

Mercian Staff Development Group (MSDG)

Minutes of the meeting 3rd September 2019, University of Nottingham

Present: Jo Aitkins, Yvonne Budden, Paul Cavanagh (from 12.00), Cheryl Coveney, Matt Cunningham (Chair), Jodie Heap, Emma Hollinshead, Teresa Jordan, Kirsty Kift, Annmarie Lee, Heather McBryde-Wilding, Kate Marshall, Jane Mortimer (Minutes), Stephen Parton, Sarah Pittaway, Susan Rodda, Sue Storey, Clare Towle

Apologies: Mary Betts-Gray, Angela Brady (Emma Hollinshead attending), Heather Green (Yvonne Budden attending), Kay Jeffries (Clare Towle attending), Gaz Johnson, Liz Mallett, Laura Pilsel, Chris Porter,

1. Welcome and introductions

Welcome extended to new members and those substituting for colleagues.

2. Minutes of meeting on 26th June 2019 and matters arising

The minutes were accepted as an accurate record.

The following actions had been completed:

- Finalised 19/20 programme shared with Directors and with Laura Waller, Mercian Disability Forum Chair. Laura will contact (some) event hosts to discuss disability-realted input.
- Feedback gathered from buddy matches over 6 months old. See item 7.
- Article on buddy scheme published on the Mercian Collaboration website.
- Programme flyer drafted
- Report on end of year evaluation produced. See item 5.
- Meeting to share practice around diverse recruitment set up. See item 9.

The actions below remain outstanding:

- Anyone from the group attending the upcoming conference welcome to join Matt on the group stand. **Action: all**
- Jo to circulate information on microaggressions. **Action: JA**
- Gaz sorting group rep for Staffordshire. **Action: GJ**

These actions are ongoing:

- Group members to send content to Gaz for the Mercian Collaboration website news pages.

3. Conference update (MC)

There are 64 delegates to date (100 capacity) and the cap per institution has been lifted. Space has been set aside for all SIGs in the exhibition area. Gaining sponsorship has been more problematic this year than last, although this shortfall was accounted for in Collaboration budgeting forecasts. This along with other committee changes, means a formal review of the conference organisation as a whole will be conducted in the coming year by Emma Walton, on behalf of the conference group and Steering Group.

4. Chair/Mercian Officer update (MC)

The Steering Group and SIG Chairs met at the start of this month, in Birmingham, to update one another as well as refine the Collaboration's evolving five year strategy. It is proposed that this bilateral meeting become an annual event, albeit without the need to rewrite the strategic plan next time. The plan, alongside a developing tangible benefits document and the annual report, will form key strategic and operational statements of the Collaboration, intended for consumption by both the membership and key organisational and sectoral

stakeholders (e.g. SCONUL). MSDG would be interested in reviewing the strategic plan and considering how we can support and feed into it.

The Steering Group has noted with interest the diversity discussions emerging from the MSDG, as a thematic area the Collaboration is considerably interested in - which will also be explored in discussions with CILIP's CEO at this October's Directors Board.

The two newest Collaboration SIGs have successfully met for their first formal meetings, at BCU (Marketing & Comms) and Aston (Metadata), with both events well attended and with strong engagement from delegates. Both groups have noted an interest in pursuing future training events with the MSDG in some capacity, and have been directed towards Matt as group chair for initial discussions. This should, hopefully, avoid repetition, overlap or date clashes in this regard.

The RDMSG is undergoing a period of adjustment, following the departure of members of its organising committee and the pending departure of the remaining member. Steps towards recruiting a new committee are underway, and being supported by the MCDO and group sponsor, Simon Bevan.

Following an initial survey, a regional Senior Staff and Deputies Group will hold an inaugural and exploratory meeting towards the end of 2019, hosted by Chair Diane Job at the University of Birmingham (date TBC). The main focus of the meeting will be to reflect on the survey's findings, and consider the value of conducting subsequent gatherings at this level of seniority. The event will be open to all staff at a senior (non-Director Board) library managerial level, however this is designated at each member institution.

