16 October 2014

Minutes of a meeting of the Board of the Authority held on Thursday 16 October 2014 at 10.30 am in Lisburn City Library

PRESENT

Mr Nigel Macartney Chairperson
Councillor Mrs Anne Brolly
Councillor Tom Campbell
Councillor Charlie Casey
Councillor Sam Cole
Mrs Deirdre Kenny
Mr Alastair McDowell
Councillor Séan McGuigan
Councillor John O’Kane
Councillor Mrs Evelyne Robinson
Alderman Jim Rodgers
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

1. APOLOGIES FOR NON ATTENDANCE

Councillor Hubert Nicholl Vice-Chairperson
Ms A Matthews
Mr Harry Reid
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 drew attention to the letter from the Minister, dated 17 July 2014, regarding the Delivering Tomorrow’s Libraries Review: Public Library Standards and noted that the final, revised set of Public Library Standards would be published shortly. Members noted that the Minister had indicated the potential for a public launch of the Standards in the autumn, but felt that in the current financial climate, any such launch should be low-key.

3.2 Members noted the correspondence from Ms C Smith, Deputy Secretary, DCAL dated 31 July 2014 regarding the frequency of assurance statements provided by ALBs to DCAL being reduced from quarterly to bi-annually. He also drew attention to the revised wording of the assurance statements to be signed by the Chairperson and confirmed that he was content with the revisions.

3.3 The Chairperson updated Members on a meeting of the DCAL Arms’ Length Bodies (ALB) Forum which both he and the Chief Executive had attended on 29 September 2014. In attendance were representatives from the Arts Council, Sport NI, National Museums and NI Screen. The meeting had been chaired by the Interim Permanent Secretary as the Minister had been called away on urgent business. Members noted that the main purpose of the meeting was to confirm the Minister’s continuing commitment to:

- Promoting Equality and Tackling Poverty and Social Exclusion (PETPSE) as the Department’s key priority going forward
- pursuing opportunities for greater collaboration between the DCAL ALBs in the context of reduced funding
- demonstrating the important contribution that DCAL and its ALBs make to the delivery of the Programme for Government, in particular through the four ‘pillars’ in its Corporate and Business Plan, namely health, education, employability and social inclusion
- delivering the UK City of Culture legacy.

3.4 Presentations had been given by Mr S Magowan, Director of Strategic Delivery and Mr P May, Interim Permanent Secretary, who had outlined the background to the DCAL request for major in-year savings and indicated that the outlook for 2015/16 and the CSR was uncertain but was almost certain to bring continuing cuts in funding for DCAL and its ALBs. It was noted that a follow-up meeting would be held towards the end of November 2014.

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 4 July to 3 October 2014.
New Governance Arrangements in DCAL

4.2 Members noted the correspondence from Mr A Hughes, Head of Museums and Libraries Branch, DCAL, dated 7 August 2014, setting out the new governance arrangements in DCAL as a result of the review led by Ms C Smith, Deputy Secretary, DCAL.

Key Performance Indicators

4.3 Members noted the correspondence, dated 4 September 2014, from Mr F Devitt, Director of Sports, Museums and Recreation Division, DCAL setting out the 15 Key Performance Indicators which would be used by DCAL as the basis for the Department to monitor Libraries NI’s business performance.

Culture, Arts and Leisure Committee

4.4 The Chief Executive reported that the Director of Library Services and she had attended a meeting of the Culture, Arts and Leisure (CAL) Committee on 9 October 2014 to brief them on the impact of the in-year budget cuts. A copy of the briefing paper had been sent to Members for information.

Memorandum of Understanding between Libraries NI and the Department of Agriculture and Rural Development

4.5 The Chief Executive reported that a Memorandum of Understanding had been formally signed with the Department of Agriculture and Rural Development.

Health in Mind

4.6 Members noted that funding has been confirmed by the Big Lottery to continue the Health in Mind programme until January 2016.

Summer Reading Challenge

4.7 The Chief Executive reported that 14,933 children had read 145,530 books in this year’s Summer Reading Challenge ‘Mystical Maze’ and 1,077 children had joined their local library to participate in the Challenge. A total of 134 events were held in libraries to support the Challenge.

