

Agenda

Corporate and Communities Overview and Scrutiny Panel

Wednesday, 25 May 2016, 2.30 pm
County Hall, Worcester

All County Councillors are invited to attend and participate

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বাংলা। আপনি যদি এই দলিলের বিষয়বস্তু বুঝতে না পারেন এবং আপনার জন্য অনুবাদ করার মত পরিচিত কেউ না থাকলে, অনুগ্রহ করে সাহায্যের জন্য 01905 765765 নম্বরে যোগাযোগ করুন। (Bengali)

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اردو۔ اگر آپ اس دستاویز کی مشمولات کو سمجھنے سے قاصر ہیں اور کسی ایسے شخص تک آپ کی رسائی نہیں ہے جو آپ کے لئے اس کا ترجمہ کر سکے تو، براہ کرم مدد کے لئے 01905 765765 پر رابطہ کریں۔ (Urdu)

کوردی سۆزانی. ننگۆر ناتۆانی تێبگی له ناوچۆرکی نۆم بۆلگه و دصتت به ههچ کس ناگات که وهیگۆر تێبۆه بۆت، تکلیه تملۆن بکه بۆ ژمارهی 01905 765765 و داوای رێنۆینی بکه (Kurdish)

ਪੰਜਾਬੀ। ਜੇ ਤੁਸੀਂ ਇਸ ਦਸਤਾਵੇਜ਼ ਦਾ ਮਹੱਤੁ ਨ ਸਮਝ ਨਹੀਂ ਸਕਦੇ ਅਤੇ ਕਿਸੇ ਅਜਿਹੇ ਵਿਅਕਤੀ ਤੱਕ ਪਹੁੰਚ ਨਹੀਂ ਹੈ, ਜੋ ਇਸਦਾ ਤੁਹਾਡੇ ਲਈ ਅਨੁਵਾਦ ਕਰ ਸਕੇ, ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਮਦਦ ਲਈ 01905 765765 'ਤੇ ਫ਼ੋਨ ਕਰੋ। (Punjabi)

DISCLOSING INTERESTS

There are now 2 types of interests:
'Disclosable pecuniary interests' and **'other disclosable interests'**

WHAT IS A 'DISCLOSABLE PECUNIARY INTEREST' (DPI)?

- Any **employment**, office, trade or vocation carried on for profit or gain
- **Sponsorship** by a 3rd party of your member or election expenses
- Any **contract** for goods, services or works between the Council and you, a firm where you are a partner/director, or company in which you hold shares
- Interests in **land** in Worcestershire (including licence to occupy for a month or longer)
- **Shares** etc (with either a total nominal value above £25,000 or 1% of the total issued share capital) in companies with a place of business or land in Worcestershire.

NB Your DPIs include the interests of your spouse/partner as well as you

WHAT MUST I DO WITH A DPI?

- **Register** it within 28 days and
- **Declare** it where you have a DPI in a matter at a particular meeting
 - you must **not participate** and you **must withdraw**.

NB It is a criminal offence to participate in matters in which you have a DPI

WHAT ABOUT 'OTHER DISCLOSABLE INTERESTS'?

- No need to register them but
- You must **declare** them at a particular meeting where:
You/your family/person or body with whom you are associated have a **pecuniary interest** in or **close connection** with the matter under discussion.

WHAT ABOUT MEMBERSHIP OF ANOTHER AUTHORITY OR PUBLIC BODY?

You will not normally even need to declare this as an interest. The only exception is where the conflict of interest is so significant it is seen as likely to prejudice your judgement of the public interest.

DO I HAVE TO WITHDRAW IF I HAVE A DISCLOSABLE INTEREST WHICH ISN'T A DPI?

Not normally. You must withdraw only if it:

- affects your **pecuniary interests OR** relates to a **planning or regulatory** matter
- **AND** it is seen as likely to **prejudice your judgement** of the public interest.

DON'T FORGET

- If you have a disclosable interest at a meeting you must **disclose both its existence and nature** – 'as noted/recorded' is insufficient
- **Declarations must relate to specific business** on the agenda
 - General scattergun declarations are not needed and achieve little
- Breaches of most of the **DPI provisions** are now **criminal offences** which may be referred to the police which can on conviction by a court lead to fines up to £5,000 and disqualification up to 5 years
- Formal **dispensation** in respect of interests can be sought in appropriate cases.

