LIBRARIES NI
The Northern Ireland Library Authority

9 May 2013

Minutes of a meeting of the Board of the Authority held on Thursday 9 May 2013 at 11.00 am in Derry Central Library

PRESENT

Mr Nigel Macartney Chairperson
Councillor Mrs Anne Brolly
Mr Pat Carvill
Councillor Charlie Casey
Councillor Sam Cole
Mr Roger Dixon
Mr Alastair McDowell
Ms Angela Matthews
Councillor Jim Rodgers
Ms Helen Roulston
Ms Jane Williams

IN ATTENDANCE

Ms Irene Knox Chief Executive
Mr Terry Heron Director of Business Support
Ms Helen Osborn Director of Library Services
Ms Jane Moore Cultural Services Manager
Ms Maura Craig Area Manager
Mr Brian Doherty Head of Internal Audit
Ms Trisha Ward Assistant Director

1. APOLOGIES FOR NON ATTENDANCE

Councillor Hubert Nicholl Vice-Chairperson
Councillor John O’Kane
Councillor Mrs Evelyne Robinson
Councillor Mrs Marion Smith

2. DECLARATION OF INTERESTS

2.1 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.
3. **CHAIRPERSON'S BUSINESS**

3.1 The Chairperson welcomed Members to Derry Central Library and said that it was opportune to be holding a meeting in Derry/Londonderry during its year as the UK City of Culture. He added that he hoped as many Members as possible would be able to stay after the meeting to take part in the visits arranged to Waterside, Creggan, Shantallow and Strathfoyle libraries.

3.2 On behalf of Members the Chairperson welcomed Ms J Williams, Mr P Carvill and Mr A McDowell back to the Libraries NI Board, informing Members that correspondence had been received from DCAL indicating that their term of office had been extended until the appointment process for new Board Members was complete.

3.3 The Chairperson extended his sympathies on behalf of Members and Officers to Councillor Mrs E Robinson, Libraries NI Board Member, on the recent death of her husband, Desmond.

3.4 The Chairperson drew attention to the tabled letter which had been received from DCAL regarding the requirement for the Board to approve the Quarterly Assurance Statement (QAS). He reminded Members of the current process for approval of the QAS and referred to the background papers which had been provided.

3.5 Following lengthy and detailed discussion of the process for approving the QAS, the Board agreed, that in future, when it had assured itself that the QAS reflected all relevant matters, its approval would be recorded in the minutes of the meeting as follows:

‘Having exercised its challenge function and received the required assurances from the Accounting Officer, the Libraries NI Board was content to approve the Quarterly Assurance Statement for the period.’

3.6 Members noted the timetable for submission of the QAS to DCAL in 2013/14 as set out in the correspondence from Ms C Smith, Deputy Secretary, DCAL. Members noted that adherence to this timetable may mean changing dates that had already been agreed for the Audit and Risk Committee and Board meetings. The Chief Executive agreed to review the timetable and report at the next Board meeting.

3.7 The Chairperson indicated that he would make DCAL aware that it would not be possible to comply with the requirement for the QAS for the first quarter (i.e. 1 April - 30 June 2013) to be scrutinised by the Audit and Risk Committee prior to submission to the Board. He noted that the Audit and Risk Committee meeting had already been scheduled for Thursday 27 June 2013 to enable the Committee to review the draft Annual Report and Accounts prior to their submission to the Northern Ireland Audit Office on 30 June 2013. He noted that the Board was scheduled to meet on 4 July 2013 and that he would inform the Department that the QAS would be taken directly to the Board for their scrutiny.
3.8 The Chairperson drew attention to the Annual Assurance Statement for the period 1 April 2012 to 31 March 2013 which had been completed and forwarded to DCAL on 29 March 2013. On a proposal by Councillor S Cole, seconded by Mr A McDowell, Members approved the Annual Assurance Statement 2012/13.

3.9 The Chairperson stated that the annual appraisal process for Members would begin shortly. He reported that he intended to send the Appraisal Forms to Members for completion and return and he asked any Member who wished to meet and discuss the process to contact him. The Chairperson indicated his wish to complete this process by the end of July 2013, if possible.

