

Charity number: SCO38532

CHARTERED INSTITUTE OF LIBRARY & INFORMATION PROFESSIONALS IN SCOTLAND
(A Scottish Charitable Incorporated Organisation)

TRUSTEES' REPORT AND
FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2021

CHARTERED INSTITUTE OF LIBRARY & INFORMATION PROFESSIONALS IN SCOTLAND
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CHARTERED INSTITUTE OF LIBRARY & INFORMATION PROFESSIONALS IN SCOTLAND

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31 DECEMBER 2021

Trustees

Richard Aird (Honorary Treasurer)
Jérémie Fernandes
Graeme Forbes
Fiona Gillies
Agnes Guyon
Christine Love-Rodgers
Heather Marshall
Scott Simpson
Colin Sinclair
Toni Velikova

Presidential Team

Cleo Jones (2021 President)
Amina Shah (2022 President and 2021 Vice-President)
Martina McChrystal (Past-President)

Charity registered number

SCO38532

Principal office

Robertson House, 152 Bath Street, Glasgow G2 4TB

Accountants

A&A Accounting Limited, 1037 Sauchiehall Street, Glasgow, G3 7TZ

Bankers

CAF Bank Ltd., 25 Kingshill Avenue, Kings Hill, West Mailing, Kent ME1

Solicitors

Turcan Connell, Princes Exchange, 1 Earl Grey Street, EH3 9EE

CHARTERED INSTITUTE OF LIBRARY & INFORMATION PROFESSIONALS IN SCOTLAND

TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2021

The Trustees present their annual report together with the financial statements of the Chartered Institute of Library & Information Professionals in Scotland (the charity) for the year ended 31 December 2021. The Trustees confirm that the Annual Report and financial statements of the charity comply with the current statutory requirements, the requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005.

a. CONSTITUTION

The Chartered Institute of Library and Information Professionals in Scotland (CILIPS) has been registered as a charity since 6 August 2007 (SCO38532) and became a SCIO in January 2018. CILIP in Scotland is affiliated to the Chartered Institute of Library and Information Professionals (CILIP) (Registered charity number in England 313014). The relationship between CILIP in Scotland and CILIP is governed by agreements dated 1931, 1995, 2012 and a Service Level Agreement signed in September 2018 (updated to a Partnership Agreement in 2021). Together with CILIP in Scotland Constitution, these agreements provide the constitutional framework for the charity in Scotland.

b. METHOD OF APPOINTMENT OR ELECTION OF TRUSTEES

CILIP in Scotland is a member led organisation. Trustees are elected from the membership following a process set out in the Constitution. The Trustee Board meets four times a year and comprises 9 elected trustees and a separately elected Honorary Treasurer.

The Trustee Board administers the charity and is responsible for all policy, financial and operational matters relating to CILIP in Scotland as well as those professional issues solely affecting the operation, development and promotion of library and information services in Scotland.

c. POLICIES ADOPTED FOR THE INDUCTION AND TRAINING OF TRUSTEES

CILIP in Scotland undertakes to identify and provide appropriate training for Trustees as required. New Trustees receive a comprehensive induction pack.

d. ORGANISATIONAL STRUCTURE AND DECISION MAKING

CILIP in Scotland's approach to strategic and operational planning involves approval of an annual delivery plan derived partly from the CILIP strategic plan priorities. The delivery plan details activities and actions within designated areas of work. These are linked to associated budgets and progress is monitored by the Trustee Board. The AGM is normally held in June.

e. RELATED PARTY RELATIONSHIPS

CILIP is a related party of CILIP in Scotland by way of the constitutional arrangement outlined in section a.

f.RISK MANAGEMENT

Trustees maintain and regularly review a risk register which identifies the risks to which the charity is exposed, in particular those related to the operations and finances of the charity, and are satisfied that systems are in place to mitigate its exposure to the major risks.

CHARTERED INSTITUTE OF LIBRARY & INFORMATION PROFESSIONALS IN SCOTLAND

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 DECEMBER 2021

Objectives and activities

a. POLICIES AND OBJECTIVES

Mission

1. To support the principles of equality of access to information, ideas and works of the imagination, as fundamental elements of Scotland's economy, democracy, culture and civic society.
2. 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.
3. To work with relevant Scottish organisations and CILIP to set, maintain, monitor and promote standards of excellence in the creation, management, exploitation and sharing of information and knowledge resources within Scotland.

Aim

To provide, in conjunction with, an authoritative voice for members of the library and information profession in Scotland. To support, represent and act as the professional body for persons in Scotland working in library and information services, represent members' interests in the wider library and information community.

- To advocate and promote the role and value of library and information services to all sections of the community in Scotland.
- To promote and encourage the maintenance of adequate and appropriate provision of library and information services of all kinds at both local and national level.
- To scrutinise any legislation affecting, or likely to affect, the provision of library and information services in Scotland, and to promote such further legislation as may be considered necessary.
- To promote the improvement of the knowledge and skills of librarians and information personnel.

b. ACTIVITIES FOR ACHIEVING OBJECTIVES

Objectives are largely achieved through the following mechanisms: advocacy activity, articles and presentations, responses to consultations, printed communication, website, meetings, events, annual conference, continuing professional development programme, media and press releases and partnership work.

