LIBRARIES NI
The Northern Ireland Library Authority

Minutes of a meeting of the Board of the Authority held on
Thursday 23 February 2017 at 10:34 am in Lisburn City Library

PRESENT
Professor Bernard Cullen
Alderman Thomas Burns
Councillor Dr Janet Gray
Councillor Garath Keating
Mrs Deirdre Kenny
Alderman Stephen Martin
Ms Angela Matthews
Mr Alastair McDowell
Councillor Seán McGuigan
Councillor Stephen Mcllveen
Dr Margaret Ward
Ms Jane Williams

Chairperson

IN ATTENDANCE
Ms Irene Knox
Mr Desi Miskelly
Ms Helen Osborn
Ms Adrienne Adair
Ms Mandy Bryson
Ms Muriel Todd
Ms Trisha Ward

Chief Executive
Director of Business Support
Director of Library Services
Assistant Director
Assistant Director
Assistant Director

1. APOLOGIES FOR NON ATTENDANCE

Alderman Tom Campbell
Councillor Cathal Mallaghan
Mr Harry Reid
Alderman Marion Smith

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.

2.2 Members noted that Ms A Matthews had written to the Chairperson to inform him of a potential conflict of interest as she was now employed by the

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Northern Ireland Civil Service as Principal Legal Officer, in the Office of the Legislative Counsel, at Parliament Buildings, Stormont. The Chairperson confirmed that he had responded to Ms Matthews stating that in his opinion a conflict of interest did not exist but that her change in employment would be noted. Members offered their congratulations to Ms Matthews on her new position.

2.3 No further interests were declared.

3. **CHAIRPERSON’S BUSINESS**

3.1 The Chairperson drew attention to the following matters:

3.1.1 Correspondence received from the Permanent Secretary, Department for Communities (Dfc), dated 20 January 2017, confirming approval to proceed with the recruitment of a permanent Chief Executive. Members noted that advertisements would appear in various newspapers and the CILIP Update Magazine the week commencing 27 February 2017.

3.1.2 Any Members who had not already done so were asked to complete and return their appraisal forms to the Chief Executive's Office as soon as possible.

3.1.3 Members were reminded to complete and return their travel claim forms as soon as possible so that costs can be paid within this financial year.

3.1.4 Ms H Osborn, currently Director of Library Services has been appointed as Acting Chief Executive of Libraries NI with effect from 1 March 2017 until such time as a permanent appointment is made. Members extended their congratulations to Ms Osborn and wished her well in her new post. Ms Osborn thanked Members for their good wishes.

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 2 December 2016 until the dissolution of the Assembly on 27 January 2017 inclusive.

**Department for Communities’ Business Plan 2016/17**

4.3 Members noted the Department for Communities’ Business Plan 2016/17.

**DAO (DoF) 10/16: Key Lessons Learned from NIAO Report and PAC Hearing into the Northern Ireland Events Company**

4.4 Members noted the Dear Accounting Officer (DAO) letter in relation to the Key Lessons Learned from the NIAO Report and PAC Hearing into the
Northern Ireland Events Company (NIEC). The report recommended that 'all those serving as public boards consider the lessons learned from the NIEC debacle, especially those relating to the effectiveness of Boards and Chairs'. It was also noted that this DAO would be included for consideration under Agenda Item 13: Board Effectiveness Review.

**Whistleblowing**

4.5 Correspondence from Mr F Devitt, Director, Active Communities Division, DfC dated 2 February 2017, regarding the relevant contacts within the Department in relation to the investigation of whistleblowing concerns. Members were informed that the Libraries NI Whistleblowing Policy and Guidance would be revised to take account of this information.

**Statutory Partners and Community Planning in Northern Ireland**

4.6 Attention was drawn to the Report of the Workshop: Statutory Partners and Community Planning in Northern Ireland which was organised by DfC and held on 15 December 2016. As a statutory partner in the community planning process, Libraries NI was invited to attend the workshop to share experiences of community planning to date and to reflect on the positives and the challenges of the process.

