LIBRARIES NI
The Northern Ireland Library Authority

26 August 2009

Minutes of a meeting of the Board of the Authority held in Lisburn City Library on Wednesday 26 August 2009 at 10.00 am

PRESENT

Dr David Elliott Chairperson
Councillor Mrs Anne Brolly
Mr Pat Carvill
Councillor Charlie Casey
Councillor Mrs Roberta Dunlop
Councillor Allan Ewart
Councillor Miss Carla Lockhart
Mr Alastair McDowell
Councillor Cathal Mullaghan
Alderman Hubert Nicholl
Councillor Mrs Evelyne Robinson
Ms Jane Williams

APOLOGIES FOR NON ATTENDANCE

Councillor Samuel Cole
Councillor Jim Rodgers
Councillor Seamus Shields

IN ATTENDANCE

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

1. CHAIRPERSON'S BUSINESS

1.1. Welcome and introductions
The Chairperson welcomed new Members to their first meeting of the Board of Libraries NI. Members and officers introduced themselves.
1.2. **Declaration of Interests**
The Chairperson reminded new Members that the Declaration of Interests proforma should be returned to the Chief Executive’s Office as soon as possible.

Members were also reminded of their obligation to declare any actual, potential or perceived conflict of interest associated with any item on the agenda, either now or at the relevant stage during the meeting. No interests were declared.

1.3. **Appointment of remainder of Board**
The Chairperson reported that interviews had been completed for the remaining places on the Board and that a list of names was being prepared by DCAL for submission to the Minister.

1.4. **Accountability Meeting**
The Chairperson reported on his Accountability Meeting with the DCAL Minister on Tuesday 11 August 2009 as follows:

- The Libraries NI Corporate Plan had been amended to take account of comments from DCAL and is currently with the Department for approval by the Permanent Secretary and the Minister

- Work was on-going on the harmonisation of policies, procedures and systems inherited from the 5 Education and Library Boards

- A Strategic Review of the Library Estate was underway; it was noted that the Minister had expressed a particular interest in plans for Belfast Central Library

- An opportunity for Members to be engaged in establishing the longer term vision for Libraries NI would be arranged when the Board was fully constituted

- Work was underway to ensure that the agreed capital budget for 09/10 would be spent; Members noted potential pressures on the availability of capital funding in the next Comprehensive Spending Review period

- It was anticipated that options for the location of the Headquarters of Libraries NI would be available for consideration by the Board in October

- “Delivering Tomorrow’s Libraries”, the Department’s policy statement on public libraries is to be reviewed; the work will be led by the Department with involvement from Libraries NI

- The first meeting of the Audit and Risk Committee Meeting was held on 3 July 2009 and copies of the draft minutes had been forwarded to the Department
• Work is still being undertaken in the Department to finalise the Financial Memorandum and Management Statement

• The Minister was made aware that in order to complete the implementation of the new organisational structure resulting from the establishment of Libraries NI and to assist in meeting financial targets in 10/11, a second phase of voluntary redundancies involving approximately 30 staff would be required

• The Minister was informed that the Libraries NI Board was operating well and that the Board and the Senior Management Team were actively engaged in taking forward plans for the new organisation.

2. CHIEF EXECUTIVE’S BUSINESS

2.1. The Chief Executive on behalf of senior officers and colleagues welcomed the new Members to the Libraries NI Board. She asked that new Board Members return the documentation sent to them by Libraries NI Human Resources Section as soon as possible to enable their salary payments to be processed.

2.2. Assembly Question Oral (AQO 3005/09)
The Chief Executive tabled for information the response to an Oral Question from Michelle McIlveen MLA (Strangford) regarding the appearance of newly built library properties and explained the possible context for the Question.

2.3. Libraries NI Byelaws
Members noted that correspondence had been received from DCAL, dated 15 July 2009, approving the Libraries NI Byelaws

2.4. Newtownstewart Library
Newtownstewart Library had reopened to the public on 31 July 2009 after major refurbishment costing £540k. A copy of a Press Release was tabled for information. The official opening will be held in due course.

2.5. Whitehead Library
A tender for the refurbishment of Whitehead Library had been issued by the North Eastern Education and Library Board prior to the establishment of Libraries NI. Approval of the lowest tender by Bradley Construction (£297k) had been received from DCAL and work is now underway. The total cost including fees and furniture and equipment is £365k.

