



Terms of Reference for Libraries Connected Networks London Libraries - Leading London's Public Libraries

1. NAME OF NETWORK

- 1.1 The network shall be known as London Libraries

2. MEMBERSHIP

- 2.1 All statutory public library services in London are eligible to be members of the London Libraries network. Membership shall be open to all 32 London boroughs and the City of London where they are responsible for the provision of public library services under the Public Libraries and Museums Act 1964 or their authorised and recognised representative, all bodies shall be represented by the Head of Service or equivalent.

- 2.2 Membership can be extended to other relevant bodies at the discretion of the Network, however, only paid-up public library authorities under the terms of the PLM Act 1964 or their authorised and recognised representative, may have the right to vote. If there is one Head of Service for more than one authority, then each authority will have the right to send a representative and will have a vote.

- 2.3 A subscription fee will be charged to all London Library authorities. This will increase annually in line with CPIH rates. These funds will be used to support the work of London Libraries.

- 2.4 Membership to Libraries Connected is separate to the London libraries membership and will only be available to those authorities who have paid their annual subscription fee direct to Libraries Connected.

2.5 Ending of membership:

- 2.5.1 Any member of the Network may choose to end their membership by writing to the Chair informing them of this decision. Any subscription fees paid for that year will not be refunded.
- 2.5.2 Any public library authority that has not paid its London Libraries subscription fees for over a year and following two reminders shall have its membership terminated.

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3. MISSION AND PURPOSE

- 3.1 To support the charitable objects and core values of Libraries Connected and the delivery of its business plan.
- 3.2 To lead the delivery of strategic plans for the London region through collaboration, shared services, peer support and mentoring.
- 3.3 To work together to provide efficient and effective library services for the people of London.
- 3.4 To provide a common voice in matters of advocacy and in response to issues raised at regional and national levels.
- 3.5 To provide an initial, single point of contact for organisations wishing to deal with London's library authorities.
- 3.6 To identify and address issues affecting London's public libraries, seeking to achieve a common voice where responses need to be given to other bodies.
- 3.7 To promote and encourage co-operation between London's libraries to ensure effective provision of and access to services, and effective advocacy and promotion of libraries.
- 3.8 To disseminate information to members on current and emerging issues.
- 3.9 To work with other relevant bodies to strengthen the work of London Libraries.
- 3.10 To provide regional input to Libraries Connected on relevant issues.
- 3.11 To share best practise and provide peer support across the network

4. GOVERNANCE

- 4.1 An Executive Committee shall be elected by the members to manage the business of the Network and take urgent decisions where required.
- 4.2 The Executive Committee will be elected annually and shall consist of the following officers:
 - **Chair**
 - **Vice- Chair**
 - **Secretary**
 - **Treasurer**
 - **Up to 8 more officers** elected from the general membership

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The membership of the Executive Committee will not exceed a maximum of 12 members. The roles, their responsibilities and the term of office are defined in **Appendices 2-5**

- Other relevant members may be co-opted but, unless they are paid-up members of London Libraries, they shall not have a right to vote.
- Sub-committees may be formed to undertake specific programmes of work.
- All Officer roles will serve for a maximum of 2 years. At the end of this term, Officers must stand down. In the event no other candidates come forward, Individuals will be eligible to stand for re-election to these roles. If an AGM is unable to happen for any reason, Officers will continue in these roles until the next AGM.

4.3 Universal Offer Leads will be elected from the membership annually. There will be a maximum of 2 leads per offer. The leads will be responsible for attending regional and national meetings, for providing updates at national meetings and reporting back at general meetings as well as for helping to initiate new projects for London.

5. FINANCE

- 5.1 The finances of the network will be held by Libraries Connected and will appear in their accounts as a restricted fund. Libraries Connected will provide the Treasurer of London Libraries quarterly finance reports.
- 5.2 The finances for London Libraries will be audited annually by an independent auditor as voted on by the Libraries Connected membership.
- 5.3 The Executive Committee will have authorisation to approve any expenditure up to £5,000 (Five Thousand pounds).
- 5.4 No expenditure or commitments from London Libraries funds will be made that are unlawful or have not been agreed by the members.
- 5.5 No expenditure will be made nor committed if London Libraries does not have sufficient funds.
- 5.6 London Libraries will use a procurement framework for collaborative projects in line with Libraries Connected policies.
- 5.7 Projects and activities may from time to time require additional financial contributions from members or income generated through grants and contracts.

