LIBRARIES NI

The Northern Ireland Library Authority

Minutes of a meeting of the Board of the Authority held on
Thursday 14 February 2019 at 10:30 am in Lisburn City Library

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

IN ATTENDANCE
Mr Jim O’Hagan            Chief Executive
Ms Helen Osborn           Director of Library Services
Mr Desi Miskelly          Director of Business Support
Ms Amy Lucas              Boardroom Apprentice
Ms Kathryn Hill           Director of Active Communities, Department
                          For Communities

1. APOLOGIES FOR NON ATTENDANCE
Alderman Thomas Burns
Alderman Tom Campbell

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 informed Members that the Term of Office of the Vice-Chairperson of the Board, Councillor G Keating was due to end in February 2019. He added that a number of new Board appointments were due to take place and as local Council Elections were also due to be held on 2 May 2019, suggested that Councillor Keating’s appointment be extended until July 2019.

3.2 On a proposal by Mr A McDowell, seconded by Councillor S McIlveen, Members agreed that Councillor G Keating’s position as Vice-Chairperson of the Board would be extended to the July Board Meeting.

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.

Letters from Director of Active Communities Division – Financial Allocation 2018/19

4.2 Two letters were received from the Director of Active Communities Division, Department for Communities (DfC) advising of additional financial allocations to the Resource Budget for the 2018/19 financial year in the sum of £1,500,000 towards stock and £235,000 towards staff, property maintenance and equipment.

Accountability Meeting

4.3 An Accountability Meeting with DfC had taken place on 29 January 2019, at which a range of issues was discussed including business and financial performance, governance and accountability and policy matters including a proposed review of the Public Library Standards. A copy of the minutes would be made available to Members in due course.

Belfast Central Library – Belfast City Council Motion

4.4 A meeting had taken place on 6 February 2019 with a delegation from Belfast City Council by way of follow-up to the recent motion of support which had been passed by the Council in respect of the Belfast Central Library Project. The Chief Executive reported that Councillors and Council Officials attending the meeting had expressed support for the continuation of the project and had confirmed that it would be discussed at a forthcoming meeting to be held between the Council and Permanent Secretaries of a number of government departments and the Head of the Civil Service.

Coleraine Library, Official Re-opening 7 February 2019

4.5 The official re-opening of Coleraine Library had taken place on 7 February 2019 by HRH The Princess Royal. The Chief Executive paid tribute to all staff involved in the preparation for the re-opening and advised Members that photographs of the occasion are available on the Libraries NI website.
Children and Young People's Strategic Partnership

4.6 Discussions have taken place with representatives from the Department for Health in relation to a draft Adoption and Children Bill which will have provision to place the Children and Young People's Strategic Partnership (CYPSP) on a statutory basis. CYPSP has been operating for some years on a non-statutory basis and it has been proposed that Libraries NI should be included in the prescribed membership given the services that it provides to children and young people. Any commitment from Libraries NI is anticipated to be at the strategic partnership level. Legislation is likely to take a number of years to be enacted and further information will be provided in due course.

Libraries and Universities

4.7 A number of recent meetings has taken place with both local universities in Northern Ireland and the Open University. Separate meetings have taken place with Janet Peden, University Librarian and Deputy Chief Digital and Information Officer at Ulster University and John D'Arcy, Director of the Open University in Ireland to discuss and explore opportunities for working together. Contact has also been made with QUB library to look at ways of furthering relationships and work is taking place at a national level to consider ways in which public libraries and universities can work in collaboration or partnership to deliver new initiatives or services for the public.

Libraries NI 10 Year Anniversary

4.8 Libraries NI will be 10 years in existence on 1 April 2019. The 10 year anniversary will be celebrated in an appropriate manner on the anniversary and throughout the following year.

5. MINUTES OF THE MEETING OF THE BOARD HELD ON 13 DECEMBER 2018

LNI 01.02.19

5.1 On a proposal by Mr A McDowell, seconded by Councillor S McGuigan, the minutes of the Board Meeting held on 13 December 2018 were approved.

