

## Cabinet

**Thursday, 20 July 2023, 10.00 am, County Hall**

### Membership

#### Councillors:

Cllr Simon Geraghty (Chairman), Cllr Marc Bayliss, Cllr Adrian Hardman, Cllr Marcus Hart (Vice Chairman), Cllr Adam Kent, Cllr Karen May, Cllr Richard Morris, Cllr Tracey Onslow, Cllr Andy Roberts and Cllr Mike Rouse

### Appendices Supplement

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Agenda produced and published by the Assistant Director for Legal and Governance, County Hall, Spetchley Road, Worcester WR5 2NP. To obtain further information or hard copies of this agenda, please contact Kate Griffiths, Interim Democratic Governance and Scrutiny Manager [KGriffiths@Worcestershire.gov.uk](mailto:KGriffiths@Worcestershire.gov.uk)

All the above reports and supporting information can be accessed via the Council's website

Date of Issue: Wednesday, 12 July 2023

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## Relocation of Redditch Library: Consultation Planning

Please see below the proposed communication plan for the Redditch Library Consultation Activity, as published as an appendix to the October 2022 Cabinet Paper.

The table of activity below has been updated to provide information on communication activity completed, when, and where possible what the reach of this activity was (relevant to social media and press releases).

### Background:

- In June 2021 Redditch secured a historic investment of £15.6 million Town Deal which will help fund ambitious new projects for the town. The funding represents one of the single largest government investments in Redditch since it became a new town in the 1960s.
- As a result of this funding, the following projects are being proposed to boost the economy and productivity of the town:
  - Development of a new digital manufacturing and innovation centre
  - Redevelopment of the current Redditch Library site (where it is proposed the Redditch Library will be relocated to the Redditch Borough Council Town Hall)
  - Town Centre public realm Improvements
- It is being proposed that Redditch Library relocates to Redditch Borough Council Town Hall, where the designated area will be refurbished to provide a new community 'one stop' which offers flexible use to a variety of occupiers.

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### Consultation Activity Plan:







The Redditch Library Report is scheduled to go to Worcestershire County Council Cabinet on 27<sup>th</sup> October, where it will be proposed that a 90-day public consultation about the relocation of the library should commence on 7<sup>th</sup> November 2022 and end on 24<sup>th</sup> February 2023.

**Proposed Consultation Activity:** The following information presents the **proposed** activity to be completed during the consultation period to ensure residents and key stakeholders are informed and aware of the consultation, and the opportunities available to provide feedback on the relocation. The activity includes surveys (online surveys and alternative options if required), face to face meetings and visuals of the proposed plans (hard copies and digital copies)

Activity	Details	Indicative Dates (subject to Cabinet approval)	Activity Update – 8 <sup>th</sup> June 2023
<b>Surveys:</b> <ul style="list-style-type: none"> <li>• <b>Online</b> – found on WCC / Consultation site</li> <li>• <b>Paper</b> – access to the online survey will be available in the library on public computers and devices with support from library</li> </ul>	For online surveys, an overview of the rationale for change and implementation plans should be included as an introduction. 3D visuals to also be included on the consultation website and available to view in the library building.	<b>7<sup>th</sup> November 2022 to 24<sup>th</sup> February 2023</b>	The <b>online survey</b> went live on 7 <sup>th</sup> November 2022 until 24 <sup>th</sup> February 2023. The online survey was available in Polish and Urdu, and alternative languages and formats could be requested by emailing the Redditch Library Consultation inbox referenced on the website and in press releases.  The <b>paper survey</b> was also available from the 7 <sup>th</sup> November 2022 until 24 <sup>th</sup> February 2023, and alternative languages




AGENDA ITEM 5


<p>staff. Paper copies can be made available if people require it.</p> <ul style="list-style-type: none"> <li>• <b>Telephone</b> – an option for the Library Service at Home customers</li> </ul>			<p>and formats could be requested by emailing the Redditch Library Consultation inbox referenced on the website and in press releases. Paper surveys were also placed in the Redditch Library from the start of the consultation and were made available at the face to face meetings</p>  <p>Redditch Library Appendix A - Consu</p> <p>Shortly after this document was submitted for publishing, it was confirmed that rather than provide a telephone option for Library Service at Home customers, a paper survey would be distributed to them at the start of the consultation via the Library Services at Home volunteers.</p>
<p><b>Feedback from younger library users i.e. 10+ (approach tbc)</b></p>	<p>Gaining feedback from younger library users will be valuable to see what services they deem as important and what they think about the library relocation.</p> <p>Approach to obtaining this feedback is tbc</p>	<p><b>7<sup>th</sup> November 2022 to 24<sup>th</sup> February 2023</b></p>	<p>An email was sent to all library members to make them aware that the consultation was live and that they should take part. The link to the consultation website was also provided.</p>   <p>Redditch Library      Redditch Library Consultation email_      Consultation email_</p>
<p><b>Face to Face meetings</b></p>	<p>1 x Redditch Library (Formal Presentation and meeting)</p> <p>1 x Kingfisher Centre (Pop up stall / area) (Library staff to attend this tbc)</p> <p>1 x Redditch Library (Formal presentation and meeting)</p> <p>1 x Kingfisher Centre (Pop up stall / area)</p> <p>1 x Redditch Library (Formal presentation and meeting)</p>	<p><b>Face to Face meetings to be staggered throughout the Consultation Period</b></p>	<p>Two Public Face to Face consultations took place on:</p> <ul style="list-style-type: none"> <li>• 24<sup>th</sup> January 23</li> <li>• 9<sup>th</sup> February 23</li> </ul> <p>The notes from these meetings can be found on the Redditch Library Consultation page - <a href="#">Redditch Library Consultation   Worcestershire County Council</a></p> <p>Promotion was also carried out by Redditch Borough Council in Redditch Town Centre on Saturday 17<sup>th</sup> December, where people were able to see what the Plaza could look like through a Virtual Reality Headset. The consultation was also promoted during this activity.</p>
<p><b>Additional Meetings with identified stakeholders</b></p>	<p>Redditch Library staff to identify key groups of library users and interested parties who may benefit from having a meeting about the consultation and plans.</p>	<p><b>TBC</b></p>	<p>An additional meeting with the Local History Group and Archives Group was conducted on the 24<sup>th</sup> January 2023, to listen to their concerns and gain feedback.</p>

			<p>The notes from this meeting can be found on the Redditch Library Consultation page - <a href="#">Redditch Library Consultation   Worcestershire County Council</a></p>
<p><b>Visuals and Digital 3D model</b></p>	<p>Paper Visuals – to be placed in Redditch Library</p> <p>Digital 3D model and Digital plans – to be placed on WCC website, Redditch Library website, RBC website.</p>	<p><b>7<sup>th</sup> November 2022 to 24<sup>th</sup> February 2023</b></p>	<p>Paper visuals of the proposed library plans were placed in Redditch library on the 7<sup>th</sup> November 2022 for people to view. Additional images of the proposed interior were also provided and placed on the wall in the meeting room where the face to face meetings took place.</p> <p>Images originally placed in the library:</p> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  <p>APPENDIX 1A Zones-Town Hall_ Lc</p> </div> <div style="text-align: center;">  <p>APPENDIX 1B Zones-Town Hall_ G</p> </div> <div style="text-align: center;">  <p>APPENDIX 1C Zones-Town Hall_ Fi</p> </div> </div> <div style="display: flex; justify-content: space-around; align-items: flex-start; margin-top: 10px;"> <div style="text-align: center;">  <p>APPENDIX 1D Zones-Town Hall_Se</p> </div> <div style="text-align: center;">  <p>Floor Plans with Zones and Possible</p> </div> </div> <p>Simple version of the Floor Plans provided c. 2 weeks later:</p> <div style="text-align: center; margin-top: 10px;">  <p>Possible Floor Plans with Zones_Redditcl</p> </div> <p>The proposed library plans were also placed on the RBC website along with further information about the proposed Plaza. The Redditch Library consultation site provided a link to the RBC webpage where more information could be found.</p>

**Promoting the Consultation:** To make residents aware of the consultation the following engagement and communication channels have been proposed (this proposed plan can evolve as activity commences). Internal Comms for all staff i.e. via OurSpace intranet pages to also be considered to make people aware of activity.

Activity	Details	Timings	Activity Update 8 <sup>th</sup> June
Consultation Information on WCC website	Provide an overview of the proposal, where the plans can be viewed, rationale for change, impacts, information about consultation and face to face meetings, link to online survey, details on how to request a paper survey	7 <sup>th</sup> November 2022 to 24 <sup>th</sup> February 2023	<p>The Redditch Library Consultation site went live on 7<sup>th</sup> November 2022 and provided the background to the consultation, how to participate in the consultation and FAQs (note that the FAQs were updated regularly based on queries and feedback) <a href="#">Redditch Library Consultation   Worcestershire County Council</a></p> <p>The site also provided a link to the Redditch Borough Council site which provided images of the proposed plans and further information about the proposed Plaza.</p> <p>This site is still available, and now provides the consultation results in place of where the consultation survey link used to be.</p>
Information on Redditch Library and RBC websites	Provide an overview of proposal, how to take part in the survey, face to face meeting dates, link to WCC consultation webpage.	7 <sup>th</sup> November 2022 to 24 <sup>th</sup> February 2023	<p>Promotion of the consultation was included on the Redditch Library Facebook page.</p> <p>Redditch Borough Council promoted the consultation alongside their media activity from October 2022 until February 2023. This activity included sharing WCC's social media posts on their pages and website, and promoting the consultation in press releases.</p>
Social Media messaging on WCC, Redditch Library and partner pages (tbc)	Proposed one liner, consultation information and link to online survey.	<ul style="list-style-type: none"> <li>• Consultation Start – 7<sup>th</sup> November</li> <li>• Before each Face-to-Face meeting (tbc)</li> <li>• Prior to consultation ending (tbc)</li> </ul>	<p>The Worcestershire County Council social media campaign for the consultation ran from 27<sup>th</sup> October 2022 to 22<sup>nd</sup> February 2023. The social media posts are listed in the document attached below, and the overall performance of these posts are as follows:</p> <p>Impressions during this period: 20,828</p> <p>Engagements during this period: 499</p>

			<p>Clicks during this period: 376</p>  <p>Consultation Social Media Posts_Accessi</p>
Email to Redditch Library members and Partners / Community Groups	Provide an overview of the proposal, where the plans can be viewed, rationale for change, impacts, information about consultation and face to face meetings, link to online survey, details on how to request a paper survey	<ul style="list-style-type: none"> <li>• Consultation Start – 7<sup>th</sup> November</li> <li>• Before each Face-to-Face meeting (tbc)</li> <li>• Prior to consultation ending (tbc)</li> </ul>	<p>An email to Redditch Library members was circulated on:</p> <p>7<sup>th</sup> November 2022 31<sup>st</sup> January 2023</p> <p>This email promoted the consultation and provided the link to the Redditch Library Consultation site.</p>   <p>Redditch Library Consultation email_ Redditch Library Consultation email_</p>
Press Release	Provide an overview proposal, where plans can be viewed, rationale for change, impacts, information about consultation and face to face meetings, link to online survey, details on how to request a paper survey	<ul style="list-style-type: none"> <li>• Consultation Start – 7<sup>th</sup> November</li> <li>• Before each Face-to-Face meeting (tbc)</li> <li>• Prior to consultation ending (tbc)</li> </ul>	<p>Worcestershire County Council released proactive press on the following dates:</p> <ul style="list-style-type: none"> <li>• 7<sup>th</sup> November 2022 – Making people aware that the consultation had launched <a href="#">Have your say on the proposed relocation of Redditch Library   Worcestershire County Council</a></li> <li>• 11<sup>th</sup> January 2023 – Making people aware of the face to face meetings <a href="#">Face to face sessions to be held as part of Redditch Library consultation   Worcestershire County Council</a></li> <li>• 3<sup>rd</sup> February 2023 – Making people aware of the face to face meeting <a href="#">Second face to face meeting being held for residents as part of Redditch Library consultation   Worcestershire County Council</a></li> </ul>

			<ul style="list-style-type: none"> <li>15<sup>th</sup> February 2023 – Making people aware that the consultation would be closing soon</li> </ul> <p><a href="#">Final call for residents to have their say on consultation for Redditch Library relocation   Worcestershire County Council</a></p> <p><b>The online, press and broadcast coverage of these releases were as follows, please see links below:</b></p>  <p>Media Coverage of Consultation Comm</p>
FAQs for Library Staff to discuss the relocation plans.	Library staff to be provided with FAQs so they can talk to the public about the plans if anyone enquires.	7 <sup>th</sup> November 2022 to 24 <sup>th</sup> February 2023	FAQs were placed on the Redditch Library Consultation site and were updated regularly based on queries and feedback. FAQs were also provided to library staff to help prepare them for the consultation launch. Team leaders and staff were given a briefing note alongside the FAQs, to help provide support on how they should respond to queries from members of the public, about the consultation. On December 12 <sup>th</sup> 2022, library staff also had a Q&A session to raise any further questions or queries they'd received following the consultation launch.