4. CHIEF EXECUTIVE’S BUSINESS

Assembly Questions

4.1 The Chief Executive drew Members’ attention to the Assembly Questions received and the Minister’s response given during the period 8 March – 26 April 2013.

e2 Contract

4.2 The Chief Executive reported that the Full Business Case for the e2 Project had received Departmental approval. A Gateway 3 Review had been carried out which described the procurement process as “meticulous”. As would be expected at this stage, the Gateway Report had made a number of recommendations in relation to the implementation of the Project. An Action Plan was currently being prepared to address the Gateway recommendations. Members noted that the Information Systems Committee had met to consider the report of the Gateway Review and had agreed that the contract with Fujitsu should be signed. The contract was signed on 29 March 2013 and had come into operation on 1 May 2013.

Health in Mind One Book

4.3 Members noted that a local launch of the Health in Mind One Book had taken place in Newry City Library on 19 April 2013. The Chief Executive thanked Councillor C Casey for attending and participating in the event. Councillor Casey replied that he had found the event most enjoyable and stimulating. Members noted that three further local launches were planned, the next one being scheduled for Dungannon Library on 16 May 2013. Members were encouraged to attend.

Rathfriland and Draperstown Libraries

4.4 The Chief Executive informed Members that Rathfriland Library had reopened on 16 April 2013 following a refurbishment costing £110,000 and that the new Draperstown Library, developed in partnership with Workspace, a local social enterprise organisation, had opened in the former Plantation Centre on 26 April 2013.
Derry Central Library

4.5 The Chief Executive welcomed Members to Derry Central Library and informed them that the library had been awarded a Sensory Engagement Project Excellence Award by the Royal National Institute for the Blind at an award ceremony which had taken place in the library on 23 April 2013. She reported also that the library had been awarded the Louder than Words Charter by Action on Hearing Loss (formerly RNID), recognising its excellence in meeting the needs of people who are deaf or hard of hearing. Members congratulated the staff in Derry Central Library on these achievements.

Silver Surfers’ Day 2013

4.6 Members noted that Silver Surfers’ Day, organised in conjunction with Business in the Community and nidirect, had taken place on 26 April 2013. Fifty six libraries had participated in Silver Surfers’ Day with 140 volunteers delivering over 500 sessions for older people, helping them to get online. The launch had been held in Carrickfergus Library and was attended by Paul Wickens, Chief Executive, Enterprise Shared Services and nidirect.

Retirement of DCAL Permanent Secretary

4.7 The Chief Executive reported that Ms R Flanagan, Permanent Secretary in DCAL since 2010, had retired on 18 April 2013 following a long and varied career in the Civil Service. Mr Peter May would be transferred on a temporary promotion from his post of Director, Policing and Community Safety (Department of Justice) to the post of Permanent Secretary, DCAL at a date to be confirmed.

Insight

4.8 Members noted the April edition of the Staff Newsletter: Insight.

5. MINUTES OF THE BOARD MEETING HELD ON 14 MARCH 2013

LNI 01.05.13

5.1 On a proposal by Councillor J Rodgers, seconded by Mr R Dixon, Members approved the minutes of the Board Meeting held on 14 March 2013.

6. MATTERS ARISING FROM THE MINUTES OF THE BOARD MEETING HELD ON 14 MARCH 2013

LNI 02.05.13

6.1 Members noted the schedule which had been circulated, detailing actions taken as a result of discussions at, and decisions of the Board at the previous meeting. The Chief Executive drew attention, in particular, to the undernoted matters.

Item 3.3: Chairperson’s Business

6.2 Members noted that confirmation had been received from DCAL of an extension of the term of office of the three independent Members until the appointment process for new Board Members was completed.
6.3 Ms J Williams, Mr A McDowell and Mr P Carvill declared a conflict of interest in this matter.

