



# Barts and The London

## School of Medicine and Dentistry

Institute of Dentistry  
Athena SWAN SAT

Minutes of a meeting held on 9<sup>th</sup> September 2015

<b>Present:</b>	Mike Curtis	Ankur Patel	Thushala Ubaya
	Lesley Bergmeier	Mangala Patel	David Williams
	Emma James	Amitha Ranauta	Marcia Williams
	Jo Kirner	Sharan Sidhu	Juliet Ellwood (notes)
	Kaveh Memarzadeh		

Action

1. **Apologies for Absence**

Robert Hill, Ken Parkinson, Sarah Redwood

2. **Introduction**

Marcia Williams introduced herself and explained that she had now been appointed by the Dental School to provide ongoing support for our Equality and Diversity activity up until our Silver application is submitted.

3. **Agenda and Minutes of Previous Meeting**

Agenda: an amended version of the agenda was tabled.

Minutes: minutes of the previous meeting were approved.

4. **Follow up on Actions from Previous Meeting/Updates:**

MP to send list of specialist support required to MA: This action was unnecessary following MW's appointment to provide dedicated support to the Dental School.

JK/MA/AK to meet in August: JK spoke to Margaret Ayers to explain the arrangements that we have made.

Update on AS Webpage: AR met with Ben and some amendments have now been made eg webpage name changed to Equality & Diversity; 3 possible guest bloggers have been identified who have been contacted (no response as yet); MW has added link to twitter feed. It was reiterated that engaging the students more could help raise awareness of our social media presence, and also pointed out that as well as simply having the webpages/social media, we should be looking to show that people are actually using/interacting with them – if we can obtain metrics of twitter and webpage views that may be sufficient to demonstrate this.

**Action: AR/MW look into obtaining webpage/twitter stats.**

**Action: MP/MW/JK include questions in staff survey to gauge awareness/interaction and usefulness of web/social media presence.**

MP to draft email publicising Dental AS/E&D webpages and MC to circulate: MC sent an email in July publicising the website and a further message in September explaining MP and MW's roles in E&D/AS.

Update on AS Newsletter: Only one item for inclusion has been received so far. LB has been looking at the QMUL news pages for possible items to feature. The outcome of the academic promotions round has now been made known to applicants and a communication will be circulated to the Institute so this can be included. Other items: Graduation details (MP can send numbers/gender breakdown) and summary of speech given Dame Sally Davies at the ceremony; Guttman opening with Kate Richardson-Walsh; Student Union Olympic legacy

AR/MW  
MP/MW/JK

project which has been nominated for a THES award; possibly a mention of things that have attracted media attention recently eg the Tim Hunt comments. LB would like to reproduce a cartoon from the THES and has contacted them to request permission.

**Action: LB to contact Comms re obtaining a summary of Sally Davies' speech at graduation and liaise with MP re numbers/gender breakdown.**

LB

**Action: JE to send email to Institute requesting further suggestions for items.**

JE

**Action: AP to write a piece as outgoing Student President and introducing new President.**

AP

**Action: TU to send article on her volunteer week with dental students to LB.**

TU

MP to obtain benchmarking data from MA/MW: This has now been done. Data comes from HESA – some of the statistics on proportion of female academic/professorial staff surprising.

#### 5. **Data Subgroup Meeting – update**

KP absent but KM described progress to date. They have amended the format of the graphs but have not yet conducted an analysis. Most of the data is shown in ratios or percentages rather than raw numbers. MW explained that some successful silver applications had only represented their data in table form so it doesn't need to be overly complex, especially if the numbers in question are small.

Key points:

- Data should be clear (tables not graphs if appropriate, if graphs are used they should be easy to understand).

- Avoid simple stereotyping such as using pink/blue in graphs.

- Be consistent where possible, though panel will understand that up to date data will not be available in all areas due to the nature of reporting timeframes. Should be possible to show staff data up to 2015 but we only have student data to 2013/14.

- Try and ensure the data demonstrates improvements – we may want to be selective about what we choose to highlight. If the data doesn't show a positive trajectory, use the narrative to demonstrate that we understand why this is/how we are addressing it. Part of the process is also to document that we are actually collecting and monitoring this information, so that we are aware of areas that require improvement.

