

Scottish Library & Information Council Board Meeting Minute - DRAFT		
Date:	25 March 2020	
Time:	1.00pm	
Location:	By video conference	
Present:	Ian Ruthven (Chair); Susan Ashworth; John Coll (for John Scally), Abigail Mawhirt; Anna McInnes; Harry Mulvey; Robin Prior; Peter Reid; Penny Robertson; Alison Stevenson; Jonathan Tait In attendance: Pamela Tulloch (CEO); Jim McLaggan	
Apologies:	Fiona Clark; Fiona Dakers; Jamie Fowler; Sha Nazir; John Scally; Ann Wales	
Declaration of interest:	There were no declarations of interest.	
Agenda items		Actions
1	<p>Welcome and introductions</p> <p>The Chair opened the meeting thanking Board members for joining by video link following the restrictions resulting from the COVID-19 virus. The Chair also welcomed the new Board members and Treasurer to their first meeting. Because the meeting had moved to online the presentation by Dr Alison Tyler was postponed and will be rescheduled for a future meeting.</p>	
3	<p>Review of actions from previous meeting – 11 September 2019</p> <p>The details of the debtors in the August budget had been circulated to members following the meeting.</p> <p>The action for Board members to share, from their own organisation, guidance on ethics regarding funding remains outstanding.</p> <p>The Chair of the Funding Panel advised the Board the clarifications and assurances that had been required had been received and the funding bid made by APLS had been approved.</p> <p>The Chair of the S&R Committee advised reviews have taken place and a full update will be given as an agenda item.</p>	All

	<p>New Board members were approved by the membership at the AGM.</p> <p>The new Chair of APLS and Board member will be Andrew Olney.</p>	
4	<p>Approve minute of previous meeting – 11 September 2019</p> <p>The minute was approved.</p>	
5	<p>Finance Update</p> <p>The Treasurer reported that the budget report to 29 February 2020 showed the organisation to be in a healthy financial position with a small underspend currently projected.</p> <p>It was highlighted that given the current uncertainty and challenges created by the COVID-19 there may be pressure on finances in the coming financial year. The Treasurer will work with staff to prepare and review budget reports and will update the Board at the June meeting.</p> <p>Under new audit requirements a statement will be required on the annual accounts giving assurance that the organisation will remain a going concern for the coming 12 months. The Treasurer will prepare a statement for discussion with the auditor.</p> <p>Following a tender process for accountancy services EQ have been appointed with effect from 1 April 2020.</p> <p>Risk Register</p> <p>The Risk Register has been reviewed to take account of the potential impact upon the organisation of the COVID-19 virus. The business continuity for the organisation and support from out-sourced service support has been effective in allowing SLiC to continue to operate effectively with staff working remotely. The risks will continue to be reviewed as the current situation develops.</p> <p>Membership Fees</p> <p>It was proposed that Board that membership fees should remain at the current level for 2020/21. Following discussion, the Board recommended that membership fees should remain at the current level.</p>	HM

5	<p>Board Away Day Actions</p> <p>At the annual Board Strategy Away Day it was agreed that a new strategy should be produced which revisited the mission to reflect the current work of the organisation. Following discussion, it was agreed that a new and revised draft strategy for SLiC would be prepared in due course. The organisation is entering uncertain times created by the COVID-19 virus and the priority at this time should be how the organisation deals with this and preparation of the new strategy will take place in due course.</p> <p>Board agreed the report.</p>	PT
6	<p>Review of Memorandum & Articles of Association.</p> <p>As part of good governance, a review of the Memorandum & Articles of Association of the organisation is due to take place. It was agreed to review the documents and if amendments are required, a report to the June Board meeting will be made.</p>	PT
7	<p>30th Anniversary Working Group</p> <p>February 2021 will be the 30th anniversary of the establishment of SLiC. The Chair proposed that a working group be formed to plan appropriate events and activities to mark this anniversary.</p> <p>The Board agreed that the Chair should be sent expressions of interest in joining the working group.</p>	IR
8	<p>Funding Panel</p> <p>The Chair of the Funding Panel reported that it had met twice since the last Board meeting. Across all funds 91 applications were received and funding has been awarded under SLIF £440,939, IDF £26,867 and RDF £45,410.</p> <p>Board noted the report.</p>	
9	<p>Staffing and Remuneration Committee</p> <p>The committee met on 25 November 2019 and reviewed policies and procedures along with the organisational establishment. It was noted that the staff handbook is due for review in 2020 and the committee will review the draft prepared by the organisations HR consultants.</p> <p>The committee agreed it would continue to meet on a regular basis to review policies and staffing.</p> <p>Board noted the report.</p>	

10	<p>Nominations Committee</p> <p>The Chair advised that in the coming 18 months a number of Board members will be due to stand down. New Board member recruitment will ensure that the Board continues to have the appropriate mix of skills to support sub committees and the work of the organisation. The Chair will work with the CEO to prepare a briefing note for the Board to support the future recruitment of Board members.</p>	IR / PT
	<p>CEO update</p> <p>The CEO advised that due to the current COVID-19 virus it was likely that the timescales for some of the projects and areas of work highlighted in the report would have to be revised. Staff will work with partners and stakeholders across all the areas of work on an individual basis. The CEO and senior staff have also reviewed the organisation’s business plan and will continue to do so on a regular basis to minimise any impact of the current disruption to activities.</p> <p>Board noted the report.</p>	
	<p>Sectoral Reports</p> <p>APLS The group reported that at their recent meeting they had appointed a new Chair and Vice Chair. The Chair, Andrew Olney, will be the new representative of the Group on the SLIC Board.</p> <p>APLS has also prepared a draft business plan that has been submitted to the CEO and Treasurer.</p> <p>CDN The group is currently working to move from physical to an online meeting platform. Work to share best practice across the sector continues.</p> <p>NLS The Board was given an update on the wide range of projects which had been delivered recently. Work to promote online access to information continues along with exploring the use of content in new and innovative ways.</p> <p>SCURL A number of events are planned but it is recognised that many of these will have to be rescheduled due to current circumstances. The group were pleased to have been</p>	

	<p>successful in the funding application that made to SLIC for their project.</p> <p>The Chair thanked the representatives for the reports.</p>	
13	<p>Any other competent business</p> <p>The Board received the summary of the exercise to capture baseline information on the provision of school library services across Scotland. The Board noted the quality and range of information and noted their thanks to the officer collating the data.</p> <p>There was no other business</p>	
14	<p>Next meeting</p> <p>25 June 2020 – DCA Dundee/tbc</p>	

Actions from meeting:

1	Board members to share from their own organisation guidance on acceptance of funding.	ALL
2	Prepare and review budgets and draft statement for audit on the organisation as a going concern.	HM
3	Prepare new strategy suggestions for discussion.	PT
4	Review Memorandum & Articles of Association and report to Board on any amendments required.	PT
5	Chair to write out to Board members requesting expressions of interest in participating in the 30 th Anniversary Working Group.	IR
6	Nominations committee to prepare a document to support the succession planning for the skills and experience need for the Board and sub-committees as current Board members demit office.	IR /PT