

Culture Committee

Tuesday, 01 April 2014 at 10:30

County Hall, County Hall, West Bridgford, Nottingham NG2 7QP

AGENDA

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|----|--|---------|
| 1 | Minutes of the last meeting held on 4 February 2014 | 3 - 6 |
| 2 | Apologies for Absence | |
| 3 | Declarations of Interests by Members and Officers:- (see note below) (a) Disclosable Pecuniary Interests (b) Private Interests (pecuniary and non-pecuniary) | |
| 4 | Service Update | 7 - 8 |
| 5 | Nottinghamshire County Council Adult and Community Learning Service Priorities 2014-15 | 9 - 18 |
| 6 | A Strategy for Nottinghamshire Libraries - 6 Monthly Progress Report | 19 - 26 |
| 7 | Bookstart Programme Update and Work with Early Years | 27 - 32 |
| 8 | Annesley Woodhouse Community Partnership Library | 33 - 36 |
| 9 | Libraries Archives Information and Learning Health and Wellbeing Offer | 37 - 44 |
| 10 | Restructure of the Libraries and Archives Service | 45 - 54 |
| 11 | Creswell Heritage Trust Partnership Award for 2014-15 | 55 - 58 |

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| 12 | Changes to English Heritage and the Enterprise and Regulatory Reform Act | 59 - 68 |
| 13 | Work Programme | 69 - 72 |

Notes

- (1) Councillors are advised to contact their Research Officer for details of any Group Meetings which are planned for this meeting.
- (2) Members of the public wishing to inspect "Background Papers" referred to in the reports on the agenda or Schedule 12A of the Local Government Act should contact:-

Customer Services Centre 0300 500 80 80

- (3) Persons making a declaration of interest should have regard to the Code of Conduct and the Council's Procedure Rules. Those declaring must indicate the nature of their interest and the reasons for the declaration.

Councillors or Officers requiring clarification on whether to make a declaration of interest are invited to contact Martin Gately (Tel. 0115 977 2826) or a colleague in Democratic Services prior to the meeting.

- (4) Councillors are reminded that Committee and Sub-Committee papers, with the exception of those which contain Exempt or Confidential Information, may be recycled.

minutes

| | | |
|---------|-------------------|--------------------------|
| Meeting | CULTURE COMMITTEE | |
| Date | 4 February 2014 | (commencing at 10:30 am) |

Membership

Persons absent are marked with `A`

COUNCILLORS

John Knight (Chairman)
Alan Bell (Vice-Chairman)

Chris Barnfather
Nicki Brooks
Maureen Dobson
Sybil Fielding
Alice Grice
Tom Hollis **A**
Richard Jackson
Roger Jackson
Yvonne Woodhead

Ex-officio (non-voting)

A Alan Rhodes

OTHER COUNCILLORS IN ATTENDANCE

None.

OFFICERS IN ATTENDANCE

Peter Gaw - Group Manager Libraries, Archives & Information
Steve Bradley – Group Manager, Cultural and Enrichment Services
Sally Gill – Group Manager Planning
Fiona Littlewood – Principal Librarian
Philippa Milbourne – Children Families and Cultural Services

Martin Gately - Democratic Services Officer

MEMBERSHIP

It was reported that Councillor Yvonne Woodhead had been appointed to the Committee in place of Councillor Sybil Fielding for this meeting only and that Councillor Nicki Brooks had been appointed in place of Councillor Pauline Allan.

MINUTES OF THE LAST MEETING HELD ON 3 DECEMBER 2013

The minutes of the last meeting held on were confirmed and signed by the Chairman.

APOLOGIES FOR ABSENCE

Apologies were received from Councillor Tom Hollis (medical/illness).

DECLARATIONS OF INTEREST

None.

SERVICE UPDATE

RESOLVED 2014/001

That the update on a range of initiatives being undertaken to improve and enhance the quality of life for Nottinghamshire people be noted.

PERFORMANCE REPORTING

RESOLVED 2014/002

That the performance of the Council's cultural services during the period 1 April – 31 December 2013 be noted.

ANNUAL REVIEW OF THE COUNTY COUNCIL CULTURAL STRATEGY 2013

RESOLVED: 2014/003

That the annual review for 2013 of the Cultural Strategy for Nottinghamshire be noted.

CULTURAL SERVICES STRATEGIC EVENTS PROGRAMME 2014

RESOLVED: 2014/004

That the scheduled strategic events across the Libraries, Archives and Information Service, the Country Parks and Green Estate Service and the Arts and Sports Service for 2014 be noted.

FEES AND CHARGES 2014/15 – LIBRARIES, ARCHIVES AND INFORMATION

RESOLVED: 2014/005

- 1) That the proposed fees and charges set out in Appendices 1 and 2 be approved for 2014/15, with implementation from Monday 7 April 2014.

- 2) That due to greatly reduced demand for this service, the remaining music CD collections be withdrawn from libraries from April 2014

NOTTINGHAMSHIRE LIBRARIES, ARCHIVES AND INFORMATION STOCK MANAGEMENT POLICY 2014-18

RESOLVED: 2014/006

That the introduction of the new Stock Management Policy 2014-18, attached at Appendix 1, be approved to take effect from April 2014.

DEMENTIA FRIENDLY LIBRARIES

Members received an informative presentation from Fiona Littlewood on the use of Memory Lane Bags which are currently being piloted in association with Sherwood Forest Hospitals. Members examined the nostalgic and evocative material from the bags, approved of the concept and suggested that it also be targeted at care homes. Members also heard that a report on this matter would go to the Health and Wellbeing Board.

RESOLVED: 2014/007

That the contribution made by the Library Service towards the health and wellbeing of people living with dementia and their carers be noted.

WORK PROGRAMME

The Chairman indicated to Members his preference for the Culture Committee to meet every six weeks.

RESOLVED: 2014/008

The work programme and its contents were noted.

The meeting closed at 12:20 pm.

CHAIRMAN

REPORT OF THE SERVICE DIRECTOR, YOUTH, FAMILIES AND CULTURE**SERVICE UPDATE FOR THE PERIOD 13 JANUARY TO 9 MARCH 2014****Purpose of the Report**

1. To update the Committee on a range of initiatives being undertaken to improve and enhance the quality of life for Nottinghamshire people.

Information and Advice**LIBRARIES, ARCHIVES, INFORMATION AND COMMUNITY LEARNING****West Bridgford Library – Costa Book Awards**

2. On 22 January, West Bridgford Library hosted a Costa Book Awards evening, sponsored by Costa, as part of the library's cultural programme. The sell-out event saw past and current award nominees form a panel to discuss the book awards, their writing and this year's nominations. The event culminated with a vote for the winner of the Book of the Year – and the 90 strong audience correctly predicted the real award winner who was revealed the following week. The event elicited fantastic feedback from customers; *"Loved it. Phenomenal range of speakers, brilliant writers, sharing so much with us the audience. Brilliant - really great evening in a fabulous space. Thank you!"*

Ten Till Tea: Family learning for adoptive and fostering families – Saturday 8 March

3. ACLS and the library service worked in partnership with fostering teams, the support after adoption team and the youth service (young people looked after team) to deliver a family learning event for fostering and adoptive families. Worksop Library was the venue for a fun day of shared activities and challenges aimed at supporting family learning and promoting health and wellbeing. The day also provided opportunities to promote the benefits of reading for pleasure and encourage greater awareness of the services offered in Nottinghamshire libraries.
4. Families created fruit mobiles, had the chance to make fruit smoothies using pedal power on the Smoothie Bike and enjoyed joining in with a family storytelling session. Foster carers and adoptive parents were able to share experiences with each other in a discussion group facilitated by professionals from relevant teams. The day ended with a showcase of work created and certificates presented to all participants. 21 adults and 19 children attended and feedback has been overwhelmingly positive. Further detailed impact analysis and evaluation will be undertaken across the teams involved.

COUNTRY PARKS AND GREEN ESTATES

5. The mild but unusually stormy weather through January and February caused a number of site problems for the Country Park and Green Estates teams. Some Green Estate sites suffered flooding, notably the Linby Trail and the Southwell Trail. The team continue to work to repair surfaces and drainage on these popular trails.
6. At Sherwood Forest Country Park a small number of veteran oaks were damaged. Rufford Abbey's lost two trees from its historic Lime Tree Avenue and the large poplar fronting the Abbey ruins. Whilst dealing with tree damage the opportunity was taken to cut back some of the overgrown yews along the Abbey front. All areas have now been made safe, ready for the main visitor season, but a large amount of woodland clearance work remains to be done.
7. However, the lack of snow and ice brought some benefits in terms of visitor numbers and commercial trading at Rufford Abbey and Sherwood Forest Visitor Centre.
8. Overall, retail was up 35% on this time last year and catering up 39%. Whilst all outlets were busier, two areas were particularly successful:
 - Rufford and Sherwood hosted 9 weddings this January and February, against 3 last year.
 - A Groupon promotion for the Savile Restaurant was launched on 26 January, and it sold out at 1,000 meals in just two days. Customers will be able to redeem their coupons from 24 February until 4 April.
9. Rufford Abbey and Sherwood Forest Country Parks both function as tourist attractions. Increasingly, tourists look online for information and TripAdvisor is one of the main sources. It is pleasing to note that TripAdvisor customer ratings for Sherwood Forest, despite the aging facilities there, are running at four out of five. At the time of writing Rufford Abbey had achieved an impressive four and a half out of five rating.

RECOMMENDATION

- 1) That the update on a range of initiatives being undertaken to improve and enhance the quality of life for Nottinghamshire people be noted.

Derek Higton
Service Director, Youth, Families and Culture

For any enquiries about this report please contact:

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C0396

REPORT OF THE SERVICE DIRECTOR, YOUTH, FAMILIES AND CULTURE**NOTTINGHAMSHIRE COUNTY COUNCIL ADULT AND COMMUNITY
LEARNING SERVICE: PRIORITIES FOR 2014/2015****Purpose of the Report**

1. The purpose of this report is to:
 - a) report on the Adult and Community Learning Service's (ACLS) priorities for funding for 2014/2015 and approve their inclusion within the Adult and Community Learning Service Business Plan for 2014/2015.
 - b) seek in principle approval for expenditure relating to the expected allocation of £2,145,428 from the Skills Funding agency (SFA) to the Adult and Community Learning Service.
 - c) seek approval for an hourly tuition fee of £2.75 to be applied for the 2014/15 academic year.
 - d) seek approval of the Fees Policy for 2014/15.

Information and Advice

2. The Department for Business Innovation and Skills (BIS) published its strategy document 'New Challenges, New Chances. Further Education and Skills System Reform Plan: Building a World Class Skills System' in December 2011. This policy document led to the requirement that all contract holders of Community Learning funds work within a partnership that will identify key local priorities for community learning and produce a strategic plan for the delivery of adult community learning.
3. 'Notts Loves Learning' is the strategic partnership for community learning in Nottinghamshire and Nottingham and includes a core membership of organisations which directly contract with the Skills Funding Agency for community learning. These are: Nottinghamshire County Council; Nottingham City Council; Central College Nottingham; and the Worker's Educational Association.
4. In December 2013 a Nottinghamshire County Council Adult and Community Learning Reference Group chaired by the Service Director, Youth, Families and Culture, considered and endorsed the Adult and Community Learning Service Annual Plan (ACLS): 2013 – 2014. This Plan outlines the proposed direction for the service, responds to the requirements of 'New Challenges, New Chances' and forms the basis of Nottinghamshire County Council's contribution to the 'Notts Loves Learning' Community Learning Plan.

5. A consultation event with invited representation from relevant services in Nottinghamshire County Council is planned for 9 April 2014. The event aims to highlight how involving adults in community learning can enhance their employability, confidence, and health and wellbeing. It will offer the opportunity to invite ACLS to work together with other services to enable them to better deliver their own priorities.
6. The SFA defines Community Learning as non-formal and as '...a broad range of learning that brings together adults, often of different ages and backgrounds, to pursue an interest, address a need, acquire a new skill, become healthier or learn how to support their children.'
7. The SFA Funding Rules 2013/14 version 3 states that the funding must:
 - maximise access to community learning for adults, bringing new opportunities and improving lives, whatever people's circumstances
 - promote social renewal by bringing local communities together to experience the joy of learning and the pride that comes with achievement, and
 - maximise the effect community learning has on the social and economic well-being of individuals, families and communities.
8. Learning which leads to a qualification which can be funded through other SFA funding streams is excluded from PCDL delivery in the SFA Funding Rules.
9. The Service recognises that some learners cannot access specific short qualifications that enable them to progress into employment or contribute to their community through volunteering. Therefore the Service will continue to support a small number of qualification courses funded through generated income. In 2014/15 the Service intends to contribute towards income generation by directly delivering some courses that attract fee-income.
10. In 2014/15 ACLS will receive a single line budget from the SFA to deliver a balanced programme of activity across the following types of provision:
 - a) Personal Community Development Learning (PCDL) - learning for personal development, cultural enrichment, intellectual or creative stimulation and enjoyment
 - b) Wider Family Learning (WFL)
 - c) Family English, Mathematics and Language (FEML).
11. ACLS provision is delivered by a network of 16 major providers and annually up to 20 voluntary and community sector partners. The majority of provision is delivered under annual commissioned contracts by an academy, four colleges of further education and the Workers' Educational Association. The Service also invites bids for small grants to deliver adult learning from voluntary and community groups, schools, children's centres, charities and a number of private providers. Through working with a large and diverse range of delivery partners the service is able to reach the most disadvantaged adults and offer a flexible programme of short courses that meets the needs of learners.

