LIBRARIES NI

The Northern Ireland Library Authority

Minutes of a meeting of the Board of the Authority held on
Thursday 6 July 2017 at 10:33 am in Lisburn City Library

PRESENT
Professor Bernard Cullen Chairperson
Alderman Thomas Burns
Councillor Dr Janet Gray
Councillor Garath Keating Vice-Chairperson
Mrs Deirdre Kenny
Alderman William Leatham
Councillor Cathal Mallaghan
Alderman Stephen Martin
Mr Alastair McDowell
Councillor Seán McGuigan
Councillor Stephen McIlveen
Alderman Marion Smith
Dr Margaret Ward
Ms Jane Williams

IN ATTENDANCE
Ms Helen Osborn Acting Chief Executive
Mr Desi Miskelly Director of Business Support
Ms Adrienne Adair Assistant Director
Mr Desi Curry Head of ICU/ICT
Mr Michael McClean Deputy Finance Manager
Mrs Mary Walker Human Resource Manager (for Item 19 only)

1. APOLOGIES FOR NON ATTENDANCE
Alderman Tom Campbell
Councillor Donal Lyons
Ms Angela Matthews
Mr Harry Reid
Councillor Billy Webb

2. MEMBERS’ DECLARATION OF POTENTIAL CONFLICT OF INTEREST
2.1 The Chairperson reminded Members and officers of the need to declare any actual, potential or perceived conflicts of interest associated with any item on
the agenda either now or at the relevant stage during the meeting. No interests were declared.

3. CHAIRPERSON'S BUSINESS

3.1 The Chairperson welcomed Alderman W Leatham to his first Libraries NI Board Meeting.

3.2 The Chairperson informed Members that Libraries NI had been allocated an ‘apprentice’ within The Boardroom Apprentice Scheme and asked for nominations for a ‘Board Buddy’.

3.3 Following discussion it was agreed that Dr M Ward and Ms J Williams would share the role of Board Buddy for the first six months i.e. September 2016 to February 2017 and that the Vice-Chairperson Councillor G Keating would take over this role in the second half of the twelve month scheme.

3.4 The Chairperson reminded Members that the Remuneration Committee would meet immediately after the Board Meeting.

4. ACTING CHIEF EXECUTIVE'S BUSINESS

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

Summer Opening Hours

4.2 Members were informed that in order to achieve the necessary savings in the agency staff budget, ‘Summer Opening Hours’ had commenced on Monday 19 June and would operate until Saturday 2 September 2017.

Big Summer Read (Big Summer Read #BigSummerReadNI)

4.3 The Acting Chief Executive informed Members that the Big Summer Read had commenced on 1 July and that Libraries NI was working in partnership with National Museums Northern Ireland and the Armagh Observatory and Planetarium (AOP) to promote this year’s theme of ‘Travel and Transport’. She explained the target was to reach the Moon with every book borrowed equating to one mile travelled i.e. 238,855 books

4.4 The Acting Chief Executive encouraged Board Members to support this initiative by taking an active role in their local area and sharing tweets and posts.

Public Sector Shared Services Programme (PSSSP)

4.5 The Acting Chief Executive explained to Members that the PSSSP had been initiated to consider options to establish a new entity to deliver high quality, lower cost shared services to the Northern Ireland Public Sector. In order to assist with the development of an Outline Business Case a baseline exercise was undertaken to capture data on the current service provision across the
public sector. This was a significant data collection exercise and the Acting Chief Executive paid tribute to Business Support staff who had been involved in the completion of this exercise.

**Continuous Household Survey**

4.6 Members noted that ‘Engaging in Culture, Arts and Leisure by Adults in Northern Ireland: Findings from the Continuous Household Survey 2016/17’ had been published in May 2017. This contains headline statistics. More detailed analysis will be published in due course.

**NICS Live**

4.7 The Acting Chief Executive updated Members on NICS Live, a staff engagement event for Civil Servants. More than 50 delegates had signed up for the Libraries NI session which provided a useful opportunity to raise awareness of libraries and the contribution they make to government priorities.

