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| May 2022 Newsletter |
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## **WELCOME TO NEW STAFF**

INSTITUTE FOR

INFECTION &

IMMUNITY

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| **Events**June 14II&I ToursJune 28II&I Lunchtime IT Q&ALecture Theatre B, [Click here to join the meeting](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_MDljMTUwZDItMWZkNi00YzA1LWI4NGYtYmFkNjUxYjhiZWRi%40thread.v2/0?context=%7b%22Tid%22%3a%22f66cbc6b-cdf7-4261-bd73-43db3b9ee2aa%22%2c%22Oid%22%3a%22c3dabb28-0b0f-4382-b35a-8e8e6f514429%22%7d) June 29Jennerosity Charity EventLecture Theatre B & TeamsOctober 17INTERTBDecember 7Research Day

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| **TRAVELLING ON BUSINESS**Record all business travel in [MyWorkplace](https://myworkplace.sgul.ac.uk/) under ‘other absence’ to ensure you are covered on your business trip AND you must complete the  [travel certificate](https://www.sgul.ac.uk/about/our-professional-services/finance/documents/Travelcertificate-v3.xlsx)  for each travel occasion and email the completed form prior to the start date |

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Welcome to the following staff who joined us recently:

Caroline Albrecht, Clinical Trial Co-ordinator for Mike Sharland

Eugenia Boariu, Laboratory Technician for Julian Ma

Nuria Sanchez Clemente, Academic Clinical Lecturer for Paul Heath

& Kirsty Le Doare

Farandeep Dhaliwal, Data Manager for Mike Sharland & Paul Heath

Jennifer Martin, Senior Research Project Manager for Mike Sharland

Catrin Moore, Senior Lecturer for Mike Sharland

Dominique Pearce, Clinical Trial Co-ordinator for Paul Heath

Isabelle Rose, PhD Student for Debbie Baines

Shahara, Rouf, Senior Clinical Trial Coordinator for Paul Heath

The all-in-one information tool for new and existing research staff is available via the link [Arrival and Survival Guide for Academic and Research Staff.](https://www.sgul.ac.uk/research/research-operations/documents/Arrival-Survival-Guide-Dec-21.pdf)

**JENNEROSITY CHARITY EVENT 2022 SUPPORTING GROUP B STREP SUPPORT**

II&I have launched their annual [Jennerosity](https://www.sgul.ac.uk/about/our-institutes/infection-and-immunity/events/jennerosity) charity event and this year we are supporting [Group B Strep Support](https://gbss.org.uk/).

Jennerosity is our annual institute charity event that highlights some aspects of the research work undertaken in the institute and helps to raise awareness of the work we do both internally and externally.

The Centre for Neonatal and Paediatric Infections is one of the leading international research centres on Group B Strep and is working on surveillance, standardisation and serocorrelates of protection and is part of the World Health Organisation's task-force to develop a pathway for licensing a Group B Strep vaccine.

The Jennerosity seminar will take place on **Wednesday, 29th June**, **1pm in Lecture Theatre B** and on teams followed by a reception. Further details to follow.

JustGiving link: <https://www.justgiving.com/fundraising/institute-for-infection-immunity-sgul2>

Show your support by (all SGUL colleagues can get involved):

* Fundraising for the charity with your own fundraising efforts. If you are cooking/baking for the forthcoming Jubilee street parties, why not ask for voluntary donations? Money boxes are available and I have left some items in the II&I reception area, which the charity has given to us to use towards our fundraising efforts.
* We will have an auction/raffle and would welcome items as prizes.
* Bake cakes for the Jennerosity reception on the 29th June. Some of the more enterprising bakers could bake on the theme Group B Strep and enter the competition.
* Attend the Jennerosity seminar on the 29th June, 1pm
* Donate via the JustGiving link: <https://www.justgiving.com/fundraising/institute-for-infection-immunity-sgul2>
* Further fundraising efforts by our staff to be circulated.

**II&I Tours**

We are pleased to have the II&I tours back this year. The tour is for internally invited staff and will take place on Tuesday, 14th June in the afternoon. About 25 members of staff from professional services will be attending including staff from HR, finance, the library, and communications. They will get to meet some of our PIs, hear about their research and see the labs. The tour has always been well received, especially for those who work with us.

If you see the tour group on the day, do welcome them to the institute.

**My Workplace**

A reminder that you should inform your manager when you are off sick. The manager should ensure a record is kept in My Workplace.

