

**PSSRU Staff Meeting Agenda**  
**Tuesday 10<sup>th</sup> July 2018, 9.30am - KMC**  
**Chair: Diane**  
**Minutes: Daniel**

**Attendants:** Amanda, Ann-Marie, Daniel, Diane, Ed, Eirini, Florin, James, Jenni, Kamilla, Karen, Katerina, Laurie, Lesley, Lizzie, Madeline, Nadia, Nick, Robin, Sarah, Stacey and Steve

**Apologies for absence:** Olena, Gintare and Grace

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

Karen and Jeni were present in the last branch meeting, the minutes need correction.

Congratulations to Daniel for his PhD.

Congratulations to Ann-Marie on becoming a member of the NIHR RfPB Review Panel.

**Operational information**

**Units and schools – Updates**

PRUs - There have been meetings with DHSC but contracts are not signed yet. Jules attended the meeting for PRU Directors last Tuesday (3<sup>rd</sup> July). The press embargo on announcing the PRUs has been lifted. Jules and Karen are in discussion with the University's media office and are awaiting clarification from DHSC as to the actual amount of funding allocated to Kent.

SSCR3 – Karen is to meet Rachel Forrester-Jones to discuss plans for SSCR3 once Rachel leaves Tizard (probably in August). An update will be circulated as soon as possible.

SSCR2 – All projects must end by 31<sup>st</sup> March 2019. Jeni advised to finish any piece of work well in advance, if possible. There is a new SSCR2 website planned, given many complaints about the current one, but it is not online yet. Jeni will attend an SSCR2 meeting next Friday, any concerns should be forwarded to her before then.

**ACTION:** Karen and Jules to send press release about PRUs to media office.

Karen to circulate update on SSCR3 plans in August.

Jeni to highlight staff concerns regarding website and responsiveness to Anji at meeting next Friday.

**Staffing**

The Fixed Term Director interview will take place at the end of July. Karen Cox will be chairing the interview panel.

Prof. Shereen Hussein is joining the unit in early September. Ann-Marie, Sinead and Shereen are working together in a proposal and spent some time together during the British Society of Gerontology conference.

**Strategic Review of Posts**

From 1<sup>st</sup> July the posts advertised on the website are on review for 9 months. New posts are being put on hold. Sarah is getting in contact with HR to get more details,

but the policy document is available on the university website.<sup>1</sup> Jules is planning to talk to the Dean for Social Sciences and there will be clarification as soon as the information comes along.

**ACTION:** Jules and Sarah to clarify whether this applies to the research centres.

**REF**

No updates

**Accommodation**

Ed and Kate were thanked for their work in organising the move. Ed is working through the list of problems in our current accommodation as fast as possible. There have been many complaints about noise and it is best advised to bring the complaints to Ed, Sarah or Kate. Ed has closer contact with construction personnel and can get better outcomes or at least explanations regarding noise. Diane mentioned the library can be a quiet place to work in with remote access and Stacey mentioned you can book quiet rooms if you have postgraduate credentials at the University. At some point in the future the room across from Ed's office may be cleared up and serve as a quiet room to avoid noise.

Regarding door blinds, there is no agreement at the moment of whether we can have them or not. Concerns about privacy are valid, but so are concerns about health and safety. Putting paper and post-its or plastic films on glass is not advisable. Robin suggested a cover that is 90% effective, blocking the view from a person passing by the hall but allowing that someone that stops and stands in front of the door to peer inside.

Andrew Briggs will circulate an email with fire exits. Although they might appear bolted, they open when the fire alarm is activated.

**ACTION:** All staff to refer any noise complaints regarding building work to Ed, Sarah or Kate.

**Fire Marshals**

Ed and Amanda will continue as Fire Marshals and Lesley will join them as a new Fire Marshal.

**FEC Timesheets**

For the next 6 months there will be an experiment. We no longer have to fill out the FEC timesheets. Instead, we allocate our capacity to projects and the PIs will keep an eye on time allocation. This is done at the start of projects and does not need to be updated monthly. If, however, there is a change in time allocation, Sarah should be informed. Keep in mind hourly paid staff and some European funded projects may require keeping track of hours.

