

**Department of Paediatrics
Management Committee/Graduate Studies Committee
Tuesday 6th February 2024, 12:00-14:00
Via MS Teams**

Committee Members:

Georg Hollander (GH)	Shaka Obhiozele (SO)	Rebecca Slater (RS)	Irene Roberts (IR)
Sarah Atkinson (SA)	Anindita Roy (AR)	Holm Uhlig (HU)	Rinn Song (RS)
Alexander Jones (AJ)	Caroline Hartley (CH)	Laurent Servais (LS)	Carlo Rinaldi (CR)
Charlotte Walber (CW)	Philip Goulder (PG)	Andrew Pollard (AP)	Dominic Kelly (DK)
Teresa Lambe (TL)	Merryn Voysey (MV)	Joanna Bagniewski (JB)	Samantha Vanderslott (SV)
Daniela Ferriera (DF)	Stephan Sanders (SS)	Student Rep (SR)	Nasir Marwat (NM)
Sorcha Morrissey (SM)	Matthew Wood (MW)	Daniel O'Connor (DO)	Maheshi Ramasamy (MR)
Xinxue Liu (XL)	Khaya Rowland (KR)	Kristina Tanso (KR)	Sue Ann Costa Clemens (SCC)
Lucy Howarth (LH)	Laura Borg (LB)	Jessica Bryan Bentley (JBB)	

MINUTES

1. Apologies for absence

Philip Goulder, Rinn Song, Matthew Wood, Stephan Sanders, Jessica Bryan-Bentley, Teresa Lambe, Caroline Hartley, Maheshi Ramasamy, Sue Ann Costa Clemens, Alex Jones

2. Minutes of meeting 16th June 2023 (GH)

The minutes were accepted as an accurate record of the meeting.

3. Conflicts of Interest (SO)

No conflicts noted.

4. Matters arising and Action Points from meeting 16th June 2023 (not covered elsewhere) (GH)

- Open access
GH explained that at the next REF only those papers which are open access will count and so it is an important point to follow-up on.
ACTION: LB to follow-up and report back via email to the committee.
- PhD Studentships
GH currently contacting individuals and foundations and seeking other possible partnerships to increase the number of departmental studentships.
- HR Service Review
Oversight board for the HR review met earlier in February to consider a number of recommendations and SO will report back on the implementation of these recommendations at the committee meeting in June.
- All new posts must still be submitted for review as part of the recruitment protocol process and obtain sign-off by HoD.
- CDR (Career Development Review) will be rolled out in Sept/Oct 2024. All staff will now be granted up to 10 days for training/development. AR requested that the days required for training are logged in the correct way on Teamseer under miscellaneous.

5. Graduate Studies Committee (CR/SM)

- A new graduate studies committee has recently been formed and social events are currently being organised.

- Another round of successful interviews has just been completed for the Dec/Jan deadline. This year we accepted 18 offers and put forward 3 for divisional competition.
- 19th April is the DPhil Research Day being held in the Mathematical Institute; everyone is encouraged to participate.
- GH inquired how successful the findmyphd.com advert has been. CR explained that this is monitored year on year and confirms that this is a successful way of advertising the posts.

6. Administrative staff update (SO)

- Staff update:
 - o SO thanked Joanna Bagniewska who is moving on to a new role at The Department of Continuing Education in March. LB will provide leadership moving forwards.
 - o SO updated on the report for Information Governance arrangements and one of the key recommendations from the report was the recruitment of a new Senior Information Governance Manager. SO confirmed that a very strong candidate has now been offered the role and will join the Department in May.
- SO updated the group on the launch of the new report and support pilot. This is a new online reporting tool which will enable staff to share information on an incident either anonymously or with name and contact details provided.

