

**CILIP in Scotland
Trustee Board
Minute of the meeting of 25th January 2018**

- 1. Present:** Richard Aird, Jeremie Fernandes, Carole Gray, Christine Love-Rodgers, Yvonne Manning, Heather Marshall, Margaret Menzies, Duncan Wright (Chair)

In attendance: Cathy Kearney (Director), Sean McNamara (Digital and Policy Officer)

Apologies: Anne Louise Anglim, Kirsten McCormick, Penny Robertson, Helen Robinson and Ewan Scott

Treasurer Richard Aird took the Chair and with the agreement of Board, the election of Chair and Vice Chair was moved up the agenda.

2. Board Elections

- 2.1 **Election of Chair of Trustee Board:** One nomination had been received and Duncan Wright was duly elected as Chair of Board 2018
- 2.2 **Election of Vice Chair:** One nomination had been received and Helen Robinson was duly elected to serve as CILIPS Vice Chair during 2018

3. Welcome and Round table introductions

Duncan thanked Richard and assumed the Chair. He welcomed everyone to the first Trustee Board meeting of 2018, extending a warm welcome to new Trustees Jeremie Fernandes and Christine Love-Rodgers, and to incoming Vice President, Yvonne Manning, who was also attending her first Board meeting.

4. Declarations of interest

There were no declarations of interest

5. Minute of the meeting held on 30th November 2017

- 5.1 **Accuracy:** Trustee Board agreed that the minute of the meeting held on 30th November 2017 was a true and accurate record of proceedings on that date.
- 5.2 **Matters arising:** There were no matters arising.

6. Finance

- 6.1 **Financial report to end of 2017:** The Honorary Treasurer provided a financial report to the end of 2017. Richard confirmed that CILIPS remained financially healthy, had not yet reached the threshold beyond which registration for VAT would be necessary, and that profit for the year was likely to be in the region of £11,000.

Members of Trustee Board agreed to:

- a) Approve the financial report

- 6.2 **Professional Development Fund Report quarter 4:** Sean explained that no applications had been received for funding support during the final quarter of the year.

Members of Trustee Board agreed to:

- a) Note the Professional Development Fund Report

7. Advocacy

- 7.1 **Presidential induction:** The Chair extended a formal welcome to Margaret Menzies, who had been elected CILIPS President 2018, before awarding her the Presidential chains of office.
- 7.2 **Advocacy Report:** The Digital and Policy Officer spoke to the previously circulated Advocacy Report. Sean highlighted the high number of consultations on cuts to services as local councils anticipated a very tight budget settlement, and a new event planned in collaboration with CILIP SIG, ARLG. The Chair thanked Sean for his report and urged officers to offer CILIPS responses to positive initiatives to ensure CILIPS achieved a balance in public responses.

Members of Trustee Board agreed to:

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

8. Governance

- 8.1 **CILIPS Annual Delivery Plan 2017 – Outcomes review:** The Director introduced the previously circulated report which contained an assessment against the targets and objectives in the 2017 delivery plan. Cathy noted that 2017 had been an extremely busy year for CILIPS, and despite the extra tasks generated by work around progressing the CILIPS/CILIP Joint Agreement, only two targets had been missed. These had rolled over into the 2018 plan.
- 8.2 **CILIPS/CILIPS joint agreement update and progress:** Honorary Treasurer, Richard Aird, gave Board a verbal update on discussions with CILIP surrounding development of a joint agreement. This had included a meeting between CILIPS Chair and Treasurer and CILIP Chair and Treasurer and a new proposal for a Service Level Agreement based on the contents of the previous draft Joint Agreement.
- 8.3 **Trustee Training:** The Chair reminded Board that it was a condition of serving on CILIPS Trustee Board that members undertook formal training in the role of a trustee. This year training had been commissioned from Arts and Business Scotland and Jeremie Fernandes had attended the event held in Edinburgh.

Members of Trustee Board agreed to:

- a) Note the outcomes review for 2017;
b) Note the report of CILIPS/CILIPS discussions;
c) Require the Director to circulate the latest iteration of the draft joint Agreement
d) Require the Executive Committee to continue discussion with CILIP on behalf of the Board.

9. Any other business

- 9.1 **Empowering Schools:** Vice President Yvonne Manning led discussion on the Scottish Government's education governance review and the current consultation on creating an Education Workforce Council.

Members of Trustee Board agreed to:

- a) Require the Director to prepare CILIPS' response to the consultation paper.

10. Risk Management

The Board considered decisions taken during the meeting and noted potential risks around a Service Level Agreement with CILIP. This would be carried forward to the next meeting as part of the risk register review.

11. Equalities Management

The Board considered the decisions taken during the meeting and agreed none had an impact on equalities management

12. Schedule of meeting dates 2017

26th April

31st May

6th September

29 November