

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	19 th November 2012
Place	County Library Ipswich
Time	12.30pm – 4.30pm
Attendees	Shona Bendix (SB)(Chair), Mike Hosking (MH)(Hon. Secretary & Treasurer), Alison Wheeler (AW)(General Manager), 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) Nigel Blake (NB)(ICT Strategy), Nikki Sturmeay (NS)(Clerk)

	Action
Apologies: Ian Brookman, Richard Hunt	
Declarations of Interest: Mike Hosking declared an interest in the use of volunteers from his work with CILIP.	
<p>Minutes of the meeting held on 17 October 2012</p> <p>The minutes of the Board meeting were agreed for accuracy subject to the following changes:</p> <p>Item 6.1 – The penultimate paragraph should read; 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>Item 6.2 – Board Standing Orders; 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> <p>Item 6.3 – The date in the third bullet point should read 31 March 2014.</p> <p>Matters arising – Minutes 17 October 2012</p> <p>a) Aldeburgh Library – an alternative opening hours proposal has been suggested which will add another afternoon session. There was a follow-up through the local School. The General Manager to check the final outcome.</p> <p>b) Google Applications – No update.</p> <p>c) Board Away Day – Andrew St. Ledger is working on the report. The next Away Day has been suggested for January 2013 – date to be confirmed.</p>	<p>AW</p> <p>AW</p>

	<p>Completed decisions: None to note from last meeting.</p>	
4.	<p>Decisions: Governance Committee Terms of Reference The Governance Committee have reviewed the terms of reference and extended them to cover both Governance and Membership matters. The Board reviewed and agreed these terms of reference with the addition of a six months review date. The Community Organisations meeting on 22nd October 2012 was well attended and included a discussion on the Community Contribution. As a follow up to the meeting, the group at Glemsford has made significant progress and is preparing an application for membership. IPS Rules A revised version of the Rules had been checked by the SCC Lawyer some suggested amendments. Subject to confirmation and a consistent approach to the expected quorums, with the addition of a review date, these can be referred back to the Governance Committee. Once updated they can go to the FSA. SCC will cover the costs.</p>	SK/IB
5.	<p>Updates from Committees, Working Groups & Transition Plan</p> <p>5.1 Governance: Suffolk Libraries has received a lengthy and detailed set of questions from a user. It was agreed that the Board would not respond to individual queries in this depth. With regard to this particular enquiry, The General Manager has begun a dialogue with Kesgrave Town Council which is proving to be very constructive.</p> <p>5.2 The Board decided that the Suffolk Libraries will need a means of dealing with requests for information, including a policy on how to handle Freedom of Information requests.</p> <p>5.3 Details on the applications process for Suffolk Libraries Membership should be added to the Suffolk Libraries Website and the Intranet.</p> <p>5.4 SCC Strategic Leadership: The Chair and General Manager reported on their recent meeting with the SCC cabinet member. They will continue to work with SCC at this strategic level to broker good relations. More</p> <p>5.5 meetings are scheduled for the New Year.</p> <p>5.6 Equalities: the Board recognised and expressed satisfaction that the programme of recruitment and structuring is demonstrating high standards of fairness and equality of opportunity.</p> <p>5.7 Transition Plan: The Interim Finance Director reported that the milestones in the plan are being met. He will send reminders about key areas of action in the plan to individual working groups.</p> <p>5.8 Communications; the General Manager reported that staff feedback is very positive regarding the Intranet and there have been ideas presented by staff on areas of improvement. It was agreed that these ideas need to</p> <p>5.9 be recorded and acted upon if applicable. It was also agreed that people in key new roles could introduce themselves, with photographs, with a</p>	

	<p>blog on the Intranet.</p> <p>Press: there was a story in the EADT this week about a £300,000 cut of which Suffolk Libraries was not aware. The SCC observer was asked if Suffolk Libraries could be given some warning by SCC if they are able to alert the IPS in advance of future PR of this kind.</p> <p>IT: The Interim IT Manager has reached the end of his contract and has produced a report which will give a clear picture to the new IT Manager</p> <p>Google Documents: This issue has been raised with SCC and escalated via the commissioner.</p> <p>Finance and Audit; The Community Contribution has been discussed and will be presented at the Community Group Meeting on 22/11/12. Amounts for all 44 libraries have been calculated using the banding already agreed. It was recognised that wherever possible Suffolk Libraries should be seeking a cash contribution and not 'in kind' at the moment although this may change in the future. Some groups have objected to financial contributions.</p>	
<p>6.</p>	<p>Presentation on ICT Strategy</p> <p>Nigel Blake, an independent consultant, presented a framework which provides an overall strategic context for Suffolk Libraries IT, along with a suggested plan of action.</p> <p>The Board thanked Nigel for his work on this and agreed to accept and broadly adopt the strategy, recognising that elements of it will be presented for further action and discussion in the future. The IT and Communications Group will look at the policy decisions and action points to see how they link with Staff Advisory Group.</p> <p>It was agreed that once the structure recruitment has finished, a summary of the strategy should be added to the Intranet.</p> <p>Nigel had also provided an analysis of the best options for HR and finance applications. The IT Strategy and the Finance and Audit Committee will review these options and agree which is best to take forward and look at potential budget for new developments.</p>	
<p>7.0</p>	<p>Staff Advisory Group</p> <p>Marion Harvey and Charlotte Clark presented a way forward for the Staff Advisory Group (SAG). This group will enable staff to feedback on issues, ideas and innovation. The Board welcomed and supported the suggested way forward for SAG.</p> <p>It was also agreed that SAG should have a budget (amount to be confirmed) and MH and CC will manage this.</p> <p>The Board agreed that the presentation should be shown at the Management Forums on 3rd and 10th December 2012.</p>	<p>AW</p>

8.0	<p>General Manager Update</p> <p>The General Manager presented a paper giving an update on the following:</p> <ul style="list-style-type: none"> • Prison arrangements • Meeting with the Culture and Communications Minister • Interest in Suffolk Libraries by the Cabinet Office • Membership Developments • Woodbridge and Suffolk Coastal developments • The General Manager and the Chair will meet to discuss and review key performance measures for Suffolk Libraries and a way forward for increasing the membership of the interim Board 	AW
9.0	<p>Forward Agenda and date of next Meeting</p> <p>Wednesday 19th December 2012 at 10.00 at SALC Offices.</p>	