LIBRARIES NI

AUDIT AND RISK ASSURANCE COMMITTEE

12 April 2017

Minutes of a meeting of the Audit and Risk Assurance Committee held in Lisburn City Library on Wednesday 12 April 2017 at 10:44 am

PRESENT

Mrs Deirdre Kenny  Chairperson
Councillor Seán McGuigan  Vice-Chairperson
Professor Bernard Cullen  Chair of Board
Alderman Stephen Martin

IN ATTENDANCE

Ms Helen Osborn  Acting Chief Executive
Mr Desi Miskelly  Director of Business Support
Mr Brian Doherty  Head of Internal Audit
Mrs Kim Aiken  Service Development Manager
Mrs Laura Dixon  Northern Ireland Audit Office
Mr Ciarán Mee  Department for Communities

1. APOLOGIES FOR NON ATTENDANCE

Ms Nuala McAuley
Councillor Stephen McIlveen
Ms Catherine O'Hagan  Northern Ireland Audit Office

2. MEMBERS’ DECLARATION OF POTENTIAL CONFLICTS OF INTEREST

2.1 The Chairperson reminded Members and officers of the need to declare any actual, potential or perceived conflicts of interest associated with any item on the agenda either now or at the relevant stage during the meeting. No interests were declared.

3. CHAIRPERSON’S BUSINESS

3.1 The Chairperson welcomed the following to the meeting:

- Ms H Osborn, in her role as Acting Chief Executive of Libraries NI
• Ms K Aiken, Service Development Manager
• Mrs L Dixon, NIAO who is attending in place of Ms C O'Hagan

3.2 The Chairperson reported that, prior to the Committee meeting, the annual bi-lateral meeting had been held with the Head of Internal Audit to discuss risk, control and governance. She added that the Head of Internal Audit had given the Committee his assurance on these matters and had confirmed that there had been no impairment to the independence of Internal Audit and that appropriate resources and support were in place to facilitate Internal Audit to carry out its responsibilities.

4. CHIEF EXECUTIVE’S BUSINESS

4.1 The Chief Executive drew attention to the following matters:
• Letter from DfC regarding Whistleblowing Guidance
• FD (DoF) 02/17 Fraud Alert
• AFMD Consolidation Officer Appointment Letter
• DAO (DoF) 01/17 was issued on 28 March 2017. This DAO provides accounts direction for some government bodies but does not apply to NDPBs and therefore does not apply to Libraries NI.

4.2 On a suggestion by the Chairperson of the Board it was agreed that staff should be made aware of the potential to receive fake/spam c-mails and to emphasise to them the need for vigilance, especially in relation to false requests for user log on and password details.

5. MINUTES OF THE MEETING OF THE AUDIT AND RISK ASSURANCE COMMITTEE HELD ON 18 JANUARY 2017 ARAC 01.04.17

5.1 On a proposal by the Chairperson of the Committee, Mrs D Kenny, seconded by the Vice-Chairperson Councillor S McGuigan, the Committee approved the minutes of the meeting of the Audit and Risk Assurance Committee held on 18 January 2017.

6. MATTERS ARISING FROM THE MEETING OF THE AUDIT AND RISK ASSURANCE COMMITTEE HELD ON 18 JANUARY 2017 ARAC 02.04.17

Item 6.3: Matters Arising from the meeting of the Audit and Risk Assurance Committee held on 18 January 2017

6.1 The Acting Chief Executive informed Members that the Department of Finance (DoF) had approved the Management Statement and Financial Memorandum (MSFM) which has now been officially signed by both herself and the Permanent Secretary, Mr L O'Reilly from the Department for Communities (DfC). The Acting Chief Executive thanked Mr C Mee, DfC for his work to
ensure a successful conclusion to this matter. Members were informed that the Board Operating Framework would be updated to reflect the MSFM and a copy would be taken to the July Board Meeting.

6.2 Mrs Dixon confirmed that the NIAO were still reviewing options with regard to the most appropriate methodology for auditing Trust Funds, including the fund that had transferred to Libraries NI from the South Eastern Education and Library Board. She stated that she did not expect this issue to have a material impact on the audit of the annual accounts. The NIAO was currently in discussion with the Department of Finance and would report back to the Committee.

