

**Department of Paediatrics
Management Committee Meeting
Thursday 28th April 2016 12.30
Paediatrics Seminar Room
Level 2, Children's Hospital**

- 1. Apologies for absence**
- 2. Director of Graduate Studies Report and Graduate Studies Committee items**
- 3. Minutes of meeting 4th February 2016**
- 4. Matters arising and Action Points from meeting 4th February (not covered elsewhere)**
- 5. University Research Lecturers and Honorary Senior Clinical Lecturers**
- 6. Financial Report** *[Paper 1]*
- 7. Athena SWAN Update**
- 8. Any Other Business**

Present: Prof. Georg Hollander (GH)
Mr. Alex Holmes (AH)
Prof. Peter Sullivan (PS)
Dr. Anindita Roy (AR)
Prof. Irene Roberts (IR)
Prof. Andrew Pollard (AP)
Prof. Philip Goulder (PG)
Dr. David Brindley (DB)
Miss Megan Whitley (MW) Graduate Studies Administrator
Miss Sabrina Harris (Minutes)

- 1. Apologies:**
 - Dr. Matthew Snape (MS)
 - Dr. Dominic Kelly (DK)
 - Dr. Rebecca Slater (RS)
 - Miss Celina Jin (CJ) Student

DB was welcomed to the Department and provided a brief overview of his work and how this fits with the Department.

- 2. Director of Graduate Studies Report and Graduate Studies Committee items**
 - (i) AP reported to the committee that the admissions process has all run smoothly. 5 new students have been accepted. The balance of funding is still waiting to be confirmed, but at the moment, 2 students will receive a bursary from the Department, 2 from external funding and 1 to be paid from Infectious Diseases. GH explained that Wei Wu was still waiting to hear back from the Chinese

- Government regarding a funding application, he was departmentally funded last year, but it is hopeful that external funding can be secured for the following year.
- (ii) MW explained to the committee that returns for international students to the Home Office have a very strict and tight deadline and therefore it would be appreciated if all graduate supervisor reports could be completed in a timely manner. MW also pointed out that she will be emailing supervisors shortly regarding other reports, a yes answer is all that is required as a response.
 - (iii) AP raised an issue regarding the number of supervisors a student should have, GH explained that the WIMM now have a good system in place whereby the students take responsibility for organising this themselves.
 - (iv) PS raised an issue regarding the Graduate Studies Office and timeframes for providing feedback to DPhil students on their thesis. Morag has been waiting nearly 2 months for feedback. AP explained that he has raised the issue, but that the only explanation he has received has been that the office is short staffed due to sickness and maternity leave. AP suggested that if correspondence is needed with the office during this time then we should keep copies of all documentation. IR and DB explained that it is possible to requested feedback from the external examiner directly in this instance if no response has been received from the office.
 - (v) AP reminded the group that the Academic Research Day is booked for 14th June 2016. This will be an afternoon event and that the presentations for some of the students will be in conjunction with their confirmation of status. AP suggested that Holm Uhlig should also receive an invitation to the day if this has not already gone out.

ACTION POINT:

- MW to forward invite for Academic Research Day to Holm Uhlig.

MW left the meeting

AR joined the meeting

AR was welcomed to the Department and provided a brief overview of her work and how this fits with the Department.

3. Minutes of meeting 4th February 2016

Minutes of the meeting 4th February 2016 were accepted as a true and accurate account of the meeting.

4. Matters arising and Action Points from meeting 4th February (not covered elsewhere)

- (i) Overheads with external funding bodies/drug companies issue has now been dealt with and money has been recouped.
- (ii) Clinical Lecturer post advert has now been given Divisional approval and will be advertised very soon.

5. University Research Lecturers and Honorary Senior Clinical Lecturers

- (i) GH reported that he has received several requests for HSCL titles. Applications have all been dealt with, Amit Gupta is in process, Taffy Makaya is in process, Ana Alarcon has been approved. PS suggested that we should set certain extra criteria for them i.e. to support research projects. GH suggested that they should all be invited to attend the Academic Research Days, or to set-up some sort of interface with regular research meetings. AP explained that this used to take place, but that due to clinical commitments it became difficult to attend, however, the meetings

were looked upon favourably and it would be beneficial to reintroduce something in this format. DB suggested that the Academic Health Sciences Network might be a useful forum and he would be happy to circulate information. GH queried how many HSCL we currently have, AH explained that this was approximately 20, GH suggested that they be invited to the Academic Research Day as attendees only and not to present.

