LIBRARIES NI
The Northern Ireland Library Authority

29 April 2010

Minutes of a meeting of the Board of the Authority held on Thursday 29 April 2010 at 10.30 am in Newry City Library

PRESENT

Dr David Elliott Chairperson
Councillor Mrs Anne Brolly
Councillor Charlie Casey
Mr Pat Carvill
Councillor Sam Cole
Mr Roger Dixon
Councillor Mrs Roberta Dunlop
Councillor Allan Ewart
Mr Nigel Macartney
Ms Angela Matthews
Councillor Cathal Mullaghan
Mr Alastair McDowell
Councillor Mrs Evelyne Robinson
Councillor Jim Rodgers
Ms Helen Roulston
Councillor Seamus Shields
Ms Jane Williams

APOLOGIES FOR NON ATTENDANCE

Alderman Hubert Nicholl (for late arrival)
Councillor Miss Carla Lockhart

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

1. DECLARATION OF INTERESTS

1.1 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.
1.2 Councillor C Mullaghan declared that he knew Ms J Cornell who had requested speaking rights at today’s meeting in relation to Ligoniel Library.

1.3 The Chairperson informed Members that he wished to declare potential conflicts of interest in relation to the following matters:

1.3.1 ElfNI Replacement (Audit and Risk Committee Minutes).

The Chairperson reported that he had been the Regional Director of AMEY Business Services from March 2002 to July 2007, during which time he had been responsible for the ELFNI contract. The Chairperson reported that he had written to Mr A McDowell in his capacity as Chairperson of the Audit and Risk Committee, informing him of this potential conflict of interest and seeking advice. Mr McDowell had responded to the Chairperson, by letter dated 27 April 2010, which had been reviewed and agreed by the other Members of the Audit and Risk Committee, advising him that he should declare the interest at the earliest opportunity and have no further involvement in the procurement.

1.3.2 Belfast Central Library (Services Committee Minutes).

The Chairperson reported that he also wished to declare a potential conflict of interest in relation to the Belfast Central Library Project. It was noted that Amey FMP was the private sector partner in the Belfast Strategic Partnership which provided for all capital development within the controlled estate (including libraries) in the Belfast Education and Library Board area to be undertaken by Amey FMP, subject to market testing of value for money.

1.4 The Chairperson withdrew from the meeting and in the absence of the Vice Chairperson, Councillor Mrs E Robinson, Chairperson of the Business Support Committee, assumed the chair.

1.5 Following discussion of the Chairperson’s declaration of potential conflicts of interest, it was agreed that in the interests of ensuring that the potential conflicts of interest, or any perception of potential conflicts of interest, which could impact on the reputation of Libraries NI, were managed appropriately:

- the Chairperson should withdraw from any meeting where these matters were being discussed pending advice from the Department of Culture, Arts and Leisure and the Authority’s legal advisers; and
- these matters and available advice should be discussed further at the next meeting of the Audit and Risk Committee.

1.6 The Chairperson returned to the meeting and was informed of the decision. The Chairperson resumed the chair.
2. CHAIRPERSON’S BUSINESS

Review of the operation of the Board / Remuneration Committee

2.1 The Chairperson informed Members that the Board Meeting due to take place on 10 June would be cancelled. In its place he intended to hold a meeting with the Vice Chairperson of the Board and the Chairpersons of the Committees to review the operation of the Libraries NI Board and its Committees over the past year as well as the first meeting of the Remuneration Committee.

2.2 Mr N Macartney, Chairperson of the Services Committee, informed Members that he would be unable to attend these meetings but asked that the Vice-Chairperson, Ms Jane Williams, represent him.

2.3 Councillor Mrs E Robinson, Chairperson of the Business Support Committee, reported that she would be unavailable to attend on this date and asked that the Vice-Chairperson, Councillor C Mullaghan represent her.

2.4 Members agreed that the Vice-Chairperson of the Services Committee and the Vice-Chairperson of the Business Support Committee should attend these meetings in place of the respective Chairpersons.

