

Libraries Partnership Board Meeting

29th January 2018, 2-4pm

Westbrook Library

MEETING NOTES

In attendance:

Members

Lynton Green – WBC – Director of Corporate Services

Eleanor Blackburn – WBC – Head of Strategic Partnerships and Commissioning

Emma Hutchinson – Livewire and Culture Warrington- Chief Executive

Steve Cullen – Chairman of Warrington Third Sector Hub

Cheryl Siddall – Livewire and culture Warrington, People, Performance and Resources Director

Wendy Molyneux - Livewire -Strategic Library Manager

Amanda Juggins – WBC - Business Intelligence Manager

Jane Forshaw – Friends of Penketh Library

Gary Borrows – Save Warrington libraries

Board Support

Garry D’Arcy (GD) – WBC, Partnership and Commissioning Officer

Damian Richards Clarke – WBC

Guests

See Appendix one

	Actions
<p>1. Welcome and apologies</p> <ul style="list-style-type: none">• Introductions were made by each member of the board• LG – spoke about why he was chairing the board and what his role would be. LG emphasised the need for the business cases for each library to be moved forward quickly and that work should take place in between board meetings to ensure progress was being made.	
<p>2. Membership of the Board</p> <ul style="list-style-type: none">• EB discussed the draft terms of reference for the board and recommended discussions about agreeing the terms be deferred until the partnership board members had been agreed and in place. The board agree this proposal.• EB explained that the numbers and makeup of the board had been agreed	

<p>in the Libraries review and should be the following.</p> <ul style="list-style-type: none"> ○ Council – 4 members – currently 3 ○ Livewire and culture Warrington - 4 members - currently 3 ○ Third sector – 1 member – Steve Cullen CAB ○ Friends of Libraries reps – 4 members – To be agreed and confirmed <ul style="list-style-type: none"> ● EB advised that the 4 Friends of Libraries Group’ s (FOL) reps should include groups like the library working groups, these groups will collectively agree the representatives. ● EB suggested that a way forward would be that the FOL’s would have complimentary group meetings separately to the board and choose representatives to come and bring their views to the board especially as more FOL are set up in the future. ● EH and her team would facilitate a meeting for all the chairs of each FOL to come together for a separate meeting ● GB felt it was important that more FOL’s should be set up to increase group numbers for other libraries not represented. ● It was felt from the guests that the meetings should be of an evening or later in the afternoon to ensure people who work can attend as reps for the FOL, this was agreed at the meeting. ● Also from the guests a question was asked about a clarification what the relationship would be between the partnership board and the FOL’s ● SC answered reassuring the guests the FOL views would be brought to the partnership board by the 4 reps that they choose to represent them at the board, this system already operates successfully as part of the third sector partnership board. ● EB reassured the guests that there is no intention of any hierarchical divide between any groups involved and that it will be one of consensus between all parties involved in the partnership board, which the complimentary groups bringing recommendations to board meetings. ● SC offered support for the FOL’s and working groups to establish a governance structure of systems for nominating representatives. – SC to action ● WM has planned an informal meeting on the 27th February to bring together members of FOL’s only and not working groups, Library staff and interested parties to come together meet and get to know each other. Action. 	<p>SC</p> <p>WM/ SC</p>
<p>3. Key recommendations from the Executive Board</p> <ul style="list-style-type: none"> ● LG felt it was vital that the Partnership Board concentrates initially on the business plans for each library, with support from the FOL’s who would listen and influence the plans. ● EH indicated there was a need for task and finish groups followed by working groups with FOL’s being long term partners with Livewire especially as each library would have different model and member of the public requirements. 	

