LIBRARIES NI
The Northern Ireland Library Authority
12 November 2009

Minutes of a meeting of the Board of the Authority held in Cookstown Library
on Thursday 12 November 2009 at 10.30am

PRESENT

Dr David Elliott Chairperson
Councillor Mrs Anne Brolly
Mr Pat Carvill
Councillor Charlie Casey
Councillor Sam Cole
Mr Roger Dixon
Councillor Mrs Roberta Dunlop
Councillor Allan Ewart
Councillor Miss Carla Lockhart
Mr Nigel Macartney
Ms Angela Matthews
Mr Alastair McDowell
Councillor Cathal Mullaghan
Alderman Hubert Nicholl
Councillor Mrs Evelyne Robinson
Councillor Jim Rodgers
Ms Jane Williams

APOLOGIES FOR NON ATTENDANCE

Ms Helen Roulston
Councillor Seamus Shields

IN ATTENDANCE

Chief Executive
Director of Planning & Performance
Director of Service Delivery
Director of Business Support

Ms Irene Knox
Mrs Anne Connolly
Ms Helen Osborn
Mr Terry Heron

1. DECLARATION OF INTERESTS

1.1 The Chairman 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.
2. **CHAIRPERSON'S BUSINESS**

2.1 The Chairman welcomed the new Members (Ms Angela Matthews, Ms Mr Nigel Macartney and Mr Roger Dixon) to their first meeting of the Libraries NI Board. Members noted that Ms Helen Roulston had submitted an apology due to illness.

2.2 The Chairperson asked for nominations for the position of Vice-Chairperson of the Board. On a proposal by Councillor Mrs E Robinson, seconded by Councillor Miss C Lockhart, and there being no other nominations, Alderman H Nicholl was elected Vice-Chairperson of the Libraries NI Board.

The Vice-Chairperson thanked Members for electing him as Vice-Chairperson of Libraries NI and said that he would do his best to support the Chairperson of the Board and Officers of Libraries NI.

2.3 The Chairperson indicated that Councillor Mrs R Dunlop had submitted a paper to him, following her attendance at the PLA Conference, with thoughts on support from libraries for "Looked After Children". It was agreed that this matter would be considered by the Services Committee.

2.4 Members were reminded that individual and group photographs were to be taken at today's meeting for uploading onto the Libraries NI website.

2.5 The Chairperson reminded Members who had not attended the Induction Day for Board Members held on 12 October 2009 that it was a requirement that they undertake induction training within 6 months of their appointment to the Board, unless they had recently done so in another capacity. He indicated that the Chief Executive would be contacting those Members in the near future to make alternative arrangements for them.

2.6 Since the Chairperson of the Business Support Committee had to leave the meeting early for another engagement, it was agreed that the agenda for the Board meeting should be revised to allow the Minutes of the Business Support Committee to be taken as the next item.

3. **MINUTES OF THE BUSINESS SUPPORT COMMITTEE HELD ON 28 OCTOBER 2009**

3.1 The Chairperson congratulated Councillor Mrs E Robinson on being elected Chairperson of the Business Support Committee and Councillor C Mullaghan on being elected Vice-Chairperson.

3.2 The Chairperson of the Business Support Committee submitted the minutes of the Business Support Committee held on 28 October 2009 for accuracy noting corrections to the numbering of items on Page 4.
3.3 The Chairperson of the Business Support Committee drew attention to the following items:

Item 5.2 Scheme for Specifying Duties and Responsibilities of the Business Support Committee
Members agreed the recommendation that the Scheme for the Business Support Committee should be amended to remove the requirement for the Chairperson of the Audit and Risk Committee to be a member. It was further agreed that the Chairperson of the Business Support Committee should be a member of the Services Committee and that the Chairperson of the Services Committee should be a member of the Business Support Committee.

Item 6.5 Scheme for Charges – Hire of Rooms and Associated Equipment
Members agreed the recommendation as detailed in paragraph 6.5 of the minutes.

Item 8.3 Financial Report
The savings options submitted to DCAL in relation to 2010/11 recurrent budget and the impact on the stock and maintenance budgets were noted.

Item 8.6 The savings options submitted to DCAL in relation to the 2010/11 capital budget were noted.

Item 9.1 Additional Planned Spend 2009/10
Members agreed the recommendation regarding additional one-off spend of £204,000 on priority items in 2009/10.

3.4 On a proposal by Councillor Mrs E Robinson seconded by Mr R Dixon, subject to the above amendment, Members agreed to adopt the minutes of the meeting.

