LIBRARIES NI
The Northern Ireland Library Authority

21 December 2011

Minutes of a meeting of the Board of the Authority held on Wednesday 21 December 2011 at 1.30 pm in Lisburn City Library

PRESENT

Mr Nigel Macartney
Councillor Hubert Nicholl
Councillor Mrs Anne Brolly
Mr Pat Carvill
Councillor Charlie Casey
Councillor Sam Cole
Mr Roger Dixon
Councillor Allan Ewart
Councillor Ms Carla Lockhart
Ms Angela Matthews
Mr Alastair McDowell
Councillor Mrs Evelyne Robinson
Councillor Jim Rodgers
Ms Helen Roulston
Councillor Seamus Shields
Ms Jane Williams

Interim Chairperson
Vice Chairperson

APOLOGIES FOR NON ATTENDANCE

None

IN ATTENDANCE

Chief Executive
Director of Business Support
Director of Library Services
DCAL

Ms Irene Knox
Mr Terry Heron
Ms Helen Osborn
Mr David Polley

1. DECLARATION OF INTERESTS

1.1 The Interim 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. No interests were declared.
2. **CHAIRPERSON’S BUSINESS**

2.1 On behalf of Members and officers, the Interim Chairperson extended a warm welcome to Councillor Shields who had been ill and was attending his first Board meeting since reappointment. The Chairperson also welcomed David Polley to the meeting.

2.2 The Interim Chairperson reported on his attendance at the following events:
- Falls Road Library: Employability Roadshow, 8 November 2011, attended also by the Minister
- Whiterock Library: Official Opening, 11 November 2011, attended also by Paul Maskey MP MLA and with special guest, Tim Brannigan, a local author
- Shankill Library: Official Opening, 7 December 2011, attended also by the Minister, with special guest, Tony Macauley, a local author.

The Interim Chairperson expressed his thanks to the Vice Chairperson for deputising for him at the official opening of Carrickfergus Library which took place on 23 November 2011 and which had been carried out by Sammy Wilson MP MLA.

The Interim Chairperson also expressed thanks to all the staff in Libraries NI who had played a part in bringing these capital projects to fruition.

2.3 Members were reminded that the official opening of Falls Road Library would take place on Wednesday 11 January 2012 at 12.00 noon.

2.4 The Interim Chairperson reported that, together with the Chief Executive, Director of Library Services and Director of Business Support, he had attended a meeting of the Culture, Arts and Leisure Committee on 8 December 2011 to brief them on the Opening Hours Review. A copy of the Hansard Report of the Committee meeting was tabled for Members’ information.

2.5 The Interim Chairperson reported that, together with the Chief Executive, Director of Library Services and Director of Business Support, he had attended a meeting with the Minister and DCAL officials on 15 December 2011 to brief them on the outcome of the consultation process on the Opening Hours Review. He indicated that they had been received positively and that the Minister recognized the concerns which had been expressed about the implications of a reduction in opening hours.

2.6 Members noted a card from Marnie O’Neill OBE expressing thanks to the Board and staff for a positive response in relation to Carnlough Library as a result of the Stage 2 Strategic Review.

2.7 Members noted correspondence received from the Equality Commission, dated 1 December 2011, formally approving the Equality Scheme. The Interim Chairperson thanked all staff who had been involved in producing the Scheme.
3. **CHIEF EXECUTIVE’S BUSINESS**

3.1 The Chief Executive drew attention to the paper that had been circulated to Members noting in particular:

- Responses given by the Minister to Assembly Questions in the period 14 October 2011 – 25 November 2011. She drew attention to the Questions which had been submitted in relation to the Review of Opening Hours
- The briefing paper provided to the Culture, Arts and Leisure Committee in relation to the Review of Opening Hours and the tabled Hansard Report of the meeting
- The correspondence from the Minister approving the Business Plan 2011-12 and seeking a meeting with the Chairperson and the Chief Executive to discuss the 2011-15 Corporate Plan
- The importance of all Board Members completing and returning the Declaration of Interest pro formas and Gifts and Hospitality Registers
- The report on Key Performance Indicators (KPIs) for the 2nd quarter. The Chief Executive agreed to attach the detailed quarterly recurrent and financial report to future KPI reports.

