LIBRARIES NI
The Northern Ireland Library Authority
21 April 2016

Minutes of a meeting of the Board of the Authority held on Thursday 21 April 2016 at 10.30 am in Lisburn City Library

PRESENT

Professor Bernard Cullen Chairperson
Alderman Thomas Burns Vice-Chairperson
Alderman Tom Campbell
Councillor Dr Janet Gray
Councillor Garath Keating
Ms Deirdre Kenny
Alderman Stephen Martin
Ms Angela Matthews
Mr Alastair McDowell
Councillor Séan McGuigan
Councillor Jenny Palmer
Mr Harry Reid
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 Muriel Todd Assistant Director
Mr Brian Doherty Head of Internal Audit

1. APOLOGIES FOR NON ATTENDANCE

Councillor Cathal Mallaghan
Councillor Stephen McIlveen
Alderman Marion Smith
Mr F Devitt Department of Culture, Arts and Leisure

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 Mr F Devitt, Director of Sport, Museums and Recreation Division, Department of Culture, Arts and Leisure (DCAL) who was unable to attend today's meeting to brief Members on the Northern Ireland Events Company. The briefing has been rescheduled to the July Board Meeting

- correspondence, dated 16 March 2016, from the DCAL Minister providing the outturn results for the 2014/15 Public Library Standards. The Director of Library Services briefed Members on the results, noting that the Standards had been developed at a time when budgets and staffing levels were not subject to the same degree of pressure as currently. Members were pleased to note the increased level of programming that was being undertaken and that 56% of young people entitled to Free School Meals were using the public library service. They asked that their thanks be conveyed to all staff for their continued commitment and professionalism

- the Chairperson reported on his recent appraisal meeting with the Permanent Secretary, noting that the Department was appreciative of the significant contribution being made by the Board and staff of Libraries NI to delivering Departmental priorities

- correspondence from Ms N Creagh, Director, Local Government Policy Division, Department of the Environment, dated 31 March 2016, confirming that Libraries NI had been specified in The Local Government (Community Planning Partners) Order (Northern Ireland) 2016 as a statutory Community Planning Partner. The Chief Executive reported that staff were continuing to engage proactively with each of the Councils on the community planning process

- an article had appeared in the Sunday News after the last Board Meeting on the proposed change to Standing Orders regarding Board Members' attendance at meetings. Members were reminded that the Libraries NI Media Policy clearly states that the Chairperson and/or Chief Executive (or their nominees) are the media spokespeople and the expectation is that matters being discussed at Board Meetings would not be communicated to the media in this way

- during the current pre-election period particular care must be taken to ensure that the integrity and impartiality of Libraries NI are not comprised. It was agreed that a copy of the pre-election guidance issued by OFMDFM would be circulated to all Board Members for information.

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 underlined items.
Assembly Questions

4.2 The Minister’s responses to Written Assembly Questions during the period 5 February 2016 to 1 April 2016 inclusive were noted.

Dissolution of the Department of Culture, Arts and Leisure

4.3 The Minister’s Written Statement to the Northern Ireland Assembly on the legacy of DCAL had been circulated for Members’ information.

Committee for Culture, Arts and Leisure: Inclusion in the Arts of Working Class Communities

4.4 Libraries NI had provided written evidence to the Culture, Arts and Leisure (CAL) Committee to inform its inquiry into inclusion in the arts of working class communities. The Executive Summary and Summary of Recommendations from the Committee’s report had been made available to Members. The full report is available on the Northern Ireland Assembly website.

Committee for Culture, Arts and Leisure: Legacy Report 2011 – 2016 Mandate

4.5 The CAL Committee’s Legacy Report summarising its work during the last mandate and identifying issues that its successor Committees may wish to consider had been circulated to Members. The Chief Executive drew attention to aspects of the Report relating to Libraries NI. Alderman S Martin asked that it be noted in the minutes that it was due to the hard work and commitment of the Chief Executive and the Senior Management Team that the CAL Committee had been aware of the work that Libraries NI carries out with a range of public and voluntary sector bodies and a number of other government departments and they were to be congratulated on their level of engagement with the Committee.

Northern Ireland Public Services Ombudsman

4.6 Correspondence from Ms M Anderson, Northern Ireland Public Services Ombudsman dated March 2016, regarding the establishment, with effect from 1 April 2016, of the new office of the Northern Ireland Public Services Ombudsman, which now replaces the Assembly Ombudsman for Northern Ireland and the Northern Ireland Commissioner for Complaints was noted.

