

**London Libraries Consortium
Contract Monitoring
Minutes of Meeting**

Date: 20th March, 2008

Time: 1.30 – 5.00pm

Agenda Item	Discussion	Agreed Action
Present	Ann Rennie (LLC), ██████████ (Wandsworth), ██████████ (B&D), Dylan Champion (Hav), ██████████ (DS), ██████████ (Rich), ██████████ (New), ██████████ (New), ██████████ (TH), ██████████ (DS), ██████████ (Hack), ██████████ (Brent), ██████████ (En), ██████████ (WF), ██████████ (Rich), ██████████ (Red)	
Apologies		
1. Introductions / General discussion	General discussion about issues to be raised prior to DS joining the meeting	
2. Review of current contract performance	<p>Performance spreadsheet discussed. There was some discussion about the value of this method of monitoring the contract and most people felt it was not particularly beneficial at this size of meeting</p> <p>Main areas of concern are</p> <p>View Point OG Upgrade to V3.2 Reports</p>	<p>DS to produce a list of Key Performance Indicators for the Board to review / agree These will be reviewed at Ops Team every 6 weeks Board would concentrate its role around Policy and Strategy in future meetings based on Development Team proposals</p> <p>DS also advised of changes within their management arrangements for LLC as a direct result of these concerns. These will all be included in the Governance Doc</p>
3. Project Reviews	Update report produced for information	
4. Contract Update	Contract discussed	Report to Board asap
5. Development Fund		Draft Governance doc to be produced in April. Board sign off asap
6. Development Team	As the LLC are now up to 12 members, there was some discussion about how the Board will function and how we progress with system / business / partnership development.	Ann to establish the team asap. The first role of the team will be to draft the governance doc for Board approval.

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	It was agreed that we form a small Development Team to look at the above issues and they report to the Board, they could also propose access / spend against the development fund	
7. LPSN Update	Update discussed	After a general discussion it was agreed that we would use the Development Fund to facilitate this work. DS to provide a detailed project plan and costings asap
DS representatives left the meeting		
8. Mins of previous meeting	Agreed	
9. Transport Proposals	<p>LLC are experiencing issues with not meeting the Reservations Supply Times for 7 days. There has been some discussion at the Ops Team about stopping the loaning of some items to other boroughs to address the problem. After a general discussion it was agreed that Ops Team could put in some short term corrective actions to sort out the 7 day loan PI, but fundamentally restricting loans of items across partners goes against the key aims of the Consortium.</p> <p>Haverling presented a proposal to outsource transport in Haverling with a plan to roll out to those LLC partners who where interested in join. This could be considered across London</p>	<p>Short term adjustments would be made to get though year end.</p> <p>Haverling to pilot transport proposals and feed back to Board over the next three months</p> <p>No material would be restricted on an ongoing basis</p>
10. One Card	Waltham Forest raised some concerns about how we manage to remain using the 'one card' across LLC when they move to the WF One Card option. Options discussed would mean LLC had readers, or the WF card would need to keep the bar code	General view was bar code to remain on the WF card would be the cheapest option. Lorna to take back to WF. This needs to be added to the Development Team work plans
11. Governance	Revised document to be sent out to Board in draft for agreement / comments in April	Development Team to draft asap

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12. Sexual Orientation recording	There seems to have been some confusion about this request at Ops Team. We were unclear if this was a request for a mandatory field or a request for system enhancement	It was agreed that a CC would be raised to request a system enhancement for an additional field in OG to record this information. Ann to raise CC
13 Proof of Address	After some discussion about why some boroughs need to continue with asking for this, it was agreed to have a description on the pick list saying something like 'not required for Brent'	Brent to raise a Change Control with the wording they require
14. Cataloguing	It has been agreed that for a catalogue clean up by BDS at the next suitable window and we would also move to MARC 21 as soon as possible after. However the Ops Team have request some specific work around clean up of some records which may not be covered by the BDS load. Enfield have offered the services of a Cataloguer to help us through this process	<p>After a general discussion about this it was agreed that LLC would share the costs of an 18hr a week Cataloguer post for 6 months. This will be reviewed after three months. The Catalogue group will agree what needs to be done and monitor the progress against the agreed targets.</p> <p>Enfield will bill Havering who will deal with the recharges to the partners</p> <p>Work Plan needs to be agreed before contract can start</p>
15. AoB	The following issues need to be discussed at the next Board meeting	Martin to circulate the legal doc again for discussion / comments
	<p>Future management of LLC</p> <p>Legal Entity Proposals</p> <p>Governance</p> <p>Contract with DS</p>	<p>Governance doc to be circulated when completed by Development Team</p> <p>Ann to circulate proposals for Contract when available</p> <p>Development Team to consider future management and options / proposals</p> <p>Next meeting to be arranged within 3 months date depending on the above being available for discussion</p>

Next Meeting; TBA