

**MEDIUM-TERM FINANCIAL PLAN**  
**SAVING PROPOSAL- BUDGET IMPACT ASSESSMENT**

|              |                                  |
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| DIRECTORATE: | Education and Corporate Services |
|--------------|----------------------------------|

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|---------------|-----------------|
| SERVICE AREA: | Library Service |
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**1. GENERAL INFORMATION**

|                        |                     |
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| SAVING PROPOSAL TITLE: | Book Fund Reduction |
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| BUDGET AREA: | Library Resources (within total Library Service Budget of £2.4m) |
|--------------|------------------------------------------------------------------|

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| TOTAL BUDGET FOR THIS AREA: | £287,377 |
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|               |                                                |
|---------------|------------------------------------------------|
| TOTAL SAVING: | £57,000 : 20% of Library Resources Budget Line |
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|                                                                       |                                                                                                                                                                                                                                                                                       |
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| PLEASE PROVIDE A BRIEF DESCRIPTION OF HOW THE SAVING CAN BE ACHIEVED: |                                                                                                                                                                                                                                                                                       |
|                                                                       | Introducing a number of temporary acquisition changes of all new items in all stock categories, including eDigital titles by reducing both the Adult and Children & Young People expenditure lines. The Children & Young People budget will reduce from 24% of expenditure to 20.75%. |

The temporary savings will be achieved by introducing a number of library service acquisition and operational changes to all new purchased items in all stock categories, including eDigital titles, by reducing all expenditure lines in order to meet the saving required.

We plan to:

Reduce the number of hardback and paperback books purchased through the financial year in all age groups and categories.

Reduce the customer request budget expenditure lines by placing strict criteria and further scrutiny on the policy guidance around requested library stock.

Reduce the number of Large Print and Audiobook Standing Order Plans ordered at the beginning of each financial year.

Cancel the purchase of all adult and children DVDs.

Postpone the purchase of all children's Audiobooks subject to review.

Consider and scrutinise, considering best value the purchase of high requested eBooks and eAudiobooks titles reserved by Caerphilly users on the Borrowbox website.

Consider and scrutinise, considering best value and societal needs, future eDigital services e.g. eNewspapers.

Permanently reduce the number of copies of Reference titles held at Hub library branches.

Increase the reservation ratio of super seller items from 1/10 to 1/15 – allowing 15 reservations to be placed on a single item before a further copy needs to be purchased.

Consider and scrutinise more closely the acquisition of library stock and products required to support UK, Welsh, regional and CCBC services and partners. Examples include CCBC Ukrainian Guests, Basic Skills, NHS Wales, The Reading Agency Reading Well collections, Empathy Lab etc.

Consider the acquisition of library stock and products used to support targeted library themed stock displays and reading initiatives, for example WOW, library and community Reading Groups, author visits, TV Tie-ins, one-off marketing project which achieve widespread but short-lived popularity etc.

Reduce the purchase of the promotional materials, prizes and support book stock that requires purchase in order to undertake the annual UK-wide Reading Agency Summer Reading Challenge.

Reduce craft materials budget used to support library run sessions during the school holidays, Rhyme Time sessions for children and crafting sessions for adults.

## 2. PUBLIC IMPACT ANALYSIS

PLEASE DESCRIBE YOUR PLANS TO MITIGATE THE **IMPACT UPON THE PUBLIC (where possible)**:

Consider the 5 ways of working think about the *long-term* implications for future generations and *preventative services* while recognising that savings now will secure future services. **NB\* IT IS IMPORTANT TO RECOGNISE THE SIGNIFICANT FINANCIAL CHALLENGE FACING THE COUNCIL.**

**Long-term guidance:** Consider the importance of balancing short-term needs with the need to safeguard the ability to meet long-term needs, including the future financial sustainability of the Council.

The proposed reduction protects public access to all 18 library facilities, a LibraryLink Housebound Service and customer facing services and can be considered a measured approach whilst offering contribution to the Authority’s MTFP and the significant financial challenged facing the Council.

**Prevention guidance:** Consider whether the proposed saving is affecting a preventative area that reduces future burdens and supports well-being and how this can be mitigated if the service reduces, or ceases.

The proposed reduction will affect the service provision and support we provide to residents through intergenerational learning, digital skills development, promotion of cultural heritage, social inclusion, environmental and physical education as well as health and well-being promotion.

