



**SOUTH WESTERN REGIONAL  
LIBRARY SERVICES CIO**

**Eighty Third Annual Report**

**1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020**



[www.swrls.org.uk](http://www.swrls.org.uk)

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**SWRLS CIO**  
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Photograph of the 2019 Conference at Exeter Library  
Photographs above and on page 4 courtesy of Shelagh Levett

# SOUTH WESTERN REGIONAL LIBRARY SERVICES CIO

## 83<sup>rd</sup> ANNUAL REPORT

### REPORT OF THE TRUSTEES

#### 1. Objectives, Activities and Public Benefit Statement

The Trustees are pleased to present their Annual Report and financial statements of the charity for the period from 01 April 2019 to 31 March 2020. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's constitution, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Effective 1 January 2015).

The charity's objects are:

**1. The advancement of education for the benefit of the public by:**

- a. Promoting cross sector co-operation between members.
- b. Promoting access to library collections and specialist knowledge.
- c. Providing a framework for the interlending of materials.
- d. Advancing the skills and knowledge of the workforce and their stakeholders.
- e. Facilitating a collaborative network to share best practice and excellence.

**2. The advancement of literature, knowledge and lifelong learning for the benefit of the public by promoting:**

- a. Access to specialist resources.
- b. Cultural activities and partnerships.
- c. Access to data and information.

The Trustees confirm that they have taken into account the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

Examples of the work carried out in the period covered by this report are highlighted in section 3, Achievements and Performance.

## 🌀 2. Chair's Comments

How fast time moves along and we find ourselves at the end of another busy and hugely positive year in the life of SWRLS. Progress has been made in all areas of SWRLS activities, and particularly in relation to workforce development and networking opportunities.

The twice yearly events to which all SWRLS members are invited are proving exceedingly popular: the spring members' day focusing on the projects and initiatives taking place in SWRLS' member libraries; and the winter AGM conference focusing on wider sector level issues.

In addition to the one day training and development events which SWRLS has organised singly, or in collaboration with others, we piloted a three day (plus) leadership course. This aimed to foster learning between library staff across sectors and to provide opportunities for people who are not always able to take advantage of leadership schemes within their own organisations. Hopefully, we will be able to assess the full impact of this on the attendees, and their organisations, in due course.

The SWRLS award, which was launched this year to recognise staff and initiatives within SWRLS libraries, and the SWRLS grants for projects and for individual staff development in SWRLS libraries will be promoted further. We want to ensure that all our member organisations are fully aware of these opportunities and feel ready and able to apply to take advantage of them. Indeed, the Covid 19 situation which is affecting us all, and in a myriad of different ways, may have presented situations and problem solving activities which really deserve wider recognition.

Finally, we are saying a fond farewell to Shelagh, who has been our super impressive SWRLS Director for six years. During that time we have undertaken a fundamental review which led to changing the fee structure, constitution and objects, created a new vision and mission, refreshed our strategic plan, developed a new web site, initiated a new approach to the AGM and made lots of new contacts. Shelagh has been at the heart and soul of all of this and will be sorely missed. After the Covid 19 lockdown, we intend to thank her properly with lunch and presents but, unfortunately, those have had to be put on hold, at the time of writing this.

We are pleased to say, however, that in Shelagh's place we have appointed Katherine Findlay who has worked extensively on a range of projects with various organisations, focusing particularly on the heritage sector. Indeed, her combination of skills and experience will provide impetus for SWRLS to extend our partnership working across the region and identify opportunities for fundraising to develop collections and resource sharing. We therefore extend a warm welcome to our new SWRLS Co-ordinator and trust our members will, too.

**Jackie Chelin,  
Chair**



### 3. Achievements and Performance, April 2019 - March 2020

#### Introduction

The review is arranged using the [Strategic Plan](#) headings. The Plan, covering 2017 - 20, was agreed in July 2017. It provides a useful template for directing and reporting on the activities of SWRLS. Updates are provided for Board of Trustees meetings and the Plan is reviewed at least twice a year. Notable activities during the period include the launch of the SWRLS CIO Award Scheme, the holding of four successful events, including the first ever Inspiring Leadership programme, and succession planning for the new SWRLS Co-ordinator.

