

**Blizard Administration Committee (BAC)****Thursday 9<sup>th</sup> February at 11am, Large Cloud****MINUTES****Present:**

Natalie McCloskey (NM)	Sam Matthew (SM)	Maria Caballero-Blaya (MCB) - minutes
Rachael Parker (RP)	Nici Kingston (NK)	
Carlos De Oliveira (CDO)	Jyoti Salhan (JS)	
Nawaz Ahmed (NA)	Claire Cox (CC)	
David Bell (DB)		

**Part 1: Preliminary items**

1. **Apologies for absence:** Mary Collins (MC), Sabrina Skeete (SS), Mohammed Rofik (MR)
2. **Minutes from last BAC meeting:**
  - The minutes from BAC meeting in January were approved.
3. **Matters Arising:**
  - Agreed that future BAC meetings will be moved to a different date (within same week if possible) due to most of them clashing with FMD Executive Board in MC's calendar.  
**Action:** MCB to rearrange.

**Part 2: Agenda items**

4. **Finance**
  - No update since last report.
  - Expenses policy: JS asked if there are any plans to review the threshold and NM confirmed that she raised it with Finance and has not yet received an update on policy being reviewed.
  - Finance accounts payable staffing: several staff left QM recently and NM will ask Janice Trounson (Deputy Finance Director) for an updated staff list and will inform members.
5. **AV issues**
  - The three Blizard building meeting rooms have been checked regarding the ongoing issues with soundbars when using TEAMS. The AV design team have updated the soundbar firmware as a fix and asked staff to select the correct device selection (Bose Soundbar). If it does not work, staff need to log out, power-cycle the soundbar and log in again. If a restart does not work the AV hotline to contact is 020 7882 6550 and IT staff will come to meeting room to help sort out.

- RP asked CMs to ask their staff to always raise a ticket with IT [helpdesk@qmul.ac.uk](mailto:helpdesk@qmul.ac.uk) for any IT issues in meeting and teaching rooms and to copy her in each ticket so that she can have a list to discuss in her regular meetings with IT management.
- AV Steward post for Whitechapel campus has been approved and will be advertised shortly.

#### 6. **Staff Survey action plan**

- Following survey results each Institute/Faculty have to have a staff action plan.
- Lorraine Smith (HR Professional Development adviser) has helped identify areas where Blizzard is adrift from QM and she suggested actions described in document circulated for BAC.
- An Institute Action-Planning Group will be needed to monitor the action plan. Group meetings will take place 2 or 3 times a year and will report to BAC and BEB. An email asking for volunteers to be part of the group was circulated on 8 February, and Zarmina Butt (Deputy Lab manager) and JS have already volunteered themselves.

### Part 3: Standing items

#### 7. **Education**

- Student recruitment update file for February was provided: CB&CR increase of 20% in offers accepted compared with 2022. NST remains the same as last year. NST programmes will have market research reports conducted to identify key target markets. This report will be used to find recruitment opportunities in those regions.
- NM asked NA to add a provisional target too to compare to last year as we need to get 20% more than last year.
- NA to catch up with George Borrie (FMD Education manager) and Chie Adachi (Dean for Digital Education) as they are currently monitoring admissions and marketing.
- OSCEs update: NA will email CMs after BAC to help fill up to 16 places not confirmed. Non clinical module will be easier to fill.
- Education budget: NA is keeping an eye with EAs

#### 8. **Research**

- LabArchives ongoing action: CDO has not received any update yet from FMD Research manager since last meeting and will contact him after BAC.
- CDO thanked everyone for their contribution to the success of the external seminar on 19 January as it was well attended and lecture theatre was 70% of total capacity. He suggested to replicate same approach for next one as it worked well.
- CDO thanked Susanne Bell (Research admin) for putting together the internal Blizzard Club seminars.
- CDO informed about the meeting on Monday 6 February where MC, CLs and CRLs discussed priorities for the institute on major grant applications upcoming.
- CDO informed the committee on the three upcoming grant workshops (in March, May and July) which will support 20 young researchers across the Blizzard in building up grants for a submission in September 2023. The first sessions will allow discussions around initial grant ideas, the second session will be dedicated to outline proposals with discussions around projects in details, partners, resources etc. and finally the last workshop in July will give the 20 young academics the opportunity to finalise their grant applications.
- Grants applications: the Blizzard have submitted 77 applications for a total value of £37.2M, which is 8 applications and £19.4M more than in the same period of the last financial year.
- Grants awards: since August 2022 the Blizzard have been awarded a total of £5.8M, which is £4.5M down compared with last financial year. However, there are 61 applications for a value of £34.7M waiting for a decision.