Carnegie UK Trust

4.7 Following on from the success of Ms Eileen Russell in 2015/16, whose project ‘Rub-a-Dub-Hub’ had been supported by Carnegie UK Trust, Ms Natassia Reilly, Branch Library Manager, Dungiven Library is one of six people from across the United Kingdom and Ireland whose project has been selected for support from the Carnegie UK Trust in 2016/17. Her project entitled ‘A Sense of Place’ seeks to bring together people from all communities in the Dungiven and Limavady areas to look at how their different heritage has shaped who they are and explore how technologies, including social media, can be used to help people share their heritage. The Chairperson on behalf of Board Members extended congratulations to Natassia and wished her every success with her project.
4.8 Events

Congratulations were extended to all staff involved in the following events which took place since the last Board Meeting held on 11 February 2016:

- the celebration of ‘Health in Mind’ in Ormeau Library on 22 February 2016. Copies of the report on the project were circulated to Members
- the official opening of Carnlough Library on 24 February 2016 by the Minister of Culture, Arts and Leisure
- the launch of ‘Travel Safe’, a guide to help young people and people with learning difficulties to travel safely, by Michelle McIlveen MLA, Minister for Regional Development, in Newtownards Library on 26 February 2016
- the launch of the ‘Two Cities, One Book’ programme in Belfast Central Library on 2 March 2016 by the Minister of Culture, Arts and Leisure
- a visit by the First Minister to Lisnaskea Library on 4 March 2016 to celebrate ‘World Book Day’
- the launch of ‘Rub-a-Dub-Hub’ in Finaghy Library on 10 March 2016.

5. MINUTES OF THE MEETING OF THE BOARD HELD ON 11 FEBRUARY 2016 LNI 01.04.16

5.1 On a proposal by the Vice-Chairperson of the Board, Alderman T Campbell, seconded by Councillor S McGuigan, Members approved the minutes of the Board Meeting held on 11 February 2016.

6. MATTERS ARISING FROM THE MINUTES OF THE MEETING OF THE BOARD HELD ON 11 FEBRUARY 2016 LNI 02.04.16

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

Item 4.3: Chief Executive’s Business, Bi-Annual Assurance Statements

6.2 Members were reminded of the correspondence from the Permanent Secretary, DCAL dated 3 February 2016, regarding the Department’s reliance on the Bi-Annual Assurance Statements (Bi-ASS). The Chief Executive referred to correspondence between herself and the Department since then in relation to inconsistencies identified by the Department during a review of recent Bi-ASS returns for Libraries NI. Members noted the e-mail received from Mr F Devitt dated 19 April 2016 indicating that the Department was content that the two issues specified in recent correspondence were now closed.

6.3 Following discussion Members expressed disappointment that the Chief Executive had been notified by e-mail that the issues raised by the
Governance Unit in DCAL were now closed and that no response had been received to the query raised by her regarding the completion of Post Project Evaluations (PPEs). Members advised that the Chief Executive should write to the Department setting out her understanding of the position regarding PPEs and seek confirmation from the Department that it accepted that position.

**Item 4.4: Chief Executive’s Business, Culture, Arts and Leisure Committee**

6.4 Members noted the written briefing provided to the Culture, Arts and Leisure (CAL) Committee by Libraries NI to support the attendance of the Chief Executive, Director of Business Support and Director of Library Services at a meeting of the Committee to discuss the Transfer of Functions to the new Department for Communities and the impact on Libraries NI of the 2016/17 Draft Budget.

**Item 9.2: Board and Committee Effectiveness Review**

6.5 As agreed, draft minutes of Board and Committee meetings will be circulated to Members within 15 working days of the meeting having taken place.

**Item 9.9: Board and Committee Effectiveness Review**

6.6 Work is on-going to identify a suitable alternative to the current extranet/iPad use and it is hoped that a pilot will be in place for the May 2016 meeting of the Business Support Committee.

**Item 10.4: Draft Corporate Plan 2016 – 2020 and Business Plan 2016/17**

6.7 Various amendments had been made to the draft Corporate Plan 2016 – 2020 and the draft Business Plan 2016/17 to take account of discussion at the last Board meeting. The revised Plans would be discussed later on the agenda. Mr A McDowell expressed disappointment that there was no reference in the minutes of the Services Committee to discussion on Libraries NI’s role in relation to providing information regarding dealing with domestic violence and people trafficking. The Director of Library Services explained that she had briefed the Committee under Director’s Business regarding current provision and noted that there would be further discussion at a future meeting.