#### 1. Co-operative working and partnerships. (Object 1a and 1e)

- a. **Networking opportunities:** The second **SWRLS CIO Members' Day** was held on 25 April 2019 at the University of the West of England. It was attended by 48 delegates representing 17 members from the public, FE, HE, school and health sectors, the best ever attendance. A new format was trialed for the event, with a Call for Papers circulated seeking presentations of initiatives to showcase the excellent work being delivered in the region. The Call resulted in eight presentations from public and academic libraries on a range of projects and initiatives including work with disadvantaged children, arts, stock management and health and wellbeing. The event received excellent feedback:
- *Really thought-provoking sessions - lots of ideas;*
  - *It was a really good programme;*
  - *A very varied and interesting day.*



Members Day 2019

The event also saw the formal launch of the SWRLS CIO Award Scheme, detailed below.

- b. **SWRLS CIO Award Scheme:** there will be two awards presented annually. **The SWRLS CIO Personal Achievement Award** will be presented to an individual from a SWRLS member library who has gone the extra mile. The winner will receive a £50 voucher and certificate. **The SWRLS CIO Initiative Award** will be presented to an initiative or project led by a SWRLS member library service in the south west. The winning initiative will receive £200 for the library service and certificates for all involved. The Awards will be presented at the Annual General Meeting, with the first being presented in November 2020.

**c. Partnership working:**

- The Director attended a number of events/meetings representing SWRLS:
  - Libraries Connected SW;
  - Read SW Executive;
  - SWHELs (South West Higher Education Librarians);
  - Arts Council England's consultation on their next ten-year strategy, held in Salisbury;
  - Libraries Connected Round Table on Special and Stored Collections.
- SWRLS continues to support the CILIP South West Members Network (SWMN) by attending meetings and supporting training courses as appropriate.
- SWRLS was invited to join a group of regional heritage and arts organisations co-ordinated by the South West Federation of Museums and Art Galleries. Trustee Emma Wellard attended the meeting which was felt to be very useful in forging relationships with the wider cultural sectors in the region. It is hoped that this relationship will continue, as it has the potential for a range of joint initiatives.

**2. Resource sharing. (Objects 1b, 1c and 2a)**

**a. Access to special collections:** a student intern has been appointed from the University of the West of England to take the *Hidden Collections* project forward. He has reengaged with those members who wish to investigate the possibility of a bid for funding to catalogue and/or digitise their special collections to improve accessibility of the collections to the public. The work is on-going and will report further next year.

**b. Interlending:**

- The annual **SWRLS Interlending Forum (SIL)** was held at the University of the West of England in July 2019. It was attended by 12 colleagues representing 9 members. The meeting heard a very interesting presentation on the use of the Tipasa resource discovery platform by Debs Jones-Davis of the University of Gloucestershire. The SWRLS inter lending statistics form was also reviewed (see below). [Minutes of the meeting](#) can be accessed on the SWRLS website.
- **ILL Guidelines:** a simple guide to inter library lending has been provided on the SWRLS website <https://www.swrls.org.uk/interlending.html> to especially help those small library members with limited resources take advantage of the rich range of stock available in the south west and improve accessibility to material for their users.
- **SWRLS inter lending statistics form:** following an intensive review, a new statistics form has been approved and circulated to all members. The new form will seek to capture, for the first time, statistics on journal articles supply and, where copyright and licensing allows, e-resources. It is felt that this new information will better reflect current resource discovery.

**3. Developing the workforce. (Object 1d)**

**a. Training course provision:**

- A very successful course, *Libraries Change Lives - how we support mental health and wellbeing*, was held in Exeter Library in June 2019. The course was co-ordinated by John Vincent, a social inclusion expert from *The Network* <https://www.seapn.org.uk/>. The morning focused on a workshop on key issues around mental health and was presented by a mental health and disability

trained advocate. The afternoon focused on library and reading initiatives. The course was attended by 16 delegates from academic, health and public libraries, the small number allowing for open and interactive debate on the issues. The course received very favourable feedback with all sessions scoring very highly. Some comments from the day:

- *Informative and interesting day;*
- *Great varied programme;*
- *An inspiring day.*

