LIBRARIES NI
The Northern Ireland Library Authority
7 July 2016

Minutes of a meeting of the Board of the Authority held on
Thursday 7 July 2016 at 10.30 am in Lisburn City Library

PRESENT

Professor Bernard Cullen Chairperson
Alderman Thomas Burns
Alderman Tom Campbell Vice-Chairperson
Councillor Dr Janet Gray
Ms Deirdre Kenny
Councillor Cathal Mallaghan
Alderman Stephen Martin
Ms Angela Matthews
Mr Alastair McDowell
Councillor Séan McGuigan
Councillor Stephen McIlveen
Mr Harry Reid
Alderman Marion Smith
Dr Margaret Ward
Ms Jane Williams

IN ATTENDANCE

Ms Irene Knox Chief Executive
Mr Terry Heron Director of Business Support
Ms Helen Osborn Director of Library Services
Ms Mandy Bryson Assistant Director
Ms Trisha Ward Assistant Director
Mr Desi Miskelly Assets Manager

1. APOLOGIES FOR NON ATTENDANCE

Councillor Garath Keating

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:

- documentation which had been circulated to Members regarding ‘The Board Room Apprentice’, a programme designed to help aspiring Non-Executive Directors gain experience to enable them to apply for posts as Board Members. Following discussion Members agreed in principle to involvement and asked the Chief Executive to liaise with the organisers in relation to arrangements.

- Mr Paul Givan MLA the Minister for the Department for Communities (DfC) had attended the launch of 'Library Men', a collection of digitised letters written by members of library staff from Belfast Public Libraries who served in the first World War. The Chairperson reported on the successful launch of the exhibition and thanked all staff involved

- the Chairperson would be writing to Members in relation to the appraisal process. Any Member who wished to discuss their appraisal should contact the Chairperson to arrange a mutually convenient time

- on behalf of all Board Members the Chairperson congratulated the Chief Executive on being awarded the OBE for services to public libraries and the community in Northern Ireland in the Queen's Birthday Honours. The Chief Executive, in thanking Members for their good wishes, recognised the commitment of staff throughout Libraries NI to providing high quality services for the community

- on behalf of Board Members the Chairperson congratulated Councillor G Keating on being elected Lord Mayor of Armagh, Banbridge and Craigavon Borough Council and Alderman S Martin on being elected Deputy Maycr of Lisburn and Castlereagh City Council. Members also extended their congratulations to Councillor Keating on his marriage.

4. CHIEF EXECUTIVE'S BUSINESS

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

Assembly Questions

4.2 The Hansard Report of the Minister’s response, at his first Question Time on 14 June 2016, to an oral question about library services to people with disabilities, older people and people who are socially isolated had been circulated.

Lisburn Road and Coleraine Library

4.3 Correspondence from Mr I Maye, Deputy Secretary Community Cohesion Group, DfC dated 4 May 2016, confirming capital funding of up to £1.29
million in 2016/17 to take forward the Lisburn Road and Coleraine Library redevelopments.

**e2 Project**

4.4 Members noted the very positive report resulting from the Gateway 5 Review of e2, undertaken on 5 and 6 May 2016. The Review Team had concluded that the project had been a ‘great success and had delivered many benefits.’ The Gateway Report had been considered by the Business Support Committee and a copy had been provided to the Department. Correspondence had been received from Mr I Maye, Deputy Secretary Community Cohesion Group, DfC dated 25 May 2016, congratulating the Board and staff on ‘this exemplary project’.

**Department for Communities: Active Communities Division**

4.5 Correspondence from Mr F Devitt, Director, Active Communities Division, DfC dated 13 June 2016, advising that with the establishment of the Department for Communities, the Sport, Museums and Libraries Division had changed its name to Active Communities Division.

**Castlewellan Library Refurbishment**

4.6 Castlewellan Library, which is situated in the historic 18th century Market House (a listed building), reopened to the public on 17 June 2016, following completion of a £220,000 restoration programme to address a series of long term problems with the roof and damp penetration.

