

**PINK**

**POLICY AND RESOURCES COMMITTEE**  
**Approved Minute of the meeting held in the Mitchell Library on 31<sup>st</sup>**  
**March 2004.**

**Present: Alastair Johnston (Chair), Alistair Campbell,**  
**Moira Methven, Marilyn Milligan, Audrey Walker**

Apologies: Jeanette Castle, Keith Fraser, Catherine Kearney, Sheila Miller

In attendance: Elaine Fulton, Rhona Arthur (Minutes)

**1. Minutes of the previous meeting**

The Minutes of the previous meeting, already presented to Council, were approved.

**2. Matters arising from the Minutes**

*SVQ's:* There was no further progress to report on a meeting date despite several attempts to do so. Rhona Arthur had attended a Conference on the Scottish Qualifications Framework. Useful information included mapping the chartership qualifications, accreditation for informal learning and the recognition of prior learning. Qualifications still open to paraprofessionals include HND/C, NVQs and City and Guilds.

**3. Financial report**

Alistair Campbell spoke to the financial report which was tabled. Training in the new software was currently taken place. The accounts currently showed a surplus of £15,000, partly due to reforms introduced by Alastair Johnston and partly due to a requirement for payment upfront for conference exhibitors. Advertising in *Information Scotland* was improving.

**4. Business Plan**

Elaine Fulton reported progress on the Business Plan.

*Advocacy:* The 150<sup>th</sup> Anniversary reception had proved a good platform for advocacy, and many services had made use of the opportunity at local level. The Cultural Consultation was about to be launched and this was another opportunity. SLIC would be holding a meeting at CILIPS Conference for consultation with the profession. A response had been made to the NLS Strategy consultation.

Presentations had been made to RGU and at Napier University.

*CPD:* The Education Review Group had held regular meetings and would be holding series of consultation meetings. An interim training programme would be circulated, with support for Freedom of Information and Access and Equity

*Services to members:* The e-journal had been launched. The Conference programme had been planned. New software had been purchased to enable attractive and easy emailing of information to members and this would be tested with the reader development group. The Membership database had been redesigned by Emma Jones for easier and more frequent updating, automating as much of the procedure as possible. Brainstorming about the content of a new members pack took place and a draft will be prepared for the next Membership Services Committee.

*Freedom of Information and Access and Equity:* Slainte had been updated with new areas on Freedom of Information and Access and Equity.

*Support for the profession:* Support to individual members and authorities had taken place.

*Links to the International Community:* Work had been taking place with the British Council, visits had been supported by Russians, Danish Librarians and Professor Alemna from Ghana. The British Council had invited Elaine Fulton and Rhona Arthur to give workshops for staff in Buenos Aires during IFLA on reader development and information skills.

*Projects:* The Reader Development Network was continuing with support from CILIPS. A new application for funding had been prepared and would be submitted.

An updated progress report would be circulated to Council.

## **5. CILIPS Review of Committee Structure**

A paper with four proposed models for committee structure was discussed. The status quo formed a fifth model. The review had to address reduced participation, enable good governance within existing budgets and increase member involvement in activities. Models 1-5 were reviewed, and their strengths and weaknesses debated. The Committee agreed:

- The Chair of Council should continue to be elected annually by the Council
- The Honorary officers should be reviewed annually in the light of activities in the Business Plan
- Model 4, which would consist of all the existing members of the Council (12 national councillors, the branch and group representatives) should be further developed – adding an Executive decision-making group and task and finish groups as required – for the next Policy and Resources meeting.

There were a number of organisational issues about the format of Council meetings which were also discussed and proposals for change will be developed for the next meeting.

## **6. CILIP/CILIPS Meeting**

The next CILIP/CILIPS meeting was scheduled for 1/4/04 and items for the agenda were requested. Concerns about the paper, type size and advertising rates of The Gazette would be raised. Elaine Fulton reported that MLA had

invited SLIC to send a representative to their workforce development initiative. She proposed that Bob McKee (already a member of the group) be asked to feedback to CILIPS, because of the close working relationship between SLIC and CILIPS. This was agreed. Progress with the Framework of Qualifications would also be raised.

### **7. CILIPS Branch Rules**

Some amendments had been made to the previously circulated paper. It was agreed that an amended document would be circulated by e-mail for approval by Council as soon as possible. The Rules would be printed and sent with the Annual Report and AGM notice directly to members. The Council meeting on 12<sup>th</sup> May will be asked to homologate the action. The Rules will be put to the AGM on 12<sup>th</sup> May for final agreement.

### **8. Annual Conference 2004**

The Conference planning was nearing completion. Concerns were raised about a possible conflict between proposed speakers from trade backgrounds and the fee-paying trade interests. The platinum sponsorship strand has sold well and trade representatives continue to support the conference, however officers were aware that this needed careful management. Policy and Resources Committee agreed that one session was not appropriate because of this conflict and would endanger relationship with longstanding exhibitors and those who have paid for speaking slot through platinum sponsorship. The Director was asked to advise Branch of situation. It was agreed that clear guidance should be given to Branches and Groups on the role of company/private speakers, in that the slot cannot be used to trade at conference.

### **9. CILIP Code of Ethics**

CILIPS comments on Code of Ethics had been noted as was reported at Council. The Ethics Panel have been asked to look at duty of care for vulnerable people and ensure guidance reflects their needs. The Ethics Panel will bring results to next Council in July.

### **10. Framework for Qualifications**

Marion Huckle will be speaking at the Branch/Group on the Framework for Qualifications. A series of meeting will be arranged with Margaret Watson and Marion Huckle on the best routes to implement framework in Scotland.

### **11. Any other competent business**

*Developing a school library profile:* The guidance for developing a School Library profile was circulated and commended for the clarity of the work. The committee agreed that it should be published under CILIPS banner, electronically on the web. Council will be asked to ratify with in May.

*ACTSA:* a funding request to support a Scottish/Southern African literature symposium was agreed on the proviso that CILIPS logo is used on literature. £200 was agreed.

*FOI Group:* The Library and Information Services Committee had asked for a working group to be established to draft guidance for the Scottish legislation, based on the CILIP paper. This was agreed.

*NLS strategy response:* A letter had been received from Martyn Wade and it was noted. This will be circulated to Council for information. The Director was asked to respond indicating that comments have been noted and that the response is already on SLAINTE and NLS can link to it, to prevent duplication.

*Education Review Group:* 3 consultation meetings with stakeholders have arranged in Aberdeen, Dundee and Glasgow. The Committee asked if it would be possible to run meeting at Branch/Group Day. Elaine Fulton agreed to investigate how this could be accommodated.

*Publications:* Audrey Walker asked if intention to sell publications at conference this year. Elaine Fulton advised that there were some issues with storage facilities where publications were stored which she is currently trying to resolve. The Unit which SLIC leases is proving problematical in its suitability and condition for storing paper. Officers have been unable to assess the damage to stored items of SLIC and CILIPS, due to access issues. Insurance claim will be investigated as part of the resolution of this issue.

## **12. Date of next meeting**

The next meeting will be held on Tuesday 5<sup>th</sup> October in the Mitchell Library at 2pm.