- **Inspiring Leadership - developing your skills to become an effective leader:** after many months of planning, the first Inspiring Leadership programme was held in November 2019 with a follow up in February 2020. The programme is aimed at middle managers and team leaders to develop their leadership and influencing skills. Diana Edmonds of Bridgford Consultancy, an experienced trainer with a background in the library sector, was appointed to deliver the programme which received excellent feedback from the evaluation. Nineteen applications were received and, after rigorous assessment, twelve were selected to attend - 7 public, 3 FE and 2 HE delegates. Due to the geography and limited public transport links, the first part of the programme was delivered as a 2-day residential in Exeter which provided the opportunity for the group to bond. Virtual classroom sessions in January were followed by a follow up group day in February in Taunton. The final review will take place virtually in June. An important aspect of the programme was for delegates to work closely with a mentor from their library service and both delegate and mentor were asked for feedback on the programme. Some comments received:

- *I thought the content was excellent (attendee);*
- *The course has had a positive impact on my development (attendee);*
- *It has given me confidence for the challenges ahead (attendee);*
- *Increased confidence (several mentors mentioned this).*

The programme was heavily subsidised by SWRLS to ensure it was affordable for members. A question on fees in the evaluation feedback, has evidenced that a subsidy will be needed if the programme is to continue. The Board discussed the programme at its meeting in March and has agreed to subsidise a second course to be run in autumn 2021, to include a residential element. The residential was supported almost universally by both attendees and mentors in the evaluation. A second evaluation will be carried out in autumn 2020 to assess the impact of the programme on both attendees and their services.

- b. **Sponsorship:** Stephen Rankin, Library Information Administrator at the University of the West of England, was sponsored to attend the Forum for Interlending (FIL) 'Interlend 2019' conference in June 2019 and produced a [report](#) of the conference.

c. **Other activities:**

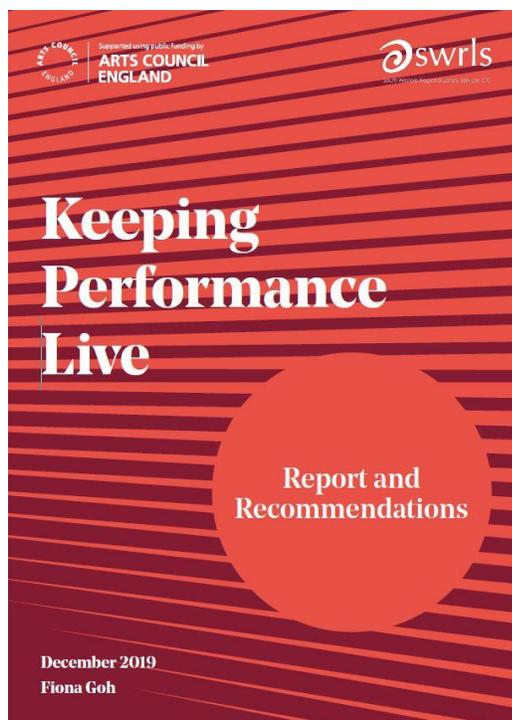
- The second **SWRLS Conference** was held, along with the AGM, on 21 November 2019 in Exeter Library. *Investing in People: creating a diverse, knowledgeable and engaged workforce* brought together a range of high profile speakers from academia, and academic, national and public library sectors to help leaders and aspiring leaders develop an effective and motivated workforce for the future. It was attended by 42 delegates representing 22 member library services and 2 local non-members. The increased audience, compared to the 2018 AGM, was welcomed and confirms the Board decision to focus on Exeter as one of the

venues for future events. The event was heralded as a great success. Some comments on the day:

- *An inspirational and really engaging conference;*
- *Very well organised event with several well chosen, thought provoking and well presented talks;*
- *Great ideas and loads of things to take away.*
- The Director attended a seminar on governance/audit issues co-ordinated by the charity's auditor, Francis Clark LLP.

#### 4. Supporting the cultural and community engagement role of libraries. (Object 2b and 2c)

SWRLS was invited by Arts Council England to co-ordinate a national seminar on the provision of performing arts collections in public libraries, ***Keeping Performance Live: the Future of Performing Arts Collections in Public Libraries***. The seminar was held in October 2019 at the Arts Council England headquarters in London. Fiona Goh was appointed as facilitator for the day and to produce the final report. Fiona produced the report of the SWRLS Grant sponsored project, *Joining the Dots*, led by Somerset Libraries in 2016/17 and was felt to be an expert in the field. The event was attended by 30 delegates representing 22 library services and national organisations from across England.



