LIBRARIES NI

The Northern Ireland Library Authority

8 July 2010

Minutes of a meeting of the Board of the Authority held on Thursday 8 July
2010 at 10.30 am in the former SELB Library Headquarters, Armagh

PRESENT

Dr David Elliott             Chairperson
Alderman Hubert Nicholl     Vice Chairperson
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
Councillor Cathal Mullaghan
Mr Alastair McDowell
Councillor Mrs Evelyne Robinson
Councillor Jim Rodgers
Ms Helen Roulston
Councillor Seamus Shields

APOLOGIES FOR NON ATTENDANCE

Councillor Mrs Anne Brolly
Mr Pat Carvill
Ms Jane Williams

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
Assets Manager                  Mr Desi Miskelly
Head of Internal Audit          Mr Brian Doherty
Director, DCAL                  Mr Mick Cory

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 Rodgers asked if he and Councillor Mullaghan should withdraw from the meeting when the deputations regarding Andersonstown Library were being received in view of their role as Councillors on Belfast City Council. The Chairperson confirmed that withdrawal would not be necessary.

1.3 In order for Members to discuss a potential or perceived conflict, Dr D Elliott withdrew from the meeting and the Vice-Chairperson, Alderman H Nicholl, assumed the Chair. Alderman Nicholl asked Mr A McDowell, Chairperson of the Audit and Risk Committee, to brief Members on this matter.

1.4 Mr McDowell reminded Members of the decision at the April meeting of the Board that advice should be taken regarding the Chairperson’s declared potential or perceived conflict of interest in respect of the Belfast Strategic Partnership. He referred to the papers which had been circulated to Members setting out the advice from the Authority’s legal advisers and the response which he had subsequently issued to the Chairperson of the Board, following consultation with members of the Audit and Risk Committee.

1.5 Following discussion it was agreed that:
- the Chairperson should continue to withdraw from any meeting where matters related to the Belfast Strategic Partnership were being discussed
- the Chief Executive should seek further clarification from the Chief Legal Adviser
- a meeting should be arranged with DCAL to discuss this matter.

1.6 The Chairperson of the Board returned to the meeting and was informed of the decision. The Chairperson resumed the chair.

2. **CHAIRPERSON’S BUSINESS**

**Congratulations**

2.1 The Chairperson extended congratulations to:
- Councillor S Cole on his election as Deputy Mayor of Coleraine Borough Council
- Councillor A Ewart on his appointment as Special Adviser to Minister Edwin Poots.
- Councillor Miss C Lockhart on her recent engagement.

**Welcome**

2.2 The Chairperson welcomed Mick Cory, Director, DCAL to the Board meeting.
Meeting of the Chairs and Vice-Chairs to review operation of Board

2.3 The Chairperson referred to the notes of the meeting held on 10 June 2010 which had been circulated to all Members. Following discussion the following was agreed:

2.3.1 Frequency of meetings
The Board would meet bimonthly (i.e. 6 times per year) and Committees, with the exception of Audit and Risk Committee, would also meet bimonthly in the intervening months. Additional meetings of the Board and Committees would be held if required. The Chairperson of Audit and Risk Committee indicated that, in his view, that Committee would need to meet 5 times per year. A revised list setting out the dates for future Board and Committee meetings would be sent to Members.

2.3.2 Timings of Meetings
Board meetings would be held normally at 10.30 am. Committees should give consideration to varying the time of meetings in order to facilitate Members with other commitments.

2.3.3 Venue for Meetings
The majority of Board meetings should be held in Lisburn City Library or Antrim Library with at least one meeting per year being held elsewhere. The Chairperson indicated that it would be important in the near future to hold a meeting of the Board in the western area. The venue for Committee meetings should be a matter for each Committee.

2.3.4 Circulation of Papers
Discussion took place on the volume of material circulated to Members prior to each Board meeting and whether all of the papers considered at Committee level needed to be included. Some Members expressed concern about the possibility of information overload, resulting in important issues being overlooked. Members noted also the high costs associated with printing and postage.

2.3.5 The Chief Executive reported that the extranet was now available and each Member would be issued with a log on and password in the next few weeks to enable them to access the site. An alternative to circulating all papers would be to make them available on the extranet and include with Board papers only the minutes of Committee meetings and any additional documents relevant to specific agenda items requiring detailed discussion at Board level. In response to a question, the Chief Executive indicated that Members could bring laptops to meetings if required to access documents and it would be helpful to know if any Member wished to use a laptop on a regular basis so that appropriate arrangements could be made.
2.3.6 It was agreed that over the next couple of months, Members should evaluate the use of the extranet for accessing Board and Committee papers as an alternative to receiving all documentation in hard copy.

