

PSSRU Staff Meeting

Thursday 12th December 2017, 9.30am, Rutherford Annexe 112

Chair: Robin

Minutes: Amanda

Apologies for absence: Ann-Marie, Clara, Diane, Grace, Jacinta, Jeni, Jules, Lisa, Sinead.

Minutes of the previous meeting

Nothing to report

Management Group update

The group met on 7 November to discuss current management arrangements. The general consensus was that communication could be improved. As a result, some changes are to take place.

Jules will remain director until March next year for PRU applications. Following this he will step aside – the three directors will then discuss the way forward.

Reallocation of Jules time has not yet been agreed, although it is understood he will remain research active.

From now to March, Karen is to take on an internal acting up role dealing with day-to-day management issues and will work with colleagues to improve communication.

Some ideas: weekly newsletter (emails from Sarah already started), make better use of the management skills to manage the unit. Any other ideas welcomed.

Once a new professor has been employed, their role within the new structure will need to be considered.

The position has not yet advertised – some discussion is taking place on the process and an agency has been consulted. An interview panel and date (5 April) has been set up.

Operational information

Staffing

No other matters

e-Days

This is a Leave and sick leave management system the unit will begin to use from January.

A demonstration was provided. It is simple to use but if staff have any questions, these can be directed to Ed or Sarah.

The system can be linked to PSSRU outlook calendar and is ready to use now if anyone wants to test it.

It can account for a variety of absences – ½ days, WAH, Toil, Maternity leave, sick leave etc

Accommodation

Update from Ed.

Chairs – estates want everyone to have the new chairs. OH have now approved them although believe they aren't so configurable.

We will be getting the new chairs and will be having group training in how to use the chairs when we move in. 1 month later we will get an update training session to make sure they are suitable.

No moving date as yet.

Milk arrangements

It was undecided what we should do about bringing in milk – the unit needs to agree a way forward. Sarah will tell individuals what they owe and bring this up to date.

It was agreed we would then consider having milk delivered.

Units and schools – updates

Karen noted the unit may hear result of PRU applications today.

Various individuals are working on the SSCR3 application with Jules and Karen co-applicants and Rachel Forrester Jones leading. A number of other PSSRU staff members are mentioned in the application.

Computing

No update on intranet. Still waiting on Manchester for their sign off.

Library – not properly ordered or catalogue at the moment while in temporary accommodation – will be sorted on move back.

REF

The pilot is underway.

All three PSSRU case studies were selected for the pilot and have been worked up and resubmitted, following the school's own external review process. Case studies carry more weight than in 2014, so the university is taking them quite seriously. Thank you to everyone involved at PSSRU.

The school is looking at mechanisms for reimbursing case study leads for their time on these once we have the results of the pilot. This is relatively straightforward for teaching staff (WAM points, which are equivalent to 6 hours' time) but we need to consider how this might transfer to research centre staff.

HEFCE have released new guidance on outputs, portability etc:

http://www.ref.ac.uk/media/ref,2021/downloads/REF2017_01.pdf

The university now have a webpage on REF with

FAQs: <https://www.kent.ac.uk/researchservices/local/refpilot/about.html>

Staff members interested in Vertigo Ventures training should contact Sarah or Amanda.

Group updates

Social Media Implementation Group update

Followers up again this year. 1650 – just below 1700 target.

The new website vastly increases the exposure of our blog posts. The 3 most recent blogs have approx. 6000 hits each – (previously 1000ish). This is a very good time to release a blog.

New website is attracting a lot of interest.

Data Management Group update

Ed and Karen have gone through the data audit and are thinking about how to move forward.

There are one or two gaps which need to be dealt with and then they will plan the next stage.

Health and Wellbeing Group update.

Lizzie announced the Health and Wellbeing morning on 17 April. This will be on campus with a few activities as yet undecided.

Kent Sport provide a variety of lunchtime sports for staff for £1 a go. See website.

Research

Project updates

DTOC project has had a very good sign up rate – Karen wondered if it was connected to the recently produced blogs.

ASCOT easy read project is due to be finished by the end of the year – on time.

ASCOT website is nearly ready.

Achievements

A few on the home page of the website.

Non publicly available outputs

Jane suggested individuals should check the database and KAR for their own outputs to make sure they are up to date, first by going to their profile on the website/

Make sure everyone has an ORCID id – this will help with the profile and REF. Ed will check this and email. Jane says everyone has one.

We will do an exercise to make sure all our REFable outputs are in the appropriate repositories.

Google Scholar can provide you an alert when something is published. Worth checking.

Any Other Business

Date of next meeting

23rd January

Chair: Amanda

Minutes: Sarah