

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.

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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.

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