

**REPORT OF THE ACTING CORPORATE DIRECTOR, CHILDREN, FAMILIES  
AND CULTURAL SERVICES****RESTRUCTURE OF THE LIBRARIES, ARCHIVES, ARTS AND LEARNING  
SERVICES****Purpose of the Report**

1. To seek approval to implement a revised staffing structure for the Libraries, Archives, Arts and Learning services.

**Information and Advice**

2. The Libraries and Archives service provides a comprehensive service across a network of 64 buildings and 3 mobile library vehicles. The Arts service develops arts and cultural opportunities and capacity across Nottinghamshire. The Learning service provides adult learning opportunities and targeted skills service for young people aged 16-19 years and is externally funded.
3. This review is as a result of two approved budget options for change for Arts to save £149,000 and Libraries and Archives to save £350,000.
4. The review identified a total of 55.18 fte posts (Arts 7 fte and Libraries and Archives 48.18 fte) for review, which were published in November 2014 within the corporate Section 188 notice. The Libraries staffing review undertaken in 2010/11 reduced frontline staffing significantly therefore the local operational teams were excluded from the scope of the review.
5. A full staff briefing and consultation process has taken place with all staff having a supported opportunity to hear about the review from the group manager on 5 November 2014 and with the publication of review proposals presented on 12 February 2015.
6. A revised staffing structure and new job descriptions were made available on 12 February 2015 and, following feedback from staff and trade unions, a revised set of proposals were issued on 9 April 2015.
7. An active and positive engagement with trade unions has taken place alongside staff consultation and feedback from individuals.
8. An enabling process and competitive interview process has taken place as appropriate and within the policies of the County Council in advance of the approval of the structure to ensure full implementation on 2 May 2015.

9. The number of staff at risk of compulsory redundancy is likely to be zero as there have been a number of resignations and requests for voluntary redundancy.
10. **Appendix 1** shows the current structure, **Appendix 2** shows the proposed new structure and **Appendix 3** summarises the proposed change in the staffing establishment. This includes the following proposals:
- a small team of three posts retained to deliver the Arts function which will report to a Team Manager Development. It will consist of 1 fte Principal Arts Officer, 1 Arts Officer and 0.5 Arts Assistant posts.
  - reduction in 3 fte Team Manager posts, and the reduction of a 0.8 fte Principal Archivist post.
  - creation of a 1 fte Principal Librarian Community Partnership Libraries post and a 1 fte Principal Librarian Local Studies post, the increase of the Library Building Project officer (Grade 5) from 0.5 to 0.8 fte and the creation of a new 1 fte Information Assistant post.
  - deletion of 16.69 fte Librarian, Event Officer and Archivist posts and the creation of 14 fte generic Development Officer posts, with the allocation of line management and areas of work to meet the requirements of the service business plan.
  - reduction in the number of Archive Assistant posts from 3.64 fte to 2.83 fte.
  - creation of a 0.81 fte Archives Customer Service Manager post to ensure the search room service is able to meet customer needs. This post will also act as the nominated property client (NPC) for non British Standard aspects of the Archives building.
  - deletion of the Acquisition Officer post and reduction of the Acquisition Assistant posts by 1 fte, with some retained resource retained for casual staffing to meet peak periods.
  - creation of a 1 fte Acquisitions and Database Manager post.
11. The review also considered the roles of Book Collectors and Van Drivers / Dispatch Assistants. The book collector function requires further review to consider other options to recover non return of library books. The delivery and dispatch function also requires a detailed further review to consider:
- a. options for changed working methods
  - b. potential for centralisation with other County Council courier functions
  - c. market testing with a commercial provider.
12. A full LEAN + review and options appraisal will be undertaken in order to ensure the delivery system of Libraries and Records Management Service is able to meet customer needs and offer value for money. A report will be presented to Culture Committee in Autumn 2015 to approve proposals for both stock recovery and delivery services. Therefore no reduction will be made in these posts until the further reviews are completed.

13. The review also establishes an integrated structure for adult learning and skills for employment service.
14. A matrix line management arrangement will link the MIS and Data Manager post to the Information and Systems functions in the Team Manager, Business Support. This arrangement will be reviewed six months after implementation.
15. A 1 fte Workforce Development post will be created to ensure the whole group is able to develop and train staff to meet the changing needs of learners, customers and stakeholders. Initially this post will report to the Team Manager – Change, with a matrix line to the Team Manager, Learning and Skills.
16. The creation of Lead Tutor posts will provide capacity to ensure improved co-ordination of the distributed team of tutors.

### **Other Options Considered**

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

### **Reason/s for Recommendation/s**

18. The staffing structure presented in the report delivers both savings and a good level of management capacity to meet the operational and developmental needs of the service.

### **Statutory and Policy Implications**

19. 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.

### **Implications for Service Users**

20. 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**

21. The reduction in staffing establishment, alongside savings from previous reviews and service efficiencies, enables the service to meet its 2015/16 budget reductions. Libraries, Archives and Arts staff savings are estimated to be £322,000. Community Learning and Skills Service staff savings are at nil cost to the Council and are contained within the grant allocation.

### **Human Resources Implications**

22. These are detailed within the report and appendices.

## **RECOMMENDATION/S**

- 1) That the new staffing structure of the Libraries, Archives, Arts and Learning services be approved as set out in the report.

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**Acting Corporate Director, Children, Families and Cultural Services**

**For any enquiries about this report please contact:**

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### **Constitutional Comments (AK 07/04/15)**

23. The Culture Committee has delegated authority within the Constitution to approve the recommendations in the report. In accordance with the Employment Procedure Rules, it is recommended that reports include HR comments and evidence of trade union consultation. Trade Union consultation is reported at paragraph 6.

### **Financial Comments (CS 07/04/15)**

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

### **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.

Annual Budget 2015/16 – report to Full Council on 26 February 2015

### **Electoral Division(s) and Member(s) Affected**

All.

C0608