

Notes of Management Group Meeting

DATE 3 JULY 2018



Present: Jeni Beecham (Chair), Nadia Brookes (late), Robin Darton, Julien Forder, Sarah Godfrey, Karen Jones, Ed Ludlow, Ann-Marie Towers

Apologies: Olena Nizalova

Action points

- Action: Jules to talk with HR and the Deans (members of the Review Panel) before 10th July (Branch Meeting) to confirm that PSSRU staff will be exempt from the Review.
- Action: Ed to look at the cost of individual licenses (with the assumption that if they are required in the future, projects should include them in their budgets)
- Action: Sarah to explain the no FEC Timesheet trial period at the next Branch Meeting [completed]
- Action: Sarah to obtain car parking details for the cricket ground (State of the Unit Meeting venue)
- Action: Discuss State of the Unit Meeting agenda at next management meeting
- Action [completed]: Jules to contact PSSRU staff to let them know that Sir Nick Black is a partner on QSO and will be presenting at the event.
- Action: New Director to identify potential new Management Group members

1. Minutes/matters arising from previous meeting (26 March 2018)

- The group confirmed they were happy with the minutes of the previous meeting.
- Action point status
 - Demonstration of E-days to be given at the next Branch Meeting – not required
 - Shared outlook calendar to be used just for advertising events open to all PSSRU staff (Branch meetings, GDPR training etc)
 - Sarah to email all staff to ask them to check their outputs on KAR – any updates required? Are all documents accessible? Do any need to be added? – reminder had been sent and some people had checked their records
 - Sarah to check when the reduced space charges started to be recorded – reduced space charges are up to date on the RAM Statement

2. University's Financial Position

- Jules gave an update on the University's Financial Position. Student fees have not changed over the past few years, the number of students has stayed the same and staff costs have risen. The sector as a whole is currently under stress.

3. Human Resources Issues

Strategic Review of Vacant and Replacement Posts

- Documents about the Strategic Review had been circulated to the PSSRU Management Group the previous week.
- Sarah has contacted HR and Financial Planning for confirmation that all PSSRU staff, not just those charged directly to Research or KIE grants, will be classed as Exempt. Jules will chase this up.
- **Action: Jules to talk with HR and the Deans (members of the Review Panel) before 10th July (Branch Meeting) to confirm that PSSRU staff will be exempt from the Review.**

Director update

- The interview for the Fixed Term Director for PSSRU is likely to take place at the end of July. Karen Cox will be chairing the Interview Panel.

4. IT

GDPR

- The PSSRU and CHSS GDPR training session will be taking place in the afternoon. Ed wants to record the session. All but three members of PSSRU staff have completed the online GDPR training.
- Karen Jones (Information Custodian for Research for SSPSSR) said that Paul Glover will be Information Custodian for the Admin and Teaching aspects of SSPSSR.
- Karen Glover has recently been appointed as GDPR Officer and will be creating GDPR regulations and looking at risk assessment of data kept by the School.
- Karen (Jones) will circulate guidance documents once they have been completed.

Qualtrics

- Qualtrics is currently funded by Q-Step and this funding will end in July 2019. The joint license cost is approximately £6.5K.
- Discussion took place about the future of Qualtrics funding for PSSRU staff.
- **Action: Ed to look at the cost of individual licenses (with the assumption that if they are required in the future, projects should include them in their budgets)**

5. Research and other core functions

Applications

- Sarah circulated a list of current applications (updated version stored in Management Meeting Folder). Applications to be added: Ann-Marie's RfPB application led by CHSS; Jeni's application with Peter Langdon; Karen and Steve's NIHR Researcher-Led transfer of care in Wales application; Karen's NIHR Researcher-led palliative care application.

PPI

- Nadia to provide an update at the next meeting

REF 20201

- Ann-Marie said there was nothing to update

6. Finances Research and other core functions

RAM Statement

- The RAM statement for May 2018 had been circulated by email. PSSRU is currently showing a deficit of £60K but it is hoped the deficit will be reduced by the end of the financial year

FEC Timesheets

- Sarah said she would like to propose a trial period of not asking staff to complete FEC Timesheets. These served a purpose when they were first introduced by the University, but after consulting with a number of Schools and Research Services, these are not currently required. They can cause additional work for staff and complications when recharging staff costs to projects. Concerns were raised about charging staff time within PRUs without the use of timesheets, but QORU and ESHCRU have current mechanisms in place for this. It was felt that FEC timesheets can be a useful way of tracking when projects are under-costed ie so we can demonstrate to the funder the PSSRU contribution in-kind.
- **Action: Sarah to explain the no FEC Timesheet trial period at the next Branch Meeting.**

7. State of the Unit Meeting

- This will take place on Tuesday 16th October at the Kent Country Cricket Ground. All thought that the format of the last meeting was good. Ed said that if the quick fire reports of projects took place again, this could be filmed.
- After the meeting people are welcome to stay on for a celebratory drink (venue to be confirmed) in honour of the PRUs and SSCR being awarded and all other achievements.
- **Action: Sarah to obtain car parking details for the Cricket Ground**
- **Action: Discuss State of the Unit Meeting agenda at next management meeting**

8. Health and Wellbeing Group

- Olena had provided an email update which Jeni read to the group.

9. Issues raised by staff

- None reported

10. Any Other Business

Investors in People

- PSSRU's award has expired. The group discussed the pros and cons of future accreditations, whether with IIP or an alternative, and agreed to discuss this at a management meeting in the Spring of 2019. Staff input plus cost (currently a minimum of £3,250 to re-register) need to be considered. (Background documents stored in Management Meeting Folder)
- **Action: Sarah to investigate IIP and alternatives for discussion at the meeting in the Spring.**

Sir Nick Black's visit to the NHS at 70 event organised by CHSS for Thursday 12th July

- Ed had emailed the management team a few months ago when Sir Nick Black's involvement in the event was first announced, to suggest it would be a good opportunity for Sir Nick to meet with PSSRU as he would be working with a number of people on QSO.
- **Action [completed]: Jules to contact PSSRU staff to let them know that Sir Nick Black is a partner on QSO and will be presenting at the event.**

Terms of Reference of the Management Group

- The TORs state that all members apart from the Directors and Administrator should change after two years. This means that changes are due in October 2018. Discussion took place about the process for identifying new members, likely to be Senior Research Fellows.
- **Action: New Director to identify potential new members**

Intranet

- Ed wants to discuss the Intranet at the next Branch Meeting (10th July). He would like a working group to see what should be kept on the Intranet and what should be kept on the u drive. The group felt the Intranet was useful for finding key documents quickly and should be used to share good news.
- Ann-Marie reported that a lot of accounts have been deactivated due to cost-cutting measures, only very frequent users will still have access. People should think of alternative ways of recording impact, maybe by using the wider impact form on the intranet.

Future meeting dates

Management Group Meetings

Tuesday 21st August, 2pm. Apologies from Sarah (alternative minute-taker required).

Branch Meetings

Tuesday 10th July