LIBRARIES NI
The Northern Ireland Library Authority
8 November 2012

Minutes of a meeting of the Board of the Authority held on Thursday 8 November 2012 at 10.30 am in Lisburn City Library

PRESENT

Mr Nigel Macartney Chairperson
Councillor Hubert Nicholl Vice-Chairperson
Councillor Mrs Anne Brolly
Mr Pat Carvill
Councillor Charlie Casey
Mr Roger Dixon
Councillor Allan Ewart
Councillor Ms Carla Lockhart
Mr Alastair McDowell
Ms Angela Matthews
Councillor John O’Kane
Councillor Mrs Evelyne Robinson
Councillor Jim Rodgers
Councillor Mrs Marion Smith
Ms Jane Williams

APOLOGIES FOR NON ATTENDANCE

Councillor Sam Cole
Ms Helen Roulston
Mr Mick Cory Director of Sport, Museums and Recreation, DCAL

IN ATTENDANCE

Ms Irene Knox Chief Executive
Mr Terry Heron Director of Business Support
Ms Helen Osborn Director of Library Services
Mr Brian Doherty Head of Internal Audit
Mr Desi Miskelly Assets Manager
Ms Muriel Todd Assistant Director

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 referred to the tabled letter from the Permanent Secretary, DCAL, dated 24 September 2012, regarding the revision of the assurance process. Member noted that the Department was considering a rewording of Section 13 of the Annual Board Assurance Statement to reflect the role of the Board in discharging a challenge function in respect of the assurances provided by the Accounting Officer and that the Department was committed to working with ALBs on the assurance process. The Permanent Secretary had also indicated that she was prepared to meet with the Chairpersons of the ALBs to discuss any further issues that they might have about the assurance statements.

2.2 Members noted that a meeting of the Remuneration Committee would take place following the Board meeting and that a report on that meeting and the previous one would be brought to the next Board meeting.

2.3 The Chairperson reported that DCAL had informed him that work was underway on the process to recruit up to 7 non-councillor Members to the Board of Libraries NI. Current non-councillor Members would receive notification from the Department about the process for re-application, when agreed by the Minister.

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 14 September – 19 October 2012.

**Carnegie UK Trust/Wolfson Foundation**

3.2 The Chief Executive reported that she had attended a dinner in London on 17 October 2012, jointly hosted by the Carnegie UK Trust and the Wolfson Foundation. The purpose of the dinner was to discuss the challenges facing the public library service and to explore ways in which philanthropic trusts like the Carnegie UK Trust and the Wolfson Foundation might make a contribution both to the policy debate and the promotion of innovative practice in the public Library Service. Members noted that the evening had proved very positive and much interest had been expressed in the fact that the public library service in Northern Ireland was the responsibility of a single organisation.

**Staff Conferences**

3.3 Members noted that a series of staff conferences had been held during October to ensure that all staff were aware of the key priorities for the service and in particular the changes that would be taking place as a result of the implementation of E2. The Chief Executive reported that the Conferences had been well attended and well received by staff, and thanked the Chairperson of the Board for attending each conference. A report on the Conferences would be brought to the Business Support Committee.
Staff Newsletter
3.4 Following a suggestion by Mr A McDowell it was agreed that Board Members would be provided with a copy of the staff newsletter.

Accountability Meeting
3.5 The Chief Executive reported that her latest Accountability Meeting had taken place on 23 October 2012. Minutes of the meeting, when received, would be made available to the Audit and Risk Committee.

Babies Love Books
3.6 Members noted that a seminar had been held on 26 October 2012 to reinforce the importance of sharing books with babies and young children. The seminar was attended by a range of professionals including health visitors, nursery teachers, staff from Sure Staff and Early Years settings and officials from the Department of Education and the Public Health Agency as well as Libraries NI staff.

Gifts and Hospitality Forms
3.7 The Chief Executive asked Members to complete the Gifts and Hospitality Forms for Quarter 2 of the 2012/13 financial year and return them to her as soon as possible.