4. CHIEF EXECUTIVE’S BUSINESS

4.1 Approval of Libraries NI Corporate Plan 2009-2011 and Business Plan 2009-10

Members noted that correspondence had been received from Mr A Scott, Director of Culture at DCAL indicating that the Minister had asked for additional information to be included in the Corporate and Business Plans. Officers were content that the suggestions were in line with the overall strategy of Libraries NI. Members agreed that the
Corporate Plan and Business Plan should be amended to include the additional proposals from the Minister.

4.2 Permanent Secretary, DCAL

It was noted that Paul Sweeney, Permanent Secretary in DCAL would be transferring to the post of Permanent Secretary in the Department of Education from 1 February 2010. The post of Permanent Secretary in DCAL would be filled by open competition.

4.3 Bangor Carnegie Library

Members were informed that a reception would be held in Bangor Carnegie Library on Tuesday 8 December 2009 at 7.00pm to celebrate the success of Bangor Carnegie Library in the Public Library Building Awards (Architecture meets Practicality category).

In addition North Down Borough Council would be hosting a Civic Reception for staff in Bangor Carnegie Library and those involved with the design and creation of the building to recognise the attainment of this prestigious award.

4.4 Inspire Mark 2012

4.4.1 The Chief Executive reported that on 16 October 2009 the Minister had announced that Libraries NI had been granted an Inspire Mark for a project called "All Our Saturdays" which is a celebration of Northern Ireland's sporting excellence based around the former sporting newspaper "Ireland's Saturday Night". The award of an Inspire Mark enables local projects to link their activities to the London 2012 Olympic brand. Projects are assessed by the Board of London 2012 and the International Olympic Committee and the award is made only to projects which are deemed to display "excellence, innovation and inspiration". "All Our Saturdays" would involve an exhibition and side activities at over 50 libraries across Northern Ireland. The exhibition would revolve around over a century of the publication of Ireland's Saturday Night and link with work being done by schools, the development of sports journalism and sports writing, education packs, inter-generational learning and reminiscence work. A key part of the project involved collecting the general public's memories of great Northern Ireland sporting moments and achievements.

4.4.2 In welcoming the project and the award Members:
- agreed that contact should be made with Mr Malcolm Brodie, former Sports Editor of the Belfast Telegraph who would be able to provide assistance and support; and
- acknowledged the work carried out over the years by the public library service to preserve newspaper collections.
4.5 **UK Online Day**

Members noted that on 22 October 2009, Sammy Wilson MP MLA, Minister of Finance and Personnel, had visited Ormeau Library as part of the celebrations for UK Online Day. He met staff and users of the library, and was complimentary about the role that libraries play in facilitating access to information. The event received coverage on UTV Live.

4.6 **Portaferry Library**

The Chief Executive reported that Portaferry Library was part of Portaferry Community Collective, a grouping of voluntary and community groups in the area. This year the Community Collective had entered the Calorgas Village of the Year competition and had won the category for Building Community Life. The important role that the library played in helping newcomers to be integrated into the community had been recognised.

4.7 **AQW 461/10**

A copy of the relevant extract from the answer to a written question to the Minister from Dathai McKay MLA regarding projects funded in the North Antrim constituency was tabled for information.

5. **MINUTES OF THE MEETING HELD ON 30 SEPTEMBER 2009**

   **LNI 01.11.09**

5.1 On a proposal by Alderman H Nicholl, seconded by Councillor C Casey, the minutes of the meeting held on 30 September 2009 were agreed as an accurate record.

6. **MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 30 SEPTEMBER 2009**

   **LNI 02.11.09**

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

6.2 In response to questions from Members, clarification was provided regarding additional matters arising from the minutes of the last Board meeting as follows:

**Item 4.5:** Location of Libraries NI Headquarters

The Director of Business Support indicated that a first draft of the Report setting out options for the location of the Libraries NI HQ had been completed but that additional information was still required. As a result the
initial timetable for consideration by the Board had been delayed and it was now more likely that the report would be considered by the Business Support Committee in January 2010.

Item 7.3: **Capital Development Programme: Belfast Central Library**
The Chief Executive informed Members that a revised version of the paper on governance proposals for the Belfast Central Library project had been received from DCAL and would be considered in due course by the Business Support Committee.

Item 8: **Committee Membership**
Following discussion on the position of the Chairperson and Vice Chairperson in relation to ex officio membership of committees, it was agreed that the Chairperson, Vice Chairperson and Chief Executive would give consideration to this matter and report back at the next meeting.

