

## PSSRU Staff Meeting Notes

Tuesday 24<sup>th</sup> April 2018, 9.30am, Rutherford Annexe Board Room

Chair: Sarah

Minutes: Clara

*In attendance:* Jacinta, Sinead, Grace, Lisa, Gintare, Sarah, Clara, Ann-Marie, Ed, Nick, Kamilla, Amanda, Nadia, James, Laurie, Jules, Steve, Katerina, Eirini, Lesley, Madeline, Robin and Olena.

*Apologies for absence received from:* Daniel, Lizzie, Diane, Florin and Stacey.

### **Minutes of the previous meeting/matters arising**

No matters arising from the minutes of the last meeting

### **Operational information**

Katerina was welcomed back to work following maternity leave.

### **Staffing [update by Jules]**

Professorial position: An offer was made to the professorial candidate following the interview and presentation that took place on 5<sup>th</sup> April. Negotiations are underway with the candidate and it is hoped that terms will be agreed and they will accept the offer soon. The current plan is for the new Professor to start in September.

Directorship: once a new director has been appointed, Jules will formally step down from the PSSRU directorship for remainder of his HoS tenure (2 years plus 1 year of 'study leave' to pursue own research). The position is for a fixed term and will be offered internally within PSSRU. A call of interest will be posted soon and applications will undergo formal review by HR. Short-listed applicants will be formally interviewed.

### Other staffing issues:

*Impact of HOS role on QSO (current PRU application) [raised by AMT]:* Jules will continue with his role on the PRUS.

*Potential for research staff to take study leave: [raised by ON]:* Discussion took place about this. Jules pointed out that there would be funding implications, but might be something that could be considered in the future. It was suggested this could be raised at an SSPSSR Staff Meeting.

### **Accommodation [update by Ed]**

Renovations were due to complete on Friday but have been delayed. As a consequence, the deep clean planned for next week cannot go ahead. The office furniture is due to be delivered the week following the deep clean but delivery dates may need to change. The moving back date, however, remains. Ed and Kate are visiting this week and will circulate photos.

Ed reminded everyone that the current filing cabinets will not be coming back to the offices but some can go into the spider cupboard. The new tambour units (in some offices) will be set up to house hanging files, and are more secure than the current filing cabinets.

**Action:** Let Ed know if you are planning to take annual leave the week before or after the office move [ALL]

If you haven't done so already, please respond to Ed's email about filing cabinets [ALL]

### **Units and schools [update by Karen]**

Decisions about the PRU and SSCR grant applications should respectively be received next week (perhaps the 4<sup>th</sup>, following the elections) and next month. Depending on the

outcomes, there will be a period of negotiation. Ongoing commitments for the current contracts, however, will remain (DHSC until end of year, and SSCR until end of March).

### **General Data Protection Regulations (GDPR)**

Training session [update by Ed]: Ed is liaising with Alan Martin in the UK data protection office and will arrange a one-off GDPR training session for PSSRU and CHSS staff sometime after the 20<sup>th</sup> May deadline. As the session will be tailored to some degree to fulfil needs of the units, Ed encouraged everyone to think about questions. Several suggestions were put forward, including the management of non-research data [Ed] and compliance with the Mental Capacity Act [Ann-Marie]. Jeni endorsed the need for a list of questions as the GDPR session recently held at PSSRU LSE raised a lot of (previously un-thought of) issues of particular relevance to research units (e.g. collaborating with external institutions).

**Action:** Ed will circulate a request for questions in due course.

Information Asset Register [update by Ed]: an Information Custodian will need to be appointed and will be responsible for developing an Information Asset Register of all the data held in the unit. Jeni mentioned that PSSRU at LSE has already completed a list. This outlines the arrangements for access, storage and usage of individual datasets, rather than the variables contained within them, and has been submitted to the Data Protection team at LSE for review.

Online training: Karen and Sarah attended the humanities GDPR training session last week. Karen confirmed that there is mandatory online training. An email will be circulated in due course.

General comments: following the implementation of GDPR,

- Risk assessment forms will need to be completed if using medical or NHS Digital data;
- Future applications will need to refer to GDPR rather than the DPA;
- Opting in process no longer means consent to participate. Formal (explicit) consent will need to be obtained. Note: any consent forms that will be used after the implementation of the act may need to be amended and reapproved to ensure compliance with GDPR. This includes forms already approved by ethics.