Inter Faith Book Project
3.8 The Director of Library Services drew attention to a unique limited edition hand-made book, *The Peace Generation*, produced jointly by young people from Strathfoyle Library and Camdonagh Library, Co Donegal. The project, facilitated by Kids Own, brought together young people from both sides of the border to explore the idea of “faith” and the value and role that spirituality plays in our lives.

4. MINUTES OF THE MEETING HELD ON 13 SEPTEMBER 2012

4.1 On a proposal by Mr R Dixon, seconded by Mr A McDowell, Members approved the minutes of the Board Meeting held on 13 September 2012.

5. MATTERS ARISING FROM THE MINUTES OF THE BOARD MEETING HELD ON 13 SEPTEMBER 2012

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 3.7: Delivering Tomorrow’s Libraries
5.2 The Chief Executive referred Members to the tabled document and reported that DCAL had established a Project Board to oversee the review of Delivering Tomorrow’s Libraries. Ms H Osborn, Director of Library Services represents Libraries NI on the Project Board. Members were invited to attend
a meeting of the Services Committee to be held on 5 December at 10.30 am in Lisburn City Library, at which DCAL would be present, to consult on their review of Delivering Tomorrow's Libraries.

Item 3.13: Staff Conferences
5.3 Members noted that an update on this item had been reported at item 3.3 under Chief Executive’s Business.

Item 5.3: Draft Annual Report and Accounts 2011/12
5.4 It was noted that DCAL was still considering the requirements for an amnesty period to encourage Members of the public to return library stock without incurring penalties. The Department had sought further information from Libraries NI to facilitate their deliberations.

Item 5.4: Recruitment Freeze
5.5 Members noted that DCAL was still considering the request from the Chief Executive that responsibility be returned to her, as Accounting Officer, to deal with staffing matters below 3rd tier level.

5.6 Members expressed concern at the length of time being taken by DCAL to resolve these queries and asked that the Chairperson raise their concerns with DCAL. Concern was expressed also that the requirement to seek DCAL approval for all administrative posts, whether temporary or permanent, was having an adverse impact on the efficiency and effectiveness of the service and amounted to micro-management.

6. MANAGEMENT REPORT LNI 03.11.12

Key Performance Indications (KPIs)
6.1 The Chief Executive introduced the report and informed Members that the sections in bold were considered by DCAL to be KPIs and were also discussed at her regular Accountability Meetings with DCAL. Attention was drawn, in particular, to the following matters:

- the position at the end of Quarter 2 in relation to the E2 procurement process and progress made since that date
- the average number of days lost per employee in the period due to sickness
- the decrease in traditional issues compared to the same period the previous year and the continued increase in downloads of eBooks
- an increase in the number of active members
- use of public access computers
- use of online resources
- participation in programmes to support learning, information heritage and culture remains high
- a small underspend in recurrent expenditure is projected for year end and contingency plans are in place
- capital funding is on target for full spend at year end
• No priority 1 internal audit recommendations remained outstanding more than 4 months at the end of Quarter 2.

6.2 Councillor Ms E Robinson enquired if the decrease in traditional borrowing related to the change in opening hours which had been implemented in June 2012. The Chief Executive responded that it was too early to confirm that this was the case but added that it was expected that the reduced opening hours would impact detrimentally on usage. The situation was being closely monitored and staff would be looking for trends or patterns emerging since the review of opening hours had been implemented. The Chairperson reminded Members that a review of the impact of the implementation of new opening hours would take place in 2013. Responding to a suggestion from Mr Carvill, officers agreed to provide Members, as soon as possible, with benchmarking information to assist them to consider the impact of the reduced opening hours.

Financial Position

6.3 The Director of Business Support presented the detailed Finance Report for the period to the end of September 2012. Members noted that the full amount of allocated capital expenditure was forecast to be spent by the end of the financial year. Mr Heron reported that approval had been received from DCAL to proceed with Kilkeel Library, with a projected spend in 2012/13 of £410k, not £500k as originally anticipated, with the difference being spent on vehicles.

