LIBRARIES NI

The Northern Ireland Library Authority

Minutes of a meeting of the Board of the Authority held on
Thursday 5 July 2018 at 10:35 am in Lisburn City Library

PRESENT
Professor Bernard Cullen Chairperson
Councillor Garath Keating Vice-Chairperson
Councillor Dr Janet Gray
Mrs Deirdre Kenny
Alderman William Leathem
Councillor Cathal Mallaghan
Alderman Stephen Martin
Ms Angela Matthews
Mr Alastair McDowell
Councillor Seán McGuigan
Councillor Stephen Mclveen
Mr Harry Reid
Alderman Marion Smith
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 Mandy Bryson Assistant Director
Ms Cheryl Beattie Service and Contract Manager ICU/ICT
Mrs Rita McNamee Finance Manager
Mrs Daniele Delahunt Boardroom Apprentice

1. APOLOGIES FOR NON ATTENDANCE

Alderman Thomas Burns
Alderman Tom Campbell
Dr Margaret Ward

2. MEMBERS’ DECLARATION OF POTENTIAL CONFLICT OF INTEREST

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

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

- Cheryl Beattie Service Contract Manager ICU/ICT
- Mandy Bryson Assistant Director
- Rita McNamee Finance Manager

3.2 The Chairperson then referred to the Boardroom Apprentice Scheme and informed Members that this would be the last meeting attended by Ms D Delahunt. On behalf of Members he wished Ms Delahunt every success in her future career. Ms Delahunt thanked Members for their good wishes and stated that she had found the Scheme to be very beneficial in understanding the workings of a Board. In particular she thanked her mentors who had provided invaluable guidance and encouragement throughout the year.

3.3 Members were informed that Libraries NI had been allocated a new apprentice for the 2018/19 year, Ms A Lucas who would take up the position with effect from 1 September 2018. The Director of Library Services, Ms H Osborn and the Vice-Chairperson of the Board, Councillor G Keating had met Ms Lucas at the launch event held on 11 June 2018 and work had commenced on the induction process. It was noted that Mr A McDowell would be the initial Lead Board Mentor although other mentors may be required to contribute throughout the year.

3.4 The Chairperson reported on the ALB Business Planning Event hosted by Mr I Snowden, Deputy Secretary, Department for Communities (DfC) on 11 June 2018. The aim of the Planning Event was to improve communication and planning between the Department and its delivery partners and it brought together officers from DfC and the Chief Executives and Chairpersons of Arm’s Length Bodies (ALBs) which operate under the ‘Active Communities’ umbrella. Discussions and feedback covered a range of topics, including how organisations had managed under the financial constraints of the past five years, the challenges which lay ahead and the actions that would be needed to maintain services into the future. The Chairperson repeated the point he had made to the meeting: that DfC would have to put appropriate pressure on other government departments to fund properly the partnership activities bodies such as LNI were developing and carrying out in support of government priorities, e.g., in health and wellbeing, educational attainment and preparation for employment. Members noted that the next meeting was due to take place on 9 October 2018.

3.5 The Chairperson reported that the process for the recruitment of new Board Members was on-going and it was hoped that a list of suitable candidates would be submitted to the Permanent Secretary shortly.
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.

Big Summer Read 2018 – ‘Sea to Shore’

4.2 Members were informed that the Big Summer Read had commenced on 2 July and would continue to 31 August 2018. This year’s theme was ‘Sea to Shore’ and the target is for 38,000 children to participate.

4.3 The Chief Executive drew attention to the tabled booklet which contained details of a number of events and activities taking place in July and August to support the Big Summer Read. He encouraged Board Members to support this initiative by taking an active role in their local area and sharing tweets and posts.

Engagement in Culture, Arts and Sport by Adults in Northern Ireland: Findings from the Continuous Household Survey 2017/18

4.4 Members were informed that on 31 May 2018 DfC and the Northern Ireland Statistics and Research Agency (NISRA) published ‘Engagement in Culture, Arts and Sport by Adults in Northern Ireland: Findings from the Continuous Household Survey 2017/18. The report contains information on participation in sport; arts activities, attendance at arts events; use of the public library service and visits to a museum, science centre and PRONI.

