Implementing the Development Group’s Recommendations

The Development Group and the Library Management Team met this week to discuss the recommendations. Below under each recommendation is the agreed response and any steps needed to implement them. We discussed how to keep the work going and it was agreed that the task and finish group would finish, some recommendations need volunteers to take them forward and these are listed below. To truly embed the group’s work we all need to see development as a priority and individuals and their managers need to work together. We need volunteers for the following (numbers of volunteers are minima – more could do the tasks)

Build a consolidated Staff Development Resource in LibGuides – 2 or three people, will take 8 hours to set up with one hour per week to maintain it after. There will then be a six month commitment to maintain it before we look for a new volunteer. This would also be a good opportunity to write up the work for publication.

Investigate shadowing as a developmental tool in more detail – two people needed for 2 hours over 4 weeks

Setting up and running Chartership, HEA and writing groups. One person for each, needing three hours per month

Anybody wanting to volunteer should sign up online email for initiatives they want to volunteer for by 17/07/19.

Once again huge thanks to the group for a really thorough and thoughtful piece of work.

1. Build a consolidated Staff Development Resource in LibGuides
   Agreed – volunteers will be asked for

2. Promote a Development Culture for the Library
   Agreed – a statement will be written and put on the Development LibGuide

3. Identify time and space for development activities
   Agreed - We didn’t come up with a hard and fast rule on time and space for development. 1:1s and team meetings should be used to agree what is reasonable and practical. We discussed rota-ing time in for development and agreed that it was difficult for those who work to rotas. Rather than putting time in a rota development time should be agreed with line managers. There was consensus that the issue isn’t just having time and space but seeing development as a priority and not dropping it when something else comes up, like everything development needs to be prioritised but it does need to be a priority and not just treated as an optional extra which can be dropped.
   We will arrange visits to other university libraries, Plymouth MarJon, Bristol, Royal Agricultural University, Cardiff and Plymouth were suggested.

4. Investigate shadowing as a developmental tool in more detail
5. Promote mechanisms for sourcing professional literature
   Agreed – items to be acquired can be added to the order spreadsheet, Alex Hall will create a
guide on how to do this and where it is. It will up be to the resourcing team to decide if we
buy or ILL a request. We already have print and electronic books related to libraries as well
as journals and these will be promoted through the development LibGuide and we will
create a reading list in Talis as well.

6. Facilitate 1:1s with functional leads for matrix working
   This is already in hand and they will happen every six months. If you want a discussion with a
functional lead in between times just ask them.

7. Establish support groups for development activity
   Agreed – a CILIP Chartership, HEA Fellowship and a writing group will be set up alongside the
existing reading group. Volunteers will be sought for all of them. There was agreement that
dates and times should be varied to enable people who work part-time to have a chance to
attend. Attending these groups can be done in work time as part of development.

8. Review & disseminate Library approach to Above & Beyond scheme
   Agreed – this will be done but needs to look more broadly at performance and expectation
not just the use of Above and Beyond, I’m waiting to talk to a former colleague at Salford
about what he’s done around this. Above and Beyond nominations don’t have to and
shouldn’t just come from Library Management team, everybody can nominate for any level
of award. Personally I think saying well done and thank you to people you work alongside is
as important as it coming from managers.

9. Invite HR Business Partner to give Library a ‘development health check’
   Agreed – Since the meeting I’ve spoken to Clive Betts, the Head of People Development and
he can provide a review. I’ll be meeting him to talk about this and wider development issues
when we can get time in the diary.

10. Review job descriptions and ensure current versions are in place
    Agreed – this should be done ahead of PDRs if possible. Beverley Hughes has circulated
details of where generic job descriptions can be found on the N drive.

11. Collate and promote T1 cheatsheets for common finance tasks relating to training/travel
    Finance Training have guides available at http://www.exeter.ac.uk/finance/training/ and are
developing new ones including on booking travel. The guides includes details such as
relevant commodity codes. There are also training sessions run on claiming expenses. We’ll
keep an eye on this and speak to Finance Training if there are additional guides or they don’t
meet needs.

12. Review purpose and frequency of all established meetings
Agreed – purpose and frequency to be discussed at the next occurrence of each regular meeting. Frequency of 1:1s is to agreed between the individual and their line manager but the absolute minimum is a monthly meeting.

13. Provide financial support for payment of CILIP chartership fees (and equivalent certification schemes)
Agreed – We will pay the registration and submission fees for Chartered Institute of Library and Information Professionals certification, chartership and fellowship, we will also pay one resubmission fee. We will pay the enrolment and assessment fees for Archives and Records Association foundation, registered and fellow status. We will pay the annual or one-off fees for associateship and fellowship of the Museums Association. We will pay the application and one resubmission fee for accreditation and fellowship of the Association of University Administrators. The university pays the fees for the different levels of Higher Education Academy fellowship. All other organisations will be considered on a case by case basis depending on relevance and cost, please talk to your line manager. We give two days to anybody in the writing up stages of one of the accreditations listed above, or others if the library is paying the fees.

14. Agree feedback and performance mechanisms via 1:1s /PDRs
Agreed – the group’s point that one size doesn’t fit all is well made, individuals should discuss how they want to give and receive feedback with their line manager. Two way feedback should be an element of every 1:1. 1:1s and PDRs are an opportunity to discuss performance in the round as well as progress against objectives and general wellbeing. Feedback should be constructive and specific so that people can take it and learn from it. Giving and receiving feedback shouldn’t just be limited to 1:1s and PDRs, feedback is most useful when it’s given close to the time it relates to, 1:1s and PDRs do provide a chance to step back and give feedback on performance more broadly.