LIBRARIES NI
The Northern Ireland Library Authority

11 February 2016

Minutes of a meeting of the Board of the Authority held on
Thursday 11 February 2016 at 10.30 am in Lisburn City Library

PRESENT

Professor Bernard Cullen Chairperson
Alderman Thomas Burns
Alderman Tom Campbell Vice-Chairperson
Councillor Dr Janet Gray
Councillor Garath Keating
Ms Deirdre Kenny
Alderman Stephen Martin
Ms Angela Matthews
Mr Alastair McDowell
Councillor Séan McGuigan
Councillor Stephen McIlveen
Councillor Jenny Palmer
Mr Harry Reid
Alderman 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
Ms Mandy Bryson Assistant Director

1. APOLOGIES FOR NON ATTENDANCE

Councillor Cathal Mallaghan

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 following:

- an apology had been received from Dr D McMahon Permanent Secretary DCAL who was unable to attend today’s meeting to brief Members on the Events Company. The briefing has been rescheduled to the April Board Meeting

- an additional item of business would be taken after Agenda Item 15: Minutes of the Business Support Committee held on 27 January 2016 in relation to a staffing issue.

4. **CHIEF EXECUTIVE’S BUSINESS**

4.1 The Chief Executive referred Members to the paper which had been circulated, drawing attention, in particular to the undernoted items.

**Assembly Questions**

4.2 The Minister’s responses to Written Assembly Questions during the period 11 December 2015 to 29 January 2016 inclusive were noted.

**Bi-Annual Assurance Statements**

4.3 Correspondence had been received from the Permanent Secretary, DCAL dated 3 February 2016, regarding the reliance placed by the Department on the Bi-Annual Assurance Statement and the importance of the Board ensuring that information contained in it is comprehensive, accurate, consistent and supported by evidence. In response to a question, the Chief Executive stated that the Department had not as yet identified any issues in the Libraries NI Bi-Annual Assurance Statement.

**Culture Arts and Leisure Committee**

4.4 The Culture, Arts and Leisure Committee (CAL) has requested a briefing on the Transfer of Functions to the new Department for Communities and the impact of the 2016/17 Draft Budget at its meeting to be held on 25 February 2016. The Chief Executive reported that the Director of Business Support, Mr T Heron and the Director of Library Services, Ms H Osborn would attend the briefing with her.

**Review of Public Administration (RPA): Affected Group**

4.5 Since its establishment in 2009, Libraries NI has been part of the Review of Public Administration (RPA) Affected Group, which meant that recruitment to vacant posts had to be carried out initially through internal trawls within the organisation and then to other organisations impacted by RPA before a public advertisement could be used. Confirmation has now been received from the Department of Finance and Personnel (DFP) that the Northern Ireland Executive has agreed that the Public Services Commission, which had oversight of the process, has fulfilled its terms of reference and is being stood down with effect from 31 March 2016. As a result there is no longer a RPA Affected Group.
Student Work Placements

4.6 The Chief Executive reported that the Libraries NI draft Corporate Plan/Business Plan included a target to develop a policy and procedure in relation to student work placements. In order to gain experience to inform this process it is proposed that an approach to student placements should be piloted in the next academic year for which the recruitment process would need to begin immediately. She outlined the number of potential benefits for Libraries NI including the opportunity to access new perspectives, ideas and knowledge as well as providing students with valuable experience and skills in an environment that complements and develops their formal learning.

4.7 In response to questions from Members the Chief Executive responded as follows:

- it was hoped to pilot 2-3 placements this year, possibly in the areas of marketing and IT
- Trade Unions had been consulted and were content for Libraries NI to proceed on the basis that the placements would not be used to substitute for existing jobs
- a structured Work Programme would be prepared for students, with ongoing liaison with their tutors
- the placements would be remunerated.

4.8 On a suggestion from Alderman S Martin it was agreed that Further Education Colleges should be included in this initiative.

