

CABINET – 5 December 2013 EXECUTIVE SUMMARY OF AGENDA ITEM 6

Report title: Cathedral Primary School Lease
Wards affected: Cabot Primarily, All
Strategic Director: Neil Taylor, Strategic Director - Regeneration
Report Author: Robert Orrett, Service Director - Strategic Property

RECOMMENDATION for the Mayor's approval:

1. For the Mayor and Cabinet to approve the proposal to lease the lower two basement floors (of the original Holden library) of the Central Library to the Cathedral Primary School, providing up to 420 primary school places for Bristol City residents.
2. To therefore create a new Reference book store at B Bond (at no cost to the council as the cost will be covered by the premium negotiated).
3. To authorise the ring fencing of the capital (premium) and rental payments provided for by the lease in order to provide the anticipated operational benefits to Bristol Libraries.

Key background / detail:

a. Purpose of report: To explain and summarise the issues arising from Bristol Cathedral Primary School proposal to lease the two lower basement floors of the Central Library.

b. Key details:

1. The proposal has been instigated by an approach from Bristol Cathedral Choir School seeking to lease the two lower basement floors of the original Grade 1 listed Central Library Building and convert them to provide accommodation for the new Cathedral Primary School.
2. Cathedral Primary School is a new Free School, approved by the Education Funding Agency which will finance the cost of providing premises for the school. The primary school, if located as proposed, would become a 2 form of entry school providing up to 420 places. The admissions policy for the primary provision reflects the established arrangements for secondary provision serving a wider geographic area than just Bristol. Only 2 of the 30 children in the Primary Reception Year Group are from outside of Bristol.
3. The areas that would be leased and converted are not accessible to the public using the Central Library. They are below the main ground floor level, although sloping ground means they are equivalent to ground and first floor levels facing into College Square. Technical details for the conversion including applying for Listed Building consent would be progressed if Cabinet approves the principles of the proposal.
4. The area extends to approx. 1,898 sq m or 20,426 sq ft and is used intensely as the main book reserve stacks, comprising around 270,000 reference books

and lending store books. Only 20% of reference books are accessible via the online catalogue, the remainder being catalogued via a physical card index available only to personal callers to the Central Library. The majority of the reference book store would be relocated to a new off-site store formed in accommodation at B Bond. The move would include full digital cataloguing of all books, and storage on modern rolling shelving. Cost for the movement of books, cataloguing to an electronic system, provision of new racking and storage of books is estimated at £500,000 – £600,000. There will be additional revenue costs of approximately £35,000.

5. The proposed lease will be for 125 years. Rent receivable by the Council would be a minimum of £50,000 per annum with a premium of £600,000 in addition. Education Funding Agency would be responsible for all costs involved with the conversion of the Central Library building. The Council would be responsible for creation of the new reference store meeting costs from the premium received.
6. The lease, and project, would only proceed if all necessary consents are obtained and technical needs are satisfied.

**BRISTOL CITY COUNCIL
CABINET
5 DECEMBER 2013**

REPORT TITLE: Cathedral Primary School Lease

Ward(s) affected by this report: Cabot Primarily, All

Strategic Director: Neil Taylor, Strategic Director - Regeneration

Report author: Robert Orrett, Service Director - Strategic Property

Contact telephone no. 0117 9224086
& e-mail address: robert.orrett@bristol.gov.uk

Purpose of the report:

To explain and summarise the issues arising from Bristol Cathedral Primary School proposal to lease the two lower basement floors of the Central Library.

RECOMMENDATION for the Mayor's approval:

1. For the Mayor and Cabinet to approve the proposal to lease the lower two basement floors (of the original Holden library) of the Central Library to the Cathedral Primary School, providing up to 420 primary school places for Bristol City residents.
2. To therefore create a new reference book store at B Bond (at no cost to the council as the cost will be covered by the premium negotiated).
3. To authorise the ring fencing of the capital (premium) and rental payments provided for by the lease in order to provide the anticipated operational benefits to Bristol Libraries.

The proposal:

Background

1. The Council was approached by the governors of the proposed new free school – Cathedral Primary School (CPS) – with a proposal to lease parts of the 1960s section of the Central Library to convert to form accommodation for the new school. This approach was declined as it was considered this would remove usable prime functional accommodation from the library and also fetter flexibility in the longer term. The initial response was met with a revised proposal to lease the two lower floors of the original 'Holden' building from us. As these levels were not accessed or directly used by the public, agreement was given for the Cathedral Primary School project to explore this possibility. It was made clear that it was dependant on the following:

- Obtaining listed building and general planning permission

- All project costs at the building being met by Cathedral Primary School or their funders Education Funding Agency (EFA).
- Agreement of acceptable terms for the project
- Cabinet approval for the project

Educational Considerations

2. The requirement for additional places:

Cabinet received the latest version of the School Organisation Strategy at its meeting on 31st October 2013. The need to provide additional primary school places across the City remains a priority. Bristol City Council has the statutory duty to ensure that there are sufficient school places. Based upon latest estimates, there is a need to provide the following additional Forms of Entry in the Reception Year (the first year of entry to primary school):

2014 – 8 Forms of Entry

2015 – 12 Forms of Entry

2016 – 20 Forms of Entry

2017 – 23 Forms of Entry

A form of entry is 30 places and there are 7 year groups in a primary school.

