

LIBRARIES NI

The Northern Ireland Library Authority

Minutes of a Meeting of the Business Support Committee held on

Thursday 26 May 2022 at 10:30am

(Hybrid via Video Link and in person at Lisburn City Library)

VL – Attendance via video link

IP – Attendance in person

PRESENT

(VL) Alderman Thomas Burns	Vice Chairperson
(VL) Miss Linda Wilson	
(VL) Mrs Wendy Osborne OBE	
(VL) Councillor Billy Webb MBE JP	
(VL) Councillor Cheryl Brownlee	

(VL) Ms Angela Hodkinson	Boardroom Apprentice
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IN ATTENDANCE

(IP) Mr Jim O'Hagan	Chief Executive
(IP) Mr Desi Miskelly	Director of Business Support
(VL) Mr Tim Neeson	Assets Manager
(VL) Ms Rita McNamee	Finance Manager
(IP) Ms Jacqui McKinstry	Head of Human Resources

1 APOLOGIES FOR NON-ATTENDANCE

Professor Bernard Cullen	Chairperson of the Board
Mr Desi Curry	Head of ICU/ICT

In the absence of the Chairperson the meeting was chaired by Alderman Thomas Burns, Vice Chairperson.

2 DECLARATION OF INTERESTS

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.

2.2 No interests were declared.

3 CHAIRPERSON'S BUSINESS

3.1 The Chairperson welcomed Board Member Mrs W Osborne who had volunteered to take up one of the vacant non-elected member's positions on the Business Support Committee following the resignations of Mr N Bodger and Councillor G Keating.

4 DIRECTOR'S BUSINESS

BSC.01.03.22

- 4.1 The Director of Business Support advised that Department of Finance Annual Theft and Fraud Report 2019/20 had been published and circulated to Members for information.
- 4.2 The Director of Business Support advised that an updated Strategic Outline Case for the project to redevelop Belfast Central Library had been progressed for submission to DfC.
- 4.3 The Chief Executive reported that an outline business case for this flagship project had been approved in 2016, but funding had never been aligned to the approval. While there had been attempts to revisit the project, given the passage of time, DfC had requested the submission of an updated Strategic Outline Case. Libraries NI would also look to avail of various funding sources in support of the project.
- 4.4 Ms A Hodkinson enquired if there was any potential funding available through the Levelling Up Fund.
- 4.5 The Director of Business Support advised this was being considered and Libraries NI planned to submit a bid.
- 4.6 The Director of Business Support advised that following the resignation of the Chairperson, Mr N Bodger, the Committee needed to consider the election of a Chairperson and Vice Chairperson. Under the normal rotation policy if the current Vice Chairperson was elected Chairperson, then a Vice Chairperson should be nominated from the non-elected members.
- 4.7 Councillor B Webb commented that given the impact of the timing of elections there would be better continuity if a non-elected member became Chairperson.
- 4.8 The Chief Executive noted that if Alderman T Burns became Chairperson, one of the non-elected members would become Vice Chairperson and potentially later Chairperson, following the next election this would allow new elected members 12 months to observe the Committee.
- 4.9 On a proposal by Councillor B Webb, seconded by Councillor C Brownlee, Alderman T Burns was nominated for the position of Chairperson.
- 4.10 Alderman T Burns accepted the post of Chairperson.
- 4.11 On a proposal by Mrs W Osborne, seconded by Councillor B Webb, Miss L Wilson was nominated for the position of Vice-Chairperson.
- 4.12 Miss L Wilson accepted the post of Vice-Chairperson.

5 MINUTES OF THE MEETING OF THE COMMITTEE HELD ON 31 MARCH 2022 BSC.02.05.22

5.1 On a proposal by Councillor B Webb, seconded by Miss L Wilson, the minutes of the meeting of the Business Support Committee on 31 March 2022, which had been submitted to the Board on 28 April 2022, were approved.

6 MATTERS ARISING FROM THE MINUTES OF 31 MARCH 2022 BSC.03.05.22

6.1 This item had been dealt with under Director's Business (Agenda Item 4).

7 ADOPTION LEAVE POLICY REVIEW BSC.04.05.22

7.1 The Head of HR presented the reviewed Adoption Leave Policy, minor revisions had been made to update terminology and references and the policy was considered to remain fit for purpose.

7.2 On a proposal by Councillor C Brownlee, seconded by Councillor B Webb, the Adoption Leave Policy was approved and recommended to the Board for adoption.

8 BUSINESS SUPPORT SERVICE PLAN 2022/23 BSC.05.05.22

8.1 The Director of Business Support presented the Business Support Service Plan 2022/23, advised that progress would be monitored and an update provided to the Committee mid-year.

8.2 On a proposal by Councillor B Webb, seconded by Alderman T Burns, the Business Support Service Plan 2022/23 was approved and recommended to the Board for adoption.

9 BUSINESS SUPPORT RISK REGISTER 2022/23 BSC.06.05.22

9.1 The Director of Business Support presented the Business Support Risk Register 2022/23.

9.2 Miss L Wilson enquired regarding the mitigation actions, noting that some of the actions listed as additional could also be included under how risk was currently being managed.

9.3 The Director of Business Support responded that some mitigation actions could indeed be included in both columns, depending on perspective and advised if the Committee were happy to approve the Register as a working document the balance of current controls and planned mitigating actions would be reassessed when the register was next reviewed.

9.4 On a proposal by Councillor B Webb, seconded by Miss L Wilson, the Business Support Risk Register 2022/23 was approved and recommended to the Board for adoption.

