



Gateway to
the history
of Shropshire
and Telford

SHROPSHIRE ARCHIVES STANDARDS OF SERVICE STAFF DEVELOPMENT, TRAINING AND AWARENESS

FOR STAFF OF SHROPSHIRE ARCHIVES

Personal work reviews and individual training plans

- All staff participate in annual personal work reviews with a 6 monthly update. Individual work plans and training plans are developed from these.
- Training needs are passed on to the Directorate's training officers.
- The Service has an individual training budget and applications can be made to Directorate training resources if appropriate.
- All training is monitored by personnel to ensure compliance with the Investors in People Standard.

Induction

- All new staff take part in a induction process to ensure their ability to do their job. Details of the process is be tailored to individual needs.
- All requirements of Shropshire Council's induction process are also met.
- Staff also attend Leisure and Cultural Services induction days as appropriate.

Staff meetings and training sessions

- Staff meetings are held every Thursday from 9.00-10.00am. Most part time staff are timetabled to enable them to attend these staff meetings. Minutes from the meetings are circulated to ensure staff awareness of current issues.
- In service training sessions take place following the staff meetings. These are repeated to allow as many staff as possible to attend. Programmes are drawn up after consultation with the staff to ensure relevance.

Service planning

- All staff are involved in the planning for the annual team plan. Copies of the current action plan are circulated to all staff.



Team meetings

- Team meetings of senior staff of the Service take place monthly. Minutes of these meetings are available to all staff.

FOR STAFF OF OTHER SERVICES

Local Studies Panel

- The Service attends meetings of Shropshire Libraries Local Studies Panel which co-ordinates local studies provision throughout Shropshire Library Service
- A minimum of 2 training days per year are arranged for Shropshire Council library staff, either at Shropshire Archives or at local libraries.

Introductory sessions and induction

- New members of Shropshire Libraries and Telford & Wrekin Libraries staff receive an introduction to Shropshire Archives as part of their induction programme.

Planning with Telford & Wrekin Heritage and Library staff

Support for local studies and archives work in Telford and Wrekin will be provided through:

- A minimum of 1 training day per year are arranged for Shropshire Council library staff, either at Shropshire Archives or at local libraries.
- Representation of Telford and Wrekin on the West Midlands Regional Newsplan Committee
- Sharing of information on new publications including two bulletins of new acquisitions to the Shropshire Archives library per annum
- Half day introduction to resources at Shropshire Archives for new members of staff are held on request.
- Quarterly monitoring meetings are held with Telford & Wrekin staff

MONITORING AND EVALUATION

- For details of the monitoring and evaluation of this Service please see the Service Standard on Statistical and performance monitoring.

If you have any comments about these standards please contact:

Shropshire Archives, Castle Gates, Shrewsbury SY1 2AQ,

tel 01743 255350, fax 01743 255355,

e-mail: archives@shropshire.gov.uk, web site: www.shropshirearchives.org.uk

Supporting Documents

- Training plan and programme
- Training evaluation forms
- Personal work review guidance notes and forms
- Shropshire Council Induction Handbook