LIBRARIES NI

The Northern Ireland Library Authority

10 April 2014

Minutes of a meeting of the Board of the Authority held on Thursday 10 April 2014 at 10.40 am in Antrim Library

PRESENT

Mr Nigel Macartney Chairperson
Councillor Mrs Anne Brolly
Councillor Charlie Casey
Councillor Sam Cole
Mrs Deirdre Kenny
Mr Alastair McDowell
Councillor Séan McGuigan
Ms Angela Matthews
Mr Harry Reid
Councillor Mrs Evelyne Robinson
Councillor Jim Rodgers
Councillor Mrs Marion Smith
Dr Margaret Ward
Ms Jane Williams

IN ATTENDANCE

Ms Irene Knox Chief Executive
Mr Terry Heron Director of Business Support
Ms Helen Osborn Director of Library Services
Mrs Mary Walker Human Resources Manager (for item 18 only)

1. APOLOGIES FOR NON ATTENDANCE

Councillor Hubert Nicholl Vice-Chairperson
Councillor Tom Campbell
Councillor John O’Kane

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 Mrs D Kenny, Councillor S McGuigan, Mr H Reid and Dr M Ward to their first meeting of the Libraries NI Board, noting that an apology had been received from Councillor T Campbell. He also congratulated Ms A Matthews, Mr A McDowell, and Ms J Williams on their reappointment to the Libraries NI Board.

3.2 The Chairperson informed Members that the term of office for Mr P Carvill, Mr R Dixon and Ms H Roulston as a Libraries NI Board Member had come to an end. On behalf of Members he recorded thanks to them for their contribution to the Board and wished them well for the future.

3.3 The Chairperson suggested that a social event be held to mark the achievement of the Libraries NI Board over the past five years, and that Board Members past and present should be invited.

3.4 Members noted that the paper for Agenda Item 8: Budget Planning 2015/16 (LNI 04.04.14), previously emailed to Members had been tabled.

3.5 It was agreed that Agenda Item 12: Remuneration Committee would be moved to the end of the meeting and that Officers would withdraw for this item.

3.6 On a proposal by Ms A Matthews, seconded by Councillor Mrs E Robinson, Members agreed that Agenda Item 14, Minutes of the Audit and Risk Assurance Committee held on 15 January 2014 should be taken immediately after the Management Report.

3.7 The Chairperson reminded Members that he would be carrying out their appraisals and that the format would be the same as last year adding that if any Member wished to meet with him to discuss the appraisal process, they should contact him directly.

3.8 Members noted the additional guidance regarding the new Extranet which was now available and that Mr M Waterworth, Project and Service Manager was available to offer assistance to any Member experiencing difficulties.

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 24 January 2014 – 28 March 2014.

**Shankill Road Library**

4.2 Members noted that on 1 February 2014 an event had been held in Shankill Road Library, hosted by the International Brigades Commemoration Committee and a plaque had been unveiled to commemorate seven volunteers from the area who had fought in the Spanish Civil War. The event
had been well attended and was the culmination of a series of talks on the Spanish Civil War held in the Library.

Continuous Improvement Week

4.3 Members noted that on 6 February 2014 the Finance Minister, Simon Hamilton MLA, the Employment and Learning Minister, Stephen Farry MLA and the Culture Minister Carál Ní Chuilín MLA had visited the Job Club at Belfast Central Library to celebrate Continuous Improvement Week by highlighting the benefits of collaborative working in support of people who are unemployed.

Kilkeel Library

4.4 Members were reminded that the new library in Kilkeel had opened to the public on 27 February 2014. The previous evening a preview of the library had taken place and had been well attended by local people and politicians. The new library has been very well received and a programme of events is running throughout March to celebrate its opening with further events on a monthly basis planned for the rest of the year.

4.5 Members recorded their congratulations to all involved in the new building and in particular Ms N Millar, Operations Manager for Business Area C, who led on the project.

Falls Road Library

4.6 The Chief Executive informed Members that Falls Road Library had been the venue during March 2014 for ‘Belonging’ a multimedia project that showcases the individual stories of migrants in Northern Ireland. The project is a joint venture with Belfast Migrant Centre and Arts Council and Belfast City Council and is accompanied by a series of workshops on immigration, cultural diversity and equality. The exhibition will be in Ardoyne Library during April 2014 and Shankill Road Library during May 2014.