The Cathedral Primary School has agreed, for September 2013, one form of entry, a maximum of 210 places. If the school is located in the Central Library, it could provide for two forms of entry, therefore increasing the number of places available to 420.

The Cathedral school expansion will help with the need for places. Provision of the additional primary school places funded outside of the city council budget is a benefit to the City

3. Admission Arrangements:

Free schools are academies. As such, the academy trust will be its own admission authority and is responsible for setting and administering admissions arrangements. Many other schools across the City have this same legal status. All admission authorities are required to share information with local authorities as part of co-ordinated arrangements and this process now works well within Bristol.

In many cases, academies adopt the standard LA admission policy. Bristol Cathedral has adopted a different policy. This is because the admissions policy for the secondary age range serves a wider geographic area than just Bristol. The school leadership has been clear from the outset that this is part of the unique character of the secondary provision and so has opted for a primary admissions policy which is consistent with the secondary arrangements. It should, however, be noted that the adopted admissions policies:

- Are legal and reflect the expectations of the Code of Practice on Admissions
- Are not selective and offer parents within the geographic area served equal opportunity to secure a place at the school
- Predominantly benefit Bristol residents
- Have been approved by the Secretary of State

As a consequence of the adopted admissions policies, 2 of the 30 children starting in the Primary Reception Year Group are from outside of Bristol. The point has also been made that in having a 'siblings' criteria, non-Bristol residents will be given a priority. This is correct. However, the following aspects need to be taken into consideration:

All Bristol schools have a sibling criteria and the potential for giving priority to siblings rather than more local residents is a challenge for many schools, particularly those on the boundaries with neighbouring authorities;

The admissions policy in relation to the primary provision reflects the established arrangements for secondary provision. These arrangements formed part of the basis for the major capital investment for the

secondary facilities in recent years and are currently being supported by the Department for Education in terms of capital investment for the new primary provision; and

The primary and secondary admissions arrangements predominantly benefit Bristol residents.

Building Considerations

3. The Central Library, owned freehold by the city council, provides a full range of library services in this central location. This is housed within a Grade 1 listed building. The original building dates from 1906 and the west area from 1966. The whole building is listed and extends to about 7,500 sq m or 85,000 sq ft. The original building has six levels, two below ground level. The modern section has five levels of which three are below ground level.

4. The area proposed for conversion to the new primary school is the two floors of the original building below ground floor level and extends to approx. 1,898 sq m or 20,426 sq ft. Due to the land falling away at the rear these floors are more equivalent to a ground and first floor on this side, but has restricted natural light to the front. These two floors are not accessed by the public due to lack of appropriate access. They are used intensely as the main book reserve stacks, comprising around 270,000 reference books and lending store books.

5. At present, only 20% of reference books are accessible via the online catalogue. Others are catalogued on a physical card system. There are seven card catalogues, and numerous sequences. This means that access to the card catalogue is only possible to customers at the Central Library, but they have the advantage that staff may retrieve the book whilst they are there. Approximately 6,216 reference items were retrieved in the past four months.

6. The proposal in outline is for the area of these two floors to be entirely transformed to provide the accommodation for a "2FE" primary school – places ultimately for 420 children. The scheme effectively involves removing the infill mezzanine floor that makes up the first basement level to achieve a more open atrium space. The school will share facilities such as dining with the adjacent secondary school.

7. The listed façade offers very limited external access doors. Accordingly, the proposal includes use of the loading bay to form the main school access. The loading bay is business critical to the Central Library, so a new loading bay is proposed in Lower Lamb Street. The change in level will necessitate a scissor lift to move goods within the loading bay. Internally the movement of goods will be no worse for this change. We will need to secure consent for loading parking at the end of Lower Lamb Street. We will also look to relocate our current delivery system based at the Central Library which would lessen the flow of traffic to the new loading bay.

8. The advisers for the new primary school have engaged informally with our planning team. The outlook for securing consent is broadly positive. It will be necessary to satisfy English Heritage so that listed building consent can be obtained. The benefits being delivered are a factor to be taken into account. There will be no outward compromise of the Holden building and any issues with its' listed status in the context of the school plan will be dealt with through planning and the existing relationship with English Heritage. Detailed work would only progress if there is approval in principle by Cabinet.

Library Service Considerations

9. The major impact to be accommodated is the loss of library store space for the Reference book collections. This will necessitate re-housing the reference book stack, away from the Central Library. This will require an appropriate amount of storage space to be released for this purpose. It is expected that there will be some reduction in the total area required, due to using rolling racking.

10. There will be an impact on a small group of reference library customers who will now have to order material from the off site storage unit in B Bond, and wait between 48 – 72 hours. This is a common feature of other central libraries that have off site storage. We have looked at Cardiff and North Somerset models and will be working to this standard.

11. It is considered that B Bond offers the main potential for the new book storage facility. B Bond is an 8 storey former warehouse. We can rationalise some other storage use there so that use of four floors of 10,000 sq ft can be reduced down to about 2.5 floors. This should enable the book store to take up the remaining space.

