LIBRARIES NI
The Northern Ireland Library Authority

5 July 2012

Minutes of a meeting of the Board of the Authority held on Thursday 5 July 2012 at 10.00 am 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 Miss Carla Lockhart
Ms Angela Matthews
Mr Alastair McDowell
Councillor Jim Rodgers
Councillor Mrs Marion Smith

Chairperson
Vice-Chairperson

APOLOGIES FOR NON ATTENDANCE

Councillor John O’Kane
Councillor Mrs Evelyne Robinson
Ms Helen Roulston
Councillor S Shields
Ms Jane Williams

IN ATTENDANCE

Ms Irene Knox
Mr Terry Heron
Ms Helen Osborn
Ms Helen Poston
Mr Brian Doherty
Mr Mick Cory

Chief Executive
Director of Business Support
Director of Library Services
Operational Manager
Head of Internal Audit
Director of Sport, Museums and Recreation, DCAL

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. No interests were declared.

2. **CHAIRPERSON'S BUSINESS**

2.1 The Chairperson welcomed Mick Cory, Director of Sport, Museums and Recreation, DCAL to the meeting of the Libraries NI Board.

2.2 On behalf of Members and officers the Chairperson offered congratulations to the following:

- Councillor S Cole on his election as Mayor of Coleraine Borough Council
- Councillor Ms C Lockhart on her election as Mayor of Craigavon Borough Council
- Councillor Mrs E Robinson on her election as Mayor of Ballymoney Borough Council
- Councillor Mrs M Smith on her election as Deputy Mayor of North Down Borough Council.

2.3 Members noted a card from Mrs P Martin who had left Libraries NI to return to her substantive post at the North Eastern Education and Library Board. Mrs Martin thanked Members for their support and encouragement during her time at Libraries NI.

**DCAL Strategic Partnerships Forum**

2.4 The Chairperson drew attention to the circulated notes of the DCAL Strategic Partnership Forum meeting held on 12 June 2012 and a copy of a letter, dated 4 July 2012, from the Permanent Secretary regarding new procedures for the provision of Quarterly Assurance Statements.

2.5 The Chairperson reported that, at the Strategic Partnerships Forum Meeting, he, and a number of the Chairpersons of other Arms’ Length Bodies, had expressed concerns regarding the proposed new procedures which, in their view, blurred, rather than clarified, the lines of responsibility and accountability. The Permanent Secretary had sent a letter dated 4 July taking on board suggestions made at the meeting of the Forum and, in order to address the issues raised and clearly distinguish between the role of the Chairperson and the Chief Executive, had proposed new procedures which suggested that two separate assurance statements be completed i.e. one (annually) by the Chairperson and one (quarterly) by the Chief Executive. The Permanent Secretary had also suggested that the Chairperson or his nominee should attend twice yearly accountability meetings with her, rather than attend the Chief Executive’s accountability meetings as had previously been proposed.

2.6 Members discussed the documentation and sought clarification from Mr Cory as to the background to its introduction. The Chairperson noted that the new proposals seemed more appropriate but indicated that he would wish to
consult with the other Chairpersons before responding to the Permanent Secretary. He agreed to report back at the next Board meeting.

2.7 Members noted that the new arrangements would have consequences for the timings of Board and Committee meetings. The Chief Executive indicated that she would liaise with DCAL regarding the difficulties presented by the requirement that both the Audit and Risk Committee and the Board should review the Quarterly Assurance Statement before it is submitted to DCAL.

Board Member Appraisals

2.8 The Chairperson reported that he would complete a draft appraisal statement for each Board Member (with the exception of Councillors O’Kane and Smith who had only recently joined the Board) and forward it, by post to each Member for their consideration.

Correspondence

2.9 Members noted correspondence from the Minister, dated 1 June 2012, setting out the revised capital budget for the E2 Project. The Chairperson, on behalf of Members, expressed thanks to the Department for their support in securing an increase in the capital allocation.