**Every Customer Counts**

4.7 Ms N Millar, Operational Manager has been working on equality issues with the Equality Commission and as a result Libraries NI was invited to sign up to 'Every Customer Counts', an Equality Commission initiative which promotes accessible services for people with disabilities. The commitment statement is as follows:

*Libraries NI aims to provide a service that all our customers can use in a manner that respects dignity, independence and choice.*

*Consistent with our vision of being a business accessible to everyone we will carry out regular reviews of our services to help us to identify and as far as possible remove any potential barriers for disabled customers.*

*It is important that every customer experiences the same high level of service from us and we will make every effort to accommodate requests for assistance or reasonable adjustments from customers seeking to access services that we offer.*


**Requests Service**

4.8 The purchase of new books from the 2016/17 budget ceased in mid-February to ensure that all stock would be received by the end of the financial year. Given the general uncertainty about financial allocations, it is unlikely that the purchase of newly published fiction and non-fiction will resume until several months into the new financial year. In light of this situation Libraries NI has ceased to provide a request service for newly published items to avoid creating false expectations among customers and providing very poor customer service. Items in stock can be requested as normal.
Financial Position 2017/18

4.9 At the Chief Executive’s Accountability Meeting on 14 February 2017, Department officials made the following statement when asked about the 2017/18 budget position:

The Department cannot yet commit to any specific level of funding pending confirmation of our Budget position for next year. This programme / proposed spending will be considered alongside other spending priorities for the Department as part of next year’s Budget considerations.

It is our understanding that:

- until an Executive is in place or alternative arrangements are made there will be no budget
- the Permanent Secretary of the Department of Finance can make a cash allocation to Departments equating to 75% of the 2016/17 opening baseline, up to the end of June. The Department must then make a cash allocation to its ALBs equivalent to 75% of their opening baseline in 2016/17. In July the allocation may be increased to 95% of the 2016/17 opening baseline.

4.10 At this stage, officers are still seeking to understand the implications of this approach. The Department is preparing guidance currently, but we are unsure as to when this will be available. It is proposed therefore that a provisional date should be set for a special Board meeting to be held on 16 March 2017 (which was to have been the date for Services Committee) to enable more detailed discussion.

4.11 The Director of Business support clarified that, while the staffing costs did contain an element of agency expense immediately reducing this element would not contribute significantly to the overall level of savings required and would have a detrimental impact on service delivery. Members’ attention was also drawn to the uncertainty of resource funding in relation to the on-going Out of Hours Libraries pilot project.

4.12 Following discussion it was agreed that a special meeting of the Board should be convened for Thursday 16 March 2017 at 10.30 am in Lisburn City Library which would be followed by a meeting of the Services Committee.

5. ELECTION OF VICE-CHAIRPERSON OF THE BOARD LNI 01.02.17

5.1 Members were reminded that at the Board Meeting in December 2016, the Vice-Chairperson, Alderman T Campbell had submitted his resignation with immediate effect due to work pressures. It had been agreed that nominations would be sought to fill the position at the February Board Meeting.

5.2 The Chairperson sought nominations for the position of Vice Chairperson of the Board. The following nomination was received:

- Councillor G Keating was proposed by Councillor S McGuigan and seconded by Ms A Matthews
5.3 Councillor G Keating confirmed his willingness to serve and the Chairperson declared that Councillor Keating had been elected as Vice-Chairperson of the Board for a period of two years until March 2019.

5.4 Members congratulated Councillor Keating on his appointment as Vice-Chairperson of the Board.

5.5 Councillor Keating thanked Members for his nomination and said he looked forward to the opportunity to serve as Vice-Chairperson of the Libraries NI Board.

6. MINUTES OF THE MEETING OF THE BOARD HELD ON 8 DECEMBER 2016

6.1 On a proposal by Councillor S McGuigan, seconded by Alderman T Burns, the minutes of the Board Meeting held on 8 December 2016 were approved.

7. MATTERS ARISING FROM THE MINUTES OF THE MEETING OF THE BOARD HELD ON 8 DECEMBER 2016

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 3.1.1: Chairperson's Business

7.2 The position of Vice-Chairperson of the Board has been dealt with at paragraph 5 above.

Item 3.1.2: Chairperson's Business

7.3 Members noted that the Public Library Standards Report 2015/16 had been discussed at the meeting of the Services Committee held on 19 January 2017 and that this item would be further discussed at Agenda Item 10 on today's agenda.

Item 3.1.6: Chairperson's Business

7.4 The implications of the Review of Arm’s-length Bodies on the recruitment process for the Chief Executive’s post has been dealt with under paragraph 3.1.4 above.

