


Mercian Staff Development Group Meeting Monday 15th March 2021

Minutes

Agenda Item		Notes	Actions	
.1.		<p>Present Jo Aitkens (Leicester), Paul Cavanagh (Nottingham), (Loughborough), Johnson, Kift (Coventry) , Liz Mallett (Lincoln) , Sarah Pittaway (Chair) (Worcester), Marshall (NTU), McGarvey (Staffs), Ann-Marie Lee (UCB), (Wolverhampton)</p>	<p>Mary Betts-Gray (Cranfield), Matt Cunningham Jodie Heap (UCB), Emma Hollinshead (Aston), Teresa Jordan (Minutes) (UoB), Heather McBride Wilding (Northants.), Stephen Parton (Keele), Chris Porter (Newman), Jane Mortimer (DMU), Jenny Rooney (Warwick), Susan Rodda (BishopsGate),</p>	<p>Gaz Kirsty Kate Vicky Jon Grainger</p>
		<p>Apologies Alison Pope (Staffs), Heather Green (Warwick), Ruth Stubbings (DMU), Cheryl Coveney (OU)</p>		
2.	Minutes/matters arising from meeting on 2 nd Oct 2020	<p>The Minutes were agreed as an accurate record.</p> <p>All actions had been completed with the exception of :</p> <ul style="list-style-type: none"> • Revision of the buddy sign-up form to be considered by the in-coming Admin Officer following feedback from scheme participant regarding a 'prompts form for pre-first contact'. • It was decided to keep the existing schedule of meetings throughout the year. This will probably remain online for now. Potentially moving forwards one in three meetings could be face to face annually. • Revised Members Expectations were signed off by the Steering Group and are now on the website. These will be circulated to new members upon joining the group. • There is a roughly even split between Institutions using Zoom and Microsoft Teams. It was agreed that the hosting institution will decide which is the most appropriate platform to use for each staff development event. • We are awaiting a response from the Trans Awareness trainer. • CSE session went well and received some very positive feedback. 	<p>Revise in readiness for use next academic year.</p> <p>Follow up re the session and inform all members.</p>	<p>TJ</p> <p>CC</p>
3.	SP	Chair's Update	3.1. Officers have met to discuss the Programme for 2020-21. Expectations and Job Description documentation were signed off and are now on the MSDG website.	
4.	GJ	Mercian Officer update	4.1 See report circulated prior to the meeting :  MC Officer Report to MSDG March 202	

5.	MC	Conference Update	5.1 The group is meeting later on this month and the detail will be discussed at that point. Currently ideas around Adaptability, Growth and Embracing Diversity are at the forefront.	Update via the mailing list	MC
6.		Programme Update	6.1 See report circulated prior to the meeting: below 6.2 Sarah commented that it was an achievement to have been able to run as many events as have been during the current situation. 6.3 The bookings email re the Diana Edmonds Session on the 14 th April has been sent out today by Sarah Pittaway. One place per Institution is available. Kate Marshall volunteered to attend and support the session.. 6.4. ASBD sessions to potentially be developed around a new format. This could include pre recorded videos from a number of Institutions with opportunity for discussion by attendees.	To further discuss with staff and update the group via the mailing list.	EH LM SP
7.		Institutional Updates	Document to be circulated by TJ	Updates to be sent to TJ asap please for forward circulation.	All
8.		AOB	None		
9.		Forthcoming Meetings	June 15 th at 2pm		

MSDG Programme of Events 2020-21 : Update 15 th † March 2021				
Session	Date	Host	Who	Ongoing/Completed/Cancelled?
All the Same But Different: 'Reopening Libraries in a Covid World'	20.8.20	Loughborough UoB	Matt Cunningham / Teresa Jordan	Coffee morning Completed No further ASBD events this year : to be restarted for 2021 – 22.
Online induction during COVID	29.01.21	Aston University	Emma Hollinshead/Clare Langman/Andy Doyle	Completed
Online recruitment of staff	Early May 2021	Open University Worcester UoB	Cheryl Coveney Priah Mehta Teresa Jordan	
Booking Systems and Managing Occupancy Bring and Share	24.3.21.	Leicester/Cranfield Coventry/Newman/ Loughborough/UoB	Paul Smith/Kirsty Kift Chris Porter Mike Garner Kathy Sadler Matt Cunningham Teresa Jordan	Crowd Control : Library bookings in the lockdown landscape Invitations sent out 10 tickets sold to date
Customer Service Excellence Award	16/12/20	Coventry	Kirsty Kift	Completed
Trans Awareness		Open University	Cheryl Coveney	Ongoing : Potential event end of May/June 2021. Awaiting response from trainer.
Diana Edmonds Managing difficult customer interactions	14.4.21	Worcester	Sarah Pittaway : Kate Marshall	Confirmed. Bookings email sent 15.3.21