South provides a model to reflect on and looking at the big agenda, the combination of media and communication in the Health and Social Care sector should be considered.

#### 4 REF UPDATE

The Chair gave a vote of thanks to all the UOA leaders and academic staff for their contributions to the REF. The Chair informed the Committee that a development plan for REF 2020 is well underway. The Committee were encouraged to look ahead and think about the information required for the impact case studies for REF 2020. Moving forward, it would be wise to look at the impact case study metrics and start collecting information for them.

Prof Andy Mullineux commented that fellow committee members could benefit from attending the planned ESRC workshop conference. The conference will assist universities in developing strategies for meeting the requirements of REF 2020. Prof Mullineux added that he would forward on further information to the Committee.

<p><b>ACTION:</b> Prof Mullineux to forward to the Committee Clerk the ESRC conference information to send out to the Committee <b>ACTION BY:</b> Friday 6<sup>th</sup> December</p>
--

#### 5 GRADUATE SCHOOL ACTIVITIES UPDATE

Dr Fiona Knight updated the Committee on the ResearchPAD and detailed that the final UAT will take place week commencing the 9th December. The system will go live for all 2013/14 starters in January and will be available to all live PGRs in February. The training and implementation activities will take place in January. Dr Knight reassured the Committee that they were working with the DDREs and will work closely with schools to implement the ResearchPAD.

Dr Knight reminded the Committee that the funding for studentships deadline is the 6th January and further details can be found on the portal. The Development Fund, £18,000 is available in the first round and the deadline for round 2 will be the 31<sup>st</sup> March 2014.

Dr Knight confirmed that through Santander there are 3 pots of money available and the deadline is the 9<sup>th</sup> January. Also, the VC scholarships will be launched in the New Year.

Dr Knight provided an update on activities and informed the Committee that the conference around the research themes will take place on the 22<sup>nd</sup> and 23<sup>rd</sup> January. Dr Knight added that the PRES responses have been presented to RDC and SVC and commented that there was high satisfaction overall. The annual report will be approved by RDC in January and will be forwarded. The PG Development award (PGT) is going well and the Epigieum has been well received. The PG experience survey has flagged that supervision is key area of concern.

#### 6 HEIF PROGRESS AND EVOLUTION

The Chair drew the Committee's attention to the paper and highlighted that it was primarily for information. The Chair notified the Committee that going forward there

will be more emphasis on the financials and how the HEIF funds are monitored.

A member of the committee asked for an update on the BU Apps project and the Chair confirmed that indicatively HEIF money has been drawn down for the outlined plan. Prof Iain MacRury will lead the HEIF project and he confirmed that the plan is to locate the Apps development capacity within the Research & Knowledge Exchange Office. In addition, there will be representatives in the Schools who will help with drawing upon the research themes. Prof MacRury informed the Committee that projects would start early next year. It is desired that two people will be employed to ensure the projects run smoothly. Ideally, a Manager to run the projects, plus a dedicated person to assist with technical support.

The Committee was made aware that there is still HEIF money available to invest and going forward suggestions should be directed to the Interim PVC of Research and Innovation, Prof John Fletcher.

## **7 FESTIVAL OF LEARNING UPDATE**

The report was noted by the Committee

## **8 ETHICS REVIEW AND RESTRUCTURE**

### **8.1** The Ethics Review paper was noted by the Committee

### **8.2** The Chair drew the Committee's attention to the Ethics Restructure paper and informed them that the University Ethics Review Committee has approved a new and revised structure. There will now be two ethics review panels, which will focus on two discipline areas. The proposed Ethics Panels are: Science, Technology and Health & Social Science and Humanities. The panel Chairs are currently being appointed and the new systems will commence in the next few weeks.

The Chair invited the Committee to ask questions on the restructure. A member highlighted that an audit mechanism was important, because decisions on risk can be subjective. The Chair agreed and confirmed that there will be a clear audit trail which will be presented to the sub-committees.