Item 4.5: Chief Executive’s Business, Board Effectiveness: A Good Practice Guide

7.5 The annual Board Effectiveness Review would be discussed at Agenda Item 13.
Item 6.5: Matters Arising from the Minutes of the Meeting of the Board held on 8 December 2016, Management Report

7.6
A review of contracts to ensure that they had all been renewed would be taken to the meeting of the Business Support Committee to be held on 30 March 2017.

Item 9.7: Banking and Credit Card Arrangements: Change of Signatory

7.7
A report on the use of the Government Purchasing Card would be taken to the meeting of the Business Support Committee to be held on 30 March 2017.


7.8
Members noted that relevant libraries had been identified to take part in the Out of Hours Libraries Project and that equipment would be purchased in the 2016/17 financial year. Updates on the project would be brought to the Services and Business Support Committees as appropriate.

Item 12.5: Minutes of the Inaugural meeting of the Belfast Central Library Committee held on 9 November 2016, Project Update Report

7.9
It was noted that no further information was currently available in respect of advice from the Strategic Investment Board in relation to procurement routes for Belfast Central Library.

Item 14.10: Minutes of the Business Support Committee held on 24 November 2016

7.10
The new procedures on Direct Award Contracts (also known as Single Tender Actions (STAs)) had been considered at the meeting of the Business Support Committee held on 26 January 2017. Members had expressed their concern that the previously delegated authority to approve STAs greater than £5,000 in value had been withdrawn from all NDPB Accounting Officers in DfC. The Director of Business Support had indicated that this was a Departmental directive and had agreed to ensure that the Department would be made aware of the potential implications for service delivery within Libraries NI and of the concerns expressed by the Business Support Committee.

Item 15.2: Schedule of Meetings: April 2017 to March 2018

7.11
Members noted that the meeting of the Services Committee in September 2017 would commence at 1.00 pm after the Board Planning session scheduled for the morning of 14 September 2017.

8. REVISED MANAGEMENT STATEMENT AND FINANCIAL MEMORANDUM

8.1
The Chief Executive advised Members that discussions have been on-going with DfC and between DfC and the Department of Finance (DoF) for some time regarding a revised Management Statement and Financial Memorandum (MSFM).
8.2 Members noted that the current version of the MSFM has been agreed by DfC and is currently with DoF for final agreement and it is anticipated that there will be no further changes required.

8.3 Subject to approval being received from DoF and no further substantive changes being required to the MSFM, Members were asked to approve the document in order that it can be signed by the Permanent Secretary and Chief Executive.

8.4 On a proposal by Councillor S McGuigan, seconded by Dr M Ward the Board approved and adopted the Revised Management Statement and Financial Memorandum subject to no further changes being required to the document and receipt of approval from the Department of Finance. Members agreed that the document should then be signed by the Permanent Secretary, DfC and the Chief Executive of Libraries NI.

8.5 The need to address appropriate reporting of delegated losses and special payments in the Board Operating Framework was noted.

9. REVIEW OF ARMS LENGTH BODIES  LNI 05.02.17

9.1 The Chief Executive reminded Members that at the December Board meeting, they were provided with a copy of correspondence from the DfC Minister to the Chairperson regarding his decision to commence a review of the organisation and function of the Department’s Arm’s-Length Bodies (ALBs). The Minister had indicated that a central transformation team had been established in the Department to undertake the review and that the Permanent Secretary would be writing to the respective Accounting Officers of each of the ALBs to set out procedures to manage senior vacancies during the review. These procedures would relate to all posts at NICS Deputy Principal level and above which equates in Libraries NI to Assistant Principal Officer and above.

9.2 Members noted the correspondence from the Permanent Secretary to the Chief Executive dated 15 December 2016 enclosing vacancy control procedures and the Terms of Reference for the review.

9.3 The Chief Executive reported that an initial meeting with Patricia McAuley, DfC who is heading up the transformation team and her colleague, Beverley Cowan had been held on 18 January 2017 which she had attended together with the Chairperson. The notes of the meeting were available for Members’ information.

9.4 Members noted the update.

10. PUBLIC LIBRARY STANDARDS: DRAFT RESPONSE LNI 06.02.17

10.1 The Chief Executive reported that it had been agreed at the December Board Meeting to refer correspondence from the DfC Minister and the report
10.2 The Director of Library Services, Ms H Osborn confirmed that this issue had been discussed at the Services Committee and briefed Members on the proposed response.