6. MATTERS ARISING FROM THE MINUTES OF THE MEETING OF THE BOARD HELD ON 13 DECEMBER 2018

LNI 02.02.19

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 8: BLUECLOUD Mobile App: Demonstration

6.2 In response to a question from Mr A McDowell, Ms H Osborn, Director of Library Services confirmed that the app had now been rolled out to the public and had been well received. Library staff including the Marketing Team were continuing to actively promote it to library users.
Item 9.3: e3 Contract: Options and Requirements for Board Members

6.3 The Director of Business Support informed Members that staff would progress this issue within the e3 project development process.

Item 10.2: Board Effectiveness 2018/19

6.4 It was noted that this item would be discussed further at Agenda Item 8: Board Effectiveness Review and Draft Action Plan.

Item 17.3: Proposals and Approach to Deliver Savings for 2019/20

6.5 It was noted that this item would be discussed further at Agenda Item 10: Funding 2019/20.

7. DRAFT BUSINESS PLAN INCLUDING TARGETS 2019/20

LNI 03.02.19

7.1 The Chief Executive drew attention to the first draft of the Business Plan 2019/20. He informed Members that some targets were tentative only at this stage due to lack of information regarding a budget for 2019/20. Members noted that Departmental officials had confirmed that the draft Programme for Government (PfG) remains the relevant basis for informing and guiding the planning process and that cognisance had also been taken of the Outcomes Delivery Plan 2018/19.

7.2 Members noted that the draft Business Plan targets for 2019/20 would be shared with the Department and would be revised and updated, as appropriate, to take account of Departmental priorities. Members also noted that, depending on the financial situation, it may be necessary to review and revise targets, particularly those relating to participation and activities, however it was important that there is some structure to which staff can work with effect from 1 April 2019 to allow Service Plans to be developed.

7.3 The Chief Executive referred to Section 7.2 of the Business Plan and drew attention to the targets for 2019/20. He informed Members that some existing targets had been removed because actions had been completed, some had been updated to take account of changing circumstances, and some new targets added. He explained that it was anticipated that a further iteration of the Business Plan would be brought to the Board for approval, when more information and clarification on the financial position for 2019/20 was provided by the Department.

7.4 Members discussed the draft business plan targets in detail and made a number of comments and suggestions for amendments to the document presented:

- Councillor G Keating suggested a high profile is maintained in respect of community planning with a sharper focus on associated targets in the plan
- Councillor B Webb suggested that other partnership work should be reflected, as well as a target in relation to environmental performance
• Ms D Kenny drew attention to target 18.5 which related to approval for the e3 Outline Business Case and suggested the wording be changed from 'Obtain' to 'Seek' adding that the completion of some targets would be outside the control of Libraries NI and that wording for targets should reflect this.

7.5 Mr A McDowell raised a query in relation to the collection of broadcast material in Libraries NI. The Director of Library Services described the 'BBC Rewind' project and advised on the complexity of copyright and ownership in respect of such materials. After discussion it was agreed that this issue should be discussed further at the Services Committee.

7.6 It was agreed that Officers would update the draft Business Plan and bring a revised version to the next meeting of the Board. The Chairperson thanked all staff involved in the preparation of the Plan.

8. BOARD EFFECTIVENESS REVIEW AND DRAFT ACTION PLAN

8.1 The Chief Executive reminded Members that they had previously received a copy of 'Board Effectiveness A Good Practice Guide' produced by the Northern Ireland Audit Office. Chapter 5 of the Guide, entitled 'Evaluating a Board' indicates that a Board should undertake an evaluation of its effectiveness annually.

8.2 The Guide states that there is no universal template for an effectiveness review but suggests topics that the Board might wish to consider including:

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

8.3 Members were reminded that DAO (DoF) 10/16: Key Lessons Learned from the NIAO report and PAC Hearing into the Northern Ireland Events Company emphasised the need for Boards to ensure that they are operating effectively.

