

EXECUTIVE DECISION

made by a Cabinet Member



REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL CABINET MEMBER

Executive Decision Reference Number – L17 17/18

Decision	
1	<p>Title of decision: Allocation of funding within the Capital Programme to deliver the Plan for Libraries Phase I</p>
2	<p>Decision maker (Cabinet Member): Councillor Ian Bowyer, Leader of the Council</p>
3	<p>Report author and contact details: Karen Renshaw 01752306243 karen.renshaw@plymouth.gov.uk (Project Manager), David Saunders 01752398429 david.saunders@plymouth.gov.uk (Strategic Development Manager)</p>
4	<p>Decision to be taken:</p> <ul style="list-style-type: none">• Approves the Business Case• Allocates £121,408 for the project within the capital programme to be funded by service borrowing• Authorises the procurement process• Delegates the award of the contract to Andrew Hardingham
5	<p>Reasons for decision: A key element of the Plan for Libraries is the investment into the Tier I libraries, outreach and online services. This relies on the approval of capital funding and will be under service payback arrangements. This decision focuses on Phase I of the investment that is required to implement Plan for Libraries.</p> <p>As a result of the consultation findings, feedback from the public and recommendations from Scrutiny Committee the option approved by Council on the 3 July 2017 is to:</p> <p>Reduce library buildings from 17 to 11. This includes an estate of Tier I libraries at Central, Crownhill, (developed with meeting space), Devonport (developed with meeting space), Plympton, Plymstock, Southway (developed with meeting space), and St Budeaux (proposed new development), Increase opening hours by 26.5 hours per week</p> <p>Closure of West Park – estimated at June 2019 (allowing for redevelopment of St Budeaux to be explored and implemented)</p>
6	<p>Alternative options considered and rejected: Option I Do nothing and keep 17 library buildings open. Do not invest in buildings, ICT or the online offer.</p>

Retain limited outreach offer

This option was rejected as it does not address any of the drivers for change and doesn't allow the Library Service to deliver defined library offers, outputs and activities

Option 2

Reduce library buildings from 17 to 10 to include Central, Crownhill (developed with meeting space), Devonport (developed with meeting space, Estover, North Prospect, Peverell, Plympton, Plymstock, Southway (developed with meeting space) and St Budeaux (new development). Investment in buildings where practicable. Investment in ICT to enable an enhanced outreach offer but no new investment for on line resources

This option was rejected. Whilst it includes investment in some buildings to support our in-library offer we would be unable to provide our full range of services at Estover, Peverell and North Prospect due to limitations of the buildings. Enhancements to the online offer would not be possible

Option 3

Reduce library buildings from 17 to five, to include Central, Crownhill (developed with meeting space) Plympton, Plymstock and St Budeaux (new development) Full investment in ICT and the online and outreach offers.

This option was rejected as whilst it does address many of the drivers for change, it does not fit with the library needs assessment, would not provide an even geographical spread across the city and would mean that many would be more than two miles from a library building

Option 4 – Option put forward in Plan for Libraries proposal

Reduce library buildings from 17 to seven to include Central, Crownhill (developed with meeting space), Devonport (developed with meeting space, Plympton, Plymstock, Southway (developed with meeting space) and St Budeaux (new development). Investment in buildings where practicable. An enhanced online and outreach offer to extend the reach of the library service as a whole

7 Financial implications:

A key element of the Plan for Libraries is the investment into the Tier 1 libraries, outreach and online services. This relies on the approval of capital funding and will be under service payback arrangements.

This application to CCIB focuses on Phase 1 of the investment that is required to implement the Plan for Libraries and includes :

Costs associated with the creation of good quality meeting spaces in three existing libraries. (Crownhill, Devonport and Southway - **£97,808**

Purchase of equipment to enable the service to deliver the outreach offer - **£15,000**

Relocation and set up costs for ICT equipment in closing and enhanced libraries - **£8,600**

Phase 1 Total capital request - **£121,408**


The redevelopment of St Budeaux Library is also a key element of the Plan for Libraries. Work is being undertaken to decide on accommodation requirements and establish exactly what the redevelopment model will be. When this has been clarified we will submit a **Phase 2** application to CCIB with these detailed costs. We expect the request to be approx. £120,000 to take into account fit out and ICT infrastructure costs

Capital Investment Costs	17/18	18/19	19/20
	£	£	£
Meeting Spaces in Crownhill, Southway and	97,808	0	0