10.3 Following discussion it was agreed to amend paragraph 3.5.

10.4 On a proposal by Ms J Williams, seconded by Ms D Kenny, the Board approved and adopted the draft letter to the DfC Minister and proposed response, subject to the amendment at paragraph 3.5 which will now read as follows:

*Libraries NI will continue to explore ways in which general adult participation can be increased.*

11. **COMMUNITY PLANNING: UPDATE**

11.1 The Chief Executive drew attention to the Community Planning update and in particular to page 2 of the report which detailed the position as at February 2017.

11.2 Members noted the benefits of Libraries NI being involved in the Community Planning process i.e., the networking opportunities and the development of new relationships as well as opportunities to share information and raise the profile of Libraries NI. However, at the same time, Community Planning also creates challenges for Libraries NI as a relatively small organisation in relation to capacity, logistics and finance.

11.3 Members noted the update.

12. **DRAFT BUSINESS PLAN 2017/18**

12.1 The Chief Executive drew attention to the first draft of the Business Plan targets for 2017/18. She informed Members that the targets were tentative only at this stage due to lack of information regarding budgets for 2017/18 and uncertainty about the status of the draft Programme for Government and Departmental priorities.

12.2 Members noted that depending on the financial situation it may be necessary to review and revise at least some of the targets particularly those relating to participation and activities but it was important that some structure existed to which staff can work with effect from 1 April 2017 so that Service Plans can
begin to be developed and to inform staff appraisal processes. It was anticipated that a further version of the Business Plan would be brought to the Board for approval, when the financial position is clarified.

12.3 It was agreed that officers would update the draft Business Plan, add a contextual section and bring a revised version to the next meeting of the Board.

13. BOARD EFFECTIVENESS REVIEW

13.1 The Chief Executive reminded Members that at the meeting in December 2016, Board Members had received a copy of Board Effectiveness A Good Practice Guide, produced by the Northern Ireland Audit Office. Chapter 5 of the Guide, entitled ‘Evaluating a Board’ indicates that a Board should undertake an evaluation of its effectiveness annually.

13.2 Although there is no universal template for an effectiveness review the Guide suggests the following topics that the Board might wish to consider:

- whether the Board has adequately discharged its responsibilities, e.g. in relation to strategic planning, budgeting and risk management
- the adequacy of Board operations and decision making processes e.g. adequacy of information, Committee structure, Board composition, time allowed for discussion etc.
- Board culture, working relationships, opportunities for meaningful participation, communications with management and other stakeholders.

13.3 As previously discussed DAO (DoF) 10/16: Key Lessons Learned from NIAO Report and PAC Hearing into the Northern Ireland Events Company (NIEC) reinforces the finding of the Public Accounts Committee that those serving on Boards should consider the lessons learned from the NIEC and ‘especially those relating to the effectiveness of Board and Chairs’. Areas for consideration during an effectiveness review are included in the DAO.

13.4 Based on the NIAO Good Practice Guide and the DAO, a checklist has been developed to assist the Board to evaluate its effectiveness. The checklist should be seen as a starting point only as there may be other issues that the Board collectively or individual Members would wish to have considered.

13.5 Individual Committees would also need to review their effectiveness, including the continued relevance of the Schemes of Delegation. It is anticipated that this process would commence in March, with a view to all of the resulting information being collated for consideration by the Board at its meeting in April 2017.

13.6 Following discussion it was agreed that Members should consider the checklist, then complete and return it to the Chief Executive’s Office as soon as possible in order that the information can be collated and a report brought to the next meeting of the Board to be held on 13 April 2017.
13.7 It was noted that the Audit and Risk Assurance Committee had completed the NAO Audit Committee Self – Assessment Checklist at its meeting held on 18 January 2017.

14. MANAGEMENT REPORT

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

Key Performance Indicators (KPIs) Quarter 3: October to December 2016

14.2 The Chief Executive drew attention to the KPI Report for Quarter 3 (October to December 2016) noting in particular the red targets in relation to the first KPI: ‘Contributing to social and community wellbeing’ and explained that most of the programmes carried out in these libraries was through outreach activities which unfortunately had to be reduced due to the loss of staff through the Voluntary Exit Scheme. She confirmed that a huge amount of good work was still taking place in these libraries. Members noted that overall, participation levels across the service remained high and that the majority of targets were on schedule for achievement.

14.3 Members noted the KPI Report.

Finance Report: January 2017

14.4 The Director of Business Support presented the Finance Reports for capital and recurrent spend to October 2016.

14.5 In respect of capital spend, the Director of Business Support reported the capital programme was largely on course with the Lisburn Road Library and the Out of Hours Libraries projects progressing as planned. However some delays had been experienced in relation to the approval of the tender report for the Coleraine Library Refurbishment Project and the proposed purchase of a development site in Banbridge was presenting very challenging timeframes to complete by 31 March 2017.

