MSDP Meeting notes
Hosted by **De Montfort University**

Wednesday 02 March 2016

1. Members present

Kate Crane (Birmingham), Neil Duncan (De Montfort), Perie Cordner (Derby), Emma Holdham (Keele), Ros Pepper (Lincoln), Rie Grantham-Lane (Nottingham Trent), Ian Whiting (Oxford Brookes), Sandy Sparks (Warwick), James Barfield (Wolverhampton).

2. MSDP (organisational housekeeping)

2.1 Confirmation / endorsement of change in Chair: Members kindly endorsed and confirmed Ian Whiting as Chair of the MSDP.

2.2 Nominations and election for a Deputy Chair: Rie Grantham-Lane (Nottingham Trent) kindly came forward to take on the role of Deputy Chair and this was endorsed by members. The Members web directory has been duly updated.

2:3 Endorsement of updated MSDP Articles of Association: The MSDP Articles of Association have been updated to reflect the evolving purpose of the group. Members made a further revision to section 1.2 from 'Staff Development Units' to 'People and Organisational Development Units' which again reflects evolving circumstances.

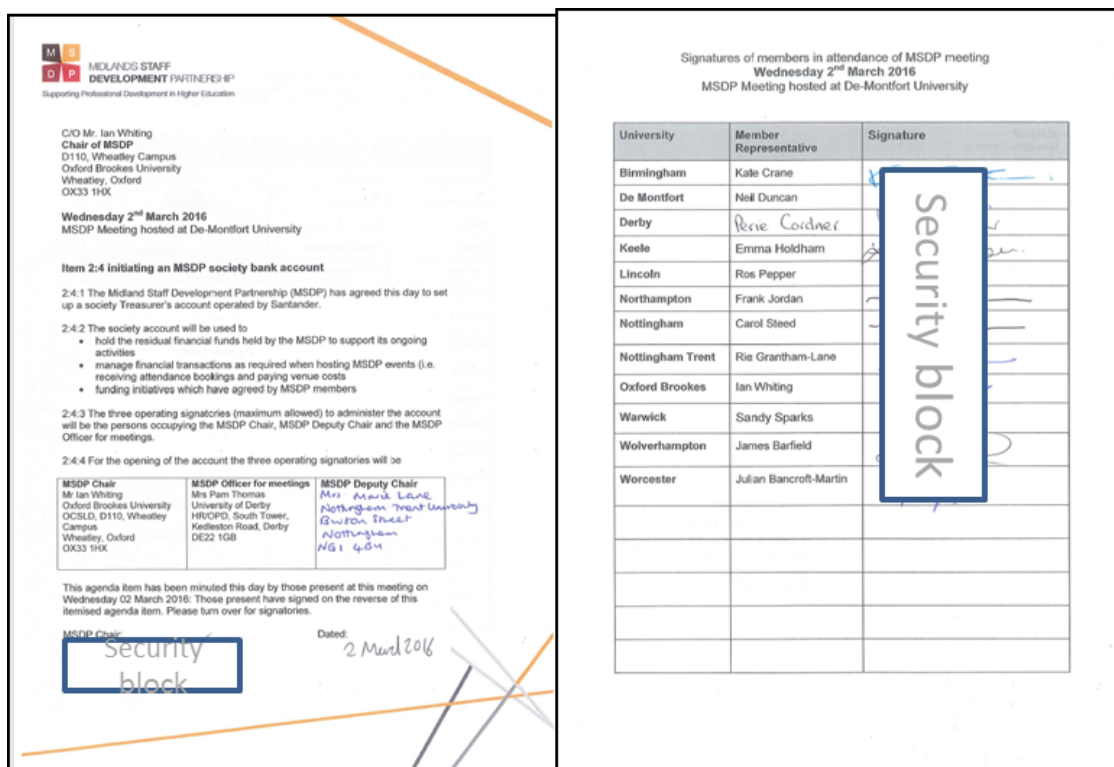 **The MSDP Articles of Association was endorsed by members.**
The revised Articles of Association can now be found on the [main page of MSDP website](#).

2:4 Endorsement for setting up MSDP Bank account
Link to details of the Santander [Treasurer's Current Account](#)

Members endorsed the setting up of an MSDP Bank Account with Santander

Next actions: IW, PT and RGL to proceed with administration to set up account.
IW to liaise with NGH to transfer MSDP monies into the new account.

