LIBRARIES NI
The Northern Ireland Library Authority

5 June 2009

Minutes of a meeting of the Board of the Authority held in Finaghy Library on Friday 5 June 2009 at 2.00 pm

PRESENT

Dr David Elliott Chairperson
Mr Pat Carvill
Mr Alastair McDowell
Ms Jane Williams

IN ATTENDANCE

Chief Executive Ms Irene Knox
Director of Planning & Performance Mrs Anne Connolly
Director of Business Support Mr Terry Heron
Head of Internal Audit Mr Brian Doherty

APOLOGIES FOR NON ATTENDANCE

Director of Service Delivery Mrs Helen Osborn

1. CHAIRPERSON’S BUSINESS

1.1. Declaration of Interests

The Chairperson thanked Members for submitting their Declaration of Interests Forms. It was noted that the Register of Interests of Members and Senior Officers would be made available under the Publications Scheme.

The Chairperson reminded Members of their obligation to declare any actual of potential pecuniary or other conflicts of interest either at the beginning or at a relevant stage during the meeting. No interests were declared.

1.2. Accountants on the Board

Members were informed that a request had been received from DCAL for information on the number of part and fully qualified accountants in the organisation, on Senior Management Team and on the Board of the Authority.
Members noted that there were 5 fully qualified accountants employed by Libraries NI, of which 1 was a member of the Senior Management Team, and 1 part-qualified accountant. No current Member of the Board has an accountancy qualification.

It was noted that, while there was no requirement for the Audit and Risk Committee to have a qualified accountant as a non-executive member, the Treasury Code of Practice on Corporate Governance recommended that at least one non-executive member should have recent and relevant financial experience. Members agreed to review the skills mix of the Audit and Risk Committee when the full complement of Board Members was in place and the Audit and Risk Committee had been established.

1.3 DCAL Correspondence

The Chairperson informed Members that correspondence dated 26 May 2009 had been received from the DCAL Minister, Mr Gregory Campbell expressing his thanks for the invitation to officiate at the launch of Libraries NI and his enjoyment of the occasion. The letter also indicated that DCAL would be in touch to arrange the first accountability meeting between the Chairperson of Libraries NI and the DCAL Minister. The Chairperson confirmed that this meeting had now been arranged for Wednesday 22 July 2009.

1.3. Strategic Partnership Forum

Members noted correspondence from the Permanent Secretary inviting the Chairperson and the Chief Executive to a meeting of Chairs and Chief Executives of ALBs on 22 September to discuss the establishment of a Strategic Partnerships Forum. The primary purpose of the Forum, which arose out of consultation between DCAL and a number of its ALBs, was to discuss the overarching strategic direction of the Department in the culture, arts and leisure sector.

1.4. Performance Related Pay Scheme

The Chairperson reported that he had met Mr Edgar Jardine, Deputy Permanent Secretary, DCAL to discuss the development of a Performance Related Pay Scheme (PRP) for the Chief Executive and Senior Officers. Members, while recognising the role of the Department in approving a Scheme and ensuring its compliance with Treasury guidance, were concerned to ensure that the arrangements being put in place would meet the needs of Libraries NI. They queried also whether the Scheme would be owned by the Department or the Authority and expressed the view that any work on this matter should be commissioned by Libraries NI. The Chairperson agreed to have further discussions with the Deputy Permanent Secretary on this matter.
1.5. **Councillor Competition for Board Members**

The Chairperson informed Members that DCAL was finalising the Councillor competition for Members of the Authority Board and it was hoped that appointments would be made with effect from 1 August 2009.

In light of the imminent appointment of Councillor Members, it was agreed that the next meeting of the Board should be held on 26\textsuperscript{th} August in Lisburn and that the Chairperson and Chief Executive should give consideration to an induction process for all Members prior to that date.

