

## **LIBRARIES NI**

### **SCHEME SPECIFYING THE DUTIES AND RESPONSIBILITIES TO BE DISCHARGED AND THE PROCEDURE TO BE FOLLOWED BY THE SERVICES COMMITTEE**

#### **In this Scheme:-**

"the Authority" means the Northern Ireland Library Authority (Libraries NI)

"the Committee" means the Services Committee of Libraries NI

"Standing Orders" means the Standing Orders of Libraries NI

#### **1. Introduction**

- 1.1 Libraries NI hereby makes the following Scheme specifying the duties and responsibilities to be discharged and the procedure to be followed by the Services Committee. It is subject to alteration or amendment at any time by resolution of the Authority.

#### **2. Functions**

- 2.1 The Services Committee will advise the Authority on strategy and policy and will make recommendations to the Authority in relation to:
- a. its statutory duty to provide a comprehensive and efficient public library service for persons living, working or studying in Northern Ireland
  - b. the facilities that are, or should be, available for the provision of library services
  - c. the acquisition, exploitation, retention and disposal of library stock
  - d. encouraging full use of the library service and its facilities
  - e. the development and provision of services including:
    - reading and reader development
    - children's services
    - support for learning including digital inclusion
    - support for health and wellbeing
    - support for good relations, social inclusion, equality and anti-poverty
    - access to information
    - cultural heritage services
  - f. rural needs

- g. byelaws
  - h. community planning
  - i. organisational development and quality issues
  - j. strategic marketing and communications
  - k. performance measurement and quality assurance in relation to the above.
- 2.2 The Committee shall, where necessary or desirable, challenge and/or review Services processes and procedures as far as they relate to policy and strategy implementation or to the efficiency and effectiveness of Services functions.
- 2.3 The Committee shall, where necessary or desirable, formulate for the consideration and approval of the Board, strategies and policies relating to the functions specified in paragraph 2.1 above.
- 2.4 The Committee will approve Service Plans and monitor their implementation and other activities relating to the work of the Services Directorate.
- 2.5 The Committee will monitor the Services Directorate Risk Register, ensuring that identified actions are sufficient to address or mitigate risks to the delivery of the relevant Service Plans and that key strategic risks are escalated as appropriate.
- 2.6 The Committee will monitor and make recommendations to the Board on the resource requirements of the Services Directorate to ensure that it is able to meet its objectives and the needs of its customers.
- 2.7 The Committee may make such recommendations to the Board as it considers necessary on any other matters associated with or relevant to its business and shall advise the Board on such matters as may be referred to it from time to time by the Board.

### **3. Membership**

- 3.1. The Committee shall consist of the Chairperson of the Board and not less than three and not more than nine other members of the Board.
- 3.2. The Committee may co-opt members who are not members of the Authority in the event that specialist expertise is required, which is not available otherwise to the Committee. In such cases and in accordance with paragraph 8(2) of Schedule 1 of the Libraries Act (NI) 2008, prior approval must be sought from the Department for Communities.

### **4. Quorum**

- 4.1. A quorum shall consist of one third of the appointed Members of the Committee.

## **5. Meetings**

- 5.1. The Services Committee will meet at least five times a year. The Chairperson of the Services Committee may convene additional meetings, as he/she deems necessary.
- 5.2. Services Committee meetings will normally be attended by the Chief Executive and the Director of Library Services.

## **6. Procedure**

- 6.1. The procedure shall be in accordance with Standing Orders.
- 6.2. A copy of the minutes of each meeting of the Committee shall be sent to each member of the Authority with the agenda for the following meeting of the Authority or, in the event of that agenda being issued less than four working days after the meeting of the Committee, with the agenda for the next following meeting of the Authority.

This Scheme was adopted by the Board of Libraries NI at its meeting on 25 April 2024 and shall come into operation with effect from that date.

*Note: this Scheme of Delegation is reviewed annually, the last review being January 2025 at which no changes were made.*