4.5 Members noted:

- in 2017/18 26% of adults had used the public library service at least once within the last 12 months. This was similar to the 2016/17 figure (25%) but is lower than the earliest comparable figure of 31% in 2012/13

- in 2017/18 93% of adults who used the public library service were satisfied with public library provision in Northern Ireland. This is an increase on the comparable figure for 2016/17 (90%).

More detailed analysis is expected to be published later in the year.

Outcomes Delivery Plan

4.6 Members were informed that a letter had been received dated 4 June 2018 from Mr D Sterling, Head of the Northern Ireland Civil Service in relation to the publication of an Outcomes Delivery Plan for 2018/19. The purpose of the Plan was to help re-energise efforts to deliver the things that matter to people and in the absence of Ministers and a formal Programme for Government the Outcomes Delivery Plan would guide the work of departments during 2018/19 by providing meaningful strategic direction to business and financial plans. Libraries NI had identified ten areas in the draft Programme for Government which were of particular relevance and these areas were reflected in the Outcomes Delivery Plan together with a new area called ‘active ageing’.
Board Effectiveness Review Action Point – Raising Awareness of Libraries and Services

4.7 Members were reminded that as part of the Board Effectiveness Review Officers were asked to consider ways in which Members could familiarise themselves with a range of libraries and services. As a result a list of suggestions had been drawn up and was now presented to Members. The list was approved, subject to the addition of providing access to journals about libraries and it was agreed that officers would commence work on implementation of the suggestions further.

BLM Job Evaluation

4.8 Members were informed that following a statutory ballot of members, who undertake duties as a Branch Library Manager, NIPSA and UNISON had initiated industrial action in respect of the dispute in relation to Branch Library Managers Job re-evaluation. The industrial action would be continuous and had been commenced by NIPSA on 25 May 2018 and by UNISON on 8 June 2018 and would take the form of a specified range of duties not being carried out by Branch Library Managers.

4.9 The Chief Executive reported that it has been difficult to assess the impact of the industrial action at this early stage, however this continues to be monitored and it is anticipated that impacts would become clearer as we move through the summer into the autumn period. Libraries NI Management had continued to engage with Trade Union side; however at a meeting on 28 June 2018 the Unions indicated that they were no longer prepared to continue discussing the issue and asked Libraries NI to formally respond to their request for Job Evaluation.

4.10 The Chairman asked that all observers and staff leave the meeting.

4.11 On a proposal by Councillor C Mallaghan, seconded by Alderman S Martin, Members agreed to go into Committee.

4.12 On a proposal by Alderman W Leatham, seconded by Councillor C Mallaghan Members agreed to come out of Committee.

4.13 The Chairperson reported that while in Committee the Chief Executive and the two Directors had briefed Members on the issues associated with the dispute, the operation of the Job Evaluation Scheme and the engagement and efforts taken to date to try and resolve the matter. He noted that there did not appear to be a quick solution to the issue and the next step in the process will be the formal response by Libraries NI to the Trade Unions’ request for Job Evaluation and that further updates will be provided to the Board.

Staff Achievements

4.14 It was noted that Ms E Hanna, Area Manager for the Armagh City, Banbridge and Craigavon Borough Council area had been awarded a British Empire Medal (BEM) in the Birthday Honours list for services to the community in Co. Down.
It was also noted that two staff had successfully completed the Diploma in Library and Information Management i.e. Mrs M Roberts (Branch Library Manager, Portstewart Library) and Ms M E Leighton (Branch Library Manager, Lisburn City Library). Ms Leighton had also been awarded the Allen and Overy award for the best overall performance in the Diploma. This was the first time a member of library staff had received this award.

Members asked that their congratulations be noted and sent to Ms Hanna, Mrs Roberts and Ms Leighton.

**e3 Strategic Outline Case and Consultancy Approval**

Members noted that the Strategic Outline Case (SOC) for e3 and the consultancy support needed to develop the Outline Business Case (OBC) for the e3 project had now been approved by the DfC and the Department of Finance (DoF).

