LIBRARIES NI

The Northern Ireland Library Authority

Minutes of a meeting of the Board of the Authority held on Thursday 19 April 2018 at 10:35 am in Lisburn City Library

PRESENT

Professor Bernard Cullen
Alderman Thomas Burns
Councillor Dr Janet Gray
Councillor Donal Lyons
Mr Alastair McDowell
Councillor Seán McGuigan
Mr Harry Reid
Alderman Marion Smith
Dr Margaret Ward
Councillor Billy Webb
Ms Jane Williams

Chairperson

IN ATTENDANCE

Mr Jim O’Hagan
Ms Helen Osborn
Mr Desi Miskelly
Mr Desi Curry
Mrs Margaret Bell
Ms Kim Aiken
Ms Sarah Jayne Miskelly
Mrs Daniele Delahunt

Chief Executive
Director of Library Services
Director of Business Support
Head of ICU/ICT
Service Development Manager, Digital Inclusion
Service Development Manager, Children and Young People
Communications Officer, Marketing
Board Room Apprentice

1. APOLOGIES FOR NON ATTENDANCE

Alderman Tom Campbell
Councillor Garath Keating
Mrs Deirdre Kenny
Alderman William Leatham
Alderman Stephen Martin
Ms Angela Matthews

Vice-Chairperson

The Department advised that no-one would be attending on its behalf
2. **MEMBERS’ DECLARATION OF POTENTIAL CONFLICT OF INTEREST**

2.1 The Chairperson reminded Members and Officers of the need to declare any actual, potential or perceived conflicts of interest associated with any item on the agenda either now or at the relevant stage during the meeting. No interests were declared.

3. **CHAIRPERSON’S BUSINESS**

3.1 The Chairperson welcomed Mr C Lindsay from the BBC. Mr Lindsay is carrying out research on public bodies and the accessibility of meetings to the public.

3.2 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 welcomed the following staff to the meeting:

- Desi Curry: Head of ICU/ICT
- Margaret Bell: Service Development Manager, Digital Inclusion
- Kim Aiken: Service Development Manager, Children and Young People

3.3 The Chairperson reported that together with the Chief Executive he had attended a meeting which had taken place with the Permanent Secretary of the Department for Communities (DfC) on 22 March 2018. The meeting had also been attended by Mr I Snowden, Deputy Secretary for Engaged Communities (DfC), Ms K Hill, Director of Assets Management and Governance (DfC) and Councillor S McGuigan, Chairperson of the Libraries NI Audit and Risk Assurance Committee. He added that the purpose of the meeting was to explain the requirements of the Accounting Officer role as set out in the Accounting Officer letter issued to the Libraries NI Chief Executive.

3.4 The Chief Executive reported that meetings of this nature represent good practice in terms of governance and accountability and provided an opportunity for senior representatives of Libraries NI to meet with senior Departmental officials to discuss a range of issues. The Chief Executive added that he felt a regular meeting of this nature would be very beneficial.

3.5 In response to questions from Mr A McDowell, the Chairperson confirmed that:

- the Department has a good understanding of the resources needed to replace the IT infrastructure
- the Department appreciated the importance of the Belfast Central Library project within the local community and throughout Northern Ireland and understood that without initial investment the project would be unable to proceed.
In response to a question from Mr H Reid regarding the possibility of regular meetings, the Chairperson reported that no future meetings had been confirmed. Mr Reid commented that Libraries NI had a reasonable representation of Members with disabilities on its Board but that was unfortunately not the case across Northern Ireland. He asked that this issue be an agenda item on any future meetings with the Department.

4 CHIEF EXECUTIVE’S BUSINESS

4.1 The Chief Executive drew attention to Agenda Item 8: Spending Plan 2018/19: Update and asked that this item be taken at the end of the Agenda.

