

Bangor University Code of Practice

Appendix 1

Equality Impact Assessment of the REF 2029 Code of Practice

By: REF Group in consultation with Human Resources

Date: March 2026

Project Aim
<i>What does the project aim to achieve? (Please note the financial and / or non-financial outcomes and benefits).</i>
Bangor University's REF 2029 Code of Practice establishes the fair and transparent processes Bangor University will apply to make decisions regarding: • Determining who is an independent researcher. • Selecting outputs for submission to the REF 2029 This is to ensure that Bangor University's REF procedures do not discriminate unlawfully against or otherwise have the effect of harassing or victimising individuals because of age, disability, gender identity, marriage and civil partnership, race, religion or belief, sex or sexual orientation, or because they are pregnant or have recently given birth. All staff with a significant responsibility for research (SRR) will contribute to Bangor University's volume measure for REF 2029. As per the REF guidelines, staff must be on the payroll with a primary employment function to undertake 'Teaching and Research' or 'Research Only' for the 2025/26 and 2026/27 academic years to be classified as a having significant responsibility for research. In the case of staff on Research Only contracts, staff must also meet the criteria for independent researchers. Staff on other academic contracts, such as Teaching and Scholarship, are not eligible to contribute to the volume measure for REF 2029 since research is not a requirement of their contract.

Project Title	Bangor University REF 2029 Code of Practice (COP)	
Project Lead	PVC REF / REF Manager	
Project Team	REF 2029 Group	

What impact does the project, policy or practice have on people that share a protected characteristic?
<i>Under the general Public Sector Equality Duty (PSED) set out in the Equality Act 2010, the University must give 'due regard' to the need to eliminate unlawful discrimination, harassment and victimisation as well as to advance equality of opportunity and foster</i>

*good relations between people who share a protected characteristic and those who do not. The protected characteristics covered by the equality duty are: **age, disability, gender reassignment (Trans), pregnancy and maternity, race (ethnicity), religion or belief, sex (gender) and sexual orientation** and the duty also applies to carers. The law requires that the University demonstrates it has given 'due regard' to the aims of the equality duty in its planning and decision-making processes.*

Public Sector Equality Duty Requirements	Evidence	Detail of Impact (Positive/Neutral/Negative)
Eliminating Discrimination <i>Is the project, policy or practice likely to treat anyone less favourably or disadvantage them because of their protected characteristics?</i> <i>Could the project, policy or practice lead to different outcomes for different protected groups?</i>		All staff employed at BU between 1 August 2024 – 31 July 2025 (by head-count): Total staff number: 2,184 Average age: 45.3 years Disability Declared a disability: 8.4% No disability: 84.5% Information unavailable/prefer not to say: 7% Sex (legal gender) Female: 60.7% Male: 39.3% Race Minority ethnic (ME): 9.6% White: 88.2% Information unavailable/prefer not to say: 2.2% Sexual orientation Heterosexual: 79% Other: 5.9% Information unavailable/prefer not to say:

		15.1% Religion, belief, non-belief No religion: 46.9% Christian: 32.9% Other: 6.1% Information unavailable/prefer not to say: 14.1% Contract type Full-time: 64.8% Part-time: 35.2% The protected characteristic data of the NUMBER academic staff on Teaching & Research and Research-only contracts in scope is as follows (at March 2026 based on volume measure eligible staff): Total staff number: 291 Average age: 49 years Disability Declared a disability: 8% No disability: 88% Information unavailable/prefer not to say: 4% Sex/legal gender: Female: 41% Male: 59% Race
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		BME: 13% White: 83% Information unavailable/prefer not to say: 3% Sexual orientation Heterosexual: 78% Other: 4% Information unavailable/prefer not to say: 18% Religious beliefs No religion: 54% Christian: 20% Other: 8% Information unavailable/prefer not to say: 18% Contract type Full-time: 81% Part-time: 19%
Advancing Equality of Opportunity • <i>Will the needs of staff and students with different protected characteristics be met?</i> • <i>Could the project, policy or practice lead to increased take-up / participation by protected groups?</i> • <i>Are there any opportunities to proactively advance equality for specific protected groups and / or between protected groups?</i>	Ensuring staff involved in REF process have appropriate training raises awareness of all equality and diversity issues ensures that outputs are selected without bias, and that bias plays no part in the processes determining independent researcher status.	All members of the Executive Committee, REF Group and COP Task Group have undertaken the following equality training courses: • Diversity in the workplace at Bangor University • Unconscious bias Completion of this mandatory online training is monitored by the Human Resources department.