**REDDITCH LIBRARY CONSULTATION ACTIVITY – ADDITIONAL ACTIVITY COMPLETED (not included in the original plan)**

In addition to the activity that was put forward in the proposed communication plan, digital posters were placed in bus stops from 11<sup>th</sup> November 2022 until 24<sup>th</sup> February 2023. Digital Posters were placed in 24 locations across Redditch, including Redditch Bus Station, Redditch Kingfisher Centre (in the area leading to the bus station) and outside the Train Station. Please see an example of the visual below and photographs of the graphics placed in Redditch:



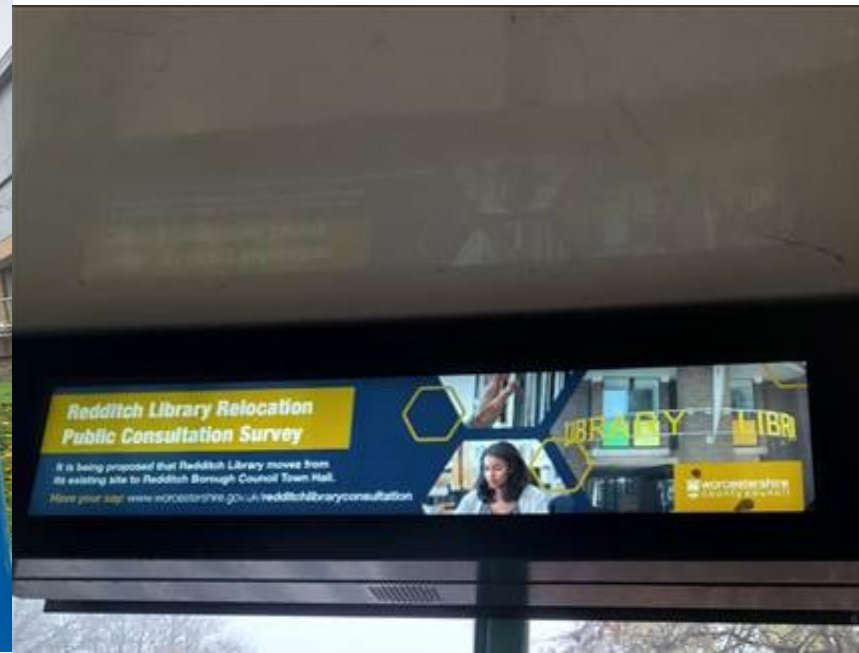
The digital poster features a dark blue background with a yellow hexagonal graphic on the right side. The hexagon contains three images: a hand pointing at a bookshelf, a woman reading a book, and the exterior of a library building with a yellow sign that says 'LIBRARY LIBRARY'. The text is as follows:

**Redditch Library Relocation  
Public Consultation Survey**

It is being proposed that Redditch Library moves from its existing site to Redditch Borough Council Town Hall.

**Have your say:** [www.worcestershire.gov.uk/redditchlibraryconsultation](http://www.worcestershire.gov.uk/redditchlibraryconsultation)

 **worcestershire  
county council**



Digital posters and physical posters were also placed in the library following feedback provided at the face to face consultation meetings. Example below:



65538 Redditch  
Library Consultation

Facebook groups, for example “Hands off Redditch Library” also promoted and shared our social media posts about the consultation.

The Worcestershire County Council Customer Services and Relations team were also briefed at the start of the consultation, to direct any enquiries that came in via telephone to the Redditch Library Consultation inbox.

# Redditch Library Consultation Analysis Report

March 2023

Produced by Business Intelligence Team

## Redditch Library Consultation

This report contains the analysis of results of the public consultation about moving the location of Redditch Library. The scope of this consultation did not cover wider Redditch town centre proposals.

### 1. Background

Worcestershire County Council currently provide library services in Redditch town centre at Redditch Library in Market Place. The library is well used with just over 6,000 active users borrowing books or using computers in the library in the 12 months to the end of January 2023, making it the second most used library in Worcestershire after The Hive. When taking into account the full range of services offered by the library, including events, groups, and use of meeting rooms, it is thought that there are just over 11,000 active library users across all library services in Redditch.

Redditch Borough Council have developed a series of proposals for the development of the town centre and Town Hall areas of Redditch. The town centre proposals comprise of two parts. Part one involves transforming Redditch Town Hall into a community hub. Redditch Library has been invited to be a part of this hub. If the library does move into the community hub at the Town Hall, the proposals then involve the redevelopment of the existing library site into a new shopping and leisure plaza.

Worcestershire County Council carried out a public consultation to understand local residents' and library users' opinions, and the impact of a possible relocation of the library service in Redditch. The consultation was open from 7<sup>th</sup> November 2022 to 24<sup>th</sup> February 2023.

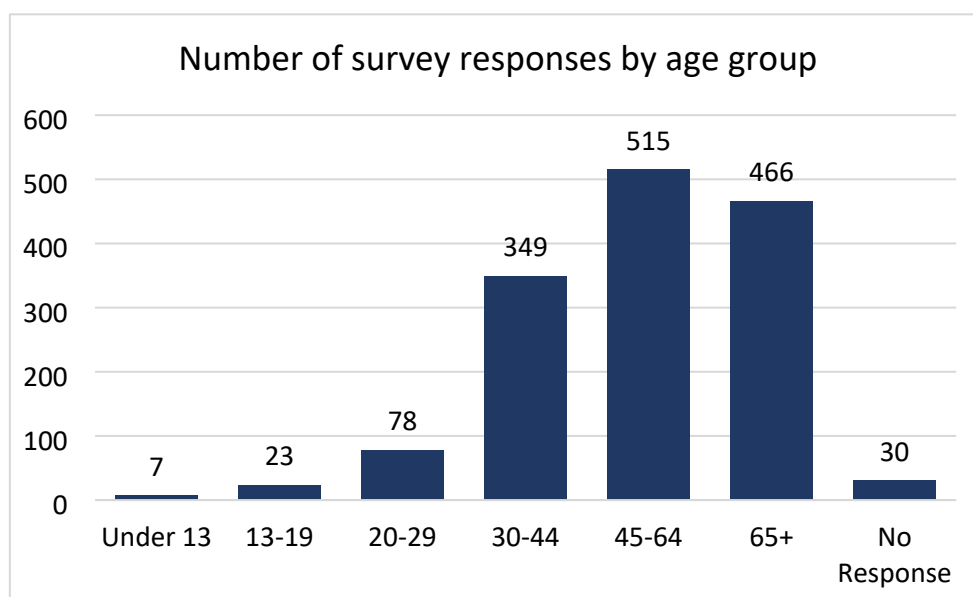
The consultation consisted of, provision of background information to the proposals, a survey (available online and on paper), and two public face-to-face meetings held at Redditch Library. The full survey is available in Appendix A. The survey was available to complete in English, Polish and Urdu.

The consultation has been widely covered in local press.

### 2. Survey Responses

There were a total of **1467 responses** to the survey. This represents 2.2% of the Redditch population aged over 19.

There was good engagement and response to the survey for people aged 30 or over. There were fewer responses received for younger people aged under 30.



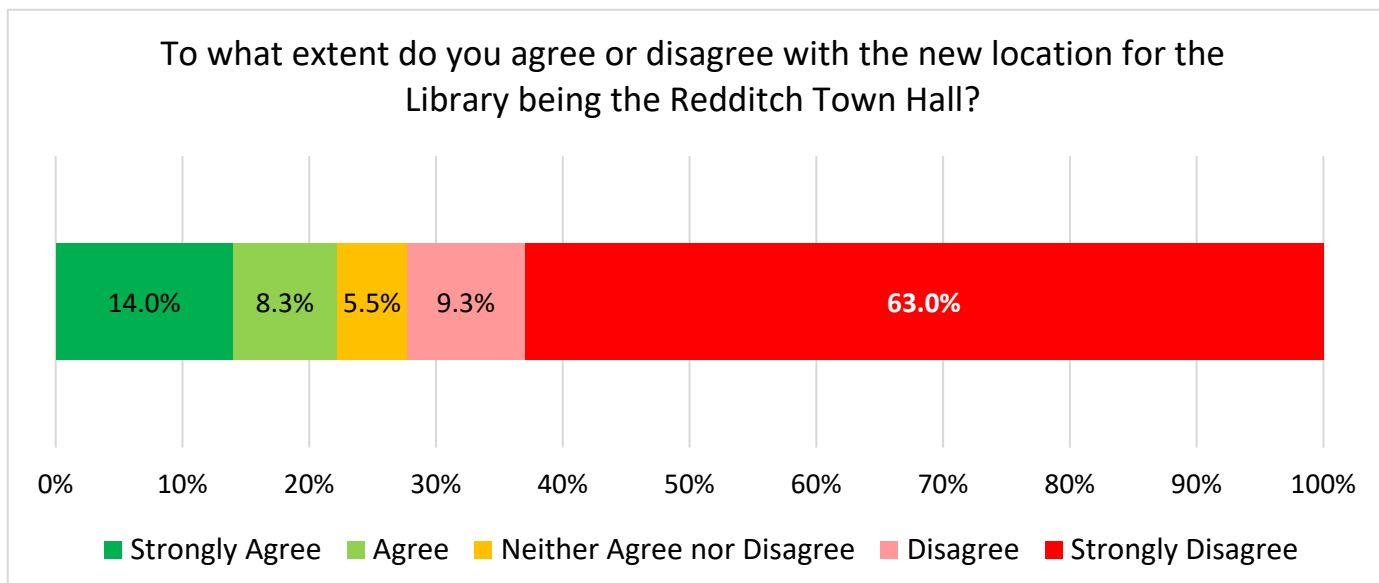
81% of survey respondents said they were library members.

The most common use of the library was to borrow books (73% of respondents), followed by 'to find out information', 'to read/relax', 'to research/work/study' and 'to use free public computers and internet'. This mix of services is also reflected in the priorities that respondents had for the library service.

More detail about uses of the library, priority library services and additional services respondents would like to see in the library can be found in Appendix B along with further breakdown of demographics.