8.4 The Chairperson informed Members that individual Committees had reviewed their effectiveness, including the continued relevance of the Schemes of Delegation. The review papers had been appended to the minutes of the meetings at which the review was undertaken and were included in the papers sent to Members.
8.5 It was noted that, at its meeting held on 16 January 2019, the Audit and Risk Assurance Committee had completed an effectiveness review using the National Audit Office Self-Assessment Checklist. This issue would be discussed further at paragraph 12.2.

8.6 Members reviewed the draft Action Plan which summarised the issues for further action arising from the completed effectiveness reviews.

8.7 On a proposal by Councillor S Mclveen, seconded by Mrs D Kenny, Members confirmed that they were content that all of the reviews had been completed, that the Board and Committees were operating effectively and the draft Action Plan was agreed.

9. MANAGEMENT REPORT LNI 05.02.19

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

Key Performance Indicators (KPIs) 2018/19 Quarter 3: October to December 2018 LNI 05.02.19 (i)

9.2 The Chief Executive reported that at the end of Quarter 3 progress continued to be made in respect of the achievement of the KPIs. Data relating to a significant number of libraries in relation to four of the KPIs is incomplete due to the impact of on-going industrial action by Branch Library Managers. Members were reminded that although data was being collected it was not being input to the statistical database resulting in information necessary to measure progress against the targets not being available. The Chief Executive reported this will have implications for the reporting of information in the Annual Report.

9.3 Members noted the report.

Finance Reports: January 2019 LNI 05.02.19 (ii)

9.4 The Director of Business Support presented the Finance Reports for Capital and Recurrent spend to January 2019.

9.5 The Director of Business Support drew attention to the Capital Report and informed Members that although the report as at the end of January 2019, projected a potential underspend of some £96,000 in the total capital allocation it would be subject to revision as a number of easements while 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 could be significantly underspent by year end.

9.6 The Director of Business Support then drew attention to the Recurrent Net Spend Report and informed Members that the report included the additional £235,000 which had been allocated by the Department in January 2019, that had been used to address pressures in the staffing, maintenance and
equipment budgets. It was projected the final end of year position would see resource expenditure well within the 1% variance threshold.

9.7 Members noted the Finance Reports for January 2019.

9.8 **Corporate Risk Register**  
The Director of Business Support presented the Corporate Risk Register which had been reviewed by the Risk Management Group at its meeting held on 13 December 2018 and also by the Audit and Risk Assurance Committee at its meeting held on 16 January 2019.

9.9 The Director of Business Support explained the Corporate Risk Register in detail noting the key risks, the treated risks which remained red and the actions being proposed to mitigate them.

9.10 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 16 January 2019. The Committee had been content to recommend the document to the Board for approval.

9.11 On a proposal by Councillor S McGuigan, seconded by Dr M Ward, the Board approved and adopted the Corporate Risk Register as at January 2019.

10. **FUNDING 2019/20**  
The Chairperson drew attention to the paper regarding funding for 2019/20, reminding Members that this issue had been discussed at the December meeting of the Board and that it had been agreed to discuss this issue further.

10.2 On a proposal by Ms J Williams, seconded by Councillor C Mallaghan the Board went into Committee.

10.3 On a proposal by Councillor Dr J Gray, seconded by Councillor S McGuigan, the Board came out of Committee.

10.4 The Chairperson reported that while in Committee it had been agreed that Officers should consider:

- short term measures which could be actioned with immediate effect from the beginning of the financial year to promote savings and a budget plan brought back to the next meeting of the Board
- developing options and proposals to deliver more significant levels of savings over a longer period of time including the implications of this for service delivery
- proposals for ways in which the library network could be protected whilst still delivering savings
reviewing the range of library services and options and models for future delivery

draw up a milestone/action plan and bring it back to the Board.

10.5 The Chairperson also reported that whilst in Committee the Director of Library Services had requested approval for Officers to implement Summer Opening Hours in 2019 on a similar basis to 2018.

10.6 On a proposal by Ms J Williams, seconded by Ms D Kenny, the Board gave approval for Officers to implement short term measures which could be actioned with immediate effect from the beginning of the financial year to promote savings and to commence planning work in relation to Summer Opening Hours 2019.

