LIBRARIES NI

The Northern Ireland Library Authority

Minutes of a meeting of the Board of the Authority held on
Thursday 4 July 2019 at 10:35 am in Lisburn City Library

PRESENT

Professor Bernard Cullen  Chairperson
Councillor Garath Keating  Vice-Chairperson

Mr Neil Bodger
Alderman Thomas Burns
Mrs Deirdre Kenny
Councillor Donal Lyons
Councillor Stephen Mcllveen
Mr John Peto
Dr Margaret Ward
Councillor Billy Webb

IN ATTENDANCE

Mr Jim O’Hagan  Chief Executive
Ms Helen Osborn  Director of Library Services
Mr Desi Miskelly  Director of Business Support
Mrs Mandy Bryson  Assistant Director
Ms Adrienne Adair  Assistant Director
Ms Kim Aiken  Service Development Manager
Mr Stephen Fry  Staff Development Manager
Ms Brenda McGilligan  Department for Communities
Mr Ken Smyth  Boardroom Apprentice (2019/20 - incoming)

1. APOLOGIES FOR NON ATTENDANCE

Ms Amy Lucas  Boardroom Apprentice
Councillor Cathal Mallaghan
Alderman Stephen Martin
Mr Harry Reid

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 reported that three new non-Councillor Members had been appointed to the Board of Libraries NI as of 1 July 2019 Mr N Bodger, Mr J Peto and Ms W Osborne OBE. He welcomed Mr Bodger and Mr Peto who were in attendance at their first meeting of the Libraries NI Board and explained that Ms Osborne was unable to attend the meeting. He also reported that the appointment of a fourth non-Councillor Board Member would be made after the summer months. He updated Members on the progress of the appointment process for Councillor Board Members reporting that interviews were due to take place in early September 2019 with appointments expected in October 2019.

3.2 The Chairperson reminded Members that the terms of appointment for a number of Board Members had come to an end i.e. Alderman T Campbell, Councillor Dr J Gray MBE, Alderman William Leathem, Ms Angela Matthews, Councillor S McGuigan and Alderman M Smith MBE and asked that his appreciation for their contribution to the Libraries NI Board be formally noted. He wished them every success for the future.

3.3 The Chairperson also welcomed Mr K Smyth to the meeting. Mr Smyth has been appointed as the Boardroom Apprentice for 2019/20 and formally takes up his role from 1 September 2019. He reminded Members that this would have been the last Board Meeting for Ms A Lucas the current Boardroom Apprentice, who was unable to attend the meeting. He reported that Ms Lucas had sent a letter of thanks to Board Members for the support and advice she had received and he thanked Ms Lucas for her contribution to the Board and Committees over the past year and wished her every success for the future.

3.4 The Chairperson then 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 Mr S Fry, Staff Development Officer to the meeting. The meeting was also attended by Ms B McGilligan, Department for Communities.

3.5 Members noted that Ms M Bryson, Assistant Director and Ms K Aiken, Service Development Manager were in attendance because of Agenda Item 9: Presentation, Children’s Services – Tiny to Teens and Ms A Adair, Assistant Director was in attendance due to Agenda Item 10: Community Planning, Update.

3.6 The Chairperson reported that together with the Chief Executive he had attended a meeting with the DfC Permanent Secretary, Ms T Meharg and the Deputy Secretary, Ms M Doherty on 7 May 2019. A range of issues had been discussed at the meeting including the challenges facing Libraries NI.

3.7 The Chairperson also reported that he had been informed that the Business Case in relation to terms and conditions of employment for senior staff had been accepted and a further update would be provided at the Remuneration Committee.
4. ELECTION OF VICE-CHAIRPERSON OF THE BOARD

4.1 Members were reminded that the current Vice-Chairperson of the Libraries NI Board, Councillor G Keating had been appointed for a two-year period at a meeting of the Board held on 23 February 2017. That period had been extended at the Board Meeting held on 14 February 2019 until the July Board Meeting. Members noted that the normal convention is that the Vice-Chairperson of the Board is a Councillor Member and that the term of office would be for a period of two years.