### 3. Agreement with relocation to the Town Hall

Respondents are asked to what extent they agree or disagree with the new location for Redditch library being the Town Hall. 72.3% of respondents said that they disagree to some extent.

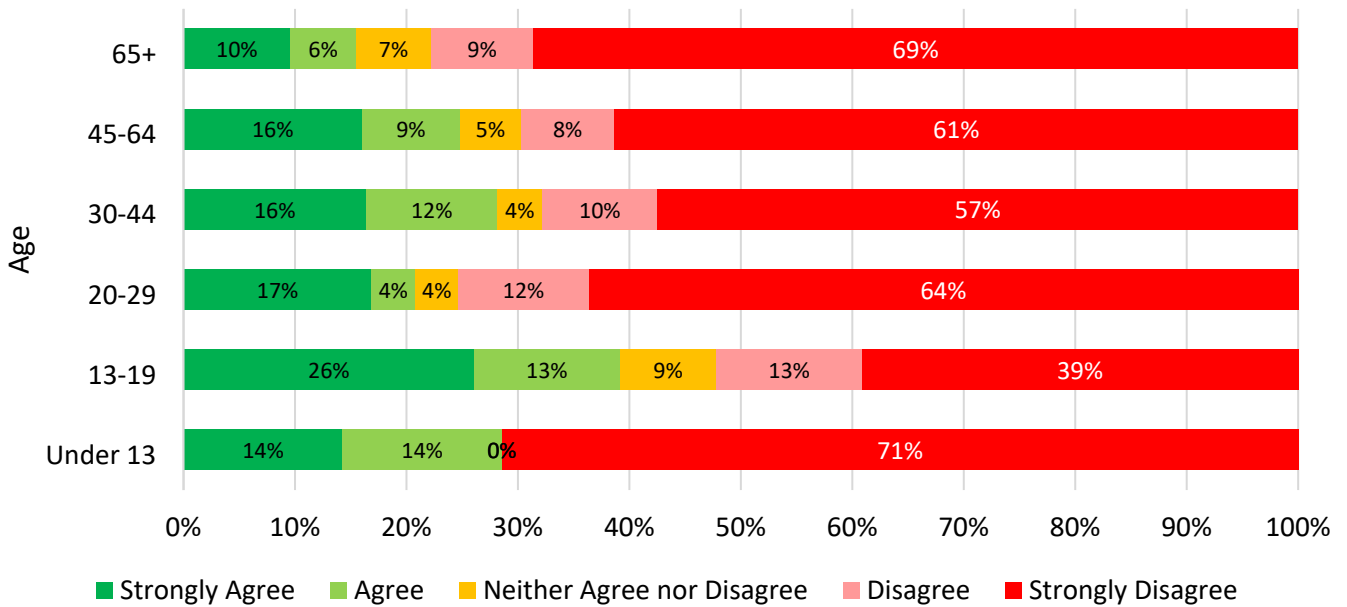


#### 3.1 Agreement with Relocation by Age Group

There is little difference by age group about whether a respondent agrees or disagrees with the proposal to move the library to the town hall for anyone aged 20 or over.

Note: There are much smaller numbers of responses in the Under 13 and 13-19 age groups than in other age groups.

### Agreement with Relocating Library by Age Group



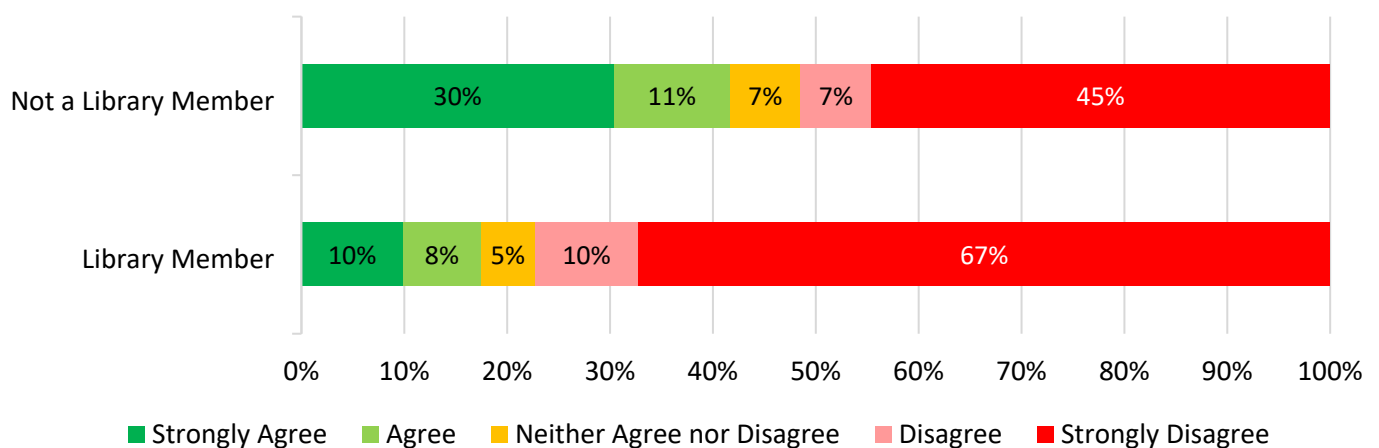
### 3.2 Library Members

Library members are slightly more likely to disagree (77%) with the plans than non-library members (51%).

Comments suggest that non-library members have responded to the consultation as local residents with an interest in the impact on the town centre proposed by the plans.

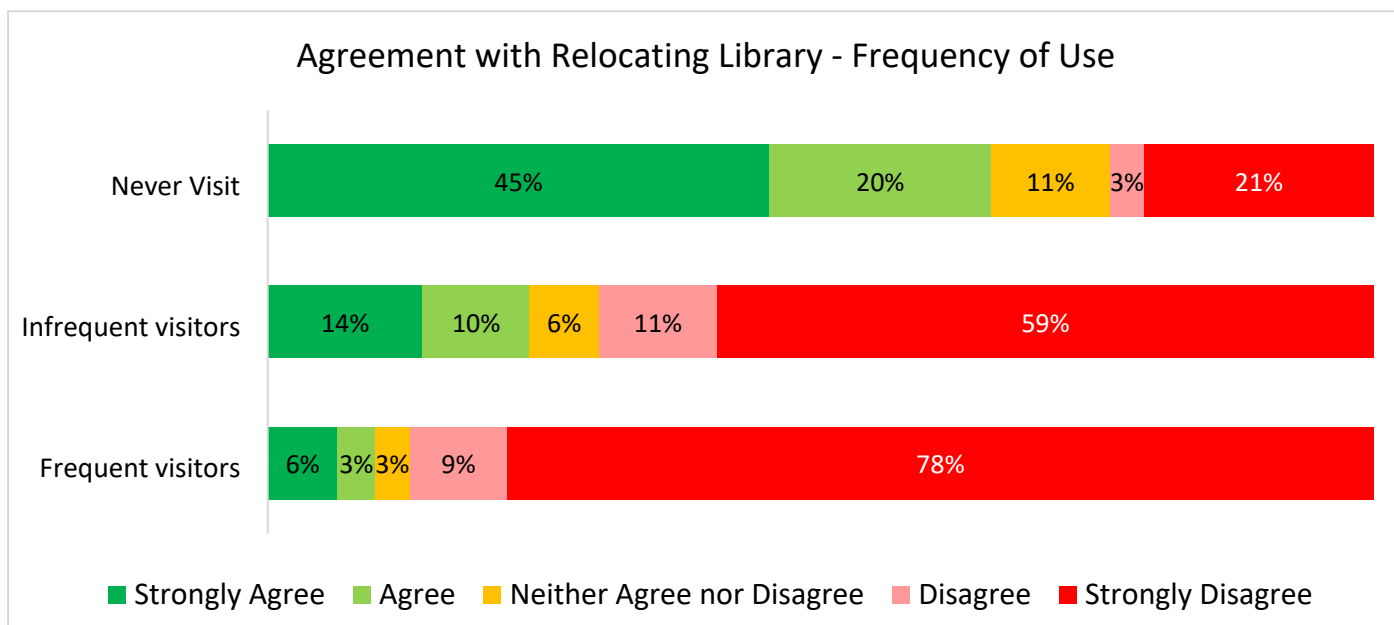
Note - Some comments mentioned the safe, welcoming space that the library provides without a requirement to spend money and how it is not only open to members – therefore some non-members may still be library users (just not borrowing books).

### Agreement with relocating Library - Library Membership



### 3.3 Frequency of Use

Frequent users of the library were more likely to disagree with the library moving into the Town Hall building with 87% disagreeing with the move compared to just 24% of respondents who said they never visit the library.



### 4. Reasons why respondents agree or disagree with the new location for the library

Respondents were asked to give reasons as to why they agree or disagree with the new location for the library. 1425 comments were received. The full set of comments for this and all free text response questions can be viewed in Appendix C.

All comments were read and then grouped into themes. Each comment may have contained more than one theme.

Themes were focused in two areas:

- Factors related to the proposed new location for the library
- Factors related to the wider town centre proposals including the benefit and funding of this

While the second set of factors are not directly in the scope of this consultation, they are still closely linked with the decision to move the library.

#### 4.1 Themes – New location for the library

The three most common themes given by respondents in relation to the proposed new location for the library were:

##### 1. The proposed location for the new library is not as good

This includes comments about how it is further from the town centre, further from the bus and railway station, further from car parks and involves walking down and up a hill to get to.

*“The Town Hall is quite a bit further away from public transport than the library is now and crucially it is downhill meaning that people with restricted mobility have to climb a hill to get back to their bus.”*

*“It is too far away from the bus station and car parks and would invoke a lot of extra walking which is difficult for the elderly and disabled especially in winter as there is no covered walkway.”*

**2. Concern that there will be a reduction in the facilities offered by the new location**

Respondents were concerned that the move to a new location might lead to the degradation of facilities and services offered by the library. Some comments state that the information provided at the consultation stage is not sufficient to reassure them that facilities will not be lost.

This theme included concerns about the relocation of some of the archives to Worcester so they will no longer be available in Redditch, but also about some other facilities in the new library such as the provision of meeting rooms.