DCAL Roadshows

4.7 Members were informed that Libraries NI staff had participated in a series of roadshows across the North West aimed at raising awareness of the value and potential of culture, arts and leisure initiatives to address economic and social disadvantage. The roadshows had been arranged by DCAL.

Children’s Laureate

4.8 Members noted that Malorie Blackman, the current Children’s Laureate, had visited Cregagh Library on 20 March 2014 to speak to an invited audience of pupils from Aquinas and Grosvenor Grammar Schools. The event had been arranged in partnership with Booktrust and the Arts Council of Northern Ireland.

Silver Surfers Day

4.9 The Chief Executive informed Members that 22 libraries had participated in Silver Surfers’ Day which had been launched this year on 4 April 2014 in Bangor Carnegie Library by Paul Wickens, Chief Executive of Enterprise Shared Services and nidirect and Julian Simmons, UTV.
4.10 Members noted the guidance issued by DCAL regarding the conduct of Board business during the pre-election period. Detailed guidance on the conduct of Civil Servants and Special Advisers had been also been issued and any Member requiring a copy should contact the Chief Executive’s Office.

Correspondence from the Deputy Secretary, DCAL dated 7 April 2014

4.11 The Chief Executive drew attention to the tabled letter from Ms C Smith, Deputy Secretary, DCAL regarding the review of current governance arrangements within the Department. Members welcomed the proposed changes as outlined in the letter and agreed that a response should be issued to this effect.

5. MINUTES OF THE MEETING OF THE BOARD HELD ON 30 JANUARY 2014

5.1 On a proposal by Councillor S Cole, seconded by Councillor Mrs E Robinson, Members approved the minutes of the Board Meeting held on 30 January 2014.

6. MATTERS ARISING FROM THE MINUTES OF THE BOARD MEETING HELD ON 30 JANUARY 2014

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 4.9: University of Ulster Library and Information Management Course

6.2 The Chief Executive reported that:

- a second member of staff had successfully completed the Masters in Library and Information Management at the University Of Ulster. An extract from her dissertation on Libraries NI’s services for under 5s is to be included in a new Facet publication.
- a member of staff had been awarded the Allen & Overy Prize for outstanding performance on the Library and Information Management course.

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

In response to a question from Ms A Matthews regarding staff who have gained qualifications and the opportunities for progression which exist within the organisation, the Director of Business Support responded that management were looking at this issue as part of the workforce strategy and succession planning.
Item 6.4: Minutes of the Services Committee held on 19 November 2013: Delivering Tomorrow’s Libraries: Draft Public Library Standards – DCAL

6.3 Members noted the DCAL letter dated 4 February 2014, regarding the Board’s response to the Draft Public Library Standards.

6.4 Ms H Osborn, Director of Service Delivery reported on her attendance at the Culture, Arts and Leisure (CAL) Committee on 27 February 2014 at which the draft Public Library Standards had been discussed. She reported that the Committee had been well attended and that questions had focused primarily on the arrangements for monitoring of, and reporting on, the Standards and how they would be reviewed. Members noted that the draft Standards would be considered further by the DCAL Project Board in light of comments from the CAL Committee. They would then require the approval of the Minister. Board Members reiterated the importance of the Delivering Tomorrow’s Libraries policy and the new Standards being formally launched by the Department.

Item 8.3: Draft Business Plan 2014/15

6.5 The Chief Executive reminded Members that it had been agreed at the last Board Meeting to submit the draft Business Plan 2014/15 to DCAL for approval. In order to meet DCAL’s timetable for approval of the Business Plan it had also been agreed to delegate authority to the Chairperson and Chief Executive to agree minor amendments to the Business Plan, if required by DCAL. The Chief Executive drew attention to a small number of minor amendments required by DCAL, indicating that these had been discussed and agreed with the Chairperson and a revised draft resubmitted to DCAL on 21 March 2014. A response to the revised Business Plan is awaited.

6.6 On a proposal by Councillor Mrs M Smith, seconded by Councillor C Casey, Members approved the Draft Business Plan 2014/15 as amended.

Item 9.2: Board Effectiveness Review 2013/14

6.7 The Board agreed to hold an ‘Away Day’ on Friday 3 October 2014 at which longer term issues affecting Libraries NI could be discussed. Details including the Programme for the day would be sent to Members in due course.

