

Minutes of UKRI-BBSRC Council meeting held on 25 and 26 July 2018.

Those attending:

Dr Belinda Clarke
Professor Ian Graham FRS
Professor Laura Green OBE
Professor Martin Humphries
Dr Deborah Keith (on day 2 items 1-4 only)
Professor Ottoline Leyser DBE FRS (day 2 only)
Professor Andrew Millar FRS
Professor Malcolm Skingle CBE
Professor David Stephens
Professor Melanie Welham (UKRI-BBSRC Executive Chair, Chair of the meeting)

Also attending:

Dr Paul Burrows
Dr Amanda Collis (day 2 only)
Dr Karen Lewis
Mrs Ksymena Grzybowska (Secretary)
Dr Richard Brown
Mrs Sharon Southwood

25 JULY 2018

OPENING REMARKS

1. Melanie Welham welcomed everyone to the first meeting of Council.
2. Melanie explained the new role of UKRI-BBSRC Council, which would focus on providing strategic advice to the Executive Chair. Melanie encouraged open discussion, and for Council to support and challenge the Executive Chair and Executive Team, noting that the Executive Chair must have the 'broad support' of his/her Council for their overall strategy, and that the Executive Chair will lead on the delivery of strategy on behalf of Council.
3. Melanie highlighted the role of the Chief Scientific Advisor (CSA) from Defra on BBSRC Council, represented by Ian Boyd. His role is to:
 - represent the perspective of scientific networks across government
 - participate as a full member in Council discussions
 - present a cross-government view and ensure key government research priorities are taken into account at Council
 - feedback to other CSAs on issues affecting wider government interests and work with them to promote coordination where this is relevant to the government's objectives
4. Apologies were received from Ottoline Leyser, Ian Boyd and Amanda Collis.

ITEM 1. EXECUTIVE CHAIR'S VISION FOR BBSRC (ORAL)

5. Melanie introduced this item and described her vision for BBSRC as being a research-led organisation and an enabler of innovation with three pillars essential to deliver the vision namely: being strategic and forward looking, building strong collaborative partnerships and investing in the talent to deliver. The BBSRC's focus is on research, supporting great discoveries, new knowledge and enabling innovation. BBSRC will continue to invest intelligently to maintain the world leading position of UK Bioscience.
6. Council noted that the Executive Chair was no longer an Accounting Officer.
7. For BBSRC within the UKRI context it will be very important to work in collaboration with the UKRI centre and other partners.
8. Council noted that delivering the vision required change and that a BBSRC programme to lead work on transition and transformation had been established. BBSRC Executive set out the organisational design principles being followed and provided Council with an overview of the planned four domains led by an Executive Director: Research Strategy and Programmes (Amanda Collis), Capability and Innovation (Karen Lewis), Corporate Strategy, Policy and Partnerships (Paul Burrows) and Operational and Resourcing (to be confirmed).
9. Council noted that there was a gradual shift towards less budgetary constraints and that there would probably be more opportunities to access additional funding within the UKRI budget. In terms of operational and resourcing budgets, it was noted that some aspects depended on UKRI corporate services.
10. With the introduction of cross-cutting UKRI funds, funding mechanisms were changing and it is important to capture outputs and ensure there are adequate mechanisms for evaluation and monitoring at BBSRC and UKRI levels.
11. Melanie set out the expectations of Council which were as follows:
 - Source of strategic advice and support to the Executive Chair and Executive Directors
 - Forum for robust debate and appropriate challenge
 - Key advocates for UKRI-BBSRC and Bioscience more broadly
 - Broad contribution to leadership of UK Bioscience
 - Involvement in key task and finish activities
12. Council endorsed the expectations and requested appropriate materials and briefings to be shared with Council in order to fulfil their advisory role.

Action A: Council requested appropriate materials and briefings to be shared with Council (e.g. via CouncilNET) in order to fulfil their advisory role (Council Secretariat, Melanie Welham).
13. Council was reassured that BBSRC continued to support curiosity-driven research and that the Forward Look for UK Bioscience and the future Strategic Delivery Plan (SDP) would reflect that.

ITEM 2. ROLES AND RESPONSIBILITIES OF COUNCIL (UKRI BBSRC 01/2018)

14. Ksymena Grzybowska introduced this paper, which formally sought the adoption of Council's Terms of Reference (ToR) and provided Council with sight of relevant background documents setting out respective roles and responsibilities of Council, the Executive Chair and those of UKRI.

