

# THE NORTHERN COLLABORATION

## Principles and Governance 2020

### Aims of the Northern Collaboration

1. The Northern Collaboration (NC) is a group of higher education libraries in the North of England. Against a background of rapid change in higher education and in the information and technology industries, the group aims to provide a framework within which libraries can work together to improve the quality of services, to be more efficient, and to explore new business models. It also provides a means for exchanging ideas and good practice, for raising awareness among the staff of member libraries of changes in the external environment, and for making connections between librarians and related professional groups.

### Expectations of Members

2. The NC is intended to be a flexible, responsive and participative group, dependent for its success on the energy and commitment of member libraries. The expectation is that all members will contribute in some way towards achieving the aims of the NC, for example, through participation in Special Interest Groups, through membership of the Steering Group, or by offering venues for meetings.
3. Members are not required to participate in all areas of collaboration.

### Areas of Collaboration

4. Areas of collaboration shall include
  - Topical meetings and learning exchanges for all levels of library staff designed to improve knowledge of the changing environment and to exchange ideas and good practice
  - Development of connections with common purpose professional groups to explore shared intents and challenges
  - Exploration and implementation where appropriate of shared services and new service models among NC member libraries
  - Annual conference

## **Relationship with SCONUL**

5. The NC is a sub-group of SCONUL. SCONUL provides an administrative infrastructure and support in the following areas:
  - Financial management, including invoicing of subscriptions and conference fees
  - Employment of the Northern Collaboration Officer on behalf of the NC
  - Hosting and continuing development of the NC website

This support is at a cost to be agreed annually by the Directors' Group and SCONUL.
6. It is the responsibility of the NC Steering Group to maintain links with SCONUL e.g. through a member of the SCONUL Executive Board.

## **Membership and Costs**

7. Membership is open to any HE library in the north of England which is a member of SCONUL. Membership is contingent upon payment of an annual subscription, due on 1<sup>st</sup> January, which will be proposed by the Steering Group and agreed by the Directors' Group at the AGM.
8. Membership of the Northern Collaboration and of its Special Interest Groups is restricted to institutions covered by the Northern Collaboration region.
9. Should the development of the areas of collaboration incur costs, funding will be sought from appropriate sources where possible.
10. The Steering Group has delegated authority to spend NC funds for the purposes consistent with the aims and objectives of the NC, as set out in the annual budget and agreed by the Directors' Group at the AGM. Approval of such expenditure must be given by the Treasurer, Secretary or Chair, or a person delegated by the Steering Group to authorise such spending, such as the Development Officer.
11. Notice to leave the NC should ideally be given prior to the AGM in order to inform subscription levels.
12. Current membership includes those institutions displayed on the following link:  
<https://northerncollaboration.org.uk/content/member-institutions>

## Governance and Management

### Formal groups

13. The two formal groups of the NC are indicated below

Group	Purpose	Membership	Period of office	Frequency of meetings
Directors' Group	To agree the composition of the Steering Group; to agree priorities, activities, the annual budget and subscription levels	All Directors or their nominees	Duration of institutional membership	Twice annually
Steering Group	To be agile in responding to emerging priorities and requirements of the members; to develop an annual plan for approval by the Directors' Group	Chair; Secretary; Treasurer.  Up to 4 Directors; NOWAL representative.  NC Development Officer in attendance	Steering Group term of office commences on 1 <sup>st</sup> January  Chair – 2 years  All other members – 3 years	At least 3 times annually

14. The NC will hold its AGM each autumn, usually in November. Steering Group elections will take place at this time and the following year's budget and subscriptions will be agreed.

15. Members elected to the Steering Group may stand for re-election for one further consecutive term of three years. An elected Director who has served two consecutive three-year terms of office shall retire and shall not be capable of re-election for a minimum of one year. The Chair may serve up to two consecutive two-year terms of office, and shall not be capable of re-election to the position of Chair for a minimum of one year.

16. A quorum of one third of representatives is required at meetings where resolutions are made. At any meeting a resolution put to the vote will be decided by a show of hands.

17. Representation on both the Directors' Group and the Steering Group will be either a member library's Director or their nominee, who will normally be a senior person with significant responsibility for library services.

## **Special Interest Groups**

18. Special Interest Groups (SIGs) may be suggested by any member of the NC for consideration by the Directors' Group. Criteria for establishing a SIG include level of demand from, and benefits to, members across the NC. Each SIG will have a designated Chair and will be expected to produce an annual action plan, and make periodic reports.

19. Membership of SIGs is restricted to members of the NC.

## **Northern Collaboration Development Officer**

20. A part time Development Officer is funded from subscriptions to ensure the aims and objectives of the Collaboration are driven forward. The Development Officer will be employed by SCONUL but based in the North of England.

21. The above Principles and Governance will be reviewed annually.

**To be discussed/agreed by NC Directors 15.11.2019**

Version 6 (overall)