Corporate and Communities Overview and Scrutiny Panel Wednesday, 25 May 2016, 2.30 pm, County Hall Worcester

Membership

Councillors:

Mr C B Taylor (Chairman), Mr S R Peters (Vice Chairman), Mr M H Broomfield, Mr S C Cross, Mrs P E Davey, Mr C G Holt, Mr R C Lunn, Mrs E B Tucker and Mr P A Tuthill

Agenda

Item No	Subject	Page No
1	Apologies and Welcome	
2	Declarations of Interest and of any Party Whip	
3	Public Participation <i>Members of the public wishing to take part should notify the Head of Legal and Democratic Services in writing or by e-mail indicating the nature and content of their proposed participation no later than 9.00am on the working day before the meeting (in this case 5 June 2014). Enquiries can be made through the telephone number/e-mail address below.</i>	
4	Confirmation of the Minutes of the Previous Meeting (previously circulated)	
5	Future Proposed Changes to Library Opening Hours	1 - 4
6	Overview & Scrutiny Work Programme 2016/17	5 - 8

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Date of Issue: Tuesday, 17 May 2016

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CORPORATE AND COMMUNITIES OVERVIEW AND SCRUTINY PANEL 25 MAY 2016

FUTURE PROPOSED CHANGES TO LIBRARY OPENING HOURS

Summary

1. The Cabinet Member with Responsibility for Localism and Communities and the Head of Service for Communities have been invited to the meeting to discuss the County Council's proposals around the reduction of public opening hours and in turn, the reduction in front line staffing hours.
2. The Libraries and Learning Service has a total of £3.7m savings to deliver from 2012 through to-2018/19. Progress against this target has largely been achieved through innovation and transformation without the need for closing Libraries or having additional day closures. However proposals have been developed based on usage figures to reduce opening hours in some libraries which will contribute approximately £200k towards the Future Fit savings target during this financial year.

Background

3. To date savings have been delivered, primarily through re-negotiating contracts, property remodelling, transforming service delivery, increasing the use of technology and the creation of community led libraries. Staff numbers particularly at Management level have also been reduced.
4. To continue the process of reducing costs the service has identified a number of approaches. These include:
 - a) Increase income generation by generating target income of £65k through a range of initiatives including:
 - increasing hire of library meeting rooms and buildings, particularly to commercial hirers
 - introducing hire/commercial advertising of mobile library
 - raising library fees and charges
 - implementing up-front payments for in library transactions
 - income from Adult Learning fees
 - b) Identify additional co-location opportunities and work with Place Partnership to identify new opportunities to reduce premises costs by sharing library premises with internal and external organisations.
 - c) Introduce un-staffed periods in libraries. This approach will be scoped out during 2016 to test the feasibility of this approach.
 - d) Review and reduce staffing to reflect usage patterns in Libraries.

5. The Libraries and Learning Service are proposing to reduce library opening hours by 76.5hrs in total across the county (excluding The Hive). Libraries performance data indicating daily patterns of library transaction levels and public computer bookings has been analysed and forms the basis of the proposals. Discussions with local library managers have taken place, and using local knowledge of daily patterns of visitor levels and visitor activity the proposals have been reached with the view to minimise disruption to customer service and minimise disruption to co-located services and partners.

6. The total of 76.5hrs includes the re-introduction of a closed day at Stourport Library. Wednesday opening was introduced when the library re-located to the Civic Centre in March 2015, but feedback from the local Library Manager and performance data reveal that activity levels on a Wednesday do not meet those of other week days for the 12 months to end March 2016.

7. The proposals to reduce the opening hours are part of an overall approach to achieve the necessary savings, without the need for Library closures.

Progress

8. The formal staff consultation was launched on 13 April 2016 and was run for 30 days until 13 May 2016.

9. Consultation with key stakeholders, including those partners who are co-located within some of our libraries and our community partners is continuing throughout May 2016.

10. Informal public consultation will take place at individual Libraries during May/early June 2016.

11. We are looking to implement the proposals in July 2016.

Conclusion

12. The Libraries service continues to develop with 14 Libraries that have been replaced with new Libraries or refurbished during the Transformation process. 2015 saw circa 3m users of the service and in many parts of the County the Library is becoming the key community Hub for the area. These proposals have been carefully thought through with the aim of not reducing the service provided and avoiding the need for closures.

13. The details of the proposed reduction of hours for each individual Library is shown below. An analysis of how the hours were arrived at will be available at the meeting.

Library	Proposed reduction in opening hours
Kidderminster	7.00
Hagley	7.00
Evesham	4.50
Broadway	3.00
Pershore	4.00
Malvern	6.00
Upton	6.50
Redditch	4.00
Woodrow	1.00
Droitwich	1.50
Bromsgrove	3.00
Rubery	5.00
Catshill	0.00
Stourport	14.00
Tenbury	2.50
Bewdley	3.50
Wythall	0.00
Alvechurch	2.00
St John's	2.00
Warndon	0.00
total hrs	76.50

Purpose of the Meeting

14. The Corporate and Communities Overview and Scrutiny Panel is asked to:

- Consider the supporting information and ask questions of the Cabinet Member and Officer;
- Determine whether it would wish to carry out any further scrutiny; and
- Agree whether it would wish to make any comments to the Cabinet Member with Responsibility for Localism.

