LIBRARIES NI

The Northern Ireland Library Authority

Minutes of a meeting of the Board of the Authority held on Thursday 13 October 2016 at 10:30 am in Lisburn City Library

PRESENT

Professor Bernard Cullen  Chairperson
Councillor Dr Janet Gray
Councillor Garath Keating
Mrs Deirdre Kenny
Councillor Cathal Mallaghan
Alderman Stephen Martin
Ms Angela Matthews
Mr Alastair McDowell
Councillor Seán McGuigan
Councillor Stephen McIlveen
Mr Harry Reid
Alderman Marion Smith
Ms Jane Williams

IN ATTENDANCE

Ms Irene Knox  Chief Executive
Mr Desi Miskelly  Director of Business Support
Ms Helen Osborn  Director of Library Services
Mr Brian Doherty  Head of Internal Audit
Mrs Rita McNamee  Finance Manager
Mrs M Walker  Human Resources Manager (for item 18)
Ms A Cosgrove  Department for Communities

1. APOLOGIES FOR NON ATTENDANCE

Alderman Thomas Burns
Alderman Tom Campbell  Vice-Chairperson
Dr Margaret Ward

2. MEMBERS’ DECLARATION OF POTENTIAL CONFLICT OF INTEREST

2.1 The Chairperson reminded Members and Officers of the need to declare any actual, potential or perceived conflicts of interest associated with any item on the agenda either now or at the relevant stage during the meeting. No interests were declared.
3. **CHAIRPERSON’S BUSINESS**

3.1 The Chairperson welcomed Ms A Cosgrove who had recently been appointed as Head of Libraries and Museums Branch in the Department for Communities (DfC) to her first meeting of the Libraries NI Board.

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 Members were referred to the Minister’s response to Written Assembly Questions during the period 1 July 2016 to 30 September 2016 inclusive.

**Libraries NI Corporate Plan 2016-20 and Business Plan 2016/17**

4.3 Correspondence from the Minister, dated 26 July 2016, approving the Libraries NI Corporate Plan 2016-20 and Business Plan 2016/17 was noted.

**MacMillan Coffee Mornings**

4.4 The Chief Executive reported that staff in 57 libraries had organised MacMillan Coffee Mornings, raising over £12,000 for the charity. Members asked that their congratulations be sent to all staff involved in making this worthwhile event such a great success.

**Alzheimers Society’s Dementia Friendly Awards**

4.5 The Chief Executive reported that Libraries NI and Shankill Library were finalists in three categories in the Alzheimers Society’s Dementia Friendly Awards as follows:

- Dementia Friendly Community Organisation of the Year (Public and Private – Small and Medium) - Shankill Library
- Dementia Friendly Community Organisation of the Year (Public and Private – Large) - Libraries NI
- Dementia Friendly Partnership of the Year - Shankill Library.

Members offered their congratulations to all staff involved.

5. **THE NORTHERN IRELAND EVENTS COMPANY: DEPARTMENT FOR COMMUNITIES PRESENTATION ON PUBLIC ACCOUNTS COMMITTEE FINDINGS**

5.1 Ms A Cosgrove, Head of Libraries and Museum Branch, DfC, gave a presentation on the Public Accounts Committee (PAC) findings in respect of the Northern Ireland Events Company and the actions taken to address the associated recommendations. In response to questions from Board Members, she provided information on the whistleblowing arrangements within the Department and emphasised the importance of open and transparent relationships between Arms’ Length Bodies and the Department.
5.2 On behalf of the Board, the Chairperson thanked Ms Cosgrove for attending the meeting and for the informative presentation.

6. MINUTES OF THE MEETING OF THE BOARD HELD ON 7 JULY 2016
   LNI 01.10.16

6.1 On a proposal by Councillor S McGuigan, seconded by Mr A McDowell, the minutes of the Board Meeting held on 7 July 2016 were approved.

7. MATTERS ARISING FROM THE MINUTES OF THE MEETING OF THE BOARD HELD ON 7 JULY 2016
   LNI 02.10.16

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, noting in particular, the matters set out below, not already addressed elsewhere on the agenda or in the minutes.