6.4 Members noted that a projected underspend was forecast for recurrent expenditure and that a conservative approach had been taken in relation to recurrent expenditure during the year in order to set aside money to carry out preparatory work for the implementation of the E2 project.

6.5 In response to a question from Mr McDowell, the Chief Executive indicated that tender documentation had been prepared for the new Kilkeel Library and it was hoped to be on site in early 2013. Mr McDowell reminded officers that the Board wished to have sight of the plans. It was agreed that the plans would be brought to the next Business Support Committee meeting.

6.6 In welcoming the progress being made in relation to Kilkeel Library, Councillor Casey queried whether Libraries NI had been contacted about a proposed “one-stop” shop public service building in Warrenpoint. Officers confirmed that they were unaware of any discussions about such a project.

6.7 Mr Carvill queried whether officers were content to incur spend on new vehicles, given that the review of mobile library services was underway. The Director of Library Services indicated that the expenditure on vehicles related to the Homecall Service which was not part of the review.

Summary Corporate Risk Register

6.8 The Chief Executive reported on the Summary Corporate Risk Register as at September 2012. She drew attention to the new risk, relating to the DCAL Review of Delivering Tomorrow's Libraries which had been added to the
schedule under Objective 1. She also explained the risk relating to Service Level Agreements with the Education and Library Boards which currently had a red status, noting that the establishment of the new Education and Skills Authority could have an impact on services currently being provided.

6.9 Mr A McDowell drew attention to previous discussions at the Audit and Risk Committee in relation to changing the risk appetite for Corporate Business Objective 2: Improve the Delivery of the Public Library Service from Minimalist to Cautious. The Chief Executive indicated that the Risk Management Group had considered this matter and was of the view that, since this Objective included the procurement of E2, at this stage in that process a Minimalist risk appetite was more appropriate. However, when the E2 procurement process had been completed, a further review of the Risk Appetite would be undertaken. Members agreed to note the position.

Quarterly Assurance Statement July – September 2012

6.10 The Chief Executive briefed Members on the content of the Quarterly Assurance Statement and reported that it had been considered in detail at the Audit and Risk Committee meeting held on 24 October 2012 and had been submitted to DCAL in order to meet their deadline. Members questioned the Chief Executive on the Quarterly Assurance Statement and were content to note its contents.

7. APPROVAL OF ANNUAL REPORT AND ACCOUNTS 2011/12

LNI 04.11.12

7.1 The Chief Executive informed the Board that at Special meeting of the Audit and Risk Committee had taken place prior to the Board Meeting to consider the Annual Report and Accounts 2011/12, the Statement on Internal Control, the provisional Report To Those Charged with Governance and the Audit and Risk Committee’s Annual Report.

7.2 The Director of Business Support informed Members that discussions had continued with the Northern Ireland Audit Office since the documentation had been issued to Board Members and drew attention to 2 minor changes to the Annual Accounts in the tabled document. He also referred Members to the Remuneration Report, noting that the format for disclosing individual Members’ Remuneration had changed in line with DFP guidance.

7.3 Mr A McDowell, out-going Chairperson of the Audit and Risk Committee presented the Audit and Risk Committee’s Annual Report for the year ended 31 March 2012. He reported that the following 3 changes had been made to the Report since last seen by Members in June 2012:

- Page 9, Paragraph 9.1: information regarding the financial position at the yearend had been added.
- Page 9, Paragraph 9.2: Reference to the Report from the Comptroller & Auditor General on the Audit of the 2011/12 Accounts
- Page 11, Paragraph 14.0: Audit and Risk Committee’s Opinion.
He informed Members that based on the information available, the Audit and Risk Committee was able to provide assurance that, during the period of the report, it fully discharged its responsibilities in accordance with its terms of reference and to provide the Accounting Officer with assurance as to the adequacy and effectiveness of the risk management and internal control arrangements.