Memorandum of Understanding with Macmillan Cancer

4.8 Members noted that a Memorandum of Understanding had been formally signed with Macmillan Cancer to support the provision of information to those who have cancer and their families. For the third year in succession Libraries NI staff participated in the ‘World’s Largest Coffee Morning’, held this year on 26 September 2014 to raise funds for Macmillan Cancer. A total of 56 libraries had participated and staff raised £8,384 for the charity. Members asked that their thanks be recorded to all those staff involved.

5. MINUTES OF THE MEETING OF THE BOARD HELD ON 10 JULY 2014

LNI 01.10.14

5.1 On a proposal by Councillor S Cole, seconded by Councillor S McGuigan, Members approved the minutes of the Board Meeting held on 10 July 2014.
6. MATTERS ARISING FROM THE MINUTES OF THE BOARD MEETING HELD ON 10 JULY 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 4.8: In Year Finance: 2014/15

6.2 The Chief Executive reminded Members of the agreement at the last Board Meeting regarding any amendments that might be required to the 2014/15 budget and reported that a revised budget, based on in-year cuts of £1.4 million had been emailed to Members on 19 August 2014, prior to submission to DCAL.

Item 7.9: Management Report, Quarterly Assurance Statement Quarter 4, January – March 2014

6.3 Members noted that a presentation on absence management, including work related stress was on the agenda for the Business Support Committee to be held on 25 November 2014.

Item 11.3: Code of Conduct for Board Members (Revised)

6.4 The Chief Executive reported on the clarification received from DCAL and DFP on the purport of paragraph 3.17 of the Code of Conduct for Board Members (Revised) regarding employment and appointments. On a proposal by Councillor T Campbell, seconded by Mr A McDowell, Members approved the Code of Conduct for Board Members (Revised) and agreed that the explanation should be included as an annexe to the document.

7. APPROVAL OF ANNUAL REPORT AND ACCOUNTS 2013/14

Draft Annual Report and Accounts 2013/14

7.1 The Chief Executive referred to the tabled copy of the Draft Annual Report and Accounts 2013/14, noting that they had been revised in light of the Provisional Report to those Charged with Governance, received a few days prior to the meeting and had been reviewed by the Audit and Risk Assurance Committee at its meeting held the previous day.

7.2 She drew attention to the amendments made to the draft Annual Report since it had last been reviewed by the Board, namely:

- the inclusion of a table which showed the gender breakdown of Board Members and staff within Libraries NI and
- the inclusion of a paragraph entitled ‘Principal Risks and Uncertainties’ which related to the impact on strategic planning of the uncertainty regarding long-term funding and the in-year budget cuts for 2014/15
• further detail regarding the libraries serving the 10% most deprived areas

7.3 The Director of Business Support briefed Members on the Annual Accounts, drawing attention to the key financial statements. He noted, in particular, the derecognition of a proportion of the Heritage Assets and the additional pension liability arising from a revised actuarial valuation provided by NILGOSC.

Provisional Report to those Charged with Governance 2013/14 (LNI 03.10.14(ii) (T))

7.4 The Chief Executive reminded Members that the Provisional Report to those Charged with Governance 2013/14 had also been reviewed at the Audit and Risk Assurance Committee meeting held the previous day and a draft Management Response had been considered.

7.5 She drew attention to the two recommendations contained in the report noting that neither had a Priority One status i.e. Book Stock Valuation Expenditure (Priority 2) and Issues noted with supporting documentation (Priority 3).

7.6 Members noted that the Northern Ireland Audit Office (NIAO) was content that progress was being made to resolve the issue of Heritage Assets although the qualification would remain for 2013/14 and that no issues had been identified in relation to the e2 Project.

7.7 In response to a question regarding the two recommendations contained in the 2012/13 Report to those Charged with Governance, the Chief Executive confirmed that the NIAO was content that the Libraries NI Senior Management Team was making progress in resolving the issues.