MIDLANDS STAFF DEVELOPMENT PARTNERSHIP
Supporting Professional Development in Higher Education

C/O Mr. Ian Whiting
Chair of MSDP
D110, Wheatley Campus
Oxford Brookes University
Wheatley, Oxford
OX33 1HX

Wednesday 2nd March 2016
MSDP Meeting hosted at De-Montfort University

Item 2:4 initiating an MSDP society bank account

2:4:1 The Midland Staff Development Partnership (MSDP) has agreed this day to set up a society Treasurer's account operated by Santander.

2:4:2 The society account will be used to
- hold the residual financial funds held by the MSDP to support its ongoing activities
- manage financial transactions as required when hosting MSDP events (i.e. receiving attendance bookings and paying venue costs
- funding initiatives which have agreed by MSDP members

2:4:3 The three operating signatories (maximum allowed) to administer the account will be the persons occupying the MSDP Chair, MSDP Deputy Chair and the MSDP Officer for meetings.

2:4:4 For the opening of the account the three operating signatories will be

MSDP Chair	MSDP Officer for meetings	MSDP Deputy Chair
Mr Ian Whiting Oxford Brookes University OCSLD, D110, Wheatley Campus Wheatley, Oxford OX33 1HX	Mrs Pam Thomas University of Derby HR/OPD, South Tower, Kedleston Road, Derby DE22 1GB	Mrs Marie Lane Nottingham Trent University Burton Street Nottingham NG1 4BU

This agenda item has been minuted this day by those present at this meeting on Wednesday 02 March 2016: Those present have signed on the reverse of this itemised agenda item. Please turn over for signatories.

MSDP Chair: Dated: 2 March 2016

Security block

Signatures of members in attendance of MSDP meeting
Wednesday 2nd March 2016
MSDP Meeting hosted at De-Montfort University

University	Member Representative	Signature
Birmingham	Kate Crane	
De Montfort	Neil Duncan	
Derby	Rene Cordner	
Keele	Emma Holdham	Security block
Lincoln	Ros Pepper	
Northampton	Frank Jordan	
Nottingham	Carol Steed	
Nottingham Trent	Rie Grantham-Lane	
Oxford Brookes	Ian Whiting	
Warwick	Sandy Sparks	
Wolverhampton	James Barfield	
Worcester	Julian Bancroft-Martin	

Images of signatures obscured to avoid possible fraudulent use

2.5 MSDP webpages migration to SDF website: The migration of the MSDP web presence formerly hosted by University of Leicester to the SDF site has now been completed.

The MSDP would like to formally thank the University of Lincoln team involved in initiating the new web presence.

2.5.1 Updating the MSDP site: Work continues to update and populate the site which included a thorough overhaul of the Directory of Members.
Where possible links have been made to
1/ Members own web pages and
2/ Links to Who's who within learning and development departments.

Next actions for members
- **Members** to check directory entries emailing revisions to iwhiting@brookes.ac.uk
- **Members** (non obligatory) to offer a head and shoulder photo of themselves for Directory to iwhiting@brookes.ac.uk

2.6 Next event Sim Uni event Wednesday 25th May University of Derby
Please note **change venue** (previously University of Birmingham).

Mary Dees, Director of pixelfountain, has kindly offered us an opportunity to experience SIM Uni. Link to simulation www.sim-uni.co.uk/simulation-in-action.html

This is an opportunity to invite other colleagues from your University **(initially a maximum of 4 person per institution)** to play the simulation. Smaller groups and individuals can be grouped into teams (I have been advised that we would go up to circa 40 participants).

Pam Thomas has kindly offered to host the event at Derby at their modern enterprise centre (www.derby.ac.uk/enterprisecentre/) located in the centre of Derby .

The SDF is supporting this event with a regional grant which supports collaborative work between Universities within a region.

Next actions:
- **Pam** to send participation and registration details.
- **Members:** discuss event with colleagues and register.

3. MSDP 2016 Theme
"Enhancing our credentials within Higher Education"

Higher Education Academy

Synopsis information
UK Professional Standards Framework for teaching & Supporting in HE 2011 (HEA)
More supporting information can be found at HEA Fellowship accreditations

Audit of MSDP members who are HEA accredited (internal) providers. Members present at the meeting were able to confirm whether they had their own internal accreditation scheme in operation.