<ul style="list-style-type: none"> • GB thought having working groups with experts reporting to the board would be a good idea, for instance IT experts for future proofing IT in the Libraries. • EH would like the timings of the Partnership Board to take into account the timings for the Livewire and Culture Warrington boards for reporting purposes. • LG asked for the TOR to be changed to reflect that he has a mandate to make decisions based on the Library Review agreement. • LG clarified that the agreed funding available for Libraries would be up to £1,000,000 for the refurbishment of libraries and a one of payment of £150,000 for the book fund, Livewire would increase their spending on books going forward from £100,000 to £150,000. • LG felt it would be difficult to spend the extra £150,000 in one year, suggestion would be to look at spend the funding over 2 years. GB suggested developing a spend plan at the next partnership board meeting. • EB indicated that an assessment of the libraries buildings works had been establishing a plan for an in depth survey for each library, currently WBC building services are undertaking an in depth survey for each library, with the priority for following. <ol style="list-style-type: none"> 1. Penketh and Culceth which are in poor condition 2. Business cases where particular libraries would provide increased income this would make savings to the libraries budgets. <p style="text-align: center;">Action – CS and WM report at next meeting</p>	CS/WM
<p>4. Update on Burtonwood</p> <ul style="list-style-type: none"> • Burtonwood library and Post Office merger is progressing Post Office consultation had been completed • New layout of library agreed for Post Office area, with some construction work needed. • 3 quotes have been obtained and the contractor will be chosen shortly • Work to be completed by the end of March, business impact will mean library closed for 3 to 5 days. • 2 members of staff will complete onsite training • Benefits for the public will be longer opening hours and library will see higher footfall 	
<p>5. Contributions from the Public Gallery</p> <p>What would be the pathway for friends groups or new friends groups?</p> <ul style="list-style-type: none"> • A full campaign will take place to attract new members as well as current FOL members and library staff. • Part of WM role is to develop current network of FOL groups and then to look to create more FOL's per library. 	

<p>Robust business cases how long will they take undertake and what is the process?</p> <ul style="list-style-type: none"> • Cllr. Tony Higgins explained that the business cases have to be robust to ensure that any partnerships developed would be viable and long term. Each library will have its own demands and possible extra support needs which in turn will have an impact on timescales • Work for the business cases will start in coming weeks. <p>Clarification of the process of choosing members of the board from FOL?</p> <ul style="list-style-type: none"> • The board members will come from the new complimentary groups which will include FOL's, working groups and Save Warrington's Libraries. The makeup of the 4 board members will be decided by the FOL's themselves which is being facilitated by SC and WM. <p>Will the chosen board members be permanent?</p> <ul style="list-style-type: none"> • Not necessarily as the numbers of groups grow FOL's might decide to have them on a rolling basis • SC will support FOL's to develop a framework which the FOL's can use to support the process. Action SC to attend FOG's meeting to start process 	<p>SC</p>
<p>6. A.O.B</p> <p>GB suggested themes for the partnership board for the following 12 months;</p> <ul style="list-style-type: none"> • Book collection policy • Business cases • Library consultation strategy • Workforce development • Benchmarking and monitoring • Workforce development • Activity programmes • Central library. <p>EH informed the group that the business cases were the most vital theme in the initial stages as they would create revenues that would support Livewire funds especially with the increase spend on books as per library review by Livewire.</p> <p>Communications.</p> <ul style="list-style-type: none"> • GD sent out the link to the new Library Partnership webpage to everyone before the meeting, which will be the portal to inform every one of meetings, hold meeting papers and relevant documents that arise from board meetings. • Livewire and WBC comms will develop a comms plan to ensure that all good news stories and promotion of libraries and its works will take place. 	

Date of next meeting

Action – GD to look at arranging the next board meeting for mid-march

GD

Appendix one

Libraries Partnership Board 29th January 2018, 2.00pm till 4.00pm Westbrook Library

Board Members

NAME	ORGANISATION	Attended
Lynton Green	WBC	Yes
Steven Broomhead	WBC	Apologies
Eleanor Blackburn	WBC	Yes
Emma Hutchinson	Culture Warrington	Yes
Steve Cullen	Citizens Advice Bureau	Yes
Cheryl Siddall	Livewire	Yes
Wendy Molyneux	Livewire	Yes
Amanda Juggins	WBC	Yes
Gary Borrows	SWL	Yes
Jane Forshaw	Friends of Penketh	Yes

Board Support

NAME	ORGANISATION	SIGNATURE
Garry D'Arcy	WBC	Yes
Damian Richards Clarke	WBC	Yes
Claire Harris	WBC	No