**Mellon Centre for Migration Studies (MCMS)**

4.7 The MCMS hosted the 21st Ulster-American Heritage Symposium from 22 June to 25 June 2016 inclusive. The Symposium takes place every two years, alternating between MCMS and co-sponsoring universities in North America. Its purpose is to encourage scholarly study and public awareness of the historical connections between Ulster and North America, including Scots-Irish heritage.

**Upcoming Events**

4.8 Members were informed of the following events happening over the summer months:

- the ‘Pawsome Reading Challenge’ will take place from 27 June - 31 August 2016. The aim of the challenge is to encourage children to read between two and 25 books over the summer months
- ‘Awesome Authors’ will take place on 16 and 17 July 2016 in Finaghy Library, as part of a national initiative for children organised by BBC Learning and CBBC with the aim of encouraging reading, creative writing and storytelling
- the launch of ‘My Journey, My Voice’ will take place on 4 August 2016 in Lisburn City Library. This multi-media portraits and stories exhibition has been commissioned by The Royal College of Speech and Language Therapists (RCSLT) as part of its Giving Voice campaign and is supported by Disability Action and the Northern Ireland Health and Social Care Board. The aim of the exhibition is to
increase awareness about the range and impact of communication difficulties.

5. MINUTES OF THE MEETING OF THE BOARD HELD ON 21 APRIL 2016
   LNI 01.07.16

5.1 On a proposal by Councillor S McGuigan, seconded by Dr M Ward, the minutes of the Board Meeting held on 21 April 2016 were approved.

   LNI 02.07.16

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 3.1: Chairperson’s Business

6.2 An apology has been received from Mr F Devitt, Director, Active Communities Division, DfC who was to attend today’s meeting to brief Members on the Public Accounts Committee Report on the Northern Ireland Events Company. The briefing has been re-arranged for the Board Meeting on 13 October 2016.

Item 6.3: Matters arising from the Minutes of the Meeting of the Board held on 21 April 2016

6.3 Correspondence had been received from the Department on 23 May 2016 confirming the position regarding Post Project Evaluations (PPEs) and the use of the word ‘completed’. The Chief Executive confirmed that she was satisfied with the Department’s response and that the matter was now closed.

Item 6.6: Matters arising from the Minutes of the Meeting of the Board held on 21 April 2016. Board and Committee Effectiveness Review

6.4 A ‘paperless’ approach had been piloted at the Business Support Committee meeting held on 26 May 2016. In order to ensure that all technical issues were addressed before switching over completely to the use of technology to access Committee papers, hard copies would also be issued for the next Committee meeting, due to take place on 29 September 2016.

Item 6.8: Matters arising from the Minutes of the Meeting of the Board held on 21 April 2016. Minutes of the Services Committee held on 20 January

6.5 A meeting had taken place with the Equality Commission to explore issues in relation to Room Hire. The Room Hire Policy is currently being revised and will be brought to the Services Committee on 22 September 2016.
6.6 The Draft Corporate Plan 2016 - 2020 and Business Plan 2016/17 have been submitted to DfC for approval and a response is awaited.

7. REVIEW OF COMMITTEE MEMBERSHIP LNI 03.07.16

7.1 The Chief Executive reminded Members that, when fully constituted, the Board comprises the Chairperson and 18 Board Members. Currently there are three vacancies as a result of two Members being co-opted as MLAs in June 2015 and one Member being elected to the Assembly in May 2016.

7.2 At the last Board Meeting held on 21 April 2016 it was agreed to review the membership of each Committee and to seek expressions of interest from Board Members to sit on more than one Committee in order to minimise the risk of Committees being inquorate.

7.3 Following discussion Councillor S McIlveen, who is currently a member of the Services Committee, expressed an interest in also becoming a member of the Audit and Risk Assurance Committee.

7.4 On a proposal by Mrs D Kenny, seconded by Councillor Dr J Gray, Members agreed that Councillor S McIlveen should become a member of the Audit and Risk Assurance Committee.

