

PSSRU Staff Meeting Agenda
Tuesday 4th September 2018, 9.30am - KMC
Chair: Karen
Minutes: Ed

Apologies for absence: Alan Dargan, Amanda Burns, Daniel Roland, Diane Fox, Katerina Gousia, Robin Darton, Sinead Palmer, Madeline Naick, Olena Nizaova (joined the meeting mid way through)

Welcome to new staff: Karen welcomed Shereen and Agnes who started on Monday 3 September. Shereen introduced herself and spoke about how she was pleased to be joining PSSRU.

Matters arising: Jeni queried if there was an update on when the noise from Cornwallis phase two building works would end, Ed had no update.

Units and Schools: still waiting for **PRU** contacts to be signed, so nothing has moved forward.

Rachel Forrester-Jones has now left Kent, meaning she won't be leading **SSCR3** from Kent's perspective. Discussions are ongoing about who will replace her and be Kent's Associate Director, but no decision has been made yet. There's an Associate Directors meeting on Thurs 6 September, which Karen will be attending as Kent representative and will circulate info after that. It had been hoped a decision would be made before that but alas not

QORU: DH have asked for an update on the 2018 plan, and so Karen will be asking people for updates in due course. This is a general update on whether outputs will be done by December and "where we are" with 2018 projects.

SSCR2: Jeni updated on this, which end on 31 March 2019. Good feedback has been received from NIHR for their 'mid term' review. More visits from Anji to Kent this autumn, going through project finance, management and dissemination. SSCR was asked to undertake a large scoping review for NETSCC on social care research priorities. This will inform research calls across all NIHR research streams. The final draft is nearly complete, and will be made public by the end of the year. The report lists 31 broad priority questions out of an initial 300+!

Planning for annual conference has begun, date is 11 April 2019. This will be the 10th anniversary of SSCR.

Staffing: No update on the Director post. KJ has verbally accepted the position but holiday etc in the way of getting contracts issued. Jules is chasing HR about this. As soon as KJ knows she will pass on news. Karen assumes that it will be an 'immediate' handover from Jules as soon as contracts are signed but this hasn't been discussed.

Nick asked about the status of contract extensions given University's "recruitment review". Sarah said the new forms were sent yesterday (3 Sept) to John Wightman who, as Dean, has

to comment. His office will then send to HR, and they will then go to the panel who will decide whether they are exempt or otherwise. Eirini asked about the timescale, but this is currently unknown.

REF: Ann-Marie had no update: there's been no meeting over the summer. She will keep everyone updated as to any developments.

Accommodation: Jeni asked about chairs and whether Broadstock were coming back to change the tension on some, Ed will find out. Meg at CHSS has already made some contacts on this but found progress slow. Ed said the "day two" furniture is on order, and will update with an ETA as and when one is received. Kamilla asked about blinds on door panels. Ed confirmed the position of the University is that they do NOT want them installed, primarily due safeguarding and health and safety concerns. A discussion took place. Sarah is going to investigate PSSRU installing these ourselves and any potential implications this may have.

GDPR: Karen explained that all datasets that we are holding – be it live or in an archive – will need a data protection risk assessment carrying out. Karen is going to lead us through this process, then CHSS and other research centres, and then finally the rest of the School. Karen is currently completing the risk assessments for projects that she has led on. She will then speak to Karen Glover (a GDPR expert) to ensure this has been done properly. Karen will then update on what is required of other data controllers. Our data breach process has gone to Alan Martin (University Data Protection officer) already for checking: we are ahead of the game on this. He will look at and approve / amend the process, and KJ will then circulate forms and templates to the school. Karen is attending the first Information Custodian workshop on Friday 7 September. Ann-Marie asked about the difference between Custodians and Controllers, and a general discussion ensued. It was confirmed that PIs responsible for data are *data controllers*, researches "using" that data are *data processors* and the *information custodian* (Karen) collates information on behalf of the school, which is in turn passed to Alan Martin. Karen explained the ICO are interested in processes as much as anything so it's important that these are sound.

Computing

Intranet: as per the emails on the subject, Ed explained that the Kent SSO (single sign on) process is now working on our Intranet. Various users confirmed they'd logged in ok. Teething problems are expected where users work across multiple departments (eg PSSRU and CHSS) but Ed will work with HR to satisfactorily resolve. This is important due potential data protection issues.

