LIBRARIES NI

The Northern Ireland Library Authority

30 January 2014

Minutes of a meeting of the Board of the Authority held on Thursday 30 January 2014 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
Councillor Sam Cole
Alderman 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

IN ATTENDANCE

Ms Irene Knox  Chief Executive
Mr Terry Heron  Director of Business Support
Ms Helen Osborn  Director of Library Services

1. APOLOGIES FOR NON ATTENDANCE

Mr Roger Dixon
Ms Helen Roulston

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 Members noted that the minutes of the meeting of the Business Support Committee held on 29 January 2014 would be tabled together with two items of correspondence from DCAL.

3.2 The Chairperson reported on a meeting arranged for 7 January 2014 with the DCAL Minister. Unfortunately, the Minister was unable to attend and Mr P May, Interim Permanent Secretary, and Ms D Brown, Finance Director DCAL attended in her place. The main purpose of the meeting was to discuss the Zero Based Budget exercise and the Business Plan 2014/15. Mr May reported that the Minister was of the view that the Zero Based Budgeting exercise had provided greater clarity regarding the work being undertaken by Arms' Length Bodies (ALBs) in respect of DCAL priorities and had expressed her thanks to Libraries NI for its work on this exercise. Mr May emphasised that the Minister wanted to see work on addressing poverty and social exclusion and promoting equality extended and mainstreamed within all ALBs. Members noted that the Interim Permanent Secretary had indicated that the 2014/15 indicative budget figures should be used for planning purposes at this stage.

3.3 The Chairperson reported that, at the meeting, he had raised the issue of the delay in the appointment of Board Members. The Interim Permanent Secretary had agreed to raise this matter with the Minister.

3.4 The Chairperson reminded Members of the DCAL letter, dated 3 December 2013, setting out the Department’s proposals regarding the appointment process, training and appraisal of Board Members of ALBs. He reported that he had responded to the letter welcoming the opportunity for additional training for Board Members and the simplification of the appraisal process. He had also expressed strong reservations about the Department’s proposals in relation to the performance review cycle, timescale and process for the Chief Executive, which he felt were unrealistic, added to the bureaucracy and had contractual implications. He reported that he would be meeting with the Interim Permanent Secretary in the near future and would be discussing the proposals further with him. Any Board Member who wished to have a copy of his response should contact the Chief Executive’s office.
4. CHIEF EXECUTIVE'S BUSINESS

Assembly Questions

4.1 The Chief Executive drew attention to the Minister's response to Written Assembly Questions during the period 6 December 2013 to 17 January 2014.

Official Statistics

4.2 Members noted that Libraries NI is listed as a producer of official statistics in the Official Statistics Order (Northern Ireland) 2012 which came into operation on 1 April 2012. Moira McKee, a statistician employed by the Northern Ireland Statistics and Research Agency (NISRA), is on secondment to Libraries NI and is responsible for ensuring that Libraries NI's official statistics comply with the Code of Practice for Official Statistics. The first set of official statistics produced by Libraries NI was published on 23 January 2014 and relates to Participation in Core Library Activities in 2012/13.

4.3 In response to questions from Members, officers confirmed that:
- the official statistics bulletin would be published on the Libraries NI website
- they would clarify with the statistician as to whether, in future years, the official bulletin would contain trend information which might be represented graphically
- staff encourage people attending events to become members of the library, but there is no requirement to be a member to attend events in the library
- consideration would be given to the development of a best practice guide for staff on encouraging participants in events to become members of the library.

4.4 Members expressed their thanks to Moira McKee for her work in preparing the first set of official statistics for Libraries NI.

Replacement Borrower Cards

4.5 The Chief Executive drew attention to the tabled letter from DCAL, dated 28 January 2014, confirming approval to waive temporarily the charges associated with replacing lost membership cards for a period of six months in order to encourage greater participation in the RFID self-service system which is due to be implemented from the end of January 2014. It was noted that currently a replacement charge of 50p applies for lost membership cards.