2.6. Governance and Accountability Meeting
The Chief Executive, accompanied by the Director of Business Support, had attended her first Accountability meeting in DCAL on 18 June 2009. Draft minutes had just been received from DCAL and are currently being reviewed. Copies of the agreed minutes will be made available to Members. The Agenda covered
issues such as the Corporate Risk Register, Delegated Limits, Audit Recommendations, Conflicts of Interest, Financial Management and Staff Management. There were no significant issues to report.

2.7. **Omagh Library**

The Chief Executive reported that on 16 August 2009 a stained glass window had been unveiled in Omagh Library to commemorate the 11th anniversary of the Omagh Bomb. The Library houses the Omagh Bomb Archive. The window is the result of work led by the Shared City Project and is supported by the Omagh Support and Self-Help Group. There are four identical windows - one each in Omagh, Claudy, Buncrana and Madrid.

2.8. **Public Library Authorities Conference**

The Public Library Authorities Conference would be held in Bristol from Wednesday 7 – Friday 9 October inclusive. A copy of the programme was tabled for Members’ information. The Conference is organised by the Public Libraries Group of the Chartered Institute of Library and Information Professionals (CILIP) and includes presentation of the Public Library Building Awards 2009. It was noted that Bangor Carnegie Library had been shortlisted for an award in the “Architecture meets Practicality” category. On a proposal from Councillor C Casey, seconded by Councillor Mrs A Brolly, it was agreed that Libraries NI should be represented at the Conference by Councillor Mrs R Dunlop, Ms Adrienne Adair, Business Manager and one other officer.

2.9. **Correspondence regarding Car Park at Glengormley Library**

It was noted that some Board Members had received correspondence from a member of the public who lives in the vicinity of Glengormley Library about anti-social behaviour in the car park at the library which is shared with Glengormley Health Centre. The car park is owned by the Northern Health and Social Care Trust. The Chief Executive explained the action taken to resolve the issue and referred Members to the tabled report. It was agreed that Officers would keep this issue under review.

2.10. **Public Appointments Notice**

Members noted the correspondence from the Department of Education regarding applications for Members of the Board of the Education and Skills Authority.

3. **MINUTES OF THE MEETING HELD ON 5 JUNE 2009**

3.1. On a proposal by Mr A McDowell seconded by Ms J Williams the minutes of the meeting held on 5 June 2009 were agreed as an accurate record.
4. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 5 JUNE 2009

4.1. Members noted the document which had been previously circulated detailing actions taken as a result of the discussion at, and decisions of, the previous meeting. The Chief Executive drew Members' attention in particular to the underlined items.

4.1.1. Item 1.2: Accountants on the Board
It was noted that no Members currently hold an accountancy qualification. In response to a query on how the requirement for financial expertise on the Audit and Risk Committee would be addressed if there were no qualified accountants on the Board, the Head of Internal Audit indicated that a facility existed for the Audit and Risk Committee to co-opt a suitably experienced or qualified person to fulfil the role.

4.1.2. Item 3.2: Minutes of the Meeting held on 30 April 2009
Correspondence from the Director of Culture, DCAL regarding use of the terms "Authority" and "Board" was noted. DCAL was currently finalising wording to be included in the Management Statement and Financial Memorandum to clarify the situation. Members agreed to refer to this body as the Board of Libraries NI.

4.1.3. Item 4.3: Standing Orders
As a result of comments received from DCAL in relation to the contents of the proposed Standing Orders some amendments are being made. A revised version will be presented to Members for consideration at the next meeting of the Board.

4.1.4. Item 4.4: Scheme for Library Charges
Correspondence had been received from DCAL, dated 15 July 2009, granting approval for the Scheme of Library Charges. It was noted that work is on-going to finalise the Scheme of Charges for Hire of Rooms and Equipment and a document will be brought to the Board in due course.

4.1.5. Item 7: Libraries NI Corporate Plan
All Members had received a copy of the latest version of the Corporate Plan, which is with DCAL for Ministerial approval. It was recognised that new Members had not been able to contribute to the development of the Corporate Plan but that an opportunity would be provided at a later meeting to consider the current document with a view to revision and amendment in preparation for the next financial year. The Libraries NI Business Plan 09/10 will be considered at the next meeting.