12. To comply with the requirements of BIS and SFA, the Service targets its resources on those facing barriers to learning, living in areas of greatest disadvantage and who are often unconvinced of the benefits of learning. This approach has synergy with and supports the achievement of County Council priorities such as 'Closing the Gap'. ACLS will seek to align activities more closely with Nottinghamshire County Council's strategies and policies as reflected in individual Service areas. With this in mind, ACLS will require its provider network to deliver learning activities that address one or more of the following themes:
- developing stronger communities and promoting social wellbeing
 - supporting parental and community engagement in schools and children's centres and equipping parents and carers to assist and encourage their children's learning
 - fostering aspiration, independence, personal development and responsibility, improving health, wellbeing and quality of life
 - developing skills that prepare people for training, employment or self-employment.
13. ACLS priority learners for PCDL resources in 2014/15 are:
- those with qualifications below the equivalent of GCSE grade A – C (below Level 2) and/or low skill levels
 - individuals or groups who are socially excluded
 - Black and minority ethnic individuals with low qualification and/or skill levels (below Level 2)
 - those with learning difficulties and/or disabilities and those experiencing mental health difficulties.
14. Priorities for Family English, Mathematics and Language programmes will be parents/carers who do not have a qualification equivalent to a GCSE at grade A – C (below level 2) in English and/or mathematics. For Wider Family Learning the focus will be on disadvantaged parents/carers with low skills and/or qualifications.
15. The majority of the above mentioned priority learners will be from the areas of greatest economic and social disadvantage. The Service has a target for 2013/14 that 73% of learners will be from the 250 most disadvantaged super output areas (SOAs). There are 497 SOAs in the County.
16. Providing short courses in communities to engage adults who may have multiple barriers to joining an accredited course demonstrably raises aspirations, increases confidence and builds social capital. Questions to learners about their progress following a course give examples such as:

***Kerry** who began as a learner on an ACLS funded basic computer course and a Computer Literacy & Information Technology (CLAIT) course. Kerry progressed onto an NVQ Level 2 in Business Administration and is now enrolled as an apprentice on a Health and Social Care course and is employed as a carer.*

***Stephen**, who is visually impaired, achieved 2 units towards an OCR ITQ award (an Information Technology Qualification) via the NewLink Home-based Training Scheme, for people unable to attend a course outside their home. When Stephen lost his sight, he feared that he wouldn't be able to continue to use a computer, but the training he*

received gave him confidence in his skills. He now produces posters for a relative to use in her shop and he uses a spread sheet to work out his finances. Stephen intends to progress to college to pursue a course in Counselling.

17. Comments from learners attending celebration events and their course evaluations provide evidence of the value of this activity and the impact that engagement in learning can have on their outlook and lives. Comments made by learners include:

"I am so grateful for the community learning courses giving me the start I needed to change direction.

This course has really helped me; after doing the course I felt more confident in helping my child with his school work.

It's really helped having someone who shows faith in you. Attending the courses has rebuilt my self confidence.."

18. The Service encourages Providers to use a wide range of community venues and will continue to locate a number of programmes, especially Family Learning, in schools and children's centres to benefit parents and carers. During 2012/13, 120 adults gained an English or mathematics functional skills qualification through family learning programmes. Activities are also provided in day care settings for service users. Locating learning activities within libraries has shown benefits for the two Services and the learners. These links will be maintained and strengthened in 2014/15.

19. Performance Indicators for the Service for 2014/15 will be based on our 2013/14 performance. The table below shows a breakdown of learner numbers to date for the current year i.e. 2013/14 (figures as at 19/02/2014):

| SFA PCDL | Actual to Date | Year End Target |
|---|-----------------------|------------------------|
| Learners | 4058 | 6300 |
| No of males | 28.7% | 34% |
| No of students with learning difficulties/disabilities | 30.8% | 29% |
| No of students from Ethnic Minority groups (BME) | 3.28 % | 2.7% |
| Learners who feel their course met their expectations (greatly) | 93.7% | 93% |
| Overall Learners from the 250 most disadvantaged SOAs | 69.9% | 73% |
| Wider Family Learning | | |
| Learners | 447 | 750 |
| Children | 474 | N/A |
| Family English, Mathematics and Language | | |
| Learners | 610 | 900 |
| Children | 425 | N/A |
| Pound Plus | | |
| Learners | 162 | 2050 |
| Total Learners Community Learning and Pound Plus | 5113 | 10,000 |

20. BIS has placed a requirement on Community Learning contract holders to identify how much additional funding or in-kind contributions come as a result of spending on community learning ('Pound Plus'). The Service has set a target to generate additional 'Pound Plus' income of £214,644 in 2013/14 and achievement against this target will provide a benchmark when setting the target for 2014/15.
21. When proposing the Fees Policy, ACLS has consulted with groups of learners and taken feedback that indicates that a small increase of fees would not have a detrimental impact on reaching target learners. It is proposed that an hourly tuition fee increase from £2.50 to £2.75 will be applied for 2014/15 academic year. Fees have not increased since 2010/11 academic year.
22. Providers will continue to be encouraged to target a small number of activities outside the top 250 Super Output Areas where participants are more likely to be able to pay fees. Provider income targets will reflect this requirement. Family Learning activity remains free of charge in line with national policy. The proposed Fee Policy for 2014/15 is attached as **Appendix 1**.
23. It is proposed that the fee remission categories remain unchanged from the agreed policy for 2013/14.

Other Options Considered

24. None. ACLS has a proven record of delivering an effective and efficient Service. A self assessment is undertaken on an annual basis to identify areas for improvement and strengths. In November 2012 the Service was graded as 'Good' by Ofsted and is developing an action plan to achieve 'Outstanding' at the next Ofsted inspection.

Reason/s for Recommendation/s

25. The Adult and Community Learning Service wishes to utilise the SFA funding to engage the most disadvantaged members of our communities in learning activity.

Statutory and Policy Implications

26. This report has been compiled after consideration of implications in respect of finance, 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

27. The proposed Service targets will focus the majority of the SFA funding on areas of greatest economic and social disadvantage. This will leave a small balance to support activity in less disadvantaged areas of the County.

Financial Implications

28. The expected FA grant figure for the period 1 August 2014 to 31 July 2015 is £2,145,428 and it is expected that this will be fully utilised delivering the services as set out in the report.

Public Sector Equality Duty Implications

29. This paper is not proposing any significant change to policy. The Service has robust monitoring arrangements in place in relation to the learning activity that takes place. Equality and diversity are standing items on monthly management meetings where engagement and performance of minority groups is reviewed. The Service prioritises certain geographical communities and communities of interest in line with national policy guidance.

RECOMMENDATIONS

That:

- 1) information on the national and local context for community learning be noted
- 2) ACLS Service Priorities and activity for 2014/2015 be approved
- 3) expenditure relating to the receipt of a provisional allocation of £2,145,428 from the Skills Funding Agency be approved in principle
- 4) approval be given for an hourly tuition fee of £2.75 to be applied for the 2014/15 academic year
- 5) approval be given to the Fees Policy for 2014/15 as outlined in **Appendix 1**.

Derek Higton
Service Director, Youth, Families & Culture

For any enquiries about this report please contact:

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Constitutional Comments (SB 11/03/14)

30. Culture Committee is the appropriate body to consider the content of this report, subject to any additional revenue expenditure that is funded externally being approved by Finance and Property Committee.

Financial Comments (KLA 04/03/14)

31. The financial implications of the report are set out in paragraph 28 above.

Background Papers and Published Documents

Department for Business Innovation and Skills: Skills Funding Statement 2012-2015: December 2012.

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

Electoral Division(s) and Member(s) Affected

All.

C0394



ADULT AND COMMUNITY LEARNING SERVICE FEES POLICY FOR 2014/2015

1. **COVERAGE:** this fees policy covers activity classified as Personal and Community Development Learning and /or Work Routes, funded by the Skills Funding Agency/ACLS and sub-contracted to Nottinghamshire County Council Adult and Community Learning Service for delivery in Nottinghamshire County. Family Learning programmes (Wider Family Learning, Family English, Maths and Language) contracted to Nottinghamshire County Council Adult and Community Learning Service for delivery in Nottinghamshire County Council will be free of charge.
2. **ELIGIBLE LEARNERS:** ACLS providers must check the eligibility of learners as defined under the current version of the Skills Funding Agency Funding Rules to ensure that only eligible learners access learning funded by the Skills Funding Agency/ACLS. A higher fee rate ('full cost recovery') is applicable for non-eligible learners and the Team Manager, Library and Community Learning should be consulted as to the applicable rate.
3. **IMPLEMENTATION DATE:** this policy will take effect from 01.08.14.
4. **TUITION FEE:** the hourly charge for PCDL/Work Routes courses will be £2.75 per hour. The collection method is at the discretion of the ACLS provider. Learners who pay tuition fees will also be charged examination fees if relevant to the course of learning. Exemptions/remissions in respect of course fees also apply to examination fees, if appropriate.
5. **ADMINISTRATION FEE:** A £5 administration fee will be charged to all learners undertaking an accredited course to contribute to the cost of examination registration, and issuing of certificates. NB learners eligible for remitted tuition fees will not be exempt from the administration charge.
6. **EXEMPTIONS:** the following provision within PCDL will be exempt from fees:
 - **Customised Provision for Learners with Learning Difficulties and/or Disabilities (LLDD):** discrete provision for LLDD cohorts will be exempt for fees. Individual members of the LLDD cohort enrolling on PCDL courses will be charged fees unless they are covered by one of the remissions detailed under section 6, below.
 - **Discrete Courses for Volunteers:** prior approval for remission is required from the Team Manager, Library and Community Learning.
7. **REMISSIONS:** learners in receipt of the following benefits will be eligible for fee remission:
 - **Income based Job Seekers Allowance (not contribution based)**
 - **Housing Benefit or Council Tax Support (Not Single Person's Discount)**
 - **Employment Support Allowance**
 - **Income Support**
 - **Incapacity Benefit**
 - **Working Tax Credit**

- **Pension Credit (not savings credit)**
- **Unwaged Dependents** of those in receipt of the above benefits.
- **Identified elements of Universal Credit (when implemented)**

All benefits claimants will be required to provide evidence of their benefit status to qualify for fee remission.

7. **DISCRETIONARY REMISSIONS:** there are some categories of learners, for example but not exclusively travellers, the homeless and hostel dwellers who, whilst not necessarily in receipt of benefits, are clearly unable to contribute to the cost of their learning. In such instances, ACLS may agree discretionary fee remission to groups of learners or individual learners without the prior consent of the SFA. Records of all such discretionary remissions will be retained.
8. **REFUNDS:** If a PCDL/Work Routes course is terminated by the provider because, for example, of low numbers, learners who have paid in advance will be refunded for the sessions cancelled by the provider. Individual learners who choose to leave a PCDL course before its completion will not be eligible for a refund. If an award bearing class is cancelled by a provider, full refunds will be provided to course participants.

