

CILIP in Scotland
Minute of the Trustee Board Meeting
30th November 2017

- Present:** Richard Aird (Chair), Theresa Breslin, Carole Gray, Jane Sandell, Kirsten McCormick, Margaret Menzies, 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:** Craig Green, Ewan Scott

1. Declarations of interest

Audrey declared an interest in agenda item 3.5

2. Minute of the meeting of 14 September 2017

- 2.1 The minute of the meeting of 14th September was agreed as a true and accurate record of business conducted on that date.

2.2 Matters arising

There were no matters arising.

3. Finance

3.1 Financial report

The Honorary Treasurer provided members with a financial update for the year to date. The accounts suggested an end of year profit of around £10,000. Audrey explained that spending on legal fees had been higher than anticipated at £5000 because of due diligence related to the MoU. She advised that operating income was approaching the threshold where VAT registration would be required and that a watching brief was being kept on the situation.

Members of Trustee Board agreed to:

- 1) Note the financial report

3.2 2018 Draft Budget

Audrey introduced the draft budget explaining that budget lines had been adjusted to take account of extra costs related to the MoU. A new budget line for payroll administration and employer insurance had been added. As CILIP were not providing funding to cover these items, it had been necessary to allocate less funding to other budget lines to compensate. Audrey proposed that an allocation of £5000 from reserves be made available to support continuation of the Professional Development Fund during 2018.

Members of Trustee Board agreed to:

- 1) Note the Treasurer's draft budget report;
- 2) Approve the draft budget;

- 3) Approve an allocation of £5000 from reserves to support the Professional Development Fund

3.3 Expenses Policy Review

Audrey provided members with an updated expenses policy explaining that it had last been reviewed in 2014. The revised policy included an uprating of £2 on each of the subsistence rates.

Members of Trustee Board agreed to:

- 1) Note the revisions to the expenses policy;
- 2) Approve the revised policy.

3.4 Professional Development Fund Review

The Director introduced her previously circulated paper reviewing the operation of the Professional Development Fund. She outlined a proposal to adjust the operational guidelines explaining this was necessary to ensure CILIPS complied with its charitable objectives. She requested Board to consider whether the £600 ceiling for individual awards was still appropriate.

Following discussion members of Trustee Board:

- 1) Agreed the changes to operational guidelines; and
- 2) Approved retention of the £600 ceiling for individual awards.

The Honorary Treasurer, having declared an interest in agenda item 3.5, left the room at this point

3.5 Honorarium

Members of Trustee Board considered a proposal to award an honorarium to the Honorary Treasurer in recognition of the extra time and effort she had invested during 2017 in discussion, negotiation, meetings and legal consultations related to the CILIP/CILIPS MoU.

Following discussion members of Board agreed to:

- 1) Approve an honorarium of £500 to be paid to the outgoing Treasurer.

The Honorary Treasurer rejoined the meeting at this point.

6. Governance

6.1 Trustee Board and Presidential Election 2017

The Digital and Policy Officer provided Board with a verbal update on the outcome of the recent elections. Sean advised that Yvonne Manning had been nominated for, and accepted the position of, Vice President/President 2019. Richard Aird had been nominated for, and accepted the position of, Honorary Treasurer. Following an election, the vacancies for Trustee Board had been filled by Anne Louise Anglim, Jeremie Fernandez, Carole Gray and Christine Love-Rodgers

Members of Trustee Board agreed to:

- 1) Note the report from the Digital and Policy Officer

6.2 Draft Annual Delivery Plan

The Director introduced the CILIPS draft annual delivery plan 2018. She reminded Board that the context for the plan was derived from the priorities featured in the CILIP Action plan, the Scottish Government programme for government and the sectoral environment in Scotland. Cathy highlighted work to develop the new national school library strategy, introduction of a fundraising policy, joint CPD activity with the Library Association of Ireland, and development of an online CILIPS organisation archive.

