Annual Delivery Plan 2018
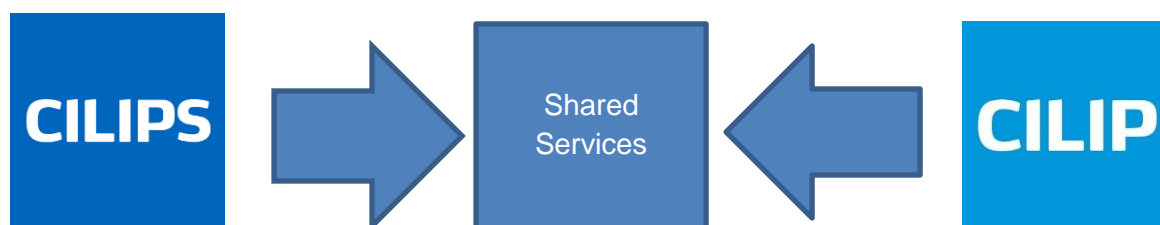
CILIP in Scotland
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Introduction and Background

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 (SCO38532).

CILIPS works in affiliation with the Chartered Institute of Library and Information Professionals (CILIP) to realise a set of shared priorities for the benefit of our members. During 2017 CILIPS and CILIP have been negotiating a new Agreement which will clarify our separate legal status and set out the basis for our continuing partnership.

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 up to 6 times a year 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, execute the resolutions of the Board and provide reports, advice and information to inform Board decisions;

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- 6 geographically organised Branches: Central, East, North, North East, West and Tayside managed and led by voluntary Committees 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 (membership income returned) is used to provide staffing and deliver and support shared priorities in Scotland; that raised from other 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[i]*. 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
5. Operations and governance

Context for delivery of activity during 2018

Our development planning is carried out with reference to the CILIP priorities and within the framework of *'A Nation with Ambition: The Scottish Government's Programme for Scotland 2017-18'* [ii] The Programme sets out major reforms in education (in particular, measures to close the attainment gap) in health and justice and new opportunities for communities. It features a number of key policy proposals which have libraries at their core. These include:

- Scoping, authoring and implementing a national school library strategy;
- Introducing a school library improvement fund;
- Delivering a new culture strategy for Scotland;
- Refreshing the National Strategy for Public Libraries;
- Extending the First Minister's Reading Challenge to secondary school pupils;
- Celebrating 2018 as the Year of Young People in Scotland;
- Piloting a single library card for use in any Council library across Scotland;
- Providing support for coding clubs in libraries; and
- Introducing a targeted programme around the 'Every Child a Library Member' initiative

The Scottish Government has pledged to work with 'professional associations and stakeholders to develop a learning programme for schools and other professionals to address attainment.'[iii] This offers good scope for our influencing and advocacy activity in education including further education where we will be advocating for continued recognition of professional library skills and standards. There will also be developed a culture strategy for Scotland with a focus on the principles of access, equity and excellence. (CILIPS has participated in several consultation activities related to this development).

During 2018 our member services and support will be informed by the new Agreement with CILIP and monitored by ongoing evaluation by the membership community via our Council and Branch structure. CILIPS will use evidence informed practice to shape our services to the needs and demands of the membership. This will include developing data sharing agreements with CILIP covering our use of their YM membership software. We'll also be moving towards implementing open educational practices in our delivery of CPD in support of our adoption of the Scottish Open Education Declaration.[iv]

Collaborative partnership work will continue with key stakeholders including CILIPS SIGs, Scottish Book Trust, SLIC, LAS and the Information Literacy Community of Practice amongst others. Following exploratory discussions during 2017, our links with LAI in Ireland will be strengthened by working to produce joint CPD events and new offers for members including discounted delegate places at events.

Target	CILIP Priority	Deadline
Introduce a refreshed Professional Development Fund	2,3	Q1
Promote and deliver a two-day annual conference and one day AG event	1,2,3	Q2
Work towards a digital first service standard within our operations		Q3
Develop and deliver 2 Professional registration workshops, 1 mentor training event and 1 mentor exchange of experience	2,3	Q2, Q3
Undertake a compliance review in anticipation of GDPR implementation	4	Q2
Assist and support the membership with introduction of the national school library strategy	2	Q1-3
Initiate an annual member survey as part of evidenced based service development and delivery for Scottish membership	5	Q3
Deliver event based activities to support the Year of Young People 2018	1	Q3
Organise and service 2 Member Council meetings	3,5	April, Nov.
Progress a fundraising policy for campaign activity in line with OSCR guidance	5	Q2
Launch a Friends and Supporters of CILIPS membership offer	5	Q3
Seek to deliver a joint CPD event with Library Association of Ireland	1,2,3	Q2
Ensure mandatory role training for all trustees	5	Q1
Organise and service an Annual General Meeting	5	Q2
Organise and service 5 Trustee Board meetings	5	Q1-3
Publish 10 member newsletters across the year	3	Q1-4
Continue campaign work in support of Scottish library services	1,2	Q1 -4
Build CILIPS organisational online archive with support of Strathclyde University placement student	1	Q1-2
Monitor and review the effectiveness of the Agreement with CILIP	5	ongoing
Put in place negotiated agreement with CILIP on information sharing protocols associated with YM	5	Q2
Issue call for Honorary Membership awards	1	Q1
Organise 4 calls for Professional Development Fund	2,3	Q1,2,3,4
Issue call for Scotland's Library and Information Professional of the Year	1	Q1
Work with ILCOP to bid for ECIL event in Glasgow	1	Q2
Review accountancy requirements and retender for service	5	Q3
Partner the College Development Network in delivering the FE Learning Workforce Initiative	2	ongoing
Adopt Scottish Open Education principles for our CPD work	4	Q1

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 each Board agenda reviews 'risk'.

FY2018	
Funding Forecast	£
CILIP Financial Settlement	£22,000
Conference and Autumn Gathering	£20,000
Total Projected Income	£42,000

[i] http://www.cilip.org.uk/sites/default/files/documents/cilip_action_plan_final.pdf
[ii] http://www.gov.scot/Publications/2017/09/8468
[iii] Scottish Government: A nation with ambition p.75
[iv] http://declaration.openscot.net/