**Correspondence from Minister**

2.4 Members noted the letter from the DCAL Minister regarding the decisions made at the Board Meeting held on 27 May 2010.

3. **CHIEF EXECUTIVE’S BUSINESS**

**AQs 21 May – 25 June 2010**

3.1 Members noted the Minister’s responses to Assembly Questions during the period 21 May – 25 June 2010.

**Ministerial Visits**

3.2 Members noted that the Minister had visited Belfast Central Library on 23rd June 2010 to see progress on the stonework restoration project and had also visited Finaghy Library on the same day to launch the Summer Reading Challenge.

**Silver Payroll Award**

3.3 Members congratulated Libraries NI staff on their generosity resulting in the award of the Payroll Giving Quality Mark Silver Award which recognises the number of employees engaged in the Give As You Earn Scheme.

**Professional Advocacy**

3.4 It was noted that there was widespread interest elsewhere in the UK in the establishment of Libraries NI. The Director of Service Delivery, Ms Helen Osborn had given a presentation to the Archives, Libraries and Museums Alliance UK (ALMA UK) on Libraries NI’s first year and the Chief Executive had also spoken at the North West Libraries Conference, held in Manchester.

3.5 **Lisburn City Council Correspondence**

Members noted the correspondence from the Corporate Services Committee of Lisburn City Council asking that the decision to close Dunmurry Library be reviewed. Members noted the request but agreed that the original decision should stand.

**Oldpark Library**

3.6 Members noted the ongoing discussions with the Lower Oldpark Community Association and local public representatives regarding their interest in the building.

**Deputations**

3.7 Members noted the requests that had been received in accordance with Standing Orders for deputations to the Board as follows:

- Sinn Fein, in relation to the closure of Andersonstown Library
The Chief Executive referred to the report setting out details of the representations that had been made by Sinn Fein, SDLP and the Save our Libraries Campaign since the decision was taken by the Board to close Andersonstown Library. She referred also to the report of the consultation with library users in Andersonstown Library over the last few weeks about their needs and the most suitable locations for mobile provision. She drew attention also to a petition which had been delivered to her office earlier in the week by Dr Brian Kelly, Save Our Libraries, regarding the decision to close Andersonstown Library.

3.8 Councillor A Ewart queried why Andersonstown Library had been allowed to remain open until 9 July, while other libraries had closed at the end of June. The Chairperson of the Board referred to a request from Sinn Fein for a meeting which he had attended along with the Chief Executive and the Business Manager. At that meeting Sinn Fein had asked that the library remain open until 9 July pending their deputation to the Board. The Chairperson reminded Members that the Board had taken a decision to close the 10 libraries by the end of June 2010 or as soon as possible thereafter and that following the meeting with Sinn Fein, he had consulted with the Chairs and Vice Chairs of Committees in relation to the request.

3.9 Councillor Rodgers sought clarification as to whether there was provision in Standing Orders for rescission of a decision of the Board. The Chief Executive indicated that this matter was dealt with in Standing Orders by way of receipt of a motion to that effect signed by a third of Board Members. No such motion had been received.

Correspondence from DCAL Finance Director (28 May 2010)

3.10 The Chief Executive drew attention to the letter from Ms D Brown, DCAL Finance Director advising of the position regarding the Budget 2010 process and requesting a high level assessment of the impact of a cumulative cut of 5% over 3 years (2011/12 – 2013/14) disaggregated to show the impact on staffing costs, other running costs and programme expenditure. Members noted the submission which had been made, including the caveats and assumptions on which it was based and expressed grave concerns about the implications for services and in particular the stock and maintenance budgets of cuts of this level.

Correspondence from DCAL Finance Director (received 24 June 2010)

3.11 The Director of Business Support referred to the further letter received from the DCAL Finance Director on 24 June 2010 formally commissioning submissions in respect of the Budget 2010 process (covering the 4 year period 2011/12 – 2014/15). Members noted that:
• a zero-based approach was being adopted to capital investments and a spending proposal proforma had to be completed for each capital investment project and submitted to the Department by 8 July, together with a list of the capital projects in priority order
• a spend proposal proforma had to be completed for all new inescapable and unavoidable recurrent expenditure bids and submitted to the Department by 16 July
• a complete list of all recurrent expenditure had to be submitted in priority order to the Department by 16 July.

