

Library management committee - terms of reference

The Library management committee has sole responsibility for all aspects of the library's operations as delegated to it by the board of BUSCA.

The committee can therefore make all decisions relating to all aspects of the library's operations without reference to the board of BUSCA, save for any instances documented to the contrary in BUSCA's governing document, the committee's governing document or a library policy.

Membership of the committee is governed by a recruitment policy that is approved by the board of trustees of BUSCA and also by Leicestershire County Council. The committee must include at least one member who is a trustee of BUSCA.

The committee can delegate specified areas of the library's ongoing operations to other parties, provided that documented, agreed terms of reference are in place. Delegated areas include but need not be limited to: the day-to-day running of the library; the hiring of the library as a venue; maintenance of the fabric of the library building and the equipment it contains.

The committee leads on the following areas in its own right ie without delegating any of them to other parties:

Funding

To ensure that income is sufficient to meet all running costs.

Finance

To ensure that the finances of the library are managed tightly and reported on clearly.

To oversee fund-raising.

Risk management

To ensure that the principal risks facing the library are being managed appropriately.

Managing capital projects

To ensure that all major capital projects are managed tightly.

Utilities

To ensure that utility services are provided in a cost-effective manner.

Governance and policies

To ensure that proper governance arrangements are in place for the library, including the committee itself and any parties to which it delegates areas of ongoing work.

To ensure that all necessary policies are in place and reviewed regularly, including but not necessarily limited to: safeguarding; conflicts of interest; data protection; equality and diversity; expenses; financial management; health and safety; involvement of volunteers; recruitment and induction of committee members; complaints; risk management; sexual harassment.

Reporting

To ensure that all reporting to Leicestershire County Council, Barrow Parish Council, BUSCA etc is carried out as required.

Employment

To ensure that employment contracts are kept up to date and recommend annual pay rises to BUSCA (which is the employer of any library staff).

To support the Co-ordinator of Volunteers in managing the volunteers and adhering to the support agreement with Leicestershire County Council.

Volunteers

To oversee volunteer recruitment and retention.

Day-to-day running of the library (via the Operations team)

The Operations team works within its agreed terms of reference.

Maintenance of the library (via the Maintenance team)

The Maintenance team works within its agreed terms of reference.

Hiring of the library as a commercial venue

The Hiring team works within its agreed terms of reference.

Approved by LMC 14 April 2025

Due for review April 2026