

BOARD MEETING MINUTES

Title of Meeting	Suffolk Libraries IPS - Board Meeting
Date	Thursday 12 March 2020
Place	Bury St Edmunds Library
Time	9:30am – 11am
Board Members:	Tony Brown, Sylvia Knights, Bruce Leeke (Chief Executive), Sarah Wilson, Maureen Garratt Simpson, Sally Irvine, Sue Buck, Alison Leyshon, Kathy Oliver
PRESENT:	<ul style="list-style-type: none"> • Tony Brown (Chair) • Sue Buck (Board Member) • Bruce Leeke (Chief Executive) • Sarah Wilson • Kathy Oliver • Maureen Garratt Simpson
In attendance:	<ul style="list-style-type: none"> • Tim Ellett (Programme Director – Customer Experience) • Mandy Wilkinson (Head of Finance) • Krystal Vittles (Head of Service Deliver)

		Action
1.	<p>Apologies: Alison Leyshon, Gemma Levi, Jayne Austin, Sylvia Knights, Sally Irvine,</p> <p>Matters arising:</p> <p>There were no matters arising.</p>	Chair
2.	<p>Declarations of Interest:</p> <p>There were no declarations of interested.</p>	Chair
3.	<p>Coronavirus (COVID19) Suffolk Libraries response and plan</p> <p>Positive responses to documentation as it stands.</p> <p>BL advised that we have set up a COBRA style meeting every 48 hours which involves 8 members of SLT.</p> <p>BL sends out daily email updates between 9 and 10am with guidance from WHO and the government and updates in Suffolk.</p>	BL

BL advised that a specific inbox has been created for any questions on coronavirus and a page has been created on the intranet.

Policies are currently being amended to reflect coronavirus including absence and flexible working.

BL Advised that If libraries close people will still be paid. Relief workers will be paid a standard figure based on what they have worked over the past 6 months.

Business critical positions have passed knowledge on to others in case they fall sick this includes payroll, finance and IT.

Risk assessments have been completed on events and risk assessment have been undertaken on age profile and underlying health conditions for SL. Advice has been given that those who are high risk are to work from home where possible.

Our approach is following advice given by WHO however we have a duty of care to staff and customers and we will take action that we feel necessary including acting outside of government advice if needed.

SB mentioned that SL trigger point was 100 cases in Suffolk and asked how would we monitor that?

BL advised that government statistics are updated daily at around 2.30pm which is a day behind.

KV is also emailing managers everyday with proactive advice for line managers. In the daily emails BL has also sent out advice from Suffolk Mind and WHO regarding mental health.

KV mentioned that some libraries have decided to cancel events TB observed that in Beccles the library is quiet and that there are less customers.

There was a discussion around what decisions need to be made. It was agreed that people are using common sense and keeping them self-safe. SL are getting technology out to all managers who don't currently have any to ensure if libraries close, they can still work.

It was agreed to BL was to email out the daily email to all board members.

TB asked if the books were infections. KV responded that they are potentially infectious however guidance from Mike is that books are very hard to sanitize and can lead to spreading more disease.

There was discussion on getting legal advice now for if we do take action that SCC classes as a breach of contract. BL read the paragraph from the contract in regard to libraries closing due to health and safety.

4.	<p>Minutes of previous meeting of 19 December 2019</p> <p>Sarah attended meeting on 19 December 2019. Spelling mistake on second line of page 6. Top of page 7 apostrophe missing.</p> <p>Corrections have now been made to the minutes from previous meeting.</p> <p>Newspapers:</p> <p>There was some discussion regarding withdrawing newspapers from the libraries. SL are buying the local papers and the friends group are buying the national papers. BL advised this is to ensure that there is a balance of newspapers in all libraries and that they are all being read.</p> <p>It was mentioned that there had recently been some bad press in a local newspaper due to “SL making cuts” and the friends’ group now having to pay for newspapers.</p> <p>TB mentioned that there is a model in place however there is flexibility in place for the friends’ group which BL agreed and advised they were working with individual libraries.</p> <p>There was small discussion around the public health campaign.</p>	Chair
5.	<p>Co-option of Kathy Oliver</p> <p>Co-option voted automatically</p>	Chair
6.	<p>Committee reports:</p> <p>Finance and Audit</p> <p>BL read report sent in from SK.</p> <p>The last meeting was held on 30 January 2020. The monthly finance report showed a £56,000 surplus rather than the £24,000 deficit.</p> <p>In order to meet DDA compliance new mobile libraries will need a chair lift, It is proposed to be reverted to SCC with the plan of delaying the purchase until after the contract has been re-tendered.</p> <p>Some points raised included the financial predictions for next year being too conservative and the use of profit instead of surplus in certain documents.</p> <p>IT progress reported that replacement computer roll out should be completed end of February BL advised that it has not yet been completed but IT are working to get it completed.</p> <p>SCC has confirmed that they will replace the chrome books but are waiting for confirmation on how many they purchased originally. The chrome books are to be replaced with Window PCs.</p>	SK AL SB MGS

