

**Department of Paediatrics
Management Committee/Graduate Studies Committee
Monday 7th February 2022 12:00-14:00
Via MS Teams**

1. Apologies for absence

Matthew Wood, Philip Goulder, Ben Gregorio

2. Minutes of meeting 1st November 2021

Minutes of the meeting were accepted as an accurate record of the meeting. GH thanks SH for taking the minutes.

3. Matters arising and Action Points from meeting 1st November 2021 (not covered elsewhere)

None noted.

4. Graduate Studies Committee (CR)

- Student interviews earlier this time (14/12) in order to beat competition. 17 applications received, 15 interviewed, 11 offers made (overall, happy with quality of candidates)
- 3 candidates put forward for divisional funding
- Open-field application to be reopened soon (aware of interest by 2 strong candidates already), ideally to be closed earlier to increase chance of college spaces
- Staff award for students who are also working in the department, to receive financial support for their fees: 3 have already applied
- Emergency funds to be made available for students whose funding will end in July
- MSD departments' skill courses offered to all MSD students (applicability for 1st year students needs checking)

5. Administrative staff update (SO)

- A critical member of the finance team resigned at the end of last year, the duties of this person have been divided up in the short term, but recruitment is planned for this post in the near future.
- Staffing levels overall are much improved.
- SO introduced Emma Cheong to the Committee, who is a professional Events Coordinator. Emma has joined the team and is currently working on the plans for the 50th Anniversary (please note new date: Wednesday 21st September 2022). More information and templates for personalising invitations will be sent out soon.
- The department will be reverting back to the agreed hybrid form of working as of this week. SO will be soliciting feedback towards the end of this academic year to see how this is working. GH informed the Committee that there were discussions between HoD's and Wellington Square as part of a forum with the VC where some concerns had been raised as they had experienced difficulties in bringing people back to work. If there are any issues in your capacities as Line Managers please contact SO and GH as soon as possible.

6. HR update (CW)

- 4 recruitments currently live
- 4 recruitments complete since 1 November 2021
- 12 new starters since 1 November 2021
- 8 appointments made and due to start
- 10 leavers since November 21

- 9 leaving up to April
- Delphine (Senior HR Officer) and Caitlin (HR Apprentice) joined the team 10/01.
- AP applications opened, deadline for Division 21/02/22. 1 application received.
- Staff Learning Scheme Application Deadline: 1 March (we have shared this in newsletters etc. but please speak to your teams if you think they would be interested in a course and wanted to apply for departmental funding. Information on intranet as well).
- Department purchased 4 priority nursery spaces, currently finalising policy for allocation.
- Other policies in draft stage include: reimbursement for travel cost for interview candidates; visa renewal cost support and a new Bridging Support Scheme. We are aiming to bring forward these policy changes to the next meeting in June
- Outlook for 2022:
 - The online PDR system, Simitive will undergo an update to improve the look and feel of the system and hopefully make it more user-friendly (March).
 - Wellbeing: Spring Photo Challenge in planning stage.
 - Next projects:
 - SharePoint (we have moved trackers and are looking into automating of processes to increase productivity)
 - updating line manager training
 - potentially looking into Peakon, a tool to take regular surveys (working on Business case)

7. Finance update (KS)

- Year to date position for the Department of Paediatrics, from August 2021 to December 2021 is £761K surplus. The healthy surplus is largely driven by the overhead's income generated from the COVID related research projects.
- Year to date position represents £70K adverse variance to Q1 forecast. The variance is largely driven by £129k worsening position in research overheads income which is partially offset by less spend on premises and supplies. The variance in research overhead income is due to project supplement for DI non staff costs only, this has impacted the project budget profile which has led to a reduction in overheads income. The reduction in overheads income is a timing issue, there are no actual overheads income losses over the project lifetime.
- Agreed 21-22 Q1 forecast is set to generate £1,602K surplus. This represents an adverse variance of £3,138K to 21-22 budget. This is driven by large industry funded projects spend deferred to future financial years.
- The Quarter 2 forecast will be completed in February 2022 and the Management Committee will receive an update on the Q2 financial position at the next meeting in June 2022.
- GH reported that the University is undergoing an exercise to change its financial accounting and the way in which departments have access to their historical reserves. More information is expected soon following extensive internal consultation with FRGPC, PRAC, Finance Committee and Council. Overall the new proposals will certainly be to the benefit of paediatrics.

8. Equality & Diversity/Athena SWAN update (RS)

- RS not ready yet to present a summary of the historical data from the department from the last 6-7yrs on staff and student progression separated by male and female groups. Sadly, the data collection has taken longer than anticipated but will be ready for the next meeting in June.
- A pilot is already underway using historical data to inform key decisions. This has initially been used for the DPhil interviews, looking at percentage of male and female applicants compared to the number who applied and those who were interviewed. The value of this was felt to be useful and ensured the department were mindful of making decisions that

took into account appropriate E&D considerations. A pilot of this will now be used prior to recruitment of staff.

