



Terms of Reference: Deputies and Senior Staff Group

Background

To provide a confidential forum for collective debate and knowledge sharing across common strategic and operational challenges, with a view to enhancing and enriching the quality of discussions and potential outcomes across its member institutions.

Group Remit/Outline Terms of Reference

- Provide a confidential forum for brainstorming and discussion of ideas, developments and problems and sharing best practice.
- Provide an effective forum for senior staff networking across the Collaboration.
- To ensure suitable CPD opportunities are [identified and implemented OR scoped and developed] for senior staff (in line with talent management aspirations of the Directors' Group).
- Horizon scanning to help provide information to support strategic planning across the sector, trends and potential opportunities for collaboration.
- Provide peer support for staff in dealing with change and challenges.
- To act as a springboard to operationalise national agendas at a regional level.
- To make recommendations as appropriate to the Directors/Steering Group regarding Mercian activities, policies, etc.
- Facilitate shared projects in line with strategic aims of the Collaboration.

A member of the Mercian Steering Group will act as a Group sponsor, in liaison with the MC Development Officer. An annual report on group's activities will be produced to ensure accountability, and submitted for consideration by the Mercian Directors.

Relationship to Strategic Aims

The group has the potential to tie in with the following strategic themes of the Mercian Collaboration in the following ways:

- Theme 1 'Environment' – Horizon scanning to inform strategic directions.
- Theme 2 'Agency' – Sharing of knowledge and joint projects to improve agency.
- Theme 3 'Workforce Development' – CPD opportunities for senior staff.
- Theme 4 'Collections' – Potential to work on shared responses to collection development and sharing.
- Theme 5 'User Experience' – Exchange of expertise, innovation and shared projects.
- Theme 6 'Learning and Teaching' - Exchange of expertise, innovation and shared projects
- Theme 7 'Research' - exchange of expertise, operational implementation of national agendas, shared projects



Proposed Membership

Membership is open to Deputies or members of the senior management team i.e. at the level immediately below the head/director of library services. (In a converged service, this may be third tier.) Representation is voluntary and more than one person can attend from each institution should they wish.

Governance & Committee

The Group will be self-managed, with no requirement for the roles of chair or convenor. There should be some consideration of how meetings are led and recorded, and a chair should be nominated on a rota basis or by default by the host institution.

Face to face meetings will take place 2-4 times a year with the option to join virtually.

Subgroups may be formed to take forward specific task and finish projects.

Document Original Authors

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