

# Notes of Management Group Meeting

5 JANUARY 2017



Present: Jeni Beecham (Chair), Ed Ludlow (minutes), Nadia Brookes, Julien Forder, Karen Jones, Jane Dennett, Robin Darton, Ann-Marie Towers (telephone)

## 1. Apologies

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Olena Nizalova, Lisa Callaghan

## 2. Action points / matters arising from last meeting

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Version 3 of the Terms of Reference was agreed as the final version, having been circulated to the MG, and discussed at the last Branch Meeting.

## 3. Minutes of previous meeting

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There were no comments, and these were agreed as an accurate record of the meeting.

## 4. Strategy

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Jules reported that the Faculty Plan is likely to move to an “every three years” exercise, not the annual event it currently is. Confirmation of this is expected from the Dean’s Office soon. At present, PSSRU and CHSS produce their own faculty plans, but under the three-year schedule these would be incorporated into the School plan, allowing for longer strategic planning. We would continue to produce a unit-level Business Plan annually, which would then feed into the Faculty Plan.

A date will be set for the first “State of the Unit” event, not before March, to reflect on the current Business Plan. **ACTION: all**

There have been developments to the change in Jules’ role following his appointment as Head of School, which starts officially on 1 February. The split is still expected to be 30% PSSRU, 70% HoS. He is planning on Monday being a “PSSRU day” when he will be present in the Unit, otherwise based in Cornwallis East. Jules’ current office will be made available for booking for meetings. The University have confirmed they will underwrite a new Chair position, the exact details of which are still TBC. From 1 February, Charlotte Guy will be Jules’ PA and will be managing his diary. Liaise with her to make appointments with Jules.

## 5. Research and other core functions

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### New projects

- “Care Home Quality”, funded by HS+DR, conditionally awarded, and our response to questions has been submitted. Following Jules’ appointment as HOS, Jackie Cassell from Sussex will likely be PI, with Ann-Marie leading on the day-to-day activities at Kent. Florin, Steve, Nick and a new RA are likely to be working on the project.
- SRE/PRP “New Models of Care”, led by the University of Manchester. Karen will lead at Kent, working with a yet-to-be-recruited-post as the project continues.
- “Beyond the QALY” funded by the MRC, led by Sheffield with a small amount of Jules’ time, involving Karen and Stacey.

### Proposals

- “Delayed Transfer of Care” has been submitted to SSCR, led by Karen. Steve and a RO are likely to be working on the project, if successful.
- “MOOCHII” is to be submitted to SSCR by end of January, being led by Ann-Marie. This has been confirmed as an extension to MOOCH, but with a full proposal. Ethics approval has already been obtained. The project involves working with struggling care homes, three of which have already been identified thanks to good support from KCC.
- Jeni is in discussions with Austrian colleagues about a possible Horizon 2020 bid.

### Current projects

- DH have confirmed they’re happy with QORU continuing to be led by Jules, whose time will be reduced on the project; Jeni’s will increase.
- The wheels are in motion with SSCR to change the leadership at Kent.
- As mentioned previously, Jackie Cassell at Sussex will now lead the “Care Home Quality” project.
- “The Big Data Project”: Jules will reduced his time to 1-2%, with Steve taking an increased role in the work, exact allocation TBC.

### Data and security

- NHS Digital have confirmed we have an extension to our existing temporary data sharing agreement while still awaiting the final version, due to the “new processes” (PHEDAF) we have invested in here at Kent.
- The two internal “Data Security” sessions run by Jules, Ed and Karen were well attended and well received.
- The Data Management Group meet at the end of this month, and will be discussing the G drive data audit. Karen to send a reminder to all about this. **ACTION: Karen**

## 6. Human resources / personnel issues

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Lisa, via Nadia, reported on the Health and Well Being group’s activities at the last Branch Meeting. LISA / NADIA – FEEL FREE TO EXPAND ON THIS!

There are three new posts in the pipeline:

- a new RA for the “Care Home Quality” project, Ann-Marie is drafting the JD.
- maternity cover for Katerina, which will include some RO work on the “New Models of Care” projects.
- the Chair position as mentioned previously.

The Executive Group met earlier today about line management changes following Jules’ appointment as HoS. Discussions with individuals affected by the changes will be arranged.

We have requested, along with the wider School, to be in the first round of Athena Swann applications the University is planning on making. The SSPSSR lead for this is Erin Sanders-McDonagh; she has requested volunteers to join the School’s Athena Swann committee.

