

**CILIP in Scotland**  
**Minute of the Trustee Board Meeting**  
**23<sup>rd</sup> March 2017**

**Present:** Richard Aird, Theresa Breslin, Craig Green (Chair), Kirsten McCormick, Liz McGettigan, Heather Marshall, Penny Robertson, Helen Robinson, Audrey Walker and Duncan Wright.

**In attendance:** Catherine Kearney (Director, CILIPS), Sean McNamara (Policy and Digital Officer, CILIPS)

**Apologies:** Jeanette Castle, Carole Gray, Margaret Menzies and Jane Sandell

**1. Declarations of interest:** None

**2. Minute of the meeting of 19<sup>th</sup> January 2017:** The minute of the meeting of 19<sup>th</sup> January was agreed as a true and accurate record of business conducted on that date.

**2.1 Matters arising**

- a) *Agenda item 3.1:* Cathy had met with the Head of Edinburgh Libraries to discuss proposed service changes.
- b) *Agenda item 5.1:* The following documents had been circulated to the Trustee Board:
  - #librariesmatter campaign plan;
  - briefing on school libraries prepared for the Deputy First Minister; and
  - a letter exchange on school libraries between author Julia Donaldson and the First Minister, Nicola Sturgeon.
- c) *Agenda item 5.2:* Confirmation had been received from CILIP that the new CILIP in Scotland logo used the pantone of the Scottish saltire.
- d) *Agenda item 6.3:* The CILIP in Scotland Annual Delivery Plan had been uploaded to the website.
- e) *Agenda item 7:* Trustee training had been completed for all new Board members.

**3. Financial Update**

Audrey provided members with a financial update and progress report on the draft annual accounts. Officers had met with Tayside Branch who were planning to use reserved funds

for a training course to be delivered by former CILIP President Phil Bradley. The Board agreed to note the financial report.

### **3.1 VAT**

Audrey informed the Board that CILIP in Scotland had received a VAT demand from CILIP for FY2016 totalling £6799. Previous CILIP practice had been to invoice quarterly for VAT owed. She advised that this was an unusual situation which, since we no longer shared the CILIP VAT number, was unlikely to re-occur. The Board agreed that the amount should be paid in a single instalment to discharge CILIP in Scotland's obligation.

### **3.2 Health Campaign**

Audrey outlined the background to CILIP in Scotland's participation in the CILIP campaign. Trustee Board noted the campaign was not funded in Scotland as it was originally intended to have an England only focus and was based on legislation which did not apply in Scotland. Following discussion members agreed that a budget of £150 could be set aside to help support related campaign work with NHS Education for Scotland.

### **3.3 2017 Draft Budget**

Audrey presented the draft budget in a revised format which distinguished income received by CILIP in Scotland for core offer work and self-funded Scotland-specific work. She reminded members that the new format was necessary to provide clarity in respect of obligations set out in the proposed CILIPS/CILIP MoU. Trustee Board approved the budget.

### **3.4 Professional Development Fund Disbursement Report**

Audrey provided members with a tabled report which detailed the awards approved by the Finance Task and Finish Group as well as a summary of all awards made to date. Members of the Board endorsed the decision to make awards totalling £2230 as follows:

Christine Brooks	UXMLIBSIII	£340
Kayleigh McGarry	CILIPS Conference	£320
Pamela McLean	School Library Association Conference	£350
Siobhan O'Brien	CILIPS Conference	£320
Chris O'Malley	International Congress of Medical Librarianship and European Association of Health Libraries	£350
Diane Scott	School Library Association Conference	
£350 Catherine Small	International Association of Music Librarians Conference	£200

Members required Cathy to bring forward a paper with proposals for a review and refresh of the policy before the end of FY2017.

### **3.5 Sponsorship Policy**

Audrey updated members regarding changes to the draft sponsorship policy which:

- clarified that sponsorship was a business arrangement with obligations on those receiving sponsorship;
- set out conditions for sponsorship; and
- provided an application checklist in place of an application form.

Following discussion Trustee Board agreed to:

- approve the revised policy;
- remit decisions on sponsorship to the Finance T&F Group; and
- publish the policy on the CILIPS website.

### **3.6 Renaming the Finance Task and Finish Group**

Members agreed that the Task and Finish Group would be known in future as the Finance Committee given the ongoing nature of their responsibilities in relation to the Professional Development Fund and Sponsorship policies.

## **4. Advocacy**

### **4.1 Advocacy Report**

Sean introduced the previously circulated report highlighting activity since the January Board meeting. He provided an update on the #librariesmatter campaign and on discussions regarding the President's proposal to introduce a new CILIPS Library and Information Professional of the Year award. Members noted the report and following discussion, agreed in principle to a sponsored '*Scotland's Library and Information Professional of the Year*' award pending circulation of a revised specification.

### **4.2 PKSB: JISC digital capability framework**

Members noted the recent JISC publication and welcomed the initiative to link the JISC framework to the PKSB.

## **5. Governance**

### **5.1 Business plan 2016 outcomes review**

Trustee Board noted the updated document which now included a table of outcomes against targets achieved.

### **5.2 Risk Register**

Members reviewed the register and assessed the risk rating for a new risk on the proposed CILIPS/CILIP MoU. It was agreed, following a vote in the Scottish Parliament to support a second independence referendum, that this also be added to the register as new risk.

### **5.3 Approval of Honorary Membership nominations**

The Board endorsed Honorary Membership nominations for:

- Theresa Breslin, Immediate Past President;
- Fred Guy, Cataloguing and Indexing Group Scotland; and
- Elspeth Scott, School Librarian at Menzieshill High, Dundee.

Nominations would go forward to the AGM for approval and awards presented at the Autumn Gathering in October.

### **5.4 Motion for AGM**

Trustee Board approved a motion for the AGM which would amend the constitution to allow CILIPS to open a direct membership register.

## **6. CILIPS/CILIP Proposed MoU**

### **6.1 Outcomes report from the CILIPS/CILIP negotiation meeting 15/3/17**

Craig updated members on the recent CILIPS/CILIP negotiation meeting which had discussed the proposed MoU. Members noted the meeting outcomes and reviewed a tabled document received from CILIP (CILIPS\_CILIP\_MOU\_21032017final.docx) following that meeting.

### **6.2 Due diligence discussion on the MoU and future relationship with CILIP**

Craig introduced an extended discussion on the risks and responsibilities for CILIP in Scotland regarding the proposed MoU, the financial arrangements underpinning it and the proposed transfer and management of staff.

Members agreed that:

- Accepting responsibility for TUPE of staff represented a high risk decision which could not be endorsed until clear funding arrangements were included in the document;
- CILIP in Scotland should aim to have an 'in principle' agreement on the terms of the MoU by May/June; and
- Member consultation on the proposed MoU and accompanying changes to the organisation would take place June – August;

**7. Equalities and Risk**

Trustee Board considered the decisions taken during the meeting and noted that two new risks had been added to the risk register. They agreed that no decision taken during the meeting carried any implication for equalities.

**8. Schedule of Meeting Dates 2017**

September 14 2017 (Aberdeen Central Library)

November 30 2017