14.6 The Director of Business Support referred to the recurrent report explaining that additional funds had been allocated from the Department in respect of stock. It was projected that the recurrent budget would be fully utilised by 31 March and that the total spend would be within variance limits.

14.7 Members noted the Finance Reports.

Corporate Risk Register

14.8 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 18 January 2017. The Committee had asked officers to carry
out a further review to take account of the changed political situation and the lack of budget information for 2017/18 which affected Risk 11: Long term Planning, Risk 12: Belfast Central Library and Risk 15: Business Continuity

14.9 The revised version of the Corporate Risk Register had been agreed by the Risk Management Group at its meeting held on 7 February 2017.

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

14.11 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 18 January 2017 and officers had been asked to carry out a further review of the risks identified at paragraph 14.8 above.

14.12 On a proposal by Councillor S McIlveen, seconded by the Chairperson of the Audit and Risk Assurance Committee Mrs D Kenny, the Board approved and adopted the Corporate Risk Register as at February 2017.

15. MINUTES OF THE AUDIT AND RISK ASSURANCE COMMITTEE HELD ON 18 JANUARY 2017 LNI 11.02.17

15.1 The Chairperson of the Audit and Risk Assurance Committee, Ms D Kenny presented the minutes of the meeting held on 18 January 2017 and drew attention, in particular, to the undernoted items.

Item 3: Chairperson's Business

15.2 It was noted that Ms K Jauzion had been appointed as Trainee Auditor following the resignation of Ms M Killen. Members had congratulated Ms Jauzion on her appointment.

Item 7: Internal Audit Activity Report

15.3 It was noted that seven Audit Reports had been considered by the Committee; two of which related to Corporate Governance. One of the Corporate Governance audits had received a 'Limited' level of assurance and the Committee had been provided with a detailed account of the steps taken to address the issues raised, whilst the other one had received a 'Satisfactory' level of assurance. Of the remaining five audits one had received a 'Substantial' level of assurance and three had received a 'Satisfactory' level of assurance and the fifth audit was the final report of an audit previously carried out and a level of assurance was not required.

15.4 The Chairperson drew attention to the Corporate Governance Audit which included an audit of Gifts and Hospitality. She highlighted in particular the undernoted recommendation which impacted directly on Board Members:

*That Board Members should be reminded of the importance of ensuring that their Registers of Interest are updated regularly and submitted in a timely manner.*
Item 8: Internal Audit Report – Outstanding Recommendations

15.5 Members noted that 50 of the 62 Internal Audit Outstanding Recommendations for the period had been cleared leaving 12 to be resolved. No Priority One recommendations remained outstanding.

Item 9: Risk Management Report and Review

15.6 The Committee had reviewed the papers on the Risk Management Report and Review and had asked officers to carry out a further review of the Corporate Risk Register to take account of the changed political situation, the dissolution of the Northern Ireland Assembly and the lack of budget information for 2017/18. It was agreed that a revised Register should be brought to the next Board meeting for approval.


15.7 Members noted that the Head of Internal Audit was reasonably confident that 25 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 11: Minutes of the Governance and Accountability Meeting, 22 November 2016

15.8 Members had considered the minutes of the Chief Executive’s Accountability Meeting held on 22 November 2016.

Item 12: Final Report to Those Charged with Governance

15.9 The Final Report to Those Charged with Governance was noted and in particular that the Heritage Assets qualification would remain in respect of the 2015/16 Accounts. Members noted that the Northern Ireland Audit Office (NIAO) had recognised the significant work which Libraries NI had undertaken in relation to the valuation of the Heritage Assets.

Item 13: Internal Audit Quality Assurance Framework – External Assessment

15.10 Members noted the report of the External Assessment of the Libraries NI Internal Audit service. The report had made seven recommendations, none of which were a Priority One. The Head of Internal Audit had confirmed that a number of the recommendations had already been implemented and that a progress report on the recommended actions would be brought to the next Committee meeting. Members noted that the report had concluded that Libraries NI’s Internal Audit service ‘generally conforms to statements of best practice outlined in the Internal Audit Quality Assessment Framework and therefore largely complies with the Public Sector Internal Audit Standards’

Item: 14: Internal Audit Charter

15.11 It was noted that the Committee had reviewed the Revised Internal Audit Charter and recommended it to the Board for approval.
Item 15: Internal Audit Annual Customer Satisfaction Survey
15.12 The Committee had noted the results of the Internal Audit Annual Customer Satisfaction Survey which indicated that the auditees felt that the quality of the service received from Internal Audit was either excellent or good.

