

LIBRARIES NI

The Northern Ireland Library Authority

Minutes of a meeting of the Business Support Committee held on
Thursday 28 January 2021 at 10:30am via Video Link

PRESENT

Councillor Billy Webb
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
Mrs Jacqui McKinstry

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

OBSERVERS

Ms Kim Aiken

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 Kim Aiken, Service Development Manager.

- 3.2 There was no further Chairperson's business.

4 DIRECTOR'S BUSINESS

- 4.1 The Director of Business Support updated the Committee on work in progress to replace the supply contract for eBooks.
- 4.2 The Chairperson enquired how this impacted the customer interface.
- 4.3 The Director of Business Support advised this would not affect the customer interface.

5 MINUTES OF THE MEETING HELD ON 26 NOVEMBER 2020 BSC.01.01.21

- 5.1 On a proposal by Councillor C Johnston, seconded by Miss L Wilson, the minutes of the meeting of the Business Support Committee held on 26 November 2020, which had been submitted to the Board on 10 December 2020, were approved.

6 MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 26 NOVEMBER 2020 BSC.02.01.21

- 6.1 The Director of Business Support advised that there were two matters arising relating to:

- 7. Committee/Board Effectiveness Review
- 9. Environmental Policy Review

Both would be addressed within the main agenda of the meeting.

7 COMMITTEE/BOARD EFFECTIVENESS REVIEW BSC.03.01.21

- 7.1 The Director of Business Support reported that the Committee/Board Effectiveness Review had been initiated at the November meeting, the Chairperson had since forwarded comments to be included.
- 7.2 The Committee agreed that the Director of Business Support should update the report and action plan for submission to the Libraries NI Board.
- 7.3 Miss L Wilson enquired regarding the practicality and appropriateness of point 2.6 in the Scheme of Delegation.
- 7.4 The Director of Business Support advised that this required matters relating to the resourcing of the Business Support Directorate be brought to the attention of the Committee.
- 7.5 The Committee agreed that the current Scheme of Delegation continued to be relevant and appropriate.

- 7.6 The Committee agreed the Director of Business Support should incorporate the amendments suggested by the Chairperson into the 2020/21 Business Support Committee Effectiveness Review Report and for the report to be forwarded to the Board for consideration at its February 2021 meeting.

8 ENVIRONMENTAL POLICY REVIEW BSC.04.01.21

- 8.1 The Director of Business Support presented the revised Environmental Policy and advised that following discussion at the November meeting the policy had been revised to reflect that it was consistent with the Northern Ireland Executive position and that Libraries NI would actively seek to improve energy efficiency and reduce its environmental impact.
- 8.2 The Chief Executive and Chairperson of the Board reported that a letter had been received from the Communities Minister regarding the actions being taken by ALBs to address the impacts of climate change. The Chief Executive confirmed that a response would be provided in due course.
- 8.3 The Director of Business Support reported that he had been working with DfC for a number of months on the development of a Departmental Climate Change Strategy, which it was hoped would provide an over-arching framework for ALBs.
- 8.4 Councillor G Keating proposed that a report be brought to the Committee annually detailing initiatives to reduce Libraries NI carbon footprint.
- 8.5 The Director of Business Support agreed to implement this proposal.
- 8.6 On a proposal by Councillor G Keating, seconded by Alderman T Burns the revised Environmental Policy was approved and recommended to the Board for approval.

9 PAYMENT OF TRAVEL AND SUBSISTENCE EXPENSES POLICY REVIEW BSC.05.01.21

- 9.1 The Finance Manager presented the revised Payment of Travel and Subsistence Expenses Policy.
- 9.2 On a proposal by Councillor G Keating, seconded by Councillor C Johnston the revised Payment of Travel and Subsistence Expenses Policy was approved and recommended to the Board for approval.

10 CUSTOMER FEEDBACK POLICY REVIEW BSC.06.01.21

- 10.1 The Director of Business Support presented the revised Customer Feedback Policy.
- 10.2 On a proposal by Councillor G Keating, seconded by Alderman T Burns the revised Customer Feedback Policy was approved and recommended to the Board for approval.

11 LIBRARY COMPUTERS CONDITIONS OF USE POLICY REVIEW BSC.07.01.21

11.1 The Head of ICU/ICT presented the reviewed Library Computers Conditions of Use Policy.

11.2 On a proposal by Miss L Wilson, seconded by Alderman T Burns the revised Library Computers Conditions of Use Policy was approved and recommended to the Board for approval.

12 STAFF ACCEPTABLE USE POLICY REVIEW BSC.08.01.21

12.1 The Head of ICU/ICT presented the reviewed Staff Acceptable Use Policy.

12.2 On a proposal by Councillor C Johnston, seconded by Alderman T Burns the revised Staff Acceptable Use Policy was approved and recommended to the Board for approval.

13 INFORMATION TECHNOLOGY POLICIES REVIEW

13.1 Information Technology Security Policy Review BSC.09.01.21

13.2 The Head of ICU/ICT presented the reviewed Information Technology Security Policy.

13.3 On a proposal by Councillor G Keating, seconded by Alderman T Burns the revised Information Technology Security Policy was approved and recommended to the Board for approval.

13.4 Internet Security Policy Review BSC.10.01.21

13.5 The Head of ICU/ICT presented the reviewed Internet Security Policy.

13.6 On a proposal by Councillor G Keating, seconded by Alderman T Burns the revised Internet Security Policy was approved and recommended to the Board for approval.

13.7 Application Security Policy Review BSC.11.01.21

13.8 The Head of ICU/ICT presented the revised Application Security Policy.

13.9 Councillor G Keating suggested that the section on unauthorised software needed further clarification.

13.10 The Head of ICU/ICT agreed to further revise the policy in light of Member's comments and to bring the paper back to the Committee in March 2021 for further consideration.