Item 9.3: Board Effectiveness Review 2013/14

6.8 Members noted that the Chairperson and Chief Executive had completed the document Principles of Corporate Governance, Good Corporate Governance: A CIPFA Checklist and a copy had been included in the papers for today’s meeting for Member’s information.

6.9 On a proposal by Councillor S Cole, seconded by Mr A McDowell, Members agreed to approve the document Principles of Corporate Governance, Good Corporate Governance: A CIPFA Checklist.

Item 10.2 Libraries NI Revised Byelaws

6.10 Members noted the DCAL letter dated 19 March 2014 enclosing the signed and sealed Libraries NI Byelaws which had been approved by the Department. It was noted that the Byelaws had been operational from 1 April 2014.
Item 13.6: Minutes of the Business Support Committee held on 29 January 2014

6.11 The Chief Executive drew attention to the correspondence regarding Ligoniell and Oldpark libraries which had been circulated to Members as part of their Board papers for information. She reported that a meeting had been arranged for 7 May 2014, which Mr T Heron, Director of Business Support would attend. A further update would be given to Members at the next meeting.

7. MANAGEMENT REPORT

Quarterly Assurance Statement, Quarter 4, January – March 2014)

7.1 The Chief Executive introduced the Quarterly Assurance Statement for Quarter 4 (January – March 2014), drawing attention to the key issues and risks identified and the actions being taken. Members noted that to support DCAL’s end of year processes, the QAS was submitted to the Department on 28 March 2014 with the caveat that it would be reviewed by the Audit and Risk Assurance Committee at its meeting on 9 April 2014 and by the Board at its meeting today and any amendments would be notified to DCAL directly after the Board Meeting.

7.2 The Chief Executive reminded Members that, with DCAL approval, work had commenced on construction of the new library in Lisnaskea in mid-November 2013 with a scheduled completion date of December 2014. In January 2014 the Chief Executive had raised with DCAL the need for confirmation of budget cover for completion of the project during the 2014/15 financial year. Correspondence was received from DCAL on 4 March 2014 indicating that the work should continue in the new financial year as planned, and the Department would seek to manage the balance of the budget pressure through easements across the DCAL family or a potential bid in the June monitoring round. The uncertainty of specific project funding places additional pressure on the Libraries NI delegated capital budget in the short term, as contractual payments are required in the April – June 2014 period which results in other planned projects within delegated capital limits being delayed or not progressed. Following discussion on a proposal by Councillor J Rodgers, seconded by Councillor Mrs A Brolly, Members agreed that officers should continue to press DCAL for speedy resolution of this matter and if necessary that a meeting should be sought with the Minister or Permanent Secretary.

7.3 Members noted the Stress Audit Report produced by the Health and Safety Executive which identified change as a major contributor to work-related stress. As a result of the Report a draft action plan had been developed which is currently subject to consultation with trades unions. The agreed action plan would be implemented during 2014/15. Following discussion of this issue it was agreed that a presentation on Work Related Stress should be given to Members at a future meeting of the Board.

7.4 On a proposal by Councillor Mrs A Brolly, seconded by Ms A Matthews, 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 2014.

Annual Board Assurance Statement 2013/14

7.5 Members noted the Annual Board Assurance Statement 2013/14 which was completed and signed by the Chairperson of the Board and submitted to DCAL as required by 28 March 2014.

7.6 Members noted the following amendment to be made on page 5:

5 new Board Members, appointed w.e.f 1 March 2014, still have to undertake induction and corporate governance training

7.7 On a proposal by Mr A McDowell, seconded by Ms J Williams, Members approved the amended Annual Board Assurance Statement 2013/14.

Corporate Risk Register

7.8 The Chief Executive presented the Corporate Risk Register as at March 2014 and reported that the two new risks identified in the Quarterly Assurance Statement had been included as follows:

- capital funding not received for the on-site project
- ineffective engagement and communication with staff contributes to low morale.

7.9 In response to a question from Mrs D Kenny regarding potential risks associated with the failure of IT systems, the Director of Business Support indicated that those were included in both the ICT/ICU risk register and the e2 risk register.

7.10 In response to a question from Councillor S Cole regarding threats to ICT systems by malicious emails and viruses, the Director of Business Support indicated that the threat was managed by a combination of anti-virus software and training and awareness raising for staff. It was recognised, however that there could be no absolute guarantee regarding this matter and continued vigilance was required.

