

MEDIUM-TERM FINANCIAL PLAN SAVING PROPOSAL TEMPLATE

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| DIRECTORATE: | Education, Lifelong Learning & Schools |
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| SERVICE AREA: | Library Service |
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1. GENERAL INFORMATION

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| SAVING PROPOSAL: | <p>Management and professional tier realignment and down-sizing (withdrawal of three professional posts at Community Librarian and Senior Officer level)</p> <p>Reduction in Library Assistant staffing in small community sites increasing the number of single staffed locations from 6 to 11.</p> <p>Back Office savings in non-essential areas of spend (transport and related administrative elements)</p> |
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| BUDGET AREA: | Public Libraries |
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| TOTAL BUDGET FOR THIS AREA: | £2,496,123 | % OF TOTAL BUDGET IN SAVINGS PROPOSAL: | 7.2% |
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| TOTAL SAVING: | £180,000 |
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| PLEASE PROVIDE A DESCRIPTION OF HOW THE SAVING WILL BE ACHIEVED: |
| <p>One Grade 10 Senior Manager post with specialist responsibility for Digital and Information Services will be removed from the Library structure. The duties of this post will be subsumed in the Senior Manager – Libraries role.</p> <p>Two Community Librarians from a total cohort of 6 Full Time officers will be withdrawn. The remaining 4 officers will cover the Borough's 18 static Library sites including the areas of work formerly undertaken by the two officers that have been released.</p> <p>The resultant new professional and management structure for the Library Service will be the minimum required to provide the added value support and strategic leadership for the Local Authority's Public Library Service into the future.</p> <p>No officer is at risk of redundancy as part of the proposals outlined above as those affected can be accommodated in alternative posts within the Library Service. The two officers formerly at Community Librarian designation will be offered roles at Senior Library Assistant level (grade 6) with 18 months protected salary.</p> <p>Adoption of single staffing at a further 5 Libraries (Bedwas, Machen, Abertridwr, New Tredegar, and Nelson) all displaced staff can be accommodated on equivalent grades and hours of working in the remaining 7 large town and Hub locations. Present opening hours at the 5 Libraries will be sustained.</p> |

Minor back office savings will provide the remainder of the projected £180,000 in budgetary saving.

2. PUBLIC IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD **IMPACT UPON THE PUBLIC:**

CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR, *LONG-TERM* IMPLICATIONS FOR FUTURE GENERATIONS AND *PREVENTATIVE SERVICES*. RECOGNISING THAT SAVINGS MAY SECURE FUTURE PROVISION, OR MAY BE NEEDED TO SECURE PROVISION IN ANOTHER AREA.

Long-term guidance: *Consider the importance of balancing short-term needs with the need to safeguard the ability to meet long-term needs.*

The reduced professional and management tier proposed by these MTFP savings is the minimum operating model that can support the delivery of rounded Library Services to the communities of the County Borough. The medium to long term needs of the Local Authority with regard to Library access and provision has been carefully considered to determining the minimum staffing levels required and the targeted ambition of the Council to work smarter and in a focused manner.

The five locations moving to single staffed status will maintain their present opening hours and each facility currently supports a self-service kiosk for customer use. Current opening hours and services will be maintained however some areas of provision including the level of community outreach possible will be reduced due to level of staff coverage available.

Prevention guidance: *Consider whether the proposed saving is affecting a preventative area that reduces future burdens and supports well-being.*

The Borough Library Service plays an important supporting role to the Health priorities of the Council and local Health Board. Each Library hosts specific resources on health matters, dementia care collections, and a wide range of titles in complementary fields including advice guides, healthy eating resources, and lifestyle choices.

| DOES THE PROPOSAL HAVE THE POTENTIAL TO IMPACT MORE GREATLY ON PEOPLE WITH PROTECTED CHARACTERISTICS? (PLEASE TICK) (AGE, DISABILITY, GENDER REASSIGNMENT, MARRIAGE or CIVIL PARTNERSHIP, PREGNANCY AND MATERNITY, RACE, RELIGION or BELIEF, SEX, SEXUAL ORIENTATION) | YES | NO |
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| | <input checked="" type="checkbox"/> In relation to Community Librarians | |
| <p>NB * IF YES, PLEASE COMPLETE AN EQUALITY IMPACT ASSESSMENT (EIA) SCREENING. THIS WILL DETERMINE WHETHER A FULL EIA IS NEEDED. FOR FURTHER ADVICE AND GUIDANCE PLEASE SEE THE POLICY PORTAL. SCREENING FORMS AND ANY EIAs WILL NEED TO BE APPENDED TO ALL DECISION REPORTS RELATED TO THE PROPOSED SAVING.</p> | | |

PLEASE DETAIL ANY CONSULTATION THAT HAS BEEN UNDERTAKEN IN CONSIDERING THIS PROPOSAL. SUMMARISE ANY FEEDBACK RECEIVED.

CONSIDER THE 5 WAY OF WORKING, IN PARTICULAR, *INVOLVEMENT*.

Involvement guidance: Consider whether you have involved people who have an interest in the service area, including service users and potential service users.

Consultation has taken place with the staff affected by the Medium Term Financial Plan, this includes the respective trade unions. No direct consultation has been undertaken with residents as the proposals outlined impact on back office functions and staff teams that provide added value services to Local Authority's Library network and are not as such classed as front line personnel.

Opening hours at the five proposed single staffed sites will be sustained, as will resources and other provision including WiFi and Internet Terminals.

The five additional Community Libraries moving to single staffed status will retain their present opening hours, range of stock and services though the level of outreach possible will reduce due to the number of officers available to lead on this work will have diminished. Each site already offers customers the choice to self-serve and current loan working assessments will be reviewed to ensure all practical considerations to deliver access safely have been considered.

The proposal will be consulted up as part of the public engagement on the 2020/21 Medium Term Financial Plan

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| IS FURTHER CONSULTATION REQUIRED BEFORE THIS PROPOSAL CAN BE IMPLEMENTED? (PLEASE TICK) PLEASE SEEK GUIDANCE FROM CORPORATE POLICY, WHO CAN ADVISE ON THE GUNNING PRINCIPLES, IN PLANNING ANY CONSULTATION. | YES | NO |
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TAKING ACCOUNT OF THE ABOVE AND THE IMPACT RATING DEFINITIONS, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):

| NIL IMPACT | MINOR IMPACT | MODERATE IMPACT | SIGNIFICANT IMPACT | CRITICAL IMPACT |
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| √ Other (part year effect of remodelling) | √ Professional staffing reductions only | | | |

3. ORGANISATIONAL IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD **IMPACT UPON THE ORGANISATION AND FUTURE SERVICE PROVISION:**

See above

PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF:

All employees affected by the savings plan have an alternative location and role within the Library Service as a result of the changes detailed above.

The professional tier of staffing within the scope of the changes planned all either have like for like posts to undertake or roles two grades lower and will be on protected salaries for 18 months as a result of the scheme.

Library Assistants within the scope of the above reductions can all be accommodated in the 7 larger town and Hub Libraries with no officer at risk of redundancy.

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| NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN BUDGET AREA AFFECTED: | 6.25 FTE |
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| NUMBER OF POSTS IN BUDGET AREA AFFECTED: | 78 |
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| NUMBER OF POSTS AFFECTED BY THE PROPOSED SAVING: | 12 |
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| PLEASE SPECIFY HOW THIS WILL BE MANAGED: | HOW MANY POSTS? |
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| POST(S) ALREADY VACANT: | Between 2-4 posts, 2 currently formally vacant with another two posts dependent on the choices of post holders to access severance or retirement schemes as initially expressed |
| VOLUNTARY SEVERANCE: | A number yet to be determined or put forward for CMT Business Case approval |
| RETIREMENT: | A number yet to be determined that may require formal approval |
| REDEPLOYMENT: | Majority of 12 posts to be redeployed to current fixed term posts in the 7 main library locations across the County Borough |
| REDUNDANCY: | 0 |

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| PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED: | February 2020 |
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| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (PLEASE TICK) | YES | NO |
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| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER, OR VOLUNTARY SECTOR PARTNER? (PLEASE TICK) | YES | NO |
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| <p>IF YES, PLEASE CONSIDER THE 5 WAYS OF WORKING, IN PARTICULAR <i>INTEGRATION</i>. DESCRIBE BELOW:</p> <ul style="list-style-type: none"> • THE AREA(S) AFFECTED; AND • HOW THE PROPOSED SAVING WILL IMPACT | | |
| <p>Integration guidance: <i>Consider how the proposal will impact on other service areas, or partners, and their ability to meet their objectives.</i> No specific impact is anticipated.</p> | | |

