LIBRARIES NI

The Northern Ireland Library Authority

2 July 2015

Minutes of a meeting of the Board of the Authority held on
Thursday 2 July 2015 at 10:30 am in Lisburn City Library

PRESENT

Professor Bernard Cullen
Chairperson
Alderman Thomas Burns
Alderman Tom Campbell
Councillor Garath Keating
Mrs Deirdre Kenny
Councillor Cathal Mallaghan
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
Mr Brian Doherty
Head of Internal Audit

1. APOLOGIES FOR NON ATTENDANCE

Councillor Dr Janet Gray

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 informed Members that Councillor C Hanna and Alderman A Watson had been co-opted as MLAs. As the Northern Ireland Library Authority is one of the organisations listed in the Northern Ireland Assembly Disqualification Act 1975 (as amended) they can no longer be Members of the Libraries NI Board. Both have been advised of the need to tender their resignation to the Minister of Culture, Arts and Leisure. The Chairperson reported that he had consulted with DCAL regarding the recruitment process for new Board Members and it had been agreed that a competition would not take place, at this stage, to replace the two out-going Members. The Chairperson, on behalf of Members, wished Councillor C Hanna and Alderman A Watson every good wish for the future.

3.2 Members noted the correspondence between the Chairperson and the Minister regarding the Review of Opening Hours.

3.3 The Chairperson informed Members that he, together with the Chief Executive, had attended a meeting of the DCAL ALB Strategic Forum on Monday 29 June 2015. The focus of the meeting had been the transition to the new Department for Communities and the 2015/16 budget.

3.4 The Forum had received a briefing on the work being undertaken within the Department in relation to the Transition Programme, noting that a Project Board had been established to oversee the formation of the new Department and it would be engaging with ALBs and other stakeholders. Attention was drawn to a tabled letter from the Permanent Secretary, dated 1 July 2015, seeking a nominee to participate in an informal working group to be established by DCAL with a view to ensuring that the culture, arts and leisure sectors helped to shape the new Department. The Board agreed that Ms H Osborn, Director of Library Services should represent Libraries NI on the working group.

3.5 The Permanent Secretary and the DCAL Director of Finance had updated the Forum on the latest budget position, noting possible implications of the June monitoring exercise and the July Budget Statement and the need to plan for potential further in-year budget reductions. Concern was expressed about the impact on ALB budgets of delays in funding for voluntary exit arrangements.

3.6 The Chairperson reported on his attendance at the official opening of the new Lisnaskea Library on 18 June 2015 and commended all staff who had been involved in the project.

4. **CHIEF EXECUTIVE’S BUSINESS**

4.1 The Chief Executive on behalf of Officers and staff also wished Councillor C Hanna and Alderman A Watson well for the future and thanked them for serving on the Libraries NI Board.
4.2 The Chief Executive referred Members to the paper which had been circulated, drawing attention, in particular, to the undernoted items.

Assembly Questions

4.3 Members were referred to the Minister’s response to Written Assembly Questions during the period 17 April 2015 – 19 June 2015 inclusive.

Correspondence

4.4 Members noted the following correspondence which had been received from DCAL:

- Letter from Mr A Hughes, Head of Museums and Libraries Branch, DCAL dated 29 May 2015, confirming the budget allocation and priorities for 2015/16
- Letter from Mr F Devitt, Director of Sports, Museums and Recreation Division, DCAL, dated 16 June 2015, noting receipt of the Outline Business Case (OBC) for Belfast Central Library. The OBC has been referred to the DCAL Casework Committee which is scheduled to meet on 8 July 2015.

DCAL Business Plan 2015/16

4.5 Members noted the DCAL Business Plan 2015/16.

Accountability Meeting

4.6 The Chief Executive reported that her Accountability Meeting with DCAL had taken place on 3 June 2015. The main items discussed at the meeting included the end of year outturn (financial and service delivery), progress in relation to capital projects, the end of year assurance statement and governance statement, budget profiling for 2015/16 and longer term strategic planning. The minutes of the meeting, when agreed, would be presented to the Audit and Risk Assurance Committee.

Fintona Library

4.7 Members noted that Fintona Library had re-opened to the public on 4 June 2015 following refurbishment at a cost of £85,000. A number of Board Members had attended the preview afternoon held on 3 June 2015.