2.10 Mr McDowell queried whether the E2 Project would provide software to enable Board Members to receive and read papers electronically. The Chief Executive indicated that current software provided this facility already, but it could possibly be enhanced under the E2 Project. Work was being done, as requested by the Board, to investigate the viability and cost-effectiveness of providing Board Members with devices to view papers online at Board and Committee meetings. It was expected that a report would come to a Board meeting in the near future on this matter.

Future Board Agendas

2.11 The Chairperson informed Members that, in addition to routine business at forthcoming Board Meetings, the following items would be included on the relevant agenda:

<table>
<thead>
<tr>
<th>Date of Board Meeting</th>
<th>Item</th>
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<tr>
<td>September 2012</td>
<td>Workshop to consider future priorities</td>
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<td>Presentation on Marketing</td>
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<td>November 2012</td>
<td>Board Effectiveness Review</td>
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<td>January 2013</td>
<td>Risk Management workshop</td>
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2.12 The Chairperson asked Members to consider other topics which they would like to include on future Board agendas and forward them either to him or the Chief Executive.
2.13 Members noted that there were no Committee meetings during the summer months and the next scheduled Board Meeting was due to be held on 13 September 2012.

3. CHIEF EXECUTIVE’S BUSINESS

Assembly Questions

3.1 The Chief Executive drew Members’ attention to the Assembly Questions received and the Minister’s response given during the period 4 May 2012 – 22 June 2012.

3.2 Capital Allocation 2012/13
Members noted correspondence from DCAL, dated 7 June 2012, confirming the capital allocation for 2012/13.

3.3 In response to a question from Councillor C Casey regarding the new library in Kilkeel, the Chief Executive reported that planning permission had been obtained and work was underway to progress the project to tender stage by the end of the summer. She added that funding was available to start the project in 2012/13, but had not yet been secured to enable completion in 2013/14. Discussions were ongoing with the Department in relation to this matter. Members noted that there was liaison with the local community regarding the plans.

Templemore Avenue School

3.4 Members noted a copy of correspondence, dated 7 June 2012, from the Minister to Sammy Douglas MLA in relation to the Templemore Avenue Network Centre Project.

In noting the current work being undertaken by Libraries NI in Inner East Belfast, as detailed on the annexe to the Minister’s letter, Councillor Ewart enquired about the policy on charging groups for use of meeting rooms in libraries. The Director of Library Services explained that room hire is free to organisations and groups with whom Libraries NI is working in partnership to a mutually beneficial agenda. In other cases, there is a schedule of charges, which had been agreed by the Board.

Communications Protocol

3.5 Members noted the tabled letter, dated 22 June 2012, from the Minister regarding the Communications Protocol.

Business Plan 2012/13

3.6 Members noted the tabled letter from the Minister, dated 26 June 2012, confirming approval of the Libraries NI Business Plan 2012/13.

Gifts and Hospitality Register

3.7 Members were reminded that the Gifts and Hospitality Registers for Quarter 1 of 2012/13 were due for completion and should be returned to the Chief Executive’s Office as soon as possible.
Official Re-Openings

3.8 The Chief Executive reported on the official openings of the following refurbished libraries:

- Newry City Library, officially re-opened on 23 May 2012 by the Minister of Culture, Arts and Leisure Carál Ní Chuilín
- Dungannon Library officially re-opening on 13 June 2012 by the Minister of Culture, Arts and Leisure, Carál Ní Chuilín
- Ormeau Road Library officially re-opened on 20 June 2012 by Glenn Patterson, local author.

3.9 Members thanked all those involved in ensuring the official openings were a success.

4. MINUTES OF THE BOARD MEETING HELD ON 10 MAY 2012

LNI 01.07.12

4.1 On a proposal by Councillor S Cole, seconded by Mr R Dixon, Members approved the minutes of the Board Meeting held on 10 May 2012.

