

CILIP in Scotland
Trustee Board
Minute of the meeting of 26th April 2018 held at Robertson House, Glasgow

- 1. Present:** Anne Louise Anglim, Richard Aird, Kirsten McCormick, Christine Love-Rodgers, Yvonne Manning, Heather Marshall, Margaret Menzies, Penny Robertson, Helen Robinson, and Duncan Wright (Chair)

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

Apologies: Jeremie Fernandes, Carole Gray, Karen McFarlane, and Ewan Scott

2. Welcome from the Chair

Duncan welcomed everyone to Robertson House and the second Trustee Board meeting of 2018.

3. Declarations of interest

There were no declarations of interest

4. Minute of the meeting held on 25th January 2018

4.1 **Accuracy:** Board agreed that the minute of the meeting held on 25th January 2018 was a true and accurate record of proceedings on that date.

4.2 **Matters arising:**

Trustee Training: Duncan confirmed that new trustees, Jeremie Fernandes and Christine Love-Rogers, had completed formal training for their role.

Consultation: Empowering Schools: Board noted that CILIPS response, previously circulated to the Board for comment, had been submitted to the Scottish Government.

5. Governance and Operations

5.1 **Financial report:** Honorary Treasurer, Richard Aird, provided a financial report covering the first quarter of the year. He noted receipt of the first instalment of CILIP grant, observed that the addition of VAT had not impacted negatively on Conference 2018, advised that Tayside Branch continued to hold a large reserve and confirmed the financial health of CILIPS.

Members of Trustee Board agreed to:

a) Approve the financial report

5.2 **VAT Registration Update:** Richard confirmed that, following advice from the company accountant, CILIPS had registered for VAT. From February 1st all invoices issued had included VAT.

Members of Trustee Board agreed to:

a) Note the VAT registration update together with CILIPS new reporting responsibilities to HMRC.

5.3 **Draft Annual Report and Accounts:** Duncan and Richard introduced the draft annual report and accounts. The rise in CILIPS income during 2017 was highlighted as was

the extent of activity to support the membership. Board indicated their satisfaction with the overall figures but queried the accuracy of several figures attributed to income and expenditure for Conference and Autumn Gathering.

Members of Trustee Board agreed to:

- a) Require the Director to liaise with the company accountant regarding figures related to Conference and Autumn Gathering income and expenditure;
- b) Approve the Annual Report and Accounts subject to having sight of an amended version.

- 5.4 **CILIPS/CILIP joint agreement/SLA – Report from Executive Group:** Duncan reminded members that CILIPS had responded to a draft service level agreement prepared by CILIP following a meeting earlier in the year between Treasurers and Chairs of both organisations. Duncan and Helen Robinson had subsequently met with the Chair of CILIP Board, Karen McFarlane, in Glasgow before forwarding a revised document to her which had subsequently been accepted by CILIP Board, subject to a number of unspecified, ‘tweaks’. CILIP proposed that CILIP and CILIPS staff should progress this by 30th April.

Members of Trustee Board agreed to:

- a) Note the report from the Executive Group;
- b) Require the staff to take forward with CILIP staff, discussion of ‘tweaks’;
- c) Seek to review and agree the amended document.

- 5.5 **GDPR Compliance:** Cathy provided a report detailing CILIPS’ readiness for implementation of the new guidance. She reminded Board that, as CILIP employees, CILIP in Scotland staff were covered by the CILIP policy on GDPR. Heather Marshall advised that West Branch intended to offer a GDPR training session in Glasgow in June.

Members of Trustee Board agreed to:

- a) Note the Director’s report;
- b) Keep a watching brief on compliance by including GDPR on the agenda for the September meeting.

- 5.6 **Risk Register Review:** Duncan led the Board in a review of the risk register.

Members of Trustee Board agreed to:

- a) Remove one risk, revise others in terms of wordings and scoring; and
- b) Require the Director to make available refresher training on trustee duties and responsibilities for any trustees who requested it.

- 5.7 **Honorary Award nominations:** Cathy provided a list of the nominations for Honorary membership: Liz McGettigan, Guy Daines, Ian McCracken, Craig Green, and Anna Heron. There was one nomination for Honorary Vice President: Jeanette Castle.

Members of Trustee Board agreed to:

- a) Approve all the nominations to go forward to the AGM.

5.8 **AGM Call and Draft Agenda:** The AGM was scheduled for 6th June in Dundee.

Members of Trustee Board

- a) Approved the AGM call and Draft agenda for publication on the website and circulation to the membership.

5.9 **Lobbying Register:** Cathy introduced a report which discussed new Scottish Government legislation in respect of lobbying activities.

Members of Trustee Board:

- a) Noted the report; and
- b) Agreed to enter CILIPS in the lobbying register

6. Standards and Innovation

6.1 **Progress Report: National School Library Strategy:** Sean provided a verbal report on activity to date. There had been two meetings of the Strategy Group, an associated programme of visits, and a school library survey. CILIPS was due to meet with the Chair of the Strategy Group in advance of the next scheduled strategy meeting.

Members of Trustee Board agreed to:

- a) Note the report

7. Advocacy and Workforce Development

7.1 **Activity and Membership Report:** Sean spoke to the previously circulated report on recent activities and membership statistics. He highlighted advocacy work which had resulted in a number of consultation responses, the call for Scotland's Library and Information Professional of the Year, various events and workshops and work to develop an archive of notable CILIPS members due for launch at the Conference in June.

Members of Trustee Board:

- a) Noted the report from the Policy and Development Officer

7.2 **Professional Development Fund Awards:** Richard provided a report on the recent call for applications to the Fund. The call had attracted 7 applications of which 5 were funded, with the remaining two applications being able to draw funding from another source. One of the PDF award recipients had previously received an award from the Fund within the past 2 years.

The beneficiaries were:

Sharron Wilson	£600	UKSG Conference
Michelle O'Hara	£600	LILAC Conference
Linda Hazle	£240	CILIPS Conference
Agnes Guyon	£375	SLA Weekend Course
Clare Hemsworth	£250	SLA Weekend Course

Members of Trustee Board:

- a) Noted the report from the Honorary Treasurer;

- b) Required the Finance and Staffing Committee to review the conditions of award in respect of the length of time between recipients applying for an award;

8. Equalities Management: The Board considered decisions taken during the meeting and agreed that none of the decisions were likely to impact on equalities management

9. Risk Management

The Board had reviewed risk register for the organisation in the course of the meeting.

10. Date of Next Meeting

Thursday 6th September (Glasgow)