



**SOUTH WESTERN REGIONAL
LIBRARY SERVICES CIO**

Interim Report

December 2017 - September 2018



www.swrls.org.uk

Charity Registration Number: 1176414

SWRLS CIO
Plymouth College of Art
Tavistock Place
PLYMOUTH
Devon, PL4 8AT

Contents

1. Objectives, Activities and Public Benefit Statement	2
2. Chair's Comments	3
3. Achievements and Performance, December 2017 - September 18	4
4. Report of the Honorary Treasurer	7
5. Structure, Governance and Management	8
6. Reference and Administrative Information	10
7. Trustee Responsibilities	12
8. Financial Statements	13

SOUTH WESTERN REGIONAL LIBRARY SERVICES CIO

INTERIM REPORT

REPORT OF THE TRUSTEES

1. Objectives, Activities and Public Benefit Statement

The Trustees are pleased to present their interim Report and financial statements of the charity for December 2017 - September 2018.

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 interim report are highlighted in section 3, Achievements and Performance.

2. Chair's Comments

The newly revamped SWRLS has seen a lot of activity in its first nine months. Many training events and meetings have provided the opportunity for librarians across the region to interact, share experience, celebrate successful projects and generally learn from one another.

We are sad to see some of our trustees leaving their roles and glad to welcome in new trustees. I should like to pay tribute to all these board members, both “old” and new, and to the SWRLS Director, who have worked so hard together on making this positive change to a new kind of organisation. Their enthusiasm for generating new ideas and ways of working has been extremely impressive, as is their generosity in giving their time to this purpose.

We are excited to be on a journey that will see SWRLS play out its new mission for the benefit of all members, and in attracting new organisations to join us: “Uniting, inspiring and collaborating across libraries, information services and cultural organisations in the South West”.

**Jackie Chelin,
Chair**

3. Achievements and Performance, December 2017 - September 2018

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 new charity South Western Regional Library Services CIO, the holding of 2 successful events - a course on bid writing and the first Members' Day - and continued involvement in the regional project - Word on Tour. The period December 2017 to March 2018 is covered in the SWRLS 81st Annual Report. The two charities were operating side by side during this period. Assets were not transferred until after SWRLS CIO became operational on April 1 2018.

1. Co-operative working and partnerships.

- a. **Networking opportunities:** The first **SWRLS CIO Members' Day** was held on 28 April 2018 and was attended by 20 delegates representing 15 members. The delegates heard a range of speakers from the region including updates on reader development projects and on peer assisted learning in the academic sector. All presentations received an excellent or very good score in the evaluation of the day. Some comments from the day include:

- *I got something out of every session to share with the rest of the team;*
- *Loved it - great training day;*
- *Really interesting to go out of public libraries realm for a day and find out more about other libraries' work.*

- b. **Working collaboratively:** One SWRLS Grant was awarded during the period. This supported a training course co-ordinated by the Society of Chief Librarians SW and held at Exeter Library - **Dream and Deliver**. This was a one-day workshop packed with creative, practical tips and techniques for strengthening libraries' relationship with the community, empowering staff and delivering spectacular, innovative and cost-effective programmes and services. The workshop was attended by 29 people from public libraries across the region and feedback was very positive, with all aspects of the day scoring an average 4.6 out of 5. Delegates made pledges on the day which will be revisited later in the year. Some examples:

- *To build a relationship with the mental health drop in centre and put on an event for its customers;*
- *To go out into the parts of the community that don't use us and get them to come in and try something;*
- *Use some techniques from today with other staff, helping to motivate the team to develop new ideas and believe they are possible.*

Some comments on the day: *thought provoking; fun; inspiring; useful; stimulating; motivating.*

- c. **Partnership working:**

- The Director attended a number of events representing SWRLS:
 - Libraries Connected SW (formerly the Society of Chief Librarians);

- Read SW Executive;
 - Future Facing Libraries Symposium;
 - Working Group on the Libraries Connected Public Libraries Skills Strategy.
- SWRLS continues to support the CILIP South West Members Network by attending meetings and supporting training courses as appropriate.