7.11 In response to a question from Dr M Ward about improving communication to staff, the Director of Library Services reported that other forms of communication were now available under the e2 project such as Lync and e-conferencing, adding that they would both be explored as a means of communicating more effectively to staff.

7.12 Members noted the Corporate Risk Register.

Financial Report (February 2014)

Capital

7.13 The Director of Business Support presented the Capital Report to the end of February 2014, noting that:
• projected underspends had been surrendered to DCAL in line with previous projected year end forecasts
• DCAL had allocated an additional £54,000 to cover e2 capital change control costs and had also increased the sale proceeds budget in line with previous projected forecasts.

7.14 Members noted a projected underspend of £8,000 or 0.09% at year end.

Recurrent

7.15 The Director of Business Support presented the Recurrent Report to the end of February 2014, noting that a projected year end underspend in the recurrent budget of £172,000 (equivalent to 0.5%) was forecast.

Detailed Budget 2014/15

7.16 The Director of Business Support presented the detailed budget 2014/15, highlighting minor changes made compared to the budget information contained in the draft Business Plan 2014/15.

7.17 Members approved the detailed budget 2014/15.

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

8.1 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. He reminded Members that, as this meeting had been inquorate, formal minutes could not be produced. He noted also that the Board had already been briefed on the majority of items recorded in the report at the last Board Meeting on 30 January 2014.

8.2 On a proposal by Councillor J Rodgers, seconded by Mr A McDowell, Members agreed to adopt the Report of a meeting of the Audit and Risk Assurance Committee held on 15 January 2014 as a true and accurate record.

8.3 Councillor J Rodgers reminded Members that an Audit and Risk Assurance Committee meeting had been held on 9 April 2014 the formal minutes of which would be available at the next Board Meeting to be held on 10 July 2014. Councillor Rodgers gave a brief report of items discussed as follows:

• a review was being undertaken of the Committee’s Scheme of Delegation to ensure that it was compliant with the revised Audit and Risk Assurance Committee Handbook issued by DFP
• 11 Internal Audit Reports had been considered by the Committee. One provided a substantial level of assurance and the remainder were satisfactory
the Committee had approved the Internal Audit Plan 2014/15, the Internal Audit Strategy 2014/2017 and the Branch Library Audit Strategy

- the Committee had reviewed the Chief Executive’s Quarterly Assurance Statement and agreed to recommend it to the Board for approval
- the Corporate Risk Register had been considered by the Committee
- the Committee had considered and noted the first draft of the Libraries NI Governance Statement for 2013/14
- the Annual Board Assurance Statement had been considered by the Committee and recommended to the Board for approval
- the Committee had received the NIAO Audit Strategy in relation to the 2013/14 Annual Accounts.

8.4 Members noted the report.

9. BUDGET PLANNING 2015/16

LNI 04.04.14

9.1 The Chief Executive drew Member’s attention to the tabled paper regarding Budget Planning 2015/16. She reported that a letter had been received from Ms D Brown, Director of Finance, DCAL on 10 March 2014 commissioning the budget planning exercise and requiring draft savings plans to be shared with the Department by 11 April 2014, with fully worked up plans and bids submitted to the Department by 30 April 2014. The scenarios for the savings plans were to be based on cash releasing savings of 2%, 4% and 6% against the 2014/15 baseline budget.

9.2 Members discussed the options as outlined in the paper. Following detailed discussion, on a proposal by Councillor S Cole, seconded by Councillor Mrs A Brolly, Members agreed to approve the option as outlined in Table 7 but in doing so asked that the Department be made aware of their grave concern regarding the impact of any further cuts on the services provided by Libraries NI into the future. Members asked to be kept informed of progress.

10. STANDING ORDERS (REVISED)

LNI 05.04.14

10.1 The Chief Executive drew attention to the proposed revised Standing Orders reminding Members that this document was last reviewed in 2011. Since then the Board had agreed a number of changes e.g. the election process and the term of office of Chairpersons and Vice-Chairpersons of Committees which should be reflected in Standing Orders.

10.2 The Chief Executive stated that the Board had reserved to itself the authority to amend Standing Orders and that any amendments must be agreed by the majority of Board Members present at each of two consecutive meetings of the Board.
10.3 On a suggestion by Mr A McDowell it was agreed that the following wording should be inserted at paragraph 18.1 on page 13 as follows:

A Register of all Deeds and documents sealed shall also be kept.