4.2 Councillor G Keating thanked Members for the opportunity to serve as Vice-Chairperson of the Libraries NI Board and nominated Councillor D Lyons to take up the position. There were no further nominations and Councillor D Lyons confirmed his willingness to serve. On a proposal by Councillor G Keating, seconded by Councillor B Webb the Chairperson declared that Councillor D Lyons had been elected as Vice-Chairperson of the Libraries NI Board for a period of two years until July 2021.

4.3 Members congratulated Councillor Lyons on his appointment as Vice-Chairperson of the Board.

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

5. REVIEW OF COMMITTEE MEMBERSHIP

5.1 The Chairperson reminded Members that in line with the Board Operating Framework and Standing Orders it is the role of the Board to determine and approve the composition and membership of Committees.

5.2 In the past six months the terms of office of eight Board Members had come to an end and although processes were underway to make appointments the changes that had taken place had reduced the number of Members on Committees increasing the risk of Committee meetings not being quorate and having to be re-arranged.

5.3 Members were asked to note meeting dates in diaries and to commit to attending in order to ensure meetings remain quorate and to avoid the risk of having to cancel and re-schedule meetings. The Schedule of dates for Board and Committees would be re-issued to Members for information.

5.4 As appointments were made to the Libraries NI Board new Members would be allocated to Committees taking account of their individual preferences.

5.5 Members noted the current membership of Committees and agreed the approach as set out in the accompanying paper (LNI 02.07.19) was a suitable proposal to adopt in addressing gaps in Committee membership. It
was agreed the Chairperson and the Chief Executive would bring forward revised Committee membership proposals to a future meeting of the Board.

6. CHIEF EXECUTIVE’S BUSINESS

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

Letter from DfC approving the Libraries NI Annual Business Plan

6.2 A letter dated 10 June 2019 had been received from the Permanent Secretary, DfC confirming approval of the Business Plan 2019/20.

Presentation to the Information Governance Board, Department of Finance (DoF)

6.3 Libraries NI hosted a meeting of the Information Governance Board at Holywood Library on 23 May 2019. This meeting was chaired by Ms S Gray Permanent Secretary, DoF and comprised senior staff from each Northern Ireland Civil Service Department. Libraries NI was given the opportunity to make a presentation on the work of the public library service and in particular how libraries can play a role in wider facilitation of government online and digital services. The presentation was well received and Ms Gray has undertaken to remind the NICS Board of the role of libraries and the library network and to arrange for Libraries NI to have a slot to present to Permanent Secretaries in September/October 2019

Invitation to present to the Departmental Management Board, Department for Communities

6.4 An invitation has been received to present to the DfC Departmental Management Board on 13 August 2019. The presentation, represents an important opportunity to promote the work and role of Libraries NI and will be on the subject of libraries as a valuable community asset within the Department’s portfolio with the aim of helping the Departmental Management Board to understand the potential to use library facilities more.

The Big Summer Read

6.5 The Big Summer Read 2019 has been launched under the theme of ‘Slide into Summer Reading’ with the aim of encouraging children and young people (0-15 years) to read books of their choice during the summer holidays. The scheme was formally launched on 17 June 2019 at Finaghy Library and the launch was attended by the DfC Permanent Secretary Ms T Meharg, Ms K Yiasouma the Northern Ireland Commissioner for Children and Young People and Ms F Hepper, Deputy Secretary, Department for Education together with the Libraries NI Chief Executive. The Big Summer Read will run from Monday 1 July to Saturday 31 August inclusive.
Memorandum of Understanding (MOU)

6.6 The Chief Executive reported on the following:

- on 25 April 2019 an MOU was signed with Mr J D’Arcy, Director of The Open University in Ireland to formalise the partnership between Libraries NI and The Open University and provide an opportunity to build on existing partnership work and extend this work into other areas.