4.6 On a proposal by Mr P Carvill, seconded by Ms A Matthews, Members approved the proposal, noting that a 'Lessons Learned' report should be prepared at the end of the six month period to inform decision-making as to the long-term approach to charging for replacement borrower cards.
Creativity Month

4.7 Members noted that this was the fourth successive year that Libraries NI would be participating in Creativity Month, an initiative of the Department of Culture, Arts and Leisure to stimulate new thinking and new collaborations and to help creative people, creative ideas and creative businesses emerge and flourish. A full programme of events had been organised in libraries during March 2014. A copy of the brochure would be forwarded to Board Members, when available.

National Libraries Day

4.8 Members noted that National Libraries Day, a UK wide initiative aimed at increasing the profile of libraries, would be held on 8 February 2014. To mark the day, Libraries NI would be launching a competition asking people to name their favourite novel for inclusion in the “Perfect Library”. Copies of the novels chosen would be formed into collections and would be promoted across the service. The Chief Executive encouraged Members to take part in the competition.

University of Ulster Library and Information Management Course

4.9 The Chief Executive reported that:
- four members of staff had obtained a Post Graduate Certificate in Library and Information Studies and would now progress to the Post Graduate Diploma
- six members of staff had obtained the Post Graduate Diploma
- one member of staff had obtained an MSc in Library and Information Studies.

The Chairperson of the Board agreed to write, on behalf of the Board, to congratulate the members of staff concerned.

5. MINUTES OF THE MEETING OF THE BOARD HELD ON 12 DECEMBER 2013

5.1 On a proposal by Councillor S Cole, seconded by Councillor J O’Kane, Members approved the minutes of the Board Meeting held on 12 December 2013.

6. MATTERS ARISING FROM THE MINUTES OF THE BOARD MEETING HELD ON 12 DECEMBER 2013

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 6.1: Minutes of the Services Committee held on 19 November 2013: Delivering Tomorrow’s Libraries: Draft Public Library Standards – DCAL

6.2 The Chief Executive reminded Members that the Board’s response to the draft Public Library Standards had been submitted to DCAL as agreed at the Services Committee Meeting on 19 November 2013. She drew attention to correspondence from DCAL, dated 8 January 2014, which indicated broad acceptance of the majority of the Board’s comments and asked for further information in respect of three of the draft Standards.

6.3 Ms H Osborn, Director of Library Services, spoke to the circulated paper setting out the proposed response to DCAL in relation to these three draft Standards.

6.4 Following discussion, on a proposal by Councillor S Cole, seconded by Ms J Williams, Members approved the response. Members expressed their thanks to Ms Osborn for her work on this matter.

Item 6.3: Minutes of the Services Committee held on 19 November 2013, Removal of Charges for Lost/Damaged Books for Under Fives

6.5 Members noted the correspondence from DCAL, dated 9 January 2014, approving the proposal to remove charges for lost/damaged books for children under five years of age.

Item 8.6: Matters arising from the minutes of the Board Meeting held on 17 October 2013, Approval of Annual Report and Accounts 2012/13

6.6 Members noted that the Chief Executive, the Director of Business Support and the Finance Manager had met with representatives from the Northern Ireland Audit Office on two occasions to discuss a way forward in relation to the valuation of Stock Assets. The Director of Business Support indicated that the meetings had been useful in ensuring a shared understanding of the issues. It had been agreed at the last meeting that a draft action plan would be prepared to take forward work on the different elements which make up the £8.6m stock assets qualification, recognising that it could take several years to resolve this matter. The draft action plan would be considered by the Audit and Risk Assurance Committee.

Item 12.2: Matters Arising from previous minutes, OGC Gateway 4 – Risk Potential Assessment (RPA)

6.7 The Chief Executive reported that the Gateway 4 Review of the e2 Project had taken place on 27-29 January 2014. The draft report, which had been received that morning, was positive and commended the work undertaken by the project team. Overall a delivery confidence rating of Amber/Green, the second highest possible, had been given to the e2 project. The final report would be considered at the next meeting of the Information Systems Committee together with an action plan to address the recommendations contained in the report.
7. MANAGEMENT REPORT

7.1 Key Performance Indicators (KPIs) 2013/14: Quarter 3

The Chief Executive presented the Key Performance Indicators (KPIs) for Quarter 3 of the 2013/14 financial year and drew attention, in particular to the following matters:

- the progress made, since the end of Quarter 3, in relation to the implementation of the e2 project
- the work that has been undertaken in relation to sickness absence and the progress made in reducing long term and short term certified sickness absence which meant that the target on the number of FTE days lost should be achieved. Work is progressing to reduce the number of uncertified short-term sickness absence and would continue into next year. Overall an improvement of 7% has been made in the sickness absence targets during the 2013/14 year, but it was recognised that work still needs to be done to bring about further improvements in sickness absence levels
- the substantial amount of work being undertaken in Tier 1, 2 and 3 libraries, which serve the 10% most deprived Super Output Areas, and through outreach programmes and community engagement which was contributing to the increase in participation in core programmes
- traditional measures of library use continued to show a decline, but there had been a substantial increase in the use of eBooks
- it is unlikely that the target for requests would be met, due to downtime while the new Library Management System was being implemented
- while the targets for the prompt payment of invoices were unlikely to be met, the percentage of invoices being paid within 30 days (99% paid; target = 100%) and within 10 days (89% paid; target = 90%) was high, given the 100+ locations and the number of invoices involved.

Finance Report 2013/14 (at December 2013)

7.2 Capital

The Director of Business Support reported that the new Kilkeel Library was nearing completion and the library would open in late February. Efficiencies achieved during the construction phase meant that the project was likely to deliver savings of £25,000. He reported that work on the new Lisnaskea Library had commenced in late November 2013 with completion scheduled for December 2014. Spend for the current year had been revised down to £381,000.

7.3 Members were informed that delays in the statutory planning approval process meant that the replacement library for Moira would not happen within the 2013/14 financial year. It was noted that the project would remain a priority for Libraries NI, but progress depended on funding availability in 2014/15.
7.4 Councillor J Rogers sought clarification as to the reason for the delay in the planning process for the replacement Moira Library. The Director of Business Support indicated that Moira Library was currently housed in a former mobile classroom and that the planning application was for a new and more efficient prefabricated timber frame building, of a similar size on the same site. The funding for the project had been identified in the June 2013 monitoring round and the planning application had been submitted in early August 2013 with the expectation that as a replacement building with no change of use, it would be fast-tracked. Neighbour consultations closed on 6 November 2013 with no objections, but the Planning Service had extended the consultation period for statutory bodies and, although there were no objections, it now appeared that it would be the end of January / early February before planning permission was granted. Given this delay, the project could not be implemented before the end of the financial year.

7.5 In response to a question from Mr A McDowell, the Director of Business Support agreed to check that the exterior design of the proposed replacement Moira Library complied with relevant government standards.

7.6 The Director of Business Support reported that all relevant milestone payments in relation to e2 would be met in 2014/15. He also referred to capital spend on four new Homecall vans, four new delivery vans, the chassis for four new mobile libraries and part completion of the associated bodywork.

Recurrent

7.7 The Director of Business Support reported that, at this stage, there was a projected year end underspend in the recurrent budget of £212,000 (equivalent to 0.66%) and that plans were in place to seek to reduce the underspend further. The year to date (YTD) underspend was due to a suspension in stock functions as a result of migration of the new library management system in line with e2. In response to a question from Mr P Carvill, the Director of Business Support indicated that, with the employment of temporary agency staff to assist with any manual processes required, it was anticipated that the full stock budget would be spent by 31 March 2014.

Business Plan 2013/14: Progress Report

7.8 The Chief Executive introduced the progress report on the Business Plan 2013/14, noting that the Plan contained 167 targets of which it was anticipated that 136 (81.5%) would be fully achieved by year end; 22 (13.2%) would be partially achieved; and 9 (5.3%) were unlikely to be achieved.

Corporate Risk Register

7.9 The Chief Executive presented the Corporate Risk Register as at December 2013 and reported that two additional risks had been added as follows:
Under Corporate Objective 1: Promote and enhance understanding of the role and value of the public library service, an additional risk had been added in relation to the lack of mainstream funding for Health in Mind which would impact on the ability to deliver on a key government priority. Members noted that work was being done to seek to avail of another year of Big Lottery Funding, which would mitigate this risk.

