

**Meeting Friday 18th October 2019**

**DeVere West One, Portland Place, London**

Minutes

1. **Welcome and Apologies**

Welcome from the Chair, Professor David Donaldson.

Apologies for absence from members unable to attend.

1. **Minutes of the last meeting**

No actions

1. **Matters Arising**

No actions

1. **Issues of Concern to Heads**

**Research ethics scrutiny –** a head was concerned about the level of ethics scrutiny. Around two thirds of heads reported their departments have autonomous ethics. Nobody thought central ethics is an improvement to school level

**Technical services/department –** some heads reported difficulties in recruiting appropriately qualified technical staff.

**Flexible working -**issues around compressing 5 working days into 4 were discussed. Some heads reported this was something that was difficult to implement. Otherheads were of the view it wasn’t much of an issue if it could be accommodated.

1. **Chair’s Report**

Chair gave a verbal report.

Chair paid tribute to the late Peter Bannister - a founding member of the AHPD.

Chair announced he will be stepping down as he is moving institutions and will no longer be head. Chair will remain co-opted until a new chair is elected.

1. **Secretary’s Report**

Secretary gave a verbal report on the upcoming training and workshop overview for the next year.

**7. Treasurer’s Report**

 Treasurer gave a verbal report on the finances. Treasurer announced a new call for the AHPD small funding grant – closing date 17th January 2020 (attached)

1. **AHPD Representatives ‘ Reports**

Research Board – JN verbal report (attached)

JCPHE – not met since last meeting

Educational and training boards – not met

BPS boards – still in transition

**9. Any other Business**

 **10. Dates of future meetings**

14th February 2020

**Attachments**

BPS Research Board

Treasurers Report

AHPD small funding grant

**Report of BPS Research Board, 29thOctober 2019, London**

*Board of Trustees, Update*.

The ‘Society Change Programme 2020’ aims to make the BPS more fit for purpose. Chief Executive, Sarb Bajwa, reported that Phase 1 has four workstreams: Organisational Development; Procurement; IT Systems; Vision and Tone. Funding has been gained for this phase. Out of 18 ‘quick wins’, 15 have been completed. The next stage is Phase 2 which has 12 workstreams.

*REF 2021*.

Qualitative Methods expert – Professor Brendan Gough has been appointed. There was a request for more guidance concerning Qualitative work in REF returns.

Funding Weight – funding for UoA4 will be increased from 1.42 to 1.6. This is a significant development for psychology as it brings it in line with other sciences and allied health professions. It was suggested that it is of very high importance that all academic psychologists make sure their area is represented across the UoAs.

Survey of Submission Intentions and Activity – this BPS survey of departments’ submissions ran from 21st June to 31st July 2019. The intention of this survey is to provide resources and support for members. A key finding seems to be the likely fragmentation of the discipline across nine UoAs, and potentially, up to 12 sub-panels. It was noted that the level of psychological expertise on UoA3 should be raised as an urgent concern with the REF team. A web link will be made in due course to the survey findings.

*Guidelines for Psychologists Working with Animals: Revised Edition.*

This document was presented to Research Board for approval, then for publication and dissemination.

*Memory-Based Evidence Workstream*.

A ‘plain English’ guide is being drafted and will be presented to Research Board in May 2020.

*Open Science.*

UK Reproducibility Network (UKRN) – two fully-costed BPS bursaries will be available for attendance at the BPS Conference 2020. It is proposed that these are co-badged with UKRN. Note. the Qualitative sector have concerns about the word, reproducibility, given the nature of qualitative research.

APA-DGP-BPS Preregistration Task Force – pre-registration guidelines for authors are being developed with a view to being launched in July 2020. Note. DGP is the German Psychological Society.

Sandpit on Open Data – a 2-day sandpit is being planned with venues currently being considered. Date to be confirmed.

*Ethical Approval for Independent Research*.

The issue concerns those psychologists not affiliated to universities or organisations such as Local Authorities who need to gain ethical approval for their research and where they go for this.