Item 16: Audit and Risk Assurance Committee Annual Agenda
15.13 The Committee had noted the proposed Agenda for the forthcoming year and that the election of a new Committee Chairperson was scheduled to take place at the June meeting of the Committee.

Item 17: Schedule of Mission Critical Projects
15.14 The Committee had received an update on the Schedule of Mission Critical Projects by the Director of Business Support.

Item 18: Libraries NI Chairperson’s Register of Gifts and Hospitality
15.15 The Committee had reviewed the Chairperson’s Register of Gifts and Hospitality for the periods ended 30 June 2016, 30 September 2016 and 31 December 2016.

Item 19: NIAO Audit Strategy 2016-17
15.16 The NIAO Audit Strategy for 2016/17 had been noted.

Item 20: Any Other Notified Business
15.17 The Committee Chairperson, Mrs D Kenny on behalf of the Committee had expressed her thanks and appreciation to the Chief Executive for her work and support to the Committee since the establishment of Libraries NI in 2009 and had wished her a happy retirement. The Chief Executive had thanked the Committee for its support for her as Accounting Officer and for their good wishes.

15.18 Item 23: NAO – The Audit Committee Self-Assessment Checklist
The Committee had completed the NAO Audit Committee Self-Assessment Checklist and it had been agreed that the completed document would be presented at the next meeting of the Committee for agreement.

15.19 On a proposal by the Vice-Chairperson of the Committee Councillor S McGuigan, seconded by Councillor S McIveen, the Board approved and adopted the minutes of the Audit and Risk Assurance Committee held on 18 January 2017.

15.20 On a proposal by Mr A McDowell, seconded by the Vice-Chairperson of the Committee Councillor S McGuigan, the Board approved and adopted the Internal Audit Charter (Revised).

16. MINUTES OF THE SERVICES COMMITTEE HELD ON 19 JANUARY 2017
LNI 12.02.17

16.1 In the absence of the Chairperson the Director of Library Services, Ms H Osborn presented the minutes of the meeting held on 19 January 2017 and drew attention, in particular to the undernoted items.
Item 3: Chairperson’s Business
16.2 The Chairperson on behalf of Members had thanked the Chief Executive for her support to the Committee and had wished her well in her retirement.

Item 6: Matters Arising
16.3 The Committee had agreed that due to the uncertain budget situation it would not be possible to pursue the journalistic assignment to address the issue regarding capturing and promoting the value of libraries and their impact on the lives of individuals and communities.

Item 7: Heritage Policy
16.4 The Committee had considered the Heritage Policy and subject to an amendment at paragraph 1.2 had recommended it to the Board for approval.

Item 8: Engaging with Culture and Creativity Policy
16.5 The Committee had considered the Engaging with Culture and Creativity Policy and had recommended it to the Board for approval.

Item 9: Stock Policy
16.6 The Committee had considered the revised Stock Policy and recommended it to the Board for approval.

Item 10: Children and Young People’s Services Policy
16.7 The revised Children and Young People’s Services Policy had been considered by the Committee and recommended to the Board for approval.

Item 11: Public Library Standards
16.8 The Committee discussed in depth the Public Library Standards (PLS) and it was agreed that a draft response based on the discussion, and approved by the Chairperson of the Committee, would be presented to the Board for approval. The Committee had noted that the Director of Library Services would be meeting with officials from DfC regarding the PLS.

Item 12: Consultation on the Draft Programme for Government Delivery Plans
16.9 The Committee had noted the ten responses to the draft Programme for Government Delivery Plans and the opportunity that had been afforded to libraries NI to raise the profile of libraries and highlight the unique contribution libraries could make in assisting in the delivery of a range of key agendas.

Item 13: Working with People who are affected by Dementia
16.10 A report had been presented to the Committee by Ms M Bell, Operations Manager on Working with People who are affected by Dementia. Ms Bell had explained the Libraries NI action plan which identifies specific actions required to reduce barriers to use and to encourage a dementia friendly environment. Members had noted that Libraries NI had been shortlisted for the Dementia Friendly Awards 2016 and that Ms Bell would be presenting on Working with People who are affected by Dementia at The Edge
Conference, a prestigious library event, to be held in Edinburgh in March 2017.

