

Annual Delivery Plan 2019

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. The nature of our relationship is now set out in a new Service Level Agreement (SLA), signed in Summer 2018. The current version of this runs until the end of 2019: <https://www.cilips.org.uk/wp-content/uploads/2018/09/SLA.pdf>

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 4-6 times a year and is charged with responsibility for leadership, direction and oversight of the charity;
- A Presidential Team comprising a President and Vice President;
- A Director, employed to deliver the shared priorities, execute the resolutions of the Board and provide reports, advice and information to inform Board decisions;
- Other staffing, as deemed appropriate by CILIP, to ensure the effective delivery of the SLA.

Wider membership

CILIP in Scotland membership comprises:

- Over 1,200 members from all sectors with highest representation from academic, school and public libraries
- 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 deliver the SLA and deliver and support shared priorities in Scotland; that raised from other activity is used to maintain office premises, deliver workforce development and advocacy activities based on our purpose and mission, fund our governance, and facilitate a Professional Development Fund to support members.

CILIPS staffing, as outlined in the SLA, is paid directly from CILIP to staff members and does not form part of the sum transferred into CILIPS accounts.

Advocacy and Partnerships

Objective	Deadline Date
Plan, deliver and evaluate Scotland specific campaigns to promote the interests of information and library professionals in Scotland	Ongoing
Represent members in Scotland by attending parliamentary committees, engaging with MSPs and councillors, publication of articles, blogs etc in various media outlets, responding to consultations, participation in sector debates, library related working parties and other stakeholder meetings	Ongoing
Carry out lobbying and advocacy activities supported and directed by a sub-group of the Trustee Board	Ongoing
Support and engage with Book Week Scotland	November
Proactive engagement with CILIP in the planning, delivery and implementation of an annual Libraries Week	October
Maintain partnerships with other library related organisations and networks	Ongoing
Collaborate with Wikimedia UK to build on current work pertaining to open knowledge and data & information literacies with library and information professionals in Scotland including the January 2019 #1lib1ref campaign.	Ongoing
Assist and support the membership with implementation of the national school library strategy	Ongoing
Co-ordinate with Carnegie UK Trust to mark 100 th Anniversary of Andrew Carnegie death	August
Support the delivery of EBLIP conference in Glasgow via the advisory group	June

Membership support and growth

Objective	Deadline Date
Support for the planning, delivery and evaluation of CILIP Sales and Marketing and Engagement campaigns	Ongoing
Issue call for Scotland's Library and Information Professional of the Year	January
Propose targeted sales and marketing activities and engagements to drive membership growth in Scotland	Ongoing
Provision of regular updates, news and information pertaining to the interests of information professionals and librarians in Scotland, for inclusion in CILIP channels and communications, including Information Professional	Ongoing
Continue to support the activities of 6 regional Branches and SIGs	Ongoing
Carry out a member survey of Scottish membership	September
Publish regular member newsletters across the year using Informz	Ongoing

Workforce Development and Events

Objective	Deadline Date
Promote and deliver a two-day annual conference and one day Autumn event	June and October
Deliver at least 1 professional registration training event and 1 mentor training event	Ongoing
Deliver a social media workshop with Ned Potter	March
Deliver a new professional's day for LIS students and recent graduates	May
Work with the CILIPS Council to develop additional event content	Ongoing
Organise 4 calls for Professional Development Fund	Ongoing
Work with sub-group of Council to investigate the development of Apprenticeship standards	April

Operations and Governance

Objective	Deadline Date
Organise and service 2 Member Council meetings	April and November
Organise and service 4 Trustee Board meetings	Jan, Apr, Sep, Nov
Ensure mandatory role training for all trustees	January
Organise and service an Annual General Meeting	June
Monitor and review the SLA	Ongoing
Issue call for Honorary Membership awards	February
Review accountancy requirements and retender for service if needed	November

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'.

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