

**Department of Paediatrics
Management Committee/Graduate Studies Committee
Wednesday 20th May 2020 10:00-11:00
Via MS Teams**

1. Apologies for absence

- None noted

2. Minutes of meeting 11th February 2020

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

3. Matters arising and Action Points from meeting 11th February 2020 (not covered elsewhere)

- None noted

4. Graduate Studies Committee Update

SL/AP/CR informed the committee of the following:

- **Admissions**

- Out of 11 offers, updates are so far:
 - 1 drop out due to funding
 - 2 deferrals
 - 2 students have secured funding
 - Others have applied for funding options but have not receive confirmation
 - 2 students who were supposed to be MDUK funded applied to alternative sources as MDUK suspended their scholarships
- PI's to stay in touch with the students and update any news
- Andi Roy has a CRUK student who may not be able to join, tbc

- **Current Students**

- Confirmation of status has been completed by all 5 students who were due
- 2 students submitted their thesis and received leave to supplicate

- **Advice from Graduate Studies Office for current students**

- Students are advised to not suspend due to COVID if they cannot work on their research, instead they should do online courses or similar to do the amount of studying required to keep their status

5. Administrative Staff Update (LL)

LL informed the committee of the following:

- A new HoAF has now been appointed and has accepted the position. Mr Shaka Obhiozele, who is currently Private Secretary to the VC will hopefully be in post by September. LL/GH will be meeting regularly with SO during the summer leading up to starting in the Department. LL will continue to support the Department in the meantime.
- We now have a full compliment of administration staff.
 - Sarah Wilcox-Jones has returned from maternity leave.
 - Ketlin Stroo has started in post as the Senior Finance Manager.
 - Carole Kelly has started in post as the Finance Manager.
 - Lucy and Pauline have been placed on furlough.
 - Emily and Fiona will begin training and regrade in order to transfer into Grant Officer roles once normality has resumed and we are back on-site.
- JB has reduced her working hours for the Department. LL has asked WRH Comms Team to provide support in the interim between appointing a new Comms Officer at WTE 1.0. The appointment is facing difficulties at the moment due to the recruitment freeze.
- Furlough deadline for informing the University is Friday 22nd May. The Government have extended the furlough scheme until the end of October 2020. Currently 7 members of

staff have been placed on the scheme. LL reminded the Committee to let her know ASAP if any other staff meet the criteria. MS queried whether any staff in OVG are eligible, LL confirmed the SWJ is in contact with Parv. AP confirmed that 2 members of staff have been identified who may fit the criteria. RS queried what the procedure is for staff who are on maternity leave but are due back before the end of October. LL will ask SWJ to contact RS to discuss in more detail.

ACTION: SWJ to contact RS to discuss maternity/furlough issues.

6. Hiring Policy (LL/GH)

LL informed the committee of the following:

- A recruitment freeze is now in place for all new posts. 2 Panels have been set-up by the University to deal with all requests for new posts. These are split into i) Internally funded positions, chaired by the PVC, and; ii) Externally funded positions, chaired by the registrar. LL explained that there should be little issue with externally funded positions. However, a much more rigorous process is in place for any new internal posts. A full case for support and justification will be needed for any new posts. AR queried whether this will affect fellowships which are already submitted. LL confirmed these would not be affected by the recruitment freeze. LL asked that any questions should be directed to either herself or SWJ in email if needed.

7. Back to work Policy (LL/GH)

GH informed the committee of the following:

- A date has not yet been set for any return of staff to offices and labs. A pilot scheme is currently running and the University are waiting for this to help inform of any issues and to gain insight into the practicalities and aspects of fully reopening. A divisional document will then need to be completed and returned before any return to offices and labs will be permitted by the Division. GH explained that as our laboratories are all based within different institutions that we will follow the guidance of the institutions and incorporate this when completing the requested information by Division. GH noted that there are 3 clear points when reopening:
 - Every building will only be operating at 25-30% occupancy in the initial phase.
 - People will be working in shifts to allow social distancing.
 - A clear record will need to be kept in case of any local COVID cases which will help inform Track and Trace.

RS queried if there is any update on clinical trials. GH explained that the information he had recently been provided suggesting that those who are part of a therapeutic trial embedded in necessary clinical care would be the first to resume (if they have not continued) and all those which are of no direct clinical need and are voluntary would be able to resume at a later date. GH will update as soon as more information is available.

8. Financial Report (LL/GH)

GH informed the committee of the following:

- Q1 appeared to be going well until the shutdown. Division now assuming that we will be sticking for the time being to the submitted budget and forecast provided. GH/LL will be keeping a close eye on the finances over the coming months.
- GH explained that at the University level a lot is still unknown but that 3 scenarios are being planned for. The university will still be running at a deficit but the figure will depend on which scenario is eventually reality. It is thought that Departments may be asked to contribute in the following ways:
 - Increase income, which could be in the form of taking in more students. GH and AP agree this is not realistic in the current climate. There are currently some uncertainties regarding funding of the students we have already accepted for a DPhil. It is also unclear whether international students will be able to come to Oxford under their national

governmental guidelines and if so what visa status will be available for those who join this year or possibly delay their arrival to next year. The University is in talks with immigration on this.

- Pay round restrictions and recruitment freeze are options but steps in this direction have not been undertaken for now .
- Reducing non-pay costs

9. AOB

- None noted.

10. Date of next meeting: Wednesday 28th October 2020 1200-1400