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**5. MINUTES OF THE MEETING OF THE BOARD HELD ON 19 APRIL 2018**

LNI 01.07.18

5.1 On a proposal by Councillor B Webb, seconded by Mr A McDowell, the minutes of the Board Meeting held on 19 April 2018 were approved.

**6. MATTERS ARISING FROM THE MEETING OF THE BOARD HELD ON 19 APRIL 2018**

LNI 02.07.18

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 4.10: Chief Executive’s Business**

6.2 Members noted that an update on Community Planning would be discussed at Agenda Item 7: Community Planning: Update.

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

6.3 It was noted that this item had been completed and the Draft Business Plan 2018/19 had been amended to include some information on the input of Libraries NI to the Community Planning process.

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

6.4 Members noted that this item had been completed and the Draft Business Plan 2018/19 had been amended to include information regarding accessibility to collections in the redeveloped Belfast Central Library.
Item 8.12: Management Report

6.5 It was noted that this item had been completed and risks regarding the e3 Project had been included in the latest edition of the Corporate Risk Register which would be discussed at Agenda Item 12: Management Report.

Item 10.1: Delivering Tomorrow’s Libraries: Public Library Standards – 2016/17 Performance Results

6.6 Members noted that this item would be discussed further at Agenda Item 8: Delivering Tomorrow’s Libraries: Public Library Standards 2016/17 Performance Report – Draft Response.

Item 16.4: Spending Plan 2018/19: Update

6.7 It was noted that this item would be discussed further at Agenda Item 11: Impacts of Savings Delivery Requirements 2018/19.

7. COMMUNITY PLANNING: UPDATE LNI 03.07.18

7.1 The Director of Library Services, Ms H Osborn, reminded Members that Libraries NI is a statutory partner in the Community Planning process and that staff regularly attend strategic and operational meetings in all Council areas. She reported that libraries were seen as an ‘enabler’, i.e. they are valued for what can be offered to the delivery of community planning: e.g., the network of libraries, access to communities, library membership, the IT network and rural broadband access, services and programmes that contribute to wellbeing and educational attainment etc.

7.2 The Director of Library Services reported that Libraries NI had benefitted from the networking opportunities provided by the Community Planning process and it had also provided an opportunity to raise the profile of libraries in general. She explained that the Community Planning process was becoming increasingly resource intensive and the demands were likely to increase into the future. She added that a review of the groups and meetings which staff attend would be carried out to ensure the best fit and use of staff time.

7.3 Alderman W Leathem and Councillor G Keating advised the Board that they are Chairpersons of the Community Planning Partnerships within their respective Councils.

7.4 Members noted the report.

8. DELIVERING TOMORROW'S LIBRARIES: PUBLIC LIBRARY STANDARDS 2016/17 PERFORMANCE REPORT – DRAFT RESPONSE LNI 04.07.18

8.1 The Chief Executive reminded Members that at the last meeting of the Board it had been agreed to refer correspondence from the Permanent Secretary, DfC on the report on the 2016/17 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 17 May 2018 and a draft response had been circulated for Board approval.

8.2 The Chief Executive asked Members to note a small amendment to the second paragraph on page 2 of the letter. The final sentence should read:

'These are detailed in section 3.3 of the enclosed document.'

8.3 The Chairperson explained that in his response he had drawn attention to the current Public Library Standards and suggested that they be reviewed to take account of current policy as well as the current funding environment, adding that he felt the standards do not adequately reflect the contributions that Libraries NI makes to the draft Programme for Government.

8.4 Members discussed the response and on a suggestion from the Chairperson a small amendment was made to paragraph 3 on page 2 of the letter whereby the word 'customer' was replaced by the word 'user' in the first sentence. The sentence should now read as follows:

An important element of this work has involved more effective use of the library network i.e. a network of local, accessible, neutral community hubs with a broad user base, trained, welcoming staff, Wi-Fi and, in many cases, meeting rooms.

