

**Department of Paediatrics
Management Committee Meeting
Wednesday 14th December 10.30
Paediatrics Seminar Room
Level 2, Children's Hospital**

1. Apologies for absence

Matthew Snape, Dominic Kelly

2. Director of Graduate Studies Report and Graduate Studies Committee items (AP/CJ)

- A pilot of the new e-Thesis submission has recently been run in other Divisions and during 2017 Medical Sciences will also now use this system. It will allow the submission of theses electronically and directly to the examiners. AP explained that there will likely be a log in system, but further details will come in due course.
- AP had hoped to continue the ½ day away day during the summer to coincide with the confirmation of status. However, the Graduate Studies Office have now requested for this to take place by the middle of April. AP suggests ½ day meeting with a social activity at the end. AB will circulate dates shortly. IR pointed out that those students who have presented via the WIMM would not need to be included. RS suggested that it might be worthwhile asking a further person from the particular speciality to attend the meeting. RS asked if it is possible to have clarification who certain students confirmation of status is processed by if they have different supervisors in the GSS system.
- AP explained that the Graduate Studies Office have recently clarified the details of the formal appointments of DGS. This is now specified as minimum of 2yrs and maximum of 4yrs.
- AP highlighted that GSS reporting needs to be acted upon in a timely manner, and particular attention should be given to the non-EU students as the Department have to comply with Home Office regulations, if this is not adhered to it has knock on effects for the whole University. AP explained that AB will also send out regular emails to supervisors of non-EU students asking for confirmation that they have had regular contact. Please ensure that you also reply to these emails as this information is also logged with the Home Office.
- CJ feed back that the only outstanding issue from student meetings was the clarification of an alternative DGS is AP is the supervisor. AP confirmed that this is currently GH.

ACTIONS: *i) AB will circulate dates for the March/April confirmation of status day.*

3. Minutes of meeting 28th April 2016

Minutes of the meeting 28th April 2016 were confirmed as an accurate record.

4. Matters arising and Action Points from meeting 28th April 2016 (not covered elsewhere)

None

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

- GH explained that there has been a change in the rules for applying for Honorary Lectureships within the University. These can now be applied for by NHS staff within the first 2yrs of employment providing they meet certain criteria. They will still go through the same channels and need to be approved by the Division.
- GH and PG explained that they are attending a meeting with the Medical Director very soon to discuss the issue of University Representation at OUH interviews. PG expressed concerns that interviews attended recently were a waste of time as the interview panel were not concerned with candidates academic ability and therefore felt that representation is wasted in these instances. GH explained that we need to have an academic presence. IR raised concern that the job spec and person spec only list academic ability as desirable rather than essential. GH and PG will raise this issue and fully expect to be asked for academic sessions in return, these may be funded by charity.

6. Financial Report (AH)

[Paper 1]

- AH explained that during Aug/Sept/Oct the Department performed better against the budget, however, overall we are still running a deficit. The Division is aware and is fully understanding of the reasons for this. General discussions took place regarding the deficit and what could be done. The overriding message is **Plan Ahead**. Non-research grant expenditure needs to be budgeted for if it is not to negatively impact performance against budget.

7. Athena SWAN update (IR)

[Paper 2]

- IR fed back to the group from the last meeting of the Athena Swan Committee. 3 points were raised as concerns from the Divisional Survey recently carried out, these included PDR's and the need for them to take place regularly, communication, and bullying and harassment. Approximately 4 responses were noted in the survey from individuals who indicated they had either witnessed bullying and harassment or who had been bullied. IR confirmed that no formal report of this behaviour had been made through the official channels, but that the Department needs to be aware and take steps to ensure that all staff have access to the necessary information on how to deal with situations such as these. IR/RS suggested a carefully worded update on bullying and harassment to be placed in the Departmental newsletter. IR explained that Lynne Roberts who is the Departmental Bullying and Harassment Officer will also be asked to do a follow-up after her recent visit to all the areas of the Department to introduce herself. AH explained that he will be following up all of the other data from the survey with SJ and will feedback to the Department at a later date.
- AH requested that the Management Meetings will be extended to around 2 hours in future so that Athena Swan and issues related to it can have a longer discussion time; this was agreed by the committee. The next Athena Swan application is due in April 2018.

8. AHSN/AHSC Update (DB)

9. Departmental Fellowship Programme Proposals (RS/DB)

- Points 8 and 9 were discussed together
- RS/DB explained that they have been working together to create a number of Fellow posts within the Department which are REF returnable and will therefore increase the income of the Department. Schemes in other Departments/Divisions have all had 100% success rate and this is seen as a positive step in encouraging and mentoring the best post docs. Approximately 100-120k is needed per post. RS/DB have been exploring the possibility of raising the funds needed via charities and through philanthropic channels. RS explained that some charities already approached have very tight remits and would only support a Fellowship in a specified field. It is hoped that eventually funds will be available to support up to 4 Fellowship posts within the Department. An exhibition to showcase research by RS took place at the Ashmolean Museum a few weeks ago. This was well attended and expressions of interest have been received. DB is actively following up with a number of avenues including AHSC, Stem Cell Foundation and Jeremy Farrar. GH added that he is also in contact with a number of potential donors and charities and will update the group soon.

10. Clinical Lecturer Appointments – for information (AH)

- AH informed the group that 2 new appointments have been confirmed, the first (Robin Basu Roy) will start in January and the second (Seilesh Kadambari) slightly later in March 2017.

11. PREVENT Duty – for information (AH)

[Paper 3]

- AH made the group aware of the PREVENT Duty policy memo and requested that all members read the information provided.

12. IDRM Update – for information (GH)

- GH informed the group that the bid is being submitted to HEFCE (16.12.16) in order to apply for funds from RPIF. £31m has been raised and it is hoped that £12m will be provided from RPIF. The outcome of the submission is due by March 2017. GH confirmed that should the bid be successful the Institute will be build on land opposite the Target Discovery Institute. The plan is for a 5000sqm building with 220 employees (50% recruited from Oxford, 50% nationally and internationally). The Institute will be under the administration of Paediatrics. It is hoped that funds will be raised to support Professorial Fellows who will have College affiliations. Should the bid and all planning applications be approved it is hoped that the Institute will hope at the beginning of 2020. GH explained that should the bid be unsuccessful then independent funds would be sought.

13. AOB

- GH informed the group that 1 new post is being created through funding provided by MDUK as a 5 year (initially) professorship. There are 2 candidates currently being considered. The post is teamed with the Nuffield Department of Clinical Neurosciences. Space in the West Wing will be provided. Space in Paediatric Outpatients will also be needed and there

may be the possibility for further space provided the Yasargil Room is confirmed as Paediatrics.

- GH informed the group of the possibility for a Paediatric Academic Surgery Professorship. A meeting was recently attended with Freddie Hamdy, Paul Johnson and Andy Carr to discuss this issue and the ways in which to expand it. GH will feedback once further meetings have taken place.
- GH thanked RS and DB once again for providing the exhibition at the Ashmolean and for raising the profile of the Department.
- RS informed the group that ACF interviews have now taken place. 12 candidates were interviewed and the standout candidate identified was from Obs and Gyn. A paediatric candidate was in the top 3, but it is unlikely that funding will be provided.