7.5 The Chairperson reported that, as the Assembly elections had now taken place, he would raise the issue of the recruitment of new Board Members with the Department again.

8. DRAFT ANNUAL REPORT AND ACCOUNTS 2015/16 LNI 04.07.16

8.1 The Chief Executive presented the draft Annual Report 2015/16. She explained the changes to the format of the Annual Report and Accounts compared to the previous year, noting that, in compliance with new guidance, it now comprised three main sections, namely the Performance Report, the Accountability Report and the Financial Statements, and that some disclosures which had previously been in the Financial Statements were included now in the Accountability Report. In addition, the Financial Statements included detailed notes only for material figures in the Accounts.

8.2 The Director of Business Support presented the draft Accounts for 2015/16 noting that they had been prepared in line with International Accounting Standards, the Financial Reporting Manual 2015/16 (FReM) and NDPB Green formats. He drew attention to key figures in the Statement of Comprehensive Net Expenditure and the Statement of Financial Position, explaining the main reasons for the results, as compared to 2014/15. He explained also that the Annual Accounts included accounting adjustments which differed from the normal management accounts and referred Members
to the Financial Target schedule which reconciled the two reporting processes for both revenue and capital spend and demonstrated that Libraries NI had lived within its budgets, with a £144,000 (0.47%) underspend on resource, and £1,000 (0.18%) underspend on capital.

8.3 The Director of Business Support drew attention also to the accounting treatment in respect of the PFI contract for Lisburn City Library and to disclosures for pensions. Attention was drawn also to the figure for Heritage Assets and the Director of Business Support reminded Members that, in prior years, the Annual Accounts had received a qualification in respect of Heritage Assets, however progress was continuing to be made on this issue.

8.4 The Chief Executive and the Director of Business Support responded to questions from Members.

8.5 Members thanked all staff involved in the preparation of the draft Annual Report and Accounts 2015/16, noting that the final document would be brought to the Board for approval, following completion of the audit.

9. **UPDATE ON THE IMPLEMENTATION OF SAVINGS DELIVERY PLAN B2: REDUCTION IN OPENING HOURS**  

9.1 The Director of Library Services, Ms H Osborn, updated Members on the consultation regarding plans to reduce library opening hours. She reported that approximately 8,000 responses had been received to date and that there had been public protests also outside a number of libraries. She noted that the consultation responses would be analysed during August 2016 and a report making recommendations about the patterns of opening hours would be ready for consideration by the end of September.

9.2 Members decided that the report should be considered at a full meeting of the Board and it was agreed that a special Board Meeting would be held before the scheduled Board Planning Day on 22 September 2016 to discuss and approve the revised opening hours for the 14 libraries.

9.3 The Director of Library Services agreed to provide Alderman M Smith with a breakdown of responses regarding Bangor Carnegie Library for information.

10. **DRAFT PROGRAMME FOR GOVERNMENT**  

10.1 The Chief Executive reminded Members that the closing date for responses on the Draft Programme for Government (PfG) Framework was 22 July 2016. She drew attention to the circulated paper which set out a proposed response to the consultation, with the focus being on those indicators and lead measures which correlate with the rationale that underpins the Libraries NI corporate goals and associated strategic objectives as set out in the draft Corporate Plan 2016 – 2020. Members noted the approach being taken to evaluating outcomes which was heavily reliant on statistical data.
10.2 The Chief Executive drew attention, in particular, to the lead measure proposed to monitor progress in relation to Indicator 31 (i.e. the percentage of people who think leisure centres, parks, libraries and shopping centres are 'shared and open' to both Protestants and Catholics). She suggested that the Board might wish to suggest that this measure should be extended to include the percentage of people who think that these spaces are shared, open and welcoming to all sections of the community, given the increasingly diverse nature of our society.

10.3 Members discussed the proposed approach and suggested that it should also include reference to the contribution that public libraries can make to Indicator 6 (i.e. Improve Mental Health).