*Guidelines for Internet Mediated Research.*

The current guidelines were published in 2017 and are due for review in 2020. There was a suggestion that the social media policy also needs updating.

*International Conference Symposium Scheme.*

The twice-yearly deadline dates for the scheme are not helpful, and it was agreed that greater flexibility would be given with regard to applicants meeting these dates.

*Book Award.*

There are four different categories of books, and one, the monograph, is problematic in terms of definition and whether a monograph with more than one author can be included in this category. Another concern is the eligibility of books with multiple editions. Should later editions be treated as new books for this award?

*Standing Conference Committee Report*.

Annual Conference 2019 – this took place in Harrogate, 1st-2nd May. A detailed Conference Report was presented to Research Board. Discussion centred on the point of the conference and whether the new format was addressing this. Only 26 out of 168 papers were accepted; thus, a large number of excellent papers were rejected. This is of great concern.

Conference 2020 – this is being planned to take place in Leeds, 30th June-1st July.

Careers in Psychology Sheffield 2019 – free event, 16th November 2019. <https://www.bps.org.uk/events/careers-psychology-sheffield-2019>

Careers in Psychology London 2019 – free event, 30th November 2019.

<https://www.bps.org.uk/events/careers-psychology-london-2019>

*Psychology Postgraduate Affairs Group (PsyPAG)*.

PsyPAG’s 35th Annual Conference is to be held at the University of Leeds, 28th-31st July 2020. The plan is to include doctoral trainees as well as PGT and PGR students under the PsyPAG label. New bursaries are being developed to help self-funding students with conference attendance, for example, childcare, travel.

*Editorial Advisory Group.*

The BPS journals continue to do well in terms of impact. Discussion centred on whether the inclusion of ‘British’ in the title of some journals is too limiting, and if changes were made, what would these be.

*Society Archive/History of Psychology Centre (HoPC) Update.*

Planning is underway on the next Stories of Psychology Seminar “Psychology and Society”, to be held on 7th November 2019. The theme will be examining the role, changing media and messages of the public psychologist.

<https://www.bps.org.uk/about-us/history-psychology-centre/events>

*Early Career.*

An Open Science-related session is being planned as both an online and face-to-face event.

Professor Jan Noyes, AHPD Representative 29th October 2019



**Treasurers Report AHPD – October 18th 2019**

The finances of AHPD continue to be in good health. We have received membership payments from 88 institutions for 2019/20. This is a little down from previous years (membership for 18/19 was 101). We maintain approximately £33k in our business reserve account that covers most of our running costs for one year (excluding workshop events and grants). We have brought in £59k this year and our current expenditure is around £38k. We have approximately £21k remaining that will cover the grant payments and outstanding meeting costs for 2019.

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| **Bank accounts - running totals** |  |  |  |  |  |  |  |  |
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| **NATWEST - CURRENT** |  |  |  |  | **NATWEST - BUSINESS RESERVE** |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Date | Income | Expenditure | Balance | Statement No. |  | Date | Income | Expenditure | Balance | Statement No. |
| 05/01/2019 | 23400.00 | 6705.68 | 49927.20 | 68 - 70: This statement covers December 5th - December 31st of previous year |  | 04/01/2019 | 16.60 | 0.00 | 33032.80 | This statement covers December 5th - December 31st of previous year |
| 05/02/2019 | 9750.00 | 984.60 | 58692.60 | 71 - 72 |  | 05/04/2019 | 15.25 | 0.00 | 33048.73 | 20 |
| 05/03/2019 | 9750.00 | 8067.63 | 60374.97 | 73 - 76 |  | 05/07/2019 | 16.48 | 0.00 | 33065.21 | 21 |
| 05/04/2019 | 8450.00 | 0.00 | 68824.97 | 77 |  | 05/10/2019 | 17.04 | 0.00 | 33082.25 | 22 |
| 03/05/2019 | 1950.00 | 6555.52 | 64219.45 | 78 |  |   |   |   |   |   |
| 04/06/2019 | 1300.00 | 1425.50 | 64093.95 | 79 - 80 |  |   |   |   |   |   |
| 05/07/2019 | 1300.00 | 5773.49 | 59620.46 | 81 - 82 |  |  |  |  |  |  |
| 05/08/2019 | 1300.00 | 0.00 | 60920.46 | 83 |  |  |  |  |  |  |
| 05/09/2019 | 663.37 | 14600.86 | 46982.97 | 84 - 86 |  |  |  |  |  |  |
| 04/10/2019 | 1295.13 | 252.00 | 48026.10 | 87 |  |  |  |  |  |  |

