

Blizard Administration Committee (BAC)**Wednesday 8th March at 11:10am, Spikey****MINUTES****Present:**

Natalie McCloskey (NM)	Sam Matthew (SM)	Maria Caballero-Blaya (MCB) - minutes
Mary Collins (MC)	Nici Kingston (NK)	
Rachael Parker (RP)	Sabrina Skeete (SS)	
Nawaz Ahmed (NA)	Mohammed Rofik (MR)	
Claire Cox (CC)		

Part 1: Preliminary items

- Apologies for absence:** Carlos De Oliveira (CDO), Jyoti Salhan (JS), David Bell (DB)
- Minutes from last BAC meeting:**
 - The minutes from BAC meeting in February were approved.
- Matters Arising:** none

Part 2: Agenda items**Part 3: Standing items**

- Finance**
 - NM received Finance report on Tue 7 March and it looks positive and over target.
- Education**
 - Student admissions data updated file was provided for all programmes including actuals for this academic year and targets for next one. Each programme and centre now receive a score in %. Scores in negative are behind target and positives mean ahead of target applications based on current enrolment to target numbers. Overall Blizard is 21% behind on applications to target.
 - OSCEs update: NA asked CMs to help fill up two places not confirmed for Mon 20 March.
 - Education credit card issue: NM to escalate.
 - AV steward dedicated to Whitechapel campus teaching will start in post on w/c 13 March and will be based in NST close to JS.

6. Research

- NM asked CMs to remind their Centres to submit to ResearchFish.

7. Laboratory management

- RO water in lab areas now working
- Estates and Facilities significant infrastructure work (electrical shutdown) is scheduled to take place on weekend starting Fri 28 April at 12pm. Access to all Blizzard building laboratory areas from this date and time will be strictly out of bounds for H&S reasons. The Blizzard laboratory management team will be onsite for the duration of this work to ensure that essential equipment is not affected. Email circulated to staff on 27 February.
- Remote induction request: no need to do it if person not coming on site.
- CC asked CMs to inform her about extension of staff contracts/Honorary contracts.

8. 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.

- **CB&CR:** nothing to report.
- **Immunobiology:**
 - Clinical SL in Metabolism: appointment done after interviews on 7 March.
- **NST:**
 - SL in NST appointed
 - Interviews for Trauma manager will take place on Fri 10 March
- **Genomics & Child Health:**
 - No ongoing academic recruitment.
 - Dr Norrice Liu started w/c 6 March as a new NIHR Clinical Lecturer in Paediatrics.
- **Centre of the Cell (CoC):**
 - A new Learning Officer recruited and started on 7 March.
 - STEMPod refurbishment is currently on schedule and on budget.

9. Feedback from FMD Operations Board

- NM reported from last FMD Operations Board meeting held on Monday 13 February.
- FMD Finance: everything on budget.
- VP Health asked for an increase in senior tutor numbers. Email circulated on 21 February asking staff to join the community of Senior Tutors within IHSE and help to support students in need of academic assistance.
- BCI teaching allocation policy document: NM to send to NA to review as the idea is to trial for 6 months and FMD Education manager will see if it can be roll out.
- Academic school score cards review to be released for all institutes to use the same template. MC suggested for this to go to FMD Executive Board for a final decision as it is academics who should approve to be engaged in implementation instead of being approve by PS staff.
- Honorary contracts: working on how to review for extension when they come to an end.
- Staff survey working group first meeting is scheduled for 18 April. Staff Action Plan new version is in Connect.

10. Marketing & Communications

- NA reported in DB's absence that PGT open day event on 22 March (hybrid event) will take place online in the morning and in person in the afternoon. NA and DB are working on targeting marketing specific programmes.

11. Space

- New Ways of Working Blizzard building project plan: Chris Firth (Space Manager) and Gareth Gillmer (Head of Strategic Space Management) to be invited to next BEB meeting on 20 March as priority item.
- A Change manager to be appointed for the NWOW project plan. The driver to change is that to have more staff in the Blizzard building we need to make desks space bookable. CMs will work out the best use of desks in their Centre.

12. Athena SWAN & EDI

- Athena Swan Self-Assessment Team Meeting (SAT) on Monday 6 March was focused on working on the gold application to be submitted at the end of May.
- Tania Maffucci (Blizzard EDI representative) is arranging the next “let’s talk about” series.
- PS staff and Academic staff bonus panels: MC asked NM for feedback from panels on one off bonus vs increment for each institute to compare how Blizzard is doing. Staff bonus awards come from the Institute budget.

Part 4: Other business**13. Any other business:**

- Dr Rob Bennett (FMD Director of Operations) will be leaving QMUL in mid-April.
- Dr Francesca Gliubich, who worked previously for the VP Health office, has rejoined the faculty in March as Deputy Faculty Director of Operations and will take on Dr Bennett’s role in an interim capacity until a permanent replacement is recruited.
- The survey identified that the Lab Core Facilities are in need of staff. There will be an Advisory Board Core Facilities meeting in June for improvement and next steps to take (e.g. identifying cutting edge technology which should be purchased), tissue culture and communication. CC received over 100 responses from staff, which is a good exercise, and that helps put together the main issues to be addressed in the coming meeting.
- Honorary applications submitted to BRC and BEC: NA to ask Centre leads in next BEB for they to review form and decide if application is for Research or for Education committee as some times information provided is not enough or confusing (both teaching and research options ticked) and this causes approval delay. **Action:** NA

The next meeting will be held on **Wednesday 12th April 2023 at 10am, 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
08/03/23	Item 13	Centre leads to ensure only one box (T or R) is ticked in Honorary forms	NA		completed