4.9 On a proposal by Alderman S Martin, seconded by Councillor G Keating, the Board approved the proposal for the introduction of Student Placements.

CILIP Ireland/Library Association of Ireland (LAI) Conference

4.10 Members noted that the CILIP Ireland/Library Association of Ireland (LAI) Conference would take place in Killarney from 13 – 15 April 2016 inclusive. It has been normal practice in previous years for the Conference to be attended by up to six Board Members and a number of officers.

4.11 Members noted that these dates coincide with scheduled meetings of the Audit and Risk Assurance Committee on 13 April 2016 and the Libraries NI Board Meeting on 14 April 2016.

4.12 After discussion and on a proposal by Alderman M Smith, seconded by Ms J Williams, Members agreed that the date of the meeting of the Audit and Risk Assurance Committee should be rescheduled to Wednesday 20 April 2016 and the Libraries NI Board Meeting to Thursday 21 April 2016. An e-mail would be sent to all Board Members confirming the new dates and seeking expressions of interest in attending the Conference.

4.13 It was also agreed that the dates of meetings should not be changed except in exceptional circumstances.
Approval for Use of Car/Payment of Travel Claims

4.14 The Chief Executive drew attention to the form ‘Approval for Use of Car’ and reminded Members of the need to resubmit the form if they had changed their car. She explained that this was necessary in order to ensure that the information held to inform the payment of travel expenses was correct. She asked that, if necessary, completed forms be returned to her office as soon as possible.

4.15 The Chief Executive also asked Members to submit any outstanding travel claims for 2015/16 before 8 March 2016 in order that they can be processed within this financial year.

Creativity Month

4.16 The Chief Executive reported that £10,000 of funding had been received from DCAL for Creativity Month. This DCAL initiative takes place in March each year although funding is normally received well in advance to allow a varied programme of events to be developed and publicised. This year, due to late notice of funding, the programme of events may be more limited than in previous years.

4.17 Members noted that £25,000 of funding had also been received, through Together: Building a United Community (TBUC) Strategic Interventions for Libraries Plus, an enhanced programme of events in libraries serving urban villages during February and March 2016.

5.

MINUTES OF THE MEETING OF THE BOARD HELD ON 17 DECEMBER 2015 LNI 01.02.16

5.1 On a proposal by Alderman T Campbell, seconded by Councillor S McGuigan, Members approved the minutes of the Board Meeting held on 17 December 2015.

6.

MATTERS ARISING FROM THE MINUTES OF THE MEETING OF THE BOARD HELD ON 17 DECEMBER 2015 LNI 02.02.16

6.1 The Chief Executive drew attention to the circulated paper detailing action taken as a result of discussions at, and decisions of, the Board at the previous meeting. She drew attention in particular to the matters noted below, not already addressed elsewhere on the agenda or in the minutes.

Item 4.11: Chief Executive’s Business, Strategy for Arts and Culture 2016 - 2026

6.2 Members were reminded that the Services Committee had considered a draft response to the DCAL consultation document, Strategy for Arts and Culture 2016 – 2026. The draft response, which was included with the Matters Arising paper, was recommended to the Board for approval.
6.3 On a proposal by Alderman S Martin, seconded by Dr M Ward the Board approved the response to the consultation document.

Item 7.5: Board Effectiveness and Compliance Reviews

6.4 The Chief Executive reported that there had been discussion at both Audit and Risk Assurance Committee and Services Committee regarding the possibility of changing the day on which the respective Committees met. Services Committee had agreed to re-schedule its meetings to the third Thursday of the month with effect from January 2017. Audit and Risk Assurance Committee had decided to continue with its current meetings schedule.

7. MINUTES OF THE SPECIAL MEETING OF THE BOARD HELD ON 20 JANUARY 2016 LNI 03.02.16

7.1 On a proposal by Mrs D Kenny, seconded by Councillor J Palmer, Members approved the minutes of the special Board Meeting held on 20 January 2016.