### STATUTORY ASSESSMENTS

|                                                                                                                                                                                                                                                                                         |     |  |
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| DOES THE PROPOSAL HAVE THE POTENTIAL TO IMPACT MORE GREATLY ON PEOPLE WITH <b>PROTECTED CHARACTERISTICS</b> ? (Please tick) (Reminder- AGE, DISABILITY, GENDER REASSIGNMENT, MARRIAGE or CIVIL PARTNERSHIP, PREGNANCY AND MATERNITY, RACE, RELIGION or BELIEF, SEX, SEXUAL ORIENTATION) | Yes |  |
| DOES THE PROPOSAL IMPACT ON PEOPLE WHO FACE <b>SOCIO-ECONOMIC DISADVANTAGE</b> ? (Please tick) (Reminder- LOW INCOME/INCOME POVERTY, LOW WEALTH/OR NO WEALTH, MATERIAL DEPRIVATION, AREA DEPRIVATION, SOCIO-ECONOMIC BACKGROUND, and CUMULATIVE IMPACT OF THEM)                         | Yes |  |
| DOES THE PROPOSAL HAVE AN IMPACT ON THE <b>WELSH LANGUAGE</b> ? (Please tick) (Reminder- OPPORTUNITIES TO USE THE LANGUAGE, PROMOTE THE LANGUAGE and/or TREATING THE WELSH LANGUAGE LESS FAVOURABLY THAN THE ENGLISH LANGUAGE)                                                          | Yes |  |

**NB \*** If you answered ‘yes’ to the any of the above, please complete an Integrated Impact Assessment (IIA). For further advice and guidance please see the [Integrated Impact Assessment](#) page on the Intranet. This Budget Impact Assessment, or an IIA, if relevant, must be submitted to be included as hyperlinks to all decision reports related to the proposed savings. **IAs are NOT required for nil public impact proposals.**

PLEASE DETAIL ANY CONSULTATION THAT HAS BEEN UNDERTAKEN IN CONSIDERING THIS PROPOSAL.  
Summarise any feedback received.

Consider the 5 ways of working, in particular, *involvement*.

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

The recent 'What Matters' conversation took place in November/December 2022 and identified that residents feel that libraries are a key service that the Council should prioritise.

The budget consultation undertaken in January/February 2023 told us that residents feel that libraries are a vital part of the community and could be used more. A reduction to the book fund raised some concern but overall was considered acceptable for one year only (agreed during 23/24 budget), which has now been proposed to enter a 2<sup>nd</sup> year.

It is important to note a permanent reduction will have a greater impact on those who need the library service most e.g. those who experience socio-economic disadvantage and people with protected characteristics.

The Caerphilly Library Service Adult Library User Survey is currently running with an end date mid-January 2024. This questionnaire, whilst asking users their customer satisfaction on the library service does not ask for views of a financial nature.

**Update following a period of public consultation:**

**The council's public consultation on the draft budget proposals for 2024/25 ran from Monday 22<sup>nd</sup> January 2024 until Tuesday 13<sup>th</sup> February 2024.**

**Residents and other stakeholder groups were invited to offer their views on the proposals in a number of ways. This included a survey (available online and in paper formats), attending face-to-face engagement sessions, using the council's online digital engagement platform and targeted stakeholder engagement with potentially impacted groups.**

**337 responses to the consultation were received by the closing date. A low response rate such as this comes with the caveat of self-selecting bias in the response and local media has focused attention on a small number of issues.**

**Face-to face conversations have had low levels of attendance (less than 10 visitors per session) with the exception of Caerphilly where over 40 people attended. A meeting was held with 9 Viewpoint Panel members and one person attended an online drop-in session.**

**The full consultation feedback report will be available at [Council Budget Setting 2024-2025 | The Caerphilly Conversation](#)**

**Through the survey, 49 respondents disagreed with the savings proposal and 16 respondents agreed with it. The proposal was discussed consistently at the face-to-face engagement sessions – perhaps more so as the sessions were held within library settings.**

IS FURTHER CONSULTATION REQUIRED BEFORE THIS PROPOSAL CAN BE IMPLEMENTED?

Complete

**NB\*** Please seek guidance from the [Insights and Intelligence Team](#), who can advise on whether a formal consultation is required and adherence to the Gunning Principles.

TAKING ACCOUNT OF THE ABOVE, THE IMPACT RATING DEFINITIONS, AND THE MITIGATION YOU ARE PLANNING, PLEASE INDICATE THE **PUBLIC IMPACT RATING** APPLICABLE TO THIS SAVING PROPOSAL (please tick):

| NIL<br>IMPACT | MINOR<br>IMPACT | MODERATE<br>IMPACT | SIGNIFICANT<br>IMPACT | CRITICAL<br>IMPACT |
|---------------|-----------------|--------------------|-----------------------|--------------------|
|               |                 | X                  |                       |                    |


### 3. ORGANISATIONAL IMPACT ANALYSIS

PLEASE DESCRIBE YOUR PLANS TO MITIGATE THE **IMPACT UPON THE ORGANISATION (where possible)** :

e.g. gradual reduction in service, alternative delivery models, managing demand, more efficient use of assets, income generation, transferrable skills of staff, commercialisation of the service etc.