8.5 On a proposal by the Chairperson Professor B Cullen seconded by Councillor Dr J Gray the Board approved and adopted the draft response to the Permanent Secretary's letter regarding the Delivering Tomorrow's Libraries: Public Library Standards 2016/17 Performance Report subject to minor amendments being made as detailed above.

9. DRAFT LIBRARIES NI ANNUAL REPORT AND ACCOUNTS 2017/18
LNI 05.07.18

9.1 The Chief Executive presented the draft Annual Report and Accounts 2017/18, noting that the document was a reflection of Libraries NI's achievements throughout the past year.

9.2 He reported that the draft Annual Report and Accounts 2017/18 would be submitted to the Northern Ireland Audit Office (NIAO) for audit on 23 July 2018. He also confirmed that the draft Annual Accounts had been reviewed by Members of the Business Support Committee at its meeting held on 31 May 2018 and the draft Annual Report and Accounts had been reviewed by Members of the Audit and Risk Assurance Committee at its meeting held on 20 June 2018.
9.3 Members noted that it was anticipated that the audit would be completed over the summer and the final audited Annual Report and Accounts 2017/18 would be brought to a special meeting of the Audit and Risk Assurance Committee to be held on 10 October 2018 and then to the Board for approval on 11 October 2018, prior to certification by the Northern Ireland Audit Office.

9.4 Members thanked all staff involved in the preparation of the draft Annual Report and Accounts 2017/18.

10. **DRAFT LIBRARIES NI BUSINESS PLAN 2018/19**  

10.1 The Chief Executive drew attention to the final draft of the Libraries NI Business Plan 2018/19 and informed Members that it has been developed following receipt of the Permanent Secretary's letter dated 21 March 2018, setting out an indicative budget allocation of 96% of the 2017/18 baseline budget.

10.2 A draft of the Business Plan 2018/19 was presented previously to the Board at its meeting held on 19 April 2018 and has been updated to reflect feedback received at that meeting. A copy of the final draft of the Plan has been submitted to the Department who are aware that it has yet to be approved by the Board.

10.3 Following discussion on a proposal by Alderman M Smith, seconded by Councillor S McGuigan, the Board approved the final draft of the Business Plan 2018/19.

11. **IMPACTS OF SAVINGS DELIVERY REQUIREMENTS 2018/19**  

11.1 The Director of Business Support referred to the paper ‘Impacts of Savings Delivery Requirements 2018/19’, noting that the report aims to examine the impacts of measures initiated in April 2018 to ensure expenditure in the 2018/19 financial year does not exceed available resources.

11.2 Members were reminded that an initial reduction of 4% in baseline resource funding, equivalent to £1,066,000, plus additional pressures arising from inflationary increases and contractual commitments, had created a total saving requirement of some £1,751,000 in the 2018/19 financial year.

11.3 Savings delivery measures in 2018/19 had been implemented against a background of on-going austerity measures which had seen initial budget allocations fall by 18% in the past six years (£4,680,000 less in 2018/19 than in 2012/13). The cumulative stress which these year on year reductions has created in the organisation’s ability to deliver core services cannot be overestimated.
11.4 The Director of Business Support reported that the absence of a local Executive, Assembly and Ministers had restrained the normal in-year budget adjustment process i.e. monitoring rounds through which bids against pressures could be made. Officers were continuing to work closely with colleagues in DfC and some additional in-year funding was beginning to be released. He added that although these additional resources were welcome and enable critical projects to progress and facilities to remain operational, the additional funds did not redress the cumulative impacts of successive budget reductions and 2018/19 would present a very challenging environment in which to continue to deliver services at an appropriate level and achieve meaningful outcomes. Ms D Kenny suggested it would be important to reflect the impact on adult participation levels at page three in the document.

11.5 Members noted the report.

12. MANAGEMENT REPORT  

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

Key Performance Indicators (KPIs) 2017/18: End of Year Report  

12.2 The Chief Executive drew attention to the KPI 2017/18: End of Year Report, noting that, despite the difficult financial situation, 16 out of the 22 KPIs were achieved in full (11 out of 13 when Sickness Absence and Prompt Payment are counted as single KPIs).

