



Barts and The London

School of Medicine and Dentistry

Institute of Dentistry

Athena SWAN SAT

Minutes of a meeting held on 28th January 2015

| | | | |
|-----------------|-----------------------|------------------|------------------------|
| Present: | Mangala Patel (Chair) | Jo Kirner | Sara Redwood |
| | Lesley Bergmeier | Kaveh Memarzadeh | Sharan Sidhu |
| | Alan Cruchley | Ankur Patel | Thushala Ubaya |
| | Mike Curtis | Ken Parkinson | Marcia Williams |
| | Emma James | Amitha Ranauta | Juliet Ellwood (Notes) |

Action

1. Apologies

Rukasana Bhajjee, David Williams

2. Introduction

The group introduced themselves and MP explained the context and aims of the new Self-Assessment Team. As well as the inherent value of striving to achieve the aims of the Athena SWAN charter ('Recognising commitment to advancing women's careers in STEMM employment in higher education and research'), there is an increasing financial imperative as funding bodies (starting with the NIHR) move towards a requirement for departments to possess at least Silver status. QMUL has now renewed its Bronze award and is likely to submit an application for Silver this spring, all 7 of the Science Schools hold at least a departmental Bronze award (SBCS has Silver) and the Medical School is currently awaiting the outcome of its Silver application that went in last November. We now seek to build on the successful Bronze application made by Dentistry last April with a submission for Silver in November 2015.

3. SAT, Athena SWAN Bronze Application with Action Plan and Feedback

- One of the starting points for the action plan that we submitted with the Bronze application was to review the membership and reconvene the SAT to ensure it is truly reflective of the Institute in its composition and it is hoped that the new group reflects this aim.

- Marcia Williams (Interim Diversity Manager) is putting together Terms of Reference for QMUL's overall AS activity and these will be applicable to the Dental SAT. In terms of accountability the Medical School AS group reports into the SMD's Senior Executive Group and the College's central AS Committee, while our SAT will report into (Dental Education Committee (DEC), the Dental Executive, as well as the QM AS Committee.

- While the key components in obtaining a Bronze award are identifying areas of strength and weakness and creating a comprehensive action plan to take these forward, to achieve a Silver award it will be necessary to demonstrate what progress we have made against our action plan and what areas show evidence of good practice. This will entail a substantial amount of work in the period from

now until submission, although this should be manageable if the various tasks are distributed among the group.

4. Website and Termly Newsletter

Action 1.1 of our action plan included the need to create a dedicated AS area on the Dentistry website, and to produce a termly newsletter to communicate our activities across the wider Institute.

Action: Ben Roberts (Electronic Resources Manager) to be invited to the next meeting.

JK/JE

Action: Lesley Bergmeier to lead on producing the newsletter – first one to be ready by Easter. Please liaise with her if you have suggestions for items to be included – student input would be particularly welcome.

LB/ALL

5. Staff Culture Survey

- JK circulated the Institute's results from the recent College-wide staff survey – this is the second time this exercise has been carried out and means that we have comparative data from the previous survey in 2011. Generally the data for Dentistry shows an upward trajectory however there are some notable issues (particularly around line-management and appraisals). For the Silver AS application we will need to survey staff again (likely to be sometime later in the year so that progress can be demonstrated) - weaknesses highlighted in our last AS staff survey were a major factor in the decision to apply for Bronze rather than Silver in 2013.

- We should now start to consider areas that we will want to include in the next survey, along with the possibility of using other tools eg focus/workshop groups?

Action: JE to circulate Staff Survey results to Student & Postdoc reps (EJ, KM, AP)

JE

6. Staff-Student Data

MW noted that one of the challenges for the Medical School's recent application had been in obtaining the necessary data from Planning in time – we should be mindful of this and try to seek this well in advance. We also need to be aware that some more specialised data such as on maternity/paternity and flexible working may not be recorded centrally and so we will need to ensure that we establish an appropriate mechanism to collate this kind of information.

Action: MW to submit data request now (Staff data from HR via IT and Student data from Planning) and try and ascertain the timescale for receipt.

MW

7. Discussions on some Action Plan Points

1.1 & 1.2: Embed AS and convene new SAT - in progress.

1.3: Review of data - action on this is now commencing

1.5: It would be helpful to have a 'refresher' on the scope of AS (particularly in light of the fact that the Equality Challenge Unit may be merging some existing programmes eg the AS charter and the gender equality charter mark).

Action: MW to recommend a suitable external speaker

MW

1.6: Bid for resources - MC/JK addressing this.

2.4: Postdocs – KM to look at this action and feedback at next meeting. Speak to Rui Pires Martins in CAPD.

Action: KM to feedback on PDRA buddy scheme

KM

2.5: PhD Students – Emma James to look at how the PGR SSLC works – the UG SSLC is a good model. Advise the PGR rep to meet with UG Dental Student

President. Consider possibility of creating a feedback area on the website.

Action: EJ to feedback on PGR SSLC

EJ

2.6: Outreach - Ankur Patel to bring feedback to a future meeting of the SAT.

Action: AP to feedback on outreach activities and staff participation

AP

3.3: Gender balance on committees – AC to look at this in context of DEC and other Dentistry teaching committees (DW and RH also to address this).

8. AOB

- KP noted that having attended the AS award ceremony last year, two key points had come out of this: the importance of having a really strong website, and the fact that it is about creating a good working environment for all staff and not just female academics.

- JK raised the possibility of making the action plan more interactive – eg could we make it web-based so that all of the SAT can add input?

- MW suggested we should RAG the action plan and identify top priorities so that we can begin creating a new action plan.

- MC highlighted the issue of how we effect full control over a working environment that, in Dentistry, is often dictated by NHS requirements and policies. It will therefore be important to ensure we communicate with our Trust partners about the aims of this process and involve them where possible.

Action: Clinical Director/Matron to be invited to a future meeting of the SAT.

JE

9. Date of next meeting

25th February at 10am