7.4 The Chief Executive drew attention to the 3 Priority 1 recommendations referred to in the provisional Report To Those Charged with Governance and explained the action being taken to seek to resolve these issues. Members noted that a report would be brought to a future meeting on actions taken.

7.5 On a proposal by Mr A McDowell, seconded by Councillor H Nicholl, Members agreed to adopt the Annual Report and Accounts 2011/12 and in doing so authorised the Chairperson and the Chief Executive to sign them.

8. BOARD EFFECTIVENESS REVIEW LNI 05.11.12

8.1 The Chairperson reminded Members that it was good practice for the Board to undertake a regular review of the effectiveness and efficiency with which it discharged the functions assigned to it. He referred to the documentation which had been circulated for background and the proposed questions for discussion. In order to aid the discussion process Members divided into 3 groups to consider the questions outlined on the Board Effectiveness Review Paper and a spokesperson for each group reported their findings to Members.

8.2 It was agreed that the Chairperson and Chief Executive would prepare a summary of the action points arising from the discussion for consideration at the next Board meeting. The Chairperson thanked Members for actively engaging in the discussion.

9. MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING HELD ON 10 OCTOBER 2012 LNI 06.11.12

9.1 On behalf of Members the Chairperson congratulated Councillor Jim Rodgers on his election as Chairperson of the Audit and Risk Committee and thanked Mr Alastair McDowell for his exemplary work as Chairperson of the Committee since the establishment of Libraries NI in 2009.

9.2 Mr McDowell carried out his final duty as Chairperson of the Audit and Risk Committee and presented the minutes of the Committee held on 10 October 2012, drawing attention to the undernoted items.

9.3 Item 7: Internal Audit Activity Report (March – June 2012)
Members noted that 6 audits had been completed since the last meeting of the Audit and Risk Committee and each had received a satisfactory
assurance rating. A number of Priority 1 findings had been reported which staff were working to resolve.

9.4 Item 8: Outstanding Recommendations
Members noted that a large number of recommendations, including all Priority 1 recommendations, which were outstanding more than 4 months, had been cleared in the period since the last meeting.

9.5 Item 10: Anti-Fraud Policy
The Committee had considered the revised Anti-Fraud Policy and agreed to recommend that it be adopted by the Board.

9.6 Item 11: Fraud Response Plan
The Committee had considered the revised Fraud Response Plan and agreed to recommend that it be adopted by the Board.

9.7 Item 12: Anti-Bribery Policy
The Committee had considered the Anti-Bribery Policy and agreed to recommend that it be adopted by the Board.

9.8 Item 13: Guidance on the Provision of Gifts and Hospitality
The Committee had considered the revised Guidance on the Provision of Gifts and Hospitality and agreed to recommend that it be adopted by the Board.

9.9 Item 14: Quarterly Assurance Statement
Members of the Committee had considered in detail the Quarterly Assurance Statement for the period April – June 2012 noting that it had been forwarded to DCAL and taken to the last Board Meeting held on 13 September 2012.

9.10 Item 17: Risk Management Report and Review
Members had considered the Corporate Risk Register noted the Risk Register, noting the additional risk identified in relation to Objective 1. The Committee had also noted that, at the request of the Audit and Risk Committee, the Risk Management Group had revisited the Risk Appetite for Corporate Business Objective 2 – Improve the Delivery of Public Library Service. The Committee was of the view that, in order to improve the delivery of the public library service in the longer term, it would be necessary to be less risk averse. The Committee had noted the response from the Risk Management Group and agreed that this matter should be kept under review.

