

## **LIBRARIES NI**

### **The Northern Ireland Library Authority**

Minutes of a Meeting of the Business Support Committee held on

Thursday 27 January 2022 at 10:30am via Video Link

#### **PRESENT**

Councillor Billy Webb MBE JP  
Mr Neil Bodger  
Professor Bernard Cullen  
Councillor Cheryl Brownlee  
Miss Linda Wilson  
Alderman Thomas Burns

Chairperson  
Vice Chairperson  
Chairperson of the Board

Ms Angela Hodkinson

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 Nicola Terlik  
Ms Patricia Curran  
Mr Glenn Beattie

District Manager  
District Manager  
Head of Strategic Marketing and Communications

#### **1 APOLOGIES FOR NON-ATTENDANCE**

There were no apologies.

#### **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 Glenn Beattie, Head of Strategic Marketing and Communication and District Managers Nicola Terlik and Patricia Curran.

### **4 DIRECTOR'S BUSINESS BSC.01.01.22**

- 4.1 The Director of Business Support advised that Councillor Garath Keating had resigned from Libraries NI Board and the Business Support Committee, Members may want to monitor the impact of reduced membership on the Committee.
- 4.2 The Director of Business Support reported that Libraries NI had previously been included in the NICS contract for agency staff, this arrangement had ended and Libraries NI had been working to establish their own agency framework. The evaluation of bids had been completed and it was hoped that a number of contracts would soon be awarded based on regional distribution.
- 4.3 The Director of Business Support advised that DfC had withdrawn the potential allocation of £150,000 for book stock, internal budgets had been re-aligned and a further £100,000 had be realised to fund book stock.

### **5 MINUTES OF THE MEETING OF THE COMMITTEE BSC.02.01.22 HELD ON 25 NOVEMBER 2021**

- 5.1 On a proposal by Mr N Bodger, seconded by Miss L Wilson, the minutes of the meeting of the Business Support Committee on 25 November 2021, which had been submitted to the Board on 09 December 2021, were approved.

### **6 MATTERS ARISING FROM THE MINUTES OF THE BSC.03.01.22 25 NOVEMBER 2021**

- 6.1 The Director of Business Support advised an update on the Committee/ Board Effectiveness Review 2021/22 would be provided under item 7.
- 6.2 Election of Chairperson and Vice Chairperson  
The Director of Business Support reported that the term of the current Chairperson effectively ended at this meeting and requested that Members consider appointments.
- 6.3 Councillor Billy Webb thanked the Director of Business Support and his staff for their competent and efficient support during his term as chairperson.
- 6.4 On a proposal by Councillor B Webb, seconded by Alderman T Burns, Mr N Bodger was nominated for the position of Chairperson.
- 6.5 Mr N Bodger accepted the post of Chairperson.

6.6 On a proposal by Councillor B Webb, seconded by Councillor C Brownlee, Alderman T Burns was nominated for the position of Vice-Chairperson.

6.7 Alderman T Burns accepted the post of Vice-Chairperson.

## **7 COMMITTEE/BOARD EFFECTIVENESS REVIEW 2021/22 BSC.04.01.22**

7.1 The Director of Business Support reported that the annual Board and Committee Effectiveness Review had commenced, the draft report and action plan would need to be brought to the Board on 10 February 2022 to meet the reporting timeframe. Consequently the Committee must:-

1. Consider the current Scheme of Delegation, confirm that it remained relevant and appropriate or advise of revisions.
2. Consider the draft Effectiveness Review with a view to agreeing a combined response representative of the view of the Committee, identifying any actions to be brought forward for inclusion in the Board Effectiveness Review Action Plan.

7.2 On a proposal by Councillor B Webb, seconded by Miss L Wilson, the Scheme of Delegation was confirmed as relevant and appropriate.

7.3 On a proposal by Councillor B Webb, seconded by Miss L Wilson, the 2021/22 Business Support Committee Effectiveness Review Report was approved.

7.4 The Committee agreed that the Director of Business Support would compile a summary report to be forwarded to the Board for consideration at its February 2022 meeting.