**Memorandum of Understanding (MOU) with the Department of Agriculture, Environment and Rural Affairs (DAERA)**

4.8 Members noted that a new MOU between Libraries NI and DAERA had been signed.

**Rural Needs Act**

4.9 It was noted that ‘A Guide to the Rural Needs Act (Northern Ireland) 2016 for Public Authorities has been published. The Act strengthens the requirement for rural proofing and applies to Libraries NI from 1 June 2018. The guidance includes a case study based on the development and implementation of Libraries NI’s Opening Hours Policy.

**Leadership Development Plan**

4.10 The Acting Chief Executive reported that the staff leadership development plan contains a section on ‘understanding, presenting to and working with, the Board and its Committees and the Senior Management Team’ and suggests that a range of staff attend Board and Committee meetings as part of their personal development.

4.11 Members considered this proposal and agreed that they were content with this approach.

**Visit by British Library Staff**

4.12 Members noted that a number of senior staff from the British Library had visited Belfast Central Library on 5 June 2017 in order to exchange information about the work of the British Library and Libraries NI. Libraries NI is a member of the British Library’s Living Knowledge Network.

**Community Relations and Cultural Awareness Week**

4.13 It was noted that the theme of Community Relations and Cultural Awareness (CRCA) Week which will take place the week commencing 18 September 2017 is ‘Safe Place, Shared Space’.
Financial Inclusion

4.14 The Acting Chief Executive informed Members that Libraries NI would be involved in a partnership project with The Good Things Foundation and Lloyds Banking Group to promote financial inclusion. The project would operate in four libraries and involves hosting sessions and engaging and supporting people to complete one of three online courses.

4.15 Members noted that this project builds on Libraries NI’s existing work in relation to financial capability, meets the requirements of the Libraries NI Sponsorship Policy and does not preclude the potential to work with other organisations to promote financial capability.

Book Launch – Derry Central Library

4.16 The Acting Chief Executive informed Members that she had attended the launch of 'Bury Me in the Library' on 28 June 2017 at Derry Central Library. The book which recalls the writers' experiences and memories of using the library service is the product of a series of creative writing workshops organised by Libraries NI in libraries across the North West for Creativity Month 2017.

Meeting with Deputy Secretary in Belfast Central Library

4.17 The Acting Chief Executive reported that a useful meeting with the DfC Deputy Secretary, Mr I Maye, about the Belfast Central Library project had taken place on 5 July 2017.

5. MINUTES OF THE MEETING OF THE BOARD HELD ON 13 APRIL 2017
   LNI 01.07.17

5.1 On a proposal by Alderman T Burns, seconded by Mrs D Kenny, the minutes of the Board Meeting held on 13 April 2017 were approved.

6. MATTERS ARISING FROM THE MINUTES OF THE MEETING OF THE BOARD HELD ON 13 APRIL 2017
   LNI 02.07.17

6.1 The Acting 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 4.2: Draft Business Plan 2017/18: Update

6.2 Members noted that this action had been completed and that the current draft of the Business Plan 2017/18 would be discussed at today’s meeting.

   Item 5.4: Spending Plan 2017/18: Update

6.3 Members noted that this action had been completed and that the Spending Plan 2017/18 would be discussed further at today’s meeting.
Item 5.7: Spending Plan 2017/18: Update
6.4 Members noted that, as previously reported, the Summer Opening Hours commenced on 19 June 2017 and would continue until 2 September 2017.

Item 11.5: Board and Committee Effectiveness Review
6.5 Members noted that the Board Effectiveness Review Action Plan was in the process of being implemented.

Item 12.4: Management Report
6.6 Members noted that DfC had approved the Tender Report for the refurbishment and upgrading of Coleraine Library on 14 April 2017 which allowed the construction contract to be awarded.

