

# 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	21 <sup>st</sup> August 2013
Place	Meeting Room 1, County Library. Ipswich
Time	11.15am-3.30pm
Attendees	Shona Bendix (Chair), Sylvia Knights, Alison Wheeler (General Manager), Colin Owens, Lynne Walker, Robert Spivey, Mike Hosking
Invited	Nikki Sturmeay (Clerk to the Board), Luke Morris (Larking Gowen)

		Action
1.	<b><u>Apologies</u></b> Lynne Walker	
2.	<b><u>Declarations of Interest</u></b> None	
3.	<b><u>Larking Gowen Formal Adoption/Signing of Accounts</u></b> Luke Morris of Larking Gowen attended the meeting and asked the Board to agree and sign-off the letter approving the financial statement of the society and the signing of the appropriate documentation. CO abstained from signing this letter due to point 3.2.8 on the basis that he has a different interpretation of risk assessments than those listed in this document. The remainder of the Board were in agreement with the paper and the documents were signed.	
4.	<b><u>Minutes of the meeting held on 8<sup>th</sup> July 2013</u></b> The minutes were agreed as accurate.  <b><u>Minutes of the meeting held on 15<sup>th</sup> July 2013</u></b> The minutes were agreed as accurate.  <b><u>Matters arising</u></b> Item 3.1 The Health & Safety application has gone to the statutory body for agreement. Item 3.3 The Library fines briefing is now not required for the SCC Cabinet member. Item 6 A briefing on library futures for the new Board is included in the Business Plan. Item 11 CIPFA Stats – the follow-up and review have been completed. The Performance Group are currently configuring data for next year. Item 11 Staff Coaching development and training – the first session will take place on 27 <sup>th</sup> September 2013.	

<p><b>5.</b></p>	<p><b><u>Decisions</u></b></p> <p><b>1. Membership</b></p> <ul style="list-style-type: none"> <li>• Beccles – this application was agreed and accepted.</li> <li>• Elmswell – this application was agreed and accepted.</li> <li>• Eye – this application was agreed and accepted.</li> <li>• Felixstowe – this application was agreed and accepted.</li> <li>• Hadleigh – this application was agreed and accepted.</li> <li>• Halesworth – this application was agreed and accepted, subject to CIO approval.</li> <li>• Kesgrave – this application was agreed and accepted</li> <li>• Lakenheath – this application was agreed and accepted.</li> <li>• Newmarket – this application was agreed and accepted.</li> <li>• Westbourne – the Company Limited by Guarantee constitution meets the requirements of Suffolk Libraries although the Library Manager needs to be involved and the age limit needs to be set to 18 years and over. The application was agreed but advice to be issued of involvement of Library Manager and an age limit to be set. For example, set up a junior membership group and have a representative (over 18) on the Board of the Friends Group.</li> </ul> <p>There are now 36 members in total and this has far exceeded estimations. National publicity, local press releases and staff should be informed to confirm that Suffolk Libraries has a genuine community voice. This is a very positive message pre-AGM.</p> <p>The General Manager to invite the Minister for Culture and Communication to the AGM.</p> <p><b>2. Staffing Structure</b></p> <p>This paper was recommended by the Staffing Committee with a request for agreement from the Board on an amended staffing structure and the recruitment of a Business and Performance Manager and a Library and Innovation Development Manager. After discussion the Board agreed these proposals subject to a reduction in the number of direct reports to the General Manager.</p>	<p>AW</p> <p>AW</p>
<p><b>6.</b></p>	<p><b><u>General Managers Update</u></b></p> <p><b><u>1. New Format for Report</u></b></p> <p>The General Manager has devised a new format for the General Manager Update (Management report) and it is proposed that this is now used for the future. The Board agreed to the new format with the following suggestions:</p> <ul style="list-style-type: none"> <li>• Health &amp; Safety and Equality be added to the headlines of the report so they do not need to be separate items in the main agenda.</li> <li>• Add 'Trends – reasons for changes and management action resulting'.</li> </ul> <p>It was also suggested that the Safety report could encompass a 6-monthly update and smaller 2-monthly updates rather than the current quarterly reports.</p>	<p>AW</p> <p>AW</p>