Libraries NI Business Plan 2017/18: End of Year Report  

12.3 Members noted that the Libraries NI Business Plan 2017/18 included 81 separate targets. The end of year report shows that 84% of the targets in the Plan were achieved in full, with a further 3.7% partially achieved and 12.3% not achieved.

Finance Report May 2018  

12.4 The Director of Business Support presented the Finance Reports for Capital and Recurrent Spend to May 2018. He reported that Capital projects funded to date include: Coleraine Library refurbishment which remains on course for completion in November 2018, e2 software upgrades projected for completion in late summer 2018, essential Health and Safety works to heating plant in Belfast Central Library and completion of the Out of Hours enabling works in Irvinestown Library.

12.5 Members noted that Recurrent expenditure continues to experience pressure, with an average 2% pay rise agreed in addition to annual increments and a 1% increase to the employers' pension contribution. A bid for funding to meet additional costs associated with the development of the e3 project has been successful and an allocation of £477,000 was confirmed in May.
12.6 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 20 June 2018.

12.7 He then drew attention in particular to the following:

- Risk 5: Resources – additional resources have been secured to support the development of the e3 project

- Risk 6: Planning – continued political uncertainty and lack of firm budget information makes long term planning challenging. Officers to investigate the implication of the Outcomes Delivery Plan 2018/19 by September 2018

- Risk 8: Business Continuity – Officers will continue to engage with Trades Unions to seek a resolution to the Branch Library Manager job evaluation issue.

12.8 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 20 June 2018. Members had been content to recommend the document to the Board for approval.

12.9 On a proposal by Councillor C Mallaghan, seconded by Councillor B Webb, the Board approved and adopted the Corporate Risk Register as at June 2018 and noted the Management Report.

13. MINUTES OF THE SERVICES COMMITTEE HELD ON 17 MAY 2018

13.1 The Chairperson of the Services Committee, Councillor Dr J Gray, presented the minutes of the meeting held on 17 May 2018 and drew attention, in particular, to the undernoted items.

Item 7: Draft Service Plan 2018/19

13.2 The Committee had approved the draft Service Plan 2018/19, noting that the plan was challenging but could be achieved within the current resources available and with a full staffing complement. However, the Committee had noted that if resources were reduced and/or staffing absences occurred the achievement of targets within the plan would be affected. The Committee had also noted that some issues outside the control of Libraries NI such as the schools’ budget could impact on the achievement of the class visits target within the draft Plan.

Item 8: Services Risk Register 2018/19

13.3 The Committee had approved the Services Risk Register, noting the risks which would be impacted by the ongoing industrial action.
Item 9: Safeguarding Policy

13.4 The Committee had agreed the Safeguarding Policy and recommended it to the Board for approval.

Item 10: Public Library Standards

13.5 As previously reported, the Committee had noted and discussed the Delivering Tomorrow’s Libraries: Public Library Standards 2016/17 Performance Report, to inform the draft response to be considered by the Board.

Item 11: Outcomes-Based Accountability

13.6 The Committee had received a report from Ms M Bryson, Assistant Director, on an evaluation of the impact of two areas of activity, i.e. Rhythm and Rhyme and Go ON, employing an outcomes-based accountability (OBA) approach. The Assistant Director had stated that the process was useful and provided an evidence base, but that it was resource intensive and demonstrated some of the challenges involved in the OBA approach.

Item 12: Service Plan Progress Report 2017/18

13.7 The Committee noted the Service Plan Progress Report 2017/18, presented by Ms A Adair, Assistant Director, which highlighted a number of notable achievements, including: delivery of targets for participation, Big Summer Read, Bookweek NI, and Community Relations and Cultural Awareness Week. In addition explanations were presented for the non-achievement of a number of targets and of particular note was, for the first time, reduced staffing levels adversely impacting on the achievement of Service Plan targets.

Item 13: Out of Hours Libraries

13.8 The Committee had received an update from the Director of Library Services who reported that the Out of Hours service is now live in five libraries, with Irvinestown Library due to go live in summer 2018 following building work. The Committee welcomed the benefits provided by this initiative, the lessons learned from the pilot, the positive feedback received from DAERA and the next stage, which is to promote the service more widely.