12. The estimated cost for the movement of books, cataloguing to an electronic system, provision of new racking and storage of books is £500,000 – £600,000. There will be staffing implications as retrieval and return to the book stack is currently part of the general duties of library staff. There will need to be dedicated staffing at the new book store and some revenue support to additional transport. The anticipated costs of the revenue support will be approximately £35,000. This may alter over time as the demand is assessed.

13. Those most used collections currently in store at the Central Library will be retained there, as a priority the Art loan and reference collections and the Lending Store. These collections would be rehoused in the remaining basement area.

Benefits

14. Provision of a maximum of 420 additional free primary school places, without budget costs falling to the Council

15. College Square will increase in significance for use by school pupils with a wider age spread. There have been tentative discussions with Cathedral Primary School about removing general vehicle access and parking from the square. This has been generally welcomed. There is no suggestion to limit further pedestrian access through College Square. The proposal will increase the life and diversity to College Square and the area.

16. Reduced premises costs for Central Library – estimated NNDR (Business Rate) reduction of £45,000, and some reduced utility costs.

17. A secure income stream for the Council, to offset any revenue increases required by the library off site storage in staff access and transport.

18. General access to the reference book stack will be greatly improved, through a cataloguing project. This will be available to all through the online catalogue, rather than dependant on attendance in person at Central Library. The physical move will also provide a unique opportunity to review the collections, how they are arranged and which collections are housed where.

Terms of the Proposal

19. We are close to agreement of heads of terms for the property transaction. The Council would retain freehold ownership of the whole property. Terms would be:

- 125 year lease to Cathedral Primary School/Education Funding Agency
- Tenant right to break the lease every 25 years
- Rent minimum £50,000
- Premium £600,000
- Education Funding Agency to be responsible for cost and delivery of all works at Central Library building
- Council to manage the creation of new book store with an improved online catalogue, with funding from the negotiated premium.
- Cathedral Primary School/Education Funding Agency to pay 20% of costs for maintaining structure exterior of Central Library building up to £10,000 per annum.
- Transaction subject to planning and satisfactory resolution of issues.
- Lease to include the areas shown outlined in red on the plans shown at Appendix 3.

Consultation and scrutiny input:

a. Internal consultation:

Mayor of Bristol City
CYPS
Strategic Property
Bristol Libraries
Museum Services
Conservation

Executive Member
 Staff in the Central Library and all other library staff
 Informal consultation with English Heritage

Joint Scrutiny Meeting of Neighbourhoods and CYPS 2pm November 20th 2013

b. External consultation:

Question and Answer document available on the Library web pages. Also distributed through the Central Library.

Also available on the Cathedral Primary School web pages.

An information display on the proposal will be available in the Central Library to view from 7th November 2013.

Meetings with concerned citizens, and Assistant Mayor and Mayor
 Cathedral Primary School

Other options considered:

As this proposal originated from the Bristol Cathedral Choir School, no other options from the Bristol City Council have been considered.

Risk management / assessment:

FIGURE 1							
The risks associated with the implementation of the (subject) decision :							
No.	RISK Threat to achievement of the key objectives of the report	INHERENT RISK		RISK CONTROL MEASURES Mitigation (ie controls) and Evaluation (ie effectiveness of mitigation).	CURRENT RISK		RISK OWNER
		(Before controls)			(After controls)		
		Impact	Probability		Impact	Probability	
1	Service Disruption	H	H	Customer and staff consultation when the building programme is known. Close working relationship between the Central Library project team and EFA/BCCS building team Understanding of impact on service areas	M	M	Kate Murray
2	Customer dissatisfaction with changes to service delivery in the Reference Library	M	M	Effective communication of the changes and new process Understanding of timescales for initial changes and the new offsite storage retrieval Understanding of who the changes affects	L	L	Kate Murray
3	Perceived loss of reputation due to loss of stock on site	M	M	Effective communication with the public and customers of the service.	L	L	Kate Murray
4	Building costs escalating due to listed status of the Central Library	H	H	Tight controls on finance allocated to service changes (premium). Understanding through negotiated Heads of Terms that the Council will not contribute to the capital costs.	M	L	Robert Orrett
5							

FIGURE 2

The risks associated with not implementing the (subject) decision:

No.	RISK Threat to achievement of the key objectives of the report	INHERENT RISK		RISK CONTROL MEASURES Mitigation (ie controls) and Evaluation (ie effectiveness of mitigation).	CURRENT RISK		RISK OWNER
		(Before controls)			(After controls)		
		Impact	Probability		Impact	Probability	
1	City Council reputation of failure to capitalise on opportunity to gain more Primary school places	M	M	Continued joint working with Bristol Cathedral to confirm timescales and expectations in relation to new provision	M	L	Isobel Cattamole
2	Funding from EFA already secured – loss of central Government funding opportunity to the City	M	M	Other nearby sites have been considered but not cost effective due to high cost of land acquisition	H	M	Robert Orrett
3	Central Library premises costs remaining high or rising	M	H	Investigate alternative use of spaces which are not operationally significant	M	H	Robert Orrett
4	Loss of income stream (annual rental)	H	M	Seek alternative sources of income although opportunities extremely limited having regard to quality of subject space	M	M	Robert Orrett
5	Increased risk of budget reductions to the Central Library in the future leading to potential reduction of opening hours	H	H	Investigate alternative savings through shared space or changes to service delivery	M		Mike Hennessey
6	Space is unlikely to appeal to another tenant or match the rent negotiated	M	H	Space would need to be considerably enhanced if offered to market	M	L	Robert Orrett
7	Reference collections remain inaccessible and never catalogued, therefore reducing accessibility, use and relevance	L	H	Planning and costing of cataloguing project valuable for future funding if found.			Kate Murray