Board Members’ Performance Appraisal

2.5 The Chairperson reported that DCAL was committed to an annual process of performance appraisal for the Chairpersons and Members of all its Arms Length Bodies. He tabled a draft of the appraisal form which was used for this purpose. It was agreed that the Chief Executive’s Office would send an e-mail to Members asking for their availability on 14, 25 and 29 June for a meeting with the Chairperson to discuss and complete the appraisal form. An e-copy of the appraisal form would also be sent to Members.

2.6 It was noted that in accordance with requirements of the Audit Committee Handbook the Audit and Risk Committee was required to carry out its own review of its performance and that the Chairperson of the Audit and Risk Committee was also required to take the lead in ensuring that Committee Members were provided with appropriate appraisal of their performance as a Committee Member. It was agreed that this matter would be considered further by the Members of the Audit and Risk Committee.

Workshop

2.7 Members noted that a workshop would be held after the Board Meeting, under the auspices of the Business Support Committee, and that all Members were invited to attend. The workshop would provide an opportunity for all Members to consider in detail the Economic Appraisal on the location of corporate services and the report of the consultation on the former SEELB Library Headquarters.
Meeting with Minister

2.8 It was noted that a meeting would be held with the Minister on 12 May 2010 to brief him on the consultation on Meeting the Demands for a Modern Public Library Service, the strategic review of library provision in the Greater Belfast area, as well as the consultation on the former SEELB Library Headquarters, Ballynahinch and the draft Economic Appraisal for a permanent location for core corporate services. The Chairperson, Vice Chairperson of the Services Committee and senior officers would attend.

Culture, Arts and Leisure Committee

2.9 The Chairperson reported that the Culture, Arts and Leisure Committee had requested a number of briefings from Libraries NI as shown below:

- Thursday 13 May 2010 Proposed closure of former SEELB Library HQ, Ballynahinch – the Chief Executive and Director of Service Delivery would attend;
- Thursday 20 May 2010 Consultation on the strategic review of library provision in Greater Belfast – the Chairperson, Chairperson of the Services Committee, Chief Executive and Director of Planning and Performance would attend;

Libraries NI provision for cultural heritage – the Chief Executive, Director of Service Delivery and Business Manager would attend.

2.10 The Chairperson reported that he had received, prior to the commencement of the Board meeting, a petition from NIPSA in relation to the proposed closure of the former SEELB Library Headquarters.

2.11 Members agreed to reorder the agenda for the meeting to allow deputations to be heard next.

3. DEPUTATION FROM NIPSA (MEETING THE DEMANDS FOR A MODERN PUBLIC LIBRARY SERVICE) (LNI 03.04.10)

3.1 Members noted that correspondence had been received from NIPSA requesting speaking rights at the Board Meeting in relation to “Meeting the Demands for a Modern Public Library Service”, the strategic review of library provision in the Greater Belfast area. The NIPSA submission had already been circulated to Members with their papers for this meeting. Members were informed that the deputation
3.2 The Chairperson welcomed the members of the deputation and reminded them that they were being received in accordance with Section 9 of Standing Orders, a copy of which had been provided to them. He invited the deputation to make their presentation.

3.3 Ms A Millar thanked Members for receiving the deputation and referred them to the submission setting out NIPSA’s position on the strategic review of library provision. She made the following comments:

- NIPSA had concerns that the review had major implications for the provision of public libraries across the Greater Belfast area and the closures proposed are unacceptable
- NIPSA believed strongly that Libraries NI needs to reflect on the views expressed by library users and review the vision, as set out in the paper, which is not shared by the majority of library users
- Ballyhackamore Library has the second highest lending statistics in Belfast and has seen an increase in book issues in the past 12 months
- some libraries, e.g. Belvoir and Braniel, had their opening hours reduced within the last few years which impacted on usage; NIPSA would ask Libraries NI to review these opening hours to encourage more use of the libraries concerned
- the lack of adequate public transport links within the Greater Belfast area was a significant factor which impacted on people’s ability to access services. Libraries NI should consider how the elderly, disabled or young mothers with children would travel to another library if their closest library was closed.
- 70% of the library closures being proposed are in Protestant working class areas and NIPSA would suggest that this presents equality issues.