   Item 3.1: Chairperson’s Business

7.2 The Chief Executive reminded Members of the information circulated to them on 8 August 2016 regarding the Board Room Apprentice programme and noted that there was nothing further to report at this stage.

   Item 7.5: Review of Committee Membership

7.3 The Chairperson informed Members that the Department had initiated the recruitment process for three new Councillor Members of the Board. It was expected that the new Members would be appointed by 1 February 2017.

   Item 11.2: Belfast Central Library Presentation

7.4 Members noted that a meeting had taken place with Ms D Stockman, Director, Capital Division, DfC and Mr F Devitt, Director Active Communities Division, DfC on 25 July 2016 to make them aware of the Board’s concerns regarding the lack of funding to enable the Belfast Central Library project to be progressed to Full Business Case stage.

7.5 The Chief Executive reported that the first meeting of the Belfast Central Library Committee would take place on Wednesday 9 November 2016 at 10.30 am in Belfast Central Library. A full report would be brought to the next meeting of the Board.

8. MINUTES OF THE SPECIAL MEETING OF THE BOARD HELD ON
   22 SEPTEMBER 2016
   LNI 03.10.16

8.1 On a proposal by Councillor S McIlveen, seconded by Councillor Dr J Gray, the minutes of the special Board Meeting held on 22 September 2016 were approved.
9. MATTERS ARISING FROM THE MINUTES OF THE SPECIAL MEETING OF THE BOARD HELD ON 22 SEPTEMBER 2016

9.1 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, noting in particular, the matters set out below, not already addressed elsewhere on the agenda or in the minutes.

Item 3.8: Report of the Opening Hours Consultation

9.2 Members noted that the Report on the Opening Hours Consultation, agreed by the Board, had been published on the Libraries NI Website and issued to respondents who had requested a copy.

Item 4: Planning for 2017/18

9.3 The Chief Executive reported that work was underway to develop the Business Plan 2017/18, taking account of discussions at the Board Meeting.

10. LIBRARIES NI ANNUAL REPORT AND ACCOUNTS 2015/16

10.1 Provisional Report to Those Charged With Governance 2015/16

10.1 The Chief Executive presented the Provisional Report to Those Charged with Governance 2015/16 noting that it contained no findings or recommendations. The limitation of scope qualification remained in respect of heritage assets, but, given the work that had been undertaken over the years to value the heritage assets transferred from the Education and Library Boards, it was hoped that this would be the last year that this issue would result in a qualification to the Annual Accounts.

10.2 The Chairperson of the Audit and Risk Assurance Committee, Mrs D Kenny, confirmed that the Provisional Report to Those Charged with Governance had been considered at a meeting of the Committee on 12 October 2016. She reported also that the Committee had met with representatives of the Northern Ireland Audit Office (NIAO) prior to the Committee meeting. The NIAO representatives had assured the Committee that they had received the co-operation and access necessary to carry out their audit.

Audit and Risk Assurance Committee Annual Report 2015/16

10.3 The Chairperson of the Audit and Risk Assurance Committee, Mrs D Kenny presented the Audit and Risk Assurance Committee’s Annual Report 2015/16. Members noted the Committee’s assurance, based on its work during the year, as to the adequacy and effectiveness of risk management and other governance and control issues. Members noted also the Head of Internal Audit’s assurance, contained in his report, which was included as an appendix.
10.4 On a proposal by Mrs D Kenny, seconded by the Vice-Chairperson of the Committee Councillor S Mcguigan the Board approved and adopted the Audit and Risk Assurance Committee's Annual Report 2015/16.

**Annual Report and Accounts 2015/16**

10.5 The Chief Executive drew Members' attention to minor drafting changes made to the Annual Report 2015/16, and in particular to the Governance Statement, since the draft was last reviewed by the Board.

10.6 The Finance Manager presented the Annual Accounts 2015/16 highlighting a number of minor amendments which had been made since the Accounts were last seen by Members.

10.7 Having considered the Provisional Report to Those Charged with Governance and the Audit and Risk Assurance Committee's Annual Report, on a proposal by Alderman M Smith, seconded by Councillor C Mallaghan, the Libraries NI Annual Report and Accounts 2015/16 were approved for signature by the Chief Executive and Chairperson of the Board.