1.6. **Audit and Risk Committee**

Members noted that there were several items of business (see paper LNI 13.6.09) which needed to be considered from an Audit and Risk perspective. It was proposed that until such times as sufficient Members were in place to enable a Committee structure to be established formally, the Chairperson and those Members currently in place should form an interim Audit and Risk Committee. It was agreed that an interim Audit and Risk Committee meeting would be held on Friday 3 July at 2.00pm in Lisburn Central Library. The agenda and papers would be sent to Members as soon as possible.

2. **CHIEF EXECUTIVE’S BUSINESS**

2.1. **Assembly Question Oral (AQO 2753/09)**

The Chief Executive tabled for information the response to an Oral Question from John Dallat MLA regarding high-quality long-term working relationships with the Department of Education with regard to the provision of library services.

2.2. **Correspondence from DCAL**

Members noted a letter from Linda Wilson, Director of Culture, DCAL giving approval for Libraries NI to incur expenditure until the end of July 2009.

2.3. **PEACE 111 Bid**

Members noted that LNI had submitted a joint bid with the Victims Commissioners to Peace 111 under:

- **Priority 1:** Reconciling Communities
- **Theme 1.2:** Acknowledging and Dealing with the Past
- **Strand 1:** Addressing Legacy and Truth in Public Memory

The outcome of the bid would not be known for approximately 7 months.
2.4. **CILIP Scotland Conference**

Members noted that the Director of Service Delivery, Mrs Helen Osborn had spoken about the establishment of Libraries NI at the CILIP Scotland Conference on 3rd June 2009.

2.5. **SMT and Business Managers Planning Conference, 22/23 June 2009**

Members noted that a Planning Conference had been arranged for the Senior Management Team and Business Managers on 22nd and 23rd June 2009. Members were invited to join Officers for dinner on 22nd June.

2.6. **Libraries NI Cover Story in Agenda NI (June)**

Members noted coverage of Libraries NI in the June 2009 edition of Agenda NI.

2.7. **SMT Holiday Rota – July 2009**

The Chief Executive informed Members that she would be on holiday during the last 3 weeks in July and that, in her absence, second tier officers would take responsibility on a rota basis. Members were asked to direct any queries through the Chief Executive’s Office and they would be passed to the relevant member of the Senior Management Team who was on duty.

2.8. **Dungiven New Library: Tender Report**

Members were asked to note an additional agenda item under Any Other Notified Business i.e. Dungiven New Library: Tender Report.

3. **MINUTES OF THE MEETING HELD ON 30 APRIL 2009**

3.1. On a proposal by Mr A McDowell, seconded by Mr P Carvill Members agreed the minutes of the meeting held on 30 April 2009 subject to the following amendments:

- Paragraph 3.6: The second bullet point to read: “whether the minutes of a Remuneration Committee should be made available in confidence to the other Members of the Board”
- Paragraph 5.2: In the second line of the reference to paragraph 4.7.4 change “comment” to “report”
- Paragraph 5.3: Amend the first sentence under Appendix 8 to read: “The provisions regarding hospitality were discussed.”
- Paragraph 5.3: In the last sentence, replace “Management Statement” with “Financial Memorandum”
- Paragraph 6.1: Amend the first bullet point to read: “review the policy on overdue items to ensure it complied with current legislation”.
3.2. Members were of the view that official documents such as the minutes of the meeting, the Management Statement and the Financial Memorandum should reflect the use of the term “Authority” to describe the body corporate as provided in Schedule 1, Paragraph 2(1) of the Libraries Act (N Ireland) 2008 which stated as follows:

“The Authority shall consist of-
(a) a chair, and
(b) not more than 18 other members, appointed by the Department.”

The Chief Executive reported that there had been discussion with the Department regarding the use of the terms “Authority” and “Board” in the context of the Management Statement and that Libraries NI’s solicitors had advised that there was no legislative basis for the use of the term “Board”. However the Department was of the view that it was important to distinguish between the Authority as a body corporate and the Authority as an organisation, hence the use of the term “Board” to describe the former. Members asked that the Chairperson write to the Department expressing their views on this matter and to seek clarification.

4. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 30 APRIL 2009

4.1. Members noted the document which had been previously circulated detailing actions taken as a result of the discussion and decisions of the previous meeting.

4.2. Item 2.2: Chief Executive’s Forum: Seminar on Good Governance and the Role of the Audit Committee

The Head of Internal Audit, Mr B Doherty reported on the seminar which he and Ms Jane Williams had attended. The seminar had been presented by an Independent Consultant, a Director from the Northern Ireland Audit Office and an official from the Department of Finance and Personnel (DFP) and covered the roles of the Audit and Risk Committee and the relationship of the Audit and Risk Committee with the Accounting Officer and the Board. Ms Williams confirmed that the seminar had been useful.

4.3. Item 3: Standing Orders

Members noted that Standing Orders had been updated in accordance with the amendments proposed at the previous meeting, including additions to deal with the issues identified in paragraph 3.5 of the minutes of the meeting. The Director of Business Support, Mr Terry Heron, informed Members that the Solicitors were content that the Standing Orders were appropriate.
The Chief Executive reported that, as requested, a copy of Standing Orders had been forwarded to the Department for comment.

4.4. Item 6.1: Scheme for Library Charges

The Director of Business Support tabled a breakdown of income for the 08/09 financial year under the various categories. Members noted that the information, which had been taken from the ELBs’ General Ledgers, demonstrated the different interpretations made by Boards in categorizing income and hence comparisons were difficult. Further information was being sought from Boards which would be collated and brought to Members for information.

The Director of Business Support briefed Members on the advice received from the Solicitors on the Scheme of Charges. Following discussion on the merits of the Scheme, as it operates currently, Members agreed to make no changes.

4.5. Item 6.4: Policies and Procedures to ensure the Protection and Safety of Children

The Director of Business Support reported that all staff employed since 1998 had been vetted. Some ELBs had undertaken a retrospective exercise in relation to staff employed pre 1998; however since the process was voluntary, information available from the ELBs would indicate that a substantial proportion of staff did not give permission for vetting to take place. New legislation being introduced will require all staff to be vetted by 2011.

The Director of Business Support informed Members that 7 libraries currently operate single staffing regularly whilst in other libraries it occurs occasionally. He added that Human Resources would ensure that staff working on their own in these 7 libraries had been vetted and that all other staff would be vetted as soon as possible.

4.6. Item 6.5: Stock Policy

Members noted that the amendment had been incorporated and asked that a presentation regarding the Stock Policy be brought to them at a later date.

5. REVISED BUDGET 2009-2010

5.1. The Director of Business Support introduced the paper and informed Members that while the year end projected spend and the year end actual spend received from Boards were not significantly different (£57k), there were variances within individual categories, in particular income and staff costs. Additional one-off adjustments had been made which accounted for some of the differences but further information on year end accruals and adjustments was being sought from Boards to fully explain the remaining variances. Until this additional information was available and analysed, it was agreed that the original profile should remain
in place. Members noted that the interim profile budget had been forwarded to the Department.

5.2. In response to a query on the unitary charge of £90,000 for Lisburn City Library, the Director of Business Support indicated that the charge was in line with the information provided by the South Eastern Education and Library Board. He agreed to check that it was in line with the original Business Case.


6.1. Members noted that the report comprised actual costs for April in relation to invoices for goods and services and information received from ELBs for the major costs of payroll and maintenance, including management costs associated with the operation of Service Level Agreements. ELBS had not been in a position to provide information on all the costs since their focus at this stage in the year was on meeting the faster closing timetable for the annual accounts. It was recognized, therefore, that the favourable April variances were overstated and at this stage the year end forecast expenditure is shown as exactly equal to the budget. The Director of Business Support confirmed that he would be continuing to work with ELBS to ensure more accurate and timely costing information was available in future months.