4.1.6. Items 9 and 10: Management Statement and Financial Memorandum
These documents were currently with DCAL and it was anticipated that agreement would be reached in the next few days. Copies of the latest versions
of both documents had been included in the Induction Packs, provided to Members and would be considered at the Induction Training.

4.1.7. Joint Negotiating Committee for Libraries NI
The Director of Business Support reported as follows on the first meeting of the Negotiating Committee which had been held on 24 July 2009:

- The composition of the Negotiating Committee is as follows:
  - 7 Trade Union representatives (4 NIPSA, 2 Unison, 1GMB)
  - 4 Management Side representatives
  - 1 representative from DCAL (role to be confirmed)

- Issues discussed at the first meeting included the Constitution of the Committee, implementation of the HR/Payroll system, Swine Flu, Protection Arrangements for staff who had transferred under TUPE provisions, Christmas holiday arrangements and expressions of interest in voluntary redundancy.

Members agreed that it was appropriate for Management Side of the Negotiating Committee to comprise officers only and for reports to be made to the Board through the relevant Committee.

4.1.8. Item 19.1 Dungiven New Library: Tender Report
Members noted that correspondence had been received from DCAL, dated 10 June 2009, approving the tender for the new library in Dungiven. It was noted that enabling works had now commenced.

4.2. Clarification was provided on the undemoted items raised by Members.

4.2.1. In response to questions from a number of Members about the vetting of staff, the Director of Business Support reported that new staff appointed to Libraries NI were being vetted in accordance with current legislative requirements and that staff employed after 1998 by the Education and Library Boards would have been vetted. Some Boards had undertaken a retrospective exercise to vet staff employed prior to 1998 but this had been a voluntary exercise and many staff had not given the necessary permission for the process to be completed. New legislation had since been introduced which placed a requirement on all staff in contact with children or vulnerable adults to undergo vetting by 2011. In order to address potential risks associated with the timescale for the implementation of new vetting arrangements, Libraries NI HR Section would focus on those staff who worked in single staffing situations or where the staffing complement in a library was small.

4.2.2 The Chief Executive agreed to provide Members with a summary of the Peace III Bid and to arrange for Adrienne Adair, who had been involved with the Victims' Commissioners in preparing the bid, to brief Councillor Casey.
4.2.3. In response to questions from Members about the process for handling Performance Related Pay for the Chief Executive and Senior Officers, the Chief Executive indicated that in accordance with the requirements of the Management Statement, the Chairperson set targets for the Chief Executive in discussion with the Remuneration Committee and subject to agreement with DCAL. The Chief Executive set targets for the Senior Management Team. The Chairperson undertook the Chief Executive’s Performance Review and the Chief Executive undertook the Performance Reviews of the Senior Management Team. The Chairman agreed to request a copy of the Job Evaluation documentation for the post of Chief Executive from the Department.

4.2.4. The Director of Business Support informed Members that all Libraries NI staff were Members of the NILGOSC Pension Scheme which is in deficit. A methodology had been agreed with DCAL, DE and ESAIT as to how that part of the deficit which relates to Education and Library Boards would be split between ESA and Libraries NI. He added that NILGOSC had increased the employers’ contribution as a way of beginning to redress the deficit situation, and this had been factored into the Libraries NI budget profile. That proportion of the deficit which related to Libraries NI would only be realized if Libraries NI ceased to exist.

5. MINUTES OF THE MEETING OF THE INTERIM AUDIT AND RISK COMMITTEE HELD ON 3 JULY LNI 03.08.09

5.1. Mr A McDowell, Chairperson of the Interim Audit and Risk Committee, presented the minutes of the meeting held on 3 July 2009. Mr McDowell informed Members that the minutes were for noting only as they had yet to be approved by the Audit and Risk Committee.

5.2. Members were informed that representatives from the Northern Ireland Audit Office had attended the first interim Audit and Risk Committee. The interim Audit Strategy and Internal Audit Plan were agreed at the meeting together with the interim Terms of Reference. The Committee had also reviewed the Corporate Risk Register.