*“Have not yet seen any specific plans regarding the library. Concerned it may lead to a reduction in what is available in the library.”*

*“I believe the consolidation of three library meeting rooms and two council meetings rooms into three shared meeting rooms represents a degradation to the library service.”*

*“I object to any removal of Redditch's archives from the town; these are our archives and should be accessible to all residents. Redditch is where they belong.”*

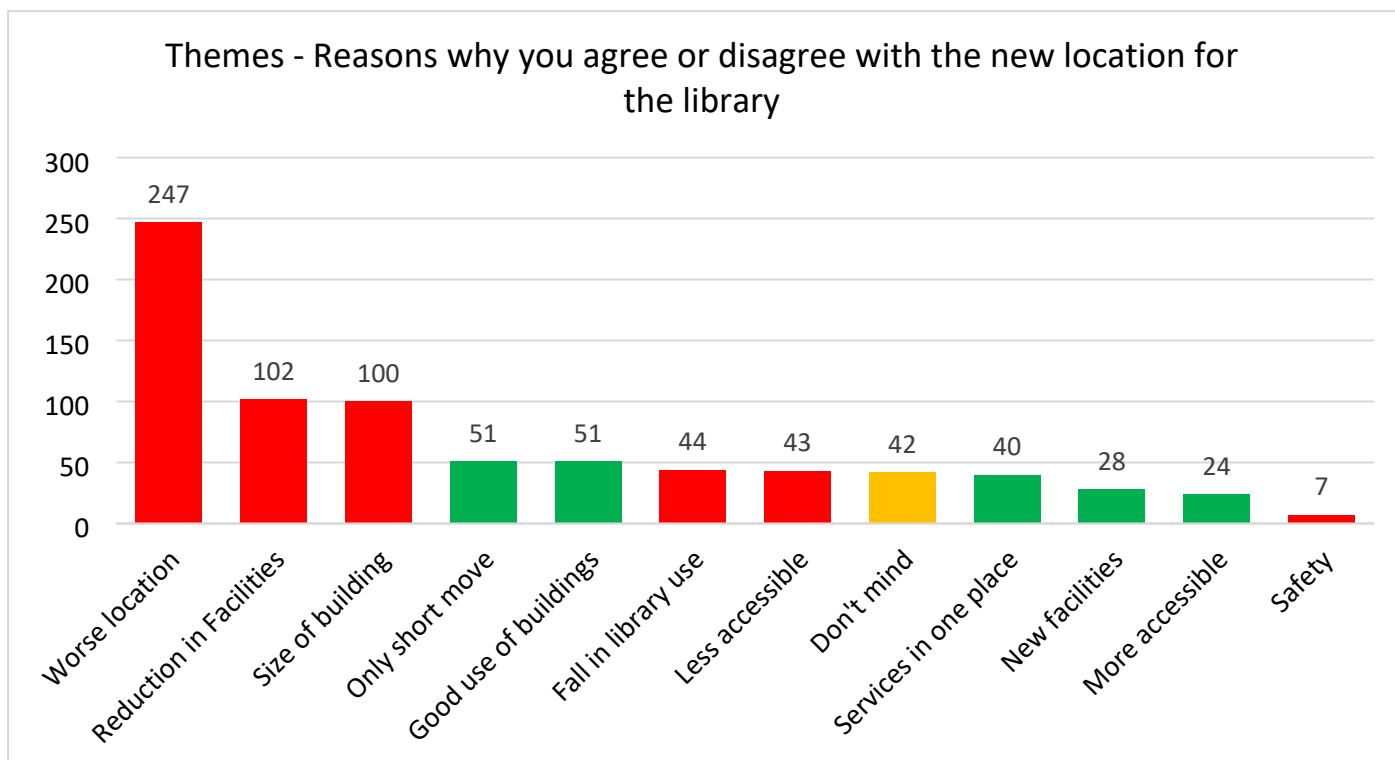
**3. Concern that the relocation will result in a reduction in the size of the new library**

This theme included a range of comments from respondents that the new library within the Town Hall would result in the reduction in the size of the library, having an impact on how they use the building to read, relax, work, or attend with children.

*“The proposal move for the library is to move into the town hall is downsizing and downgrading the library. The proposal shows that the space is not anywhere near what we currently have as a library, especially for a town with a bustling college.”*

*“I'm not sure the Town Hall will have the right amount of space for books, desks, computers etc.”*

*“It sounds like it's going to be shrunk and stuck in a basement as an afterthought a library should be every town jewel.”*





Other common themes around why respondents disagree with the Town Hall as an appropriate location for the library included:

- Concern the new location would lead to a fall in library use
- Concern the new building might be less accessible, e.g. steps, steep ramps etc.
- Safety of the area around the Town Hall and on the approaches to it.

*“The library in its current position has great footfall. If it is moved to the Town Hall, footfall will drop dramatically because it will be away from the Town Centre.”*

*“I for one would not like to walk past the pubs or away from the safe areas. When it’s dark and late is a higher risk.”*

There were also several common themes as to why respondents agree that the Town Hall would be an appropriate location for the library, such as:

- The new location is only a very short distance away
- It is a good use of buildings
- They are happy to have the library as part of a hub with services all in one place
- The idea that a move to a new location could include new, modern facilities
- The new location could be more accessible

*“It’s only few yards away from the current location, therefore I have got no objections.”*

*“I think that it is a really good idea to pull all of the services together into one building which can be accessed by all.”*

*“It makes sense to co-locate and share services across public sector. A lot of the activity that people go to the Town Hall to undertake may increase library footfall, usage and raise awareness of what other services are on offer there.”*

*“I love the idea of a community hub, all services under one roof.”*

*“I don’t like that in the current library I have to use a lift to get the pushchair to the children’s books. Moving the library gives the opportunity for this to change.”*

*“I also think that the library has been drained of resources and new books for a long time so if this is the boost it needs to refresh the available resources for all the community then I am all for it.”*

#### 4.2 Themes – Wider town centre proposals

This set of comments were given as reasons why respondents agree/disagree with the Town Hall as the new location for library but deal with the wider town centre proposals and the costs and benefits of moving the library at all.

The four most common themes given by respondents were:

**1. The current library building and location is ‘fine as it is’.**

This theme includes comments of how well used and liked the current library is and how suitable the location is near to the town centre and the Kingfisher Centre.

*“We have a perfectly good library which functions well in its current position.”*

*“I believe the library is ok where it is at present, the building is modern, accessible to all, closer to the town centre, and it is really unnecessary.”*

*“I feel that a library is better suited to its own premises, and the Redditch Library is a perfect building for such a library. It would be a shame to get rid of the building when it is so suitable for its current function.”*

## **2. The proposals are a waste of money**

Comments in this theme talk about moving the library, and in some cases the wider plans, as a waste of 'taxpayer's money'. This was often linked with comments about the current library being already located in 'perfectly good building'. There are also comments about how the current library has relatively recently been renovated.

*"There are more pressing needs for our Council to consider before spending such huge amounts of money on this move."*

*"Why waste money demolishing the library building, when that money would be better spent improving the town centre, the Parade opposite the church being just one area that might benefit."*

*"The library has just had an enormous amount of money spent on refurbishment. Why would you just dismiss that? Is money that easy to come by? It is a purpose built stand alone library. Perfect! as it is. There is no need to waste more money on a service already perfect."*

## **3. The town centre needs development**

There were a range of comments made about the town centre needing improvement and development. These were often made by people who agreed that the library should move to the Town Hall, although not exclusively.

*"The town is desperately in need of revitalisation and in particular the area of the current library and the current town hall."*

*"Redditch Town Centre is desperate need for regeneration and investment. The current Library building does not allow for the vision of the Town Deal to be achieved and therefore the library needs to be relocated to the Town Hall."*

*"I support the wider regeneration of the town centre and understand the relocation of the library can help to facilitate this."*

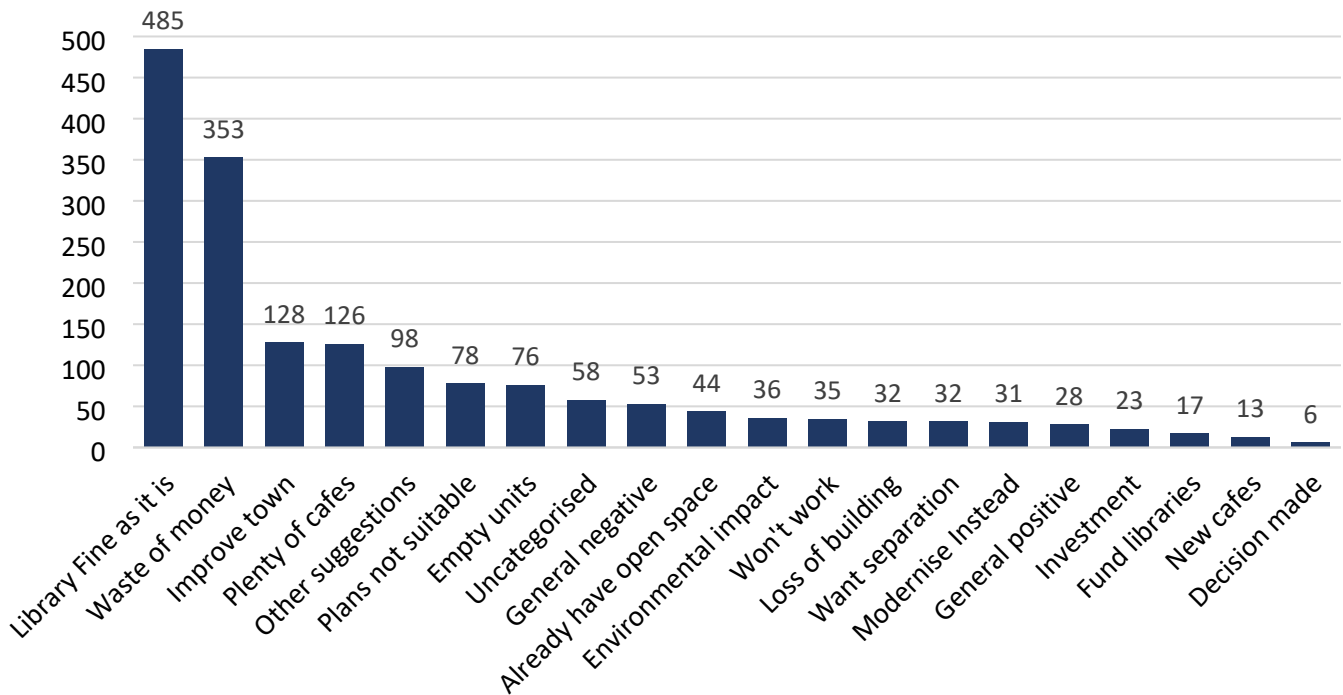
## **4. Redditch already has plenty of cafes and coffee shops**

A range of comments were made on the town centre development proposals and views and benefits of the proposed changes. One area in particular was not popular, and this was around the vision of new café facilities around the redeveloped plaza area. Respondents thought that Redditch town centre already had enough cafes for its needs.

*"We have plenty of Coffee shops and eateries in Redditch already as whenever a shop closes down, it becomes a cafe. We do not need an outdoor eating area as has been proposed as we do not have a same weather conditions as on the continent."*

*"There are already dozens of cafes and the like in the town centre and Kingfisher centre. Citizens will not drink more coffee or eat more buns just because there are more places to do that."*

## Themes - Reasons why you agree or disagree with the new location for the library



Comments also touched regularly on these themes:

- Other suggestions for the use of the money or the development of the town centre – commonly involving the market.
- That the town centre development plans are not suitable for the area, weather, demographic of Redditch etc.
- There is plenty of available commercial space in the town centre already without creating more
- The current open space in the centre is sufficient or could be enhanced to be sufficient
- The environmental impact of demolishing the library and the development plans
- Loss of a building with distinctive brutalist architecture

*“It is far from following the green agenda to demolish buildings and release CO2 into the atmosphere when it is not absolutely necessary!!”*

*“Your environmental impact assessment fails to consider the enormous environmental cost of demolishing a healthy and suitable building. The majority of greenhouse gases that are produced from buildings come not from occupation, but from manufacture of building materials and construction. The concept of improving environmental sustainability by moving to a more efficient building while demolishing the old one is a folly. Furthermore you have not included the environmental impact of remodelling the town hall. I believe that demolishing and rebuilding the library contravenes the council's environmental pledge.”*

*“The library is a classic example of Brutalist architecture in the West Midlands and needs to be kept up and preserved as much as possible, so that the unique character of the region is retained.”*

*“The proposal intends to replace the Library with an empty space, there is plenty of space in the town centre, we do not need more.”*