- on 7 June 2019 a new MOU was signed with Ms D Hayward, Chief Executive of Volunteer Now which is the lead organisation for promoting and supporting volunteering across Northern Ireland. Libraries NI has a longstanding partnership with Volunteer Now and plays an important role in connecting people with volunteering information and opportunities.

Change Fund Allocation

6.7 Libraries NI submitted three applications to the DfC Change Fund and has received confirmation that two of the bids were successful. The two successful bids related to funding to develop a commercial activities strategy and to develop a Digital Hub pilot.

7. MINUTES OF THE MEETING OF THE BOARD HELD ON 11 APRIL 2019

LNI 03.07.19

7.1 On a proposal by Mrs D Kenny, seconded by Dr M Ward, the minutes of the Board Meeting held on 11 April 2019 were approved.

8. MATTERS ARISING FROM THE MEETING OF THE BOARD HELD ON 11 APRIL 2019

LNI 04.07.19

8.1 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 9.1: Ensuring a sustainable Library Service

8.2 Members were informed that it had been agreed at the Accountability Meeting with DfC held on 26 June 2019, that a separate meeting would be held with senior staff in the Department to seek to establish the nature and scope of work that needs to be taken forward in the context of the longer term sustainability of the library service.

Item 10.1: Organisation and Structures Review: Interim Report

8.3 Members noted that work was on-going to finalise the report and recommendations in respect of the Organisation and Structures Review and a summary of the work undertaken would be brought to the Board Planning Day to be held on 12 September 2019.
Item 12.5: Management Report, Bi-Annual Assurance Statement 1 October 2018 – 31 March 2019

8.4 It was noted that this item had been completed and that a signed copy of the Bi-Annual Assurance Statement for the period 1 October 2018 to 31 March 2019 had been submitted to DfC.

Item 12.8: Item 12.5: Management Report, Annual Board Assurance Statement 2018/19

8.5 It was noted that this item had been completed and that a signed copy of the Annual Board Assurance Statement for the period ended 31 March 2019 had been submitted to DfC.

9. PRESENTATION: CHILDREN’S SERVICES - TINY TO TEENS

LNI 05.07.19(T)

9.1 The Chairperson introduced Ms M Bryson, Assistant Director and Ms K Aiken, Services Development Manager who were present to give a presentation: Slide into Summer Reading 2019.

9.2 Ms M Bryson gave an overview of initiatives undertaken by Libraries NI to encourage children of all ages to use libraries, including Rhythm and Rhyme, Storytimes, Reading Groups, author visits and special themed initiatives such as Harry Potter Day and Roald Dahl Day.

9.3 Ms K Aiken, Service Development Manager, Children and Young People Services explained the background to the Big Summer Read and how it aims to avoid the dip in reading standards that occurs if children do not read during the summer break from school. She drew attention to materials available to encourage children to participate in the scheme.

9.4 Members were encouraged to promote the scheme to family and friends and on social media.

9.5 Members thanked Ms Bryson and Ms Aiken for an interesting and informative presentation.

10. COMMUNITY PLANNING: UPDATE

LNI 06.07.19

10.1 The Director of Library Services, Ms H Osborn reminded Members that Libraries NI is a statutory partner in the community planning process. She reported that each Council area has a well-established community plan, strategic partnership board and other governance arrangements in place, and explained that the focus for the past year had been on the development and implementation of delivery plans and preparations for the first statement of progress which is due in November 2019.

10.2 The Director of Library Services explained that there were two current initiatives which may influence community planning in the future:
• an intervention by the Carnegie UK Trust in relation to Embedding Wellbeing in Northern Ireland. The final report on the project will be published in late 2020

• work that DfC commissioned from Dr J Gallagher SIB/UU. It is anticipated the report will be circulated in early July 2019.

