

**Department of Paediatrics
Management Committee Meeting
Tuesday 11th February 2020 14:00-16:00
Paediatrics Seminar Room
Level 2, Children's Hospital**

AGENDA

1. Apologies for absence

Philip Goulder, Matthew Wood, Matthew Snape, Carlo Rinaldi

2. Minutes of meeting 22nd October 2019

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

3. Matters arising and Action Points from meeting 22nd October 2019 (not covered elsewhere)

- GH welcomed LL to the Department and thanked her for her fantastic support.
- GH informed the committee that 34 individuals will be returned as part of the REF exercise.

4. Administrative Staff Update (LL)

LL informed the Committee of the following:

- Interviews for the HoAF post were held on 12 December and 22 January and unfortunately the post remains unfilled. An agency has now been approached to help in filling the post.
- Sarah Wilcox-Jones is due back from Maternity leave in April.
- Laura Marriott is due to leave her post in the finance team at the beginning of March. Interviews for her replacement are due to take place this week.
- Keitlin the new Finance Manager is due to start her role on 26th April 2020.
- The finance team will undergo a reshuffle in the next month, Pauline will taking care of accounts payable and Fiona and Emily will be responsible for account receivable and grants.
- Laura Goode, HR Manager from WRH has been spending time in the HR office sharing best practice with the team.
- Regular team meetings are now underway which has helped improve communication.
- Khaya who is the new Grants Manager is now in post and is a wonderful addition to the team.

The group noted that with the growth of new activities and the establishment of the IDRM it is extremely important to have a robust administrative team.

5. Undergraduate Teaching Update (AI)

No report available from AI. PS suggested that in the absence of AI that Nicky Gregg should be invited to update the Committee.

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

No requests or applications have been received recently. GH noted that updated paperwork is now needed for all applications, which includes further defined criteria and a need for individuals to be actively involved in teaching.

7. Financial Report (LL)

[Paper 1]

LL informed the Committee the following:

- We are currently showing a £610k surplus, which is lower than anticipated, but this is due to the expenditure incurred for the Senior Finance Manager post.
- Wood Group is expected to add further income.
- Q2 data will be presented at the next meeting but the Department is showing strong and sustained growth.

LL informed the Committee that WRH use a PI Planning Day for forecasting their expenditure for the coming year. The Committee felt it would be useful for Paediatrics to try and replicate this.

ACTION: LL/SH to try and organise a planning day before end of March 2020.

8. Equality & Diversity/Athena SWAN update (RS)

RS informed the group that membership of the E&D Committee was being more directly targeted based on age, gender and seniority. A good response has been received and it is hoped that there will soon be sub-committee's set-up for Wellness and Career Development. It is hoped that the Department will aim for gold award during the next submission.

9. Outreach and Engagement Activities (JB)

JB informed the group of the following:

- The Department had 3 stalls at the Ideas Festival from OVG, Wood Group and a WIMM Group.
- Alice in Typhoid Land is going to be exhibited in the Weston Library and Museum of History over the course of the next month and everyone is urged to visit it.
- The Department are hoping to have a presence at the Leys Festival in June.
- Sadly the IT Festival is not taking place in 2020 due to issues with funding.
- Paediatrics have had 29 media appearances over the last 12 months.
- Paediatrics will be holding a Bake Off in March.
- An Accessibility Review of websites is being undertaken over the next few months, as yet there are no university guidelines available but JB will update as this information becomes available.
- JB will be reducing her hours to 2 days a week to allow her to take up a Senior Lectureship in Zoology. With this in mind JB will be reaching out to PI's with a Communication Strategy.
- JB will be looking to update the website content to ensure it is more relevant, crisp and uniform in the way we communicate. PI's will be contacted for more content. LL suggested that Microsoft Teams be used as this has been very well received in WRH.

10. Bullying and Harassment Monitoring Update (LL)

LL informed the Committee of the following:

- Lynne Roberts who is the Departmental Bullying and Harassment Officer is currently on sick leave and it is not yet unknown when she will return to her post. With this in mind it has been necessary to find a replacement. LL confirmed that there is one appointed Bullying and Harassment Officer in

the Department; Amarjit Bhomra (Wood Group), but a further two will be appointed and these are Khaya Rowland (Finance Office) and Liz (OVG) .

- There have been no noted incidents.

11. General Data Protection Regulations (LL)

LL informed the Committee that there has been a recent Information Governance update regarding Data Privacy. Departments will be asked to demonstrate compliance with the updated policy. LL to provide further details.

12. Clinical Lecturer Appointments – for information (LL)

AP informed the group that 2 x clinical lecturers (Emily Lees and Else Bijker) will be starting in April and an ACL advert has been placed which is being competitively run between Paediatrics and Radiology.

13. OUCAGS/ACF updates (MS)

No report.

14. Oxford Academic Paediatric Fellowship (MS)

GH explained that the structure of this proposed Fellowship was now well underway. This is a 6 month 'out of program' post aimed at physicians at early career stages that wish to gain research training. It is hoped that the Deanery will fund ½ of the costs whereas PIs hosting a fellow will cover the other part of the salary. Prospective hosts are now sought. AP noted that the expectations of this post should be clearly defined for the benefit of the post holder and the host laboratory.

15. Health and Safety Update (LL)

LL informed the Committee of the following:

- Mary Deadman has recently submitted the self-assurance questionnaire to the University and we should hear back shortly.
- There is now a section of the University website for staff dedicated solely to Corona Virus information.
- Links to a Safety Climate Survey have recently been circulated to the Department. Please can you ensure that you complete this survey as a matter of urgency.
- Risk Register for the Department needs to be updated. PS will look to see if he has any historical information on this.

ACTION: JB to circulate link for Safety Climate Survey in Monday morning message.
PS to send LL/GH any information on Risk Register from original completion.

16. AOB

a. Harrington (GH)

GH informed the Committee that the Oxford-HDI Rare Disease Centre (OHRDC) will go ahead. Structure is now almost finalised and a document setting out the strategy will be made available soon. In short, there will initially be 3 areas of Rare Diseases in OHRDC: (i) Neurodevelopment; (ii) General Developmental Diseases; and (iii) Rare Paediatric Cancers. As part of the program there are expected to be open calls (nationally), which will take the shape of a translational research project for approximately 1 + 1 year with a final evaluation. It is hoped this would then either be taken forward therapeutically or with industry.

b. Zoom Licence (LL)

LL asked the Committee if anyone would be interested in a licence to use Zoom. It is possible to purchase a licence, which will allow 20 users for £72 each per year. Zoom is a very stable platform for making voice and video calls and would be an excellent replacement for Skype. AP noted that if using Zoom to record then GDPR and freedom of information policies might be breached. LL also suggested that PI's may be interested in using MS Teams for communication, this is a very useful app which can be used for messaging, chats and voice calls.

- c. GH informed that Matthew Wood has been appointed as the interim director for the newly created NATA (Nucleic Acid Therapy Accelerator) a new national research initiative with a mission to unlock the potential of precision genetic medicine and accelerate the development of nucleic acid therapies.

ACTIONS: Please contact LL if you wish to have a licence to use Zoom.

17. Date of next meeting: Wednesday 20th May 2020 1000-1200