



Department of Paediatrics
Faculty Meeting
Tuesday 21st April 2015 13.00
Paediatrics Seminar Room
Level 2, Children's Hospital

AGENDA

1. **Apologies for absence**
2. **Director of Graduate Studies Report and Graduate Studies Committee items**
3. **Minutes of meeting 11th December 2014**
4. **Matters arising and Action Points from meeting 11th December 2014 (not covered elsewhere)**
5. **University Research Lecturers and Honorary Senior Clinical Lecturers**
6. **Financial Report – University and Departmental Finances** *[Paper and Presentation]*
7. **Open Access Policy and 2018 REF** *[Presentation]*
8. **Athena SWAN Update**
9. **Fellowships and Grant Opportunities**
10. **Any Other Business**

Present: Prof. Georg Holländer (Chair)(GH)
Prof. Peter Sullivan (PBS)
Dr. Rebeccah Slater (Late) (RS)
Prof. Andrew Pollard (AP)
Prof. Philip Goulder (PG)
Alex Holmes (AH)
Dr. Matthew Snape (MS)
Sabrina Harris (minutes)
Chris Green (CG) - Student Representative

1. **Apologies:**
Prof. Irene Roberts (IR)

2. Director of Graduate Studies Report and Graduate Studies Committee items

- (i) AP reported that he believes that, including an 'in-progress' application in the Open Field, all five available D.Phil places within the Department will be filled for 2015-16 academic start. Two of these are prestigious Wellcome Trust fellowships which are awarded and managed through the MSD Doctoral Training Centre, so in practice won't be counted within the Paediatrics student enrolments/numbers.
- (ii) The Department is hoping to expand the number of available places to seven in future; this has been raised with the MSD Graduate Studies Office, but at this time no response has been received.
- (iii) There is concern over how the Department can manage D.Phil places when the application deadlines are very early but confirmation of funding from bursaries and fellowships (such as Clarendon funding or external sources such as the Wellcome Trust) does not happen until much later. GH noted that the Department is once again funding or part-funding a greater number of students for 2015-16 than had originally been agreed. It was decided that a separate meeting will be convened to discuss strategies for bursaries, funding, and offers, between AP, GH, and AH.
- (iv) CG reported that no issues have been raised with him from current students, and that all are happy that there has been an agreement to provide Departmental funding for 'study activities' for each student.
- (v) It was noted that CG will soon be completing his D.Phil and that a new student representative needs to be nominated. AH will ask Megan Whitley to email current students asking for volunteers.

Actions – AH to arrange meeting with AP and GH.

AH to arrange email to students re. new student representative.

3. Minutes of meeting 11th December 2014.

[CG left following the conclusion of the Graduate Studies section of the meeting. RS joined the meeting at this point.]

- (i) There was a request for clarification of discussions of an issue raised at the MT2014 meeting regarding 'bridging funding' for D.Phil students beyond Year 3 of their programme; the majority consensus was (i) that the agreement recorded in the previous minutes was correct, and that the committee had agreed that bridging funding could exceptionally be sought from the Department if all other avenues of funding had been exhausted; (ii) that bridging funding for studies beyond Year 3 needed to be considered on a case-by-case basis; and (iii) that policy that the Department would automatically provide bursary funding for all students in Year 4+ of their D.Phil programme would not be possible and could be counterproductive. The committee therefore agreed that the MT2014 minutes correctly recorded the discussion, namely that in future the Department would consider any case for student continuation or bridging funds on its individual merits well in advance of the end of Year 3.

4. Matters Arising and action points from meeting 11th December 2014

None

5. Athena SWAN update

[This topic was moved up the agenda from item 8]

- (i) GH reported that the Department's application for an Athena SWAN Silver Award is almost complete and will be submitted at the end of April; the feedback from the MSD Athena SWAN team was generally positive regarding the application, but that further detail was needed within the action plan in order to strengthen the application. This would be done prior to submission to the Athena SWAN panel.
- (ii) The new Departmental 'Teddy Bear' logo was unveiled at this point, and was well received. PS complimented the team on the design. The committee unanimously agreed that the logo will be adopted, and AH will organise for it to be launched across all staff. Graphic files of the various versions will be made available to all via the Departmental website, and should be used on all Departmental stationary, websites, and publicity materials with immediate effect.

6. Financial Report

- (i) AH presented a series of slides demonstrating the University's financial position over the next 3 – 5 years. Key points from this presentation were that surpluses across the University were decreasing and that funding was becoming more constrained. The University was falling short of the EBITDA target of 5% surplus, and that the Medical Sciences division would be required to cut costs across operating budgets to offset a projected shortfall of £2.7 Million in 2015-16.
- (ii) Whilst direct research income was increasing, the indirect support funding to Departments from research funders ('overheads') was not rising at the same rate, with an effective reduction in HEFCE QR funding to around 28%. Other funding such as BRC funding carries no indirect funding provision at all, and therefore costs the Department money to host. AH distributed a paper illustrating the comparative rates of funding for a number of major funding streams, for information.
- (iii) Moving on to the Departmental budget, AH reported that the Qtr 2 forecast position for the year showed an increased deficit projection for the 2014-15 financial year; this was caused by a number of factors, foremost of these being a shortfall on anticipated overhead recovery of around 25%, and a reduction in RCF funding from the previous year's figure. Prior to the meeting AH had distributed individual PI/Group I+E analysis to show where variances were arising.

