

# Suffolk's Libraries IPS

The Industrial & Provident Society Limited enabling county-wide library services supported by Suffolk County Council

## OPEN BOARD MEETING MINUTES

Title of Meeting	Suffolk Libraries IPS - Board Meeting
Date	30 <sup>th</sup> January 2014
Place	Room 3, Castle Hill Community Centre
Time	12.00pm – 1.15pm
Attendees	Tony Brown (Chair), Sylvia Knights (Vice Chair), Anne Mallalieu (Honorary Secretary), Alison Wheeler (General Manager), Sue Buck, Sue Brotherwood, Jonathan Ogden, Bob Roberts, Stephen Taylor (SCC), Richard Hunt (SCC), Cllr Beccy Hopfensperger (SCC), Charlotte Clark, Marion Harvey
Invited	Nikki Sturmeay (Clerk to the Board), Kate Lacey (Business & Performance Manager), Daniel Harvey (Community Lead), Krystal Vittles (Libraries Innovation and Development Manager)

		Action
1.	<p><b><u>Apologies</u></b></p> <p>Richard Hunt, Cllr Beccy Hopfensperger, Sue Brotherwood, Marion Harvey</p>	
2.	<p><b><u>Declarations of Interest</u></b></p> <p>Jonathan Ogden declared an interest in agenda item 7, Kesgrave Town Council.</p>	
3.	<p><b><u>Minutes of previous meeting</u></b></p> <p>The minutes were confirmed for accuracy as a true account of discussions.</p> <p><b><u>Matters Arising</u></b></p> <p>Item 3 – the Halesworth meeting was cancelled and has been rescheduled for 10<sup>th</sup> March 2014. The General Manager, Community Lead and Vice Chair will be attending.</p> <p>Item 5.2 – The amended opening hours at Bungay have been running for a month. Feedback has been very positive.</p>	
4.	<p><b><u>Decisions</u></b></p> <p>1. <b>Application for membership from Friends of Capel St. Mary Library.</b> This application was considered and membership has been accepted subject to an additional signature from the ex-officio member and details of</p>	NS

	the bank account.	
5.	<p><b><u>Update from Board Committees</u></b></p> <ul style="list-style-type: none"> <li>• <b><u>Staffing</u></b></li> </ul> <p><b>Staffing Strategy</b> The Staff Focus Groups are being arranged and an update will be given at the next meeting.</p> <p><b>Pay and Reward</b> The Chair of the Committee explained the document and the process to the other Board members which covered the pay increases and the exceptional performance reward. The reward scheme is available to single members of staff or to groups of staff and nominations can be made by self, manager or colleague. Community Groups will also be encouraged to nominate and reward a member of staff in their library.</p> <p>The rewards will be discussed and quality checked at every Staffing Committee meeting and audited on an annual basis.</p> <p>AM queried whether the Pay and Reward scheme would be cost-effective and practical and her comments were taken on-board. There may be an income tax issue if a staff member receives more than one award and the General Manager is awaiting a response from Larking Gowan to clarify.</p> <p>This process will now be shared with UNISON to request feedback. The paper will be brought back to the Board meeting in March for formal adoption.</p> <p>The Chair of the Staffing Committee expressed her thanks to all who participated in the Pay and Reward Working Group and to the Human Resources Manager for pulling it together. The Board thanked the Chair of the Staffing Committee for overseeing the production of the process.</p> <ul style="list-style-type: none"> <li>• <b><u>Governance</u></b></li> </ul> <p>The Chair gave an overview of the matters discussed at the last meeting:</p> <ol style="list-style-type: none"> <li>1. Amended and agreed Terms of Reference</li> <li>2. Confirmed changes for Board election process</li> <li>3. Standing Orders to be amended and agreed at next meeting</li> <li>4. Membership update</li> </ol> <ul style="list-style-type: none"> <li>• <b><u>Finance and Audit</u></b></li> </ul> <p>The Chair gave an overview of the matters discussed at the last meeting:</p> <ul style="list-style-type: none"> <li>• Amended and agreed Terms of Reference</li> <li>• Amendments to Financial Regulations to be agreed at next meeting</li> <li>• Petty cash and aged debts also discussed</li> </ul>	