## 5. Things that might prevent use of the library in the new location

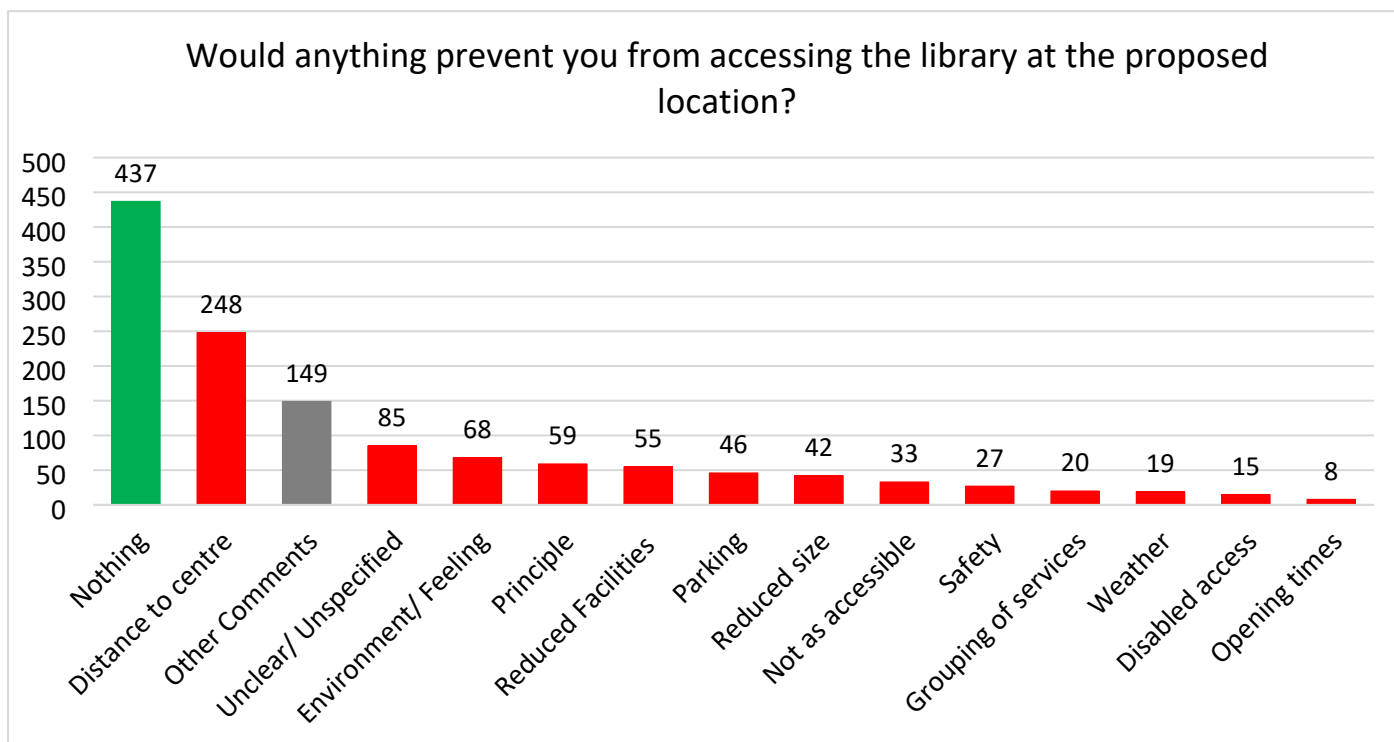
Respondents were asked whether anything would prevent them from using the library in the new location at the Town Hall. 1204 people responded to this question. The most common response to this question, by 36% of respondents, was that nothing would prevent them from using the library in the new location.

*“No as it is virtually next door.”*

*“No. Not at all. I think it can only be a positive thing for Redditch. We are not losing anything only gaining.”*

*“I would be happy to continue to use the library in its new location”*

*“Probably not, subject to decent access arrangements e.g. opening times.”*



The most common reason identified which would prevent use of the library in the new location was its distance from the town centre.

*“Yes. The new location is further away to walk to and is isolated from the town shopping centre.”*

*“Too far to walk for a lot of people. Not easy just to pop in while in town doing other things if you move it further away.”*

*“It is too far for me to walk as I use a mobility aid.”*

Other reasons given that might prevent use of the library if it were located in the Town Hall included:

- The environment or feeling of the new building
- Wouldn't use out of principle/boycott
- Reduced facilities of the new building (in particular if the local archives were not here then could not use them)
- Availability of parking nearby

*“This is not about me, but I can see many that would not feel comfortable attending, not all have a good relationship with Redditch Town Hall, the library is a safe place a welcoming place you cannot replicate it in the town hall.”*

*“Wouldn’t use it on principle. Will find alternative ways to get what I need.”*

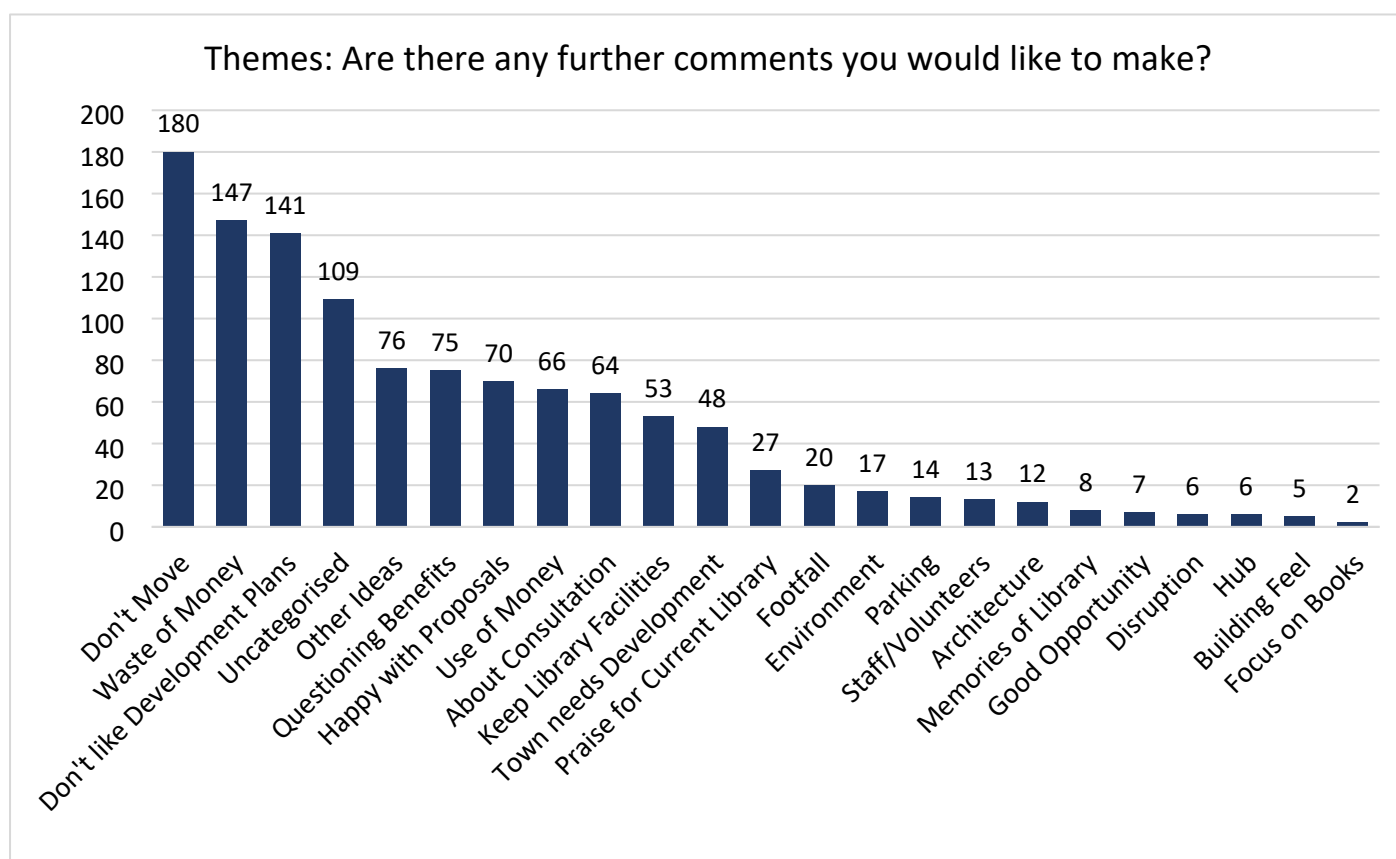
*“Yes, it will be too far away from where I park the car as a Blue Badge holder and there is never enough disabled parking at the town hall.”*

*“The new library appears to be less well equipped than the existing one. I'm not sure if I will bother.”*

*“I am autistic and I struggle with change and processing information. I have been coming to the library since 1984 and I know it. I would struggle with using a totally different space.”*

## 6. Have your say

Respondents to the survey were also offered a final opportunity to make any further comments about the proposals to relocate the library to the Town Hall. 840 comments were received.



The most common responses picked up on themes already discussed such as a desire for the library to remain in its current location and that they consider the relocation to be a waste of money. However, this section was also used to comment on the town centre development plans, including providing other ideas for the town centre or for how the money might be spent.

*“To move the library from the site it is on already is a big waste of Redditch tax payers money, as the site it is on at present suits all people who want to use the library and close to centre so we want get to wet and cold in bad weather.”*

*“The library is vibrant and popular in its present spot, it already brings hundreds of people a day out of the Kingfisher and onto the high street. Will a fountain do the same? It was the first place I visited as a new resident for info, and being central and obvious helped this. It is used all the time by*

*vulnerable people who was struggle to walk the further distance, which is much further from the bus station and central car parks. I am very much against this proposal.”*

*“The current position of the library could actually enhance that area. By using the money to add to the unused areas around the library you could actually increase footfall to the library and encourage people to use the outside areas with food and drink outlets along the front where the unused British heart foundation shop is.”*

*“Moving the library to the town hall site will give the chance for a cafe pavilion area. As mentioned in the plans. I would be less interested in large retail chains using that space. I would like to see small local ethical businesses trading in that area. Maybe with some cooperative community based ventures. Such as a community lead bakery perhaps with the opportunity of on-site learning/ baking skills courses. Also the chance to extend the market area and perhaps have a monthly farmers market.”*

Some people used this section to express how happy they were with the proposals.

*“I appreciate the work that is being done to improve Redditch and feel that we should not be held back by staying with what is familiar, just because that is more comfortable. While it will cost a considerable amount to make the changes, it will open up other possibilities to improve Redditch.”*

*“People want to see the town get its well deserved upgrade. It is absolutely vital that the towns bid money is used to enhance the town and the relocation of the library will bring much needed regeneration to a town that at the moment is pretty much on its knees Please - you must allow this project to be undertaken for the sake of safeguarding our town for generations to come.”*

A number of respondents praised the current library and reinforced the value and importance of keeping library services in Redditch

*“Whatever happens with the location, please keep the library and all the activities that currently happen there. It is a fantastic community facility!”*

Finally, some people used this section to comment on the consultation itself.

*“I think that this consultation is very important and the issue at hand has garnered a lot of public attention, so it would be great if our opinions and thoughts were actually heard and taken in consideration. This feels like a done deal but I hope I’m wrong and that this consultation isn’t just a thing you have to do but don’t have to listen to.”*

## 7. Feedback from Face-to-Face Public Meetings

Two public meetings were held as part of the consultation giving residents the opportunity to ask questions and express concerns to a panel with officer and member representatives from Redditch Borough Council and Worcestershire County Council. Just over 100 people attended these meetings.

Many similar themes were dealt with in the public meetings as have been expressed in the survey comments such as not wanting the library to move, how it would be a waste of money and the suitability of the Town Hall as a location for the library service.