Under Corporate Objective 4: Ensure Effective Corporate Governance and Adherence to Statutory Requirements, an additional risk had been added in relation to the proposed implementation of the new Local Government Pension Scheme (LGPS) arrangements with effect from April 2014, without adequate notice and preparation. Members noted, however, that an e-mail had been received that morning stating that the Northern Ireland Assembly had agreed to defer implementation of the new LGPS until 2015.

7.10 It was noted that the Corporate Risk Register contained two red treated risks in relation to the two additional risks as shown above. It was hoped that when the risk register was next reviewed these risks would become amber or green. Members noted that the Corporate Risk Register was a live document and would be amended to take account of any other risks identified.

Quarterly Assurance Statement, Quarter 3, September – December 2013

7.11 The Chief Executive introduced the Quarterly Assurance Statement for Quarter 3 (October – December 2013), drawing attention to the key issues and risks identified and the actions being taken. The Chairperson of the Audit and Risk Assurance Committee confirmed that the Quarterly Assurance Statement had been scrutinised by the Audit and Risk Assurance Committee at its meeting held on 15 January 2014 and as a result some amendments had been made. He stated that the Committee was content to recommend the Statement to the Board for approval.

7.12 On a proposal by Ms A Matthews, seconded by Mr A McDowell, 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 30 December 2013.

8. DRAFT BUSINESS PLAN 2014/15

8.1 The Chief Executive reminded Members of the documentation from DCAL commissioning the 2014/15 draft Business Plan, which had been considered at the last Board meeting. She indicated that, in the interim, officers had met with DCAL officials to review the guidance and seek to ensure that the work being done on the draft Business Plan 2014/15 was in line with Departmental expectations. The Chairperson and Chief Executive had also met with the
Interim Permanent Secretary and the DCAL Finance Director. Members noted that the draft Business Plan had to be submitted to the Department for review by 31 January 2014 and that, following review by officials, it required Ministerial approval.

8.2 The Chief Executive spoke to the draft Business Plan highlighting key areas of the narrative and the proposed targets. Members discussed the draft Plan and in particular the wording in paragraph 2.17. On a proposal by Councillor Mrs M Smith, seconded by Councillor J O’Kane, it was agreed that the wording of the relevant section should be amended as follows:

In an increasingly diverse and multi-cultural society the promotion of social inclusion towards a shared and better future for all citizens remains a high priority.

8.3 On a proposal by Councillor Mrs A Brolly, seconded by Councillor A Ewart, Members agreed:
- to approve the draft Business Plan 2014/15, as amended, for submission to DCAL
- in light of DCAL’s timetable for approval of the draft Business Plan 2014/15, to delegate authority to the Chairperson and Chief Executive to agree minor amendments to it, if required by DCAL
- that if substantive changes were required, a special meeting of the Board would be held.

9. BOARD EFFECTIVENESS REVIEW 2013/14 LNI 05.01.14

9.1 The Chairperson reminded Members that the Board was required to carry out a regular review of its effectiveness, a process that had begun in November 2012 at both Board and Committee level. He drew attention to the papers which had been circulated and in particular the updated Action Plan. He invited Members to comment on the updated Action Plan, which showed the work that had been undertaken since November 2012 and to consider further proposals aimed at maintaining and improving effectiveness.

9.2 During the ensuing discussion the following matters were noted:
- there was general consensus that Board Members are provided with comprehensive information to help inform the decision-making process
- relationships within the Board and with stakeholders are good
- the support provided by officers is effective
- while achieving consensus is important, it is also important to ensure that adequate provision is made to enable dissent or abstention to be recorded, if necessary by means of the voting process
• the Chairperson asked Board Members to notify apologies for meeting to officers at the earliest opportunity, in order to try to prevent meetings being held which were inquorate
• the Chairperson also asked Board Members to consider whether they would be prepared to serve on more than one Committee
• it was agreed to set aside a day in early autumn for a workshop/seminar to allow Members to consider longer term issues for the public library service
• Members would be kept informed of relevant courses and conferences relating to the public library service and/or corporate governance
• the Chairperson asked Members to consider how, as a Board, they might engage more widely with the public and other stakeholders

9.3 It was agreed that the Chairperson and Chief Executive would arrange to meet and complete Appendix 2: Good Corporate Governance: A CIPFA Checklist in order to determine if the Libraries NI Board was complying with the guidance. The Chairperson reminded Members that the Libraries NI Internal Audit Service would contribute to the effectiveness review next year and it was hoped that DCAL would also contribute.