3.2 Members noted progress on the E2 Project. The Chief Executive drew attention to the membership of the Information Systems Committee, advising that changes had taken place following the reappointment of Councillors to the Board and that 2 vacancies existed. Members agreed that Ms Helen Roulston should join the Committee and that further consideration would be given to an additional member.

3.3 The Chief Executive drew attention to additional papers tabled for the Board meeting i.e.

- A revised Appendix 1 to the Report on Opening Hours
- Submissions and correspondence in respect of Irvinestown, Kilkeel and Lisnaskea Libraries which the respondents had specifically requested should be drawn to the attention of Board Members.

3.4 Members noted the publication, *A Year of Progress*, which was based on the Annual Report 2010/11 and summarized achievements during that year. Members congratulated the staff involved in the production of the document and asked that it be made widely available, including in libraries.

4. **MINUTES OF MEETINGS OF THE BOARD**

4.1 **8 September 2011**

On a proposal by Mr A McDowell, seconded by Mr P Carvill, the minutes of the meeting held on 8 September 2011 were agreed.

4.2 **21 September 2011**

On a proposal by Councillor H Nicholl, seconded by Councillor C Casey, the minutes of the meeting held on 21 September 2011 were agreed.
20 October 2011  LNI 01.12.11c
4.3 On a proposal by Councillor S Cole, seconded by Ms J Williams, the minutes of the meeting held on 20 October 2011 were agreed.

26 October 2011  LNI 01.12.11d
4.4 On a proposal by Ms H Roulston, seconded by Mr R Dixon, the minutes of the meeting held on 26 October 2011 were agreed, subject to the following amendment:

Paragraph 2.1: at the end of the current paragraph, add the following sentence:
"He also highlighted the NIAO Report to those Charged with Governance which was included with the Audit and Risk Committee's Annual Report and drew attention to the NIAO recommendations which had been made, the implementation of which would be monitored by the Audit and Risk Committee."

5. MATTERS ARISING FROM THE MINUTES OF BOARD MEETINGS

8 September 2011  LNI 02.12.11a
5.1 Members noted the report on the matters arising from this meeting.

21 September 2011  LNI 02.12.11b
5.2 Members noted the report on matters arising from this meeting.

20 October 2011  LNI 02.12.11c
5.3 Members noted the report on matters arising from this meeting, including the report on actions taken to implement the Board’s decisions in relation to the Strategic Review of Library Provision (Stage 2), which would be monitored by the Services Committee.

26 October 2011  LNI 02.12.11d
5.4 Members noted that the Annual Report and Accounts 2011/12 had been certified by the Comptroller and Auditor General and that the process had commenced to lay them with the Assembly.

6. MINUTES OF THE INFORMATION SYSTEMS COMMITTEE HELD ON 21 SEPTEMBER 2011  LNI 03.12.11

6.1 On a proposal by Councillor Mrs A Brolly, seconded by Ms H Roulston, the Board went into committee

6.2 On a proposal by Councillor Mrs A Brolly, seconded by Ms H Roulston, the Board came out of committee.

6.3 The Interim Chairperson reported that while in committee, the Board had considered the minutes of the Information Systems Committee, which were commercial in confidence and a report from the Director of Business Support
on the progress since the meeting and arrangements that had been put in
place in relation to security.

6.4 On a proposal by Mr R Dixon, seconded by Ms J Williams, the Board
adopted the minutes of the Information Systems Committee, subject to the
inclusion of an apology from Councillor Mrs E Robinson.

A separate non-disclosable note has been retained of the discussion in
committee.