Public sector equality duties:

Before making a decision, section 149 of the Equality Act 2010 requires that each decision-maker considers the need to promote equality for persons with the following “protected characteristics”: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation. Each decision-maker must, therefore, have due regard to the need to:

- i) eliminate discrimination, harassment, victimisation and any other conduct prohibited under the Equality Act 2010.
- ii) advance equality of opportunity between persons who share a relevant protected characteristic and those do not share it. This involves having due regard, in particular, to the need to:
 - remove or minimise disadvantage suffered by persons who share a relevant protected characteristic.
 - take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of people who do not share it (in relation to disabled people, this includes, in particular, steps to take account of disabled persons' disabilities);
 - encourage persons who share a protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.
- iii) foster good relations between persons who share a relevant protected characteristic

and those who do not share it. This involves having due regard, in particular, to the need to tackle prejudice and promote understanding.

Customer Impact

All customers who use the Reference Store will be affected by not having immediate access to the reference materials. Older people, are significantly higher in number as Reference customers.

The opportunity to move to an electronic cataloguing system could increase access to the Reference Store as customers will be able to browse the collection and request items without having to visit the library. This may increase access for Disabled people, people with dexterity impairments and people with young children. However, an electronic cataloguing system may disadvantage people who don't have a computer or internet access; in particular this might affect older people. This will be mitigated by staff being on hand to help with navigating the online catalogue, in all library settings. Index cards will be gradually phased out but they will be kept initially while customers get used to the new system.

Staff Impact

There will be changes to working practices and possibly changes to staff work locations. Some staff from the Central Library will be moved to another location within the City. The impact will be assessed individually and any adjustments will be continued.

All staff will have the opportunity to talk through the impact on their working areas and needs and any additional impacts through location change.

Further details are available in the Equality Impact assessments at Appendix 1 and 2.

Please see Appendix 1 – Service Implications

Please see Appendix 2 – Staff Implications

Eco impact assessment

The significant impacts of this proposal are....

- Short-term increase in environmental impacts through the consumption of fossil fuels and raw materials in refurbishing the library and new reference storage area.
- Longer term, there will be on-going consumption of energy for heat and power, production of waste, staff and pupil travel to school and increased travel by library staff between sites.

The proposals include the following measures to mitigate the impacts.

- The school will be encouraged to refurbish the site to a high standard (BREEAM very good).
- Building contractors are legally obliged to prepare site waste management plans for all projects in excess of £300k, which detail how waste will be minimised, and recycling promoted.
- The school will be encouraged to provide recycling facilities – in particular, paper,

glass, cardboard and food.

- Travel planning will be undertaken to minimise emissions with limited daily trips between the two library sites.
- Low emission / electric vehicles will be considered (electric vehicle charging points available at B Bond) for travel between sites.
- Energy efficient lighting will be considered at the new library reference storage site.
- It is noted that any new planning permissions will need to comply with the following policies from the Core Strategy:

BCS 13 - Climate change – mitigation and adaptation

BCS 14 - Sustainable energy

BCS 15 - Sustainable design and construction

BCS 16 - Flood risk and water management

The net effects of the proposals are negative.

Advice given by Tanya Saker Environment & Sustainability Officer

Date 25/10/13

Resource and legal implications:

a. Financial (revenue) implications:

The proposal will provide additional income to the Council of £50,000 per annum in rent. There would also be reduced premises costs for the library of around £45,000 per year from a reduction in National Non-Domestic Rate (NNDR) also known as the business rate.

Advice given by Megan Lumsdaine Finance Business Partner

Date 18/10/13

b. Financial (capital) implications:

There are no capital implications as the Education Funding Authority (EFA) is responsible for the cost and delivery of all works at the Central Library Building.

Advice given by Megan Lumsdaine Finance Business Partner

Date 18.10.13

c. Legal implications:

S123 of the Local Government Act 1972 allows disposal of land (freehold or leasehold) by the Council for any purpose if best value is achieved. If the land is sold for less than best value, specific Secretary of State's consent may be required. The disposal must comply with the Council's Corporate Land Policy.

If the disposal is for less than best value, the Council should consider whether the transaction could be in breach of State Aid Rules.

Advice given by Liam Nevin Service Director Legal Services
Date 25/10/13

d. Land / property implications:

The Central Library is owned freehold by the City Council. The subject space is situated on the basement and lower ground floor levels and is shown outlined in red on the attached plans ref n5320e and n5320f. The space is operationally significant but is not accessible to members of the public. The proposal will generate additional revenue of £50,000 per annum, a capital sum of £600,000 and revenue savings of £45,000 per annum.

Alternative and affordable accommodation for book storage has been identified from within the Councils operational freehold property portfolio at B Bond above the Create Centre. Adaptation of this space and the creation of computer based catalogue will allow the subject space to be declared surplus to BCC operational requirements.