Dr Clare Cunningham (Treasurer)

**Addressing Issues of Concern**

**AHPD provides small grants (max £10K) to Heads of Departments wishing to investigate and address issues of concern related to teaching, research or the management of Psychology departments.**

Projects can involve targeted analysis of sector wide issues (e.g., responding to NSS and League Tables; how are employability statistics collected and why does it matter; developing overseas markets) or focus on issues directly related to leadership (e.g., mentoring and managing staff; dealing with workload models; developing teaching and research facilities; developing research impact). Projects must directly benefit Psychology Departments across the sector. Projects should typically result in useful output, such as the production of briefing papers, hosting of an event or development of resources. Heads are encouraged to discuss potential projects with members of the AHPD Committee (see [www.ahpd.ac.uk](http://www.ahpd.ac.uk)).

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| **To be completed by the applicant** |
| **Your Name**: | Click here to enter text. |
| **Your Email Address:** | Click here to enter text. |
| **Your University:** | Click here to enter text. |
| **Project Title:** Click here to enter text. |
| **The following information should take no more than 2 pages; 12 point Arial font.** |
| **Description of the Issue of Concern:** Describe the problem or issue that requires investigating, including reasons why this is important to Heads of Psychology.Click here to enter text. |
| **Proposed Activity:** Outline what activity is proposed to address the issue – e.g., a summary review of literature, a survey of Departments, developing connections with relevant bodies, etc.Click here to enter text. |
| **Structure and Timeline**: Explain the timeline for activity including start and end date; please include details of any partnerships with other institutions, outlining the rationale for their participation. Click here to enter text. |
| **Who will carry out the work:** Please explain who will carry out the work, and why they are appropriate for this role, including how they will benefit from the project.Click here to enter text. |
| **Proposed outcomes:** Please outline the content that will be generated, and how this will be disseminated to Heads (e.g., report, website, talks, meetings, etc). Click here to enter text. |
| **Indicative Resources:** Please outline costs: what the funding will be used for, including justification of the resources (e.g., salary for an UG or PG RA, including University grade and rate; costs associated with survey activity or meetings, etc). Please note any other sources of support provided/applied for. Click here to enter text. |
| **Fit with AHPD aims:** Please provide a short statement for members that can be used to outline the project to members on our website (max 100 words).Click here to enter text. |

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| **To be signed by the applicant** |
|  | **Name:** | Click here to enter text. | **Date:** | Click here to enter a date. |
| **To be completed by the AHPD committee** |
| **Comments on proposal:** Does the activity add value and inform Heads about an issue of concern? Is it clear what the activity is, who will do it, and what the outcome will be? Is the cost reasonable and appropriate? Can the activity be communicated transparently to Heads?Click here to enter text. |
| **Approved/Declined** | **Name:** | Click here to enter text. | **Date:** | Click here to enter a date. |

**Please submit the completed form by email to the AHPD Secretary (see** [**www.ahpd.ac.uk**](http://www.ahpd.ac.uk)**)**

Notes:

1. The AHPD committee will consider all proposals and respond directly to applicants. All funded proposals will be highlighted through AHPD meetings, website and social media.
2. Decisions about individual projects are final and not open to challenge or appeal.
3. Funds will be allocated as a discrete grant to the applicants Department. Applicants are solely responsible for managing the finances locally and for reporting on delivery of the project.
4. Costs cannot include overheads – only directly incurred costs associated with the project.
5. On completion of the project a summary report (~1000 words) must be submitted to the AHPD Secretary. Applicants must be willing to present the project and outcomes at an AHPD meeting.