LIBRARIES NI

The Northern Ireland Library Authority

Minutes of a meeting of the Board of the Authority held on
Thursday 11 April 2019 at 10:35 am in Lisburn City Library

PRESENT

Professor Bernard Cullen  Chairperson
Councillor Garath Keating  Vice-Chairperson
Alderman Thomas Burns
Alderman Tom Campbell
Councillor Dr Janet Gray
Mrs Deirdre Kenny
Alderman William Leathem
Alderman Stephen Martin
Councillor Seán McGuigan
Alderman Marion Smith
Dr Margaret Ward

IN ATTENDANCE

Mr Jim O'Hagan  Chief Executive
Ms Helen Osborn  Director of Library Services
Mr Desi Miskelly  Director of Business Support
Ms Trisha Ward  Assistant Director
Ms Patricia Walker  Service Development Manager
Ms Heather Ferguson  Assistant Human Resource Manager
Ms Amy Lucas  Boardroom Apprentice

1. APOLOGIES FOR NON ATTENDANCE

Councillor Donal Lyons
Ms Angela Matthews
Mr Harry Reid
Councillor Billy Webb

No observer from the Department was present at the Board Meeting.

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 reminded Members that as part of the Leadership Development Plan it had been agreed that some staff should attend Board and Committee meetings as part of their personal development, and he welcomed the following staff to the meeting:

- Ms T Ward, Assistant Director
- Ms P Walker, Service Development Manager
- Ms H Ferguson, Assistant Human Resource Manager

3.2 The Chairperson drew attention to the Local Government Elections which were due to take place on 2 May 2019. He reminded Members that 'purdah' had commenced (the period between the time an election is announced and the date the election is held) and that guidance had been issued to all Libraries NI Staff and Board Members.

3.3 The Chairperson reported that the Libraries NI Board is entering a period of transition with a number of new Board Members due to be appointed and a further number of appointments and re-appointments due to take place following the Local Government Elections. The terms of some Committee Chairpersons/Vice-Chairpersons have expired or are due to expire shortly. Following a short discussion Members agreed that these matters should be deferred until after the appointments/re-appointments had been made and that the current post holders should remain in post until then.

3.4 Members noted that the Permanent Secretary for the Department for Communities (DfC), Ms T Meharg had written to the two former Board Members, Mr A McDowell and Ms J Williams thanking them for their long service of 10 years on the Libraries NI Board. The Chairperson confirmed that he had also written to Mr McDowell and Ms Williams on behalf of Members.

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.

Letter from Lady in Waiting to HRH The Princess Royal

4.2 Members noted that a letter had been received from the Lady in Waiting to HRH The Princess Royal conveying a message of thanks and best wishes following the re-opening of Coleraine Library on 7 February 2019.
DfC Funding Allocation Letters 2019/20

4.3 Two letters had been received from the Director of Active Communities Division, DfC advising of the Resource and Capital Funding Allocations for 2019/20.

DAO (DoF) 03/19 Partnerships between Departments and Arm's Length Bodies: NI Code of Good Practice

4.4 It was noted that the Code aims to set out principles of good practice which can be applied to derive greater value from and bring consistency to relationships between Departments and Arm's Length Bodies. The Code contains five high level principles which are underpinned by a number of standards.

City of Sanctuary

4.5 Members noted that the City of Sanctuary's 'A Part of Belfast Now' exhibition featuring the stories of nine refugees and members of new communities in Belfast has been touring libraries and Schools of Sanctuary in Belfast. The exhibition was in Ormeau Library on 12 March 2019 and an event there included a discussion forum attended by the Lord Mayor of Belfast and a number of the people featured in the exhibition, local schools and members of the public.

Department of Agriculture, Environment and Rural Affairs (DAERA)

4.6 On 20 February 2019 the Chief Executive and Ms F McCandless, Deputy Secretary in DAERA had signed the renewed Memorandum of Understanding between Libraries NI and DAERA. The event was an opportunity to showcase the Out of Hours service in Dungiven Library for which DAERA had provided capital funding.

Libraries NI 10 Year Anniversary

4.7 Libraries NI had marked its 10 year anniversary on 1 April 2019 with a series of events and social media posts including a photograph with Ms T Meharg, Permanent Secretary, DfC and a number of 'young' library users at the Lisburn Road Library.