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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 DECEMBER 2021

Achievements and Performance

a. GOING CONCERN

After making appropriate enquiries, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in the preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 DECEMBER 2021

b. REVIEW OF ACTIVITIES

Advocacy and Resources

Although 2021 was again largely impacted by the COVID pandemic, across the course of the year CILIPS delivered an advocacy programme in advance of the Holyrood elections (Libraries Are Essential) and responded to consultations affecting public and school libraries throughout the year. In addition to this CILIPS staff attended meetings of the Implementation Group for the National Strategy for School Libraries and the Advisory Group for the new strategy for Public Libraries in Scotland. CILIPS also continued to work in close partnership with organisations such as the Scottish Library and Information Council and Literature Alliance Scotland to advocate for librarians and library services.

During Libraries Week CILIPS ran #Library5 on Twitter as well as social media takeovers and events. This was a hugely positive campaign celebrating libraries, their resources, and staff and along with the election campaign this saw a huge amount of engagement with members and the wider public. CILIPS also continued to advocate for the re-opening of libraries as well as creating or updating resource banks such as LGBTQ+, anti-racism and climate change. We also led on the set up of a new Public Library Advocacy Network for Scotland and staff delivered various talks at events such as the Next Library conference.

Honorary Membership and Awards

Scotland's Library and Information Professional of the Year

CILIPS presented the latest award to Alison McAllister of North Ayrshire Libraries.

Honorary Membership

CILIPS made awards of Honorary Membership for outstanding contribution to the profession to the following people:

- Anne-Louise Anglim
- Martina McChrystal
- Dr Diane Pennington

Student awards were awarded to:

Julie Regamey (University of Strathclyde) and Katrina Woods (Robert Gordon University)

CHARTERED INSTITUTE OF LIBRARY & INFORMATION PROFESSIONALS IN SCOTLAND

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 DECEMBER 2021

Workforce Development

CILIP in Scotland delivered a programme of events and training aimed at supporting the continuing professional development needs of library and information professionals, all adapted due to COVID restrictions and these included:

- A one-day Autumn ReGathering in person in October
- WINspiration – What would libraries led by feminists look like
- CILIPSGoGreen
- Public Libraries – Beating Hearts of Communities
- Decolonizing Library Collections
- Information Professionals Wear Many Hats
- How to spot Misinformation
- Health Literacy
- Mental Health and Wellbeing
- Social Media
- Hosting Online Training
- Several partnership events with branches and groups

CILIPS also sponsored and sat on the advisory group of the Aye Write Festival in Glasgow, including chairing a session. CILIPS also continued to produce regular blogs and online content with statistics for website engagement strongly improving in 2021.

Professional Development Fund

CILIP in Scotland operates a Professional Development Fund to provide support for members undertaking job related training and development. Calls were limited by lack of events in 2021 but plans were put in place to widen this out for 2022 and include accessibility.

Member services

CILIP in Scotland Council

CILIP in Scotland Council forms the democratic link between the membership and the Trustee Board. Two meetings, attended by Branch and Group representatives, and chaired by a Trustee take place each year. Each Branch nominates a representative to serve on Council alongside representatives from LocScot and CILIP Special Interest Groups (SIG's) or communities with a Scottish Committee. The Council was developed in 2021 to include more discussion groups and this was felt to be a very positive step.

CHARTERED INSTITUTE OF LIBRARY & INFORMATION PROFESSIONALS IN SCOTLAND

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 DECEMBER 2021

Branch and Group activity

CILIPS maintained and supported 6 active Branches across the country:

- Central;
- East;
- West;
- North;
- North East; and
- Tayside

As well as our own events, our Branches and Groups have been staying as active as possible. Several Branches ran virtual Meet the President events. There have also been, amongst other things, online AGM's, author events, an event about strategies and much more. Branches and Groups provided generous support by funding sponsored places.

Operations and Governance

- Cleo Jones was CILIPS President in 2021, leading the conference and other events;
- Kirsten MacQuarrie joined the team in Feb 2021 as Membership Officer;
- CILIPS hosted 2 student placements looking at advocacy and new professionals, both of which are informing future work;
- 4 Trustee Board meetings were held;
- 2 Council meetings were held; and
- The AGM was held online in August.

Financial review

a. RESERVES POLICY

The charity aims to hold funds to continue to operate for at least 2 years if staffing and grant was not provided by CILIP, should either CILIP or CILIPS decide to terminate the Partnership Agreement. The charity's aim is to also hold a sufficient level of funds to cover at least three months of resources expended, which equates to approximately £18,000.

With total funds of £288,106 at 31 December 2021 (2020 - £275,534) this intended level of funds had been achieved. The balance increased largely due to less spending on events, funding, and office space due to the COVID pandemic.

b. PRINCIPAL FUNDING

The principal sources of funding include:

- An annual grant from CILIP;
- Events and CPD income including supplier sponsorship

CHARTERED INSTITUTE OF LIBRARY & INFORMATION PROFESSIONALS IN SCOTLAND

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 DECEMBER 2021

a. FUTURE DEVELOPMENTS

CILIP in Scotland will continue to advocate for the role of librarians and information professionals and maintain a programme of events, funds and awards to encourage professional development and standards/

TRUSTEES' RESPONSIBILITIES STATEMENT

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Charity law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

This report was approved by the Trustees on 21st April 2022 and signed on their behalf by:

Heather Marshall, Chair of Trustee Board