Promoting Good Relations <i>Have steps been taken to tackle prejudice and promote understanding?</i> <i>How have relevant individuals, groups or organisations been involved / consulted in developing and impact assessing the project?</i>	As outlined above, diversity and unconscious bias training is undertaken by all Bangor University staff. All three trade unions recognised at Bangor University (UCU, Unison and Unite) have been consulted on the development of Bangor's COP and given the opportunity to provide feedback and suggest revisions to content before submission. All Bangor University staff have been notified of a COP consultation through the Staff Bulletin e-news and via their Colleges. Staff have been invited to view and submit feedback on the draft on the REF intranet pages. Clear information about the REF processes and relevant group members is provided on the Intranet pages, providing staff with opportunities to find out more about the assessment process and ask questions. Detailed consideration about fair external verification of research quality to eliminate any potential for internal bias. Qualitative and Quantitative information: Ensuring data is monitored and	Details on equality policies priorities and monitoring can be found in Bangor University's Strategic Equality Plan: https://www.bangor.ac.uk/humanresources/equalitydiversity/documents/STRATEGIC%20EQUALITY%20PLAN%202024-2028_final.pdf.
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	drawn in a timely manner. • Ensuring a continued programme of communication is available. • Build upon experience gained from REF 2014 and REF 2021 processes and Codes of Practice. • Ensure data from mock REF exercises and draft submissions are analysed for differential impact on particular groups at appropriate stages of REF preparation, e.g. when submission selection occurs. • Ensuring resources are available to respond to staff questions and queries. • Consideration of feedback and comments from consultation and communication with the various groups listed below. Groups and Stakeholders involved: ▪ The University's main decision making body – The Executive. ▪ The University's Research Committee (which includes senior University staff responsible for research direction and decisions). ▪ The REF Group ▪ The Equality, Diversity, Inclusion (EDI) and Wellbeing Committee ▪ Bangor University branches of UCU, Unison and Unite. ▪ HR and Staff Development.	
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	▪ Deans of Colleges and Heads of Schools. ▪ Research staff, research enabling staff and PhD students. Ongoing awareness raising and consultations: • Presentations and Q&A sessions with the above groups and stakeholders. • Regular communications to all staff through the Staff Bulletin newsletter concerning REF processes, the Code of Practice and research independence Feedback has highlighted the importance of clear communication. This has been identified as a key requirement during the whole of the REF process. The final Code will require acceptance by the Executive before submission.	
Based on the above assessment, what course of action is required?		
No major change required <i>The assessment has not identified any potential for discrimination or adverse impact and all opportunities to advance equality have been taken.</i>	This equality impact assessment (EIA) has not identified any major potential for discrimination or adverse impact for staff of any particular protected characteristic.	
Make adjustments to remove barriers or to better advance equality	n/a	

<i>Note the adjustments that will be made to remove barriers identified by the assessment or to better advance equality.</i>	
Continue despite having identified some potential for adverse impacts or missed opportunities to advance equality <i>Note the steps that will be taken to reduce or mitigate the adverse impacts.</i>	n/a
Stop and rethink <i>The assessment shows actual or potential unlawful discrimination. Note the action to be taken to stop and / or rethink the project.</i>	n/a

How will the actual impact of the project, policy or practice be monitored once it has been implemented?
Bangor University's Code of Practice the Research Excellence Framework 2029 (REF) will be reviewed for equality impact as follows: - Equality Impact Assessment following mock REF assessments which will include: - Quantitative analysis of equality data on staff requesting independent researcher status at institutional level in the context of an appropriate comparator pool. - Quantitative analysis of outputs selected for REF submission by equality data on the profile of author/s at both institutional and UoA levels in the context of the characteristics of the submitted staff pool. - Qualitative data from sources such as line managers. - Any appeals, general complaints or issues raised through formal and informal procedures within the University. - Final Equality Impact Assessment post submission that will include a full review of all available data and information accumulated during the process. - A summary of the quantitative analysis at institutional level will be provided. - Analysis will be carried out at UoA level and provided if data sets are large enough to avoid identification of individual staff members.