10.3 Members were reminded that Libraries NI does not receive additional resources for community planning and the capacity to deliver new or specific initiatives was therefore constrained. Community Planning continues to deliver both opportunities and challenges for Libraries NI and over the next few months as Council areas move to produce the Statement of Progress Libraries NI would continue to monitor its activities in relation to community planning to ensure maximum benefit.

10.4 Members noted the report.

11. DELIVERING TOMORROW’S LIBRARIES: PUBLIC LIBRARY STANDARDS 2017/18 PERFORMANCE REPORT – DRAFT RESPONSE
LNI 07.07.19

11.1 The Chairperson reminded Members that at the last meeting of the Board held on 11 April 2019, it had been agreed to refer correspondence from the Permanent Secretary, DfC on the report on the 2017/18 Public Library Standards to the Services Committee for consideration, with a view to a substantive response being made available for the July Board meeting. Members of the Services Committee had considered this matter at their meeting held on 30 May 2019 and a draft response has been circulated for Board approval.

11.2 Members discussed the draft response and a few amendments were proposed as follows:

• Public Library Standard 1a: Tackling Poverty and Social Exclusion - it was noted that the target in relation to library usage by adults had turned 'red' for the first time. Considerable effort had been put into programmes, activities and partnerships to address exclusion and Members asked that the content of paragraph 2.2 of the draft response be amended to highlight the change in approach, applied late in the year, to measuring this standard and to better emphasise the work undertaken by Libraries NI to meet this target. It was noted this standard been measured using the original approach then it would have been met.

• Public Library Standard 7: Stock - spend per head on stock in 2017/18 remains below the target of £2.25. Members asked that that this issue also be addressed in the letter to the Permanent Secretary whilst acknowledging the Department’s efforts to address the funding shortfall
11.3 On a proposal by Councillor B Webb, seconded by Dr M Ward, the Board approved and adopted the draft response to the Permanent Secretary's letter regarding the Delivering Tomorrow's Libraries: Public Library Standards 2017/18 Performance Report subject to the amendments detailed at 11.2 above.

12. DRAFT LIBRARIES NI ANNUAL REPORT AND ACCOUNTS 2018/19
LNI 08.07.19

12.1 The Chief Executive presented the draft Annual Report and Accounts 2018/19, noting that the document was a reflection of Libraries NI's achievements throughout the past year.

12.2 He reported that the draft Annual Report and Accounts 2018/19 would be submitted to the Northern Ireland Audit Office (NIAO) for audit on 23 July 2019. He also confirmed that the draft Annual Accounts had been reviewed by Members of the Business Support Committee at its meeting held on 6 June 2019, and the draft Annual Report and Accounts had been reviewed by Members of the Audit and Risk Assurance Committee at its meeting held on 19 June 2019.

12.3 The Chief Executive reported that since the Annual Accounts had been reviewed by Members of the Audit and Risk Assurance Committee at the meeting held on 19 June 2019 two amendments had been made i.e. a statement had been included in relation to the accounting treatment of pensions and wording received from the Department of Finance was added in relation to a recent ruling on holiday pay although the impact on Libraries NI is not expected to be material.

12.4 Members noted that it was anticipated that the audit would be completed over the summer and the final audited Annual Report and Accounts 2018/19 would be brought to a meeting of the Audit and Risk Assurance Committee to be held on 16 October 2019, and then to the Board for approval on 17 October 2019 prior to certification by the Northern Ireland Audit Office.

12.5 Members thanked all staff involved in the preparation of the draft Annual Report and Accounts 2018/19.

13. MANAGEMENT REPORT
LNI 09.07.19

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

Key Performance Indicators 2018/19: End of Year Report LNI 09.07.19 (i)

13.2 Members noted the end of year report for the Key Performance Indicators 2018/19.
13.3 The Chief Executive reported that at the Accountability Meeting held with DfC on 26 June 2019 it had been agreed that in future if statistics in relation to core programmes were unavailable due to on-going industrial action by Branch Library Managers then the status of the target should be reported as ‘red’.

