

**Department of Paediatrics
Management Committee Meeting
Wednesday 6th March 2019 9.30 am
Paediatrics Seminar Room
Level 2, Children's Hospital**

1. Apologies for absence

AJ, AJP, DK, SA (different day next time – AJ clinic)

2. Minutes of meeting 15th November 2018

JB: RS website is up and running and the Wood group website is in progress as is the MDUK centre website

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

3. Matters arising and Action Points from meeting 15th November 2018 (not covered elsewhere)

- Sabrina looking for a date for GH, AH and AJP to meet
- PS hopes that the 50% of funding is still available for the Teaching Fellow role from the department, the other 50% is from the NHS. It would be good to use the data we have to do some reviews.

4. Undergraduate Teaching Update (PS)

- Course continues to run smoothly, put in a clinical x-ray as part of the OSCE.
- Robin has left, Kim has been offered the role for a year as a locum
- Medical school is putting on resilience training, which is important to support students as they go into the wards.
- Continue to get feedback, need to do more about LGBT in the paediatric course. Discussion that we should be teaching them about adolescence in the paediatrics course and as we deal with adolescence and the committee can see that this area can come up within that. Plan to have an adolescence centre with paediatrics as a part of it, currently under the psychiatry department.
- Andy Ives taking over the role in July 2019.

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

- One application that is currently in the works.

6. Financial Report (AH)

[Papers 1& 2]

AH informed the group of the following:

- Q2 forecast – budgeted for a surplus, we are now in a position where the Q2 is better than the budget position (due to Wood group moving in). Significant variants are due to the Wood group move. Budgeting £185k surplus for the year, this will change as the prediction of the research income is driven by research spend by groups.
- Trajectory of the departmental finances are positive after the accumulate later stage of our financial planning.
- Other paper is a divisional paper that compares departments across the division, the important notes are the surplus/ deficit position. We have a 5% surplus over the next few years. Support staff costs: we have the lowest across the division, we will need to have a look at the support we have within the department and this might have to change over the next 18 months. FEC recovery is lower than it should be but overall is higher than other departments, this will change with the 120% FEC industry grants if we can secure it. It is currently 91% of the industry guidelines, it should be above 100% in the future.
- There was a discussion about EC funding, the university has £30 million coming from EC (9% for us), guaranteed until 2021, no one knows what is going to happen post Brexit. Compared to other divisions this is a small amount, it's a significant amount of funding across the university. Whatever the deal is it will be worse than the current deal.

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

Congratulations to the Department on the Silver award. Feedback was that we should go for Gold next time, we have done the right things and are moving in the right direction.

We are splitting the AS committee into a number of sub committees to deal with a range of things that the one committee couldn't cover.

8. Outreach and Engagement Activities (JB)

Activities planned for the coming year; BRC day (OVG & Jenner), Cheltenham science festival, IF science festival (overall departmental stall). Had a few media appearances recently, website wise, there are 2 websites coming (Wood group and MDUK centre). If you have any interest/ spare time to commit then JB here to help.

9. Bullying and Harassment Monitoring Update (AH)

No update, need to review in line with staff survey and through the Equality and Diversity Committee.

10. Clinical Lecturer Appointments – for information (AH)

Robin has finished, Kim Davis covering as a locum for 12 months with Emily Lees taking over in April 2020. Else Bijker will be covering Seilesh's 12 months secondment in April 20.

Anna Rose has been appointed as the ACL in March 2019 in the department.

Ongoing discussion about the make-up of the 50% teaching and research part of ACL's, GH, AJP and MS to meet to discuss.

11. OUCAGS/ACF updates (MS)

Doing well overall, had competitive interviews at the end of the year, NIHR funded post for N Kambarti who will be working in South Africa in PG. Will be doing 3 years of paediatrics and 9 months of research with PG.

Nicky Pritchard, new head of school, now really opening up to doing research alongside your training, can apply for less than full time training in order to do research at the same time. Creating an academic fellowship post, money comes from the research group, posts that the trainees would apply for (local, Thames valley trainees) perhaps 2/3 to start with. 1 year or 2 year posts, proposal is 2/3 day a week model for training.

MS to meet with N Pritchard and AH to review how we would apply it.

Thames Valley NIHR fellowship scheme, encourage clinicians to do research, about to put in an application with one of those with OVG.

12. Health and Safety Update (AH)

Not aware of any incidents since the last meeting.

13. AOB

- REF – university about to finalise its code of practise in the next few weeks. April/ May onwards will need to identify those who are REFable within the department/ eligible within the rules then you have to be returned.
- Centre for Rare diseases- collaboration with the Harrington institute, started 1st March for 5 years. Activities in rare diseases in Oxford and across the UK, hope to make the first grants in the next year.
- Appointed Laurent Servais as the new MDUK professor, research's gene therapy as a focus and has industrial links.
- IDRMM, spade goes into the ground in September, all the design has been done and going to be approved by the local authorities. Opening the doors in May 2021.

Actions;

- GH, MS and AJP to meet about the structure of the ACL post (50% research and teaching)
- MS, AH to meet with N Pritchard about academic fellowship post