Heejung Chung will be leading on the school’s REF “panel”, and a volunteer may well be sought from PSSRU to sit on this. Further details will be made available via Jules at the next Unit Meeting. **ACTION: Jules**

There is a separate REF “impact measuring” working group of which Alan is a member.

## **7. University/Faculty/School issues**

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Covered elsewhere in the meeting.

## **8. Finances**

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Nothing new to report; the new RAM statements will be made available in the next 10 days or so.

## **9. Impact & Involvement/engagement**

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The PIIG met on 15 December. They would like to recruit more Research Advisors due a decline in numbers for various reasons. This will require funding from QORU. The recruitment process will make use of the PIIG but, unlike the previous round, will not require face-to-face meetings with all applicants. The Annual Meeting of the Advisors is due soon, and PIRU would like to have a portion of the agenda to get input to their strategic goals. This would be a good opportunity to introduce any new Advisors. All were in favour of this new recruitment of RAs, so Nadia to proceed. **ACTION: Nadia**

Jennifer Bostock attended a conference in Copenhagen using funding from PIIG, similar to the SSPSSR “faculty fund”, for the first time. She is producing a report of the process.

Jules had been asked whether PSSRU follows the ESRC Business and Local Government Research Data Centre on Twitter. Ed confirmed that we do.

Karen reported that a new online system for University ethics applications is being developed, the time frame of which is unknown.

## **10. Issues raised by staff**

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There was a discussion about the manner in which staff can report “issues” to the MG. Staff can approach any member of the MG with any issues, as well as members of the Executive Group should they have issues for discussion just by the Exec.

## **11. Computing**

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Ed explained the issues surrounding the hacking over New Year to the PSSRU blogs site. This was NOT a targeted attack on PSSRU, but a random hack that will have targeted many thousands of websites that use the WordPress platform. Our Wordpress install will be hardened, and any security holes patched further. We should be back to normal service early next week, once we have submitted a “whitelisting request” to Google etc.

Ed also informed MG that the University is being subject to a Microsoft licencing audit, being conducted by Price Waterhouse Coopers. He is attending an extraordinary ITUP meeting tomorrow to receive further details, but confirmed the Unit is unlikely to be affected and that our MS licencing is up to date.

Work continues on the new PSSRU website, and Ed will meet with Jane next week to look at the next steps.

Ann-Marie outlined the plans for a new ASCOT website, being led by Alan and Kamilla, following a productive meeting with KIE earlier that day. “Free-of-charge” licences will be issued online for the individual tools only after being manually checked by a member of the ASCOT team. The existing user database will be retained for mailing purposes only, having invited those members to apply for new licences if they wish. International partners will handle the licence applications for their respective countries.

There was a discussion about how NHS Digital reference ASCOT's use in the Adult Social Care Survey: currently if this is done it is very hard to find. Robin noted that, for the Health Survey for England, NHS Digital are very keen these things are appropriately dealt with, so they are aware of the underlying issues. After discussion about how best to take this forward, Karen agreed to email Steve Jobling at NHS Digital to ask them to apply for a licence which will outline the correct method of referencing. **ACTION: Karen**

## **12. Accommodation**

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Ed outlined the current position regarding the move to the Rutherford Annexe. The timeline is still TBC, but the move is likely to occur around Easter 2017. Ed has met with Kate in CHSS, and the rooming allocation looks less problematic than initially thought. Ed and Kate have a draft room plan which they will discuss with Stephen and Jules (or Jeni / Karen) next week, and then a further meeting with Estates will be arranged to discuss next steps. **ACTION: Ed**

There was discussion about the future of the contents of the Griffiths Library. Robin has a meeting with Alan and Anna Miller (from the Templeman) in the next fortnight to discuss what they might like to take, and Alan is in ongoing discussions with the Centre for Policy on Ageing who are potentially keen on taking ownership of our grey literature. It was agreed that PSSRU will want to retain easy access to some of the library material (eg the Laing and Buisson volumes), and the easiest way of doing this while in the Rutherford Annexe is to house it in individual offices. This will be raised at the next Unit meeting. **ACTION: all**

Discussion about layout requirements for our move *back* to Cornwallis were briefly discussed, but it was agreed at this stage the priority is getting the move underway.

## **13. Any other business**

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None.

Dates of next meetings:

MG meeting: 31 January, 9.30am (Jules to chair, Jane to minute)

Branch meeting: 19 January, 9.30am

Exec group meeting: 27 March, 10.30am