Boardroom Apprentice Programme 2019

4.8 Following discussion of the correspondence received from Ms E Mullan, requesting Libraries NI's continued support and participation in the Boardroom Apprentice Programme 2019, on a proposal by Alderman T Campbell, seconded by Councillor S McGuigan, Members agreed that Libraries NI should continue to participate in the Boardroom Apprentice Scheme.

Digital Learning Day – 11 April 2019

4.9 Members noted that 11 April 2019 was Digital Learning Day. Free IT taster sessions will be provided by business volunteers and sessions will be hosted in libraries across Northern Ireland. The events have been organised by Business in the Community in partnership with the Department of Finance and is supported by Libraries NI.
CILIP North South Conference 10 and 11 April 2019

4.10 The CILIP Ireland and Library Association of Ireland Joint Conference will take place in Naas, Co. Kildare on 10 and 11 April 2019. The theme was 'Inclusive Libraries'. Four Libraries NI staff will be giving presentations:

- Mr S Beattie, Stock Manager on Promoting Books, Reading and Libraries through the Media
- Mr P Kelly, Senior Information and Learning Services Manager on Digital Citizen – Get Online Stay Connected
- Ms J Reid, Service Development Manager to present on ‘Read Yourself Well’ a book collection to help people understand and manage their health and well-being using self-help reading and
- Ms A Adair, Assistant Director to present on “Engagement and Shared Histories - the Decade of Commemorations’ which demonstrated engagement with a range of non-library users from varying backgrounds through the marking of key historical events within the “Decade of Commemorations” (1912-1922).

5. MINUTES OF THE MEETING OF THE BOARD HELD ON 14 FEBRUARY 2019

5.1 On a proposal by Dr M Ward, seconded by Alderman S Martin, the minutes of the Board Meeting held on 14 February 2019 were approved.

6. MATTERS ARISING FROM THE MINUTES OF THE MEETING OF THE BOARD HELD ON 14 FEBRUARY 2019

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 7.6: Draft Business Plan including Targets 2019/20

6.2 Members noted that a revised version of the Business Plan 2019/20 would be discussed at Agenda Item 7.

Item 10.4: Funding 2019/20

6.3 It was noted that a paper setting out an approach to long term resourcing and sustainability of the library service would be discussed at Agenda Item 9.

7. DRAFT ANNUAL BUSINESS PLAN 2019/20

7.1 The Chief Executive drew attention to the draft Annual Business Plan 2019/20. He informed Members that the Plan has been further developed and updated to take account of comments and discussion at the Board Meeting held on 14
February 2019, initial comments received from DfC and the funding allocation which has now been notified to Libraries NI.

7.2 He reported that following consideration by the Board, the draft Business Plan would be submitted to the Department and may be revised and updated, as appropriate, to take account of further comment received.

7.3 Members discussed the plan in detail and Officers agreed to amend the document further to reflect some amendments suggested by the Chairperson.

7.4 On a proposal by Mrs D Kenny, seconded by Dr M Ward, the Board approved the Draft Annual Business Plan 2019/20 subject to the amendments suggested by the Chairperson of the Board.

8. **BUDGET AND SPENDING PLAN 2019/20**

8.1 The Director of Business Support presented the Budget and Spending Plan for 2019/20 noting that it had been presented to the Business Support Committee at the meeting held on 28 March 2019. The Committee had considered the Plan and had recommended it to the Board for approval subject to potential review or amendment to take account of Departmental Guidance, additional in-year allocations or emerging pressures as may arise in the course of the 2019/20 financial year.

8.2 Members noted that the initial resource allocation represents an increase of 2.28% on the 2018/19 opening budget position but did not fully address the resource needs of the organisation and managing expenditure within this allocation would require continued application of the savings delivery measures put in place in previous years. Other or more stringent savings measures to address the shortfall between the 2019/20 allocation and expenditure may be required.

8.3 Councillor G Keating asked Officers to consider a mechanism whereby funding for the stock budget is more evenly distributed in-year to enable stock to be purchased throughout the year and not just at the year end.

