**CULTURE NL BOARD MEETING**

**MINUTE OF BOARD OF DIRECTORS**

**HELD IN**

**MEETING ROOM, CONCERT HALL, MOTHERWELL ON MONDAY 25 JULY 2016 AT 1PM**

**Present:** Heather McVey (Chair)

Alan Stevenson

Jim Law

Alison Denvir

Adam Smith

Charles Cefferty

Michael McPake

Karen Fleming

Paul Kelly

David Craig

John Lambert

**In Attendance:**  Jillian Ferrie, Chief Executive, Culture NL

Thomas O’Hagan, Accountant, Learning & Leisure Services, NLC

Lizanne McMurrich, Head of Education (Skills and Lifelong Learning), NLC

Russell Brown, Children’s Library Services & Performance Manager , CultureNL

Wendy Bennett, Lending Services Manager, CultureNL

Gerard Gardiner, Principal Solicitor, NLC

Christopher Knudsen, Trainee Solicitor, NLC

**Apologies:** Gillian Hunt

Robert Burrows

1. **Apologies**

Apologies were noted.

1. **Expressions of Interest**

Alan Stevenson made an expression of interest to Item 5 on the Agenda.

No further expressions of interest were made.

1. **Minutes of previous meeting**

Draft minutes were presented to the Board.

Alan Stevenson proposed and Jim Law seconded that the minute be approved. This was agreed unanimously.

**Reports for Approval**

1. **Museums and Heritage Collection Policy and Strategic Plan**
2. Jillian Ferrie (JF) presented to the Board a report requesting approval of an updated Museums and Heritage Service Collections Development Policy in order to ensure continued accreditation of the collections.

JF advised the Board that Culture NL (CNL) apply for accreditation every 5 years and this updated version reflects the trust status and policies.

The Board approved the report.

1. JF presented to the Board a report to advise Culture NL of Museums & Heritage Services Strategic Plan 2016-2019, produced in accordance with the Business Plan and required for continued accreditation of the collections.

Jim Law (JLaw) asked who is responsible for delivery of the plan, and if that party can be added to the Strategic Plan. JF noted that besides museums managers the marketing team would also have responsibilities and therefore the responsible party will be included in the report.

JLaw asked about issues surrounding the cost of the loan box service. JF responded noting to review prices and where uptake is down, a review will be carried out. The Chair agreed with this response and requested to see any relevant documentation.

Alan Stevenson (ASt) sought clarity on external funding actions within the plan. JF reassured the Board that applications to the Recognition fund were relatively straight forward and funding is going well.

The Board approved the report.

1. **Public Consultation – Feedback Report**

Russel Brown (RBr) presented the report to the Board. RBr noted the error of there being 26, not 27, key actions and recommendations outlined in the report.

Charles Cefferty (CC) asked with regards to the withdrawal of the mobile service if transport links were considered.

Wendy Bennett (WB) explained CNL are looking to re-draw mobile timetable and they had considered staying in certain locations for longer periods.

CC asked for further statistics involved. WB Stated CNL are looking at all of North Lanarkshire and school libraries.

JLaw congratulated colleagues on consultation and stressed the importance of opening hours correlating with footfall through the door. RBr stated that the hours were calculated based on demand.

JLaw asked whether these changes would undermine savings. WB clarified that this would balance out, for example if a library was open late one day it would be late open the next morning. RBr clarified that the options given on the consultation paper means they couldn’t go beyond the hours limit and actually would be saving money regardless.

Adam Smith (ASm) mentioned that CNL should be careful to commit to IT provision within Community Centres having experienced difficulties in the past.

JF asked Gerard Gardiner (GG) if CNL are able to review petitions. GG pointed to the findings in the report and suggested it was a decision for the Board of Directors to make. The Chair echoed comments and asked for a mechanism to be put in place to allow for petitions to be reviewed before the board.

With regard to the board report on future service provision within the library service there was discussion around the percent of respondents who focused on cessation of service despite this not being a specific question in the consultation.