4.2 On a proposal by the Chairperson of the Board, Professor B Cullen, seconded by Councillor S McGuigan, Members agreed that Agenda Item 8: Spending Plan 2018/19: Update be discussed at the end of the meeting.

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

Financial Allocations for 2018/19

4.4 Members noted that Libraries NI had received a letter from the Permanent Secretary, DfC dated 21 March 2018, setting out the financial allocation for 2018/19. The allocation reflects a 4% reduction on the 2017/18 baseline and as such represents a challenging and difficult settlement. It was noted that capital allocations had been more positive with funding provided to complete the Coleraine and Irvinestown library refurbishment projects and the ICT investment associated with the e2 project extension.

Branch Library Manager Job Evaluation

4.5 The Chief Executive reported that this matter had been discussed at the Libraries NI Negotiating Committee meeting held on 23 March 2018 with both sides undertaking to continue the discussions to find a resolution. Trade Unions have since then notified Libraries NI of their intention to ballot members on taking industrial action.

Capital Projects

4.6 Members noted that a constructive meeting had been held with the Department’s Infrastructure, Planning and Delivery Support Unit regarding capital allocations and plans for 2018/19. The Department is now considering funding allocations on a two year basis which would allow for a more strategic approach to capital spending. Officers were currently working up lists of potential areas that could be delivered as either one year (small) or two year (larger) projects. Further details would be brought back to the Board through the Business Support Committee.

The Boardroom Apprentice Mid-Programme Evaluation

4.7 The Chief Executive reported that the HSC Leadership Centre has completed a mid-programme evaluation which reflects the training received and the experience to date of the Boardroom Apprentices. The feedback
from the evaluation has been positive and feedback has been provided on behalf of Libraries NI with regard to our willingness to continue support for the programme.

4.8 On a proposal by the Chairperson of the Board, Professor B Cullen, seconded by Dr M Ward, Members agreed that Libraries NI should continue to participate in the Boardroom Apprentice Scheme.

Meeting with the Deputy Secretary, Engaged Communities, Department for Communities

4.9 Members noted that a meeting had taken place with Mr I Snowden, Deputy Secretary, DfC on 16 April 2018 in Belfast Central Library. The purpose of the meeting was for Mr Snowden to meet members of the Libraries NI Senior Management Team and to raise the profile of the Belfast Central Library Project.

Community Planning

4.10 Members were reminded that Libraries NI is a statutory partner in Community Planning and senior staff have attended meetings with a number of local Councils in recent months. This is an important and evolving area of work and a formal update on activity would be brought to the Board at its next meeting.

4.11 Members commended staff on their involvement in Community Planning and Neighbourhood Renewal.

Appointment/Designation of Accounting Officers – DAO (DoF) 05/17, FD (DFP) 09/09 – Revised

4.12 Members noted the updated guidance issued by the Department of Finance on the appointment/designation of Accounting Officers.

Public Accountability and Governance Training for Accounting Officers

4.13 The Chief Executive confirmed that he had completed the Public Accountability and Governance Training for Accounting Officers on 6 March 2018.

5. MINUTES OF THE MEETING OF THE BOARD HELD ON 8 FEBRUARY 2018

LNI 01.04.18

5.1 On a proposal by Dr M Ward, seconded by Councillor S McGuigan, the minutes of the Board Meeting held on 8 February 2018 were approved with the following amendment at paragraph 3.4 on page 2 as follows:

Ms J Williams suggested that if the political situation remained unchanged the Department could be lobbied to have the terms of the current non-Councillor Members extended as had happened recently.
6. MATTERS ARISING FROM THE MEETING OF THE BOARD HELD ON 8 FEBRUARY 2018

6.1 The Chief Executive drew attention to the circulated paper detailing action taken as a result of discussions at, and decisions of, the Board at the previous meeting, noting in particular, the matters set out below, not already addressed elsewhere on the agenda or in the minutes.