13.4 Members noted that the Libraries NI Business Plan 2018/19 included some 74 separate targets. The end of year report shows that 86.5% of the targets in the Business Plan were achieved in full, with a further 4% partially achieved and 9.5% not achieved.

13.5 The Director of Business Support presented the Finance Reports for Capital and Recurrent Spend to May 2019.

13.6 Members noted that Capital projects contractually committed to and commenced in 2018/19 were progressing well with many nearing completion. A range of projects to address Health and Safety issues and improve facilities were in development for delivery throughout 2019/20, spend has not been incurred on these projects to date.

13.7 Recurrent budgets continue to experience significant pressures particularly in the areas of stock, staff, premises maintenance, the e3 programme and utility costs. Although savings measures commenced in previous years have continued to be implemented, and initial budgets had been set at the lowest possible levels, current projections indicate a potential overspend situation developing by year end. Bids have been submitted to DfC seeking to secure additional funding, however, should these not be successful it will be necessary to consider more stringent savings measures if we are to continue to operate within allocations in 2019/20.

13.8 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 19 June 2019.

13.9 He then drew particular attention to significant risks which were influenced by on-going funding and resourcing issues i.e:

- Risk 1: Participation and Relevance – the need for a timely and adequate stock allocation remained and a bid had been submitted to the Department seeking additional in year funding
- Risk 5: Resources – further bids had been submitted to the Department to address pressures in staff and premises operating costs. The approval for a contract modification to extend e2 and for the e3 Outline Business Case remained priorities
- Risk 6: Planning – a high degree of uncertainty remained in relation to short to medium term resourcing profiles making effective planning
difficult. Work had commenced to develop and test the feasibility of alternative delivery approaches for the Belfast Central Library project

- Risk 8: Business Continuity – a complex transition would be required to ensure business and service continuity between the end of the existing e2 contract and the commencement of the e3 contract.

13.10 The Director of Business Support confirmed that when work had completed to identify and test the viability of alternative delivery approaches for the Belfast Central Library project a presentation would be brought to Members.

13.11 On a proposal by Councillor G Keating, seconded by Mr N Bodger, the Board approved and adopted the Corporate Risk Register as at June 2019 and noted the Management Report.

14. MINUTES OF THE AUDIT AND RISK ASSURANCE COMMITTEE HELD ON 10 APRIL 2019 LNI 10.07.19

14.1 The Chairperson reminded Members that at the Board Meeting held on 11 April 2019, the then Chairperson of the Audit and Risk Assurance Committee, Councillor S McGuigan had presented an oral report on the meeting of the Committee held on 10 April 2019. At the Board Meeting of 11 April 2019, Members had approved the Bi-Annual Assurance Statement for the period ended 31 March 2019, the Annual Board Assurance Statement 2018/19 and the Corporate Risk Register as at April 2019.

14.2 As Councillor McGuigan’s term as a Board Member had ended on 1 May 2019 the Vice-Chairperson of the Committee Mrs D Kenny had been elected to the position of Chairperson at the Committee meeting held on 19 June 2019. She drew attention to the following matters in the minutes of the 10 April 2019 which required formal Board approval at today’s meeting:

- Risk Management Policy
- Risk Management Strategy
- Internal Audit Strategy 2019 – 22
- Internal Audit Strategy for Branch Libraries 2019 – 20
- Internal Audit Plan 2019 – 20
- Whistleblowing Policy

14.3 On a proposal by the Chairperson of the Committee Mrs D Kenny, seconded by Councillor B Webb, the Board approved and adopted the minutes of the Audit and Risk Assurance Committee held on 10 April 2019.

14.4 On a proposal by the Chairperson of the Committee Mrs D Kenny, seconded by Councillor B Webb, the Board approved and adopted the Risk Management Policy.
14.5 On a proposal by the Chairperson of the Committee Mrs D Kenny, seconded by Councillor B Webb, the Board approved and adopted the Risk Management Strategy.