A final report detailing the outcomes of the 2021/22 Business Support Effectiveness Review is attached to these minutes for reference purposes.

## **8 INFORMATION SYSTEMS e3 PROGRAMME UPDATE REPORT BSC.05.01.22**

8.1 Head of ICU/ICT presented the Information Systems e3 Programme Update Report.

8.2 Members noted the Report.

## **9 FINANCE REPORTS**

### **9.1 RESOURCE EXPENDITURE REPORT TO DECEMBER 2021 BSC.06.01.22**

9.2 The Finance Manager presented the Resource Expenditure Report.

9.3 Mr N Bodger enquired if Libraries NI had allowed for higher energy costs, which were expected in 2022 and into 2023.

9.4 The Finance Manager advised that higher energy costs had been allowed for, however to date consumption had been lower than expected, possibly due to mild weather.

**9.5 CAPITAL EXPENDITURE REPORT TO DECEMBER 2021** **BSC.07.01.22**

9.6 The Finance Manager presented the Capital Expenditure Report.

9.7 Members noted the Reports.

**10 PROCUREMENT REPORT – TENDERS OVER £1,000 AND SINGLE TENDER ACTIONS OVER £1,000** **BSC.08.01.22**

10.1 The Finance Manager presented the Procurement Report.

10.2 Members noted the Report.

**11 SICKNESS ABSENCE REPORT TO DECEMBER 2021** **BSC.09.01.22**

11.1 The Head of HR presented the Sickness Absence Report to December 2021 advising that sickness absence levels were within the target of at or below 9.50 FTE days. However rates had continued to rise and would suggest a return to pre-pandemic absence rates by the end of the financial year.

11.2 Mr N Bodger enquired regarding the short term absences and if there was a relationship between these statistics and the seven days uncertified period.

11.3 The Head of HR advised that absence patterns were monitored including short term sickness, if identified these would be flagged up with managers. Short term sickness was generally for 1-3 days and Management were not aware of abuse of the system.

11.4 Mr N Bodger enquired if there was a link between psychiatric illnesses and COVID.

11.5 The Head of HR advised that there was some correlation, the age profile of staff also contributed, managers were trained in line managing sickness absence, Occupational Health would engage with affected staff and offer support.

11.6 Members noted the Report.

**12 TENDER REPORTS**

**12.1 FIVEMILETOWN LIBRARY (REPLACEMENT FACILITY)** **BSC.10.01.22**

12.2 The Assets Manager presented the Tender Report.

12.3 Mr N Bodger noted that only half of the contractors who wanted to tender actually tendered.

12.4 The Assets Manager reported that 10 months had lapsed between pre-qualification and submitting tenders, contractors may have committed to other work in the interim period.

**12.5 REBURBISHMENT WORKS TO DOWNPATRICK AND WARRENPOINT LIBRARIES** **BSC.11.01.22**

12.6 The Assets Manager presented the Tender Report.

12.7 Members noted the Tender Reports.

**13 REPORT ON THE USE OF THE COMMON SEAL** **BSC.12.01.22**

13.1 The Assets Manager presented the Report on the Use of the Common Seal, detailing the two occasions on which the Common Seal of the Northern Ireland Library Authority had been applied between November 2021 and January 2022.

13.2 Members noted the Report.

**14 ANY OTHER BUSINESS**

14.1 There was no other notified business.

**15 DATE OF THE NEXT MEETING**

15.1 Members noted that the next scheduled meeting of the Business Support Committee would be held on Thursday 31 March 2022 at 10:30am.

15.2 Councillor B Webb enquired if there had been any progress in securing the equipment to enable a hybrid approach to meetings, which would allow members to attend virtually or in person.

15.3 The Director of Business Support reported that equipment had been ordered, was being commissioned and tested and hopefully hybrid meetings could be facilitated soon.

**16 MEMBERS ARRIVAL AND DEPARTURE TIMES**

16.1 The meeting ended at 11:25am.

16.2 All Members arrived for the commencement of the meeting and remained until it ended with the following exceptions:-

Professor B Cullen arrived at 10:35am

Signed



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Dated

31 March 2022

***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 January 2022, are published with an e-signature***