5.3. In response to questions from Members the Chief Executive indicated that:

- it was a matter for the Audit and Risk Committee to determine the frequency with which it would review the Corporate Risk Register, but it was recommended that the Committee review it at least quarterly to coincide with the requirement for a Quarterly Assurance Statement to be submitted to DCAL

- the Director of Business Support would seek clarification from the Department regarding the extent of Libraries NI’s responsibility or liability as a “forwarding agent” for funding for the O’Fiaich Library and report back to the Board.
6. INTRODUCTION TO LIBRARIES NI

6.1. The Chief Executive gave a presentation to Members on the role of Libraries NI and its key priorities and responded to comments and questions from Members. During the ensuing discussion the following matters were noted:

- the need to achieve balance between charging for certain services and ensuring that libraries remain accessible to all sections of the community, particularly at a time of economic downturn
- the importance of library staff engaging in outreach with local communities to ensure that services remain relevant to need
- maintaining the sense of enjoyment that people experience as a result of using libraries.

7. PRESENTATION BY DIRECTOR OF BUSINESS SUPPORT

7.1. The Director of Business Support gave a presentation to Members on the role of Business Support Directorate and the budget setting process for Libraries NI and answered questions.

7.2. Concern was expressed at the implications for taking forward the Libraries NI capital programme of the substantial difference between the ISNI 2 capital profile and the agreed capital budget. The Chief Executive explained that the ISNI 2 profile was based on estimates made by the Education and Library Boards in relation to projects that they envisaged taking forward. However the necessary preparatory work had not been undertaken by some Boards prior to the establishment of Libraries NI and as a result plans were not as advanced as had been anticipated when the ISNI 2 profile had been developed by DCAL. A substantial proportion of the money within the ISNI 2 profile related to projects in the former Belfast Board area including Belfast Central Library. The Belfast Education and Library Board had submitted an Economic Appraisal for Belfast Central Library to DCAL on 31 March 2009 but it had not been approved and was considered by the Department to need significant revision. She reported that on several occasions over the last 18 months she had informed the Department that the ISNI 2 profile was unrealistic and that the budget would need to be revised.

7.3. The Director of Business Support indicated that the difference between the funding identified in the ISNI 2 profile and the agreed Libraries NI budget had been surrendered to DCAL which, with the approval of DFP, may be able to reallocate it to other projects. Libraries NI and DCAL would have to submit bids to DFP for funding if additional projects were progressed to a stage where Economic Appraisals had been completed and approved.
7.4. The Chief Executive indicated that she and the Director of Business Support had met with the Deputy Permanent Secretary of DCAL and other officials from the Department to explore ways of progressing the capital programme. She referred Members to the Strategic Review of the Estate which was currently being undertaken and indicated that because of the need to address the number, condition and suitability of library buildings in the Greater Belfast area in particular, priority was being given to that work at this stage. It was envisaged that a report would be brought to the Board within the next few months with recommendations on the way forward.

8. **FINANCE REPORT – JULY 2009**

8.1 The Director of Business Support presented the recurrent and capital reports to Members. Members noted that the recurrent report showed an underspend at this stage of £1,345K. However there were several factors which needed to be taken into account including:

- the fact that the budget profile for Libraries NI had been established on the basis of historic spend patterns in Education and Library Boards and did not necessarily reflect the efficiencies achieved from operating as a single authority

- the annual JNC pay increase for staff has not yet been agreed and therefore nothing had been accrued

- since the Education and Library Boards had not yet provided detailed costings for the services which they provided under Service Level Agreements, only estimates had been included

- the finance systems are still "bedding-in" and not all accruals have been captured as yet.

If the trend continues Libraries NI will be able to revise spending plans in the autumn.

8.2 In response to questions about the high level of underspend in maintenance, the Director of Business Support informed Members that Libraries NI had Service Level Agreements with the Education and Library Boards for maintenance of the library estate and added that the high underspend was due both to contractors not submitting their bills for payment promptly and the fact that during the summer months Boards concentrated on maintenance work in schools because they were closed. He confirmed that Libraries NI had a programme of planned maintenance.

8.3. Members noted that the capital report showed an underspend to date of £283K. The Director of Business Support reported that the underspend related to
Dungiven Library where the tender process took longer than originally forecast. The Director of Business Support confirmed that there was no reason to believe at this stage that the full capital budget for the year would not be spent.

