

# Suffolk's Libraries IPS

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

## BOARD MEETING MINUTES

Title of Meeting	Suffolk Libraries IPS - Board Meeting
Date	26 February 2013
Place	SALC, Claydon
Time	10.30 – 12.30
Attendees	Shona Bendix (Chair), Sylvia Knights, Robert Spivey, Alison Wheeler (General Manager), Lynne Walker
Invited	Marion Harvey (Staff Advisory Group Observer) Stephen Taylor (SCC Observer), Ian Brookman (Finance & Resources Manager), Nikki Sturmeay (Clerk)

		Action
1.	<p><b><u>Apologies</u></b></p> <p>Mike Readman, Colin Owens, Mike Hosking, Richard Hunt</p>	
2.	<p><b><u>Declarations of Interest</u></b></p> <p>Sylvia Knights declared an interest in agenda item 5.2 Bungay Library application for membership.</p>	
4.	<p><b><u>Minutes of 24<sup>th</sup> January 2013</u></b></p> <p>The minutes were agreed for accuracy subject to the following changes:</p> <p>Agenda item 5, Decisions</p> <p>a) Health &amp; Safety, Appointed persons – the final bullet point should read: The board accepted that having appointed persons for all libraries was in accordance with the guidance and the professional advice received but Suffolk's Libraries would use its best endeavours to have first aid cover in place when possible at the large libraries in Bury St Edmunds, Ipswich and Lowestoft and the current insurance policy covers these arrangements.</p> <p>b) Health &amp; Safety – 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 31 March 2013.</p> <p>Matters arising:</p> <ul style="list-style-type: none"> <li>Sylvia Knights and The General Manager met with Richard Fawcett (Thurston) and it is hoped he will join the Board after March and will be prepared to stand for election at the AGM.</li> <li>IPS Rule Changes - Ian Brookman has spoken with SCC Legal. An IPS EGM to approve the proposed changes needs to be arranged before sending to FSA for approval. The Board decided to use the Community Group meeting in April as an EGM to approve these changes. Date and venue to be decided and booked.</li> <li>The Safety Management policy has been signed and copies posted to all</li> </ul>	NS

	<p>Libraries to display.</p> <ul style="list-style-type: none"> <li>• Training Records – more records have been received and all staff and volunteers must re-sign. The required training session for the Board should now be progressed as quickly as practical.</li> <li>• Board Away Day – 18<sup>th</sup> February 2013, the agenda was agreed and the Away Day held.</li> </ul>	
5.	<p><b><u>Decisions</u></b></p> <p><b>1. Revised Committee and Working Group Structure and Membership</b> The Governance Committee suggested a new structure which was accepted by the Board.</p> <p><b>2. Membership Applications</b></p> <ul style="list-style-type: none"> <li>- Wickham Market have put forward new proposals following suggestions from the Governance Committee including increased formal engagement with the Library Manager. This application has been accepted.</li> <li>- Needham Market application has been accepted on the understanding there is an open consultation with the community on a regular basis.</li> <li>- Long Melford, Ian Brookman has spoken with Sue Buck to clarify the committee structure and the application has been accepted.</li> <li>- Leiston, application has been accepted subject to the Library Steering Group meeting being held by the end of May 2013.</li> <li>- Bungay, the CIO registrations need to be approved and a response is awaited from CC. This is a good model for future applications. The Library Manager is not an ex-officio member of the current group and membership has been agreed subject to this being amended.</li> </ul> <p>Gainsborough and Aldeburgh are still being considered as there are small pieces of detail which need to be checked. Sudbury and Lowestoft applications are expected soon.</p> <p><b>3. Revised Finance and Audit Terms and Conditions and Financial Regulations</b> The Board reviewed and accepted the changes and these should be reviewed annually. To be covered in financial forward agenda.</p> <p><b>4. Proposed letter of engagement from Larking Gowen (Auditors) for approval.</b> The Board reviewed and agreed the proposal.</p>	
6.	<p><b><u>Update from working groups</u></b></p> <p><b>Finance &amp; Audit</b></p> <p>The Interim Finance Director is currently collating up to date figures on operational performance as the financial position needs to be in place prior to contracts being discussed. Currently awaiting details from property.</p> <p>The committee have also looked at the subject of the lease and are putting figures together for the budget and expenses. The General Manager will summarise the performance measures.</p> <p>The Board members have reviewed and accepted the report.</p>	<p><b>IB</b></p> <p><b>AW</b></p>

	<p><b>Governance</b></p> <p>The committee requires further investigation on section 106/Community Infrastructure Levy on funding.</p> <p>The AGM was discussed and it was agreed that it should take place w/c 9<sup>th</sup> September 2013, with papers being sent out by 22<sup>nd</sup> August 2013. The right venue must be arranged to ensure the organisation is well showcased.</p> <p>Library Managers were urged to attend all Community Group meetings and this will be discussed at the forthcoming Management Forums.</p> <p><b>Human Resources</b></p> <p>Matters to be raised relate to recruitment and will be covered in the closed session.</p> <p><b>Communications</b></p> <p>Suffolk's Libraries were front page news in the EADT last week and on Look East regarding a large decline in book borrowing in 2011/12. There was a discussion with Stephen Taylor from SCC regarding these figures and the Board have requested that future communications come direct from Suffolk's Libraries IPS and are informed of any FOI requests. The General Manager will be reviewing the figures for this year in preparation for year end. Staff have received an email from the General Manager as a rallying call to ensure morale isn't affected.</p> <p>James Powell has started in his role as Marketing and Communications Manager and is doing an excellent job in taking the society forward.</p> <p>The Board are working hard to ensure that all the news from the libraries is positive.</p> <p><b>Staff Advisory Group</b></p> <p>The Staff Advisory Group (SAG) presented the outcomes and papers of the meeting regarding appraisals. The Board are happy with the positive work the SAG team have completed.</p> <p>A formal process needs to be considered and shared with Unison for comments at the next meeting (end of March 2013). The SAG team will send a finalised form to the General Manager by mid-March 2013.</p> <p>The Board requested that a Board member attends these meetings and the SAG team discuss training, sickness policy, e-books, Spydus, improving the customer experience, Wi-Fi, social behaviour and working with Communities. The next SAG meeting is 15<sup>th</sup> March 2013.</p>	<b>CC/MH</b>
<b>7.</b>	<p><b><u>Equalities</u></b></p> <p>There were no matters to be raised.</p>	
<b>8.</b>	<p><b><u>Health &amp; safety</u></b></p> <p>The IOD/HSE Health and Safety checklist was discussed. Colin Owens has reviewed paper the paper and the board noted its contents.</p> <p>A date has been set for the first meeting of the Safety Committee in March.</p>	

10.	<p><b><u>General Manager Update</u></b></p> <p>The written report was discussed and noted. E-Book readers - The Board would like to visit Thurston to show their support and to look around. NS to arrange a date.</p>	NS
12.	<p><b><u>Date of Next Meeting &amp; Forward agenda</u></b></p> <p>Board Meeting 26<sup>th</sup> March 2013.</p> <p>Forward Agenda:</p> <ul style="list-style-type: none"> <li>- Exception report on Health &amp; Safety</li> <li>- Update on arrangements of AGM</li> <li>- Forward planning for April Community Meeting</li> <li>- Approval of papers to be sent for EGM</li> </ul>	
13.	<p><b><u>Other matters</u></b></p> <ul style="list-style-type: none"> <li>- Sylvia Knights tabled a Communications update produced by James Powell.</li> <li>- Southwold and Reydon Social Award for Enterprise has been awarded to Charlotte Clark the Manager of Southwold Library.</li> </ul>	