8. MATTERS ARISING FROM THE MINUTES OF THE SPECIAL MEETING OF THE BOARD HELD ON 20 JANUARY 2016 LNI 04.02.16

8.1 The Chief Executive drew attention to the circulated paper detailing action taken following the special meeting.

Item 3.4: Budget 2016/17

8.2 As requested by the Board, amendments had been made to the High Level Impact Assessments (HLIAs) to reflect the impact that a reduction in library services would have on Section 75 individuals and on Good Relations. Minor changes had been made also to the wording of the Savings Delivery Plans (SDPs).

8.3 Members noted that the amended SDPs and HLIAs had been submitted to DCAL and that, while there had been some initial discussion with DCAL regarding the SDPs, no decisions had been taken as yet by the Minister on the 2016/17 budget allocation.

9. BOARD AND COMMITTEE EFFECTIVENESS REVIEW LNI 05.02.16

9.1 The Chief Executive drew attention to the draft Action Plan which had been produced as a result of the work undertaken at the Board Meeting in December 2015 and at the Business Support and Services Committees in November 2015 and January 2016, noting that the document combined recommendations from the respective Committees and the Board. The Chief Executive drew attention, in particular, to the undernoted items.
9.2 Due to resource constraints it was not possible to confirm that draft minutes of meetings would be available for circulation within two weeks of the meeting date. She explained that the Management Statement and Financial Memorandum (MSFM) provides that draft minutes of meetings of the Board and the Audit and Risk Assurance Committee (ARAC) should be sent to the Department within 15 working days of the meeting having taken place. She suggested that a similar timescale should apply to the circulation of draft minutes of Board and Committee meetings to Members. The Board was content with this proposal.

9.3 The Chief Executive reported that the proposal to designate the position of Chairperson of Business Support Committee and the Chairperson of Services Committee as ex officio members of the other Committee would not address the concerns expressed.

9.4 An ex officio member of a Committee is a member of a Committee, not in a personal capacity, but by virtue of holding another office. They have the same participatory rights as other approved members of the Committee e.g. to take part in the discussion and debate and to vote on any matter before the Committee. The current approved Schemes of Delegation provide that:

- the Chairperson of the Board is a member of all Committees
- the Vice-Chairperson of the Board is a member of the Services, Business Support and Remuneration Committees
- the Chairperson of Business Support is a member of the Services and Remuneration Committees
- the Chairperson of Services Committee is a member of the Business Support and Remuneration Committees; and
- the Chairperson of Audit and Risk Assurance Committee is a member of the Remuneration Committee.

9.5 The attendance of a Board Member in an ex-officio capacity at a Committee Meeting is disclosed in the Governance Statement which is part of the Annual Report.

9.6 All Board Members may attend any Committee and, with the permission of the Chairperson of the Committee, may participate in discussion and debate. However, only those Board Members whose membership of a Committee has been approved by the Board, either in a personal capacity or by virtue of the designated membership set out in the Scheme of Delegation, are entitled to vote on any matter before the Committee.

9.7 The Chief Executive suggested that the way to address Members' concerns would be for the Board to revise the respective Schemes of Delegation for each Committee, with particular reference to membership.

9.8 Following discussion the Board agreed to amend the relevant Schemes of Delegation. It was agreed that officers would bring proposed amended Schemes of Delegation to the next Board meeting for consideration.
The Board agreed that work should be undertaken to seek to identify a suitable alternative to the current extranet / iPad use and that the proposed alternative approach should be piloted by the Business Support Committee. In the meantime Board Members' training needs associated with the use of electronic systems would be identified and addressed.

In response to a question the Chief Executive confirmed that the work done by the Board in relation to its review of effectiveness and compliance would be used to inform completion of her Bi-Annual Assurance Statement and the Chairperson’s Annual Assurance Statement.