REPORT OF THE SERVICE DIRECTOR, YOUTH, FAMILIES AND CULTURE

**A STRATEGY FOR NOTTINGHAMSHIRE'S LIBRARIES - 6 MONTHLY
PROGRESS REPORT: JULY – DECEMBER 2013**

Purpose of the Report

1. To update Members on implementation of the strategy for Nottinghamshire's Libraries between July and Dec 2013.

Information and Advice

2. The 'Strategy for Nottinghamshire's Libraries' was approved by County Council on 15 December 2011.
3. Since its approval the strategy has under-pinned the service business plans for 2012/2013/2014. A number of specific actions have been completed or have made progress during the second six months of the strategy.
4. The strategy outlined 10 key pledges and a 10 point action plan for the future.
5. The following table summarises progress between July and December 2013 in relation to the **10 key pledges** made within the strategy.

| Pledge No. | Pledge Summary | Achievement and Progress |
|-------------------|--|--|
| 1. | We will invest to put libraries at the heart of their communities by maximising the use of library services and our buildings as a key face to face service of the County Council. | <p>Nottinghamshire Futures adult careers services have co located at Worksop Library.</p> <p>NCC Work clubs have been established in 8 libraries</p> <p>NCC Children's Centres continue provision at Cotgrave, Ladybrook, Mansfield Woodhouse, Misterton, Ruddington, West Bridgford and Warsop Libraries.</p> <p>NCC Registrar services have an office in the newly refurbished Stapleford Library.</p> <p>Information pods at Worksop, Mansfield and West Bridgford have been established and are in constant demand</p> |

| Pledge No. | Pledge Summary | Achievement and Progress |
|------------|---|---|
| 2. | We will provide services where people live, through an extensive network of libraries and specialist mobile libraries. | All 60 libraries and 3 mobile libraries are fully operational - non-planned closure was 0.1% (static & mobile combined) or 0.02% (static libraries only) of total opening hours in the report period. |
| 3. | <p>We will respond directly to local needs in developing libraries and ensure our libraries meet community need. We will ensure that:</p> <ul style="list-style-type: none"> - libraries are open at convenient times - a wide range of library books and information sources are available across the network - we consult with customers and communities in making changes to service provision. | <p>Sunday opening is provided at the four strategic libraries. A marketing campaign has been undertaken to highlight the Sunday offer.</p> <p>Total expenditure on new book stock for 2013/14 is estimated to be £1m resulting in over 134,000 new items being added to stock - this includes stock purchased for Mansfield Central Library, West Bridgford Library and the refurbished Stapleford Library which re-opened in November 2013.</p> <p>The Mansfield Woodhouse 'heritage link' was launched in November following a grant award by the Heritage Lottery Fund. The partnership between the Old Woodhouse society and the Library and Archives service aims to secure access to the local heritage resources and support a range of initiatives with young people.</p> |
| 4. | We will increase community involvement in the shaping and delivery of libraries provision. | <p>A feedback poster detailing library performance and response to comments and surveys has been displayed in each library.</p> <p>A mystery customer exercise has been undertaken. Nine libraries visited by young people in partnership with Youth Services. Very positive feedback particularly relating to staff friendliness and helpfulness.</p> <p>Suggestions for improvements being actively considered, including improvements to joining procedures and provision of information about Nottinghamshire Members of Youth Parliament.</p> <p>A survey of child library users is scheduled for Autumn 2014 and will be utilising SurveyMonkey for the first time.</p> |

| Pledge No. | Pledge Summary | Achievement and Progress |
|------------|---|---|
| | | The impact project, which was the subject of a report to Culture Committee in December 2013, included extensive survey and focus group work with library users. |
| 5. | We will keep local communities and customers at the centre of all we do. | <p>Libraries continue to play a significant role in the life of communities by, for example:</p> <ul style="list-style-type: none"> - further development of meeting places for community groups - providing opportunities for communities to commemorate and celebrate - responding to comments and complaints and tracking trends to adjust policies and practices. |
| 6. | We will be dynamic, innovative and share best practice. | <p>Nottinghamshire Libraries continue to play an active part in regional and national networks.</p> <p>Nottinghamshire Libraries is working on an innovative partnership with Near Now (Broadway) and the Arts Service on a project entitled <u>Libraries for the Future</u>. This is an Arts Council England funded project. Based at Mansfield Library, it will research and develop creative digital interventions with library services.</p> |
| 7. | We will provide excellent customer service every time, and maintain our high satisfaction levels. | <p>Review of Customer Service Strategy included :</p> <ul style="list-style-type: none"> - updated Customer Service Standards - successful piloting of Customer Journey mapping exercise in 4 libraries - implementation of recommendations from the Customer Service Excellence report including Customer Journey Mapping (above), improvements to display of fees and charges information in libraries and minor adjustments to signage at Mansfield Central Library |
| 8. | We will ensure that libraries contribute to positive social, economic and educational outcomes for individuals, communities, local business and culture in Nottinghamshire. | Within the business plan there are specific tasks related to improving and identifying outcomes. A report was presented to Culture Committee in December 2013. |

| Pledge No. | Pledge Summary | Achievement and Progress |
|------------|--|---|
| | | <p>Following the hosting of 7 apprentices during 2012/13, the service is again offering a number of opportunities for 2013/14.</p> <p>Venue hire promotional literature has been developed aimed at encouraging greater use of libraries for business development and training.</p> <p>Libraries have hosted or run a significant number of learning opportunities for adults and families to engage them in learning and improve their skills. There have been 677 courses that attracted 1,885 adults and 2,051 children.</p> |
| 9. | We will continue to develop new audiences for our libraries by exploiting the use of customer insight data and by adopting a targeted approach to our cultural programmes. | <p>The second coordinated and planned programme for Worksop, Mansfield Central, and West Bridgford Libraries has been published.</p> <p>Autumn 'Jazz Steps Live in the libraries' programme delivered with Nottingham Youth Jazz Orchestra.</p> <p>A programme of commemorative activity for the 100th anniversary of the outbreak of World War 1 has been planned.</p> |
| 10. | We will continue to explore new operating models to provide the best possible libraries service for Nottinghamshire. | <p>The development of a new consortium to procure a new library management system (LMS) was the subject of a report to Culture Committee in December 2013.</p> <p>The outline business case approved by Full Council on 27 February 2014 supports the development of an arm's length operating model for public libraries.</p> <p>A Cultural Services transformation board has been established to progress work to deliver the agreed business case.</p> |

6. The following table summarises progress in relation to the **10 point action plan**.

| Action Number | Action | Achievement and Progress July – December 2013 |
|---------------|--|---|
| 1. | Investing in, developing and remodelling Nottinghamshire libraries. | <p>Stapleford Library reopened in November following a major refurbishment to update the fabric and library offer. Public response has been very positive with increased level of use and new memberships.</p> <p>Newark Library closed for essential maintenance including the replacement of lighting.</p> |
| 2. | Locating library services in the best location for local communities and library users | Work continues to co-locate Annesley Woodhouse, Balmoral, Inham Nook and Tuxford Libraries. |
| 3. | Providing resources and access to services in partnership with local communities and customers. | <p>Wi-Fi provision has been extended to all level 1 libraries. In addition a solution to provide Wi-Fi access in all libraries has been established with NCC IT services. This will be rolled out and fully operational by the end of 2014.</p> <p>There were 158,315 hours of newlinc use and 37,204 Wi-Fi sign ons</p> |
| 4. | Continuing to develop the 'core' libraries offer to provide inspiration to read, create knowledge through access to information, learning and the Nottinghamshire story, enhance community life and stimulate cultural activity. | <p>All libraries maintain an ongoing programme of displays, exhibitions, promotions and events to inspire customers and local communities.</p> <p>From large events attracting 300 families, the 170 supported book groups, the 100% of new babies reached through Bookstart and the projected 500,000 information requests, libraries are fulfilling their core purpose.</p> |
| 5. | Maximising the use of new technology such as e books and self service. | <p>The take up of the e book service has seen an increase since the charge was removed in April 2013.</p> <p>A new audio books service has been launched called 'oneclickdigital'</p> |
| 6. | The further development of planned cultural, heritage and learning programmes. | The second coordinated and planned programme for Worksop, Mansfield Central, and West Bridgford Libraries has been published. |

| Action Number | Action | Achievement and Progress July – December 2013 |
|---------------|---|--|
| | | <p>From performance poetry to jazz, gaming workshops to family theatre and author events for children and adults, all ensure that libraries continue to develop new audiences and inspire readers of all ages.</p> <p>Autumn ‘Jazz Steps Live in the libraries’ programme delivered successfully with Jazz Steps</p> <p>A programme of local heritage talks in Nottinghamshire Archives and libraries, provide opportunities for people to learn about their local area and make the best use of local collections and resources.</p> <p>A programme of commemorative activity for the 100th anniversary of the outbreak of World War 1 has been planned.</p> |
| 7. | Maintaining and further developing work with children and young people. | <p>Summer reading challenge 2013 – ‘Creepy House’ was completed with an increase of 15% in the take up of the scheme.</p> <p>A partnership project with the young people cultural agency The Mighty Creatives, Ignite and Regional Society of Chief Librarians will explore libraries’ role in digital media.</p> |
| 8. | Supporting staff development and empowerment. | <p>Library staff continue to provide a welcoming and customer friendly service.</p> <p>Briefing sessions with all staff have been undertaken specifically to focus future staffing structures and new operating models.</p> <p>A development programme for frontline library managers has been delivered to enable managers to develop their leadership skills.</p> |
| 9. | Developing ‘community library partnerships’ (CPLs) | <p>Overall volunteering in libraries has been maintained and is seeing a gradual increase.</p> <p>Initial approaches to develop CPLs have been logged following the publishing of the outline business case in November. Detailed</p> |

| Action Number | Action | Achievement and Progress July – December 2013 |
|---------------|--|--|
| | | performance data, costs and customer profiles have been developed to inform future CPL developments |
| 10. | Developing mobile and community based library services to those who cannot visit static library sites. | The 'At Home Library Service' provided in partnership with the Royal Voluntary Service (RVS) continues to develop with 312 regular customers |

7. In summary the library service continues to deliver its core service to a high standard and is developing the service in line with the agreed strategy.

Other Options Considered

8. As this is a report for noting, it is not necessary to consider other options.

Reason/s for Recommendation/s

9. The report is for noting only.

Statutory and Policy Implications

10. This report has been compiled after consideration of implications in respect of finance, 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

11. The detailed work undertaken in relation to the delivery of the strategy aims to improve the accessibility and quality of library and information services for our customers.

RECOMMENDATION/S

- 1) That the implementation of the strategy for Nottinghamshire libraries between July and December 2013 be noted.

Derek Higton
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Constitutional Comments

12. As this report is for noting only, no constitutional comments are required.

Financial Comments (KLA 04/03/14)

13. There are no financial implications arising as a direct result of this report.

Background Papers and Published Documents

A Strategy for Nottinghamshire's Libraries – report to County Council on 15 December 2012
A Strategy for Nottinghamshire's Libraries - six monthly progress report January – June 2013 – report to Culture Committee on 8 October 2013

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

Electoral Division(s) and Member(s) Affected

All.

C0391

REPORT OF THE SERVICE DIRECTOR, YOUTH, FAMILIES & CULTURE

BOOKSTART PROGRAMME UPDATE AND WORK WITH EARLY YEARS

Purpose of the Report

1. To update Members on the Bookstart programme in Nottinghamshire and work with Early Years.

Information and Advice

Context

2. Bookstart is a national early intervention literacy programme which offers the gift of free books and parental guidance materials to babies, toddlers and pre-school children to inspire a love of reading that will give children a flying start in life.
3. The programme is administered by Booktrust, an independent charity dedicated to encouraging people of all ages and cultures to engage with books. It is a public/private, multi agency partnership sponsored by over 25 children's publishers and is the largest corporate social responsibility partnership of its kind in the UK. Central funding is provided by the Department for Education in England. The Government provides catalyst funding (20%) which is used to enable corporate support from children's publishers and the book sector (80%).
4. Bookstart is coordinated and delivered in local authorities by colleagues in libraries, health and early education and other specialists working directly with disadvantaged families and groups and those with multiple problems.
5. Bookstart in England was the first national bookgifting programme in the world, starting originally in 1992 working with libraries and health visitors in Birmingham and gifting to 300 babies. Today over a million children receive a free Bookstart pack every year.
6. Since 2004 funding has been provided to enable universal provision of free books to every child at two key stages: Bookstart Baby Pack for children up to 12 months and Bookstart Treasure Pack for 3 year-olds. Families obtain their Bookstart Baby Pack from the family health visitor or other health professional, and Bookstart Treasure Pack from nursery, play group or other early years settings. Both Bookstart packs are also available from Nottinghamshire public libraries.

7. Each pack contains two books (either board books or picture books), tips and guidance about sharing books and a book bag.

8. For children with additional needs the following packs are available:

- **Bookshine packs for children who are deaf**

Children are entitled to this pack in addition to the two standard Bookstart packs. There are two Bookshine packs available: Bookshine Baby (0-2 years old) and Bookshine (2-4 years old). Both packs contain two board books, a booklet of advice about sharing books with deaf children, a book guide listing more high quality books, as well as useful organisations and resources and a nursery rhyme place mat featuring two rhymes and photographs of babies signing. The Bookshine pack also includes a book suitable for older children and a special bookmark that uses British Sign Language to sign key words from the story.

- **Booktouch packs for children who are blind or partially sighted**

Children are entitled to this pack in addition to the two standard Bookstart packs. There are two Booktouch packs available: Booktouch Baby for babies (0–2 years old) and Booktouch for older children (2 - 4 years old). Both packs contain two touch and feel books, a booklet of advice about sharing books with blind and partially sighted children, a book guide listing lots more books, a leaflet listing useful services related to reading and a Rhymetimes CD and booklet. The Booktouch pack also includes a book suitable for older children, a noisy touch-and-feel book with a fun, interactive story.