3.4 Following their presentation, the members of the deputation answered questions from Members of the Board on the following matters:

- clarification was sought on how NIPSA believed that its assertion that all of the libraries in the review should be kept open might be achieved in the context of a declining budget. Ms Millar responded that the proposed savings of £55 – £60k specified in the consultation document could be achieved by suppressing one middle management job and asked the Board to consider this proposal as an alternative;
clarification was sought on how the NIPSA proposal to increase opening hours in small libraries, where these had previously been reduced by Education and Library Boards, might be funded in the context of a declining budget. Ms Millar replied that the hours in those libraries had been reduced from 21 to 14 per week by the South Eastern Education and Library Board (SEELB). The SEELB had consulted with library users about the most appropriate times to open, but despite being told by users that their preference was for the library to be open on a Saturday morning, this had not happened. As a result usage had continued to decline. She asked that Libraries NI look at opening hours of libraries in general to ensure that they were responsive to local communities;

NIPSA was asked to clarify where it felt that money would be found to fund the longer opening hours and responded that a review of the current opening hours would allow hours to be redistributed from some libraries to others;

in response to a question regarding the physical condition of some of the libraries on the list and where NIPSA felt that funding could be found to upgrade them, Ms Millar replied that NIPSA understood that this would be a challenge for Libraries NI in moving forward. She stated that maintenance work over the last number of years had not been carried out to the extent that was required but that communities did not necessarily expect the physical condition of their local library to improve overnight.

in response to a question on the appropriateness of mobile libraries as an alternative to static library provision, Ms Millar responded that mobile libraries could not fully replace the provision made in a static library. She also referred to the review of mobile library provision being undertaken by Libraries NI, indicating that NIPSA would comment further on this matter when it had sight of that review;

the deputation was asked if NIPSA felt that mobile libraries could replace or supplement provision in libraries with reduced opening hours. Ms Millar replied that this could be possible but that mobile libraries could not fully replace the provision provided by a static library;

the deputation was reminded that in rural communities people often had to travel much greater distances than in Belfast to access library services and was asked if there was an equality issue. Ms Millar responded that NIPSA was reflecting to the Board the views of library users and staff in the Greater Belfast area. She recognised that in rural areas libraries were further apart but that this was a historical situation and a different context. She felt that the review concentrated heavily on the very small libraries and those in a poor state of repair. In some areas users would have to
get four buses to reach their nearest library if the proposals went ahead and such a situation was a physical impossibility for many people;

- NIPSA was asked for their views on the difficult decision that the Board had to make i.e. whether to spread resources thinly over a large number of libraries, some with very low usage and in a poor state of repair, or concentrate on a smaller number of locations and provide a more effective and comprehensive service. Ms Millar replied that it was the view of library users that they would rather have a local library in the community than one with enhanced facilities but which might not be accessible;

- NIPSA was asked if they agreed that people did not always use their nearest library for a variety of reasons, including the fact that it may not be accessible for reasons other than distance e.g. that it was not in a neutral location. Ms Millar replied that the reality of the situation was that some of the possible alternatives being suggested were not considered to be appropriate by the communities concerned e.g. it was unrealistic to suggest that Falls Road Library was a suitable alternative for people who lived in Sandy Row. She recognised that people may make choices and not go to their nearest library but rather visit one in an area where they felt more comfortable or which was more easily accessible by public transport.

3.5 The Chairperson thanked the deputation for their presentation and they withdrew from the meeting.

4. DEPUTATION FROM DOWN DISTRICT COUNCIL (Former SEELB Library Headquarters, Ballynahinch) (LNI 04.04.10)

4.1 The Chairperson welcomed the Members of the deputation, comprising Councillor Jim Wells and Ms Sharon O'Connor, Director of Cultural and Economic Development and reminded them that they were being received in accordance with Section 9 of Standing Orders, a copy of which had been provided to them. He invited the deputation to make their presentation.