Devonport			
Outreach equipment	15,000	0	0
ICT set up	8,600	0	0
Capital funding request to CCIB	121,408	0	0
Other Investment (ICT) – Approved	47,334	0	0
Total capital cost of project	168,742	0	0
Revenue Budget	17/18	18/19	19/20
	£	£	£
Additional costs:			
Outreach Room Hire	5,405	9,721	12,271
On line book investment (not taken into account in savings calculations)	20,000	tbc	tbc
Capital Payback Costs	0	8,124	8,124
less savings:			
Staff – (release of temporary staff)	-90,425	-155,015	-155,015
Building running costs	-6,903	-18,186	-57,799
Savings	- 91,923	-155,356	-192,419

8	Is the decision a Key Decision? (Contact Judith Shore, Democratic Support, 304494 for further advice)	Yes	No	
			X	results in the Council spending or raising annual income by more than £500,000 (or more than £2,000,000 if that is the total cost of a contract award)?
			X	results in the Council saving more than £1,000,000?
			X	results in the Council saving less than £1,000,000 and the saving will have a material impact upon service provision such as a significant change or a cessation of service delivery and associated staff redundancies or a significant impact on customers?
		X		has a significant impact on communities

				living or working in two or more wards?
If yes, date of publication of the notice in the Forward Plan				
9	Please specify how this decision is linked to the Council's corporate plan 2016 - 19 and/or the policy framework and/or the revenue/capital budget:	<p>The Plan for Libraries contributes to the delivery of the Plymouth Plan objectives by</p> <ol style="list-style-type: none"> 1. Plan for Libraries helps to deliver the Plymouth Plan spatial strategy by providing a high quality library service to Plymouth residents and visitors 2. Providing library services either via buildings or outreach in all of Plymouth's Growth Areas. All residents will be within 2 mile radius of a library 3. The redevelopment of St Budeaux Library will deliver a high quality development, transforming an outdated, inadequate building into a modern, efficient Library which meets the future needs of the community. 4. Provide local library services for areas of strategically important areas of growth and regeneration in North Prospect, Devonport, Estover and Efford 		
Urgent decisions				
10	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?	Yes		(If yes, the Lead Scrutiny Officer must be consulted before approaching the Chair of the relevant Overview and Scrutiny Committee. Ensure that the Chair signs the report at section 11a and that section 11b is completed <u>after</u> the sign off codes in Section 17 are completed)
		No	X	(If no, go to section 12)
11a	Signature			Date
	Print Name			
11b	Reason for urgency:			
Consultation				
12	Are any other Cabinet members' portfolios affected by the decision?	Yes		(If yes, go to sections 13 and 14)
		No	X	
13	Which other Cabinet member's portfolio is affected by the decision?			

14	Please confirm that you have consulted this Cabinet member	Yes	(No is not an option)						
15	Has any Cabinet member declared a conflict of interest?	Yes	Need a note of dispensation granted by the Council's Monitoring Officer						
		No						X	
16	Which Corporate Management Team member has been consulted?	Name and title	Andrew Hardingham Interim Joint Strategic Director (Transformation & Change)						
17	Please include the sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DSO30						
		Finance (mandatory)	PL1718.70						
		Legal (mandatory)	lt/28651/2507						
		Human Resources							
		Assets							
		IT							
		Procurement							
Other Information									
18	An Equalities Impact Assessment should be attached to the report			(Please attach the EIA to this report)					
				 Equality Impact Assesment.docx					
Briefing report									
19	Is the briefing report attached?	Yes	(No is not an option)						
	List (and include a hyper link to) <u>published</u> work/information used to prepare the report.	N/A							
	Do you need to include any confidential/exempt information?	If yes, prepare a second, Part II, report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box. (Remember to keep as much information as possible in the briefing report that will be in the public domain)							
			Exemption Paragraph Number						
			1	2	3	4	5	6	7
Confidential/exempt briefing report title									


Background Papers

20 Please list all background papers relevant to the decision in the table below.
 Background papers are unpublished works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. A folder or a file should not be cited as a background paper, though individual items within the folder or file may be. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.

Title	Part I	Part II	Exemption Paragraph Number						
			1	2	3	4	5	6	7

Cabinet Member Signature

21 I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget.

Signature		Date of decision	10 August 2017
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Print Name	Councillor Ian Bowyer
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Briefing Report

Background

The responsibility for the library service falls within Customer Services, part of the Transformation and Change Directorate. A project was set up to develop a proposal known as Plan for Libraries, the intention of which was to undertake consultation to establish views on this proposal and then to decide on the final Plan for Libraries.