- SM thanked CDO for his helpful response to urgent short notice request on Monday 6 February regarding the HRH Princess Beatrice visit as new patron of British Skin Foundation on Tuesday 7 February.

### 9. Laboratory management

- No RO water in lab areas until later in week commencing 13 February. In the meantime it has to be transported from Wingate.
- Lab equipment has been identified and completed list will be uploaded to Blizzard Institute Staff Zone.
- Blizzard Mews: noise disruption during week commencing 20 February. In anticipation of the bigger Blizzard Mews project starting later this year and in advance of the Tissue Culture refurb project, a trial slab of concrete in the mews needs to be dug up to determine how thick the concrete is, how much noise/vibration it will generate, and how long it will take, etc. A slab of concrete will be excavated in the South corner of the building, on the side opposite the Nucleus café. For those working on that side of the building in offices and lab areas it will be noisy for the first part of that week. It will be relayed with temporary concrete to help sort out water proofing and for mews project.

### 10. Reports from Centre managers

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

#### ➤ Immunobiology:

- Clinical SL in Metabolism: interviews are taking place on 7 March.
- NK recruited a new admin post through Indeed and advertising cost for two months was only £30. NK pointed to the positive experience compared with usual options.
- Clinical Micro course: NM reported that is overrecruited and a business case has been submitted for a new Education Administrative Assistant who will work across all programmes.

#### ➤ NST:

- Trauma Operations Manager could not be appointed. It will have to be readvertised.
- SL in Neuroscience: final interview is scheduled for Tue 28 February.
- Honorary Clinical SL in Orthopaedics: JS has sent paperwork to RCS for approval.

#### ➤ CB&CR: SM thanked CC and her team for their hard work ahead and on the day of HRH Princess Beatrice's visit on Tuesday 7 February as new patron of British Skin Foundation (BSF).

#### ➤ Genomics & Child Health: nothing to report in SS's absence.

#### ➤ Centre of the Cell (CoC): Centre manager could not be appointed as candidate pulled out. Myfi Williams and Mohammed Rofik (MR) will be covering while a new manager is appointed. MR will be attending BAC meetings.

### 11. Feedback from FMD Operations Board

- Nothing to report. Next meeting is on Monday 13 February.

### 12. Marketing & Communications

- Agreed for DB to upload BAC minutes to QM Staff Zone starting from January 2023 minutes.
- DB thanked RP for list of Honorary members of staff for his pending action on adding them to Blizzard website. DB to wait for NM instructions as she has to discuss with MC if this would be a separate tab for all Honorary staff.
- Building a new microsite for new MB PhD programme.
- Programme advertising: booked in paid print ads for various Trauma publications (Royal College of Surgeons of England Bulletin, Royal College of Anaesthetists Bulletin, British Orthopaedic Trainees Association Yearbook) and paying to sponsor the upcoming Irish Paediatric Emergency Medicine (PEM) conference to try to attract PEM trainees from the Irish market since this has been

identified as having high potential - we will be asking Student Recruitment team to support by attending alongside PEM faculty.

- DB and NA to discuss how to administer the new Trauma scholarships next week to make better use of the scholarship application process to target where it is most likely to be effective (e.g. developing countries), and to use the scholarships as a conversion tool rather than a post-offer award to someone who is already set on coming to study with us.
- Industry network contacts to be collected from each programme team to run targeted advertising/informational campaigns to potential student markets (this has been effective in the past with programmes such as TB, Trauma, Dermatology).
- TB team in social campaign for “World TB day” in March.
- Webinars PGT open day event on 22 March (hybrid event): DB suggested to adapt format to improve from last year. He suggested to open up for multiple rooms for different subject areas.
- ITN news contacted DB regarding advances in immunobiology to come and film on site. NK and NM suggested DB to contact Dan Pennington (Centre lead for Immunobiology) to discuss.

### 13. Space

- Garrod building archive clearing: NM thanked all involved in this project as now completed. Next action for CMs is for all clinical boxes placed in room 205 in the Abernethy building to be correctly labelled to be moved to the Trust archive.

### 14. Athena SWAN & EDI

- Nothing to report.

## Part 4: Other business

### 15. Any other business:

- Nothing to report.

The next meeting will be held on **Wednesday 8<sup>th</sup> March 2023 at 11:10am, Spikey**

**PLEASE NOTE CHANGE OF DATE and VENUE**

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
09/02/23	Item 3	BAC meetings dates for 2023 going forward to be rearranged	MCB		completed