10.4 On a proposal by Councillor S McGuigan, seconded by Ms J Williams Members approved Standing Orders (revised) subject to the amendment as stated above.

11. CODE OF CONDUCT FOR BOARD MEMBERS (REVISED) LNI 06.04.14

11.1 The Chief Executive drew attention to the revised Code of Conduct for Board Members which takes account of Cabinet Office guidance. She reminded Members that the existing Code of Conduct had been agreed in 2009 when the Board was established and since then a new model Code of Conduct for Board Members of Public Bodies had been issued by the Cabinet Office, which provides for the Codes of Conduct to be more focused than was previously the case.

11.2 On a proposal by Councillor Mrs A Brolly, seconded by Mr A McDowell Members agreed to approve the revised Code of Conduct for Board Members subject to correction of the reference in paragraph 5.8.

As Councillor Mrs A Brolly had to leave the meeting at this point it was agreed to take Agenda Item 15: Minutes of the Services Committee held on 18 March 2014 as the next item of business.

12. MINUTES OF THE SERVICES COMMITTEE HELD ON 18 MARCH 2014 LNI 11.04.14

12.1 The Chairperson of the Services Committee, Councillor Mrs A Brolly, presented the minutes of the meeting held on 18 March 2014 and drew attention, in particular, to the undernoted items.

Item 7: Digital Strategy

12.2 Members noted that the Committee had approved the Digital Strategy subject to an amendment regarding subscriptions.

Item 8: Marketing Strategy

12.3 Members noted the Committee had approved the Marketing Strategy subject to an amendment regarding subscriptions.

Item 9: Service Plans and Risk Registers 2014/15

12.4 Members noted that the Committee had approved the Service Plans and associated Risk Registers for 2014/15 for the business areas, key service priorities, stock and reader development and marketing.
Item 10: Stock Policy

12.5 Members noted that the Committee had approved the revised version of the Stock Policy.

12.6 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 18 March 2014 including any recommendations contained therein.

13. GIFTS AND HOSPITALITY GUIDELINES FOR BOARD MEMBERS (REVISED) LNI 07.04.14

13.1 The Chief Executive reminded Members that they were required to complete Gifts and Hospitality Registers on a quarterly basis and must declare any gifts or hospitality offered, whether accepted or declined. She drew attention to the main amendments to the guidelines which relate to the updated list of suppliers asking that any Member with connections to any of the suppliers listed at Annex C to notify her office as soon as possible.

13.2 On a proposal by Councillor Mrs E Robinson, seconded by Ms A Matthews, Members approved the revised Gifts and Hospitality Guidelines for Board Members.

14. COMMITTEE MEMBERSHIP LNI 09.04.14

14.1 The Chief Executive reported that all current Members had been asked to confirm whether or not they would wish to continue to serve on their current Committee or take the opportunity to move to another Committee. New Board Members had been given copies of the Schemes of Delegation for the Committees and had also been asked to express a preference for the Committee they wished to serve on. On a proposal by Mr A McDowell, seconded by Councillor Mrs E Robinson, the membership of the Committees was agreed as follows:

Audit and Risk Assurance Committee
Councillor Charlie Casey
Mrs Deirdre Kenny
Mr Nigel Macartney Board Chairperson
Councillor Séan McGuigan
Councillor Mrs Evelyne Robinson
Councillor Jim Rodgers Chairperson
Ms Judith Andrews Co-opted member

Business Support Committee
Councillor Mrs Anne Brolly Chairperson, Services Committee
Councillor Tom Campbell
Mr Nigel Macartney Board Chairperson
Ms Angela Matthews
Mr Alastair McDowell
Councillor Hubert Nicholl Board Vice Chairperson
Councillor John O'Kane
Councillor Mrs Evelyne Robinson
Councillor Mrs Marion Smith Vice Chairperson

Services Committee
Councillor Mrs Anne Brolly Chairperson
Councillor Sam Cole
Councillor Allan Ewart
Councillor Ms Carla Lockhart
Mr Nigel Macartney Board Chairperson
Councillor Hubert Nicholl Board Vice Chairperson
Mr Harry Reid
Dr Margaret Ward
TBA Chairperson, Business Support Committee

15. MINUTES OF THE INFORMATION SYSTEMS COMMITTEE HELD ON 18 MARCH 2014 LNI 12.04.14

15.1 The Chairperson of the Information Systems Committee, Ms J Williams, presented the minutes of the meeting held on 18 March 2014 and drew attention, in particular, to the undernoted items.