It was noted also that, at its meeting in January 2016, the Audit and Risk Assurance Committee had completed an effectiveness review using the National Audit Office Self-Assessment Checklist and was content that it was complying with good practice.

The Chairperson drew attention to the proposed Schedule of Board and Committee meetings 2016/17, drawn up to reflect agreed changes to days of meetings. Members agreed the revised Schedule of Meetings, subject to the change to the dates of the Audit and Risk Assurance Committee and Board meetings in April (see item 4.12 above).

The Chairperson thanked Members for participating in the Effectiveness and Compliance Reviews and especially those Members who had taken notes of the discussions.

**10. DRAFT CORPORATE PLAN 2016 – 2020 AND BUSINESS PLAN 2016/17**

The Chief Executive presented the Draft Corporate Plan 2016 – 2020 and draft Business Plan 2016/17. She explained that the draft Corporate Plan had been prepared, following consultation with the Board on the draft Corporate Goals and high level objectives. Staff from across the organisation had been consulted also and there was a high level of support for the approach being taken. DCAL had also provided feedback on the proposed Corporate Goals and objectives.

Members noted the following:

- the draft Corporate Plan contains a proposed new vision as well as a new mission and values
- the draft Plans had been prepared in a climate of uncertainty, in that:
  - the actual budget for 2016/17 is unlikely to be known until later this month
  - there is no information about the longer term budget, other than it is likely to decline
  - there is likely to be a new Programme for Government later in the year following the Assembly elections
subject to the legislative process, DCAL would be dissolved and the new Department for Communities would be established in May 2016.

- both Plans require approval by DCAL. It is expected that this will be an iterative process and that amendments may be required, both as a result of this process and when final budgets are known.

10.3 Members expressed support for the emphasis in the Plans on Libraries NI’s core business and the contribution that the public library service makes, and should continue to make, to social, community and economic wellbeing which seemed to fit well with the proposed focus of the new Department for Communities.

10.4 Discussion took place in relation to a number of issues as follows:

- whether there should be greater emphasis in the Plans on developing Libraries NI’s role in respect of visual literacy and providing access to visual culture. The Director of Library Services drew attention to the 2016/17 Business Plan target in relation to developing, delivering or hosting events that provide access to the arts and creative industries, indicating that this would include art exhibitions, music workshops and performances and use of the technology in the creative labs. It was noted that the aim was to promote libraries as an accessible venue for access to arts and culture events and activities provided by other organisations and individuals. The view was expressed that the proposed focus was appropriate and played to Libraries NI’s strengths as opposed to being in competition with other providers

- Libraries NI’s role in respect of the provision of music. Members were reminded of the decision taken by the Board the previous year to stop providing CDs in branch libraries, given that their popularity had declined significantly in recent years, and to concentrate instead on the provision of a specialist music collection in Belfast Central Library

- while acknowledging the importance of an adequate budget for stock, whether it was appropriate to include the Public Library Standard for spend on stock (£2.25 per capita) as a target in 2016/17, since funding levels were unlikely to be sufficient to make this target achievable. It was recognised that the target was extremely challenging and may not be achievable, but that it was important to continue to aim for the Public Library Standard and that, as in previous years, bids would be made in monitoring rounds for additional funding to seek to achieve the proposed target.

- whether the target for participation in Rhythm and Rhyme was sufficiently challenging, given current participation levels. Members recognised the value of Rhythm and Rhyme to the development of early learning and social skills and expressed appreciation of the work being done by staff in respect of this provision. It was noted that the target for 2016/17 had been set in the context of proposed budget reductions, which would have an impact on staffing levels.
whether the target set for class visits in 2016/17 was sufficiently challenging, given current participation levels. It was noted that there was a downward trend in class visits over the last few years, with feedback from schools indicating that this was due to the costs being incurred by them in relation to transport to the library.