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6. MEETINGS

6.1 Executive Committee

- 6.1.1 Meetings of the Executive Committee shall be held quarterly or as necessary.
- 6.1.2 A quorum for Committee meetings shall be four Executive Committee members (excluding any co-opted members). Where a decision must be taken by the majority of the Executive Committee members and a quorum is not present, this may be done through virtual meetings if necessary.
- 6.1.3 All members of the Executive Committee shall be expected to attend a minimum of 50% of all Executive Committee meetings. Any member whose attendance falls below this level, will be required to step down from the committee.
- 6.1.3 Minutes of the Executive Committee meetings shall be presented to the General Meetings.
- 6.1.4 The Executive Committee will seek the authorisation of Full Membership for any spend above £5,000 (Five Thousand Pounds).

6.2 General meetings

- 6.2.1 Shall take place no less than 4 times per year, plus the Annual General Meeting which will take place once a year.
- 6.2.2 Attendance at meetings will be restricted to **one** representative from each authority. This should be the most senior person responsible for library services in each London borough, or their nominated substitute.
- 6.2.3 If a library authority wishes to send more than one representative, prior permission must be sought in writing from the Secretary. Permission will only be granted in limited circumstances (i.e. for the purpose of training or the handing over of roles). The additional representative will only be permitted to observe and will have no voting rights.
- 6.2.4 A quorum for Network meetings shall be 50% of the Committee members (excluding any co-opted members). Where a decision must be taken by the majority of the Committee members and a quorum is not present, this may be done through virtual meetings if necessary.
- 6.2.5 Representatives of co-opted bodies may attend meetings.
- 6.2.6 Representatives of other bodies shall attend by invitation.
- 6.2.7 Each member, (i.e. each paid-up library authority) shall have **one vote** when decisions are taken by vote.

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6.3 **Annual General Meetings**

- 6.3.1 An AGM will be held once per year, normally in April.
- 6.3.2 Elections for Executive Committee members will take place at the AGM. Nominations shall be sought from the membership and will require signatures from the proposer, a seconder and a short statement from the nominee about why they wish to serve on the Executive Committee. Each member authority will get **1 vote**.
- 6.3.3 If the number of nominations exceeds the maximum number of available spaces, then elections will be conducted by secret ballot. Each member authority will get **2 votes**
- 6.3.4 The annual accounts will be presented to the AGM to be agreed and signed off.
- 6.3.5 The annual subscription will be reviewed and agreed at the AGM.
- 6.3.6 Only those representing authorities where the Network's subscription has been paid for the current period will be entitled to propose notices of motion and vote at the AGM. Any decisions regarding the governance documents or the raising of subscriptions may only be taken at an AGM and shall be subject to a vote, with a required quorum of two thirds of the total membership. Should a quorum not be present then agreement may be sought through virtual means.

7 **POWERS OF THE NETWORK**

- 7.1 Collect subscriptions to support the activities of London Libraries as agreed by the membership
- 7.2 Put in place robust financial management and reporting systems to manage and report on London Libraries funds
- 7.3 Determine spending authorisation levels
- 7.4 Pay honoraria / expenses incurred in undertaking London Libraries business.
- 7.5 Apply for external funding
- 7.6 Organise training, peer support and conferences
- 7.7 Collect data and information from members to advocate for the power of London's public libraries regionally, nationally and internationally.
- 7.8 Develop partnership projects and work programmes to support the work of London Libraries.

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- 7.9 London Libraries will comply with Libraries Connected Data Protection Policies and Chairs, Vice-Chairs, Treasurers and Secretaries will complete their online training.
- 7.8 London Libraries will contribute to the Libraries Connected annual plan, actively promote Libraries' Connected activity in their area.

8. **Support from Libraries Connected**

8.1 Libraries Connected will:

- 8.1.1 • Offer an induction to new Chairs and access to their online data protection training.
- 8.1.2 • Offer a place on the Advisory Committee to the chair of each network.
- 8.1.3 • Organise and facilitate bi-annual meetings to bring together all chairs to discuss issues and share good practice.
- 8.1.4 • Provide a virtual space for networks to collaborate.
- 8.1.5 • Upon request, hold fees in reserve and manage them on behalf of the network.

9. **DISTRIBUTION OF ASSETS UPON DISSOLUTION OF THE NETWORK**

- 9.1 Should London Libraries be dissolved, and no successor body put in place, any financial assets remaining once all debts are cleared shall be distributed equally among the member library authorities.

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Appendix 1.