11. MINUTES OF THE MEETING OF THE AUDIT AND RISK ASSURANCE COMMITTEE HELD ON 16 JANUARY 2019

11.1 The Chairperson of the Audit and Risk Assurance Committee, Councillor S McGuigan, presented the minutes of the meeting held on 16 January 2019, and drew attention, in particular, to the undemoted items.

Item 7: Internal Audit Activity Report

11.2 It was noted that 11 Audit Reports had been considered by the Committee with only one Priority One finding noted in relation to the audit of Assets Management and Property Maintenance. The Head of Internal Audit had assured the Committee that all the recommendations contained in the report had been accepted and would be implemented as soon as possible.

Item 8: Internal Audit Activity Report – Outstanding Recommendations

11.3 Members noted that 27 of the 46 Internal Audit Outstanding Recommendations for the period had been cleared leaving 19 to be resolved. No Priority One recommendations remained outstanding.

Item 9: Final Report to Those Charged with Governance

11.4 The Committee had noted the Final Report to Those Charged with Governance 2017/18.

Item 10: Risk Management Report and Review

11.5 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 11: Internal Audit Plan 2018/19 Progress Report

11.6 The Head of Internal Audit had advised the Committee that the Internal Audit Plan 2018/19 had originally called for the completion of 35 audits and as at 31 December 2018, 32 audits had been completed. He added that he expected that approximately 37/38 audits would be completed by year end.
Item 12: Internal Audit Quality Assessment Framework - Report
11.7 The Committee had noted the report on the Internal Audit Quality Assessment Framework which concluded that the Libraries NI Internal Audit Service ‘generally conforms’ to statements of best practice outlined in the Internal Audit Quality Assessment Framework and therefore largely complies with the Public Sector Internal Audit Standards.

Item 13: Minutes of the Accountability Meeting held on 24 October 2018
11.8 The Committee had considered the minutes of the Accountability Meeting with DfC held on 24 October 2018.

Item 14: Internal Audit Charter (Annual Review)
11.9 The Committee had carried out the annual review of the Internal Audit Charter and recommended it to the Board for approval.

Item 15: Chairperson’s Register of Gifts and Hospitality 2018/19 Quarter 3 (1 October to 31 December 2018)
11.10 The Committee had noted the Board Chairperson’s Register of Gifts and Hospitality for the period ended 31 December 2018.

Item 16: Schedule of Mission Critical Projects
11.11 The Committee had received an update on the Schedule of Mission Critical Projects by the Director of Business Support.

Item 17: NAO Audit and Risk Assurance Committee Effectiveness Checklist
11.12 The Committee had completed the NAO Audit and Risk Assurance Committee Effectiveness Checklist and subject to an amendment recommended it to the Board for approval. It was noted that the Committee would carry out a review of its Scheme of Delegation at the meeting to be held on 19 June 2019.

Item 18: Audit and Risk Assurance Committee Annual Agenda
11.13 Committee Members had noted the proposed agenda to be considered during the forthcoming year.

11.14 On a proposal by the Chairperson of the Committee Councillor S McGuigan, seconded by Alderman S Martin, the Board approved and adopted the minutes of the Audit and Risk Assurance Committee held on 16 January 2019.

11.15 On a proposal by the Chairperson of the Committee Councillor S McGuigan, seconded by Councillor S McIlveen, the Board approved and adopted the Internal Audit Charter.

11.16 On a proposal by the Chairperson of the Committee Councillor S McGuigan, seconded by Councillor S McIlveen, the Board approved and adopted the NAO Audit and Risk Assurance Committee Effectiveness Checklist subject to the amendment to Question 26 as requested by Committee Members.
12. MINUTES OF THE SERVICES COMMITTEE HELD ON 17 JANUARY 2019
LNI 08.02.19

12.1 Dr M Ward presented the minutes of the meeting of the Services Committee held on 17 January 2019 as the Committee Chairperson, Councillor Dr J Gray had been unable to attend the Committee meeting. She drew attention to the undernoted items.

