

Blizard Administration Committee (BAC)**Thursday 12th January at 11am, Large Cloud****MINUTES****Present:**

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

In attendance:

Part 1: Preliminary items	
1.	Apologies for absence: Mary Collins (MC)
2.	Minutes from last BAC meeting: <ul style="list-style-type: none"> The minutes from BAC meeting in November were approved.
3.	Matters Arising: <ul style="list-style-type: none"> Garrod building archive: extension period to vacate room in January and clearing is nearly finished. Small Cloud is currently out of use and locked with confidential boxes to be collected by Shred-it and with boxes labelled as keep. When Perrin storeroom is cleared by Centres then “keep” boxes will be moved there. All boxes labelled as clinical are placed in passcode room 205 in the Abernethy building until they are ready and correctly labelled to be moved to the Trust archive.
Part 2: Agenda items	
4.	Finance <ul style="list-style-type: none"> We are not meeting our cash generation target due to student numbers: £700k down on tuition fees. £800k overall year to date. Discussions at Faculty level on plans on how to close that gap. NM asked everyone to be careful with spending and only request money for crucial equipment replacement.

5. Recruitment

- Academic appointments: RP reported MC's decision in doing this differently. Academic panels will be face to face and candidates will be treated as VIPs. She suggested to give candidates flexibility around interview dates and only have 2 candidates attending on one day. Centre will arrange for candidate to meet with various staff on the day and give a seminar, which will be open to all institute and advertised by DB. This will be implemented going forward and RP will help Centre managers with process if needed.
- For clinical academics it may work differently due to the requirement for them to give 2 months notice to cancel clinics. This will be taken case by case.
- NM reported from BEB that HR are looking at the possibility of increasing postdocs' basic salary.
- Staff recruitment tracker file was updated by RP, no comments/questions from members.

Part 3: Standing items

6. Education

- Student recruitment update file for January: applications remain the same as last year to date. Increase of 16% in offers, 17% in accepts and 33% in firms.
- OSCEs master sheet 2022/23 updated by NA. Confirmed that OSCEs allocations were sent out before Christmas break and that in 2023 they will be sent out earlier in November. Centre Manager reported that previously they used Jotform which helps Centre managers to see who signed up for which sessions.

Action: NA to ask George Borrie about Jotform

7. Research

- LabArchives: There should be a licence fee for the whole FMD. However, last update from Faculty Research Manager indicates that discussions are ongoing regarding the platform to be adopted for electronic labbooks,
- External speaker seminar (Prof Graeme Milligan from the University of Glasgow) is scheduled for Thu 19 January at 12-1pm and all staff on site should attend. Reminder and calendar invite were sent to all staff. Centre managers asked to email PIs to ensure they attend. Tea/coffee/biscuits booked by MCB for 1pm. Regarding the Blizzard Club seminars, Susanne Bell is liaising with Centre Leads to ask for speakers.
- Grants applications and Awards: CDO forwarded to Centre managers last grant report which shows a significant improvement in applications submitted over the current financial year. Since August 2022, 60 applications have been submitted for a total value of £30.8M. Over the same period, a total of £4.7M has been awarded which represents a success rate of 15.2 %.

8. Laboratory management

- A new Deputy Lab Manager (Nebiyu Kibru from Oxford) will start at the end of March.
- Adam Wootton (technician) has left.
- Lab groups must assess the value of the content of their freezers by the end of week commencing 23 January for insurance purposes. Lab management have sent email to all staff for action.
- 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.
- Leaver forms: CC asked Centre managers to ensure that all leaver forms are sent to Blizzard Lab management shared email. PIs to complete and Centre managers to send to CC. RP to send the leavers list to CC from now on.
- IATA (International Air Transport Association) trained personnel certificate: CC asked Centre managers if they have one for securely sending out samples/packaging parcels. Centre managers confirmed that they provide form for staff to fill in and send back to them, and also provide the

correct labels for parcels but scientists do all package themselves. SM to send forms used to CC. The training on the correct packaging (IATA) can be done by Zarmina Butt (Deputy Lab manager) and she would like 2 people per Centre to be trained.

Action: Centre managers to each get 2 staff to be trained and let Zarmina know.

- Centre managers reported that individuals no longer receive emails from mail room to come and collect parcels and it has been like this for some time after resuming after pandemic.