10.8 Members expressed their appreciation of the work undertaken by staff, particularly in the Finance and Internal Audit sections, which had contributed significantly to the satisfactory outcome of the audit.

**Letter of Representation**

10.9 The Chief Executive referred to the Letter of Representation. She reminded Members that as Accounting Officer she is required to submit a Letter of Representation when the signed Annual Report and Accounts were being sent to the Comptroller and Auditor General for certification.

10.10 Members noted the Letter of Representation.

11. **LIBRARIES NI: STATISTICAL BULLETIN, PARTICIPATION IN CORE & REGULAR LIBRARY ACTIVITIES IN NORTHERN IRELAND 2015/16 ANNUAL REPORT** LNI 06.10.16

11.1 The Chief Executive reminded Members that a statistician from the Northern Ireland Statistics and Research Agency (NISRA) has been seconded to Libraries NI and is responsible for ensuring that the statistics produced comply with the Code of Practice for Official Statistics. This is the fourth year in which official statistics have been published.

11.2 Members noted that the statistics showed that a total of 342,092 participants engaged in 22,622 core and regular activities run by Libraries NI in 2015/16. This equates to an increase of 10% in participation and an increase of 11% in activity sessions compared to 2014/15.

11.3 Members were pleased to note the report and the increase in library use during the 2015/16 year given the financial situation.
12. COMMUNITY PLANNING

12.1 The Chief Executive briefed Members on Libraries NI’s involvement, as a statutory partner, in the Community Planning process. It was noted that members of staff have been engaged at both a strategic and operational level with each of the 11 Councils in preparing their respective draft Community Plans. These draft Plans will be issued by the Councils for consultation over the next couple of months. Each Council’s timetable is different, with some Plans being published for consultation in October and others not issuing until late November / early December.

12.2 On a proposal by Councillor C Mallaghan, seconded by Councillor S McGuigan the Board agreed that the Libraries NI Senior Management Team should draft responses to each Community Plan and that a summary of the key issues should be presented to Members at a subsequent Board Meeting.

13. MANAGEMENT REPORT

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

Key Performance Indicators (KPIs) Quarter 1: April to June 2016

13.2 The Chief Executive drew attention to the KPI report for Quarter 1 (April to June 2016) noting that, at this early stage, the majority of targets were on schedule for achievement.

13.3 In response to a question from Mr A McDowell in relation to the increase in the use of e-books, the Director of Library Services confirmed that libraries were currently promoting the e-services to encourage new readers to discover the full range of e-books and e-magazines that are available to them.

13.4 Members noted the report.

Finance Report: August 2016

13.5 The Director of Business Support presented the Finance Reports for capital and recurrent spend to August 2016 which had been reviewed by the Business Support Committee at its meeting held on 29 September 2016. Members noted that both capital and recurrent spend was on target to be fully spent at year end.

13.6 The Director of Business Support reported that a further allocation of £500,000 had been offered by DfC in September 2016. While welcoming the availability of additional funding allocations, Members expressed concern at the difficulties presented by late allocations. The Chief Executive reported that work was underway to determine how much of the proposed allocation could realistically be spent by year end.
13.7 Members noted the report.

**Corporate Risk Register**

13.8 The Director of Business Support presented the Corporate Risk Register which had been reviewed by the Audit and Risk Assurance Committee at its meeting held on 28 September 2016.

13.9 Members discussed the Corporate Risk Register noting the key risks and the red treated risks and the actions being proposed to mitigate the risks.

13.10 Mrs D Kenny, Chairperson of the Audit and Risk Assurance Committee confirmed that the Corporate Risk Register had been considered by Members of the Audit and Risk Assurance Committee at the meeting of the Committee held on 28 September 2016. Members had been content to recommend the document to the Board for approval.

13.11 On a proposal by Mrs D Kenny, seconded by Councillor S McGuigan, the Board approved and adopted the Corporate Risk Register as at September 2016.

**Bi-Annual Assurance Statement (April to September 2016)**

13.12 The Chief Executive presented the Bi-Annual Assurance Statement for the period ended 30 September 2016, noting that a revised template and guidance for completion had been issued by the Department. She confirmed that the Statement had been scrutinised by the Audit and Risk Assurance Committee at its meeting held on 12 October 2016 and drew attention in particular to Section 3: Risk Management which outlined the current and new risks identified within the organisation.