7. **MINUTES OF THE AUDIT AND RISK COMMITTEE HELD ON 7 OCTOBER 2009**

7.1 The Chairperson congratulated Mr A McDowell on his election as Chairperson of the Audit and Risk Committee and Councillor J Rogers on being elected Vice-Chairperson.

7.2. The Chairperson of the Audit and Risk Committee presented the minutes of the meeting of the Audit and Risk Committee held on 7 October 2009.

Item 3.4 **Scheme of Delegation for the Business Support Committee.**
Members agreed that the Chairperson of the Audit and Risk Committee should not be a member of the Business Support Committee.

Item 4.2 **Chief Executive's Business**
Members noted that approval had been received from DCAL to co-opt a non-executive member with an accountancy qualification to the Audit and Risk Committee and that DCAL had forwarded the name of an accountant employed by Land and Property Services for consideration. On a proposal by Mr A McDowell, seconded by Councillor J Rogers, Members agreed to co-opt Ms Judith Andrews, Grade 7 Accountant, Land and Property Services to the Audit and Risk Committee as a non-executive member.
Item 6.1.3 Risk Management Policy
Members noted that the workshop on a new risk register template, organized by DCAL on 29 October 2009, had been attended by the Head of Internal Audit and the Director of Business Support.

Item 8.1 Training and Induction of Members
It was noted that the Chairperson and Vice-Chairperson of the Committee would attend training on Risk and Assurance in NDPBs being provided by CIPFA.

Item 10.2 Internal Audit Plan Timetable
Members noted that the Head of Internal Audit would be providing input at the staff training days in November and December. While this work had implications for the Audit Plan, it was considered a worthwhile investment of time and if necessary additional resources would be engaged to ensure that the requirements of the Audit Plan were fulfilled.

Item 11 Branch Library Audits
The Chief Executive indicated that, in her view, it was important at this stage in the development of the new organisation and given that Libraries NI had inherited systems and procedures from 5 different organisations, to complete thorough audits of a number of branches to identify any common issues or concerns which could then be addressed on a more general basis through training.

Item 12.4 Revised Gifts and Hospitality Policies
Members noted the revised Gifts and Hospitality Policies.

Item 13.5 Quarterly Assurance Statement
Members noted that draft Minutes of the Chief Executive’s Accountability Meeting had been received from DCAL a few days previously and were being reviewed.

Item 16.1 NI Assembly PAC – Report on the Investigation of Suspected Contractor Fraud
Members noted that a schedule of recommendations and associated actions resulting from the PAC report on suspected Contractor Fraud would be brought to the next ARC meeting.

In response to a question, the Chief Executive reported that branch library staff could not be expected to assess the quality of work undertaken by contractors but were expected, under the new procedures, to record the fact that contractors had been undertaking work to the building.
7.3 On a proposal by Mr A McDowell, seconded by Councillor J Rogers Members agreed to adopt the minutes of the Audit and Risk Committee held on 7 October 2009.

8. MINUTES OF THE SERVICES COMMITTEE HELD ON 20 OCTOBER 2009

8.1 The Chairperson congratulated Mr N Macartney on being elected Chairperson of the Services Committee and Ms J Williams on being elected Vice-Chairperson.

8.2 The Vice-Chairperson, Ms J Williams, presented the minutes of the Services Committee held on 20 October 2009 as the Chairperson had been unable to attend the meeting.

Item 5 Presentation by Director of Planning and Performance
Members noted the presentation by the Director of Planning and Performance.

Item 6 Presentation by Director of Service Delivery
Members noted the presentation by the Director of Service Delivery.

Item 7.1 Education and Training Inspectorate Report
In response to a question on support for adult literacy, the Director of Planning and Performance indicated that a range of strategies was employed to reach out to adult learners including work with Further Education Colleges and links with Family Learning Centres and organisations such as the Probation Board as well as other partners in the community. It was recognised that those with literacy difficulties were a “hard to reach” group and were less likely to make their needs known. Work would continue with schools, in close co-operation with ESA to ensure that the learning needs of children were being supported through libraries.

It was noted that work was underway to complete audits of current provision in relation to support for learning and learners, as well as the other key themes (culture, information and heritage) to inform the development of relevant strategies which would be considered in due course by the Services Committee.

Item 8 Training and Development Days
Members noted that the programme of training and development days had commenced and was being well received by staff.
Item 9.3  Update regarding Business Plan Targets
The Chairperson of the Board asked Members to note the 6 month progress report on targets contained in the Business Plan. A further update on the targets would be brought to the Service Committee towards the end of the first year of operation.