15. In discussion Council made the following comments:

- On individual Council members' appraisal the Executive Chair and Senior Independent Member (SIM) would provide oversight comments.
- With annual appraisal of Council performance as a whole it would be useful to capture Council's added value (via feeding Executive Directors thoughts into the assessment process)

Action B: Council Secretariat to incorporate suggestions about the appraisal of Council and Council members' individual appraisals. Noted.

- It was suggested that SIMs from all Councils could meet independently.

Action C: Council Secretariat to suggest the proposal for Councils' SIMs to meet independently at UKRI Councils Secretariats forum. Complete.

- The role of the SIM is to share how UKRI-BBSRC Council is performing and provide assurance to UKRI. The SIM would also deputise for the Executive Chair when the Executive Chair is conflicted. The SIM would also provide an external perspective (outside BBSRC and UKRI). Council members would be able to raise any issues with the SIM.
- Council noted that the ToR was a living document and may be revisited in the future to reflect any changes to the role of Council.
- Any relevant policies, such as health and safety, equality, diversity and inclusion would be shared with Council members, e.g. via CouncilINET.

Action D: Any relevant policies such as health and safety, equality, diversity and inclusion would be shared with Council members, e.g. via CouncilINET. Council requested an acronym list too (Council Secretariat, Melanie Welham). In progress.

- For the purposes of assurance, Council will have sight of the risk register, via CouncilINET, with high-level dashboards to come to Council meetings every 6 months.

Action E: Council will have sight of the risk register via CouncilINET with high-level dashboards to come to Council meetings every 6 months (Council Secretariat). Noted.

- Council recognised the importance of being aware of culture and people matters in light of the transformation in UKRI and noting the duty of care responsibility of the organisation and Executive Directors.
- Task and Finish groups would be used as a way of working.
- Council noted that the review of bioscience for international development would be on the Council agenda for the September 2018 meeting.

Action F: Add the review of bioscience for international development onto the Council agenda for the September 2018 meeting (Council Secretariat, Jef Grainger). Complete.

16. Council:

- **ADOPTED** UKRI-BBSRC Council's Terms of Reference
- **NOTED** the UKRI Framework Document
- **NOTED** the Delegation of functions under the Higher Education and Research Act (HERA) letter from Sir John Kingman (UKRI Board Chair) to Executive Chairs

ITEM 3. STRATEGY AND RESEARCH INVESTMENT PORTFOLIO (UKRI BBSRC 02/2018)

17. This item was introduced by Paul Burrows and Melanie Welham in Amanda Collis' absence. The purpose of this presentation was to: brief Council on the guiding principles underlying the investment of BBSRC's Comprehensive Spending Review (CSR) 2015 allocation and high-level BBSRC research investment portfolio; seek advice from Council arising from consideration of 'mapping the landscape' data analysis and the change landscape driven by UKRI funds; and to demonstrate some of the tools BBSRC uses to provide information on its investment portfolio.
18. Council noted that responsive mode would be under increasing pressures. BBSRC monitored responsive mode grant funding by number and value. Council discussed the importance of looking at what proportion of the eligible community applies for BBSRC funding to ensure opportunities cover the breath of the UK bioscience community. Council acknowledged that BBSRC monitored funding demands (related risk on Corporate Risk Register) and that it was looking at post-Brexit opportunities.
19. Council was informed that 'mapping the landscape' was based on BBSRC's Strategic Plan and categories identified within the Plan. Council specifically discussed how outputs were monitored within world class underpinning bioscience and noted that a holistic approach and qualitative metrics are used. There were also data that BBSRC could analyse at the portfolio level to look at what outputs have been delivered by investments.
20. Council noted the slides on trends in annual spend and highlighted the potential benefits of working with social scientists to explore and better understand data trends from a different perspective (research on research). An opportunity for BBSRC to consider taking forward.

Action G: BBSRC to consider the potential benefits of working with social scientists to explore and better understand data trends from a different perspective (research on research) – Melanie Welham.