3.12 The Director of Business Support referred Members to the tabled paper setting out proposals from officers for the prioritisation of capital projects and explained the rationale underpinning the order of priority being proposed. In response to questions from Members, the Director of Business Support and Chief Executive indicated that:
• while Phase 2 of the strategic review of provision had not been completed, there were clearly a number of libraries which were sustainable and which could be substantially enhanced with relatively low levels of investment using Minor Works funding
• given the importance of the redevelopment of Belfast Central for improved services and greater efficiency as well as in terms of the regeneration of the North West Quarter of Belfast, the project had been given a high priority. It was noted that the proforma being submitted for Belfast Central would include the need for additional recurrent resources to enable the decant issues to be addressed. While supporting the need for redevelopment of Belfast Central Library, Members hoped that this would not be at the cost of investment needed to improve facilities elsewhere
• there was no clarity regarding either the amount of capital monies that would be available over the next 4 years or how any capital that was available might be allocated.

3.13 Following discussion, on a proposal from Mr R Dixon, seconded by Ms H Roulston, Members approved the capital projects priority list and agreed that it should be submitted to the Department after the meeting.

3.14 The Director of Business Support indicated that work was still ongoing in relation to the request for information regarding the prioritisation of recurrent expenditure, which was to be submitted to the Department by 16 July. He explained the difficulties associated with prioritising recurrent expenditure, given the integrated nature of services and the fact that the majority of spend was associated with inescapable costs e.g. staffing and premises. He also noted the concerns that Members had previously highlighted about the impact on services of further reductions in the stock and maintenance budgets.
3.15 Following discussion it was agreed that officers would continue to develop the submission for the Department on recurrent expenditure and that the Director of Business Support would consult with the Chairperson of the Business Support Committee on the final proposals.

**Briefing on Budget 2010**

3.16 It was noted that an invitation had been received from the Permanent Secretary for the Chair, Chief Executive and Director of Finance to attend a meeting in DCAL on 26 July in relation to Budget 2010. Members noted that the Director of Planning and Performance, Mrs A Connolly would attend in place of the Chief Executive who would be on leave at that time.

4. DEPUTATIONS

**DEPUTATION FROM S Sinn Fein Regarding the Closure of Andersonstown Library**

4.1 Members noted that correspondence had been received from Mr Paul Maskey MLA requesting speaking rights at the Board meeting in relation to the closure of Andersonstown Library. Members were informed that the deputation comprised Mr Gerry Adams MP, Mr Paul Maskey MLA and Mr Leo Wilson, a library user.

4.2 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.

4.3 Mr G Adams MP thanked Members for receiving the deputation and made the following comments:

- the purpose of the deputation was to ask the Board to rescind the decision to close Andersonstown Library
- Sinn Fein recognised that the current building was not fit for purpose but there had been no firm commitment to the provision of alternative suitable static provision and mobile provision was an inadequate replacement
- running costs of the building were minimal being in the region of £10k per annum
- there had been a vibrant campaign in the area against the proposed closure and people had to be dissuaded from coming along today to picket the Board meeting
- there were 7 schools in the area including 2 Irish language schools
- West Belfast was the most deprived constituency in Northern Ireland
- Sinn Fein welcomed the proposal to refurbish Falls Road and Whiterock Libraries
• responses made by Paul Maskey MLA during the consultation process had not been represented in the report considered by the Board in contrast to responses by other political parties to the proposals regarding libraries in other parts of Greater Belfast
• people in the Andersonstown area valued education and the area had a very strong Irish language community which made use of the unique Irish language collection in the library
• just as the needs of the Polish community in the Woodstock area were taken into account, similarly the needs of the Irish speaking population in the Andersonstown area must be taken into account
• decisions to close other libraries had been reversed
• the people of Andersonstown deserved a library fit for the 21st century.

4.4 Mr Paul Maskey MLA thanked the Board for the opportunity to address them. He expressed support for the decision to reverse closure decisions in other libraries as a result of issues identified in those areas as a result of the EQIA process, and specifically in relation to the Polish community in the Woodstock area. He indicated concerns about:
• the timing of the public meeting in Andersonstown Leisure Centre
• the failure of Libraries NI to take on board comments made at the public meeting in Andersonstown, the written submission which he had made on behalf of Sinn Fein and the submissions made by other community groups.

