

**Blizard Executive Board (BEB)**

**Monday 16 January 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)	Mike Philpott (MP) on DK's behalf	Will Alazawi (WA)
Claire Cox (CC)	Adina Michael-Titus (AMT)	Carlos De Oliveira (CDO)

**In attendance:**

Denise Sheer (DS)	ID's request in case online sound disruption in meeting room

**Part 1: Preliminary items**

1. **Apologies for absence:** David Kellsell (DK)
2. **Minutes from last BEB meeting held on 21 November 2022:** approved
3. **Matters arising:** none

**Part 2: Agenda items**

4. **Staff Bonus Scheme**
  - Deadline for applications is Monday 16th January.
5. **Academic Promotions**
  - Deadline Tuesday 31st January.
  - Potential applicants are encouraged to discuss with their Centre Lead or with MC.

**Part 3: Standing items**

6. **Report from Centre Leads**
  - ❖ **Centre for Cell Biology and Cutaneous Research:**
    - Nothing to report.
  - ❖ **Centre for Genomics and Child Health:**
    - Nothing to report.
  - ❖ **Centre for Neuroscience, Surgery and Trauma:**
    - Nothing to report.

❖ **Centre for Immunobiology:**

- Nothing to report.

❖ **Centre of the Cell:**

As per report circulated ahead of meeting:

- **STEMPod refurbishment:** currently on schedule and on budget. On 16<sup>th</sup> and 17<sup>th</sup> February there we will be filming in the Blizzard building for the new film sequences that are part of the show. Two of the film sequences will feature QMUL staff – each will explain their role in about 20 words. To make this as diverse and representative as possible. We need 8-10 more people to film.

**Action for Centre Leads:** to suggest to FB suitable staff/small teams for filming. It would be good if a couple are PhD students. (FB will contact directly staff suggested).

- **New activities:** funding for three new activities in 2023. 1) From Edel O'Toole's CZI grant we will be developing a digital interactive and science show on skin and skin diseases especially eczema. 2) With funding from LifeArc we will be developing a digital interactive and science show or workshop on the nervous system and neurological disease – MND – as this is one of their research focuses. 3) With funding from ExScienta and my ERC/UKRI grant (REMODEL) we will develop a workshop or science show, working with Jordi Lopez-Tremoleda, on how we model disease, find and test new treatments. This will feature A.I., organ-on-a-chip, animal models, clinical trials. The funding from these three projects is allowing us to appoint a Content Developer and will be interviewing applicants late January/early February.
- **Centre of the Cell Manager:** Rebecca Hill will be leaving in February to take up a new position at the National Railway Museum in York. Interviewing for this post at the end of January.
- **Trialling Impact and Evaluation Methods:** In 2022, a Theory of Change to support effectively evidencing the impact of our programmes was developed and, as part of this process, several new impact and evaluation tools were developed. This will be trialled in January 2023.

7. **Report from Director of Education**

- Currently in the examination period. Staff are reminded to turn around marking in 15 days.
- The Education development afternoon took place last week and roughly 40 people attended online and in-person.
- KB has suggested that a review of collaborative teaching takes place in spring 2023.
- NA circulated an update on student recruitment. Overall applications are the same as last year but offers are higher. Applications to the trauma suite are down.
- NA and MC have met with all course leads and are looking at possible barriers to applications. They have suggested some course specific solutions.
- MC is expecting GCH to start an MSc from September 2024 for roughly 25/30 students. DS confirmed discussions are already underway.

8. **Report from Director of Research**

- MRC Centre of Research Excellence (CoRE) call is out covering three themes Multimorbidity, Mental Health and Advanced Therapeutics. Outline applications are due on 21<sup>st</sup> Feb 2023.
- To work on a list of Blizzard priorities for major bids applications including Barts Charity, CDO will set up a meeting for MC, WA, CDO, Centre Leads and Centre Research Leads to be held before next BRC meeting in February.

- Grants and applications: edging back up in terms of applications with an uptake in bids particularly BBSRC and MRC. European funding is still open to us in the UK and WA asked Centre leads to encourage staff to bid for these too.
- The third external speaker Blizard seminar is scheduled for Thu 19 January and WA asked for all staff on site to attend. CDO will walk within building working areas to ask people to attend.
- To support Blizard ECRs there are grant workshops upcoming in 2023 and a list of colleagues have been invited by MC and WA.  
**Action:** CDO to email list to Centre Leads for them to review and add any staff missing.
- NIHR IAT programme call will be out soon and bids will be put forward for that too.
- On 2 March the Faculty Clinical Academic Research day will take place and WA asked BEB members to attend if possible.
- MC reported from last FMD Executive meeting that postdocs' basic salary will be increased. RP will work out how to apply to staff already in post and we will need HR help for this.