7. **LNI CORPORATE PLAN 2009 – 2011**

7.1. The Director of Planning and Performance, Mrs Anne Connolly, in presenting the revised version of the Corporate Plan, reported that, since the last Board meeting, Officers had met with the Director of Culture and other DCAL officials and had provided them with a copy of the draft Corporate Plan. DCAL had suggested that the first Corporate Plan should cover a 2 year period (2009-11), in order to bring the timing into line with the Comprehensive Spending Review (CSR) cycle. DCAL had also indicated that it would provide comments on the Plan to inform discussion at the Board meeting, but as yet none had been received. As requested at the last Board meeting a glossary of terms had been included in the Corporate Plan.

7.2. In response to comments and questions from Members the Director of Planning and Performance agreed to amend the draft Plan to:

* incorporate reference to the important role played by libraries, in conjunction with other agencies, in developing essential skills
* clarify, within the Planning Cycle, when performance against targets would be reported to the Board.

7.3 Members noted that there were signs of an increase in book borrowing, but also a decline in the usage of Public Access Terminals (PATs), due in part to the increasing number of people with home computers and internet access as well as the decrease in numbers of migrant workers, who had been frequent users.
7.4 In response to a query regarding marketing of library services, the Chief Executive informed Members that Libraries NI’s organisational structure provided for a senior post as Head of Marketing, reporting to Mrs Helen Osborn, Director of Service Delivery and that a job description was currently being drafted.

7.5 Subject to the amendments noted in 7.2 above, on a proposal by Ms J Williams, seconded by Mr P Carvill, Members approved the LNI Corporate Plan 2009 - 2011. Mrs Connolly agreed to forward a copy of the final version to Members.

8. LNI BUSINESS PLAN 2009 - 2010

8.1 The Director of Planning and Performance informed Members that the draft Management Statement required Libraries NI to submit to the Department by an agreed date its annual Business Plan with performance indicators / measures and targets linked to the Public Service Agreement and the Department’s Corporate Plan. The Senior Management Team and Business Managers would be considering targets for the 2009 – 2010 Business Plan in detail at the planning days at the end of June. A first draft of the Business Plan was submitted to Members for comments.

8.2. Members congratulated Mrs Connolly on a very comprehensive document. They asked that consideration be given to inclusion of the following matters:

- Reference on Page 5, under the heading of Business Plan to Libraries NI’s priorities and objectives
- Identification of the key corporate risks
- A timeframe for each of the actions to be undertaken

8.3. In response to a question from the Chairperson as to whether it was intended to use the Balanced Scorecard, Mrs Connolly indicated that consideration was being given currently as to the most appropriate business planning and business improvement tools to use and that the Balanced Scorecard was one such approach being considered.

8.4. Mrs Connolly also indicated that progress on the Business Plan would be reported to the Board and to staff by way of a written report using the “traffic light system”.

8.5. It was agreed that a final draft of the Business Plan would be considered at the next Board meeting.

9. MANAGEMENT STATEMENT (REVISED DRAFT)

9.1. The Chief Executive reported that since the last Board meeting officers had met with DCAL to discuss the draft Management Statement and a number of revisions had been incorporated into the document. Officers were content with this revised
draft and were recommending it to the Board for approval. If approved by the Board, it would be forwarded, together with the final version of the Financial Memorandum, to the Department of Finance and Personnel (DFP) by DCAL for approval.

9.2. In response to a query as to whether DCAL would attend Board meetings, the Chief Executive indicated that DCAL may wish to attend some meetings of the Board in an observer capacity and that it would be normal practice for the Department to be present at meetings of the Audit and Risk Committee.

9.3. On a proposal by Mr A McDowell, seconded by Mr P Carvill Members approved the Management Statement (Revised Draft)

10. FINANCIAL MEMORANDUM (REVISED DRAFT) LNI 07.06.09

10.1. The Director of Business Support informed Members that, following a meeting with the Department on 26 May 2009, a further draft of the Financial Memorandum had been received on 29 May and since then some additional queries had been resolved. There appeared now to be only one substantive issue outstanding relating to paragraph 4.5 and the role of the Department in relation to the terms and conditions of staff. Officers were of the view that appropriate wording could be found which would resolve this matter.

