

SBMS CIP Executive Committee meeting

Monday 13th September

MINUTES

Present: MS, JP, DP, MC, ML, AJ, SM(sec)

CIP Infrastructure

The CIP brochure has now been published, along with a new College brochure, with a view to distributing these to plenary speakers and visitors. Confirmation is required on how often these will be updated to reflect new publications. The pdf version of the brochure will be added to the CIP website. It was highlighted that the graphic design of each brochure could be more individual as they currently all look the same.

Action: Obtain HRB images from Paul McGuire- JP

Estates and Buildings are conducting an electricity consumption audit. Staff members should be aware of their own consumption as the school may use grant money to pay these charges. FEC money will be returned if school becomes responsible for charges. JP is currently getting estimates for all utilities and the actual cost in October. Any money saved will come back to the school. Physical and occupied space needs to be addressed.

Good feedback has been received from the Wellcome trust confocal application. The response has now been returned and the outcome will be known mid October

There is a plan to replace all centrifuge rotors, particularly the regularly used ones. Staff must be made aware that signing the log books is imperative as these will be used to identify which rotors are used most. Any rotor not in regular use in the last 6 months will be locked away. The centrifuge group need to identify a plan of action for replacing rotors

Action: JP to speak to H&S manager regarding guidelines for using condemned rotors.

Finance

JP reported an underspend on seminars and an overspend on maintenance due to fixing of the cold room. An extra £3k of FEC money is in reserve. It is unknown if the College will still provide funding of £5k

The school administrator's job will be distributed between Morag, Lee and Janet P. It was highlighted that technical support is required to replace Mark Patrizio although Jill Douglas starts in November. All lab managers will be invited to apply for the replacement technical manager vacancy. This will be an item for the next agenda.

Action: JP to send Job description to group.

WT awards/applications

College will not hold internal interviews for potential applicants. HeadCMVM is required to give references for each application so CIP will provide initial support and advice to prospective applicants. There will be feedback from the Wellcome meeting on the 27th September.

REF

The meeting at the Burn will discuss outline IMPACT statements. MS will provide feedback and more information after the meeting.

CIP website & brochure

It was noted that it would be helpful if notice about new grants/pubs etc was provided earlier so that the news webpage was as up to date as possible. The postdoc pages were discussed as there is a problem with keeping them updated. It was agreed to ask the community if these were considered useful?

Action: GL to send a reminder.

Absence recording

New HR guidelines from College will soon be released. Reception will be initial contact point and cascade the information appropriately. This will assist in knowing who's in the building for visitors coming into reception. All staff must be made aware of the HR practicalities for recording holidays and also as a matter of courtesy.

AOCB

DP noted that there are regular animal house meetings which try and diffuse any issues making it unnecessary to bring any issues to the CIP executive meetings.

Date of next meeting: 11th October at 1300