Computer admin rights: Ann-Marie explained how frustrating it can be at times not to have full administrator privileges on work computers. Ed explained the University position is these rights are not given as standard. A discussion took place, and Ed is going to explore these being granted on a temporary basis as / when required, but this will require a user to

sign a “disclaimer”. Shereen said this is a model is used at KCL, and Ed said some other Kent departments use a similar process. Ed will report back, and Ann-Marie is considering raising the issue with IS.

Email archiving: Ed explained that there is discussion that PST files (old Outlook data archives) may not be moved to new IS-provisioned storage arrays “in the future”, so it would be good to get ahead of the game and make sure we don’t have any on our network drives. Ed happy to advise if people have these, and the best course of action. Thanks to those who’ve already looked into this.

Group updates

SMIG: see written report in Appendix A from Alan.

Data management update: Karen is going to set up a meeting. GDPR process will dictate a few things about this, and the DMG will continue. There will be an archive of data as well as “live” stuff. Ed to confirm all data shredding is complete.

HWB: Olena explained there was a meeting in July and a report on communication has gone to the MG, but nothing has been received in response. The group will be picking this up this month to move forward and discuss what the priorities of the HWB will be in the coming year.

EDI: Diane absent to nothing to report.

Management: Jeni said no meeting has taken place since July, and the minutes of that meeting have been circulated. Ed resigned from the MG at the start of August, and he was thanked for his contributions.

Research updates / achievements

Shereen has submitted a paper (that has the PSSRU name on it!).

Eirini has had two papers accepted, one with Jules and Katerina in *European Journal of Health Economics*, and one in *PharmacoEconomics*.

AMT: PSSRU colleagues are through to stage two of two RFPB proposals, one PId by Stacey, and one by Shereen. AMT is also through to stage two of an NSHDR bid.

PHBE2: Karen said the report for this is about to be published. Has been approved so just awaiting publication.

Stacey: has a second proposal for a small amount of money that Kamilla and she are working on involving translating the ASCOT carer measure into Japanese. This is with a Japanese academic who’s also Director of Carers Japan, and that they may be visiting PSSRU in Spring 2019.

EXCELC: has finished as of 31 August/ Publication plan still being finalised. Funder report due in November so hopefully all papers submitted by then.

Olena: Rosa Roig who visited PSSRU in August and Olena are working on putting together a consortium to apply for the EU funding as planned during Rosa’s visit. May ask if people want to contribute further.

Eirini: trying to take ASCOT to America! She is visiting Cornell University for a couple of weeks start October 22. Discussing collaborative work that would benefit ASCOT.

SOTU meeting on Tuesday 16 October

Karen would like to gather thoughts from PSSRU colleagues on the structure of the day. Last year there was a review of the business plan from the previous year, and we then looked forward to the following year. Also a session on HWB, and then the “three minute presentations” on everyone’s research. KJ would be interested in including PS staff in this? There was support for the idea.

Nick mentioned that the **democratisation group** has commented on what should be included on the day and will feed this back to Karen on the meeting on 19 September.

Any other business

Kamilla has confirmed the Christmas meal for December 14 and will circulate more information in due course. It was confirmed that staff will be asked to pay their deposit, and the Unit will make up the balance for the meal.

Date of next meeting: November, Sarah to organise.

Appendix A – social media report

Twitter

Twitter followers up 25 from last meeting to 1,767

Since last meeting:

48 Tweets

34,000 impressions

170 link clicks

76 retweets

112 likes

Best performing tweet was one promoting Laurie and Diane's recent blog about their Methods of Measurement workshop with 2270 impressions, 29 link clicks and 6 likes.

3 blog posts since last meeting:

Laurie & Diane's post - 1315 views

Unit Costs: the last chapter - 2567 views

Better Care Fund Evaluation Final Report published – 2464 views

Some web page analytics since last meeting: (all numbers DON'T include PSSRU staff at Kent or LSE)

13,000 page views – top 5 are Unit Costs related, 6th is the review of the RNF study, 8th is the 2012 Unit Costs report and 10th is the CSRI international versions page.

1760 downloads from PSSRU site – top 9 are all Unit Costs related, number 10 is an LSE discussion paper

Library stuff

Slowly cataloguing and organising our small PSSRU lib in the KMC, catalogue will be available online via the PSSRU site as soon as possible.

The items we donated to the Templeman have almost been catalogued and processed and will be available on the open shelves, integrated into the existing collection. Again will advise when this is completed. If anyone has any questions about these please feel free to ask!