8.4 Alderman S Martin asked that thanks be noted to all staff for their hard work with DfC to secure the additional allocation of funds.

8.5 On a proposal by Alderman T Burns, seconded by Councillor S McGuigan, the Board approved the Budget and Spending Plan 2019/20.

The Chairperson drew attention to the confidential nature of the next two items on the Agenda and suggested that the Board go into Committee and asked that the Observers withdraw from the meeting.

On a proposal by the Chairperson of the Board, Professor B Cullen, seconded by Alderman T Campbell, Members agreed to go into Committee.
On a proposal by the Chairperson of the Board, Professor B Cullen, seconded by Councillor Dr J Gray, Members agreed to come out of Committee.

9. ENSURING A SUSTAINABLE LIBRARY SERVICE  LNI 05.04.19

9.1 The Chairperson reported that while in Committee the Board had considered the paper presented on ensuring a sustainable library service. The paper set out an overview of an approach, indicative actions and indicative timelines for taking forward a programme of work to begin addressing the issue in relation to the long-term sustainability and resourcing of Libraries NI. In particular, the Board noted the importance of engaging with the Department for Communities at an early stage to seek to establish the nature and scope of the work that needs to be undertaken, to develop a shared understanding of what is meant by long term sustainability and to agree parameters for any consultation necessary to inform proposals and subsequent decisions taken.

On a proposal by Alderman T Campbell, seconded by Mrs D Kenny, the Board confirmed it was content for Officers to continue working on this issue.


10.1 The Chairperson reported that while in Committee the Board had considered the covering paper and the draft interim report on the Organisation Structures Review. It noted the progress that has been made and confirmed that it was content for the next steps in the Review to progress as outlined to it.

On a proposal by Dr M Ward, seconded by Alderman M Smith, the Board confirmed it was content for work on the next steps of the Organisation Structures Review to progress.

11. BOARD OPERATING FRAMEWORK  LNI 07.04.19

11.1 The Chief Executive drew attention to the revised Board Operating Framework which was last approved at the Board Meeting held on 6 July 2017.

11.2 He reported that two amendments had been made to the document in relation to the clarification of 2nd and 3rd Tier Officer pay scale points and the delegated operational responsibility in respect of the Whole of Government Accounts.

11.3 On a proposal by Ms D Kenny, seconded by Councillor Dr J Gray, the Board approved and adopted the revised Board Operating Framework.

12. MANAGEMENT REPORT  LNI 08.04.19

12.1 The Chief Executive and the Director of Business Support briefed the Board on the Management Report.
Bi-Annual Assurance Statement 1 October 2018 – 31 March 2019

12.2 The Chief Executive presented the Bi-Annual Assurance Statement for the period ended 31 March 2019 and drew attention to issues which had been identified under a number of sections in the document and areas which had been marked ‘Working towards Compliance’.

12.3 Councillor S McGuigan, Chairperson of the Audit and Risk Assurance Committee confirmed that the Bi-Annual Assurance Statement for the period 1 October 2018 to 31 March 2019 had been scrutinised by Members of the Audit and Risk Assurance Committee at the meeting held on 10 April 2019 and that Members had been content to recommend the document to the Board for approval.

12.4 On a proposal by Mrs D Kenny, seconded by the Chairperson of the Audit and Risk Assurance Committee Councillor S McGuigan, having exercised its challenge function and received the required assurances from the Accounting Officer, the Board was content to approve the Bi-Annual Assurance Statement for the period ended 31 March 2019.

12.5 Members noted the signed Statement would be forwarded to the Department for their records.

Annual Board Assurance Statement 2018/19

12.6 The Chairperson presented the Annual Board Assurance Statement for the year ended 31 March 2019 drawing attention in particular to the ‘Issues’ section. He noted that the document had been scrutinised by Members of the Audit and Risk Assurance Committee at its meeting held on 10 April 2019. At that meeting Members had been content to recommend the document to the Board for approval.

12.7 On a proposal by Mrs D Kenny, seconded by Alderman T Burns, Members approved the Chairperson’s Annual Board Assurance Statement for the year ended 31 March 2019.

