

Notes of Management Group Meeting

DATE 26 MARCH 2018



Present: Jeni Beecham (Chair), Nadia Brookes, Lisa Callaghan, Robin Darton, Julien Forder (left at 11am), Sarah Godfrey, Karen Jones, Olena Nizalova, Ann-Marie Towers (by telephone)

Apologies: Ed Ludlow

Action points

- Jules to send an email to all staff providing an update on PSSRU leadership
- Sarah to update PSSRU, CHSS and SSPSSR to advise them of the new presentation time.
- Sarah to remind all staff that they should let project teams know when leave is required and try to give as much notice as possible when requesting leave.
- Sarah to meet with HR to discuss changing contracts to open-ended ones.
- Sarah and Karen to work on the report of the Business Plan for 2017, to be ready before the State of the Unit meeting.
- Olena to organise and collate contributions to the 2018 Business Plan, via email, to be discussed at the next management meeting
- Sarah to produce a document for PSSRU researchers summarising PSSRU-specific budget information to be included in research applications (eg types of equipment, PPI costs, open access costs)
- Sarah to provide information on additional funding eg training, royalties etc brought in by PSSRU staff members in addition to standard Research and KIE funding.
- Sarah to contact Karen Cox's office to obtain Karen's availability in July to attend a one hour meeting
- Sarah to obtain production schedule of SSPSSR Research Highlights
- Jeni to circulate LSE's asset register sheets
- Karen to ask Alan Martin to give training to PSSRU: Update: Ed has been in contact with Alan Martin and PSSRU-specific training dates are being organised.
- While Lisa is on maternity leave, Olena will be Chair of the HWB

1. Minutes/matters arising from previous meeting (12 December 2017)

- The group confirmed they were happy with the minutes of the previous meeting.

2. PSSRU Leadership post-March – update from Jules

- Jules, Jeni and Karen had met to discuss the way ahead for leadership of PSSRU while Jules is Head of SSPSSR. The plan is to have an Interim Director for three years. This was discussed with John Wightman, Dean of the Faculty of Social Sciences, and we are now awaiting advice from HR as to the next steps.
- Jules to send an email to all staff providing an update on PSSRU leadership

3. Business Plan

2017

- Sarah and Karen to work on the report of the Business Plan for 2017, to be ready before the State of the Unit meeting.

2018

- Olena to organise and collate contributions to the 2018 Business Plan, via email, to be discussed at the next management meeting

4. Human resources

Recruitment of new Professor

- Jules explained that one applicant had been shortlisted. The presentation and interview time were to be moved to the afternoon (originally starting late morning) at the request of the Dean.
- Sarah to update PSSRU, CHSS and SSPSSR to advise them of the new presentation time.

E-days

- Discussion took place about the role and limitations of E-days. It was recognised that it was useful for recording annual leave and sick leave, but not flexible enough to record day swaps or slight changes to hours.
- Discussion took place about advantages and disadvantages of carrying leave over the impact this can have on project team workloads.
- Sarah to remind all staff that they should let project teams know when leave is required and try to give as much notice as possible when requesting leave.

Open ended and fixed term contracts

- Some staff who have worked for PSSRU for a number of years are still on fixed term contracts and this was felt to be inequitable. Ann-Marie had started discussions with HR before Christmas and was waiting for the HR contact to get back in touch. All staff with four or more years' continuous service on successive fixed term contracts must be considered for transfer onto an open ended contract at the point of the next renewal of, or extension to, their existing contract.
- Sarah to meet with HR to discuss changing contracts to open-ended ones.

5. State of the Unit Meeting 2018

NB: Since the management meeting took place, PSSRU has been notified that the date of the office move will be 22nd June 2018, making the suggested date of 26th June 2018 unrealistic. At the time of writing, the meeting will take place in September or October.

The State of the Unit Meeting (SOTU) had originally been planned for 24th April 2018. At the branch meeting on 6th March it had been decided to postpone the SOTU to provide sufficient preparation time. In addition, the results of the PRU applications won't be known until w/c 30th April, so it makes sense to hold the SOTU meeting after that date.

