

MUSEUMS, LIBRARIES AND ARCHIVES NORTH WEST

BOARD OF MANAGEMENT

10 NOVEMBER 2005

PRESENT: Steve Garland (NWF MAG Appointee), Chair

Libraries North West (LNW), Appointees

Kevin Ellard  
Joyce Little

North West Federation of Museums & Art Galleries  
(NWF MAG) Appointees

Graham Boxer  
Jim Forrester

North West Regional Archive Council (NWRAC)  
Appointees

Penny Feltham  
Bruce Jackson

Trustee Appointees

Simon Roodhouse

Observer

Sue Valentine (LNW)

In Attendance

Shirley Bridge, Head of Business Support  
Chris Chadwick, Head of Development  
Clare Connor, Chief Executive  
Daniel Cornes, Warings Chartered Accountants and  
Registered Auditors  
Joyce Donnelly, Business Support Officer (Clerk)  
Jon Finch, Head of Policy  
Jackie Fletcher, Business Support Administrator  
Tony Jones, Manager, Heritage Lottery Fund North West Team  
Jennifer Latto, Chair, Heritage Lottery Fund North West  
Frank O'Malley, Head of Employee Relations and HR Services,  
Bolton MBC

Apologies for absence were submitted from Jim Grisenthwaite (NWRAC Appointee); David Lightfoot (Vice-Chair and LNW Appointee); and Virginia Tandy (Trustee Appointee).

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232 Minutes Action

RESOLVED that the minutes of the Board of Management meeting held on 11 August 2005 be approved as a correct record of the proceedings.

233 Matters Arising

The Board of Management considered any matters arising from the minutes of the meeting held on 11 August 2005. Simon Roodhouse referred to Minute 228 (c) and (d) (Membership) and informed the Board that the Audit Committee had met on 7 November 2005. In his capacity as Audit Committee member, Simon Roodhouse also referred to the forthcoming recruitment exercise to fill the vacancy currently occurring on the Audit Committee and encouraged Board members to respond positively to the opportunity.

SPB

234 Our Heritage, Our Future, Your Say

The Board of Management received a presentation from Tony Jones, Manager of the Heritage Lottery Fund's (HLF) North West Team, on the HLF's forthcoming pre-consultation exercise to inform planning for their third strategic plan. The Board noted that this exercise coincided with the Government's lottery consultation on future shares of lottery funding for the heritage, arts, film and sports good causes, and on the potential need for new policy directions. Because the critical issue was whether HLF would retain its current equal share of the funding, Tony Jones explained how important it was for HLF's heritage partners and stakeholders to endorse HLF's significant achievements since 1994 in any responses to Government. That said, even if the HLF retained its share of good causes' income it would have less to distribute during the lifetime of the third strategic plan 2008-13 due to the demands of the London Olympics 2012 and changes in financial management. Tony Jones indicated that although HLF considered its strategic aims would continue to hold good for the third strategic plan, the challenge for HLF would be to define how best to achieve maximum impact from its funding in the face of continuing growth in demand from new audiences. The Board was then asked to provide early feedback on: HLF's analysis of heritage needs and broad priorities for the future; HLF's proposals to build partnerships, increase public involvement and make its funding more accessible; HLF's successes and areas for improvement. In the ensuing discussion with

Tony Jones and Jennifer Latto the Board explored the possibilities of:

- (i) vocational training being a higher HLF priority in the future, for example, engaging with the Learning and Skills Councils to establish apprenticeships and brokering partnerships between occupationally-specific foundation degree students and employers;
- (ii) HLF promoting the use of volunteers, irrespective of their skills;
- (iii) HLF assisting the sector with diversity issues particularly with regard to the workforce and increasing participation;
- (iv) using Renaissance in the Regions funds to partner HLF support; and
- (v) HLF encouraging links between Higher Education and the sector; and
- (vi) documentation backlogs attracting HLF support provided the end product had a clear public benefit.

Tony Jones noted that much of the discussion had concentrated on projects requiring revenue rather than capital funding which was compatible with HLF's viewpoint.

**RESOLVED** that

- (a) the Chief Executive be requested to prepare the corporate response to both these exercises by the deadline of 28 February 2006 taking into account the Board's comments expressed at this meeting or submitted subsequently; and CMC
- (b) the gratitude of the Board be placed on record to Tony Jones for his presentation and to his Chair, Jennifer Latto, for her contribution to the debate.