The seminar was split into two sessions with presentations in the morning from four performing arts collections libraries - two managed by the public sector, one a charity and one transitioning from public to charity status. These set the scene for the afternoon round tables on a range of issues: advocacy; development and partnerships; funding; systems and management. All delegates were able to contribute to all topics. The resulting comments, along with follow up evaluation questionnaires, were brought together in a report along with a series of recommendations. The report was published by Arts Council England in January 2020.

The Report and its recommendations were discussed in detail at the Libraries Connected Round Table on Special and Stored Collections meeting in February 2020 and it is hoped that the recommendations can be taken forward by a sub-group of the Round Table in due course. The event helped raise the national profile of SWRLS.

#### 5. Effective Governance.

- a. **Succession planning:** Much of the Board's time was taken up with planning for the retirement of the Director at the end of March 2020. A small sub group finalised the details of the recruitment package, including changing the title of the role to Co-ordinator, and interviewed in February. Katherine Findlay was appointed to the post

and she will start in the role on May 1, 2020. The Director, Shelagh Levett, was thanked for her work for SWRLS and was presented with a basket of spring flowering bulbs.

**b. Marketing and advocacy:**

- **Website:** the website attracted 1,843 users with 7,375 page views, a small increase on 2018/19 with 1,769 and 7,326 respectively. The most popular pages of home (1,914), our members (723) and SWRLS activities (380) also reflect the most popular pages in 2018/19. However, the next most popular are both news items: SWRLS Co-ordinator applications welcomed (241) and Bookings for AGM open (235), neither of which were relevant in 2018/19. Other popular pages include Job Vacancies (235); Events (182) and Who, What and Why (165).
- **Twitter:** the @swrldir account had 291 followers.
- **SWRLS CIO Newsletter:** the Newsletter was set up in March 2018 to inform members of a range of information items, from resources to workforce development events to awards and links to other newsletters from the cultural sector. In 2019/20, 23 newsletters were circulated to some 200 staff from member library services, approximately twice monthly. In March 2020, the newsletter took on a more significant role with a section dedicated to Coronavirus information and increased information on and links to e-resources.

**c. Other governance issues:**

- **Board meetings:** The Board met 4 times, in June, September, December and March, the latter held virtually due the restrictions of travel due to Coronavirus. As well as the issues around succession planning, the Board also:
  - agreed a second Inspiring Leadership programme;
  - reviewed the Strategic Plan and Risk Register;
  - approved the new interlending statistics form;
  - reviewed the Rule requiring one year's notice from members to resign from SWRLS. It was agreed that this be reduced to 6 months and a motion will be tabled at the next AGM in November 2020 to seek membership approval for the change.
- **Membership levels have remained stable:**
  - two members, Sarum College and Swindon College, resigned;
  - three new members joined: Plymouth Marjon University and Hartpury University and Hartpury College joined in May 2019, with the Gloucestershire Hospitals NHS Trust joining in January 2020.

## 4. Regional Inter lending Statistics 2019 - 20

SWRLS continues to support and monitor inter library loans between members, offering advice when members seek help. The statistics contribute to objects 1b, 2a and 2c.

Since 2008, SWRLS has only collected inter library loans statistics between SWRLS members under four categories: monographs (including fiction); play sets; music sets (excluding items borrowed from the Plymouth Music Service) and alternative formats. The statistics exclude loans between Libraries West members.

### Public libraries

Library Service	From SWRLS members	To SWRLS members
Bath and NE Somerset*	6	8
BCP (Bournemouth, Christchurch* and Poole*)	104	199
Bristol*	7	23
Cornwall	45	146
Devon & Torbay (Libraries Unlimited)	168	139
Dorset*	72	65
Gloucestershire	134	70
Guernsey	0	0
Hampshire	150	430
Jersey	6	2
North Somerset*	7	11
Plymouth	236	15
Somerset*	174	141
South Gloucestershire*	32	6
Southampton	181	42
Swindon	5	1
Wiltshire	102	82
<b>Totals</b>	<b>1429</b>	<b>1380</b>

\*Libraries West members.

In addition, 850 sets were provided through the Plymouth Music Service.