2. Resource sharing - Interlending: the annual SWRLS Interlending Forum (SIL) was held at the University of the West of England in July 2018. It was attended by 17 colleagues representing 13 members. The meeting heard a very interesting update about the British Library from Jo Cox, Key Customer Relationship Manager. There was also an update on the development of ILL guidelines for the SWRLS website. Minutes of the meeting can be accessed [here](#) or on the SWRLS website.

3. Developing the workforce.

- a. **Training course provision:** A very successful workshop, in partnership with the CILIP SWMN, **Introduction to Grantseeking**, was held at Exeter Library in May 2018. It attracted 18 delegates from academic and public libraries. The excellent trainer provided a stimulating and thought provoking programme which enthused delegates to take ideas back to their workplace. Some comments from the day:
 - *Really enjoyable day with lots of useful tips and hints;*
 - *Engaging and knowledgeable presenter;*
 - *It is going to motivate me to look at fundraising in a different way;*
 - *Really useful, engaging - lots of food for thought - made relevant to our sector.*
- b. **Sponsorship:** Kathryn Aveyard, Senior Library Assistant with Bath and North East Somerset Council, was sponsored to attend the annual Forum for Interlending (FIL) 'Interlend 2018' conference in June 2018.
- c. **Other activities:**
 - The programme was agreed for the first ever SWRLS CIO Conference to be held in November 2018. With the theme '*Future Change, Present Challenge*' it will bring a range of high profile speakers from the academic, commercial, public and health sectors to help leaders and aspiring leaders plan for the continual change happening in services, develop appropriate strategies and face the future with confidence.
 - The Director attended three workshops on aspects of fundraising and used the knowledge gained to feed into the Board's work on developing a Fundraising Strategy.

4. Supporting the cultural and community engagement role of libraries - Word on Tour: This 26 date live literature tour showcased writing talent in the region's libraries. Led by Literature Works, it was funded through Arts Council England's Strategic Touring Fund and part funded by SWRLS. It aimed to bring live literature to the doorsteps of readers in the South West and widen access, promote writers from the region, develop local libraries as live literature promoters and introduce new, often overlooked, audiences to this work.

Performers included authors, novelists, poets, playwrights, performance poets and a songwriter. Events took place in those areas, as defined by ACE, that do not usually benefit

from live literature events, focusing on libraries in Cornwall (including the Isles of Scilly), Devon, North Somerset and Somerset. Whilst most events took place in public libraries, four colleges (two in Somerset, one in North Somerset and one in Devon) were involved.

The programme started in January with nine events held between then and the end of March. A further 17 events took place between April and September 2018, mainly in Cornwall, North Somerset and Somerset, attracting 423 attendances - an average of 25 per event. The programme proved a great success. At each event, members of the audience were asked to write, on a postcard, why libraries matter. Some of the feedback includes:

- *Libraries are important as they bring education and the love of literature to all abilities and ages (Isles of Scilly);*
- *Libraries allow you time and space to think (Yeovil College);*
- *Books feed the imagination (Penzance);*
- *Libraries are important to me as they are somewhere to escape (St. Austell).*

See www.facebook.com/wordontour or www.literatureworks.org.uk for more detail.

5. Effective Governance.

a. **Application to become a Charitable Incorporated Organisation (CIO):** the CIO became operational on April 1 2018. However, due to a delay in the setting up of a new bank account, assets were not transferred until July. The old SWRLS charity will be merged with the CIO when the old bank account has been closed down. This is imminent and will see the final stage of the transfer to the CIO.

b. Other governance issues:

- **Board membership:** Marie Quinnell rejoined as a trustee. However, following the first SWRLS CIO Board meeting in June 2018, four trustees retired: Medi Bernard, Karen Foster, Kate Murray and Patricia Rogers. This left 4 vacancies - two for ordinary trustees representing academic, special and other libraries and two ordinary trustees from any background. The two ordinary trustee vacancies representing academic, special and other libraries were filled by co-option - Jolanta Peters from Bridgwater and Taunton College in June 2018 and Dawn Downes of the University of Winchester in July 2018. Both will serve initially until the AGM in November 2018. Following Scott Jordan's resignation as Honorary Secretary, Donna Gundry was appointed to cover the role also until the AGM. Marie Quinnell was appointed as Vice Chair, in accordance with the Constitution, at the Board meeting in September. The Board met twice during the period, in June and September.
- **Membership** levels have seen a slight reduction:
 - Three members, the Universities of Bristol and Exeter and Gloucestershire College, resigned;
 - Somerset College merged with Bridgwater College to form the Bridgwater and Taunton College;
 - The new charity no longer has an Associate Member category. Of the four Associate members, two, the Isle of Wight and Portsmouth, decided not to join as full members. However, two have joined as full members - Hampshire County Council and Southampton City Council.

4. Report of Honorary Treasurer

Risk Management

The trustees have considered the major risks to which the charity is exposed, have identified areas that need ongoing work and are confident that review services have been established to mitigate those risks.

Financial review

The establishment of the CIO has required the Treasurer to spend considerable time in updating the day to day banking and investment arrangements for SWRLS funds which are split between our current account with the Royal Bank of Scotland (RBS) and deposit account with the Churches, Charities & Local Authorities (CCLA) Investment managers COIF Charities Deposit Fund.

The updating of the CCLA COIF account proved quick and straightforward, whilst the opening of a new RBS account in the updated name of the CIO took almost 6 months to complete. The delay in establishment of the new RBS account in turn created a delay in the issuing of invoices this year, however, the majority of members have paid promptly and only a very small number attempted to pay into the old account. The full implementation of the agreed new subscription rates took place with the 2018 /19 invoices, notably changing the rates for the HE and FE sector.

The charity aims to hold unrestricted funds sufficient to cover one year's operating costs, currently estimated at £50,000. Cash at the bank and in hand, as at 30 September 2018 amounted to £114,949.

Andy Brisley
Honorary Treasurer

5. Structure, Governance and Management

SWRLS CIO is governed by the Constitution and Rules, agreed in 2017, which sets out the appointment process for the Trustees as follows:

From the Constitution (Clause 13):

- (1) At every annual general meeting of the members of the CIO, one-third of the Honorary Officers and one third of each category of Ordinary Trustees shall retire from office. If the number of charity trustees is not three or a multiple of three, then the number nearest to one-third shall retire from office, but if there is only one charity trustee, he or she shall retire;
- (2) The charity trustees to retire by rotation shall be those who have been longest in office since their last appointment or reappointment. If any trustees were last appointed or reappointed on the same day those to retire shall (unless they otherwise agree among themselves) be determined by lot;
- (3) Trustees are appointed for a three year term and may stand for election for three consecutive terms.

From the Rules (Clause 4):

(1) The Officers

The following officers will be elected by the membership and in accordance with clause 13 of the Constitution:

- Chair;
- Secretary;
- Treasurer.

The trustees shall, from within their number, elect a vice chair to serve as long as that trustee has been appointed for or on an annual basis as the trustees so determine. The officers do not need to represent a particular library sector and can be independent of those sectors.

(2) Ordinary trustees:

There will be up to 9 'ordinary trustees'. Three must represent public libraries and three must represent academic, special or other libraries. Three may come from any background, including a non-library background. They will be appointed in accordance with Clause 13 of the Constitution.

The Director is an *ex-officio* member of the Board of Trustees, though is not a trustee. The first trustees of the CIO are detailed in section 6.

The Board of Trustees meets a minimum of four times a year.

Membership of SWRLS CIO

SWRLS CIO is proud of its cross-sectoral membership. In 2018 - 19 the following organisations were members:

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

Higher Education (10): Arts University Bournemouth; Bath Spa University; Bournemouth University; Cranfield University; Falmouth University; University of Bath; University of Gloucestershire; University of Plymouth; University of the West of England; University of Winchester.