Carnlough Library

4.8 Members were informed that Carnlough Library had re-opened to the public after refurbishment undertaken by Mid and East Antrim (formerly Larne) Borough Council, which owns the building.

Moira Library

4.9 Members noted that construction of the new library was now complete and it would open to the public on 16 July 2015.
Library in a Box
4.10 The Chief Executive reported that Libraries NI, in partnership with the Department of Agriculture and Rural Development (DARD), is piloting a new approach to service provision in rural areas to supplement existing services and to improve access to books and reading in three venues. Trillick Post Office, Clonmore Community Centre and Eskra Community Centre have been provided with a 'Library in a Box', a collection of books which can be borrowed using self-issue facilities. Books would be changed regularly and can be tailored to meet local needs and interests. Funding for the pilot has been provided by DARD and DCAL.

NI Digital Transformation Programme
4.11 It was noted that Libraries NI had been invited to participate at the launch of the NI Digital Transformation Programme held on 27 May 2015 by presenting on the work undertaken to help address digital exclusion. The Programme was launched by the Minister of Finance and Personnel.

National Bookstart Week
4.12 Members noted that special Rhythm and Rhyme sessions had been held in 61 libraries to celebrate National Bookstart Week (8 – 14 June 2015). The aim of the week was to reinforce to parents/carers the importance of getting into the habit of reading every day to young children.

Adult Learners’ Week
4.13 The Chief Executive informed Members that approximately 50 events were held in 30 libraries during Adult Learners’ Week which took place 13 – 19 June 2015. Events included Go ON! Sessions, FABLAB maker events, creative writing workshops, local history talks, sign language classes, digital photography sessions and author talks.

Summer Reading Challenge
4.14 Members noted that this year’s Summer Reading Challenge would run from 1 July to 31 August 2015 and the theme is ‘Record Breakers’. The aim of the Challenge is to encourage children to read for enjoyment over the summer holidays, thus helping to prevent the reading dip that can occur and build children’s confidence and reading skills. This year’s challenge is supported by The Reading Agency in association with Guinness World Records™ and as part of the Challenge children and adults across the United Kingdom would be asked to make a pledge to help set a Guinness World Records™ for the Most Pledges received for a Reading Campaign. The Chief Executive encouraged as many Members as possible to take part.

DCAL Learning and Innovation Awards
4.15 Members congratulated the Health in Mind Team and the Heritage Team who were recipients of awards at the DCAL Learning and Innovation Awards ceremony held on 16 June 2015. Health in Mind was Highly Commended in the Community Impact category for the positive impact made by its programme in rural libraries and the Heritage Team was Highly Commended in the Innovation category for the online series of virtual exhibitions which illustrate the wealth of our heritage holdings.
Derry Central Library

4.16 Members congratulated the staff of Derry Central Library who received an award by Derry Engaging and Empowering Dementia (DEED) in recognition of their commitment to supporting people with dementia.

Planning Day/Services Meeting

4.17 Members were reminded that the Board was scheduled to meet on the morning of 17 September 2015 to consider key priorities for 2016/17 and beyond. Following discussion it was agreed that the Services Committee, which was scheduled to meet on 16 September, would now meet on the afternoon of 17 September 2015.

5. ELECTION OF VICE-CHAIRPERSON OF THE BOARD

5.1 The Chairperson reminded Members that, at the Board Meeting held on 23 April 2015, it had been agreed to defer the election of the Vice-Chairperson until this meeting. Members were to give consideration to the length of the term of office of the position i.e. whether it should be in line with the term of office of the Chairpersons/Vice-Chairpersons of the Committees which is two years.

5.2 The Chairperson sought nominations for the position of Vice Chairperson of the Board. Nominations were received as follows:

- Councillor C Mallaghan was proposed by Councillor S McGuigan and seconded by Mrs D Kenny
- Alderman T Campbell was proposed by Mr A McDowell, seconded by Ms J Williams.

5.3 Councillor Mallaghan and Alderman Campbell confirmed their willingness to serve and withdrew from the meeting while voting took place on the basis of a show of hands. Councillor Mallaghan and Alderman Campbell returned to the meeting. The Chairperson declared that Alderman Campbell had been elected as Vice Chairperson of the Board.