Item 6: e2 Highlight Report
15.2 The e2 Highlight report and update was noted.

Item 7: Gateway 4 Report/Action Plan
15.3 Members noted the Gateway Review assessment and the Action Plan to address the recommendations.

Item 8: Project Schedule
15.4 An extract of the e2 Project Schedule and the milestone summary were noted.

Item 9: Risk Management
15.5 Members noted the updated Risk Register.

Item 10: e2 Budget
15.6 Members noted the budget report on the spend for the project.

Item 11: IT Security Policies
15.7 Members noted the Committee had approved the five new IT security policies subject to screening and consultation with the Trades Unions.

15.8 On a proposal by the Chairperson of the Committee, Ms J Williams, seconded by the Chairperson of the Board Mr N Macartney, the Board approved and adopted the minutes of the Information Systems Committee held on 18 March 2014 including any recommendations contained therein.
16. MINUTES OF THE BUSINESS SUPPORT COMMITTEE HELD ON 26 MARCH 2014

16.1 The Chairperson of the Board, in the absence of Councillor H Nicholl who had chaired the meeting of the Business Support Committee held on 26 March 2014, presented the minutes of the meeting and drew attention, in particular, to the undernoted items.

Item 5.2: Matters arising from the Minutes of the Meeting held on 29 January 2014, Mobile Strategy Review

16.2 Members noted that DCAL had approved a business case for voluntary redundancy for a number of mobile library staff and offers had been made and accepted by staff as at 31 March 2014.

Item 7: Test Drilling Report 2012/13

16.3 Members noted the DCAL report on its findings from a review of a sample of Libraries NI Business Cases and Evaluations. The findings were similar to those identified through a previous internal review and reinforced the lessons learned which should be applied to future Business Cases and Evaluations.

Item 11: Capital Plan 2014/15

16.4 It was noted that the Capital Plan 2014/15 had been approved by the Committee.

Item 12: Recurrent Maintenance Programme

16.5 Members noted that the Recurrent Maintenance Programme had been approved by the Committee.

Item 13: Stress Audit

16.6 Members noted that the final Stress Audit Report had been presented to the Committee and that an action plan had been developed to address the issues raised. A copy of the Stress Audit Report would be made available to staff through the intranet after the Board Meeting today.

16.7 On a proposal by Councillor Mrs E Robinson, seconded by the Chairperson of the Board Mr N Macartney, the Board approved and adopted the minutes of the Business Support Committee held on 26 March 2014.

17. PROPOSED SCHEDULE OF BOARD AND COMMITTEE MEETINGS 2014/15

17.1 On a proposal by Councillor Mrs M Smith, seconded by Councillor S McGuigan, Members approved the proposed Schedule of dates for Board and Committee Meetings up to March 2015. Members agreed to hold an ‘Away Day’ on Friday 3 October 2014 to consider longer term planning issues.
18. REMUNERATION COMMITTEE

18.1 Officers withdrew from the meeting and Mrs M Walker, HR Manager joined the meeting.

18.2 The Chairperson and Human Resources Manager briefed the Board on discussions at the Remuneration Committee regarding the implementation of the Performance Related Pay Scheme for Senior Management and approved the recommended course of action.

18.3 The Chairperson drew attention to the proposed Revised Scheme of Delegation for the Remuneration Committee and reminded Members that all the Schemes of Delegation for each of Libraries NI's Committees were currently under review as part of the Board's Effectiveness Review process.

18.4 Following discussion, on a proposal by the Vice-Chairperson of the Board Councillor H Nicholl, seconded by Councillor Mrs M Smith, the Board approved and adopted the Revised Scheme of Delegation for the Remuneration Committee.

19. ANY OTHER NOTIFIED BUSINESS

19.1 There was no other notified business.

20. DATE OF NEXT MEETING

20.1 The next scheduled Board Meeting would take place on Thursday 10 July 2014 at 10.30 am in Lisburn City Library.

21. MEMBERS ARRIVAL AND DEPARTURE TIMES

21.1 The meeting ended at 1.20 pm.

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

Ms A Matthews arrived at 10.47 am

Councillor J Rodgers left at 12.06 pm
Councillor Mrs A Brolly left at 12.41 pm

Signed: [Signature]

Date: [Date]