**Item 14: Customer Survey**

16.11 A report on the Customer Survey which had taken place in September 2016 had been noted by the Committee. A total of 1,769 responses had been received with 28 libraries taking part in the survey. Action Plans were being compiled for individual libraries as a result of the comments received.

16.12 On a proposal by the Vice-Chairperson of the Committee Councillor Dr J Gray, seconded by Dr M Ward the Board approved and adopted the minutes of the meeting of the Services Committee held on 19 January 2017.

16.13 On a proposal by the Vice-Chairperson of the Committee Councillor Dr J Gray, seconded by Ms A Matthews the Board approved and adopted the Heritage Policy.

16.14 On a proposal by the Vice-Chairperson of the Committee Councillor Dr J Gray, seconded by Mrs D Kenny the Board approved and adopted the Engaging with Culture and Creativity Policy.

16.15 On a proposal by the Vice-Chairperson of the Committee Councillor Dr J Gray, seconded by Mr A McDowell the Board approved and adopted the Stock Policy.

16.16 On a proposal by the Vice-Chairperson of the Committee Councillor Dr J Gray, seconded by Dr M Ward the Board approved and adopted the Children and Young People’s Services Policy.

**17. MINUTES OF THE BUSINESS SUPPORT COMMITTEE HELD ON 26 JANUARY 2017**

17.1 In the absence of the Chairperson, the Vice-Chairperson of the Committee Mr A McDowell presented the minutes of the meeting held on 26 January 2017 and drew attention, in particular to the undernoted items.

**Item 4.1: Chairperson’s Business**

17.2 The Committee had noted the appointment of Mr T Neeson to the position as Assets Manager.

**Item 4.2: Chairperson’s Business**

17.3 The Chairperson of the Committee, on behalf of Members, had expressed thanks and appreciation to the Chief Executive for her work and support to the Committee since the establishment of Libraries NI in 2009 and wished her a happy retirement.

**Item 5: Director’s Business**

17.4 The Committee had considered a proposal to provide payroll services to Armagh Observatory and Planetarium (AOP). Work was on-going to finalise
the arrangements but it was expected that the service would commence on 1 April 2017.

17.5 The Committee had noted that the Fivemiletown Library Redevelopment Business Case had received approval from DfC but that no project financing had been allocated.

Item 7.1: Matters Arising from the Minutes of the Meeting of the Business Support Committee held on 24 November 2016. Pay Remit Approval 2016/18

17.6 The Committee had noted that all issues relating to the 2016/18 pay remit submission had been resolved and formal approval to implement the pay award had been received in December 2016. Staff would receive the 1% increase in their January salaries backdated to April 2016.

Item 8: Belfast Central Library Redevelopment Project: Update

17.7 The Assets Manager, Mr T Neeson reported that there had been no significant progress in respect of the development project within the last reporting period and that further legal advice was being sought from the Strategic Investment Board (SIB).

Item 9: e2 Replacement Plan: Update

17.8 The Committee had received an update regarding the e2 Replacement Plan and noted that work was underway to develop an addendum to the original e2 Business Case with a view to securing approval for the extension of the existing contract. The addendum would be ready for submission to the Department for consideration by the end of March 2017.

Item 10: 2017/18 Fees and Charges

17.9 The Committee had considered the proposal to increase the charge for interlibrary loans from £5.00 to £7.00 per item. The inter-library loan service was an important but costly service which involved obtaining items from other library services and the proposed increase went some way to recovering the costs. The Committee had agreed to recommend the Fees and Charges for 2017/18 to the Board for approval, subject to DfC approval.

Item 11: Revised First Aid Allowance

17.10 The Committee had recommended the Revised First Aid allowance to the Board for approval.

Item 12: Departmental Guidance re Direct Award Contracts (Single Tender Actions)

17.11 This item had been discussed at paragraph 7.10 above.

Item 13: Review of Arm’s-Length Bodies (ALBs)

17.12 This item had been discussed at paragraphs 9.1 – 9.4 above.

Item 14: 2017/18 Budget

17.13 This item had been discussed at paragraphs 4.9 – 4.11 above.
Item 15: Finance Reports
17.14 This item had been discussed at paragraphs 14.4 – 14.7 above.

