

**Department of Paediatrics  
Management Committee/Graduate Studies Committee  
Wednesday 19<sup>th</sup> May 2021 12:00-14:00  
Via MS Teams**

1. **Apologies for absence**  
Alexander Jones, Irene Roberts, Sarah Wilcox-Jones, Caroline Hartley, Peter Sullivan.
2. **Minutes of meeting 17<sup>th</sup> February 2021**  
Minutes of the meeting were accepted as an accurate record of the meeting.
3. **Matters arising and Action Points from meeting 17<sup>th</sup> February 2021 (not covered elsewhere)**  
None noted.
4. **Graduate Studies Committee (CR/SL)**
  - 2021 Student intake update:
    - 8 offers in total, the MRC iCASE candidate unfortunately declined the offer
    - So far, no candidate has dropped out due to funding issues
    - Open field deadline: only one new candidate, application is currently with the shortlisting panel (Philip Goulder's candidate, but Reuben college, so probably not going to work (don't work with Paediatrics))
  - DPhil Day 23 April 2021:
    - Took place over Teams after being cancelled in 2020 due to COVID
    - Good uptake by members of the Department
    - 5 students presented (4 confirmations, 1 transfer), all passed
  - Number of placements: 11 permanent places (highest number overall for any department), goal: increase number to 15
  - Return to University, can review latest guidance, but students likely to return
  - Hybrid version going forward on Teams on student matters to stay accessible
  - Working together with ECR (Caroline Hartley): seminars for students and early researchers
5. **Administrative staff update (SO)**
  - 2 new Grant Officers recruited, we now have a full complement of Finance and Grants Team personnel.
  - An external consultant has been recruited, Ben Gregorio, who has been supporting the Department with the project to revamp the Departmental website, with a view to providing a stronger research focus and improving its appearance. Susie Barber, Comms Officer from Women's Health is also continuing to provide ad hoc support under an existing collaborative working arrangement.
  - An extension for the use of the admin space at CHOX has also been granted for the last time. This will end on the 12<sup>th</sup> June after which it is hoped we will commence a phased return to onsite working which will see staff move to a hybrid form of working where possible and in line with the operational needs of

the Department. Requests for changes in working practices will be reviewed in the normal way and should be submitted to SO/CW.

**6. HR update (CW)**

- 9 recruitments currently live, 36 recruitments complete since February 2021, 8 appointments and 19 new starters. 11 leavers during the same time and another 4 leaving up to June 2021. 2 staff members are still on furlough and are due back after the end of the scheme in September.
- SWJ is due to return at the end of October. A temp has currently been hired to cover the remainder of Sophia's role who now works part-time for the Department. A HR apprentice is also in the process of being recruited, deadline for application on Monday 24<sup>th</sup> May, with a potential start date in August/September 2021.
- Sharepoint site work continues with a long-term plan to migrate all spreadsheets and forms to online.
- Staff survey closed on 18<sup>th</sup> May, the University average was 49% participation, Medical Sciences were at 50% and the Department managed only 34%.
- A reminder that Health Bridge Fund Support is available, this is a scheme from the Medical Sciences Division for research staff whose contracts are ending and who need salary support whilst they apply for further grant funding. Please pass this information to anyone in your teams who you feel this might apply to. Deadline 16<sup>th</sup> June 2021, link:  
<https://www.medsci.ox.ac.uk/research/internal/funding-directory/health-research-bridging-salary-scheme>

**7. Finance update (KS)**

- Year to date position of the Department is £1.6m in surplus. The main factor for this healthy position is due to overheads generated from COVID related projects. There is a favourable variance to Q1 forecast still anticipated which is £325k, this is due to an improved research overheads income, income from LCRN and underspend on premises. The next financial year continues to look better than 2021 with a forecast of £4.8m surplus.
- Sharepoint is also being looked at from the Grants Team, the intention is to set up a grants tracker via Sharepoint which will make it easier to submit costing forms and it is hoped workflow will be visible. Further down the line it is hoped to offer a Grants Manager tool so that it will be possible to view when reports are due.
- Discussions took place on the ability to access the current surplus funds in the Department and what the Divisional stance on this is and whether any restrictions are likely to be imposed. GH and SO will update the Committee regularly on this issue.