10. LIBRARIES NI REVISED BYELAWS

10.1 The Chief Executive reminded Members of the process that had been undertaken to revise the byelaws. She noted that, in accordance with the legislation, the relevant consultation had taken place. No comments had been received.

10.2 On a proposal by Councillor J Rodgers, seconded by Ms J Williams, Members agreed to approve the Libraries NI Byelaws, noting that they would now be submitted to DCAL for signature.

11. REPORT OF A MEETING OF THE AUDIT AND RISK ASSURANCE COMMITTEE HELD ON 15 JANUARY 2014

11.1 The Chairperson of the Audit and Risk Assurance Committee (ARAC), Councillor J Rodgers presented the report of the meeting of the Audit and Risk Assurance Committee held on 15 January 2014 noting that, as the meeting was inquorate, formal minutes could not be submitted to the Board for approval.

11.2 Councillor J Rodgers informed Members that representatives from the Northern Ireland Audit Office (NIAO) and DCAL had attended the meeting and although inquorate it was felt that the meeting should continue. He drew attention, in particular to the undernoted items.
Item 4.5: Chief Executive’s Business

11.3 Libraries NI’s risk rating had been reduced from Medium-Low to Low since the previous sponsorship risk assessment had been undertaken by DCAL in 2010. As a result of the new risk rating DCAL had informed the Chief Executive that Libraries NI’s capital delegation limit would increase to £300,000 and the Permanent Secretary would no longer attend accountability meetings.

Item 6.2 – 6.5: Matters arising from the minutes of the meeting of the Audit and Risk Assurance Committee held on 16 October 2013: Provisional Report to Those Charged with Governance

11.4 The Director of Business Support had provided an update regarding progress in relation to Heritage Assets.

Item 7.5: Internal Audit Activity Report (October – December 2013)

11.5 An exercise was underway to identify possible causes of stock losses and to develop an action plan to reduce them. Internal Audit was presently providing consultancy support to the Stock Team and ICU in developing Inventory Procedures. A report would be taken to the next meeting of the Audit and Risk Assurance Committee in April 2014.

Item 8.1: Outstanding Recommendations

11.6 Members noted that 11 recommendations were outstanding since the last meeting of the Audit and Risk Assurance Committee in October 2013 of which five have been outstanding more than four months from the originally agreed implementation date, but that none of these was a Priority One recommendation.

Item 11.2: Quarterly Assurance Statement (Period Ended 31 December 2013)

11.7 Committee Members had reviewed the Chief Executive’s Quarterly Assurance Statement and were recommending it to the Board for approval.

11.8 The Board noted the report of the Audit and Risk Assurance Committee meeting.

12. MINUTES OF THE SERVICES COMMITTEE HELD ON 21 JANUARY 2014

LNI 08.01.14

12.1 The Chairperson of the Services Committee, Councillor Mrs A Brolly, presented the minutes of the meeting held on 21 January 2014 and drew attention, in particular, to the undernoted items.

Item 4.1: Director’s Business

12.2 Members of the Services Committee had granted power of approval to the Chairperson and Vice-Chairperson of the Board in order that a bid to the Big
Lottery Fund for funding to extend the Health in Mind project for a further year might be submitted in a timely manner.

**Item 8.1: Policies and Strategies for the Key Service Priorities**

12.3 Members noted that updated policies and strategies relating to Libraries NI’s five key service priorities i.e. children and young people’s services, culture and creative development, information and learning services, heritage and reading and reader development had been brought to the Committee for approval. Two further strategies i.e. the digital strategy and the marketing strategy would be presented to the Committee in March 2014.

12.4 On a proposal by Ms J Williams, seconded by Councillor S Cole, the Board approved and adopted the minutes of the Services Committee held on 21 January 2014 including any recommendations contained therein.