- the need to ensure that the use of volunteers was handled sensitively. It was noted that a Volunteer Policy had been agreed with the trade unions which emphasised that volunteers would not be used as a substitute for substantive posts

- the need to include reference in the contextual information to the fact that uncertainty regarding future funding is a major risk to successful delivery of the Plan

- the role of public libraries in increasing awareness of issues associated with domestic violence and people trafficking. It was agreed that Services Committee would consider this matter

- it was agreed to amend the target relating to the Full Business Case (FBC) for the Belfast Central Library Redevelopment Project (Page 31) to reflect the submission, rather than approval, of the FBC, since the latter was largely outside Libraries NI's control

- in the event that minor amendments would be required by DCAL Board approval would be sought for the Chief Executive and Chairperson to agree the amendments otherwise it may be necessary to call a special Board Meeting. Members noted that the DCAL Minister would like to be in a position to approve both Plans before the end of her term of office.

10.5 On a proposal by Councillor J Palmer, seconded by Councillor S McGuigan, the Board approved the Draft Corporate Plan 2016 – 2020, subject to the amendments noted.

10.6 On a proposal by Councillor Dr J Gray, seconded by Alderman M Smith the Board approved the Draft Business Plan 2016/17, subject to the amendments noted.

10.7 On a proposal by Councillor J Palmer, seconded by Mr A McDowell Members delegated authority to the Chairperson and Chief Executive to agree minor amendments to the Draft Corporate Plan 2016 – 2020 and Draft Business Plan 2016/17, if required by DCAL.

11. **REVIEW OF STANDING ORDERS** LNI 07.02.16

11.1 The Chief Executive referred Members to Standing Orders and the proposed amendment to paragraph 1.5 which was highlighted in red font.

11.2 Members were reminded that, as a result of discussions at the Board and on the NIAO recommendations in the Report to those Charged with Governance 2014/15, it was agreed that Standing Orders should be revised
to include a process whereby the persistent non-attendance of Board Members might be addressed.

11.3 The Chief Executive reminded Members that the Board has reserved to itself the authority to amend Standing Orders and that any amendments must be agreed by the majority of the Members of the Board present at each of two consecutive meetings of the Board.

11.4 On a proposal by Councillor T Burns, seconded by Ms A Matthews, Members approved the Standing Orders (revised) document and noted it would be considered again at the next Board Meeting.

12. MANAGEMENT REPORT

12.1 The Chief Executive and Director of Business Support briefed the Board on the Management Report.

Key Performance Indicators Quarter 3: April to December 2015

12.2 The Chief Executive drew attention to the Key Performance Indicators (KPI) Report for Quarter 3 (April to December 2015). She reminded Members that the review of opening hours had taken place during this Quarter and that the impact of this on library usage would be reflected in Quarter 4.

Finance Report: December 2015

12.3 The Director of Business Support presented the Finance Reports for capital and recurrent spend to December 2015 which had been reviewed at the Business Support Committee meeting held on 27 January 2016.

12.4 In respect of the Capital Report the Director of Business Support confirmed that additional allocations had been received to cover the cost of fees already incurred and resources were available to purchase an additional nine RFID kiosks.

12.5 In respect of the Recurrent Report the Director of Business Support confirmed that correspondence had been received from DCAL confirming that the full cost of the Voluntary Exit Scheme would be funded. He added that savings in staff costs were being invested in stock and furniture and fittings. The Director of Business Support confirmed that plans were in place so that all budgets would be fully spent by year end.

Corporate Risk Register

12.6 The Director of Business Support drew Members' attention to the Corporate Risk Register which had been presented in a different format to make it easier for Members to see the amendments which had been made. Members noted that there were no red treated risks during this Quarter.

12.7 Members noted the Management Report.
13. MINUTES OF THE AUDIT AND RISK ASSURANCE COMMITTEE HELD ON 20 JANUARY 2016

13.1 The Chairperson of the Audit and Risk Assurance Committee, Ms D Kenny presented the minutes of the meeting held on 20 January 2016 and drew attention, in particular, to the undenoted items.