21. With increased investment for the Global Challenges Research Fund (GCRF) and the Newton Fund there is more pressure on responsive mode funding, therefore Council emphasised the importance of demonstrating value for money, for the new funding streams. It was also acknowledged that with different funds there seems to be more inequality in the system. It was important to manage the expectations within the BBSRC community in relation to the new funding landscape and for the Executive Chair to take on a role of advocating 'Understanding the rules of life' as a central theme for BBSRC and the wider UK biosciences.
22. Council noted that CSR principles have not yet been distilled and the office would continue to work on the SDP and CSR over the Summer and Council will discuss again at its meeting in September 2018. In relation to the development of the SDP, Council said that their collective expertise could be drawn on and that we should look for emerging themes from grantholder data in non-strategic areas. As part of consultation for the SDP we could ask about strategic areas. We should avoid overlaps, balance and monitor the portfolio.

Action H: SDP to feature on the agenda for Council in September 2018 (Council Secretariat, Paul Burrows). Done

23. Council emphasised the need to be aware of emerging areas and technologies that have been identified by industry and globally. Council identified '*Population Biology of Managed Systems*' as an area that could be a cross-council initiative that fits well with new technologies.
24. Council:
- **NOTED** data on competitive research funding
 - **DISCUSSED** the areas highlighted during the presentation
 - **COMMENTED** on aspects of portfolio
 - **DISCUSSED** future plans

26 JULY 2015

ITEM 1. OPENING REMARKS AND EXECUTIVE CHAIR'S REPORT (UKRI BBSRC 03/2018)

25. Melanie welcomed everyone to the meeting. Apologies were received from Ian Boyd.
26. Melanie, on behalf of Council, congratulated the following BBSRC grantholders who were recognised in the Queen's Birthday Honours list 2018:
- Professor Christopher Dobson, Professor, Chemical and Structural Biology and Master, St John's College, University of Cambridge received a Knighthood for services to Science and Higher Education.
 - Professor Jane Langdale FRS, Professorial Research Fellow, Department of Plant Sciences, The Queen's College, and University of Oxford was made a

Commander of the Order of the British Empire (CBE), for her services to plant science.

27. Melanie presented her report to Council and the following points were made in discussion:

- Council found the report very useful and agreed that they would like to see high visibility outputs and funding decisions.
- Council asked they continue to receive a synopsis of policy round ups.

Action I: Council asked they continue to receive a synopsis of policy round-ups (Paul Gemmill). Complete.

- Council expressed its strong support for collaborative working, including through the Strategic Priorities Fund (SPF) with areas for partnership as follows: Technology Touching Life (now going forward as part of Physics for Life) and understanding dynamic biological systems. Council suggested involving EPSRC in relation to this work.
- Council emphasised the importance of efficient ways of working in relation to major funds, e.g. Newton Fund and recognised the need for an international strategic framework with clear priorities.
- Council noted that the UKRI Research and Innovation Infrastructure Roadmap would be on the agenda for the next Council meeting in September 2018.

Action J: Council noted that UKRI Research and Innovation Infrastructure Roadmap would be on the agenda for the next Council meeting in September 2018 (Council Secretariat, Rowan McKibbin). Complete.

28. Melanie thanked Council members for their comments on the report, which will continue to be provided to Council.

29. Council :

- **NOTED** the report from the Executive Chair
- **ADVISED** that the Report from the Executive Chair should remain a standing item on Council's agenda for future meetings.
- **NOTED** the intention to review the format of the report and **ADVISED** on additional considerations that BBSRC should take into account in future reports.

ITEM 2. UPDATES FROM GOVERNMENT DEPARTMENTS (ORAL)

30. No updates received as no government representatives were present at the meeting.

ITEM 3. NEW COUNCIL WAYS OF WORKING INCLUDING ADVISORY STRUCTURES (UKRI BBSRC 04/2018)

31. Paul Burrows introduced this paper, the aim of which was to consider how best to implement Council's ToR so as to ensure that Council is able to fulfil its function. In particular, Council was invited to consider the guiding high-level principles of its

operation, the frequency and content of meetings as well as the supporting advisory system that informs both the Executive and Council.

32. Giving effect to the Terms of Reference was wider than simply fulfilling the functions as set out. In doing so BBSRC had to be mindful of playing a full part in shaping and delivering UKRI's higher strategic objectives and ensuring that the ambitions articulated in the Forward Look for UK Bioscience are achieved.