Contact Points

County Council Contact Points

Worcester (01905) 763763, Kidderminster (01562) 822511 or Minicom: Worcester (01905) 766399

Specific Contact Points for this report

Neil Anderson, Head of Communities/Carol Brown Service Improvement Manager Libraries, 01905 846 580 nanderson1@worcestershire.gov.uk

Background Papers

In the opinion of the proper officer there are no background papers relating to the subject matter of this report:

[All agendas and minutes are available on the Council's website here.](#)

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**CORPORATE AND COMMUNITIES
OVERVIEW AND SCRUTINY PANEL
25 MAY 2016**

OVERVIEW & SCRUTINY WORK PROGRAMME 2016/17

Summary

1. The Overview and Scrutiny Work Programme 2016/17 was agreed by Council on 12 May 2016.
2. The Corporate and Communities Overview and Scrutiny Panel is asked to note the Panel's work programme and consider how it would wish to take the work forward.

Background

3. The 2016/17 work programme was developed following an extensive public consultation exercise which resulted in over 3000 topic suggestions being received.
4. The Chairman and Vice Chairman of OSPB completed a full analysis of suggestions received and circulated a report to all Members of OSPB asking them to comment on the Chairman and Vice Chairman's recommendations for topics to be included in the work programme.
5. The resulting list was then considered and agreed by Council on 12 May. For the Corporate and Communities Overview and Scrutiny Panel, the following list was agreed by Council:

Corporate & Communities Overview and Scrutiny Panel:	
1.	<p>Worcestershire County Council Workforce</p> <ul style="list-style-type: none"> • What future skills/roles does the Council need? • What skills gap exists? • Does WCC pay and reward effectively? • Does WCC have a strong succession management system? • Does WCC recruit the required talent and behaviour? • Do WCC Managers support a performance driven culture based on achieving the best outcomes for the people of Worcestershire? • Are the corporate values embedded across the organisation?
2.	<p>What can Worcestershire County Council do to maximise income generation?</p>
3.	<p>How can Worcestershire County Council support Local Business?</p> <ul style="list-style-type: none"> • Can Worcestershire County Council use Social Value Act to procure services locally?
4.	<p>Worcestershire County Council use of Property</p> <ul style="list-style-type: none"> • Accountability of the Place Partnership

	<ul style="list-style-type: none"> • How do we use our property? • Review of capital monies and property
5.	<p>Culture: How can we utilise the Culture of Worcestershire to maximise the benefit to the County?</p> <ul style="list-style-type: none"> • Analysis of cultural offering and how it can be improved • Role of Council and partners • Funding opportunities – are they being utilised?

Issues Incomplete from 2015/16 Work Programme

6. In addition, the Panel has items that were part of the 2015/16 Work Programme that are still to be completed. For Corporate and Communities Overview and Scrutiny Panel, the outstanding issues are:

- To consider how the County Council, with the help of other agencies, can provide help and assistance to the CAB in the County to ensure its future sustainability and survival
- Corporate Finance Issues and Processes

7. On the morning of 25 May OSPB will be discussing the agreed 2016/17 Work Programme and outstanding issues from 2015/16. OSPB Members will be asked to consider whether priorities have changed and, as a result, which items should be taken forward to the 2016/17 Work Programme. The **Democratic Governance and Scrutiny Manager** will feedback to the Panel on the outcomes of the OSPB discussion.

Standard Items

8. In addition, each Overview and Scrutiny Panel has standard agenda items that it will need to include in its work planning. For Corporate and Communities O&S Panel these are:

- Performance Management
- Budget scrutiny process
- Corporate Plan refresh

Purpose of the Meeting

9. Following the discussion, the Corporate and Communities O&S Panel is asked to:

- note the Panel's 2016/17 Overview and Scrutiny Work Programme as agreed by Council on 12 May
- receive feedback from OSPB on which items from 2015/16 should be taken forward to the 2016/17 Work Programme
- consider how the Panel would wish to take forward the work programme.

Contact Points

County Council Contact Points

County Council: 01905 763763

Worcestershire Hub: 01905 765765

Email: worcestershirehub@worcestershire.gov.uk

Specific Contact Points for this report

Alyson Grice/Samantha Morris, Overview and Scrutiny Officers, Tel: 01905 844962/
844963 Email: scrutiny@worcestershire.gov.uk

Background Papers

In the opinion of the proper officer (in this case the Head of Legal and Democratic Services) the following are the background papers relating to the subject matter of this report:

- Agenda and minutes of the OSPB meetings on 21 April 2016 and 25 May 2016
- Agenda and minutes of Council on 12 May 2016
- [All agendas and minutes are available on the Council's website here.](#)

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