

Blizard Administration Committee (BAC)

Wednesday 5 June 2024 at 12:00, Spikey

MINUTES

Present:

Rachael Parker (RP) - chair	Claire Cox (CC)	Molly Ramalhoso (MR)
Sam Matthew (SM)	Nici Kingston (NK)	David Bell (DB)
Carlos De Oliveira (CDO)	Nataly Murphy (NMu)	Mohammed Rofik (MR) on RD's behalf
Nawaz Ahmed (NA)		

In attendance:

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Part 1: Preliminary items

1. **Apologies for absence:** Richard Davies (RD), Lauren Exell (LE), Sabrina Skeete (SS) on secondment.
2. **Minutes from last BAC meeting:**
 - The minutes from BAC meeting in May were approved.
3. **Matters Arising:**
 - CMs to let SM know research grant funded post references for SM to be able to approve in Oleo in RP's annual leave absence.
 - Interviews for the Blizard Administrative and Communications Assistant post are scheduled for Wednesday 12 June.

Part 2: Agenda items

Part 3: Standing items

4. **Finance**
 - We are £0.8M behind our cash generation target due to salary adjustments.
 - RP asked to minimise expenditure.

5. Education

- Teaching has been completed for current academic year, with students now away for exams or projects.
- Current numbers are some of the highest increases at QM, accepts +38% and firms +43% compared to last year.
- Faculty have noted that due to Women in STEM scholarship applications numbers may be skewed to look higher. Reviewing at Blizzard level, a similar scholarship available last year had similar numbers so potentially no impact.

6. Research

- The institute has submitted 197 applications by end of May in the current financial year whilst 138 applications were submitted at the same period last year, and 114 the year before. The total value submitted so far is slightly over £78.4M which represents an increase of £23.1M compared with 2023.
- 73 grant applications have been awarded by end of May compared to 49 in same period last year, which means an increase of 24 awards compared with the previous financial year. The total value awarded so far is almost £22.6M, which is £9.3M more compared with the same period last year.
- High profile upcoming seminar hosted by the ReGen Group (part of Barts Bone & Joint Health) with two external speakers Prof Terence Capellini and Prof Aziz Moqrich. DB to send comms after BAC.
- Blizzard Summer Symposium: votes for all categories will open on 17 June.
- Last scheduled LabArchives training session will take place today. The possibility of arranging further training depending on demand was discussed. CDO suggested to gather staff from different institutes within the faculty who would need training to set up additional sessions with the provider if needed.

7. PGR update

- PGR (Metka Gorkic) and Postdoc (Abigail Coetzee) reps will now have additional reps sharing their role, e.g. attending BRC and BEB meetings in rotation to avoid schedule conflicts. They are currently recruiting volunteers and names of all reps will be shared once confirmed.

8. Laboratory management

- Pipework project will start on 17 June moving the services such as chilled water in the pipes running through the TC rooms, to new pipes outside Tissue Culture rooms to reduce leaks. There will be scaffolding but works will not be intrusive as it will be done from 6pm to 2am. CC will send a comms to staff after BAC.
- LabArchives tablets have not been in use as much as expected. CDO will raise this with Research leads.
- CC thanked all CMs for their help regarding new starters and leavers, and asked that they continue to add names to the spreadsheet. Lab leavers forms are to be sent to CMs and PI once signed off.
- Containment Level 3 Facility Manager post has been appointed with a possible starting date of 8 July.

9. 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:**
 - SS is on secondment for next 5 months in the School of Geography. Interviews for her replacement are scheduled for week commencing 10 June.
- **CB&CR:**
 - Clinical Research Fellow and PDRA out to advert.
- **Immunobiology:**
 - Data Analyst appointed: Huei-Tyng Huang (known as Phillipe).
 - Clinical Senior Lecturer in Paediatric Gastroenterology post is out to advert for one month.
- **NST:**
 - Centre Admin Sai Srikanth is now in post and settling in well.
 - Research Technician interviews today and tomorrow for Cara Croft.
 - Recruited Executive Assistant for Laura Green - starting August 2024.
 - Recruited Study Coordinator for Bone & Joint Health - starting July 2024.
 - Recruited Research & Education coordinator for Bone & Joint Health - starting July 2024.
- **Centre of the Cell (CoC):**
 - Jo Cox from HUT6 digital has been selected for CoC website refresh project to develop content. This is a 6-month project.

10. Feedback from FMD Operations Board

- HR will not send copies of staff contracts to Institutes.
- IT are asking for laptop from leavers to be sent back to them. RP will confirm what needs to happen to devices purchased from Blizzard budget/research grants.

11. Marketing & Communications

- No marketing update.
- Blizzard Summer Symposium: DB asked CMs to encourage staff to nominate colleagues/groups for the Symposium award categories of Professional Services, Education, and Public Engagement. Nomination open until Wednesday 12 June and voting will open on Monday 17 June.

12. Space

- NWOW: meeting is scheduled on 4 July with Wendy O'Connor (Space Manager) and team for a six months review.
- Blinds: no news yet when it will be finished.
- Mews project: no update yet.

13. Athena SWAN & EDI

- Tania Maffucci to submit a written report for BAC while SS is on secondment.

Part 4: Other business

14. Any other business:

- NMu asked for any overflow/ new initiatives lockers for some MSc project students as all of CB&CR lockers are full. SM to identify lockers to be used.

The next meeting will be held on **Wednesday 10 July at 10:30, Small Cloud**

BAC outstanding action list

Meeting date	Minute Reference	Action	Person Responsible	Deadline	Outcome