## **9 KTP DEVELOPMENT SCHEME**

The Knowledge Exchange Officer, Lucy Rossiter, updated the Committee on the status of the scheme. The paper was reviewed and discussed in the October URKEC meeting and it was requested by the Committee that the scheme should be backed by an academic with an experience background in KTPs. Ms Rossiter has since met with David Kilburn, from the School of Tourism, who has a wealth of KTP experience and has played a key part in facilitating a number of successful KTPs at the University. As a result, the scheme was reviewed and tweaked under his guidance..

The KTP scheme is due to launch on the 6<sup>th</sup> of February and academics with little or no KTP experience can apply. The deadline for applications will be the 27<sup>th</sup> February and successful applicants will be notified in the first week of March.

<p><b>ACTION:</b> Committee Clerk to recirculate the KTP Development Scheme paper to the Committee</p> <p><b>ACTION BY:</b> end of December</p>
---

## **10 DDREs REPORT ON QUARTERLY RKE REPORTS AND PERFORMANCE**

Prof John Fletcher, who will be the stand-in Chair for URKEC as of January 2014, informed the Committee that meetings were still to be held with the School of Tourism and the School of Design, Engineering and Computing. Therefore, the Committee will be updated in January on the report results.

**11 HIGHER EDUCATION INNOVATION FUND (HEIF)**

The Committee received an update from the HEIF theme leaders who were in attendance. Philip Long made the Committee aware that he had revised the business plan and budget for the Digital Destinations programme.

Prof Anthea Innes provided an update on BUDI and was pleased to inform the Committee that the team have successfully brought in repeat and new business. Prof Innes notified the Committee that to date the unit has solely been funded by HEIF and so far no external income achieved by the unit has been reinvested back into it by the School. This finance issue is currently being looked into by the Finance and Resources Officer, Philip Leahy- Harland.

Stephen Jukes provided feedback on the VFX unit and informed the Committee that they were in talks with Bournemouth Borough Council to look at how visual effects in the town can be strengthened. He was also pleased to feedback that the VFX unit was mentioned at the recent Economy and Innovation Tourism Panel meeting.

The Chair noted that the quarterly report for the BU Cyber Security unit was not fully complete and required further information on the activity it has completed to date. The Chair requested that Dr Chris Richardson, the leader of the BU Cyber Security must resubmit the quarterly report for the unit.

**ACTION:** Dr C Richardson to resubmit the BU Cyber Security quarterly report to Philip Leahy-Harland  
**ACTION BY:** End of December

**13 ANY OTHER BUSINESS**

**13.1** The Chair alerted the Committee to the Research Definitions paper, which was sent out as a late paper. It was introduced by the Chair that the aim of the paper is to establish some definitions and process around the designation of research themes, institutes and centres. At the moment there is no customer practice or anything to refer to and the idea is that this will clarify the 'national' sense of what a research institute might be. The Chair was keen to open the paper up for debate and asked the Committee to feedback their thoughts before it goes to ULT.

A committee member queried the output measures defined in the paper and commented that a centre cannot be defined by the number of full time employees (fte) it has.

One suggestion made in the paper is for the BU Research Themes to become the primary 'shop windows for research'. A committee member, who is also a research theme leader, commented that they had reservations with the proposed 'shop window' approach and added they felt like the themes would require further governance as a result. This was acknowledged by the Chair, who suggested that the governance of the themes should be discussed with the theme leaders and then changes can be made to address any issues with governance.

The paper proposes that the research themes should receive an annual review, to which a member of the Committee suggested it may be beneficial to have a triennial or quinquennial review instead. The Chair agreed that the frequency of reviews required further discussion.

The Chair concluded that the UET will revise the paper in January and welcomed the Committee to email their feedback on the proposed research definitions.

**ACTION:** Committee to email feedback on proposed research definitions to the Chair  
**ACTION BY:** 20<sup>th</sup> December

- 13.2** Prof John Fletcher thanked Prof Mathew Bennett for chairing the URKEC meetings and in particular paid thanks to him for his inputs on the REF.

**Date of next meeting:**

Thursday 9<sup>th</sup> January, 9am, Board Room, Poole House

Lucy Rossiter  
Committee Clerk  
RKE-1314-12-minutes 4 December 2013