Birmingham	Yes	Keele	Yes	Oxford Brookes	Yes
Birmingham City	TBC	Leicester	Yes	Staffordshire	Yes
Coventry	Yes	Lincoln	Yes	UEA	Yes
Cranfield	TBC	Loughborough	Yes	Warwick	Yes
De Montfort	Yes	Northampton	Yes	Wolverhampton	Yes
Derby	Yes	Nottingham	Yes	Worcester	Yes
Harper Adams	TBC	Nottingham Trent	Yes		

Chairs initial observations

Perceived benefits for individual staff developers
- respected accreditation within the HE sector
- opportunity to deeply review our own practice
- personal celebration and recognition of our professional journey
- demonstrates our credibility when working with academic colleagues

Many HEIs have internalised HEA accreditation routes (see the table above)
- leading to reduced or no accreditation fees for individuals
- default application should therefore be via this route if applicable
- approach to assessment will vary

Benefit of having dedicated HEA Fellowship application workshop surgery for staff developers
- opportunity to contextualise HEA descriptors / dimensions from academic context to staff developer context
- to example out and verify suitable staff developer evidence for submission
- to carry out a triage to identify most suitable level to pursue for individual staff developers
- decide on feasibility and desirability to proceed
- benefit of peer to peer support from those undertaking accreditation between colleagues

Members discussion

The subsequent discussion amongst members raised a number of questions relating to proposed changes to HEA membership models and its impact on individuals attaining HEA accreditations.

A post meeting telephone conversation with the HEA's Lead for Recognition and UKPSF, Dr Sally Bradley advised the following

Link to the recent Times Higher article with the HEA relating to proposed changes to the membership model.

In speaking with Sally emphasis was given that at the present moment the HEA are still in the discussion stage for possible changes which would occur at the earliest 2017-18.

Sally went on to say that attaining and retaining fellowships would not be impacted for those who have accreditation's. A new enhanced membership criteria would be offered to existing members. The article refers to a change in University level subscriptions which would impact larger Universities more than medium and smaller Universities.

Given this information it appears that Wednesday 6th July - University of Birmingham still remains a good date to hold the HEA workshop.

3.1 Other initiatives to support the theme

MSDP Coaching themed Conference

Rie Grantham-Lane (Nottingham Trent) built upon an initiative "Coaching ourselves" as a basis to organise a 2nd MSDP coaching conference at Nottingham Trent. It was conjectured to organise this event in the first half of 2017.

Next steps: Preliminary discussions via email with members input to vision out a tentative proposal

4. Updates from SDF and Leadership Foundation.

The following updates with MSDP members in advance of the meeting
- LFHE Update for MSDP March Meeting (Feb 2016)
- SDF Report to regions Feb 2016

LFHE regional event **Leading change in higher education** is being hosted at Coventry University on Friday 22 April.

LFHE and Prevent agenda: Hefce have commissioned the LFHE to develop a new management development resource around the Prevent agenda to help institutions provide in-house development. Further details will be announced in the next couple of months.

Advanced insight of the draft agenda content (Appendix below)
Rie Grantham- Lane (Nottingham Trent) is involved in the preparation of this resource initiative and has kindly forwarded a draft. **See appendix at end of this note.**

SDF Conference 2016: Future fit: Sheffield: 9 & 10 November 2016.
Please note a correction of above dates to the Chairs new year email. The revised dates came about enabling colleagues to avoid Friday travel.

 Future fit key themes
1. the role of learning and development in HE in the future
2. the impact L&D can have by showcasing the excellent work that goes on already within the sector as well as identifying the impact L&D could have in the future, and 3. in light of the above an understanding of the implications for everyday practice.

5. Members "Round Robin" of 'gives and gets'
from those attending – sharing information and best practice.

On-line learning provision with Learning Pool: Keele University have entered into a contract with Learning Pool for their on-line provision. Learning Pool offer a bank of editable e-learning courses as well as a creative and user-friendly authoring tool called adapt which enables you to create your own materials. For further details please visit their site below or contact Ben, one of their Learning Consultants.
Ben Jones | Learning Consultant | Learning Pool
M: + 44 (0) 7780 705 868 | T +44 (0) 2871 277 883| Support Desk: 0845 0744 114
E: ben@learningpool.com| W: www.learningpool.com

Supporting staff through change. i-Resilience Report tool (free) resource courtesy of http://www.robertsoncooper.com/. In developing a **'Preparing *Yourself* for Change'** workshop for groups of staff I was referred to this free resource tool developed in part by Prof Cary Cooper. I have subsequently used the report as the a key foundation for the workshop. I also liked the Rail track video clip on reducing workplace pressures. **Ian.**

Open plan offices (and noise). Grace Marshall made useful reference to some short TED talks on the topic of noise in open plan offices here are some clips.
Julian Treasure: The 4 ways sound affects us Link to his white paper
Julian Treasure: Shh! Sound health in 8 steps
Also of interest the following webcast from OPP: Is the modern office toxic to introverts?
https://www.opp.com/en/Knowledge-centre/Webcasts Ian.