**Item 14.13: Minutes of the Services Committee held on 20 January 2016**

6.8 A meeting has been arranged with the Equality Commission to discuss the rationale behind the draft policy on Room Hire. The policy will be brought back to the Services Committee in due course.

7. **THE NORTHERN IRELAND EVENTS COMPANY: DCAL PRESENTATION ON PUBLIC ACCOUNTS COMMITTEE FINDINGS**

LNI 03.04.16

7.1 Given that Mr F Devitt was unable to attend this meeting, this item has been deferred to the next meeting of the Libraries NI Board to be held on Thursday 7 July 2016.
8. BUDGET 2016/17

8.1 The Director of Business Support presented the Budget 2016/17. He referred to the letter received from DCAL dated 22 March 2016, detailing an indicative figure for planning and control of spend of £27,757,000 in line with the 5.7% cash cut previously indicated. It was noted that the DCAL Minister had indicated that an alternative means of achieving the £57,000 savings planned from the review of the Mobile and Homecall services should be found.

8.2 The Director of Business Support confirmed that the Libraries NI Senior Management Team had considered where further savings could be made in place of the savings previously planned from the Mobile and Homecall Services and had recommended to the Business Support Committee that a further £57,000 could be saved from the stock budget, albeit that the budget was already under considerable pressure.

8.3 The Chairperson of the Business Support Committee, Ms A Matthews confirmed that Members had scrutinised the Savings Delivery Plans and the detailed and summary budget information and had reluctantly agreed that the previous Savings Delivery Plans should be amended to increase the savings from stock by £57,000. The Committee had recommended this course of action and the budget to the Board for approval.

8.4 Following discussion, on a proposal by Ms D Kenny, seconded by Councillor J Palmer, the Board:

- noted the 2016/17 indicative figure for planning and control of spend
- approved the recommendation from the Business Support Committee that the £57,000 of savings previously planned from the Mobile and Homecall Services should now be taken from the stock budget
- re-affirmed the decision of the Special Board Meeting held on 20 January 2016 that the other Savings Delivery Plans should be implemented
- approved the 2016/17 Budget Summary and Budget Detail Reports.

9. REVISED DRAFT CORPORATE PLAN 2016 - 2020 AND BUSINESS PLAN 2016/17

9.1 The Chief Executive drew attention to the Business Plan 2016/17 noting that the revisions took account of:

- the indicative budget figures for planning and control of spend, as notified in the correspondence from DCAL dated 22 March 2016
- comments from DCAL on the first draft of the Plans
- amendments proposed by Members at the last meeting.
9.2 She informed Members that she had received an e-mail from DCAL, dated 15 April 2016, indicating that the Plans would be considered by the Minister of the Department for Communities who would also provide a Foreword to them. The Plans would not be approved until May at the earliest and references in the Plans to DCAL were to be removed. She noted that since this email had been received after the papers had been issued for the Board meeting these amendments were not included in the current version of the Plan.

9.3 Following discussion, on a proposal by Councillor S McGuigan, seconded by Alderman T Burns, the Board approved and adopted the revised draft Corporate Plan 2016 – 2020 and draft Business Plan 2016/17 and agreed that the Chairperson and Chief Executive should have delegated authority to make the further amendments required by DCAL and resubmit the Plans to the Department for approval.

10. IMPLEMENTATION OF SAVINGS DELIVERY PLAN B2: REDUCTION IN OPENING HOURS

10.1 The Director of Library Services introduced this paper and reminded Members that the Board had reluctantly agreed a Savings Delivery Plan in January 2016 to reduce costs by reducing opening hours in 14 of the largest libraries. She added that alongside this process expressions of interest would be sought for voluntary severance. She drew attention to the proposed timescale and process for the consultation on revised opening hours, noting also that briefing sessions would be held for staff in the libraries affected.

10.2 In response to a question regarding the length of the consultation period, the Chief Executive stated that recent guidance had been issued which confirmed that eight weeks is now the recommended period for public consultations.

10.3 The Chairperson reminded Members of the sensitivity of this issue and asked that the information is retained on a confidential basis during the pre-election period.

10.4 On a proposal by Alderman S Martin, seconded by Dr M Ward, the Board approved the recommendation for the implementation of the process outlined in the Savings Delivery Plan B2: Reduction in Opening Hours.