In 2014 the Cabinet agreed that the library service should support cultural engagement through literacy, learning and skills development. They agreed that these services should be embedded in the community and not dependent on buildings for success. Residents should not only be able to borrow books but also enhance digital skills, seek information and advice about employment and skills and health and wellbeing.

In 2016 we held a 'Conversation' with the people of Plymouth who told us that whilst traditional services are valued, increasingly users are accessing library services on line. Statistics show that just seven of our libraries account for 80% of all library visits and 75% of items borrowed. From this, a range of options were explored and the chosen option formed the basis of the draft Plan for Libraries. This proposal took into account the results of the conversation, the vision and aspirations of the Library Service and undertook a comprehensive needs analysis

From January to April 2017 we undertook a consultation which asked for comments on the Plan for Libraries proposal. The results of the consultation were professionally analysed and changes were made to the final Plan for Libraries which was approved by Full Council on 3rd July.

Plan for Libraries

The Plan for Libraries describes our activities for the next 3 years to be delivered in 2 phases subject to the approval of capital funding through CCIB. The plan involves a commitment to invest in the future of the library service to ensure our buildings, technology and resources are fit for purpose now and into the future. Two CCIB bids will be

In summary, the Plan for Libraries proposes to:

- **1. Develop the Online Offer** – Our online offer is accessible 24 hours a day, 365 days a year. 76% of the conversation respondents access our 24/7 online offer to find, renew or reserve a book. We will deliver a click and collect service where you can reserve books on line and collect from a number of community locations
- **2. Develop the In-Library Offer** – A total of 11 libraries to stay open. This will comprise of Tier 1 and Tier 2 libraries. Tier 1 libraries are fit-for-purpose library buildings or will receive investment to make them 'fit for purpose' so that we can offer a full-range of activities including borrowing, pc access, room hire, events and activities. Tier 2 libraries are popular libraries that although they do not meet our original 'fit for purpose' model can be used effectively in the future. These libraries will offer an 'as-is' range of services. There are no plans for investment in these buildings
- **3. Develop the Outreach Offer** – With investment in a new web based library management system we can provide a pop-up library wherever and whenever is appropriate to individual communities and need not be constrained by building and opening hours. Users will be able to join the library, borrow books, receive demos of our online offers including eBooks and downloadable magazines, families can take part in reading and Rhymetime activities and receive health and wellbeing information. Outreach locations have been identified at
 - St Edwards Church (Eggbuckland)
 - River View Care Home (Ernesettle)
 - Stoke Christian Centre (Stoke)
 - Tothill, Community Centre (Tothill)
 - Honicknowle Youth Centre (West Park)
 - Four Greens Community Trust (Whitleigh)

The Plan for Libraries provides:

- An estate of seven Tier 1 libraries at Crownhill, Devonport, Southway (developed with meeting space) Central, Plympton, Plymstock and St Budeaux (proposed new development) being delivered in Phase 2. These libraries will see an increase in each library opening hours to 26.5hrs per week.
- An estate of four Tier 2 libraries at Efford, Estover, North Prospect and Peverell. Opening hours for these libraries will remain “as is” but the community will be involved in how we can best utilise these hours across the week. This plan reduces the impact on our current visitors to 6.07%.
- Investment in Tier 1 buildings to ensure they are ‘fit for purpose’ enabling us to deliver our defined ‘In-library Tier 1’ offer (e.g. bespoke meeting room space at Crownhill, Devonport and Southway).
- An enhanced online offer (additional online stock provision).
- An outreach offer in the community targeted at areas where a library is closing and also covering areas where there has previously been no library provision e.g. Whitleigh.
- We will commit to 25hrs per week of outreach activity across the city (rising to 30hrs when West Park closes in 2019), targeting areas where a library is closing or where there is currently no library provision. Outreach activities will include rhymetimes, storytimes, book borrowing, signposting for advice and information, gadget sessions and online demos and provision of locations for a “click and collect” service. Activities and timetables will be developed with the communities to ensure their needs are met.
- We will explore alternative delivery models for the library service and exploit commercial opportunities that support the sustainability of the service.
- Closure of libraries at Eggbuckland, Ernesettle, Laira, Tothill and Stoke (close of play 16th September 2017).
- Closure of West Park library - estimated June 2019 (allowing for the redevelopment of St. Budeaux to be explored and implemented).