Item 16: Sickness Absence Report
17.15 The Committee had received a report from the HR Manager regarding the Sickness Absence Report to December 2016. Members noted that the sickness absence target for 2016 had not been met, but highlighted the improvements over the year in zero, short and medium rates of absence. Continuing long-term absences had resulted in the sickness absence target not being active.

Item 17: Procurement Reports
17.16 The Committee had received a report regarding procurements for the period 15 November 2016 to 13 January 2017 and a report on Single Tender Actions during the same period.

Item 18: Tender Report for Tandragee Library: Design Team
17.17 The Committee had welcomed a report on the appointment of an economic operator to undertake the design team services in relation to the access improvements in Tandragee Library. Following the tender process Michael Herron Architects had been appointed. It was estimated that the completion date for the project would be 31 March 2017. The Committee had also noted that Aughrim Building Company Ltd had been appointed as the main contractor for the project.

Item 19: Irvinestown Library Tender Report
17.18 The Committee had noted that ADP Architects had been appointed to undertake a review of the layout of the building and topography of the site in relation to adequately managing safe evacuation from the property.

Item 20: Enniskillen Library Redevelopment: Draft Business Case
17.19 The Director of Business Support had reported on the draft Business Case in respect of Enniskillen Library Redevelopment and had confirmed that the preferred option was to develop a new library facility on the existing site. The estimated capital cost of the preferred option was just under £3.6 million.

17.20 Discussion took place in relation to the role of the Committee in respect of noting/approving Business Cases and it was agreed that, as part of its review of effectiveness, consideration should be given, subject to Board approval, to amending the Scheme of Delegation for the Business Support Committee to clarify the role of the Committee in this regard.

17.21 The Committee agreed to recommend the Enniskillen Library Redevelopment Business Case to the Board for approval and asked that the Executive Summary be appended to the minutes and the full Business Case made available on the Board Members' Extranet.

17.22 On a proposal by the Vice-Chairperson of the Committee Mr A McDowell, seconded by Councillor G Keating, the Board approved and adopted the minutes of the Business Support Committee held on 26 January 2017.
17.23 On a proposal by the Vice-Chairperson of the Committee Mr A McDowell, seconded by Ms A Matthews, the Board approved and adopted the 2017/18 Fees and Charges.

17.24 On a proposal by the Vice-Chairperson of the Committee Mr A McDowell, seconded by Councillor G Keating the Board approved and adopted the revised First Aid Allowance.

17.25 On a proposal by the Vice-Chairperson of the Committee Mr A McDowell, seconded by Mrs D Kenny the Board approved the draft Business Case in respect of Enniskillen Library.

18. STAFFING MATTER

18.1 Officers with the exception of the Senior Management Team withdrew from the meeting.

Voluntary Exit 2016/17

18.2 The Chief Executive briefed Members of the implementation of voluntary redundancy arrangements in 2016/17, noting that the associated costs of releasing staff would be fully funded under the Voluntary Exit Scheme.

18.3 On a proposal by Ms A Matthews, seconded by Ms J Williams, the Board noted the release of 14 staff on voluntary redundancy and, in accordance with the provisions of the Management Statement, approved the release of one of these members of staff whose post was at third tier level.

Proposed Staffing Arrangements in the Services Directorate

18.4 The Director of Library Services briefed Members on the proposed staffing arrangements in the Services Directorate in light of the voluntary redundancies being implemented in 2016/17 and her appointment, with effect from 1 March 2017, as Acting Chief Executive and Accounting Officer.

18.5 Following discussion, on a proposal by Councillor Dr J Gray, seconded by Councillor S McGuigan, the Board approved the proposed staffing arrangements and the associated payments of temporary allowances.

19. ANY OTHER NOTIFIED BUSINESS

19.1 The Chairperson thanked the Chief Executive for her support to him over the last couple of years and on behalf of Members expressed his warmest wishes for a long, healthy and happy retirement.

19.2 The Chief Executive thanked Members for their warm wishes and wished Libraries NI every success in the future.
20. DATE OF NEXT MEETING

20.1 Members noted that a special meeting of the Board would be held on Thursday 16 March 2017 at 10.30 am in Lisburn City Library.

20.2 The next scheduled meeting of the Board would take place on Thursday 13 April 2017 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:

   Alderman T Burns arrived at 10.37 am
   Councillor S McIlveen arrived at 11.21 am
   Alderman S Martin arrived at 12.05 pm

Signed: [Signature]

Date: [Date]