



## Minutes

### Department Open Meeting

1 November, 11.30-12.30pm

Flora Anderson Hall, Somerville College, Oxford

Chair: [Dimitrios Koutoukidis](#)

### Welcome and staff update (from April 2018) – Dimitrios

- All new staff members present stood up and introduced themselves.
- All new staff members since the last Open Meeting in April 2018 were listed on the agenda.

### Admin update

#### Communications – [Dan Richards-Doran](#)

- There are new and updated pages on the intranet under '[Communications](#)'.
- This is where you will find information to help with general enquiries, guidelines and policies.
- [Alice Crouch](#) has joined the Communications Team for two days a week as Digital Communications Officer, working 60% on CEBM projects and the remainder for the department as a whole
- There is a new email address for enquiries: [communications@phc.ox.ac.uk](mailto:communications@phc.ox.ac.uk)
- Items for the internal newsletter should be sent to: [news@phc.ox.ac.uk](mailto:news@phc.ox.ac.uk)
- Dan reminded colleagues of other communications staff: [Gavin Hubbard](#) (CLAHRC), [Kate Farrington](#) (NIHR School for Primary Care) and [Ellie Morgan-Jones](#) (MIC).

### Finance – [Jenni Crosskey](#)

- Jenni showed the new updated intranet pages for '[Finance](#)'.
- [Emma Brant](#) is the Finance Manager and is the contact for budget queries relating to the department's General Ledger (not research projects), supported by Jacqui Belcher and a post to be recruited to. They can be contacted at [finance@phc.ox.ac.uk](mailto:finance@phc.ox.ac.uk).
- [Dawn Evans](#) is the contact for pre-award grant applications. Jenni stressed that Dawn needs costings for pre-awards at least **10 working days** before the call deadline (with Research Services requiring applications at least 5 working days before the call deadline).
- Helpful contacts for grant applications:
  - [Pre-award@phc.ox.ac.uk](mailto:Pre-award@phc.ox.ac.uk) for all application costings and other application queries
  - [Post-award@phc.ox.ac.uk](mailto:Post-award@phc.ox.ac.uk) for all matters from successful outcome of award application onwards.
- Jenni asked that reward letters are sent to [post-award@phc.ox.ac.uk](mailto:post-award@phc.ox.ac.uk) ASAP after receiving in order to get the budget set up in a timely manner.
- [Karen Rhodes](#) is the finance officer for the SPCR.
- [Matt France](#) has just joined the Finance Team for the CLAHRC and BRC.
- Kristy Smitten is also joining the Finance Team in the new year as the Grants Manager. Kristy is currently part of the University Research Accounts Team so has extensive experience of managing grants.

### HR and Personnel – [Clare Wickings](#)

- Clare shared the updated '[HR and personal development](#)' intranet pages.
- There is now the online [HR Self Service](#) which is where staff can go to update information such as contact details, view payslips and P60s.
- Clare introduced [Katrina Hadirampela](#) (Deputy HR Manager) and [Georgia Buckland](#) (HR Administration) who are both new to the HR Team.

- Katrina is the contact for end of contract, payroll changes or data, new job descriptions, visiting academics and casual workers.
- Georgina is the contact for recruitment, new starters, contracts, annual leave, sick leave and PDRs.
- There will be a new online annual leave system being introduced shortly. An email will be sent to everyone once this is available.
- Clare thanked Deborah Lennard who has been assisting the Finance Team over the summer on a temporary basis.

#### **Head of Department update – [Richard Hobbs](#)**

- Richard highlighted the [Final Honours School Projects](#) on behalf of [David Nunan](#).
  - The call will come out in November – an email will be circulated with the details when it does.
  - Supervisors need to inform [Daniel Long](#) if and when they submit a project and then again if and when a student is assigned to a project.
  - David Nunan can be contacted for further information.
  - David also added that he was wanting students and supervisors who have been through the process before to help put a blog together.
- Student Authorship – Richard urged that communication about authorship should begin at the start of every project and continue throughout. An authorship policy was in the final stages of being agreed by Research Committee.
- There will be a dummy REF shortly. The next REF will be in 2021 and is very important. It is the UK's system for assessing the quality of research in UK higher education institutions. We have been the top ranked centre for academic primary care in the UK for the last 20 years, and our aim is to retain this.
- [Richard McManus](#) is now the School Lead for Oxford (NSPCR).
- There are major issues for British institutions regarding USS pension scheme and these won't be resolved easily. The consultation started on 3 September and is due to end 2 November, with the final position decided upon in December. More information about the USS pension scheme can be found on the University website and on the main [USS website](#). Richard offered to hold another USS forum for staff if people felt it would be helpful.
- The general growth of the University poses problems in terms of space needs and capital planning. The University is developing a new Strategic Plan which includes proposals for more staff and student accommodation in Oxford. The University is committed to providing more affordable housing for staff.
- Space remains an issue for the department. Humanities have a bid for new space within the ROQ site. We are in the process of negotiations to also acquire space on ROQ.

#### **Staff survey – [Sue Ziebland](#)**

- Sue presented the first analysis of data from the staff survey. Please refer to the slides Sue presented at the meeting.

#### **CHSEO – [Raphael Wittenberg](#)**

- Raphael presented slides explaining what CHSEO (Centre for Health Service Economics & Organisation) is all about, who the team are, current projects and future plans. Please refer to the slides Raphael presented at the meeting.

#### **The Christmas Party – [Jessy Morton](#)**

- The Christmas party will be held on Friday 7 December, 7pm at [Teddy Hall](#).
- The fancy dress theme is Comic Con.
- Staff will need to register for the party online. This will be sent around on Friday 2 November.
- Spaces are limited so it is important that if staff are unable to attend after registering, they let Jessy know in advance of the party date so others have the opportunity to take that vacant place.
- Please refer to Jessy's slides for further information and inspiration.



**Date of next meeting:** March 2019 - TBC