

Blizard Administration Committee (BAC)

Wednesday 11 September 2024 at 11am, Spikey

MINUTES

Present:

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

In attendance:

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Part 1: Preliminary items

- Apologies for absence:** Maria Caballero-Blaya (MCB), Lauren Exell (LE), Jyoti Salhan (JS), Richard Davies (RD)
- Minutes from last BAC meeting:**
 - The minutes from BAC meeting in July were approved.
- Matters Arising:**
 - None

Part 2: Agenda items

- BAC meeting format:**
 - The current format of BAC was discussed to explore how useful it is and to decide if any changes needed to make it work best. It was agreed that no changes needed as meeting is useful for cross team updates and to exchange ideas.
- Blizard staff open meeting with Principal:**
 - It is scheduled for 13 November at 15:30-16:30 and will include a Q&A section with the Principal. All staff encouraged to attend.

6. New starters event:

- This is booked for 20 November at 15:30 in the Old Library. The format of this event will be different from the previous ones: venue has moved to Garrod building, lunch will be replaced by tea/coffee/biscuits setting and structure of the event will include an introduction from the Institute Director and other key staff, followed by a social networking session. There could potentially be a poster/slideshow in the background to advertise various aspects of the Blizzard and maybe speed-dating/name labels.

Part 3: Standing items**7. Finance**

- We finished last financial year on target.
- For this year's budget there is a review of Education and Teaching by the Institute Director.
- Centre budgets are being reduced to £5,000 each per year. This can be increased if needed with agreement from Institute Director, but it is important to only spend money if it is needed.

8. Education

- No updates – Power BI is currently down.

9. Research

- Ended the financial year on £24.2m (up from £5.9m from last year and £8.9m from the year before).
- The Blizzard was awarded 82 grants (63 last year and 68 the year before). £91.7m worth of grants were submitted (£168m last year and £146m the year before). In August £5.7m of awards (up by £1m from last year).
- Research Integrity mandatory training has still only been completed by 30% of research staff. CDO asked CMs to remind their staff to complete it. It is approximately 2 hours long and 100% completion is needed. SM informed that dental technicians have to do the mandatory training too.
- On a quarterly basis a report on grant underspend is produced and CMs need to liaise with PIs for feedback on this. CDO will share responses on this and let CMs know if their Centre is on track.
- Rui Pires Martins (Research Development manager - postdocs) from QM Academy is doing an induction event on the 17 September.

10. PGR update

- There will be 20 incoming students in September and 6 in October. Laptops have been ordered and given to each of them. CMs to contact MR if someone does not get one or another issue arises.
- Induction dates are to be confirmed

11. Laboratory management

- Pipework project is still ongoing in the lab area.
- There is a new starters and leavers list as mailroom do not know who is in which Centre and which CM to send mail to.
- CC confirmed that short-term contracts need to be on that list and they should be put under a specific Centre.

12. 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:**
 - Nothing to report.
- **CB&CR:**
 - A new clinical researcher is starting in mid-October.
- **Immunobiology:**
 - Nothing to report.
- **NST:**
 - Nothing to report.
- **Centre of the Cell (CoC):**
 - Nothing to report.

13. Feedback from FMD Operations Board

- Strategic recruitment is still ongoing with the list reduced to less than 20 and the Blizzard is hoping to get 6 positions.
- There is a new business case process template which will be circulated shortly.
- In the HR Recruitment team, Shivam Amin is back for additional support.

14. Marketing & Communications

- There is an ongoing effort to convert applications to enrolments. DB will send out an email on the CRM to encourage students to accept their offers. A digital push next month for the next cycle of applications will be considered. Sasha Bishop (FMD Faculty Marketing Manager) will also be sending out enquirer comms to 2025/26 enquirers and 2024/25 enquirers who did not go on to submit an application.
- “Good news” inbox has been set up by DB and the process to decide how this will work is still to be finalised. It was discussed that a possible process could be for Centres to select a small number and send to DB to collate for Institute Director to choose.

15. Space

- NWOW: nothing to report.
- Blinds: broken blinds will be repaired on Saturday 28 September.
- Mews project: in late spring 2025 a new patterned concrete surface will be put down on the mews along with fixed chairs.

16. Athena SWAN & EDI

- Nothing to report.

17. Good news

- RP congratulated CDO on successfully covering two jobs currently.
- BAC members were unsure how useful this new agenda item will be.

Part 4: Other business**18. Any other business:**

- CC asked to CMs that when Centres order blue roll and gloves, the Centre initials are added so Lab management know who is ordering.
- CDO is organising a workshop for ECRs about grant writing and applications. The first was on 23 September and next ones will be scheduled for November and January.
- SM reported that sound barriers were placed in the second floor South kitchen area on 25 September.
- RP reported that interior of Spikey room will be checked and something will be put in place to reduce sound disturbance. Dates to be confirmed.

The next meeting will be held on **Tuesday 8 October at 12:00, Large Cloud**

BAC outstanding action list

Meeting date	Minute Reference	Action	Person Responsible	Deadline	Outcome