33. Council endorsed the high-level guiding principles as follows:

1. Council and the BBSRC Executive will work in partnership
2. Council will provide leadership in the development and delivery of BBSRC strategy, including horizon-scanning
3. Council members do not represent particular sectors or disciplines
4. Council will adopt a proactive, agile approach to working
5. Council will be open and transparent in its operation (the seven principle of public life)
6. The broader perspectives will be sought actively
7. The best use will be made of the diversity of experience and expertise, both of Council members and the Executive; drawing on individual and collective strengths
8. Council members are ambassadors for UKRI-BBSRC and UK Bioscience

In discussion Council:

- Asked to expand the final point to include great science. Council would be reflecting the voice of the community – advocacy and congruence
- Asked to rephrase bullet point 7 above to emphasise collectiveness of Council
- Emphasised working in partnership and being mindful of the boundaries at the same time.
- Emphasised openness and transparency as important aspects of the relationship between Council and the Executive.
- It was noted that previously Council was a decision-making and governing body and that there was a different purpose to new Council.

34. In discussion about the operation of Council the following were raised:

- Council noted that there would be four meetings a year and dates for 2018, 2019 and 2020 were in Council members' diaries. They will focus on strategy development/advice and horizon scanning. A forward meeting plan will be developed and provided for the next Council meeting in September 2018.

Action K: A forward meeting plan will be developed and provided for the next Council meeting in September 2018. On agenda for September 2018 meeting. In progress- September agenda.

- Council thought that it would be useful to have dinners the night before meetings, in particular in the beginning, as they are a good opportunity to network and bond. It was suggested that speakers could be invited.

Action L: Council Secretariat to revisit dinners with the Executive Chair. In progress.

- Council agreed that it would be useful to continue with an annual strategy day focused on science (similar to Research Advisory Panel)
- Council considered meeting at different locations (e.g. Institutes or universities). Those meetings should have clear purpose and benefit (e.g. sampling science), e.g. with one meeting a year held at a different location. Council was happy to continue to have meetings in London and in Swindon (December) to meet with office staff.

Action M: Meeting locations to be part of the forward meeting plan (Council Secretariat). In progress.

- It was proposed to hold joint Council meetings where there are areas of mutual interest.

Action N: Council Secretariat to suggest the proposal for joint Councils' meetings at UKRI Councils Secretariats forum. Complete.

- It was noted that for activities requiring Council members' input a Task and Finish groups approach would be used (e.g. strategy development).

35. Council noted that new Council's ToR were not explicit about the monitoring role of Council. Council agreed it needs some assurance that BBSRC is delivering against its objectives/targets defined in the SDP. Council was asked what they think their role in monitoring should be and responded that there should be a balance of detail and high-level information and that we should operate on the basis of openness and transparency.

36. Council suggested that the EC's report could map onto strategic objectives and it would be good to have sight of evaluation for big funds, possibly impact cases and BBSRC's reports to UKRI (e.g. dashboards with main objectives). It was also suggested that Council should be aware of the wider holistic picture in relation to culture and have oversight of risks.

37. Council agreed that information should be brought to Council in a proactive manner and that there is a need for some principles agreeing the level of monitoring. It was agreed we need to understand more about monitoring and evaluation role of Council soon and therefore this item should feature on September Council's agenda.

Action O: It was agreed we need to understand more about monitoring and evaluation role of Council soon and therefore this item should feature on September Council's agenda (Council Secretariat, Paul Reeves). On agenda for September 2018 meeting. In progress- September agenda.

38. Council recognised the need to review the strategy advisory structure within BBSRC whether it was fit for purpose. In discussion, the following points were made:

- The panels were not aligned with the Forward Look for the UK Bioscience, e.g. frontier bioscience was missing in the structure

- Interfaces with all kinds of stakeholders (e.g. policy, education) should be integrated within the advisory system to reflect broader engagement and integrated science
- Consider how the structure interfaces with GCRF and Industrial Strategy Challenge Fund (ISCF) and what Council's responsibility is to link with them.
- It was recognised that strategy advisory panels work differently and that some undertake more horizon scanning than others
- There was a question about whether to have a more agile system e.g. a network which convenes when there is a challenge or question instead of standing panels
- Considered the possibility of utilising the Pool of Experts mainly used for grants assessment, not strategic advice
- There was a question on how panels should feed to Council
- Important to look at what advice was provided by the strategy advisory panels and whether the advice influenced in any way BBSRC's decisions/direction of travel. Look at panel's function and then consider suitable model.
- The advisory structure is also about engagement with the community, e.g. the greater the engagement, the better the advice is
- Consider the role of the Research Advisory Panel (RAP) and how it overlaps with new Council
- Important to remember how changes are communicated and what the impact could be

39. Council agreed that a Task and Finish Group would be established to review the strategy advisory structure in light of comments above and taking secretariats' views into account. Laura Green and Belinda Clarke volunteered to be involved. An update on this work would be provided at the next Council meeting in September 2018.

