

## BOARD MEETING MINUTES

Title of Meeting	Suffolk Libraries IPS - Board Meeting
Date	26th March 2013
Place	SALC Offices, Claydon
Time	9.30am – 1.00pm
Attendees	Shona Bendix (Chair), Sylvia Knights, Robert Spivey, Alison Wheeler (General Manager), Colin Owens, Lynne Walker, Mike Readman, 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)

		Action
1.	<b><u>Apologies</u></b> Mike Readman, Mike Hosking, Richard Hunt	
2.	<b><u>Declarations of Interest</u></b> Robert Spivey declared an interest in agenda item 4.1 Sudbury Library application for membership. Lynne Walker declared an interest in agenda item 4.1 Aldeburgh Library application for membership.	
3.	<b><u>Minutes of 26<sup>th</sup> February 2013</u></b> The minutes were agreed for accuracy subject to the following changes: <ul style="list-style-type: none"> <li>Attendees – Colin Owens did not attend and gave his apologies.</li> <li>Item 5.2 point 5 – amend from SCC to CC.</li> <li>Item 5.3 the financial regulations should be reviewed annually. To be covered in the financial forward agenda.</li> <li>Item 5.4 – should read Larking Gowan.</li> <li>Item 6, Staff Advisory Group – it was clarified that a member of the Board attends the SAG.</li> </ul> <b>Matters arising:</b> <ul style="list-style-type: none"> <li>Finance and Audit – the performance measure paper has been revised and is a work in progress.</li> <li>Staff Advisory Group – The appraisals process is being considered and will be raised at the Staffing Committee.</li> </ul>	
4.	<b><u>Decisions</u></b>  <b>1. Membership Applications</b> Sudbury – the Governance Committee have reviewed and are happy to propose that the Board accept the membership application subject to confirmation that there is a mechanism which includes consultation with Library users. The Board accepted the application.	



	<ul style="list-style-type: none"> <li>The Routes to Membership document will be added to the Intranet before 4<sup>th</sup> April 2013 for Board Members to access.</li> <li>ST to liaise with the General Manager to discuss any SCC issues.</li> </ul> <p>Feedback on Manager Forums</p> <ul style="list-style-type: none"> <li>A small number of Managers did not attend the forums and it should be requested that Managers (or a substitute) should be in attendance as they are so valuable.</li> </ul> <p><b>Staff Advisory Group</b></p> <ul style="list-style-type: none"> <li>LW attended the SAG meeting on 15/03/13 and reported it was a good, positive meeting. LW will liaise with the group to discuss timings for future meetings and formal dates. Even if a formal meeting has not taken place, feedback can still be given to the Board.</li> <li>Appraisals and an Appraisal Form have been discussed and will be discussed with the Training Managers and the Trade Union.</li> </ul>	<b>NS/AW</b>
<b>6.</b>	<p><b><u>EGM/Community Group Meeting update and Forward Planning</u></b></p> <p>The EGM notice, once finalised, will be sent out after Easter.</p>	<b>NS</b>
<b>7.</b>	<p><b><u>AGM Update and Forward Planning</u></b></p> <p>12<sup>th</sup> September 2013 has been agreed and Kesgrave Conference Centre has been booked. A short film will be produced and shown at this event to underpin the annual report. The General Manager, and staff, will progress any arrangements.</p>	<b>AW</b>
<b>8.</b>	<p><b><u>Equalities</u></b></p> <p>There were no matters raised.</p>	
<b>9.</b>	<p><b><u>Health and Safety</u></b></p> <p>The quarterly summary and update of issues and priorities was discussed and agreed.</p> <p>A more detailed absence report will provide trending information regularly and it was noted that Suffolk Libraries has no issue with stress. It was also noted that 'Absence by Grade' does not reflect a true picture due to the high level numbers in certain grades.</p> <p>The report also shows that 79 front-line and middle managers need specific training, 54 of which have already received this training.</p> <p>This report will be brought to Board meetings on a quarterly basis. The General Manager will provide a schedule of policies and categorise them to identify who and when they should be revised and reviewed.</p>	<b>AW</b>
<b>10.</b>	<p><b><u>General Manager Update</u></b></p>	

	<ul style="list-style-type: none"> <li>• Woodbridge Library – Helen Scrivener has been appointed as the Library Manager and will be supported by Graham Watson to start a friends group.</li> <li>• A survey monkey questionnaire will be sent to all staff who attended the forums prior to Easter.</li> <li>• Clarification is needed on the insurance of e-book readers. SK is awaiting a response from the Finance and Resources Manager.</li> <li>• It has been requested that some time is given to (a Library worker) for him to visit other Libraries to give advice on gaining funding for Youth Projects.</li> <li>• Book Mastermind – this was a very successful event and the staff did a great job in organisation.</li> <li>• Mobile Libraries (connectivity) is being tested this week, in partnership with Cambridgeshire Library Service for 3G/EE.</li> <li>• Partnership working with SPINE – the General Manager was asked to provide timescales for specific partnership outcomes. It is very important to focus on customer satisfaction and improvement.</li> </ul> <p><b>Value for Money Paper</b></p> <p>This paper has been updated from comments arising from the F&amp;A Committee meeting. This is a confidential paper but can be given an FOI if contextualised.</p>	<p><b>IB</b></p> <p><b>AW</b></p> <p><b>AW</b></p>
<p><b>11.</b></p>	<p><b><u>Date of Next Meeting &amp; Forward agenda</u></b></p> <p>Board Meeting 2<sup>nd</sup> May 2013, 9.30am – 12.30pm, Meeting Room 1, County Library</p> <p><b>Forward Agenda:</b></p> <p>The General Manager tabled a paper with an agenda for future meeting topics and reporting. The Board requested the following:</p> <ul style="list-style-type: none"> <li>• The review of key policies, categorised with a clear review process, and those which have financial risk to give to F&amp;A with a matrix to show which committee is responsible for which policy.</li> </ul> <p><b>Publishing of minutes to the website:</b></p> <p>This will be completed once we have received the minutes back from Birketts. It was suggested that a message is put on the website explaining why minutes of previous meetings have not yet been published.</p>	<p><b>AW</b></p>
<p><b>13.</b></p>	<p><b><u>Other matters</u></b></p> <p>ST mentioned that SCC is now in purdah due to the forthcoming elections and there will be no publicity until then. Private meetings can still take place, with no press involvement.</p>	