ACTION POINT:

- AH to invite all HSCL to the Academic Research Day on 14th June.

6. Financial Report

[Paper 1]

- (i) AH explained to the Committee that the budget is still underway. He provided an overview document to better explain the situation, but continued to summarise.
- Currently £250k deficit, this is likely to increase to £563k during Q2.
 - Budget target for next year is -£605k; this is set by the Divisional Finance office. Reasons for this are HEFCE JRAM decrease per person, QR income decrease, cost of overheads increase, core funded staff costs increase, capital charges and building charges 33% increase. AH explained that this is not unique to Paediatrics, but this is across Medical Sciences and the University as a whole. GH explained that identifying more REF returnable individuals would help the Department. AH and GH explained that there are decisions to be made on the right type of funding to pursue and creating a portfolio for the Department. AH and GH suggested that it would be useful to meet with all PI's to discuss the impact of the budget on their research. DB explained that when applying for industry grants we need to be clear on what is covered so there is no shortfall for the Department to cover e.g. service charges, admin staff etc.
 - AH explained that the budget will also have an impact on studentships for next year. AP will try to identify possible funding or charities (industrial and philanthropic) for existing students and for the future.

ACTION POINT:

- AH and GH to meet with all PI's to discuss the budget.
- AP to identify charities who may be able to assist with funding going forward for studentships.

7. Athena SWAN update

[Paper 4]

IR explained to the group that the Athena Swan initiative is going smoothly. The staff survey results once gathered will hopefully show improvement.

8. Any Other Business

- (i) GH informed the group the PG has now stepped down from his commitments for teaching and that PS will be taking over this role.
- (ii) GH explained that as a Department we need to start being more pro-active in the recruitment of new consultants especially when looking forward to the next REF.
- (iii) PS informed the group that both AP and GH have now both become Fellows of the Academy of Medical Sciences.

Next meeting Michaelmas Term 2016 – date to be confirmed.

The meeting closed at 13.30.

Departmental Revenue I+E with Budget:Period 8 2015-16

Income	YTD Budget	YTD Actual	Variance	Note
JRAM and Service Funding	951,416	951,416	0	
Other Central Funding	0	0	0	
HEFCE and Other Grants	233,933	187,738	-46,195	1
Home/EU Student Fees	10,575	0	-10,575	
Overseas and Other Student Fees	45,600	97,402	51,802	2
Research Income	548,000	511,995	-36,005	3
Trust and Investment Income	61,250	113,109	51,859	
Donations	0	9,449	9,449	
Sales, Services and Trading	150,600	2,061	-148,539	2
Internal Sales and Services	0	0	0	
Other Income	11,334	38,019	26,685	
			0	
Total Income	2,012,708	1,911,189	-101,519	

Expenditure

Academic Salaries	-743,935	-824,764	-80,829	4
Support Staff Salaries	-374,345	-389,798	-15,453	4
Casual and Agency Staff	-3,333	-5,880	-2,547	
Staff-related Costs	-70,400	-67,364	3,036	
Consumables	-27,800	-79,415	-51,615	5
Postage, Couriers, Telecoms	-1,667	-4,952	-3,285	
Equipment Costs	-11,866	-44,415	-32,549	5
Library and Publication Costs	-9,000	-3,826	5,174	
Other Expenditure	-146,665	-220,792	-74,127	6
Building costs/space charges	-458,067	-439,684	18,383	
Infrastructure Charges	-394,000	-394,000	0	
Total Expenditure	-2,241,078	-2,474,890	-233,812	

Actual YTD Surplus/(Deficit) **-563,701**

Budget Surplus/(Deficit) **-228,370**

Full Year Variance Vs Budget **-335,331**

Notes

1. NHS salary recovery always in arrears
2. Student fees and Sales and Services - primarily income from IIC conference attendance. Much of this to come May/June
3. Research Overhead recovery reducing - to be discussed
4. Increased salary costs vs budget - includes additional research staff charged to General Ledger (not PRAC Headcount Cap)
5. Increased 'running expenses' costs for research groups - small equipment etc.
6. 'Other Expenditure' Includes student bursaries provided to D.Phil students - higher than planned for.