4.5 Mr Leo Wilson said that he was delighted that Woodstock library had remained open and hoped that a similar decision would be made in respect of Andersonstown Library. He indicated that he had used libraries since the age of 12 years and had used Andersonstown Library since moving to the area in 1956. He reported that the library was an important focal point and enabled him to socialise with friends.

4.6 The Chairperson thanked the deputation for their presentation and opened the meeting to questions from Members.

4.7 Councillor J Rodgers thanked the deputation for coming to the meeting and said that it was important to make it clear that no decisions had been reversed. The initial proposal to close libraries had been published for consultation and it was only after that consultation process had been completed and responses considered that decisions had been taken. He referred to the fact that the Board of Libraries NI was faced with difficult decisions and that Andersonstown Library was not fit for purpose.

4.8 In response, Mr Adams referred to the running costs of Andersonstown Library of £10k per annum and work that Mr Maskey had undertaken in the area which had identified 5 alternative sites for a library facility.
4.9 Councillor C Casey expressed concern at the suggestion that information which had been supplied by Sinn Fein during the consultation process had not been made available to the Board when making its decision.

4.10 Councillor S Shields sought clarification from the deputation regarding the comments which they had made about the EQIA and the Polish community. Mr Maskey said that the EQIA undertaken by Libraries NI had identified that the Polish community made use a specialist collection of material in the Polish language housed in Woodstock Library and that it would be detrimental to the Polish community to close the library. Similarly the EQIA had raised issues about the use made of the Irish language collection in Andersonstown Library by the Irish speaking population of the area, but no account seemed to be taken of that matter in deciding to close Andersonstown Library. He referred to 2 Irish medium schools in the area and the urban gaeltacht area close to the library. He recognised that the building in Andersonstown was not fit for purpose but indicated that Sinn Fein was seeking a smooth transition from the existing provision to new provision and noted that the costs of retaining the current provision were minimal.

4.11 The Chairperson thanked the deputation for their attendance and in response to a question from Mr Maskey about being told the outcome of the meeting, indicated that the Chief Executive would contact him later that day. The deputation withdrew from the meeting.

DEPUTATION FROM THE SDLP REGARDING THE CLOSURE OF LIBRARIES IN BELFAST

4.12 The Chairperson welcomed the Members of the deputation, comprising Councillor Tim Attwood and Mr Colin Keenan 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. The SDLP deputation tabled a submission which was circulated to Members. The Chairperson invited the deputation to make their presentation.

4.13 Councillor T Attwood thanked Members for receiving the deputation and referred to the tabled submission which set out the SDLP’s position on the closure of libraries in Belfast. He made the following comments:

- the SDLP believed that the review of library provision in Belfast was flawed in that it did not take account of dramatic changes in the demographics of the City and changes in education and schools
• Libraries NI lacked a certain ambition in relation to proposals for new provision which would take account of these changing demographics and new communities
• there was a need for Libraries NI to develop strategies to meet the needs of hard to reach groups such as travellers, lone parents and the homeless. He referred to work by Councils in the Republic of Ireland to target marginalised sections of the community and to examples in England of homework clubs for Portuguese children
• the SDLP was of the view that no decisions should have been taken until discussions with other statutory agencies about the mapping and co-location of services had been exhausted
• the SDLP was concerned about the lack of engagement by Libraries NI with other statutory agencies to explore options for co-location
• the SDLP was opposed to the closure of libraries and the closure of Andersonstown Library was of particular concern
• the Andersonstown Library should remain open until a suitable alternative site had been identified
• there was considerable opposition to the closure of the Andersonstown Library and he was aware that a petition had been delivered to the Chief Executive that week which contained 1,500 signatures
• the EQIA had identified a specific issue in the Andersonstown area relating to the needs of the Irish speaking population

4.14 Mr Colin Keenan referred to tabled letters from 2 sisters, one 12 years of age and the other 10 years of age, who used Andersonstown Library and read one of the letters to the Board. Councillor Attwood reported that the sisters between them had collected 500 signatures to the petition. He concluded his presentation by referring to a quotation from Andrew Motion, former Poet Laureate and Chairperson of the Museums, Libraries and Archives Council regarding the importance of investing in libraries.