5.4 Members agreed that the term of office of Vice-Chairperson of the Board should be for a period of 2 years.

6. MINUTES OF THE MEETING OF THE BOARD HELD ON 23 APRIL 2015
   (LNI 02.07.15)

6.1 On a proposal by Councillor S Mcllveen, seconded by Alderman M Smith, Members approved the minutes of the Board Meeting held on 23 April 2015.
7. **MATTERS ARISING FROM THE MINUTES OF THE MEETING OF THE BOARD HELD ON 23 APRIL 2015**  

LNI 03.07.15

7.1 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:

**Item 4.9: Board Members’ Induction**

7.2 The Chief Executive confirmed that Corporate Governance Training for new  
Board Members had been arranged for Wednesday 9 September 2015 at  
9.30 am in Lisburn City Library. Members noted that the training would be  
provided by CIPFA.

**Item 9.10: Management Report, Corporate Risk Register**

7.3 Members noted that the Chief Executive had written to DCAL on 21 April  
2015 to inform the Department that the Board would retain reference to  
‘treated risk’ and ‘risk appetite’ in its risk register.

**Item 14.2: Report of a meeting of the Audit and Risk Assurance Committee held on 15 April 2015**

7.4 Members noted that the formal minutes from this Committee meeting would  
be taken under Agenda Item 13.

8. **MINUTES OF THE MEETING OF THE BOARD HELD ON 13 MAY 2015**  

LNI 04.07.15

8.1 On a proposal by Alderman T Burns, seconded by Dr M Ward, Members  
approved the minutes of the Board Meeting held on 13 May 2015.

9. **MATTERS ARISING FROM THE MEETING OF THE BOARD HELD ON 13 MAY 2015**  

LNI 05.07.15

9.1 The Chief Executive drew attention to the undernoted items.

**Item 3.7: Opening Hours Policy Report**

9.2 Members noted that further consultation is taking place with the Mellon  
Centre for Migration Studies and the Ulster American Folk Park regarding  
opening hours. A report would be brought to the next Services Committee to  
be held on 17 September 2015.

**Item 3.13: Opening Hours Policy Report**

9.3 Members noted that local consultation on the timetable of opening hours in  
each library ended on 13 June 2015 and the results were currently being  
analysed. Timetables for library opening hours would be agreed over the  
summer and a report would be brought to the next Services Committee  
meeting.
9.4 **Item 3.22: Opening Hours Policy Report**

The Chief Executive confirmed that following the special Board Meeting all staff had been informed of the Board’s decision regarding opening hours and a letter had been sent to the DCAL Minister informing her also of the Board’s decision.

10. **FURTHER BUDGET PLANNING FOR 2015/16**

10.1 The Chief Executive introduced the paper entitled ‘Further Budget Planning 2015/16’ which informed Members of a contingency planning exercise commissioned by DCAL, given the risks of additional pressures emerging in-year, and the implications for Libraries NI. Members noted that the Business Support Committee had discussed Annex A of the document at its meeting held on 27 May 2015.

10.2 The Chief Executive reported that the Director of Business Support and she had attended a meeting of the Chief Executives and Finance Directors of the Arms Length Bodies (ALBs) on 12 June 2015 at which the DCAL Permanent Secretary had reinforced the need for contingency planning. However it had also been made clear at that meeting that, at this stage, no action should be taken to implement any contingency plans as discussions were still on-going about the 2015/16 budget.

10.3 Members noted the correspondence from the DCAL Permanent Secretary dated 22 June 2015 (Annex B) regarding the arrangements required to deal with budgetary pressures and that the Chief Executive and the Director of Business Support had met with Mr F Devitt, Director of Sport, Museums and Recreation, DCAL, on 30 June 2015 to discuss 2015/16 budgets.

10.4 The Director of Business Support presented the various options that were being considered in relation to managing potential additional pressures, noting that the impact on service delivery would be significant and that substantial work would need to be done to develop the relevant plans should these pressures materialise.