Libraries Connected Regional Networks - London

- City of London
- LB Barking and Dagenham
- LB Barnet
- LB Bexley
- LB Brent
- LB Bromley
- LB Camden
- LB Croydon
- LB Ealing
- LB Enfield
- LB Hackney
- LB Hammersmith & Fulham
- LB Haringey
- LB Harrow
- LB Havering
- LB Hillingdon
- LB Hounslow
- LB Islington
- LB Lambeth
- LB Lewisham
- LB Merton
- LB Newham
- LB Southwark
- LB Redbridge
- LB Richmond
- LB Sutton
- LB Tower Hamlets
- LB Waltham Forest
- LB Wandsworth
- RB Greenwich
- RB Kingston upon Thames
- Bi-borough (Kensington & Chelsea, Westminster)

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London Libraries Chair Role Description (Appendix 2)

Purpose of role

To lead London Libraries and be responsible for the overall co-ordination of network activities and represent the network on the Libraries Connected Advisory Committee.

Ensure that the network supports the charitable objects and core values of London Libraries and Libraries Connected and the delivery of their business plans as well as, leading the delivery of any regional or national strategic plans and generating additional value for member services through collaboration, shared services, peer support and mentoring.

Requirements

To become chair, you must:

- Be a Head of Service or nominated equivalent with decision-making authority for a public library service that is a member of Libraries Connected.
- Have strong understanding of the network's priorities and needs.
- Be committed to the mission, purpose and [core values](#) of London Libraries and Libraries Connected
- Be committed to supporting and developing the network.
- Be committed to embedding diversity and inclusion within the network

Appointment

Chairs will be elected by their network for a maximum term of 2 years in office. The Chair must step down after this term. If no other candidates come forward to fulfill the role, the individual will be eligible to stand for re-election.

Induction

New chairs will be offered an induction meeting, usually with a member of the Libraries Connected staff team and must complete the Libraries Connected online data protection course.

Responsibilities:

- Acting as the key link between the network and Libraries Connected, ensuring regional or national issues are raised and relevant information is communicated to network members.
- Chairing network meetings, ensuring their smooth operation.
- Co-ordinating the activities of the network ensuring it meets its core priorities.

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- Maintaining an effective overview of the financial position of the network.
- Working with network members to identify priorities and prepare annual strategic plans.
- Working with network members to appoint Universal Library Offer leads for the area.
- Leading the network's contributions to Libraries Connected initiatives and responses to policy developments.
- Promoting the membership and benefits of London Libraries and Libraries Connected in the region.
- Ensuring new network members are welcomed and supported to participate in meetings and the work of the network.
- Promoting London Libraries and Libraries Connected activity in the region or nationally.
- Representing the network at Libraries Connected Advisory Committee meetings and external events, organising alternative representation when necessary.
- Provide regional or national reports to Advisory Committee meetings and contribute to the Libraries Connected annual plan.
- Ensuring the network complies with the Libraries Connected Data Protection Policies
- Ensuring the work of the network support the charitable objects and [core values](#) of Libraries Connected.

Commitment

The amount of time this role takes up will vary but is expected to be approx. 10 hours per month, however, around events and meetings this is likely to increase.

Chairs will be expected to attend Executive meetings that take place 4 times a year, network meetings that take place 4 times a year, an Annual General Meeting which takes place once a year and Libraries Connected Advisory Committee meetings which run 4 times a year. Meetings take place both online and in person.

Travel to national meetings can be reimbursed by Libraries Connected in line with their expenses policy.

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Secretary Role Description (Appendix 3)

Purpose of role

To be responsible for administration of the London Libraries regional network and support the Chair.

Requirements

To become Secretary, you should be a Head of Service¹ or nominated equivalent with decision-making authority for a public library service that is a member of London Libraries / Libraries Connected.

Appointment

The Secretary will be elected by their network for a maximum term of 2 years in office. The Secretary must step down after this term. If no other candidates come forward to fulfill the role, the individual will be eligible to stand for re-election.

Induction

New Secretaries will be offered an induction meeting, with their network Chair, and must complete the Libraries Connected online data protection course.

Responsibilities:

- Supporting the Chair of the network by liaising to:
 - Setting and sharing a meeting schedule for each calendar year.
 - Drawing up meeting agendas.
 - Booking meeting venues or online slots.
 - Preparing annual plans.
 - Preparing contributions to London Libraries and Libraries Connected initiatives and responses to policy developments.
 - Preparing reports for meetings and contributing to the London Libraries and Libraries Connected annual plan.
 - Ensuring the work of the network supports the charitable objects and core values of Libraries Connected.
- Gathering papers and liaise with guests and speakers ahead of each network meeting.
- Sending agenda and papers to the network members ahead of meetings.
- Attending network meetings and taking the minutes.

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- Circulating minutes and any other required documents/presentations following network meetings.
- Ensuring the network complies with the Libraries Connected Data Protection Policies

Commitment

The amount of time this role takes up will vary but is expected to be approx. 10 hours per month, however, around events and meetings this is likely to increase.

