

## Blizard Executive Board (BEB)

Monday 20 March at 10am, Large Cloud

### MINUTES

#### Present:

Mary Collins (MC)	Inderjeet Dokal (ID)	Kristin Braun (KB)
Natalie McCloskey (NM)	Dan Pennington (DP)	Nawaz Ahmed (NA)
Rachael Parker (RP)	Adina Michael-Titus (AMT)	Will Alazawi (WA)
Claire Cox (CC)	Mike Philpot (MP) on DK's behalf	Carlos De Oliveira (CDO)
Tania Maffucci (TM)		

#### In attendance:

Chris Firth (CF) - Space Manager	Item 4
Gareth Gillmer (GG) - Head of Strategic Space Management	Item 4
Robert Watson (RW) - Senior Project Manager	Item 4
Farida Fortune (FF) - Centre Lead, Centre for Immunobiology and Regenerative Medicine, Institute of Dentistry	
Lindsay Spicer (LS) - Deputy Institute Manager, Institute of Dentistry	

#### Part 1: Preliminary items

1. **Apologies for absence:** David Kellsell (DK)
2. **Minutes from last BEB meeting held on 20 February:** approved
3. **Matters arising:** none

#### Part 2: Agenda items

4. **New Ways of Working Blizard building project plan**
  - This item took the whole time of the meeting as it was a priority item.
  - Presentation of the New Ways of Working (NWOW) project plan for the Blizard building was delivered by CF and it was followed by discussion including questions to GG and RW. Slides shared by CF will be uploaded by MCB to BEB March folder after meeting.
  - To accommodate PHURI (Precision Health Research University Research Institute), Institute of Dentistry and Blizard Institute growth within the Blizard building a workplace survey was carried out in October 2022. Main areas highlighted were lack of collaboration, meeting rooms/break up space for private and/or confidential conversations, lack of natural light and need to reduce noise level.

- MC confirmed that according to QM card access an average of 40% staff are onsite daily.
- Options considered for ground floor and first floor regarding bookable shared office space and write up areas were discussed.
- CF reported that a Change Manager will be appointed.
- MC asked for electronic lab books and scanning service to be implemented prior to project implementation.
- Centre's will be allocated desks in "villages" to be managed via Centre Leads. FF reported that there are 34 spaces on first floor for Dentistry and they are not enough for the 40 students they have in total (Master students and Implant students for PG projects in summer). MC suggested to have a dedicated space for Master students in Abernethy bldg. (e.g Biochemistry have staff in the Blizard lab but offices in the Abernethy)
- Requests during discussion emphasized the need to explain the rationale behind the project to bring people on board to this change, the importance of break out spaces to build up a sense of support and community for example. Smaller desks are preferred in the ground floor area so there is more space for break out areas.
- Storage space for data: non-clinical data could be stored in Wingate or Abernethy buildings and clinical data in some designated offices in the Blizard. This will need to be explored in more detail.
- A project board group will be constituted. MC suggested Centre leads and Research leads to meet with CF.
- Timeline: RW reported that this project is planned to be finished this calendar year with a phased development starting on first floor of the building with a 12-14 week programme to do the work onsite.

#### 5. **Blizard Deputy Institute Director role**

- Item actioned by Chair after BEB meeting: DK is new interim Deputy Institute Director and a comms will be sent to staff this week.

#### 6. **Blizard Staff Open meeting on 17 April**

- Item actioned by Chair after BEB meeting: main items proposed for meeting will be the Laboratory survey by MC, EDI presentation by TM and New Ways of Working (NWOW) by CF and/or GG. Agenda to be circulated on w/c 3 April.

#### 7. **Blizard Summer Symposium**

- Item actioned by Chair after BEB meeting: date for symposium followed by party will be Tuesday 4 July. A save the date calendar invite will be sent by David Bell to all staff. More details to be confirmed later.

#### 8. **Prof MacGregor's Honorary Professor title for approval**

- Item deferred to next BEB meeting.