10.4 Following discussion, it was agreed, on a proposal by Dr M Ward, seconded by Mr H Reid, to respond to the consultation as set out in the document, subject to the addition above. It was further agreed that, at the Board Planning Day in September, consideration should be given to processes for evaluating programmes, projects and services, the collection of quantitative and qualitative evidence to demonstrate the impact of the public library service and its contribution to the PFG and how this information should be used and might be communicated more widely.

11. BELFAST CENTRAL LIBRARY PRESENTATION

11.1 The Chief Executive delivered a presentation on the Belfast Central Library Redevelopment Project to:
- update Members on the progress of the project
- summarise the Strategic Partnering Agreement
- raise awareness of other developments in the area; and
- outline the next steps in the process.

11.2 Members welcomed approval of the Outline Business Case by the Department of Finance, but expressed concerns that no funding had been provided to enable the project to be progressed to Full Business Case stage and about the implications of delays in taking the project forward. Of particular concern in respect of no funding being yet available was the fact that approval for the project was conditional on award of contract being completed by 28 April 2018. Members noted that the Director of Business Support and Mr D Miskelly, Assets Manager were due to meet with Ms D Stockman, Director, Capital Division, DfC and Mr Fergus Devitt, Director, Active Communities Division, DfC on the 25 July 2016 to discuss funding for the project. They agreed to make them aware of the Board's concerns.

11.3 On a proposal by Ms J Williams, seconded by Councillor S McGuigan, Members approved the establishment of a Belfast Central Library Project Committee with full delegated authority to oversee the project. Membership of the Committee was agreed as follows:
• the Chairperson of the Board
• the Vice-Chairperson of the Board
• the Chairperson of Business Support Committee (or in his/her absence the Vice-Chairperson)
• the Chairperson of Services Committee (or in his/her absence the Vice-Chairperson); and
• four other Board Members (namely, Ms D Kenny, Mr A McDowell, Dr M Ward and Ms J Williams).

12. MANAGEMENT REPORT LNI 08.07.16

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

Key Performance Indicators (KPIs) 2015/16: End of Year Report

12.2 The Chief Executive drew attention to the KPI 2015/16: End of Year Report noting that, despite the difficult financial situation, 17 out of the 22 KPIs had been achieved in full, two had been partially achieved and three had not been achieved.

12.3 In response to a suggestion from Mr A McDowell it was agreed that Services Committee should consider ways in which the service could be promoted more widely with a view to encouraging new members. One of the ways suggested was advertising in Council and Civil Service magazines.

Libraries NI Business Plan 2015/16: End of Year Report

12.4 Members noted that the end of year report on the Libraries NI Business Plan 2015/16 showed that 76% of the targets in the Business Plan had been achieved in full, 15% had been partially achieved and 9% had not been achieved. Where targets were partially achieved or not achieved, they have either been carried forward into 2016/17 or a decision taken not to proceed.

Finance Report: May 2016

12.5 The Director of Business Support presented the Finance Reports for Capital and Recurrent spend to May 2016 which had been reviewed by the Business Support Committee at its meeting held on 26 May 2016.

Corporate Risk Register

12.6 The Director of Business Support drew attention to the Corporate Risk Register which had been reviewed by the Audit and Risk Assurance Committee at its meeting held on 22 June 2016.

12.7 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 and the actions being proposed to mitigate the risks.
12.8 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 22 June 2016. Members had been content to recommend the document to the Board for approval.

12.9 On a proposal by Mr A McDowell, seconded by Alderman S Martin the Board approved and adopted the Corporate Risk Register as at June 2016 and noted the Management Report.

13. MINUTES OF THE SERVICES COMMITTEE HELD ON 18 MAY 2016
LNI 09.07.16

13.1 The Chairperson of the Services Committee, Mr H Reid, presented the minutes of the meeting held on 18 May 2016 and drew attention, in particular to the undernoted items which had not been dealt with elsewhere on the agenda for the Board Meeting.