Tenure by CPS will be by way of 125 year lease with 25 year mutual break option. Consequently the lease will not attract the protection of the Landlord & Tenant Act 1954 (Part II) in terms of compensation and security of tenure.

Advice given by Steve Matthews Project Leader Corporate Property
Date 8 October 2013

e. Human resources implications:

The management of this project will be delivered within existing Property Services resources. This proposal does not indicate any likelihood of the reduction of Council Staff; therefore there are no redundancy implications. The resources required to enable access to books, their collection and return to the new proposed location needs to be determined. It is also to be determined if this would require more staff to be employed to deliver the service. If recruitment is required, this would be in line with BCC policies, rules and guidance. Should this result in changes to existing staff's terms and conditions of employment, consultation with staff and TUs will need to occur in line with BCC Policies.

Advice given by Sandra Farquharson
Date 14.10.13

Appendices:

Appendix 1 – EQIA – Service Implications
Appendix 2 – EQIA – Staff Implications
Appendix 3 – Plans of proposal in the Central Library
Appendix 4 – Eco Impact Assessment

Access to information (background papers):

None



Bristol City Council Equality Impact Assessment Form

Name of policy, project, service, contract, review or strategy being assessed (from now on called 'the proposal')

Changes to Service Delivery in the Central Library for customers - When the basement floors are occupied by the Cathedral School

Directorate and Service: Neighbourhoods - Libraries

Lead officer (author of the proposal): Kate Murray, Head of Libraries

Additional people completing the form (including job title): Emelli Doran, Customer Services Manager

Start date for EqIA: Aug 2013

Estimated completion date: Dec 2013

Step 1 – Use the following checklist to consider whether the proposal requires an EqIA

1. What is the purpose of the proposal?
Please summarise what is planned.

As a consequence of the Cathedral School relocating the new Primary School to the lower two floors in the Central Library, the extensive stores of lending and reference material will be moved and the majority will be housed off site in alternative premises. At this early stage, we have identified B Bond as an alternative storage facility. The customers will therefore experience a change to the current working practices. There will be a new process for requesting and receiving store items and customers will have to pre-book items rather than receive them straightaway.

	High	Medium	Low
2. Could this be relevant to our public sector equality duty to:			
a) Promote equality of opportunity	X		
b) Eliminate discrimination		X	
c) Promote good relations between different equalities communities?			X

If you have answered 'low relevance' to question 2, please describe your reasons

Whilst giving equal access to all customers and potential customers the proposal will not actively promote good relations between different equalities communities.

3. Could the proposal have a positive effect on equalities communities?

Please describe your initial thoughts as to the proposal's positive impact

The publicity surrounding this proposal could have a positive impact on bringing more attention the vast stores of material the Central Library has. It could open up the usage of the collections and increase accessibility.

If the proposal is accepted, the positive impacts on the service will be –

- Opportunity to catalogue the vast store collection which is currently held only on card catalogues which have to be accessed by a visit to the Central Library. This will open up access to anyone looking at the online catalogue – potentially anyone in the world.
- Chance to consider which material we should keep and which are duplicates
- Opportunity to forge a unique partnership with a Free primary school in the same building
- Opportunity to reduce the running costs of the Central Library by sharing costs with the school
- Opportunity to showcase a creative and exciting change to the Central Library that retains ALL the current public space
- Long term rental income generated

4. Could the proposal have a negative effect on equalities communities?

Please describe your initial thoughts as to the proposal's negative impact

There are no specific equality groups affected but the development will affect some customers who use the Reference store –

Some customers will experience a change to the current system. They may be dissatisfied with waiting 24 or 48 hours for off-site items that they currently have almost immediate access to. They may feel restricted in ordering single volumes rather than many volumes of material. The current users of reference stock are smaller in number than users of the lending store.

We will prioritise stock to keep in the Central Library and try to retain the lending stock and the specialist local studies and Art collections.

If the proposal has low relevance and you do not anticipate it will have a negative impact, please sign off now. Otherwise proceed to complete the full equalities impact assessment

Service director.....Equalities officer

Date



Bristol City Council Equality Impact Assessment Form

Name of policy, project, service, contract, review or strategy being assessed (from now on called 'the proposal')

Relocating Staff in the Central Library – when the basement floors are occupied by the Cathedral School

Directorate and Service:

Lead officer (author of the proposal): Kate Murray, Head of Libraries

Additional people completing the form (including job title): Emelli Doran, Customer Services Manager

Start date for EqIA: Aug 2013

Estimated completion date: Dec 2013

Step 1 – Use the following checklist to consider whether the proposal requires an EqIA

1. What is the purpose of the proposal?

Please summarise what is planned.

As a consequence of the Cathedral School relocating the new Primary School to the lower two floors in the Central Library, some of the staff will have to be relocated to other departments within the Central Library and off site. Some workstations and activity areas will change. The loading bay will be relocated.

This will affect all staff in the Central Library, those who are based in the basements including the Porters.

	High	Medium	Low
2. Could this be relevant to our public sector equality duty to:			
a) Promote equality of opportunity			X
b) Eliminate discrimination		X	
c) Promote good relations between different equalities communities?			X

If you have answered 'low relevance' to question 2, please describe your reasons

This is an internal rearrangement of staff. There is limited space to relocate to in the Central Library.

