

Knowledge Exchange and Policy Oversight Group Committee

1. SECRETARIAT Commercial Projects Team Manager

2. MEMBERSHIP

Members:

- (a) Dean, Engagement & Place (Chair)
- (b) Pro-Vice Chancellor Research Strategy & Resources (Vice Chair)
- (c) Faculty Deans of Research & Innovation and Engagement and Place
- (d) Dean of Innovation and Business
- (e) Dean of Lifelong Learning and Professional Practice
- (f) Dean of Culture and the Creative Arts
- (g) Co-Director Policy Academy (Deputy Director Projects & Partnerships)
- (h) Director of Business Development and Enterprise
- (i) Director of Student Experience
- (j) Head of Engagement
- (k) Head of Corporate Communications

In attendance:

Assistant Accountant, Financial Performance
Commercial Projects Team Manager, BDE-Commercial Projects
Administrator & Policy Academy Manager, Projects & Partnerships
Business Analyst, Research team

3. TERMS OF REFERENCE

- (a) The purpose of the group is to oversee strategic and operational matters relating to Knowledge Exchange and Policy. It will report to Executive Board on activities including:
 - i. Higher Education Innovation Fund (HEIF)
 - ii. Knowledge Exchange Framework (KEF).
 - iii. Knowledge Exchange Concordant (KEC)
 - iv. Quality Research (QR) Strategic Priorities Fund (SPF) in relation to Research to Policy engagement activities.
 - v. Higher Education – Business & Community Interaction Survey (HE-BCIS)
- (b) To ensure alignment of knowledge and policy exchange activities with University strategic priorities and key national and global policies e.g. UK Industrial Strategy Grand Challenges and UN Sustainable Development Goals.
- (c) To ensure commitment to a fully rounded approach to Knowledge and Policy exchange activities, engaging relevant networks.
- (d) To ensure the institutional approach commits in practice, to embedding Equality, Diversity & Inclusion.

- (e) To ensure that institutional communications with our partners locally, nationally and globally are cohesive and consistent with our strategic principles and values demonstrating clear leadership.
- (f) To ensure the institutional approach contributes fully and equitably to supporting activities across the social, economic, cultural, environmental & policy-making spectrum.
- (g) To develop appropriate mechanisms to benchmark, review & enhance institutional performance, leading to the collation of quantifiable evidence for effective reporting to the Vice-Chancellor, Executive Board, UKRI and UUK and others, as required.
- (h) To ensure that appropriate policies and processes are in place to provide: (i) a reporting mechanism (ii) scrutiny and assurance (ii) compliance; with HEIF and Quality Research (QR) Strategic Priorities Fund (SPF) funding regulations.

4. FREQUENCY AND FORMAT OF MEETINGS

- a) The Group will meet formally on a quarterly basis
- b) Meetings ordinarily will be of 2 hours duration. Where the Group will be meeting to review and approve annual plans or report submissions the length of the meeting will be amended accordingly.
- c) Actions will be assigned to Committee members only. Where appropriate, time-limited task groups will be established with relevant additional members and report back to the Committee.