

**Department of Paediatrics
Management Committee Meeting
Tuesday 13th June 10.30am
Meeting Room 2, GPEC
Level 2, Children's Hospital**

- 1. Apologies for absence**
Andrew Pollard, Sarah Atkinson, Dominic Kelly, Rebecca Slater, Andrea Byles
PS Noted that Holm Uhlig should also receive an invitation to these meetings.
Action: AH to include Holm Uhlig on circulation
- 2. Director of Graduate Studies Report and Graduate Studies Committee items (AH/CJ)**

 - Students have been named for October
 - Student Representation on the DGS Committee is still being sought. Selena who is the current rep will be completing her DPhil shortly has actively been trying to fill this role but so far has had no volunteers. There are now representatives for Post Grads, which are Caroline Hartley and Christine Rollier. AH asked for all PI's to actively ask their students to consider this role, they must be in at least year 2.
Action: All PI's to ask students regarding student representation on the committee.
- 3. Minutes of meeting 22nd March 2017**
The minutes of the meeting 22nd March 2017 were confirmed as an accurate record
- 4. Matters arising and Action Points from meeting 22nd March 2017 (not covered elsewhere)**
Several matters but were covered under standing items further into the meeting.
- 5. Undergraduate Teaching Update/Clinical Exam (PS)**

 - PS informed the group that he has now written a formal response to the reviewer of the clinical examination. In the response he has thanked her for highlighting the issues and promised that the examination will be amended with her comments in mind. PS, AP MS and DK are all reviewing the examination and have already noted that the following stations need revision: History, Communication and BLS. The written paper is still awaiting formal comments from the reviewer, however, PS is already aware that this needs significant improvement. PS and Andy Ives recently attended an MCQ Medical Setting Training Course, which will be useful when revising the written paper. PS has written to colleagues asking for a selection of questions to put into a new written examination, once all of the questions have been received they will be circulated to a panel for comment. PS noted the ongoing effort from Nicky on this front. PS will circulate the reviewers comments and his response to the Committee for information.

- PS informed the group that Tim Lancaster will be leaving imminently to take up the post of Dean of Medical Education at Kings College Hospital.
- PS informed the group that Helena McNally and Jane Moore from Obstetrics had met to discuss the possibility of combining the paediatric exams with Obstetrics. The outcome was that logistically there were too many hurdles and therefore the paediatric exams will continue as they are.

Action: PS to circulate reviewer's comments and response to the Committee.

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

- Further paperwork from Alan Lucas is outstanding before the application is complete.
- Outcome of the application from Charles Roehr is pending.

7. Financial Report (AH)

[Paper 1]

There was wide and varying debate of this topic, but the following points were of note:

- AH explained that the Division are now taking a more detailed oversight of Departmental expenditure and budgets as a whole. AH reiterated the need to ensure that our budget can be justified in particular spending from reserves.
- AH noted that we are currently doing well departmentally with our forecasted budget
- AH noted that research overheads are still difficult to predict, and emphasised that Division expect us to add to any grants any overheads we foresee. AH reminded the group to maximise any FEC and overheads where possible in grant applications.
- AH noted that the biggest fluctuation appears to be with Library costs and reminded the group to ensure they budget in applications for Open Access costs.
- AH explained to the group that there is a concern that the University may adopt a Reserves Policy which reapportions or limits use of reserves if they are not budgeted to be drawn down. AH asked for everyone to keep in mind the need to plan and forecast accurately for expenditure, and AH and GH will meet with specific fund holders to plan so that reserves can be used appropriately.

8. Equality/Diversity / Athena SWAN update (IR)

- IR explained that 3 issues came from the last Athena Swan meeting and these included Terms of Reference, Events Committee set-up and PDR's. IR noted that the terms of reference for Equality/Diversity needed amendment of the wording in the 3rd sentence, the group agreed this should be changed to 'critical reflection'.
- AH explained to the group that online PDR's would be active from 1st August, training and demonstration of this would be available shortly. AH assured the group that the sections which should be confidential would continue in this way, the system would record for the department only the training record information and information related to the completion of the PDR process itself; all specific information including comments would remain confidential to the appraise and the appraiser.

- AH explained that response to emails sent out for volunteers to create an Events Committee has been slow. The Committee suggested that a further follow-up be circulated before any other actions are taken.
- IR noted that Bullying and Harassment should now be a standing item on the agenda for each meeting. IR also informed the group follow-up from feedback on this subject in the departmental questionnaire is still on-going. IR wondered whether it is possible for the departmental representatives to highlight when there is a bullying and harassment awareness week approaching or any other event related to this subject.
- GH asked for an update on the reapplication for Athena SWAN Silver award and what still needs to be done. IR explained that an update would be provided from Sarah Jones as soon as possible.

Action: **AH to recirculate email regarding Events Committee.**
 AH to add Bullying and Harassment as standing item to all future meetings
 AH to ask departmental representatives to mail out information about upcoming events related to bullying and harassment.
 Update from Sarah Jones will be requested on current status of Silver re-application.

9. **Terms of Reference (for ratification/information) (AH)**

[Paper 2]

- The committee were happy to ratify the terms of reference for Equality and Diversity, Teaching Committee and the Management Committee. AH explained that terms of reference were underway for the Graduate Studies Committee and these would be circulated when available.

10. **Human Tissue Authority Inspection (AH/GH)**

[Paper 3]

- AH/GH explained to the group that after a recent inspection from the HTA some serious concerns were raised by the inspectors around the University's compliance with the Act. All PI's were reminded that any material which falls under the Act MUST be stored in compliance with the licence. MS and AH will be checking the basement and legacy samples in CCVTM to ensure no samples or slides are still being held which are unaccounted for or have not been relocated elsewhere closer to Departmental research groups. AH advised that further information will be circulated shortly from the HTA in the run up to a further inspection.

Action: **MS and AH to check for any samples/slides outside main research group storage.**

11. **Clinical Lecturer Appointments – for information (AH)**

No report

12. **OUCAGS/ACF updates (MS)**

- MS informed the group that a competitive appointment jointly run with Endocrinology/Diabetes and Cardiology for an NIHR Clinical Lecturer post will begin in October 2017.
- MS explained that there is no report due for ACF, however, noted that Rosie Crane will be completing her PhD around July. MS also requested that the ACF information is updated on the Departmental website.

Action: AH to ensure Departmental website is updated with ACF personnel information.

13. Health and Safety Update (AH)

[Paper 4]

- AH presented to the group a report from Mary Deadman the Departmental Safety Officer. It was noted that accidents/injuries which are incurred on the journey to/from work also have to be documented. A number of needlestick injuries in the report was also noted by the group; this has been followed up by the DSO with additional training and a review of practice. AH will ensure Health and Safety is now a standing item on the agenda.

14. Any other business

- DB enquired if there was any further update on space. AH explained that an application is underway to the Joint Estates Committee regarding the Yasargil Room, further information on the progress of this will be circulated soon.