**Item 3: Chairperson's Business**

13.2 The following people had attended the Libraries NI Audit and Risk Assurance Committee meeting for the first time:

- Ms N McAuley who had been co-opted to the Committee for a period of four years
- Mr C McCann and Mr G Curran from DCAL. Mr G Curran will attend future meetings of the Committee instead of Mr A Hughes who previously represented DCAL
- Ms C O'Hagan from the Northern Ireland Audit Office who had replaced Mr P O'Sullivan as Audit Manager for Libraries NI.

**Item 7: Internal Audit Activity Report**

13.3 It was noted that 15 Audit Reports had been considered by the Committee; four had received a ‘Substantial’ level of assurance with the remainder receiving a ‘Satisfactory’ level of assurance. Four Priority One recommendations had been made, three in relation to the preliminary investigations in libraries and the fourth in relation to the implementation of tachographs in Mobile Library vehicles.

**Item 8: Internal Audit Activity Report – Outstanding Recommendations**

13.4 Members noted that 21 of the 32 Internal Audit Outstanding Recommendations for the period had been cleared leaving 11 to be resolved. No Priority One recommendations remained outstanding however three recommendations were outstanding for a period in excess of the recommended four months’ implementation date.

**Item 9: Internal Audit Annual Plan 2015/16 Progress Report**

13.5 Members noted that the Head of Internal Audit was reasonably confident that 31 audit assignments would be completed by year end which would enable him to provide the Chief Executive, as Accounting Officer, with an opinion on the effectiveness of risk management and internal controls to inform the Governance Statement.

**Item 10: Final Report to Those Charged with Governance**

13.6 The Final Report to Those Charged with Governance and the updated position on the implementation of the recommendations contained in the Report had been noted by the Committee.

**Item 11: Minutes of the Governance and Accountability Meeting, November 2015**

13.7 Members had considered the minutes of the Chief Executive’s Accountability Meeting held on 23 November 2015.
Item 12: Fraud Response Plan (Revised) and Anti-Fraud Policy (Revised)

13.8 The Committee had considered the Fraud Response Plan (Revised) and the Anti-Fraud Policy (Revised) and had recommended them both to the Board for Approval.

Item 13: Risk Management Report and Review

13.9 The Committee had reviewed the papers on the Risk Management Report and Review and in particular the Corporate Risk Register.

Item 14: Chairperson’s Register of Gifts and Hospitality 2015/16

13.10 The Committee had reviewed the Chairperson’s Register of Gifts and Hospitality for the period ended 30 September 2015. The Register for the period ended 31 December 2015 was unavailable and would be presented at the next meeting of the Committee.

Item 15: Schedule of Mission Critical Projects

13.11 The Committee had received an update on the Schedule of Mission Critical Projects by the Director of Business Support.

Item 18: NAO Audit Committee Self-Assessment Checklist

13.12 The Committee had completed the NAO Audit Committee Self-Assessment Checklist and was content that it was complying with good practice.

Item 19: Nation Fraud Initiative; Status Report; January 2016

13.13 The Director of Business Support had reported to the Committee on the National Fraud Initiative and informed them that four issues had arisen and were being investigated.

13.14 On a proposal by the Chairperson of the Committee, Mrs D Kenny, seconded by Vice-Chairperson of the Committee Councillor S McGuigan, the Board approved and adopted the minutes of the Audit and Risk Assurance Committee held on 20 January 2016 and approved the Fraud Response Plan (revised) and the Anti-Fraud Policy (revised).

14. MINUTES OF THE SERVICES COMMITTEE HELD ON 20 JANUARY 2016

LNI 10.02.16

14.1 The Chairperson of the Services Committee, Mr H Reid, presented the minutes of the meeting held on 20 January 2016 and drew attention, in particular, to the undernoted items.