7. INTERNAL AUDIT ACTIVITY REPORT

7.1 The Head of Internal Audit reported on the seven audits completed since the last meeting of the Audit and Risk Assurance Committee, held on 18 January 2017. Where applicable, the assurance rating for each of the audits are as shown in the table below:

<table>
<thead>
<tr>
<th>Audit Assignment</th>
<th>Assurance Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Validation of Targets</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>Business Case Process</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>Antrim Branch Library</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>Ballymena Central Library</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>Ardoyne Branch Library</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>Portrush Branch Library</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>Whitehead Branch Library</td>
<td>Satisfactory</td>
</tr>
</tbody>
</table>

7.2 The Head of Internal Audit provided Members with details of the Validation of Targets audit and the audit of the Business Case Process. Both audits had no Priority One findings and recommendations from each audit had been accepted and had been implemented or were in the process of implementation by Managers.

7.3 The Chairperson of the Committee reminded Members of the reputational risk to Libraries NI when reporting statistics and other information as this information was viewed not only by the Department but by the Minister and the Northern Ireland Assembly. The Head of Internal Audit confirmed that he had introduced testing, during branch library audits, of the documentation used to support reporting on targets to determine whether an appropriate audit trail exists. Reporting on this testing would commence for audits underway after April 2017. Members noted that a review audit of Validation of Targets was scheduled to take place, according to the Internal Audit Strategy, in 2018/19 but the Head of Internal Audit confirmed that if testing at the Branch Library level indicated that the issue of audit trails to support the reporting of targets remained a concern, the audit would be advanced to the current financial year. The Head of Internal
Audit confirmed to Members that in the majority of cases a sufficient audit trail did exist and he was content to provide a 'Satisfactory' level of assurance.

7.4 The Head of Internal Audit referred to the remaining five branch library audits which had all had received a Satisfactory level of assurance, two audits had received a Priority One rating in regard to Health and Safety issues but the Head of Internal Audit confirmed that he was content that the recommendations contained in the audit reports had been implemented or were in the process of being implemented.

7.5 Members noted the report.

8. INTERNAL AUDIT ACTIVITY REPORT – OUTSTANDING RECOMMENDATIONS ARAC 04.04.17

8.1 The Head of Internal Audit drew attention to the report showing progress on the implementation of outstanding audit recommendations from previous Internal Audit Reports.

8.2 Members noted that since the last scheduled meeting of the Audit and Risk Assurance Committee on 18 January 2017, of the 44 recommendations outstanding, 32 had now been cleared, leaving 12 to be resolved. Members noted that only one Priority One recommendation remained outstanding and work was continuing to resolve the matter.

8.3 Attention was drawn to the recommendation highlighted as 'red' as the original date for implementation had been exceeded by four or more months. The Head of Internal Audit confirmed that work was continuing with Fujitsu to resolve software issues and it was hoped to have a revised implementation for May 2017. In response to a question from the Chairperson of the Committee the Director of Business Support confirmed that there was no risk to the organisation and the situation was being managed appropriately.

9. INTERNAL AUDIT DRAFT ANNUAL REPORT 2016/17 ARAC 05.04.17

9.1 The Head of Internal Audit reminded Members that Public Sector Internal Audit Standards required him to present a formal annual report to the Accounting Officer giving his opinion on the overall adequacy and effectiveness of the organisation’s risk management, control and governance processes, highlighting the range of strengths and weaknesses and providing his annual assurance to the Accounting Officer.

9.2 The Head of Internal Audit presented his draft report, highlighting in particular Section 6: Planned v Actual Audit Activity. He advised Members that 26 audits had been completed compared to a planned total of 28 audits adding that during the year the Auditor had been absent for an extended period of sick
leave at the start of the year and had left in October 2016. A Trainee Auditor had been appointed and took up post on 1 December 2016. He reminded Members that during the year the audit of Contracted Hours had been carried out and had been quite substantial, resulting in some planned audits being deferred. Members had been kept advised of progress throughout the year. Members were also reminded that an external audit of the Libraries NI Internal Audit service was undertaken by DfC auditors which had concluded that the Internal Audit Section generally conforms to statements of best practice in the Internal Audit Standards.