6.4 Ms J Williams informed Members that she appreciated the hard work undertaken by the Chairperson to ensure that this matter was resolved, however she felt that the three independent Members, whose first term of office had ended on 31 March 2013, had been treated differently to the Councillor Members who had been returned to the Libraries NI Board to serve a second term, without having to undergo a further competition. Following discussion, the Chairperson agreed to speak to Ms C Smith, Deputy Secretary, DCAL regarding this matter.

**Item 3.14: Chairperson's Business**

6.5 Members noted that the Chairperson had attended the LAI/CILIP Conference held on Wednesday 10 and Thursday 11 April in the Croke Park Conference Centre, Dublin in his capacity as a member of CILIP. Ms H Osborn, Director of Library Services and Ms A Adair, Assistant Director gave presentations at the Conference and a full report would be taken to the Services Committee.

**Item 6.2: Matters Arising from the Minutes of the Board Meeting held on 14 March 2013: Kilkeel Library**

6.6 A Lessons Learned Report in respect of Kilkeel Library will be considered at the June meeting of the Business Support Committee.

**Item 6.6: Matters Arising from the Minutes of the Board Meeting held on 14 March 2013: Minutes of the Audit and Risk Committee meeting held on 12 December 2012: Internal Audit Activity Report**

6.7 In response to a question from Ms H Roulston regarding the Area Managers Meeting which had taken place on 30 April, the Chief Executive confirmed that the concerns of Members of the Audit and Risk Committee in relation to the number of similar issues arising in branch library audits had been raised and discussed.

7. **MINUTES OF THE SPECIAL MEETING OF THE BOARD HELD ON 16 APRIL 2013** LNI 03.05.13(S)

7.1 The Chairperson thanked Councillor Mrs E Robinson for chairing the special Board Meeting on 16 April 2013 in the absence of both himself and the Vice-Chairperson.

7.2 On a proposal by Ms H Roulston, seconded by Mr A McDowell, Members approved the minutes of the special Board Meeting held on 16 April 2013.
8. MATTERS ARISING FROM THE SPECIAL MEETING OF THE BOARD HELD ON 16 APRIL 2013

Item 4.2: Revised Draft Business Plan 2013/14

8.1 Members noted that the revised draft Business Plan 2013/14 had been amended and submitted to DCAL for approval on 17 April 2013 and a response was awaited.

9. DERRY/LONDONDERRY UK CITY OF CULTURE 2013: PRESENTATION BY MAURA CRAIG AND JANE MOORE

9.1 The Chairperson introduced Ms M Craig, Area Manager for libraries in the Derry City Council and Strabane District Council areas, and Ms J Moore, Cultural Services Manager.

9.2 Ms Moore gave background information to the yearlong programme of events for Derry/Londonderry UK City of Culture 2013. She outlined the objectives and development of the programme along with the associated Public Relations Plan. This was followed by a brief review of events that had taken place already and highlights of forthcoming events during the rest of 2013.

9.3 Ms Craig spoke about the legacy of the UK City of Culture and the partnerships which would be retained and developed after 2013. She highlighted in particular Libraries NI’s partnership with a new innovative media company, “Dog Ears”, which had resulted in the very successful launch of the book, Baby’s Day Out, which is being given to all children born in the Western Health and Social Care area in 2013 as a memento of the City of Culture. The launch took place in Derry Central Library and was attended by over 150 parents and children. There are now plans in place for further high profile events in the city’s libraries. Ms Craig also reported on Libraries NI’s partnership with the Verbal Arts Centre, which had secured funding to set up 14 Reading Rooms in the city, and which has agreed to provide training for library staff on the Read to Lead programme enabling staff to set up Read Aloud groups in the libraries and target particular groups.

9.4 Members congratulated those involved in the planning and delivery of the Libraries NI programme to celebrate the UK City of Culture. The Chairperson expressed thanks to Ms Craig and Ms Moore for their interesting and informative presentation.

10. BOARD EFFECTIVENESS REVIEW: ACTION PLAN

10.1 The Chairperson reminded Members that effectiveness reviews had been carried out by the Board and the Services and Business Support Committees which highlighted a number of issues for consideration. It had been agreed that the Chairperson and Chief Executive would develop an
action plan to address these issues and present it to Members for consideration.