Item 4: Director’s Business
12.2 The Committee had noted that the launch of the Digital Citizen Project by Ms D Brown, Deputy Secretary, DfC had taken place in Falls Road Library on 20 November 2018.

Item 7: Filming Policy
12.3 The Committee had considered the revised Filming Policy and recommended it to the Board for approval.

Item 8: Community Information Policy
12.4 The Committee had considered the revised Community Information Policy and recommended it to the Board for approval.

Item 9: Review of Effectiveness of Services Committee
12.5 The Committee had completed the checklist for the Effectiveness Review and had considered the draft Scheme of Delegation which had been updated to include specific responsibility for Rural Needs and had agreed to recommend both documents to the Board for approval.

Item 10: Library Services in the Lisburn and Castlereagh Area
12.6 It was noted that the Committee had received a presentation from Ms C Gault, Area Manager on library services within the Lisburn and Castlereagh Council area.

Item 11: Get Online Stay Connected
12.7 The Committee had received a presentation from Mr C McKenna, Information Services Manager on the Digital Citizens Project. Members had found the presentation informative and acknowledged the valuable contribution the Project makes to people’s lives.

12.8 On a proposal by Dr M Ward, seconded by Councillor S Mcllveen, the Board approved and adopted the minutes of the Services Committee held on 17 January 2019, subject to an amendment relating to the venue for the committee meeting.

12.9 On a proposal by Dr M Ward, seconded by Ms J Williams, the Board approved and adopted the Filming Policy.

12.10 On a proposal by Dr M Ward, seconded by Councillor S Mcllveen, the Board approved and adopted the Community Information Policy.
12.11 On a proposal by Dr M Ward, seconded by Ms J Williams, the Board approved and adopted the Review of Effectiveness of the Services Committee to include the revised Scheme of Delegation for the Committee.

13. MINUTES OF THE BUSINESS SUPPORT COMMITTEE HELD ON 31 JANUARY 2019

13.1 The Chairperson of the Business Support Committee, Mr A McDowell, presented the minutes of the meeting held on 31 January 2019, and drew attention, in particular, to the undernoted items.

Item 7: Committee/Board Effectiveness Review
13.2 Committee Members had completed the checklist for the Effectiveness Review and had considered the Scheme of Delegation for the Committee. They had agreed that it remained relevant and appropriate to the operation of the Committee and recommended it to the Board for approval.

Item 8: Freedom of Information Policy Review
13.3 The Committee had considered the revised Freedom of Information Policy and had recommended it to the Board for approval.

Item 9: Staff Appraisal Policy Review
13.4 The Committee had considered the revised Staff Appraisal Policy and subject to a minor amendment had recommended it to the Board for approval.

Item 10: Equality Scheme for Libraries NI
13.5 It was noted that the Committee had considered the Equality Scheme for Libraries NI and recommended it to the Board for adoption.

Item 11: e3 Programme - Update Report
13.6 It was noted that the Committee had received an update on progress and developments in the e3 programme.

Item 12: Finance Reports
13.7 This item had been discussed at paragraphs 9.4 to 9.7 above.

Item 13: Procurement Reports
13.8 The Committee had received a report regarding procurements for the period 17 November 2018 to 15 January 2019 and a report on Single Tender Actions over £1,000 for the same period. The Committee had noted that a tender for vehicle maintenance was facilitated by the CoPe but had not been awarded following evaluation and would be re-issued in the near future.

Item 14: Sickness Absence Report to December 2018
13.9 The Human Resources Manager had updated the Committee on the Sickness Absence report to December 2018, noting that while the overall level of sickness absence had decreased over the monitoring period the target of 9.53 FTE days lost would not be achieved. The Committee had discussed the supplemental report provided by Officers showing information on sickness
absence relating to Stress and Psychiatric problems which met/did not meet the definition of a disability.