Both Bookshine and Booktouch packs are available from health visitors, local health clinics, early years settings and libraries.

- **Dual Language books**

Children who speak English as a second language are entitled to free dual language books in Bookstart packs. The following dual language titles are available: Albanian, Arabic, Bengali, Chinese Traditional, Chinese Simplified, Croatian, Czech, Farsi, French, German, Greek, Gujarati, Hindi, Italian, Japanese, Korean, Kurdish, Nepalese, Panjabi, Polish, Portuguese, Russian, Somali, Spanish, Tagalog, Tamil, Turkish, Urdu and Vietnamese.

9. Health visitors can arrange for books in another language as part of the Bookstart packs and libraries make similar arrangements for Bookstart Treasure packs.

Nottinghamshire Bookstart

10. The Library Service is responsible for co-ordination of Bookstart in Nottinghamshire including:

- receiving the delivery of packs from Booktrust
- distribution of the packs to Health Centres and children's settings
- monitoring and evaluation of pack take up.

11. This is managed within the Library Service by the Early Years Library Team which comprises an Early Years and Bookstart Officer (full time), an Early Years Development Worker (26 hours per week) and a Bookstart Clerical Worker (30 hours per week).
12. Library membership forms are added to the packs and are completed by the Health Visiting Team when they are with families of under-fives and returned to the Library Service.
13. The Library Service pays for the delivery of Bookstart Baby to Health Centres. Early Years and the Early Intervention Service pay for the Bookstart Treasure packs delivery to Early Years settings.

Key Statistics

14. Key Statistics 2012/13:

- Bookstart baby percentage reach - 100% of all babies
- Bookstart Treasure bag - 96% of all 3 year olds
- Baby bag library membership forms received back via Health visiting team: 6,540.

Research

15. Research has shown the positive role that Bookstart can play in early child development as the programme aims to promote and encourage the sharing of books in the home:
 - **Promotes secure attachment**
Reading to and sharing books with babies helps emotional bonding. Sharing stories, books and rhymes promotes strong and loving relationships and secure attachment.
 - **Supports development of confidence and self esteem**
Sharing books with children helps to develop a child's social skills and confidence both of which are essential for emotional health and wellbeing.
 - **Aids cognitive development**
Linguistic, social, emotional, and cognitive development are complementary processes that ultimately work together to shape a child's literacy growth. Sharing stories helps a child to develop across all the domains.
 - **Supports the development of speech and language**
Encouraging parents and carers to share stories, books, and rhymes can radically improve a child's language and communication skills. Each Bookstart pack contains two books to help begin their reading journey as well as information on how speech and language can be incorporated into daily life.
 - **Aids socio-emotional development, good mental health and wellbeing**
Sharing books together in the home can provide a valuable platform for discussions, debate, play and fun activities. Stories and talking about books helps develop empathy and encourages children to recognise and talk about their feelings.

- **Helps to lay foundations of good literacy skills and prepares the way for school**
To be ready for school, children need to have a good vocabulary, understand how books work and have the curiosity, imagination and eagerness to know about the world around them. Sharing books, stories and rhymes helps develop these skills, making the transition to school more successful.
- **Supports the development of fine motor skills, listening and concentration**
Sharing books from birth supports the development of physical coordination through page turning, lifting flaps and pointing at images. By regularly listening to a parent or carer share stories a child will develop skills in listening and concentration.
- **Breaks cycles of low achievement and poverty**
Encouraging parents to start sharing books, stories and rhymes with their baby is the first steps towards breaking inter-generation cycles of low achievement and poverty.

16. Research has also shown how Bookstart boosts families' use of books and libraries:

- **Children more likely to enjoy books and visit library**
Research shows that children who receive Bookstart packs are more likely to regard reading as their favourite activity. Also their parents are more likely to buy books as presents for their children, and families also share books and visit the library more often too.
- **Children more likely to borrow books from libraries**
In a major survey of young people's reading habits, researchers from Roehampton University found that, at Key Stage 1, children borrowed more books from the library in 2005 than in 1996.

The authors of the study suggest the possible influence of the Bookstart programme; 'The first babies to benefit from the [Bookstart] scheme might now be beginning to show in the reading survey and at the same time older siblings might well have been unwitting beneficiaries of this scheme, joining the library, and possibly attending Bookstart related events there, in the company of their baby brothers or sisters.'

- **Increased book purchases and time spent sharing books**
Researchers found that of families who received Bookstart packs, 71% of parents bought more books for their children, and 28% spent more time sharing books with their children
- **Have more engaged reading**
Researchers who have observed Bookstart parents sharing books have found that they are more likely to read the whole text, talk about the story and encourage their child to link the story to their own experiences. These all help children to develop into stronger, more confident readers.

17. Co-ordination of the Booktrust's Bookstart programme enables the Library Service to deliver a high quality, well developed early literacy programme which is evaluated on a national scale. The Library Service strategy states a commitment to exploiting national reading initiatives such as Bookstart to encourage reading for pleasure as a key intervention to improve literacy levels.

Work with Early Years

18. In addition to managing and co-ordinating the Bookstart Scheme, the Early Years Library Team is also responsible for working with vulnerable under-fives to promote shared reading and the Library Service. This includes contact with Children's Centres, refuges, Homestart, voluntary groups, day nurseries, LA nurseries, playgroups and health centre baby groups. The Early Years Library Team work with all Early Years professionals across the County demonstrating best practice, promoting the Bookstart scheme and the Library Service. Areas of need are targeted working in line with the foundation stage data.
19. In 2012/13 the Early Years and Bookstart Officer and Early Years Development Worker provided 78 sessions to 61 Early Years settings across the County and 55 library sessions provided at 13 different libraries.
20. They are part of the 'Language for Life' steering group and were involved in the 'Every Child a Talker' (ECAT) programme providing information and training. They also provided training for Health Visitors during this period in partnership with the Speech and Language Therapy Service on Bookstart and the Library Service.
21. The Early Years Library Team provides training for library staff members ensuring best practice when working with children and families, especially during the under five's sessions in libraries.
22. The team also co-ordinates the Bookstart Bear Club which is a library membership incentive scheme whereby Bookstart resources are used to increase library membership and usage by families with young children. Free resources are provided to the Local Authority, with postage and packing and administration costs paid for by the Local Authority. Practitioners and families can also join the online Bookstart Bear via the website. Nottinghamshire runs the Bookstart Bear Club in all libraries.

Other Options Considered

23. The report is for noting only.

Reason/s for Recommendation/s

24. National research demonstrates the positive effect of the Bookstart programme on participants' early literacy skills.
25. Participation in the scheme contributes to Nottinghamshire's Closing the Educational Gaps Strategy.
26. Uptake of Bookstart is a target in the Nottinghamshire Child and Family Poverty Strategy.

Statutory and Policy Implications

27. 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.

Public Sector Equality Duty Implications

28. As the Bookstart programme is a national, universal scheme specifically aimed at children aged under five years, there are no specific equality implications for protected groups.

RECOMMENDATION/S

- 1) That the update on the Bookstart programme in Nottinghamshire and work with Early Years be noted.

Derek Higton
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Constitutional Comments

29. As this report is for noting only, no Constitutional Comments are required.

Financial Comments (KLA 19/02/14)

30. There are no financial implications arising directly from the report.

Background Papers and Published Documents

None.

Electoral Division(s) and Member(s) Affected

All.

C0365

REPORT OF THE SERVICE DIRECTOR, YOUTH, FAMILIES & CULTURE

ANNESLEY WOODHOUSE COMMUNITY PARTNERSHIP LIBRARY

Purpose of the Report

1. To seek approval for the development of the Annesley Woodhouse community partnership library.

Information and Advice

Context

2. The library at Annesley Woodhouse is currently sited in a church hall at the extreme edge of the village. The property is leased from the Trustees of St John's Parochial Church Council.
3. The library is open for 10 hours per week, issues around 8,000 items and has 3,350 visitors per annum.
4. In January 2009 a report was presented to the then Culture portfolio holder identifying that the current provision in the church hall required relocation due to the poor condition of the building and provided five options for the future provision of library services in Annesley Woodhouse.
5. The approved option was to co-locate the library in the proposed new community centre on Acacia Avenue and resourced within the County Council's capital programme.
6. Since then the new community centre, The Acacia Centre, has been developed through both asset transfer from Ashfield District Council and funding from the BIG lottery fund.
7. The building of an additional library building at an estimated cost of £90,000 in the form of an extension to the new community centre was designed and approved by the key stakeholders.
8. During 2012, due to delays in delivering the original scheme, the library service and Ashfield Community Radio and Media Training (ACRMT) reviewed the scheme in the context of greater integration into the core activity of the community centre and the location of the proposed library in relation to other activity in the community centre.

9. The proposed solution is to develop the library space at the centre of the community centre using current office space rather than the original proposal which would result in the library being located in a poor position within the centre.
10. In order to replace the loss of office space taken by the library, an additional office would be added to the centre to counter balance the loss of the office space. This option has been designed and an initial tendering exercise undertaken by Ashfield District Council has reduced the overall costs of the scheme by around £20,000.
11. Since this development the outline business case for Libraries and Archives has been approved. This business case outlines the development of a new form of Community Partnership Library (CPL) which aims to sustain small community libraries in partnership with the community, whilst reducing the County Council's costs.
12. Annesley Woodhouse Library is ideal to be established as a CPL through this co-location project.
13. The ACRMT is uniquely placed in the community to host the library, provide a managed group of library volunteers, deliver the agreed library service standards, and increase access to and the take up of library services.
14. As an early adopter of the concept of a Nottinghamshire Community Partnership Library, the ACRMT will provide a working model for other similar communities.
15. The formal CPL agreement will ensure the County Council's capital investment secures ongoing and sustainable library services for the length of the agreement. The agreement would ensure that ACRMT would be required to pay back the capital investment if it failed to provide the services as stated.
16. This will result in a reduction in revenue costs for Nottinghamshire County Council in terms of the Library, Property and Information Technology service costs.
17. The overall CPL programme is designed to be bespoke to each situation and thus this agreement provides a working model but sets no precedent in the level of capital contribution required in each situation.
18. A revised capital programme for the modernisation of libraries provides a small investment fund to enable CPLs to be established.

Other Options Considered

19. In 2009 five options were considered, including alternative locations/buildings, provision of a substitute mobile library and closure of the library.
20. These options were evaluated following an appraisal of the suitability of locations, cost, potential for increasing levels of use, sustainability and access to other community services.

Financial Implications

21. The capital investment is included in the Council's capital programme.
22. The recommendation would save £20,000 in capital costs against the previously agreed course of action, helping to reduce the authority's capital programme costs going forwards.
23. Once in place, the new library will save revenue costs of an estimated £10,500 against existing arrangements, which will contribute towards the £1m savings required of the Library Service, as set out in Outline Business Case B13.

Reason/s for Recommendation/s

24. The proposal to alter the location of the library and compensate by building an additional office space rather than library will facilitate a more sustainable library service at a lower capital cost.
25. This development allows a working model of the new CPL approach to be operational in 2014.

Statutory and Policy Implications

26. 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.

Public Sector Equality Duty Implications

27. This scheme enables ongoing provision of a static library service in the Annesley Woodhouse area and improves physical access, the library environment and will be accessible more hours than currently provided. The service agreement will require the community centre to adhere to the County Council Library service customer and service standards, including universal free access and stock policy.

RECOMMENDATION/S

That:

- 1) the development of a Community Partnership Library in Annesley Woodhouse be approved.

Derek Higton
Service Director Youth, Families and Culture

For any enquiries about this report please contact:

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Constitutional Comments (SLB 13/03/14)

28. Culture Committee is the appropriate body to consider the content of this report.

Financial Comments (KLA 12/03/14)

29. The financial implications of the report are set out in paragraphs 21 – 23 above.

Background Papers and Published Documents

Outline Business Case B13.

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

Electoral Division(s) Affected

Kirkby in Ashfield South Cllr Rachel Madden

C0392



**REPORT OF THE SERVICE DIRECTOR, YOUTH, FAMILIES & CULTURE
LIBRARIES, ARCHIVES, INFORMATION AND LEARNING HEALTH AND
WELLBEING OFFER**

Purpose of the Report

1. To update Members about health and wellbeing related activity taking place across the Libraries, Archives, Information and Learning Service and outline opportunities for further development. This report will also be taken to the Health and Wellbeing Board and the Public Health Committee for noting.