In addition, consider the 5 ways of working, in particular, acting in *collaboration* with other service areas or partners.

**Collaboration guidance:** Acting in collaboration with any other service or partner to meet objectives where they may be able to deliver a broadly equivalent service.



Library Service  
Reduction to Resource

Library services will continue to partner with CCBC and external organisations to offer an excellent service to residents and ensure current, relevant and acceptable library stock is made available. Over the next 12 months, the library service may be moving to a new Library Management System. It is expected that a main outcome of this is better partnership working with all Welsh Library authorities allowing greater access to library stock around the Principality.

PLEASE DESCRIBE YOUR PLANS TO MITIGATE THE **IMPACT UPON MEMBERS OF STAFF:**

There will be a 'Minor Impact' to staff. The proposed savings affect day-to-day / operational interactions with the public who may voice their concern at the changes being made. Full support will be provided to library staff by the Library Management Team.

|                                                                   |   |
|-------------------------------------------------------------------|---|
| NUMBER OF <b>FULL-TIME EQUIVALENT (FTE)</b> STAFF IN THE PROJECT: | 0 |
|-------------------------------------------------------------------|---|

|                                                                                                                                                         |   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| NUMBER OF <b>POSTS</b> IN THE PROJECT:<br>(Reminder- PLEASE ENSURE YOU HAVE SOUGHT THE ADVICE OF PEOPLE SERVICES IN HOW TO MANAGE ANY STAFFING CHANGES) | 0 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|---|

| PLEASE SPECIFY HOW THIS WILL BE MANAGED: | HOW MANY POSTS? |
|------------------------------------------|-----------------|
| POST(S) ALREADY VACANT:                  | N/A             |
| VOLUNTARY SEVERANCE:                     | N/A             |
| RETIREMENT:                              | N/A             |
| REDEPLOYMENT:                            | N/A             |
| REDUNDANCY:                              | N/A             |

|                                                          |     |
|----------------------------------------------------------|-----|
| PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED: | N/A |
|----------------------------------------------------------|-----|


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| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (please tick) |  | <b>No</b> |
|------------------------------------------------------------------------------------------------------------------------|--|-----------|

|                                                                                                                      |     |  |
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| WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER, OR VOLUNTARY SECTOR PARTNER? (please tick) | Yes |  |
|----------------------------------------------------------------------------------------------------------------------|-----|--|

If yes to either of the above, please consider the 5 ways of working, in particular *integration*.

PLEASE DESCRIBE HOW THE SAVING CAN BE ACHIEVED IN A WAY THAT WILL MITIGATE THE IMPACT ON OTHER SERVICE AREAS OR PARTNERS (**where possible**)

**Integration guidance:** Consider how the proposal will impact on other service areas, or partners, and their ability to meet their objectives, recognising that the savings requirement on the Council may override some concerns.



Library Service  
Reduction to Resources

TAKING ACCOUNT OF THE ABOVE, THE IMPACT RATING DEFINITIONS, AND THE MITIGATION YOU ARE PLANNING, PLEASE INDICATE THE **ORGANISATIONAL IMPACT RATING** APPLICABLE TO THIS SAVING PROPOSAL (please tick):

| NIL IMPACT | MINOR IMPACT | MODERATE IMPACT | SIGNIFICANT IMPACT | CRITICAL IMPACT |
|------------|--------------|-----------------|--------------------|-----------------|
|            |              | X               |                    |                 |

#### 4. LINKS TO POLICY AND CORPORATE OBJECTIVES

DOES THE SAVINGS PROPOSAL LINK TO ANY OF THE FOLLOWING?

