

DEPARTMENT OF BIOLOGY

MINUTES OF STAFF COMMITTEE MEETING

Date of meeting:	Friday 17 January 2020
Time:	10.30am
Location:	Williamson Rooms
Present:	Chair: Robert Horton (RSH) Angela Lipscomb (AL), Jenny Purcell (JJP), Paul Scott (PS), Judith Mitchell (JM1), Tim Doheny-Adams (TD), Fiona Scaife (FS), Lucy Williamson (LW), Christoph Baumann (CB), Marie Fleming (MF), John Davey (JWD), Hayley Daniels (HD), Angela Hodge (AH), Mark Bentley (MB), James Fox (JF), Lucy Hudson (LH), Ville Friman (VF)
In Attendance:	Gelayol Holme (GH)

Agenda/ item number	Update/minuted discussion	Action/ owner
20/01	Apologies for absence: Apologies received from, Nicola Charlton, Jason Daff, Fran Oliver (FO), Rachel Hope (RH), Thorunn Helgason	
20/02	Minutes of the meeting Wednesday 18 September 2019: The minutes were accepted	
20/03	Matters Arising: 19/04 - (JJP) will discuss with Lucy Hudson and regarding the Motion Sensors to discuss at the next EGP Estates do fund this and this is on the next Agenda for the next Estates meeting (AL) reported that the Webpage on the Athena Swan has now been updated and Elva Robinson has replaced Nia Bryant. (JJP) the common suggestion scheme theme of more department social events has been discussed at the Social Committee and resulted in the trial of a Pancake Day event in February 2020. Other suggestions will be welcomed. (RH) thanked Jenny Purcell for her work done for the Social committee as she is leaving the university and Louise Simpson has taken over from her. (AL) flexi sheets been updated and been circulated to all staff.	

<p>20/04</p>	<p>Updates across the department</p> <p>(JJP) – The date has been changed for the Research Away Day as James Moir was unable to make the first suggested date. Social Committee events such as Pancake Day and Spring Social will be updated on the Wikki.</p> <p>(LH) – Replacement of the chillers in the plant room which is an ongoing project. 3 Chillers in the department are going to be replaced 2 will be replaced whilst one is working so there is no disruption for staff. Chiller work will carry on until the end of March and the re-roofing work will continue until the end of July at least weather permitting. If there are any issues to contact Lucy Hudson.</p> <p>(CB) – Open Days scheduled for teaching and is it possible to look at the walkway and the work in the Biology atrium – possibly access for people on the wheel chair etc.</p> <p>(LH) – any concerns to be referred to Lucy Hudson</p> <p>(FS) – reported that the Travel Expenses policy has been changed and it is going live as of 1 February 2020. The last update was in 2014 and there is 41 pages less than previous versions. The expenses form will only apply to the travel and anything else such as books, consumable have to go through another procedures unless there is a fieldwork exception. If you are aware of any fieldwork then contact Fiona Scaife re new procedure. There will be a 3 monthly rule will also apply and make it stricter than current system in place. (FS) will circulate the key points to everyone soon and Andrew Busby has been invited to the next Departmental staff meeting to do a presentation on.</p> <p>(FS) – suggested that there are some Finance training on the Learning and Development with different dates available for admin staff to book on.</p> <p>(LH) – mentioned that the central project on (YEP2) York Electronic Purchasing System 2 will also be at the Departmental Staff meeting to report on the latest changes.</p> <p>(JF) – 2 new starters in Q block HYMS/Biology David Boucher and Ioannis Kourtzelis</p> <p>(PS) – Harry Stevens started on 6 January 2020 and is settling in well.</p> <p>(JD) – Genomics investing in a single cell technology and are getting a robot in a couple of weeks it enable them to carry out their research on that. If anyone is interested in the single cell they are welcome to speak to the team.</p> <p>(CB) – L1 have started the Green Impact Scheme the temperature from -80 have been switched up to -70 and the overflow was -80 to -50 now. This is used frequently and it cools down quickly. (LH) said that when there</p>	<p>ALL</p>
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	<p>is an emergency then CB will be called out due to the fact that the freezer have failed at -50. If you put in a sample from a -50 to -50 then the temperature will drop to -30. The freezers are alarmed and when the doors are opening and closing frequently the temperature will drop to -30 from -50.</p> <p>(CB) said there is no issue with having the freezers at -50. (LH) said that some areas in L0 would need the temperature as -70. It was agreed that the freezers will stay at -70. (CB) asked if there is any kind of hardware is needed for the plastic recycling. (LH) suggested that CB contacts Biology Stores for any hardware. (CB) there hasn't been a cleaner on L1 for months. (LH) said that she has noticed that on F1, and K1 blocks also there hasn't been any cleaners either. She has spoken with the line manager and they are struggling to recruit. They haven't been able to pull in cleaners from other areas as they are in a similar situations. If the essentials are not being done then contact Lucy Hudson.</p> <p>Action: (RSH) to raise the issue around lack of cleaners in the department at the next Health & Safety Committee.</p> <p>(AH) – D0 – noticed that soap dispensers are not getting filled. (LH) said any cleaning issues should come through Infrastructure so a log can be recorded and taken up with the cleaning manager. (AH) said that there was a disruption which took place before Christmas and staff were not been made aware of. People were working outside Elva Robison and Angela Hodge's offices whilst TAP meetings were going on.</p> <p>Action: (LH) will speak to Estates and will feed back at the next meeting</p> <p>(MF) – Started as the Biology Research Support Officer working with Jane McCarthy from 2 January.</p> <p>(HD) – reported that lots of work is taking placing in BSF. They were given a project Gant Chart on Cat3 area and everything has been moved to the quarantine area. All asbestos has been removed and staff worked shifts from 7.30am- 7.30pm to cover everything. The contractors are turning up from different companies that BSF were not been made aware of and they are constantly in and out of the area. (HD) had a prior meeting with the project manager and discussion were agreed but all changed again. The work and scaffolding should all be completed by 24 January 2020.</p> <p>(HD) apologised for the frequently of the alarms going.</p> <p>(AH) – Asked about the white boxes that have appeared outside – what they are for? (LH) said that probably are the asbestos boxes.</p> <p>Action: (HD) to contact the project manager regarding the removal of the white boxes</p> <p>(TD) – Teaching have been struggling to get demonstrators for BMS/practical workshops. Training the PhD students to take over the tutorials have been good and the feedback given from them has been positive. Rachel Hope has commented that MOOC has been successful and they will continue with that this summer.</p>	<p>RSH</p> <p>LH</p> <p>HD</p>
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	<p>(VF) – L0 – Power cut caused the fridges which were -80 and -70 to drop down to -50. (LH) said if they are planned power cut the maximum limit is 2 hours response time. Staff have raised the lack of water fountain in L0 as there isn't anywhere nearby to get any drinking water. (LH) responded that the department pays for the maintenance of these and some of them were out of date so it was costing a lot to keep them. Due to the cost some of these water fountains were removed and staff will have to walk around to find one. She said that the university as a whole was looking at that under Health and Wellbeing.</p> <p>(JM1) – reported that Neil Bruce as a new CNAP director has started. M1 are considering moving the temperature of -80 freezers to -70. People also have noticed that some equipment that supposed to stay on had been switched off over Christmas period despite notes being in places. Planned power outage had caused a few problems. (LH) said that she normally advise staff to turn everything off when the power outage is taking place. You can try and put a surge protector on the equipment if necessary.</p> <p>(JM1) – mentioned that cleaners on M1 were not aware of the dates for the power outages as well as other staff members from different areas within the university also were not aware of the power outages and were unable to get through the doors. Is it possible to put signage on the Biology atrium doors? She also asked if standard signage for the press 'Green Button' on the doors can be displayed.</p> <p>(CB) – could L1 be included in the door signage Action: (LH) – will be looking into this and will report back</p> <p>(LW) – reported that a new started called Olivia Pritchard will be coming from the central Admission's team on Monday 20 January 2020 and she will be working with the Undergraduate team. First Visit Day is on Saturday 18 January and 2 Wednesday's which are 19 and 26 February 2020. Further Visit Days is also planned for Wednesday 8 April 2020. The rest will be on a Saturday from mid-April onwards.</p>	LH
20/05	<p>Proposed Biology Professional Services Staff Network Several PSS staff have raised the issue of creating a network within the Department, similar to the good practice promoted by the Technician's Commitment. RSH has begun initial planning for such a network, focussing on staff development and community building. RSH will be contacting all PSS in the Department to ask for ideas and comments on the proposed network. Action: RSH to contact PSS staff</p>	RSH
20/06	<p>Issue with CT and constant temperature rooms on D0 (AH) – had a meeting with Lucy Hudson and discussed the alarms are constantly going off. This has caused a problem as the person affected has now lost 3 projects. (AH) was hoping that there will be a long-term plan in place. (LH) has raised this with the Estates and they are looking at the machinery, the age and the cost involved. The Estates are also doing a regular checks to make sure that they are working OK.</p>	