10.2 Subject to the amendments received from the Department and agreed wording in relation to paragraph 4.5, on a proposal by Ms J Williams, seconded by Mr A McDowell, Members approved the Financial Memorandum (Revised Draft). It was noted that the revised draft would be forwarded by DCAL to DFP for approval and, as with the Management Statement, DFP may require further amendments to be made.

11. ASSETS TRANSFER SCHEME LNI 08.06.09

11.1. The Director of Business Support introduced the paper. Members were informed that the substance of the Assets Transfer Schemes for each of the ELBs was the same, with a separate Annex for each Board listing the assets and liabilities to transfer signed off by the Chief Executive of the relevant Board and the Chief Executive of Libraries NI.

11.2. In response to a query regarding donated assets the Chief Executive informed Members that the Belfast Education and Library Board (BELB) was the only ELB to have declared donated assets. It was noted that Belfast Central Library, in particular, housed a substantial number of donated items, as well as a collection of fine books many of which were very valuable. Members asked that a review of all valuable items/collections be carried out, to include the conditions in which they are held and that a report be brought to a future meeting.
11.3. Members asked that their thanks be passed to Mr D Miskelly, Assets Project Support Officer, for his work on the Assets Transfer Scheme.

12. **PENSIONS PROVISION**

12.1. Members noted that Libraries NI staff were members of the NILGOSC Pension Scheme and that their right to be members of the Scheme was protected under TUPE provisions. NILGOSC required a Guarantee Agreement signed by DCAL prior to admission of Libraries NI as a member of the Scheme confirming that the organisation met the statutory requirements for admission to the Scheme and that the Department would underwrite any liabilities in the event that they crystallized, e.g. if Libraries NI were to leave the pension scheme. In addition to the Guarantee Agreement, an Admissions Agreement was signed by the relevant parties (NILGOSC, DCAL, Libraries NI).

12.2 Work continued to identify the extent of the deficit in the Scheme which will transfer to Libraries NI. A methodology has been agreed with DCAL, DE and ESAIT in relation to the apportionment of the deficit and an up to date valuation as at 31 March had been requested from the actuaries. A paper is being prepared for the Northern Ireland Audit Office regarding the apportionment and the matter will be discussed further at an Audit and Risk Committee.

12.3. It was noted that the deficit should have no impact on the day to day operations of Libraries NI or its operating budget but will be disclosed under the Statement of Internal Control and as a negative reserve in the Balance Sheet.

12.4. Members noted the paper.

13. **PUBLICATIONS SCHEME**

13.1. The Chief Executive presented the paper and informed Members of the requirements of the Freedom of Information (FOI) Act in relation to the adoption of a Publications Scheme. Members noted that the Libraries NI website contained a link to FOI / Publications and that work had begun to upload documents.

On a proposal by Mr A McDowell, seconded by Ms J Williams, Members agreed to approve the Publications Scheme.

14. **JOINT NEGOTIATING COMMITTEE FOR LIBRARIES NI – DRAFT CONSTITUTION**

14.1. The Director of Business Support presented the paper. Members were informed that the Management Statement required Libraries NI to have industrial relations machinery in place. Members’ views were sought on the draft remit for the
proposed Joint Negotiating Committee and whether they would wish to be represented on it.

The following comments were noted:

- **Paragraph 2.1:** The Financial Memorandum and the Pay Remit Process make it clear that Libraries NI has no authority to negotiate the remuneration of employees. While the pay and conditions of Libraries NI staff were negotiated nationally under the aegis of the National Joint Council for Local Government Employees, before any pay offer is made to the Trade Union Side every NDPB must prepare a Business Case for approval by its parent Department and DFP.

- **Paragraph 2.3:** All agreements reached should be binding on both sides.

