

# Notes of Management Group Meeting

DATE 28 MARCH 2017



**Present:** Jeni Beecham (chair), Nadia Brookes, Lisa Callaghan (minutes), Robin Darton, Jane Dennett, Ed Ludlow, Ann-Marie Towers

**Apologies:** Karen Jones, Olena Nizalova

## 1. Action points

---

- Draft Business Plan for 2017 to be circulated (Jane)
- Job description for Jane's replacement to be drafted (Jane to circulate first draft, MG to comment)
- Job description for new professorial post to be finalised (EG, MG to comment)
- Job description for Katerina's maternity cover to be finalised (With Olena for comment)
- Nadia to discuss requested public involvement training with Anji and PIIG members
- Jane to ask for volunteers to assist with organising the State of the Unit meeting
- HWB survey to be finalised and circulated as soon as possible (Lisa and colleagues)

## 2. PSSRU contribution to SSPSSR plan

---

- A draft version of the PSSRU contribution to the SSPSSR plan was circulated to the unit on 21 March and taken to the SSPSSR planning meeting on 23 March. The final version is due by the end of the month.
- It was noted that it would have been useful if the document had been discussed in MG beforehand, and the context around the document discussed and communicated to all staff when it was circulated.
- Jane explained that, rather than outlining concrete plans, the document was intended to highlight to the Dean and other people at the meeting the difficulties of conducting research when it is funded at less than full FEC, such as that funded by the SSCR. CHSS has similar problems. The Dean is trying to work out how best to support the research units.
- The document also notes the fact that more junior researchers (e.g. between grades 6 and 8) are encouraged to apply for small grants, in order to build their CVs and get experience of the process, even if those projects may make a loss financially. The group discussed the practicalities of this, given that having a PhD is often a prerequisite for applications to some funding bodies. Jeni suggested that it is worth approaching organisations anyway, detailing research experience equivalent to a PhD, and adding in time for support from a senior person.
- Other MG members to be involved in writing the PSSRU contribution to the next SSPSSR plan (2018).

### **3. Draft Business Plan for 2017**

---

- One of the aims of the State of the Unit meeting (23 May) is to reflect on progress towards the aims of the business plan, and discuss changes that need to be made.
- Jane will circulate the draft business plan for 2017 soon to give all staff the chance to look at it before the meeting.

### **4. Staffing/Rooms**

---

- Jane will be retiring at the end of 2017, and has submitted her letter of resignation, so the process of appointing her replacement can begin. Jane has begun drafting a job description and will circulate to MG for additions.
  - To be discussed further:
    - Percentage FTE needed
    - Addition of further responsibilities to the role, such as social media and graphic design
    - One post or two?
- The draft job description for the new professorial post has been circulated to the MG for comment. The post will be advertised as soon as this is finalised and approval received from the Dean.
- The job description for the role to cover Katerina's maternity leave is being finalised.

### **5. MG Meeting notes**

---

- The group discussed the form and circulation of the MG meeting notes.
- It was agreed that the notes should be an accurate record of the meeting. They should only include things discussed at the meeting (not subsequent decisions). If actions are completed before the minutes are circulated, the minutes should note this.
- If confidential matters relating to individuals are discussed, this information can be redacted before the notes are made available to all staff. Otherwise, all information should be shared.
- It was agreed that, from the next MG meeting, Jane would take meeting notes to maintain consistency. She will also prepare the MG meeting agenda.

### **6. Public involvement**

---

- Anji has asked whether the PIIG could provide training for LSE Health & Social Care staff on public involvement. However, neither Nadia nor Grace have the capacity to support this at the moment.
- Nadia will find out more about what is required, and discuss with PIIG members at the upcoming Research Advisor event (30 March). To be discussed further at next MG meeting.

## **7. State of the Unit meeting**

---

- It was agreed that a small group would be formed to organise the event, including Jane and one other MG member and other staff. Jane to ask for volunteers.
- See MG meeting notes from 28 February for suggested content.

## **8. Any other business**

---

- liP review due by 25 November 2017. Robin noted that the timing of this needed careful consideration given Jane's retirement and the move to Rutherford Annexe. To be discussed at next MG meeting.
- Health & Wellbeing survey being finalised, to be circulated as soon as possible.

Dates of next meetings:

MG meeting: 25 April, 09.30

Branch meeting: 27 April, 09.30

Exec group meeting: 25 April, 13.30-15.00