	<p>The NPO have advised that it is highly likely the full budget will be spent by year end.</p> <p>BL advised that as we do not have a charity number we have struggled with some aspects of fundraising. We have set up a Friends of Suffolk Libraries as a charity to assist with fundraising.</p> <p>TB noted that the VAT on digital was lifted on 11 March 2020 however MW advised that it would not impact us as we claim our VAT back.</p> <p>Governance and Risk</p> <p>There has not been a meeting since the last board meeting.</p> <p>HR</p> <p>SB advised that they last met on 23 January 2020.</p> <p>They are currently working through all the policies that need reviewing, and have reviewed career breaks, sabbatical and compassionate leave.</p> <p>It was noted while reviewing the policies that we don't have secondment policy.</p> <p>TB queried how many policies we have? Including the secondment policy, we have 30.</p> <p>SB advised that they are beginning to measure staff engagement with gallop survey and that they would not be continuing with earwig. They are currently looking at other opportunities to extend staff engagement.</p> <p>There was a discussion regarding involving front line staff in the board meeting. It was agreed that KV was to ask if any ELMs or anyone on the leadership course would like to attend.</p> <p>Health and Safety</p> <p>Health and safety were due to meet on the 4th March however has been rearranged.</p>	
7.	<p>Management Reports:</p> <p>Chief Executive</p> <p>Priorities vs strategies map</p> <p>BL advised that SI had noted that there were lots of green, but it wasn't clear what was success and the end point. BL advised that this is a new way of reporting and going forward there will be more detail and it will be improved upon. It needs to be clearer with where we are, where is success, where isn't success.</p> <p>TB noted that it is a constructive record of what is going on.</p> <p>Head of Finance</p>	BL MW

	<p>MW advised that the outline picture has not changed, work is carrying on with expenditure. Currently predicting a £9,000 deficit. The wellbeing conference due to be held in February was postponed, this cost around £6,000 but has been added to this years' costs.</p> <p>There was discussion around if it was politically good to have a surplus, MW noted that the income we have for next year will be around the same as this year, but costs of living are increasing.</p> <p>Basic pay award for employees is 2% unless they are being increased to NLW which is £8.75 per hour. The NLW next year could increase potentially to £9-£9.25 per hour.</p> <p>BL noted that unfortunately we haven't managed to meet most of the targets we had set ourselves.</p>	
8.	<p>Leadership Course Update</p> <p>KV advised on the outputs that are being generated from their course. The course is very coursework heavy and employees are working on projects that we are expecting them to take forward. This course has helped some employees to really build on their confidence. One employee has taken on several groups and is running them on his own, if he encounters problems he is working as a manager to overcome them.</p> <p>SW noted that the national figures have high drop out figures and that while we have had lots of ups and downs' they are being dealt with well.</p> <p>There was some discussion around networking and ad hoc learning days that the group have set up. KV and Laura Cooke are not involved in this but are getting positive feedback.</p>	KV
9.	<p>Happy Place Update</p> <p>BL showed a video that describes what we are trying to deliver.</p> <p>Those that had managed to look at the report in detail thought it was very powerful and persuasive.</p> <p>There was discussion on how the process got started and how it would be rolled out. Initial thoughts are to test in at one site with a lot of promoting it first and then steadily roll it out to all sites.</p> <p>The aim is to reach out to those that are isolated but also to develop the library service and to get wider community involvement.</p>	BL
10.	<p>Any other business</p> <p>There was a discussion regarding the Business Development Committee, it had previously been agreed that the committee would meet after every</p>	Chair

	<p>other board meeting however SW proposed adding it to the agenda and it becoming part of the board meetings.</p> <p>TB noted that the agenda for the board meetings should reflect the four pillars. By having our agendas reflect the priorities in a clearer way it will stop things getting lost and mixed up.</p> <p>BL mentioned that SK has asked if Kathy should be co-opted to committees, it was decided to be taken out of the board meeting.</p>	
11.	<p>Date of Next Meeting</p> <p>30 April 2020, Riverside Centre, Stratford St Andrew 9.30am to 12.30pm</p>	Chair

The meeting closed at 11am

Public