



Barts and The London

School of Medicine and Dentistry

Institute of Dentistry
Athena SWAN SAT

Minutes of a meeting held on 30th September 2015

Present:	Mangala Patel (Chair)	Jo Kirner	Sharan Sidhu
	Lesley Bergmeier	Kaveh Memarzadeh	Marcia Williams
	Robert Hill	Ken Parkinson	Juliet Ellwood (notes)
	Emma James	Amitha Ranauta	

Action

1. **Apologies for Absence**

Alan Cruchley, Mike Curtis, Thushala Ubaya, David Williams

2. **Minutes of Previous Meeting and Action List**

Minutes: two corrections on p2 – Staff Development Day is 21st October not 15th; section 4 should refer to STEMM (not STEM).

Actions:

Webpage

AR is continuing work to update the webpages – JK providing input on the policy staff policies sections and UG/PG leads are providing feedback from their respective student surveys. Ben Roberts is assisting with the creation of a Google calendar where we will be able to list details of all AS and E&D related events.

Staff Survey

MW will work with JK to revise and amend questions from the previous survey and once the updated survey is ready, MW will send link to the SAT so that members can trial it and give feedback.

Data

MP and KP have not met yet but will do asap.

Dropbox

The link has been shared with additional SAT members as required.

DEG

October DEG meeting will be cancelled but an email will be circulated reminding DEG members to report back on their AS actions.

Action: JE/MP to email DEG members re outstanding AS actions.

JE/MP

3. **Feedback from circulated list of section owners**

Thanks were noted to all who had sent their sections.

Key Discussion Points and Actions Arising:

Career transitions & Flexibility

- Some data missing from '12-'13 but we highlighted this in the previous application so should not be an issue.
- We can legitimately include some 'actions' in our application that arose from changes made centrally or at Faculty level.
- Looking at the data around promotions, a pattern emerged reflecting the typical career trajectory of M v F academics with males tending to progress more incrementally. There also tended to be low numbers of promotions applications from female academic staff generally.

- There was some discussion around the fact that it seemed central support for various initiatives that had run in the past or been piloted (eg Pathways to Promotion sessions, mentoring schemes) had now been withdrawn or put on hold apparently due to lack of resources. Other mentoring schemes may be running but lack of awareness means that Dentistry staff may not be utilising them.

- Concerns were also raised that the promotions system lacks transparency and fairness eg some staff are encouraged to apply for promotion and discussion of their development forms part of their appraisal, but this does not happen consistently. Some also felt that the criteria for promotion were not explicit (more concrete examples in the guidelines would be useful) and there was a lack of clarity about the role of the 'external experts' in the decisions that are made.

- Issues around clinical academics: subject to competing demands on time from NHS, different appraisal process, often difficult to find time to focus on research. Also, often employed on PT contracts (to allow time for private practice or work for different Trusts) so perceived lack of support from the College to offer training and development opportunities (possibly reflecting wider attitude that resources should be prioritised for FT staff).

- REF: we should be looking at preparations for the next REF exercise and tackling obstacles at the earliest stages. We returned approximately twice as many M as F staff in REF2014 however this may be proportionate – would be useful to obtain inclusion rate (eg for the Medical School the inclusion rate was 75% F v 72% M).

- Specific recommendations around promotions that we could incorporate into the application and action plan include:

1) Identify and publicise promotions criteria

2) Highlight possible alternative routes to the conventional trajectory (ie of a full time member of staff with a research-led case for promotion).

3) Ascertain from QM HR what guidance external experts are given and what criteria they are asked to assess against – make this information clearly available to all staff.

4) Discuss with HR Director the process around appeals and whether it could benefit from being revised.

5) Seek guidance from QM HR on the relationship between performance standards and appraisals – there currently appear to be some contradictions with SMD staff being required to conduct performance reviews, in addition to the standard QM appraisal, and also being subject to particular performance standards depending on the type contract held.

Action: MW to run a 'Pathways to Promotion' style workshop in Dentistry and explore option of holding 'CV surgeries' in advance of next academic promotions round.

MW

Action: Make sure all Centre Leads and Line Managers have received comprehensive training on purpose of appraisals.

MC/JK

Action: Incorporate recommendations around promotion into the Silver Application.

JK/MP/MW

Action: MC/MP to write to Mike Shore Nye to request the QM considers resuming the various mentoring and development initiatives that have been put on hold.