14.6 On a proposal by the Chairperson of the Committee Mrs D Kenny, seconded by Councillor B Webb, the Board approved and adopted the Internal Audit Strategy 2019 – 22.

14.7 On a proposal by the Chairperson of the Committee Mrs D Kenny, seconded by Councillor B Webb, the Board approved and adopted the Internal Audit Strategy for Branch Libraries 2019 - 20.

14.8 On a proposal by the Chairperson of the Committee Mrs D Kenny, seconded by Councillor B Webb, the Board approved and adopted the Internal Audit Plan 2019/20.

14.9 On a proposal by the Chairperson of the Committee Mrs D Kenny, seconded by Councillor B Webb, the Board approved and adopted the Whistleblowing Policy.

15. MINUTES OF THE AUDIT AND RISK ASSURANCE COMMITTEE HELD ON 19 JUNE 2019

15.1 The Chairperson of the Audit and Risk Assurance Committee, Mrs D Kenny, presented the minutes of the meeting held on 19 June 2019, 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: Appointment of Chairperson/Election of Vice-Chairperson

15.2 Members noted that Mrs D Kenny, in accordance with Standing Orders, had been elected as Chairperson of the Audit and Risk Assurance Committee and Alderman S Martin had been elected as Vice-Chairperson of the Committee.

15.3 Item 7: Matters arising from the meeting of the Audit and Risk Assurance Committee held on 10 April 2019

It was noted that the Northern Ireland Audit Office (NIAO) was proactively engaging with the Department of Finance (DoF) in relation to the Elizabeth Saul Trust Fund and it was hoped that more information would be available for the October meeting of the Committee.

Item 7: Matters arising from the meeting of the Audit and Risk Assurance Committee held on 10 April 2019

15.4 Members noted that Officers were continuing to engage with the Labour Relations Agency and Trade Unions in respect of the on-going dispute by Branch Library Managers. An independent assessor had been engaged to review evidence submitted from Libraries NI and Trade Unions and it was hoped that this work would be completed within five or six weeks.
Item 8: Internal Audit Activity Report

15.5 It was noted that four audits had been considered by the Committee and that the audit of Antrim Homecall had resulted in no findings being reported. Members asked that their congratulations be conveyed to the Homecall Driver and Line Managers.

Item 9: Internal Audit Activity Report – Outstanding Recommendations

15.6 Members noted that 24 of the 35 outstanding recommendations had been cleared leaving 11 to be resolved.

Item 10: Audit and Risk Assurance Committee Draft Annual Report 2018/19

15.7 Committee Members had considered the Audit and Risk Assurance Committee’s draft Annual Report 2018/19 and had agreed to present the final version to the Board at its meeting in October 2019.

Item 11: Libraries NI Draft Annual Report and Accounts 2018/19

15.8 This item was discussed at Agenda Item 12.

Item 12: Risk Management Report and Review

15.9 The Committee had reviewed the papers on the Risk Management Report and in particular the Corporate Risk Register and had recommended the Corporate Risk Register to the Board for approval as at paragraphs 13.8 – 13.11 above.


15.10 The Committee had noted the update on the Internal Audit Annual Plan 2019/20.

Item 14: Audit and Risk Assurance Committee Scheme of Delegation (Revised)

15.11 The Committee had considered its Scheme of Delegation and recommended to the Board that the existing Scheme was fit for purpose.

Item 19: Schedule of Mission Critical Projects

15.12 Committee Members had noted the update on the two Mission Critical Projects.

Item 20: Whistleblowing Guidance (Revised)

15.13 The Whistleblowing Guidance had been amended to reflect changes suggested by Members.

Item 22: Review of the Term of Office of Co-opted Member

15.14 The Committee recommended that Ms N McAuley be re-appointed in January 2020 for a second four-year term as the co-opted Member of the Audit and Risk Assurance Committee. If for any reason, Ms McAuley was unable to continue in this role, to authorise a recruitment process to identify and recommend a replacement for appointment.