	<ul style="list-style-type: none"> <li>Financial best practice for Community Groups and putting a list together of local people who may wish to help groups with auditing, to save costs.</li> </ul> <p>The General Manager had a meeting with the Auditors who confirmed that the Annual Report will be slightly different this year, due to SORP regulations, and more detail will be included regarding membership.</p> <p>It was also suggested that consideration should be given to asking each member group to complete a financial form at year-end.</p>	
6.	<p><b><u>Status of non-member groups</u></b></p> <p>The Community Lead gave the following update:</p> <p><b>Bury St. Edmunds</b> The Library Manager is currently off sick and a Friends Group meeting has been scheduled for 21<sup>st</sup> February 2014. Richard Fawcett and the Community Lead will be in attendance. The group of Friends is large but nobody wants to be in the officer roles. The Chair suggested that the Friends are invited to the next Community Group Meeting in Bury St. Edmunds on 10<sup>th</sup> February 2014 to speak with other members and Trustees.</p> <p><b>Rosehill</b> Application is pending.</p> <p><b>Chantry</b> Application is pending.</p> <p><b>Great Cornard</b> A meeting has been scheduled for 13<sup>th</sup> March 2014.</p> <p><b>Clare</b> This group is very active but there is local disagreement whether to be incorporated or unincorporated. Jack Norman has arranged to meet with the Chair.</p> <p><b>Stoke</b> A meeting is taking place this evening.</p>	DH
7.	<p><b><u>General Managers Report</u></b></p> <p>The General Manager discussed the report and highlighted the following areas of the report:</p> <ul style="list-style-type: none"> <li>Performance Data</li> <li>Events in Libraries</li> <li>Business Plan</li> <li>School Library Service</li> <li>HR and Finance System – 2 payrolls have taken place and there is a 99%</li> </ul>	

	<p>success rate. There is still an issue with data transfer from CSD which is effecting holidays and working patterns. This is being addressed.</p> <ul style="list-style-type: none"> <li>• Staffing trend information</li> <li>• Arrivals and leavers</li> </ul> <p>ST confirmed that SCC had positively received the performance figures but also confirmed that CIPFA has requested that Suffolk Libraries do not use other CIPFA members to compare their figures against. The Chair mentioned that the CIPFA statistics are very useful for looking at trends and will assist with future strategies. 15-20% of the population of Suffolk are Library card holders, this number needs to be increased.</p> <p>Krystal Vittles, Library Innovation and Development Manager, introduced herself to the Board and explained her role. She highlighted the fundraising aspect of her role and her current work with CSD and the Mental Health and Well Being Coordinator.</p> <p><b>Quarterly Performance Report</b></p> <p>It was agreed that this is an incredibly positive set of findings and Suffolk Libraries should be thinking of ways to get this information out to a wider audience.</p>	
<p><b>8.</b></p>	<p><b><u>Management Accounts</u></b></p> <p>The General Manager asked the Board to look at the following part of the report:</p> <p>'The figure has dropped from a Year End surplus forecast last month to a Year End deficit this month of (80)K. This is due to removing the additional income promised by SCC of 116K from the forecast. The cash is still available to be drawn down if required but the sum is to be drawn down only to bring the accounts into a break even position and not as a definite amount of 116K'.</p> <p>The General Manager explained the reason for this action was to support the transitioning of the Back Office and any deficit will be covered by SCC as long as it is attributable to the Back Office.</p> <p>The General Manager requested formal acknowledgement from SCC that future surplus would not be pulled back as they understand the need to grow and build the business. ST agreed and this will be set in writing to the General Manager.</p>	
<p><b>9.</b></p>	<p><b><u>Any Other Business</u></b></p> <p><b>Community Group Meeting Agenda</b></p> <p>The Community Lead tabled the draft agenda for the Community Group meeting scheduled for 10<sup>th</sup> February 2014. This was agreed and will be sent out to members this week.</p>	<p><b>NS</b></p>

10.	<p><b><u>Date of Next Meeting</u></b></p> <p>The next meeting will on 20<sup>th</sup> March 2013, 12.15pm-1.30pm at Castle Hill Community Centre.</p>	
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