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Publication

This Equality Impact Assessment will be published on the Bangor University website post submission.

Appendix 2

REF 2029 Research Independence status – application form (available on Bangor Intranet)

Guidance

Please read carefully and complete the form below if you are on a research only contract and wish to be considered for research independence status for REF 2029.

Academic staff employed on 'research only' contracts must be independent researchers in order to be categorised as having Research Independence and so contribute to the staff volume measure for REF 2029. For the purposes of the REF, an independent researcher is defined as **an individual who undertakes self-directed research**, rather than carrying out another individual's research programme.

Typically, research assistants (sometimes also described as postdoctoral research assistants, research associates, research officers or assistant researchers) are not classed as having research independence. They are employed to carry out another individual's research programme rather than as independent researchers in their own right. They are usually funded from research grants or contracts from Research Councils, charities, the European Union (EU) or other overseas sources, industry, or other commercial enterprises, but they may also be funded from the institution's own funds. They would not contribute to the REF 2029 volume measure purely on the basis that they are named as an author on one or more research outputs.

Research independence is typically demonstrated by cases in which staff members:

- act as lead applicant on externally funded research projects
- hold an independently won, competitively awarded fellowship requiring research independence
- lead a research group or a substantial/specialised work package
- where research independence is an inherent expectation of a contract
- for REF Units of Assessment (UoAs) 13-34 this may also include:
 - being named as a co-applicant on an externally funded research grant/award
 - having significant input into the design, conduct and interpretation of the research

These indicators are provided as examples, and meeting all indicators above is not mandatory for research independence status.

If you would like to know more about the REF please see the UK's REF 2029 website here – <https://2029.ref.ac.uk/about/>

If you would like to know more about Bangor Universities REF 2029 preparations and information for staff please visit our REF page here – <https://my.bangor.ac.uk/iris/REF-2029.php.en>

Indicator of research independence

Please note that each indicator may or may not individually demonstrate independence and, where appropriate, multiple factors may need to be considered.

1. **Your name**
2. **Your School or Research Unit**
3. **Leading or acting as principal investigator or equivalent on an externally funded research project.** *Please provide details of research projects/s, funder, dates, title, project code, link to project in PURE.*
4. **Holding an independently won, competitively awarded fellowship where research independence is a requirement.** *Please provide details of fellowship: funder, dates, title.*
5. **Leading a research group or a substantial or specialised work package.** *Please provide details of research package, funder, dates, link to PURE record.*
6. **Research independence is an inherent expectation of your contract.** *Please provide details as appropriate.*

Indicator of independence for Units of Assessment 13 to 34

For Bangor University this would be for the following UoAs(Schools):

- 17 Business and Management Studies (Bangor Business School)
 - 21 Sociology (School of History, Law and Social Sciences)
 - 24 Sports and Exercise Sciences, Leisure and Tourism (School of Psychology and Sport Science)
 - 26 Modern Languages and Linguistics (School of Arts, Culture and Language, School of Welsh, School of Education, School of History, Law and Social Sciences)
 - 33 Music, Drama, Dance, Performing Arts, Film and Screen Studies (School of Arts, Culture and Languages, School of Welsh).
7. **Being named as a co-applicant on an externally funded research grant/award.** *Please provide details of the research project/s, funder, dates, title, project code, link to project in PURE.*
 8. **Having significant input into the design, conduct and interpretation of the research.** *Please provide details as appropriate.*
 9. **Please confirm, by ticking the box below that:**
 - The above information provided is a true and accurate description as of the date below.
 - I realise that the above information will be used for REF purposes only in the annual HESA staff return.
 - I realise it may be necessary to share the information with Research England's REF Team.