Item 3.2: Chairperson’s Business

14.2 It was noted that the Committee had agreed to reschedule its meetings to the third Thursday of the month, to take effect from January 2017.

Item 4: National Libraries Day

14.3 In response to a question the Director of Library Services updated Members on National Libraries Day which was held on 6 February 2016. This event
had been well supported with many photographs and messages from library users posted on the Libraries NI Social media pages. The relevant link to the Libraries NI Flickr account would be forwarded to Board Members for information.

14.4 Members asked that thanks be recorded to all staff for their hard work in making this initiative very successful.

Item 7.2: Matters arising from the Minutes of the meeting of 18 November 2015

14.5 The Committee had acknowledged the benefits of visiting different libraries for meetings in order to increase their knowledge, meet staff and, if possible, also meet local stakeholders. Accordingly, meetings would alternate between Lisburn City Library or libraries in the Greater Belfast area and libraries elsewhere in Northern Ireland, with suitable meeting rooms.

Item 8: Filming Policy

14.6 The Committee had agreed the Filming Policy and recommended it to the Board for approval.

Item 9: Room Hire Policy

14.7 The Committee had agreed the Room Hire Policy and recommended it to the Board for approval.

Item 11: Committee Effectiveness and Compliance Review

14.8 The Committee had carried out its Effectiveness and Compliance Review and submitted its response.

Item 12: Public Lending Right

14.9 The Director of Library Services had reported that Libraries NI would continue to be part of the Public Lending Right (PLR) sample in 2016/17.

14.10 On a proposal by the Chairperson of the Committee, Mr H Reid, seconded by the Vice-Chairperson of the Committee, Councillor J Palmer, the Board approved and adopted the minutes of the Services Committee held on 20 January 2016.

14.11 On a proposal by the Chairperson of the Committee, Mr H Reid, seconded by Ms J Williams the Board approved and adopted the Filming Policy.

14.12 The Chief Executive updated Members on discussions in relation to room hire that had taken place since the Policy had been agreed at Services Committee. In light of those discussions she asked that the draft Policy be referred back to the Services Committee for further consideration.

14.13 On a proposal by the Chairperson of the Committee, Mr H Reid, seconded by Mrs D Kenny the Board agreed to refer the Room Hire Policy back to the Services Committee.
15. MINUTES OF THE BUSINESS SUPPORT COMMITTEE HELD ON
27 JANUARY 2016

15.1 The Chairperson of the Business Support Committee, Ms A Matthews,
presented the minutes of the meeting held on 27 January 2016 and drew
attention, in particular to the undernoted items which had not been dealt with
elsewhere on the agenda for the Board Meeting.

Item 3: Chief Executive’s Business

15.2 The Committee had received a tabled paper from the Chief Executive
regarding use of Libraries NI premises in the event that procedures within
the Recall of MPs Act 2015 were implemented. The Chief Executive
updated the Board on further discussions with the Chief Electoral Officer
since the Committee meeting, noting that he was keen to be able to use all
libraries, if required, and that a fee would be payable. The Board was
supportive of the proposals.

Item 4: Committee Effectiveness and Compliance Review

15.3 It was noted that the Committee had completed its Effectiveness and
Compliance Review and the agreed action plan produced by the Committee
was appended to the minutes.

Item 8: Fleet Policies and Guidance

15.4 The Committee had agreed the Vehicle Management Policy and the Policy
for Privately Owned Vehicles for Business Purposes and recommended both
policies to the Board for approval.

15.5 The Committee had noted the Guidance on the use of Privately Owned
Vehicles for Business Purposes.

Item 9: Information Systems Policies and Procedures

15.6 The Committee had considered a number of Information Systems Policies
and Procedures. The following policies had been approved by the
Committee and were recommended to the Board for approval:

- Data Protection Policy
- Freedom of Information Policy
- Network Security Policy
- Server Security Policy
- Application Security Policy
- Internet Security Policy
- Microsoft Windows Client Security Policy.

