

Blizard Administration Committee (BAC)**Thursday 10th November at 11am by TEAMS****MINUTES****Present:**

Natalie McCloskey (NM)	Sabrina Skeete (SS)	Maria Caballero-Blaya (MCB) - minutes
Carlos De Oliveira (CDO)	Sam Matthew (SM)	Claire Cox (CC)
Nawaz Ahmed (NA)	Nici Kingston (NK)	
Rebecca Hill (RH)	Jyoti Salhan (JS)	

In attendance:

Part 1: Preliminary items	
1.	Apologies for absence: Mary Collins (MC), Rachael Parker (RP), David Bell (DB)
2.	Minutes from last BAC meeting: <ul style="list-style-type: none"> The minutes from BAC meeting in October were approved.
3.	Matters Arising: <ul style="list-style-type: none"> Claire Cox started in post as Principal Lab Manager on 31 October. BAC members introduced themselves and welcomed her. Deputy Lab Manager interviews will take place either at end of Nov or very early December. Business Continuity Plan update: RP sent it to CC for her review then RP will circulate to all staff and students later in November. Meeting arranged on 28 November for RP, CC, JS, SS, SM, NK and MCB to go through it. SCs and FY2 forms (ACFs and CRFs – academic clinical fellow and clinical research fellows): they no longer need to be submitted to BRC but to Centre leads for them to sign off. From now on CMs will send them to CDO and then to MCB for final action. Visitor forms for stays of up to 6 months can now be signed off by Centres.
Part 2: Agenda items	
4.	Finance <ul style="list-style-type: none"> October report not received yet. Final version of budget allocation including amendments suggested is completed and can be accessed in SharePoint.
Part 3: Standing items	

5. Education

- Actual enrolment figure is 411, which is well below target of 565. MC is working with NA on updating entry requirements.
- Applications are down 11% compared with last year but offers are significantly higher.
- JS thanked NA for putting together this information.
- New programmes: Care & Custody programme (NST led by Tim Harris): going through approvals process deadline December 15th.
- Meeting with George regarding PBL and OSCEs allocations. Both to be sent out at the end of November.

6. Research

- LabArchives update: procurement process ongoing. Licence fee for the whole of FMD is being negotiated. Possibility for institutes to use the BCI's licence by end of December if no decision is made in terms of pricing.
- Grant Applications: 13 submitted in October 2022 for a total value of £2.9M, which is +£500K compared against October 2021, and £331K more than in October 2020.
- Grant Awards: two projects awarded in October 2022 for a total value of £259K, which is £432K less than in October 2021 and £1.6M in October 2020.
- Applications and awards in rolling year year: 33 applications have been submitted for a total value of £9.1M, representing - £389K vs. 2021 and £14.7M vs. 2020 (£8M came from just 2 applications).
- There are 4 recent awards: two MRC for £1.6M from Miguel Branco and Pradeepa Madapura Marulasiddappa in early November; one NIHR award for £1.1M from Klaus Schmierer and one Brain Tumour Charity fellowship for £225K from Claire Vinel.
- There is a total of 72 grant applications submitted from 1 January for a total of £25M which are still in Worktribe pending of decision.
- Next Blizard seminar is scheduled for Monday 21 November and Prof John Connelly from CB&CR will be the speaker. The following one is on 19 January with external guest speaker Prof Graeme Milligan, specialist of pharmacology and biosciences at the Glasgow University.
- CDO asked CMs to remind their staff of the seminars and to encourage staff actively to attend as a shared responsibility to foster and grow Blizard research culture and environment.. NM asked CMs to allocate a staff member in each Centre to go around in person and remind their Centre colleagues to go to seminar.

7. Laboratory Management

- PAT testing: Wingate has been completed and the other buildings (Blizard, Abernethy, QM Innovation (where the Blizard -80C freezers are located) are to be completed by the end of Friday 11 November.
- BOC are to service the gas manifolds on Thursday 17 and Friday 18 November. The CO2 will be serviced first and will be offline from approximately 10am-11:15am. Recommended not to open incubators during this time.
- Leaks pending to be sorted.
- CL3 labs are currently shut down and will reopen on Monday 14 November.
- **Action:** Centre managers to send to CC a list of PIs and their groups.