Audit and Risk Assurance Committee Annual Report 2013/14 (LNI 03.10.14(iii))

7.8 Alderman J Rodgers, Chairperson of the Audit and Risk Assurance Committee presented the Audit and Risk Assurance Committee’s Annual Report, explaining the additions that had been made since the initial draft was presented to Members. He drew attention to the Committee’s opinion on the adequacy and effectiveness of arrangements for internal control.

7.9 Members expressed their appreciation of the hard work of all staff involved in the preparation, development and completion of the Annual Report and Accounts 2013/14.

7.10 Having considered the Annual Report and Accounts 2013/14, the Provisional Report to those Charged with Governance and the Audit and Risk Assurance Committee’s Annual Report, on a proposal by Alderman J Rodgers, seconded by Councillor Mrs A Brolly, Members approved the
Annual Report and Accounts 2013/14 and in doing so authorised the Chairperson and the Chief Executive to sign them.

8. IN YEAR FINANCE 2014/15

8.1 The Chief Executive introduced the paper on the In Year Finance 2014/15, highlighting the sequence of events and the associated uncertainties that had existed since the last Board Meeting in relation to the level of in-year cuts that would be required. She referred to the most recent communication from the Interim Permanent Secretary, dated 10 October 2014, confirming the Executive’s agreement in respect of the 2014/15 budget position which meant that the Libraries NI budget would be reduced in-year by 4.4% which equates to £1.4 million.

8.2 She referred Members to the revised budget that had been e-mailed to them in August showing cuts of £1.4 million across a range of headings, together with a revised savings template setting out the implications, at a high level, of these cuts. While expressing some relief that the in-year cuts had been maintained at 4.4% and not increased to 6%, as had previously been notified, Members noted the implications for service delivery, including the achievement of the Business Plan targets and the Key Performance Indicators. They also noted that the risks associated with implementation of 6% budget cuts, as set out in the Bi-Annual Assurance Statement and the Corporate Risk Register, applied equally to the 4.4% cut and expressed their agreement with the content of the Chief Executive’s letter to the Interim Permanent Secretary, dated 6 October 2014.

8.3 Following discussion, on a proposal by Councillor J O’Kane, seconded by Dr M Ward, Members reluctantly agreed to approve the revised budget, based on an in-year budget cut of 4.4% and asked that they be kept informed of any further developments in relation to the budget.

9. BUSINESS PLANNING: 2015/16

9.1 The Chief Executive referred to the correspondence, dated 2 October 2014, from Mr A Hughes, Head of Museums and Libraries Branch, DCAL regarding the Business Plan 2015/16 and reported that the draft Libraries NI Business Plan 2015/16 was to be submitted to the Department by Friday 19 December 2014 to allow for a final draft to be submitted to the DCAL Board in early January 2015. Members noted that, as advised in Mr Hughes’s letter, the Business Plan should take account of the possible budget reductions and the planning assumptions for 2015/16, previously notified in correspondence from the Interim Permanent Secretary.

9.2 The Chief Executive informed Members that the Libraries NI Senior Management Team was due to meet with the Interim Permanent Secretary after today’s Board Meeting to discuss the planning assumptions for 2015/16. She reminded Members of the discussions which had taken place
at the 'Away Day' held on 3 October 2014 and explained that Officers had commenced the process of preparing the 2015/16 Business Plan with a view to a draft being brought to the December Board Meeting for Members’ consideration.

9.3 On a proposal by Councillor S Cole, seconded by Councillor T Campbell, Members approved the process for preparing a draft Business Plan 2015/16.

10. MANAGEMENT REPORT  

Key Performance Indicators (KPIs) 2014/15 Quarter 1: April to June

10.1 The Chief Executive presented the Key Performance Indicators (KPIs) 2014/15 for Quarter 1 (April to June 2014) adding that at June 2014 she was pleased to report that most of the KPIs were on target. She reported as follows:

- participation figures in Tiers 1, 2 and 3 libraries had been encouraging during this Quarter with continued increase in participation levels in core programmes
- notification had been received on 12 September 2014 confirming that funding for Lisnaskea Library had been allocated in the June Monitoring Round and that part funding for the new build of Moira Library had also been allocated
- a revised plan for minor works had been presented to the Business Support Committee now that the funding for Lisnaskea Library had been allocated.
- the implementation of the e2 Project was nearing completion
- a detailed report of the sickness absence targets was attached to the KPI report which showed that Libraries NI was likely to achieve the target set for short and medium term sickness absence but that more work was required to achieve the target for long-term sickness absence.

