**Terms of Reference**

**Baildon Library Advisory Group (BLAG)**

**The main purpose of the BLAG is to work in partnership with senior staff from Bradford Libraries to oversee the management and development of Baildon Library.**

Specifically, it will;

1. Suggest and implement ways to help ensure enough Volunteers are recruited and trained as laid out in the SLA.
2. Suggest and implement such new services as may be appropriate for the Library building
3. Monitor and review the effectiveness of such services
4. Ensure that high standards are maintained in the Library function
5. Advise the Library Volunteer Coordinator and support them in carrying out their role
6. Pursue such grants and monies that may be available to improve the service.
7. Provide reports and such information as is required by the Economy Committee of Baildon Town Council

**Conflict resolution and decision making;**

Every effort will be made to make decisions by consensus of those present. Should this not be possible, either party to the Partnership shall have the right to veto a decision and postpone it until the next meeting. In the event of a continued stalemate, the ultimate decision will rest with Bradford Council Libraries service, however, any decisions regarding volunteer staff would rest with Baildon Town Council.

**Membership;**

The BLAG will consist of a minimum of 3 Town Councillors appointed by the Economy Committee, 2 representatives of Bradford Libraries Division, (voting members) The Volunteer Coordinator and other members maybe recruited either temporarily or permanently as and when required.

**Meetings;**

Meetings will be convened by the Volunteer Co-ordinator who will also produce brief notes of decisions taken. BLAG will approve its own minutes and these will be circulated to the Economy Committee and as required by Bradford Council by those representatives.

The BLAG will meet at least 2 times a year. within the three weeks before the Economy Committee’s meeting.

John Turner

BLAG Chair

26/7/18