Secretaries will be expected to attend Executive meetings which take place 4 times a year, network meetings which run 4 times a year and an Annual General Meeting which takes place once a year. Meetings take place both online and in person.

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Vice-chair Role Description (Appendix 4)

Purpose of role

To support the Chair in leading the London Libraries network, and co-ordination of network activities. Deputise for the Chair.

Ensure that the network supports the charitable objects and core values of London Libraries and Libraries Connected and the delivery of their business plan as well as, supporting the delivery of any regional or national strategic plans and generating additional value for member services through collaboration, shared services, peer support and mentoring.

Requirements

To become Vice-chair, you must:

- Be a Head of Service or nominated equivalent with decision-making authority for a public library service that is a member of London Libraries / Libraries Connected.
- Have strong understanding of the network's priorities and needs.
- Be committed to the mission, purpose and core values of Libraries Connected and London Libraries
- Be committed to supporting and developing the network.
- Be committed to embedding diversity and inclusion within the network

Appointment

Vice-Chairs will be elected by their network for a maximum term of 2 years in office. The Vice-Chair must step down after this term. If no other candidates come forward to fulfill the role, the individual will be eligible to stand for re-election.

Induction

New Vice-chairs will be offered an induction meeting with the network Chair and must complete the Libraries Connected online data protection course.

Responsibilities:

- Acting as a link between the network and Libraries Connected, ensuring regional or national issues are raised and relevant information is communicated to network members.
- Chairing network meetings, ensuring their smooth operation in the absence of the Chair.
- Supporting the Chair to coordinate the activities of the network ensuring it meets its core priorities.

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- Working with the Chair and network members to identify priorities and prepare annual strategic plans.
- Working with the Chair network members to appoint Universal Library Offer leads for the area.
- Supporting the Chair to prepare regional or national contributions to Libraries Connected initiatives and responses to policy developments.
- Promoting the membership and benefits of London Libraries and Libraries Connected in your area.
- Supporting the Chair to welcome and support new network members helping them to participate in meetings and the work of the network.
- Promoting London Libraries and Libraries Connected activity in the region or nation.
- Representing the network at Libraries Connected Advisory Committee meetings and external events if the Chair is unable to attend.
- Supporting the Chair to prepare regional reports to Advisory Committee meetings and contribute to the London Libraries and Libraries Connected annual plan.
- Ensuring the network complies with the Libraries Connected Data Protection Policies
- Ensuring the work of the network support the charitable objects and [core values](#) of Libraries Connected and London Libraries.

Commitment

The amount of time this role takes up will vary but is expected to be approx. 10 hours per month, however, around events and meetings this is likely to increase.

Vice-chairs will be required to attend Executive meetings which take place 4 times a year, network meetings which take place 4 times a year, an Annual General meeting which takes place once a year and may occasionally be asked to attend Libraries Connected Advisory Committee meetings which run 4 times a year. Meetings take place both online and in person.

Travel to national meetings can be reimbursed by Libraries Connected in line with their expenses policy.

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Treasurer Role Description (Appendix 5)

Purpose of role

To be responsible for the finances of the London Libraries network and support the Chair.

Requirements

To become regional treasurer, you should be a Head of Service or nominated equivalent with decision-making authority for a public library service that is a member of Libraries Connected.

Appointment

The Treasurer will be elected by their network for the agreed 2 year term of office.

Induction

New Treasurers will be offered an induction meeting, with their network Chair, and must complete the Libraries Connected online data protection course.

Responsibilities:

- Undertaking financial planning for the network in conjunction with the Chair and other network members.
- Advising the Chair and network members on financial issues.
- Authorising expenditure from the network's funds.
- Liaising with Libraries Connected's Finance Manager concerning the network's funds.
- Preparing a financial report ahead of each network meeting.
- Attending network meetings and giving an accurate report of the group's finances.
- Supporting the Chair of the network by:
 - Helping to prepare annual plans.
 - Helping to prepare contributions to London Libraries and Libraries Connected initiatives and responses to policy developments.
 - Helping to prepare reports for meetings and contribute to the London Libraries and Libraries Connected annual plan.
- Ensuring the network complies with the Libraries Connected Finance and Data Protection Policies.
- Ensuring the work of the network support the charitable objects and core values of Libraries Connected and London Libraries.

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Commitment

The amount of time this role takes up will vary but is expected to be approx. 10 hours per month, however, around events, meetings, and at the end of the financial year this is likely to increase.

Treasurers will be expected to attend Executive meetings which take place 4 times a year, network meetings which take place 4 times a year, and an Annual General Meeting which take place once a year. Meetings take place both online and in person.

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