

LIBRARIES NI

The Northern Ireland Library Authority

Minutes of a Meeting of the Business Support Committee held on
Thursday 25 March 2021 at 11:00am via Video Link

PRESENT

Councillor Billy Webb MBE JP
Professor Bernard Cullen
Councillor Cheryl Johnston
Miss Linda Wilson
Alderman Thomas Burns
Councillor Garath Keating

Chairperson
Chairperson of the Board

Ms Rachel Steenson

Boardroom Apprentice

IN ATTENDANCE

Mr Jim O'Hagan
Mr Desi Miskelly
Mr Tim Neeson
Ms Rita McNamee
Mr Desi Curry
Ms Jacqui McKinstry

Chief Executive
Director of Business Support
Assets Manager
Finance Manager
Head of ICU/ICT
Head of Human Resources

OBSERVERS

Ms Patricia Walker
Ms Bernie McCann
Ms Evelyn Hanna
Ms Ciara Gault

Service Development Manager
Area Manager
Area Manager
Service Development Manager

1. APOLOGIES FOR NON-ATTENDANCE

Mr Neil Bodger

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.

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 and observe Board and Committee meetings as part of their personal development and welcomed Service Development Managers Patricia Walker and Ciara Gault and Area Managers Bernie McCann and Evelyn Hanna
- 3.2 There was no further Chairperson's business.

4 DIRECTOR'S BUSINESS

BSC.01.03.21

- 4.1 The Director of Business Support advised that following submission of the 2019/20 S75 Annual Progress Report the Equality Commission had made three recommendations regarding equality screening, training and ensuring actions plans are up to date. The feedback was welcomed and recommendations would be implement.
- 4.2 The Director of Business Support presented updated information regarding prompt payment of suppliers, as requested at the February Board meeting, this included the percentage of invoices paid within 20 days.
- 4.3 The Director of Business Support providing an analysis of the impact of Covid restrictions on the amount of business travel undertaken across the organisation which highlighted a significant reduction.
- 4.4 Councillor G Keating enquired what data was used when completing screening exercises.
- 4.5 The Director of Business Support advised that the screening to which the report referred had been carried out on basic operational policies which tended to be screened out early in the process. A list of possible data sources was being compiled for staff use.
- 4.6 Miss L Wilson noted the savings of time and money as a result of reduced travel and enquired how this would influence future working arrangements.
- 4.7 The Director of Business Support advised that some of the reduction in travel costs was due to frontline services stopping and when these services reopen it was anticipated travel will begin to increase again, however the lessons learned would be applied and working practices adapted where possible such as the continuing use of IT to facilitate virtual meetings.

5 MINUTES OF THE MEETING OF THE COMMITTEE HELD ON 28 JANUARY 2021

BSC.02.03.21

- 5.1 On a proposal by Miss L Wilson, seconded by Alderman T Burns, the minutes of the meeting of the Business Support Committee held on 28 January 2021, which had been submitted to the Board on 11 February 2021, were approved.

- 6 MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 28 JANUARY 2021 BSC.03.03.21**
- 6.1 The Director of Business Support advised that at the January meeting Members had requested revision of the Application Security Policy review, this would be dealt with under Agenda Item 7.
- 6.2 The Director of Business Support reported that following discussions at the January meeting regarding the Recurrent Expenditure Report to December 2020 detailed information regarding the elements making up the staffing underspent had been emailed to all Members.
- 7 APPLICATION SECURITY POLICY REVIEW BSC.04.03.21**
- 7.1 The Head of ICU/ICT presented the revised Application Security Policy and advised that following the January meeting the policy had been reviewed to clarify the approach to the use of, or introduction of unauthorised software.
- 7.2 On a proposal by Councillor G Keating, seconded by Alderman T Burns, the revised Application Security Policy was approved and recommended to the Board for approval.
- 8 DATA PROTECTION POLICY REVIEW BSC.05.03.21**
- 8.1 The Head of ICU/ICT presented the revised Data Protection Policy.
- 8.2 On a proposal by Alderman T Burns, seconded by Councillor G Keating, the revised Data Protection Policy was approved and recommended to the Board for approval.
- 9 VEHICLE MANAGEMENT POLICY REVIEW BSC.06.03.21**
- 9.1 The Assets Manager presented the revised Vehicle Management Policy.
- 9.2 On a proposal by Alderman T Burns, seconded by Councillor G Keating, the revised Vehicle Management Policy was approved and recommended to the Board for approval.
- 10 USE OF PRIVATELY OWNED VEHICLES FOR BUSINESS PURPOSES POLICY REVIEW BSC.07.03.21**
- 10.1 The Assets Manager presented the revised Use of Privately Owned Vehicles for Business Purposes Policy.
- 10.2 On a proposal by Miss L Wilson, seconded by Alderman T Burns, the revised Use of Privately Owned Vehicles for Business Purposes Policy was approved and recommended to the Board for approval.
- 11 2020-21 BUSINESS SUPPORT SERVICE PLAN PROGRESS REPORT BSC.08.03.21**