9.3 The Head of Internal Audit confirmed that a sufficient number of audits had been completed and the assurance levels were such as to enable him to provide the Acting Chief Executive with assurance that, in his opinion, the risk management, control and governance systems within Libraries NI were operating in a satisfactory manner.

9.4 Members noted that the draft report would be finalised on receipt of financial information which would allow the calculation of the remaining Key Performance Indicators (KPIs).

9.5 Members commended the Head of Internal Audit and his staff for their work during the year.

10. **BI-ANNUAL ASSURANCE STATEMENT (PERIOD ENDED 31 MARCH 2017)**
    **ARAC 06.04.17**

10.1 The Acting Chief Executive presented the Bi-Annual Assurance Statement for the period ended 31 March 2017 and referred in particular to Section 3: Risk Management which outlined existing risks within the organisation and new risks which had been identified. The Acting Chief Executive also reported on those areas which had been marked ‘Working towards Compliance’.

10.2 Members noted that a draft copy of the Bi-Annual Assurance Statement had been submitted to DfC to inform its end of year processes. Following review by the Audit and Risk Assurance Committee and the Board a final signed copy incorporating any amendments would be submitted to the Department.

10.3 In response to a question from the Chairperson of the Board, Professor B Cullen, the Director of Business Support confirmed that in a case of emergency each branch library had an evacuation plan and a draft business continuity plan was in the process of being developed.

10.4 Alderman S Martin referred to the ending of a temporary contract in a branch library which had attracted attention and enquired whether there was learning from this situation that could be applied to other situations. The Acting Chief Executive confirmed that Libraries NI had learned from this situation and would try to put that learning into practice.
10.5 Following discussion on the Statement, on a proposal by the Chairperson of the Committee, Mrs D Kenny, seconded by the Vice-Chairperson Councillor S McGuigan, Members agreed to recommend the Bi-Annual Assurance Statement for the period ended 31 March 2017 to the Board for approval.

11. MINUTES OF THE GOVERNANCE AND ACCOUNTABILITY MEETING HELD ON 14 FEBRUARY 2017

11.1 The Acting Chief Executive presented the minutes of the Governance and Accountability Meeting held on 14 February 2017.

11.2 She drew attention to paragraph 5b.3 which stated that Libraries NI had confirmed that a 95% cash allocation would be insufficient to allow current service levels (opening hours, programmes, stock) to be maintained. It was agreed that the Department would be kept informed of developments.

11.3 The Acting Chief Executive also drew attention to paragraph 6a and, following a recommendation by the Department, the Libraries NI Corporate Risk Register had been revised and a number of risks consolidated.

11.4 The Director of Business Support drew attention to paragraph 5c.2 and reported that a Business Case had previously been submitted to the Department in respect of the Coleraine Library project. Tenders had been issued earlier in the year and submitted to the Department for approval before Libraries NI entered into a contract. Unfortunately, the timing of submission of the tenders co-incided with the dissolution of the Assembly and the contract is still awaiting departmental approval. In the interim Libraries NI had taken out a lease for a year for temporary accommodation while the project was being carried out. The Director of Business Support explained that DfC were doing their best to resolve the issue but the tender submitted by the contractor would expire on 13 April 2017 at which time the price quoted may no longer be available. The Director of Business Support reported that he would keep Members informed of the situation.

12. RISK MANAGEMENT REPORT AND REVIEW

12.1 The Director of Business Support drew attention to the Risk Management Report and Review and referred Members to the minutes of the Risk Management Group held on 22 March 2017.

12.2 Members noted the Fraud Risk Analysis and in particular the two red risks relating to Contracted Hours and Stock Losses.

12.3 The Director of Business Support drew attention to the Corporate Risk Register confirming that, in response to a suggestion by DfC, the register had been
condensed and now contained eight corporate risks which were discussed at length.

12.4 On a proposal by the Chairperson of the Committee, Mrs D Kenny, seconded by Alderman S Martin, the Committee recommended the Corporate Risk Register to the Board for approval.

