

REPORT OF THE SERVICE DIRECTOR, YOUTH, FAMILIES AND CULTURE**CHANGES TO LIBRARY SERVICE ESTABLISHMENT IN RELATION TO THE
MANSFIELD WOODHOUSE HERITAGE PROJECT AND THE FAMILIES
INFORMATION SERVICE (FIS)****Purpose of the Report**

1. To seek approval to establish two temporary posts to deliver externally funded work programmes within the Library Service: 1 x 0.74 fte Heritage Project Librarian post at grade Hay A (Heritage Lottery Funded) to deliver a heritage centre based at Mansfield Woodhouse Library, and a 1 fte Information Assistant post at Grade 3 (funded from the Early Years budget) to support the delivery and development of the Families Information Service (FIS) within the Library Service for a period of one year.

Information and Advice**Mansfield Woodhouse Heritage Project**

2. The Mansfield Woodhouse Heritage Project has been awarded a grant by the Heritage Lottery Fund (HLF). The project requires specialist, technical and professional skills as part of a time limited project working to establish a heritage centre at Mansfield Woodhouse Library in partnership with the Old Mansfield Woodhouse Society.
3. This post is key to the delivery of the project aims and objectives in establishing a heritage centre, safeguarding the future of the Old Mansfield Woodhouse Society through the preservation of heritage resources, the recruitment and training of new members and volunteers, and the delivery of a range of events and activities to local groups, schools and volunteers.
4. The project funding includes the provision of a Project Librarian for its first year, HLF funding is dependent on recruitment to this post to deliver the aims and objectives of this project. Without an appointment the grant would have to be refused.

Families Information Service

5. The Families Information Service (FIS) fulfils the Council's statutory requirement to provide information on childcare and early years services, including entitlement to early years provision and information about other services and facilities for families.
6. Currently, public telephone calls and email queries to the FIS are answered at the Customer Service Centre by advisors who use the intranet, internet and websites to offer

information to families. More complex enquiries are dealt with by colleagues in Early Years or through Children's Centres.

7. The database is managed by a Database Manager for FIS, and the service is currently supported by an 18.5 hours temporary Business Support Assistant.
8. The Early Years and Early Intervention Service has commissioned the Library Service to manage the FIS for a year from 1 April 2013. This will allow the service to develop through sharing information sources and expertise with Library Service colleagues, and developing a frontline FIS service through the network of 60 libraries.
9. The Early Years and Early Intervention Service will review the commission and decide whether Libraries should continue to deliver the service from April 2014.
10. The existing Database Manager has transferred to the Information Services Ask Libraries Team within the Library Service, as of 1 April 2013.
11. It is proposed to create a temporary 1 fte Information Assistant post to work alongside the existing team, concentrating on support to the FIS service. The post-holder will carry out specific support duties for the FIS, such as data downloads of available childcare places, and will also work to promote the service amongst frontline Library Service staff and the public.
12. The appointment will improve overall service resilience as the essential FIS duties will also be able to be shared with the other Information Assistants.

Other Options Considered

13. The heritage post was a part of the bid to HLF and other options were considered by the partnership during the development of the bid.
14. The FIS proposal considered maintaining temporary Business Support Assistant support for the service, but this would not exploit the integration of the FIS within the Library Service.

Reason/s for Recommendation/s

15. Establishment of both posts will enable the Library Service to deliver new service areas through HLF grant funding and a commission from the Early Years service.

Statutory and Policy Implications

16. This report has been compiled after consideration of implications in respect of finance, the public sector equality duty, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Implications for Service Users

17. The heritage centre will improve the range of services located at Mansfield Woodhouse Library and secure unique archive and library resources for future generations.
18. The FIS will be improved through promotion of the service and provision of information to the public through the network of 60 libraries. Mutual service resilience will be improved through integration of the post within the Information Services Ask Libraries team.

Financial Implications

19. Both posts will be funded from a grant from the Heritage Lottery Fund and thus has no impact on the Library Service revenue budget.

0.74 fte Heritage Project Librarian (Temporary) at Hay A = £27,000 including on-costs

1 fte Information Assistant (Temporary) at Grade 3 = £22,000 including on-costs

Equalities Implications

20. Due regard has been given to the Public Sector Equality Duty.

Human Resources Implications

21. Recruitment to the temporary post detailed in this report would be subject to the County Council's employee recruitment policies and to the current vacancy control protocol.

RECOMMENDATION/S

- 1) That approval be given to establish two temporary posts as follows:
 - 1 x 0.74 fte Heritage Project Librarian post at grade Hay A to deliver a heritage centre based at Mansfield Woodhouse library
 - 1 fte Information Assistant post at Grade 3 to support the delivery and development of the Families Information Service (FIS)

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Constitutional Comments (NAB 15/05/13)

22. Culture Committee has authority and is the most appropriate committee to approve the recommendation set out in this report by virtue of its terms of reference.

Financial Comments (KLA 14/05/13)

23. The financial implications of this report are set out in paragraph 19.

Background Papers and Published Documents

None.

Electoral Division(s) and Member(s) Affected

All.

C0216