

Blizard Administration Committee (BAC)**Wednesday 11th October 2023 at 10am, Small Cloud****MINUTES****Present:**

Rachael Parker (RP) - chair	Nataly Murphy (NMu)	Claire Cox (CC)
Sam Matthew (SM)	Nici Kingston (NK)	Sadna Ullah (SU)
Carlos De Oliveira (CDO)	Sabrina Skeete (SS)	
Nawaz Ahmed (NA)	Jyoti Salhan (JS)	
David Bell (DB)	Richard Davies (RD)	

In attendance:

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Part 1: Preliminary items

1. **Apologies for absence:** Mary Collins (MC)
2. **Minutes from last BAC meeting:**
 - The minutes from BAC meeting in September were approved.
3. **Matters Arising:**
 - Welcome to BAC to Nataly Murphy (acting CB&CR Centre manager) and Sadna Ullah (EDI PS rep).
 - SM started in post as interim Deputy Institute Manager on 1st October.
 - LabArchives pending of final action (see item 6).
 - Action pending from FG: Business Case refresher session on TEAMS to be arranged. RP will remind her.

Part 2: Agenda items**Part 3: Standing items**

4. **Finance**
 - Nothing to report yet. Still waiting to receive non-pay budget for 2023/24.
5. **Education**
 - Provisional enrolment numbers amount to 402 students this year (target was 460) while last year actual enrolment was 316. This is a 27% increase compared to last year. We are not meeting target mainly due to cost of living crisis. Team keeps trying to convert students. 465 target figure for next

year was suggested by MC and it is pending of approval in November. This would be 420 on existing courses and 15 for each (3x) new programme due to launch.

6. Research

- LabArchives update: CDO received confirmation from FMD about implementation across all institutes in the next few weeks.
- Grant applications: there is a positive trend with 27 applications submitted in September for a total value of £10.8M, which represents an increase of £4.5M compared with September last year.
- Awards: 9 awards in September for a total of £1M.
- A total value of £5.1M has been award in the current FY, which is a £4.9M increas compared with the FY 2022-2023.
- A total of 89 applications for a total value over £42M have been submitted so far and are waiting for an outcome.
- Blizzard Club Seminar series: Molly Ramalhoso is working on new programme to resume in January at latest. She has been struggling to get confirmation of venue from Timetabling team.
- A Blizzard seminar with an external speaker from Manchester University is also in the pipeline and should take place in November.

7. Laboratory management

- Chris, intern from Project SEARCH, has joined the Lab Management team for 3 months starting on Monday 9 October. This is a project aimed at enabling young adults with learning difficulties and/or autism to earn valuable work experience (more info in email that will be circulated to staff by CC after BAC). Chris will be mainly shadowing Khalid Rouas in the washroom and will be with him or on the lab floor. CC let members know that Chris has autism and ask that in interactions with him staff show patience and take extra time if explaining any procedures to him.
- MHRA GCP inspection regarding clinical trials at QM is scheduled on 13-17 November. CC will email staff when date to visit the Blizzard Institute is confirmed.

8. Reports from Centre managers

All Centres in attendance reported on posts as per updated recruitment tracker spreadsheet submitted to BAC by RP. Standing action for CMs: to update tracker either before or after BAC meeting.

➤ Genomics & Child Health:

- Clinical Senior Lecturer and Honorary Consultant in Molecular Neuropathology post is still waiting for the NHS Trust Medical Director to sign the business case to start the approval chain. Prof Silvia Marino is liaising with the recruitment panel to confirm an interview date in February.

➤ CB&CR:

- Lecturer in Cell Signalling and Healthy Ageing starting in post at the beginning of December.

➤ Immunobiology:

- Flow Cytometry Deputy Manager post: interviews to take place this week.
- 2 Clinical Microbiology posts appointed pending of references.
- Professor in Infectious Diseases: Prof Graeme Meintjes starting in post in March 2024.

➤ NST:

- Dr Cara Croft, Senior lecturer in Neuroscience started in post in September.

➤ Centre of the Cell (CoC):

- Staff from the CoC team identified some Access training – Making STEM Accessible run by the Lightyear Foundation. RD will send details to RP and will be following up with the professional development team.

- One of the schools complained about being made to feel unwelcome in the building when visiting the Nucleus café on 22 September. This has been handled by CoC team and left in a satisfactory position.

9. **Feedback from FMD Operations Board**

- Oleeo has been launched as the new recruitment platform. CMs are asked to remove posts from iGrasps when possible as it will be closing at the end of December.
- ITS: presentation from Roshan Hewavitarne (Head of Service Management Office, IT). He manages Kristee Bhuruth (IT Campus Support Manager) who has greatly improved response to issues raised.
- Staff should be aware of the option of advertising Apprenticeship posts. Staff are also able to apply for an apprenticeship that can have official certified recognition. CC is mentoring a staff doing apprenticeship one day a week.

Action: RP to circulate link with Apprenticeship courses to make staff aware.

10. **Marketing & Communications**

- Staff Zone: added a new starter section to take staff through the various mandatory training, policies and processes. Will send link for a few key staff to test and report back.
- Added to website the new flowchart leaflets colour variations for accessibility (bullying and harassment). Also added new section for information on sexual violence and harassment received from EDI colleagues.
- Marketing: Postgraduate taught open event on Wednesday 25 October.
- Programmes: Neuroscience name change has been completed (more marketable than former name). Care & Custody programme lead attended two conferences. Neonatal page is not available yet - waiting on central teams.

11. **Space**

- RP thanked all CMs for flexibility regarding NWOV and setting number of desks. She will liaise with CMs late this week about desks coming out of the booking system.
- It was discussed what furniture in offices will stay and the need of urgent de-cluttering of all items on top of overhead lockers, to empty filing cabinets, and to mark tambours as remove/keep. MCB will stick a “keep” label on black cupboards next to shredder and underneath main stairs.
- A company will collect all unwanted furniture items in week commencing 30 October.
- Each Centre can have a common locker for stationary if needed.
- Old Library in the Garrod building: MCB reported is no longer bookable through Timetabling as it is now a students’ space. According to Stephen O’Brien Students Union, Head Of Commercial Operations) the Old Library will be run by the Students Union and booked through QM events system using this link <https://www.qmsu.org/hospitality>

12. **Athena SWAN & EDI**

- Athena SWAN: submission of application for gold at the end of November.
- EDI: bullying and harassment scenario-based training will be offered soon.

Part 4: Other business

13. **Any other business:**

- Any pictures for website to make an appointment with Mic Dessi.
- CC reminded CMs to let her know before leavers are gone for her to be able to check any stuff they may leave behind in lab.

The next meeting will be held on **Wednesday 22nd November 2023 at 10am, Small Cloud**

BAC outstanding action list

Meeting date	Minute Reference	Action	Person Responsible	Deadline	Outcome
14/07/22	Item 12	to update on lab archives/lab books	CDO		ongoing
12/07/23	Item 12	to action outcome of Alumni engagement strategy meeting	CMs	before Christmas	
13/09/23	Item 10	to arrange business case refresh session by TEAMS for CMs	FG's office		arranged for IMs, RP to attend and later arrange for CMs
11/10/23	Item 9	to circulate link with Apprenticeship courses to make staff aware	RP		completed