

Terms of Reference

Baildon Library Advisory Group (BLAG)

The main purpose of the BLAG is a partnership between BTC and senior staff from Bradford Libraries to oversee the management and development of Baildon Library and spaces occupied by Baildon Town Council

Specifically, it will:

1. Work closely together on all issues arising from shared occupation of premises (both temporary and permanent);
2. Keep the SLA between Bradford and BTC under review and propose changes as needed (to BTC and Bradford Council);
3. Agree service parameters for Baildon Library, including opening hours, activities and operational policies;
4. Advise the Library Volunteer Coordinator and support them in carrying out their role, including to suggest and implement ways to help ensure enough Volunteers are recruited and trained;
5. Suggest and implement such new services as may be appropriate for the library building;
6. Monitor and review the effectiveness of the library including monitoring usage levels and closures;
7. Ensure that high standards are maintained in the Library function;
8. Pursue such grants and monies that may be available to improve the service;
9. Provide reports and such information as is required by the Economy Committee of Baildon Town Council.

Making decisions

Every effort will be made to make decisions by consensus of those present. In the event of a continued stalemate, the ultimate decision will rest with Bradford Council Libraries service.

Membership

The BLAG will consist of up to 3 Town Councillors and 2/3 representatives of Bradford Libraries Division, and be supported by BTC Library Volunteer Co-ordinator

Meetings

Meetings will be convened by the Volunteer Co-ordinator who will also produce brief notes of decisions taken. Each member of BLAG will approve draft minutes and these will then be circulated to the Economy Committee and as required by Bradford Council. Chairing will be decided by members of the group.

The BLAG will decide its own meeting dates as and when required.

May 2022