7. CODE OF CONDUCT FOR BOARD MEMBERS (REVISED) LNI 03.07.17
7.1 The Acting Chief Executive drew attention to the revised Code of Conduct for Board Members. She confirmed that the document had been prepared based on guidance produced by the Department of Finance and had been reviewed by the Audit and Risk Assurance Committee at its meeting held on 12 April 2017.

7.2 On a proposal by the Vice-Chairperson of the Board, Councillor G Keating, seconded by Councillor S McGuigan the Board approved and adopted the revised Code of Conduct for Board Members.

8. BOARD OPERATING FRAMEWORK (REVISED) LNI 04.07.17
8.1 The Acting Chief Executive drew attention to the revised Board Operating Framework.

8.2 Members noted that the Board Operating Framework was last approved by the Board in April 2016 and had been amended to take account of the revised Management Statement and Financial Memorandum (MSFM) which came into effect in March 2017. The document had been considered by the Audit and Risk Assurance Committee at its meeting held on 21 June 2017.

8.3 The Acting Chief Executive drew attention to the Schemes of Delegation for the Committees which appear as Appendices to the Framework and explained that the Board was asked to approve the draft Scheme of Delegation for the Business Support Committee which had been amended to reflect the revised MSFM.

8.4 On a proposal by Alderman M Smith, seconded by Dr M Ward, the Board approved and adopted the revised Board Operating Framework and in doing so approved and adopted the draft Scheme of Delegation for the Business Support Committee.
9. REVIEW OF COMMITTEE MEMBERSHIP

9.1 The Acting Chief Executive referred Members to the paper: Review of Committee Membership and informed them that the three new Board Members, appointed in March 2017, had agreed to serve on the following Committees:

Alderman W Leathem  Services Committee
Councillor D Lyons  Services Committee
Councillor B Webb  Business Support Committee

9.2 On a proposal by Councillor Dr J Gray, seconded by the Vice-Chairperson of the Board Councillor G Keating, the membership of the Committees was agreed as follows:

**Audit and Risk Assurance Committee**

Professor Bernard Cullen
Councillor Sean McGuigan
Mrs Deirdre Kenny
Alderman Stephen Martin
Councillor Stephen McIlveen
Ms Nuala McAuley  Co-opted Member

**Business Support Committee**

Professor Bernard Cullen
Alderman Marion Smith
Mr Alastair McDowell
Alderman Thomas Burns
Alderman Tom Campbell
Councillor Garath Keating
Ms Angela Matthews
Mr Alastair McDowell
Councillor Billy Webb

**Services Committee**

Professor Bernard Cullen
Councillor Dr Janet Gray
Dr Margaret Ward
Alderman William Leathem
Councillor Donal Lyons
Councillor Cathal Mallaghan
Councillor Stephen McIlveen
Mr Harry Reid
Ms Jane Williams
Remuneration Committee

Professor Bernard Cullen
Councillor Garath Keating
Councillor Sean McGuigan
Alderman Marion Smith
Councillor Dr Janet Gray

10. e2 FINAL BUSINESS CASE ADDENDUM  LNI 06.07.17

10.1 The Director of Business Support drew attention to the paper: Addendum to the e2 Full Business Case on Contract Extension and informed Members that the e2 Contract, which supplies all of Libraries NI’s ICT functions through a managed service, is due to expire on 30 April 2018. As the service is working well it is proposed to implement the extension options contained in the current e2 contract.

10.2 The Director of Business Support reported that a paper considering potential contract extension options had been presented to the Business Support Committee at its meeting held on 25 May 2017. The Committee had approved the development of an addendum to the e2 Final Business Case for consideration by the Board and the Department for Communities, based on the preferred option to extend the e2 contract for two years until April 2020.

10.3 On a proposal by Councillor S McIlveen, seconded by the Vice-Chairperson of the Board Councillor G Keating, the Board agreed to adopt Option 4 in the paper (e2 Contract termination in April 2020) and to submit the draft addendum to the e2 Final Business Case to the Department for Communities.