- (iv) PS commented that this is the first time the Department has returned a deficit; AH and GH confirmed that this is part of a strategic expenditure plan for Departmental growth, discussed and agreed with the Divisional Office, and that it is accepted that the Department will return a deficit position for the next 2 – 3 years (effectively spending from sizeable accrued reserves laid down specifically for this purpose over previous financial periods). However, it is obviously important that the deficit is kept as low as possible and it will therefore be necessary to look much more closely at expenditure over the next financial year. AH pointed out that this is the situation across the Division, and that Departmental performance against budget is being much more closely scrutinised by the MSD office and the central University with all departments having to report and explain variances vs budget on a quarterly basis. The budget-setting process for 2015-16 will therefore need to be much more stringent, and keeping overall I+E for individual cost centres within budget will be much more critical than in previous years.
- (v) AH noted that JRAM income under the new REF-based regime would also be much lower than under previous RAE-driven years, due to a combination of both reduced REF-returned numbers and a reduction in the amount-per-FTE under the new funding; the RAE had provided somewhere in the region of £60,000 per year for each academic submitted, whereas under the new REF-based funding this drops to around £40k. In the 2008 RAE exercise, the Department had returned 8.9 FTE staff, but in the recent 2014 REF only 4.4 FTE could be returned. GH commented that whilst the proportion of REF-eligible staff actually returned in the exercise was commendably high (5 out of 6 staff were returned) the actual numbers were low, particularly in comparison to other departments within the Division, and we therefore need to focus consideration now on increasing the number of REF-eligible staff to be returned in the next REF submission in 2018-19.
- (vi) AH also noted that changes in the infrastructure charging calculation related to employed staff (the '1,2,3 charge') had a negative impact on the departmental JRAM income. Overall, the impact of these various changes meant that JRAM for 2015-16 would be around £300,000 lower than over the previous five years.
- (vii) Other expenditure would also be more closely controlled, with all non-research grant funded posts being subject to Divisional approval through the recruitment protocol process, and financially material non-staff costs needing closer scrutiny and approval. AH will be sending out requests for planned income and expenditure information prior to setting budgets for the 2015-16 financial year.

7. Open Access Policy and 2018-19 REF

- (i) Continuing from discussion of the requirements of the next REF exercise, AH presented a series of slides relating to changes in Open Access policy and the eligibility of papers for inclusion in the next REF assessment.
- (ii) HEFCE's OA policy now dictates that from 1st April 2016 any paper not made available in an Open Access compliant repository will be **ineligible** for inclusion

in the REF. Failure to act at the time of acceptance will make research outputs ineligible for REF inclusion, and **cannot be corrected retrospectively**.

- (iii) It is therefore important for all researchers to act on acceptance of a paper, and ensure that it is available through OA within three months of acceptance.
- (iv) There are additional costs inherent in this; APC's for OA publication can be higher than those for 'paper only' journals, and so the additional costs need to be included within any 'Publication Costs' included in grant applications. Funding is available for certain charity-funded research through an Open Access block grant, claims for which need to be submitted through the Departmental Finance team.
- (v) An OA service for the University is currently being piloted, utilising a new publishing form and Symplectic Elements. The aim is to roll this out across the University prior to the 1st April 2016 deadline. AH will feed back further information on the OA programme as it becomes available.

[GH left the meeting at this point and PS took up the chair]

8. Fellowships and Other Opportunities

- (i) Work needs to be done to publicise and promote career development fellowships for 'junior' research staff, researchers returning to work after career breaks, etc. AH will take this forward with Carinne and Sarah in the Admin team.

Action – AH to review ways to identify and promote fellowship and similar opportunities across staff.

9. Any other business

MS reported that a new Academic Clinical Fellow (Mimi Howe) had been appointed. There were questions over rotations, time spent in Oxford, research involvement, etc., for ACFs in general, which needed to be looked into. Next year, Paediatrics will compete with the Department of Psychiatry for an ACF appointment. The ACF and ACL activity will be added as a standing agenda item paired with Research Lecturer and HSCL nominations.

AH reported that interviews for the vacant Clinical Lecturer post were scheduled for the end of April; AP commented that there were some issues with the 'standard' template advertisement and JD for these posts from the MSD HR team not fitting the Paediatrics situation, which needed to be addressed for any future CL recruitment process.

It was agreed that this committee shall henceforth be known as the "Management Committee" and its meetings referred to accordingly.

The details of forthcoming Departmental activities/events were discussed; the previous Departmental Research Symposium will be replaced with a more informal, half-day Departmental 'Away Day' for all staff, which will include research group talks, some form of Team Building activity, and a drinks reception for staff. This event is scheduled for October. A more formal "Research Day" is organised for research staff, including D.Phil student presentations and incorporating confirmation of status assessments. AH will ask

Megan to circulate the date of this event. There will also be a 'summer social' event of some kind organised for the end of the summer vacation, as a thank you for all staff in the Department. The termly Departmental Breakfast meetings will also continue; the next of these is scheduled for the end of June in the University Club.

The meeting closed at 2.30 pm.

DRAFT