10.2 Members discussed the proposed Action Plan and on a proposal by Mr P Carvill, seconded by Councillor Mrs A Brolly agreed to adopt the Action Plan.

11. MINUTES OF THE INFORMATION SYSTEMS COMMITTEE HELD ON 29 MARCH 2013 LNI 06.05.13

11.1 The Chairperson of the Information Systems Committee, Mr R Dixon presented the minutes of the Information Systems Committee meeting held on 29 March 2013 and drew attention, in particular, to the undernoted items.

Item 6.1: Any other Business

11.2 Members noted that a draft revised version of the Scheme of Delegation for the Information Systems Committee had been approved at the Committee to take into consideration the change to delegated authority now that the commercial-in-confidence element of the work had finished.

11.3 It was also noted that the Information Systems Committee had been established originally to deal only with the procurement phase of the e2 Project. Having discussed this matter, the Committee was recommending to the Board that it should continue to operate during the implementation phase, given the mission critical nature of the e2 project.

11.4 On a proposal by the Chairperson of the Board, Mr N Macartney, seconded by Ms A Matthews, the Board approved and adopted the minutes of the Information Systems Committee held on 29 March 2013, and in doing so approved and adopted the revised Scheme of Delegation for the Committee.

12. MINUTES OF THE AUDIT AND RISK COMMITTEE HELD ON 11 APRIL 2013 LNI 07.05.13

12.1 The Chairperson of the Audit and Risk Committee, Councillor J Rodgers presented the minutes of the meeting of the Audit and Risk Committee held on 11 April 2013, and drew attention to the undernoted items.

Item 4.3: Chief Executive’s Business

12.2 Members noted that a Fraud Risk Analysis had been undertaken which had identified a "red" risk relating to stock losses.

Item 4.5: Chief Executive’s Business

12.3 Members noted that with the implementation of the e2 Project and the introduction of Radio Frequency Identification (RFID), tagging of stock would simplify the process of counting stock and enable a more accurate and efficient audit process to be implemented.
Item 6.5: Matters Arising from the Minutes of the Meeting of the Audit and Risk Committee held on 12 December 2012: Proposed Timetable and Agendas for Audit and Risk Committee Meetings 2013

12.4 Members were informed that Mr P O’Sullivan, Northern Ireland Audit Office had hoped to raise the issue of Arms’ Length Bodies Quarterly Assurance Statements at the DCAL Audit Committee meeting scheduled for March 2013, but as this meeting had been cancelled he had indicated that he would raise the issue at the next scheduled meeting which was due to take place in May 2013.

Item 7.1: Internal Audit Activity Report

12.5 Members noted that ten audits had been completed since the last Audit and Risk Committee meeting held in December 2012. Councillor Rodgers congratulated staff in Internal Audit on the tremendous work they carried out.

Item 8: Outstanding Audit Recommendations

12.6 Members noted that three of the outstanding audit recommendations, highlighted in red, were outstanding more than four months from the originally agreed implementation date, but that none of these was a Priority One recommendation. Members also noted that it was likely that the three red recommendations would be cleared by the next meeting of the Audit and Risk Committee.

Item 10: Quarterly Assurance Statement (Period ended 31 March 2013)

12.7 The Chief Executive reported on the Quarterly Assurance Statement for the period ended 31 March 2013 and explained that it had been discussed in detail at the Audit and Risk Committee Meeting and had been submitted to DCAL. Members questioned the Chief Executive on matters identified in the Quarterly Assurance Statement.

12.8 On a proposal by Ms A Matthews, seconded by Mr R Dixon, and having exercised its challenge function and received the required assurances from the Accounting Officer, the Board was content to approve the Quarterly Assurance Statement for the period ended 31 March 2013.

Item 18.4: Draft Governance Statement 2012/13

12.9 Members noted that Mr P O’Sullivan from the Northern Ireland Audit Office had confirmed that the NIAO would be reviewing the Governance Statement for its consistency with the financial statements using the guidance contained within Managing Public Money Northern Ireland but that it would not provide an opinion on the Statement.

