

## **CILIP Response to questions raised via Open Letter about the Employer Partners Scheme**

October 2019

The CILIP Employer Partners Scheme was developed from the original CILIP Organisational Members Scheme as a response to the call by members in the *Securing the Future* consultation for CILIP to build a stronger relationship with Employers in order to encourage them to value and invest in professional skills.

The Employer Partners Scheme has already delivered positive outcomes for the library and information profession. In addition to providing a mechanism for us to develop our *Workforce Strategy 2019-24*, it has enabled CILIP to progress the new LAIS Apprenticeships scheme and has succeeded in enabling new individual members to join CILIP under the banner of their organisation.

Full criteria and Terms & Conditions of the Employer Partners Scheme are available on the CILIP website at <https://www.cilip.org.uk/page/EmployerPartner>.

The following questions have been raised by a group of members and non-members via Open Letter to CILIP. We are pleased to provide the following clarifications.

<p>What are the criteria on which each stage of the 3-part assessment are assessed against?</p>	<p>There are no fixed criteria for this assessment. The process involves 3 sets of internal discussions:</p> <ul style="list-style-type: none"> <li>• An assessment of the legal status of the 3rd party</li> <li>• A reflection on whether the business activities of the 3rd party are compatible with CILIP's responsibilities under the Ethical Framework,</li> <li>• A consideration of any further reputational issues attendant on the relationship.</li> </ul> <p>Legal status is usually established through straightforward due diligence, most commonly via a company or Charity registration number. The ethical and reputational discussion is a judgement-based one conducted by the Senior Leadership Team (as it is in all other matters relating to risk assessment).</p> <p>One outcome of the exchange of open letters is that we will be revisiting this process, and specifically:</p> <ul style="list-style-type: none"> <li>• Assessment of ethical implications against the proposed new <i>Institutional Ethical Framework</i>, and;</li> <li>• Documenting the result of these assessments for the Board.</li> </ul>
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<p>What processes were designed to make a smooth transition to the Employer Partner Scheme.</p>	<p>This process took two parallel paths:</p> <ul style="list-style-type: none"> <li>i) Migration of existing Organisational Members into the Scheme, and;</li> <li>ii) Marketing and promotion of the Scheme to new entrants</li> </ul> <p>The first phase involved product development and design, which was conducted in 2017-18. A plan was then developed to inform existing OM about the benefits of the Scheme and to migrate them across to it when their next renewal fell due (which is now almost complete).</p> <p>The second phase involved developing marketing materials to enable CILIP to include discussion of the Employer Partners Scheme in our ongoing dialogue with potential new partners.</p>
<p>Who designed and approved the processes governing the migration to the Employer Partner Scheme?</p>	<p>CILIP operates under a 5-year Action Plan (<i>Securing the Future</i>) and an annual operational plan (called an <i>Annual Delivery Plan</i>).</p> <p>Actions for a given year are included in a draft <i>Annual Delivery Plan</i>, which is reviewed and approved by the Board, generally in November, and which then serves as a mandate for implementation to the staff.</p> <p>In the case of the migration to the Employer Partners Scheme, this was approved in the 2018 and 2019 Annual Delivery Plans and implemented by the staff team.</p>
<p>Which stakeholder groups were consulted with in the course of the scheme's development?</p>	<p>The staff involved in the original product design are no longer with the organisation, so detailed information on who was consulted is not available. We know that the scheme was included in various presentations to different sector groups including the CILIP Board and Presidential Team, Member Networks, members via the 2017 AGM 'Review of the Year and Look Ahead' presentation and different employers in one-to-one discussions.</p> <p>However, these were information-sharing exercises. No formal consultation was undertaken with external parties in the development of the scheme. The formal 'consultation' process which led to the Scheme was the 2016 <i>Secure the Future</i> strategy consultation, which was open to members and non-members.</p>
<p>When were members involved in the re-development of the scheme?</p>	<p>See above. Members were involved in the strategy consultation which resulted in the scheme being established and there were various updates about the Scheme during 2017-19. The formal decision to implement the Scheme was made by the CILIP Board as the duly elected representatives of the membership.</p>
<p>How were members communicated with throughout the development of the</p>	<p>See above. We do not have a full record of the channels or mentions of the scheme prior to launch. The development of the Scheme was mentioned in our various planning and internal working documents as</p>

Employer Partner scheme prior to launch?	well as our Board papers, which are openly available for scrutiny by members.
Are members involved in the approval of Employer Partner status for each organisation? If not, why is this the case?	<p>In much the same way that members are not involved in the approval of membership status for individuals, they are similarly not involved in the approval of Employer Partner status for organisations.</p> <p>The Scheme is established as an activity of CILIP at the behest of the Board of Trustees, who are themselves the elected representatives of the Members. Any member can put themselves forward for election to the Board and Elections are carried out in an open and transparent way according to the Bye Laws and Regulations of CILIP.</p> <p>There is a pre-existing mechanism for any member to raise a concern about any Employer Partner (as there is for concerns about individual members) through our established Complaints Procedure, which is set out in our Regulations.</p> <p>We have examined the organisational membership schemes of other professional associations and have yet to find an instance whereby all members would 'vote' on the eligibility of an organisation for organisational membership. In our view, such a popular vote on membership of an organisational membership or partnership scheme would be disproportionate and unworkable.</p> <p>CILIP has to be able to establish criteria for membership and then run the scheme accordingly. It is highly unlikely that any organisation would wish to join a scheme if the barrier to entry were an all-member vote, notwithstanding the logistical and practical barriers.</p>
What are the costs for Employer Partners joining CILIP?	The cost of standard Employer Partner membership is £500, renewable annually. The cost for premium membership is variable on negotiation with the individual employer, and hence there isn't a fixed price-point for this.
Where workers are in an industrial dispute with an Employer Partner, will CILIP support the workers or the Employer Partner?	CILIP is not a Trade Union and hence cannot act as a 'representative' of either party in an industrial dispute. In practice, where this situation has arisen in the past, we have sought to engage with all parties (workers, employer and Trade Union representatives) to push for a mutually-acceptable resolution that is in the interest of service users. Please see our separate statement on this for details.
Will CILIP clarify whether the Employer Partners scheme makes employers members or partners. If employers are members, why is the scheme branding the dynamic as a partnership?	The Employer Partners Scheme is essentially a service delivered under a contract. Employers do not become 'members' of CILIP as a Charity in a legal sense, but rather have access to a range of benefits broadly defined as 'partnership' under the Terms & Conditions of the Scheme.