9.11 On a proposal by Mr A McDowell, secondered by Councillor J Rodgers the Board approved and adopted the minutes of the Audit and Risk Committee held on 10 October 2012 subject to the correction of some minor spelling errors. In adopting the minutes Members also adopted the recommendations and policies referred to therein.
10. MINUTES OF THE SPECIAL AUDIT AND RISK COMMITTEE MEETING HELD ON 24 OCTOBER 2012 LNI 07.11.12

10.1 The Chairperson of the Audit and Risk Committee, Councillor J Rodgers thanked his predecessor, Mr Alastair McDowell, for his work as Chairperson of the Committee, stating that he had set a very high standard during his period as Chairperson. Councillor Rodgers presented the minutes of the Special Audit and Risk Committee Meeting held on 24 October 2012 and highlighted the undernoted items.

10.2 Item 3: Libraries NI Draft Annual Report and Accounts 2011/12
Members noted the report given by the Director of Business Support and that the omission of a statement on human trafficking which had previously been approved by the Board for inclusion in the Annual Report would be included in the final version.

10.3 Members asked that their appreciation for the hard work of all staff involved in the development and completion of the Annual Report and Accounts 2011/12 be recorded.

10.4 Item 5: Statement on Internal Control
Members noted the changes made to this document since the draft had been issued in April 2012 and that a number of potential risks which had been identified at the year-end had not materialized and had been removed.

10.5 Item 6: Audit and Risk Committee Annual Report 2011/12
Members noted the additions to this report since the initial draft was presented to them in June 2012. These additions reflected reports from the Director of Business Support and from the provisional Report to Those Charged with Governance from the NIAO and also included the Committee’s opinion on the adequacy and effectiveness of arrangements for internal control.

10.6 Item 7: Quarterly Assurance Statement June – September 2012
Members noted the Chief Executive’s report on the Quarterly Assurance Statement (June – September 2012) and the issues which were highlighted in the statement.

10.7 On a proposal by Councillor C Casey, seconded by Councillor J Rodgers the Board approved and adopted the minutes of the Audit and Risk Committee held on 24 October 2012.

11. MINUTES OF THE SERVICES COMMITTEE HELD ON 16 OCTOBER 2012 LNI 08.11.12

11.1 The Chairperson of the Services Committee, Ms J Williams, presented the minutes of the meeting held on 16 October 2012 and drew attention, in particular, to the undernoted item.
11.2 **Item 7: Strategic Review Stage 2 Annual Progress Report**
Members noted the annual progress report on the libraries included in the Stage 2 Strategic Review of Library Provision, which had been circulated with the minutes of the Services Committee meeting. The Chairperson reported on the Committee’s deliberations and recommendations in relation to each of the libraries, still under review.

11.3 **Carnlough Library**
Use had increased significantly during the last year and had been maintained. The Council had engaged with Libraries NI on ways to improve the building and had made funding bids, but had not yet secured the funding to improve the building. Accordingly the Committee was recommending to the Board that the Library should remain open and that Libraries NI should write to Larne Borough Council, highlighting the strength of support for the library within the local community, expressing disappointment at the lack of progress in respect of improving the building and seeking confirmation of the Council’s position regarding funding the refurbishment.

11.4 **Draperstown Library**
Use of Draperstown Library was acceptable, with loans increasing. Workspace had made significant progress in relation to the development of an alternative location for the library, namely The Plantation Centre, and had engaged proactively and positively with Libraries NI. Planning permission was in place for the new development and a business case for relocation had been approved. It was anticipated that the new premises would be ready in April 2013. Accordingly the Committee was recommending to the Board that Draperstown Library should remain open in its current premises until the alternative premises were ready for occupation and that levels of use should be reviewed after 12 months.

11.5 **Fintona Library**
Use of Fintona Library had improved, with the library action group constituting itself as Fintona Library Educational Awareness and Training Forum (FLEAT) and actively promoting the library. The opening hours of the library had been reduced in June 2012 from 23 to 18 hours per week. Fintona Forum had identified a location for a multi-purpose community facility including a library but it had not, as yet, obtained alternative premises or funding to develop them, nor had it demonstrated the suitability of the proposed premises for library purposes. Concern continued about the condition of the current building and in the absence of a substantive proposal from Fintona Forum, the Committee was recommending that a detailed review of options for library provision should be undertaken and this options appraisal should be used as the basis for discussion with all relevant stakeholders.