10 RESOURCE MAINTENANCE AND CAPITAL DEVELOPMENT PROGRAMME 2022/23 BSC.07.05.22

10.1 The Assets Manager presented the Resource Maintenance and Capital Development Programme 2022/23, highlighting that at present there was insufficient funding to allow a meaningful planned maintenance programme to be delivered in year. A list had been compiled of projects which would proceed if funding should become available. He emphasised this was an interim plan, likely to be subject to revision in line with changes to the organisations resourcing profile.

10.2 Mrs W Osborne enquired regarding the priority of need of projects on the list.

10.3 The Director of Business Support confirmed that there was a hierarchy of need applied in drawing up the plan with factors such as Health and Safety, the availability of resources, the effectiveness of investment in preventing future expenditure and timeframes for delivery being taken into account.

10.4 The Chairperson commented that it was important that maintenance was done and noted that e3 and Health and Safety Projects seemed to take up the majority of the funding.

10.5 The Director of Business Support advised that e3, various Health and Safety projects and the redevelopment of Fivemiletown Library were largely inescapable commitments where projects had either commenced in the prior year or were contractual commitments. Capital funding remained challenging, as part of the DfC family Libraries NI were competing for funding with other high priority areas such as housing.

10.6 The Chief Executive advised that the next significant development priority would be Enniskillen Library, the project was in a good state of readiness should funding become available.

10.7 On a proposal by Mrs W Osborne, seconded by Councillor C Brownlee, the Resource Maintenance and Capital Development Programme 2022/23 was approved and recommended to the Board for adoption.

11 INFORMATION SYSTEMS e3 PROGRAMME UPDATE REPORT MARCH 2022 BSC.08.05.22

11.1 The Director of Business Support presented the Information Systems e3 Programme Update Report, updating members on progress made in relation to the Information Systems e2 Extension and Technical Refresh and the e3 programme. e3 had progressed to the final stage of procurement and

- the final business case had been submitted to DfC. Future reports would not include e2, but focus on Public Sector Shared Network (PSSN) and e3.
- 11.2 The Chief Executive advised that a gateway review had been planned to coincide with the signing of the contract.
- 11.3 The Chairperson commented that it was great to see the project was going to come to fruition.
- 11.4 Members noted the Report.
- 12 FINANCE REPORTS**
- 12.1 RESOURCE EXPENDITURE REPORT TO MARCH 2022 BSC.09.05.22**
- 12.2 The Finance Manager presented the Resource Expenditure Report to 31 March 2022 detailing expenditure incurred to date and projected year end position.
- 12.3 The Chairperson noted the recent increase in the cost of utilities and huge impact this would have across 96 libraries.
- 12.4 The Finance Manager advised that the increases in utilities made it difficult to budget for the incoming year and Finance had worked with CPD to estimate costs.
- 12.5 Members noted the Report.
- 12.6 CAPITAL EXPENDITURE REPORT TO 31 MARCH 2022 BSC.10.05.22**
- 12.7 The Finance Manager presented the Capital Expenditure Report to 31 March 2022.
- 12.8 The Chairperson commented that it was disappointing that Libraries NI had been unable to proceed with the purchase of electric vehicles.
- 12.9 The Director of Business Support advised that the order had been cancelled by the manufacturer due a problem with the supply of raw materials.
- 12.10 Members noted the Report.
- 13 SICKNESS ABSENCE REPORT TO APRIL 2022 BSC.11.05.22**
- 13.1 The Head of Human Resources presented the Sickness Absence Report, advising that the composite sickness absence rate for April was 10.16 FTE days, the target for 2022/23 being 9.5 FTE days or less. While the overall composite target was currently not being met the individual targets for medium, short term and zero absences had been achieved, but an increase in long term absences had impacted the overall absence rate.

13.2 Members noted the Report.

**14 PROMPT PAYMENT TARGET AND PERFORMANCE BSC.12.05.22
2021/22**

14.1 The Finance Manager presented the paper on performance against the Prompt Payment of Invoices Performance Indicator for 2021/22.

14.2 Mrs W Osborne enquired if following comments made at the Audit and Risk Committee if progress had been made in establishing if the 100% of invoices paid within 30 days target was DfC's own target and if there were other Departments where the target wasn't 100%.

14.3 The Director of Business Support reported that he had just been advised that there was no similar target for DfC or it appeared, in NICS departments in general and that the target had been applied to Libraries NI historically. Libraries NI would no longer be required to report on the 100% target through the formal KPI reporting mechanisms but would continue to monitor payment performance internally.

**15 ANNUAL BUSINESS SUPPORT COMMITTEE BSC.13.05.22
WORK PLAN 2022/23**

15.1 The Director of Business Support presented the Annual Business Support Committee Work Plan to inform Members of meeting dates and proposed business items to be considered throughout 2022/23, the plan would be revised as necessary in response to developing business needs.

16 DRAFT ANNUAL ACCOUNTS 2021/22 BSC.14.05.22

16.1 The Finance Manager presented the draft Annual Accounts for 2021/22, advising that they would be submitted to the Audit and Risk Committee for consideration and subsequently to the Northern Ireland Audit Office for detailed audit.

17 REPORT ON THE USE OF THE COMMON SEAL BSC.15.05.22

17.1 The Assets Manager presented the Report on the Use of the Common Seal, detailing the six occasions on which the Common Seal of the Northern Ireland Library Authority had been applied in the period between March 2022 and May 2022.

17.2 Members noted the Report.

18 ANY OTHER NOTIFIED BUSINESS

18.1 There was no other notified business.

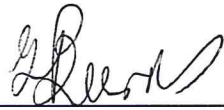
19 DATE OF THE NEXT SCHEDULED MEETING

19.1 Members noted that the next scheduled meeting of the Business Support Committee would be held on Thursday 29 September 2022.

20 MEMBERS ARRIVAL AND DEPARTURE TIMES

20.1 The meeting ended at 12:15pm.

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

Signed: 

Date: 29: 9: 2022