- Data on clinical and non-clinical staff should be separated out.

**Action: KP and KM to send draft of data section to MP by 18<sup>th</sup> September.**

KP/KM

#### 6. **Appraisal of Submission**

MW has been reviewing the status of the other Dental Schools and looking at those that have already gained a Silver award in order to identify common themes of best practice and appraise the work we have done so far in that context.

- Cover letter: important that this does not seem like an afterthought – it is important and can be used to show a high level and strategic commitment to the aims of AS. MW can work with MC to prepare the letter for our application.

- The first part of our draft application is making good progress. We want to show what initiatives we have put in place to support career transitions – this is more challenging without as much central support as used to be in place.

- Action plan: some of our work is still very developmental – the Bronze action plan was good but for Silver we really need to demonstrate the impact of our actions since then.

- Important to have data ready in time to construct a meaningful action plan for the Silver application.

- Need to identify a couple of key initiatives that show real progress is being made. These could be locally organised eg something comparable to the Pathways to Promotion workshops that used to run, or focus groups that we convene (MW is working on these).

Communication and Visibility and Wider Equalities Work:

- We are somewhat constrained by the building and we are not able to display much material in the Dental Hospital, however we can use things such as pop-up banners to promote our initiatives and highlight our female staff (MW has ordered some banners). We can also make more use of our virtual space on QMPlus.

- We can cross promote eg advertise the next WISE event (and others like it) on our twitter feed.

- Inductions: there is not currently a consistent induction process for new staff so although there is a lot of information available about the various relevant policies (eg flexible working, parental leave, promotion, work-life balance) it is not always obvious where to find it. MC and JK are aware of this and a comprehensive induction process is being planned for new dental staff.

- Our Silver action plan should start to focus on ways to embed our commitment to equality and diversity across the wider institute (not just the SAT) so that it is not perceived as an 'add-on'. We should also start thinking now about how we will reflect this in the next REF.

**Action: Please send anything you think might be relevant to MW to include on the QMPlus pages.**

ALL

**Action: Send MW dates for Freshers' week sessions and arrange an E&D intro if possible.**

MP

#### 7. Bronze Action Plan - DEG

- MP had recently circulated the Bronze Action plan to the Dental Executive Group members to ask for an update on the actions which they were accountable for and will be following this up with one-to-one meetings.

- MP and MW have now created a list allocating the different section of the Silver application and allocating ownership to different members of the SAT – please check the action plan for the section(s) that you are responsible for to see if you can identify impact that has been made.

- It is suggested that an extra meeting of the SAT be held in the w/c 21<sup>st</sup> September (date tbc) at which everyone will be asked to feedback on the status of their section.

**Action: MP/JE to circulate list of section owners electronically and confirm date for extra meeting.**

MP/JE

#### 8. AOB

- EJ had been trying to obtain results from a survey that the Doctoral College had conducted with PhD students and ECRs but has not yet received anything. Will chase this up with Zoe Parker.

- MW reminded the SAT about the WISE event on 14<sup>th</sup> September at Mile End on 'Parenting in Academia'. It was suggested that the chair of WISE could be invited to a future SAT meeting to explain how we can get more involved.

**Action: MW/EJ to speak to WISE chair to invite to future SAT meeting.**

MW/EJ

#### 9. Date of Next Meeting

23<sup>rd</sup> September (TBC) at 1pm

##### Action Summary

##### Who

##### Deadline

AR/MW look into obtaining webpage/twitter stats.

AR/MW

ongoing

MP/MW/JK include questions in staff survey to gauge awareness/interaction and usefulness of web/social media presence.

MP/MW/JK

ongoing

LB to contact Comms re obtaining a summary of Sally Davies' speech at graduation and liaise with MP re numbers/gender breakdown.

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asap

JE to send email to Institute requesting further suggestions for items.

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TU to send article on her volunteer week with dental students to LB.

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KP and KM to send draft of data section to MP by 18<sup>th</sup> September.

KP/KM

18/09/15

Please send anything you think might be relevant to MW to include on the QMPlus pages.	ALL	ongoing
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MW/EJ to speak to WISE chair to invite to future SAT meeting.	MW/EJ	ongoing