20/7	<p>Equality and Diversity Update (AL) – reported that Biology webpages have now been updated. There were a few actions around the Postdoc career progression and a working group has been set up for the end of January 2020. If anyone is interested and can contribute to the action then contact Angela Lipscomb. The International Women’s Day is on 8 March 2020. If anyone has any inspiration and ideas to develop this then contact Angela Lipscomb. Robert Horton and Ann Mathé are both trained as Bullying and Harassment Advisors. Any concerns should be reported to the line manager first and then to the Advisors if needed. (RSH) – added that the university is updating its policy on Bullying and Harassment. This is now called Respect and Dignity Policy which is due out in March 2020. This will expand onto a much wider areas such as not being treated nicely and not just bullying.</p>	
20/08	<p>Making the Difference Awards Update (AL) reported that Team Award was given to the Social Committee and this was before Christmas. This is purely a voluntary role and they do bring people together. Rachel Hope in T&S was awarded on her work mainly on the Admission side. Jo Marrison in TF also received an award on covering other people’s absence as well as developing external relationship. Mike Nolan, Fran Oliver and Steph Ellis in the SAS team were awarded for the additional responsibilities they assumed during Ann Mathé absence. (RSH) said that the Making the Difference Award is working well, particularly being ran on a termly basis in Biology rather than the annual basis used in most other departments. (AL) we also send out ‘Thank you letters’ to the nominees. (RSH) if anyone is nominated and they are outside of the Biology, then their home department is notified of this. (AL) also are looking at how to allocated the money especially if it’s a Team Award and how to distribute it so there is equity in the award received by a member of a small team and a member of a large team.</p>	
20/09	<p>Any other Business RSH requested that members of the committee who are unable to attend a meeting either deputise someone to attend in their stead or to send a brief written report for their area to be read at the meeting.</p>	All
Date of next meeting: Thursday 23 April 2020, 2.00pm – 3.30pm Williamson Rooms (B/H/102)		