5. MATTERS ARISING FROM THE MINUTES OF THE BOARD MEETING HELD ON 10 MAY 2012

LNI 02.07.12

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

Item 5.2: Opening Hours Review

5.2 The Director of Library Services reported that the new opening hours had been implemented on 6 June 2012. She said that a huge amount of work had been undertaken by the Area and Operations Managers, Human Resources and Payroll in order to ensure that the transition was as smooth as possible. On behalf of the Board, the Chairperson extended thanks to all staff involved in the process.

Item 5.5: Strategic Review Stage 2 – Update

5.3 Members noted that this report would be taken under the Services Committee agenda item.

5.4 Item 14.3: Coleraine Library – Relocation Project

The Chief Executive reminded Members that at the last Board Meeting she had been asked to contact the Chief Executive of Coleraine Borough Council to seek clarification on the Council’s bid to the Special EU Programmes Body regarding the Market Yard development. The Chief Executive of Coleraine Borough Council had confirmed that the Council’s bid was in relation to the Museum aspect of the development which has now been designated as a Peace and Reconciliation Centre and that the bid did not include funding for a library. She added that a full report had been made to the Business Support Committee at its meeting on 27 June 2012.
5.5 Councillor S Cole thanked the Chief Executive for the report. He indicated that he had visited Coleraine Library recently and spoken to staff. He was of the view that the current building was not appropriate for a developing town, such as Coleraine and expressed disappointment that a new library would not be part of the Peace and Reconciliation Centre. He emphasized the need for the development plans for the existing library to take account of the accommodation for the local history collection, which had been moved to Ballymena by the North Eastern Board several years previously. He asked that, in due course when the plans were available, the Board should have an opportunity to review them.

6. PRESENTATION ON THE CORPORATE RISK REGISTER

LNI 03.07.12

6.1 The Chief Executive presented the Corporate Risk Register 2012/13 highlighting key elements of the register. She explained that the Corporate Risk Register was linked to the Corporate and Business Plans and was reviewed regularly by the Audit and Risk Committee on behalf of the Board. She noted the importance, however, of all Board Members being aware of, and understanding of, the risks that had been identified in respect of achieving the corporate and business objectives and taking ownership of the risks. The Board’s views were also sought on the identified risks, the actions being taken to address them and any other risks which Members felt should be included.

6.2 In response to a question from Councillor S Cole regarding the frequency with which the risk register was reviewed, the Chief Executive stated that the Risk Management Group (comprising the Chief Executive, the Director of Library Services and the Director of Business Support) met on a quarterly basis to review the Corporate Risk Register and to revise it to take account of any new risks that had arisen. The register was also updated to reflect progress in implementing identified additional controls to assist in managing the risks. She added that the Director of Business Support and the Director of Library Services also carried out a review of their Directorate risk registers on a quarterly basis and updated them as necessary. It was noted that, following a recommendation from the Audit and Risk Committee, a summary of the Corporate Risk Register would now be brought to the Board on a quarterly basis.

6.3 The Chairperson thanked the Chief Executive for her useful and informative presentation.

7. BUSINESS PLAN 2011/12: END OF YEAR REPORT

LNI 04.07.12

7.1 The Chief Executive presented the end of year report on the targets included in the 2011/12 Business Plan, noting that in most instances the targets had been achieved. She reminded Members that a report on the Key Performance Indicators had been considered at the last Board meeting, at
which there had also been discussion about the importance of measuring participation in services in the broadest sense and not just physical issues of books and other items. She indicated that the workshop, planned for the September Board meeting, should enable Members to consider this matter in more detail, in preparation for development of the Business Plan for 2013/14.

7.2 Councillor Ms C Lockhart enquired if there was any indication that users of the libraries, which had closed as a result of the Strategic Review of Library Services, were now using other libraries in their area. The Director of Library Services reported that there was evidence that users who had previously used Moneymore Library were now using Cookstown Library and those who had used Moy Library were now using Dungannon Library. She added that, following Stage 1 of the Strategic Review of Library Services in the Belfast area which resulted in a number of libraries being closed, the usage of a number of the remaining libraries had increased. She added also that it was not unusual for the public to use more than one library.