### Academic and special libraries

Library	From SWRLS members	To SWRLS members
AECC University College	0	0
Arts University Bournemouth	41	11
Bath Spa University	0	7
Bournemouth University	3	1
Bridgwater and Taunton College	9	0
Bristol Grammar School	0	0
Cirencester College	0	0
City College Plymouth	0	0
Cornwall College	0	0
Cotswold School	0	0
Cranfield University	0	0
Devon and Exeter Institution	0	0
Exeter College	0	0
Falmouth University	3	0
Gloucestershire Hospitals NHS Foundation Trust (from January 2020)	0	0
Hartpury University & Hartpury College (from May 2019)	0	0
Lenkiewicz Foundation	0	0
New College, Swindon	1	1
North Bristol NHS Trust	0	0
North Somerset Healthcare	0	0
Petroc	0	0
Plymouth College of Art	0	0
Plymouth Marjon University (from May 2019)	0	0
Ribston Hall High School	0	0
Royal Devon and Exeter NHS Trust	0	0
Science Museum	0	0
South Devon College	0	0
South Gloucestershire and Stroud College	8	0
Strode College	0	0
University Hospitals Plymouth NHS Trust	0	0
University of Bath	12	41
University of Gloucestershire	0	0
University of Plymouth	14	12
University of the West of England	3	24
University of Winchester	127	78
Weston College	0	0
Weymouth College	0	0
Wiltshire College	0	0
Yeovil College	0	0
<b>Totals</b>	<b>221</b>	<b>173</b>

**Comparison of 2019 - 20 against 2018 - 19.**

	2018/19	2019/20	Items	% difference
<b>From SWRLS members</b>				
Public	2640	1429	-1211	-46
Academic	276	221	-55	-20
<b>Totals</b>	<b>2916</b>	<b>1650</b>	<b>-1266</b>	<b>-43</b>
<b>To SWRLS members</b>				
Public	2199	1380	-819	-37
Academic	351	173	-178	-51
<b>Totals</b>	<b>2550</b>	<b>1553</b>	<b>-997</b>	<b>-39</b>
<b>Total SWRLS transactions (from + to)</b>				
Public	4839	3203	-1636	-34
Academic	627	394	-233	-37
<b>Totals</b>	<b>5466</b>	<b>3597</b>	<b>-1869</b>	<b>-34</b>

The year shows a significant decrease across all measures - the largest single year decrease ever reported. This follows a small increase in the previous year. In the public sector, this can be partly attributed to a significant decline in one service, Hampshire, which saw a 90% reduction in its borrowing from SWRLS members. The service significantly increased its charge for inter library borrowing which resulted in a sharp decline in use of the service. The following needs to be taken into account:

- All library services closed in mid-March due to the Coronavirus pandemic. However, this would not have made a significant impact on the figures.
- As reported in previous years, a number of libraries are satisfying requests by buying through their stock supplier or internet based book suppliers.

As reported in section 3.2b above, a new SWRLS inter lending statistics form has been agreed. This will capture journal transactions as well as, where allowed, the lending of e-resources. It is hoped that this will improve the capture of statistics and better reflect current inter lending practice.

The free inter lending of material between members remains a core principal to ensure access to the rich resources held in members' libraries to the benefit of students, researchers and the general public. However, due to the decline in traditional inter lending, SWRLS will continue to emphasise and develop its offer to include a much greater range of services to members.

## 5. Report of Honorary Treasurer, 2019 - 20

### **Risk Management**

The trustees have considered the major risks to which the charity is exposed and have identified areas that need ongoing work. The Board is confident that review services have been established to mitigate those risks and these will be used to review risks to which the charity is exposed in the light of the Covid-19 pandemic.

### **Financial review**

I would like to thank Shelagh Levett, Caroline Morrison and Andrew Crocker for their continued help and support during the year.

The Director and Trustees continue to monitor income from membership fees, and expenditure, to ensure that SWRLS continues to provide a valuable service to members across all sectors. While ILLs continue to be a valued part of that service, there is an increasing focus on workforce development and supporting library services through changing times. This is in response to the wishes of members and evolving practices within services. More details about how funds have been spent can be found in section 3 of this report.

This report covers a period which ends at the peak of the COVID-19 pandemic in this country. This has highlighted the need to be agile in an increasingly digital world. With the Board's support I intend to look into the benefits of internet banking.

