

# Decision Pathway – Report



**PURPOSE: Non Key Decision**

**MEETING: Cabinet**

**DATE: 03 July 2018**

<b>TITLE</b>	Library Review		
<b>Ward(s)</b>	All		
<b>Author:</b> Kate Murray	<b>Job title:</b> Head of Libraries		
<b>Cabinet lead:</b> Councillor Asher Craig	<b>Executive Director lead:</b> Patsy Mellor		
<b>Proposal origin:</b> Mayor			
<b>Decision maker:</b> Cabinet Member			
<b>Decision forum:</b> Cabinet			
<b>Purpose of Report:</b> To update on the proposed library review			
<b>Evidence Base: Your Neighbourhood Consultation 2017</b>			
<p>The Libraries consultation comprised two questions; question 1 asked respondents about their preference for three options for which ten libraries should continue to be run by Bristol City Council; question 2 was a free text question which invited any other feedback on the changes to Bristol Libraries, including suggestions of a different way forward. The full report is available at the link in Appendix B.</p> <p>The savings from the library budget were £1.4m and linked to a reduction in the number of library buildings and the redesign of the library service with a new staffing structure and opening hours and were phased:</p>			
17/18	£300k	18/19	+£740k
		19/20	+£360k
		Total Annual Recurring	
		£1.4m	
<p>1. Bristol City currently has 27 libraries managed and run by Bristol City Council. Following consideration of the consultation responses, and further work being undertaken, it is proposed that these will all be retained by the council as statutory libraries; in the current locations, on the current opening hours, with the current staffing and the existing budget, while further community led options are investigated. A report will be brought back to Cabinet in October 2018 to detail how we will work with communities in that approach.</p> <p>2. It is proposed therefore that the savings targets previously set for the library services are removed to allow future options to be investigated.</p> <p>3. Following the consultation on budget proposals at the end of 2016, a budget saving for Bristol Libraries of £1.4m was agreed by Bristol’s Full Council in February 2017. As above, any shortfall in 18/19 will now be funded by the Mayor’s consultation reserves.</p> <p>4. All current libraries will remain open. This will ensure the full service remains in place whilst the service develops and investigates a community led offer that will enable communities to consider their community assets as a whole and how their libraries may fit within that model.</p> <p>5. The library service is statutory which means the local authority, Bristol City Council, have a legal duty to provide a service to those who live, work or study in the city. The Public Libraries and Museums Act 1964 states that, “It shall be the duty of every library authority to provide a comprehensive and efficient library service”.</p> <p>6. Work has been undertaken on a high level options appraisal for a future Bristol Library service operating in an alternative delivery model (e.g. Mutual, IPS or Trust). The appraisal was based on a hypothetical model of 10 libraries + 3 Extended Access Libraries. The recommendations in the appraisal can be addressed following a future cabinet decision if the service is changed.</p>			

7. We intend to provide an additional cabinet paper in October, to expand on how we will work with communities in developing their offer that would enable and support a future sustainable library service for Bristol.

8. Project management resource will be allocated by the programme management office to support the development of the October cabinet paper and proposals.

**Recommendations:**

**That Cabinet**

1. Note the outcome of the 2017 “Your Neighbourhood” consultation, available at the link in Appendix B.
2. Agree to retain the existing 27 libraries across the city with the current locations, library staff and opening hours to enable further options for a sustainable community model to be investigated and to report back to Cabinet in October 2018, where any options will not be based on a savings target
3. Approve removal of the savings identified for 18/19 and review the 19/20 position in line with the budget process.

**Corporate Strategy alignment: From the Corporate Plan:**

EC4 Prioritise community development and enable people to support their community.

**City Benefits:**

As this is a progress report that maintains the current service there are no changes to the current service.

**Consultation Details:** Citywide Your Neighbourhood Consultation June – Sept 2017 - Appendix B, public meetings, staff meetings, Scrutiny Task and Finish Group August to October 2017 and January – April 2018, Friends Groups and Campaigners meetings, Executive Board and Political Cabinet

<b>Revenue Cost</b>	<b>£1.4m</b>	<b>Source of Revenue Funding</b>	General Fund – Libraries, Property
<b>Capital Cost</b>	<b>£</b>	<b>Source of Capital Funding</b>	
<b>One off cost</b> <input type="checkbox"/>	<b>Ongoing cost</b> <input checked="" type="checkbox"/>	<b>Saving Proposal</b> <input type="checkbox"/>	<b>Income generation proposal</b> <input type="checkbox"/>

**Required information to be completed by Financial/Legal/ICT/ HR partners:**

**1. Finance Advice:**

The Council agreed in February 2017 savings for the Library Service totalling £1.4m to be delivered over 3 years commencing 2017/18, with £1.04m scheduled to be delivered by the end of the current financial year. However, following the outcome of the budget consultation process during 2017, Cabinet subsequently agreed an additional one-off £540k for 2018/19. This was agreed to be funded from the Mayor’s consultation reserve, in accordance with the Full Council decision of 21<sup>st</sup> February 2017, pending finalisation of proposals.