7.3 Mr P Carvill queried the availability of benchmarking information to measure the performance of Libraries NI, compared to other services. The Chief Executive reported that the Chartered Institute of Public Finance and Accountability (CIPFA) collated and published annual statistics from a number of library authorities, including Libraries NI. However, there were some concerns regarding the usefulness of this information to Libraries NI since the basis on which various authorities operated and collected information was different, making direct comparisons difficult. She indicated that the issue of benchmarking was one that officers were exploring.

7.4 The Chairperson thanked all those involved in producing the end of year report on the Business Plan 2011/12. The Board noted the report.

8. DRAFT ANNUAL REPORT AND ACCOUNTS 2011/12  LNI 05.07.12

8.1 The Chief Executive presented the draft Annual Report 2011/12 and the Director of Business Support presented the draft Annual Accounts 2011/12, both of which had been submitted to the Northern Ireland Audit Office and DCAL on 30 June 2012, as required. It was noted that, following completion of the audit by the Northern Ireland Audit Office, the final version of the Annual Report and Accounts would be brought to the Board for approval.

8.2 Following a suggestion from Mr A McDowell it was agreed to amend the final version of the Annual Report to reflect the work which had been carried out to highlight the problem of people trafficking and domestic violence.

8.3 Councillor J Rodgers enquired if more could be done to reduce stock losses. The Director of Business Support confirmed that this issue was being looked at as part of the E2 project and it was hoped that progress could be made through the RFID project.
8.4 Following a question from Councillor Ms C Lockhart regarding an initiative to encourage people to return library books the Chief Executive agreed to write to the Department suggesting an amnesty period to encourage members of the public to return library stock without incurring penalties.

9. DCAL CORPORATE PLAN 2011-15

9.1 Members noted the DCAL Corporate Plan 2011-15.

9.2 In response to a suggestion from Councillor J Rodgers, Mr M Cory agreed to consider an amendment to his job title to reflect his responsibility for library provision. Since Libraries NI was DCAL’s largest ALB, Councillor J Rodgers felt that the public library service should warrant a mention in the job title of the DCAL official with responsibility for it.

10. LIBRARIES NI CORPORATE PLAN 2011-15

10.1 The Chief Executive introduced the Libraries NI Corporate Plan 2011-15 and reported that, since the last Board meeting, the Department, as previously reported, had published its Corporate Plan and Corporate Scorecard which included the key targets for Libraries NI and the milestones to be achieved over the period of the Plan. In response to these documents the Libraries NI Corporate Plan had been amended.

10.2 On a proposal by Councillor H Nicholl, seconded by Councillor C Casey Members confirmed they were content with the revised Corporate Plan 2011-15 and agreed that it should be submitted to DCAL for approval.

11. TERM OF OFFICE OF CHAIRPERSON AND VICE-CHAIRPERSONS: TIMETABLE FOR IMPLEMENTATION

11.1 The Chief Executive referred to the paper which outlined a proposed timetable for the implementation of the Board’s decision to rotate the positions of Chairperson and Vice-Chairperson of Committees.

11.2 On a proposal by Mr A McDowell, seconded by Mr P Carvill, Members agreed to adopt the timetable in order to implement the Board’s decision regarding the rotation of Chairpersons and Vice-Chairpersons of Committees.

12. MINUTES OF THE INFORMATION SYSTEMS COMMITTEE HELD ON 22 MAY 2012

12.1 On a proposal by Councillor Ms C Lockhart, seconded by Councillor Mrs A Brolly, Members agreed to go into committee to consider the minutes of the meeting which are commercial in confidence.
12.2 On a proposal by Councillor H Nicholl, seconded by Councillor Mrs A Brolly, Members agreed to come out of committee.