4.2 Councillor Wells thanked Members for receiving the deputation and submitted an apology from Councillor Mrs A McAleenan who had hoped to be present but had had been unavoidably detained. Councillor Wells made the following points:

- the Council had 2 major concerns - the first was the proposal to break up the local studies collection which was currently located in the former SEELB Library Headquarters building in Ballynahinch and the second was to support Down District, and Ballynahinch in particular, as the location for the new headquarters for Libraries NI.
• Councillor Wells referred to the specialised nature of the local studies collection and the value placed on it by users. He said that he had been present at a public meeting, held in the Market House in Ballynahinch, in relation to the proposal regarding the local studies collection and that it had been well attended. Since the public meeting he had met with the Chief Executive and other officers of Libraries NI and he believed that the County Down collection may be kept intact. He added that he was content with the suggestion that the County Down collection should be retained as a single entity and if it were not to continue to be located in Ballynahinch, Downpatrick was an acceptable alternative. He asked that the location should be confirmed as soon as possible;

• Councillor Wells said that he would like to promote Down District and in particular Ballynahinch, as a site for the new regional headquarters of Libraries NI. He said that the former library headquarters building in Ballynahinch had a number of advantages e.g. it was a large site with good parking and had the potential to be developed. He also added that, as an alternative, he would like to offer Libraries NI the option of a site in the new civic complex which the Council was proposing to develop on the Downshire site in Downpatrick. Other organisations which would be sharing the site with Down District Council included the PSNI, the Ambulance Service and the Northern Ireland Fire Authority. He referred also to a further option, the Grove Shopping Centre in Downpatrick. He said that Down District Council would be keen to discuss any of these options with Board Officers.

• Councillor Wells asked that a letter which he had brought with him should be made available to all Members for their information.

4.3 Following the presentation by the deputation, Members sought clarification on the following matters:

• whether in the context of a regional organisation Ballynahinch or Downpatrick were any more appropriate as a location for the headquarters than anywhere else in Northern Ireland, to which Councillor Wells responded that the preference always seemed to be for public sector jobs to be located in Belfast. He referred to the number of people who travelled each day from Downpatrick to Belfast to work and suggested that it would be more appropriate for those jobs to be located in Downpatrick, therefore reducing congestion and travel to work time;

• whether in the context of RPA, the new civic complex in Downpatrick would proceed, to which Councillor Wells responded that RPA for local government may not proceed for 5 years and that it was Down District Council’s intention to proceed, since there was a pressing need for new accommodation for the Council offices.
4.4 The Chairman thanked the deputation for attending and they withdrew from the meeting.

5. **CHIEF EXECUTIVE’S BUSINESS**

Interim Allocation Letter 2010/11

5.1 The Chief Executive drew attention to the interim allocation letter issued to Libraries NI on 31 March 2010, indicating that the final budget allocation for 2010/11 had yet to be received. She drew attention to the annexes accompanying the letter including the targets established for Libraries NI for the year and the reference in the letter to the need to develop a process to replace the ARNE formula, previously used by DCAL to allocate funding to the Education and Library Boards. It was noted that further detailed discussions would need to take place with DCAL in relation to this matter since the formula itself was no longer appropriate in the context of a single organisation, although some of the principles on which it was based may still be appropriate e.g. a percentage of funding being set aside to address TSN and rurality issues. It was noted that proposals would be brought to the Business Support Committee on this matter in due course.

5.2 Members noted responses given by the Minister to Assembly Questions relating to Libraries NI since the last Board Meeting.

5.3 Members noted the open letter to the Board from Mrs Jean Withers in relation to the strategic review of library provision in Greater Belfast and specifically Ballyhackamore Library and agreed that the Chairperson should respond.

5.4 Members noted that as a result of a reorganisation within DCAL, responsibility for public library services would transfer from Arthur Scott to Mick Cory at the beginning of May. Members asked that their thanks be conveyed to Arthur Scott for his assistance while in the post of Director of Culture. It was noted that Mick Cory would also retain responsibility for Museums and Sport.

5.5 Members noted that confirmation had been received that the Strategic Outline Case for Belfast Central Library had been approved by DFP.

5.6 The Chief Executive informed Members that a copy of the agreed Management Statement and Financial Memorandum was available at the meeting for each Board Member.

