MSDP March 2020 Aston University
(Wednesday 04 March 2020)

Meeting notes

Universities present: Aston, Birmingham, Derby, Harper-Adams, Keele, Lincoln, Nottingham College, Oxford Brookes, Staffordshire, Wolverhampton and AdvanceHE
Apologies received: Birmingham City, Cranfield, Nottingham, UEA, and Worcester.

MSDP Updates: Ian Whiting: MSDP Chair

Welcoming new members to their first MSDP meeting

- Mel Smith, Head of membership, AdvanceHE
- Sam Carless, Learning and Development Specialist, University of Wolverhampton
- Amanda Elikowski Assistant Organisational Development Officer, Keele University

Maintaining connections
A number of emails have been sent to partners to re-establish connections. This sometimes proves difficult as some Universities now operate behind closed intranet sites.
It's always good news when re-establish contact with lapsed members.

SDF Updates

staff development
forum
Developing Excellent Practice

2020 SDF Conference (Canterbury)
Thursday 26th and Friday 27th November 2020

Conference Venue: Cathedral Lodge, (within the Cathedral Precinct)
Hotel venues: Falstaff Hotel and the Abode Canterbury

National SDF roles
Two roles of Executive to the SDF will become available in May 2020. Both roles will be supporting the new governing structure of the SDF Executive team. The tenure of each role is for a three-year period. **Click here for details.** Closing date Friday, 3 April May 2020.

Wendy Mason (an appreciative note from the MSDP Chair)

Wendy will be standing down from the SDF at the end of April. I feel like I have known Wendy for all of my 14 years in the HE sector. As Chair of the MSDP and as an SDF Council member I have worked collaboratively with Wendy over a number of initiatives. The MSDP relied on Wendy's input in hosting the SDF conference in Birmingham.

Dear Wendy: Here at the MSDP we say a sincere thank you for all you've done for us in keeping us connected as a community of practice.
You have been invaluable to us and we shall miss you. **Good wishes for your future.**

AdvanceHE	
AdvanceHE	

Please see attached presentation notes from Mel Smith, Head of membership, AdvanceHE

AdvanceHE MSDP update 4th Mar 2020

Mel advised that AdvanceHE are currently in the recruitment process for two new Head Of Memberships posts to cover different parts of our region. So look out for updates in the near future.

ODHE Network

Link to ODHE Network
Organisational Development in Higher Education Network

Over 40 institutions are represented on the group. The network is independent and a self-funded community. It currently costs £800.00 per academic year (often pro rata if joined midway) which entitles you to attendance at three residential events, usually in October, February and June.
The next ODHE residential meeting is
- 11 & 12 June 2020 - Stratford Manor, Stratford-on-Avon
- 8 and 9 October 2020, Crewe Hall, Crewe

"Top of the Mind" what are the key priorities for those present and how can others support them.
Round table highlights

Andy Allen **Harper Adams**	**Retirement planning support for staff** Looking to set up a series of tools and a retirement coaching service. Support suggestions ● Aston brings in company Uniec (FOC) who provide mid-career and retirement planning workshops Uniec Prestige Workplace Seminars ● Keel use https://www.truebearing.co.uk/pre-retirement-workshops/ (check to see if you are in their FOC catchment area) ● Oxford Brookes Transition into Retirement support pages for staff and managers
Andy Tromans **Wolverhampton**	**Supporting Black, Asian and Minority Ethnic staff into management and leadership.** Support suggestions ● Lincoln has commissioned and imminently launch **INSPIRE** a BAME leadership programme with a cohort of 12 participants. Delivered by Kul Mahay. ○ If anyone is interested in the INSPIRE programme, please contact **Tracey Laing (TLaing@lincoln.ac.uk)** in the first instance. Materials created by Kul Mahay are copyrighted to Lincoln. Currently in the process of looking into options to deliver the programme more widely. ● Birmingham has run 2 specific programmes which is gaining upward traction supported by a PVC for EDI (current cohort of 34) each participant is allocated a mentor. Run by Michelle Gadsby at

	Birmingham. ● A number of members are about to undertake the [AdvanceHE Race Charter](#) ● There was an appetite in the room to see if there was a synergy to pool a shared programme between members institutions. This would need a lead instigator from a co-sponsoring member. ●
Jacqueline Hopkins **Staffordshire**	**Establishing best-fit teaching qualification requirements for academic staff** ● Various members advised they were requiring either PGcert in HE or the Academic Professional Apprenticeship within 2 years of joining their institutions. ● This is what Job.ac.uk advises [Teaching qualifications in HE](#) ● HESA returns info viewed at [Leeds](#) or [Oxford University](#)
Sam Carless **Wolverhampton**	**Sourcing a British sign language course** (to support student accessibility) ● British sign language is a recognised language. ● Response from members was a large number of FE colleges have BSL courses at different levels (at usually low fees). Pam indicated that FE colleagues are often open to trading favours. Also worth considering Council Adult Education units. ● Deaflinks have regional groups (mainly NE) which offer BSL courses e.g. https://deaflinksstaffordshire.com/ ● [British Deaf Associations Midlands office](#) is based in Derby ● Birmingham recently ran a Makaton signing course (aimed at non-verbal communicators) ● (Emma to forward info of who they used to Sam).
Amanda Elilkowski **Keele**	**Widening out online learning interventions** ● Keele use [Learningpool](#) which enables adaptation of materials ● Wolverhampton uses [Marshalls](#). One of the biggest gains (30%) observed was when the switching on the standard alert function which emailed participants on a monthly basis as to which online courses were still outstanding. Next step is to extend the reminder function to line manager reports. ● Nottingham college achieves 88% completion of compliance training stats via operating reminder applications including reports. ● Requirements for refresher training vary widely between MSDP members from. Some have no refresher requirements. ● Birmingham has had a successful soft launch of **[Linkedin Learning](#)** previously Lynda.com. For Wolverhampton cost is circa £3 per head pa for all students and staff. ● Wolverhampton has created its own OD YouTube channel with a search facility for key learning. This has enabled them for example to link staff to existing excel training.

