



**Research Staff Committee Meeting**  
**Monday 23 April 2018, 1-2pm**  
Cabot Room, Hawthorns

Apologies: Mascia Amici, Debra Long, Elaine Mawbey and Lena Melekhova (stepping down as reps)

Present: Scott Greenwell (SG, Chair), Sean Roberts, Kristopher Magee (KrM), Rachel Dill (ASD), Katie Manktelow (KM, Academic staff development), Abigail Smith, Marco Longana, Mike Gulliver (MG), Else Daly, Phillipa Lewis, Paras Naik (PN, Co-Chair), Daisy Gaunt (Secretary)

1. Welcome and announcements – SG

SG opened meeting.

2. Research Staff Working Party (RSWP) update – SG

Meeting before RSWP, nothing to update as yet.

3. Corporate Credit Cards (CCC) – SG

Raised at RSWP. SG reminded us of changes to systems, now using ERP. If it is not seen that we use CCC, we may lose them.

Action: **SG** – create email to disseminate via reps to departments, canvassing experience of the use of CCC across the university

4. Co-Chair Applications – SG

No applications as yet. Need to fill the 3 roles on RSWP committee, needs to be a named person.

Action: **ALL** – email SG and PN if nomination

5. “Ghost” schools/departments and new starters list – SG, MG, KM

KM sent list of current researchers to all reps from PIMS. List described as not being user friendly and having lots of dates. List not yet available from new ERP system. There is a potential difficulty with having reps have access to this identifiable data due to new data protection laws.

Action: **ALL** – email MG/KM with suggestions from PIMS list as to inclusion on new ERP data

**MG** – to check if contracts needed for new data protection laws

**KM** – update list of schools with/without reps for SG

**SG** – contact head of school (or research directors) to find researchers willing to be reps

6. Post-doc residential – MG

18 applications/16 spaces, good gender equality. Need panel members from within Reps to discuss “How to make the most of your first post-doc”, in a more informal question/answer and advice session. MG noted that many of the female attendees noted confidence issues.

Action: **ALL** – email MG if you wish to be a panel member.

7. New research staff centre – MG

Help needed from research staff into the development of the new staff research centre. Meeting on 2/5/18 to discuss ideas around branding and naming of the new centre. Facilitated by design agency. Eventbrite link has been sent around to all research staff; 6 sign-ups so far out of a maximum of 15.

Action: **ALL** – promote within departments and sign up

8. Email access for leavers – MG

Update on progress. Emails currently bounce if left university. Solution proposed by IT, forwarding email address on auto-reply for 6-months, if form completed before leaving. Due to new data protections laws the university cannot keep data for longer than necessary. Progress currently paused due to ERP set-up, should be back in progress by September.

9. Incentive Awards – MG

Previous suggestion of award for reps who are going above and beyond for the research staff they are representing (e.g. money for conference), and those that support research staff (ASD). Both this committee and RSWP decided that it would not be appropriate to single out reps above others, but to have a more general dinner/award ceremony. This could be coupled with other appropriate university-wide awards. KM is attending a positive working party meeting and will raise this idea. MG encouraged us to be more active in our roles and to put more pressure on RSWP.

Action: **SG** – email all reps and survey access to departmental meetings with Head of School or research director

10. Working party to advise the task and finish group for progression and promotions P&P within P2 (research staff) – MG

When new VC started a review was carried out of P&P for all pathways. The reps committee with the help of ASD consulted with research staff on their experience of P&P, which was taken to RSWP and then to senior management. Currently Judith Squires is leading a task and finish group to address P&P for all pathways to be approved by Senate. MG feels that this group is not taking into account the experiences of research staff, and that this will not result in a scheme which is fit for purpose for P2 staff and would like to slow this process down. He is currently in discussion with the new HR Director (Claire Buchanan). As this has taken a long time, the unions are also asking to go back to negotiations too. As reps we may need to survey our departments again, after new proposal created.

Action: **SG** – to update RSWP on progress so far, and raise concerns

**MG** – to present update on task and finish group proposal at next reps meeting

11. AOB

Photos for website – PN

PN has set up Onedrive for photos of reps for ASD website.

Action: **ALL** – add photo

VC Fellowships – PN

PN raised the issue that each department seemed to have different “rules” for eligibility and that did not seem to be much central guidance given. MG clarified that this was how the scheme was designed and that departments were allowed to decide who was eligible and their own areas of research priority. PN also noted that that there was no “essential” criteria only desirable. MG confirmed that this was a decision made for equality and diversity reasons, due to female applicants often not applying if they did not meet all essential criteria.

Action: **MG** – to feedback to Clare Wrixon

Mentoring for post-docs – PN

PN suggested setting up mentoring for post-docs. ASD are hoping to be able to implement opportunities for mentoring for all research staff.

Invited speakers – PN

PN suggested having meetings with invited speakers, as before. SG suggested having additional meetings rather than reps committee meetings due to time constraints.

Staff survey – KrM

KrM helped to develop the staff survey this year and encouraged all reps to promote this before the end of the survey (April).

Action: **ALL** – to promote completion of staff survey within departments.