6. "Top of the Mind"
What are the key priorities for those present and how can others support them.

1/ Unconscious bias: Take a look at the Unconscious bias in colleges and higher education: training pack provided free of charge by the Equality Challenge Unit
http://www.ecu.ac.uk/publications/unconscious-bias-colleges-he-training-pack/

2/ Prevent agenda training: As mentioned previously (section 4) Hefce have now commissioned the LF to develop a new Management Development Resource around the Prevent agenda to help institutions provide in-house development. Rie Lane (Nottingham Trent) is involved in the preparation of this resource initiative and has kindly forwarded a draft. See appendix at end of this note.

3/ Digitalization of learning: Members had a discussion comparing the merits of various online learning providers.

7. Afternoon CPD session

Grace Marshall from company Think Productive: showcased the work she is undertaking with academic colleagues on managing productivity and complex workloads in a number of Universities.

For any colleagues who were unable to attend, Grace would be delighted to post you a copy of the book 'How to be a Productivity Ninja' - that goes for those who were there and would like a paperback copy to go with their digital copy too!

You can get in touch with Grace on 07771 640040 or grace@thinkproductive.co.uk

Appendix

Leadership Foundation for Higher Education
Training materials to support HEIs in implementing the Prevent duty
(Draft: Please note subject to future revision)

Background

The Higher Education Funding Council for England (HEFCE) has commissioned the LFHE to support the HE sector in implementing the Prevent duty under the Counter-Terrorism and Security Act 2015. The project has a number of strands and sets out to support all institutions covered by the legislation – publicly funded, designated and other. It emerged in phase one of the project – a series of events on "The Leadership Challenge – Policy into Practice" – that institutions would value the production of a set of HE-specific training materials that could be drawn on for use in internal staff development and training activities. This proposal addresses that need.

Purpose

To provide to institutions a package of training and briefing materials to support implementation of the Prevent duty. The materials would be available for downloading from the LFHE, HEFCE and UUK website. It is not the intention develop an e-learning package or programme, but to provide for institution based Prevent leads and trainers, access to materials to support in-house training, and to complement the training that is available from external agencies including BIS Regional Prevent Co-ordinators.

Scope

The materials will be presented in a modular format and will comprise:
- Powerpoint presentations with training notes
- Briefing notes in the form of hand outs
- Case studies
- A guide to useful resources
- Some of the modules will be generic and suitable for use with all categories of staff; other sections will be targeted at specific roles, for example, board members and senior leadership teams, academic staff, front-line staff in professional services

Content
(Draft: Please note subject to future revision)

Introductory section: this will consist of an overall consideration of the issues concerning developing a Prevent training programme – the Who? How? What? questions. It will also include information about training that is available – through BIS, JISC etc. Tis section will also include a Useful Resources guide and links to key documents, websites etc.
- **Module One**: An introduction to CONTEST, the government's counter-terrorism strategy, and the Prevent duty. Target audience – All.
- **Module Two**: The Leadership Challenge: implications for governing bodies and for senior leadership teams. Target audience – Members of boards, senior leaders and managers.
- **Module Three:** The Prevent duty's relationship with other legislation and other legal duties of institutions. Target audience – academic and professional services

managers, staff with specific roles including equality and diversity officers, data protection officers and information managers.

- **Module Four:** Freedom of speech and academic freedom; implementing the duty and upholding the principles of academic freedom and freedom of speech. Target audience – academic staff and staff responsible for managing events involving external speakers.
- **Module Five:** Prevent: a student and staff wellbeing issue? Safeguarding pastoral care and student support. Target audience – academic staff, student and staff wellbeing managers, professional staff working in student support services.
- **Module Six:** Risk assessment and action planning: ensuring a proportionate response. Target audience – any staff with responsibility for oversight of implementing Prevent.
- **Module Seven:** The information challenge: effective IT policies, appropriate filtering, social media issues and information sharing. Target audience – Prevent teams, IT staff, data protection officers and security managers.