Action P: Council agreed that a Task and Finish Group would be established to review the strategy advisory structure in light of comments above and taking secretariats' views into account. Laura Green and Belinda Clarke volunteered to be involved. Update on this work would be provided at the next Council meeting in September 2018 (Council Secretariat, P Burrows). In progress.

UKRI-BBSRC APPOINTMENTS BOARD: GOVERNANCE AND TERMS OF REFERENCE (UKRI BBSRC 05/2018)

40. Amanda Collis introduced this paper, which proposed a governance structure and terms of reference for the UKRI-BBSRC Appointments Board, reflecting the governance changes arising from the establishment of UK Research and Innovation.

41. Council:

- **CONSIDERED** the proposed governance structure and terms of reference
- **RECOMMENDED** the adoption of the proposed governance and terms of reference to the UKRI-BBSRC Executive Chair. The Executive Chair accepted Council's advice.

ITEM 4. DOCTORAL TRAINING PARTNERSHIPS – NEXT PHASE (UKRI BBSRC 06/2018)

42. Karen Lewis introduced this paper by saying that investments in doctoral training were a key component of UKRI and BBSRC's overarching goals to develop research talent and skills. This paper presented draft proposals for the next phase of BBSRC's Doctoral Training Partnerships (DTP3), which were due to be commissioned in 2019 for studentships commencing in October 2020.

43. Council was invited to provide early input into the development of this significant training investment, prior to a wider community consultation planned for early Autumn 2018. In discussion the following comments were made:

- Council supported the proposed vision and objectives for DTP 3
- The key question was about balancing the portfolio and ensuring that there are no skills gaps
- It was noted that Partnerships were introduced because of concerns that studentships were increasingly in the biomedical space and it was important to ensure that training was reflective of the core BBSRC remit
- Council confirmed the importance of ensuring Partnerships supported studentships in areas core to BBSRC remit, and not enabled by other funders, ensuring the future health of the discipline
- It was commented that there can be great value in science at the interface between disciplines and UKRI would be encouraging support for these areas. It was important that Partnerships recognised this.
- On Industrial Biotechnology, Council commented that if academic research was expanding then the training opportunities for students was likely to also expand.
- Highlighted the importance of supporting collaborative training and this should be made clear in the call
- It would be helpful to ensure clarity on expectations in relation to supervisors in the call
- There could be value in seeking information about engagement with business in the consultation
- For smaller companies a more focused approach could be adopted
- Council was very supportive of continuing with placements (PiPs) and suggested more flexibility so they can relate to topics of PhDs, and that students were exposed to SMEs, not only big companies. There is also potential to engage non-traditional partners in PiPs.

44. Council noted that an update based on feedback collected from the engagement and discussions with the Bioscience Skills and Careers (BSC) Strategy Advisory Panel would be provided to Council at the December 2018 Meeting. It was expected that the call would launch in January 2019.

***Action Q: Feedback from consultations and BSC Panel on DTPs would be provided to Council in December 2018 (Council Secretariat, Karen Lewis).
Noted for Council agenda in December 2018. Noted.***

45. Council:

- **NOTED** the context and rationale for continuing a bioscience-focused Doctoral Training Partnership programme as part of BBSRC's training portfolio

- **DISCUSSED** the proposed vision, aims and objectives of the programme, in the context of:
 - Balancing the Portfolio
 - Collaborative Training
 - Placements
 - Skills Development and Training

ITEM 5. UKRI COLLECTIVE FUNDS (UKRI BBSRC 07/2018)

