

## BOARD MEETING MINUTES

Title of Meeting	Suffolk Libraries IPS - Board Meeting
Date	2 <sup>nd</sup> May 2013
Place	Meeting Room 1, County Library, Ipswich
Time	9.30am – 12.30pm
Attendees	Shona Bendix (Chair), Sylvia Knights, Robert Spivey, Alison Wheeler (General Manager), Colin Owens, Lynne Walker, Mike Hosking
Invited	Marion Harvey (Staff Advisory Group Observer) Charlotte Clark ( Staff Advisory Group Observer) Richard Hunt (SCC Observer) Stephen Taylor (SCC Observer), Ian Brookman (Finance & Resources Manager), Sue Gleave (Support Services Manager) Nikki Sturmeay (Clerk to the Board) Leon Paternoster (Web Services Manager)

		Action
1.	<p><b><u>Apologies</u></b> Alison Wheeler</p> <p><b><u>Welcome</u></b> Leon Paternoster (Web Services Manager) introduced himself to the Board. The Board welcomed Leon to the team and requested an update on Web Services for the next Board Meeting.</p> <p><b><u>Board Update</u></b> It was with sadness that the Chair gave the sad news of the passing of Board Member, Mike Readman, on Monday of this week. The Board felt particularly privileged to have worked with Mike over the past year and a minutes silence was held in his honour.</p>	LP
2.	<p><b><u>Declarations of Interest</u></b> With regards to potential future funding streams, Mike Hoskings declared that he is a member of the Arts Council Excellence Board.</p>	
3.	<p><b><u>Minutes of 26<sup>th</sup> March 2013</u></b> The minutes were agreed for accuracy subject to the following changes:</p> <ul style="list-style-type: none"> <li>• Item 4.2 – External Health and Safety Advisor – a paper with a recommendation was discussed and agreed by the Board.</li> <li>• Item 4.2 – External Health and Safety Advisor – after the final sentence add 'with another provider'.</li> <li>• Item 9 – The Health and Safety paper was agreed.</li> <li>• Item 10 – Value for Money Paper – the final two words should read 'if contextualised'.</li> <li>• Item 10, bullet point 5, Should read Cambridgeshire, not Cambridge.</li> </ul> <p><b>Matters arising:</b></p> <ul style="list-style-type: none"> <li>• There is no document tracking and document control of Board papers. This needs to be actioned as a matter of urgency.</li> <li>• Minutes on the website – these are up to date apart from August 2012.</li> </ul>	SG/NS

	These will checked and redacted by the Finance and Resources Manager and added to the website as a matter of urgency.	<b>IB</b>
<b>4.</b>	<p><b><u>Decisions</u></b></p> <p><b>1. Proceed with proposal for HR and Finance System and Payroll Service.</b> As agreed by the Finance and Audit Committee, the Support Services Manager requested agreement from the Board to go ahead and request costs of implementation from the following providers for the following services:</p> <ul style="list-style-type: none"> <li>• HR and Payroll Package from Midland HR</li> <li>• Finance/Accounts Package from SAP</li> </ul> <p>RS stressed that the chosen systems have to be fit for purpose.</p> <p>The Board agreed to sanction the Support Service Manager to go ahead with the contract negotiations with Midland HR and SAP with a caveat that RS is to review and evaluate the system with the Support Services Manager and the Finance Manager. This meeting will take place w/c 6<sup>th</sup> May 2013.</p> <p>In order to cease using CSD Services by end August 2013 decision must be made prior to 31<sup>st</sup> May 2013 and the Board have indicated that they are happy to meet or talk regarding this issue prior to this date, if necessary.</p> <p>The Support Services Manager has a meeting with SCC next week and is preparing a business case regarding implementation costs. SCC agreed, in principle, that extra transitional costs will be incurred.</p>	<b>RS/SG</b>
<b>5.</b>	<p><b><u>Update from Committees/Working Groups</u></b></p> <p><b>Finance &amp; Audit</b></p> <ol style="list-style-type: none"> <li>1. Year End – the draft year end figures will be available for the Finance and Audit team at the meeting on May 23<sup>rd</sup> 2013. The Auditors are booked for 20<sup>th</sup> May 2013 to draft accounts. These need to be approved by the end of July 2013 to prepare for the AGM. The property figure is still outstanding but this won't affect the production of accounts.</li> <li>2. Financial position at 31/03/13 – The Support Services Manager discussed the draft paper and asked the Board to note that the figures do not include 2 invoices received from SCC. The implication of this is that when the invoices are paid the figures will show a break even status.</li> <li>3. Contract Performance and CIPFA return – A verbal update was given by the Support Services Manager who has confirmed that draft figures will be available at the next Finance and Audit meeting. A resource has been assigned for 3 weeks to put together the data. This data needs to be submitted by 28<sup>th</sup> June 2013. CIPFA will send back the data to Suffolk libraries in November and these will be published in December 2013.</li> <li>4. Property Update and Budget – The Interim Finance and Resources Manager gave an explanation regarding historic issues relating to the lack of an invoice. SCC have now invoiced but for the budget costs, not the actual. SCC are looking to reclaim the costs of non-library usage and the lease has, again, been amended. The Support Services Manager asked for the Board to accept the proposal of the Property Costs and Budget paper</li> </ol>	<b>SG</b>