3. Could the proposal have a positive effect on equalities communities?

Please describe your initial thoughts as to the proposal's positive impact

There may be opportunities to re site some staff in more appropriate working environments or workspaces. There may be opportunity to change working practices to make them more equitable and comfortable for all staff.

The current conditions in the basement floors are not ideal workspaces. They are sometimes cramped. In some respects, a cleaner and clearer environment would be beneficial to staff and stock – which could be preserved for longer.

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4. Could the proposal have a negative effect on equalities communities?

Please describe your initial thoughts as to the proposal's negative impact

No – all alternative working spaces and workstations will be appropriately reviewed according to staff requirements.

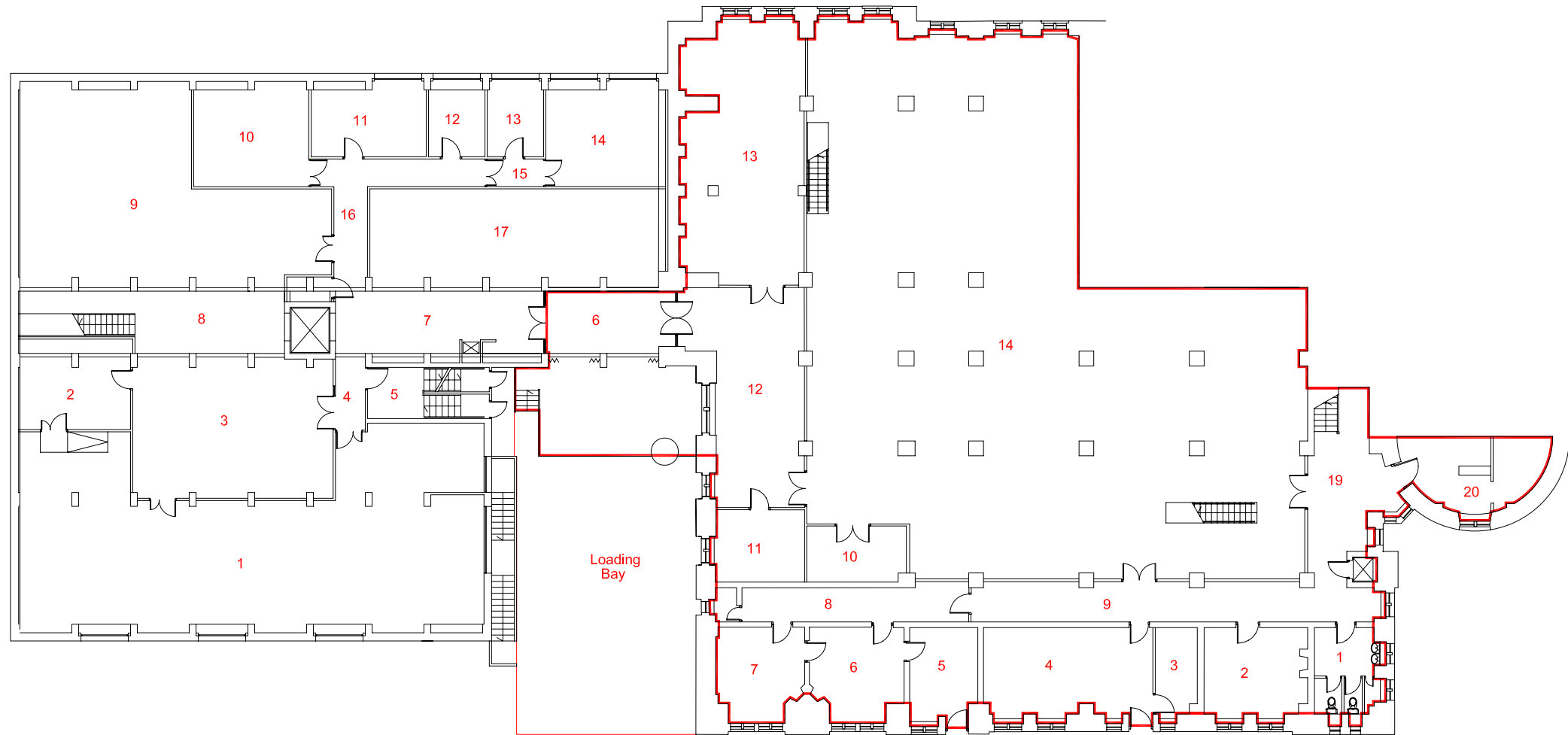
There will be change to working practices and possibly change to work locations – not in the Central Library. The impact will be assessed individually and any adjustments will be continued.

All staff will have the opportunity to talk through the impact on their working areas and needs and any additional impacts through location change. We recognise that some staff could have caring responsibilities or childcare arrangements that might be affected by a change of location within the City.

If the proposal has low relevance and you do not anticipate it will have a negative impact, please sign off now. Otherwise proceed to complete the full equalities impact assessment

Service director.....Equalities officer
Date

**Basement,
Central Library,
College Green.**



SITE PLAN : To ensure boundary accuracy, please refer to deeds.
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Ordnance Survey 100023406.