Action: CC to contact Stephen Borthwick (Facilities manager) to reinstate/help sort out deliveries.

9. 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.

- **Immunobiology:** Prof/Reader in Infectious Diseases is on hold. Clinical SL in Haematology interviews on 16 January and Clinical SL in Metabolism interviews pending to arrange. Clinical Prof/Reader Advanced Liver Disease is on hold.
- **NST:** 3 new positions: apprentice admin grade 1 (school leaver), Trauma Operations Manager (grade 6) advertised and interviews for SL in Neuroscience on 17 January.
- **CB&CR:** no academic positions to report, only new postdocs.
 - David Kellsell is the new Centre Lead. Nataly Murphy has come back from maternity leave.
 - HRH Princess Beatrice will be coming to the Blizard as she is the new patron of British Skin Foundation (BSF) and will do a lab tour with Catherine Harwood, MC and CC. CoC will be also involved (agenda to follow).
- **Genomics & Child Health:** a Reader/Clinical SL in Paediatric Infectious Diseases has been appointed, Robin Basu-Roy.
- **Centre of the Cell (CoC):**
 - RH last day at QM is 1 February. Members congratulated her on her new post at the railway museum in York.
 - Interviews for a new CoC Centre manager will be held on 30 January as Holly Casey will not come back to work after maternity leave. Prof Fran Balkwill will cover period until new manager is in post.
 - Refurbishment of the STEM Pod is on track and some filming will be done on 16 and 17 February. CC to be notified. Crew will need an office to store their equipment and MCB will help sort out.

10. Feedback from FMD Operations Board

- Core Facility Costs in grant applications: Richard Stenning finalising the pre-costing questionnaire with Coleen Colechin.
- Institute quotas for teaching: George Borrie (FMD Education manager) working on this. Number of PBLs to be reduced but Kristin Braun (Director of Education) reported that it may not happen until next year.
- Institute managers will be put back on the i-Grasp approval chain from 16 January.
- Technical staff have one month notice period regardless of their grade. Marissa Harris (Head of HR Operations FMD) is looking into reviewing this.
- Academic Performance standards: these are being reviewed and will be communicated in a few weeks.
- Planning round: recruitment update by RP (see item 5).
- Survey action plan: to be published on the Intranet.

11. Marketing & Communications

- DB will be interviewing MC to produce her profile for the Blizzard Magazine.
- DB to discuss with CDO the possibility of the Newsletter including a quarterly update on grants to include congratulations to all applicants.
- Digital screen has been in use to post info but there are some issues pending to be fixed by IT
- Posters for seminars displayed on noticeboard and other areas of institute.
- International agent presentation: providing slides on our programmes for them.
- Updating brochures/flyers for recruitment fairs.
- Engagement profile: talk on projects that staff are working on, list of diverse people, etc.
- Campaign coming across FMD regarding Women in Science with theme “gender inequality”. NM suggested DB to contact Vanessa Apea.
- Honorary staff profiles: after some suggestions NM to discuss with MC if honorary staff should have profiles on the Blizzard website. This could be as a separate tab for all Honorary staff instead of adding tab for each Centre.

12. Space

- New Ways of Working Blizzard building pilot project plan is going forward. Offices in ground floor facing Turner St will be demolished. Desks will stay on first floor but overhead lockers will be removed to get more light into the building. Planning to come and do presentation to staff for any questions to be raised and addressed. Centre managers to ask their staff to start clearing space.

13. Athena SWAN & EDI

- Nothing to report.

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

- Mohammed Rofik will be attending BAC meetings from February onwards until a new Centre of the Cell manager is appointed.
- BAC meeting will be extended 30 minutes going forward.

The next meeting will be held on **Thursday 9th February 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 (see item 6)
13/10/22	Item 9	to congratulate all applicants in Newsletter	CDO+DB		completed
13/10/22	Item 15	Garrod building archive clearing by end of October	RP/CMs/MCB		ongoing
12/01/23	Item 6	to ask GB to get Jotform and will get back to Centre managers	NA	after BAC	completed
12/01/23	Item 8	to get 2 members of staff for packaging training and let Zarmina know	CMs	after BAC	completed
12/01/23	Item 8	to contact Stephen Borthwick to sort out deliveries	CC		completed