

## **Annual Delivery Plan 2017**

CILIP in Scotland  
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## **Introduction and Background**

The Chartered Institute of Library and Information Professionals in Scotland (CILIPS) was established in 1908, as the Scottish Library Association and became a Scottish Charitable Incorporated Organisation in November 2016 (SC038532).

CILIP in Scotland works in affiliation with the Chartered Institute of Library and Information Professionals (CILIP) under an agreement forged in 1931 and a legally framed operational agreement dated 1995. We work in partnership with CILIP to realise a set of shared priorities. During 2017 CILIPS and CILIP will negotiate a new Memorandum of Understanding which will determine the basis for their continuing partnership from 2018.

## **Purpose and mission**

CILIP in Scotland works to advocate the value of the library and information professionals' skillset to society and to support our members in attaining and retaining professional qualifications.

Our purpose and mission form the foundation of our charitable status with the Office of the Scottish Charity Regulator (OSCR):

- To support the principle of equality of access to information, ideas and works of imagination, as fundamental elements of Scotland's economy, democracy, culture and civilisation;
- To enable members to achieve and maintain the highest professional standards in all aspects of delivering library and information services for the good of the people of Scotland; and
- To work with relevant Scottish organisations and CILIP to set, maintain and promote standards of excellence in the creation, management, exploitation and sharing of information and knowledge resources in Scotland.

## **Structure and organisation**

CILIP in Scotland comprises:

- A Board of Trustees elected from the membership, which meets quarterly and is charged with responsibility for leadership, direction and oversight of the charity;
- A Presidential Team comprising a President, Vice President and Immediate Past President;
- Two professionally qualified staff, a Director and Digital and Policy Officer, employed to deliver the shared priorities, provide a conduit to CILIP staff in London, execute the resolutions of the Board and provide reports, advice and information to inform Board decisions;

- 6 geographically organised Branches: Central, East, North, North East, West and Tayside managed and led by voluntary Committees and which provide members with access to local events, training and CPD support;
- 6 Special Interest Groups with a Scottish Committee: Cataloguing and Indexing (CIGS), Local Studies Group (LOCSCOT), Multimedia and Information Technology (MMITS), School Libraries Group (SLGS), Academic and Research Libraries Group (ARLGS) and Youth Libraries Group (YLGs) which provide networking opportunities, specialist training and CPD support;
- A Member Council comprising nominated representatives from Branches and Groups which forms the democratic link between the Board and the wider membership.

### **Financial Information**

CILIP in Scotland's primary financial objective is to maintain long term financial sustainability and security in order to fulfil our charitable mission. The organisation aims that income should exceed expenditure and that any surplus is reinvested for the benefit of the membership in line with our charity mission. To that end, the Trustee Board is committed to delivering best value for CILIP in Scotland members by managing costs, identifying efficiency savings and offering relevant and appropriate services to our membership.

Our income is derived from two sources; a grant from CILIP and income earned from events and conferences. The CILIP grant income is used to deliver and support shared priorities in Scotland; that raised from income generating activity is used to maintain office premises, deliver advocacy based on our purpose and mission, fund our governance, and facilitate a Professional Development Fund to support members.

### **Priorities and Activities**

The CILIPS shared priorities are derived from the CILIP Action Plan 2016-2020 *Securing the Future*<sup>i</sup>.

Our annual planning process involves:

- Reviewing Scottish Government policies and initiatives which may impact on CILIPS and our member community;
- Assessment of the CILIP strategic priorities against the operational environment of the organisation in Scotland;
- Specifying objectives appropriate to that environment and mapping these to CILIP priorities;
- Consultation with key stakeholders; and
- An internal planning process with our Trustee Board

### **CILIP Priorities**

1. Advocacy
2. Workforce
3. Member Services
4. Standards and Innovation

Target	CILIP Priority	Deadline
Plan and organise an advocacy campaign focused on local government elections	1	May
Develop and deliver a two day annual conference which includes an employer engagement event	1,2,3	June
Develop and deliver a one Day Autumn Gathering Conference which includes a) A new professionals strand; b) A school library strand	1,2,3	October
Develop and deliver 2 Professional registration workshops	2,3	May, October
Develop and deliver 1 Mentor Training event	2,3	May
Develop and deliver 1 Mentor exchange of experience	2,3	May
Introduce open badge accreditation for all CILIPS events	2,3,4	June
Organise and service 2 Member Council meetings	3,5	April, November
Develop, with Branches, new guidelines on member communication and retention	3, 5	September
Introduce a Sponsorship policy to support SIG activity	2,3,5	February
Undertake a scoping exercise on potential for CILIPS credit rated workplace learning awards	2,3,4	September
Ensure mandatory training for all trustees in line with legislative requirements	5	January
Organise and service an Annual General Meeting	5	June 6
Organise and service 4 Trustee Board meetings	5	Jan, April, Sep, Nov
Prepare and publish 10 newsletters	3	Jan-Dec
Develop AGM proposal for adding new membership categories to constitution	1,5	June
Provide support for delivery of 2 training events to support member work with IP Act	2	Jan, Mar
Negotiate a MoU with CILIP	5	Sep
Issue call for Honorary Membership awards	1	Jan
Organise 4 calls for Professional Development Fund	2,3	Jan, April, Jun, Sep

### **Equalities**

The CILIP in Scotland Trustee Board is responsible for evaluating the equalities impact of its decisions and consideration of equalities issues arising from its decisions is undertaken as a standing item on every Board agenda.

### **Risk management**

The CILIP in Scotland Trustee Board is responsible for identifying, evaluating and mitigating risk and maintaining, reviewing and updating a risk register. A standing item on every Board agenda reviews 'risk'.

<b>FY2017</b>	
<b>Funding Forecast</b>	<b>£</b>
CILIP Financial Settlement	£22,000
Conference and Autumn Gathering	£20,000
<b>Total Projected Income</b>	<b>£42,000</b>