6. **MINUTES OF THE MEETING OF THE BOARD HELD ON 11 MARCH 2010** (LNI 01.04.10)

6.1 On a proposal by Mr N Macartney, seconded by Councillor Mrs E Robinson, the minutes of the meeting held on 11 March 2010 were agreed as an accurate record.
7. MATTERS ARISING FROM THE MINUTES OF THE BOARD MEETING HELD ON 11 MARCH 2010 (LINE 02.04.10)

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

7.2 The Chief Executive drew Member's attention in particular to the undernoted items.

Item 3.1 Chief Executive’s Business
7.2.1 Members noted that Ballyhackamore Library was held on a 999 year lease which commenced on 6 April 1993. In the event that the library were to close the lease could be sold. It was recognised that the location of the library on the first floor of a mixed retail development could have implications for its value.

Item 5.2.1 Ballynahinch Headquarters
7.2.2 It was noted that, following the Board Meeting, a Workshop would be held, to which all Members had been invited, to consider the results of the consultation process on the proposal to close the Ballynahinch premises and relocate the Local Studies collection.

Item 5.2.6 Meeting of the Services Committee (Strategic Review)
7.2.3 Mrs A Connolly, Director of Planning and Performance, updated Members on progress in relation to the strategic review of library provision in the Greater Belfast area.

It was noted that all Board Members were invited to a workshop, under the auspices of the Services Committee, scheduled for Tuesday 18 May 2010 at 10.30am in Lisburn City Library to consider the consultation on the strategic review of library provision in Greater Belfast. A copy of the draft report would be sent to Members during the week commencing 10 May.

It was noted that any Board Member who wished to visit any of the libraries included in the review should contact the Director of Planning and Performance so that the necessary arrangements could be made.

Item 6.1.3 All Our Saturdays and other Olympic Initiatives
7.2.4 Ms H Osborn, Director of Service Delivery, updated Members on the position regarding the Belfast Giants in response to the concerns raised by Members at the last meeting.

8. DEPUTATION FROM LOWER OLDPARK COMMUNITY ASSOCIATION

8.1 The Chairperson welcomed the Members of the deputation and reminded them that they were being received in accordance with Section 9 of Standing Orders, a copy of which had been provided to
they. Members were informed that the deputation comprised Ms Janice Beggs, Project Manager and Mr Jim Wright, Chairperson of Lower Old Park Community Association. He invited the deputation to make their presentation.

8.2 Ms Beggs thanked Members for receiving the deputation and circulated a number of documents for information. She referred to the work that she undertook in the community with young people and the lack of facilities that existed in the area. She explained that she had previously been a youth worker with the Belfast Education and Library Board based in a youth centre located in Oldpark Library and when the youth provision ceased, she had continued to work from the library under the auspices of a community organisation. She was now based in a local community centre but sought the Board’s support for the community organization to lease the Oldpark Library, if it was closed, to enable community work to continue from those premises. She provided examples of the kind of work that she would wish to take forward and said that her preference was for the library service to continue to operate in Oldpark, but if this was not possible, she asked for time for the community organisation to raise money to lease the building.

8.3 Members thanked Ms Beggs for her presentation and commended her on the passion which she showed for Oldpark Library and the community in that area as well as for the work that she was carrying out. It was suggested to her that she might wish to draw up a costed proposal which Libraries NI could consider.

8.4 The Chairperson thanked the deputation for their presentation.

9. DEPUTATION FROM JENNIE CORNELL, LOCAL DEVELOPMENT WORKER, PARTICIPATION AND PRACTICE OF RIGHTS PROJECT (LIGONIEL LIBRARY)

9.1 The Chief Executive reported that an email had been received from Ms Cornell apologising that she would not be able to attend the meeting and indicating that Ms Beggs would represent her and read a statement to Members.