**Item 15: Portstewart Library Lease Renewal**

13.10 The Assets Manager had informed the Committee that the current lease for Portstewart Library was due to expire on 1 April 2019, noting that negotiations had commenced to renew the lease and a Business Case had been submitted to the Department for approval.

**Item 16: Tender Reports**

13.11 The Assets Manager had presented five tender reports and confirmed that tender exercises had been carried out by the Education Authority acting as CoPe on behalf of Libraries NI.

13.12 On a proposal by the Chairperson of the Committee, Mr A McDowell, seconded by the Committee Vice-Chairperson Councillor B Webb, the Board approved and adopted the minutes of the Business Support Committee held on 31 January 2019.

13.13 On a proposal by the Chairperson of the Committee, Mr A McDowell, seconded by the Committee Vice-Chairperson Councillor B Webb, the Board approved and adopted the Committee’s Effectiveness Review to include the Scheme of Delegation which remained relevant and appropriate to the operation of the Committee.

13.14 On a proposal by the Chairperson of the Committee, Mr A McDowell, seconded by Ms A Matthews, the Board approved and adopted the revised Freedom of Information Policy.

13.15 On a proposal by the Chairperson of the Committee, Mr A McDowell, seconded by the Committee Vice-Chairperson, Councillor B Webb the Board approved and adopted the revised Staff Appraisal Policy.

13.16 On a proposal by the Chairperson of the Committee Mr A McDowell, seconded by Ms A Matthews, the Board approved and adopted the Equality Scheme for Libraries NI.

14. **RENUMERATION COMMITTEE**

14.1 On a proposal by Alderman M Smith, seconded by Councillor C Mallaghan, the Board agreed to go into Committee, and Officers withdrew from the meeting for this item.

14.2 On a proposal by Councillor B Webb, seconded by Councillor S McGuigan, the Board agreed to come out of Committee.

14.3 The Chairperson provided an update on the work of the Remuneration Committee, which had met on two occasions during 2018/19 (5 July and 13 December 2018). He reported on a range of matters considered by the Committee, including:
• The proposed new Performance Related Pay and Remuneration arrangements for First and Second Tier Officers and engagement with DfC on related issues
• Remuneration Committee Effectiveness Review, including the Scheme Specifying the Duties and Responsibilities to be Discharged and the Procedure to be Followed by the Remuneration Committee. The outcome of the Review was that the current Scheme of Delegation remains fit for purpose and no amendments are required
• A report from the Chairperson on the annual performance assessment of the Chief Executive for 2017/18 and the targets set for 2018/19
• A report from the Chief Executive on the annual performance assessment of Directors in 2017/18
• The National Employers – JNC Chief Executives Pay Agreement 2018 - 2020, a two-year pay deal awarding a 2% increase from 1 April 2018 and another 2% increase from 1 April 2019, and matters relating to the pay remit approval process
• DAO (DOF) 05/17 letter dated 19 December 2017 – Appointment /Designation of Accounting Officers documentation setting out DoF’s recommended practice of working with Sponsor Departments when appointing a Chief Executive
• Agreed schedule of meetings in 2019/20 and options for additional meetings if required.

15. ANY OTHER NOTIFIED BUSINESS

15.1 The Chairperson informed Members that, in all likelihood, this would be the last Board meeting for Ms A Matthews, Ms J Williams and Mr A McDowell. He commended them for their hard work, support and dedication to Libraries NI, as they had served on the Board for almost ten years. Ms Matthews, Ms Williams and Mr McDowell thanked the Chairperson for his kind words and wished him, Board Members and staff well for the future.

16. DATE OF NEXT MEETING

16.1 Members noted that the next scheduled meeting of the Board would take place on Thursday 11 April 2019 at 10.30 am in Lisburn City Library.

17. MEMBERS ARRIVAL AND DEPARTURE TIMES

17.1 The meeting ended at 1.15 pm.
17.2 All Members arrived for the commencement of the meeting and remained until it ended with the exception of the following:

Ms A Matthews arrived at 11.22 am

Alderman W Leatham left at 12.23 pm

Signed: ________________________

Date: 11/04/2019

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