Guests

NAME	ORGANISATION	SIGNATURE
Cllr Sharon Harris	WBC	Yes
Joan Grime	Friends of Culcheth	Yes
Councillor Tony Higgins	WBC	yes
Paul Forshaw	Friends of Penketh	yes
Susan Morris	Unison	yes
Peter Lewenz	SWISH	Yes
Jane Borrows	SWISH	Yes
Janet Rawsthorn	Member of the public	Yes
Fiona Barry	Member of the public	Yes

**Libraries Partnership Board Meeting
Monday 29th January 2018, 2pm till 4pm
Westbrook Library**

1.	Welcome and apologies	Lynton Green
2.	Membership of the board	Eleanor Blackburn
3.	Key recommendations from the Executive Board: <ul style="list-style-type: none"> • Libraries Strategy • Investment into the book fund • Repairs and maintenance plan – prioritisation – Penketh, • Business cases timetable – Stockton Heath, Lymm, Culcheth, Birchwood, Padgate, Westbrook, Padgate • Budget commitment 	Lynton Green/ Eleanor Blackburn
4.	Update on Burtonwood	Cheryl Siddall
5.	Contributions from the public gallery	
6.	AOB – communications/ webpage	

Warrington Public Libraries Partnership Board

Terms of Reference

Date approved: TBC

Purpose

To aim to ensure a dynamic, comprehensive, universal and sustainable libraries offer for Warrington residents.

Role

The group will:

- Support Warrington Borough Council to deliver a libraries service in compliance with the Public Libraries and Museums Act 1964.
- Develop, publish and agree with partners a new library strategy for Warrington libraries.
- Oversee the implementation of the library strategy and a programme of modernisation proposals as agreed by Warrington Borough Council Executive Board.
- Ensure impact assessments for each of the modernisation proposals are robust, and consultation and engagement processes are appropriately carried out.
- Draw on national and international best practice to identify opportunities to sustain and enhance the libraries offer in Warrington.
- Lead on seeking external funding opportunities to promote innovation and best practice.

Meeting arrangements

- The Board will meet a minimum of every two months (the Board reserves the right to increase this if the work plan requires)
- The Board will publish meeting papers on the Warrington Borough Council and LiveWire websites.
- The Board reserves the right to consider a matter in private when it is necessary to do so. Items which may be considered confidential and therefore appropriate to be considered in private will be the categories of confidential and exempt information as set out in the Council's Constitution (Access to Information Rules – Section 8).

Powers

The Board will be able to:-

- Make recommendations to Warrington Borough Council Executive Board, Policy Committees, and LiveWire Board.

Membership

- Warrington Borough Council, representation (4)
- Livewire CIC representatives (4), including libraries lead
- Culture Warrington representative (1)
- Third Sector representative (1)
- Friends of Libraries representative (4)

To co-opt other members or advisors to support delivery of work plan as and when required. Co-ordination support will be provided by Warrington Borough Council Strategic Partnerships and Commissioning team.

Warrington Libraries Vision

Our Vision for Warrington Libraries

We will enhance people's quality of life by providing relevant and responsive libraries at the heart of our communities.

Our ambition is for everyone in Warrington to:

- choose to use libraries because they see clear benefits and positive outcomes from doing so
- know what services are on offer in our libraries and how to make the most of what's available
- be introduced to new ideas, opportunities, tools and skills through their engagement with libraries
- received trusted information and guidance from libraries that will help them to make informed choices and confidently take part in and enjoy the town, its heritage culture and its employment opportunities

Outcomes

We want our library services to be delivered in a way that ensures their contribution to the following outcomes for the people and communities of Warrington:

- Cultural and creative enrichment
- Increased reading literacy and learning
- Improved digital access and literacy
- Helping everyone achieve their full potential
- Healthier and happier lives
- Greater Prosperity
- Stronger and more resilient communities.

Design Principles

In developing our future library services we will use the following design principles so that they:

- Meet legal requirements
- Are shaped by local needs
- Focus on public benefit and deliver a high quality user experience
- Make decisions informed by evidence
- Support the delivery of a consistent England-wide core library service offer
- Promote partnership working, innovation and enterprise
- Use public funds effectively and efficiently

We will ensure that the values of transparency, sustainability, inclusiveness and free universal access run through all of our service developments and associated decision making

We will actively consider different models for service delivery; encourage the diversification of funding to support sustainability of our library services; and support the need for an appropriately trained and qualified workforce.