9.2 Ms Beggs circulated a letter to Members from Ms Cornell regarding Ligoniel Library and read its contents.

9.3 Ms Beggs and Mr Wright responded to questions from Members regarding:
  • their proposal for Oldpark Library
  • the nearest alternative libraries to Ligoniel and Oldpark
  • the impact of sectarian divisions on the communities in both Ligoniel and Oldpark
  • their hopes for the future as a result of the peace process
• the difficulties that had been experienced in the past in relation to attacks on staff in Oldpark Library

9.4 Ms Beggs and Mr Wright withdrew from the meeting.

9.5 The Director of Planning and Performance informed Members that Ms Beggs had attended the public consultation meeting held in Chichester Library and had spoken passionately at that meeting also about Oldpark Library. She briefed Members on proposals for outreach work with Ms Beggs to take forward a Family Learning Project in the area, a project which had arisen as a result of the conversation at the public meeting. It was noted that in some areas such an approach was likely to be more successful in targeting those who required support than the retention of a building which was not well used.

10. MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING HELD ON 5 MARCH 2010 AND 15 MARCH 2010 (LNI 05.04.10)

10.1 The Chairperson, Mr A McDowell, presented the minutes of the Audit and Risk Committee held on 5 March 2010 and 15 March 2010. Members noted that the meeting on 5 March 2010 had been adjourned when it became inquorate and that the meeting had been reconvened on 15 March 2010.

10.2 The Chairperson of the Audit and Risk Committee drew Members’ attention to the following items:

Item 2.1: Chairperson’s Business
10.2.1 The Chairperson reported that he had attended the workshop for the Chairs of the Audit Committees of DCAL Arms Length Bodies and that it had proved useful in providing an insight into the Department’s view on governance.

Item 3.7: Chief Executive’s Business: ALB Shared Internal Audit Service
10.2.2 It was noted that a report would be prepared on this matter for consideration at the next meeting of the Audit and Risk Committee.

Item: 5.2.3: Appointment of Trainee Auditor
10.2.3 Members noted that the Trainee Auditor was now in post.

Item 5.5 Rare Book Collection
10.2.4 It was noted that this matter would be discussed further at the next Audit and Risk Committee meeting.

Item 8: Scheme of Delegation for Audit and Risk Committee
10.2.5 The Chairperson reported that the Committee had reviewed its Scheme of Delegation and concluded that it remained fit for purpose
It was noted that a review of the effectiveness of the Board and its Committees would take place in June 2010, as reported by the Chairperson of the Board earlier in the meeting.

Item 14: Internal Audit Activity Report
10.2.6 Members noted that 6 of the 7 internal audit reports considered by the Committee had received a ‘Satisfactory’ rating.

Item 18: Internal Audit Plan 2010/11
10.2.7 It was noted that the Internal Audit Plan for 2010/11 had been approved by the Committee.

Item 19: Internal Audit Strategy 2010/13
10.2.8 Members noted that the Internal Audit Strategy for 2010/13 had been adopted by the Committee.

Item 20: Libraries NI Corporate Risk Register
10.2.9 The Chairperson asked that in paragraph 20.2 the word “management” be changed to “ownership” and asked Members to note that a presentation would be made to the Board on the Corporate Risk Register.

10.3 On a proposal by Mr A McDowell, seconded by Ms H Roulston, Members agreed to adopt the minutes of the meeting.

10.4 Councillor Rodgers informed the Board that the father of Peter O’Sullivan, NIAO representative on the Audit and Risk Committee, had died recently and suggested that a letter of condolence be sent to him.

11. MINUTES OF THE SERVICES COMMITTEE HELD ON 30 MARCH 2010 (LNI 06.04.10)

11.1 In view of a potential conflict of interest, the Chairperson asked Councillor Mrs E Robinson to chair the meeting for this item and withdrew from the meeting.

11.2 Councillor Mrs E Robinson asked the Chairperson of the Services Committee to present the minutes of the Workshop held on 30 March 2010.

11.3 The Chairperson, Mr N Macartney, presented the minutes of the Services Committee held on 30 March 2010 for adoption, noting that an apology should have been recorded from Councillor Mrs Anne Brolly. He reported that there was a single agenda item for the meeting, namely to consider the Strategic Outline Case for Belfast Central Library.