11. BOARD OPERATING FRAMEWORK

11.1 The Chief Executive referred to the Board Operating Framework and reminded Members that in April 2013 the Department of Finance and Personnel (DFP) had issued DAO(DFP) 06/13, a revised Code of Good Practice on Corporate Governance in Central Government Departments. The Code requires that the Board should collectively affirm and document its
understanding of the organisation's purpose and its role and responsibilities in a Board Operating Framework. The previous Board Operating Framework was agreed by the Board in October 2013 and was subject to review biannually. As a result of this review and a recent internal audit of compliance with the Code a number of amendments had been made to the Framework, which were highlighted to Members.

11.2 Members noted that the revised version of the Board Operating Framework had been considered by the Audit and Risk Assurance Committee at its meeting on 20 April 2016 and had been recommended to the Board for adoption.

11.3 On a proposal by Mr A McDowell, seconded by Ms D Kenny, the Board approved and adopted the revised Board Operating Framework.

12. REVISED SCHEMES OF DELEGATION LNI 08.04.16

12.1 The Chief Executive drew attention to the proposed composition of the Business Support and Services Committee as a result of the decision taken at the last meeting of the Board. She referred also to the membership of each Committee noting that since the membership of Committees had been approved originally at the Board Meeting held on 23 April 2015 two Board Members had resigned, having been co-opted as MLAs. This increased the potential for a Committee meeting to be inquorate.

12.2 Following discussion on this matter it was agreed to review the membership of the Committees at the July Board Meeting and seek expressions of interest in serving on more than one Committee.

12.3 On a proposal by Ms D Kenny, seconded by Councillor J Palmer, the Board approved and adopted the Revised Schemes of Delegation for Board Committees to include:
- deletion of the position of Chairperson of Services Committee from the Scheme of Delegation for Business Support Committee
- deletion of the position of Chairperson of Business Support Committee from the Scheme of Delegation for Services Committee.

13. REVISED STANDING ORDERS LNI 09.04.16

13.1 Members were reminded that the Board has reserved to itself the authority to amend Standing Orders. Any amendments to Standing Orders must be agreed by the majority of the Members of the Board present at each of two consecutive meetings of the Board. At its meeting on 11 February 2016 the Board had approved the revised Standing Orders, incorporating an amendment in relation to the process whereby the persistent non-attendance of Board Members might be addressed.
13.2 No further amendments were made and on a proposal by Councillor S McGuigan, seconded by Alderman S Martin, the Board approved and adopted the Standing Orders (revised) document.

14. MANAGEMENT REPORT LNI 10.04.16

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

Bi-Annual Assurance Statement October 2015 – March 2016

14.2 The Chief Executive presented the Bi-Annual Assurance Statement for the period ended 31 March 2016 and referred in particular to Section 1: Risk Management which outlined existing risks within the organisation and new risks which had been identified.

14.3 Members noted that a draft copy of the Bi-Annual Assurance Statement had been submitted to DCAL to inform its end of year processes.

14.4 Mrs D Kenny, Chairperson of the Audit and Risk Assurance Committee confirmed that the Bi-Annual Assurance Statement for the period 1 October 2015 to 31 March 2016 had been scrutinised by Members of the Audit and Risk Assurance Committee at the meeting of the Committee held on 20 April 2016. At this meeting Members had been content to recommend the document to the Board for approval.

14.5 On a proposal by Mrs D Kenny, seconded by Councillor S McGuigan, 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 31 March 2016.

Annual Board Assurance Statement 2015/16

14.6 The Chairperson presented the Annual Board Assurance Statement for the year ended 31 March 2016 noting that it had been scrutinised by Members of the Audit and Risk Assurance Committee at its meeting held on 20 April 2016. At this meeting Members had been content to recommend the document to the Board for approval.

14.7 Members noted that a draft copy of the Annual Board Assurance Statement had been submitted to DCAL to inform its end of year processes.

14.8 On a proposal by Mrs D Kenny, seconded by Councillor S McGuigan, Members approved the Chairperson’s Annual Board Assurance Statement for the year ended 31 March 2016.

Corporate Risk Register

14.9 The Director of Business Support drew attention to the Corporate Risk Register which had been substantially revised to take account of the draft Corporate Plan 2016 - 2020 and Business Plan 2016/17 and now included a
section setting out the context and background to the identified strategic risks.

14.10 Members discussed the Corporate Risk Register noting the key risks and the red treated risks in relation to Risk 11: Long term planning and Risk 12: Belfast Central Library Redevelopment Project.