The Board noted how difficult it can be for the general public to engage with the local authority and therefore it is important to include reference to all comments in the feedback report.

The Chair stated the library service was loved but under-utilised and that Culture NL should reflect on this. The Chair further noted the new hours were now public but should be reviewed in time re footfall to allow for best use of facilities resources.

Alison Denvir (AD) congratulated the staff on the consultation and asked about thoughts on communication and how to deliver the message to the public. RBr stated that a public report would be produced as a response, and in terms of making people aware of the service CNL have comments on the CNL website regarding the consultation.

JLam asked how library home delivery and assessment criteria functions. WB answered that it is assessed through personal communication with the public. JLam further asked how many people use the service. WB stated 50 people roughly and communication is every 4 weeks.

The Chair stated that CNL need to maximise service through support and creative resources, and that referral pathways must work accordingly. The Chair noted that communications had referred to ‘closures’ which CNL cannot undertake.

JF stated that the revised service will commence in September or October instead of August as previously noted.

1. **Governance Arrangements – Appointment of Vice Chair and Chair of Audit & Governance Group (verbal report)**

The Chair announced AD as fulfilling the role of Chair of the Audit & Governance Group, and further asked if there was another board member willing to join this group. ASm volunteered to join the Governance group.

The Chair advised that with the exception of JLaw no expressed interest had been given in written form to the role of vice-chair.

JLaw was requested to give reasons to be appointed by the Chair. JLaw stated that he asks questions, looks to find the crux of the issue and is an active member of the CultureNL board.

The Chair thanked JLaw and noted her support and endorsement of the nomination. The Chair invited the board to ratify JLaw as Vice-Chair of the governance group.

Appointments agreed by Board. JLaw appointed.

**Reports for Noting**

1. **Chief Executive Update Report**

JF issued a savings grid and stated that savings were going well. JF further advised that saving attached to area letting within schools will commence in August.

ASm further asked about the withdrawal from primary school lettings and if they are being suitably re-housed. JF confirmed that CNL not yet withdrew from all facilities but suitable accommodation has been identified in each instance.

JF stated that she will attend the British Transplant Games in Liverpool during July. She also advised the Board of recent revisions to the ALEO monitoring via NLC and that there is a new way for Culture NL to report. The Chair further clarified this new monitoring system.

ASm asked JF for a board visit to Cumbernauld Community Centre which was agreed by JF.

Michael McPake (MMcP) asked JF to enquire about parking at Summerlee in connection with the British Transplant Games. MMcP expressed his opinion that the issue of parking on events days at Summerlee had not been adequately dealt with by CultureNL and recommended a park and ride facility. The event referred to in this instance was the recent Summerlee Fair Monday event. JF stated that this is an ongoing issue and that she would be meeting with the police to further discuss and will continue to encourage parking at the Time Capsule. The Chair stated that CultureNL will co-operate to make sure parking is appropriately managed. AD suggested providing chargeable vintage transport from car parks to Summerlee. This will be further researched.

The Board noted the Report.

1. **Marketing Update Report**

JLaw asked about reference to the email marketing system and suggested there could be a data protection issue. JF undertook to find out the details.

ASm notes the merits of this PR update, also stating it would be useful to see public perception of CNL in the media.

The Board noted the Report

1. **IT Update Report**

The Chair asked if the Wifi problem at Wishaw Library was resolved. RBr answered that it was partially resolved and router installations remained to be carried out. JF stressed the importance of dating installations. The Chair stated that CNL should pressure the completed installation of the Wifi infrastructure.

The Board noted the report.

**AOCB**

1. **Date and time of next meeting.**

Karen Fleming (KF) asked about the catering review, specifically signs and advertisement for CNL cafes, and those specific to Strathclyde Park. The Chair agreed with comments that the signage requires some consideration.

ASm asked about CNL representation at local area partnership meetings. JF clarified that CNL simply receive invites to such meetings.

The next meeting will take place on 19th September. Time and venue to be confirmed.