10.5 There was a lengthy discussion in relation to the potential implications of further budget cuts, including on the sustainability of the existing library network. It was agreed:

- that a paper would be prepared for the Board Planning meeting in September setting out emergent thinking on criteria for future service provision

- to call a special meeting of the Board to consider necessary action if notification was received during the summer of the need for in-year budget cuts.
11. LIBRARIES NI DRAFT ANNUAL REPORT AND ACCOUNTS 2014/15
LNI 07.07.15

11.1 The Chief Executive presented the Draft Annual Report 2014/15 noting that it complied with the prescribed format. She drew attention to the range of programmes, activities and developments which had taken place during the year and expressed her thanks to staff for their continuing professionalism and commitment to providing a high standard of service at a time of uncertainty and in difficult financial circumstances.

11.2 The Chief Executive briefed Members on the draft Governance Statement, noting that it had been considered in detail by the Audit and Risk Assurance Committee at its meeting the previous week and that amendments may be required as a result of the audit.

11.3 The Director of Business Support drew Members’ attention to the Annual Accounts 2014/15 confirming that they had been reviewed by the Audit and Risk Assurance Committee and that they were in the prescribed format (NDPB Green) and were prepared in accordance with FReM and International Accounting Standards. He drew attention, in particular, to the key figures in the financial statements and the reconciliation between the budget report and the Annual Accounts, demonstrating that the Board had met its financial targets. Members noted that the previous NIAO recommendation regarding the treatment of fees and charges owed by library customers had been actioned with debts from library borrowers being recognised in the accounts and provision being made for any debts unlikely to be recovered.

11.4 The Chairperson of the Audit and Risk Assurance Committee, Mrs D Kenny gave her assurance to the Board that the draft Annual Report and Accounts 2014/15 had been reviewed and discussed at the Audit and Risk Assurance Committee meeting held on 24 June 2015 and that the Committee was content to recommend the Annual Report and Accounts to the Board for submission to the Northern Ireland Audit Office.

11.5 On a proposal by Councillor S McGuigan, seconded by Alderman S Martin, Members agreed to delegate responsibility for approving and signing the Annual Report and Accounts 2014/15 to the Business Support Committee at its meeting to be held on 30 September 2015 after the audit has been completed.

11.6 On a suggestion by Dr M Ward it was agreed that in future all Board and Committee documents would refer to female Councillor Members in the same format as currently used for male Councillors.
12. MANAGEMENT REPORT

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

Key Performance Indicators 2014/15: End of Year Report

12.2 The Chief Executive reported that, at the end of March 2015, 22 out of the 31 KPIs had been achieved in full. The majority of those not achieved were impacted detrimentally by in-year budget cuts whilst others had been impacted by the implementation of e2.


12.3 It was noted that 71% of the targets in the Business Plan had been achieved in full, 16% had been partially achieved and 13% were not achieved. Where targets were partially achieved or not achieved they had either been carried forward into 2015/16 or a decision had been made not to proceed.

Finance Report: May 2015

12.4 The Director of Business Support referred to the Finance Reports as at May 2015. Members noted that the Capital Report showed an overspend of £26,000 which related to the unitary charge (capital) for Lisburn City Library, which was inescapable. No capital funding had been received from DCAL but a bid had been made to June monitoring in relation to inescapable costs. Members noted that the Recurrent Report showed an underspend of 7% as a prudent approach was being taken in respect of stock, maintenance and staff spend, given the potential for further in-year savings to be found.

Corporate Risk Register

12.5 The Director of Business Support presented the Corporate Risk Register informing Members that changes made to it since it was last presented to the Board were indicated in blue font. Members noted in particular Section 4 of the Register which showed that contingency plans were in place to deal with any further in-year budget cuts. Members noted that the Corporate Risk Register had been examined in full by the Audit and Risk Assurance Committee at its meeting held on 24 June 2015.

12.6 The Board noted the Management Report.

13. MINUTES OF THE AUDIT AND RISK ASSURANCE COMMITTEE HELD ON 15 APRIL 2015

13.1 The Chairperson congratulated Mrs D Kenny who had been elected as Chairperson of the Audit and Risk Assurance Committee and Councillor S McGuigan on his election as Vice-Chairperson.

