

St. Helens Library Service NPO Advisory Board Meeting Minutes

Friday 14th June 2019

1. Introductions and Apologies	ACTION
<p>1.1. Present: Chair, Paula Williams (PW), Head of Culture and Libraries David Boocock (DB), Service Manager Libraries and Leisure, St.Helens Council Kathryn Boothroyd (KB), Library Services Manager, St.Helens Council Pippa Lea (PL), freelance consultant - Marketing Strategy Lynn Ben-Yousef, Director, Dark Star Laser Cath Shea (CS), Arts Development Manager, St.Helens Council Owen Hutchings (OH), Senior Arts in Libraries Officer, St.Helens Council (Minutes)</p> <p>1.2. Apologies: Cllr Anthony Burns (CAB), Libraries Portfolio Holder, St.Helens Council Bernadette Latham (BL), Business Manager, St.Helens Council Natalie Bennison (NB), Library Service User & Young Person Rep Ruth Gould (RG), Artistic Director, Dadafest</p>	
<p>2. Minutes From Previous Meeting Minutes agreed as accurate. Outstanding actions to be undertaken:</p> <p>2.1 DB to forward Leisure Centre Radio contact to OH</p>	DB
<p>3. Presentation of current season and forthcoming autumn season</p> <p>3.1. Highlights of the Summer season to date were presented.</p> <p>3.2. The VR experience from the Rainhill 190 event is a great example of the success of the Cultural Hubs programme. Further VR work to be considered.</p> <p>3.3. PL stated how much she enjoyed the Libraries National Portfolio meeting in Birmingham.</p>	
<p>4. Year One Business Plan Evaluation Presentation</p> <p>4.1. The learning and evidence from the first year as an NPO was presented.</p>	
<p>5. Factlab</p> <p>5.1. CS circulated the document: "Development of Digital Strand Of Work – Cultural Hubs Year 2"</p> <p>5.2. Agreed that this approach is a realistic way to move forward. Clancy Mason to be contacted to outline new approach</p> <p>5.4. PL expressed concerns around capacity. CS reassured the group that the digital elements can be accommodated in the programme</p>	CS CS

<p>5.5. Discussion took place around the funding for the commission being published.</p> <p>5.6. PL to be involved in the shortlisting/selection process, due to her experience in the digital sector.</p> <p>5.7. Agreed to stop calling the commission “Factlab”.</p> <p>5.8. The tender should ask the successful organisation to offer funding advice and support to help achieve fundraising targets in business plan.</p> <p>5.9. DB suggested a potential long-term big scale bid/project could tie into the upcoming 200 years of Pilkington’s. NSG could be approached as a potential funder.</p> <p>5.10. Cannington Shaw might be interested in submitting a bid to deliver a project utilising VR bringing in additional funding. Organisations such as U3A might also be able to tap into funding streams that are not available to the Council. Y2 Voluntary arts fund could be a good avenue to offer up funding to local groups as match.</p>	CS
<p>6. Creative Case & Skills Audit</p> <p>6.1. Creative Case</p> <p>6.1.1. Discussed the Creative Case For Diversity Action Plan. Board agreed this is a good starting point to meet Arts Council requirements in the future.</p> <p>6.1.2. Objective 2 in the plan relates specifically to the board and Creative Case will remain on the agenda for future meetings.</p> <p>6.1.3. Discussion around using social media during board meetings to raise the profile of the programme. Agreed this would aid transparency.</p> <p>6.1.4. Board papers should be made available on the Council website</p> <p>6.2. Skills Audit & Board Recruitment</p> <p>6.2.1. Discussed “Skills Audit”, “Advisory Board Member Vacancies” and “Terms Of Reference”</p> <p>6.2.2. Fundraising should be added as a potential skill for new board members</p> <p>6.2.3. Discussion about how many meetings a year board members should attend to remain on the board. This should be outlined in the TOR/Job Spec</p> <p>6.2.4. Agreed to not co-opt new digital skills board members directly from FACT.</p> <p>6.2.5. Current board members to encourage contacts with relevant skills to apply.</p> <p>6.2.6. Simon Cousins (St Helens Council Equalities Officer) needs to be</p>	<p>OH</p> <p>CS</p> <p>All</p> <p>CS/SC</p>

involved in ensuring equalities implications are considered	
6.2.7. Job Description to be extrapolated from the Terms Of Reference.	
6.2.8. TOR to be updated to include any “Key Decisions” made by the board must have 40% of board members present to approve/decline decisions.	CS
6.2.9. The process for selection will be as follows: <ul style="list-style-type: none"> • Potential candidates to submit CV/Covering letter. • Shortlisting to be undertaken by, CS, OH and either PL/PW. • Shortlisted candidates invited to meeting with CS/ OH/ PL/PW. 	
6.2.10. DB suggested that a long term ambition for Cultural Hubs should be to recruit a “Friends Of” group who can influence the programme and apply for funds not open to St Helens Council.	
6.2.12. CS to contact Keelan Early regarding remaining on the board	CS
7. Finance	
7.1. There is a predicted £1,500 overspend, which can be absorbed in 2019/2020 budget.	
7.2. Finance/budget sign off can be delegated to BL	BL
8. Evaluation Deadline	
8.1. Audience Finder submission, management accounts and data sharing agreement to be submitted to ACE by 3 rd July 2019.	CS
9. Risk Register (RR)	
9.1. No update. RR to remain on agenda	
10. Environmental Action Plan (EAP)	
10.1. All documents submitted to Julie’s Bicycle by deadline	
10.2. EAP to remain on agenda.	
11. AOB	
11.1. Rebranding of Cultural Hubs/Arts In Libraries on hold.	
12. Date Of Next Meeting	
Friday 14 th June. 10am – 12noon. Venue TBC	