*Members agreed to take Agenda Item 15: Annual Board Assurance Statement as the next order of business.*

13. **ANNUAL BOARD ASSURANCE STATEMENT (YEAR ENDED 31 MARCH 2017)**  

13.1 The Chairperson of the Board, Professor B Cullen presented the Annual Board Assurance Statement for the year ended 31 March 2017 reporting that he had confirmed to the Department that the Board of Libraries NI had carried out its duties with probity and to the highest of standards. He drew attention to the note referring to the Board Effectiveness Review which would be completed at the Board Meeting to be held on 13 April 2017.

13.2 On a proposal by the Committee Chairperson, Mrs D Kenny, seconded by the Vice-Chairperson Councillor S McGuigan, Members agreed the Annual Board Assurance Statement, noting that it had been submitted to DfC to inform its end of year governance processes and recommended its adoption to the Board.

*Members agreed to return to Agenda Item 13: Schedule of Mission Critical Projects as the next order of business.*

14. **SCHEDULE OF MISSION CRITICAL PROJECTS**  

14.1 The Director of Business Support presented a report on the current status of the existing three Mission Critical Projects.

14.2 He drew attention to the Stock Assets Project and explained that the original objective of the project was to develop an appropriate method to value Heritage Assets and that as this had now been achieved and future activity involved routine revaluations only, he suggested that the reporting of this item as a Mission Critical Project should cease.

14.3 On a proposal by the Committee Chairperson, Mrs D Kenny, seconded by the Chairperson of the Board, Professor B Cullen, the Committee agreed to remove the Stock Assets Project from the Schedule of Mission Critical Projects.

14.4 Members noted the report.
15. DRAFT GOVERNANCE STATEMENT 2016/17
15.1 The Acting Chief Executive presented the first draft of the Governance Statement 2016/17 which had been submitted to DfC to inform its end of year processes. She reported that the draft statement would be reviewed and amended as necessary prior to submission for audit of the draft Libraries NI Annual Report and Accounts 2016/17 and again on completion of the external audit of the Accounts.

15.2 She drew attention in particular to the significant risks identified during 2016/17 and the associated mitigating action and the Internal Governance Divergences.

15.3 The Committee noted the first draft of the Governance Statement 2016/17.

16. INTERNAL AUDIT STRATEGY 2017/20
16.1 The Head of Internal Audit briefed the Committee on the proposed Internal Audit Strategy for 2017/20 which had been developed in the format recommended in the Public Sector Internal Audit Standards (PSIAs). The Strategy provides details of the audits to be completed over the next three years and how they would be resourced. Amendments to the strategy since it was last brought to Members were indicated in blue font.

16.2 In response to a suggestion by the Committee Chairperson, the Head of Internal Audit confirmed that he would amend the Strategy to include a provision to advance the date of the next audit of ‘Validation of Targets’ should testing at branch library level indicate that this issue was still a concern.

16.3 On a proposal by the Committee Chairperson, Mrs D Kenny, seconded by Alderman S Martin, the Committee approved the Internal Audit Strategy 2017/20 and recommended it to the Board for adoption.

17. INTERNAL AUDIT STRATEGY FOR BRANCH LIBRARIES 2017/18
17.1 The Head of Internal Audit informed Members that the Internal Audit Strategy provides that each branch library should be audited at least once in every audit cycle of eight years. The 2017/18 Internal Audit Plan has allocated 84 audit days to the completion of branch library audits and it is estimated that this resource would allow for the completion of approximately 12 branches in the year.

17.2 Members noted Appendix 2 of the Strategy which showed how the branch libraries had been prioritised and indicated the order in which they would be audited.
17.3 The Head of Internal Audit referred Members to Appendix 3 which summarised areas to be considered when completing branch library audits.

17.4 On a proposal by the Chairperson of the Committee, Mrs D Kenny, seconded by the Vice-Chairperson Councillor S McGuigan, the Committee approved the Internal Audit Strategy for Branch Libraries 2017/18 and recommended it to the Board for adoption.

18. INTERNAL AUDIT ANNUAL PLAN 2017/18

18.1 The Head of Internal Audit drew attention to the Internal Audit Annual Plan 2017/18 and informed Members that the Plan would be kept under review to identify any amendments needed to reflect changing priorities and emerging needs within Libraries NI. Members noted that the quarterly updates on the Plan would be brought to future meetings of the Audit and Risk Assurance Committee.

18.2 Members noted that the Plan provided for 27 audits to be conducted during the 2017/18 year. The projected start dates for the planned audits would be brought to the June meeting of the Committee.

