

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	8 th July 2013
Place	SALC Offices, Claydon, Ipswich
Time	10.30am – 2.00pm
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), Nikki Sturmeay (Clerk to the Board) Luke Morris (Larking & Gowen, Auditors) Emma Smith (Larking & Gowen Auditors)
	Action
1.	<u>Apologies</u> Marion Harvey, Richard Hunt
2.	<u>Declarations of Interest</u> No declarations of interest were declared.
3.	<p><u>Minutes of 29th May 2013</u> The minutes were agreed for accuracy subject to the following change:</p> <ol style="list-style-type: none"> Matters arising, Health & Safety, CO corrected the minutes to read 'CO updated the Board that the H&S contract needs to be set in place in June 2013. <p><u>Matters arising</u></p> <ol style="list-style-type: none"> Health & Safety – The General Manager reported that the formal partnership with Ipswich Borough Council for Health & Safety (The Primary Authority Partnership Agreement) is progressing. The General Manager and the Compliance Manager will share this with CO prior to a formal sign off by the Board at its meeting in August. Finance & Audit – Work is in progress on contracts for the finance and HR/Payroll applications and projects have been initiated. Purchasing and implementation discussions have taken place with Suffolk County Council. Stephen Taylor has passed the revised business case to Aidan Dunn for reply. Additional resources to support and implement these projects have been established. The aim is to have everything transferred by 1st October 2013. Stephen Taylor confirmed that the CSD charges will be addressed by SCC. The Board thanked Stephen for his assistance. Library Fines – The General Manager will develop some advice and a briefing on this for the SCC Cabinet Member for libraries with Stephen Taylor.
	AW AW

	<p>4. Management Reports – the General Manager will develop these for the next Board meeting as a framework to be signed off for the new Board starting in September.</p> <p>5. IT Service Specification update – workshops to establish a revised and re-priced SCC offer are currently being held with the IT Manager and SCC and will be completed by 10th July 2013. This pragmatic approach is to stay with SCC to avoid a complex and costly procurement, while seeking improvements. The Board confirmed their agreement with this decision.</p> <p>6. Insurance – It was confirmed that incorporated groups in membership are covered by the Suffolk Libraries insurance, specifically when this is an activity in support of the Library, on the premises. This will be confirmed at the Community Group meeting on 15th July 2013.</p>	AW
4.	<p><u>Decisions</u></p> <p>Branding and signage – The Board discussed the papers submitted by the Marketing Manager which proposed guidelines on fonts, Library signage and the logo. The Marketing Manager has also suggested that one generic library card is provided in future rather than the current three (adult, child & baby) as this will save money and can be updated more frequently. The Board agreed with the proposals.</p> <p>The Board suggested that business cards are considered for the new Board in September.</p> <p>Membership – the following membership applications have been submitted for agreement by the Board:</p> <ol style="list-style-type: none"> 1. Framlingham – the Friends group are working with the Town Council. This application has been accepted by the Board, subject to receiving bank account details. 2. Gainsborough – this application has been accepted by the Board subject to receiving bank account details. 3. Beccles – CIO application. This was an incomplete application, and at the end of the meeting the Clerk to the Board was contacted by the group to update that they would now be submitting an unincorporated constitution for the next Board meeting. 4. Haverhill – this application has been accepted by the Board. 5. Oulton Broad – this application has been accepted by the Board. 6. Stowmarket – this application has been accepted by the Board. <p>The initial target of membership has been exceeded and the Board asked for their congratulations to be passed to the team.</p>	NS
5.	<p><u>End of Year Report – Larking Gowen (Auditors)</u></p> <p>The Annual Report and accounts has been collated by Larking Gowen (in their role as the Auditors of Suffolk Libraries), helping the Directors fulfill their responsibilities. Luke Morris (LM) for Larking Gowen formally declared his required independence from Suffolk Libraries in providing this report. Suffolk Libraries will need to submit</p>	

	<p>the report within 7 months of the year-end. It is also required for the Suffolk Libraries AGM in September.</p> <p>LM explained and invited questions on the draft from Board members, thanking the Suffolk Libraries team for their assistance in its preparation. LM also confirmed that the final set of accounts will be provided by CSD.</p> <ul style="list-style-type: none"> • it was confirmed that future reports will be in line with SORP requirements for 2015. • The suggested reduction of the de-minimus limit of £1,000 – LM agreed that this did not have to be reviewed and suggested that the SAP considered (the new finance system) will deal with it satisfactorily. • CO requested that specific wording from the Suffolk Libraries Financial Regulations be added to the report, Luke Morris agreed with this request. <p>The Report of the Directors will be confirmed on 15 July at an extraordinary meeting after the Community Group network meeting so the report can be completed by Larking Gowen and by CSD for return in the week beginning 15.7.13.</p>	ST
6.	<p><u>National Trends</u></p> <p>MH gave a verbal update on national trends to help inform the future library strategy for the new Board. MH will send a link to other Board members which gives an update on the Arts Council and LGA. The trends MH identified were:</p> <ol style="list-style-type: none"> 1. the performance of the three larger libraries needs to be reviewed and considered. Ipswich hugely and significantly underperforms in relation to Bury St. Edmunds regarding lending and visitors. The General Manager confirmed that BSE has a number of different centres within the Library which Ipswich does not and these could affect the visits to the library. There is no easy measurement at present to ascertain what people are visiting libraries for. 2. Potential cuts – the Government are predicting a 10% cut in local government funding, year on year, plus inflation. This could mean a potential 50% cut in existing budgets by 2020. 3. Technological change needs to be considered with a move to e-books. We have to move towards a balance of physical and digital. 4. There are not enough professional staff in Suffolk Libraries to respond to all the development issues which need to be addressed. 5. In some places (e.g. North Yorkshire) the library authorities are handing over buildings and communities are running and paying for these. 6. The new Board will need to look at governance of the library strategy agenda and how this goes forward. Who will lead the agenda? SCC? Suffolk Libraries? Communities? There will likely need to be service reductions. <p>MH asked what the message and hand-over to the new Board will be. He suggested that there needs to be a plan which can be put in place to increase income significantly or to save costs significantly.</p> <p>The General Manager added that, having recently attended an SCL Seminar, all library services appear to be struggling with unhelpful performance measures. In Suffolk Libraries the Directors need to be clear of what is important to the Society and to the Council. What is the strategy if/when the budget is cut? This needs to be considered. The General Manager also added:</p>	

