



Research Staff Representatives Committee Meeting minutes
Monday 18 June 2018, 13:00 – 14:00
Brunel Room – Hawthorns

Apologies: Lis Bates, Katie Manktelow, Pdraig Dixon, Katherine Baldock, Philippa Lewis, Mascia Amici, Scott Greenwell (SG, Chair), Paras Naik (Co-Chair)

Present: Kristopher Magee (KM, Co-Chair), Daisy Gaunt (DG, Secretary), Malu Villela Garcia (MVG), Sean Roberts, Abigail Smith, Marco Longana (ML), Mike Gulliver (MG, academic staff development), Ilse Daly, Jo Edgar (JE), Debra Long, Holly Baum, Erica Morley (EC), Ian Bull (IB)

1. Welcome and announcements – KM

Kristopher Magee has now taken up with position of co-chair alongside Paras Naik.

KM raised the issue of lack of attendance at these meetings. There are still schools without reps. MVG said that there are very few research staff in the School of Economics, Finance and Management so having a representative is not seen as important. JE is based at the Langford veterinary school so not always available to meet on the main campus. KM asked all to prioritise access and attendance at school management meetings, Head of School meetings and research committee meetings.

Actions:

ALL prioritise meeting attendance, respond to calendar invites and raise issues with meeting timings with DG.

DG to send charter to all representatives and monitor attendance.

IB/EM contact Earth Sciences HoS and research staff to find representative

Chair/co-chair consider surveying representatives access to school management meetings, Head of School meetings and research committee meetings

2. Corporate credit cards – KM

No update. SG will continue to canvas experiences within departments.

Action: **ALL** feedback experience of the use of corporate credit cards within departments

3. Research Staff Working Party (RSWP) update

1. Leavers' email access – MG

The current solution (not yet implemented) is an ongoing email address which will be sent by auto-reply. Emails will not be forwarded due to data protection, as UoB cannot hold data for longer than is necessary after staff have left. This solution is in a queue

after the new ERP systems fixes and is currently low priority. The RSWP will now contact IT and get this moved along.

2. New RSWP chair – MG

Tim Peters (Translational Health Sciences, Bristol Medical School) will be the new RSWP chair from September. ASD have met with him and discussed encouraging RSWP committee to be more active and the gender equality on RSWP committee.

3. Promotion and Progression – MG

Update on implementation group which was created in response to the P2 review and extended to other pathways. The processes are being changed but the culture around how PIs think about applying funding for promotion/progression and who they look to promote/progress is not being address. MG raised this at the RSWP and Nishan and Judith Squires agree that this needed to be kept in focus. MG is stepping down from the implementation group as he feels he will be able to hold them to account better from outside. There are also issues around HR compliance and differences in rates of promotion/progression by gender and ethnicity. We also need to understand how different departments/schools carry out promotion/progression. Discussion around representatives' experiences within school.

MG suggested a separate meeting where he presents the review and what has been done so far by the implementation group.

Actions:

MG email promotion/progression review to representatives and updated figures of those P2 staff who are progressable under their current contract (3% previously)

DG to arrange meeting for review presentation and discussion (September 2018)

Chair/co-chairs consider canvassing opinion of RS again, and/or writing open letter from representatives to Nishan/RSWP with concerns about lack of changes for culture around promotion/progression

4. Incentive Awards – MG

RSWP understood the need to recognise those that are good representatives for research staff and also those that support research staff. MG has not found an awards ceremony that fits these awards. Over the next 12 months as ASD start this new centre for research staff then more will be done and these awards can fit into that.

Action: **MG** will create a list of ideas that representatives/support staff can be rewarded for

4. Items raised by academic staff development

1. Research Staff Development Centre - MG

Naming event was successful, Bristol Clear (not an acronym). It was decided because there was a need for it to represent researcher togetherness, support, time out to think and plan, clarity of information and policy, and training that makes sense. ASD are working on branding and visuals. A launch event is planned for 9/10/18 and after that ASD will visit schools/departments to promote visibility.

2. Research Staff Development Fund – MG

Currently bids for up to £1000 are invited (pot of £3000), from September 2018 when applications will re-open this will be increased up to £3000. If the money is not spent, then potentially a strategic call may be announced. Expect an email from ASD around September advertising the call.

3. Post-doc residential – MG

Very successful 2-days with 16 ECRs. Panel including some research representatives worked well. The event will be repeated every year (increased to 20 researchers), with an updated structure based on the feedback received.

Discussion around who events like this should be aimed towards. Other universities use the term established researchers for those 5-10 years post-PhD and the terminology used needs to be clarified. ASD are aware that this group of researchers do not necessarily have the right support in place currently. The new centre will work on peer-to-peer mentoring, writing retreat and training to improve the quality of research life.

5. AOB

1. Teaching commitments by research staff – KM

Discussed what teaching RS are expected to do and if extra payment was made for these.

MG reminded that Rachel Flecker had spent 2-years researching this with support from the RSWP and developed a policy that was supposed to be tested in science and then implemented after changes across UoB. ML raised the issue that if a researcher wants to take part in the CREATE scheme they need some hours of teaching and that this is also needed if researcher wishes to be a lecturer (P1). Supervision/co-supervision of undergraduate/postgraduate research is not recognised as teaching in the CREATE scheme, and is not often rewarded either monetary or otherwise. Often PIs expect supervision to take place, without recognising the effect on workload.

MG discussed the new university policy of having graduate teaching assistant posts which include funding for a PhD.

Actions:

MG email research/policy by Rachel Flecker to representatives

Chair/co-chair consider surveying current implementation of policy to feedback to RSWP

Next Meeting: TBA September 2018