15.15 On a proposal by the Chairperson of the Committee, Mrs D Kenny, seconded by the Chairperson of the Board, Professor B Cullen, the Board approved and
adopted the minutes of the Audit and Risk Assurance Committee held on 19 June 2019.

15.16 On a proposal by the Chairperson of the Committee, Mrs D Kenny, seconded by the Chairperson of the Board, Professor B Cullen, and in accordance with Standing Orders, (following the election process at the Audit and Risk Assurance Committee held on 19 June 2019), the Board approved the appointment of Mrs D Kenny to the position of Chairperson of the Audit and Risk Assurance Committee and Alderman S Martin as Vice-Chairperson of the Committee.

15.17 On a proposal by the Chairperson of the Committee, Mrs D Kenny, seconded by the Chairperson of the Board, Professor B Cullen, the Board approved the submission of the Draft Annual Report and Accounts 2018/19 to the Northern Ireland Audit Office for audit by the external auditors ASM.

15.18 On a proposal by the Chairperson of the Committee, Mrs D Kenny, seconded by the Chairperson of the Board, Professor B Cullen, the Board approved as fit for purpose the Scheme of Delegation for the Audit and Risk Assurance Committee.

15.19 On a proposal by the Chairperson of the Committee, Mrs D Kenny, seconded by the Chairperson of the Board, Professor B Cullen, the Board approved and adopted the Anti-Fraud Policy (Revised).

15.20 On a proposal by the Chairperson of the Committee, Mrs D Kenny, seconded by the Chairperson of the Board, Professor B Cullen, the Board approved and adopted the Fraud Response Plan.

15.21 On a proposal by the Chairperson of the Committee, Mrs D Kenny, seconded by the Chairperson of the Board, Professor B Cullen, the Board approved and adopted the Code of Conduct for Board Members.

15.22 On a proposal by the Chairperson of the Committee, Mrs D Kenny, seconded by the Chairperson of the Board, Professor B Cullen, the Board approved and adopted the Conflicts of Interest Policy.

15.23 On a proposal by the Chairperson of the Committee, Mrs D Kenny, seconded by the Chairperson of the Board, Professor B Cullen, the Board approved a second four-year term for the co-opted Member of the Audit and Risk Assurance Committee commencing in January 2020.

16. MINUTES OF THE SERVICES COMMITTEE HELD ON 30 MAY 2019

LNI 12.07.19

16.1 The Chairperson of the Services Committee, Dr M Ward, presented the minutes of the meeting held on 30 May 2019 and drew attention, in particular to the undernoted items.
Item 3: Chairperson’s Business

16.2 Committee Members had noted with regret that following the recent Council Elections Dr J Gray and Mr W Leatham would no longer be Members of the Libraries NI Board and had thanked them for their contribution to the Services Committee and to Libraries NI.

Item 7: Service Plan and Risk Register 2019/20

16.3 Committee Members had considered and approved the Service Plan and Risk Register 2019/20 subject to minor amendments.

Item 8: Public Library Standards

16.4 As previously reported the Committee had noted and discussed the Delivering Tomorrow’s Libraries: Public Library Standards 2017/18 Performance Report, to inform the draft response to be considered by the Board.

Item 9: Report on Recent Conferences

16.5 Mrs M Bell, Service Development Manager had presented a report on two recent Conferences attended by some staff, i.e. The Edge Conference in Edinburgh 28 February and 1 March 2019 and the LAI/CILIP Ireland Joint Conference in Kildare 10 and 11 April 2019. She reported that staff greatly appreciated the opportunity to attend such events as it provided an excellent networking opportunity and enabled staff to learn about developments and initiatives from counterparts in other libraries across Europe and the USA.

Item 10: BBC Partnership: Content, Creativity and Coding

16.6 It was noted that the Committee had received a presentation from Ms K Aiken, Service Development Manager in relation to three BBC initiatives.