11.4 The Chairperson of the Services Committee thanked Mrs M Bryson, Business Manager for her presentation which set the context for a
useful discussion by Members of the vision and way forward. It was noted that since the meeting, DFP had agreed the Strategic Outline Case and the next stage was to proceed to Outline Business Case (OBC). Issues such as the cost of the decant, which had still to be resolved, would be explored in more depth in the OBC.

11.5 At the suggestion of Councillor Mullaghan, it was agreed that reference to ensuring adequate facilities in the building for the storage and display of the rare book collection and the important and well-used newspaper collection should be recorded.

11.6 At the suggestion of Mr Carvill, it was agreed that a presentation on the Belfast Strategic Partnership would be made at the July meeting of the Board.

11.7 On a proposal by Mr N Macartney, seconded by Ms Jane Williams, Members adopted the minutes of the Services Committee Workshop held on 30 March 2010, subject to the inclusion of an apology from Councillor Mrs Brolly.

11.8 The Chairperson of the Board returned to the meeting and resumed the chair.

12. MINUTES OF THE BUSINESS SUPPORT COMMITTEE HELD ON 31 MARCH 2010 (LNI 07.04.10)

12.1 Since the Chairperson of the Business Support Committee had not been able to attend the meeting on 31 March 2010, the Vice-Chairperson, Councillor C Mullaghan, presented the minutes.

12.2 The Vice-Chairperson drew Members’ attention to the following items:

Item 6: Scheme for specifying duties and responsibilities of the Business Support Committee

12.2.1 It was noted that this item had been referred back to the Business Support Committee by the Board at its last meeting. Members discussed the recommendations of the Committee in relation to the delegated authority levels and agreed them with the following amendment:

- the Chief Executive was given delegated authority to approve single action tenders up to the value of £500 with single action tenders over that limit being approved by the Business Support Committee.

It was further agreed that the delegation limits should be reviewed after one year.
12.2.2 It was noted that this report was prepared prior to the additional allocation for voluntary redundancy and the implementation of voluntary severance.

12.2.3 The Vice-Chairperson suggested that the titles of the licences being referred to are specified in this paragraph. Members noted that the Director of Planning and Performance was investigating the costs of various licences required by Libraries NI.

Item 7.2: Finance Report: Capital

12.2.4 Members noted the updated position regarding the purchase of the Lisnaskea site.

Item 8: Policy on Board Members’ Attendance

12.2.5 It was noted that Board Members’ attendance would be part of the appraisal process.

Item 9: Policy on Board Members’ Travel & Subsistence

12.2.6 The Vice-Chairperson asked Members to ensure timely submission of travel and subsistence claims forms.

Item 10: Voluntary Redundancies

12.2.7 Members noted the funding which had been received and the cost of releasing 21 staff as at 31 March 2010. Members wished these staff well for the future.

Disposal of Surplus Property – Former Ballee Library

12.2.8 It was noted that the sale of the former Ballee Library had now been concluded and that the receipt (£82,245) would be surrendered to the Department.

12.3 On a proposal by Councillor C Mullaghan, seconded by Councillor Mrs R Dunlop, Members adopted the minutes of the Business Support Committee held on 31 March 2010.

13. ANY OTHER NOTIFIED BUSINESS

13.1 Members were reminded that a Workshop would be held for all Members on Tuesday 18 May at 10.30 am in Lisburn City Library to consider the consultation on the strategic review of provision in Greater Belfast (Meeting the Demands for a Modern Public Library Service). The Services Committee would meet after the workshop.

14. DATE OF NEXT MEETING

14.1 Members noted that the next Board Meeting would take place on Thursday 27 May at 10.30 am in Antrim Library.
15. **MEMBERS ARRIVAL AND DEPARTURE TIMES**

15.1 The meeting ended at 2.05 pm.

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

- Councillor Mrs R Dunlop arrived at 10.42 am
- Alderman H Nicholl arrived at 1.45pm
- Councillor A Ewart arrived at 11.27 am
- Ms A Matthews arrived at 10.44 am
- Councillor S Shields left at 12 noon

Signed:  _______________________________________

Date:  _______________________________________