	<p>which they have agreed to, subject to wording amendments. The Board have requested that the Interim Finance and Resources Manager investigates the property cost figures and presents findings at the next Board meeting providing that there is funding for this work.</p> <ol style="list-style-type: none"> <li>5. Business Planning and 2013/14 Contract Summary Negotiations – there was no update given.</li> <li>6. Looking forward to 2013/14 – there was no update given.</li> <li>7. IT and Fines – The IT Manager is currently working on this issue. There is a deficit from last year and the Board have requested to see the year by year figures for 3 years to ascertain trend analysis.</li> <li>8. Community Contribution – a considerable piece of work still needs to be completed regarding this. An attendee of the last Community Group Meeting had taken this issue to Ipswich Spy (a Political Blog) and they have been in contact requesting clarification. The Support Services Manager sent a response which was clear and concise and was commended by the Board. SCC have requested that they are copied in on future responses.</li> <li>9. TUPE – CSD have raised potential unanticipated TUPE of a member of staff. This has been raised with Birketts and we are awaiting advice. There will be an update at the next Board meeting.</li> <li>10. Invoices relating to historic change request – as discussed.</li> </ol> <p><b>Governance</b></p> <ol style="list-style-type: none"> <li>1. Community Group Meeting Debrief – Membership is growing at an increasing rate and the Community Group meeting was very positive. An after event survey was sent out this week and the results will be taken to the next Governance Committee meeting. The Extraordinary General Meeting was also very positive with all members present using their right to vote. It was highlighted that information on Incorporated versus Unincorporated needs further explanation. SG will put this piece of work together and send to the Website Manager to list on the website. The Marketing Manager is currently looking at further work we need to produce.</li> <li>2. Membership Audit – The document was reviewed and the Board are pleased with the very positive work and clear document. The document will be updated weekly.</li> <li>3. Membership Applications – The Brandon application arrived yesterday and the Board reviewed the document and have agreed to accept the application. The Board Clerk will send out the confirmation letter.</li> <li>4. AGM Update – work is still ongoing and an update will be given at the next Governance meeting. SK requested that the Children’s Book Centre should be invited to have a market stall, at no cost. The Board Clerk will arrange to speak to SCC regarding issues to be raised.</li> <li>5. Signage – local libraries are requesting to put up their own signage but this needs to be monitored. The proposal is to put their signs next to the existing Suffolk Libraries/SCC signage. The Marketing Manager will work with SCC Communications to agree guidelines for signage.</li> </ol> <p><b>Staff Advisory Group</b></p> <ol style="list-style-type: none"> <li>1. The Staff Advisory Group paper has been updated to incorporate the following amendments: <ul style="list-style-type: none"> <li>• Change of frequency of meetings</li> <li>• Membership needs to be addressed, membership is not listed or finite.</li> </ul> <p>LW will recommend some additional wording to amend the paper.</p> </li> </ol>	<p><b>SG</b></p> <p><b>SG</b></p> <p><b>NS</b></p> <p><b>SG</b></p> <p><b>NS</b></p> <p><b>NS</b></p> <p><b>SG</b></p>
--	--	--

	<p>2. One Staff Advisory Group member will attend future Board meetings</p> <p><b><u>Staffing Committee</u></b></p> <p>1. Staffing Committee Terms of Reference – this was proposed by the Committee and agreed by the Board.</p>	
6.	<p><b><u>Support Services Manager Update</u></b></p> <p>1. The General Manager has been signed off work until 17<sup>th</sup> May 2013 and will be on Annual Leave until 21<sup>st</sup> May 2013. It is anticipated she will return in early June 2013.</p> <p>2. There has been a great amount of demand for information following the Community Group Meetings and some staff in the Central Team have been redirected to assist with this in the short-term.</p> <p>3. The Support Services manager tabled the forward planner with the Board which itemises the tasks for the Central Team for the next three months. The Board are concerned regarding the heavy workload of the Support Services Manager and the Central Team and have requested a meeting with the Support Services Manager after the next F&amp;A and Governance Meeting (LW, CO, SB to attend).</p> <p>4. Away Day – the agenda for the Away Day needs to be discussed and it was suggested that Anna McCreddie should be invited to attend to give the details of the SCC direction.</p>	<p><b>NS</b></p> <p><b>NS</b></p>
7.	<p><b><u>Forward Planning</u></b></p> <p>Covered in Item 6</p>	
8.	<p><b><u>Equalities</u></b></p> <p>There were no matters raised.</p>	
9.	<p><b><u>Health and Safety</u></b></p> <p>1. CO gave an update on the first Health and Safety Committee meeting. This was a very positive meeting and minutes are available on the intranet.</p> <p>2. The Environmental Health Officer from Ipswich Borough Council will be invited to the next Board Meeting for Board training.</p>	<b>SG</b>
10.	<p><b><u>Date of Next Meeting &amp; Forward agenda</u></b></p> <p>Board Meeting 29<sup>th</sup> May 2013, 9.30am – 12.30pm, SALC, Claydon</p> <p><b>Forward Agenda:</b></p> <ol style="list-style-type: none"> <li>1. All standing items.</li> <li>2. Away Day</li> <li>3. Signage</li> <li>4. Web Services Update</li> <li>5. H&amp;S Presentation from IBC</li> <li>6. TUPE/CSD issue</li> </ol> <p><b>June Agenda:</b></p> <ol style="list-style-type: none"> <li>1. Financial Reports</li> </ol>	

<b>13.</b>	The Board thanked Ian Brookman, the Interim Finance and Resources Manager for all his help and assistance whilst he has been working with us as this was his last official meeting.	
------------	---	--