10.2 The Chief Executive informed Members that they should note that, as a result of the in-year budget cuts, Key Performance Indicators in Quarter 3 and Quarter 4 were likely to be detrimentally impacted.

Corporate Risk Register

10.3 The Director of Business Support introduced the Corporate Risk Register and advised Members that it had been fundamentally reviewed as a result of the in-year budget cuts. An additional overarching objective had been added in relation to the ability of Libraries NI to deliver its statutory responsibilities to provide a comprehensive library service in light of the in-year budget reductions in 2014/15 and the uncertainty regarding future funding provision.

10.4 Members noted that the high levels of residual risk were due largely to the uncertainty over future budget allocations, which meant that strategic planning was very difficult. Members noted that if the projections currently
being made regarding funding in 2015/16 and beyond were accurate, it would be necessary to carry out a fundamental review of services with a view to sizing provision commensurate with funding availability.

**Finance Report (August 2014)**

10.5 The Director of Business Support introduced the Finance Report. He informed Members that the Capital Report reflected the funds which had now been received for Lisnaskea Library and the initial allocation received for Moira Library. Members expressed concern that only part funding had been received for Moira Library and noted the risks involved if no further funding was received to complete the project in 2015/16. Members noted that a revised Minor Works Budget had been drawn up indicating the spend to the year end. The Director of Business Support confirmed that he expected the capital funding to be fully spent by year end.

10.6 Members noted the Recurrent Budget and that an update would be considered at the next Business Support Committee meeting to be held on 25 November 2014.

**Bi-Annual Assurance Statement: April to September 2014**

10.7 The Chief Executive drew Members’ attention to the Bi-Annual Assurance Statement for the period April to September 2014, and reminded them that one of the outcomes from DCAL’s review of governance was the introduction of a Bi-Annual Assurance Statement to replace the Quarterly Assurance Statement.

10.8 She reported that the key issues in the Bi-Annual Assurance Statement related to the impact of the in-year budget cuts and the statement had been prepared when it was thought that savings of 6% were required. She confirmed that the issues identified remained relevant, now that the in-year cut had been confirmed as 4.4%.

10.9 The Chairperson of the Audit and Risk Assurance Committee confirmed that the Bi-Annual Assurance Statement had been reviewed at the Audit and Risk Assurance Committee meeting the previous day and the Committee was content to recommend it to the Board.

10.10 Members noted the reports on the Key Performance Indicators 2014/15 (Quarter 1), the Corporate Risk Register and the Finance Reports to August 2014. On a proposal by Councillor Mrs E Robinson, seconded by Councillor T Campbell, having exercised its challenge function and received the required assurances from the Accounting Officer, the Libraries NI Board was content to approve the Bi-Annual Assurance Statement for the period ended 30 September 2014.

11. **STANDING ORDERS (REVISED)**

LNI 07.10.14

11.1 Members were reminded that the Board has reserved to itself the authority to amend Standing Orders. Any amendments to Standing Orders must be
agreed by the majority of the Members of the Board present at each of two consecutive meetings of the Board. The Board had approved the revised Standing Orders, incorporating a number of amendments, at its meeting in July 2014 and if agreed at today’s meeting without further amendment, the revised Standing Orders would come into effect immediately.

11.2 No further amendments were made and on a proposal by Ms J Williams, seconded by Mr A McDowell Members approved the Standing Orders (revised) document.

12. MINUTES OF THE AUDIT AND RISK ASSURANCE COMMITTEE HELD ON 9 JULY 2014 LNI 08.10.14

12.1 The Chairperson of the Audit and Risk Assurance Committee, Alderman J Rodgers presented the minutes of the meeting of the Audit and Risk Assurance Committee held on 9 July 2014, noting that a verbal report on this meeting had been given at the Board Meeting held on 10 July 2014. The Chairperson and Members congratulated Mrs D Kenny on her election as Vice-Chairperson of the Committee.