- 11.1 The Director of Business Support presented the Progress Report, which detailed progress achieved in delivering on targets as set out in the Business Support 2020/21 Service Plan.
- 11.2 Miss L Wilson commented that it was good to see a lot of targets had been met. Staff appraisals were all the more important while working in difficult circumstances and enquired what proportion of staff appraisals had been completed, and requested details of the appraisal scheme.
- 11.3 The Director of Business Support advised that not having the exact percentage to hand he estimates 70% of appraisals were complete for Business Support staff, managers were aware of the delay and were in contact with staff to advise on performance informally. A summary of the scheme would be forwarded to Miss L Wilson.
- 11.4 Councillor G Keating commented that it was great to see so many targets achieved and asked how the provision of services to other ALBs had been generated.
- 11.5 The Director of Business Support advised that DfC encouraged the sharing of services between its ALBs and that Libraries NI staff had proactively built relationships with other ALBs which had led to formal service level agreements.

**12 2020-21 BUSINESS SUPPORT RISK REGISTER BSC.09.03.21
UPDATE**

- 12.1 The Director of Business Support presented the Business Support Risk Register 2020-21, which had been updated to reflect the current working environment, mitigating actions taken and new or emerging risks in the period since October 2020.
- 12.2 Members noted the update.

**13 INFORMATION SYSTEMS e3 PROGRAMME UPDATE BSC.10.03.21
REPORT MARCH 2021**

- 13.1 The Head of ICU/ICT presented the Information Systems e3 Programme Update Report outlining progress made to the Information Systems e2 Extension and Technical Refresh and e3 programme.
- 13.2 Members noted the report.

14 FINANCE REPORTS

Recurrent Expenditure Report to February 2021 BSC.11.03.21

- 14.1 The Finance Manager presented the Recurrent Expenditure Report advising that an underspend was currently projected at year end. Although additional

budget had been allocated to allow additional spending on stock and small equipment the fluctuating nature of service delivery throughout 2020/21 had proven challenging

14.2 The Chairperson enquired if it would be possible to release further funds to purchase additional book stock.

14.3 The Finance Manager advised that it was too late to order book stock for this financial year.

14.4 Members noted the report.

14.5 **Capital Expenditure Report to February 2021** **BSC.12.03.21**

14.6 The Finance Manager presented the Capital Expenditure Report advising that with the majority of projects now completed expenditure at year end was projected to be within tolerances.

14.7 Members noted the report.

15 PROCUREMENT REPORT

Tenders over £1,000 and Single Tender Actions over £1,000 **BSC.13.03.21**

15.1 The Finance Manager presented the Procurement Report.

15.2 Members noted the report.

16 TENDER REPORTS

Strabane Library Changing Place Tender Report **BSC.14.03.21**

16.1 The Assets Manager presented the Strabane Library Changing Place Tender Report

16.2 Members noted the report.

16.3 The Chairperson requested information on the provision of changing places facilities throughout the Libraries NI estate.

16.4 The Director of Business Support reported that including the Strabane library project there were currently two changing place facilities in the Libraries NI estate. Proposals for future development projects included the provision of changing places facilities where feasible

16.5 The Chairperson of the Board reported that in previous discussions with DfC it had been suggested that funding would be available to assist in creating these facilities.

16.6 The Director of Business Support advised that a DfC funding scheme had been available to local councils and that although a similar scheme was suggested for ALBs this had not materialised as yet.

16.7 The Chairperson requested that this matter be raised with DfC.

17 SICKNESS ABSENCE REPORT TO FEBRUARY 2021 BSC.15.03.21

17.1 The Head of Human Resources presented the Sickness Absence Report to February 2021 advising of the significant and continuing reduction in sickness absence levels throughout 2020/21.

17.2 Members noted the report.

18 REPORT ON THE USE OF THE COMMON SEAL BSC.16.03.21

18.1 The Assets Manager presented the Report on the Use of the Common Seal.

18.2 Members noted the report.

19 ANY OTHER NOTIFIED BUSINESS

19.1 There was no other notified business.

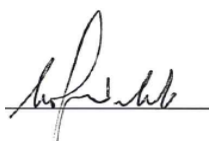
20 DATE OF THE NEXT MEETING

20.1 Members noted that the next scheduled meeting of the Business Support Committee would be held on Thursday 27 May 2021 at 10:30am.

21 MEMBERS ARRIVAL AND DEPARTURE TIMES

21.1 The meeting ended at 12:15pm.

21.2 All Members arrived for the commencement of the meeting and remained until it ended with no exceptions.

Signed 

Dated: 27 May 2021

During the current Covid-19 pandemic and with remote working in place, these minutes, which were approved at the Business Support Committee Meeting held on 27 May 2021, are published with an e-signature.