



# Barts and The London

## School of Medicine and Dentistry

Institute of Dentistry  
Athena SWAN SAT  
Minutes of a meeting held on 15<sup>th</sup> July 2015

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**Present:**

Mangala Patel (Chair)	Jo Kirner	Sharan Sidhu
Lesley Bergmeier	Kaveh Memarzadeh	David Williams
Mike Curtis	Amitha Ranauta	Marcia Williams
Alan Cruchley	Sarah Redwood	Juliet Ellwood (notes)

In attendance: Margaret Ayers, Marissa Harris, Carol Malcolm

Action

1. **Apologies for Absence**

Robert Hill

2. **Introductions**

The SAT introduced themselves and welcomed three members of HR who were in attendance: QMUL Director of HR – Margaret Ayers, Head of HR Operations for SMD – Marissa Harris, and recently appointed QMUL Diversity Co-ordinator - Carol Malcolm.

3. **Minutes of the Previous Meeting and Matters Arising**

Minutes: minutes of the previous meeting were approved.

Previous Applications: in response to a question regarding whether the assessment panel would also have access to any previous applications, the answer is no, they will only be considering the current submission (they also won't see the previous action plan).

Benchmarking Data: MP is still waiting to receive this.

Silver Draft Application: AC has added some data to the tables on p32.

Pen Portraits: please return this asap if you have not already done so.

Dates for next meetings: have been circulated.

4. **Discussions with Margaret Ayers**

- MP, JK, KP and MW recently met to discuss support requirements and how some of the proposed preparations for the Silver application (such as convening focus groups) would require specialised expertise. MW had been providing interim cover but that role would soon be ending and in the meantime she was required to focus on the Institutional Silver application, leaving Dentistry with no defined HR/E&D support for AS. During the preparation and submission of Dentistry's Bronze application, the previous Diversity Manager had provided invaluable support, drawing on in-depth knowledge of relevant policy areas, and it was difficult to envisage our Silver application reaching the standard required for success without equivalent expert input.

- MA explained that E&D provision within QMUL is undergoing a transition ultimately it is hoped that it will become fully embedded across the organisation. A new Manager is being recruited however the timescale means that whoever is appointed will not be in a position to provide the assistance required for the Silver Dental application. In light of that, MA, MH and Alastair Kelly (Deputy HR Director) will endeavour to provide the support required and possibly attend future meetings of the SAT where feasible.

- MP had compiled a list of the specific areas of support/input required and would send this to MA for consideration. It was also decided that a meeting later in the summer between MA, AK and JK would be helpful.

**Action: MP to send list of specialist support required to MA.**

**Action: JK/MA/AK to meet in August.**

MP  
JK

**5. Update on AS Webpage**

AR is working with MP and Ben Roberts to update the webpage to make it more engaging and it now includes stronger visual content (eg more photos, quotes from female scientists etc). The home page of the Institute links to our AS pages, which feature bios of the SAT, the newsletter, SAT meeting minutes, AS related resources, and external links to areas of interest such as the ECU newsletter, news and events. Further suggestions: include and 'infographic' of key statistics; include guest blog posts (need ideas for possible contributors); add links to QM diversity page, WISE@QMUL and relevant Facebook pages; change web-header from Athena SWAN to Equality and Diversity to demonstrate the broader remit; circulate institute-wide email to publicise the webpage.

**Action: AR to liaise with Ben Roberts and MW in order to add new content and make suggested amendments.**

**Action: MP to draft email publicising Dental AS/E&D webpages and MC to circulate.**

AR

MP/MC

**6. Update on AS Newsletter**

LB is working on the second issue of the newsletter. Features to include: item from SS; item from SR on exam results; graduations – attended by Dame Sally Davies; Masters & PhD results; dental PhD student who won QM photo competition; new senior appointments at QM including Rebecca Lingwood, taking on Science & Engineering VP role.

**Action: all to submit their items to LB for inclusion in next newsletter.**

**Action: inform MW when next newsletter is published so that it can be tweeted and promoted more widely.**

ALL/LB

LB/MP/MW

**7. Update on Silver application data and write-up**

- KP had put together various graphs based on the currently available data which the group had considered at the June meeting – there appeared to be some confusion about the formats used and in interpreting their meaning. It was agreed that further refinements should be made before being brought back to the next SAT meeting in September. The graphical representation employed needs to be as clear and consistent as possible and it should be assumed that the application will be reproduced in black and white only so this should be taken into account. MW emphasised that having strong graphs etc is important but the narrative can be used to provide additional commentary – together they should tell a clear story. Where the data may look weak, we can use the narrative to show that we are reflecting on why this might be, how we can continue to make improvements etc.

- Staff recruitment data that we have still requires further sense-checking. We will include promotions data but outcomes from most recent round are not yet available.

- Aim to have draft ready for discussion at September meeting. It could then be circulated to the Institute for wider consideration before being finalised.

**Action: KP to circulate possible alternative versions of the graphs.**

**Action: MP to obtain benchmarking data from MA/MW.**

KP

MP/MA/MW

**8. AOB**

None.

**10. Date of Next Meeting**

9<sup>th</sup> September at 1pm.

Action Summary	Who	Deadline
MP to send list of specialist support required to MA.	MP	ASAP
JK/MA/AK to meet in August.	JK	August
AR to liaise with Ben Roberts and MW in order to add new content and make suggested amendments.	AR	Ongoing
MP to draft email publicising Dental AS/E&D webpages and MC to circulate.	MP/MC	ASAP
All to submit their items to LB for inclusion in next newsletter.	ALL/LB	ASAP
Inform MW when next newsletter is published so that it can be tweeted and promoted more widely.	LB/MP/MW	When Published
KP to circulate possible alternative versions of the graphs.	KP	Next Meeting
MP to obtain benchmarking data from MA/MW.	MP/MA/MW	ASAP