**UPDATED SALARIES COSTING TABLE**

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| **SAFETY AT WORK**Report any safety hazards at work. Log the fault by contacting estates and facilities helpdesk Ext 1234. Option 2 or e-mail: estates@sgul.ac.uk |
| **Incident/NEAR-mISS/Accident reporting**The online forms should be used to report accidents/incidents/ near misses/excessive lab temperatures at work. The link can be found here:[I](https://portal.sgul.ac.uk/she/Accident%20Reporting)[RIDDOX by SteSec ltd.](https://www.riddox.co.uk/form/MHZ1amdBUWQwWE1DU3FqckJkNVRFbExqMWMxY2lyWDVkaDViREc3VFBUaHpRcjdOdW0vaGNYcEZIVDNOb3cvTQ%3D%3D)**REPORTING DATA BREACHES**You can find the Data Incident Reporting Form[here](https://www.sgul.ac.uk/about/our-professional-services/information-services/information-governance/policies-and-procedures/information-technical-security)**IT HELPDESK**The[IT Drop-In Helpdesk](http://georgesweekly.sgul.ac.uk/kwrhyq7nb5s/external?a=6&p=60613270&t=28568509) Service is open from 12pm to 2pm, Monday to Friday in room 0.49, Corridor 3, Jenner Wing for support with IT issues. |

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The salary costing table has been updated for the clinical pay increase effective from April 2022 (excludes consultant scales), USS confirmed rates from 01/04/2022   21.6%

SAUL pension increase from 01/04/2022 19%

SAUL increase from 01/01/2023 from 19%-21% on a separate tab.

New Health Care levy of 1.25% wef 01/04/2022 (which for tax year 2022/2023 increases the NI rates from 13.8%-15.05%)

Note that this table is only for information. You should get costings from JRES for your grant applications.

You can view the latest information via this link: [Information for Staff (sgul.ac.uk)](https://www.sgul.ac.uk/about/our-institutes/infection-and-immunity/information-for-staff)

## **CENTRAL SERVICES UPDATES**

STARTERS AND LEAVERS

Starters:

* Robert Butler – Assistant Director, (Estates and Facilities), 2nd May
* Ava Chiu – Administrative Assistant (general support), Research Operations, 9th May
* Lara Painter – Laboratory Manager, Research Operations, 17th May
* Marius Bejinariu – Administrative Assistant (events and communications), Research Operations – 19 April
* Rebecca Braveboy – Administrative Assistant (Finance and Travel)
* Kam Kalsi, Laboratory Inspector, SHE Office

Leavers:

* Paul Cawley, Research Funding Manager, JRES
* Nigel Barrett, Project Manager, Estates and Facilities
* Sian Marshall, Director of GLAS
* Stefanina Sawyer – Administrative Assistant (General Support), Research Operations
* Fiona Cairns – Widening Participation, ERCM
* George Fadiora – Research Funding, JRES
* Yvette Bland – Laboratory Manager
* Elizabeth Stovold – Research Date Support Manager, IT Services

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## **INSTITUTE STATUtORY REQUIREMENTS**

**Note: Individuals applying for institute funding will need to demonstrate they are compliant and up to date with requirements if they wish to apply for institute funding such as personal staff development funds.**

**Exceptions would be considered by the Director of the Institute.**

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| **Statutory Requirement** | **Frequency** | **Indicate you are up to date and include year of completion** |
| Health & Safety –Biological Agents Form | Annual requirementQueries to the SHE Office |  |
| Health & Safety –COSHH Forms | Annual review for Hazard 3 agents & 2 yrs for othersQueries to the SHE Office |  |
| Health & Safety – Fire Safety | Annually[Health & Safety E-learning Platform](https://sgul.britsafelearning.com/login/index.php)If you cannot access site, contact the SHE Office |  |
| Health & Safety – Display Screen Assessment | Annually[Health & Safety E-learning Platform](https://sgul.britsafelearning.com/login/index.php) |  |
| Display Screen Equipment e-Learning | Annually[Health & Safety E-learning Platform](https://sgul.britsafelearning.com/login/index.php) |  |
| General Health, Safety and Environmental Awareness | Every 2 years[Health & Safety E-learning Platform](https://sgul.britsafelearning.com/login/index.php) |  |
| Manual Handling | Every 3 years [Health & Safety E-learning Platform](https://sgul.britsafelearning.com/login/index.php) |  |
| Diversity in the Workplace | Every 3 years[Learnupon Platform](https://sgul.learnupon.com/)Queries to Liz Grand |  |
| Unconscious Bias | Every 3 years[Learnupon Platform](https://sgul.learnupon.com/)Queries to Liz Grand |  |
| Prevent Duty Training | Every 2 years[Canvas](https://canvas.sgul.ac.uk/courses/805)Queries to Elizabeth Okona-Mensah |  |
| Information Security Essentials | Annually [Canvas](https://canvas.sgul.ac.uk/courses/805)Access queries to lts@sgul.ac.uk |  |
| Data Protection Briefing  | Annually[Canvas](https://canvas.sgul.ac.uk/courses/805)Access queries to lts@sgul.ac.uk |  |
| Digital Accessibility | Every 3 years[Canvas](https://canvas.sgul.ac.uk/courses/805) |  |
| Time Allocation Survey (TAS) | Annually(Academic HEFCE funded staff /or do teaching) |  |
| ORCID Number | Only single registration required (Essential for PhD students & upwards or where relevant) |  |

If you have any item to add to the newsletter, please contact me, Melanie Monteiro.

Melanie Monteiro

Research Institute Manager

Institute for Infection & Immunity

[**https://www.sgul.ac.uk/about/our-institutes/infection-and-immunity/information-for-staff**](https://www.sgul.ac.uk/about/our-institutes/infection-and-immunity/information-for-staff)

**Institute Webpage**