Item 11: Service Plan Progress Report 2018/19

16.7 The Committee had considered the Service Plan Progress Report 2018/19 noting that despite a very challenging year the majority of targets had been met.

Item 12: Libraries NI Ten Year Anniversary Celebrations

16.8 The Committee had received a report detailing the events and initiatives which had taken place to celebrate the ten-year anniversary of Libraries NI.

16.9 On a proposal by the Chairperson of the Committee, Dr M Ward, seconded by Councillor S McIlveen, the Board approved and adopted the minutes of the meeting of the Services Committee held on 30 May 2019.

17. MINUTES OF THE BUSINESS SUPPORT COMMITTEE HELD ON 6 JUNE 2019

17.1 The Vice-Chairperson of the Business Support Committee, Councillor B Webb, presented the minutes of the meeting held on 6 June 2019 and drew attention, in particular to the undernoted items.
Item 6: Matters Arising from the minutes of the meeting of the Business Support Committee held on 28 March 2019

17.2 Committee Members agreed to defer the election of a Committee Chairperson and that the Board would be asked to consider seeking nominations from Independent Members to supplement the existing membership of the Business Support Committee.

Item 13: Procurement Reports

17.3 The Committee had received and noted a report on tenders and single tender actions over £1,000 for the period 13 March 2019 to 15 May 2019.

Item 14: Sickness Absence Report to April 2019

17.4 The Committee had received a report from the HR Manager on the Sickness Absence Report for the period January to April 2019 and noted that there had been an overall improvement in absence levels and targets were currently being achieved.

Item 15: Public and Employer Liability Claims 2018/19

17.5 The Committee had noted a report from the Finance Manager on Public and Employer Liability Claims 2018/19.

Item 16: Review of Procurement Activity 2018/19

17.6 The Committee had received a report on procurement activity during 2018/19.

Item 17: Draft Annual Accounts 2018/19

17.7 The Committee had considered and noted the draft annual accounts for 2018/19.

Item 18: Prompt Payment Target and Performance 2018/19

17.8 It was noted that the Committee had received an update on performance against the Prompt Payment of invoices performance indicator for 2018/19.

Item 19: Tender Report: Belfast Central Library External Fire Escape Staircase Project

17.9 Members noted that the Committee had received a recommendation in respect of the appointment of an economic operator to undertake the replacement of the external fire escape staircase at Belfast Central Library.

Item 20: Report on the use of the Common Seal

17.10 The Committee had noted that the Common Seal of the Northern Ireland Library Authority had been applied on one occasion in the period between March 2019 and May 2019.

17.11 On a proposal by the Vice-Chairperson of the Committee, Councillor B Webb, seconded by Councillor G Keating, the Board approved and adopted the minutes of the meeting of the Business Support Committee held on 6 June 2019.
On a proposal by the Vice-Chairperson of the Committee, Councillor B Webb, seconded by Councillor G Keating, the Board approved and adopted the Code of Conduct for Staff Review.

On a proposal by the Vice-Chairperson of the Committee, Councillor B Webb, seconded by Councillor G Keating, the Board approved and adopted the updated 2019/20 Capital Development Plan.

On a proposal by the Vice-Chairperson of the Committee, Councillor B Webb, seconded by Councillor G Keating, the Board approved and adopted the Business Support Service Plan 2019/20.

On a proposal by the Vice-Chairperson of the Committee, Councillor B Webb, seconded by Councillor G Keating, the Board approved and adopted the Business Support Risk Register 2019/20.

**ANY OTHER NOTIFIED BUSINESS**

**DATE OF NEXT MEETING**

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

- Board Planning Day, Thursday 12 September 2019 at 10.30 am
- LNI Board Meeting, Thursday 17 October 2019 at 10.30 am

**MEMBERS ARRIVAL AND DEPARTURE TIMES**

20.1 The meeting ended at 12.55 pm.

20.2 All Members arrived for the commencement of the meeting and remained until it ended.

Signed: [Signature]

Date: 17/10/2019