Item 10  Acquisition of Stock
The Director of Service Delivery clarified for Members the processes involved in the acquisition of stock by means of supplier selection.

Item 12  Date of Next Meeting
Members noted that the next meeting would be held in Glengormley Library, not Finaghy Library as recorded in the minutes, and would be preceded by a tour of libraries in the Belfast area.

8.3 Members expressed their thanks for the tour of Belfast Central Library which had proved very informative. They commended staff on the work involved in maintaining and preserving the collections and expressed the view that many members of the public would be unaware that such collections existed. Concern was expressed both at the conditions in which large parts of the collections, and in particular the fine books, were held and the fact that many important items remained uncatalogued.

8.4 It was noted that the next meeting of the Audit and Risk Committee would also be held in Belfast Central Library and that a tour would be arranged for Members.

8.5 On a proposal by Ms J Williams seconded by Alderman H Nicholl Members agreed to adopt the minutes of the Services Committee held on 20 October 2009.

9. MANAGEMENT STATEMENT  LNI 06.11.09

9.1 Members noted that Officers had been in discussion with DCAL for several months about the content of the Management Statement and were of the view that it was now fit for purpose and should be approved by the Board.

9.2 On a proposal by Councillor J Rogers, seconded by Councillor S Cole, Members agreed to approve the Management Statement.
10. **FINANCIAL MEMORANDUM**

10.1 The Director of Business Support informed Members that officers had been in discussion with DCAL for several months regarding the Financial Memorandum and were of the view that it was now fit for purpose and should be approved by the Board with the exception of Appendix 7 which required some minor amendments.

10.2 The Director of Business Support tabled a revised Appendix 7 and highlighted the minor amendments to Members.

10.3 Members expressed concerns that aspects of the Financial Memorandum appeared overly restrictive citing in particular the requirement for a business case to be prepared for all items of expenditure in excess of £1000. While recognizing the importance of good governance, Members were of the view that the degree of control being exercised by the Department in relation to certain issues was disproportionate to the level of inherent risk. They asked that their concerns be drawn to the attention of the Department and that the new Director of Culture, Arthur Scott, be invited to attend a Board meeting in the near future to discuss this matter.

10.4 On a proposal by Alderman H Nicholl seconded by Mr P Carvill Members agreed to adopt the Financial Memorandum subject to the concerns raised.

11. **SCHEME OF DELEGATION FOR REMUNERATION COMMITTEE**

11.1 The Chief Executive presented a revised Scheme for the Remuneration Committee.

11.2 Following discussion it was agreed that the Chief Executive would revise the Scheme to ensure greater clarity in relation to the following matters and bring a revised Scheme to the next meeting of the Board:

- responsibility for undertaking the Chief Executive’s performance appraisal rested with the Chairperson who would report his findings to the Remuneration Committee
- responsibility for determining the award of any performance related pay award for the Chief Executive was delegated by the Board to the Remuneration Committee which would report its findings to the Board for noting
- responsibility for undertaking the performance appraisal of second tier officers and determining the level of performance related pay to be awarded was delegated to the Chief Executive who would report her findings to the Remuneration Committee
- if required by the Remuneration Committee the HR Manager could be asked to withdraw from the meeting.
12. ANY OTHER NOTIFIED BUSINESS

12.1 Members asked that the Chief Executive write to Mr P Sweeney, Permanent Secretary, DCAL, to wish him well in his new post.

12.2 In response to a query, Officers agreed to investigate the feasibility of granting Members access to the Libraries Ni intranet.

12.3 It was agreed to provide Members with contact details for Branch Library Managers.

13. DATE OF NEXT MEETING

13.1 Members noted that the next meeting would take place on Thursday 10 December 2009 at 10.30 am in Lisburn City Library. It was agreed that a workshop to consider the strategic review of the library estate should be held in the morning, with the Board Meeting in the afternoon, commencing at 1.30pm.

14. MEMBERS ARRIVAL AND DEPARTURE TIMES

14.1 The meeting ended at 12.22 pm.

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

Councillor C Casey arrived at 10.39 am
Councillor A Ewart arrived at 11.33 am
Councillor C Lockhart arrived at 10.35 am
Councillor C Mullaghan arrived at 10.40 am

Councillor C Casey departed at 11.50 am
Councillor C Mullaghan departed at 11.50 am
Councillor Mrs E Robinson departed at 10.53 am

Signed: ____________________________

Date: 13/1/10