### Part 3: Standing items

9. **Report from Centre Leads:** no reports as time of meeting was used for item 4
- ❖ **Centre for Cell Biology and Cutaneous Research:**
  - ❖ **Centre for Genomics and Child Health:**
  - ❖ **Centre for Neuroscience, Surgery and Trauma:**
  - ❖ **Centre for Immunobiology:**
  - ❖ **Centre of the Cell (CoC):** as per report circulated ahead of meeting:

- **STEMPod refurbishment:** currently on schedule and on budget. There will be one more short filming session at the Blizzard and the film editing is going well. Commissioning is due to end 28 April, and currently plan for a 'soft' opening in May.
- **Big Question Lectures:** second one is scheduled in the Perrin LT on 9 March from Prof Sir Mark Caulfield 'The 100,000 Genomes Project – how did it change healthcare?' co-produced with CoC Youth Members. The third BQL of the year will be given by Prof Andy Prendergast on 6th April at 6pm – all welcome including any teenagers age 14+. The title is 'How can we help all children survive and thrive?' <https://www.eventbrite.co.uk/e/how-can-we-help-all-children-survive-and-thrive-tickets-558750737497>
- **Public and Patient Involvement workshop (PPIE)** will be on 27 March in Neuron Pod for the CRUK City of London Major Centre with attendees from Kings, UCL, Crick and QM.
- **Easter holiday family programme:** <https://www.centreofthecell.org/events/> is open for booking with 'Mummy for Melissa' for younger children and a new 'investigation' version of 'Genes and Evolution' Show.
- **Blizard news development:** when there is drilling underneath it will be impossible to run any events in Neuron Pod. CoC has asked the project team for as much notice as possible so that no bookings are taken for those days.
- **Content developer:** Freddy Green has been appointed as content developer, funded by grants for new activities. He will start in April on activities relating to skin, with Prof Edel O'Toole's group and the nervous system/neurological disease funded by LifeArc.

#### 10. Report from Director of Education

- Item deferred to next BEB meeting.

#### 11. SWARM and BEAM

- Item deferred to next BEB meeting.

#### 12. Report from Director of Research

- Item deferred to next BEB meeting.

#### 13. Barts Charity bids

- Item deferred to next BEB meeting.

#### 14. Report from Principal Laboratory Manager

- Item deferred to next BEB meeting.

#### 15. Report from EDI representative

- Item deferred to next BEB meeting.

#### 16. Institute monthly finance report

- Item deferred to next BEB meeting.

#### 17. Blizzard Environment

- Item deferred to next BEB meeting.

#### 18. Risk register - reviewed quarterly (Jan, March, Jun, Sep, Dec)

- Review due in March. Paper submitted.

### Part 4: Documents for information only (any points for discussion will be on the agenda)

#### 19. Blizzard Honorary/Visiting applications

- Prof/Reader forms will be submitted to BEB directly for approval ahead of HAC meetings. This will start in BEB April meeting for HAC meeting on 16 May
- Honorary applications below were submitted for approval to BEC in February and BRC in March.

- Applications pending further information will be approved by chair's action.  
**Action:** MCB to add MC's signature and to send to HR for letter of appointment to be issued.

<b>Surname, Initial</b>	<b>Role</b>	<b>Centre</b>	<b>Approved/Pending</b>	<b>Outcome after BEB</b>
Bloom,B	Clinical Senior Lecturer	NST	approved	
Brown,S	Clinical Senior Lecturer	G&CH	pending	
Hodgetts,C	Lecturer	NST	approved	
Paredes Esquivel,U	Lecturer	NST	pending	
Tsang,K	Clinical Senior Lecturer	NST	approved	
Tsirka,V	Clinical Senior Lecturer	NST	approved	
Crescente,M	Lecturer	IB	approved	
Fikree,A	Clinical Senior Lecturer	NST	pending	
Gushchina,S	Research Fellow	NST	pending	
Jakharia-Shah,N	Clinical Research Assist	CB&CR	pending	
Gesheva,V	Research Assistant	CB&CR	pending	
Cai,J	Clinical Research Fellow	IB	pending	
Klomberg,R	Research Fellow	IB	pending	
Koffas,A	Clinical Research Fellow	IB	pending	
Savage,M	Research Assistant	IB	pending	

#### **Part 5: Other business**

24. **Any other business:** none

Date of next BEB meeting: **Monday 17 April at 10am, Large Cloud**

## Outstanding action list

Meeting date	Minute Reference	Action	Person Responsible	Deadline	Outcome
20/02/23	Item 5	to ask Kenny Linton for an updated list of funders	CDO		
20/02/23	Item 12	to attend Centre monthly meeting in March	TM	March	
20/02/23	Item 12	to address staff in Blizard Staff Open Meeting in April	TM	April	
20/03/23	Item 19	to send Honorary forms approved to HR for letter of appointment	MCB		