11. LIBRARIES NI DRAFT ANNUAL REPORT AND ACCOUNTS 2016/17  LNI 07.07.17

11.1 The Acting Chief Executive presented the Draft Annual Report 2016/17 noting that it was compiled in the prescribed format and that it was a reflection of Libraries NI’s achievements throughout the past year.

11.2 The Director of Business Support presented the draft Accounts for 2016/17 noting that they had been prepared in line with International Accounting Standards, the Financial Reporting Manual 2016/17 (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 2015/16. He explained 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 £111,000 (0.38%) underspend on resource and £44,000 (2.75%) underspend on capital.

11.3 Members were reminded that the draft Annual Accounts had been reviewed by the Business Support Committee at its meeting held on 25 May 2017, and together with the draft Annual Report, had been reviewed by the Audit and Risk Assurance Committee at its meeting on 21 June 2017.

11.4 The Director of Business Support reported that the draft Annual Report and Accounts would be submitted to the Northern Ireland Audit Office (NIAO) for audit on 17 July 2017, adding that it was anticipated that the audit would be completed over the summer and the final audited Annual Report and Accounts would be brought to a special meeting of the Audit and Risk Assurance Committee on 11 October 2017 and then to the Board for approval on 12 October 2017, prior to certification by the Northern Ireland Audit Office.

11.5 Members thanked all staff involved in the preparation of the draft Annual Report and Accounts 2016/17.

12. DRAFT LIBRARIES NI BUSINESS PLAN 2017/18 (FOURTH DRAFT) LNI 08.07.17

12.1 The Acting Chief Executive presented the fourth draft of the Libraries NI Business Plan 2017/18 and informed Members that it has been developed following receipt of the letter from Mr L O'Reilly, Permanent Secretary, DfC dated 16 May 2017, setting out an indicative budget allocation of 96% of the 2016/17 baseline budget.

12.2 Members were informed that the updated targets had been approved by the Board Chairperson and that the draft plan had been submitted to the Department which has now confirmed that it has no substantive comments to make regarding the draft Libraries NI Business Plan 2017/18.

12.3 The Acting Chief Executive drew attention to the changes to the draft Libraries NI Business Plan 2017/18, adding that the reasons for the changes to targets were shown in the comments column of the targets section (6.2).

12.4 She drew attention to the KPIs, highlighting the streamlined approach that had been adopted.

12.5 Following discussion on a proposal by Dr M Ward, seconded by Mrs D Kenny, the Board approved the fourth draft of the Business Plan 2017/18.
13. **BUDGET 2017/18: UPDATED SPENDING PLANS/SAVINGS DELIVERY PLANS**

13.1 The Director of Business Support introduced the Budget 2017/18: Updated Spending Plans/Savings Delivery Plans and referred to the letter received from Mr L O'Reilly, Permanent Secretary, DfC dated 16 May 2017 setting out the indicative budget allocation of 96% of the 2016/17 baseline budget. In light of this budget allocation a revised Spending Plan was developed and approved by the Business Support Committee at its meeting held on 25 May 2017.

13.2 The Department required Savings Delivery and High Level Impact Assessments to be submitted by 14 June 2017. The Business Support Committee had approved the development of these documents on the basis of the updated Spending Plan.

13.3 Members noted the impact that the reduced budget would have on all aspects of the organisation and there was a discussion about the reduced travel budget.

13.4 On a proposal by Councillor S McGuigan, seconded by Alderman T Burns, the Board approved and adopted the Savings Delivery Plans 2017/18.

14. **MANAGEMENT REPORT**

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

Key Performance Indicators (KPIs) 2016/17: End of Year Report

14.2 The Acting Chief Executive drew attention to the KPI 2016/17: End of Year Report noting that, despite the difficult financial situation, 16 out of the 21 KPIs had been achieved in full.

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

14.3 Members noted that the end of year report on the Libraries NI Business Plan 2015/16 showed that 72% of the targets in the Business Plan had been achieved in full. 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 2017

14.4 The Director of Business Support presented the Finance Reports for Capital and Recurrent spend to May 2017, reporting that all areas of spend were on target.
14.5 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 21 June 2017.