- **Paragraph 15.1:** A decision to refer a dispute for arbitration should be by agreement of both sides.

14.2. Following discussion it was agreed that Members would not be represented on the Joint Negotiating Committee but that regular updates should be brought to the attention of Members by the Director of Business Support.

15. **RPA CIRCULARS**

15.1. Members noted the following Circulars and their relevance to Libraries NI:

- **Circular 1/2009: Revised Definition of the RPA Affected Group**
  Libraries NI (the Northern Ireland Library Authority) is now included as a separate organisation in its own right.

- **Circular 2/2009: RPA Guidance Note on Managing Vacancies Effectively in Existing Organisations**
  Vacancy control systems operated in the public library service prior to the establishment of Libraries NI on 1st April. As a result a significant number of posts are occupied by staff on temporary contracts or by agency staff. Libraries NI is currently undertaking a comprehensive review of these posts in light of the roll out of its organisational structure and where appropriate the posts will be filled on a permanent basis.

- **Circular 3/2009: RPA Guidance Note on Filling Vacancies and New or Substantially New Posts in Organisations being created as a result of the Review of Public Administration**
  The process detailed in the Circular for filling vacancies, new or substantially new posts is being used by Libraries NI.

- **Circular 4/2009: RPA Code of Practice: Staff Transfers**
  A copy of the agreed Staff Transfer for Public Library Staff was noted by the Board at its meeting on 30th April. The Libraries NI Staff Transfer Scheme
was drawn up taking account of work that was underway at that time to produce a Code of Practice on Staff Transfers and is consistent with the published document.

15.2. It was agreed that in future RPA Circulars would only be brought to Members’ attention if there was a matter of particular relevance but that they would be made available on the website.

16. AUDIT AND RISK COMMITTEE - INTERIM ARRANGEMENTS  LNI 13.06.09

16.1. The Head of Internal Audit, Mr B Doherty briefed Members on a meeting with representatives of the Northern Ireland Audit Office (NIAO) on 29th May 2009, attended by the Chief Executive, the Director of Business Support, the Head of Internal Audit and the Finance Manager as well as a representative from the DCAL Governance Unit. At that meeting the NIAO and DCAL Governance Unit had stated that they would want to be represented at Audit and Risk Committee meetings.

16.2. Members considered the draft Scheme of Delegation for the Audit and Risk Committee and asked that the following amendments should be incorporated:

- Paragraph 2.1.2: Amend as follows: “To review the accounting policies and any identified changes to them…”

- Paragraph 2.1.4: Delete “including planning documents”

- Paragraph 2.1.6 Delete “where significant audit issues arise”

- Add the following additional functions:
  - To review the Authority’s Corporate Risk Register to ensure that all corporate risks are being identified and appropriately managed
  - To review the Northern Ireland Audit Office’s (or the external auditor’s) Audit Plan
  - To monitor the implementation of all outstanding audit recommendations

- Add an additional paragraph 2.3 as follows: “The Audit Committee may request a report or investigation of any matter within its Terms of Reference.”

- Paragraph 4.1. Amend to read as follows: “A quorum shall consist of three members of the Committee.”
16.3. On a proposal by Mr A McDowell, seconded by Mr P Carvill Members agreed the Scheme of Delegation for the Audit and Risk Committee subject to the above amendments.

16.4. Members recognized that, until the Board of Libraries NI was fully constituted and the Committee structure was established, interim arrangements would need to be put in place to deal with urgent matters normally within the remit of an Audit and Risk Committee. Members agreed to hold an interim Audit and Risk Committee meeting on 3rd July 2009 at 2.00 pm in Lisburn City Library. Members noted that the agenda would include the Corporate Risk Register, a review of internal audit recommendations from ELBs and a report on “mission critical” projects underway.

16.5. Members agreed, when the full Board was in place and the Audit and Risk Committee established, to undertake a review of the skills and experience of its Members to ensure that it complied with best practice.