11.6 **Killyleagh Library**
It was noted that Killyleagh Library remained one of the busiest libraries of the Stage 2 libraries under review. The original proposal from The Friends of Killyleagh Library (FOLK) for alternative premises had been determined to unaffordable. However Killyleagh Development Association had prepared an
alternative proposal relating to a community facility with library provision and this proposal had merit. The opening hours of the library had been reduced from 21 to 18 hours per week in June 2012. The Committee's recommendation was that Killicheagh Library should remain open to allow Killicheagh Development Association to take forward its proposals, that levels of use should be monitored and that the situation regarding progress with the alternative premises and levels of use should be reviewed in October 2013.

11.7 **Greystone Library**
Concern was expressed that use of Greystone Library, as measured by issues and use of public access computers (PATs), had declined significantly. There had been an increase in visitor numbers. In accordance with the Board's decision on Stage 2 libraries, Greystone's opening hours had been reduced to 30 hours per week. The Committee's recommendation to the Board was that all stakeholders, including the local community, should be made aware of the Board's concerns in relation to the decline in issues and PAT use and the potential implications of a continued decline in use.

11.8 **Kells and Connor Library**
The Committee had noted that, while use of Kells and Connor Library had increased in 2011/12, there had been a decrease in 2012/13, as measured by issues and use of the public access computers (PATs). There had been an increase in visitor numbers. The Committee's recommendation to the Board was that all stakeholders, including the local community, should be made aware of the Board's concerns in relation to the decline in issues and PAT use and the potential implications of a continued decline in use.

11.9 **Richhill Library**
It was noted that Richhill Library remained one of the busiest of the Stage 2 libraries, although there had been a downward trend. The opening hours of the library had been reduced from 28.5 to 18 hours per week. The Committee's recommendation to the Board was that all stakeholders, including the local community, should be made aware of the Board's concerns in relation to the decline in issues and PAT use and the potential implications of a continued decline in use.

11.10 Members noted that the Committee had also received an update in relation to the work that was on-going with Armagh City and District Council regarding the potential to relocate the public library and the Irish and Local Studies Library to the St Patrick's Trian Centre. The Committee had also received an update on the provision in Gilford, Moy and Moneymore.

11.11 In response to a question from Ms Matthews regarding the timescale for action if there is insufficient progress in relation improving the use of Greystone and Kells and Connor, the Chief Executive indicated that the Board's decision was that a further review would take place in October 2013.

11.12 Councillor Nicholl reported on a recent meeting of the Kells and Connor Improvement Committee at which he had stressed the importance of the community showing support for their library through improving the use made
of it. He indicated that he had been encouraged by information that the Improvement Committee intended to raise awareness through a leaflet drop in the 2 villages. Councillor Nicholl also reported on discussions with a member of Larne Borough Council who had indicated that work was progressing on plans for refurbishment of Carnlough Library, with the intention that work would start in 2013.

11.13 Members noted that the date of the next meeting of the Services Committee had been changed from Tuesday 18 December to Wednesday 5 December at 10.30 am in Lisburn City Library. At this meeting staff from DCAL would attend to discuss the review of Delivering Tomorrow’s Libraries.

11.14 On a proposal by Councillor A Ewart, seconded by Councillor H Nicholl, the Board approved and adopted the minutes of the Services Committee held on 16 October 2012 including the recommendations contained therein.

12. MINUTES OF THE BUSINESS SUPPORT COMMITTEE HELD ON 24 OCTOBER 2012 LNI 09.11.12

12.1 The Chairperson of the Business Support Committee Councillor Mrs E Robinson, presented the minutes of the meeting held on 24 October 2012 and drew attention to the undated items.