**Action:** Karen to check whether any specific elements need to be included on consent forms.

## Group updates

### **Social Media Implementation Group [update by Amanda and Ed]**

There has been some interesting interactions on PSSRU twitter account in recent weeks following Chris Hatton's tweet about Unit Costs and Shared Lives, comments from the SSCR conference and, this morning, the article in the Guardian circulated by Stacey (which makes references to ASCOT and IIASC). Ed confirmed that there are 1705 people following PSSRU, which is progressing well towards the goal of 2000 followers by the end of the year. Jules informed the unit that the faculty has a new press officer (Dan Worth). Dan is keen to engage more with PSSRU work so Ed will get in touch.

### **Data Management Group update [update by Karen]**

The data audit is nearly complete. Ed will start to shredding the relevant datasets identified during the audit and a meeting will be set up to review how the remaining data will be stored (e.g. on G drive, archives etc.).

Jeni enquired about the appropriate method of storing and deleting emails with attachments that may contain personal data (e.g. researcher salaries, data). Ed will seek clarification on the procedure following the implementation of GPDR and in the interim suggests that emails are deleted and then removed from deleted folder and/or recycle bin. Jules pointed out that it is good practice not to use email for sharing personal data. On this note Ed reminded people to send paths to files rather than files as attachment. If “going external”, encrypt the file and use Goesend.

### **Health and Wellbeing Group [update by Lisa]**

Lisa thanked the unit for coming to the Health and Wellbeing away day last week. The feedback so far has been positive but further feedback (e.g. about what worked well / not so well, what could be included in next away day) would be very welcomed.

Olena will chair the group while Lisa is on maternity leave (from July). The next meeting, scheduled for next month, will take stock, establish priorities for the coming year and will complete the handover.

### **Research**

Project updates and achievements not discussed, due to time limitations.

### **Any other business (AOB)**

PSSRU Visitors: Ann Marie informed the unit that several members of staff from the University of Wollongong will be visiting PSSRU following the BSG in July (w.c. 9<sup>th</sup>

July) to work with her and James. Dates for a lunchtime presentation about PSSRU work and (perhaps) an evening out will be organised in due course.

Business Plan: Olena had updated the 2017 Business Plan and circulated it to the Management Group for comments. The updated version was circulated to the Unit the day before the Branch Meeting. Discussion took place about some of the items mentioned in the report, including publication rates and their measurement (individually or as a Unit) and the benefits of and barriers to shut up and write sessions.

*Shut and write sessions*: Steve noted that the turnout for the previous sections was rather low and wondered whether there was an alternative. Ann Marie, however, pointed out that the low attendance may have been due to the stage most research projects were at, at this time. Olena also pointed out the potential benefit of having regular protected time for project work and Jeni suggested an alternative may be for each project to arrange their own shut up and write sessions.

<p><b>Action:</b> objective about shut up and write sessions will be removed from the Business Plan [Olena]</p>
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*Publication rates*: Olena questioned whether the objective to increase publication rates was too vague and whether the average publication rates for the previous few years should be collated during the forthcoming RDPs. Jeni pointed out that the specific publication objectives were outlined elsewhere in the Business Plan and that it may be more appropriate to collate publication rate information from the outputs database. Ann Marie also pointed out that the current objective does not take into account the considerable variations in review time, which may prevent individuals and group from achieving the specified goals, and reminded the group that the forthcoming REF focuses more on the outputs of the unit as a whole, rather than the individual.

*Research platforms:* there are mixed opinions about the best research platforms but the University recommends Vertigo Ventures. All researchers must have an ORCID and should ensure that their KAR profiles are kept updated. The library can provide assistance.

**Action:** check and update KAR [ALL]

*Next steps for business plan:* Olena will consider a business planning procedure for the forthcoming year and will form a new working group at the next branch meeting.

**Action:** send comments about the Business Plan draft to Olena by Friday  
[ALL]

**Date of next meeting: Tuesday 10<sup>th</sup> July**

Agenda points for next meeting to include:

Formation of the Business Plan Working Group