SWRLS aims to hold unrestricted funds sufficient to cover one year's operating costs, currently £60,000. Unrestricted funds held at 31st March 2020 amounted to £118,476.61. This means that SWRLS is currently in a strong financial position to move forward after restrictions resulting from the pandemic have lifted. The Board will give careful consideration as to how to support services in all sectors in next financial year and for the future.

**Merryn Kent**  
**Honorary Treasurer**

## 6. Structure, Governance and Management

SWRLS is a Charitable Incorporated Organisation (CIO) and is governed by the Constitution and Rules, agreed in 2017. These set out the appointment process for the Trustees as follows:

- Trustees (officers and ordinary trustees) are nominated and elected by SWRLS CIO members. Members are circulated with invitations to nominate prior to the AGM advising them of retiring trustees and requesting nominations;
- At every AGM, one third of the Honorary Officers (Chair, Secretary and Treasurer) and one third of each category of Ordinary Trustee (public libraries; academic, special and other libraries; independent) shall retire from office;
- The trustees shall, from within their number, elect a Vice Chair;
- The Board of Trustees may co-opt to any subsequent vacancies, until the next AGM;
- Trustees can serve three consecutive terms;
- There must be at least 5 trustees, with the maximum number being 12.

The Director is an *ex-officio* member of the Board of Trustees, but is not a trustee.

The year saw a number of changes to the Board of Trustees membership. Christopher Moore resigned as Ordinary Trustee representing public libraries - he was thanked for his contribution to SWRLS over many years. This left two Ordinary Trustee vacancies representing public libraries. There were no nominations in this category at the AGM, but Emma Wellard was co-opted in December 2019 to serve initially until the AGM in 2020. There remains a vacancy in this category. Jagruti Majithia of the University of the West of England, originally co-opted as a non-sector specific Ordinary Trustee, moved into the vacancy of Ordinary Trustee representing academic, special and other libraries caused by the resignation of Scott Jordan in February 2019 (as reported in last year's Annual Report), but did not stand for election at the AGM. Dawn Downes resigned as Ordinary Trustee representing academic, special and other libraries, leaving two vacancies in this category. Deborah Jones-Davis of the University of Gloucestershire was elected at the AGM in November 2019 in this category to serve for three years, but there remains a vacancy in this category. The vacancy for Ordinary Trustee, non-sector specific, vacated by Jagruti Majithia, was filled by co-option by Michael Hosking in June 2019 until the AGM in November 2019, where he was formally elected to serve for three years.

The role of Vice Chair remains vacant during Marie Quinnell's maternity leave.

**Member Organisations:** SWRLS is proud of its cross-sectoral membership. In 2019 - 20 the following 57 organisations were members:

**Public Libraries (18):** Bath and North East Somerset; BCP (Bournemouth, Christchurch and Poole); Bristol; Cornwall; Devon (Libraries Unlimited); Dorset; Gloucestershire; Guernsey; Hampshire; Jersey; North Somerset; Plymouth; Somerset; Southampton; South Gloucestershire; Swindon; Torbay (Libraries Unlimited); Wiltshire.

**Further and Higher Education (29):** AECC University College; Arts University Bournemouth; Bath Spa University; Bournemouth University; Bridgwater and Taunton College; Cirencester College; City College Plymouth; Cornwall College; Cranfield University; Exeter College\*; Falmouth University; Gloucestershire Hospitals NHS Trust (from January 2020); Hartpury University and Hartpury College (from May 2019); New College Swindon; Petroc; Plymouth College of Art; Plymouth Marjon University (from May 2019); South Devon College; South Gloucestershire and Stroud College; Strode College; University of Bath; University of

Gloucestershire; University of Plymouth; University of the West of England; University of Winchester; Weston College; Weymouth College\*; Wiltshire College\*; Yeovil College.