14.6 He reported that some changes had been made to the Register as a result of the revised indicative budget allocation. The Director of Business Support highlighted in particular Risk 5: Resources and Risk 6: Planning where the treated risk is 'red'. Members noted the uncertainty in relation to the political situation and the lack of firm information regarding budgets.

14.7 Councillor S McGuigan, 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 21 June 2017. Members had been content to recommend the document to the Board for approval.

14.8 On a proposal by Councillor C Mallaghan, seconded by Councillor S McGuigan, the Board approved and adopted the Corporate Risk Register as at June 2017 and noted the Management Report.

15. MINUTES OF THE SERVICES COMMITTEE HELD ON 18 MAY 2017

   LNI 11.07.17

15.1 The Chairperson of the Services Committee, Councillor Dr J Gray presented the minutes of the meeting held on 18 May 2017. She welcomed the two new Board Members, Alderman W Leatham and Councillor D Lyons to their first meeting of the Committee, and then drew attention, in particular, to the undernoted items.

   Item 3: Election of Vice-Chairperson

15.2 Dr M Ward had been elected as Vice-Chairperson of the Services Committee.

   Item 8: Service Plan and Risk Register 2017/18

15.3 The Committee had agreed the Service Plan and Risk Register 2017/18 noting that the Plan would be subject to change in line with the Libraries NI Business Plan 2017/18 and recommended it to the Board for approval.

   Item 9: Information and Learning Policy

15.4 The Committee had agreed the Information and Learning Policy and recommended it to the Board for approval.

   Item 10: Carnegie Research Report

15.5 The Committee had received a briefing from Ms M Bryson, Assistant Director on the Carnegie Research Report.
Item 11: Service Plan 2016/17 Progress Report

15.6 Members had noted the final progress report on the Service Plan for 2016/17.

Item 12: Every Customer Counts

15.7 The Committee had noted a report from Ms N Millar, Service Development Manager on ‘Every Customer Counts – Promoting Accessible Services’, the Equality Commission Northern Ireland’s (ECNI) initiative in which Libraries NI participates.

Item 13: Customer Feedback Report

15.8 The Committee had noted the Customer Feedback report for the period October 2016 to March 2017.

Item 14: Working with People who are affected by Autism

15.9 The Committee had noted a report from Ms N Millar, Service Development Manager on ‘Working with People who are Affected by Autism’.

15.10 On a proposal by the Chairperson of the Committee, Councillor Dr J Gray, seconded by Ms J Williams, the Board approved and adopted the minutes of the Services Committee held on 18 May 2017.

15.11 On a proposal by the Chairperson of the Committee, Councillor Dr J Gray, seconded by the Vice-Chairperson Dr M Ward, the Board approved and adopted the Service Plan and Risk Register 2017/18.

15.12 On a proposal by the Chairperson of the Committee, Councillor Dr J Gray, seconded by Ms J Williams, the Board approved and adopted the Information and Learning Policy.

16. MINUTES OF THE BUSINESS SUPPORT COMMITTEE HELD ON
25 MAY 2017

16.1 As the Chairperson of the Committee, Alderman M Smith had been unable to attend the meeting of the Committee held on 25 May 2017, the Vice-Chairperson Mr A McDowell had chaired the meeting and now presented the minutes for approval and drew attention, in particular to the undernoted items.

Item 3.2: Chairperson’s Business

16.2 The Vice-Chairperson had welcomed Councillor B Webb to the Business Support Committee in his absence.

Item 4: Director’s Business

16.3 The Committee had received a report from the Director of Business Support on the Belfast Central Library Chapter One Coffee Shop confirming that following review, the coffee shop had continued to make a loss and was no longer considered to be economically viable. The decision
had therefore been taken to close the facility effective from 1 October 2017
and to replace it with a self-service facility.