Item 21: Audit and Risk Committee – Scheme of Delegation (Revised)

12.10 It was noted that the Revised Scheme of Delegation for the Audit and Risk Committee had been approved at the Committee and was being recommended to the Board.

Item 24.2: NIAO Issues

12.11 Members noted that the Director of Business Support had stated that completion of the Annual Accounts was planned for the end of May and it
was not anticipated that there would be any subsequent changes made to the draft once issued to Members in advance of the next meeting of the Audit and Risk Committee.

**Item 26: NAO - The Audit Committee Self-Assessment Checklist**

12.12 It was noted that the Members of the Audit and Risk Committee had met and completed the NAO self-assessment questionnaire.

12.13 On a proposal by Councillor J Rodgers, seconded by Ms H Roulston, the Board approved and adopted the minutes of the Audit and Risk Committee held on 11 April 2013 including the recommendations contained therein.

13. **MINUTES OF THE SERVICES COMMITTEE HELD ON 16 APRIL 2013**

13.1 The Chairperson of the Services Committee, Ms J Williams presented the minutes of the Services Committee meeting held on 16 April 2013 and drew attention, in particular, to the underlined items.

**Item 7: Service Plans and Risk Registers 2013/14**

13.2 Members noted that the Service Plans and associated Risk Registers for 2013/14 for the business areas, key themes, stock and marketing had been approved, subject to the amendments to the Business Plan that had been agreed by the Board at its special meeting, being reflected in them.

**Item 8: Mobile Strategy Action Plan**

13.3 Members noted that the Mobile Strategy Action Plan had been presented at this meeting and that work had already started on planning new schedules with a view to finalising them in the summer and implementing them by October 2013.

13.4 On a proposal by Ms J Williams, seconded by Mr P Carvill, the Board approved and adopted the minutes of the Services Committee held on 16 April 2013 including any recommendations contained therein.

14. **MINUTES OF THE BUSINESS SUPPORT COMMITTEE HELD ON 24 APRIL 2013**

14.1 The Vice-Chairperson of the Business Support Committee, Mr R Dixon presented the minutes of the meeting of the Business Support Committee held on 24 April 2013, and drew attention to the underlined items.

**Item 6: Procurement Report – Tenders over £1,000: Recurrent**

14.2 Members noted the report.

**Item 7.2: Finance Reports: Recurrent Report to March 2013**

14.3 Members noted the Committee's concern that on 22 March 2013 Libraries NI had received correspondence from DCAL stating that the budget for 2013/14
was being reduced by £111,000. No prior consultation had taken place in relation to this reduction. Mr Dixon added that the Chief Executive had noted her concerns in relation to this matter on her Quarterly Assurance Statement and had highlighted that the communication process for such matters needed to be clarified by DCAL.

14.4 **Item 13: Revised Single Tender Action Limits**
Members noted the limits being recommended by the Committee at which the Accounting Officer would approve STAs.

14.5 **Item 14: Proposed Maintenance Programme 2013/14**
Members noted the proposed planned maintenance programme for 2013/14 which had been approved by the Committee.

14.6 On a proposal by Mr R Dixon, seconded by Mr N Macartney, the Board approved and adopted the minutes of the Business Support Committee held on 24 April 2013 including any recommendations contained therein.

15. **ANY OTHER NOTIFIED BUSINESS**

15.1 There was no other notified business.

15.2 On behalf of Members and Officers the Chairperson thanked the staff of Derry Central Library for their hospitality and also the staff in Waterside, Creggan, Shantallow and Strathfoyle Libraries for their participation in the day’s visits.

16. **DATE OF NEXT MEETING**

16.1 The next meeting of the Board will be held at 10.30 am in Antrim Library on Thursday 4 July 2013.

17. **MEMBERS ARRIVAL AND DEPARTURE TIMES**

17.1 The meeting ended at 12.55 pm.

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

Councillor S Cole arrived at 11.10 am.

*Prior to the Board meeting Members had visited Waterside Library. After the Board meeting Members visited Creggan, Shantallow and Strathfoyle libraries.*

Signed: [Signature]

Date: 4/7/13