12.3 The Chairperson reported that while in Committee Members had considered the Minutes of the Information Systems Committee held on 22 May 2012 and received an update from the Chairperson of the Committee, Mr R Dixon on the current position.

12.4 On a proposal by the Chairperson of the Board, Mr N Macartney, seconded by the Vice-Chairperson of the Board Councillor H Nicholl Members approved and adopted the minutes of the Information Systems Committee held on 22 May 2012 including the recommendations contained therein.

12.5 The Chief Executive reminded Members of the confidential nature of the minutes and asked that copies be returned to Officers for secure disposal.

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

13. MINUTES OF THE AUDIT AND RISK COMMITTEE HELD ON 14 JUNE 2012 LNI 10.07.12

13.1 The Chairperson of the Audit and Risk Committee Mr A McDowell, presented the minutes of the meeting held on 14 June 2012 and drew attention to the undernoted items.

13.2 Item 4.2: Chief Executive’s Business
The issue of the new procedures in relation to the Quarterly Assurance Statements had been discussed and it was agreed that further consideration of this matter should be postponed pending the Chairperson’s report to the Board, which had now taken place at today’s meeting. Mr McDowell indicated that he was content that the issue was in the process of being resolved.

13.3 Item 6.5: Arrangements and facilities for storage of the Fine Book Collection in Belfast Central Library
It was noted that the new facility for storage of the Fine Book Collection had been completed and the Fine Book Collection would be relocated to it during July 2012.

13.4 Item 7: Internal Audit Activity Report (March – June 2012)
Members noted the report of the 9 audits which had been completed during the period March – June 2012. Eight audits had received a Satisfactory level of assurance and one audit had received a Substantial level of assurance. Members also noted the commitment of Managers to implement the recommendations made in the audit reports.
13.5 **Item 9: Internal Audit Annual Report 2011/12**
Members noted that the Head of Internal Audit had provided his annual assurance to the Accounting Officer on the overall adequacy and effectiveness of the organisation’s risk management, control and governance processes and had provided a ‘Satisfactory’ level of assurance.

13.6 **Item 11: Audit and Risk Committee Draft Annual Report**
Members noted that this report was in draft form and would be finalised when the Northern Ireland Audit Office had completed their audit of Libraries NI.

13.7 **Item 12: Draft Statement on Internal Control 2011/12**
It was noted that the Draft Statement on Internal Control 2011/12 had been reviewed by the Audit and Risk Committee using guidelines provided by the Northern Ireland Audit Office.

13.8 **Item 13: Libraries NI Risk Management Statement (Revised)**
Members noted the suggestion that a Workshop be held for all Board Members to better understand the risk management process. It was agreed that the workshop should take place in January 2013.

13.9 On a proposal by Mr A McDowell, seconded by Councillor J Rodgers the Board approved and adopted the minutes of the Audit and Risk Committee including the recommendations contained therein.

14. **MINUTES OF THE SPECIAL AUDIT AND RISK COMMITTEE HELD ON 27 JUNE 2012**

14.1 The Chairperson of the Audit and Risk Committee Mr A McDowell, presented the minutes of the special meeting held on 27 June 2012 and drew attention to the undernoted items. Members noted that this meeting had been arranged to review the draft Annual Report and Accounts 2011/12 prior to submission to the Northern Ireland Audit Office and DCAL.

14.2 The Chairperson drew attention to the content of the minutes, noting that the presentation given by the Director of Business Support at today’s Board meeting had addressed issues discussed also at the Audit and Risk Committee.

14.3 On a proposal by Mr A McDowell, seconded by Councillor C Casey the Board approved and adopted the minutes of the Special Audit and Risk Committee meeting including the recommendations contained therein.
15. MINUTES OF THE SERVICES COMMITTEE HELD ON 19 JUNE 2012

15.1 In the absence of the Chairperson Ms J Williams, the Vice-Chairperson of the Committee, Councillor Mrs A Brolly, presented the minutes of the meeting held on 19 June 2012 and drew attention to the undernoted items.