Balancing the growing and diverse needs of the Collaboration is a significant task, and one which the Steering Group has begun to review and consider ways in which the workload for the Officer could be rebalanced. It was noted by the MSDG group that not inconsiderable work is also associated with SIG and conference administration. This led to a discussion on the frequency of meetings of the Staff Development Group. It was agreed to keep to the 3 meetings per annum schedule for the time being, but also to over Skype as an option where possible.

5. End of year evaluation (SP)

The group reviewed the end of year evaluation report and benefits infographic previously circulated by Sarah.

The infographic approach was welcomed and it was agreed we should adopt.

Sarah confirmed that there is post event evaluation using a feedback form at the close of each event and also an end of year survey. There was considerable discussion around the questions asked in the end of year survey, particularly in relation to participants remaining in contact. It was agreed the current end of year survey, plus the free text responses received this year would be circulated as a reminder. **Action: SP** Group members to send Sarah suggestions for revision and consideration at the March meeting. **Action: All**

Matt will ask Gaz to incorporate the infographic and evaluation report in the annual report. **Action: MC.** Group members to share the evaluations with colleagues as appropriate. **Action: All**

Sarah volunteered to put together some tips for those organising Mercian staff development events. **Action: SP**

It was queried whether other SIGs organising events should send session feedback to us. Matt felt it was up the SIGs to manage their own evaluation, but he would share with them what MSDG is currently doing. **Action: MC**

6. Programme 2019-2020

The programme was reviewed and those scheduled to run sessions confirmed still able to do so. Some additional dates were firmed up, which would be added to the flyer and the flyer re-circulated **Action: JM**. Event hosts to advise Jane and Gaz of further dates for these to be added to the website and programme flyer. **Action: event hosts**.

Yvonne advised that the speaker for the library carpentry event would charge \$2500. Matt to ask Diane Job, Mercian Collaboration Steering Group chair, if this could be funded **Action: MC**. It was felt that this probably didn't represent good value for money and other options could be explored – a session on 'fair data' for research librarians with the RDM SIG or Jez Cope from the British Library to lead a session. **Action: YB and GJ**. The event would be removed from the flyer while a decision is made **Action: JM**

Jo asked if expenses could be paid for input to the session on decolonising the curriculum. Matt to check. **Action MC**.

7. Admin Officer update (JM)

Jane provided an update on the Budding Scheme, which was launched at the 2017 Mercian Conference. 22 library colleagues from across the region have participated in the scheme since it started. 6 recent completors have been surveyed for feedback, with 3 responding. Of those responding:

- 1 identified themselves as the less experienced partner in the match and 2 as of equivalent experience. This suggests the value of the scheme for peer to peer support
- All said they'd recommend the scheme to a colleague and indicated what they had gained from participation.
- The one suggested improvement was 'a 'prompts' form for pre-first contact'. The MSDG group member who recognised the comment will follow up and Jane to consider revision of the sign-up form. **Action: JM**

Group members are encouraged to promote the buddy scheme at respective institutions.

Jane reminded the group she would be standing down as Admin Officer after the March meeting. All encouraged to consider standing. The jd for the role to be circulated **Action: JM**

8. Updates from members

Member updates had been circulated prior to the meeting. Outstanding updates to JM asap.

JM to circulate final set of updates with the minutes.

9. AOB

Jo reported on the recent meeting at University of Leicester to discuss diversifying the workforce, which was attended by 10 members of the group. Attendess shared data in relation to BAME representation in their student populations and within the library workforce; for all institutions the latter was very female and white. The meeting considered issues/barriers around BAME representation and progression and examples of good practice in member insitutions. Another meeting will be held in Febuary 2020 to update on actions since the first meeting and share experiences of recruitment.

A question was asked with regard sharing files amongst MSDG members. Matt will check with Gaz where shared Mercian documents are currently housed. **Action: MC**

It was noted the inaugural event of the CILIP BAME Network takes place on 12th September 2019. Group members are encouraged to join the BAME Allies Forum.

Paul Cavanagh, Senior Librarian, Resource Acquisitions will takeover from Sue Story as the group representative for the University of Nottingham. Paul was welcomed and Sue thanked for her many years service on the group.

10. Forthcoming meetings

The forthcoming meetings are scheduled:

March 2020 – Cranfield University

June 2020

September 2020

Coventry may be able to host one of the forthcoming meetings. Other offers to MC or JM.

Action: all to consider