

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	29 th May 2013
Place	SALC Offices, Claydon, Ipswich
Time	9.30am – 12.00pm
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 Sturmey (Clerk to the Board)

		Action
1.	<u>Apologies</u> Marion Harvey, Alison Wheeler, Ian Brookman.	
2.	<u>Declarations of Interest</u> None.	
3.	<u>Minutes of 2nd May 2013</u> The minutes were agreed for accuracy subject to the following changes: Item 4 – <i>Redacted</i> Item 6.2 – Spelling error – ‘There has been lots of demand for information following the Community Group Meetings and Central Team have been redirected to assist with this in the short-term.’ Item 9 – Minutes of the H&S meeting are not draft. <u>Matters arising</u> Signage – This is ongoing and the Marketing Manager is working with SCC. Health & Safety – CO updated the Board that the H&S contract needs to be set in place in June 2013.	
4.	<u>Decisions</u> The Governance Committee have reviewed the membership applications and have put the following forward for agreement by the Board: 1. Stradbroke – this application has been accepted by the Board subject to receiving a true signature on the membership application, bank account details and CIO registration details. 2. Ixworth – this application has been accepted by the Board. 3. Kessingland - this application has been accepted by the Board subject to receiving bank account details. 4. Saxmundham - this application has been accepted by the Board subject to receiving bank account details. 5. Woodbridge - this application has been accepted by the Board subject to	

	<p>receiving bank account details.</p> <p>6. Debenham - this application has been accepted by the Board subject to receiving bank account details and CIO registration details.</p>	
<p>5.</p>	<p><u>Update from Committees/Working Groups</u></p> <p><u>Finance & Audit</u></p> <p>End of Year Accounts: The Support Services Manager updated the Board on this document and identified a small surplus of 24k for the year. It was also highlighted that 304k needs to be factored into the reserves policy.</p> <p>Review document on HR, Payroll and Financial Systems Replacement: The Support Services Manager presented the paper which had been discussed at the F&A Committee last week. The concern that other providers had not been reviewed, as per the strategy suggested by Nigel Blake, has been answered and a table of all providers contacted for quotes was given to the Board. SCC confirmed that they would not be able to price-match the preferred providers and would not wish for these functions to come back 'in house' as this does not fit with the direction of travel of SCC. The Support Services Manager is to contact Aidan Dunn (SCC responsibility for Divestments) on his return from leave to confirm this message and the Board agreed to proceed with SAP and Midland HR, subject to the conversation with Aidan Dunn.</p> <p>IT Fines/Spydus Reliability: The Support Services Manager will be working closely with the Community Libraries Team and Library Managers to ensure that Suffolk Library staff are robust in the collection of fines and not waiving them as a matter of course. The Board fully support the process of fine recovery. SCC have requested a full and clear briefing for the new Cabinet Member regarding library fines.</p> <p>Draft CIPFA Stats: The draft statistics were discussed and the Support Services Manager confirmed that the reserve stock will be re-instated which will show a significant decline in lending stock. Proactivity is required around setting benchmarks to show that Suffolk Libraries is in a better position regarding stock. SCC advised that a statement is prepared prior to the issuing of the stock figures as a pre-emptive press release.</p> <p>Update on Management Reports: The pilot reports will be worked on by the Support Services Manager and the Office Manager and will be available for the next Board meeting where feedback will be requested. The reports package will include:</p> <ul style="list-style-type: none"> • Compliance • Performance Statistics • Staffing • Finance and Audit <p>It is expected that this new, robust, set of reports will be available for the new Board in September 2013.</p> <p>IT Service Specification Update: The plan will be available as from next week and will be brought to the next Board meeting.</p>	<p>SG</p> <p>SG</p> <p>SG/NS</p> <p>SG</p>

	<p><u>Governance</u></p> <p>Membership Progress: the membership progress is being monitored and reviewed regularly.</p> <p>Community Contribution: the Support Services Manager requested the SCC position on Community Contribution and the potential to be flexible. The response from RH is that the expectation is built around the contract price and there are no additional requirements on how the 130k is raised as long as Suffolk Libraries delivers the contract at the contract price without losing services. The Support Services Manager is concerned regarding the assumptions in the contract will have a discussion with ST to discuss financial forecasts and then this can be elevated to the SCC Leadership Team. Following discussion the Board agreed that the formal Community Contribution will not be requested from local groups and this will be announced at the Community Group Meeting on 15/07/13. Funds already raised by local groups and be used locally to improve the Libraries and the Support Services Manager will investigate how savings have been made in individual Libraries and roll out these savings ideas across the County.</p> <p>AGM Update: the Office Manager is meeting with the Marketing and Communications Manager next week to discuss the market place, who to invite etc.</p> <p>IPS Rules Amendments: the Office Manager has been in contact with SCC Legal and these are being amended and will be available for the next Board meeting.</p> <p><u>Staff Advisory Group</u> CC has been chasing Staff Engagement responses and will re-issue the questions.</p> <p><u>Staffing Committee</u> A few issues have been discussed between the Chair of the Staffing Committee and the Support Services Manager but there is nothing to report.</p>	<p>SG/ST</p> <p>SG</p> <p>NS</p> <p>NS</p> <p>CC</p>
<p>6.</p>	<p><u>Support Services Manager Update</u></p> <ol style="list-style-type: none"> 1. The General Manager will return to work on 03/06/13 on a phased return (mornings only) for a period of one month. 2. Plans are currently being reviewed for business as usual tasks and availability for change management. The Board have agreed the employment of a contract Project Manager for 6-months to assist with the plan. 3. The Support Services Manager has been working on the budget and has requested assistance from SCC to assist with understanding the budget. 	
<p>7.</p>	<p><u>Forward Planning</u></p> <p>ST has requested a copy of the plan and updates once the Project Manager has been appointed.</p> <p>The Board were reminded that there are only two further Board Meetings prior to the AGM.</p>	<p>SG</p>
<p>8.</p>	<p><u>Equalities</u></p> <p>There were no matters arising.</p>	

<p>9.</p>	<p><u>Health and Safety</u></p> <ol style="list-style-type: none"> 1. The quarterly reports will be sent to the Board for discussion at the next meeting. In the interim months a brief update will be requested. 2. The Compliance Manager will be updating the Health and Safety responsibilities to Managers and will be ascertaining training gaps in one to ones, with the assistance of the Community Library Team. The Board have requested they have sight of the training already completed and the training needs. 3. The Senior Environmental Health Officer from Ipswich Borough Council will be attending the closed session today to train and inform the Board of their Health and Safety responsibilities. 	<p>ME</p>
<p>10.</p>	<p><u>Urgent Matters</u></p> <p>SK raised the urgent issue of Public Liability and whether the Friends Groups are covered by the main Suffolk Libraries insurance as the Board and the Friends Groups were under the assumption that cover is in place for them but this may not be the case.</p> <p>ST will speak with SCC Insurance Team, as a matter of urgency, to ascertain SCC position. The Support Services Manager will contact the insurance provider for Suffolk Libraries to ascertain.</p>	<p>ST/SG</p>
<p>10.</p>	<p><u>Date of Next Meeting & Forward agenda</u></p> <p>Board Meeting 8th July, 9.30am – 12.30pm, SALC, Claydon</p> <p>Forward Agenda:</p> <ol style="list-style-type: none"> 1. All standing items 2. End of Year Report – Luke Morris, Larking Gowan 3. Quarterly Health & Safety Reports 4. National Trends (Mike Hosking) 5. Signage 6. TUPE/CSD issue 7. Financial Reports 	