#### 9. **Barts Charity bids**

- Nothing to report.

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

- Tissue Culture project will start soon and will be disruptive as some rooms will have to be closed and staff will have to be moved to different rooms.
- QMUL recently had a freezer audit carried out by an external company called PCH Engineers to help identify individual freezers, their locations and risk management precautions which are currently in place. The audit does not identify values stored in freezers so Lab management has asked staff to help identify each freezer value for insurance purposes. By the end of January Lab management team will have labelled all freezers with a 'Freezer Asset number' that will correlate to a line on the spreadsheet already produced for each one.

#### 11. **Institute monthly finance report**

- £0.8M under budget mainly due to shortfall in tuition fees.
- FMD is currently working on how to deliver next year budget.
- Ideas to bring in additional income before the end of financial year are welcome. All asked to keep an eye on expenditure.
- DP pointed that staff are currently encountering issues receiving FRF funds.  
**Action:** NM to follow up with Finance to discuss delays with FRFs.

#### 12. **Non-pay budget**

- Nothing to report. See the I&E report.

#### 13. **Risk register – review**

NM updated for planning round before December break. Planning office reviewed it and said it was excellent. BEB members to email NM if anything else should be added.

#### 14. **Athena SWAN & EDI:**

- Nothing to report.
- MC asked for David Bell to send a reminder regarding policy for having children in the Blizard building offices.

#### 15. **Staff appraisal and Performance Management:**

- The QM appraisal window is from 1 May to 30 November.
- Looking on FMD working performance standards and see with HR that it is implemented.

•

**16. SWARM and BEAM**

- BEAM: KB will run data past MC first and MC will have one-to-one meetings with each Centre Lead to discuss data. Data to be reviewed to determine how many hours of TS staff we need to deliver the teaching load we have.

**17. Blizard Environment**

- NWOW (New Ways of Working): a reasonable compromise regarding offices has been proposed. All the offices facing Turner St will be knocked down and become a mixture of meeting rooms and open desking. Offices facing Newark St and Walden St will remain. Desks on the ground floor will be bigger than the ones we currently have but desks on the first floor will remain as they are. Overhead lockers will be removed to get more natural light. Additional meeting space will be created and small offices will usually accommodate two people. There will be a booking system in place for both open and office space. When a final approved version of the plans for the refurbishment is available NM will circulate to BEB members.

**Action:** WA to produce a letter to feedback staff concerns regarding these changes.

**18. Blizard Honorary/Visiting applications**

- Honorary applications below were submitted to BEC and BRC in November for approval.
- 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>
Aftab,S	Clinical Senior Lecturer	NST	approved	
Bailey,G	Clinical Senior Lecturer	NST	approved	
Bates,K	Lecturer	IB	approved	
Battle,C	Clinical Senior Lecturer	NST	approved	
Beyatli,S	Clinical Research Fellow	IB	approved	
Gnanapavan,S	Clinical Senior Lecturer	NST	approved	
Junaid,K	Senior Research Fellow	IB	approved	
Lewis,A	Research Fellow	G&CH	approved	
Mattock,N	Lecturer	NST	approved	
McDonald,V	Clinical Senior Lecturer	IB	approved	
McKintosh,E	Clinical Senior Lecturer	NST	approved	
Naqshband,M	Senior Lecturer	NST	approved	
Parikh,A	Clinical Senior Lecturer	NST	approved	
Perkins,Z	Senior Lecturer	NST	approved	
Robertson,R	Lecturer	IB	approved	
Vasireddy,A	Clinical Senior Lecturer	NST	approved	

**Part 5: Other business****19. Any other business:** none

Date of next BEB meeting: **Monday 20 February at 9am, Large Cloud**

## Outstanding action list

Meeting date	Minute Reference	Action	Person Responsible	Deadline	Outcome
20/06/22	Item 7	Centre Research Lead job description draft	WA/CDO	Jan 2023	ongoing
21/11/22	Item 10	to update spreadsheet with list of equipment under £75K for BRC meeting in Feb	CC		ongoing
16/01/23	Item 6	to suggest to FB individuals/small teams for filming	Centre Leads		
16/01/23	Item 8	to send staff list for the Grant Workshops 2023 to CLs for them to revise	CDO		completed 16/01/23
16/01/23	Item 11	to follow up with Finance issues related to FRF funds.	NM		
16/01/23	Item 17	to produce a letter to feedback staff concerns regarding NWOW changes	WA		
16/01/23	Item 18	to send Honorary forms approved to HR for letter of appointment	MCB		completed