13.13 Members noted that a copy of the draft Assurance Statement had been forwarded to DfC at their request. Following discussion and review at today’s Board Meeting a signed version of the document incorporating any changes agreed by Members, would be forwarded to DfC.

13.14 The Chief Executive reminded Members that DfC had carried out an External Quality Assessment of the Libraries NI Internal Audit function. The final report had just recently been received and Members noted that the Libraries NI Internal Audit Service had been found to be compliant with the Public Sector Internal Audit Standards (PSIAS). The Chief Executive confirmed that no Priority One recommendations had been made, however some Priority Two recommendations had been suggested and the Head of Internal Audit was working closely with the Chief Executive to implement the recommendations. A full report would be brought to the next meeting of the Audit and Risk Assurance Committee in January 2017.

13.15 Following discussion and on a suggestion by the Chairperson, Members agreed to remove the word ‘long-term’ from paragraph 2 on Page 4.
13.16 In relation to Section 7 of the Assurance Statement Councillor S McIlveen enquired if a central contracts register was maintained by Libraries NI. The Director of Business Support confirmed that a register was in place. Officers undertook to have a further review of contracts undertaken and a report brought to the Business Support Committee in due course.

13.17 The Chief Executive confirmed that in relation to the internal audit of contracted hours the appropriate action would be taken following receipt of professional advice.

13.18 Mrs D Kenny, Chairperson of the Audit and Risk Assurance Committee confirmed that the Bi-Annual Assurance Statement for the period 1 April 2016 to 30 September 2016 had been scrutinised by Members of the Audit and Risk Assurance Committee at the meeting of the Committee held on 12 October 2016. Members had been content to recommend the document to the Board for approval.

13.19 On a proposal by Mrs D Kenny, seconded by Councillor G Keating, having exercised its challenge function and received the required assurances from the Accounting Officer, the Board was content to approve the Bi-Annual Assurance Statement for the period ended 30 September 2016 subject to the amendment stated at paragraph 13.15 above.

14. MINUTES OF THE AUDIT AND RISK ASSURANCE COMMITTEE HELD ON 28 SEPTEMBER 2016  LNI 09.10.16

14.1 The Chairperson of the Audit and Risk Assurance Committee, Mrs D Kenny, presented the minutes of the meeting held on 28 September 2016, noting that the Vice-Chairperson Councillor S McGuigan had chaired the meeting. Mrs Kenny drew attention, in particular to the undernoted items which had not been dealt with elsewhere on the agenda for the Board Meeting.

Item 7: Internal Audit Activity Report

14.2 Nine audit reports had been considered by the Committee of which seven had received a 'satisfactory' level of assurance and one had received a 'limited' level of assurance. The final report related to the Internal Audit Quality Assessment Framework which had received a 'generally conforms' assurance rating.

Item 8: Internal Audit Activity Report – Outstanding Recommendations

14.3 Members noted that nine of the 21 outstanding recommendations had been cleared leaving 12 to be resolved, none of which had been assessed as a Priority One recommendation.

Item 9: Risk Management Report and Review

14.4 The Committee had reviewed the papers on the Risk Management Report and Review and in particular the Corporate Risk Register noting the changes made to risks since the last meeting. The Committee had agreed to recommend the Corporate Risk Register to the Board for approval.

14.5 The Committee had considered the progress report on the Internal Audit Annual Plan 2016/17 noting that of the 28 audits set out in the Annual Plan 12 had been completed to date, seven were underway and three were under consideration for deferral. It had been noted that the reasons for the proposed deferrals were as a result of the additional time required to complete the supplementary audit on Contracted Hours and also that there was currently a vacancy in the Internal Audit department. The Head of Internal Audit had confirmed that sufficient work would be completed by the year end to allow him to provide his annual assurance.

Item 11: Minutes of the Accountability Meeting August 2016

14.6 The Minutes of the Accountability Meeting held on 16 August 2016 had been noted by the Committee.

Item 12: Internal Audit Quality Assurance Programme

14.7 The Committee had noted that the external assessment of the provision of internal audit services within Libraries NI was nearing completion and a full report would be brought to the next meeting of the Committee in January 2017.

