

**Department of Paediatrics  
Management Committee/Graduate Studies Committee  
Monday 1<sup>st</sup> November 2021 12:00-14:00  
Via MS Teams**

- 1. Apologies for absence**  
Caroline Hartley, Teresa Lambe
  
- 2. Minutes of meeting 19<sup>th</sup> May 2021**  
Minutes of the meeting were accepted as an accurate record of the meeting.
  
- 3. Matters arising and Action Points from meeting 19<sup>th</sup> May 2021 (not covered elsewhere)**  
None noted.
  
- 4. Graduate Studies Committee (CR/CB)**
  - Approved Intake of 15 students (up from 11) in 2023 and 2024. 2022 will remain at current levels.
  - Ongoing discussions regarding policy on research degrees. Supervisors will tick very specific responses in terms of the feedback provided.
  - A focus on community as restrictions lift with a return to the student dinners and coffee mornings imminent.
  - Teaching opportunities are continuously targeted as areas of concern for the students via the barometer (not enough opportunity available to teach but then teaching opportunities are typically not appropriate for graduate students). Discussions ongoing as to managing expectations better or schemes the students can be involved with to meet this action point.
  - Cost of living also a concern from the student barometer results.
  - SO has proposed that we adopt the Staff Award scheme as a means of providing financial support to University staff undertaking a DPhil. Under the terms of the scheme employees may apply to the Head of Department for a grant towards the fees of the course .
  - The deadline date for DPhil in Medical Sciences of 3<sup>rd</sup> December was noted. GH highlighted the importance of ensuring we have interview dates organised as soon as possible.
  
- 5. Administrative staff update (SO)**
  - Successfully recruited HR maternity cover, 2 x Finance apprentices, an OVG Grants Officer.
  - SWJ has now successfully applied for a secondment to the Central HR Policy Team. SWJ will supply ad-hoc support to Paediatrics. CW has agreed to continue as HR Manager during SWJ secondment.
  - New ways of working framework is well underway and the admin team have now agreed that there will be 3 days a week whereby the office will be staffed on-site (Tuesday, Wednesday and Thursday). The team will be indicating in their email signatures when they are on-site. This will initially be on a trial basis and SO will be seeking feedback on how this arrangement meets the needs of the Department.

- 6. HR update (CW)**
- HR team now up to 3 people again. Advertisement is now out for a HR apprentice and for a Senior HR Officer.
  - Right to work checks are still possible online until April 2022.
  - Department has successfully reserved 4 priority nursery places. More information will be shared soon on this along with the eligibility criteria.
  - Staff learning scheme deadline was 1<sup>st</sup> October and 3 applications have now been approved.
  - The construction of a new Sharepoint remains ongoing.
  - Athena Swan data collection spreadsheet has now been provided which is helping to collect data ready for the next application. It is hoped this will streamline the process.
  - Step challenge over the summer months was well received and it is planned for more wellbeing activities to be rolled out over the coming months.
  - 6 recruitments currently live, since May we have had 37 completed recruitments, 36 new starters since May, 6 new appointments starting in the next few months, 19 leavers and 4 more due to leave before end of year.
- 7. Finance update (KS)**
- Last financial year saw a positive surplus of £2.3m and the Q1 forecast of 2021 was at £1.8m but this was improved by £0.5m which is largely due to an increased income in overheads generated from new Covid 19 projects. The department overhead rate is at 34% which is very healthy. Information on comparisons over the last 4 years is given in the paper provided to the Committee. Budget for 2021/2022 is looking to generate £4.8m surplus mainly due to Covid projects. There is also an uplift in JRAM income compared to last year at £146k due to an anticipated increase in undergraduate student numbers and an uplift in academic staff pay due to the launch of the new IDRMM Fellowship Scheme. There is a depreciation line which is linked to anticipated IDRMM Capital Research equipment of £246k compared to 2021. Q1 forecast is taking place this month, an update will be provided at the February 2022 meeting.
- 8. Equality & Diversity/Athena Swan update (RS)**
- No termly meeting has yet taken place. However, the main feature of the group has been to try and find the best way of collecting all the data needed for the next reporting round. Currently have 7-8 years' worth of data where it is possible to now start seeing meaningful trends. Group currently looking at being able to provide a report twice yearly which will be key to the next application to Athena Swan. The group is hoping to provide a review from the last 6-7 years to the next committee meeting. This will show year on year trends from the last few years. The next application is smaller and shorter but lasts for longer. Exact date for the application is unclear but an extension was granted for a couple more years, RS will provide exact dates when these are known. Gold application will require departmental gold flagship schemes.
- 9. Comms (BG)**
- New departmental website has now been launched, with lots of positive responses. Next steps will involve a quarterly review looking at the website traffic and user end feedback and continual site management and updates. Looking to extend this project to all of the research groups, it provides an opportunity to develop and update the sites to align them with other departments. It would be useful to identify which groups would be keen to collaborate and be involved in this project.
  - New departmental logo has now been chosen and will be launched over the next few weeks. This process will follow a 3 step protocol. Firstly, an internal launch whereby a logo template and some kits will be shared with staff to allow everyone to act as

gatekeepers to phase out the old logo and introduce the new branding. Next step will be external launch, this will involve updating all external channels and replacing any physical signage and Suzie Barber and Ben Gregorio will write a press release. Lastly there will be an anniversary launch celebrating 50yrs of Paediatrics in 2022. There will be a phase out of the old logo by December 2021.

- Launch of Paediatrics Twitter account during November. Any content from research groups is most welcome, please contact Ben.
- GH added that a process is underway to create an animation for the new logo. Further details to come.

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

- Paediatrics are in the running for both an ACF and ACL position this December which would start in September 2022. ACF is competing with Obstetrics and Gynaecology, deadline for applications is 3<sup>rd</sup> November, please contact MS if you have any applicants. ACL post is competing with Oncology and again please contact MS to discuss. Open to all applicants who have completed a DPhil.
- Anna Rose is coming to the end of her 4yr NIHR post at the start of 2023 and it is hoped that she can be rolled over into one of the departmental posts given the impact that Covid has had on her research. MS confirmed that there is space for Anna to move into this role, Seilesh's post will be held for Anna to roll into, with the possibility of filling it for 12 months until Anna is ready. GH confirmed that Division is very happy for the Department to be flexible in providing solutions to these issues.

**11. AOB**

- GH confirmed that for the 50yr anniversary of the department there are plans in place for 2 separate events to take place. The first will be a party for the department before the summer break (15<sup>th</sup> June 2022). The second will be a science driven, outward looking event (22<sup>nd</sup> September 2022) where we invite funders, donors and future supporters of the department and provide presentations on what the department has achieved over the last 50 years and also its plans for the future.

**12. Date of next meeting: Monday 7<sup>th</sup> February 2021, 1200-1400**