MC/MP

Action: include description of rollout of new SWARM (workload allocation model) – how it has been standardised across the SMD and will now reflect a wider range of activities (including AS related).

JK

Action: incorporate additional information around student support (DCPs, Student Support Board and role of Dean for Students, Buddy and PASS schemes, role of SU etc).

JK

Action: MW to request Dentistry data for REF from planning office – population, eligibility and inclusion rates.

MW

Self-Assessment Process

- Pen portraits still needed for: AC, RH, EJ, KM & MW. May need to edit the pen portraits at a later stage to comply with word limit (as the narrative section will use a proportion of the word count). Could include certain details from this section in other parts of the application if necessary (although only if relevant).
- Can edit and refine this section when the data and action plan is complete. We should also make clear somewhere how our SAT fits into DEG and the Institute and Faculty's overarching governance structures.

Organisation and Culture

- Uncertainty over whether to included '14-'15 data – was agreed that we should include if available.
- should include detail about the SAT was reformed (why was it changed? Eg to make more representative etc). Also how is membership of other Institute committees eg DEG decided?
- need to show how E & D is taken seriously by Institute Leadership and the impact this has had: for example DEG and SSLC now include an AS/E & D rep.
- Could explore rotating days of social events as tend to be on the same day of the week and end up excluding part time staff or those with caring responsibilities.
- External Speaker programme: there are various departmental level seminar series and ad hoc speakers invited by the Institute however there is no central co-ordination of these and therefore no record of gender breakdown of speakers, timing of seminars, and attendance breakdowns.
- Outreach activities: section mentioning Centre of the Cell could be expanded. Include details of any other relevant outreach activities that Dental staff are involved in.

Action: include narrative describing our seminar arrangements in the application.

LB

Action: formalise existing arrangements for external speakers and ensure central records are kept.

MC/JE

Action: instigate centrally organised Dentistry seminar programme with 50/50 gender split of speakers.

MC/JE

Action: JE to contact DEG members requesting that they send LB details of any outreach activities that they participate in or are aware of.

JE

4. AOB

- Pop up banners: Blizzard Institute management had objected to MW placing one of our pop up AS banners near the main entrance of the Blizzard building on the grounds that it did was specific to Dentistry and did not refer to the Blizzard or Medical School. A compromise had been to place it in a corner of the building next to Dental staff offices however it was an area with low footfall and would not be very visible. MW/MP suggested that MC could contact Blizzard management to discuss this and request that the banner is displayed more visibly.

Action: MP to ask MC to contact Graham Hitman/Natalie McCloskey re location of Dental AS banner in Blizzard building.

MP

8. Date of Next Meeting

6th October at 1pm

Action Summary

- JE/MP to email DEG members re outstanding AS actions.
- MW to run a 'Pathways to Promotion' style workshop in Dentistry and explore option of holding 'CV surgeries' in advance of next academic promotions round.
- Make sure all Centre Leads and Line Managers have received comprehensive training on purpose of appraisals.
- Incorporate recommendations around promotion into the Silver Application.

Who

Deadline

JE/MP

6th Oct

MW

ASAP

MC/JK

ASAP

JK/MP/MW

6th Oct

- MC/MP to write to Mike Shore Nye to request the QM considers resuming the various mentoring and development initiatives that have been put on hold.	MC/MP	ASAP
- Include description of rollout of new SWARM (workload allocation model) – how it has been standardised across the SMD and will now reflect a wider range of activities (including AS related).	JK	6 th Oct
- Incorporate additional information around student support (DCPs, Student Support Board and role of Dean for Students, Buddy and PASS schemes, role of SU etc).	JK	6 th Oct
- MW to request Dentistry data for REF from planning office – population, eligibility and inclusion rates.	MW	ASAP
- Include narrative describing our seminar arrangements in the application.	LB	6 th Oct
- Formalise existing arrangements for external speakers and ensure central records are kept.	SAT	ASAP
- Instigate centrally organised Dentistry seminar programme with 50/50 gender split of speakers.	MC/JE	ASAP
- JE to contact DEG members requesting that they send LB details of any outreach activities that they participate in or are aware of.	JE	6 th Oct
- MP to ask MC to contact Graham Hitman/Natalie McCloskey re location of Dental AS banner in Blizzard building.	MP	ASAP