Information and Advice

Existing Framework

2. The Health and Social Care Bill 2012 aims to deliver better services and outcomes with greater demographic accountability and efficiency through a new focus on public health and health inequalities; the local authority has responsibility for improving health and wellbeing outcomes, tackling the wider determinants of health and combining traditional and new approaches, and providing improved quality and choice for patients.

Background

3. Public libraries and Adult Community Learning Services (ACLS) are poised to play an important role in the health and wellbeing of local communities through services and resources that support the new public health responsibilities of local authorities. They are ideally placed to deliver early intervention, preventative care and address local health inequalities, and can help Health and Wellbeing Boards to deliver better public health outcomes, as part of the commissioning landscape.
4. The Society of Chief Librarians (the national body for leaders of libraries) has endorsed this approach, and the Health Offer is one element of four national offers.
5. Libraries provide:
 - a network of local hubs with non-stigmatised, non-clinical community space where people can meet others and stay connected physically and virtually
 - community outreach supporting vulnerable people
 - staff with local knowledge and expertise in information management, reading and community engagement
 - assisted on-line access.

6. They enable local communities to help themselves through:
 - health and care information services
 - referral and signposting
 - Public Health promotional activity
 - national reading programmes promoting learning, literacy and well-being
 - social and recreational opportunities e.g. reading groups
 - volunteering and community engagement activities that build people-centred services and keep people active, involved and learning.

7. Outcomes are substantial as they:
 - empower people to access and use health and wellbeing information
 - can help with the prevention and early diagnosis of illness
 - provide a network of easily accessible, non-threatening, inclusive environments
 - reduce isolation amongst the elderly
 - provide carers with an escape mechanism
 - provide information to appropriate self-help and local health services.

8. Similarly Community Learning managed by local authorities has been shown to have a significant impact on health and well-being for those who participate. The recent Department for Business, Innovation and Skills (BIS) strategy, *New Challenges New Chances* identified a range of objectives for the national Community Learning budget to address. These include:
 - to improve/maintain health and/or social well-being
 - reduce costs on welfare, health and antisocial behaviour.

Evidence of Impact

9. Research has shown that an increased emphasis on health promotion, health awareness and health prevention activity can reduce the need for costly intervention. There is a growing emphasis on self-help. It is also now recognised that health is as much about emotional and psychological well-being as it is about physical well-being. There is a clear role for libraries here. Libraries are information providers and library staff are information facilitators, helping and guiding people to access and understand the information they require.

10. There is also a strong correlation between reading, literacy and health. Reading services offered through public libraries impact on literacy levels and there is overwhelming evidence that literacy has a significant relation to a person's health and success in life. In addition, reading for pleasure reduces stress and increases mental and emotional wellbeing. Research by consultancy Mindlab International at the University of Sussex indicates that reading is the best way to relax and even six minutes a day can be enough to reduce stress levels by more than two thirds (68%).

11. Reading and literacy is attracting increasing attention from primary care practitioners as a means of reducing demand on the National Health Service. This interest is further

reinforced by the National Institute for Health and Clinical Excellence guidelines indicating that primary care professionals should offer bibliotherapy based therapy for mild to moderate mental disorders.

12. According to Professor Neil Frude (consultant clinical psychologist, Cardiff and Vale University Health Board) who first developed the Books on Prescription Scheme, bibliotherapy has the following advantages over medication:
 - higher patient acceptability
 - more immediate effects than some medication
 - no rebound effect at the end of treatment
 - tendency for continued improvement over time
 - lower relapse rates
 - no appreciable adverse side effects as with medication
 - no danger of overdose.
13. Research undertaken on the value of adult learning has shown the contribution this activity makes to support the improvement and maintenance of health and social wellbeing as well as wider outcomes. The National Institute of Adult Continuing Education (NIACE) document *The case for investment in learning for adults, A contribution to the 2013 Spending Review* highlights research that shows how lifelong learning contributes to better health, with huge potential savings to the health service and demonstrates the measurable impact of lifelong learning on social value and wellbeing.
14. NIACE itself has developed work on the value of learning for adults for a number of outcomes, using the approaches advocated in HM Treasury's Green Book Annex on valuation techniques for social cost–benefit analysis. This shows that participating in learning for adults leads to improvements in health, with a value in terms of increased wellbeing equivalent to £148 for each individual; a greater likelihood of finding a job and/or staying in a job with a value of £224 per individual; better social relationships, which has a value of £658 to the individual; and a greater likelihood that people volunteer on a regular basis, which has a value of £130 to the individual.
15. Recent BIS data suggest that learning can offset the natural decline in wellbeing associated with ageing. Department for Work and Pensions research found that healthier, more active later lives could result in significant savings in the costs of health care, social care, pensions and benefits. The research estimates that “improving healthy life expectancy by just one year each decade could generate a 14 per cent saving in spending on healthcare and an 11 per cent saving in spending on benefits between 2007 and 2025”.

Current Activity

16. Nottinghamshire Public Library Service and ACLS deliver a range of activities and information that supports the health and wellbeing agenda which are outlined in **Appendix 1**. In addition several discrete projects have been undertaken, for example:
 - funding from Adult Social Care and Health was used to develop opportunities for people with Aphasia to enjoy poetry. An external facilitator and poet ran 10 creative poetry sessions over a five month period. People who attended the sessions had a

wide range of symptoms and disabilities. They found enjoyment in the social aspects of the sessions and pleasure in having the opportunity to express themselves in a friendly and supportive atmosphere.

- the Library Service had external funding from the BBC's Headroom mental health project to deliver a series of creative writing workshops and sculpture workshops. This included the creation of a brain sculpture which became a focal point for discussions about mental health and increased understanding and awareness of mental health and well-being issues.
- several 'Unwind Your Mind' events have been held in libraries, most recently at West Bridgford Library during World Mental Health Awareness week. The event aimed to tackle stigma and raise awareness of mental health issues, to promote mental health services and to promote the benefit that reading can have on wellbeing. The event was planned in partnership with Rushcliffe Community & Voluntary Service and Rushcliffe Clinical Commissioning Group. The format was a selection of stalls providing health and wellbeing information and a combination of drop-in and scheduled activities including Mindfulness sessions, a Story Café and drum workshop.
- libraries have worked recently with the Mental Health Co-Production team to develop a touring exhibition specifically for libraries. The 'Expressions' exhibition is touring Worksop, Mansfield and West Bridgford libraries over the summer. Artists who contributed to the exhibition have experience of mental health issues.
- Worksop Library hosted a 'Choose Well' campaign in partnership with NHS Bassetlaw Clinical Commissioning Group. The campaign aimed to encourage people to use the most appropriate health services according to their symptoms and to reserve A&E visits for life threatening emergencies only. Staff from NHS Bassetlaw were on hand to inform people of available health services through an interactive health game, and distribution of Choose Well leaflets informing people of the NHS services they should use for particular illnesses and injuries.
- the Library Service has also received funding from internal and external partners to develop book collections; one such collection is a Books on Prescription Scheme which is funded by Public Health. Launched in 2013 the national Books on Prescription scheme for England 'Reading Well' builds on best practice and combining expert endorsed self-help reading and health information alongside mood-boosting creative material. This initiative is in partnership with a range of medical organisations including: The Royal College of Psychiatrists, The Royal College of Nurses and The Royal College of General Practitioners.
- the Library Service is working with Sherwood Forest Hospitals to pilot memory bags for loan. People with dementia often find it easier to remember things from the past rather than incidents that took place recently. In the later stages of dementia they may have increasing communication problems which make social interaction with their relatives and friends difficult and distressing. The provision of themed bags can prove a valuable resource both for the person affected and their carers. They can be used either at home or taken along on a visit to someone in a care home to structure the interaction and provide an enjoyable social activity. Memory bags include a selection

of suitable books (Pictures to Share, Opie Scrapbooks), objects on a particular theme, DVD or CD, photographs and pictures.

- Rug Rats activity was run by a voluntary sector organisation in partnership with the local Sure Start in Warsop. Over the 26 weeks of the project, 15 young parents took part with their children, the vast majority of whom were newly recruited to the centre for the project. The sessions started with an hour of relaxed social time where parents could sit and chat with each other and the workers. This was followed by a different activity each week. Activities included making baby books and story bags, plaster foot and hand moulds, healthy cooking and baby massage. The project workers linked the sessions with a range of other services to bring specialist advice and information to the parents. This included a session on weaning, and another on vaccinations. A Sure Start or Health Visitor came along to the group every other week.
- 'Nurtured by Nature' activities are for adults who have experienced mental health issues. The peaceful rural setting managed by the Indigo Brave organisation introduces them to sustainable farming and animal husbandry as a means of improving the individual's management of their mental health. ACLS funds Indigo Brave to work with the learners to consider their relationship to nature, their community and their wider relationships and learners then use that knowledge to motivate and mentor others.

Future Offer

17. There is potential to develop the future health and wellbeing offer from Libraries and ACLS, some ideas include:

- **Health and Wellbeing Centres in Libraries**

Branded areas within libraries which house healthy living and health-related books and resources, have informal, comfortable seating, and display space, providing a one-stop place for health and well-being information and activity. The centres could be situated in the County's 12 main libraries with a high level of accessibility in respect of transport links and opening hours.

The books and other resources would be selected in consultation with health professionals. Health and Wellbeing volunteers present to provide support, advice and signposting to health information and organisations. Touch screens kiosks providing health information when the volunteers are not present; the service is available through the online catalogue accessible from home.

Pods available which allow health groups to promote their services.

During the week a range of groups meet in the space. Some are self-help groups or carers' support groups that share information and provide support. At other times positive activities are held such as bibliotherapy sessions or workshops such as smoking cessation.

- **Books on Prescription Scheme for Children and Young People**

A collection of books and resources available from all County libraries, chosen from recommendations from child and adolescent mental health service professionals.

Titles reflecting a range of ages, literacy levels and common health problems, including anxiety, eating disorders, sleep problems, depression, stress and behavioural problems. Parenting books are included in addition to titles for children and young people. Books and resources may be 'prescribed' by health professionals or selected from open library shelves.

- **Healthy Eating for Families**

ACLS offer of courses that will impact on obesity in adults and children. Working with the family to embed healthy eating through knowledge of balanced nutrition and the techniques of healthy cooking similar programmes have shown results in reducing obesity within families and across age groups. By linking a knowledge of healthy eating to the offer of subsidised enjoyable exercise - such as ice-skating - families which would are not normally physically active are motivated to use exercise as part of a healthy overall lifestyle.

Other Options Considered

18. The report is for noting only.

Reason/s for Recommendation/s

19. Public Libraries and Community Learning Services are well placed to contribute to the health and wellbeing agenda in terms of supporting early intervention, preventative care and addressing local health inequalities.

Statutory and Policy Implications

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

RECOMMENDATION/S

That:

- 1) the contribution made by the Library Service towards the health and wellbeing agenda be noted.
- 2) the report be presented to the Health and Wellbeing Board for noting.
- 3) the report be presented to the Public Health Committee for noting.

Derek Higton
Service Director, Youth, Families and Culture

For any enquiries about this report please contact:

Peter Gaw
Group Manager Libraries, Archives, Information and Learning
T: 0115 9774201
E: peter.gaw@nottsc.gov.uk

Constitutional Comments

21. As this report is for noting only, no Constitutional Comments are required.

Financial Comments (KLA 04/03/14)

22. There are no financial implications arising directly from this report.

Background Papers and Published Documents

New Challenges, New Chances – Department for Business Innovation and Skills

The case for investment in learning for adults: a contribution to the 2013 Spending Review – National Institute of Adult Continuing Education

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

Electoral Division(s) and Member(s) Affected

All.

C0393



REPORT OF THE SERVICE DIRECTOR, YOUTH, FAMILIES AND CULTURE
RESTRUCTURE OF THE LIBRARIES AND ARCHIVES SERVICE

Purpose of the Report

1. To seek approval to implement a new staffing structure and revised staffing establishment for the Libraries and Archives service.

Information and Advice

2. The Libraries and Archives service provides a comprehensive service across a network of 64 buildings and 3 mobile library vehicles.
3. The outline business case (B13) identifies a savings target of £1m between 2014 and 2017, whilst maintaining the current extensive network of buildings.
4. A mixture of management tier reduction (removal of the area librarian role), amalgamation of some specialist roles and a review of numbers of some generic roles has resulted in a reduction of 13.91 full time equivalent (fte) posts across the establishment as identified in the Section 188 notice.
5. There are no reductions in service opening hours thus Library Assistant, Library Advisor and Archive Assistant posts were excluded from this review.
6. A full staff briefing and consultation process has taken place with all staff having a supported and face to face opportunity to hear about the review from a member of the libraries management team in the week commencing 4 November 2013.
7. The proposed revised staffing structure and new job descriptions were made available during week commencing 4 November 2013.
8. An active and positive engagement with trade unions has taken place alongside staff consultation and feedback from individuals.
9. A number of changes were made to the proposals with a revised set of proposals being issued on 20 December 2013.
10. Enabling and competitive interview processes have taken place as appropriate and within the policies of the County Council in advance of approval of the proposed structure to ensure full implementation on 1 April 2014.