**Item 3.4: Chairperson’s Business**

6.2 It was noted that the term of office of Board Members had been raised at the meeting with the Permanent Secretary, DfC held on 22 March 2018. Board Members whose term of office is due to expire would shortly receive a letter from the Department extending the term of their appointment.

**Item 4.1: Chief Executive’s Business**

6.3 Members noted that the issue in relation to the Branch Library Manager Job Evaluation dispute had been discussed at Agenda Item 4: Chief Executive’s Business.

**Item 7.3: Draft Business Plan Targets 2018/19**


**Item 7.4: Draft Business Plan Targets 2018/19**

6.5 Ms H Osborn, Director of Library Services confirmed that the Services Directorate Service Plan had been updated to include the work to be carried out in relation to Domestic Violence.

**Item 8.7: Board Effectiveness Review**

6.6 It was noted that an update on the Board and Committee Effectiveness Review Action Plan would be discussed at Agenda Item 10.

**Item 9.2: Management Report**

6.7 Members noted that the issue in relation to up to date information on Rhythm and Rhyme being made available on the website had now been resolved.

**Item 9.11: Management Report**

6.8 Members noted that this matter had been completed and that Risk 8: Business Continuity in the Corporate Risk Register had been amended to take account of the potential impact of local Council elections which were likely to take place in May 2019.

**Item 10.14: Minutes of the Audit and Risk Assurance Committee held on 17 January 2018**

6.9 It was noted that this item had been completed and that the Audit Strategy 2017/18 had been brought to the meeting of the Audit and Risk Assurance Committee held on 18 April 2018.
Item 12.12: Minutes of the Business Support Committee held on 25 January 2018

6.10 Members noted that discussions were on-going with the Chairperson of the Board and the HR Manager in relation to terminology with regard to the underlying causes of absences.

7. DRAFT BUSINESS PLAN 2018/19: UPDATE LNI 03.04.18

7.1 The Chief Executive drew attention to the update to the Draft Business Plan 2018/19. He informed Members that the Plan had been developed and updated to take account of comments in respect of the Business Plan targets which had been discussed at the Board Meeting held on 8 February 2018. It was noted that some of the targets and Key Performance Indicators (KPIs) would need further revision in light of the financial allocation that had now been received. Members noted that the Plan had been shared with the Department and some initial comments received.

7.2 The Chief Executive then drew attention to the 2018/19 Activities and Targets. He reported that this section had been slightly revised and a simple numbering system introduced. He referred to target 18.8 and reported that the Department had confirmed that the OBC should not be updated until funds become available to progress the project and in light of this information suggested that the target be amended.

7.3 Following discussion of the draft Business Plan and on a suggestion by Councillor B Webb it was agreed to include some information on the input of Libraries NI to the Community Planning process at Section 1: Who We Are.

7.4 On a suggestion by Dr M Ward Members agreed that information regarding accessibility to collections in the redeveloped Belfast Central Library should be added at Section 3: Our Corporate Goals.

7.5 On a proposal by Councillor B Webb, seconded by Mr A McDowell, Members agreed to amend the wording at target 18.8 as follows:

To liaise with the Department to seek approval to initiate the next stage in the Project ie the design stage by 30 June 2018

7.6 On a proposal by Alderman M Smith, seconded by Councillor B Webb, the Board approved the update to the Draft Business Plan 2018/19, noting that some targets and KPIs would require to be updated in line with the budget and spending plan when it has been agreed and to include the amendments at paragraphs 7.3 to 7.5 above.

Members agreed to move to Agenda Item 9: Management Report.
8. MANAGEMENT REPORT

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

**Bi-Annual Assurance Statement 1 October 2017 – 31 March 2018**

8.2 The Chief Executive presented the Bi-Annual Assurance Statement for the period ended 31 March 2018 and referred in particular to Section 3: Risk Management which outlined existing risks within the organisation and new risks which had been identified. The Chief Executive also referred to those areas which had been marked 'Working towards Compliance'.

