

Suffolk's Libraries IPS

The Industrial & Provident Society Limited enabling county-wide library services supported by Suffolk County Council

MINUTES

Title of Meeting	Suffolk Libraries IPS - Board Meeting
Date	17 th October 2012
Place	County Library Ipswich
Time	9.30am – 2.00pm
Attendees	Shona Bendix (SB)(Chair), Mike Hosking (MH)(Hon. Secretary & Treasurer), Alison Wheeler (AW)(General Manager), Colin Owens (CO), Mike Readman (MR), Robert Spivey (RS), Sylvia Knights (SK)
Invited	Ian Brookman (IB)(Finance & Resources Manager); Stephen Taylor (ST)(SCC Commissioner); Charlotte Clark (CC) & Marion Harvey (MH)(Staff Observers)

		Action
1.	Apologies: None	
2.	Declarations of Interest: None	
3.	<p>Minutes of the meeting held on 11 September 2012</p> <p>The minutes of the board meeting were agreed for accuracy subject to the following changes:</p> <p>Item 3 – The fourth bullet point should refer to document management system not document naming system; and</p> <p>Item 6 – Correct the spelling of the word proposed in the penultimate paragraph.</p>	
4.	<p>Matters arising – Minutes 11 September</p> <p>a) Inter-library loan charges - ST confirmed these changes were approved by SCC.</p> <p>b) Notice to The Guild – ST confirmed this had been sent terminating their services to Suffolk Libraries and will forward a copy to AW have a copy for the records.</p> <p>c) Aldeburgh Opening Hours – the decisions at the last board meeting had been reported back to the Aldeburgh group which would respond to the Board concerns following additional consultation.</p> <p>d) Staff Advisory Group - this is progressing and recruitment of members will take place once the new structure recruitment has been completed.</p> <p>e) Google Applications – SCC are moving this forward and ST will</p>	<p>ST</p> <p>AW</p> <p>MH/ CC</p> <p>ST</p>

	<p>continue to press for an early resolution of this issue.</p> <p>f) Library management System(Spydus) – The interim support to staff and the supporting materials that have been developed are helping. Further work still needs to be done on some aspects of the customer interface. This work is resource intensive and has continued since the transfer from SCC. The Board noted that this cost was not in the financial model as it had been expected that the problems arising on implementation would have been resolved ahead of transfer. AW/IB will supply ST with the costs that have been incurred since 1 August in respect of these unplanned resource issues.</p> <p>g) Outcome of Chair’s Meeting with County Councillors – the Chair reported a constructive meeting.</p> <p>h) Completed decisions – it was noted that these had been completed:</p> <ul style="list-style-type: none"> ○ Bank mandate changes ○ Confirmation of head lease renewals to SCC ○ Contract summary ○ Document management system 	AW/IB
5.	<p>General Manager report</p> <p>The written report was noted.</p> <p>AW reported on funding available from Arts Council England for work around promoting arts through libraries rather than supporting library services. SCC had offered the help of an officer experienced in writing bids to support Suffolk Libraries in this work. Suffolk Libraries need to work through if the bids for these funds are best submitted corporately or by individual libraries</p> <p>AW reported that there had been good meetings with community groups and other organisations including the East of England Co-op who were interested in working with Suffolk Libraries.</p> <p>AW reported that there had been two requests for CCTV footage by the Police from libraries to assist them in their inquiries. AW confirmed that Suffolk Libraries had adopted the SCC protocol for working with the police amended to fit with our structure.</p>	AW AW

6.	Decision papers	
6.1	<p data-bbox="285 142 688 176">Safety Management System</p> <p data-bbox="285 205 1308 277">CO presented the draft safety management System for Suffolk Libraries and highlighted the following points:</p> <ul data-bbox="337 306 1286 709" style="list-style-type: none"> <li data-bbox="337 306 669 340">• Libraries are low risk <li data-bbox="337 373 1263 407">• The regulations that apply are the Health & Safety at Work Act. <li data-bbox="337 436 1286 508">• The Board had agreed to aim for a bespoke safety management system with effect from 1 November 2012. <li data-bbox="337 537 1179 609">• The draft system met the requirements of the IOD Safety Management checklist. <li data-bbox="337 638 1273 709">• CCAS Limited advisers to Suffolk Libraries had provided a draft system that was both comprehensive and simple. <p data-bbox="285 739 1003 772">During discussion the following points were raised:</p> <ul data-bbox="337 802 1305 1041" style="list-style-type: none"> <li data-bbox="337 802 1240 835">• Was it necessary for all libraries to have qualified first aiders? <li data-bbox="337 865 1221 936">• Was the training requirements in relation to fire wardens too onerous? <li data-bbox="337 966 1305 1037">• A view that the proposed draft was over complicated for a low risk environment. <p data-bbox="285 1071 1341 1251">The Board agreed to refer the draft back to the Management team to review and take advice as appropriate to ensure that a revised draft was both compliant and appropriate to the operations, particularly small libraries. These would then be agreed with Board Health & Safety lead to agree the final version to come back to Board.</p> <p data-bbox="285 1285 1325 1507">The Board agreed to extend the timeframe for utilising the SCC H & S policy adopted in July 2012 until 31 January 2013, noting that the training records from SCC had not been transferred under TUPE and would need to be reconstructed in line with the Board's own policy once adopted and that a staff Safety Committee meeting would not be held until the new system was adopted.</p>	<p data-bbox="1364 1159 1403 1192">IB</p> <p data-bbox="1364 1411 1403 1444">IB</p>
6.2	<p data-bbox="285 1537 610 1570">Board Standing orders</p> <p data-bbox="285 1600 1341 1705">It was agreed that Equality and Safety should be added, as standard, to the Board agenda and that there should be a target time for presentation of Board minutes.</p>	
6.3	<p data-bbox="285 1772 623 1806">Community contribution</p> <p data-bbox="285 1835 1263 1906">It was noted that the proposals in connection with the community contribution included in the financial model developed by SCC for the</p>	