46. Amanda Collis introduced this paper, which provided an overview of the new UKRI collective funds. It also provided a spotlight on two new funds where advice from Council will be particularly timely - the Strategic Priorities Fund (SPF) and the Fund for International Collaboration (FIC).
47. Amanda updated Council on the overarching UKRI funding landscape arising from the Autumn Statement 2016/17 uplift with a drill down to SPF and FIC. On that, Council commented how quickly things were emerging with very short deadlines and that it was important to help each other so opportunities were not missed. Pressure on people was acknowledged and it was noted that UKRI could help with the management aspect, building structures and timescales.
48. Council emphasised the importance of having ideas in the 'bottom drawer' to ensure opportunities are not missed and how these ideas are sourced (e.g. in consultation with the community). Another aspect of this was ensuring there were skilled people who can put the teams together who are fit for purpose (in DARPA spirit). In other words, social infrastructure for science is needed. Council also raised the sLoLas noting that if there are large number of applications in a specific area there is good evidence for a SPF bid in that area.
49. Amanda provided an overview of SPF, including assessment criteria, associated bids and outcomes for Wave 1 and presented the timeline for Wave 2. In discussion about potential Wave 2 proposals, namely Integrative Microbiome, Synthetic Biology and UK Animal and Plant Health, Council noted that there may be a challenge in spending £60M within a period of 6 months and was mindful of delivery mechanisms. One theme that emerged strongly was 'Dynamic multi-scale biology' and Council encouraged BBSRC to continue discussions with MRC on dynamic biological systems. It is also important to consult with the community to develop large-scale concepts. Council considered other areas such as tissue engineering (artificial scaffold) and bacterial diseases, especially in the context of developing the language to speak about models (switches) and community building. On synthetic biology, Council acknowledged that BBSRC engaged with leadership forums and that more detail would be developed for UK Animal and Plant Health proposal.
50. Council noted the update on FIC, including assessment criteria, associated bids and outcomes for Wave 1 and presented the timeline for Wave 2. In discussion about Wave 2 proposals, Council advised to look at Technology Readiness Levels, and the potential for translational research under FIC, and at the balance of funding between plants and animals. Council also encouraged BBSRC to consider a more generic SPF bid that would encompass Marie Curie types of activities.
51. Council:
- **NOTED** the UKRI funding landscape

- **DISCUSSED** the areas highlighted during the presentation
- **COMMENTED** on SPF and FIC
- **DISCUSSED** future plans

ITEM 6. BBSRC STRATEGIC DELIVERY PLAN (UKRI BBSRC 08/2018)

52. Paul Burrows introduced this paper, which provided Council with an overview of the plans, template and timescales for the development of BBSRC's SDP, and sought Councils' initial input.
53. Council noted that The Higher Education and Research Act 2017 required each of the nine UKRI Councils to produce a SDP.
54. The SDPs will draw on UKRI's Strategic Prospectus to look at each Council's field of activity, detailing particular challenges and opportunities for research and innovation. The individual SDPs are required to be agreed by the UKRI Board and will then act as the formal delegation of functions to Councils to deliver on behalf of the Board.
55. Paul said that the challenge would be to translate the Forward Look for the UK Bioscience into actions.
56. In discussion the following comments were made:
- Council suggested it was important to shift the perception that BBSRC funding is within BBSRC strategic priorities only, by positioning frontier bioscience and people at the centre.
 - On the point of making the case to UKRI, BBSRC needs to continue to be on the front foot and 'be bold'
 - Key Performance Indicators (KPIs) are needed to measure progress, also at interfaces as this would help BBSRC to demonstrate our willingness to work with others.
 - In response to a question as to how UK Bioscience can contribute to raising R&D spend to 2.4% of GDP the answer is a 'catalyse and convene approach'.
 - Council noted that open research/open data was on BBSRC's and UKRI's radar. There were initial discussions about data intensive bioscience at RAP and the Exploiting New Ways of Working (ENWW) Strategy Advisory Panel.
57. Council was supportive of the plans and maintaining the framework of the *Forward Look for UK Bioscience* highlighting unique aspects, such as frontier bioscience, with 'Understanding the rules of life' as a central theme and the people aspect. Council emphasised the importance of maintaining the health of the discipline (range of skills), building in interdisciplinarity and working in partnership.
58. It was noted that specific actions/deliverables and how BBSRC will be evidencing them will be defined and consulted with Council at its next meeting in September 2018.

Action R: It was noted that specific actions/deliverables and how BBSRC will be evidencing them as part of SDP will be defined and consulted with Council at its next meeting in September 2018 (Council Secretariat, Paul Burrows). On agenda for the September 2018. In progress

59. Council:

- **NOTED** the template and timescales for development of the Strategic Delivery Plan
- **DISCUSSED** and **ADVISED** on key issues for consideration as BBSRC's develops its Strategic Delivery Plan and looks towards the next comprehensive spending review.

ITEM 7. ANY OTHER BUSINESS (ORAL)

60. Melanie, on behalf of Council, thanked Ksymena Grzybowska and wished her well on her departure for maternity leave.

61. Council commented that papers were good and to the point and was supportive of having short papers with slides guiding the discussion. Identified actions and items for the next meeting would be captured and sufficient time allowed for each item on the agenda. A summary of actions is available at **Annex 1** of the minutes.