12.8 Members noted the signed Statement would be forwarded to the Department for their records.

Corporate Risk Register

12.9 The Director of Business Support referred to the Corporate Risk Register which had been reviewed by the Risk Management Group at its meeting held on 26 March 2019 and also by the Audit and Risk Assurance Committee at its meeting held on 10 April 2019.

12.10 He explained the Corporate Risk Register in detail, noting the red risks and associated mitigating actions. He reminded Members that notification had now been received confirming the resource allocation for 2019/20 and although there was an improvement on the initial allocation for the 2018/19 year there was still a potential risk for the organisation in terms of a shortfall in funding.
12.11 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 10 April 2019, and that Members had been content to recommend it to the Board for approval.

12.12 On a proposal by the Chairperson of the Audit and Risk Assurance Committee Councillor S McGuigan, seconded by Mrs D Kenny, Members approved the Corporate Risk Register as at March 2019.

Finance Report

12.13 The Director of Business Support presented the Finance Reports for Capital and Recurrent spend to February 2019. He confirmed that the reports were reviewed in detail by Members of the Business Support Committee at the meeting held on 28 March 2019.

12.14 The Director of Business Support drew attention to the Capital Report and informed Members that at the end of February 2019 a potential underspend of £513,000 was projected against the total capital allocation. A number of easements previously notified to and acknowledged by DfC had not yet been formally accepted. Assuming the easements were confirmed the projected underspend would reduce. However, until this occurred there remained a risk the unadjusted allocation would present as a significant underspend at year end.

12.15 He then drew attention to the Recurrent Report and confirmed that it was projected that the final end of year position would see resource expenditure well within the 1% variance threshold.

12.16 Members noted the Finance Reports for February 2019.

13. MINUTES OF THE SERVICES COMMITTEE HELD ON 21 MARCH 2019
LNI 09.04.19

13.1 The Chairperson of the Services Committee, Councillor Dr J Gray presented the minutes of the meeting held on 21 March 2019 and drew attention, in particular, to the undernoted items.

Item 5: Welcome to Rathcoole Library

13.2 The Committee meeting had been held in Rathcoole Library and Members had received an overview from Ms J Reid, Services Development Manager, Area B, on the history of the library and the services and activities provided to the local community.

Item 8: Draft Service Plan 2019/20

13.3 The Committee had discussed and approved the Draft Service Plan 2019/20.
Item 9: Social Media Policy
13.4 The Committee had considered the revised Social Media Policy which had been reviewed in line with the policy review cycle and had recommended it to the Board for approval.

Item 10: Digital Inclusion Policy
13.5 The Committee had considered the new Digital Inclusion Policy which had been developed to outline Libraries NI's approach to promoting digital inclusion through its services and facilities and had recommended it to the Board for approval.

Item 11: Partnership Policy
13.6 Committee Members had considered the revised Partnership Policy which had been reviewed in line with the policy review cycle and had recommended it to the Board for approval.

Item 12: Overdue Charges for Adults
13.7 The Director of Library Services had provided a report to the Committee on overdue charges for adults. The Committee had asked Officers to look at this issue given the growing number of library services that had chosen to abolish 'fines' recognising that they are off-putting to customers, create a barrier to use and instil a negative image of the library.

13.8 Following discussion of this issue the Committee had agreed to recommend to the Board that Libraries NI should prepare a proposal for submission to DfC in relation to the removal of overdue charges for adults.

Item 13: 2018/19 Reader Development Highlights
13.9 Mr S Beattie, Service Development Manager with responsibility for stock had given a presentation to Committee Members on the two key Reader Development initiatives which had taken place during the past 12 months i.e. the One Book Campaign in October 2018 and Book Week NI in November 2018. Members noted the positive impact of these initiatives and also the #ReadRightNow campaign and acknowledged the support of the BBC staff and producers in promoting this initiative.

Item 14: Any Other Business
13.10 The Committee had presented Ms J Williams with a bouquet of flowers as her term as a Board Member had ended on 31 March 2019. Committee Members had thanked Ms Williams for her contribution to Libraries NI and wished her well for the future.