18.3 On a proposal by Alderman S Martin, seconded by the Chairperson of the Committee, Mrs D Kenny, the Committee approved the Internal Audit Annual Plan 2017/18 and recommended it to the Board for adoption.

19. ANTI-FRAUD POLICY (REVISED)

19.1 The Director of Business Support presented the Anti-Fraud Policy (Revised) and informed Members that DIC has recommended that this policy be reviewed annually along with the Fraud Response Plan. The Anti-Fraud Policy was last reviewed in June 2016, and as some amendments are required to the Fraud Response Plan it was decided to conduct both reviews at the same time.

19.2 Members noted that the revised Anti-Fraud Policy sets out the responsibilities of all staff in promoting an anti-fraud culture and the specific responsibilities of the Acting Chief Executive as Accounting Officer, the Director of Business Support, individual managers, Internal Audit and the Audit and Risk Assurance Committee.

19.3 The Head of Internal Audit reported that a procedure is now in place whereby the introduction of any new policy is highlighted to staff via a monthly newsletter.

19.4 On a proposal by the Committee Chairperson, Mrs D Kenny, seconded by Alderman S Martin, the Committee approved the Anti-Fraud Policy (Revised) and recommended it to the Board for adoption.
20. FRAUD RESPONSE PLAN (REVISED)  
ARAC 16.04.17

20.1 The Director of Business Support presented the Fraud Response Plan (Revised) noting that Libraries NI is required to have in place a Fraud Response Plan to provide detailed guidance on how to proceed in the event of a suspected fraud.

20.2 Members were informed that in the Sponsorship Risk Assessment, the former Department for Culture, Arts and Leisure (DCAL) had recommended that the Anti-Fraud Policy and the Fraud Response Plan be reviewed annually by the Audit and Risk Assurance Committee.

20.3 The Director of Business Support reported that the key changes to the plan involved the new arrangements for reporting suspected fraud with the sponsoring Department now the Department for Communities (DfC).

20.4 On a proposal by the Vice-Chairperson of the Committee, Councillor S McGuigan, seconded by Alderman S Martin, the Committee approved the Fraud Response Plan (Revised) and recommended it to the Board for adoption.

21. CODE OF CONDUCT FOR BOARD MEMBERS (REVISED)  
ARAC 17.04.17

21.1 The Acting Chief Executive drew attention to the revised Code of Conduct for Board Members noting that the Northern Ireland Assembly expects all holders of public office to work to the highest personal and professional standards.

21.2 She advised Members that the revised Code of Conduct had been prepared based on guidance issued by the Department of Finance and confirmed that there were no major revisions to the document since it was last reviewed in October 2014.

21.3 On a proposal by the Committee Chairperson, Mrs D Kenny, seconded by the Vice-Chairperson Councillor S McGuigan, the Committee approved the Code of Conduct for Board Members (Revised) and recommended it to the Board for adoption.

22. CONFLICTS OF INTEREST POLICY (REVISED)  
ARAC 18.04.17

22.1 The Director of Business Support presented the revised Conflicts of Interest Policy to Members and reminded them that in June 2015 the former DCAL Permanent Secretary had issued a letter to all the Chief Executives of its Arm’s-Length Bodies (ALBs) and the Chairs of Audit Committees advising them that the Northern Ireland Audit Office had recently published a good practice guide to conflicts of interest in the public sector. The Permanent Secretary had recommended that each ALB should develop its own Conflicts of Interest Policy based on the good practice guide.
22.2 The Director of Business Support referred to the document noting that the main change related to an update to the definition of 'Conflicts of Interest'. He also informed Members that guidance notes had been produced for staff and Board Members for information.

22.3 On a proposal by Alderman S Martin, seconded by the Vice-Chairperson of the Committee Councillor S McGuigan, the Committee approved the Conflicts of Interest Policy (Revised) and recommended it to the Board for adoption.

23. LIBRARIES NI CHAIRPERSON'S REGISTER OF GIFTS AND HOSPITALITY FOR THE PERIOD ENDED 31 MARCH 2017 ARAC 19.04.17

23.1 The Acting Chief Executive referred Members to the Libraries NI Policy on Offers and Acceptance of Gifts and Hospitality which stated that the Audit and Risk Assurance Committee would monitor the Register of the Chairperson of the Board on a quarterly basis.