Item 14: Inspiring People: Inspiring Libraries’ CILIP/Library Association of Ireland Conference

13.9 The Committee had received a report from the Director of Library Services on the CILIP/Library Association of Ireland Conference ‘Inspiring People: Inspiring Libraries’ that was held in Newry on 19 and 20 April 2018 and attended by a number of Libraries NI staff. The Chief Executive of Libraries NI presented to the Conference on a newcomer’s perspective and was well received. The report gave an insight into the papers and presentations from the conference with most relevance to Libraries NI, including the Shining a Light Report which contains much useful information that would be relevant in the context of the Board Planning Session in September.
Item 15: Customer Feedback Report

13.10 The Committee noted the Customer Feedback Report for the period October 2017 to March 2018 summarising the nature and focus of feedback received during this period. Of particular note was that in all instances customer feedback was provided within the 15 day target.

13.11 On a proposal by the Chairperson of the Committee, Councillor Dr J Gray, seconded by Councillor C Mallaghan, the Board approved and adopted the minutes of the meeting of the Services Committee held on 17 May 2018.

13.12 On a proposal by Councillor J Gray, seconded by Councillor S McIlveen, the Committee agreed to recommend to the Board approval of the revised Safeguarding Policy.

14. MINUTES OF THE BUSINESS SUPPORT COMMITTEE HELD ON 31 MAY 2018

14.1 The Vice-Chairperson of the Services Committee, Mr A McDowell, presented the minutes of the meeting held on 31 May 2018 and drew attention, in particular, to the undernoted items.

Item 4: Director’s Business

14.2 The Committee had received an update from the Director of Business Support on the pay settlement for 2018/19 and 2019/20 which was agreed by the National Joint Council (NJC) at 2% for each year. The Committee also received an update on the Branch Library Manager dispute and were advised that 66% of Branch Library Managers had voted in favour of industrial action short of strike, which had commenced on Friday 25th May 2018. A further update will be presented to the Committee at its next meeting. An update will also be brought forward to the Committee in respect of the 2018/19 Voluntary Exit Scheme, including an assessment of likely impacts for the organisation.

Item 7: Annual Business Support Committee Workplan 2018/19

14.3 The Annual Committee Workplan 2018/19 was presented to the Committee by the Director of Business Support and was approved subject to the inclusion of the e3 project under strategic issues.

Item 8: Business Support Service Plan 2018/19

14.4 The Committee had approved the Business Support Service plan for 2018/19.

Item 9: Business Support Risk Register 2018/19

14.5 The Committee had considered and approved the Business Support Risk Register 2018/19.
Item 10: Library Computers – Conditions of Use Policy Review

14.6 The Committee had considered the Library Computers – Conditions of Use Policy and had recommended it to the Board for approval.

Item 11: Lone Working Policy Review

14.7 The Committee had considered the Lone Working Policy and had recommended it to the board for approval.

Item 12: Equality Scheme (Review)

14.8 The Committee had considered the Equality Scheme which had been reviewed and minor revisions made as part of a first step in a series of actions required to complete the Scheme review process. A summary document highlighting areas from which Libraries NI is seeking feedback will be prepared. The Committee had recommended the revised Equality Scheme to the Board for approval.

Item 13: e3 Replacement Plan – Update Report

14.9 The Committee had considered and noted an update on the progress made in relation to the extension of the e2 contract and the e3 programme.

Item 14: Draft Annual Accounts 2017/18

14.10 The Committee had considered and noted the draft annual accounts for 2017/18.

Item 15: Finance Reports

14.11 The Committee had considered and noted finance reports detailing recurrent and capital expenditure to April 2018.

Item 16: Procurement Reports

14.12 The Committee had received and noted a report on tenders and single tender actions over £1000 for the period 13 March 2018 to 16 May 2018.