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Tony Jones and Jennifer Latto left the meeting.  
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235 **MLA North West – confidential business**

236 MLA and the MLA Partnership

The Board of Management received and noted the minutes of the MLA and Regional Agency Shadow Partnership Executive Board meetings

held on 16 August 2005, 12 September 2005 and 3/4 October 2005. The Board of Management then received a PowerPoint presentation prepared by MLA and considered the proposals from the Shadow Partnership Executive Board on the MLA Partnership which had been set out in a suite of consultation documents, namely:

- (i) the draft Strategic Framework which would shape all Partnership activity from 2006 and on which comments were also being invited from Regional Agency staff;
- (ii) the draft Partnership Agreement accompanied by MLA North West's constitution with proposed amendments tracked;
- (iii) the definition of the National and Regional Agencies' responsibilities set out in the PowerPoint presentation and on which comments were also being invited from Regional Agency staff;
- (iv) proposed formation of a Partnership Strategy Group to replace the Shadow Partnership Executive Board; and
- (v) the draft core Values of Partnership on which comments were also being invited from Regional Agency staff.

**RESOLVED** that

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- (a) the strategic aims of the MLA Partnership, already approved by Government, be endorsed but
  - (i) MLA be discouraged from using language such as "To establish a world class and sustainable sector" and "We aim to create a competitive, sustainable and world class sector" both of which appear in Strategic Aim 3, because from the sector's perspective, the sector is already world class;
  - (ii) the need for the Partnership to capitalise on its collective strength to generate significant regional, national and European funds for the sector should be made much more robustly than is currently the case;
  - (iii) there is insufficient recognition of regional variation within the Strategic Framework and regional interpretation of the corporate plan should be adopted as a planning principle;
  - (iv) the framework may benefit from restructuring as a matrix to demonstrate how themes such as "access" underpin delivery of the strategy, and from the addition of a

commentary to explain, for example, the word “sustainable” which has different meanings depending on the audience;

- (v) the key tasks and outcomes require development to ensure that they are robust and focussed on the deliverables;
- (b) having noted Evershed’s advice (MLA North West’s legal advisers) on the terms of the draft Partnership Agreement and the proposed amendments to the Articles of Association, MLA North West will agree to sign the Partnership Agreement subject to:
- (i) the role and responsibilities of the Partnership Strategy Group being clarified to MLA North West’s satisfaction, particularly its contribution to the development of national strategy, and MLA be requested to consider delegating decision-making powers to this Group in order for it to be effective as the executive arm of the Partnership Agreement;
  - (ii) the MLA board being constituted in a manner satisfactory to MLA North West, including its composition, terms of reference, the procedural arrangements for managing conflicts of interest and the provisions, if any, for deputies to attend MLA board meetings in the absence of the appointed regional chair;
  - (iii) reassurance that the impact of the constitutional changes on MLA North West’s independence will be restricted to MLA’s ability to appoint and remove the chair and MLA’s consent to amend the Objects of the charity;
- (c) the responsibilities of the National and Regional Agencies and of the MLA Partnership as set out in the presentation of the same name require further definition to MLA North West’s satisfaction;
- (d) the formation of a Partnership Strategy Group to replace the Shadow Partnership Executive Board be approved subject to the outcome of (b) (i) above; and
- (e) comments on the Partnership’s draft Core Values be submitted to the Chief Executive in time for these to be included in the corporate response.

237 Audited Accounts 2004-05

The Board of Management considered the revised audited accounts for the year ending 31 March 2005.

**RESOLVED** that the audited accounts for the year ending 31 March 2005 be approved and commended to the Company Law Members at their Annual General Meeting later today.

238 Operational Plan 2005-06  
Financial and Output Reports

The Board of Management received and noted an amalgamated financial and output report for Quarter 2, 2005-06 and a statement of contracts awarded for the same period.

239 Archives Development Officer

The Board of Management received and noted the joint MLA North West and North West Regional Archive Council statement which had been issued to explain the arrangements for supporting the archives domain during the secondment of Janice Tullock, Archives Development Officer, to the Clore Leadership Programme until July 2006.

240 Charity Commission Return 2005

The Board of Management noted that the Charity Commission Return 2005 was in preparation to comply with the 31 January 2006 deadline.

241 Forthcoming Conferences

The Board of Management noted that:

- (a) the Records Management Society Conference 2006, 'Prospects for the Future', will be held on 23-25 April at the Palace Hotel, Manchester;
- (b) the Society of Archivists 2006 Conference programme will be held in Lancaster in September;
- (c) the Public Library Authorities Conference is to be held in Liverpool in 2008; and
- (d) the Museums Association Conference is also to be held in

Liverpool in 2008.

242 Dr Robert Woof CBE

The Board of Management was advised of the death of Dr Woof, Director of the Wordsworth Trust. The Board noted that Dr Woof had been involved with the Trust for many years in various capacities and that MLA North West would be sending a letter of condolence and a representative to the funeral if the arrangements permitted.

CMC

243 Libraries North West Annual Review

The Board noted that Libraries North West had recently published its Annual Review 2004-05, copies of which were available for information.

244 Meeting Dates 2006

The Board of Management considered the frequency and dates of meetings in 2006 in the light of MLA's request that these harmonise with the six scheduled meetings of MLA's Board.

**RESOLVED** that the Board meets on three occasions in 2006 in March, July and November on dates to be determined and that the Company Law Members meet once at their Annual General Meeting.

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CHAIR