23.2 Members noted the Chairperson's Register of Gifts and Hospitality (Nil Return) for the period ended 31 March 2017.

24. WHISTLEBLOWING POLICY AND PROCEDURE ARAC 20.04.17

24.1 The Director of Business Support drew attention to the Whistleblowing Policy and Procedure informing Members that the NIAO together with the Audit Offices for England, Scotland and Wales and Public Concern at Work had issued a good practice guide for workers and employers regarding Whistleblowing in the Public Sector. Revised guidance has also recently been issued by the Department for Communities.

24.2 He informed the Committee that the Libraries NI Whistleblowing Policy had been reviewed in light of the guidance received and associated guidance notes had also been prepared and brought to the Committee for the attention of Members.

24.3 It was noted that as this was Mrs Kenny’s last meeting as Chairperson of the Committee and the guidance notes would be updated at paragraph 2.1.5 to reflect that the incoming Chairperson of the Committee would be Councillor S McGuigan.

24.4 On a proposal by the Committee Chairperson, Mrs D Kenny, seconded by the Vice-Chairperson Councillor S McGuigan, the Committee approved the Whistleblowing Policy and Procedure and recommended it to the Board for adoption.
25. NAO – THE AUDIT COMMITTEE SELF-ASSESSMENT CHECKLIST
   ARAC 21.04.17

25.1 The Chairperson drew attention to The Audit Committee Self-Assessment Checklist which had been completed by Members following the last Committee meeting. Members were now asked to consider the document to ensure it accurately reflected the responses provided during the review.

25.2 On a proposal by the Committee Chairperson, Mrs D Kenny, seconded by Alderman S Martin, the Committee approved The Audit Committee Self-Assessment Checklist and recommended it to the Board for adoption.

25.3 Members noted that a copy of the completed self-assessment document would be made available for review by the NIAO and DfC.

25.4 It was also agreed that copies of the NAO Self-Assessment Checklist should be made available to all Board Members at the next meeting of the Board to be held on 13 April 2017.

26. INTERNAL AUDIT EXTERNAL QUALITY ASSESSMENT – PROGRESS REPORT
   ARAC 22.04.17

26.1 The Head of Internal Audit reminded Members that the Public Sector Internal Audit Standards (PSIAS) requires an External Quality Assessment (EQA) of an organisation’s internal audit service to be undertaken at least once every five years. The EQA of the Libraries NI’s Internal Audit service was carried out over the summer of 2016 by the DfC Departmental auditors and a report was brought to the January meeting of the Committee for consideration.

26.2 The Head of Internal Audit now presented the progress report on the implementation of recommendations arising from the audit. Members noted that all the recommendations had been implemented except for two which related to a Service Level Agreement and a Peer Review both involving the Head of Internal Audit of the Education Authority. As recruitment for this position was currently underway the implementation of these two recommendations was not possible at the moment and the Head of Internal Audit agreed to keep Members informed of developments.

26.3 Members noted the report.

27. ANY OTHER NOTIFIED BUSINESS

27.1 Mrs D Kenny informed Members that this was her last meeting as Chairperson of the Committee and thanked both Members and Officers for their help and guidance during her term as Chairperson. She also thanked representatives from the Northern Ireland Audit Office and the Department for Communities for
their support and offered best wishes to Councillor S McGuigan who will take over as Chairperson of the Audit and Risk Assurance Committee at the June meeting.

27.2 Alderman S Martin thanked Mrs Kenny for her assistance since he had joined the Committee and on behalf of Members commended her for the way in which she guided the Committee over the past few years.

28. DATE OF NEXT MEETING

28.1 Members noted that the next scheduled meeting of the Audit and Risk Assurance Committee would be held on Wednesday 21 June 2017 at 10.30 am in Lisburn City Library.

29. MEMBERS’ ARRIVAL AND DEPARTURE TIMES

29.1 The meeting ended at 12.24 pm.

29.2 All Members arrived for the commencement of the meeting and remained until it ended with the following exception:

Professor B Cullen left at 12 noon

Signed:  

Date:  21/6/17