4.15 The Chairperson thanked the deputation for their presentation and opened the meeting to questions from Members.

4.16 Councillor S Cole referred to the close proximity of Andersonstown Library to a number of other libraries, including Suffolk, Finaghy, Falls and Whiterock. He also referred to the poor response from the community to the formal consultation process and sought views on why the level of opposition which was apparently evident now had not been evident during the consultation process

4.17 Councillor Attwood replied that Suffolk Library was in unique location and did constitute shared space. However the needs of different parts of Belfast were not the same and during this time of transition from a conflict situation it was important to recognise that services would need to be provided in some areas even though their location might
not be the most suitable and that compromise was required. He referred also to the work that had been undertaken by NIPSA and local community groups to galvanise opposition to the closure of the library.

4.18 Mr R Dixon asked Councillor Attwood if he would agree that Andersonstown Library, as it stands currently, is not a good site for partnership working and not fit for purpose.

4.19 Councillor Attwood replied that if the library was so bad the Belfast Education and Library Board would have closed it ages ago. He referred also to the former Social Security Office which was located very close to the library and suggested that it would be an appropriate site for a library.

4.20 Councillor S Shields indicated that the percentage of the population living within a 2 mile radius of library provision was one of the criteria considered in making decisions about closure of libraries and referred to the fact that there were 4 other libraries within a 2 mile radius of Andersonstown. He asked Councillor Attwood what made Andersonstown different from other libraries in this context.

4.21 Councillor Attwood responded that Andersonstown was an area of high social need. In addition there were 5 schools in the vicinity of the library which could potentially work with Libraries NI to improve usage. He noted also that while there was library provision in Suffolk currently this might not be the case into the future.

4.22 The Chairperson thanked the deputation for their attendance and the deputation withdrew from the meeting.

DISCUSSION

4.23 The Chairperson sought views from Members on the comments made by the deputations.

4.24 Councillor Casey noted that both delegations had indicated that, in their opinion, the consultation process was flawed. He noted also that the current Andersonstown Library building was not fit for purpose but indicated that the Board needed to consider whether the alternative provision being made was appropriate to meet needs. In this context the Chief Executive referred Members to the report which had been provided under Chief Executive's Business and specifically to the arrangements which had been put in place, as required by the Board at its last meeting, to consult users of Andersonstown Library regarding alternative provision in the area. She referred also to a meeting that had taken place with Tullymore Community Centre and the agreement to work with the Community Centre to explore the possibility of providing outreach programmes in the Centre, including a Family Learning Project, similar to that being offered in the Oldpark
area and of locating a small loan collection in the Centre to support
the large numbers of people who use the Centre as a venue for part-
time study as well as the young people at risk of exclusion from school
who are engaged on an EOTAS programme. Consideration could also
be given to the Centre as a location for Irish Language material and
for a mobile library stop.

4.25 Councillor C Casey also referred to the comment made by the Sinn
Fein deputation that representations made by Mr P Maskey during the
consultation period had not been made available to the Board. The
Director of Planning and Performance reported that all responses to
the consultation process had been given due consideration and, while
the specific letter from Mr Maskey had not been included in the
documentation, the issues raised had been reflected in the report.

4.26 Councillor C Mullaghan indicated that in his view there were 2 issues
that needed to be considered. In the first instance there was the issue
of the unsuitability of the existing Andersonstown Library building and
secondly the potential for partnership such as the one being explored
in relation to the former Templemore Avenue School in East Belfast
and he enquired about the potential for a similar partnership in the
Andersonstown area. He mentioned also the vacant Social Security
Office in the vicinity of Andersonstown Library and queried whether it
might be a suitable site for a new library. The Chief Executive
referred to the minute of the last Board meeting in relation to
Andersonstown Library (paragraph 7.31) which recorded the Board’s
decision that the feasibility of a partnership with West Belfast Strategic
Partnership and the Department of Social Development in relation to
the former Andersonstown Barracks site should be explored. She
indicated that in line with the Board’s decision work would continue on
this matter. In relation to the vacant Social Security Office, she
referred to the process whereby any public sector body with surplus
property must trawl the property in accordance with procedures set
down by the Central Advisory Unit. She also indicated that any
decision to use an alternative site would be subject to the economic
appraisal process.