Item 7: Internal Audit Activity Report April to June 2014

12.2 Four audit reports had been considered by the Committee. All had received a satisfactory level of assurance and there were no Priority One findings/recommendations raised in these reports.

Item 9: Internal Audit Annual Report 2013/14

12.3 The Head of Internal Audit had reported that the Internal Audit Annual Report 2013/14 contained details of the 33 audit reports which had been issued during the year. None had contained an assurance rating that was less than Satisfactory. The Report contained the Head of Internal Audit’s Statement of Assurance that the Risk Management, control and governance systems within Libraries NI were operating in a satisfactory manner.

Item 10: Audit and Risk Assurance Committee Draft Annual Report 2013/14

12.4 A draft of the Committee’s Annual Report had been agreed, which would be updated and presented to the Board after certification of the Accounts.

Item 11: Libraries NI Draft Annual Report and Accounts 2013/14

12.5 Members had discussed the Libraries NI Draft Annual Report and Accounts for 2013/14 and had agreed to recommend it to the Board for submission for audit.

Item 12: Risk Management Report and Review

12.6 The Corporate Risk Register had been considered by the Committee.

Item 16: Schedule of Mission Critical Projects

12.7 The Committee had reviewed the Schedule of Mission Critical Projects.
Item 17: Audit and Risk Assurance Committee Scheme of Delegation

12.8 The Audit and Risk Assurance Committee ‘Scheme of Delegation’ had been reviewed in light of the revision to the Audit and Risk Assurance Committee handbook (NI). After considering the revised Scheme, Members agreed to recommend it to the Board for adoption.

Item 18: Code of Conduct for Board Members

12.9 The Department of Finance and Personnel (DFP) had issued a revised template for the Code of Conduct for Board Members and a revised Code had been presented to the Committee for consideration. Subject to receiving clarification on the implications of Section 3.17, Members had agreed to recommend it to the Board for adoption.

Item 20: Report to those Charged with Governance

12.10 The Committee had reviewed a progress report on the implementation of recommendations contained in the 2012/13 Report to those Charged with Governance and was content with progress made.

Item 23: NAO Audit Committee Self-Assessment Checklist

12.11 The Committee had completed the National Audit Office Audit Committee Self-Assessment checklist and was able to conclude that the Committee was achieving the Principles of Best Practice.

12.12 On a proposal by Alderman J Rodgers, seconded by Mrs D Kenny, the Board approved and adopted the minutes of the Audit and Risk Assurance Committee held on 9 April 2014, including any recommendations contained therein.

12.13 Alderman J Rodgers reminded Members that an Audit and Risk Assurance Committee meeting had been held on 15 October 2014, the formal minutes of which would be available at the next Board Meeting to be held on 11 December 2014. Alderman Rodgers gave a brief report of items discussed as follows:

- prior to the Audit and Risk Assurance Committee meeting, Members had met with the representatives of the NIAO who had indicated that they had received the necessary support and co-operation from Libraries NI staff during their audit of the Annual Report and Accounts
- queries regarding the draft Code of Conduct for Board Members raised at the last Board Meeting had been resolved
- nine Internal Audit Reports had been considered by the Committee; one received a Substantial level of Assurance, the remainder all received a Satisfactory level of assurance.
- the Internal Audit Plan 2014/15 requires completion of 29 Internal Audit assignments; 14 had been completed to date
- the Annual Report and Accounts 2013/14 and the Provisional Report to those Charged with Governance had been reviewed and the Committee was content to recommend the Annual Report and Accounts to the Board for approval
with the submission of the Annual Report and Accounts and receipt of the Provisional Report to those Charged with Governance, the Committee had been able to finalise its own Annual Report. This has been submitted to the Board at this meeting

- the Chief Executive’s Bi-Annual Assurance Statement had been reviewed and the Committee was content to recommend it to the Board

- the Corporate Risk Register had been presented by the Director of Business Support and considered by the Committee. The Committee had noted the new and revised risks resulting from the in-year budget cuts and the revision of the Risk Appetite as set out in the Libraries NI Risk Management Strategy.