Action S: Identified actions and items for next meeting would be captured and sufficient time allowed for each item on the agenda (Council Secretariat). In progress.

ITEM 8. KEY MESSAGES FOR UKRI BOARD (ORAL)

62. Council agreed that key messages for UKRI would be shared with Council members before sending to UKRI.

Action T: Council Secretariat to draft key messages for UKRI and actions and share with Council members. Complete.

Council Secretariat
August 2018

UKRI-BBSRC Council 25 and 26 July 201 - summary of actions

| Agenda Item | Description | Owner | Status |
|----------------------------|--|-------------------------------------|-------------|
| <u>25 July 2018</u> | | | |
| 1 | A- Council requested appropriate materials and briefings to be shared with Council (e.g. via CouncilNET) in order to fulfil their advisory role. | Council Secretariat, Melanie Welham | |
| 2 | B- Council Secretariat to incorporate suggestions about the appraisal of Council and Council members' individual appraisals. | Council Secretariat | Noted |
| 2 | C- Council Secretariat to suggest the proposal for Councils' SIMs to meet independently at UKRI Councils Secretariats forum. | Council Secretariat | Complete |
| 2 | D- Any relevant policies such as health and safety, equality, diversity and inclusion would be shared with Council members, e.g. via CouncilNET. Council requested an acronym list too. | Council Secretariat, Melanie Welham | In Progress |
| 2 | E- Council will have sight of the risk register e.g. via CouncilNET with high-level dashboards to come to Council meetings periodically, e.g. every 6 months (Council Secretariat). | Council Secretariat | Noted |
| 2 | F- Add the review of bioscience for international development onto the Council agenda for the September 2018 meeting. | Council Secretariat, Jef Grainger | Complete |
| 3 | G- BBSRC to consider the potential benefits of working with social scientists to explore and better understand data trends from a different perspective (research on research) – Melanie Welham. | Melanie Welham | |

| | | | |
|----------------------------|---|-------------------------------------|--------------------------------|
| 3 | H- SDP to feature on the agenda for Council in September 2018. | Council Secretariat, Paul Burrows | Complete |
| <u>26 July 2018</u> | | | |
| 1 | I- Council asked they continue to receive a synopsis of policy round-ups. | Paul Gemmill | Complete |
| 1 | J- Council noted that UKRI Research and Innovation Infrastructure Roadmap would be on the agenda for the next Council meeting in September 2018. | Council Secretariat, Rowan McKibbin | Complete |
| 3 | K- A forward meeting plan will be developed and provided for the next Council meeting in September 2018. On agenda for September 2018 meeting. | Council Secretariat | In Progress – September agenda |
| 3 | L- Council Secretariat to revisit dinners with the Executive Chair. | Council Secretariat | In Progress |
| 3 | M- Meeting locations to be part of the forward meeting plan. | Council Secretariat | In Progress |
| 3 | N- Council Secretariat to suggest the proposal for joint Councils' meetings at UKRI Councils Secretariats forum. | Council Secretariat | Complete |
| 3 | O- It was agreed we need to understand more about monitoring and evaluation role of Council soon and therefore this item should feature on September Council's agenda. | Council Secretariat, Paul Reeves | In progress – September agenda |
| 3 | P- Council agreed that a Task and Finish Group would be established to review the strategy advisory structure in light of comments above and taking secretariats' views into account. Laura Green and Belinda Clarke volunteered to be involved. Update on this work would be provided at the next Council meeting in September 2018. | Council Secretariat, P Burrows | |

| | | | |
|----------|--|--|---------------------------------------|
| | | | In Progress – September agenda |
| 4 | Q- Feedback from consultations and BSC Panel on DTPs would be provided to Council in December 2018 | Council Secretariat, Karen Lewis | Noted |
| 6 | R- It was noted that specific actions/deliverables and how BBSRC will be evidencing them as part of SDP will be defined and consulted with Council at its next meeting in September 2018. On agenda for the September 2018. | Council Secretariat, Paul Burrows | In Progress – September agenda |
| 7 | S- Identified actions and items for next meeting would be captured and sufficient time allowed for each item on the agenda. | Council Secretariat | In Progress |
| 8 | T- Council Secretariat to draft key messages for UKRI and actions and share with Council members. | Council Secretariat | Complete |