4.27 Councillor Mrs Robinson referred to opportunities that had been
provided during the 4 month consultation period for people in the
Andersonstown area to express their views on the proposal to close
the library and the poor response that had been received. She
queried whether it was appropriate at this stage, when the
consultation had ended and the decision had been taken, to seek to
have the decision overturned. Councillor Mrs Robinson also
emphasised that the consultation process and decision making
process had been robust.

4.28 Councillor S Shields noted the references made by the Sinn Fein
delegation to the outcome of the EQIA in respect of the Polish
speaking community and its use of Woodstock Library and the Irish
speaking community and its use of Andersonstown Library and queried whether the Board was content that it could defend a challenge regarding different treatment. The Chief Executive reminded Members that a range of factors had influenced the decision to retain Woodstock Library. These included the fact that the usage of the library was substantially higher than Andersonstown, the building itself was substantially larger and in much better physical condition and a high level of support for its retention had been demonstrated during the consultation period. In the case of Andersonstown, the Board had given consideration to the needs of the Irish speaking community in making its decision to close the library and had agreed that consultation should take place with users to seek their views on the alternative provision, including provision for Irish speakers. She referred Members to the report which had been circulated to Members and drew their attention to the analysis of the consultation that had taken place with library users from 14 June – 23 June. She indicated that, in order to mitigate the impact of the closure on the Irish speaking community, material in the Irish language would be made available on the mobile library and in the other libraries in the vicinity and that the possibility of locating Irish language material in the Tullymore Community Centre was also being explored.

4.29 Mr N Macartney indicated that, in his view, the consultation process had been rigorous and the Board had considered in detail the circumstances associated with each library before making its decision. He reported that the Services Committee had been briefed at its last meeting about the opposition to the closure of Andersonstown Library and that the Members of that Committee had been clear that the right decision had been made and had expressed the view that discussions now should be about the alternative provision that was being made.

4.30 The Chairperson asked Members if they were content:
- with the consultation process which had been undertaken
- to uphold the decision to close Andersonstown Library
- that officers continue to work with the local community in the Andersonstown area regarding alternative provision.

Members agreed and noted that the library would close the next day (9 July).

4.31 In response to a question from Councillor J Rodgers the Assets Manager briefed Members on action that had been taken to secure buildings that had been closed, including maintaining intruder alarms with remote monitoring.

4.32 In response to a question from Ms Roulston about a review of Standing Orders in relation to the receipt of deputations, the Chief Executive indicated that Standing Orders were due to be reviewed in the autumn and consultation would take place at that stage with Members regarding any proposals for changes.
5. MINUTES OF THE MEETING OF THE BOARD HELD ON 27 MAY 2010  

On a proposal by Alderman H Nicholl, seconded by Mr R Dixon, the minutes of the meeting held on 27 May 2010 were agreed as an accurate record.

6. MATTERS ARISING FROM THE MINUTES OF THE BOARD MEETING HELD ON 27 MAY 2010  

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

Item 3.5: Key Performance Indicators

6.2 Members noted the Performance Management Framework for Libraries NI document which had been circulated. The timetable for reporting on the performance indicators was also noted. Members were informed that the first report would be brought to the next Board Meeting. The Chief Executive agreed to give consideration to the inclusion of a Key Performance Indicator in relation to TSN / Rurality.

Item 5.2: Culture, Arts and Leisure Committee

6.3 Members noted the Hansard Report of this meeting.

7. MINUTES OF THE AUDIT AND RISK COMMITTEE HELD ON 2 JUNE 2010  

7.1 The Chairperson, Mr A McDowell presented the minutes of the Audit and Risk Committee held on 2 June 2010 and drew attention to the undernoted matters.

Item 5.6 Rare Book Collection

7.2 Concern had been expressed at the Committee about potential risks associated with storage of the Rare Book Collection, particularly in Belfast Central Library. The Chairperson asked that the Services Committee give consideration to this matter as a matter of urgency.

7.3 The Director of Service Delivery, Ms Helen Osborn, informed Members that appointments had been made to posts in the Heritage Team and that the Disaster Plan had now been updated. She also indicated that the Heritage Team was currently reviewing its risk register. She agreed to report to the Services Committee in September.