*“If you move the service down to the Town Hall, there are a lot of people with kids, older people with mobility issues – when it is pouring with rain. Are you going to build a covered walkway for people? Can you change the access from the front to the side, make sure you can access from a flat surface with no steps?”*

*“I am concerned about the money it will cost to demolish the current building plus the money to improve the Town Hall. Why can’t that money be saved by improving the existing building, create a*

*plaza either side of the library. I don't understand the money that is being wasted to demolish this and improve that."*

*"It seems too obvious that this is all about money. This library could be a focus of the plaza, with café services on the ground floor, opening on to the square outside. We could open up the place more. With millions to spend on it, it could be made lovely. This shouldn't just be another commercial exercise."*

The meetings also provided members of the public to seek further detail and clarification on aspects of the consultation and wider plans.

*"For clarification – you say you want no diminution of the library service. It looks like the square footage of the new space is more than the current, but no space has been given for computers, business space, study space. Looks to me like we are moving to a smaller space and losing out because of it – the paper shows zeros for things when they are not zeros!"*

*"There are a lot of events on at the same time, is there enough space in the new library for that to happen so they are not interfering with each other?"*

*"The benefit of doing this needs to add value to what there is because it is going to cost a lot of money. What value will this money spent be adding to the services?"*

*"If money is not spent by 2026 has to go back to central government, can this be delivered in time?"*

*"Concerned that the move from point A to point B. RBC have said that services are going to be bigger and better, but I am worried that the process of the move will allow the opportunity to remove those services... .. The more things that move, the more chances there are to cut a corner here. Look what happened in COVID, corners were cut and we lost out on a lot of things."*

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# Redditch Library Consultation

This survey is available in English, Polish or Urdu.

If you would like to request this survey in a different language please email [redditchlibraryconsultation@worcestershire.gov.uk](mailto:redditchlibraryconsultation@worcestershire.gov.uk)

The Redditch Library Consultation is an opportunity for us to share the proposed library relocation plans with Worcestershire / Redditch residents and community organisations so that both groups can provide their views and make suggestions.

By completing this voluntary survey you agree to your responses being collated, processed and analysed by Worcestershire County Council. All information provided will be held in accordance with the General Data Protection Regulation (GDPR) and used only to inform our proposals for library change.

Please read the background and details of the proposal on the consultation webpage [www.worcestershire.gov.uk/redditchlibraryconsultation](http://www.worcestershire.gov.uk/redditchlibraryconsultation) prior to answering this survey.

The closing date for responses to this consultation survey is 24th February 2023.

## Are you a library member?

- Yes
- No
- Not Sure

## What do you visit Redditch library for?

Tick all that apply

- To borrow books
- To borrow music CDs, DVDs or audio books
- To use free public computers and internet
- To use free Wi-Fi
- To use online reference resources, e.g. Ancestry
- To find out information
- To research/ work/ study
- To meet people
- To read/ relax
- To attend a library social connecting group (Old Redditch Reminiscencers, Knit & Natter, Jigsaw Swap)
- To attend a community social connecting group (Reddi to Talk, Carers Careline Community Group)
- To attend a reading group/ writers group/ book club
- To attend a film club/ film makers club
- To attend an adult learning course
- To attend a job club/ job fair
- To attend author events/ special events
- To volunteer
-

- To receive digital support from library staff/ Digital Champions
- To use BIPC (Business and IP Centre) Worcestershire business resources/ services (business drop-ins, 1:1 support, business databases, business networking)
- To use Library Service at Home
- To attend NHS clinics/ drop-ins
- To attend early years story/ rhyme times (Baby Bounce and Rhyme, Story, Joy & Rhyme, Story Stomp, Storytime)
- To bring children to library events & activities (Chatterbooks, Lego Club, Crafty Kids, Code Club, Science Club, Duel, Dungeons & Dragons)
- School visit/ Nursery visit
- Other (please specify below)

**It is proposed that Redditch Library will be relocated to allow for the Redditch Town Plan to be realised. To what extent do you agree or disagree with the new location for the Library being the Redditch Town Hall?**

- Strongly Agree
- Agree
- Neither agree nor Disagree
- Disagree
- Strongly Disagree

**Please explain the reasons why you agree or disagree with the new location for the library.**

**Would anything prevent you from using the library at the suggested new location? Please explain.**

**Are there any additional community services you would like to see in Redditch library?  
Please describe below.**

**Would you be interested in volunteering at Redditch Library?**

Answering this question will not commit you to volunteering at Redditch library in the future.

- Yes  
 No  
 Not Sure

If you would like more information on volunteering opportunities, it can be found here:

[https://www.worcestershire.gov.uk/info/20017/libraries\\_and\\_learning/11118/volunteering\\_and\\_work\\_experience\\_in\\_a\\_library/1](https://www.worcestershire.gov.uk/info/20017/libraries_and_learning/11118/volunteering_and_work_experience_in_a_library/1)

Or you can visit the library to speak to a member of library staff or call 01905 822722.

**Have Your Say. Are there any further comments you would like to make**

### **About you**

Please complete these questions to help us understand the different views of different sections of the community. All information provided will be kept confidential.

**What best describes your gender?**

- Female  
 Male  
 Prefer not to say  
 Prefer to self-describe

**What is your age?**

- Under 13  
 13-19  
 20-29  
 30-34  
 45-64  
 65+

**Do you have any long-standing health condition or disability? (Long-standing means anything that has troubled you over a period of at least 12 months or that is likely to affect you for at least 12 months.)**

- Yes  
 No

**Does this health condition or disability limit your day to day activities in any way?**

- Yes, limited a lot  
 Yes, limited a little  
 No

**What is your home postcode?**

Thank you for taking the time to complete this questionnaire. Now please click submit.

## Appendix B – Supplementary Survey Questions

Responses to questions asked as part of the consultation about the impact of moving Redditch Library from its current location to Redditch Town Hall.

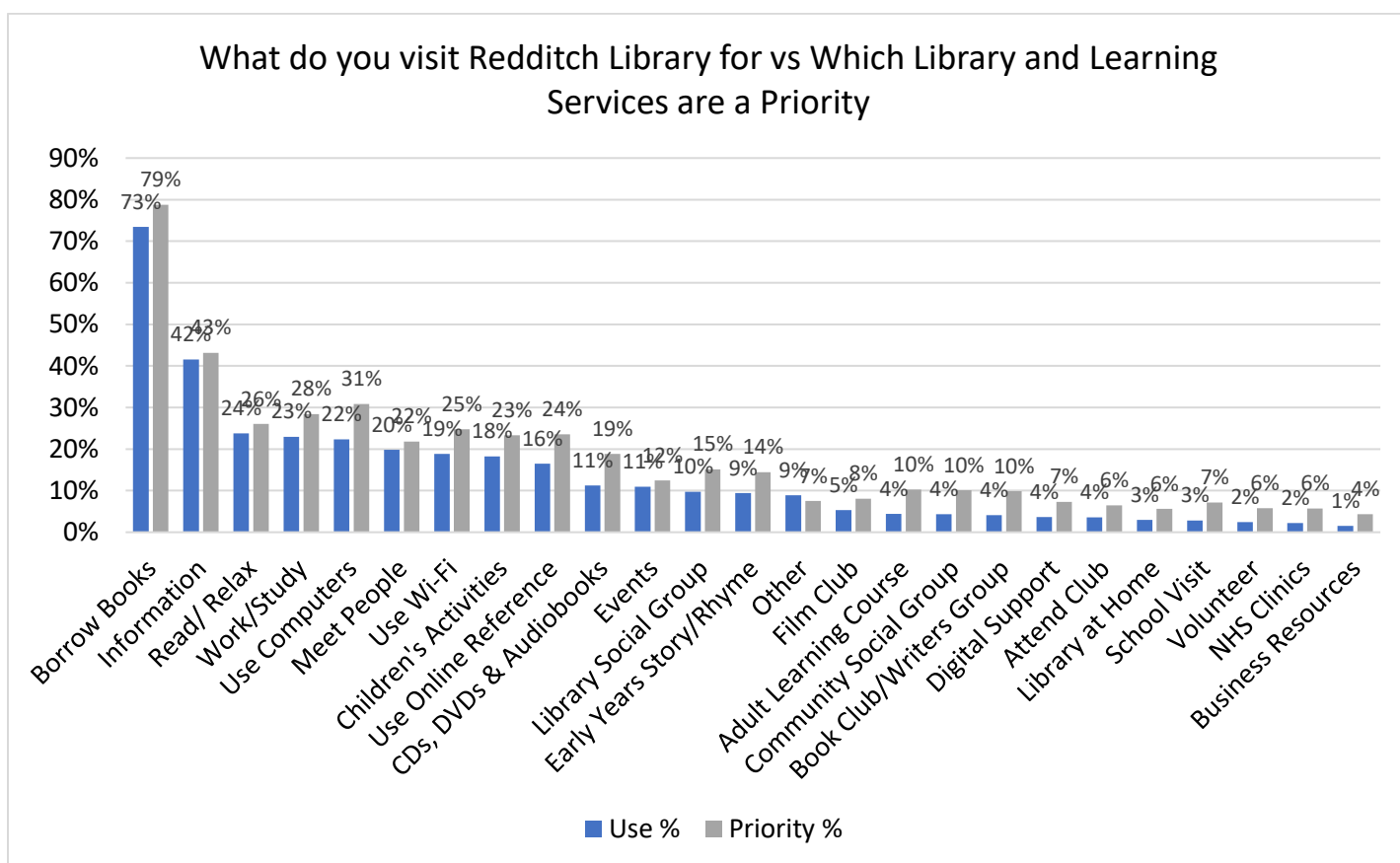
### Use of the Library and Priority Services

Respondents were asked to tick all the reasons from a list as to why they use Redditch Library. They were then given the same list of library uses and services and asked which ones were a priority for them.

By far the most common use of the library for 73% of respondents was to borrow books. This was also the top priority service offered by the library chosen by 79% of respondents.

The top 5 most common services for both use of the library and priority for respondents was completed by:

- To find out information
- To read/relax
- To research/work/study
- To use free public computers and internet.



### Additional services

As part of the consultation survey respondents were asked “Are there any additional community services you would like to see in Redditch library?”.

550 responses were received for this question.

The most common additional service that respondents would like to see were various types of clubs or meetings at the library, for example book clubs, social clubs and children’s groups.

*“It would be lovely to see a wider range of clubs. I know there are already clubs in place, but I think adding a wider variety for a different range of abilities, age and peoples interests would attract much more people.”*

Additional services also popular with respondents were an information and advice centre such as the Citizens Advice Bureau, a café and space or clubs for youths.