	<p><b><u>2. Summer Reading Challenge</u></b></p> <p>The figures for the Summer Reading Challenge are the best ever for Suffolk and the Board were very happy with these results. The Library Managers are taking ownership and taking a more entrepreneurial approach.</p> <p><b><u>3. Finance Update</u></b></p> <p>The Society is currently working energetically to make savings and the biggest issue is the contract cost of CSD. ST confirmed that SCC are discussing the ongoing situation for divested organisations and how these will change in the future. There has been no decision made to date.</p> <p>The NJC decision to pay a 1% increase to County Council staff was discussed with ST and concern was raised that SCC were not prepared to offer 1% to divested staff.</p> <p>Suffolk Libraries asked for it to be noted that this was not an acceptable decision or position for the Society and Suffolk Libraries would like SCC assistance with this risk. ST suggested writing a letter to Anna McCreadie (Director of ACS) outlining the concerns of Suffolk Libraries. It was agreed that the GM would draft a letter for the Chair to send.</p> <p>It was also noted that the closed session of the Board meeting had discussed the situation regarding pay and reward and decided that the Society will forthwith reserve the right to develop its own approach to these. This decision was made with advice from Birketts LLP and Blue Star on the implications for the Society after the European ruling on TUPE.</p>	<p>ALL</p> <p>AW</p>
<p>7.</p>	<p><b><u>AGM Update</u></b></p> <p><b><u>1. Induction framework</u></b></p> <p>The General Manager asked the Board to review the documents which detailed the induction for the new Board in September 2013 and asked for comments and advice.</p> <p>The Board endorsed the proposed documents and suggested the following:</p> <ul style="list-style-type: none"> <li>• Who's Who and Senior Managers – mention who is responsible for what.</li> <li>• Add the potential for co-optees and skills match to first Board meeting.</li> <li>• Add in the relationship with SCC, Anna McCreadie would like to meet the new Board to discuss ASPIRE.</li> </ul>	
<p>8.</p>	<p><b><u>Handover to the new Board</u></b></p> <p><b><u>1. Policy Review</u></b></p> <p>The Board agreed this document and thanked Lyn Baran for her assistance with coordinating this.</p> <p><b><u>2. Draft Business Plan (incl. Risk Management)</u></b></p>	<p>3</p>

	<p>This is a long overdue piece of work which has been completed within recent weeks. It was agreed that Suffolk Libraries need to ensure that resources are being managed and supported by the risk policy and risk register which is also being developed. It is proposed that these will be presented to the new Board after election and as part of their induction, and then discussed at an early stage. It was suggested that a position statement on resources, structures and services is also provided.</p> <p>It was queried as to who decides the strategic direction, Suffolk Libraries or SCC? The consensus of the meeting was that this is a joint responsibility. CO gave his opinions, concerns and considerations regarding the draft risk management policy and indicated that he would be happy to assist in putting this document together.</p> <p>The Board agreed to hand this draft plan over to the new Board.</p> <p><b>3. <u>Management reports framework</u></b></p> <p>The reports for this meeting were in the new format and the Board agreed the clarity and layout of the new report structure was an improvement.</p>	<p><b>AW</b></p> <p><b>ST</b></p> <p><b>CO</b></p>
<b>9.</b>	<p><b><u>Website Development Update</u></b></p> <p>The Website Development Manager gave a presentation regarding the search function on the Suffolk Libraries website in comparison to e.g. the Amazon search engine.</p> <p>The Board were asked if they would agree funding for some work to be completed to enhance the search engine and therefore assist library customers when they are searching the website as the current search facility is not user friendly.</p> <p>The Board agreed to an investigation of a plug-in option to pull information through would be the best course of action and suggested that grants or funding could assist with this piece of work <i>redacted</i>.</p> <p>The Board agreed to 5k funding for the Website Manager to develop areas of the search facility in the meantime.</p>	
<b>10.</b>	<p><b><u>Equalities</u></b></p> <p>There were no issues raised. Further to the earlier discussion this agenda item will now be included in the General Managers update.</p>	<b>AW/NS</b>
<b>11.</b>	<p><b><u>Health &amp; Safety</u></b></p> <p>CO gave feedback from the recent Health &amp; Safety committee meeting which was very positive. Further to the earlier discussion this agenda item will now be included in the General Managers update.</p>	<b>AW/NS</b>

12.	<p><b><u>Forward agenda and date of next meeting</u></b></p> <p>The next meeting will take place on Thursday 19<sup>th</sup> September 2013 and will be the first induction session for the new Board elected at the AGM on Thursday 12<sup>th</sup> September 2013.</p> <p>This is the final meeting of the current Board and the staff and General Manager thanked all Board members for their time, hard work, tenacity and courage. In turn, the Board thanked the General Manager and all staff for their assistance in helping them shape and evolve Suffolk Libraries in its inaugural year.</p>	