Item 3: Chairperson’s Business

13.2 The meeting had been held in Banbridge Library which provided Members with an opportunity to meet library staff and see for themselves the high level of activity in the library. The Committee Chairperson stressed the importance of Board Members having an opportunity to meet library staff and for staff to be aware that Board Members are interested in the services that libraries provide on a daily basis in their local communities.

13.3 Members noted that the position of Vice-Chairperson of the Committee was vacant as Councillor J Palmer had been elected to the Northern Ireland Assembly. Committee Members had thanked Councillor Palmer for her contribution to Libraries NI and wished her well in the future. It had been agreed to defer the filling of the Vice-Chairperson position until the review of Committee Membership had taken place at the July Board Meeting.

Item 7: Partnership Policy

13.4 The Committee had considered the revised Partnership Policy and, subject to the inclusion of the relevant corporate goals in the introduction, had recommended it to the Board for approval.

Item 8: Service Plan and Risk Register 2015/17

13.5 The Committee had approved the Library Services Directorate Service Plan and Risk Register 2016/17, noting the impact of potential staff reductions, reduced opening hours and reduced budgets.

Item 9: Service Plan Progress Report 2015/16

13.6 The Committee had noted the Service Plan Progress Report 2015/16.

Item 10: Libraries Serving Rural Communities Presentation

13.7 An informative presentation on library services in rural communities had been received from Ms M Bell, Operations Manager.
Item 11: Customer Feedback Report

13.8 The Committee had noted the Customer Feedback report for the period October 2015 to March 2016.

Item 12: Reading Groups Report

13.9 The Committee, in considering recent research on the benefits of attending a reading group carried out by The Reading Agency, had received a report on reading groups in Libraries NI and noted that organising and supporting reading groups is an important element of Libraries NI's reader development activities.

13.10 On a proposal by the Chairperson of the Committee Mr H Reid, seconded by Councillor Dr J Gray, the Board approved and adopted the minutes of the Services Committee held on 18 May 2016.

13.11 On a proposal by the Chairperson of the Committee Mr H Reid, seconded by Dr M Ward the Board approved and adopted the revised Partnership Policy.

14. MINUTES OF THE BUSINESS SUPPORT COMMITTEE HELD ON
26 MAY 2016

LNI 10.07.16

14.1 The Chairperson of the Business Support Committee, Ms A Matthews, presented the minutes of the meeting held on 26 May 2016 and drew attention, in particular to the undernoted items which had not been dealt with elsewhere on the agenda for the Board Meeting.

Item 3: Chairperson's Business

14.2 The Committee had considered the draft Annual Work Plan setting out the issues that would be examined in detail during the incoming year and to ensure that important strategic issues would not be overlooked due to the pressure of urgent matters.

Item 7: Draft Annual Accounts 2015/16

14.3 The Committee had considered the draft Annual Accounts 2015/16.

Item 8: e2 Project, Gateway Review

14.4 The Committee had considered the Gateway 5 Review of the e2 Project.

Item 8: e2 Project, Replacement Plan Update

14.5 The Committee had considered the e2 Replacement Plan Update which gave an overview of the planning process for the development of the Libraries NI Corporate Information Systems (IS) Strategy and replacement for e2, and had agreed that, until such time as an Information Systems Committee was established, the Business Support Committee would deal with any matters relating to e3 and that this should be a standing item on the agenda.
Item 10: Library Computers Conditions of Use Policy

14.6 The Committee had considered the Library Computers Conditions of Use Policy and recommended it to the Board for approval.

Item 11: Spending Review 2016

14.7 Advanced notice of the Spending Review 2016 had been issued to all Arms' Length Bodies (ALBs). It was expected that input to the process would be sought from ALBs by early August and that budget proposals would be issued for public consultation before being finalised by the end of the financial year.

Item 12: Capital Allocation 2016/17

14.8 The sale of Braniel Library had been completed on 27 May 2016 realising £112,500. A bid had been submitted to the DfC seeking approval to retain the proceeds of the sale and a response was awaited.

Item 13: Pay Award for 2016/17

14.9 Agreement had been reached nationally with the NJC Trade Union Side on a 1% pay increase each year from 1 April 2016 and 1 April 2017 and a Pay Remit exercise had been completed to seek Department of Finance approval.