Item 15: Date of Next Meeting
13.11 Committee Members had noted that the next scheduled meeting of the Committee was due to take place on Thursday 16 May 2019 at 10.30 am in Lisburn City Library. However, in light of the pending elections on 2 May 2019, Members agreed to hold the afternoon of 30 May 2019 as an alternative date for the meeting.
13.12 On a proposal by the 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 21 March 2019.

13.13 On a proposal by the Chairperson of the Committee, Councillor Dr J Gray, seconded by Dr M Ward, the Board approved and adopted the Social Media Policy.

13.14 On a proposal by the Chairperson of the Committee, Councillor Dr J Gray, seconded by Alderman William Leatham, the Board approved and adopted the Digital Inclusion Policy.

13.15 On a proposal by the Chairperson of the Committee, Councillor Dr J Gray, seconded by Alderman M Smith, the Board approved and adopted the Partnership Policy.

13.16 On a proposal by the Chairperson of the Committee, Councillor Dr J Gray, seconded by Dr M Ward, the Board approved the recommendation that a proposal should be prepared for submission to DfC in relation to the removal of overdue charges for adults.

14. MINUTES OF THE BUSINESS SUPPORT COMMITTEE HELD ON 28 MARCH 2019 LNI 10.04.19

14.1 In the absence of the Vice-Chairperson of the Committee, Councillor B Webb who chaired the meeting of the Business Support Committee held on 28 March 2019, the minutes of the meeting were presented by the Chairperson of the Board who drew attention, in particular, to the undernoted items.

Item 3: Election of Chairperson and Vice-Chairperson

14.2 Members noted that this issue was dealt with at paragraph 3.3 above.

Item 5: Director's Business

14.3 The Director of Business Support had reported on correspondence received from DfC in respect of the post project evaluations for the Lisburn Road Library and Kilkeel Library and the notification in respect of the Capital Allocation for 2019/20.

Item 8: Budget and Spending Plan 2019/20

14.4 The Committee had considered a tabled paper in relation to the budget and spending plan 2019/20 as notification had been received from DfC regarding a one year delegated resource budget for 2019/20. Following discussion of the budget and spending plan, the Committee agreed to recommend it to the Board for approval.

Item 9: Progress Report Recurrent Maintenance Programme

14.5 The Committee had received a progress report regarding the recurrent maintenance programme for 2018/19.
14.6 Item 10: Progress Report Capital Programme 2018/19
The end of year position for the capital programme for 2018/19 had been noted by the Committee.

14.7 Item 11: Recurrent Maintenance and Capital Development Programme 2019/20
The Committee had considered the draft Recurrent Maintenance and Capital Development Programme for 2019/20. At the time of preparing the papers for the Committee meeting, Officers had not received confirmation of the capital funding allocation and as a result the draft plans had been developed on the assumption of a 'flat' budget settlement and would be subject to adjustment. Following discussion, the Committee had provisionally agreed the draft Recurrent Maintenance and Capital Development Programme 2019/20 and recommended it to the Board for approval.

14.8 Item 12: Smoke Free Workplace Policy
The Smoke Free Workplace Policy had been considered by the Committee and recommended to the Board for approval.

It was noted that the Committee had received an update on the Business Support Service Plan Progress Report 2018/19.

14.10 Item 14: Business Support Risk Register 2018/19 Update Report
The Committee had received a report on the 2018/19 Risk Register.

Committee Members had noted the scheduled dates and proposed business items for the Business Support Committee during 2019/20.

14.12 Item 16: e3 Programme – Update Report
The Head of ICU/ICT updated Committee Members on the progress to date, issues and outlook for the e3 Programme. The Committee had agreed to recommend to the Board that an Information Systems sub-committee be established as soon as possible to support programme governance issues.

14.13 Item 17: Finance Reports
It was noted that this item had been dealt with at paragraphs 12.13 to 12.16 above.

14.14 Item 18: Procurements
The Committee had received a report regarding procurements for the period 16 January 2019 to 12 March 2019 and a report on Single Tender Actions during the same period.

14.15 Item 19: Sickness Absence Report to February 2019
The HR Manager had updated the Committee on the Sickness Absence Report for the period January 2019 to February 2019. Committee Members noted the very positive report.
Item 20: Article 55 – Equality Commission Report

14.16 The Committee had noted that under Article 55 of the Fair Employment and Treatment (NI) Order 1988, Libraries NI was required to complete a review of the employment composition and practices at least once every three years. The review had now been completed and no concerns had been identified for Libraries NI in regards to its Recruitment and Selection process.