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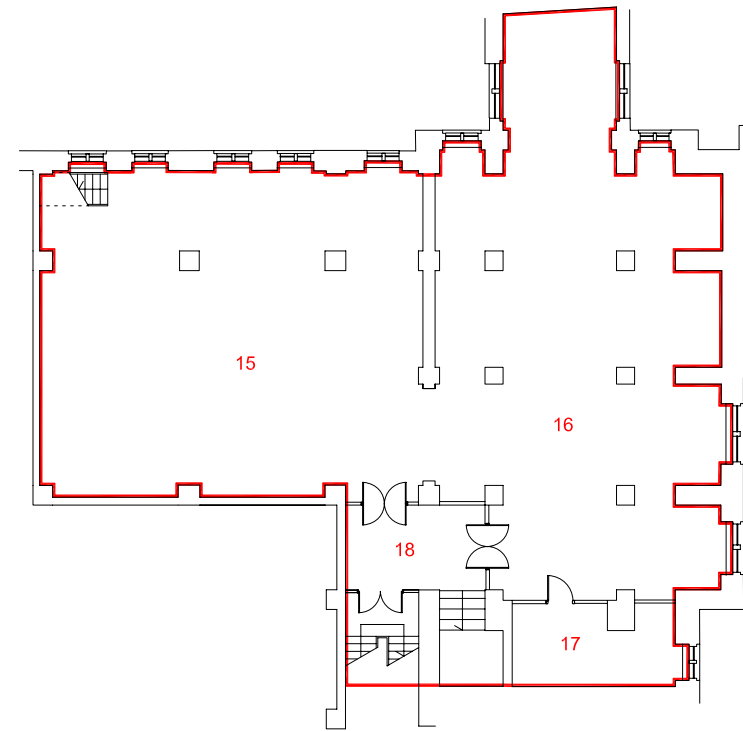
STRATEGIC PROPERTY

Plan No. : N5320g
Prop ID Ref : 639
Polygon Ref : 74781
Scale : 1:250 @ A3
Date : 21 Oct 2013



CORPORATE SERVICES
Strategic Property
Floor 7, B Bond, Smeaton Road, Bristol, BS1 6EE
Tel : (0117) 903 7620
www.bristol.gov.uk

**Interim floor,
Central Library,
College Green.**



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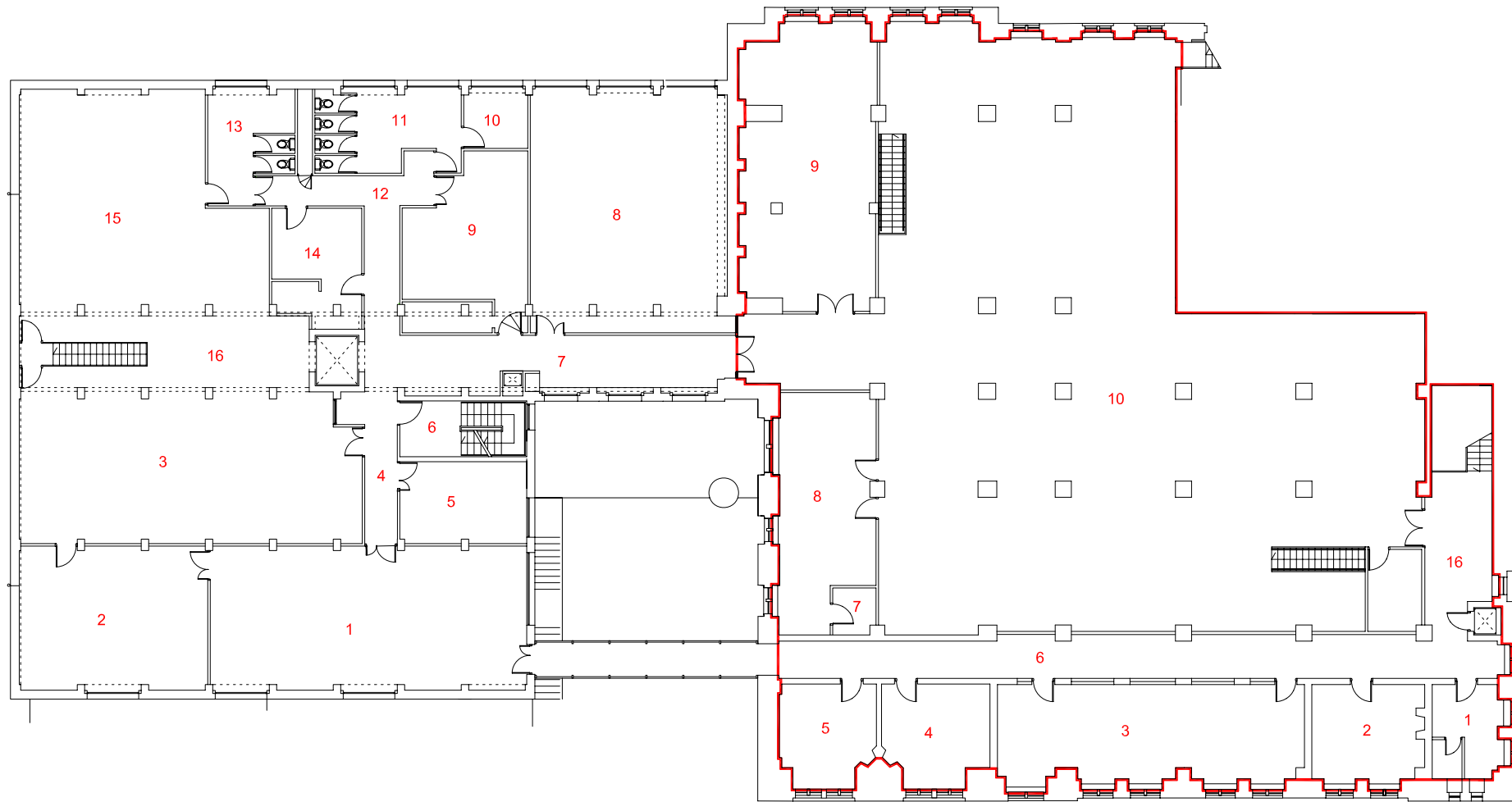
Plan No. : N5320h
Prop ID Ref : 639
Polygon Ref : 74781
Scale : 1:250 @ A3
Date : 21 Oct 2013