7.4 Members noted the satisfactory assurance ratings given to finalised audit reports which had been carried out on Procurement, Lurgan Branch Library and Payment Performance.
7.5 Councillor C Casey referred to item 6.9 of the minutes of the Audit and Risk Committee which referred to the recent report on NI Water and queried whether scope of the audit on procurement had considered similar issues as had been identified in that report. The Head of Internal Audit replied that, in light of the report on NI Water which had issued while the audit of procurement was underway, the scope of the procurement audit had been extended and instead of a sample as would be the norm, all procurement activity undertaken by Libraries NI had been reviewed. The Board Chairperson informed Members that after the report on NI Water had been published in the press he had written to the Chair of the Audit and Risk Committee asking that procurement be reviewed in light of the findings in that report.

7.8 In response to a question regarding the turn around time for the payment of invoices Members were informed that 94% of invoices were paid within 30 days.

**Item 7: Internal Audit Activity Report – Outstanding Recommendations**

7.9 Members noted the 4 month timescale for moving recommendations to status "red”.

**Item 8: Branch Library Audits – Common Findings**

7.10 It was noted that a Branch Library Manual comprising the findings from the branch library audits would be produced as a matter of urgency.

**Item 10.1: Internal Audit Annual Report 2009/10**

7.11 Members noted the Head of Internal Audit's Annual Assurance.

**Item 11: Audit and Risk Committee Annual Report 2009/10**

7.12 It was noted that this report was in draft pending completion of the audit of Annual Accounts by the Northern Ireland Audit Office and receipt of their Report to Those Charged with Governance.

**Item 16: Draft Statement on Internal Control**

7.13 It was noted that this statement had been incorporated into the Annual Report and would remain in draft until the audit had been completed.

**Item 18: Schedule of Mission Critical Projects**

7.14 Members noted that 3 projects had been considered as Mission Critical: Belfast Central Library, Elfin replacement and the Strategic Review of Greater Belfast. The Chairperson asked that all Committees consider whether there were additional Mission Critical matters which should be added to the list.

**Item 23: NIAO Issues: National Fraud Initiative: Data Matching Exercise 2010/11**

7.15 It was noted that Libraries NI would be included in this initiative for the first time.
7.16 On a proposal by Mr A McDowell, seconded by Ms H Roulston, Members agreed to adopt the minutes of the meeting.

8. PRESENTATION ON CORPORATE RISK REGISTER  
(LNI 04.07.10)

8.1 It was agreed that due to time constraints the presentation on the Corporate Risk Register would be postponed until the next Board Meeting.

8.2 The Chairperson of Audit and Risk Committee emphasised the importance of the Board, as a corporate body, accepting ownership of the risk register.

9. MINUTES OF THE SERVICES COMMITTEE HELD ON 15 JUNE 2010  
(LNI 05.07.10)

9.1 The Chairman of the Services Committee, Mr N Macartney presented the minutes of the meeting held on 15 June 2010 and drew Members’ attention to the undernoted items.

Item 6: Service Plans 2010/11
9.2 Members noted the Service Plans for 2010/11.

Item 7: Strategy Documents
9.3 Members noted the Strategy documents.

Item 8: Greystone Library
9.4 Members noted the Committee’s recommendation that the future of Greystone Library should be considered at an early stage within Phase 2 of the strategic review of provision which would commence after the summer period. It was noted that consideration was being given to undertaking Phase 2 of the review in a number of stages, given the geographical spread.

9.5 Members noted that it was planned to hold the official opening of Antrim Library in the Autumn.

Item 10: Strategic Review Update
9.6 Members noted the update on the Strategic Review.

9.7 On a proposal by Mr N Macartney, seconded by Councillor S Cole Members agreed to adopt the minutes of the meeting.
MINUTES OF THE BUSINESS SUPPORT COMMITTEE HELD ON
27 MAY 2010         (LNI 06.07.10)

10.1 The Chairperson, Councillor Mrs E Robinson presented the minutes of
the meeting of the Business Support Committee held on 27 May 2010
and drew Members’ attention to the undernoted items:

Item 6: Tender Report for Carrickfergus Library

10.2 Members noted that the contract regarding the refurbishment of
Carrickfergus Library had been awarded to McLaughlin and Harvey.

Item 8: AV Tender

10.3 Members noted the award of the AV tender to Rondo and the
Standing List for AV materials not covered in the main tender.

10.4 On a proposal by Councillor Mrs E Robinson, seconded by Councillor
C Mullaghan, Members agreed to adopt the minutes of the meeting.

