

NATIONAL LIBRARY OF WALES

Minutes of the Board meeting

held in Aberystwyth

on Friday, 22nd. April 2016

Present:

Trustees

Rhodri Glyn Thomas, President	Tricia Carter Vice President	Colin R. John, Treasurer
Huw Williams	Phil Cooper	Susan Davies
Roy Roberts	Roy Evans	Richard Houdmont
Liz Siberry	Arglwydd Aberdâr	Iwan Davies

Executive Team:

Linda Tomos	Chief Executive and Librarian
David Michael	Director of Corporate Resources
Pedr ap Llwyd	Director of Collections and Public Programmes

Also in attendance:

Mary Ellis	MALD
Kate Clark	MALD
Doug Jones	Partnership Council
Siân Thomas	Partnership Council
Annwen Isaac	Staff
Carol Edwards	Staff
Mererid Jones	Staff

1.1 President's Welcome and Apologies for Absence

The President, Rhodri Glyn Thomas, welcomed all those present to the meeting, and noted that it was an honour to be appointed President and to chair his first meeting of the Board of Trustees.

Congratulations were extended to Pedr ap Llwyd, who was attending his first meeting in his new role as Director of Collections and Public Programmes, and to Carol Edwards, who has been appointed Governance Manager and Clerk to the Board of Trustees.

It was noted that Michael Trickey has resigned as a Trustee, and he was thanked for his contribution to the Board. Thanks were also extended to Tricia Carter, who was attending her last meeting, for her contribution as a Trustee and as Vice President.

Hugh Thomas and Dyfrig Jones had tendered their apologies for absence.

1.2 Declaration of Interests

Tricia Carter declared an interest in those matters which the Library discusses occasionally with Welsh Government as she is a Non-Executive Director of the Corporate Governance Committee, Department of Finance and Corporate Services, Welsh Government; a Non-Executive Director of the Education and Public Services Corporate Governance Committee, Education and Public Services Group, Welsh Government; and a member of the Welsh Revenue Authority Programme Board, Government Finance and Business Department, Welsh Government.

Tricia also declared a specific interest in item 3.5 on the agenda, the Well Being of Future Generations Act, as she sits on a board associated with this matter.

Huw Williams declared that he was a member of Geldards LLP, and since 1 September 2015 that Geldards has been one of a number of firms appointed to the National Procurement Service Wales' Solicitors Framework that the Library intends to use to source its legal services requirements. In addition Geldards continues to advise the Library on a number of on-going matters under a prior legal services agreement awarded by competitive tender.

1.3 Approve the minutes of the previous meeting

The minutes of the last meeting were approved but Huw Williams noted that point 1.2 needs to be corrected to include the fact that he had declared an interest in the matter of providing training to Trustees.

Lord Aberdare questioned the statement at 6.2 regarding the Advisory Board which stated that this is "the Library's main vehicle for engaging with the public". Susan Davies assured the Members that this is the case in practice under provisions for public consultation in the current Charter and Statutes, when the Advisory Board superseded the Court of Governors. Huw Williams reiterated this point.

It was agreed to revisit the constitution and Terms of Reference of the Advisory Board.

Action: Executive Team to consider the future of the Advisory Board and present recommendations to the Board. The Advisory Board should be included as an agenda item for the July meeting of the Board.

Susan Davies noted that Section 7 of the English minutes needed to be corrected to read "interim President"

Section 2 'Live' matters and matters needing a decision

2.1 Fundraising Paper

Linda Tomos presented a draft fundraising paper for discussion. Linda stated that this paper recognises the fact that every department within the Library will have responsibility for fundraising from now on, and that specific tasks and fundraising targets will form part of the work of each department, rather than fundraising being centralised in one department as is currently the case. Restructuring of the Marketing and Promotions Department is about to take place, which will see a Fundraising Officer and a Marketing Officer co-ordinating the day to day work, but the responsibility for delivering the Fundraising Strategy will rest with the Delivery Group. A more detailed paper will be prepared for the next Board meeting in July.

Members welcomed the paper and raised several questions with regard to its content. It was agreed that Members should forward any comments to Linda after the meeting.

2.2 Draft Operational Plan 2016 – 2017

Linda Tomos presented the second draft of the Operational Plan 2016 – 2017 which incorporates the comments made by Members following the February meeting. The Plan will be presented to the Minister in May, and Linda Tomos will feed back the Minister's response to Members in the July meeting.

Dr. Liz Siberry noted that it might be beneficial to include a covering letter with the Plan which sets out the wide range of the Library's work and responsibilities, and its diverse collections, to set the context for the Plan.

Tricia Carter noted that it might be useful to have a document for the Minister, but a more detailed document for Board Members, which includes more statistics and information than are found in the present document. Linda Tomos agreed with this suggestion, but would welcome input by Members as to where they felt more details were needed.

Action: Linda Tomos to draft a covering letter to set the context for the Operational Plan to be sent to the Minister

Section 3 Information and updates

3.1 Focus document

The content of the document was noted.