Discussion about the SOTU agenda:

- This should be based on the 2017 agenda. Lisa said that the Health and Wellbeing section would be shorter, more of a feedback session on the HWB day taking place on 17 April 2018. It was agreed there should be presentations on projects. Jules suggested that the agenda did not need to be too full, leaving space for open sessions. It is hoped that staff will suggest ideas and offer to lead sessions.
- Sarah to circulate draft agenda (based on 2017 agenda) to all staff in PSSRU asking for suggestions of agenda items.
- Sarah and Jeni to co-ordinate agenda item suggestions.

6. Research and other core functions

Applications

- Sarah circulated a list of applications currently in progress.
- Amendments to the list:
 - Robin's NIHR application with Ipsos MORI was not successful
 - Ann-Marie has been invited to be part of a large application looking at care homes
 - Lisa and Steve are involved in an outline application submitted by RAND
 - Nadia, with Jeremy Kendall, will possibly apply to the ESRC Governance post-Brexit call
 - Ann-Marie explained that the ASCOT training partner in Australia had gone bankrupt. Jackie Fotheringham in KIE co-ordinates ASCOT training requests. Ann-Marie might go to Australia to provide training, and also to provide training-the-trainer to the University of Wollagong, with the intention of then having a contract in place between Kent and the University of Wollagong to deliver ASCOT training.

Future applications

- Costing of research applications: Nadia to send reminders about including PPI costs in applications to PSSRU staff.
- Ann-Marie asked about KIE income eg from ASCOT and whether there was a way of recording additional funding that staff had brought into PSSRU
- Sarah to produce a document for PSSRU researchers summarising PSSRU-specific budget information to be included in research applications (eg types of equipment, PPI costs, open access costs)
- Sarah to provide information on additional funding eg training, royalties etc brought in by PSSRU staff members in addition to standard Research and KIE funding.

Early career researcher fund

- Karen introduced the idea of an early career researcher (ECR) fund, to be used to encourage ECRs in PSSRU to apply for funding eg by providing matched funding or training. The management group felt that the Unit could provide support in a different way eg if ECRs were given time away from projects to work on their applications, this time would be funded by General Revenue, which would be another way of providing support.

REF update

- Ann-Marie said that a meeting was taking place on Thursday 28th March to shortlist impact case studies.

Ann-Marie left the meeting

7. Finances

- Sarah circulated the February RAM statement and Income and Expenditure Statement. They show that PSSRU currently has a deficit of £6,628. Sarah had provided the Financial Planning Department with the updated mid-year forecast which shows that our research income is likely to be lower than previously forecast and staff costs are likely to be higher (partly due to promotions and some roles increasing in FTE). Financial Planning will notify us if they have any questions about the figures.

8. Health and Wellbeing Group (HWB)

As Lisa will be starting maternity leave in July, a new Chair of the HWB will be needed.

- While Lisa is on maternity leave, Olena will be Chair of the HWB

9. Engaging with the University

Karen Cox to visit PSSRU

- It was agreed that Karen Cox should be invited to attend a meeting with PSSRU so she could find out more about the work of the Unit. Staff to produce posters and give presentations on projects.
- Sarah to contact Karen Cox's office to obtain Karen's availability in July to attend a one hour meeting

Research Highlights

- To be discussed at the next Branch meeting
- Sarah to obtain production schedule of SSPSSR Research Highlights

10. General Data Protection Regulation (GDPR)

- Jeni fed back from a recent meeting at LSE about GDPR. The asset register should include information staff hold on researchers and other staff as well as participants until we have clarification on the scope of the regulations
- Under GDPR, staff information (particularly salaries) for multi-site proposals may have to be sent as password-protected attachments, rather than as text in the main body of emails.
- Jeni to circulate LSE's asset register sheets
- Karen to ask Alan Martin to give training to PSSRU: Update: Ed has been in contact with Alan Martin and PSSRU-specific training dates are being organised.

11. Agenda items to be discussed at future meetings

- The agenda item 'Terms of Reference' to be discussed at a future meeting, once Director roles and responsibilities have been confirmed by HR.
- Nadia to update the management group on PPI activities

Future meeting dates

Management Group Meetings

8th May

3rd July

Branch Meetings

24th April (originally planned as State of the Unit Meeting). Discuss business plan and standard Branch meeting agenda

10th July

State of the Unit

TBC – September or October, doodle poll underway