8.3 Councillor S McGuigan, Chairperson of the Audit and Risk Assurance Committee confirmed that the Bi-Annual Assurance Statement for the period 1 October 2017 to 31 March 2018 had been scrutinised by Members of the Audit and Risk Assurance Committee at the meeting of the Committee held on 18 April 2018. Members had been content to recommend the document to the Board for approval.

8.4 On a proposal by the Chairperson of the Audit and Risk Assurance Committee Councillor S McGuigan, seconded by Mr A McDowell, 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 2018.

8.5 Members noted that a signed version of the document would be forwarded to the Department for their records.

**Annual Board Assurance Statement 2017/18**

8.6 The Chairperson presented the Annual Board Assurance Statement for the year ended 31 March 2018 noting that it had been scrutinised by Members of the Audit and Risk Assurance Committee at its meeting held on 18 April 2018. At this meeting Members had been content to recommend the document to the Board for approval.

8.7 On a proposal by the Chairperson of the Board Professor B Cullen, seconded by Dr M Ward, Members approved the Chairperson's Annual Board Assurance Statement for the year ended 31 March 2018.

8.8 Members noted that a signed version of the document would be forwarded to the Department for their records.

**Corporate Risk Register: March 2018**

8.9 The Director of Business Support drew attention to the Corporate Risk Register which had been reviewed by the Risk Management Group at its meeting held on 14 March 2018 and also by the Audit and Risk Assurance Committee at its meeting held on 18 April 2018.

8.10 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. Members noted the following in particular:

- **Risk 5:** Resources – the budget allocation for 2018/19 has now been confirmed at 4% less than last year and presents significant challenges. The cumulative effect of savings year on year is proving difficult.
- **Risk 6:** Planning - it is proving very difficult to plan effectively due to political uncertainty and the setting of one year budgets. Further engagement will take place with the Department in relation to longer term planning.

8.11 In response to a question from Dr M Ward the Chief Executive confirmed that the Senior Management Team would be carrying out a review of the organisational structure over the coming months. He reminded Members that the organisation was now nearly 10 years old and a number of Voluntary Exit Schemes had taken place and it was felt that some of the existing structures required review to ensure they remain fit for purpose.

8.12 In response to a suggestion from Mr A McDowell, the Director of Business Support confirmed that the next version of the Corporate Risk Register would be expanded to include risks regarding the e3 Project.

8.13 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 18 April 2018. Members had been content to recommend the document to the Board for approval.

8.14 On a proposal by the Chairperson of the Audit and Risk Assurance Committee Councillor S McGuigan, seconded by Councillor B Webb, Members approved the Corporate Risk Register as at March 2018.

**Finance Report**

8.15 The Director of Business Support presented the Finance Reports for Capital and Recurrent spend to March 2018.

8.16 In respect of the Capital Report the Director of Business Support confirmed that it was projected that there would be a small underspend at year end of 0.5% or £12,000.

8.17 In respect of the Recurrent Report the Director of Business Support confirmed that it was projected that there would be a small underspend at year end of 0.1% of the total budget allocated equating to £32,000.

8.18 Members congratulated all staff and in particular the finance staff for their work during the year.
9. BOARD AND COMMITTEE EFFECTIVENESS REVIEW: ACTION PLAN
   LNI 06.04.18

9.1 The Chief Executive presented the Board and Committee Effectiveness Review: Action Plan and reminded Members that the Board had completed a review of its effectiveness and agreed an action plan at the meeting held on 8 February 2018.