11. The number of staff at risk of compulsory redundancy is likely to be nil as some colleagues have left the council or taken voluntary redundancy since the proposals were issued.
12. A further staffing report will be presented to disestablish posts currently deployed in the provision of service delivery contracts for NHS Rampton Hospital and Ranby and Whatton Prisons once formal negotiations are completed with the appropriate institutions.

Other Options Considered

13. The service management team considered a number of alternative staffing models.

Reason/s for Recommendation/s

14. The structure presented in the report delivers both savings and the required level of management capacity to meet the operational, safety and developmental needs of the service.

Statutory and Policy Implications

15. 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

16. Service users will see changes in their local library management and some reduced capacity to respond to initiatives outside of key priorities for the service.

Financial Implications

17. The reduction in staffing number enables the revenue budget to meet its 2014/15 budget reductions and pressures.
18. The savings to staffing budgets generated by these reductions are calculated to be £360,000 for a full year.

Human Resources Implications

19. These are detailed within the report and the structure charts and list of posts attached as **Appendices 1 - 3**.

RECOMMENDATION/S

- 1) That the proposed new staffing structure and revised staffing establishment for the Libraries and Archives Service be approved as set out in the report.

Derek Higton
Service Director, Youth, Families and Culture

For any enquiries about this report please contact:

Peter Gaw
Group Manager, Libraries, Archives, Information & Learning
T: 0115 9774201
E: peter.gaw@nottscc.gov.uk

Constitutional Comments (LM 05/03/14)

20. The Culture Committee has delegated authority within the Constitution to approve the recommendations in the report.

Financial Comments (KLA 04/03/14)

21. The financial implications of the report are set out in paragraph 18 above.

Background Papers and Published Documents

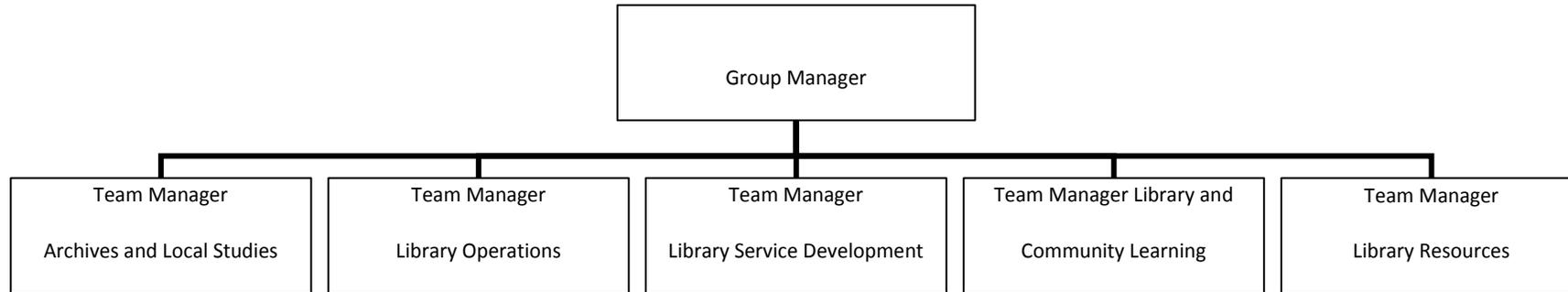
Annual Budget 2014/15 – report to Full Council on 27 February 2014.
Outline Business Case B13.

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

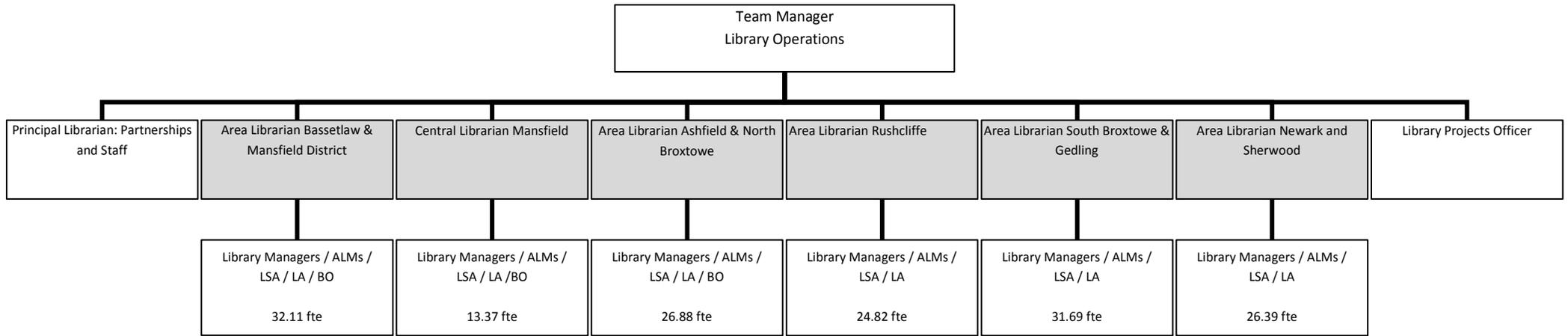
Electoral Division(s) and Member(s) Affected

All.

C0390

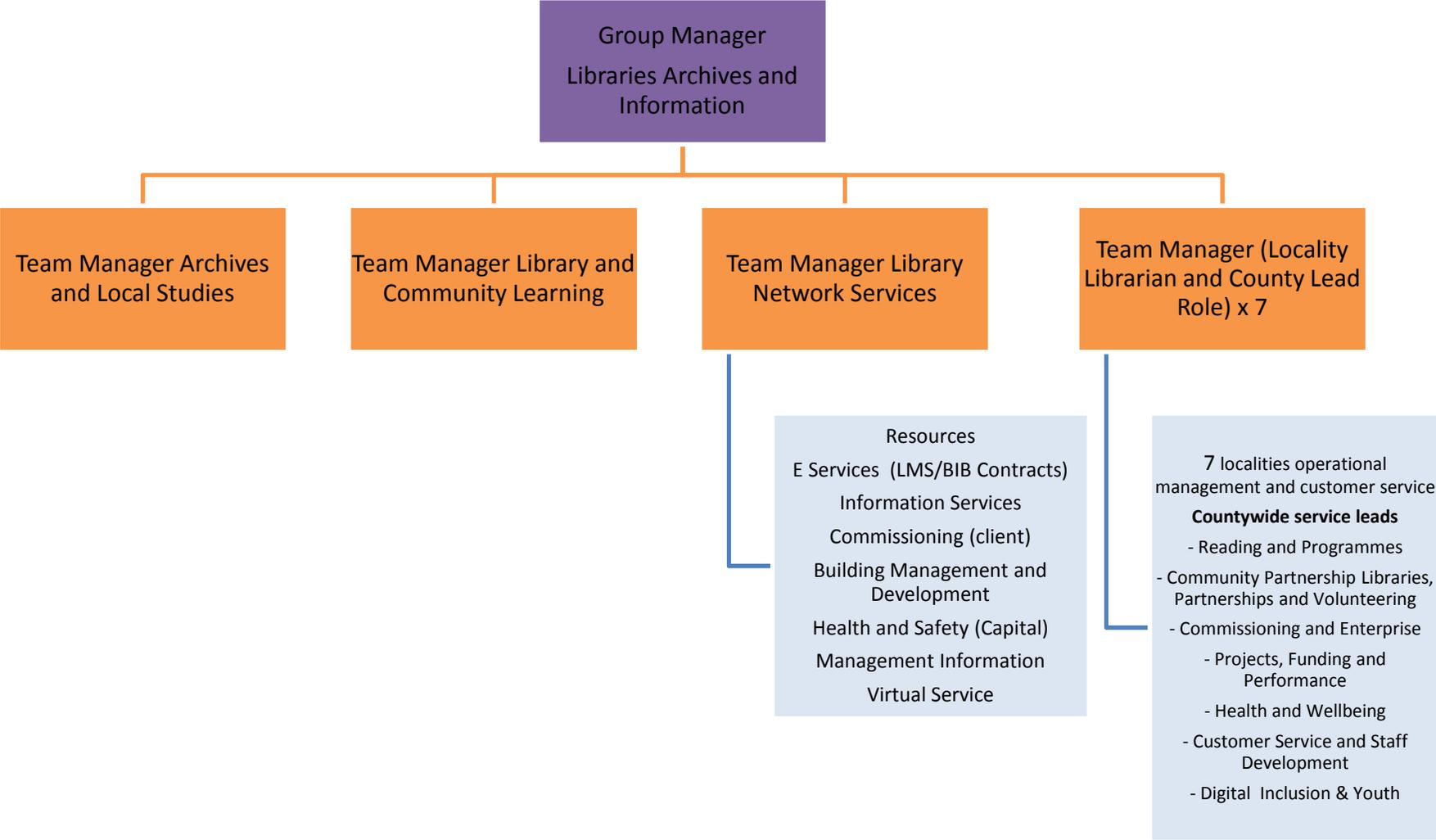


Library Operational Management Structure – Current

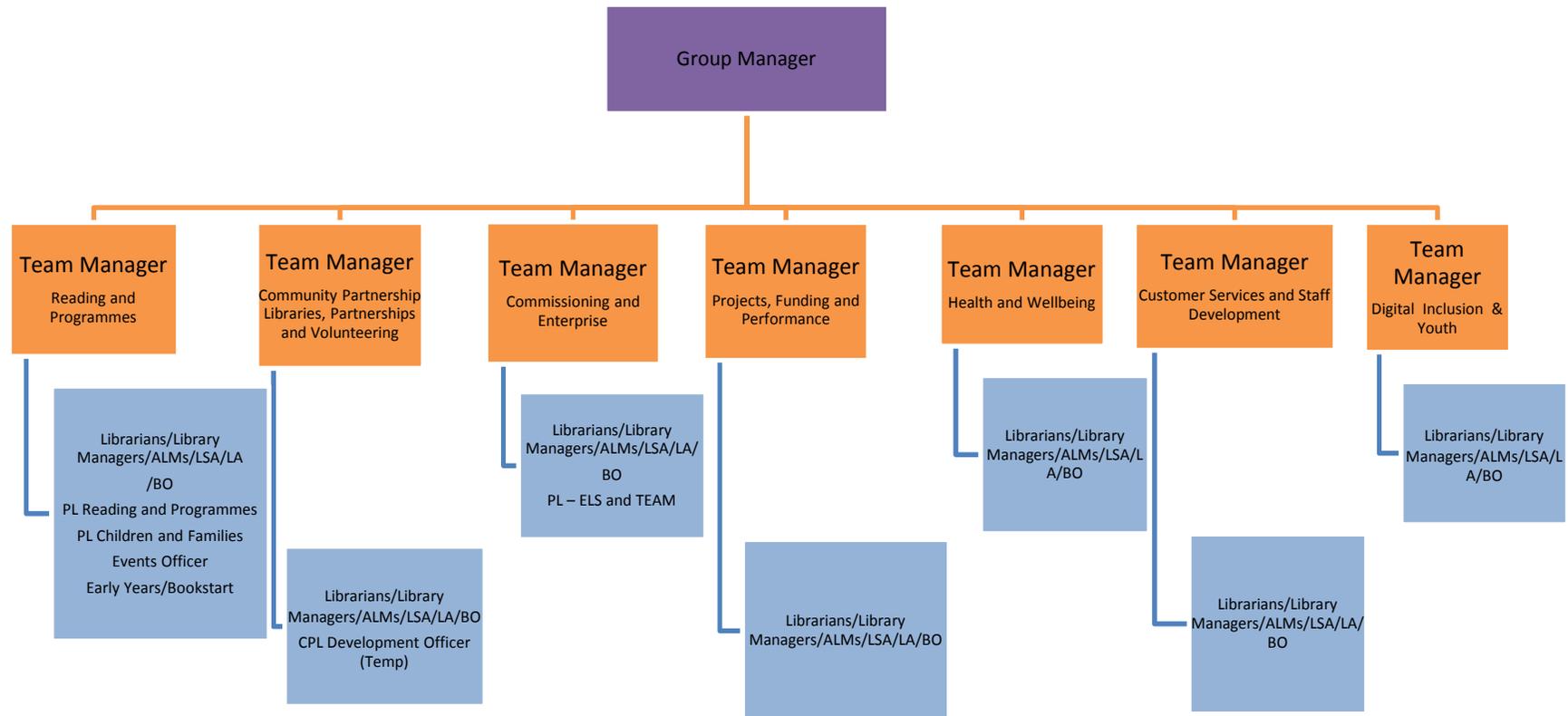


Libraries Archives and Information

Appendix 2



Public Library Service – Team Managers – Countywide Lead Area



Changed Staffing establishment – by post**Appendix 3**

| Post Title | Grade | FTE Current | FTE New | New Structure Posts |
|--|--------------|--------------------|----------------|--|
| Team Manager | D | 3 | 8 | Team Manager x 8 |
| Area and Central Librarian | B | 6 | 0 | Post deleted |
| Principal Librarian | B | 7 | 4 | Principal Librarians (Stock, E, Reading, Children) x 4 |
| RDO LDO | B | 1 | 0 | Post deleted |
| Strategic Library Manager | A | 0 | 3 | Strategic Library Manager |
| CPL Development Officer (temp) | B | 0 | 1 | CPL Development Officer (temp) |
| Librarian | A | 12.58 | 10 | Librarian |
| Events Officer | 4 | 2 | 1 | Events Officer |
| Library Projects Officer x 5 | 5 | 0 | 0.5 | Library Projects Officer |
| Library Manager | 5 | 22.8 | 17 | Library Manager |
| Assistant Library Manager | 4 | 11 | 11.21 | Assistant Library Manager |
| Building Officers | 2 | 14.24 | 13 | Building Officers |
| FIS Information Assistant (temp) | 3 | 1 | 1 | FIS Information Assistant |
| Operations and Logistics Officer | 5 | 0 | 1 | Operations and Logistics Officer (to be transferred from business support service) |
| Acquisition Assistants | 2 | 4.2 | 3.2 | Acquisition Assistants |
| <u>Archives</u> | | | | |
| Principal Archivists | HAY B | 3 | 2 | Principal Archivists |
| Archivists | HAY A | 5 | 4 | Archivists |
| Records Management Assistant/Driver (temp) | 2 | 0.4 | 0.4 | Records Management Assistant/Driver |