14.11 Members noted that a draft copy of the Corporate Risk Register had been submitted to DCAL to inform its end of year processes.

14.12 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 20 April 2016. Members had been content to recommend the document to the Board for approval. Mrs Kenny added that the addition of the context and background to the identified strategic risks was very helpful.

14.13 On a proposal by Mrs D Kenny, seconded by Councillor S McGuigan, Members approved the Corporate Risk Register.

Finance Report: February 2016

14.14 The Director of Business Support presented the Finance Reports for capital and recurrent spend to February 2016 which had been reviewed by the Business Support Committee at its meeting held on 30 March 2016.

14.15 In respect of the Capital Report the Director of Business Support confirmed that the projected year-end underspend was £1,000.

14.16 In respect of the Recurrent Report the Director of Business Support confirmed that the projected year end underspend was £162,000.

14.17 Members noted the update on the Management Report.

15. MINUTES OF THE SERVICES COMMITTEE HELD ON 16 MARCH 2016

LNI 11.04.16

15.1 The Chairperson of the Services Committee, Mr H Reid, presented the minutes of the meeting held on 16 March 2016 and drew attention, in particular to the undernoted items which had not been dealt with elsewhere on the agenda for the Board Meeting. He noted also his attendance at the Celebration of Health in Mind event and expressed appreciation of the excellent work that had been undertaken during the lifetime of that project.

Item 7: Service Plan 2016/17

15.2 Members noted that the Committee had approved the Services Directorate Service Plan 2016/17.
Item 8: Social Media Policy
15.3 The Committee had considered the Social Media Policy and recommended it to the Board for approval.

Item 9: Belfast Central Library Presentation
15.4 The Committee had received a presentation from Ms M Bryson, Assistant Director on the Belfast Central Library Redevelopment Project. Following discussion of the Project Members had emphasised the importance of a high quality and appropriate design.

Item 10: Overview of Evaluations of Libraries NI Services
15.5 The Committee had received a report by the Director of Library Services on the Overview of Evaluations of Libraries NI Services which Members had found informative.

Item 11: Stock Business Case
15.6 The Committee had received a report on the Stock Business Case which had been submitted to DCAL for approval.

15.7 On a proposal by the Chairperson of the Committee Mr H Reid, seconded by Dr M Ward, the Board approved and adopted the minutes of the Services Committee held on 16 March 2016.

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

16. MINUTES OF THE BUSINESS SUPPORT COMMITTEE HELD ON 30 MARCH 2016  LNI 12.04.16
16.1 The Chairperson of the Business Support Committee, Ms A Matthews, presented the minutes of the meeting held on 30 March 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 6: 2016/17 Budget
16.2 The Committee had discussed the 2016/17 budget at length and had reluctantly agreed to recommend to the Board that the previous Savings Delivery Plans should be amended to increase the savings from stock by £57,000 to achieve the savings previously planned from the Mobile and Homecall services.

Item 7: Asset Management Plan
16.3 The Committee had agreed the Asset Management Plan 2016 - 2020 and recommended it to the Board for approval.

Item 8: Recurrent Maintenance Programme 2016/17
16.4 The Committee approved the Recurrent Maintenance Programme 2016/17 subject to the inclusion of an estimated completion date for planned maintenance projects, and recommended it to the Board for approval.
Item 9: Lone Working Policy

16.5 The Committee had agreed the Lone Working Policy and recommended it to the Board for approval.

Item 10: 2015/16 Service Plan Progress Report and 2016/17 Service Plan and Risk Register

16.6 Members noted the Committee had received progress reports, updated Service Plans and risk registers for each of the Departments within the Business Support Directorate i.e Assets, Finance, Human Resources and ICU/ICT.

Item 12: Prompt Payment Target and Performance

16.7 The Committee had received a report on the Prompt Payment Performance from the Finance Manager and had agreed to recommend the same Prompt Payment Target for 2016/17 to the Board for approval.

Item 13: e2 Post Project Evaluation

16.8 It was noted that the Committee had received a report on the e2 Post Project Evaluation.

Item 14: Sickness Absence Report to February 2016

16.9 The Committee had received an update on the Sickness Absence Report to February 2016.

Stress Action Plan Progress Report

16.10 The Committee had received an update on the Stress Audit Action Plan. It was noted that since the last update to the Committee in October 2015, a further 12.5 actions had been completed leaving five actions in progress.