12.14 Members noted the report.

13. MINUTES OF THE SERVICES COMMITTEE HELD ON 16 SEPTEMBER 2014

LNI 09.10.14

13.1 The Chairperson of the Services Committee, Councillor Mrs A Brolly, presented the minutes of the meeting held on 16 September 2014 and drew attention, in particular, to the undernoted items.

Item 3.1: Election of Vice-Chairperson

13.2 Members congratulated Mr H Reid on being appointed as Vice-Chairperson of the Services Committee.

Item 5.1: Director’s Business

13.3 Members noted that the Memorandum of Understanding between Libraries NI and the Department of Education was almost complete and an Action Plan was being developed to take the project forward.

Item 5.4: Director’s Business

13.4 It was noted that a further £200,000 had been received from the Big Lottery to fund the Health in Mind project until 2016.

Item 5.6: Director’s Business

13.5 Members noted the update provided regarding the Save the Children ‘Read On, Get On’ campaign.

Item 8: Dungiven Library

13.6 Ms J Fitzpatrick, Area Manager had given an interesting presentation to the Committee on the services provided by Dungiven Library.

Item 9: Brand Guidelines

13.7 Mr G Beattie, Head of Strategic Marketing and Communications had given the Committee a presentation of the Libraries NI Brand Guidelines.
Item 10: Implications of Revised Budget on Services
13.8 The Director of Library Services had reported to the Committee on the implications for service delivery of the revised budget for 2014/15.

Item 11: IFLA Satellite Conference 2014
13.9 The Director of Library Services had given a useful report on the IFLA Satellite Conference 2014.

13.10 On a proposal by Councillor Mrs A Brolly, seconded by Dr M Ward, the Board approved and adopted the minutes of the Services Committee held on 16 September 2014 including any recommendations contained therein.

14. MINUTES OF THE INFORMATION SYSTEMS COMMITTEE HELD ON 16 SEPTEMBER 2014 LNI 10.10.14

14.1 The Chairperson of the Information Systems Committee, Ms J Williams, presented the minutes of the meeting held on 16 September 2014, and drew attention, in particular, to the undernoted items.

Item 6: e2 Highlight Report
14.2 Members noted the update on the Highlight Report as follows:

- transformation was 97% complete and should be fully implemented by the end of September 2014
- Service Management had commenced and was working well with some adjustments being made
- Finance Phase 2 and Real Assets Management (RAM) were the two outstanding milestones and once they were paid, the budgeted capital expenditure was complete

Item 8: Risk Management
14.3 It was noted that amendments had been made to the Risk Register and a summary of changes had been circulated to Members of the Committee prior to the meeting

Item 9: e2 Budget
14.4 Members noted that the full capital budget allocation for e2 would be spent in year.

Item 10: Any other Business, Future Role of Information Systems Committee
14.5 Members noted the recommendation from the Committee that there should be a final meeting of the Information Systems Committee to close the project and review the Project Evaluation Report and thereafter the work associated with on-going oversight should be undertaken by the Business Support and Services Committees. It was also noted that the Committee had agreed that Officers should prepare recommendations as to which elements would become the responsibility of each Committee.
14.6 Members were informed that the final meeting of the Committee would take place on Tuesday 25 November 2014, after the Business Support Committee, and not in December as stated in the minutes.

14.7 On a proposal by the Chairperson of the Committee, Ms J Williams, seconded by Councillor Mrs A Brolly, the Board approved and adopted the minutes of the Information Systems Committee held on 16 September 2014 including any recommendations contained therein.

15. MINUTES OF THE BUSINESS SUPPORT COMMITTEE HELD ON 24 SEPTEMBER 2014 LNI 11.10.14

15.1 In the absence of both the Chairperson and Vice-Chairperson of the Committee, the Director of Business Support presented the minutes of the Business Support Committee held on 24 September 2014 and drew attention, in particular, to the undernoted items.

