



The purpose of this paper is provide Members with an update on developments with the implementation of the governance structure for the Partnership Library basis for Ventnor Library's management and to confirm for the record the decision of the Isle of Wight Council's Executive on the future development of Ventnor Central.

No. DETAIL

1) BACKGROUND

- a) Following the decision of the Isle of Wight Council to change the status of the Libraries at Cowes, Freshwater and Ventnor from 1 April 2016, the Town Council formally agreed to the proposed Partnership basis for Ventnor Library at its meeting of 14 December by Minute 158/15.
 - b) The formal Partnership Agreement and related Letter of Financial Commitment were adopted by the Town Council by Minute 41/16 of its meeting of 11 April.
 - c) By Minute 76/15 of its meeting of 16 May 2016 the Town Council agreed a draft of the Governance Arrangements for the Library's future management.
 - d) These provided for a Partnership Board and a Steering Group.
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2) PARTNERSHIP BOARD

- a) The Town Council appointed the Mayor and Councillor Ed Gouge as its representatives on the Partnership Board. Its third representative is one of its Officers, normally the Town Clerk.
 - b) The Isle of Wight Council's representatives are its Library Services Manager Rob Jones and its Recreation and Public Services Manager Lee Matthews.
 - c) The first meeting of the Board took place at Salisbury Gardens at 12.30 on Wednesday 29 June and the draft Minutes of the meeting are attached to this Report for Members' information and comment.
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3) STEERING GROUP

- a) The Steering Group membership and its Terms of Reference are established by the Partnership Board.
 - b) The Mayor and Town Clerk are the Town Council's representatives and the Board were pleased to accept the nominations by the Friends of Ventnor Library of its Treasurer John Carter and Tess Jessop as their representatives.
 - c) Tannith Hicks was appointed as the staff member the Group.
 - d) The Group's Terms of Reference are attached to this Report for Members' information.
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4) VENTNOR CENTRAL

As Members are aware, the Isle of Wight Council's Executive meeting of 9 June 2016 agreed to the appointment of Spectrum Housing as the Special Purchaser for Ventnor Central with a view to its development as single bedroom social housing with a relocated Library on its ground floor.

VENTNOR PARTNERSHIP LIBRARY

MINUTES OF PARTNERPSHIP BOARD MEETING

12.30PM WEDNESDAY 29 JUNE 2016

1) Members Present

Rob Jones, Jason Mack, David Bartlett

2) Apologies for Absence

Apologies for absence were received from Lee Matthews.

3) Appointment of Chair

Jason Mack was unanimously appointed as the Board's Chair.

4) Steering Group Terms of Reference

With one amendment the Terms of Reference for the Partnership Board's Steering Group were unanimously agreed as circulated and a copy is attached to these Minutes.

5) Steering Group Membership

The Steering Group Membership, in addition to Rob Jones and another officer of the Isle of Wight Council, was unanimously agreed to be the Mayor and Town Clerk of Ventnor Town Council, Tess Jessop and John Carter of the Friends of Ventnor Library and Tannith Hicks as the staff member.

6) Financial Arrangements

It was unanimously agreed that the contribution to staff costs from Ventnor Town Council would be paid half yearly in advance on receipt of invoice and that the Town Council's contribution to running costs would be paid quarterly in arrears against submitted supplier invoices.

7) Relocation

The potential for relocation to the site of the old Ventnor Youth Club following the building's development by Spectrum Housing was welcomed and concerns about the timescale and the consequent need for timely progress with the planning stages noted.

8) Strategy Development

It was unanimously agreed that a Strategy for the future of the Partnership Library would develop over the coming months within the context of the existing priorities of both Councils and as part of the commitment of both to integrated service delivery.

9) Future Meetings

It was unanimously agreed that the next meeting of the Partnership Board would be on a date to be agreed during the second week of September with the first meeting of the Steering Group taking place on a date to be agreed during the third week of September.

VENTNOR PARTNERSHIP LIBRARY

STEERING GROUP TERMS OF REFERENCE

ADOPTED 29 JUNE 2016

1) Preamble

- a) These Terms of Reference were agreed at the Partnership Board Meeting of 29 June 2016, under its Governance Arrangements Section 2(g).
- b) The Steering Group is appointed by the Partnership Board to which it remains accountable with the prime responsibility of the delivery of the Partnership's Aims and Objectives.

2) Membership

The Steering Group's membership is two Officers of the Isle of Wight Council with service related responsibilities, the Mayor and Town Clerk of Ventnor Town Council, two members of the Friends of Ventnor Library and one member of the Library staff.

3) Meetings

- a) The Steering Group will appoint its Chair with the agreement of representatives of both the Partners.
- b) The Steering Group will meet monthly at dates to be agreed with its Chair.
- c) The Group will be quorate if at least three of its members, including one representative of each of the Partners, are present.
- d) The meetings will not be in public but Minutes of all meetings will be recorded.
- e) Clerking will be provided by Ventnor Town Council.

4) Responsibilities

- a) The Steering Group will be responsible for agreeing and monitoring the day-to-day operations of the Library and reporting to each meeting of the Partnership Board.
- b) It will keep the needs of users under review to ensure that the Library is constantly adjusting to public demand.
- c) It will also keep under review the human and physical resources available to the Library.

5) Powers

- a) The Steering Group will have delegated powers, within budgetary limits, to:
 - o Initiate new activities.
 - o Agree as appropriate use of the facilities by other organisations and groups.
 - o Research, identify and propose applications by the Partners or the Friends of Ventnor Library to additional funding services to support projects and development.
 - b) The Steering Group will have additional powers to:
 - o Advise the Partnership Board on policy matters concerning services, resources and facilities.
 - o Advise the Partnership Board on the Library's opening hours.
 - o Advise the Partnership Board on the future of the Music Library.
 - o Act as advocates for the Library service in Ventnor and elsewhere
 - o Advise the Partnership Board on the internal design of any new location for the Library.
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