Public and Employer Liability Claims

16.11 The Committee had received a report from the Finance Manager on Public and Employer Liability Claims.

Procurement Report

16.12 The Committee had received a report regarding procurements for the period 16 January 2016 to 11 March 2016 and a report on Tenders/Single Tender Actions over £1,000 during the same period.

16.13 It was noted that the Committee had also received a tender report on the reroofing and remedial works for Castlewellan Library.

Business Cases

16.14 The Committee had received a report from the Assets Manager in relation to Business Cases for the redevelopment of the Lisburn Road Library and Coleraine Library. Both Business Cases had received departmental approval and were subject to the availability of capital funding.

Report on the Use of the Common Seal
16.15 It was noted that the Common Seal of the Northern Ireland Library Authority had been applied on one occasion in the period January 2016 – March 2016, having been authorised by the Chief Executive and witnessed by the Assets Manager.

16.16 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 30 March 2016.

16.17 On a proposal by the Chairperson of the Committee Ms A Matthews, seconded by Mr A McDowell, the Board approved and adopted the Asset Management Plan 2016 - 20.

16.18 On a proposal by the Chairperson of the Committee Ms A Matthews, seconded by Alderman T Burns, the Board approved and adopted the Recurrent Maintenance Programme 2016/17.

16.19 On a proposal by the Chairperson of the Committee Ms A Matthews, seconded by Councillor G Keating, the Board approved and adopted the Lone Working Policy.

16.20 On a proposal by the Chairperson of the Committee Ms A Matthews, seconded by Alderman T Campbell, the Board approved and adopted the Prompt Payment Target and Performance for 2016/17.

17. REPORT OF THE MEETING OF THE AUDIT AND RISK ASSURANCE COMMITTEE HELD ON 20 APRIL 2016

17.1 Mrs D Kenny, Chairperson of the Audit and Risk Assurance Committee reminded Members that a meeting of the Committee had been held on 20 April 2016, the formal minutes of which would be available at the next Board Meeting on 7 July 2016. Mrs D Kenny gave a brief report of items discussed as follows:

- prior to the Committee meeting, the annual bi-lateral meeting had taken place with the Head of Internal Audit to discuss, risk, control and governance. The Head of Internal Audit had given the Committee his assurance on these matters and had confirmed that appropriate resources and support were in place to facilitate Internal Audit to carry out its responsibilities
- nine Internal Audit Reports had been considered by the Committee; there were no Priority One recommendations
- the Internal Audit Annual Report had been presented to the Committee. The Head of Internal Audit had confirmed that sufficient work had been completed during the year to allow him to provide a satisfactory opinion on the risk, control and governance framework in Libraries NI
• the Chief Executive's Bi-Annual Assurance Statement for the period ended 31 March 2016 had been reviewed and the Committee was content to recommend it to the Board
• the first draft of the Governance Statement had been considered and noted
• the Annual Board Assurance Statement for the year ended 31 March 2016 had been considered and the Committee was content to recommend it to the Board
• the Internal Audit Strategy and the Internal Audit Plan were considered and recommended to the Board for approval
• the Committee reviewed the Board Operating Framework and recommended it to the Board for adoption
• the completed Audit Committee Self-Assessment Checklist was reviewed and based on the results the Committee was content to provide assurance to the Board as to its effectiveness.

17.2 Members noted the report.

18. SCHEDULE OF BOARD AND COMMITTEE MEETINGS
   LNI 13.04.16

18.1 The Chief Executive drew attention to the Schedule of Board and Committee Meetings 2016/17 and noted in particular the following amendments:
• the Services Committee had agreed to change the date of its meeting in September to Thursday 22 September 2016 at 1.30 pm in Lisburn City Library (following the Board Planning Day at 10.30 am)
• a special meeting of the Audit and Risk Assurance Committee would be held on Wednesday 12 October 2016 at 10.30 am in Lisburn City Library to consider the Report to Those Charged with Governance.

18.2 Members noted the report.

19. ANY OTHER NOTIFIED BUSINESS

19.1 There was no other notified business.

20. DATE OF NEXT MEETING

20.1 The next meeting of the Board will take place on Thursday 7 July 2016 at 10.30 am in Lisburn City Library.

21. MEMBERS ARRIVAL AND DEPARTURE TIMES

21.1 The meeting ended at 12.41 pm.
21.2 All Members arrived for the commencement of the meeting and remained until it ended with the exception of the following:

Alderman S Martin arrived at 10.41 am

Ms A Matthews left at 11.50 am
Alderman T Campbell left at 12.14 pm

Signed: Bernard Cullen

Date: 7 / 07 / 16