*“It would be lovely to have a community coffee shop, perhaps run by volunteers with proceeds going into the library.”*

*“Citizens advice office - someone to talk to face to face instead of an email.”*

*“Youth Services. The town desperately needs to focus on engaging with and providing opportunities for young people. There is not enough for them to do and the town is becoming an intimidating place to be at times.”*

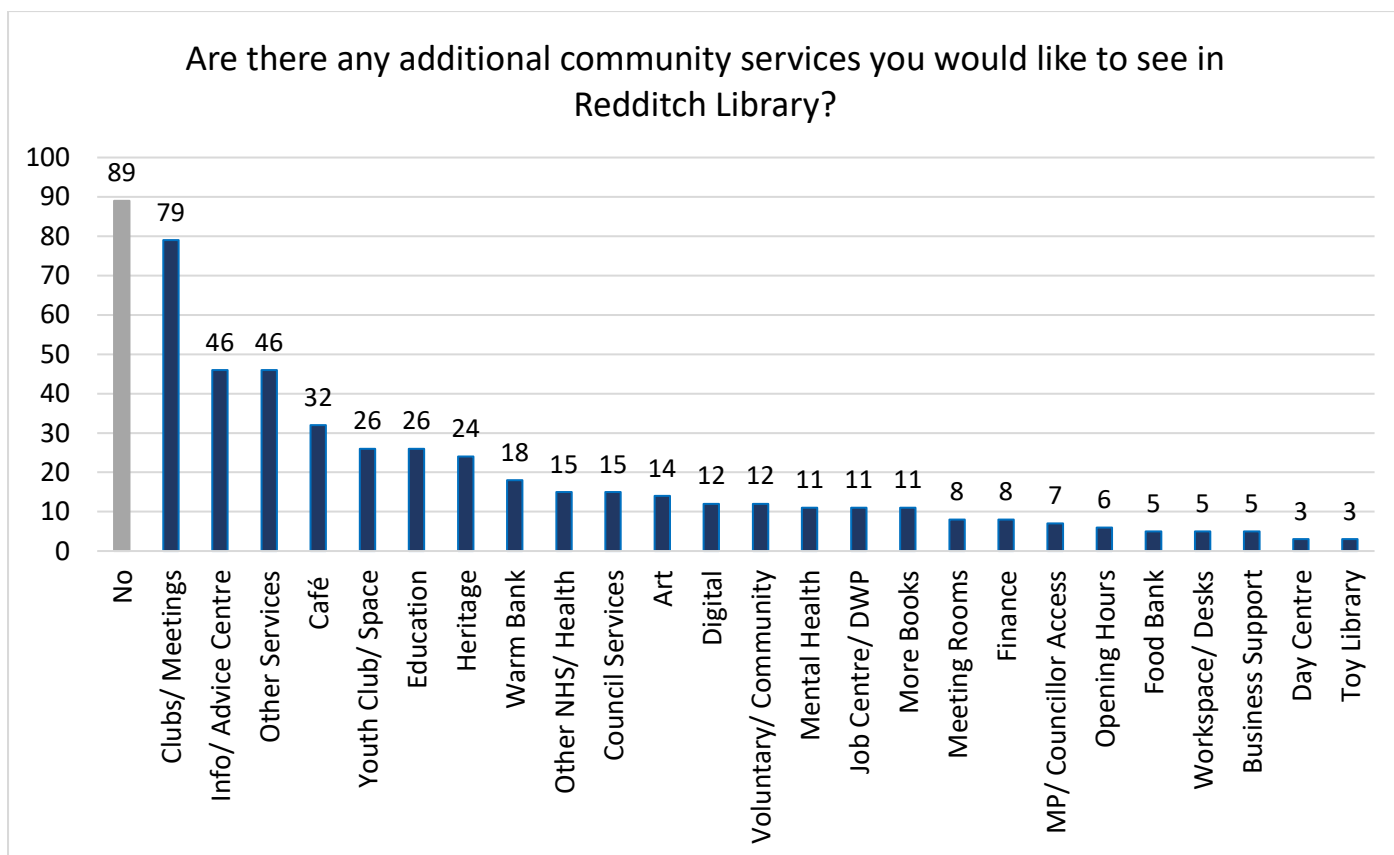
Education for adults and young people and history or heritage provision were also popular with respondents.

*“Perhaps a Redditch Museum as part of the town hall hub.”*

*“I would like to see the current Library building retained but working in partnership with Redditch Museum to build a comprehensive heritage centre housing our archives and artifacts for future generations to use.”*

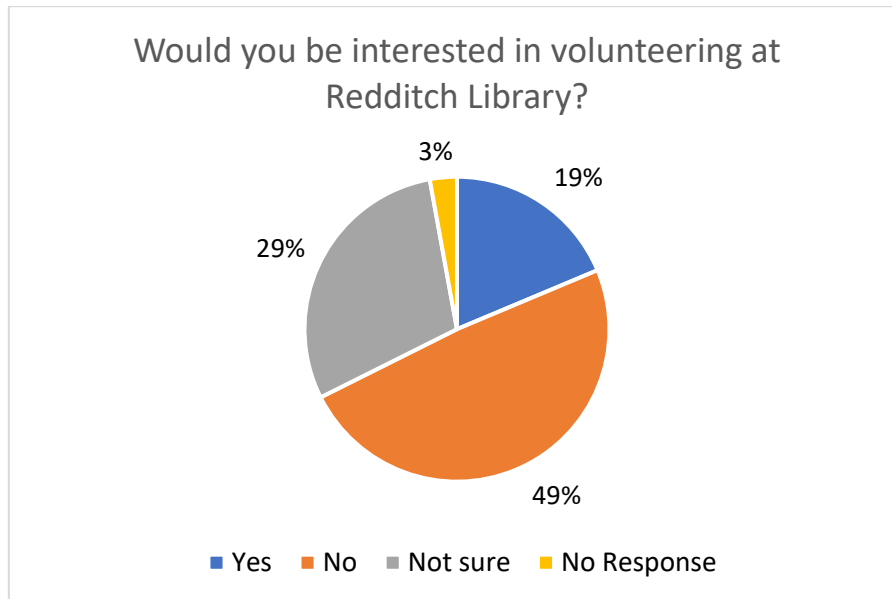
*“Update everything push for a centre of knowledge have classes there for improving the towns educational ability with HOW college.”*

*“Technical Lectures/ evening classes would be great. The College has cut back drastically.”*



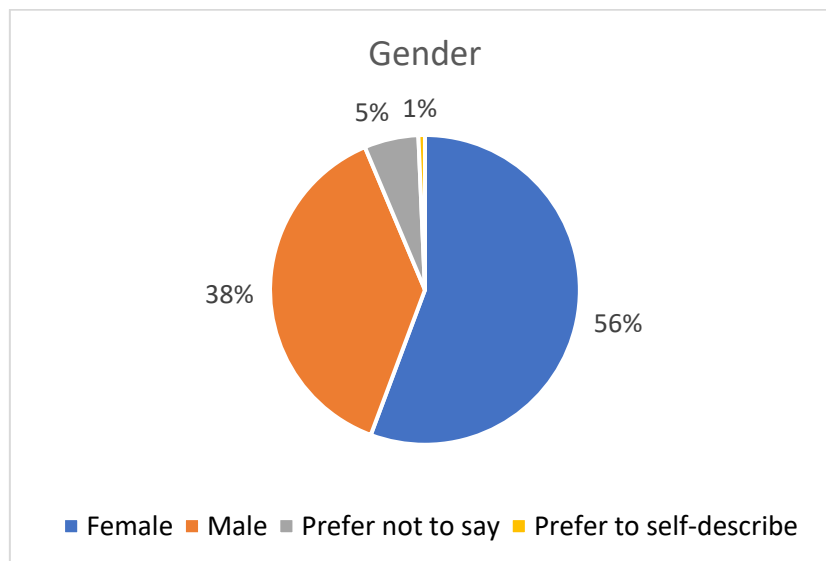
## Volunteering

19% of respondents said that they would be interested in volunteering at Redditch library.



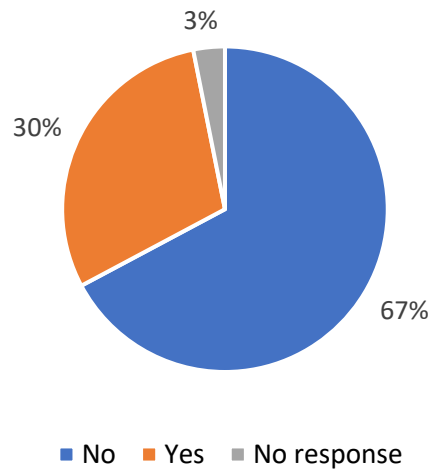
## Demographics

There were slightly more female respondents than male respondents.



30% of respondents said that they have a long-standing health condition or disability. Responses are slightly over represented with people who have a long-standing health condition or disability. 30% of respondents compared to 25% of the Redditch population as measured by the Census 2021.

### Long-standing health condition or disability





# Equality and Public Health Full Impact Assessment

Impact Assessment Id: #480

Date printed: 10/05/2023

Date assessment submitted: 10/05/2023

Requester: Emily Morrall

## 1.0 Screening Information

### **Project Name**

Relocation of Redditch Library - Cabinet Decision on Move

### **Name of Project Sponsor**

Hannah Perrott

### **Name of Project Manager**

Emily Morrall

### **Name of Project Lead**

Rob Elmes

### **Please give a brief description of the project**

In June 2021 Redditch secured a historic investment of £15.6 million Town Deal which will help fund ambitious new projects for the town.

Plans involve the re-development of the current Redditch Library site which includes the demolition of the existing library building and the delivery of a new public square and associated commercial development. Worcestershire County Council is actively supporting the regeneration of Redditch within its Town Plan and wants to work collaboratively with the Borough Council on the re-location of the existing Library into other suitable premises. In October 2022, WCC Cabinet approved the high level plans and set of requirements for the proposed newly located Library and authorised the commencement of public consultation. The project purely involves relocation of the existing library services from their current location into a shared Community Hub space in Redditch Town Hall, a distance of 100m from the current library building. A new JIA is now being completed post-Public Consultation to inform the Cabinet Decision on the move.

### **Data Protection screening result**

Will require a full impact assessment

### **Equality and Public Health screening result**

Will require a full impact assessment

### **Environmental Sustainability screening result**

Will require a full impact assessment

## 1.1 Background and Purpose

### **Background and Purpose of Project?**

To support your answer to this question, you can upload a copy of the project's Business Case or similar document.

Cabinet report to be uploaded when finalised. Redditch Borough Council have been successful in their bid for funding as part of the Towns Fund to redevelop Redditch Town Centre. One of the projects proposed to be funded by the Towns Fund is the redevelopment of Redditch Library, to create a new Town Plaza and commercial space. In order to progress this, Redditch have approached Worcestershire County Council with a proposal to relocate library services from the current building in Redditch Town Centre into a new Community

Hub at Redditch Town Hall. The town development including building works and demolition are being led by Redditch Borough Council and as such will be subject to separate governance and impact assessments. This impact assessment focuses on the impact of relocation of library services only, though it is also important to consider the possible impact of the areas of the project which will be the responsibility of RBC, even though these impacts may be outside of WCC control, they should still be noted.

**Upload Business Case or Support documents**

No files uploaded

**Project Outputs**

Briefly summarise the activities needed to achieve the project outcomes.

The project involves the transfer of Library and DWP services from their current location in the dedicated Redditch Library building to a new space to be created within Redditch Town Hall. Worcestershire County Council are asked to approve the relocation of services, from a service delivery and financial perspective, and support the physical move from building to building. Building works and demolition of the current library building will be led by Redditch Borough Council, along with further improvements to the Public Realm as a part of the Town Investment Plan.

**Project Outcomes**

Briefly summarise what the project will achieve.

The key outcomes of the wider Town Development are captured in the RBC Town Investment Plan. The core deliverable of the WCC output (move of library service) is to support this wider investment plan. There are no specific outcomes for WCC in this project, however, the Cabinet report supporting the decision will outline a set of core requirements that must be met in order for WCC to support the move, such as ensuring there is no impact on service delivery and that commercial and financial conditions are met.

Is the project a new function/service or does it relate to an existing Council function/service?  
Existing

**Was consultation carried out on this project?**

Yes

## 1.2 Responsibility

**Directorate/Organisation**

People

**Service Area**

Communities

## 1.3 Specifics

**Project Reference (if known)**

Not Recorded

**Intended Project Close Date \***

September 2024

## 1.4 Project Part of a Strategic Programme

Is this project part of a strategic programme?