**Item 5: Departmental Correspondence and Revised 2017/18 Spending Plan**

16.4 This item has been discussed at Agenda Item 13 on the Agenda.

**Item 8: Belfast Central Library Redevelopment Project – Update**

16.5 As there had been no progress since the last reporting period, the
Committee had agreed to suspend reporting of this item and remove it as a
standing agenda item, until activity had resumed.

**Item 9: e2 Replacement Plan – Update Report**

16.6 This item had been discussed at Agenda Item 10 on the Board Agenda.

**Item 10: Revised Information Systems Strategy**

16.7 The Committee had considered the Revised Information Systems Strategy
and recommended it to the Board for approval.

**Item 11: e2 Contract Extension Options**

16.8 This item had been discussed at Agenda Item 10 on the Board Agenda.

**Item 12: Business Support 2017/18 Service Plan**

16.9 The Committee had approved the consolidated Business Support Service
Plan for 2017/18.

**Item 13: Business Support 2017/18 Risk Register**

16.10 The Committee had approved the Business Support Risk Register
2017/18.

**Item 14: Student Work Placement Policy**

16.11 The Committee had considered the Student Work Placement Policy and
subject to minor amendments had recommended it to the Board for
approval.

**Item 15: Finance Reports**

16.12 This item was discussed at Agenda Item 14 on the Board Agenda.

**Item 16: Sickness Absence Report to April 2017**

16.13 The Sickness Absence Report to April 2017 had been considered.

**Item 17: Procurement Reports**

16.14 The Committee had received a report regarding procurements for the
period 21 March 2017 to 15 May 2017 and a report on Tenders/Single
Tender Actions over £1,000 for the same period.

**Item 18: Customer Feedback Report**

16.15 The Committee had noted the Customer Feedback report for the period
Item 19: Review of Procurement Activity

16.16 The Committee had received a report on Procurement Activity during 2016/17.

Item 20: Report on the Use of the Common Seal

16.17 It was noted that the Common Seal of the Northern Ireland Library Authority had been applied on two occasions in the period 20 March 2017 to 25 May 2017, having been authorised by the Acting Chief Executive and witnessed by the Assets Manager.

Item 21: Health and Safety Policy Review

16.18 The Committee had considered the revised Health and Safety Policy and subject to minor amendments had recommended it to the Board for approval.

Item 22: Revised Disposal and Retention of Records Schedule

16.19 The Committee had considered the final version of the Disposal and Retention of Records Schedule 2017 and had recommended it to the Board for approval.

Item 23: Public and Employers Liability Experience 2016/17

16.20 The Director of Business Support had presented the report on Public and Employers Liability Experience 2016/17 and had agreed that a summary report indicating the nature of Public Liability and Employers Liability Claims would be made available to Members for the next Committee meeting.

16.21 On a proposal by the Vice-Chairperson of the Committee, Mr A McDowell, seconded by Alderman T Burns the Board approved and adopted the minutes of the Business Support Committee held on 25 May 2017.

16.22 On a proposal by the Vice-Chairperson of the Committee, Mr A McDowell, seconded by Councillor G Keating the Board approved and adopted the revised Information Systems Strategy.

16.23 On a proposal by the Vice-Chairperson of the Committee, Mr A McDowell, seconded by Alderman T Burns the Board approved and adopted the Student Work Placement Policy.

16.24 On a proposal by the Vice-Chairperson of the Committee, Mr A McDowell, seconded by Councillor G Keating the Board approved and adopted the Health and Safety Policy Review.

16.25 On a proposal by the Vice-Chairperson of the Committee, Mr A McDowell, seconded by Alderman T Burns the Board approved and adopted the revised Disposal and Retention of Records Schedule.
17. MINUTES OF THE AUDIT AND RISK ASSURANCE COMMITTEE HELD ON 12 APRIL 2017

17.1 The Chairperson of the Audit and Risk Assurance Committee, Mrs D Kenny, presented the minutes of the meeting held on 12 April 2017, noting that an oral report on this meeting had been given at the Board Meeting held on 13 April 2017 and that, at that meeting, the Board had approved the Bi-Annual Assurance Statement for the period ended 31 March 2017, the Annual Board Assurance Statement 2016/17 and the Corporate Risk Register.