9.2 He drew attention to the Action Plan Summary and Members noted the progress in respect of the agreed actions.

10. DELIVERING TOMORROW'S LIBRARIES: PUBLIC LIBRARY STANDARDS – 2016/17 PERFORMANCE RESULTS   LNI 07.04.18

10.1 The Chief Executive drew attention to the letter received from the Permanent Secretary, DfC to the Chairperson of the Board in relation to the Public Library Standards (PLS) 2016/17 Performance Results. He explained that the report requires detailed consideration and recommended that the Services Committee should consider the report in detail and draft a response to the Permanent Secretary which will be considered by the Board at its next meeting. In the meantime the Chairperson would write to the Permanent Secretary to inform him that a substantive response would be issued to him following the July Board Meeting.

11. COMMENCEMENT OF THE RURAL NEEDS ACT (NORTHERN IRELAND) 2016   LNI 08.04.18

11.1 The Chief Executive drew attention to a letter received from the Department of Agriculture, Environment and Rural Affairs (DAERA) regarding the commencement of the Rural Needs Act (NI) 2016 which comes into effect on 1 June 2018.

11.2 The Act requires public bodies including Libraries NI to ‘have due regard to Rural Needs when developing, adopting, implementing or revising policies, strategies and plans and when designing and delivering public services’. It also requires public bodies to monitor and report on their activities in relation to rural needs both to DAERA and in the organisation’s annual report.

11.3 Libraries NI has nominated Ms H Osborn, Director of Library Services as its contact to liaise with DAERA on Rural Needs including the collation and publication of information and reports. Libraries NI has developed an action plan which is currently being implemented as part of the preparations for the Rural Needs Act. Work is on-going within Libraries NI to be compliant with the Act.

11.4 Members noted the report.
12. MINUTES OF THE SERVICES COMMITTEE HELD ON 15 MARCH 2018
   LNI 09.04.18

12.1 The Chairperson of the Services Committee, Councillor Dr J Gray presented
the minutes of the meeting held on 15 March 2018 and drew attention, in
particular, to the undernoted items.

Item 4.8: Director’s Business

12.2 The Committee had received a report from the Director of Library Services
regarding the removal of charges for the late return of items in other library
services and had asked Officers to investigate the possibility of removing
fines and/or implementing automatic renewals.

Item 7: Service Plan 2018/19

12.3 The Committee had discussed the draft Service Plan 2018/19 noting that
some revisions may be required to it when the budget allocation has been
confirmed. A revised version of the Plan would be brought to the next
meeting of the Committee for approval, together with the associated Risk
Register.

Item 8: Opening Hours Policy

12.4 It was noted that the Committee had considered the revised Opening Hours
Policy and had recommended it to the Board for approval.

Item 9: Media Handling Policy

12.5 The Committee had considered the revised Media Handling Policy and had
recommended it to the Board for approval.

Item 10: Digitisation Policy

12.6 It was noted that the Committee had considered the revised Digitisation
Policy and had recommended it to the Board for approval.

Item 11: Health Presentation

12.7 Ms H Poston, Service Development Manager had given a presentation to the
Committee on libraries and health. She set out the strategic context including
the draft Programme for Government, the Public Health Framework ‘Making
Life Better’ and Community Planning. Committee Members had found the
presentation very informative and acknowledged the valuable contribution
libraries are making to the health agenda.

12.8 On a proposal by the Chairperson of the Committee, Councillor Dr J Gray,
seconded by Ms J Williams, the Board approved and adopted the minutes of
the meeting of the Services Committee held on 15 March 2018.

12.9 On a proposal by the Chairperson of the Committee, Councillor Dr J Gray,
seconded by Dr M Ward, the Board approved and adopted the revised
Opening Hours Policy.
12.10 On a proposal by the Chairperson of the Committee, Councillor Dr J Gray, seconded by Dr M Ward, the Board approved and adopted the revised Media Handling Policy.

12.11 On a proposal by the Chairperson of the Committee, Councillor Dr J Gray, seconded by Ms J Williams, the Board approved and adopted the revised Digitisation Policy.

13. MINUTES OF THE BUSINESS SUPPORT COMMITTEE HELD ON 22 MARCH 2018  LNI 10.04.18

13.1 The Chairperson of the Business Support Committee, Alderman M Smith presented the minutes of the meeting held on 22 March 2018 and drew attention, in particular, to the undernoted items.

