

## Blizard Executive Board (BEB)

**Monday 20 February at 9am, 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)	David Kellsell (DK)	Will Alazawi (WA)
Claire Cox (CC)	Adina Michael-Titus (AMT)	Carlos De Oliveira (CDO)
Tania Maffucci (TM)		

#### In attendance:

<b>Part 1: Preliminary items</b>
1. <b>Apologies for absence:</b> none
2. <b>Minutes from last BEB meeting held on 16 January:</b> approved
3. <b>Matters arising:</b> <ul style="list-style-type: none"> <li>• BEB meetings will be held at 10:00-11:00 starting in March.</li> <li>• From today TM will be attending BEB meetings as EDI (Equality, Diversity and Inclusion) representative and her report will be added to standing items.</li> </ul>
<b>Part 2: Agenda items</b>
<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>Part 3: Standing items</b>
4. <b>Report from Centre Leads</b> <ul style="list-style-type: none"> <li>❖ <b>Centre for Cell Biology and Cutaneous Research:</b> <ul style="list-style-type: none"> <li>• Both Dr Ryan O'Shaughnessy and Dr Daniele Bergamaschi have been awarded a British Skin Foundation grant.</li> </ul> </li> <li>❖ <b>Centre for Genomics and Child Health:</b> <ul style="list-style-type: none"> <li>• Nothing to report.</li> </ul> </li> <li>❖ <b>Centre for Neuroscience, Surgery and Trauma:</b> <ul style="list-style-type: none"> <li>• Nothing to report.</li> <li>• AMT asked for criteria and clear guidance for Honorary Professor applications.</li> </ul> </li> </ul>

**Action:** RP to circulate Honorary Professor applications guidance.

❖ **Centre for Immunobiology:**

- Nothing to report.

❖ **Centre of the Cell (CoC):**

As per report circulated ahead of meeting:

- **TEMPod refurbishment:** currently on schedule and on budget. On 16 and 17 February there was filming in the Blizzard for the new film sequences that are part of the show. Excellent response from Centre Leads and staff for volunteers to be filmed.
- **New activities:** funding for three new activities in 2023 has allowed to appoint a Content Developer and interviews were held on 8 February.
- **CoC Manager:** we failed to appoint to this post after interviews on 30 January. In the short-term FB will take over the Manager's responsibilities with assistance from NM, RP and two of the most experienced members of the CoC team.
- **Trialling Impact and Evaluation Methods:** in 2022, we developed a Theory of Change to support effectively evidencing the impact of our programmes and after a successful trial these tools are being implemented mid-February.
- **BIG Skills Day:** On 31 January the CoC hosted a Skills Day for the British Interactive Group (BIG). The focus was on meaningful engagement with young people and included a presentation from Prof Adam Rutland (Exeter University) about the STEM Teens research project exploring how under-represented youth engage with STEM; practical examples of engaging with young people from CoC youth programmes and general discussion on youth programmes in informal science learning sites and museums. Delegates included representatives from Think Tank in Birmingham, Edinburgh, Coventry and Sheffield Universities, UCL, Royal Museums Greenwich and London's Air Ambulance.
- **Big Question Lecture:** The first BQL of the year was on 24 January. Yannick Wurm, Professor in Evolutionary Genomics & Bioinformatics at QM, gave a fascinating lecture on the evolutionary biology of ants - with live specimens. There were 47 attendees (18 online). It was the first BQL to be held in Neuron Pod and the plan is to hold one or two each year in this more intimate setting rather than in the Perrin. Our next BQL will be in the Perrin on 9 March from Prof Sir Mark Caulfield '*The 100,000 Genomes Project – how did it change healthcare?*' co-produced with CoC Youth Members. All BEB members are encouraged to attend.

5. **Report from Director of Education**

- Queen Mary Education Excellence Awards: KB asked Centre leads to put forward any nominations before 28 February. In previous years the Blizzard was awarded several prizes. Prof Nick Croft was suggested nomination for the Gastroenterologist team.
- Currently finishing examination period.
- Recruitment for OSCEs has gone well.
- Looking forward to marketing the existing and new programmes. NA, MC and David Bell are working on it.
- Deadline approval for new programmes has passed.
- Prof Chie Adachi (Dean for Digital Education) is currently working on improving digital material for marketing several distance-based courses. Course leads and admins will be working with her.
- CPD courses: skin cancer course scheduled to launch in March 2023. Several other courses in early development.

- Student recruitment update file for February was provided. CB&CR increase of 20% in offers accepted compared with 2022.
- International students relatively low in Europe and China but high in India. NA informed that the Head of International and EU Student Recruitment is working on a research report on external students.
- **Action:** CDO to ask Prof Kenny Linton (Blizard Director of Graduate Studies- Research Degrees) for an updated list of funders.

#### 6. **Report from Director of Research**

- The number of grant applications has increased; awards probably lagging behind but we are not yet back up to pre-pandemic level. Nevertheless, the message is that staff are responding well.
- Whiteboard sessions are less utilised than when started and CDO has circulated a comms to encourage attendance. AMT asked for feedback on these sessions to know if they work. WA reported that so far there is only one bid feedback: Prof Adrian Martineau was interviewed by Wellcome Trust and not selected but he will re-apply.
- 21 junior academics identified for a grant workshop and will aim to submit bids in September 2023.
- MRC Centre of Research Excellence (CoRE) ,across faculty will submit two bids in Advanced Therapeutics (led by Endocrinology) and Multimorbidity. Preliminaries in early March 2023.
- WA reminded members that on 2 March the Faculty Clinical Academic Research Day will take place and asked them to attend for support at senior level.
- MC confirmed 24 November as date agreed for Blizard External Advisory Board meeting with 5 external advisors available. It will be a day for strategic forward look talks from Centre, Research/Theme leads, ECR talks, lunch with posters from PDRA/students. There is no need to share unpublished ideas or data if staff involved do not want to.