☐ I agree

Date:

Appendix 3 Committee Terms of Reference

3a Research Excellence Framework (REF) 2029 Group

Membership and Terms of Reference

Associate Pro Vice Chancellor Research (Chair)

REF Manager (Secretary)

College Deans of Research

Repository and Research Data Officer

Impact Development Officer

Research & Impact Support Officer

REF Officer (Minutes)

Terms of Reference

1. A sub-group of the University Research Committee.
2. To design and carry out a responsible and effective approach to making the University's return to the next REF, aligned with our Research Strategy.
3. To signpost the state of the University's readiness for REF, based on qualitative and quantitative data, highlighting areas of strength and areas requiring improvement.
4. To contribute qualitative and quantitative data on the University's research portfolio to the Planning process.
5. To provide leadership for communications with the University community about the REF exercise and its implications for the University.
6. Throughout all of the above, to work with careful attention to potential impacts on equality, diversity, and inclusivity, and to work within wider frameworks, concordats, and agreements to which the University has subscribed
7. Annually review these Terms of Reference.

This Task Group will meet monthly and add additional meetings as and when required for specific REF deadlines.

October 2025

3b Research Committee

Terms of Reference and Membership.

Prepared by: Head of IRIS in consultation with the Research Committee

Pro Vice-Chancellor Research & Innovation
aPVC REF
aPVC Grants & Impact
Dean of Research, College of Arts, Humanities & Social Sciences (CAHSS)
Co-Dean of Research, College of Science & Engineering (CSE)
Co-Dean of Research, College of Science & Engineering (CSE)
Co-Dean of Research, College of Medicine & Health (CMH)
Co-Dean of Research, College of Medicine & Health (CMH)
Dean of Postgraduate Research
Researcher Development Concordat Group Chair
Research Excellence Framework Manager
Head of Legal Services
Head of Media & Communications
Head of Integrated Research & Impact Support (IRIS)
Senior Officer (Strategic Partnerships and Innovation)

Chair – Pro Vice-Chancellor Research

Deputy-Chairs – aPVC REF and aPVC Grants & Impact

Secretary – Head of IRIS

Members -

Pro Vice-Chancellor Research

aPVCs for REF and Grants & Impact

Deans of Research from each College

Dean of Postgraduate Research

Chair of the Researcher Development Concordat Group

Head of Media & Communications

Head of Integrated Research & Impact Support, IRIS (Professional Services lead)

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Research Excellence Framework

Senior Officer (Strategic Partnerships and Innovation)

Research Excellence Framework Manager

Head of Legal Services

Reporting Lines

The Research Committee will report to the University Executive Board and the Senate.

Aim

This Committee provides strategic direction, leadership and oversight of Bangor University's research, innovation and impact activities and performance. Membership allows representation from relevant university constituencies including Colleges, Doctoral Academy and Integrated Research & Impact Support.

Remit

- A Committee of the University Executive Board.
- **Develop and maintain** the research and impact strategy and the related research policies and frameworks taking due regard of both the internal and external context, strategies and policies.
- **Review and oversee** the implementation and delivery of the University's research and impact strategy and monitor against strategic KPIs and appropriate external benchmarks.
- **Oversee** the preparations for Research Excellence Framework (REF) and the Annual Research Reviews that are led and implemented by the REF Group
- **Receive and respond** to strategically important information from internal sources (Colleges, the Doctoral Academy) and external sources (UK Gov, Welsh Gov, CTER, UKRI, REF, etc).
- **Develop and enhance** the research environment and governance processes and procedures and ensure they support improved:
 - research integrity, culture and training,
 - research excellence and performance,
 - communication,
 - recognition, incentivisation and appropriately support and reward all research-related staff performance for research and impact activities.
- **Review** the research environment, culture and governance performance and benchmark progress, where appropriate.
- **Oversee** the institutional approach and response to **external** research and innovation statutory returns, such as the Higher Education Business and Community Interaction Survey (HEBCIS), Research Excellence Framework (REF) and UK Research and Innovation (UKRI).
- **Review and oversee** the Doctoral Academy's strategy and performance.
- **Consider and allocate** strategic research, innovation and enterprise resources.