7. HR update (CW)

- Delphine has now moved on to a different department. Delphine was thanked for her valuable contributions to the Department. A replacement has already been recruited (Lucy Cornish) and will start on 4th March.
- Sorcha Morrissey will be going on maternity leave from May/June and a maternity leave recruitment is currently underway. Best wishes were extended to Sorcha.
- HR team is currently understaffed, and CW asked everyone to bear with them while the new recruits from March onwards find their feet. CW thanked everyone for their patience.
- Next Professional Development deadline is 1st March. This is the scheme whereby applications for financial support for training can be made. Since its launch in 2014 there have been 68 successful applications, and 8 successful applications were made in October 2023 following the most recent deadline/call.
- Associate Professor update: The Division has circulated the call for 2024 and the Department has 3 applications which will be submitted.
- PDR update: CW thanked everyone who has participated. Career development will be merged for researchers to streamline the process. Next round will be in September/October so please expect reminders from the summer onwards.
- Staff scientist network: EDI sub-committee has launched the staff scientist network. There will be a talk coming up from Shaka/Charlie who will give an overview of regrading and the different type of contracts in use.

8. Finance update (NM/SO)

- There has been some movement against budget given that we are early in the financial year. At Q1 the forecast worsened by around £300k due to a reduction on research overheads linked to OVG AZ project, unplanned payment of bridging costs and substantial increase in utility costs. The team are working hard to review the position at Q2 and make-up some of the ground to get back on budget.
- Annual budgeting process will be underway very soon for 2024/2025 with submission due by the 19th April. A full budget review with SO, GH, Head of Division and Head of Finance will be planned in due course.
- SO elaborated on the need to scrutinise costs for additional staff/recruitment.
- SB introduced herself to the committee.

9. Grants update (KR)

- KR updated on the overhead recovery rate for Q1 (Aug-Oct 2023). As shown in the attached document (see Appendix), slight increase in industry and the same with research council. Research Council related income has also increased. Other income (which includes overseas funding, NIH, and European Commission) has increased since the prior year. In contrast, charity income has reduced slightly in comparison to previous years. Sector income which saw a big peak in 2022/2023 due to Covid funding will now start to decrease in the current and future financial years.

10. Equality & Diversity Update (RS)

- RS is unfortunately unable to join for personal reasons.
- GH updated the committee that efforts to submit the Athena Swan Gold Application is very much underway, submission is in mid-Spring.
- SO updated the committee on the staff engagement survey. This was undertaken last year, and the analysis has now been completed at the Divisional level which looks at the results across all 16 departments within the division. Based on the responses Paediatrics was identified as being amongst the top 3 departments.

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11. Comms (JB/LB)

- Since the last committee meeting Comms has been getting to know the groups and the staff across the department to learn about the depth and breadth of research within each group and the people involved. A brief survey was run in order to understand what it is that departmental members need from Comms and what their thoughts are concerning the comms content they are receiving. LB presented an overview of the responses from the survey. The research has now been distilled into a strategy which aligns the communication goals with the department's wider strategic objectives. A core objective of the strategy is to increase brand awareness and visibility of the department and the groups that are within it.
- Several tours and visits for interested parties have been organised to the department; these are a great way to showcase our work.
- Looking for ways to raise awareness of our brand, merchandise has been purchased, including notebooks, water bottles, baby grows and pens.

Standardised use of the branding will be used across posters, emails, and presentation templates to ensure consistent messaging.

- In 2024, the focus will be to continue brand visibility across our channels, and it is planned to create a brochure about the Department to communicate who we are and what we do.
- One of the main points of the feedback in the survey was that staff would like to know more about the strategic directions of the department. Thoughts on sharing an approved version of the minutes of the management committee was requested.

12. OUCAGS/ACF/ACL updates (AJ)

- GH informed the committee that together with Oncology there is another call for ACL's. GH has reviewed the 4 applications received, 3 were for Paediatrics and 1 for Oncology. A further update will be given at the next meeting.

13. AOB

- N/A

14. Date of next meeting: Wednesday 12th June 2024

15. Appendix