- Deadline for reapplication has now been set for May 2024.
- AR has offered to assist with any further data collection for other characteristics. CW added that unfortunately at the moment HR do not receive any other data from central HR beyond that pertaining to gender. It is hoped that nationality and ethnicity information will soon be sent over as standard and at this point data collection will be possible.

9. Comms (SO)

- The new website was launched last year with great success. Tracking of the new analytics has been underway to gauge how well this has been functioning. All the indicators are moving in a favourable way. Work will continue on improving the volume of people that visit the website by, amongst other things, increasing the department's social media presence. BG has also been in touch with research groups to assist them in reflecting the new style website in their own sites.

10. Public Engagement (PE) & Outreach (SB)

- SB provided a presentation on plans/initiatives for the milestone year in the department. SB has developed a public outreach and engagement strategy for the department which will be circulated soon for review and comment. Once this is approved it will be subject to ongoing review by the committee on a termly basis with any adjustments being made as needed. Progress reports will also be shared so that there is transparency about the overall impact of public engagement activities on the department. The strategy contains 4 main activities and commitments. The strategy is aligned with the department's Athena Swan Action Plan and replicates some of the objectives. The 4 commitments are:
 - Engaging and promoting research to varied non-academic audiences
 - Providing specialist public engagement training and public engagement funding opportunities to departmental members
 - Investing in public engagement tools and resources
 - Conveying strong leadership to actively promote and demonstrate the departments commitment to public engagement outreach
- 15th June is an internal social departmental event to celebrate 50th Year Anniversary.
- 21st September is the external departmental event (50th Year Anniversary for the Department of Paediatrics, from little steps to giant leaps), held at the Mathematical Institute in Oxford.
- Potential external event for the general public aimed at a non-scientific audience with a possible spotlight on 'my baby's brain'.

11. OUCAGS/ACF/ACL updates (MS)

- NIHR ACL post: No paediatric applicants at the end of last year. Communication and promotion of this position will be looked at in more detail alongside proactively thinking throughout the year who could be put forward.
- ACF post: Shortlisting and interview took place the end of last year. Unfortunately, nobody was then appointed. 3 applicants (2 Obstetrics/1 Paediatrics) were ranked high enough to be offered positions, but they were then declined. The post will be readvertised with shortlisting in April 2022. MS reminded the Committee to encourage anyone at the relevant stage in their career to apply.
- The Victoria Smallpiece Fellowship is now out for advert, deadline 14th February 2022, please encourage anyone at the relevant stage in their career to apply.
- Plans for the existing Clinical Lecturers to reshuffle are underway. Anna Rose may be moved into a post next year when her current NIHR ACL expires to allow her to continue her research. A locum Clinical Lecturer post may then be available. Seilesh is also due to move on after finishing his post. SO added that these posts are now managed at a

Divisional level and Heledd from the Division has already been in touch to set-up a meeting to ensure coordination of these posts. AP raised concern that CL's have to manage teaching, their research and their clinical training and it is very difficult when they are not at full compliment. It was suggested that it may be helpful to discuss with the CL's this situation.

ACTION(S):

- **Adverts for the relevant posts should be circulated to all PI's who can then in turn flag to their relevant groups and actively encourage individuals to apply. MS will chase for deadlines and adverts.**
- **SO and MS to meet with Heledd.**
- **SO and MS to meet with Clinical Lecturers.**

12. AOB

- Collaboration with MRR Children's Hospital, Mumbai, India

GH contacted back at the end of 2021 to see if Paediatrics would be interested in collaborating with The MRR Children's Hospital, a newly built paediatric hospital in Mumbai due to open next month. The hospital is fully focused on paediatric multidisciplinary services and will have both surgical and medical treatments on offer. The specialities available at this newly created hospital will be such that they will eventually be accepted as a training centre for the Indian Paediatric Training Scheme. At the moment their focus is on neuro, and they have a state-of-the-art imaging facility designed and advised by the Sick Children's Hospital in Toronto. They are interested in finding out what research collaborations with Oxford would be possible. They have mentioned infectious diseases neuro development and gastrointestinal pathologies to name a few. GH will inform PI's in an email the plans made so far and we will gage who is interested and organise a follow-up call with the colleagues in India to see how this could proceed.

ACTION(S):

- **GH to email PI's and a follow-up call with then be organised.**

13. Date of next meeting: Tuesday 14th June 2022, 1200-1400