Item 14: Customer Feedback Report

14.10 The Committee had noted the Customer Feedback report for the period October 2015 to March 2016.

Item 15: Sickness Absence Report to April 2016

14.11 The Sickness Absence Report to April 2016 had been considered.

Item 16: Procurement Report

14.12 The Committee had received a report regarding procurements for the period 12 March 2016 – 13 May 2016 and a report on Tenders/Single Tender Actions over £1,000 for the same period.

14.13 On a proposal by the Chairperson of the Committee Ms A Matthews, seconded by Alderman T Burns, the Board approved and adopted the minutes of the Business Support Committee held on 26 May 2016.

14.14 On a proposal by the Chairperson of the Committee Ms A Matthews, seconded by Alderman M Smith, the Board approved and adopted the Library Computers Conditions of Use Policy.

15. MINUTES OF THE AUDIT AND RISK ASSURANCE COMMITTEE HELD ON 20 APRIL 2016

15.1 The Chairperson of the Audit and Risk Assurance Committee, Mrs D Kenny, presented the minutes of the meeting held on 20 April 2016, noting that an oral report on this meeting had been given at the last Board Meeting held on 21 April 2016 and that, at that meeting, the Board had approved the
Corporate Risk Register, the Bi-Annual Assurance Statement, the Annual Board Assurance Statement and the revised Board Operating Framework.

15.2 The Chairperson of the Committee drew attention to the following matters in the minutes which required formal Board approval at today’s meeting:
- Item 17: Internal Audit Strategy 2016 – 2019
- Item 18: Internal Audit Strategy for Branch Libraries 2016/17
- Item 19: Internal Audit Plan 2016/17
- Item 21: Audit and Risk Assurance Committee Scheme of Delegation (review)

15.3 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 Internal Audit Strategy 2016/19.

15.4 On a proposal by the Chairperson of the Committee Mrs D Kenny, seconded by Alderman S Martin, the Board approved and adopted the Internal Audit Strategy for Branch Libraries 2016/17.

15.5 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 Internal Audit Annual Plan 2016/17.

15.6 On a proposal by the Chairperson of the Committee Mrs D Kenny, seconded by Alderman S Martin, the Board approved and adopted the revised Audit and Risk Assurance Committee Scheme of Delegation.

15.7 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 20 April 2016.

16. MINUTES OF THE AUDIT AND RISK ASSURANCE COMMITTEE HELD ON 22 JUNE 2016 LNI 12.07.16

16.1 The Chairperson of the Audit and Risk Assurance Committee, Mrs D Kenny, presented the minutes of the meeting held on 22 June 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: Chief Executive’s Business

16.2 The Committee had considered correspondence from Mr A McKee, Acting Head of Internal Audit, DfC dated 7 June 2016, which set out the draft Terms of Reference for the External Quality Assessment of the Libraries NI Internal Audit function, due to commence in July. The Chief Executive had agreed the Terms of Reference and the review would be carried out by Departmental auditors. A report of the review would be brought to the Committee for consideration.
Item 4: Chief Executive’s Business

16.3 Following the establishment of DfC and the merger/change of name of other departments, a number of Libraries NI policies and procedures would require amendment. The Committee had agreed that where the amendment related only to name changes as a result of the restructuring of government departments, these should be agreed by the Senior Management Team. Only policies which also required material changes to the content should be brought to the Board for approval.

Item 7: Internal Audit Activity Report

16.4 Three Audit Reports had been considered by the Committee.

Item 8: Internal Audit Activity Report – Outstanding Recommendations

16.5 Members noted that 35 of the 43 outstanding recommendations had been cleared, leaving 8 still to be resolved.

Item 9: Business Support

16.6 The Committee had received a report from the Director of Business Support on investigations carried out by the Human Resources Department in relation to the alleged misconduct of two employees.