#### 7. **Barts Charity bids**

- Blizard priorities for major bids applications including Barts Charity: MC, WA, CDO, Centre leads and Centre Research leads met on 6 February. Strategic ideas came up for an Epigenetics hub bid to Barts Charity and invited for submission.

#### 8. **Report from Principal Laboratory Manager**

- Blizard Mews: noise disruption during week commencing 20 February related to Mews project A slab of concrete will be excavated in the South corner of the building, on the side opposite the Nucleus café for test purposes BALM facility will be shut due to vibration and Maeve McLaughlin (BALM facility manager) will put slides in microscopes to test how vibration affects facility.
- Blizard Health & Safety committee has been reconvened for meetings to resume in March and Zarmina Butt (Deputy Lab manager) will run it. Mary will chair this meeting.
- Lab equipment list has been finalised and will be uploaded to Blizard Institute Staff Zone. FMD has a pot of money which we have requested items from for under £75,000 - some are broken equipment replacements and some are for new essential items.

#### 9. **Institute monthly finance report**

- Behind target mainly due to shortfall in tuition fees.

#### 10. **Non-pay budget**

- Remove this item from future agenda as it is included in Finance report.

#### 11. **Risk register – review**

- Review is quarterly, next one in March.

**12. Athena SWAN & EDI:**

- “Tackling Sexual Harassment and Misconduct in Academia” talk is scheduled for 21 February at 2-3pm in the Clark-Kennedy LT.
- Staff training sessions focused on “supporting students disclosing sexual assault or harassment” are planned for 13 March in Large Cloud and 22 March online and a comms will follow to advertise.
- Forum for SBBs students were very engaging and interesting questions were raised. New dates to be set for March.
- ‘Let’s learn together. A conversation on ...’ will be a monthly initiative with a different topic every month where staff can share books/articles on that topic. First initiative is going to be on International Women Day.
- Staff still not very confident in reporting system for bullying and harassment issues. Not received as many responses via the suggestion box placed in the mushroom area or online as expected. To regain confidence in reporting MC suggested that TM and possibly Louise James (Dignity and Respect champion) attend next Centre monthly meeting to assure staff that the Director’s office will not tolerate misconduct of any kind and that reporting circle will be closed. Other EDI initiatives will also be promoted in the Centre monthly meetings.

**Action:** TM to attend Centre monthly meeting in March.

**Action:** TM in agenda for Blizzard Staff Open Meeting in April.

**13. Staff appraisal and Performance Management:**

- The QM appraisal window is from 1 May to 30 November.
- “Performance Management” from this standing item to be removed going forward.

**14. SWARM and BEAM**

- BEAM: KB sent data to Centre leads and MC discussed data in one-to-one meetings with each one of them.
- SWARM: pending review and to be circulated before next BEC in March.

**15. Blizzard Environment**

- NM is waiting for an updated report from NWOW (New Ways of Working) project manager.
- Blizzard Mews: NM pending to hear from Planning office. There is a meeting scheduled this month for Mews (leaking from rainwater plus RO water pipe system which needs replacement) and Tissue Culture projects to work together. Agreed that Tissue Culture is priority and cannot be delayed until Mews project starts.

**16. 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 January and BRC in January and February.
- 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.

<i>Surname, Initial</i>	<i>Role</i>	<i>Centre</i>	<i>Approved/Pending</i>	<i>Outcome after BEB</i>
Edwards,D	Clinical Senior Lecturer	NST	approved	
Edwards,M	Clinical Senior Lecturer	NST	approved	
Pao,C	Clinical Senior Lecturer	G&CH	approved	
Shute,R	Clinical Senior Lecturer	NST	approved	
Zund,S	Lecturer	NST	approved	
Da Silva,M	Clinical Research Fellow	NST	approved	

Karasawa,Y	Research Fellow	NST	approved	
Luthra,P	Research Fellow	NST	approved	
Mohamed,B	Clinical Research Fellow	NST	approved	
Stennett,A	Clinical Lecturer	NST	approved	
Cerese,A	Lecturer	G&CH	pending	
Lingnau,L	Clinical Research Fellow	NST	approved	
Minicozzi,A	Clinical Senior Lecturer	NST	approved	
Reeves,J	Research Fellow	NST	rejected	
Singh,Y	Clinical Research Fellow	NST	approved	
Sturgeon,J	Research Fellow	G&CH	approved	
Vulliamy,P	Clinical Lecturer	NST	approved	

#### Part 5: Other business

17. **Any other business:** none

Date of next BEB meeting: **Monday 20 March at 10am, Large Cloud**

## Outstanding action list

Meeting date	Minute Reference	Action	Person Responsible	Deadline	Outcome
20/02/23	Item 4	to circulate Honorary Professor applications guidance	RP	next BEB	completed
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 Blizzard Staff Open Meeting in April	TM	April	
20/02/23	Item 16	to send Honorary forms approved to HR for letter of appointment	MCB		completed