15.2 Item 4.1: Director's Business
Members noted that an official partnership agreement was now in place between Libraries NI and U3A.

15.3 Item 7: Strategic Review Stage 2: Update
Members noted the update on progress in respect of the 10 libraries that had been considered for closure in Stage 2 of the Strategic Review and the proposed clustering of services in Armagh. The Director of Library Services informed Members that since the meeting of the Committee, Lame Borough Council had informed Libraries NI that the Council’s bid for Rural Development funding had failed. The Council had now submitted a bid to the Causeway Coast and Glens Heritage Trust for funding, but it was unlikely that it would know if the bid was successful until much later in the year. Councillor H Nicholl and Councillor S Cole declared an interest, as members of the Causeway Coast and Glens Heritage Trust.

Members noted the discussion which had taken place and that the author of the report, Ms L Macdonald, Senior Policy Officer, had accepted Libraries NI’s invitation to visit in August.

15.5 On a proposal by Councillor S Cole, seconded by Councillor A Ewart, the Board approved and adopted the minutes of the Services Committee including the recommendations contained therein.

16. MINUTES OF THE BUSINESS SUPPORT COMMITTEE HELD ON 27 JUNE 2012

16.1 In the absence of the Chairperson, Councillor Mrs E Robinson, the Vice-Chairperson, Mr R Dixon, presented the minutes of the Business Support Committee held on 27 June 2012 and drew attention to the undernoted items.

16.2 Item 6: Procurement Report
Members noted the report on tenders over £1,000 and Single Tender Actions over £1,000. Members noted also that, in future, the Committee would receive reports on the justification for all Single Tender Actions over £5,000.
16.3 **Item 9: Post-Project Evaluations: Lessons Learned**
Members noted that the Committee had considered the reports produced by DCAL and Libraries NI and had noted the action being taken to ensure that the lessons learned were communicated to relevant staff. The Committee had also agreed that, in future, a summary of Post-Project Evaluations for all major projects should be reported to the Committee.

16.4 **Item 12: Maintenance Plan**
Members noted that the Committee had approved the Maintenance Plan for 2012/13.

16.5 **Item 13: Policy on Overdue Debts**
The Chairperson referred to the new policy which had been agreed by the Committee.

16.6 **Item 15: Recruitment Freeze**
In response to a question from Mr P Carvill regarding the recruitment freeze the Director of Business Support confirmed that a process was in place for dealing with the appointment of temporary staff for short-term vacancies in front-line posts. He added, also, that in May 2012 the Chief Executive had written to DCAL asking that responsibility be returned to her, as Accounting Officer, to deal with staffing matters below 3rd tier level.

16.7 Mr M Cory, Director of Sport, Museums and Recreation, reported that the Chief Executive's request was being considered by the Department, within the context that all ALBs have to deliver savings and produce Savings Delivery Plans showing where the savings can be made.

16.8 On a proposal by Councillor Mrs M Smith, seconded by Ms A Matthews, the Board approved and adopted the minutes of the Business Support Committee including the recommendations contained therein.

17. **ANY OTHER NOTIFIED BUSINESS**

17.1 The Chief Executive reminded Members that at the May Board Meeting it had been agreed that future Board Meetings would commence at 10.00 am. She reported that she had received a request from Councillor Mrs E Robinson asking that the start time of Board Meeting be returned to 10.30 am. After discussion it was agreed that future Board Meetings would commence at 10.30 am and finish at 1.00 pm.

18. **DATE OF NEXT MEETING**

18.1 It was noted that the next meeting of the Board would be held on Thursday 13 September at 10.30 am in Antrim Library.
19. MEMBERS ARRIVAL AND DEPARTURE TIMES

19.1 The meeting ended at 12.39 pm

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

Councillor J Rodgers arrived at 10.22 am
Councillor Ms C Lockhart arrived at 10.25 pm
Ms A Matthews arrived at 11.28 am.

Signed: [Signature]

Date: 13/9/12