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- **Review, manage and update** any corporate research risks allocated to the Group, including any controls, assurances and actions contained within. The review should be undertaken quarterly, or at each meeting if fewer than four.
- **Receive reports** of the University's research and enterprise performance from Colleges, REF Group (sub-committee), Research Governance, Integrity and Ethics sub-committee. Integrated Research & Impact Support, Research Culture & Concordats Strategy Group, Researcher Development Concordat Group, Knowledge Exchange and Commercialisation Panel, , Finance Office, Planning & Student Data, Library and Archives Services and Human Resources.
- **Communicate** and promote the University's research and impact strategy and strategically important information both internally and were appropriately externally.
- **Promote**, facilitate, support and embed research and impact activities and raise awareness of and the support for these activities within the University and externally.
- To establish such **sub-groups**, boards or committees as the Committee thinks appropriate.
- Annually review these Terms of Reference.

Way of working

The task group will be:

- Evidence informed
- Creative
- Agile, and
- Collaborative
- Plan, Do, Review, Act – Deming Cycle

Frequency of Meetings

The RC should meet 10 times per annum.

Reports Received by RC

All reports submitted by members for consideration by RC should be submitted to the Secretary no later than 10 working days before the meeting is scheduled to take place.

Papers including minutes and agenda should be circulated by the Secretary no later than 5 working days before the meeting is scheduled to take place.

Reporting Structure

- College RC groups report to this Task Group.

- The REF Group and Research Governance, Integrity and Ethics sub-committees report to this Task Group.
- The Researcher Development Concordat Group reports to this Task Group.
- The Research Culture and Concordats Strategy Group.
- The PURE working group reports directly to this Task Group.
- The Knowledge Exchange and Commercialisation Panel reports to this Task Group.
- The RC reports to the Executive through the Pro Vice-Chancellor Research.
- The RC submits research grant reports to Senate.

3c The Executive

XXXIII. THE EXECUTIVE COMPOSITION & TERMS OF REFERENCE

1. Pursuant to Statute XII (x), there shall be an Executive, which shall be the senior management group of the institution and which shall be accountable to the Council.

(a) Composition

Ex-officio : The Vice-Chancellor (Chair)
 The Pro-Vice-Chancellors, including a
 Senior Pro-Vice-Chancellor or Deputy Vice-Chancellor
 The University Secretary
 The Director of Finance
 Deans of Colleges
 Director of HR

(b) Terms of Reference

- 1) To consider, recommend and be responsible for implementing the overall strategy of the University, including the setting of targets and monitoring their achievement.
- 2) To consider, recommend and implement overall University policy.
- 3) To be responsible for the financial management of the University, including the allocation of resources, setting budgets and monitoring financial performance.
- 4) To be responsible for the overall, day-to-day management and administration of the University.
- 5) To consider staffing levels within resource centres and schools/departments, and to consider and, where appropriate, approve appointments to new or replacement posts within available resources, and in accordance with the University's Strategic Plan.
- 6) To be responsible for the size, academic shape and structure, (including the establishment or discontinuance of subject areas) and for the managerial and support structure of the University.
- 7) To monitor the performance of the University in all aspects, and ensure that procedures are in place to measure achievement and performance.

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- 8) To consult as appropriate within the institution^[1] to take decisions at a senior management level as effectively and efficiently as possible, and to communicate these within the institution.
 - 9) To exercise leadership within the University.
 - 10) To make recommendations to the Council and to Council committees on matters within their jurisdiction. The Executive will report to the Council.
2. The Executive shall have power to establish boards, steering groups or committees, with such composition and Terms of Reference as it shall agree in consultation with the body concerned.
 3. The Executive shall have power to establish Task Groups in specific areas of activity to assist with, and advise upon, the management of the University's affairs, and with such Terms of Reference as it shall agree in consultation with the Task Groups.

Amended April 2019

^[1] Unless otherwise determined, the Executive's normal channel of communication will be with Deans of College and Directors of Professional Services. It reserves the right however, to conduct such discussions as it sees fit with other individuals or groups, including other budget holders.