Item 10: Audit and Risk Assurance Committee Draft Annual Report 2015/16

16.7 The Head of Internal Audit had presented the Audit and Risk Assurance Committee Draft Annual Report 2015/16 and the Committee had agreed to present it to the Board after certification of the Annual Accounts 2015/16.

Item 12: Risk Management Report and Review

16.8 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 agree to recommend the Corporate Risk Register to the Board for approval.

Item 13: Risk Management Strategy

16.9 The Committee had considered the revised Risk Management Strategy and was content to recommend it to the Board for approval.

Item 14: Internal Audit Annual Plan 2016/17 Timetable and Progress Report

16.10 The Committee had considered the Internal Audit Annual Plan 2016/17 Timetable and Progress Report and had noted that three audits had been completed to date, two of which were not listed on the Audit Plan. The Head of Internal Audit had confirmed that he was reasonably content that the Audit Plan would be materially complete by year end.

Item 15: Libraries NI Fraud Response Plan (Revised)

16.11 The Committee had reviewed the Libraries NI Fraud Response Plan (Revised) and subject to amendments had recommended it to the Board for approval.
Item 16: Libraries NI Anti-Fraud Policy (Revised)

16.12 The Committee had considered the Libraries NI Anti-Fraud Policy (Revised) and subject to an amendment had recommended it to the Board for approval.

Item 17: Internal Audit Quality Assurance Programme: Quality Assessment Questionnaire

16.13 The Head of Internal Audit had circulated an Internal Audit Quality Assurance Questionnaire, based on the HM Treasury Internal Audit Quality Assessment Framework (IAQAF) and asked Committee Members to complete and return to him or confidentially to the Chief Executive’s Office by 7 July 2016. The Questionnaire had also been circulated to the Senior Management Team and Strategic Leadership Group in Libraries NI.

Item 18: Internal Audit Charter (Review)

16.14 The Committee had reviewed the revised Internal Audit Charter and had recommended it to the Board for approval.

Item 19: Schedule of Mission Critical Projects

16.15 The Committee had considered the Schedule of Mission Critical Projects noting that an additional item had been added in respect of the e2 Replacement Project.

Item 20: NIAO Recommendations 2014/15 Progress Report

16.16 The Committee had noted the NIAO Recommendations 2014/15 Progress Report.

16.17 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 22 June 2016.

16.18 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 Risk Management Strategy.

16.19 On a proposal by the Chairperson of the Committee Mrs D Kenny, seconded by Alderman S Martin, the Board approved and adopted the Libraries NI Fraud Response Plan (revised).

16.20 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 Libraries NI Anti-Fraud Policy (revised).

16.21 On a proposal by the Chairperson of the Committee Mrs D Kenny, seconded by Alderman S Martin, the Board approved and adopted the Internal Audit Charter (Review).
17. ANY OTHER NOTIFIED BUSINESS

17.1 Officers, with the exception of the Chief Executive, withdrew from the meeting. The Chief Executive briefed Members on the appointment process for the post of Director of Business Support, informing them that Mr D Miskelley, Assets Manager had been appointed.

17.2 On a proposal by Alderman M Smith, seconded by Mr A McDowell the Board approved the appointment of Mr D Miskelley to the position of Director of Business Support with effect from 1 September 2016, to allow for a handover period, prior to the retirement of the current postholder.

18. DATE OF NEXT MEETING

18.1 Members noted the agreed dates for the following meetings, all of which will take place in Lisburn City Library:
   - Thursday 22 September 2016, 10.30 am: a special Board Meeting to consider the report of the consultation on reduced opening hours, to be followed immediately afterwards by a Board planning session
   - Thursday 22 September 2016, 1.00 pm: Services Committee
   - Thursday 13 October 2016, 10.30 am: scheduled Board Meeting.

19. MEMBERS ARRIVAL AND DEPARTURE TIMES

19.1 The meeting ended at 12.40 pm.

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

   Alderman M Smith arrived at 10.35 am
   Alderman S Martin arrived at 11.08 am

Signed: Bernard Cullen

Date: 13/10/2016