13.2 The Chairperson of the Audit and Risk Assurance Committee presented the minutes of the meeting held on 15 April 2015, noting that an oral report on this meeting had been given at the last Board Meeting held on 23 April 2015. She drew attention, in particular, to the undernoted items.
Item 7: Internal Audit Activity Report (January – March 2015)

Four Audit Reports had been considered by the Committee and each had received a ‘Satisfactory’ level of assurance. The Committee had also reviewed reports of two investigations.

Item 8: Internal Audit Activity Report – Outstanding Recommendations

Members noted that 52 of the 55 Internal Audit Outstanding Recommendations for the period had been cleared. No Priority One recommendations were outstanding and none was outstanding more than four months.

Item 10: Bi-Annual Assurance Statement (October 2014 – March 2015)

The Committee had reviewed the Chief Executive’s Bi-Annual Assurance Statement for the period October 2014 – March 2015 and was content to recommend it to the Board for approval.

Item 11: Annual Board Assurance Statement

In the absence of the Chairperson of the Board, the Chief Executive had presented the Annual Board Assurance Statement and the Committee had recommended its adoption by the Board.

Item 12: Internal Audit Draft Annual Report

The Head of Internal Audit had presented the Internal Audit Draft Annual Report advising Members that 27 of 29 planned audits had been completed and had confirmed that he was able to provide his annual assurance to the Accounting Officer.

Item 13: Draft Governance Statement

The Chief Executive had presented the draft Governance Statement 2014/15 highlighting the Review of Effectiveness and Internal Control Divergences.

Item 14: Internal Audit Strategy 2015/18

The Head of Internal Audit had presented the Internal Audit Strategy 2015/18 and the Committee was content to recommend it to the Board for adoption.

Item 15: Internal Audit Branch Libraries Strategy 2015/16

The Committee had considered the Internal Audit Branch Libraries Strategy 2015/16 and was recommending it to the Board for adoption.

Item 16: Internal Audit Annual Plan 2015/16

The Committee had considered the Internal Audit Annual Plan 2015/16 and was recommending it to the Board for adoption.

Item 17: Whistleblowing Policy and Procedure

A revised Whistleblowing Policy and Procedure had been considered by the Committee and subject to an amendment, as set out in paragraph 17.2 of the minutes, the Committee was content to recommend it to the Board for approval.
Item 18: Assurance Framework

13.13 The Chief Executive had presented a paper to the Committee setting out a proposed approach to developing an Assurance Framework for Libraries NI. While this work was still at an early stage the Committee was content with the approach being adopted.

Item 19: Risk Management Report and Review

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

13.15 On a proposal by the Chairperson of the Committee, Ms D Kenny, seconded by Mr A McDowell, the Board approved and adopted the minutes of the Audit and Risk Assurance Committee held on 15 April 2015, including any recommendations contained therein.

13.16 Mrs D Kenny reported that an Audit and Risk Assurance Committee meeting had been held on 24 June 2015, the formal minutes of which would be available at the next Board Meeting to be held on 15 October 2015. Mrs Kenny gave a brief report of the main items discussed as follows:

- the Committee had met with the Head of Internal Audit prior to the commencement of the Committee meeting for the annual bi-lateral meeting
- three Internal Audit Reports were considered by the Committee.
- 28 of the 38 internal audit recommendations outstanding for the period had been cleared. No Priority One recommendations were outstanding and none was outstanding more than four months
- the Committee had agreed the content of the Audit and Risk Assurance Committee Draft Annual Report. This would remain draft until the NIAO Report to Those Charged with Governance was issued to the Board
- the Libraries NI Draft Annual Report and Accounts 2014/15 had been reviewed by the Committee
- the Corporate Risk Register had been considered by the Committee.

13.17 Members noted the report.

14. MINUTES OF THE SERVICES COMMITTEE HELD ON 13 MAY 2015

LNI 10.07.15

14.1 The Chairperson congratulated Mr H Reid who had been elected as Chairperson of the Services Committee and Councillor J Palmer who had been elected as Vice-Chairperson.

14.2 The Chairperson of the Committee presented the minutes of the meeting held on 13 May 2015 and drew attention, in particular, to the undernoted items.
Item 6: Director’s Business

14.3 Members noted that confirmation had been received from DARD of funding in the sum of £20,000 to deliver Health in Mind programmes in eight rural libraries.