Item 2: Appointment of Chairperson

15.2 Members congratulated Ms A Mathews on being appointed as Chairperson of the Business Support Committee.

Item 6.1: Matters Arising from the Minutes of the meeting held on 5 June 2014, Ligoniel and Oldpark Libraries

15.3 The Director of Business Support reported that Ligoniel Library would be offered for sale at the next property auction to take place in November 2014 and Oldpark Library would be placed on the open market.

Item 8: Post Project Evaluations and Lessons Learned Report

15.4 Members noted the update regarding the number of Post Project Evaluations (PPEs) which had been carried out from April 2013 to March 2014, and that a wide range of employees had been trained to complete both Business Cases and PPEs. A Lessons Learned Report would be disseminated to these staff at future training sessions.

Item 9: Finance Reports

15.5 The Director of Business Support had reported on the 2014/15 Revised Budget and the implications for the service of the additional savings required in-year.

15.6 Members also noted the Recurrent and Capital Reports to August 2014 as presented to the Committee.

Item 10: Report on Surplus Property

15.7 The Assets Manager had reported on the status of various disposal proceedings relating to surplus land and property.

Item 11: Report on Litigations

15.8 The Committee had received a report on litigations. The majority of incidents related to slips, trips and falls. It was also noted Libraries NI always sought
legal advice in relation to litigations and followed guidance throughout the process.

**Item 14: Colin Glen Library Development Proposal**

15.9 It was noted that the Committee had agreed in principle to proceed with the project and to engage formally with the Strategic Investment Board (SIB) and the Department for Social Development (DSD). Members of the Business Support Committee had requested that it be made clear that Libraries NI's involvement could only proceed beyond commitment in principle, if adequate additional funding was available to enable any agreed plans to be implemented.

**Item 15 Flexible Working Scheme**

15.10 Members noted that the Committee had approved the Revised Flexible Working Hours Scheme for frontline locations.

**Item 17: Local Government Pension Scheme (NI) 2015**

15.11 The Director of Business Support had provided an update in relation to the changes to the new Local Government Pension Scheme (NI) 2015 which would come into effect on 1 April 2015.

**Item 18: Annual Equality Progress Report 2013/14**

15.12 Members noted the report from the Operations Manager, Mrs N Millar regarding the Annual Equality Progress Report which had been approved by the Committee.

**Item 19: Credit Card Purchases**

15.13 The Committee had agreed the proposal to raise the Credit Card limit to £4,500 in order to facilitate the payment of vehicle motor tax online.

15.14 On a proposal by Councillor J O'Kane, seconded by the Chairperson of the Board Mr N Macartney, the Board approved and adopted the minutes of the Business Support Committee held on 24 September 2014 including any recommendations contained therein.

**16. ANY OTHER NOTIFIED BUSINESS**

16.1 Mr N Macartney reminded Members that he was due to step down from his position as Chairperson of the Board of Libraries NI on 31 October 2014, adding that this would be his last Board Meeting. He reported that DCAL would make a formal announcement regarding the new Chairperson of the Board within the next week.

16.2 Mr Macartney took the opportunity to thank the Board Members and Libraries NI staff for their support to him over his term as Chairperson and also as a Board Member, adding that he would continue to follow closely the progress of Libraries NI adding that he wished Members and Officers every success for the future.
16.3 Members, individually and collectively, expressed their good wishes to Mr Macartney, wishing him every success and good health.

16.4 The Chief Executive expressed her thanks on a personal basis and on behalf of staff to Mr Macartney and wished him well for the future.

16.5 Members agreed to arrange an event later in the year to thank Mr Macartney for his work for the Board since its inception in 2009.

17. **DATE OF NEXT MEETING**

17.1 Members noted that the next scheduled Board Meeting would take place on Thursday 11 December 2014 at 10.30 am in Lisburn City Library.

18. **MEMBERS ARRIVAL AND DEPARTURE TIMES**

18.1 The meeting ended at 12.31 pm.

18.2 All Members arrived for the commencement of the meeting and remained until it ended:

   Alderman J Rodgers arrived at 10.34 am
   Councillor T Campbell arrived at 10.38 am

Signed: 

Date:  11th December 2014