**8. Equality & Diversity/Athena Swan update (RS)**

- A request to restructure the Town Hall meetings as part of the Road Map agenda regarding better integration across the Department has been made by the Equality and Diversity Committee. It is requested that an agenda is proposed for the Town Hall meetings which can be viewed by the E&D Committee to allow

them to select appropriate speakers with advance notice. In particular this is aimed at Early Career individuals. AR, AJ and SO are to put together a list of proposed speakers, comprised of postdocs/students and will contact PI's for relevant contact details. AR will chase this up with CH who is currently on leave. SO confirmed that once a new cohort of presenters have been identified then the new set of Town Hall meetings will start in Michaelmas Term on a trial basis at varying times to try and increase the level of attendance. SO will report back at the end of the trial period.

**9. Outreach and Engagement Activities (SO)**

- The main focus has been on engaging with vaccine-hesitant communities, especially BAME (Samantha + Seilesh) and Polish (Joanna), mainly through online meetings and engaging with local community leaders.

**10. OUCAGS/ACF update (MS)**

- Roshni Mansfield has been accepted as an ACF, she is currently a Foundation yr2 doctor, she will be starting with RS from September this year.
- Clinical Lecturer update: We currently have Elisa here as a locum. Seilesh is continuing with us for a further 1-2 years. SO is currently exploring with the Division whether it is possible to take forward a direct appointment to the clinical lecturer post.
- It is hoped that the next round of Academic Clinical Lecturers and Academic Clinical Fellows will take place towards the end of this year.

**11. Paediatric Academic Fellowship (MS)**

- A candidate for the Victoria Smallpiece Paediatric Academic Fellow has now been appointed, Dan Cranshaw who is an ST4/5 will be joining the RS Group in September this year.

**12. Student Participation in Research/Audit (AI)**

- AI was unavailable to attend the meeting. GH informed that an approach has been made by the students to ask whether there is an opportunity to work voluntarily in research groups in order to have exposure to research that the Department undertakes which may help direct them in the future to a more academic career path.
- A survey among students had established the student's time commitment to such a programme: 40% said they could commit some time for up to a year; 30% said they would be able to give 3-6 months, and another 30% stated that they could commit 3 months.
- GH suggested that we postpone this discussion further until AI is available at the meeting.

**ACTION POINT:** Add for discussion at next meeting.

**13. CRF update (RS)**

- Following on from the Road Map meeting there has been much groundwork performed in establishing relationships with the Trust and the University at various levels and with the NIHR. Senior responsible officers have now been

appointed, this will be Laurent Servais and Matthew Snape. A small space (60m<sup>2</sup>) has now been identified on the 1<sup>st</sup> floor and development of the business model and a long-term aspirational concept are now underway to try and secure this space. An Administrator and Facility Manager will be needed in order to run the CRF. The business plan will be submitted in early June.

- GH presented 2 slides to the group to show how the Paediatric CRF will now be part of a number of other CRF's within the Division which is putting together an Oxford Clinical Research Facility Network, led by professor Duncan Richards. There are currently approximately 8-9 CRF's hoping to join in different forms.
- The CRF proposal was presented by GH to the Joint Management Group of the University and the Trust, whose operational remit is at a strategic level. This was well received, and the group asked for a 10 year plan for the CRF.
- GH explained that BRC's cannot apply for funding for CRF's or CTU. Rather a coordinated application will be made to the NIHR as part of their official call in September for CRFs. Oxford will submit for an integrated Clinical Research Facility Network of which Paediatrics is a large part. The main challenge will be with finances and space.

**14. AOB**

- Starting from 2022 the Management Meetings will be scheduled on different days of the week on a rotating basis to ensure that we have a broader attendance which will allow people who either have clinical responsibilities or work part-time are able to attend.

**15. Date of next meeting: Monday 1<sup>st</sup> November 2021, 1400-1600**