

## **LIBRARIES NI**

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

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

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

"the Committee" means the Business Support 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 Business Support Committee. It is subject to alteration or amendment at any time by resolution of the Authority.

#### **2. Functions**

- 2.1 The Committee will advise the Authority in relation to strategy and policy in relation to the functions of the Business Support Directorate and make recommendations to the Authority in relation to the following matters:
- a. the robustness and effectiveness of the budget setting process and budgetary control arrangements
  - b. the annual budget plan and any associated Savings Delivery Plans
  - c. the delegated budget management process in relation to the presentation, timeliness and content of financial reports
  - d. its review of regular budget monitoring reports and assurances received that the Authority will meet its objective of remaining within Department spending limits
  - e. its review of the Authority's internal and external financial statements and reports
  - f. all relevant findings in financial reports issued by the Department
  - g. arrangements for the procurement of goods and services required for the efficient operation of the Authority
  - h. staffing requirements including the establishment, selection, recruitment, appointment, promotion, dismissal, training and development and conditions of service of Authority employees
  - i. that appropriate processes and procedures are in place in relation to the following:

- legal matters including the acquisition, holding and disposal of land
  - insurance
  - transport and travelling expenses
  - the erection, maintenance, adaptation, improvement, extension, disposal and demolition of buildings owned by the Authority.
- j. that appropriate procedures and processes are in place in relation to the following:
- service specifications and core contractual requirements
  - contractor selection and tendering procedures to secure the best value for money
  - monitoring subsequent contractor performance
  - approving any significant contract variations.
- k. that the Authority's corporate and IT functions are supported by a robust technical and process infrastructure to include:
- third party contractual arrangements
  - the implementation and operation of corporate and technical systems.
- 2.2 The Committee shall, where necessary or desirable, formulate for the consideration and approval of the Authority schemes relating to the functions specified in paragraph 2.1 above.
- 2.3 The Committee shall be empowered to accept tenders in the name of the Authority.
- 2.4 The Committee will consider, approve, review and monitor the implementation of Service Plans relating to the work of the Business Support Directorate.
- 2.5 The Committee will review Business Support Directorate Risk Registers and consider and make recommendations on the adequacy of controls in place.
- 2.6 The Committee will monitor and make recommendations to the Authority on the resource requirements of the Business Support Directorate to ensure that it is able to meet its objectives and the needs of its customers.
- 2.7 The Committee will consider and make recommendations to the Authority in relation to Asset Development Proposals exceeding the delegated expenditure limits.
- 2.8 The Committee may make such recommendations to the Authority as it considers necessary on any other matters associated with or relevant to its business and shall advise the Authority on such matters as may be referred to it from time to time by the Authority.

### **3. Membership**

- 3.1 The Committee shall consist of the Chairperson of the Authority, and not less than three and not more than nine other members of the Authority.
- 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 a minimum of three of the appointed Members of the Committee one of whom shall act in the role of Chairperson.

### **5. Meetings**

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

### **6. Procedure**

- 6.1. The procedure shall be in accordance with Standing Orders.
- 6.2. The Committee may appoint sub-committees for such purposes as the Authority may approve and any such sub-committees may contain persons who are not members of the Authority.

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 13 February 2025 and shall come into operation with effect from that date.

*Note: this Scheme of Delegation is reviewed annually, the last review being January 2025.*