**REPORT OF THE CORPORATE DIRECTOR POLICY, PLANNING AND
CORPORATE SERVICES**

CRESWELL HERITAGE TRUST PARTNERSHIP AWARD FOR 2014/15

Purpose of the Report

1. To seek Committee approval for continued partnership funding of £50,000 for the Creswell Heritage Trust in support of the operation and running costs of the onsite museum and education centre at Creswell Crags and the outreach programme for 2014/15.

Information and Advice

2. Creswell Heritage Trust is the body responsible for the operational management of the facilities at Creswell Crags. The Crags sit on the border of Nottinghamshire and Derbyshire and are recognised as one of Britain's most important cultural, archaeological and scientific sites,. They are at the northern limit of human occupation during the ice age and contain Britain's only example of rock art in Church Hole Cave. A visitor centre, including a museum, shop, cafe and educational facilities, opened on the site in June 2009.
3. In 2012/13 Creswell Crags was included on the UK tentative list for future World Heritage nominations to UNESCO (the United Nations Organisation for Education, Science and Culture). There is a challenging technical evaluation process to be undertaken before the nomination can be confirmed by Government but, if successful, Creswell Crags would be the first World Heritage Site in Nottinghamshire.
4. Nottinghamshire and Derbyshire County Councils have jointly provided funding to support the operational costs of the facilities since the formation of the Trust in 1991 and are joint guarantors on the lease, along with the land owner, Welbeck Estates. In addition the County Councils provide the Trust with officer support, particularly in legal services, HR and conservation.
5. Following a difficult year for many visitor centres and attractions in 2012/13, both County Councils agreed to increase their level of support. In 2013/14 both visitor numbers and returns from the trading company have shown positive trends and the addition of the Stone Age to the primary school curriculum has resulted in a significant increase in school visits. Further work is, however, still required to ensure that the Trust is able to capitalise on these positive trends.
6. Following the departure of the Director to a new post in December 2013, the Trust has recently appointed a new Director. This presents an opportunity to refresh the Business

Plan and revisit the current operating models for the different elements of the Creswell Crags offer, with a view to securing the long-term sustainability of the site and facilities. The requirements of working towards World Heritage Site status will also be reviewed.

Other Options Considered

7. The option of not continuing to fund the Trust has been considered. This has not been taken further, however, in view of both Local Authorities acting as lease guarantors. In the event of the Trust ceasing to operate, responsibility for managing Creswell Crags would rest with the two County Councils. The option of reducing the level of support has also been considered but it would be likely to have a very damaging impact on the Trust's ability to manage the site.

Reason/s for Recommendation/s

8. Nottinghamshire County Council's partnership contribution is part of the core funding of the project, without which it would cease to operate. The continuation of County Council financial assistance to Creswell Heritage Trust is subject to a similar contribution from Derbyshire County Council.

Statutory and Policy Implications

9. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (Public Health only), the public sector equality duty, safeguarding of children and vulnerable adults, service users, sustainability and the environment and ways of working and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Financial Implications

The projected year end budget outturn for the Trust is a deficit of £20,000, which reflects difficulties relating to the funding of work on the World Heritage Site. There is a risk that without continued levels of resources, the Creswell Heritage Trust would not be able to operate and manage the site to the required standards. To help mitigate this risk, it is proposed to make an award of £50,000 to the Creswell Heritage Trust for 2014/15, which is at the same level as the 2013/14 award. The funding is contained within the base budget for the Conservation Team for 2014/15. Assuming Derbyshire County Council make a similar increase on the basis of matched funding, then the projected deficit can be resolved.

Public Sector Equality Duty implications

The new visitor centre has full disabled access.

Implications for Service Users

Creswell Crags is an important part of the wider culture and heritage of Nottinghamshire and the County Council partnership funding helps ensure that it can continue to operate for the benefit of its visitors. In particular, the Trust organises a broad educational programme, in which schools are invited to participate.

Implications for Sustainability and the Environment

Creswell Crags has a significant implication for our environmental history, heritage and culture where the partnership funding makes a critical contribution.

RECOMMENDATION/S

That the Culture Committee:

1) confirms partnership funding of £50,000 to Creswell Heritage Trust to support its operating costs for the financial year 2014/15, subject to a similar level of award being made by Derbyshire County Council.

Jayne Francis Ward
Corporate Director Policy Planning and Corporate Services

For any enquiries about this report please contact: Heather Stokes, Team Manager Conservation.

Constitutional Comments (NAB 14.03.14)

10. The Culture Committee has authority to approve the recommendation set out in this report by virtue of its terms of reference.

Financial Comments (SEM 13/03/14)

11. The financial implications are set out in the report.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

- None

Electoral Division(s) and Member(s) Affected

- All

**REPORT OF THE CORPORATE DIRECTOR FOR POLICY, PLANNING AND
CORPORATE SERVICES****CHANGES TO ENGLISH HERITAGE AND THE ENTERPRISE AND
REGULATORY REFORM ACT****Purpose of the Report**

1. To note the comments appended to this report, which were sent in February in response to two Governmental heritage consultations to meet the consultation response timetable:
 - Changes to English Heritage and
 - Enterprise and Regulatory Reform Act 2013

Information and Advice**Changes to English Heritage**

2. English Heritage is the government's principal heritage advisory service that provides expertise to the Secretary of State, local planning authorities and others across the heritage sector. It is also responsible for England's national collection of heritage sites and buildings held by the government. The national collection includes some sites that are under the guardianship of English Heritage, such as the medieval monastic remains at Rufford Abbey Country Park.
3. The government is proposing to separate the advisory expert services from the management of the national collection. A new charitable trust is to be created to manage the national collection sites and this will retain the 'English Heritage' branding and be provided an endowment of £80 million to deal with identified backlog of repairs. The professional advisory services will remain as a non-governmental advisory body funded directly by central government, and will be known as 'Historic England'.
4. The response to the changes to English Heritage is provide in Appendix 1, the main points are set out below:
 - The new charity English Heritage will be a major player in the heritage sector visitor economy with significant membership income.
 - The intention with regards to sites in guardianship, like Rufford Abbey medieval remains, is not set out and requires more consultation with the owners of these sites.
 - The £80 million endowment is unlikely to be sufficient to pay for all identified conservation needs.

- Bids to the Heritage Lottery Fund (HLF) for match funding from the new charity, using the £80 million endowment, could tie-up the availability of funds for other organisations.
- The success of the new charity should take into account its impact on other heritage sites and organisations that are not in the national collection.
- There must be resourcing for 'Historic England' sufficient to ensure that the present advisory services are not compromised.

The Enterprise and Regulatory Reform Act 2013

5. The Enterprise and Regulatory Reform Act 2013 introduced several heritage reforms that require secondary legislation to enact. These reforms are intended to provide a suite of new, light-touch mechanisms for managing change to listed buildings. The secondary legislation will introduce the following:
 - Conservation area consent is replaced with planning permission.
 - Heritage partnership agreements may be entered into between local authorities and owners setting out works for which listed building consent is granted (excluding demolition).
 - Extent of protection of a listed building can be better defined by excluding attached buildings and structures and those within the curtilage of the principal listed building from protection, and by stating definitively that some feature of a listed building is not of special architectural or historic interest.
 - A system of local and national class consents under which works of the type described in the local or national class consent order will not need listed building consent.
 - A certificate of immunity from listing may be applied for at any time.
 - A certificate of lawful proposed works is introduced (valid for 10 years) that categorically confirms that the works described in it do not affect the character of the listed building and do not therefore require consent.
6. The response to the Enterprise and Regulatory Reform Act 2013 is provided in Appendix 2, the main points of interest are set out below:
 - This legislation affects the procedures for managing change to listed buildings that are dealt with through the 'listed building consent' application process. Listed building consents are dealt with by the local planning authorities, not County Councils, but the replacement of conservation area consent with planning permission will impact on county council planning work.
 - The County Council owns a number of listed buildings and will be able to benefit from the new legislation, if it so desires. For instance, time-saving benefits would arise if 'Heritage Partnership Agreements' were entered into with the appropriate district planning authority. These would set out where future alterations can be approved without listed building consent thereby saving time involved in preparing applications and awaiting the local authority's decision.

Statutory and Policy Implications

7. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (Public Health only), the public sector equality duty, safeguarding of children and vulnerable adults, service users, sustainability and the environment and ways of working and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

RECOMMENDATION

8. That the report be noted.

**Jayne Francis-Ward,
Corporate Director for Policy, Planning and Corporate Services**

For enquiries about this report please contact:

Jason Mordan, Senior Practitioner Historic Buildings, Conservation Team, tel. 0115 969 6529

Constitutional Comments

Culture Committee has authority to consider the recommendation by virtue of its terms of reference. (NAB 12.03.14)

Financial Comments (SEM 12/03/14)

There are no specific financial implications arising directly from this report.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

- None

Electoral Division(s) and Member(s) Affected

- All

Appendix 1 - response to proposed changes to English Heritage

Consultation Questions

Chapter 3: The Charity

Are there any further benefits that could be delivered by this model?

The new charity should acknowledge that it will be in a privileged situation with a major funding endowment and membership income not matched by the rest of the sector (except for the National Trust). It will be one of the best resourced charities focused on heritage collections and can use that role to engage with others attempting to do similar and lead by example. It is likely to become a major applicant to the Heritage Lottery Fund and this may well impact on HLF's ability to support other projects (prepared by non-professional heritage groups). It is hoped that the new charity can ensure that it uses its position within the sector to benefit the sector as a whole.

Are there any other key opportunities for the charity to increase earned income in addition to those outlined in the consultation? YES

If yes what are they?

Opportunities to work in partnership with other like-minded organisations to mutual benefit (such as complementary funding applications). Opportunity to utilise the National Heritage Collection to promote, sponsor and develop training events and holidays that can deliver the conservation repairs and create income at the same time.

What aspects of the current service provided to the public by English Heritage in relation to the National Heritage Collection is it important that the charity maintains?

English Heritage is the official 'guardian' of the medieval remains within Nottinghamshire County Council's Rufford Abbey Country Park site. It is important that sites of this type, managed in partnership, are included within the new charity's remit and that the implications of the new model are discussed directly with the owners. It is unclear whether sites managed in this way will be funded through the proposed endowment and it would be unfortunate if such sites were unable to benefit. It is also important that the best practice solutions for heritage protection, restoration and management that are developed for the Collection continue to inform the advisory work of Historic England.

What are the opportunities to further enhance the services that will be offered by the charity?

With reference to the answers provided to questions 4, 5 and 6, the new charity will be in a strong position within the heritage industry to lead by example. Its remit might include to promote and develop partnerships with other site owners and operators with the goal of enhancing the overall impact that heritage has for the UK visitor economy. Could key organisations like the National Trust, CRT, Local Authorities have representation on the board of the new charity? A model such as that adopted for the Canals and Rivers Trust might be an appropriate way to ensure local expertise and knowledge is available to the Charity.