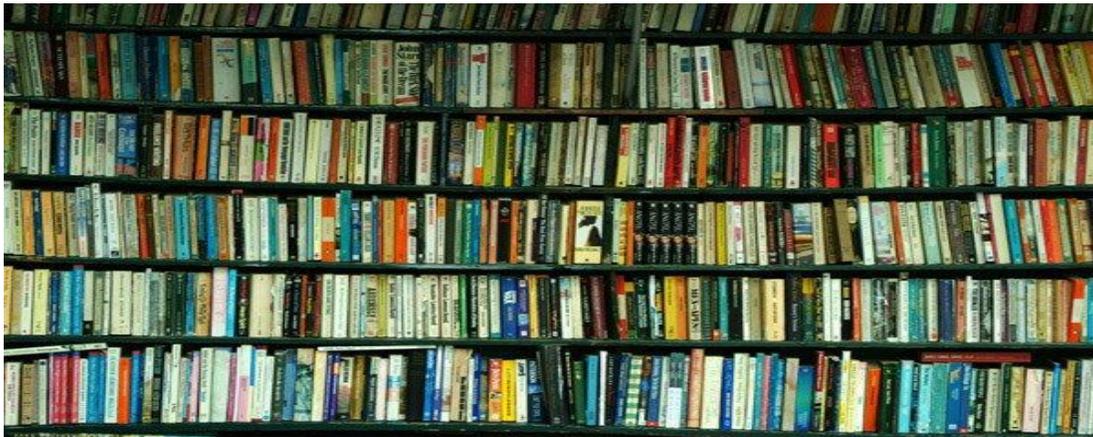
**Health, National and Special (7):** The Devon and Exeter Institution\*; The Lenkiewicz Foundation; North Bristol NHS Trust; North Somerset Healthcare; Royal Devon and Exeter NHS Foundation Trust; The Science Museum, Library and Archive at Wroughton; University Hospitals Plymouth NHS Trust.

**Schools (3):** Bristol Grammar School; The Cotswold School\*; Ribston Hall High School.

\*Gave notice to resign with effect from end of March 2020.

**Representatives on other regional bodies:**

CILIP South West Members Network	Shelagh Levett
Inspire, Libraries in Cornwall	Merryn Kent
Read South West Executive	Shelagh Levett
Libraries Connected South West	Shelagh Levett
South West Higher Education Libraries (SWHELs)	Shelagh Levett



## 7. Reference and Administrative Information

<b>Registered Charity</b>	1176414
<b>Registered Office</b>	Plymouth College of Art Tavistock Place Plymouth Devon, PL4 8AT
<b>Independent Examiner</b>	Neil Hitchings FCA, Francis Clark LLP, Centenary House, Peninsula Park, Rydon Lane, Exeter, EX2 7XE
<b>Bankers</b>	Royal Bank of Scotland Direct Business Banking PO Box 5479 1 Springfields Square Manchester, M61 0NH

**Trustees:** trustees serve to the AGM in November in any given year, unless otherwise stated:

- **Officers:**
  - **Chair:** Jacqueline Chelin, to serve to 2020
  - **Secretary:** Donna Gundry, to serve to 2021
  - **Treasurer:** Merryn Kent, to serve to 2022
- **Ordinary Trustees:**
  - **Academic, special and other libraries:**
    - Dawn Downes, resigned November 2019
    - Deborah Jones-Davis, to serve to 2022
    - Jagruti Majithia, resigned November 2019
    - Jolanta Peters, to serve to 2021
  - **Public libraries:**
    - Gillian Barker, to serve to 2020
    - Christopher Moore, resigned August 2019
    - Emma Wellard, co-opted December 2019 to serve to AGM 2020
  - **Non sector specific (independent):**
    - Helen Chaloner, to serve to 2021
    - Michael Hosking, to serve to 2022
    - Marie Quinnell, to serve to 2020

**Director:** Shelagh Levett is an *ex-officio* member of the Board of Trustees, but is not a Trustee.

Signed on behalf of the Trustees.....Trustee

## **8. Trustees' Responsibilities in Relation to the Financial Statements**

The charity Trustees are responsible for preparing a Trustees' Annual Report and Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the charity Trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing the financial statements the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the applicable Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures that must be disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations and the provisions of the Constitution. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

## 9. Independent Examiner's Report

### **Independent examiner's report to the trustees of South Western Regional Library Service CIO**

I report to the trustees on my examination of the accounts of South Western Regional Library Services CIO (the Charity) for the year ended 31 March 2020.

#### **Responsibilities and basis of report**

As the charity trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

#### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Neil Hitchings FCA  
Francis Clark LLP  
Centenary House  
Peninsula Park  
Rydon Lane  
Exeter  
EX2 7XE

2020

 10. Financial Statements