12.2 Item 5: Matters Arising from the Minutes of the meeting held on 27 June 2012
It was noted that the Director of Business Support had taken appropriate steps to remind frontline staff of the need to recover outstanding debts.

12.3 Item 6: Annual Report and Accounts 2011/12
Members noted officers’ intention to meet with the Northern Ireland Audit Office to agree a timetable for the audit process in 2012/13.

12.4 Item 8: Finance Reports
Members noted the financial position as at 30 September 2012 as previously reported under Management Report (Item 8 above).

12.5 Item 14: Equality Annual Progress Report
Members noted that the Equality Annual Progress Report had been submitted to the Equality Commission.

12.6 Item 15: Procurement Control Limits
Members noted that amendments had been made to the recommended Procurement Control Limits, following consideration of the guidance contained in PGN04/12.

12.7 In relation to Item 16 (Business Case Guidance) Mr McDowell queried whether officers were being over-cautious in their approach to the business case approval process, by requiring business cases over £1,000 to be approved at Senior Management Team level. The Director of Business
Support accepted that a cautious approach had been adopted at this stage, indicating that this was because training on business cases had only recently been rolled out and the intention was to review the approvals process in light of experience over the next year.

12.8 On a proposal by Councillor Mrs E Robinson, seconded by Councillor J O’Kane, the Board approved and adopted the minutes of the Business Support Committee held on 24 October 2012 including the recommendations contained therein.

13. MINUTES OF THE INFORMATION SYSTEMS COMMITTEE HELD ON 21 SEPTEMBER 2012  

13.1 On a proposal by Ms A Matthews, seconded by the Vice-Chairperson of the Information Systems Committee Ms J Williams, Members agreed to go into committee to consider the minutes of the meeting which are commercial in confidence.

13.2 On a proposal by Ms A Matthews, seconded by the Vice-Chairperson of the Information Systems Committee Ms J Williams, Members agreed to come out of committee.

13.3 The Chairperson reported that while in Committee Members had considered the Minutes of the Information Systems Committee held on 21 September 2012 and noted the recommendations contained therein.

13.4 On a proposal by Ms J Williams, Vice-Chairperson of the Information Systems Committee, seconded by Ms A Matthews, Members approved and adopted the minutes of the Information Systems Committee held on 21 September 2012 including the recommendations contained therein.

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

14. MINUTES OF THE INFORMATION SYSTEMS COMMITTEE HELD ON 5 OCTOBER 2012  

14.1 On a proposal by Ms A Matthews, seconded by the Vice-Chairperson of the Information Systems Committee Ms J Williams, Members agreed to go into committee to consider the minutes of the meeting which are commercial in confidence.

14.2 On a proposal by Ms A Matthews, seconded by the Vice-Chairperson of the Information Systems Committee Ms J Williams, Members agreed to come out of committee.
14.3 The Chairperson reported that while in Committee Members had considered the Minutes of the Information Systems Committee held on 5 October 2012 and noted the recommendations contained therein.

14.4 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 5 October 2012 including the recommendations contained therein.

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

14.6 Following a suggestion from Members and in keeping with the confidential nature of these minutes, it was agreed that in future all Information Systems Committee minutes would be tabled.

15. ANY OTHER NOTIFIED BUSINESS

15.1 The Chairperson reminded Members that the Remuneration Committee would commence after lunch at 1.30 pm.

16. DATE OF NEXT MEETING

16.1 Members noted that the next meeting of the Board would be held on Thursday 24 January 2013.

16.2 The Chairperson wished Members a Happy Christmas and a peaceful and prosperous New Year.

17. MEMBERS ARRIVAL AND DEPARTURE TIMES

17.1 The meeting ended at 1.00 pm.

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

Ms A Matthews arrived at 11.10 am
Councillor J O’Kane arrived at 11.10 am

Councillor Ms C Lockhart left at 12.23 pm
Councillor Mrs A Brolly left at 12.29 pm
Councillor Mrs M Smith left at 12.46 pm

Signed: [Signature]

Date: 24/1/13