17.2 She drew attention to the following matters in the minutes which required formal Board approval at today’s meeting:

- Item 15: Draft Governance Statement
- Item 16 Internal Audit Strategy 2017/20
- Item 17: Internal Audit Strategy for Branch Libraries
- Item 18: Internal Audit Annual Plan 2017/18
- Item 19: Anti-Fraud Policy (Revised)
- Item 20: Fraud Response Plan
- Item 22: Conflicts of Interest Policy (Revised)
- Item 24: Whistleblowing Policy and Procedure
- Item 25: Audit Committee Self-Assessment Checklist

17.3 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 minutes of the Audit and Risk Assurance Committee held on 12 April 2017.

17.4 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 Draft Governance Statement 2016/17.

17.5 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 Strategy 2017/20.

17.6 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 for Branch Libraries 2017/18.

17.7 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 Internal Audit Annual Plan 2017/18.

17.8 On a proposal by the Chairperson of the Committee Mrs D Kenny, seconded by Alderman S Martin, the Board approved and adopted the Anti-Fraud Policy (revised).
17.9 On a proposal by the Chairperson of the Committee Mrs D Kenny, seconded by Alderman S Martin, the Board approved and adopted the Fraud Response Plan.

17.10 On a proposal by the Chairperson of the Committee Mrs D Kenny, seconded by Alderman S Martin, the Board approved and adopted the Conflicts of Interest Policy (revised).

17.11 On a proposal by the Chairperson of the Committee Mrs D Kenny, seconded by Alderman S Martin, the Board approved and adopted the Whistleblowing Policy and Procedure.

17.12 On a proposal by the Chairperson of the Committee Mrs D Kenny, seconded by Alderman S Martin, the Board approved and adopted the Audit Committee Self-Assessment Checklist.

18. MINUTES OF THE AUDIT AND RISK ASSURANCE COMMITTEE HELD ON 21 JUNE 2017 LNI 14.07.17

18.1 The Chairperson of the Audit and Risk Assurance Committee, Councillor S McGuigan, presented the minutes of the meeting held on 21 June 2017 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: Election of Chairperson and Vice-Chairperson**

18.2 Members noted that Councillor S McGuigan had been elected as Chairperson of the Committee and Mrs D Kenny had been elected as Vice-Chairperson.

**Item 4: Chairperson’s Business**

18.3 The outgoing Chairperson Mrs D Kenny was thanked for her leadership of the Committee during her term as Chairperson.

**Item 5: Chief Executive’s Business**

18.4 It was noted that the Head of Internal Audit had informed the Committee that two new standards had been added to the Public Sector Internal Audit Standards (PSIAS) relating to the objectivity and independence of the Chief Audit Executive Officer (DAO (DoF) 02/17). The Head of Internal Audit had confirmed that he had no roles or responsibilities that fall outside of internal audit which could impair his independence or objectivity.

**Item 7: Matters arising from the meeting of the Audit and Risk Assurance Committee held on 12 April 2017**

18.5 Members noted that the Northern Ireland Audit Office (NIAO) were to inform Libraries NI by September 2017 as to whether they would have the resources to undertake the audit of the Trust Fund.

**Item 8: Internal Audit Activity Report**

18.6 It was noted that seven audits had been considered by the Committee.
Item 9: Internal Audit Activity Report – Outstanding Recommendations

18.7 Members noted that 37 of the 48 outstanding recommendations had been cleared, leaving 11 to be resolved.

Item 10: Audit and Risk Assurance Committee Draft Annual Report 2016/17

18.8 Committee Members had considered the Audit and Risk Assurance Committee’s draft Annual Report 2016/17 and had agreed to present the final version to the Board at its meeting in October 2017.