Item 9: Services Plan and Risk Registers 2015/16

14.4 The Services Plan and Risk Registers for the Services Directorate had been approved by the Committee.

Item 10: Service Plan Progress Reports 2014/15

14.5 The Committee had received progress reports for 2014/15 on the business areas, key themes, stock and marketing. The Director of Library Services had referred to the impact in-year budget cuts had on participation levels due to reduced programming, opening hours and access to services. She had also referred to the key achievements during the period.

Item 11: Music Provision in Branch Libraries

14.6 It was noted that the Committee had received a report on Music Provision in Branch Libraries, and had recommended approval of the proposals contained therein.

Item 12: Customer Feedback Report

14.7 The Customer Feedback Report for the period October 2014 to March 2015 had been reviewed.

14.8 On a proposal by Councillor S McIlveen, seconded by the Chairperson of the Committee Mr H Reid, the Board approved and adopted the minutes of the meeting of the Services Committee held on 13 May 2015.

15. MINUTES OF THE BUSINESS SUPPORT COMMITTEE HELD ON 27 MAY 2015

LNI 11.07.15

15.1 The Chairperson of the Business Support Committee, Ms A Matthews, presented the minutes of the meeting held on 27 May 2015 and drew attention, in particular, to the undernoted items which had not been dealt with elsewhere on the agenda for the Board Meeting.

Item 8: Sickness Absence Report to April 2015

15.2 The Sickness Absence Report to April 2015 had been presented to the Committee. Members noted that the Health and Wellbeing Team was continually liaising with managers and monitoring absence rates.

Item 9: Health and Safety Report 2014/15

15.3 The Committee had considered the Health and Safety Annual Report 2014/15.

Item 10: Health and Safety Policy Review

15.4 The Committee had considered the review, noting that no changes were required to the policy.
Item 11: Environmental Policy Review

The Committee had considered the review of the Environmental Policy, noting that no changes were required to the Policy.

Item 12: Sponsorship Policy Review

The Committee had recommended approval of the Sponsorship Policy, which had been revised and the format updated in accordance with best practice.

Item 13: Risk Register

Risk Registers in respect of Assets, Finance, Human Resources and ICU/ICT had been noted by the Committee.

Item 14: Defibrillators

With the aid of funding from DCAL, 40 Automated External Defibrillators (AEDs) had been procured and were now in place in a number of Libraries NI premises. Approximately 100 staff had volunteered to be trained in their use.

Item 15: Business Improvement Districts

The Director of Business Support had provided an update regarding Business Improvement Districts (BIDs), noting that Libraries NI would have an input into the BID meetings with one of the Area Managers representing Libraries NI in the first BID established in Ballymena.

Item 16: Procurement Report

Members noted the update regarding Procurements for the period 13 March 2015 to 15 May 2015 and tenders/single tender actions over £1,000.

Item 17: Removal of replacement Borrower Card Charges

Members noted that a letter had been received from DCAL, dated 30 April 2015, which gave approval for Libraries NI to waive the charges associated with replacing lost membership cards. It was noted that the income from replacement cards had been minimal.

On a proposal by the Chairperson of the Committee Ms A Matthews, seconded by Councillor G Keating, the Board approved and adopted the minutes of the Business Support Committee held on 27 May 2015 including any recommendations contained therein.

16. ANY OTHER NOTIFIED BUSINESS

16.1 There was no other notified business.
17. DATE OF NEXT MEETING

17.1 Members noted that a Planning Day would be held on Thursday 17 September 2015 at 10:30 am in Lisburn City Library to discuss key priorities for Libraries NI for 2016/17 and beyond. This would be followed by a meeting of the Services Committee at 2:00 pm.

17.2 The next scheduled meeting of the Board would take place on Thursday 15 October 2015 at 10:30 am in Lisburn City Library.

18. MEMBERS ARRIVAL AND DEPARTURE TIMES

18.1 The meeting ended at 12:30 pm.

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

Councillor G Keating arrived at 10:38 am
Alderman T Burns arrived at 10:40 am
Councillor S Mcliveen arrived at 10:40 am
Ms A Matthews arrived at 11:10 am

Signed: [Signature]

Date: 15/10/15