Bev Millinchip **Derby**	**Technicians Commitment (putting a plan in place)** ● Keele is two years into the Technicians Commitment and working towards their next action plan submission in June. Emma is a peer reviewer for the Technician Commitment (Bev and Emma to arrange a meet up). Reflections included involve the technicians in the evolution of the plan, keep it simple. The plan review is not a pass or fail review. ● Andy Allen reflections were "think of anything you do that everybody has access to that happens to be available to technicians and include this in your plan". ● Aston is also due for resubmission of their next action plan (Beth to provide Bev with further information of where to get support). Again raising the role profile of technician i.e. Staff newsletter article 'A day in the life of a technician", hosting HEaTED events. ● Noted that there was a wide spectrum amongst members with regard to gaining senior management endorsement and support (from low to high). ● Science Industry Apprenticeship and Technical Education Group (SIATE) is trailblazing a number of higher level Technician apprenticeships. ● HEaTED relocates to new home at University of Sheffield in 2020 **General discussion** around using online appraisal functionality within existing HR systems (itrent and CoreHR et al). Feedback nationally about the lowish uptake and engagement by different staff areas.
Emma Colley **Keele**	**Sourcing Safeguarding training** ● A number of members use Marshalls. ● A number of members use Virtual College various online safeguarding packages Circa £30-40 each with 20% / 30% or higher volume discounts. Can also procure modules to be incorporated into your own LMS. ● Nottingham College use Safety Media. ● Staffordshire use LSCB level 1 training via the County Council Safeguarding Children's Board training is externally hosed and work out at £30 per person. ● Contact local FE colleges or County Councils 'Training for School Governors'.
Tracey Lang **Lincoln**	**Recently signed up to the Vitae Researcher Concordat** ● Vitae Researcher Concordat ● Emma at Birmingham to ask colleague Vince to get in touch with Tracey. ● Beth to enquire within Aston and revert back to Tracey.
Emma Higginson-Smith **Birmingham**	**Working on a Staff Suicide Prevention Policy** ● **Reference to Worcester MSDP meeting July 2019** ● Professor Jo Smith Suicide Safer Project Lead Professor of Clinical Psychology University of Worcester. Provided us with an uplifting presentation which told the story of how the University of Worcester embarked on a social movement (grassroots up) approach to supporting

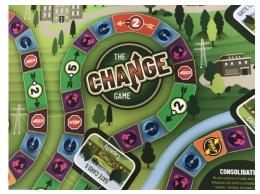|	
	staff with mental health (as opposed to a top-down initiative approach). Here are the links to the following slides and posters containing a wealth of information and inspiration. ● **Staff Mental Health slides (Worcester)** ● **Staff Mental Health Network posters (Worcester)** **General discussion centred around culture change and organisational empathy and PDRs** (closed notes).
Ian Whiting **Oxford Brookes**	**Sourcing and procuring a new training record and administration system** ● Attended learning technologies Expo in February will share insights with Aston University: If also interested contact Ian directly. **Writing a Learning & Development policy document from scratch.** ● Having viewed a number of HE policies the task now is to write a policy from scratch based upon clear a specific organisational outcomes. **Sourcing a trainer for Delivering Excellent Service (Customer service)** ● Wolverhampton recently launched Student First programme (6 x 2-3 hour modules based around using the LEAP formula). There is a big predominance of retail orientated customer training so decided to develop in-house. The programme has been very well received.
Pam Thomas **Nottingham College**	**Bottom-up staff support through themed cafe cultures.** ● Adopted the chatter and natter cafe tables approach outlined in supporting staff mental health Worcester talk in July 2019 **University of Worcester Chatter & Natter Cafe Tables:** These especially designated cafe tables are designed to encourage people to talk and have simple interactions to combat loneliness. The SU Hangar and the City Campus cafe now have a 'chatter and natter' table available every day for all students and staff at the University of Worcester. ● ● Developed a series of theme sessions (e.g. for Carers, BAME). The biggest resonance was the attendance at the menopause cafe. ● Aston is looking into setting up a menopause mentor scheme (for women and men).

Nudge theory

Members were given a fascinating insight into behavioural economics and nudge theory for staff engagement by Dr Maria Kozlovskaya.

Link to presentation
Nudge for Employee Engagement, Dr Maria Kozlovskaya, Aston University

Afternoon session (Playing the Change Game)

A separate email will follow in next two weeks regarding contributions to play and evaluate the MSDP resource tool.

A selection of comments
- "It takes up to 35 interventions to shift a habit, each time you play one piece of the game it represents one intervention"
- "The power of knowledge is in the sharing so through playing the game you are sharing"
- "Key is how the game is facilitated and provide a safe space"
- "90 minutes too rushed. Allow at least half a day for the game it could go for even a full day"

- "Great benefits in extending the Gate Card conversation pieces"
- "Some parts of the game appear sophisticated, other parts fatuous*" (*ed)
- "Would I use the game in its entirety? No, Would I use selected elements of the game? Absolutely. With adaptations it could be used with a variety of groups"
- "Parts of the game can be seen as condescending"
- "The key was enabling to have rich conversations"
- "Interested to see how the game would be played with non L&D and OD people"
- "First experience of gamification cause for reflection (so useful in thinking about how games can be used in learning)"

More information to follow (in the next week or so).

A big thank you goes to Beth Lloyd, Aston University for hosting us assisted by Anna Kielek.