17. OPERATIONAL POLICIES

17.1 Health and Safety Policy

Members were informed that legislation required Libraries NI to have a Health and Safety Policy. There was also a requirement for a guidance document setting out the Safety Organisation. Members asked if travelling between different working locations was included and about Health and Safety Advisors. The Director of Business Support confirmed that the Health and Safety Policy covered staff moving between different locations and that a Service Level Agreement existed between Libraries NI and the ELBs for specific advice on Health and Safety matters. He added that Mr D Miskelly, Assets Project Support Officer, was the first point of contact for staff.

On a proposal by Mr P Carvill, seconded by Ms J Williams Members approved the Health and Safety Policy.

17.2 Environmental Policy

The Director of Business Support presented the paper and informed Members that the Environmental Policy was based on good practice. On a proposal by Mr A McDowell, seconded by Mr P Carvill Members approved the Environmental Policy.

17.3 Smoke-free Workplace

Members welcomed the proposed policy which was based on ELB Policy and would be well known to all staff. On a proposal by Ms J Williams, seconded by Mr P Carvill Members approved the Smoke-free Workplace Policy.
17.4 **Code of Conduct for Staff**

Members noted that DAO (DFP) 14/07 required NDPBs to adopt a Code of Conduct in line with the Model Code for Staff of Non-Executive Public Bodies. The Chief Executive informed Members that consultation would be required with Trade Unions on the draft policy.

Members agreed that the following amendment should be incorporated in the draft Code:

- Paragraph 2.2, first bullet point to read: “to discharge public functions in an efficient, professional and reasonable manner.”

On a proposal by Mr P Carvill, seconded by Mr A McDowell and subject to the above amendment, Members agreed that consultation should be undertaken with Trade Unions regarding the proposed Code of Conduct for Staff.

18. **STAFF APPOINTMENTS**

18.1. The Head of Internal Audit, Mr B Doherty withdrew from the meeting.

18.2. Members noted in particular the appointment of the fourth Business Manager (Muriel Todd) and Head of Internal Audit (Brian Doherty). It was noted also that, in accordance with the Management Statement and Financial Memorandum, DCAL approval had been obtained for Mr Doherty’s appointment as Head of Internal Audit.

18.3. Members asked that in future when staffing matters were approved information regarding the starting point on the salary scale for new employees should be provided.

18.4. In response to a query the Chief Executive indicated that work was underway at present on a Scheme of Delegation which included reference to the level of posts which would require Board approval.

18.5. On a proposal by Mr A McDowell, seconded by Ms J Williams Members approved the schedule of staff appointments.

19. **ANY OTHER NOTIFIED BUSINESS**

19.1. **Dungiven New Library: Tender Report**

Members received a report prepared by the Western Education and Library Board on the tendering process for the Main Contract for Dungiven New Library.
It was noted that the tender price from the successful company was within the expected cost and that in accordance with best practice the tenders had been assessed on both a cost and quality basis. The successful company had scored particularly high on the quality aspect.

On a proposal by Mr P Carvill, seconded by Mr A McDowell Members approved the award of the contract for the new library in Dungiven to T & A Kernoghan at a cost of £832,700.

20. DATE OF NEXT MEETING

20.1 A special meeting of the Authority to discuss audit and risk matters will take place on Friday 3 July 2009 at 2.00 pm in Lisburn City Library.

20.2 It was agreed that the next full Authority Board meeting would take place on Wednesday 26 August at 10.00 am in Lisburn City Library. Future possible dates for Authority meetings are shown below:

- Wednesday 30 September 11.00 am venue to be confirmed (possibly Ballymena)
- Wednesday 28 October at 10.00 am venue to be confirmed.
- Wednesday 25 November at 10.00 am venue to be confirmed.

21 MEMBERS ARRIVAL AND DEPARTURE TIMES

21.1 The meeting ended at 5.05 pm. All Members arrived for the commencement of the meeting, and remained until it ended.

Signed: ______________________________________

Date: _________________________________________