| POLICY AREA                                                              | WHAT IS THE LINK?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| CORPORATE PLAN and WELL-BEING OBJECTIVES (please state which objectives) | <p>Objective 1: Improve educational opportunities for all</p> <p>Objective 2: Enabling employment</p> <p>Objective 5: Creating a county borough that supports a healthy lifestyle in accordance with the Sustainable Development Principle within the Wellbeing of Future Generations (Wales) Act 2015.</p> <p>Objective 6: Support citizens to remain independent and improve their well-being</p> <p>Will also affect:<br/>           CCBC Education Strategy<br/>           Caerphilly Library Service Improvement Plan 2022-2025<br/>           Five Year Welsh Language Strategy 2022-2027<br/>           Welsh Education Strategic Plan 2022-2032 (WESP)</p> |

| STATUTORY DUTIES                                                        | The <b>Public Libraries and Museums Act 1964</b> - a statutory duty for local authorities in England and Wales "to provide a comprehensive and efficient library service for all persons"                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                         |                                               |                    |                                                                                                                                                     |                     |                                                                                                                                                  |          |                             |          |                              |           |                    |
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| WELSH GOVERNMENT GUIDANCE or STRATEGY                                   | <p>Proposed reductions will further weaken the Council's ability to meet the Welsh Government's Public Library Standards (WPLS) Framework 6 and the new Framework 7 currently at the development stage.</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="background-color: #d3d3d3;">Welsh Public Library Standards Core Entitlements and Quality Indicators</th> <th style="background-color: #d3d3d3;">Entitlement and Quality Indicator Description</th> </tr> </thead> <tbody> <tr> <td>Core Entitlement 3</td> <td>Provide access to a range of services and resources to support lifelong learning, personal well-being and development, and community participation.</td> </tr> <tr> <td>Core Entitlement 12</td> <td>Provide access to high quality resources in a range of formats, including those in the Welsh language, reflecting changing forms of publication.</td> </tr> <tr> <td>WPLSQI 8</td> <td>Up to date reading material</td> </tr> <tr> <td>WPLSQI 9</td> <td>Appropriate reading material</td> </tr> <tr> <td>WPLSQI 12</td> <td>Supply of requests</td> </tr> </tbody> </table> <p>Difficult to meet the agreed KPI's of the Rhymney Library &amp; Idris Davies refurbishment project, pre-dominantly funded by Welsh Government.</p> | Welsh Public Library Standards Core Entitlements and Quality Indicators | Entitlement and Quality Indicator Description | Core Entitlement 3 | Provide access to a range of services and resources to support lifelong learning, personal well-being and development, and community participation. | Core Entitlement 12 | Provide access to high quality resources in a range of formats, including those in the Welsh language, reflecting changing forms of publication. | WPLSQI 8 | Up to date reading material | WPLSQI 9 | Appropriate reading material | WPLSQI 12 | Supply of requests |
| Welsh Public Library Standards Core Entitlements and Quality Indicators | Entitlement and Quality Indicator Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                         |                                               |                    |                                                                                                                                                     |                     |                                                                                                                                                  |          |                             |          |                              |           |                    |
| Core Entitlement 3                                                      | Provide access to a range of services and resources to support lifelong learning, personal well-being and development, and community participation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                         |                                               |                    |                                                                                                                                                     |                     |                                                                                                                                                  |          |                             |          |                              |           |                    |
| Core Entitlement 12                                                     | Provide access to high quality resources in a range of formats, including those in the Welsh language, reflecting changing forms of publication.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                         |                                               |                    |                                                                                                                                                     |                     |                                                                                                                                                  |          |                             |          |                              |           |                    |
| WPLSQI 8                                                                | Up to date reading material                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                         |                                               |                    |                                                                                                                                                     |                     |                                                                                                                                                  |          |                             |          |                              |           |                    |
| WPLSQI 9                                                                | Appropriate reading material                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                         |                                               |                    |                                                                                                                                                     |                     |                                                                                                                                                  |          |                             |          |                              |           |                    |
| WPLSQI 12                                                               | Supply of requests                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                         |                                               |                    |                                                                                                                                                     |                     |                                                                                                                                                  |          |                             |          |                              |           |                    |

**5. OTHER RISK(S) AND SENSITIVITIES**

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| HAVE ANY <u>OTHER</u> RISKS/SENSITIVITIES BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL? | Yes |  |
|----------------------------------------------------------------------------------------------------|-----|--|

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| PLEASE DESCRIBE ANY RELEVANT INFORMATION (Risks and Sensitivities) WHICH YOU FEEL HAS NOT BEEN CAPTURED.                                                                                                                                                                                                                                   |
| Previous MTFP savings dating from 2010, have seen this budget line reduced by 45%. Previous assessments have met with a 'Minor Impact' rating, now increased to 'Moderate' due to the impact a further decrease will have on library service development, partnership working, service offer to customers and customer service post-COVID. |

**HEAD OF SERVICE:** .....Sue Richards.....

**DATE OF COMPLETION**.....2<sup>nd</sup> January 2024.....