7. MINUTES OF THE AUDIT AND RISK COMMITTEE

28 September 2011 LNI 04.12.11a

7.1 The Chairperson of the Audit and Risk Committee, Mr A McDowell,
presented the minutes of the meeting held on 28 September 2011 and drew
attention to the undernoted matters.

7.2 Item 4.5.1: Correspondence from Permanent Secretary
It was noted that the External Assessment of Internal Audit had been carried
out by an auditor from DCAL and that a draft report had been received by
the Chief Executive who would be meeting with the Chairperson of Audit and
Risk Committee and the Head of Internal Audit to review it for factual
accuracy and prepare a response. The report, which was very positive, and
the response would be considered at the next meeting of the Audit and Risk
Committee.

7.3 Item 7: Internal Audit Activity Report (May – September 2011
The Committee had reviewed 14 reports and had sought assurance that
Branch Managers would use the self-assessment tool in a formal manner to
improve practice and controls.

7.4 Item 8: Report to those Charged with Governance
The Committee had noted the Report and the limitation of scope qualification
in relation to the valuation of stock assets which would carry forward. The
Committee had also received an update on the action being taken to
address this matter.

7.5 Item 13: Risk Management Report and Review
The Committee had considered amendments to the Corporate Risk Register.
The Chairperson indicated that, at the Audit and Risk Committee held on 7
December it had been agreed that a summary of the Corporate Risk
Register would be prepared in future, highlighting the key strategic risks and
actions being taken to address them. The Committee was anxious to ensure
that all Board Members were aware of, understood and took ownership of,
the strategic risks and the Committee felt that the production of a summary
document would help this process.

The Committee had also asked that a presentation be made to the Board on
marketing. The Chief Executive indicated that it was intended that the
presentation should take place early in the New Year.
7.6 **Item 14: LNI Chairperson’s Register of Gifts and Hospitality**  
Members noted that the Interim Chairperson had submitted his Register to the Committee.

7.7 **Item 15: Schedule of Mission Critical Projects**  
Members noted the report on each of the projects and that the Opening Hours Review would be included in the report for future meetings.

7.8 On a proposal by Mr A McDowell, seconded by Ms H Roulston, the Board adopted the minutes of the meeting of the Audit and Risk Committee held on 28 September 2011.

26 October 2011 LNI 04.12.11b

7.9 Members noted that the meeting held on 26 October 2011 was a special meeting to review the audit Accounts, consider the Report to those Charged with Governance and the Management Response, review the Statement on Internal Control and approve the Audit and Risk Committee Annual Report. The Chairperson reported also that, during the meeting the Chief Executive and other officers had withdrawn from the meeting to enable the Committee to meet privately with the NIAO representatives. He reported that the NIAO had no issues to raise and that they had reported positively on the cooperation received from officers.

7.10 On a proposal by Ms H Roulston, seconded by Mr A McDowell, the Board adopted the minutes of the meeting of the Audit and Risk Committee held on 26 October 2011.

8. **MINUTES OF THE SERVICES COMMITTEE HELD ON 20 OCTOBER 2011** LNI 05.12.11

8.1 The Interim Chairperson extended congratulations to Ms J Williams and Councillor Mrs A Brolly on being elected Chairperson and Vice Chairperson respectively of the Services Committee.

8.2 The Chairperson of the Committee presented the minutes of the meeting, indicating that the meeting had dealt exclusively with the outcome of the Stage 2 Review, which had subsequently been considered by the Board.

8.3 Councillor Mrs E Robinson commended the Members of the Services Committee for the thorough manner in which they had reviewed and considered a very difficult matter and for the constructive recommendations which had been made.

8.4 On a proposal by Ms J Williams, seconded by Councillor S Cole, the minutes of the meeting of the Services Committee held on 20 October 2011 were adopted by the Board.
9. MINUTES OF THE BUSINESS SUPPORT COMMITTEE HELD ON 26 OCTOBER 2011

9.1 The Interim Chairperson extended congratulations to Councillor Mrs E Robinson and Mr R Dixon on being elected Chairperson and Vice Chairperson respectively of the Business Support Committee.