CORPORATE SERVICES

Strategic Property
Floor 7, B Bond, Smeaton Road, Bristol, BS1 6EE
Tel : (0117) 903 7620
www.bristol.gov.uk

**Lower Ground Floor,
Central Library,
College Green.**



SITE PLAN : To ensure boundary accuracy, please refer to deeds.
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Plan No. : N5320i
Prop ID Ref : 639
Polygon Ref : 74781
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**Appendix 4
Eco Impact Checklist**

Title of report: Cathedral Primary School Lease				
Report author: Robert Orrett, Service Director Strategic Property				
Anticipated date of key decision: November 2013				
Summary of proposals:				
<p>1. To lease the lower two basement floors (of the original Holden library) of the Central Library to the Cathedral Primary School, providing a maximum of 420 primary school places for Bristol City.</p> <p>2. To create a new Reference book store at B Bond (at no cost to the council)</p>				
Will the proposal impact on...	Yes/ No	+ive or -ive	If yes...	
			Briefly describe impact	Briefly describe Mitigation measures
Emission of Climate Changing Gases?	Yes	-ve	<p>In the short-term, secondary emissions of climate changing gases arising through the use of energy and materials during the building & refurbishment works.</p> <p>The new school acceptance criteria are not limited by postcode, which may increase travel impacts citywide. This is not controlled by the council.</p>	<p>20% of energy demand to be met through on-site renewables. (BCS 14 planning requirement)</p> <p>Encourage school to undertake refurbishment to meet BREEAM Very Good (assuming development of BREEAM for refurbishment standard)</p>
Bristol's vulnerability to the effects of climate change?	Yes	-ve	The proposal utilises B Bond for book storage, which is within a flood zone	<p>Sustainability Statement to detail how the development responds to the need to mitigate and adapt to climate change. (BCS13 planning Requirement).</p> <p>Ensure contingency is in place should B Bond be inaccessible due to road flooding.</p>
Consumption of non-renewable resources?	Yes	-ve	In the long-term, there will be	Travel planning will be undertaken to minimise

			consumption of fossil fuels for heating and power, and also for travel between library sites.	emissions with limited daily trips between the sites. Low emission / electric vehicles will be considered (electric vehicle charging points available B Bond). New energy efficient lighting will installed at the Reference library site.
		+ve	Consolidation of office space will save energy & resources at Central Library	
Production, recycling or disposal of waste		-ve	Waste will arise from building & refurbishment works	Contractors are legally obliged to prepare site waste management plans for all projects in excess of £300k, which detail how waste will be minimised, and recycling promoted.
		-ve	Waste will arise from the normal operation of the school	The school will be encouraged to provide recycling facilities – in particular, paper, glass, cardboard and food.
The appearance of the city?	No		No external change to building.	
Pollution to land, water, or air?	No			
Wildlife and habitats?	No			

Consulted with: Tanya Saker, Steve Ransom, James King

Summary of impacts and Mitigation - to go into the main Cabinet/ Council Report

The significant impacts of this proposal are....

- Short-term increase in environmental impacts through the consumption of fossil fuels and raw materials in refurbishing the library and new reference storage area.

- Longer term, there will be on-going consumption of energy for heat and power, production of waste, staff and pupil travel to school and increased travel by library staff between sites.

The proposals include the following measures to mitigate the impacts.

- The school will be encouraged to refurbish the site to a high standard (BREEAM very good).
- Building contractors are legally obliged to prepare site waste management plans for all projects in excess of £300k, which detail how waste will be minimised, and recycling promoted.
- The school will be encouraged to provide recycling facilities – in particular, paper, glass, cardboard and food.
- Travel planning will be undertaken to minimise emissions with limited daily trips between the two library sites.
- Low emission / electric vehicles will be considered (electric vehicle charging points available at B Bond) for travel between sites.
- Energy efficient lighting will be considered at the new library reference storage site.
- It is noted that any new planning permissions will need to comply with the following policies from the Core Strategy:

BCS 13 - Climate change – mitigation and adaptation

BCS 14 - Sustainable energy

BCS 15 - Sustainable design and construction

BCS 16 - Flood risk and water management

The net effects of the proposals are negative.

Checklist completed by:

Name:	Robert Orrett
Dept.:	Strategic Property
Extension:	0117 92 24086
Date:	16th October 2013
Verified by Sustainable City Group	Steve Ransom