Item 17: Review of Procurement Activity

14.13 The Committee had received a report on procurement activity during 2017/18. Members noted the report.

Item 18: HMRC Correspondence Re Part-time Office Holders

14.14 The Finance Manager reported to the Committee that mileage payments made to Board Members (as Part-Time Office Holders) had been made without deduction of tax or National Insurance. The Committee was informed that HMRC propose to withdraw this arrangement from 1 April 2019, which means, from that date, these payments will be paid to Board Members after deduction of any tax and National Insurance due.

Item 19: Sickness Absence Report to April 2018

14.15 The Committee had received a report from the HR Manager that indicated overall sickness absences had improved in all areas, with the exception of the short-term absences. In addition a separate report showing a percentage break down for absences related to stress had been considered. The Committee noted both reports.
Item 20: Health and Safety Annual Report 2016/17

14.16 The Committee had received the Annual Health and Safety Report for 2016/17 and noted the accidents which occurred between April 2016 and March 2017, their nature, severity and impact, and actions taken.

Item 21: Public and Employers Liability Experience 2017/18

14.17 The Committee had noted a report on Public and Employers Liability claims.

Item 22: Customer Feedback Report

14.18 The Committee had noted the Customer Feedback report for the period October 2017 to March 2018.

Item 23: Report on the Use of the Common Seal

14.19 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 2018 and April 2018.

Item 24: Any Other Business – Government Procurement Card

14.20 The Committee had approved the use of the Government Procurement Card on a pilot basis in respect of gas and oil suppliers.

14.21 On a proposal by the Vice-Chairperson of the Committee, Mr A McDowell, seconded by Ms A Matthews, the Board approved and adopted the minutes of the meeting of the Business Support Committee held on 31 May 2018.

14.22 On a proposal by the Vice-Chairperson of the Committee, Mr A McDowell, seconded by Councillor G Keating, the Board approved and adopted the Library Computers – Conditions of Use Policy.

14.23 On a proposal by the Vice-Chairperson of the Committee, Mr A McDowell, seconded by Councillor G Keating, the Board approved and adopted the Lone Working Policy.

14.24 On a proposal by the Vice-Chairperson of the Committee, Mr A McDowell, seconded by Ms A Matthews, the Board approved and adopted the Equality Scheme.

15. MINUTES OF THE AUDIT AND RISK ASSURANCE COMMITTEE HELD ON 18 APRIL 2018

15.1 The Chairperson of the Audit and Risk Assurance Committee, Councillor S McGuiigan, presented the minutes of the meeting held on 18 April 2018, noting that an oral report on this meeting had been given at the Board Meeting held on 19 April 2018 and that, at that meeting, the Board had approved the Bi-Annual Assurance Statement for the period ended 31 March 2018, the Annual Board Assurance Statement 2017/18 and the Corporate Risk Register.
15.2 He drew attention to the following matters in the minutes which required formal Board approval at today's meeting:

- Item 16 Internal Audit Strategy 2018/21
- Item 17: Internal Audit Strategy for Branch Libraries 2018/19
- Item 18: Internal Audit Annual Plan 2018/19

15.3 On a proposal by the Chairperson of the Committee, Councillor S McGuigan, seconded by the Vice-Chairperson Ms D Kenny, the Board approved and adopted the minutes of the Audit and Risk Assurance Committee held on 18 April 2018.

15.4 On a proposal by the Chairperson of the Committee, Councillor S McGuigan, seconded by the Vice-Chairperson Ms D Kenny, the Board approved and adopted the Internal Audit Strategy 2018/21.

15.5 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 Strategy for Branch Libraries 2018/19

15.6 On a proposal by the Chairperson of the Committee, Councillor S McGuigan, seconded by Alderman S Martin, the Board approved and adopted the Internal Audit Annual Plan 2018/19.

16. MINUTES OF THE AUDIT AND RISK ASSURANCE COMMITTEE HELD ON 20 JUNE 2018 LNI 12.07.18

16.1 The Chairperson of the Audit and Risk Assurance Committee, Councillor S McGuigan, presented the minutes of the meeting held on 20 June 2018 and drew attention in particular to the undernoted items which had not been dealt with elsewhere on the agenda for the Board Meeting.