9.2 The Chairperson of the Committee presented the minutes of the meeting and drew attention to the undernoted matters.

9.3 Item 8: 2010/11 Annual Report and Accounts
Members noted that the Annual Report and Accounts had now been certified by the Comptroller and Auditor General and were being prepared for laying with the Assembly.

9.4 Item 9: Finance Report
Members noted the financial position at the end of September. The Director of Business Support provided an update on the position at the end of November, indicating that plans were in place to ensure that the projected underspend was addressed. Further information would be considered in detail at the next Business Support Committee meeting.

9.5 Item 10: Savings Delivery Plans – Progress Assessment
Members noted the report made to the Department of Finance and Personnel regarding progress in delivering the Savings Delivery Plans and that the projected savings in this financial year are on target.

9.6 Item 11: Procurement Report
Members were pleased to note that the Service Continuity Extension with Amey had been signed and noted that this was a Single Tender Action.

9.7 Item 12: Tender Report – Dungannon Library
The Chairperson reported that the Business Support Committee had recommended acceptance of the tender from Peter O'Hare Ltd in the sum of £414,750 for the refurbishment work at Dungannon Library.

9.8 Items 13: Disposal of Ballymacarret Library
The Director of Business Support reported that, since the meeting, the sale of Ballymacarret Library had been progressed and was scheduled for completion in January 2012.

9.9 Item 14: Business Support Services Plans and Progress Reports
Members noted the progress reported in relation to delivery of the Business Support Service Plans.

9.10 On a proposal by Councillor Mrs E Robinson, seconded by Mr R Dixon, the Board adopted the minutes of the Business Support Committee.
10. OPENING HOURS REVIEW

10.1 The Chairperson of Services Committee presented the report on the outcome of the consultation process on the Review of Opening Hours. She highlighted the significant level of response from the general public to the proposals and identified the key issues that had been raised. She indicated that the Report, together with the Equality Impact Assessment and the Rural Impact Assessment had been considered in detail at a meeting of the Services Committee held the previous day, to which all Board Members had been invited.

10.2 Members reiterated their concerns about the implications for the public library service in general and small rural libraries in particular of the proposals to reduce opening hours, noting that the proposals had been put forward as a means of achieving the required level of savings necessary as a result of the budget settlement.

10.3 On a proposal by Ms J Williams, seconded by Councillor Mrs A Brolly, the Board went into committee.

10.4 On a proposal by Ms J Williams, seconded by Councillor Mrs A Brolly, the Board came out of committee.

10.5 The Chairperson reported that while in committee the Board had discussed the results of the public consultation process on the Review of Opening Hours and potential ways of addressing this matter.

10.6 On a proposal by Councillor H Nicholl, seconded by Councillor Mrs A Brolly the Board agreed to defer a decision on the proposals relating to the Review of Opening Hours until the next meeting and in the interim to have further discussions with the Department of Culture, Arts and Leisure regarding the implications of the proposals.

'A separate note has been retained of the discussion in committee.'

11. ANY OTHER NOTIFIED BUSINESS

11.1 There was no other notified business.

11.2 The Chairperson wished all Members and Officers a Happy Christmas and a peaceful and successful New Year and thanked them for their support and hard work during 2011. The Chief Executive, on behalf of Officers, thanked the Chairperson and Board Members for their support during a difficult year and wished them a very Happy Christmas and a good New Year.
12. DATE OF NEXT MEETING

12.1 The next meeting will be held on Thursday 19 January 2012 at 10.30am in Lisburn City Library.

13. MEMBERS’ ARRIVAL AND DEPARTURE TIMES

13.1 The meeting ended at 3.00pm.

13.2 All Members arrived for the commencement of the meeting and remained until it ended.

Signed: [Signature]

Date: 19th January 2012