Item 13: Schedule of Mission Critical Projects

14.8 The Committee had received an update on the Schedule of Mission Critical Projects.

Item 14: National Fraud Initiative

14.9 The Committee had received a report from the Comptroller and Auditor General on the fourth data matching exercise 2014/15 of the National Fraud Initiative.

Item 15: Any other Notified Business

14.10 The Committee had expressed their thanks and appreciation to Mr T Heron former Director of Business Support for his work and support to the Committee since the establishment of Libraries NI and wished him a long and happy retirement.

14.11 On a proposal by the Chairperson of the Committee Mrs D Kenny, seconded by the Vice-Chairperson Councillor S McGuigan, the Board approved and adopted the minutes of the Audit and Risk Assurance Committee held on 28 September 2016.

15. REPORT OF THE SPECIAL MEETING OF THE AUDIT AND RISK ASSURANCE COMMITTEE HELD ON 12 OCTOBER 2016

15.1 The Chairperson of the Audit and Risk Assurance Committee, Mrs D Kenny, reminded Members that a special meeting of the Committee had taken place on 12 October 2016 in order to review the Provisional Report to Those Charged with Governance 2015/16, finalise the Committee’s Annual Report
2015/16 and scrutinise the Bi-Annual Assurance Statement (April – September 2016) prior to the Board meeting today.

15.2 The minutes of the meeting would be available for the next meeting of the Board to be held on 8 December 2016.

15.3 The Chairperson thanked Mrs Kenny for the update.

16. MINUTES OF THE SERVICES COMMITTEE HELD ON 22 SEPTEMBER 2016

16.1 The Chairperson of the Services Committee, Mr H Reid, presented the minutes of the meeting held on 22 September 2016 and drew attention, in particular to the undernoted items which had not been dealt with elsewhere on the agenda for the Board Meeting.

16.2 Item 3: Election of Vice-Chairperson
The Committee had elected Councillor Dr J Gray to the position of Vice-Chairperson of the Committee.

16.3 Item 4: Chairperson’s Business
The Committee had paid tribute to Mr T Heron former Director of Business Support and wished him a long and happy retirement

16.4 Item 5: Director’s Business
It had been agreed to discuss at the next Committee meeting ways in which the library service could be promoted and the issue raised at the Board Planning Workshop about ‘telling the story/stories’.

16.5 Item 8: Room Hire Policy
The Committee had considered the revised Room Hire Policy and agreed to recommend it for approval by the Board.

16.6 Item 9: Extending Access to Libraries NI Facilities
The Committee had received a briefing on Extending Access to Libraries and had noted the informative and relevant report given by Mrs M Bell, Operations Manager.

16.7 Item 10: Domestic Violence and People Trafficking
Members noted that the Committee had received a report on Domestic Violence and People Trafficking and that all 96 branch libraries were registered as being safe places and displayed a window sticker, a poster and contact business cards. It was also noted that all Libraries NI locations, both static and mobile, displayed a poster covering the issue of human trafficking and that Libraries NI has worked with the Northern Ireland Strategic Migration Partnership to source this information.
Item 11: Engagement in Culture, Arts and Leisure by Adults in Northern Ireland 2015/16

16.8 Members noted that the Committee had received a briefing on the Department for Communities report: ‘Engagement in Culture, Arts and Leisure by Adults in Northern Ireland 2015/16’.

16.9 On a proposal by the Chairperson of the Committee Mr H Reid, seconded by Ms J Williams, the Board approved and adopted the minutes of the Services Committee held on 22 September 2016.

16.10 On a proposal by the Chairperson of the Committee Mr H Reid, seconded by the Vice-Chairperson Councillor Dr J Gray the Board approved and adopted the Room Hire Policy.

17. MINUTES OF THE BUSINESS SUPPORT COMMITTEE HELD ON 29 SEPTEMBER 2016 LNI 11.10.16

17.1 The Chairperson of the Business Support Committee, Ms A Matthews, presented the minutes of the meeting held on 29 September 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 4: Chairperson’s Business

17.2 In accordance with Standing Orders the terms of office of the Committee Chairperson and Vice-Chairperson were due to expire and it was agreed that this would be an agenda item at the next meeting of the Committee on 24 November 2016.

