

RESEARCH COMMITTEES

WAYS OF WORKING

Introduction

A revised research governance structure has been put in place for the 2019/20 academic year. Principles guiding committees ways of working have been developed in order to support committees and our research community in adhering to the principles of accountability, leadership, effectiveness and inclusiveness which shape our governance model. These principles are set out below.

Committee Meetings

Committee meetings are organised in such a way that enables effective leadership in the committee's area.

Supporting papers provide sufficient and structured information for the committee to be able to have substantive discussion on long term strategy, and to make decisions during the meetings. At the meetings, committees are expected to focus on:

- ⇒ High level strategic discussions that provide principles for planning of activities, projects, and programmes, and changes in policy that deliver the committee's key objectives
- ⇒ Oversee the progress of activities, programmes and projects and discuss/approve changes to these where required; initiate new activities, programmes and projects as required

outside of committee meetings

Guidance and templates for managing committee business, including the business of each committee. The principles above are adhered to.

Agenda

Committee agendas will include three standing headings which enable the committee to effectively undertake its business. Generic heads can be tailored to the specific needs of each committee but are expected to include the following sections:

Strategy: This entails the articulation of the long term vision for the area and its strategic priorities in the context of the University Research and Innovation Strategy and in response to the changing internal and external landscapes; the review of management information and performance with consequent discussion

of strategies to address identified issues and strategic priorities; review of internal and external landscape developments, with a view to initiating activities addressing implications of changes in these landscapes.

University. Sponsored agenda items can be authored by non-member colleagues. The Sponsor is expected to familiarise himself/herself with the details of the item. The Sponsor can also request that the author of the item is present for the discussion.

Actions, activities, programmes and projects: The Sponsor is responsible for ensuring that activities, projects or programmes allocated to him/her by the committee are initiated.

The Sponsor is also responsible for communicating with those colleagues (academic and/or professional services) whose input is required to deliver the action or to shape programmes and projects. The sponsor does not need to lead programmes and projects, but it is responsible for working with relevant colleagues to identify a lead, and liaise with the lead to provide advice and receive interim updates on progress.

<Add name of Committee or Group>

A meeting of the <add name of committee or group> will be held on
<add day, date, year> from <add start time – add end time> in <add room number, building, campus>

<add name of Secretary>
Secretary
<add your university email address>

AGENDA

1. Welcome and Apologies for absence
2. Minutes of the last meeting held on <add date> (enclosed) and actions
- 3.

RESEARCH COMMITTEE NAME

Date

Present

YY/NN	Apologies for absence
YY/NN	Minutes of the previous meeting and update on actions Approval of minutes, amendments
YY/NN	Matters arising Matters arising Decisions: Actions/Sponsor: Timescale:

Strategy

YY/NN	Vision, priorities and long term strategy Discussion & conclusions: New project/programme/activity:: Actions/sponsor: Timescale:
YY/NN	Management information and progress against performance indicators Management information & analysis reports discussion & conclusions: New project/programme/activity: Actions/Sponsor: Timescale:
YY/NN	Landscape developments: Item: Discussion & conclusion: New project/programme/activity: Action/sponsor: Timescale:

Projects and programmes portfolio

New project/programme
Discussion & conclusion
Action/Sponsor:
Timescale:

YY/NN Project/programme overview, changes & issues
Summary overview:

Project#:
Issue/change:
Action/Sponsor:
Timescale:

YY/NN Item

Discussion & conclusions:
Actions/sponsor:
Timescale:

Any other business

YY/NN Item
Discussion & conclusions:
Actions/sponsor:
Timescale:

Appendix :

[Agenda Item Template]

Title: [title of the item]

Committee : [name & date of meeting]

Committee Sponsor:

