

Report Title:	Additional Library Options
Contains Confidential or Exempt Information?	NO - Part I
Member reporting:	Councillor Mrs Rayner, Lead Member for Culture and Communities
Meeting and Date:	Cabinet – 23 March 2017
Responsible Officer(s):	Andy Jeffs, Interim Strategic Director of Operations and Customer Services
Wards affected:	Bray, Furze Platt and Sunningdale.

## REPORT SUMMARY

1. The report proposes the purchase and operation of an additional non static library to provide greater access to library services for residents. A new non static library provides greater value for money as the number of residents that can access the service is much higher.
2. To ensure that the new mobile facility meets resident's requirements a consultation will be undertaken to inform the locations, days and times for the new mobile service.

## 1. DETAILS OF RECOMMENDATION(S)

**RECOMMENDATION:** That Cabinet notes the report and:

- i) **Delegates authority to the Interim Strategic Director of Operations and Customer Services and the Lead Member for Culture and Communities to carry out a consultation with residents, in the areas which currently have limited access to services and to purchase an additional mobile or container library facility, within the envelope of the already agreed £200,000 capital budget, in response to the consultation.**

## 2. REASON(S) FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED

- 2.1 The council is committed to ensuring residents have access to comprehensive library facilities.
- 2.2 We have considered three different options for providing additional library facilities. Each option has capital and revenue cost. The three options are:
  - **Static library**, a permanent library building in one location.
  - **Container library**, a 40' long vehicle towed into place and left for one or more days which is able to be connected to power, voice and data at the site for the duration of the opening hours.
  - **Mobile library**, a 30' long vehicle which is driven from stop to stop throughout the day spending at least 15 minutes at each stop, it is independent of the stop and relies on mobile telephony for its connectivity for voice and data and re-chargeable batteries for its power supply).

- 2.3 The opportunity for a range of agencies to consider activity for residents through a new library will be built into the design of the new library vehicle.
- 2.4 The affected Wards cited in the report reflect the currently most heavily used sites for the existing container library.
- 2.5 To achieve maximum flexibility of service delivery the purchase of a new mobile library facility is assessed as the most efficient use of resource, see table1.

**Table 1: Options**

<b>Option</b>	<b>Comments</b>
Not to provide additional library facilities.  <b>Not recommended</b>	Library services would continue at the current level.
To provide an additional static library. <b>Not recommended</b>	The estimated cost of a new static library is £700,000. This option is the most expensive and would only serve one location.
To provide a new mobile library facility.  <b>The recommended option</b>	This option would allow residents to have access to library services at more locations across the areas of the borough which currently have limited access to services for more days than currently. The cost of a new mobile facility costs between £95,000 for a mobile library to £195,000 for a container library.

### 3. KEY IMPLICATIONS

**Table 2: Key outcomes**

<b>Outcome</b>	<b>Unmet</b>	<b>Met</b>	<b>Exceeded</b>	<b>Significantly Exceeded</b>	<b>Date of delivery</b>
Delivery & stocking of new Mobile library facility	>01/01/18	31/12/17	15/12/17	<01/12/17	31/12/17
Agreement of new stops	>03/06/17	04/06/17	19/05/17	<19/05/17	04/06/17

### 4. FINANCIAL DETAILS / VALUE FOR MONEY

- 4.1 The purchase of a new mobile library facility and suitable stock with appropriate base and overnight charging points is estimated to cost between £95,000 for a mobile library and £195,000 for a container library.
- 4.2 The 2017-18 capital budget already includes an amount of £200,000 to provide new library facilities.
- 4.3 The additional revenue cost, including staffing of 1.5 FTE, fuel, or towing, licencing, maintenance, overnight power and parking charges will be covered within current operational budgets.

### 5. LEGAL IMPLICATIONS

- 5.1 The council is a public library authority and has a statutory duty to provide a 'comprehensive and efficient' public library service for everyone who 'lives works or studies' in the Royal Borough and who 'desire to make use of the service' under the Public Libraries and Museums Act, 1964.
- 5.2 Under section 111 of the Local Government Act, 1972, the Council is enabled to do anything which is calculated to facilitate, or is conducive or incidental to, the discharge of any of its functions. The Council, therefore, has a general power of competence that allows it to undertake development of its facilities such as those considered in this report.

## 6. RISK MANAGEMENT

**Table 3: Potential risks associated with the decision.**

<b>Risks</b>	<b>Uncontrolled Risk</b>	<b>Controls</b>	<b>Controlled Risk</b>
Supplier unable to provide a new vehicle within the budget	High	Indicative quotes have been sought to inform the recommendation.	Low
Specialist supplier goes out of business before delivery	Medium	Staged payments to minimise risk of loss Regular communications throughout build period. Due diligence in advance of awarding contract.	Low
Existing & potential partners not willing to provide additional stopping locations	Medium	Appropriate negotiations backed with findings from public consultations and relevant licence fees agreed.	Low

## 7. POTENTIAL IMPACTS

- 7.1 Negotiations of new or additional periods of licences to occupy new and existing sites with relevant freeholders will be completed. There will be a requirement for additional overnight parking to be negotiated and paid for with the existing provider. Provision of any new sites for the container may require planning consent.
- 7.2 An Equality Impact Assessment was completed and did not indicate any negative impacts requiring an in depth review and action plan of mitigation. Provision of the additional hours of access is not expected to have a detrimental effect on any residents with the protected characteristics and could have some positive impacts on some residents.

## 8. CONSULTATION

- 8.1 A range of consultations have and will be undertaken.
- Culture and Community Services Overview and Scrutiny Panel on 21 March 2017, comments will be reported to Cabinet.
  - Consultation with residents, potential partners and freeholders for possible mobile library stops for both existing and new sites for the service will need to be undertaken before additional hours of Service are agreed. This would be via online and hard copy questionnaires through a range of suitable outlets for existing customers, residents and partners.

## 9. TIMETABLE FOR IMPLEMENTATION

- 9.1 Implementation date if not called in 13 April 2017, see table 4 for timetable.

**Table 4: Implementation of the recommendations**

<b>Date</b>	<b>Details</b>
30/03/17	Approval by Cabinet
24/04/17	Launch consultation on additional hours and site(s) with residents & existing partners.
22/05/17	Conclude consultation & agree new stops/sites or extended coverage at existing sites.
29/05/17	Complete specification & issue to specialist providers.
09/06/17	Commence competitive dialogue with potential mobile library facility suppliers.
01/07/17	Place order for new mobile library facility.
03/07/17	Commence order of new library stock.
30/09/17	Recruit and train new staff and volunteers.
30/11/17	Take Delivery of new mobile library facility and new stock commence stocking and vehicle/site specific training.
31/12/17	Commence and promote new hours of access.

## 10. APPENDICES

- 10.1 None.

## 11. BACKGROUND DOCUMENTS

- 11.1 Report to Cabinet 25 February 2016 - Additional Library - Options Appraisal.

## 12. CONSULTATION (MANDATORY)

<b>Name of consultee</b>	<b>Post held</b>	<b>Date sent</b>	<b>Commented &amp; returned</b>
Cllr Mrs Rayner	Lead Member for Culture and Communities	23/02/17	24/02/17
Alison Alexander	Managing Director	21/02/17	23/02/17
Russell O'Keefe	Strategic Director	21/02/17	
Andy Jeffs	Interim Strategic Director	20/02/17	21/02/17
Rob Stubbs	Section 151 Officer	21/02/17	24/02/17
Terry Baldwin	Head of HR	21/02/17	23/02/17
Jacqui Hurd	Head of Libraries and Resident services	20/02/17	21/02/17
Mark Lampard	Finance Business Partner	20/02/17	21/02/17

**REPORT HISTORY**

<b>Decision type:</b> Non-key decision	<b>Urgency item?</b> No
Report Author: Mark Taylor, Deputy Head of Customer Experience, 01628 796989	