13.11 Server Security Policy Review BSC.12.01.21

13.12 The Head of ICU/ICT presented the revised Server Security Policy.

13.13 On a proposal by Councillor G Keating, seconded by Councillor C Johnston the revised Server Security Policy was approved and recommended to the Board for approval.

13.14 Network Security Policy Review BSC.13.01.21

13.15 The Head of ICU/ICT presented the revised Network Security Policy.

13.16 On a proposal by Councillor G Keating, seconded by Councillor C Johnston the revised Network Security Policy was approved and recommended to the Board for approval.

13.17 Microsoft Windows Client Security Policy Review BSC.14.01.21

13.18 The Head of ICU/ICT presented the revised Microsoft Windows Client Security Policy.

13.19 On a proposal by Councillor G Keating, seconded by Alderman T Burns the revised Microsoft Windows Client Security Policy was approved and recommended to the Board for approval.

13.20 Ms R Steenson noted that passwords expired after 90 days and enquired if this was standard practice or a parameter set by Libraries NI.

13.21 The Head of ICU/ICT advised that the lifespan of passwords can be amended but that 90 days was accepted as best practice.

14 DISCIPLINE POLICY REVIEW BSC.15.01.21

14.1 The Head of Human Resources presented the reviewed Discipline Policy, which had been developed in accordance with the Labour Relations Code of Practice on Disciplinary and Grievance Procedures and had been reviewed in consultation with Trade Unions.

14.2 On a proposal by Alderman T Burns, seconded by Councillor G Keating the revised Discipline Policy was approved and recommended to the Board for approval.

15 WORKPLACE MENOPAUSE POLICY BSC.16.01.21

15.1 The Head of Human Resources presented the new Workplace Menopause Policy, the Health and Safety Committee had identified a need for this policy. The policy had been developed in collaboration with employees and the Trade Unions to support staff welfare.

- 15.2 On a proposal by Councillor C Johnston, seconded by Councillor G Keating the Workplace Menopause Policy was approved and recommended to the Board for approval.
- 15.3 Councillor G Keating commended the Health and Safety Committee for their work identifying the need for this policy.
- 15.4 Alderman T Burns enquired if, given the impacts of the current pandemic, was there a policy for staff working from home.
- 15.5 The Director of Business Support advised that existing policies apply to staff while working from home and guidelines had been drawn up to address the specific issues created by homeworking situations.

**16 INFORMATION SYSTEMS e3 PROGRAMME UPDATE BSC.17.01.21
REPORT JANUARY 2021**

- 16.1 The Head of ICU/ICT presented the Information Systems e3 Programme Update Report January 2021.
- 16.2 Members noted the report.

17 FINANCE REPORTS

Recurrent Expenditure Report to December 2020 BSC.18.01.21

- 17.1 The Finance Manager presented the Recurrent Expenditure Report and advised that an underspend of resource funding was forecast at present and that corrective actions were being implemented to minimise this.
- 17.2 Miss L Wilson noted that there was a significant underspend on staffing costs.
- 17.3 The Director of Business Support commented that while the projected underspend was disappointing it was not unexpected. Staffing costs had been impacted by libraries being closed for several months, operating reduced opening hours, a reduced requirement for agency staff, reduced training costs and travel and subsistence expenses.
- 17.4 Miss L Wilson requested that more detailed information regarding the elements making up the staffing underspend be sent to her.
- 17.5 Members noted the report.

17.6 Capital Expenditure Report to December 2020 BSC.19.01.21

- 17.7 The Finance Manager presented the Recurrent Expenditure Report to December 2020.
- 17.8 Members noted the report.

**18 PROCUREMENT REPORTS - TENDERS OVER £1,000 BSC.20.01.21
AND SINGLE TENDER ACTIONS OVER £1,000**

18.1 The Finance Manager presented the Procurement Report.

18.2 Members noted the report.

19 TENDER REPORTS

**Ballymena Library Mechanical Services Upgrade BSC.21.01.21
Newcastle Library Refurbishment Works BSC.22.01.21**

19.1 The Assets Manager present the Tender Reports on the procurement of contractors to undertake mechanical services upgrade work at Ballymena Library and general property refurbishment work at Newcastle Library.

19.2 Councillor G Keating enquired if tenders were always awarded on the basis of the most economically advantageous, and if applicants were made aware of the criteria for awarding contracts.

19.3 The Assets Manager reported that CPD policy dictated the basis for awarding tenders, quality cost element and mean average have also previously been used. This information is available to bidders in the tender documents and the tender estimate was calculated by the design team's quantity surveyor.

19.4 Members noted the report.

20 SICKNESS ABSENCE REPORT TO DECEMBER 2020 BSC.23.01.21

20.1 The Head of Human Resources presented the Sickness Absence Report to December 2020 highlighting the significant reduction in sickness related absences seen over the past year.

20.2 Members noted the report.

21 REPORT ON THE USE OF THE COMMON SEAL BSC.24.01.21

21.1 The Assets Manager presented the report on the Use of the Common Seal of Northern Ireland Library Authority between November 2020 to January 2021.

21.2 Members noted the report.

22 DATE OF THE NEXT MEETING

22.1 Members noted that the next scheduled meeting of the Business Support Committee would be held on Thursday 25 March 2021 at 11:00am.

23 MEMBERS ARRIVAL AND DEPARTURE TIMES

23.1 The meeting ended at 11:52am

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

Signed:

A handwritten signature in black ink, appearing to be 'M. P. Smith', written over a horizontal line.

Date

25 March 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 25 March 2021, are published with an e-signature.