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| <p>HAVE ANY OPTIONS BEEN CONSIDERED TO MITIGATE ORGANISATIONAL IMPACT? PLEASE PROVIDE DETAILS OF ANY MITIGATION.</p> <p>IN ADDITION, CONSIDER THE 5 WAY OF WORKING, IN PARTICULAR, <i>COLLABORATION</i>.</p> |
| <p>Collaboration guidance: <i>Acting in collaboration with any other service or partner to meet objectives.</i> The savings proposed do not have any direct impact on service collaboration or the involvement of partners in serving resident’s needs.</p> |

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| <p>TAKING ACCOUNT OF THE ABOVE AND THE IMPACT RATING DEFINITIONS, PLEASE INDICATE THE ORGANISATIONAL IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (PLEASE TICK):</p> | | | | |
| NIL IMPACT | MINOR IMPACT | MODERATE IMPACT | SIGNIFICANT IMPACT | CRITICAL IMPACT |
| | <input checked="" type="checkbox"/> Professional Staff Reductions | | | |

3. LINKS TO POLICY AND CORPORATE OBJECTIVES

| <p>DOES THE SAVINGS PROPOSAL LINK TO ANY OF THE FOLLOWING? IF SO, PLEASE SPECIFY AND STATE WHAT THE IMPLICATION MAY BE.</p> | | |
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| POLICY AREA | WHAT IS THE LINK? | WHAT WILL BE THE IMPACT? |
| <p>CORPORATE PLAN and WELL-BEING OBJECTIVES (please state which objectives)</p> | <p>Wellbeing Objective 1 - Improve Educational Opportunities for all</p> <p>Wellbeing Objective 2 - Enabling Employment</p> <p>Wellbeing Objective 6 – Support Citizen to remain independent and improve their well-being</p> | <p>The reduced level of professional librarians and increased adoption of single staffed community Library sites will reduced the support each site can offer to residents undertaking informal or formal study and children requiring homework assistance.</p> <p>Public Libraries provide a key support to residents who are finding it challenging to remain in their own homes due to health, social reasons, or age – local community facilities can provide much a</p> |

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| | | needed social contact in addition to information and recreational support. |
| STATUTORY DUTIES | Welsh Government Public Library Standards Framework 2017-2020 1964 Public Libraries and Museums Act | Welsh Public Library Quality Indicator 3 – Support for Individual Development. Impact on the informal support learners can access in their local Libraries from qualified staff with a smaller cohort of personnel. Welsh Public Library Quality Indicator 8 – Library Use. Direct impact on service promotion, ability to stimulate visitor numbers via events, activities, and book loans. Professional staff undertake important promotional work. Welsh Public Library Quality Indicator 13 - Staffing level and Qualifications. Professional staff and total staffing levels that are below the minimum advocated in the Welsh Government Public Library Standards measures. Welsh Public Library Quality Indicator 16 – Opening Hours. Single staffed locations increased from 6 to 11. The risk of unplanned site closures due to staff illness similarly increases. |
| WELSH GOVERNMENT GUIDANCE or STRATEGY | See above | |

4. RISK(S) AND SENSITIVITIES

| HAVE ANY RISKS BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? (PLEASE TICK) | YES | NO |
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| IF YES, PLEASE SPECIFY BELOW: PLEASE CONSIDER RISK TO SERVICE USERS, LOSS OF PREVENTATIVE SERVICE AND FUTURE IMPACTS, FINANCIAL RISK, RISK TO STATUTORY PERFORMANCE etc. | | |
| Existing Lone working Assessments will be reviewed for each location that has been selected for single staffing. The assessments will ensure that all site modifications required and operating protocols will be safe and fit for purpose as lone working facilities. See section 3 for detailed on statutory performance compliance and outcome risk(s). | | |
| PLEASE SPECIFY BELOW HOW THESE RISKS/SENSITIVITIES WILL BE MITIGATED? NOT ALL RISKS CAN BE MITIGATED. SOME MAY NEED TO BE TOLERATED IN THE CONTEXT OF BUDGET PRESSURES. | | |
| See above. | | |

5. OTHER RELEVANT INFORMATION

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.

N/A

HEAD OF SERVICE: Sue Richards

DATE OF COMPLETION: 25th October 2019