This report seeks approval to retain the current arrangements for all 27 libraries across the City, and to report back to Cabinet in October on the evaluation of further options for a long term sustainable community model. Not continuing the savings in 2018/19 and reinstating the budget for the year will require a further drawdown of earmarked reserves of up to £500k. Provision exists within the balance of the Mayor’s consultation reserve, set aside for non-delivery of savings (£460k), plus £40k which can be earmarked from the 2017/18 General Fund underspend, as set out in the 2017/18 Outturn report presented to Cabinet on 5th June 2018. Any further one-off resources which may be required to undertake the options appraisal will also need to be provided for the balance of the 2017/18 underspend.

Any decisions beyond 2018/19 are subject to determination of the 2019/20 budget process, to be considered by Full Council in February 2019. This will need to be agreed within the parameters of the Council’s medium term financial strategy, within which the ongoing resource position for the period of the medium term financial plan will continue to be very challenging. There are likely to be both capital and revenue implications of any future operating model which will be evaluated as part of the review and reflected in a refreshed MTFP. Additional net revenue costs, in all likelihood, will require the identification of compensatory savings.

For 2017/18 savings in excess of the £300k were delivered by the libraries service – although primarily through one-off mitigations. Notwithstanding that, a detailed assessment should be undertaken to evaluate what, if any ongoing

savings are achievable under current operational arrangements. These will also be considered as part of the 2019/20 budget process.

**Finance Business Partner:** Chris Holme, Interim Service Manager Corporate Finance, 6/6/18

**2. Legal Advice:** There are no specific legal implications in this report.

**Legal Team Leader:** Sarah Sharland, Team Leader Litigation Regulatory and Community Legal Team 21/6/18

**3. Implications on ICT:** There are no ICT implications

**ICT Team Leader:** Ian Gale, Service Manager: Service Delivery and Integration, 21<sup>st</sup> June 2018

**4. HR Advice:** A number of employees in the Library Service were appointed on fixed term contracts pending the previously anticipated restructure. If the service retains 27 libraries a citywide managing change process may not be required, and the use of fixed term contracts across the service should be reviewed. Posts which have been held vacant pending the restructure can be considered for recruitment via normal BCC policy and procedure.

**HR Partner:** Celia Williams, People and Culture HR Business Partner 21 May 2018

<b>EDM Sign-off</b>	Patsy Mellor	29/5/18
<b>Cabinet Member sign-off</b>	Councillor Asher Craig	10/5/18
<b>CLB Sign-off</b>	Jacqui Jensen	29/5/18
<b>For Key Decisions - Mayor's Office sign-off</b>	Mayor's Office	7/6/18

<b>Appendix A – Further essential background / detail on the proposal</b>	<b>NO</b>
<b>Appendix B – Details of consultation carried out - please see link</b> <a href="https://www.bristol.gov.uk/documents/20182/1188753/Your+neighbourhood+2017/290ab75f-ff03-f4aa-3171-e657bda871b8">https://www.bristol.gov.uk/documents/20182/1188753/Your+neighbourhood+2017/290ab75f-ff03-f4aa-3171-e657bda871b8</a>	<b>YES</b>
<b>Appendix C – Summary of any engagement with scrutiny – Report of the Task and Finish Group on Libraries – please see link</b> <a href="https://democracy.bristol.gov.uk/documents/s16989/Appendix%20A%20Draft%20Report%20Libraries%20Task%20and%20Finish%20Group%20v4.pdf">https://democracy.bristol.gov.uk/documents/s16989/Appendix%20A%20Draft%20Report%20Libraries%20Task%20and%20Finish%20Group%20v4.pdf</a>	<b>YES</b>
<b>Appendix D – Risk assessment</b>	<b>NO</b>
<b>Appendix E – Equalities screening - Service</b>	<b>YES</b>
<b>Appendix F – Eco-impact screening/ impact assessment of proposal</b>	<b>NO</b>
<b>Appendix G – Financial Advice</b>	<b>NO</b>
<b>Appendix H – Legal Advice</b>	<b>NO</b>
<b>Appendix I – Combined Background papers</b>	<b>NO</b>
<b>Appendix J – Exempt Information</b>	<b>NO</b>
<b>Appendix K – HR advice</b>	<b>NO</b>
<b>Appendix L – ICT</b>	<b>NO</b>