**13. MINUTES OF THE BUSINESS SUPPORT COMMITTEE HELD ON 29 JANUARY 2014**

13.1 In the absence of the Chairperson at the Committee meeting and given the vacancy for the position of Vice Chairperson of the Committee, Councillor H Nicholl had been elected to take the chair for that meeting. He presented the minutes of the meeting of the Business Support Committee held on 29 January 2014 and drew attention, in particular, to the undernoted items.

**Item 3: Election of Vice-Chairperson**

13.2 Congratulations were extended to Councillor Mrs M Smith on being elected Vice-Chairperson of the Business Support Committee.

**Item 9: Sickness Absence Report**

13.3 Members noted the update on the Sickness Absence Report to 31 December 2013 and that the report showed good progress in both long term and medium term sickness absence but that greater improvement was required for short term absence. The Acting Chairperson reported that the proposed overall target for improvement in sickness absence over the next twelve months was 8%.

**Item 10: Disposal of Surplus Properties**

13.4 The Chief Executive drew Members’ attention to this item. She explained the sequence of events that had led to this matter being taken to the Committee. Members noted:

- the correspondence from the Minister for Social Development (DSD), asking that the disposal of the former Oldpark and Ligoniel libraries be delayed until various DSD planning processes had been completed
- the Chief Executive’s subsequent letter to DCAL seeking Departmental direction on the way forward
• the DCAL response advising Libraries NI to await the outcome of the various DSD processes
• the email from the DCAL Interim Permanent Secretary providing an indication of the timescales involved with the DSD processes.

13.5 The Chief Executive highlighted her responsibilities as Accounting Officer of Libraries NI and the requirements of the Financial Memorandum and Managing Public Money (NI). She explained that while interest from DSD in possibly acquiring the properties was welcome, responsibility for disposal of the properties lay with DCAL, as Libraries NI's sponsor department.

13.6 Following discussion on this matter and taking account of the recommendations of the Business Support Committee, the Board requested the Chief Executive to write to the Department to seek:
• written confirmation that, in complying with the DSD Minister's request in relation to not disposing of these properties until its work is complete, DCAL is content that Libraries NI is complying with the requirements of Managing Public Money Northern Ireland and the Libraries NI Financial Memorandum
• clarification as to whether DCAL would be prepared to use the facility set out in the Central Advisory Unit guidelines on the disposal of public sector property, with the agreement of both Ministers, to transfer the property to DSD
• clarification as to whether DCAL would be prepared to approach DSD to meet the ongoing costs of these properties pending the outcome of its work, given the budget pressures which exist in Libraries NI
• clarification as to the normal protocol that applies when the Minister from one Department issues correspondence to an ALB for which he/she has no responsibility, with a request for a certain course of action to be taken.

Item 11: Records Management Policy

13.7 Members noted the draft Records Management Policy which was an update to the policy that had been in place since October 2010. It was noted that the policy had been updated to take into account e2, and good practice as contained in the Lord Chancellor's Code on the Management of Records and the Protection of Freedoms Act 2012.

13.8 Members asked that the policy be amended to incorporate Libraries NI's commitment to managing records properly and to explain that the framework for the management of records was established by both the policy and associated procedures. It was agreed that the Disposal and Retention Record Schedule should be made available on the Libraries NI website.

13.9 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 29 January 2014, including any recommendations contained therein.

14. ANY OTHER NOTIFIED BUSINESS

14.1 There was no other notified business.

15. DATE OF NEXT MEETING

15.1 The next scheduled Board Meeting would take place on Thursday 10 April 2014 at 10.30 am in Antrim Library.

16. MEMBERS ARRIVAL AND DEPARTURE TIMES

16.1 The meeting ended at 1.10 pm.

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

Councillor S Cole arrived at 10.35am
Alderman A Ewart arrived at 10.38am
Councillor Ms C Lockhart arrived at 11.02am
Councillor Mrs E Robinson arrived at 11.03am
Councillor H Nicholl arrived at 11.21am

Councillor J Rodgers left at 12.50pm
Councillor Mrs M Smith left at 12.51pm
Councillor C Casey left at 13.01pm

Signed: 

Date: 10th April 2014