Item 4: Director’s Business

13.2 The Director of Business Support had advised Committee Members that the Equality Commission NI had launched a new Mental Health Charter aimed at providing a framework for working towards mentally healthy workplaces. Libraries NI has signed up to the Mental Health Charter on a voluntary basis and will undertake to promote good mental health practices within the workforce and the wider community.

Item 7: Budget and Spending Plan 2018/19

13.3 The Committee had received a report on the Budget and Spending Plan 2018/19 and had expressed their deep concern at the impact a further 4% reduction in baseline funding would have on service delivery. The Committee had recommended the Plan to the Board for approval subject to the following:

- review and revision of the Plan should a confirmed funding allocation become available in advance of the April 2018 Board Meeting
- additional savings delivery proposals being added to the paper to allow the Board to undertake full and proper consideration of all options
- further review of any revised Plan by the Committee at the planned May 2018 meeting

13.4 It was noted that this issue was on the Agenda for today’s meeting and would be discussed in more detail.

Item 8: Recurrent Maintenance Programme 2018/19

13.5 It was noted that the Committee had considered the Recurrent Maintenance Programme 2018/19 and had expressed concern at the detrimental impact of on-going reductions in funding on the maintenance of the estate. The requirement to continue to meet statutory Health and Safety requirements had been considered paramount and should take precedence over other activities. The Committee had agreed to recommend the Recurrent
Maintenance Programme 2018/19 to the Board for approval subject to further review as and when the budget allocation was confirmed.

**Item 9: Engagement of Agency Workers Policy Review**

13.6 The Committee had considered the Engagement of Agency Workers Policy and had recommended it to the Board for approval.

**Item 10: General Data Protection Regulation Policy**

13.7 It was noted that the Committee had considered the General Data Protection Regulation Policy and had recommended it to the Board for approval.

**Item 11: Business Support Service Plan Progress Report 2017/18**

13.8 It was noted that the Committee had received an update detailing the progress made in 2017/18 against the various Business Plan targets.

**Item 12: Business Support Risk Register 2017/18: Update Report**

13.9 The Committee had received a report on the 2017/18 Risk Register and an update on the end of year position.

**Item 13: e2 Replacement Plan – Update Report**

13.10 The Committee had noted and welcomed Departmental approval provided in February 2018 to extend the existing e2 contract by a further two years to April 2020. The Head of ICU had updated the Committee on progress and had presented a draft outline project plan and timescales showing future key activities and milestones for the development and implementation of the e3 project.

**Item 14: Finance Reports**

13.11 It was noted that this item had been dealt with at paragraphs 8.14 – 8.17 above.

**Item 15: Procurement Reports**

13.12 The Committee had received a report regarding procurements for the period 16 January 2018 to 12 March 2018 and a report on Single Tender Actions during the same period.

**Item 16: Sickness Absence Report**

13.13 The Committee had received a report from the HR Manager regarding the Sickness Absence Report to February 2018 and had noted that overall sickness absence had increased over the monitoring period. More detailed information regarding sickness absence would be brought to the next meeting of the Committee.

**Item 17: Report on the Use of the Common Seal**

13.14 It was noted that the Common Seal of the Northern Ireland Library Authority had been applied on two occasions in the period between December 2017 and February 2018, having been authorised by the Chief Executive and witnessed by the Assets Manager.
On a proposal by the Chairperson of the Committee Alderman M Smith, seconded by Alderman T Burns, the Board approved and adopted the minutes of the Business Support Committee held on 22 March 2018.

On a proposal by the Chairperson of the Committee Alderman M Smith, seconded by the Vice-Chairperson of the Committee Mr A McDowell, the Board approved the Recurrent Maintenance Programme 2018/19.