Do you agree that the suggested charitable objectives are broadly the right ones? NO

If no, what changes to them do you think should be made?

The objectives of the charity need to be broadened to reflect a privileged position of governmental funding/endowment and considerable income from membership. The charity must be operated in a way that is complimentary to the other heritage offers and those providing them. In particular, the new charity must consider the impacts of its business on the ability of other not-for-profit organisations to operate. The overall goal should not be the preservation of the National Heritage Collection alone - rather it should embrace a wider objective to benefit all of the country's important heritage sites where visitors are encouraged and welcomed. The National Heritage Collection is a catalyst both for wider public appreciation of the country's heritage and the increasing income from the visitor economy.

Are the proposed success criteria to measure the performance of the charity and to ensure that the benefits are realised the right ones? NO

If not what else should be included in the success criteria?

The success criteria are very narrow, focused largely on the likely benefits arising from budgetary independence. The new charity will be a major player within the heritage sector and visitor economy and the measure of success must be reflective of this. It would be fair to expect performance to be viewed in the broader picture. Partnerships and shared objectives that have been met could be measured in a variety of ways and dovetail with the aims of Historic England. Surplus from the running of the National Heritage Collection could be a key funding source to unlock Heritage At Risk issues for instance. Nottinghamshire County Council has extensive experience of B@R, running a county-wide register for over 20 years. We have assisted owners from all sectors in developing solutions that often focus on the visitor economy and hope that the new charity and Historic England would be proactive supporters of any future projects.

Chapter 4: Historic England

We are interested in the views of respondents to the proposed future opportunities and priorities for Historic England. Are these the right priorities and opportunities? Is there anything missing?

We are concerned that the proposed model makes reference to the functions of Historic England being "largely" funded through government grant. It is imperative that Historic England retains sufficient capacity and resources to enable it to provide advice and guidance on planning and other matters through staff with relevant local knowledge and expertise. With reference to Heritage @ Risk, we agree that this should remain a priority for Historic England, but wonder if the forecasted benefits arising from the charitable management of the National Heritage Collection should be seen as a more active opportunity for the resolution of @ risk sites by Historic England. The 'owner of last resort' approach to acquisition is not the only model to follow. An expansive approach to the acquisition of H@R would be more likely to encourage others to invest in similar sites. This is an approach long associated with Building Preservation Trust activity and investment as a catalyst for regenerative outputs has many successful precedents.

Are the proposed success criteria to measure the performance of Historic England the right ones? YES

Should the National Heritage Protection Plan form the basis of the business plan for Historic England? YES

Are there any further points you would like to add in relation to the consultation?

There is a concern that the National Heritage Protection Plan will be too narrowly focussed. The implied focus on protection should be broadened to ensure that England's heritage is able to maintain its key role in supporting locally distinctive and economically sustainable communities. A change of name to, for example, England's Heritage Plan, would help to emphasise this broader focus.

With reference to the forthcoming NHPP consultation, the County Council hopes that its own heritage expertise will be viewed as key local resource. We hope that the opportunity for Local Authority input into action plan development and delivery will be realised, particularly acknowledging the role of the local Historic Environment Record and the Council's lead on Heritage @ Risk and heritage tourism at the local level. Success should be measured against the degree in which local expertise has influenced the action plan.

Appendix 2 – response to Enterprise and Regulatory Reform Act 2013, Secondary Legislation:

1. Do you agree that the duration of a Listed Building Heritage Partnership Agreement should be left to the discretion of individual local planning authorities?

- **Yes**
- **No**
- Don't Know

If no, should the maximum duration of the Agreement be set at three, five or ten years? Can you briefly summarise the reasons for your answer.

Yes and No: Maximum duration should be 10 years – default duration should be shorter, say 3 years, with the LPA able to set the duration within these limits at their discretion.

2. Do you agree that local planning authorities should only consult English Heritage on the proposed grant of listed building consent included in draft Listed Building Heritage Partnership Agreements where they cover Grade I and II* listed buildings?

- **Yes**
- No
- Don't Know

3. Do you agree that local planning authorities should only be required to specifically notify known owners of the listed building who are not party to the draft Agreement of the proposed listed building consent, with any further notification being left at the local authority's discretion?

Note: owners also include any tenants with not less than seven years of a term certain remaining unexpired.

- **Yes**
- No
- Don't Know

4. Do you have any other comments on the draft regulations for Listed Building Heritage Partnership Agreements?

No

5. Do you agree that local planning authorities should only consult English Heritage on draft Local Listed Building Consent Orders where they cover Grade I and II* listed buildings?

- Yes
- **No**
- Don't Know

If no, what do you think would be appropriate and why?

All proposed LLBCOs should be sent through to English Heritage in order to ensure that there is a consistent approach to the content and extent of the works they propose to cover. In the absence of clearly laid out benchmarks across the country that reflect regional variations and vernacular architectural traditions, there is very considerable potential for diverging approaches to the management of the local listed building stock between neighbouring authorities and consequential confusion for all. This is especially likely to be unhelpful for owners who are responsible for more than one building within different LPA areas.

6. Should local planning authorities only be required to notify known owners of listed buildings of the draft Local Listed Building Consent Order? The need for any further notification would be at the local authority's discretion.

Note: owners also include any tenants with not less than seven years of a term certain remaining unexpired.

- Yes
- No
- Don't Know

If no, who else should be notified as a minimum requirement and why?

7. Do you agree that the duration of a Local Listed Building Consent Order should be left to the discretion of individual local planning authorities?

- Yes
- No
- Don't Know

If no, should the maximum duration of an Order be set at three, five or ten years? Can you briefly summarise the reasons for your answer.

Yes and No: Maximum 10 years, standard minimum 3 years, with LPA discretion to set the duration between these limits.

8. Do you have any other comments on the draft regulations for Local Listed Building Consent Orders?

With reference to the comments of The Institute of Historic Building Conservation raised concerns 18 months ago, it is clear that the operation of these Orders is a recipe for confusion for owners and LPAs alike. Extensive guidance to ensure conservation standards are maintained, and in some cases improved, must be provided by English Heritage. For instance, the approach of all LPAs to re-pointing and re-rendering of historic masonry should be guided by statutory specification of materials and operations.

Recording any 'intervention' on a listed building, beyond that which is basic like-for-like maintenance, ought to be a goal of all LPAs. It is a basic necessity to ensure long-term protection of their historic building stock. Official 'list descriptions' are not constantly kept up to date with regards to approved works to listed buildings. The LPA should keep this information on record and preferably make it available to the local Historic Environment Record, the present system of LBC provides for that. Consent Orders make no provision for ensuring that the works can be accurately identified thereafter. This is likely to lead to uncertainty with regards to the extent and scope of previous works and any remediation required. Lack of recording will affect the viability of enforcement as a tool for ensuring that owners act responsibly and within the law.

Differing approaches to the use of these Local Consent Orders between neighbouring authorities will increase the likelihood of confusion for owners/applicants and may encourage abuse.

The compensation provision is likely to discourage LPAs from reversing Orders that prove problematic to the authority in discharging its duties under the 1990 Act.

9. It is proposed that Certificates of Lawfulness of Proposed Works should be determined by the local planning authority within six weeks. Do you agree?

- Yes
- **No**
- Don't Know

If no, what alternative timescale would you propose and why?

In cases where it becomes clear that more information is needed in order to judge the application properly, the 6 week period should accommodate the time it takes to prepare and submit that information.

10. The procedures that are being proposed for Certificates of Lawfulness of Proposed Works are intended to be 'light touch' to avoid creating any unnecessary burdens while still ensuring an appropriate level of protection for listed buildings. Do you agree that the draft regulations are sufficiently 'light touch'?

- **Yes**
- No
- Don't Know

If not, how and why should they be amended?

11. Do you have any other comments on the draft regulations for Certificates of Lawfulness of Proposed Works?

With reference to section 2 (5) (below), this should include a provision that the 6 week determination period is frozen in circumstances where the LPA has required further information from the applicant:

Application for a certificate of lawfulness of proposed works

2. (5) The local planning authority may by notice in writing require the applicant to provide such further information as may be specified to enable them to deal with the application.

12. Do you consider that this new system of Certificates of Lawfulness of Proposed Works will encourage applications from people who would otherwise have, correctly, not applied for listed building consent and gone ahead with the proposed works?

- Yes
- No
- Don't Know

If yes, what steps might be taken to address this point and how might they be helpful?

This is not necessarily an issue if the owner/applicant feels they prefer to have the certificate for 'security', for instance so as to provide during a future conveyancing process. This might have some of the benefits that certificates covering 'works already undertaken' were suggested to help with. The filing on the Certificate will benefit the understanding of the history of interventions on the building (in contrast to National or Local Consent Orders that will have the opposite effect).

Regarding resourcing, the increased formality of a system that presently occurs at an informal level is likely to lead to extra burden on LPAs. This is a considerable 'price to pay' for the 2 week 'benefit' in time saved for the applicant to receive a decision (i.e. the difference between a LBC and Certificate processes).

13. Are there any other steps that could be taken to provide greater certainty about when listed building consent is or is not required. For example, improved guidance?

YES – the old PPG 15 annex C was always a useful guide to owners and LPAs – it has not been replicated in either the NPPF or the EH Practice Guide. Many LPAs have their own very useful guides for owners, but not all, so national guidance would be of assistance. Clarification on the issue of thermal improvements, especially double-glazing would be worthy of development but would require very considerable consultation and examination of recent case law.

14. Do you have any comments on the proposed approach for making National Listed Building Consent Orders?

What mechanisms would there be to resolve local/regional issues that a National Order cannot (by definition) accommodate?

15. Do you agree that the compensation procedures which there are powers to prescribe through regulations for National Listed Building Consent Orders should mirror those put in place for Local Listed Building Consent Orders?

- Yes
- No
- **Don't Know**

If no, please briefly explain why.

End.

**REPORT OF CORPORATE DIRECTOR, POLICY, PLANNING AND
CORPORATE SERVICES**

WORK PROGRAMME

Purpose of the Report

1. To consider the Committee's work programme for 2013/14.

Information and Advice

2. The County Council requires each committee to maintain a work programme. The work programme will assist the management of the committee's agenda, the scheduling of the committee's business and forward planning. The work programme will be updated and reviewed at each pre-agenda meeting and committee meeting. Any member of the committee is able to suggest items for possible inclusion.
3. The **attached** work programme has been drafted in consultation with the Chairman and Vice-Chairman, and includes items which can be anticipated at the present time. Other items will be added to the programme as they are identified.

Other Options Considered

4. None.

Reason for Recommendations

5. To assist the committee in preparing its work programme.

Statutory and Policy Implications

6. This report has been compiled after consideration of implications in respect of finance, equal opportunities, 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.

RECOMMENDATION/S

That the Committee's work programme be noted, and consideration be given to any changes which the Committee wishes to make.

Jayne Francis-Ward
Corporate Director, Policy, Planning and Corporate Services

For any enquiries about this report please contact:

Martin Gately
Democratic Services Officer
T: 0115 9772826

Constitutional Comments (HD)

7. The Committee has authority to consider the matters set out in this report by virtue of its terms of reference.

Financial Comments (PS)

8. There are no financial implications arising directly from this report.

Background Papers

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

Electoral Division(s) and Member(s) Affected

All.

CULTURE COMMITTEE - WORK PROGRAMME 2013-14

| <u>Report Title</u> | <u>Brief summary of agenda item</u> | <u>Lead Officer</u> |
|---|--|----------------------------|
| 6 May 2014 | | |
| Service update | | Derek Higton/Sally Gill |
| Work Programme | | Derek Higton |
| Performance monitoring report (Quarter 4) | Quarterly performance monitoring report for Key Performance Indicators | Derek Higton/Sally Gill |
| Outside bodies report | Comprising reports on: Creswell Heritage Trust/ Greenwood Community Forest Partnership/ Nottingham Playhouse Board/ Sherwood Forest Trust/ Sherwood Forest Regional Park Board | Derek Higton |
| 3 June 2014 | | |
| Service update | | Derek Higton/Sally Gill |
| Work Programme | | Derek Higton |
| 1 July 2014 | | |
| Service update | | Derek Higton/Sally Gill |
| Review of Green Estate sites - outcomes | | Derek Higton |
| Work Programme | | Derek Higton |
| To be placed | | |
| Cotgrave Country Park – car park | | Derek Higton |
| Sherwood Forest Visitor Centre updates | | Derek Higton |
| Idle Valley Management Board | Report from officer group | Sally Gill |
| Heritage Plan | | Sally Gill |
| Biodiversity Offsetting Pilot Project | Year 1 report on progress | Sally Gill |
| Civil War Museum, Newark | | Sally Gill/Celia Morris |
| Conservation Management Plan for Rufford Park | | Sally Gill/Celia Morris |

