

Blizard Administration Committee (BAC)

Wednesday 10th May at 10.30am, Small Cloud

MINUTES

Present:

Natalie McCloskey (NM)	Sam Matthew (SM)	
Rachael Parker (RP)	Nici Kingston (NK)	
Carlos De Oliveira (CDO)	Sabrina Skeete (SS)	
Nawaz Ahmed (NA)	Jyoti Salhan (JS)	
Claire Cox (CC)	Mohammed Rofik (MR)	

In attendance:

Desmond Williams (DW)	Item 4	
Nadeem Saleem (NS)	Item 4	

Part 1: Preliminary items

- Apologies for absence:** Mary Collins (MC), David Bell (DB), Maria Caballero-Blaya (MCB)
- Minutes from last BAC meeting:**
 - The minutes from BAC meeting in April were approved.
- Matters Arising:** Lab archives has been approved by IT and NM will confirm once the PO has been raised.

Part 2: Agenda items

- IT**
Desmond Williams and Nadeem Saleem joined the meeting. Issues raised:
 - Delay with laptop deliveries. DW explained that when the Whitechapel team receive laptops they need to assist users with their initial login even though the device has been set-up at Mile End. A new system is in place whereby the Mile End team create a new ticket which DW allocates to a member of the team so they take ownership.
 - The service level agreement states that users should receive laptops in 5 days. However for us this means the laptop leaves Mile End within 5 days rather than being received by the user in 5 days.
 - NS is attending a meeting tomorrow to look into the possibility of there being a store of laptops at Whitechapel.
 - NS will look into Endnote and QMPlus being put on all laptops as standard as requests on tickets are being ignored.
 - NS confirmed centres can each be issued with 2 managed laptops to use as loan machines for new starters who are waiting for their devices to be delivered.

- NS and DW will take the comments away and we will hopefully see improvements soon.

5. **IATA training**

- It was agreed that we cannot train a lot of people. NM proposed that researchers do the packaging and trained lab management staff then check parcels. This can be trialled for 2-3 months. Groups who send large quantities of parcels will need to train someone within the group. Lab management will provide a checklist to help to ensure parcels are correctly labelled

Part 3: Standing items

6. **Finance**

- We should over deliver slightly so NM has chased on equipment purchases.
- CL3 equipment is being ordered.
- NM asked for other suggestions of things that can be purchased this financial year.

7. **Education**

- NA uploaded the admissions data to SharePoint and the situation is improving each month.
- Offers are up 15% and acceptances are up 30%. Hopefully we will be very close to target by September.
- OSCEs 2023/24: NA will request that links are sent for each centre and each slot to avoid certain dates becoming over-subscribed. NA will also request that we get earlier notification of cancellations.
- Centres will aim to provide final lists of potential examiners for 2023/24 OSCEs by December.

8. **Research**

- We are doing well, and the number of applications is slowly increasing but is still behind 2019/20.
- So far this year there have been 127 applications for a value of £55.6m which is £20m behind 2019.
- For awards we are slowly closing the gap compared to 2019. £12.3m has been awarded since 01/08/22 which is £1.8m behind the last financial year.
- There is still £40m awaiting funding decision. Our current success rate is roughly 30%.
- The first grant workshop took place on 25th April. The second session is on 6th June when attendees will come with a first draft of their abstract and suggestions of possible collaborators.
- Blizzard club seminars are now on Thursdays and the session on 18th May is cancelled.
- 6 candidates have been invited to interview for the Research Administrator post. Interviews are on Wednesday 17th May.

9. **Laboratory management**

- The electrical shutdown went well. A few members of staff came in when they shouldn't have despite all the communication. In future, signs will be put on the doors a few days before the closure.
- The glass panels in the mews are being resealed over the next 3-4 weeks.
- CC will draft an email on housekeeping (wearing lab coats, wearing safety glasses, use of ear pods) and send to CMs for them to circulate and to DB for the round-up.
- CC will look into whether induction reminders can include the name of the inductee in the same way the original booking confirmation does.
- CC will allocate each centre 2 visitor passes.

10. **Reports from Centre managers**

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

- **Genomics & Child Health:** will shortly be recruiting two academic posts (Clinical Senior Lecturer and Honorary Consultant in Molecular Neuropathology and Senior Lecturer in Paediatric Brain Tumour Epigenetics).
- **CB&CR:** nothing to report.
- **Immunobiology:** nothing to report.
- **NST:** nothing to report.
- **Centre of the Cell (CoC):**
 - Anna Lambert (Explainer) will start on 30th May.
 - STEM Pod refurbishment is now completed.
 - MR will circulate a checklist of things to check when leaving Neuron Pod as sometimes things are not turned off correctly.

11. **Feedback from FMD Operations Board**

- No meeting since last BAC.
- Dr Francesca Gliubich is now interim FMD Director of Operations.

12. **Marketing & Communications**

- The final open day is on 26th May.

13. **Space**

- NM and RP are meeting Stefan Milik to discuss scanning requirements ahead of the move to NWOW.
- CMs asked to continue to encourage staff to start clearing out items that are no longer needed.
- CMS to send RP the storage audit spreadsheet and NM the space audit spreadsheet by Friday 12th May.

14. **Athena SWAN & EDI**

- Staff are encouraged to complete the staff survey. NM and RP have access to see participation rates and RP will share this with CMs weekly.

Part 4: Other business

15. **Any other business:**

- No further issues were raised.

The next meeting will be held on **Wednesday 7th June 2023 at 10:30am, 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