---

<sup>1</sup> <https://www.kent.ac.uk/hr-managementinformation/recruitment/Templates%20and%20Forms/index.html?tab=recruitment-forms>

### **Computing – Intranet**

The intranet will be brought back, Ed will ask volunteers to help populate the new system as it will start fresh and add things that people find necessary such as news feed. If there is anything you miss, let Ed know.

Twitter updates – Tweets up 162.5%, impressions 118.2%, mentions 142.1%, profile visits 46.3%. Fourteen new followers. There were many references from BSG conference. Conferences are always good for publicity and visibility as people network and add each other. Make sure you use the right hashtags.

**ACTION:** Ed to set up group to test new intranet.

### **Group updates**

#### **Data Management Group update**

The research data audit needs to be finalised by 1<sup>st</sup> August to ensure we are GDPR compliant. Some previous risk assessment for data carried out previously has put us well on track but not all the way. Risk assessment and updates need to be reviewed every year. There will be a meeting at some point to discuss this, probably not August. Data security document still needs to be reviewed and the framework agreed with colleagues from NHS Digital. Jenni made a point for people who keep data on paper in unsecured filing cabinets to make sure you do not have personal information about researchers as well. Having unsecured personal patients' information is of course not good practice.

**ACTION:** All staff to ensure paper records are locked away and let Ed know about any electronic files that need shredding ASAP.

#### **Health and Wellbeing Group update**

No updates. Next meeting is 23<sup>rd</sup> July.

#### **Equality, Diversity & Inclusivity update**

There was an email by Michael Mills regarding gender neutral toilets. There is also a trans-awareness online training available.

**ACTION:** Diane will circulate a link to online trans-awareness training.

### **Research updates**

#### **Update from BSG conference**

The conference was good and the presentations were well received. There were many tweets around people's presentations. The conference was big, over 600 people with 13 parallel sessions (although, for American standards, this was average and not big). There were many international people and it was a good chance to represent the unit. Florin made a point, from an economist's perspective, that the

session he was in was not well-matched. It was a big conference and people seemed tired on Thursday afternoon. Robin pointed out that these type of conferences have many symposiums that consist of people who know each other and have similar research interests. It is harder to allocate some research that does not fit into these symposiums.

#### **Achievements (including publications)**

Laurie presented results from the LTCQ project at PROMS research conference. Stacey had a paper accepted on people's motivations for caring and quality of life and will be presenting it at ILPN in September.

Eirini, Florin and Olena are representing PSSRU and presenting on ESHCRU and EXELC at the European Health Economics Association Conference in Maastricht. Lesley and Jeni had a paper accepted on the costs of aids and adaptations to support people in their homes.

Florin and Jules had an article about the ASC RNF on Laing & Buisson Care Markets Magazine. The UK Data Service has asked them to write a blog on their webpage.

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

##### **The democratisation of decision-making in SSPSSR.**

Nick has been following the discussions at the school level and suggested we should keep an eye on this to identify any aspects that could be applied to decision-making practices and communication within PSSRU. He will set up a meeting to discuss. Ed and Sarah have attended some of the staff group meetings. Most topics are not relevant to the unit but it is good to show that we do have interest in the wider decisions at school, some of which can possibly affect the research units. Ed mentioned a SLACK forum where discussion on this issue takes place<sup>2</sup>.

**ACTION:** Nick to set up a meeting.

##### **NHS 70 event coming up on Thursday evening**

Sir Nick Black is one of the main speakers at the event. He will be part of the QSO team. His talks are entertaining and worth attending.

Kamilla invited all to attend the lunch seminar by Dr Lyn Philipson, from University of Wollongong – Australia. The topic is work with dementia and the use of ASCOT – Easy Read version.

**Date of next meeting:** 4<sup>th</sup> September 2018.

---

<sup>2</sup> <https://sspssr-tau.slack.com>