8.4. In response to a question on the establishment of formal project boards for capital projects, the Director of Business Support indicated that a formal project board would be set up for large capital projects, but that it was not envisaged that individual project boards would be required for smaller projects.

8.5. Members noted the financial report.

9. PRESENTATION BY DIRECTOR OF PLANNING AND PERFORMANCE

9.1 Mrs Anne Connolly, Director of Planning and Performance gave a presentation to Members on the roles and responsibilities of her Directorate and answered questions.

9.2. It was noted that to date requests received under the Freedom of Information Act had been under the threshold for charging and had therefore been provided free of charge.

10. PRESENTATION BY DIRECTOR OF SERVICE DELIVERY

10.1 Mrs H Osborn, Director of Service Delivery, gave a presentation to Members on the roles and responsibilities of her Directorate and answered questions.

10.2. It was noted that the job description for a Head of Marketing was currently being evaluated and it was hoped that this process would be completed within the next 2 weeks after which time the post would be trawled.

10.3. Members expressed their thanks to the Chief Executive and the Senior Management Team for informative presentations which had given a flavour of the work of Libraries NI. It was noted that more detailed consideration of all the issues raised in the presentations would take place at the various Committees and the Board itself over the coming months.

10.4. It was noted that copies of the presentations would be appended to the minutes for information.

11. PROPOSED COMMITTEE STRUCTURE

11.1 The Chief Executive drew Members’ attention to proposed Schemes of Delegation for a Finance and Business Support Committee, a Services
Committee, an Audit and Risk Committee and a Remuneration Committee, noting that the Schemes would be reviewed after one year to ensure that they remained relevant to the work of Libraries NI. Nominations would be taken at the next meeting of the Board for membership of each of the Committees and the first meetings would take place in October.

11.2. During the ensuing discussion the following matters were agreed:
- in accordance with Standing Orders, the proposed quorum for all Committees would be one third of the appointed Members, with the exception of the Audit and Risk Committee, where a quorum would be 3 Members
- the Scheme of Delegation for the Remuneration Committee would be reviewed to ensure greater clarity in relation to its role and relationship with the full Board and consistency with the Management Statement

On a proposal by Councillor C Casey, seconded by Alderman H Nicholl, with the exception of the Remuneration Committee, Members approved the Schemes of Delegation for the Committees. A revised Scheme of Delegation for the Remuneration Committee would be brought back to the Board for consideration.

12. INDUCTION PROGRAMME FOR BOARD MEMBERS LNI 06.08.09

12.1 Members noted the requirement for induction training to take place for all Board Members within 6 months of the date of their appointment. Following a short discussion it was agreed that this training, to be facilitated by David Nicholl (CIPFA), would take place on Monday 12 October 2009 from 10.00 am – 4.00 pm at a venue to be confirmed.

13. DISPOSAL OF LAND ADJACENT TO TULLYCARNET LIBRARY LNI 07.08.09

13.1 Members noted Developer’s Plans for land adjacent to Tullycarnet Library and the fact that the building of new housing could be beneficial to the Library. On a proposal by Councillor C Casey, seconded by Ms J Williams, Members agreed the sale of the land as shown on the site plans at the value to be established by the District Valuer.

14. SCHEDULE OF MEETINGS LNI 08.08.09

14.1 Members agreed the Proposed Schedules of Meetings for the Board, the Services Committee, the Finance and Business Committee and the Audit and Risk Committee. It was agreed that all meetings would commence at 10.30am (not 10.00am as shown on the paper) and that meetings would be held at various Libraries NI locations throughout Northern Ireland.
15. ANY OTHER NOTIFIED BUSINESS

15.1 There was no other notified business.

16. DATE OF NEXT MEETING

16.1 The next meeting of the Board will take place on Wednesday 30 September 2009 at 10.30am in Libraries NI Regional Offices, Ballymena.

17. MEMBERS ARRIVAL AND DEPARTURE TIMES.

17.1 The meeting ended at 1.21 pm.

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

- Councillor A Ewart departed at 12.50 pm.
- Councillor Miss C Lockhart departed at 1.15 pm

Signed: ____________________________

Date: 13/1/10