Some concern was expressed with regard to the Librarian's post, as no progress has been made with preparing a job description. It was noted that the President, Treasurer and Linda Tomos will meet on 8th. May to discuss this, and that Members should think what skills are needed, and what kind of person they are looking for, and submit their comments to the President

Action: Members to submit comments regarding the person specification for the next Librarian to the President by 8th. May

3.2 Royal Commission on the Ancient and Historical Monuments of Wales

David Michael noted that the work is almost complete, and that the offices, car park and reading room have been completed, while work on the infill will be completed next week. Commission staff will begin moving to the Library on 3rd. May.

3.3 Matters relating to the building

Linda Tomos expressed her disappointment that the Library had not yet heard from Welsh Government regarding the application for £7.5 million funding to improve the front of the building, and asked the Members' permission to raise this with the new Minister.

Members also expressed their disappointment with the delay regarding a decision.

Action: Librarian to discuss the application for £7.5 million with the new Minister

3.4 Departmental and Directorate Highlight Report

The content of the report was noted, and that it was extremely comprehensive.

3.5 Well-Being of Future Generations Act

Sophie Howe, the Future Generations Commissioner, intends to visit the Library soon to meet senior managers. Members were keen to receive a presentation by the Commissioner, therefore it was decided to invite the Commissioner to attend the Board meeting in September.

It was noted that David Michael is the responsible officer, and that he will work on an operational plan to present to the Board.

Action: Carol Edwards to invite Sophie Howe to the September Board meeting

3.6 Performance Indicators January – March 2016

The results of the performance indicators were noted. The indicators will be scrutinised carefully by the Governance and Performance Committee, and the comments made by Members will be given due consideration by the Committee and reported back to the Board.

3.7 Appointment of Vice-President and Trustees

Roy Evans and Roy Roberts' terms as Trustees will end in November, and Michael Trickey has tendered his resignation. The appointments process will therefore need to appoint a Vice-President, and three Trustees. The process will be run jointly by the Library and Welsh Government. The appointment of the Vice-president and one Trustee will be made by Welsh Ministers in consultation with the Library's Trustees, while the other two Trustees will be Library appointments, in accordance with the Library's Charter, Statutes and Regulations. Members discussed the appointments process and the importance of ensuring appropriate consultation with Trustees in the case of Ministerial appointments.

Members enquired about the recent skills audit, and this will be shared with Members in the forthcoming week. The audit will also steer the appointments process as it will identify any skills gaps which exist at present.

3.8 Welsh Language Standards

Pedr ap Llwyd presented the Standards which have been recommended for the Library, all 150 of them. It was noted that the Executive Team have considered these carefully and have decided to accept them unconditionally. Trustees were invited to present comments to Pedr ap Llwyd.

Action: Members to submit comments on the Welsh Language Standards to Pedr by 6th. May

Section 4 Financial Matters

4.1 Budgetary Report to 31.03.16

The budgetary report was presented by Mererid Jones and the financial situation was noted by members.

4.2 Update on 2016 – 2017 budget

Details of the 2016 – 2017 budget were presented by Mererid Jones, and the details were noted by Members. It was agreed that a close eye should be kept on the financial situation and the targets set, and to revisit this in the next meeting.

Mererid Jones agreed to draft a note on commercial income for Members.

Action: Mererid Jones to prepare a paper on commercial income for Members

4.3 Financial Planning Sub-Committee

The Treasurer presented a verbal report noting that the Sub-Committee had met on two occasions, and had agreed to review the short term budget, the wording of the Reserves Policy, and the private funds.

A revised Reserves Policy has been drafted, which will be presented to the Audit Committee. The sub-committee has also analysed restricted and unrestricted funds, and has identified opportunities where these may be used to benefit the Library.

A discussion took place on whether the Sub-Committee should become a Standing Committee of the Board. It was agreed to wait for the outcome and recommendations of the Wales Audit Office before doing this.

Section 5 President and Chief Executive's Business

5.1 President's Business

The President noted that he has been in discussions with Professor Medwin Hughes from Trinity Saint David's University regarding possible partnerships in the digital domain, and to revisit the possibility of reinstating the Digital Chair. The President will present a paper outlining the proposed ideas, and asked for the Members' agreement to discuss these matters further with Medwin Hughes. Members agreed to the request.

Action: President to hold further discussions with Medwin Hughes and to prepare a paper on these discussions and the ideas/proposals derived from those discussions.

5.2 Chief Executive and Librarian's Business

Following her presentation of the paper Cymru Greadigol / Creative Nation in the closed session, on the partnership between the Library and the BBC, Linda Tomos invited comments from the Members on this proposed partnership.

Action: Members to send comments on the partnership between the Library and the BBC to Linda Tomos

Section 6 Any other business

As this was Tricia Carter's last meeting, the President presented her with a gift and thanked her for her outstanding service to the Board and to the Library during her time as a Trustee. This was reiterated by both the Treasurer and the Librarian.

Tricia Carter in turn thanked the Members and the Executive for their good wishes and for their cooperation during her time as Vice-President and interim President.