18.9 This item was discussed at Agenda Item 11.

Item 12: Risk Management Report and Review

18.10 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 agreed to recommend the Corporate Risk Register to the Board for approval.

Item 13: Board Operating Framework (Revised)

18.11 This item was discussed at Agenda Item 8.

Item 14: Anti-Bribery Policy (Revised)

18.12 The Committee had considered the Anti-Bribery Policy and subject to some minor amendments had recommended it to the Board for approval.


18.13 The Committee had considered the Internal Audit Annual Plan 2017/18 noting that to date seven audits had been completed and ten were underway. Members also noted that the Trainee Auditor Ms K Jauzion had successfully completed the first examination in her training with the Institute of Internal Auditors and as a result her designation would now change to Assistant Auditor.

Item 16: Schedule of Mission Critical Projects

18.14 The Committee had noted the update on the Schedule of Mission Critical Projects.

Item 17: National Fraud Initiative Status Report

18.15 Members had considered a status report on the National Fraud Initiative.

Item 18: NIAO Issues

18.16 Mr D Lynn, Director, NIAO had confirmed that the audit of the Annual Accounts would commence on 17 July 2017 and that the completion of the Report to Those Charged with Governance within the proposed timeframe was dependent on sufficient audit resources being available.

Item 19: Date of Next Meeting

18.17 In order to allow sufficient time for the NIAO to complete the Provisional Report to Those Charged with Governance (PRTTCWG), the Committee
had agreed to cancel the next scheduled meeting to be held on
Wednesday 27 September 2017, and to reschedule the meeting for
Wednesday 11 October 2017 at 10.30 am in Lisburn City Library, at which
time it was hoped that the PRTTCWG would have been received and
responded to by Libraries NI Management.

18.18 On a proposal by the Chairperson of the Committee Councillor S
McGuigan, seconded by the Vice-Chairperson Mrs D Kenny, the Board
approved and adopted the minutes of the Audit and Risk Assurance
Committee held on 21 June 2017.

18.19 On a proposal by the Chairperson of the Committee Councillor S
McGuigan, seconded by the Vice-Chairperson Mrs D Kenny, the Board
approved and adopted the Audit and Risk Assurance Committee's Draft
Annual Report for submission with the Annual Report and Accounts
2016/17 to the NIAO in October 2017.

18.20 On a proposal by the Chairperson of the Committee Councillor S
McGuigan, seconded by the Vice-Chairperson Mrs D Kenny, the Board
approved and adopted the recommendation that the Libraries NI Draft
Annual Report and Accounts 2016/17 be submitted to the NIAO for audit.

18.21 On a proposal by the Chairperson of the Committee Councillor S
McGuigan, seconded by Alderman S Martin, the Board approved and
adopted the Anti-Bribery Policy (Revised).

19. ANY OTHER NOTIFIED BUSINESS

19.1 Officers, with the exception of the Human Resources Manager, withdrew
from the meeting.

19.2 On a proposal by Alderman M Smith, seconded by the Vice-Chairperson of
the Board Councillor G Keating, Members agreed to go into committee.

19.3 On a proposal by Alderman M Smith seconded by the Vice-Chairperson of
the Board Councillor G Keating, Members agreed to come out of committee.

19.4 The Chairperson reported that while in Committee Members had considered
a report of the Remuneration Committee which had met on 7 July 2016 and
8 December 2016 and other staffing matters.

20. DATE OF NEXT MEETING

20.1 Members noted the agreed dates for the following meetings, all of which
would take place in Lisburn City Library:

Thursday 14 September 2017, 10.30 am, Board Planning session
Thursday 14 September 2017, 1.00 pm, Services Committee
Thursday 12 October 2017, 10.30 am scheduled Board Meeting

21. MEMBERS ARRIVAL AND DEPARTURE TIMES

21.1 The meeting ended at 12.20 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 10.36 am
Councillor C Mallaghan arrived at 10.50 am

Signed: ________

Date: ________

12/10/17