Further Education and Health (19): Bridgwater and Taunton College; Cirencester College; City College Plymouth; Cornwall College; Exeter College; New College Swindon; North Bristol NHS Trust; North Somerset Healthcare; Petroc; Plymouth College of Art; Sarum College; South Devon College; South Gloucestershire and Stroud College; Strode College; Swindon College; Weston College; Weymouth College; Wiltshire College; Yeovil College.

National and Special (3): The Lenkiewicz Foundation; the National Meteorological Library and Archive; the Science Museum, Library and Archive at Wroughton.

Schools (2): The Cotswold School; Ribston Hall High School.

6. Reference and Administrative Information

Registered Charity	1176414
Registered Office	Plymouth College of Art Tavistock Place Plymouth Devon, PL4 8AT
Independent Examiner	Francis Clark LLP Woodwater Park Pynes Hill Exeter EX2 5FD
Bankers	Royal Bank of Scotland Direct Business Banking PO Box 5479 1 Springfields Square Manchester M61 0NH

Honorary Officers 2018 - 19

The first trustees, as stated in the Constitution (Clause 12(4)) are:

Gillian Barker (Gloucestershire): Ordinary Trustee, Public Libraries.

Medi Bernard (Bournemouth and Poole): Ordinary Trustee.*

Andrew Brisley (North Somerset): Honorary Treasurer.

Jacqueline Chelin (University of the West of England): Chair.

Karen Foster (Yeovil College): Ordinary Trustee, Academic, Special and Other Libraries.*

Donna Gundry (Plymouth College of Art): Honorary Secretary.

Scott Jordan (University of Gloucestershire): Ordinary Trustee, Academic, Special and Other Libraries.

Merryn Kent (Cornwall): Ordinary Trustee, Public Libraries.

Christopher Moore (Wiltshire): Ordinary Trustee, Public Libraries.

Kate Murray (Bristol): Ordinary Trustee.*

Marie Quinnell: Ordinary Trustee, Vice Chair.

Patricia Rogers (University of Bristol): Ordinary Trustee, Academic, Special and Other Libraries.*

*resigned June 2018.

Co-options: following the resignations of four trustees, Jolanta Peters (Bridgwater and Taunton College) and Dawn Downes (University of Winchester) were co-opted in June and July respectively to represent Academic, Special and Other Libraries, until the AGM in November 2018.

Terms of office, as defined in clause 13 of the SWRLS CIO Constitution, will be determined following the AGM in November 2018.

Representatives on other regional bodies:

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

Signed on behalf of the Trustees

.....*Trustee*

7. 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.

8. Financial statements.

SOUTH WESTERN REGIONAL LIBRARY SERVICES CIO

Income & Expenditure Account

For the period: 21st December 2017 to 30th September 2018

	£
INCOME	
Full Member subscriptions	42,889
Bank deposit interest	74
Introduction to Grantseeking	900
Sundry Income	-
Total Income	<u><u>43,863</u></u>
 EXPENDITURE	
Grants paid	4,000
Salaries	9,900
Travelling and subsistence	1,308
Training & Conference Fees	2,966
Stationery	60
Sundry expenses/Interest chgs	36
Insurance	493
Meetings expenses	1,069
Audit	18
Total Expenditure	<u><u>19,850</u></u>
 Net income / (expenditure)	 24,013
 Transfer from SWRLS	 89,016
Total funds carried forward	<u><u>113,029</u></u>

Notes:

No transactions for the period 21/12/17 to 31/3/18

SOUTH WESTERN REGIONAL LIBRARY SERVICES CIO

Balance Sheet as at 30th September 2018

Current assets

Debtors 14,858

Cash at bank and in hand

Bank Deposit Accounts 69,081

Bank Current Account 31,010

114,949

Creditors falling due within one year

Trade creditors 1,920

Net current assets 113,029

Net assets 113,029

The funds of the CIO:

General fund 113,047

Total CIO funds 113,029