Item 8: e2 Replacement Plan: Update

17.3 The Committee had received an update on the e2 Replacement Plan. It was noted that in due course it would be necessary to establish a dedicated Information Systems Committee with oversight for the project.


17.4 The Committee had considered the Annual Progress Report 2015/16 – Statutory Equality and Good Relations Duties and recommended it to the Board for approval.

Item 10: Managing Attendance at Work Policy and Procedures

17.5 The Committee had considered the revised Managing Attendance at Work Policy noting that it had been revised and updated following consultation with Trade Unions. The Committee agreed to recommend it to the Board for approval.

Item 11: Sponsorship Policy

17.6 The Committee had reviewed the revised Sponsorship Policy and agreed to recommend it to the Board for approval.
Item 12: Code of Conduct for Staff
17.7 The Committee had considered the revised Code of Conduct for Staff and recommended it to the Board for approval. Members noted that the Trade Unions had been consulted in relation to the updated document.

Item 13: Procedure for the Use of Closed Circuit Television
17.8 The Committee had reviewed the Procedure for the Use of Closed Circuit Television which had been updated following consultation with Trade Unions. The Committee had recommended it to the Board for approval.

Item 15: Fivemiletown Library Redevelopment Business Case
17.9 The Committee had received an update regarding the proposed development of Fivemiletown Library and the rationale for the preferred option.

Item 16: Accident Report 2015/16
17.10 The Committee had received a briefing on the Accident Report 2015/16 and the actions taken to prevent similar incidents re-occurring.

Item 19: Sickness Absence Report
17.11 The Committee had received a detailed report of sickness absence.

Item 20: Procurement Reports
17.12 The Committee had received a report regarding procurements for the period 14 May 2016 to 9 September 2016 and a report on Single Tender Actions over £1,000 during the same period.

Item 21: Disposal of Surplus Property – Status Update Report
17.13 An update had been given by the Director of Business Support (Designate) on the disposal of land/property, and the Committee had noted that work was continuing to progress the sale of Dunmurry Library and it was anticipated that the sale would complete in 2016/17.

17.14 Thanks and appreciation had been extended to Mr T Heron, former Director of Business Support for his work and support to the Committee and Members had wished him a happy retirement.

17.15 On a proposal by Ms A Matthews, seconded by Councillor G Keating, the Board approved and adopted the minutes of the Business Support Committee held on 29 September 2016.

17.16 On a proposal by Ms A Matthews seconded by Councillor G Keating the Board approved and adopted the Annual Progress Report 2015/16 – Statutory Equality and Good Relations Duties.

17.17 On a proposal by Ms A Matthews, seconded by Mr A McDowell the Board approved and adopted the Managing Attendance at Work Policy and Procedures.
17.18 On a proposal by Ms A Matthews, seconced by Councillor G Keating, the Board approved and adopted the Sponsorship Policy.

17.19 On a proposal by Ms A Matthews, seconced by Councillor G Keating, the Board approved and adopted the Code of Conduct for Staff.

17.20 On a proposal by Ms A Matthews, seconced by Councillor G Keating, the Board approved and adopted the Procedure for the Use of Closed Circuit Television.

18. STAFFING MATTER

18.1 Officers, with the exception of the Chief Executive and the HR Manager, withdrew from the meeting. The Chairperson informed Members that the Chief Executive had informed him of her decision to retire with effect from 28 February 2017.

18.2 The Chief Executive withdrew from the meeting. Members discussed and agreed the process for recruitment to the Chief Executive post.

19. ANY OTHER NOTIFIED BUSINESS

19.1 There was no other notified business.

20. DATE OF NEXT MEETING

20.1 Members noted that the next scheduled meeting of the Board would take place on Thursday 8 December 2016 at 10:30 am in Lisburn City Library.

21. MEMBERS ARRIVAL AND DEPARTURE TIMES

21.1 The meeting ended at 12.40 pm.

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

Councillor G Keating arrived at 10.59am
Ms A Matthews arrived at 11.37am
Alderman S Martin arrived at 12.25pm

Alderman M Smith left at 12 noon.

Signed: [Signature]

Date: 8/12/2016