Item 6.1: Matters arising from the meeting of the Audit and Risk Assurance Committee held on 18 April 2018

16.2 The Committee noted an update from Ms C O'Hagan, Northern Ireland Audit Office (NIAO), who reported that the NIAO were still awaiting a decision from the DoF in relation to the Elizabeth Saul Trust Fund.

Item 6.2: Matters arising from the meeting of the Audit and Risk Assurance Committee held on 18 April 2018

16.3 The Committee noted an update from the Head of Internal Audit on the position regarding the peer review of Libraries NI's Internal Audit Service.

Item 7: Internal Audit Activity Report

16.4 It was noted that eight audits had been considered by the Committee.

Item 8: Internal Audit Activity Report – Outstanding Recommendations

16.5 Members noted that 20 of the 28 outstanding recommendations had been cleared, leaving eight to be resolved.
16.6 Item 9: Audit and Risk Assurance Committee Draft Annual Report 2017/18
Committee Members had considered the Audit and Risk Assurance Committee’s draft Annual Report 2017/18 and had agreed to present the final version to the Board at its meeting in October 2018.

16.7 Item 10: Libraries NI Draft Annual Report and Accounts 2017/18
This item was discussed at Agenda Item 9.

16.8 Item 11: Risk Management Report and Review
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. (Already approved under Item 12)

16.9 Item 12: Anti-Fraud Policy (Revised)
The Committee had considered the Anti-Fraud Policy (Revised) and recommended it to the Board for approval.

16.10 Item 13: Fraud Response Plan (Revised)
The Committee had considered the Fraud Response Plan (Revised) and recommended it to the Board for approval.

16.11 Item 14: Internal Audit Annual Plan 2018/19: Timetable
The Committee had noted the update on the Internal Audit Annual Plan 2018/19.

16.12 Item 15: Internal Audit Customer Satisfaction Survey
The Committee had noted the Internal Audit Customer Satisfaction Survey.

16.13 Item 16: Schedule of Mission Critical Projects
The Committee had noted an update on the two Mission Critical Projects (Belfast Central Library and e2 Replacement Project).

16.14 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 18 April 2018.

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

16.16 On a proposal by the Chairperson of the Committee, Councillor S McGuigan, seconded by Councillor S McIlveen, the Board approved and adopted the Fraud Response Plan (Revised).
17. REPORT OF THE REMUNERATION COMMITTEE 2017/18

17.1 On the proposal of the Chairperson, Professor B Cullen, and seconded by Councillor G Keating, the Board went into committee and officers withdrew from the meeting for this item.

17.2 The Chairperson provided a summary report on the work of the Remuneration Committee.

17.3 The Committee met on two occasions during 2017/18:
   6 July 2017
   8 December 2018.

17.4 Councillor Garath Keating, Councillor Dr Janet Gray and Councillor Sean McGuigan joined the Committee in July 2017, replacing Deirdre Kenny, Angela Matthews and Harry Reid.

17.5 The Chairperson reported at length on the frustrating lack of progress on the vexing matter of proposed new arrangements for remuneration of First and Second Tier Officers.

17.6 The Chairperson reported on a number of other items, including: the Remuneration Committee Effectiveness Review (no amendments to the Scheme), the appointment of the new Chief Executive, and the Annual Performance Assessments of the Acting Chief Executive and the Director of Business Support.

17.7 He reported that the Remuneration Committee was due to meet immediately following the Board meeting.

17.8 On the proposal of the Chairperson, Professor B Cullen, and seconded by Councillor G Keating, the Board came out of committee.

18. ANY OTHER NOTIFIED BUSINESS

18.1 There was no other notified business.

19. 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.

20. MEMBERS’ ARRIVAL AND DEPARTURE TIMES

20.1 The meeting ended at 12.15 pm.
20.2 All Members arrived for the commencement of the meeting and remained until it ended, with the exception of the following:

Alderman S Martin arrived at 10.36 am  
Councillor G Keating arrived at 10.43 am  
Councillor C Mallaghan arrived at 10.52 am  
Councillor W Leatham arrived at 11.01 am  
Mr H Reid left at 12.03 pm.

Signed: [Signature]

Date: 11 Oct 2018