15.7 The following procedures and guidance documents were noted by the
Committee:

- Data Protection Procedures
• Freedom of Information: Request Handling Procedure
• Information Request: Staff Guidance

15.8 The Committee had also considered the Staff Acceptable Use Policy and the Information Security Policy, noting that these were subject to consultation with the Trades Unions and would be brought back to the Committee for approval when that process had been completed.

Item 10: Fees and Charges 2016/17

15.9 The Committee had agreed fees and charges for 2016/17 and recommended them to the Board for approval. It was noted that changes to fees and charges require DCAL approval prior to being implemented.

Item 13: Procurement Report

15.10 The Committee had received a report regarding procurements for the period 17 November 2015 to 15 January 2016 and a report on tenders/Single Tender Actions over £1,000 during the same period.

Item 14: Report on the use of the Common Seal

15.11 It was noted that the Common Seal of the Northern Ireland Library Authority had been applied on three occasions in the period June 2015 – December 2015, having been authorised by the Chief Executive and witnessed by the Assets Manager.

Item 15: Disposal of Surplus Property – Status Update Report

15.12 The Committee had received an update from the Assets Manager on the status of various disposal proceedings relating to surplus land and property.

15.13 On a proposal by the Chairperson of the Committee, Ms A Matthews, seconded by the Vice-Chairperson of the Committee, Alderman M Smith, the Board approved and adopted the minutes of the Business Support Committee held on 27 January 2016.

15.14 On a proposal by the Chairperson of the Committee Ms A Matthews, seconded by Alderman T Burns, the Board agreed that the Chief Executive should continue to engage in discussions with the Chief Electoral Officer in relation to the use of Libraries NI premises in the event that procedures in the Recall of MPs Act 2015 were implemented.

15.15 On a proposal by the Chairperson of the Committee Ms A Matthews, seconded by Alderman S Martin the Board approved the Vehicle Management Policy and the Policy for Privately Owned Vehicles for Business Purposes.

15.16 On a proposal by the Chairperson of the Committee Ms A Matthews, seconded by Mr A McDowell the Board approved the following Information Systems Policies:

• Data Protection Policy
• Freedom of Information Policy
• Network Security Policy
• Server Security Policy
• Application Security Policy
• Internet Security Policy
• Microsoft Windows Client Security Policy.

15.17 On a proposal by the Chairperson of the Committee Ms A Matthews, seconded by Alderman T Burns the Board approved the Fees and Charges 2016/17

16. STAFFING MATTER

16.1 Officers with the exception of the Chief Executive withdrew from the meeting at 12.21 pm.

16.2 The Chief Executive briefed the Board on the proposed retirement of a senior member of staff. The Board agreed that the recruitment process should commence immediately.

16.3 The Chief Executive withdrew from the meeting at 12.35pm.

17. REPORT FROM THE MEETINGS OF THE REMUNERATION COMMITTEE

17.1 The Chairperson briefed the Board on discussions at the meetings of the Remuneration Committee held on 2 July 2015 and 17 December 2015.

18. ANY OTHER NOTIFIED BUSINESS

18.1 There was no other notified business.

19. DATE OF NEXT MEETING

19.1 Members noted that the next meeting of the Board would take place on Thursday 21 April 2016 at 10.30 am in Lisburn City Library.

20. MEMBERS ARRIVAL AND DEPARTURE TIMES

20.1 The meeting ended at 12.45 pm.

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

Dr M Ward arrived at 10.36 am
Councillor J Palmer arrived at 10.43 am
Ms A Matthews arrived at 11.07 am
Councillor S Mcllveen arrived at 12.30 pm

Alderman T Burns left at 12.21 pm
Ms D Kenny left at 12.35 pm

Signed: [Signature]

Date: 21st April 2016