

**Department of Paediatrics
Management Committee Meeting
Tuesday 22nd October 2019 14:00-16:00
Paediatrics Seminar Room
Level 2, Children's Hospital**

1. Apologies for absence

Andy Pollard, Philip Goulder, Matthew Wood, Alex Jones, Dominic Kelly, Carlo Rinaldi

2. Minutes of meeting 6th March 2019

Minutes of the meeting were accepted as an accurate record of the meeting.

3. Matters arising and Action Points from meeting 6th March 2019 (not covered elsewhere)

GH informed the Committee that PS will continue to be linked with the Department of Paediatrics as well as the Division and therefore be invited to the management meetings.

4. Administrative Staff Update (DH)

DH updated the Committee on the following changes:

- Undine Bruckner has been employed to cover the maternity leave of Sarah Wilcox-Jones.
- DH is currently temporarily covering the post of HAF while a permanent replacement is sought. Interviews should be taking place later in November.
- Nathalie Marten is helping out the Finance Team until a Senior Finance Manager is in post.
- Interviews have taken place and an appointment has been made for a Grants Manager. Khaya Rowland will be in post from January 2020.
- A new HR officer is also now in post, Charlotte Walber.
- A new finance apprentice, Lucy Goodwin is now in post.
- A new fundraising post which is for a 3-year fixed term will be advertised shortly. The post will be embedded in Paediatrics but is in part-funded through the Oxford-Harrington Rare Disease Centre.

MS asked if an organogram of the new structure of the Department could be circulated to reflect the changes.

GH thanked DH and NM for their support during the changeover period.

ACTION: DH to recirculate organogram of departmental structure previously circulated by Joanna in August 2019.

5. REF Update (DH/GH)

[REF slides FYI]

GH informed the Committee of the following:

- All who were asked to submit for this preliminary round of REF have returned their outputs. This information is now under further analysis. At the end of the year there may be a request to update the information which has been submitted.
- GH reiterated that the REF is focusing on the impact and quality of an output and not on the impact factor of the journal it is published in.

ACTION: GH to check with Michele whether BioRx outputs are able to be submitted: GH has now checked on this and yes, outputs in BioRx are able to be used.

6. Undergraduate Teaching Update (AI)

AI provided the following email update to the Committee:

- "(The teaching) continues to run smoothly (thanks to Nicky). Plans to change it for the 2020-21 year so that students are more linked to the ward teams (including NICU) so

they see a lot more patients and common paediatric problems. Feeling is at the moment that they often aren't that enthused by Paediatrics and wander around a lot with no real focus. We want to change this by having them join the ward teams for ward rounds, handover etc. We also want to change the lectures to be more symptoms based rather than condition based.

- The exam continues to run well. We are just about the start using a new electronic marking system for this (first go next week!). It remains, as compared to previous years, a more challenging exam (for the better). The new skills station continues to be expanded allowing us to test more real-world skills (such as X-ray interpretation etc. etc). Our last report from the external examiner remained, on the whole, positive and certainly remains a considerable improvement on 2 years ago. This is our current external's last year in the post so we will need a new one for the 2020-21 year (a possible replacement has been identified)."

7. University Research Lecturers and Honorary Senior Clinical Lecturers (GH)

GH informed the Committee of the following:

- There have been no new applications
- The Department may make a request for a Visiting Professorship which is linked with a Neuromuscular site in South Africa via the Wood Group. This will either be a sabbatical or strategic alliance depending whether the respective criteria are fulfilled.

8. Financial Report (DH)

[Paper 1]

DH informed the Committee of the following:

- The department was in surplus at the end of last financial year, which was driven by overheads. The transfer of the Wood group has also helped to maintain this upward theme. Looking ahead, Paediatrics is expected to grow further with new initiatives (e.g. Oxford-Harrington Rare Disease Centre). However, once the Q1 forecast is known (Feb 2020 meeting) it will be clearer how the Department is performing in the new financial year.

IR asked if monthly reports for projects could be circulated to PI's urgently, since in some cases these seem to have become infrequent over the last few months and it is important to know what is being spent.

ACTION: DH to ensure monthly reports are circulated to all PIs.

9. Equality & Diversity/Athena SWAN update (IR)

IR is seeking a new date for a meeting later this term.

10. Outreach and Engagement Activities (JB)

JB provided the following email update to the Committee:

- Paediatrics is taking part in the IF Oxford Science and Ideas Festival – we have had one stall at the Town Hall last Sunday, and will have another one this Saturday in Templars Square Shopping Centre. This aligns with our Athena SWAN action plan.
- We have also been present at the Cheltenham Science Festival (Paediatric Neuroimaging Group) in June, as well as at the BRC Day in spring and a number of smaller public engagement events throughout summer.
- The Department has had a broad media presence over the past few months, with the Vaccine Knowledge Project getting particular interest from the Guardian and the BBC.
- The new MDUK Oxford Neuromuscular Centre now has a completed website.

ACTION: PIs to provide JB with outlines for doctoral projects so that the website can be updated for next year's recruitment effort.

11. Bullying and Harassment Monitoring Update (DH)

None

12. General Data Protection Regulations (DH)

None

13. Clinical Lecturer Appointments – for information

- Anna Rose has been in post since March 2019
- James Gilchrist still in post
- Else Bijker and Emily Lees will start March 2020
- A new OUCAGS funded post (competitive with rheumatology and respiratory medicine) has been advertised, with interviews before end of year. This post would start Sept 2020.

14. OUCAGS/ACF updates (MS)

- Rebecca Atherton remains in post at St2
- Nisreen Khambati has started at St1 in Sept 2019
- A new, competitively appointed, post has been advertised and would be starting Sept 2020

15. Oxford Academic Paediatric Fellowship (MS)

MS informed the Committee of the following:

- The post has been given the go ahead from the School of Paediatrics. Job description is currently with Undine and Head of Paediatrics School. It is hoped to have the post filled by September 2020.

16. Health and Safety Update (DH)

None.

17. AOB

None.

18. Date of next meeting: Tuesday 11th February 2020, 1400-1600