	<p>contract process had been discussed in full by the Finance & Audit committee and had addressed concerns raised from earlier meetings with community groups.</p> <p>The Board noted the following points:</p> <ul style="list-style-type: none"> • If this money is not raised then there is a gap in the funding model. • The pro rata contribution had been reduced from £66,667 to £30,000 during the negotiations. • As the budget had been agreed for 20 months the Board would seek the contribution for the 20 month period to 31 March 2014 as one sum. • There is concern over double taxation if parish and town councils precept for the community contribution. • In order to achieve fairness, where the community contribution was not made, other cost savings/fundraising options would have to be considered. <p>The Board agreed these proposals for discussion with groups at the community groups meeting on Monday 22 October.</p> <p>6.4 Local Community Library groups</p> <p>The Board agreed the bespoke unincorporated constitution and the membership form proposed by the Governance Committee as presented.</p> <p>6.5 Transition Plan</p> <p>This was noted by the Board and consideration of the Board's objectives should be considered at each future meeting.</p>	
<p>7.0</p> <p>7.1</p> <p>7.2</p> <p>7.3</p>	<p>Finance & performance</p> <p>August Report</p> <p>The August Summary circulated was noted.</p> <p>September position</p> <p>IB reported that the cashflow indicated that the finances to date were in line with expectations but as with August there is an element of delay in respect of certain costs being billed such as business rates and repairs.</p> <p>Finance & Audit Committee terms of reference</p> <p>These were adopted by the Board as presented by the Committee noting</p>	

7.4	<p>a review at 28 February 2013.</p> <p>Auditors</p> <p>The Finance & Audit committee had seen presentations from three firms of auditors and based on these recommended to the Board that Larking Gowen were appointed as the auditors and tax advisers of Suffolk Libraries based on their greater understanding of industrial & provident societies. This was agreed.</p>	
8.0	<p>Working groups</p> <p>8.1 Structure of Committees and Working groups</p> <p>The Chair presented a paper showing a revised structure which consisted of the following:</p> <p><u>Committees –</u></p> <p>Finance & Audit</p> <p>Governance including both the society’s and member related matters</p> <p><u>Working groups –</u></p> <p>HR & Staffing</p> <p>Communications</p> <p>A Disciplinary and Grievance Committee would be formed when required consisting of at least two Board members.</p> <p>8.2 Reports from Committees and groups</p> <p>Governance committee – No further matters</p> <p>HR and staffing – matters to be covered in the confidential session of the Board meeting</p> <p>Communications</p> <p>The Board noted with great disappointment the report in the East Anglian concerning Suffolk Libraries especially given the substantial amount of positive staff engagement throughout the process leading up to and after transfer from Suffolk County Council over the future operation of the library service.</p> <p>It was noted that staff had also become very active on the staff intranet since its launch and that the overwhelming feeling within the organisation was positive about the opportunities for the future.</p>	

	<p>It was agreed that signage would utilise the Suffolk Libraries block in purple rather than adopt purple for the whole sign. The Board would like to have a plan to change all signage by a set date and to confirm that the signage will be in a standard Suffolk Libraries style.</p>	IB
9.0	<p>Board away day</p> <p>The arrangements are in place for the Board away day at Kesgrave Community Centre on 25 October between 10.00 hrs -17.00hrs. Mike Readman will present on culture change and Andrew St Ledger will also be assisting the Board.</p>	
10.0	<p><u>Date of next Meeting</u></p> <p>Monday 26 November 2012 at 9.30.</p> <p>Mike Hosking asked his apologies be noted.</p>	