

REPORT OF THE SERVICE DIRECTOR, YOUTH, FAMILIES AND CULTURE**FEES AND CHARGES 2017/18 FOR LIBRARIES, ARCHIVES AND
INFORMATION****Purpose of the Report**

1. To seek approval for the revision of fees and charges within the Libraries, Archives and Information Service for 2017/18.

Information and Advice**Background**

2. Fees and charges for the Service are reviewed annually, and usually they are increased by the rate of inflation unless market forces and/or price sensitivity or performance suggest otherwise.
3. An important part of the process involves a dialogue between the service and Nottingham City services to ensure that certain key charges remain in line to ensure there are no barriers to City and County residents to core services.
4. Some charges are influenced by external organisations, for example the British Library and the General Register Office.
5. There are national trends in the pricing of some services reflecting changes in digital media.
6. Budget revisions in both the Library and Archives service include a requirement to meet projected levels of income. A full review of all charges and income generation opportunities has therefore been undertaken.
7. Fees and charges agreed by Committee are included in the contractual arrangements with the new arm's length organisation – Inspire. Charges are proposed by Inspire and approved by the County Council.

Current position

8. Charges are based on a requirement to recover costs for additional services beyond book lending, for example film hire, photocopying, printing, etc.

9. The service is focusing on improving the customer experience and ensuring consistency across all service points. Feedback from customers, staff and observation by managers concludes that a straight forward charging structure is good for customer care, reduces administrative workload and results in higher levels of collection.
10. The budgeted level of income scheduled for 2016/17 amounts to £247,971 for fees, charges, trading and vending excluding room hire, £184,759 for room hire, and is currently projected to be on target.
11. Overall fees and charges are now in the upper quartile compared with other authorities and thus significant changes are not appropriate.

Proposals

12. In consequence the following changes to the charging regime for the service are proposed for 2017/18.
13. Libraries: see **Appendix 1**
 - a. Beeston Library will re-open as a Strategic Library in September 2017. Provisional charges are included subject to planned market testing.
14. Archives: see **Appendix 2**

Revised charges are proposed for:

- a. The charges for certified copies have increased in line with the fees charged by the Church of England under Parochial Fees Order 2014 (Statutory Instrument). The original records are the property and copyright of the church, therefore the Council is bound to comply with their requirements.
- b. The move to a system of quotation, rather than a price per item charge, for copies of microfiche is essential because the process is outsourced; this makes the Council subject to a fluctuating marketplace.
- c. The charges for group visits have risen slightly to cover the increase in the cost of the resources used to deliver the events.

Other Options Considered

15. Within the limitations of what public libraries are legally allowed to charge for, all options for increasing income without creating barriers to the access to Library and Archive services have been considered.

Reason/s for Recommendation/s

16. The full schedule of proposed fees and charges as detailed in **Appendices 1 and 2** (changes shown in bold type) will allow the service to generate income and recover costs in line with its position and overall Council policy.

Statutory and Policy Implications

17. 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.

Financial implications

18. The revised level of charges is based on the required income levels for the service. Individual charges are itemised in **Appendices 1 and 2**, with previous charges presented for comparison.

RECOMMENDATION/S

- 1) That the fees and charges set out in **Appendices 1 and 2** are approved for 2017/18, with implementation from Saturday 1 April 2017.

Derek Higton
Service Director, Youth, Families and Culture

For any enquiries about this report please contact:

Gary Porter
Libraries Service Manager
T: 0115 804 2638
E: gary.porter@inspireculture.org.uk

Ruth Imeson
Heritage Service Manager
T: 0115 977 5692
E: ruth.imeson@inspireculture.org.uk

Constitutional Comments (SLB 23/12/16)

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

Financial Comments (CDS 22/12/16)

20. The financial implications of the report are set out in paragraph 18 and the appendices to the report.

Background Papers and Published Documents

None.

Electoral Division(s) and Member(s) Affected

All.

C0924