Members of Trustee Board agreed to:

- 1) Note the Director's report;
- 2) Approve the CILIPS annual delivery plan 2018

6.3 CILIPS/CILIP Joint Agreement

The Chair updated members with developments since the previous Board meeting which had included;

- a virtual meeting between the Chairs of CILIPS and CILIP also attended by CILIPS Director and CILIP CEO;
- a request from CILIP for a discussion between our respective legal advisers on applicability of TUPE;
- A note of advice from CILIPS' legal advisers outlining how they would approach such a discussion;
- A unilateral amendment of the draft agreement by CILIP committing CILIPS to use of the YM system for all business processes; and
- An email from CILIP CEO to CILIPS Director inviting Board discussion on his aspiration to 're-establish a working arrangement based on the current situation'.

Following an extended discussion Board agreed to:

- 1) Note the report from the Chair;
- 2) Require the Director to seek a further meeting between CILIPS and CILIP Chairs to resolve the situation in accordance with previous joint discussions;
- 3) Consider mediation in the event of no resolution;
- 4) Require the Director to include an item on CILIPS/CILIP Joint Agreement on the next Board agenda.

6.4 GDPR Compliance Action Plan

The Director introduced an action plan aimed at ensuring CILIPS procedures complied with legislative changes related to data protection which were due to take effect in May 2018. She advised that CILIP in Scotland staff had attended external training on the new legislation.

Members of Trustee Board agreed to:

- 1) Note the Director's report;
- 2) Approve the action plan for implementation;
- 3) Require the Director to bring an update report on CILIPS' GDPR compliance to the April Board meeting.

6.5 CILIP 'Your Membership' business information sharing

The Digital and Policy Officer introduced his report on the CILIP YM system which had gone 'live' in early November. CILIP in Scotland staff had not yet been provided with log-ins nor full access to YM leaving CILIPS unable to assess system capabilities against the current CILIPS business model. Currently only data on membership in Scotland is shared between CILIP and CILIPS. This information is used by CILIPS staff to deliver all other processes and services including business and banking transactions, events, publicity, advertising and bookings. A move to YM would provide member access to the system via a CILIP in Scotland microsite contained within it which would effectively relegate the recently redesigned CILIPS website to a static service. Trustees commented that the YM site:

- Presented CILIPS as on a par with a SIG rather than as an organisation working in partnership and therefore risked a loss of CILIPS' unique identity;
- All communication tools were contained within a CILIP managed and controlled closed environment rather than on the open web.

Members of Trustee Board agreed to:

- 1) Note the Digital and Policy Officer's report;
- 2) Postpone further discussion on CILIPS' use of YM until staff had full access to the product.

6.6 Risk Register Review

The Chair led Board in a review of the risks contained within the register.

7 Advocacy

7.1 Advocacy Report

The Digital and Policy Officer introduced his previously circulated report highlighting recent activity. Sean provided an update on advocacy, campaign and partnership work and events. He advised Board that CILIP membership in October 2017 stood at 11,624 with Scotland membership representing 1281 of that total. He pointed out that although there was a continuing downward trend in membership numbers, the new CILIP membership model had a strong focus on growth and attracting new members from other sectors.

Members of Trustee Board agreed to:

- 1) Note the report from the Digital and Policy Officer.

7.2 Autumn Gathering Feedback Report

Sean provided a report on the recent one day event which had attracted very positive feedback and a considerable number of non-CILIP delegates from the school sector. Although there had been a number of setbacks on the day, including loss of internet connections, which were beyond CILIPS' control, delegates enjoyed the programme and speakers.

Members of Trustee Board agreed to:

- 1) note the report.

7.3 Award Review: Library and Information Professional of the Year

The Director introduced a report on the operation and management of the newly introduced 'Library and Information Professional of the Year award'. Members discussed the nomination and assessment process, the eligibility criteria, the outcome of the 2017 call and the feedback and observations received from the cross sectoral assessment panel.

Members of Trustee Board agreed to:

- 1) Note the Director's report;
- 2) Require the Director to implement recommendations related to eligibility criteria and operating guidelines in time for the 2018 call.

8 Risk Management

Trustee Board considered the decisions taken during the meeting noting that they had reviewed the risk register and reassessed risk scores.

9. Equalities Management

Trustee Board considered the decisions made earlier and agreed that none had an impact for equalities management.

10. Schedule of Meeting Dates 2018

January 25th Glasgow
12th April
31st May
6th September
29th November