Item 21: Tender Report Shankill Road Library New External Fire Escape

14.17 Members noted that the Committee had recommended a tender for the appointment of a Contractor to undertake works at Shankill Road Library.

Item 22: Report on the Use of the Common Seal

14.18 It was noted that the Common Seal of the Northern Ireland Library Authority had been applied on six occasions in the period between October 2018 and March 2019, having been authorised by the Chief Executive and witnessed by the Assets Manager.

Item 23: Any Other Notified Business, First Aid Allowance

14.19 The Committee had considered a proposal that in line with the NJC pay award for 2018/19 and 2019/20 the First Aid Allowance be uplifted by two percent effective from 1 April 2018 and 1 April 2019 respectively and had recommended the proposal to the Board for approval.

14.20 On a proposal by the Chairperson of the Board, Professor B Cullen, seconded by Alderman T Campbell, the Board approved and adopted the minutes of the meeting of the Business Support Committee held on 28 March 2019.

14.21 On a proposal by the Chairperson of the Board, Professor B Cullen, seconded by Alderman T Campbell, the Board approved the Recurrent Maintenance and Capital Development programme 2019/20.

14.22 On a proposal by the Chairperson of the Board, Professor B Cullen, seconded by Alderman T Campbell, the Board approved the Smoke Free Workplace Policy.

14.23 On a proposal by the Chairperson of the Board, Professor B Cullen, seconded by Alderman T Campbell, the Board approved the re-establishment of the Information Systems sub-committee to support programme governance issues for the e3 Project.

14.24 On a proposal by the Chairperson of the Board, Professor B Cullen, seconded by Alderman T Campbell, the Board approved that the First Aid Allowance should be uplifted by two percent for 2018/19 and 2019/20 in line with the NJC pay award.
15. REPORT OF A MEETING OF THE AUDIT AND RISK ASSURANCE COMMITTEE HELD ON 10 APRIL 2019

15.1 Councillor S McGuigan, Chairperson of the Audit and Risk Assurance Committee reminded Members that a meeting of the Committee had been held on 10 April 2019, the formal minutes of which would be available at the next Board Meeting to be held on 4 July 2019. Councillor McGuigan gave a brief report of items discussed as follows:

- prior to the Committee meeting, the annual bi-lateral meeting had taken place with the Head of Internal Audit to discuss risk, control and governance. The Head of Internal Audit had given the Committee his assurance on these matters and confirmed that there had been no impairment to the independence of Internal Audit and that appropriate resources and support were in place to facilitate Internal Audit to carry out its responsibilities
- five Internal Audit Reports had been considered by the Committee
- the External Audit Strategy for 2018/19 had been presented to the Committee
- the Internal Audit Draft Annual Report 2018/19 had been presented to the Committee and the Head of Internal Audit had confirmed that a sufficient number of audits had been completed during the year to allow him to provide a satisfactory opinion on the risk, control and governance framework in Libraries NI
- the Chief Executive’s Bi-Annual Assurance Statement for the period ended 31 March 2019 had been reviewed and the Committee had been content to recommend it to the Board
- a draft of the Governance Statement had been considered and noted
- the Annual Board Assurance Statement for the year ended 31 March 2019 had been considered and the Committee had been content to recommend it to the Board
- the Internal Audit Strategy 2019 - 2022, the Internal Audit Strategy for Branch Libraries 2019/20 and the Internal Audit Annual Plan 2019/20 had been considered and would be recommended to the Board for approval.

15.2 Members noted the report.

16. ANY OTHER NOTIFIED BUSINESS

16.1 There was no other notified business.

17 DATE OF NEXT MEETING

17.1 Members noted that the next scheduled meeting of the Board would take place on Thursday 4 July 2019 at 10.30 am in Lisburn City Library.
18. MEMBERS ARRIVAL AND DEPARTURE TIMES

18.1 The meeting ended at 12.30 pm.

18.2 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 10.55 am

Signed: [Signature]

Date: 4 July 2019