On a proposal by the Chairperson of the Committee Alderman M Smith, seconded by the Vice-Chairperson of the Committee Mr A McDowell, the Board approved the Engagement of Agency Workers Policy Review.

On a proposal by the Chairperson of the Committee Alderman M Smith, seconded by the Vice-Chairperson of the Committee Mr A McDowell, the Board approved the General Data Protection Regulation Policy.

The Chairperson Alderman M Smith thanked the Director of Business Support for his help and support to her as Chairperson of the Committee over the last few years.

REPORT OF A MEETING OF THE AUDIT AND RISK ASSURANCE COMMITTEE HELD ON 18 APRIL 2018

Councillor S McGuigan, Chairperson of the Audit and Risk Assurance Committee reminded Members that a meeting of the Committee had been held on 18 April 2018, the formal minutes of which would be available at the next Board Meeting to be held on 5 July 2018. 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 had 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
- six Internal Audit Reports had been considered by the Committee
- the Internal Audit draft Annual Report 2017/18 had been presented to the Committee. The Head of Internal Audit had confirmed that sufficient work 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 2018 had been reviewed and the Committee had been content to recommend it to the Board
- the first draft of the Governance Statement had been considered and noted
• the Annual Board Assurance Statement for the year ended 31 March 2018 had been considered and the Committee had been content to recommend it to the Board

• the Internal Audit Strategy 2018 – 2021, the Internal Audit Strategy for Branch Libraries 2018/19 and the Internal Audit Plan 2018/19 had been considered and would be recommended to the Board for approval.

14.2 Members noted the report.

15. ANY OTHER NOTIFIED BUSINESS

15.1 In response to a question from Councillor B Webb regarding the introduction of Universal Credit and the role of the library service, the Director of Library Services explained that Officers had been liaising closely with the Department on this issue and that Libraries NI would provide free access to computers to enable applicants to set up an e-mail address in order to complete the application form. She also reported that Libraries NI staff do not provide advice on benefits per se and that information would be available in libraries to signpost members of the public to organisations who could provide more detailed support.

(Members agreed to move to Agenda Item 8: Spending Plan 2018/19: Update)

16. SPENDING PLAN 2018/19: UPDATE LNI 04.04.18 (T)

16.1 The Chairperson asked that all observers, staff and guest leave the room.

16.2 On a proposal by the Chairperson of the Board, Professor B Cullen, seconded by Councillor S McGuigan, Members agreed to go into Committee.

16.3 On a proposal by the Chairperson of the Board, Professor B Cullen, seconded by Councillor S McGuigan, Members agreed to come out of Committee.

16.4 The Chairperson reported that while in Committee, Officers had presented an updated spending plan paper reflecting the financial allocation made to Libraries NI by the Department and setting out a range of impacts, implications and proposed actions. Following a detailed discussion of the paper, on a proposal by Councillor B Webb seconded by Ms J Williams, Members had:

• reluctantly agreed to approve the proposed Budget Plan for 2018/19
• gave approval for Officers to develop savings delivery plans and implement the budget control measures outlined in the paper for
2018/19 as early as possible in the year, monitoring, reporting and tailoring them as appropriate to circumstances

- gave approval for Officers to begin work on developing scenarios and proposals to address longer term financial challenges and to bring them to subsequent Board/Committee meetings during 2018/19.

17. DATE OF NEXT MEETING

17.1 Members noted that the next scheduled meeting of the Board would take place on Thursday 5 July 2018 at 10.30 am in Lisburn City Library.

17.2 Members were reminded that the scheduled meeting of the Remuneration Committee which was to have taken place after the Board Meeting at 1.00 pm had been cancelled.

18. MEMBERS ARRIVAL AND DEPARTURE TIMES

18.1 The meeting ended at 12.40 pm.

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

Mr H Reid left at 11.45 am
Mr A McDowell left at 12.30 pm

Signed: ____________________________

Date: 05/07/18