

Suffolk's Libraries IPS

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

BOARD MEETING MINUTES

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| Title of Meeting | Suffolk Libraries IPS - Board Meeting |
| Date | 24 January 2013 |
| Place | SALC, Claydon |
| Time | 09.30 – 12.30 |
| Attendees | Shona Bendix (Chair), Sylvia Knights, Colin Owens, Robert Spivey, Alison Wheeler (General Manager), Lynne Walker (From Item 3) |
| Invited | Marion Harvey (Staff Advisory Group Observer) Stephen Taylor (SCC Observer), Ian Brookman (Finance & Resources Manager), James Hargrave (IT Manager) |

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| 1. | <p><u>Welcome and Apologies</u></p> <p>Mike Readman, Mike Hoskings</p> | |
| 2. | <p><u>Appointment of Additional Board Members</u></p> <p>The board had received two expressions of interest. After discussion the board agreed to co-opt Lynne Walker as a director and she would be invited to join the meeting for the next item. It had not been possible to progress the other application for this board meeting and it was agreed that the General Manager should follow this up before the next board meeting.</p> | AW |
| 3. | <p><u>Declarations of Interest</u></p> <p>None.</p> | |
| 4. | <p><u>Minutes of 19 December 2012</u></p> <p>The minutes were agreed for accuracy subject to the following changes:</p> <p>3(b) should read - IT Manager will not twill</p> <p>4.1 should read –contribution and play their part before the first AGM</p> <p>Matters arising</p> <p>a) Aldeburgh library – The revised opening hours are in place and arrangements have been put in place to address the issues raised.</p> <p>b) IPS Rules – IB will obtain the timescale and steps required to make these changes from SCC Legal</p> | <p>AW</p> <p>IB/ Agenda</p> |

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| <p>5.</p> | <p><u>Decisions</u></p> <p>Health & Safety</p> <p>The board were taken through the Safety Management System by CO (the Board lead for Health & Safety), and the key responsibilities of the board were highlighted in respect of the overall responsibility for health & safety.</p> <p>The specific points arising from the discussion were:</p> <ul style="list-style-type: none"> • The overall policy statement to be signed by AW as general manager on behalf of the board • Any remaining use of the term officer or lead to be replaced with manager • The organisation chart to have the HSE added as a communication link for the Compliance Manager to indicate the possibility of whistleblowing • The board responsibilities on Page 14 would have the signature line removed • The audit requirements in item 11 of the Compliance Manager responsibilities are to be amended to read - review health and safety compliance and performance. • The board accepted that having appointed persons for all libraries was in accordance with the guidance and the professional advice received but Suffolk Libraries would use its best endeavors to have first aid cover in place when possible at the large libraries in Bury St Edmunds, Ipswich and Lowestoft libraries and the current insurance policy covers these arrangements. • The checklists for daily and weekly checks will be added • It was noted that Unison had made no formal comment following receipt of the draft in December. <p>Following discussion the board agreed the adoption of the safety management policy presented, subject to the above amendments with effect from 1 February 2013. External advice will be provided by SCC under the contract until March 2103.</p> <p>The board will review the safety management system against the IOD/HSE leading health and safety at work checklist at the next meeting.</p> <p>An update on the progress on training records for the next board meeting was requested.</p> <p>Thurston Library group</p> <p>The Governance Committee's recommendation to agree the application for membership by the Thurston Library group was accepted by the Board.</p> | <p>IB</p> <p>IB/ Agenda</p> <p>IB/ Agenda</p> |
| <p>6.</p> | <p><u>Update from working groups</u></p> <p>Finance & Audit</p> | |

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| | <p>The following points were reported from the earlier meeting:</p> <ul style="list-style-type: none"> • Sylvia Knights has been elected as the Chair of the Committee in succession to Mike Hosking • The production of detailed accounts, which are now urgent have been delayed by the lack of information from SCC. ST asked to assist with obtaining this. • The KPI's indicated two matters for investigation for the next board meeting, library income from hire and fines as this is lower than the projected budget and a refined salary position, now most of the recruitment and voluntary redundancies had been finalised. • The key performance criteria for both the contract and the board's own strategy need to be firmed up over the next month. • The draft lease for Ipswich County Library had been reviewed by Birketts and senior Suffolk Libraries' staff and it was confirmed this was now in accordance with the contract. CO asked that the position regarding the responsibility for asbestos management is checked with Birketts • The Committee had started to review the plan for moving away from CSD for Finance & HR. • It had also been noted that there had been issues with SCC Property not understanding the respective responsibilities and the Compliance Manager was looking to arrange a meeting with SCC to clarify matters. • The Committee will be reviewing its terms of reference and regulations at the next meeting <p>CO asked for clarification about the Risk Management Policies mentioned in Financial regulation 16.1, which the Finance & Audit Committee should review as these had not been drafted. The Finance & Resources Manager explained these were not a separate set of policies and the purpose of Regulation 16.1 was for the Committee to review once a year the policies in place to ensure all areas required were covered such as Health & Safety, Safeguarding, Anti-Bribery etc.</p> <p>It was agreed a list would be prepared for the next Finance & Audit meeting.</p> <p>Governance</p> <p>It was noted in addition to the Thurston application an application had been received from Needham Market Town Council. The Governance Committee had a couple of matters on which they required clarification.</p> <p>The agenda for the next Community Library Groups meeting was agreed with the addition of an item for some groups to explain their activities and plans.</p> <p>Human Resources</p> <p>Matters to be raised relate to recruitment and will be covered in the closed session.</p> <p>Communications</p> <p>It was reported that with the first 6 months of the contract coming up on 31 January 2013 this was a good opportunity with good news stories including members being recruited, the initial front line vacancy recruitment being completed and the central team nearly complete their will several good news stories for the new Marketing and Communications Manager to work with from February onwards.</p> | <p>IB/ Agenda</p> <p>AW/ Agenda</p> <p>IB</p> <p>IB</p> <p>IB/ Agenda</p> <p>IB/ Agenda</p> <p>IB/ Agenda</p> <p>AW</p> <p>AW</p> <p>AW</p> |
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| | <p>Staff advisory</p> <p>It was reported that staff had started to sign up for the Staff Advisory group on the intranet and agenda items for the group were being discussed.</p> | |
| 7. | <p><u>Equalities</u></p> <p>There were no matters to be raised.</p> | |
| 8. | <p><u>Health & safety</u></p> <p>All points covered under item 5 of the agenda.</p> | |
| 9. | <p><u>Board Away day</u></p> <p>The draft agenda for the away day was agreed.</p> | AW |
| 10. | <p><u>General Manager Update</u></p> <p>Written report noted.</p> | |
| 11. | <p><u>Presentation from IT Manager</u></p> <p><u>The key points from the presentation were as follows:</u></p> <ul style="list-style-type: none"> • The current IT estate is old and not meeting the needs of library customers and staff. • The work to segment the Suffolk Libraries network from the county council network, and give Suffolk Libraries greater freedom from the SCC security requirements in the future is moving forward • SCC have acknowledge the need for the IT estate to be refreshed. • Suffolk Libraries are exploring Wi-Fi options and Google solutions for potential use in the future. | |
| 12. | <p><u>Date of Next Meeting & Forward agenda</u></p> <p>Board Away Day 18th February</p> <p>Board Meeting 26th February</p> <p>Points for forward agenda marked in the action column.</p> | |
| 13. | <p><u>Urgent matters</u></p> <p>None</p> | |