8. Reports from Centre managers

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

- Long Life Health, SL/Reader in Metabolism and Ageing post job pack is being drafted. This was the previous Geroscience post which has been repackaged. For any posts when Centre is not know RP will lead and categorise as “Blizard administration” until Centre is assigned.
 - **Immunobiology:** Prof/Reader in Infectious Diseases interviews will be held on 15 December. Clinical SL in Metabolism is advertised; Clinical Prof/Reader Advanced Liver Disease is closed (no applications were received), and Clinical SL in Haematology is with HR to advertise.
 - **NST:** SL in Neuroscience post has been advertised and closing date is 21 November but due to applications being low now thinking of readvertising. There is a new Education admin starting on 14 November. Two Lecturers passed probation and will be now permanent staff.
 - **CB&CR:** no academic positions to report.
 - **Genomics & Child Health:** Reader/Clinical SL in Paediatric Infectious Diseases interviews will be held on 21 November.

9. Centre of the Cell (CoC)

- Staff taster session for Public Engagement is scheduled for 11:30am-1:30pm on 16 November.
- Christmas pop up shop will be in the mushroom area on 28 November, with more dates to follow. RH showed members some samples of the new gifts on sale.
- Planning for next year activities for a heart themed February half term, 13-17 February. Will be adapting the In a Heartbeat show where you can get hands on as a scientist to learn about the heart and how it works.
- CoC staff will be moving to the Blizard bldg. in December

10. Feedback from FMD Operations Board

- This board meeting has been moved to monthly and next one is scheduled for 14 November.
- NM reported from last board on 3 October.
- Workforce planning: how to implement QM Strategy 2030 (recruitment, additional posts, Professional Services).
- Meetings for planning round, research and education meetings at FMD level have already taken place and NM attended. PS meeting not in calendar yet, when it is held NM will share outcome with CMs.
- FMD infrastructure related to equipment log: Richard Stenning (FMD Finance) is updating this and CC will review.
- MME (Mix Mode Education) and IT support: George Borrie (Faculty Education Manager) has put forward a business case for two stewards (one for Whitechapel and another on for Charterhouse campus) for staff to be able to call them for immediate help when they have presentations.

11. Marketing & Communications

- No report, DB on leave.
- NA asked members for creative ideas for marketing to increase applications for courses (e.g recent cupcakes with QR codes).

12. Space

- New Ways of Working/Blizard building pilot meeting took place on 10 November and was attended by MC, NM and VP Health. Blizard is the pilot project for the rest of FMD. Discussion on percentage of time in the building (e.g. 100% for research and teaching staff and 60% for non-academics) has to be refined. Regarding offices the idea is to allocate offices to Centres and not to people (e.g. office name plate may say “CB&CR office 1”). VP Health has asked for a definite plan to be submitted by Friday 18 November.

- Garrod building basement: Shred-it collection for 108 boxes took place on 1 November. NM has received confirmation that the company clearing the Garrod building will be able to organise disposal of remaining confidential waste so no need to contact Shred-it.
- For boxes containing clinical trial data to be moved to Prescott Street (NHS archives) NM asked CMs to stick a clear label “to move to Prescott St” on box, **Action:** CMs.
- NM asked CMs to take opportunity to clear out the Perrin storeroom.

13. Athena SWAN & EDI

- Nothing to report.

Part 4: Other business**14. Any other business:**

- None

The next meeting will be held on **Thursday 12th January 2023 at 11am, Large 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
13/10/22	Item 9	to congratulate all applicants in Newsletter	CDO+DB		pending of DB's update
13/10/22	Item 9	to post Blizard seminars info in notice board	DB		pending of DB's update
13/10/22	Item 15	Garrod building archive clearing by end of October	RP/CMs/MCB		ongoing
13/10/22	Item 17	for BRC and CDO to confirm- SCs and FY2 forms no longer need to go to BRC	CDO		completed
13/10/22	Item 17	to discuss process for visiting workers with CMs and report back to BAC	RP		completed
10/11/22	Item 7	to send to CC a list of PIs names and their groups	CMs		completed