MINUTES OF THE BUSINESS SUPPORT COMMITTEE HELD ON
30 JUNE 2010          (LNI 07.07.10

11.1 The Chairperson, Councillor Mrs E Robinson presented the minutes of
the meeting of the Business Support Committee held on 30 June 2010
and drew Members’ attention to the undernoted items:

Item 3: Chairperson’s Business – Invest to Save

11.2 Members noted that the minute detailed the concerns expressed at
the last Business Support Committee meeting regarding the handling
of the bid made to the Department regarding Invest to Save. The
Chief Executive informed Members that she had written to the
Permanent Secretary of DCAL regarding this matter but was still
awaiting a response. It was agreed that the response, when received,
would be circulated to Members for information.

Item 6: Business Support Strategies

11.3 Members noted Strategy documents.

Item 7: Business Support Service Plans

11.4 Members noted the Business Support Service Plans.

Item 8: Information Security Policy

11.5 Members noted the Information Security Policy

Item 9: Information Systems Programme

11.6 Members noted the report on the replacement of the ElfNI systems.

In response to a question on whether it was feasible for the ElfNI
replacement contract to be in place within the 18 month timescale, the
Director of Business Support indicated that contingency arrangements
were being explored in the event of a delay. He also confirmed that the Head of ICU would be the Programme Manager for this project.

**Item 10: Disability Action Plan**

11.7 Members noted the decision to proceed to consultation on the Draft Disability Action Plan

**Item 11: Budget 2010/11**

11.8 The Director of Business Support referred Members to the finalised annual budget and informed them of the minor changes that had been made to the original draft which had been tabled at the May Board meeting. In response to a question from the Chairperson, the Director of Business Support indicated that budgets were being delegated, at a minimum, to Business Manager level.

**Item 13: Annual Report and Accounts 2009/10**

11.9 Members noted the revised version of the Annual Report and Accounts which had been tabled for information. The Director of Business Support confirmed that the NIAO would audit the Annual Accounts over the summer months and the final set of Accounts would be brought to the Board for approval in September.

11.10 Members commended staff on the Annual Report and associated documents. The Director of Planning and Performance indicated that short supplement to the Annual Report would be produced focusing on the various events and achievements during the year and this would be circulated widely.

11.11 On a proposal by Councillor Mrs E Robinson, seconded by Councillor C Mullaghan, Members agreed to adopt the minutes of the meeting.

12. **MINUTES OF THE REMUNERATION COMMITTEE HELD ON 10 JUNE 2010** (LNI 08.07.10T)

12.1 Officers withdrew from the meeting in order that the minutes of the Remuneration Committee could be discussed.

12.2 Officers rejoined the meeting and the Chairman informed them that Members had discussed the Minutes of the Remuneration Committee and that he would write to the Department on behalf of the Board to reflect the comments from Members.

13. **STRATEGIC PARTNERING AGREEMENT** (LNI 09.07.10)

13.1 The Chief Executive referred Members to the paper setting out background to the Strategic Partnering Agreement signed between Belfast Education and Library Board and Amey FMP and answered Members’ questions.
13.2 Members noted the paper.

14. **ANY OTHER NOTIFIED BUSINESS**

14.1 The Chairman thanked Members for participating in the appraisal meetings.

14.2 Councillor C Mullaghan informed the Board that he had been approached by a member of Libraries NI staff regarding the “Bike It” scheme and asked if Officers would consider the Scheme.

14.3 The Director of Service Delivery reminded Members of the tour which had been arranged and encouraged as many as possible to avail of the opportunity to view Armagh Branch Library and the Irish and Local Studies Library.

15. **DATE OF NEXT MEETING**

15.1 Members noted that the next Board Meeting would take place at 2.00pm on Wednesday 29 September in Lisburn City Library.

16. **MEMBERS ARRIVAL AND DEPARTURE TIMES**

16.1 The meeting ended at 2.29 pm.

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

Mr M Cory arrived at 10.32 am
Councillor Miss C Lockhart arrived at 10.38 am
Ms Angela Matthews arrived at 12.06 am

Councillor S Shields left at 1.04 pm
Alderman H Nicholl left at 1.11 pm
Councillor A Ewart left at 1.12 pm
Mr M Cory left at 1.12 pm
Councillor Miss C Lockhart left at 2.00 pm
Councillor C Casey left at 2.20 pm
Councillor S Cole left at 2.20 pm

Signed

Date: 14 October 2010