	<ol style="list-style-type: none"> 1. The need to align with key strategic priorities on a local and national level. 2. Income generation schemes which take the Society into the future. 3. Cost cutting – there is more impact if a smaller library is closed rather than a bigger library. 4. A clear focus on what is outside the service e.g. demographics. Proper engagement of communities is essential, through CGM's etc. The community will potentially focus more on their local building rather than the service overall, so this is a challenge. 	
7.	<p><u>Financial Update</u></p> <p>The Board viewed the paper submitted by the Finance Manager. The following points were raised:</p> <ol style="list-style-type: none"> 1. <i>Redacted</i> 2. The SLS has a reserve of £127k held at SCC which can be used to cover a shortfall 3. The projected £407k gap has not taken into account the removal of back office charges for the first four months and the SLS reserves situation so is much less than this. <p>CO raised some points regarding the financial responsibilities of the Board:</p> <ol style="list-style-type: none"> 1. Risk management policy review is needed annually. CO requested a paper showing how this is to be taken forward for the next Board meeting. 2. Regarding the review of systems and internal controls (legal, ethical and regulatory) as required in the finance regulations, will this be done in this tenure or will this be handed over to the new Board? It should be done annually. A proposed review process needs to be brought to the next Board meeting. 	<p>AW</p> <p>AW</p>
8.	<p><u>AGM Update</u></p> <p>The AGM documents were discussed by the Board and a number of changes were agreed which will be amended prior to the CGM on Monday, including the timeline.</p> <p>The wording for the Annual Report was also discussed. The General Manager has requested amendments and additions to be sent to her by 11th July 2013.</p> <p>The will be an Extraordinary Board Meeting after the CGM on Monday 15th July 2013 to agree and sign off this document.</p>	<p>NS</p> <p>NS</p>
9.	<p><u>Equalities</u></p> <p>There were no matters raised.</p>	
10.	<p><u>Health & Safety</u></p> <p>The General Manager asked for the Board to review the quarterly Health and Safety report which was produced by the Compliance Manager. The Compliance Manager has recently passed his examinations in a NEBOSH qualification and the Board congratulated him for his hard work.</p> <p>The percentage of staff trained in Health & Safety related areas are:</p>	

	<ul style="list-style-type: none"> • Manual Handling 15% • Appointed Person/Fire Marshall 50% • General Health & Safety 40% <p>A number of policies have been developed by the Compliance Manager which need to be adopted by the new Board in September.</p>	
11.	<p><u>General Manager Update</u></p> <p>CIPFA Stats The draft CIPFA Stats were shown to the Board. It was confirmed that these figures are not yet to be released as there will be some further consolidation, and they are not the Society's figures. They are provided to SCC for them to return to CIPFA.</p> <p>Performance for First Quarter This report will be produced mid-month after the end of each quarter and the General Manager has identified a senior manager member to take this piece of work forward. The General Manager discussed the highlights with the Board and ST confirmed that SCC are happy with the type of data included in the report.</p> <p>Plan The overall project plan submitted by the Support Services Manager at the Board meeting in May has been updated with revised timescales. The General Manager wanted to pass on her thanks to the team in Central Office who have had an extremely disruptive past 12 weeks and have rallied to keep business as usual.</p> <p>SCC Letter SCC have confirmed that any savings made in back office this year can be kept by Suffolk Libraries.</p> <p>Staff Training The General Manager has met with a company who will provide free learning to all staff on Coaching Skills. There may be an opportunity to offer this training to local businesses which will then become an income stream for Suffolk Libraries through venue hire and refreshments. The funding for this training is via the Skills Funding Agency and Realise Futures.</p>	AW
12.	<p><u>Any Other Business</u></p> <p>Staff Advisory Group There has not been a SAG meeting so therefore not much to update. There has been very little feedback via the request and the Staff Intranet so CC will be arranging a meeting to speak with staff to see which issues they would like to raise.</p> <p>Staffing Committee The Clerk to the Board will arrange another date, prior to the next Board meeting.</p> <p>Change of account signatories Due to the resignation of the Support Services Manager the Board were asked to sign the required documentation from Co-operative Bank to allow the Finance</p>	NS

	Manager to sign cheques on behalf of Suffolk Libraries. This was agreed.	
10.	<p><u>Date of Next Meeting & Forward agenda</u></p> <p>Board Meeting 21st August, 10.30am – 3.00pm, Meeting Room 1, County Library</p> <p>Forward Agenda:</p> <ol style="list-style-type: none"> 1. All standing items 2. Decisions –Membership 3. AGM Update 4. Website Development Paper 5. Draft Health & Safety Partnership with Ipswich Borough Council 6. Draft Management Reports 7. Finance - Internal Controls/Risk Management 8. Midland HR/SAP Update 	