

Blizard Administration Committee (BAC)**Wednesday 12th July 2023 at 10.30am, Small Cloud****MINUTES****Present:**

Natalie McCloskey (NM)	Sam Matthew (SM)	Claire Cox (CC)
Mary Collins (MC)	Nici Kingston (NK)	David Bell (DB)
Rachael Parker (RP)	Jyoti Salhan (JS)	
Carlos De Oliveira (CDO)	Mohammed Rofik (MR)	

In attendance:

--	--	--

Part 1: Preliminary items

- Apologies for absence:** Nawaz Ahmed (NA), Sabrina Skeete (SS)
- Minutes from last BAC meeting:**
 - The minutes from BAC meeting in June were approved.
- Matters Arising:**
 - Lab archives pending of action: see item 8.

Part 2: Agenda items

- Credit card limit**
 - JS requested a permanent increase in credit card limit amount per transaction for Centre managers to help save time in purchasing process. Currently Finance only acts upon request each time an increase is needed but just for that one transaction.
Action: NM to contact Janice Trounson (Deputy Finance Director, Financial Controls).
- Updated SLA – HR**
 - JS reported that due to changes in HR structure delays keep increasing. Timeline for grading panel in the web is very slow. RP raised these issues with the relevant HR manager yesterday. NM suggested CMS to raise any further issues to RP.to escalate as required.
Action: RP to request updated HR organogram.
 - NM thanked JS for raising this issue.

Part 3: Standing items**6. Finance**

- Guidance for the Financial Year reminders have been recently circulated to all Agresso approvers and requisitioners and to QM credit cards holders for any tasks to be finalised by 31 July.
- NM thanked CMs for careful financial management.

7. Education (NA written report presented by NM)

- Admissions: Blizzard is doing much better in recruitment offers, accepts and firms percentages have increased, however . to reach target this would need to be +30% up on last year.
- PBLs: NA has received allocations submission due August.. **Action for CMs:** return of allocation by end of July.

8. Research

- LabArchives update: still waiting for training and roll out details from FMD Research manager.
- Grant applications: 156 applications from 1 August 2022 to June 2023 for a total value of £63.2M which is £20.5M more than last year in the same period.
- Awarded value: 59 so far for £16.3M and for first time since pandemic period we are in positive figures (+£1.7M vs last financial year at the same period).
- Next Whiteboard session is scheduled for 1 August at 3pm. Dr Monica Imbernon (Senior Lecturer in Metabolism in the Centre for Immunobiology) will present her £1 million research grant project titled “Insulin-independent mechanisms of controlling glycaemia for the treatment of diabetes” for the MRC Career Development Awards scheme.
- Molly Ramalhos, Research administrator, started in post on 26 June 2023.
- Blizzard Club Seminar is cancelled on Thursday 20 July and last one before resuming after the summer will take place on Thursday 27 July. Molly Ramalhos will work on a new schedule after August and approach Centre Leads and Research Leads for speakers.

9. Laboratory management

- Temporary visitor cards with office access only will be requested by Lab management from Security and provided to CMs. These cards will be given to new starters and visitors by the CM's. New starters that require lab access will need to be escorted to the lab by a supervisor/post-doc while they wait for their permanent card (only issued if they are going to be in the Blizzard for more than 1 month – permanent card usually issued within a day or so). If visitors are only going to be on site for a couple of weeks and require lab access, Lab management will provide them with a temporary lab card.
- CC reminded CMs that visitors have to sign in at reception due to health and safety regulations and need to be escorted in and out of the building.
- CL3 lab: new TB senior technician Wijdin has started and is working with TB group.
- Inductions clarification and security for new cards: lab induction is conducted by Mo Khaz and Shahid Mahmood; office induction for new staff is done by CMs and they also request card access to Security. Lab management must be copied in any emails regarding card access.
- Khalid Rouas started in post on 26 June as Institute Technician and all is working smoothly.

10. 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:** two academic posts in progress.
 - Clinical Senior Lecturer and Honorary Consultant in Molecular Neuropathology: still awaiting feedback from the Trust and formal confirmation letters of the Trust PAs. Prof Silvia Marino aiming to finalise the post details by the end of summer.

- Senior Lecturer in Paediatric Brain Tumour Epigenetics: one candidate applied and has been shortlisted; seminar and interview have been scheduled for 15 August. The seminar will be advertised as soon as a title is provided.

➤ **CB&CR:** nothing to report.

➤ **Immunobiology:** nothing to report.

➤ **NST:** nothing to report.

➤ **Centre of the Cell (CoC):**

- Operations Manager (replacing Centre manager post) has been appointed and will start in September.
- STEM Pod sessions during summer school holiday are now booking via website.
- Soft launch of STEM Pod to the public in September.
- MR offered any BAC members to come with him after BAC meeting to a STEM pod session if still have had no chance to attend since refurbishment. NK and DB will attend.

11. **Feedback from FMD Operations Board**

- Nothing to report.

12. **Marketing & Communications**

- Programme webinars are all scheduled up to August.
- Conversion comms continuing.
- DB asked CMs to email staff to ensure their profiles are up to date and chase those pending of action so this is finished by end of September.
- NA and DB to attend Alumni engagement strategy meeting. MC asked DB to liaise with Tania Maffucci (EDI rep) regarding action before Christmas break to collect names of alumni working in other institutions (staff friends working in another University) and employers. MC will review whole list of names and staff who suggested them.
Action for CMs: to ensure their staff respond to the request to provide names of previous students in other institutions and employers for the reputation survey before Christmas.

13. **Space**

- NWOW Centre leads and user group meetings discussed calculation to village allocations, plans are currently being updated by Nigel Oseland.
- CMs to check spreadsheet to ensure all staff have access to a laptop with a USB-C port to plug to a hub monitor and to identify staff who need a specific desk (e.g. NHS). Personal laptops may not have access to hub monitors. Unmanaged laptops will connect by wi-fi.
- For researchers managed research laptops are now available. Matt Caley trialled this and confirmed it works well. Suggestion that Mat to attend centre meeting to promote mRDS. CMs pointed that the option to choose a managed laptop for a researcher is not displayed in list of IT options to order.
Action: NM and RP will raise this to Beth Prescott (FRM Medicine & Dentistry - IT Services).
- MC informed that a Lab Space Committee will start working in September. Spreadsheet like those from CBCR and IMM to be completed detailing 1 bench per person plus equipment. After first meeting practical areas will be set up to supervise students, which will be different from benches space and for equipment. JS raised that NST benches are assigned by group and not per person. NM raised that a Tissue Culture working group will also be needed.

14. **Athena SWAN & EDI**

- Athena SWAN gold application will be submitted on 31 July. It is currently being finalised and quite confident that it will be successful.

- EDI: Staff Survey working group will be arranging/providing training to staff (e.g. active bystander, etc).

Part 4: Other business

15. **Any other business:**

- Blizard Symposium and afternoon tea party: MC thanked DB and MCB for arrangements and reported very positive feedback from attendees on both agenda and quality of food.

The next meeting will be held on **Wednesday 13th September 2023 at 10:30am, 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 4	to contact Janice Trounson re: credit card limit for CMs	NM		
12/07/23	Item 5	to send updated HR organogram to CMs	NM		
12/07/23	Item 7	return of PBL allocation by end of July	CMs	31 July	
12/07/23	Item 12	to action outcome of Alumni engagement strategy meeting	CMs	before Christmas	
12/07/23	Item 13	to contact Beth Prescott re: managed laptop for researchers as order option	NM/RP		