No

## 2. Organisations Involved

Please identify the organisation(s) involved: Worcestershire County Council

Other: Redditch Borough Council

Details of contributors to this assessment:

Name	Natalie Ahmed
Job title	Senior Change Manager
Email address	<a href="mailto:NAhmed1@worcestershire.gov.uk">NAhmed1@worcestershire.gov.uk</a>

## 3. Who will be affected by the development and implementation

Please identify group(s) involved: Service User

Visitors Staff Communities

### 3.1 Information and evidence reviewed

**What information and evidence have you reviewed to help inform this assessment? \***

Age and ACORN definition of Library users (demographic information) have been reviewed alongside survey responses. Census data, school census data and National Insurance Number Registrations data was reviewed to assess the potential requirement for translation of the survey into other language

### 3.2 Summary of engagement or consultation undertaken

**Who and how have you engaged, or why do you believe engagement is not required? \***

\*

Worcestershire County Council carried out a public consultation to understand local residents' and library users' opinions, and the impact of a possible relocation of the library service in Redditch. The consultation was open from 7th November 2022 to 24th February 2023.

The consultation consisted of, provision of background information to the proposals, a survey (available online and on paper including Library Services at Home customers), and two public face-to-face meetings held at Redditch Library. Additional comments received via email and Library feedback cards were also included in the consultation analysis report.

The survey was available to complete in English, Polish and Urdu, large print and Braille. Census data, school census data and National Insurance Number Registrations data was reviewed to assess the potential requirement for translation of the survey into other languages. The data indicated the most commonly spoken languages, other than English, were Urdu and Polish. The survey was translated into those languages, and a process was established to ensure translation into other languages could be completed upon request.

### 3.3 Summary of relevant findings

**Please summarise your relevant findings. \***

The full analysis report of survey findings will be published with the Cabinet report, and all comments provided within the survey will be made publicly available subject to being redacted to remove information which could lead to the identity of individuals.

**Headline findings include:**

There were a total of 1467 responses to the survey. This represents 2.2% of the Redditch population aged over 19.

There was good engagement and response to the survey for people aged 30 or over. There were fewer responses received for younger people aged under 30.

Respondents are asked to what extent they agree or disagree with the new location for Redditch library being the Town Hall. 72.3% of respondents said that they disagree to some extent.

There is little difference by age group about whether a respondent agrees or disagrees with the proposal to move the library to the town hall for anyone aged 20 or over. (Note: There are much smaller numbers of responses in the Under 13 and 13-19 age groups than in other age groups.)

**The three most common themes given by respondents in relation to the proposed new location for the library were:**

1. The proposed location for the new library is not as good

This includes comments about how it is further from the town centre, further from the bus and railway station, further from car parks and involves walking down and up a hill to get to.

“The Town Hall is quite a bit further away from public transport than the library is now and crucially it is downhill meaning that people with restricted mobility have to climb a hill to get back to their bus.”

“It is too far away from the bus station and car parks and would invoke a lot of extra walking which is difficult for the elderly and disabled especially in winter as there is no covered walkway.”

2. Concern that there will be a reduction in the facilities offered by the new location

Respondents were concerned that the move to a new location might lead to the degradation of facilities and services offered by the library. Some comments state that the information provided at the consultation stage is not sufficient to reassure them that facilities will not be lost.

This theme included concerns about the relocation of some of the archives to Worcester so they will no longer be available in Redditch, but also about some other facilities in the new library such as the provision of meeting rooms.

“Have not yet seen any specific plans regarding the library. Concerned it may lead to a reduction in what is available in the library.”

“I believe the consolidation of three library meeting rooms and two council meetings rooms into three shared meeting rooms represents a degradation to the library service.”

3. Concern that the relocation will result in a reduction in the size of the new library  
This theme included a range of comments from respondents that the new library within the Town Hall would result in the reduction in the size of the library, having an impact on how they use the building to read, relax, work, or attend with children.

“The proposal move for the library is to move into the town hall is downsizing and downgrading the library. The proposal shows that the space is not anywhere near what we currently have as a library, especially for a town with a bustling college.”

“I'm not sure the Town Hall will have the right amount of space for books, desks, computers etc.”

**There were also several common themes as to why respondents agree that the Town Hall would be an appropriate location for the library, such as:**

- The new location is only a very short distance away
- It is a good use of buildings
- They are happy to have the library as part of a hub with services all in one place
- The idea that a move to a new location could include new, modern facilities
- The new location could be more accessible

“It's only few yards away from the current location, therefore I have got no objections.”

“It makes sense to co-locate and share services across public sector. A lot of the activity that people go to the Town Hall to undertake may increase library footfall, usage and raise awareness of what other services are on offer there.”

“I don't like that in the current library I have to use a lift to get the pushchair to the children's books. Moving the library gives the opportunity for this to change.”

#### **4. Protected characteristics – Equality**

Please consider the potential impact of this activity (during development & implementation) on each of the equality groups outlined below. Please select one or more impact box(es) below for each equality group and explain your rationale. Please note it is possible for the potential impact to be both positive and negative for the same equality group and this should be recorded. Remember to consider the impact on e.g. staff, public, patients, carers etc. who are part of these equality groups.

##### **Age**

Potential positive impact selected. Potential negative impact selected.

##### **Explanation of your reasoning:**

Libraries are welcoming spaces, open to all, providing a safe and inclusive environment. This is a core part of library service delivery and would be an essential requirement in any new location. Feedback from survey indicates public concern regarding the possible move as the new location is further from transport hubs and some car parks, and down / up a slope compared to current location. The impact for older people and children of this additional distance has been noted in terms of ease of access to services. The proposed new location would offer services spread largely over a single floor (with some 1 floor above) which compared to the current building with 4 main floors plus smaller mezzanine floors, could have a positive impact from an accessibility perspective, making it easier for service users to move around the building and access services.

Additionally for younger age groups, there are currently several groups which run from the Redditch Library for younger children, such as "bounce and rhyme" sessions. Groups for parents and babies are popular within the library and therefore suitable space to hold groups attended by up to 30 parents with pushchairs is essential. The proposed new location would offer a Children's Library area in a large open space on the ground floor to ensure ease of evacuation if required - this is a positive impact as the current Children's area is accessed on the first mezzanine floor requiring use of a lift or going up 4 steps.

### **Disability**

Potential positive impact selected. Potential negative impact selected.

### **Explanation of your reasoning:**

Libraries are welcoming spaces, open to all, providing a safe and inclusive environment. This is a core part of library service delivery and would be an essential requirement in any new location. Feedback from survey indicates public concern regarding the possible move as the new location is further from transport hubs and some car parks, and down / up a slope compared to current location. The impact for disabled people who are wheelchair or mobility aid users, or who cannot comfortably move this additional distance has been noted in terms of ease of access to services. The proposed new location would offer services spread largely over a single floor (with some 1 floor above) which compared to the current building with 4 main floors plus smaller mezzanine floors, could have a positive impact from an accessibility perspective, making it easier for service users to move around the building and access services.

### **Gender reassignment**

Potential neutral impact selected

### **Explanation of your reasoning:**

Libraries are welcoming spaces, open to all, providing a safe and inclusive environment. This is a core part of library service delivery and would be an essential requirement in any new location. If there are any groups which use the current library meeting rooms with members who are going through or have completed gender reassignment, the impact will be neutral as the same meeting room capacity and facilities will be available in the new space should the move go ahead

### **Marriage and civil partnerships**

Potential neutral impact selected.

### **Explanation of your reasoning:**

Libraries are welcoming spaces, open to all, providing a safe and inclusive environment. This is a core part of library service delivery and would be an essential requirement in any new location. If there are any specific groups with members who are married or in civil partnerships which use meeting rooms at the library, the impact will be neutral as the same meeting room capacity and facilities will be available in the new space should the move go ahead

### **Pregnancy and maternity**

Potential positive impact selected. Potential negative impact selected

**Explanation of your reasoning:**

Libraries are welcoming spaces, open to all, providing a safe and inclusive environment. This is a core part of library service delivery and would be an essential requirement in any new location. There are several groups which run from the Redditch Library at present which can be accessed by those on maternity, such as "bounce and rhyme" sessions. Groups for parents and babies are popular within the library and therefore suitable space to hold groups attended by up to 30 parents with pushchairs is essential. The location move could impact on these groups as the new location is further from transport hubs and some car parks, and down / up a slope compared to current location which could have a negative impact on accessibility for those with pushchairs. The proposed new location would offer a Children's Library area in a large open space, accessed on one level (no stairs) and on the ground floor to ensure ease of evacuation if required - this is a positive impact as the current Children's area is accessed on the first mezzanine floor requiring use of a lift or going up 4 steps.

**Race including travelling communities**

Potential neutral impact selected.

**Explanation of your reasoning:**

Libraries are welcoming spaces, open to all, providing a safe and inclusive environment. This is a core part of library service delivery and would be an essential requirement in any new location. The impact will be neutral as the same meeting room capacity and facilities will be available in the new space should the move go ahead. If there are additionally people in this group who have English as a second language, there may be additional neutral impact as the same facilities will be available

**Religion and belief**

Potential neutral impact selected.

**Explanation of your reasoning:**

Libraries are welcoming spaces, open to all, providing a safe and inclusive environment. This is a core part of library service delivery and would be an essential requirement in any new location. The impact will be neutral as the same meeting room capacity and facilities will be available in the new space should the move go ahead. For example, the library currently runs Easter and Christmas specific activities. There may also be further opportunity to engage more effectively across communities and invite other groups for events based on religious beliefs

**Sex**

Potential neutral impact selected.

**Explanation of your reasoning:**

Libraries are welcoming spaces, open to all, providing a safe and inclusive environment. This is a core part of library service delivery and would be an essential requirement in any new location. The impact will be neutral as the same meeting room capacity and facilities will be available in the new space should the move go ahead

**Sexual orientation**

Potential neutral impact selected.



**Explanation of your reasoning:**

Libraries are welcoming spaces, open to all, providing a safe and inclusive environment. This is a core part of library service delivery and would be an essential requirement in any new location. The impact will be neutral as the same meeting room capacity and facilities will be available in the new space should the move go ahead

**5. Characteristics - Public health**

Other vulnerable and disadvantaged groups

Potential positive impact selected. Potential neutral impact selected.

**Explanation of your reasoning:**

Libraries are welcoming spaces, open to all, providing a safe and inclusive environment. This is a core part of library service delivery and would be an essential requirement in any new location. If there are any groups which use the current library meeting rooms with members from vulnerable or disadvantaged groups, the impact will be neutral as the same meeting room capacity and facilities will be available in the new space should the move go ahead. There may also be a positive impact with an increase in services available in the Town Hall Community Hub which may benefit vulnerable groups by enabling them to access more services from one building.

**Health inequalities**

Potential positive impact selected. Potential neutral impact selected.

**Explanation of your reasoning:**

Libraries are welcoming spaces, open to all, providing a safe and inclusive environment. This is a core part of library service delivery and would be an essential requirement in any new location. If there are any groups which use the current library meeting rooms with members experiencing health inequalities, the impact will be neutral as the same meeting room capacity and facilities will be available in the new space should the move go ahead. There may also be a positive impact with an increase in services available in the Town Hall Community Hub, including NHS services, which may positively impact on health inequalities through enabling people to access more services from one building.

**Social and economic**

Potential neutral impact selected.

**Explanation of your reasoning:**

The library service already provides meeting space and facilities for social support groups and the Job Centre Plus is located within the library building. In the proposed new space, the same meeting room capacity and facilities will be available, and it is anticipated that the Job Centre Plus will continue to be co-located with the library service, therefore the impact for this group is anticipated to be neutral.

**Physical health**

Potential positive impact selected. Potential neutral impact selected.

**Explanation of your reasoning:**



Libraries are welcoming spaces, open to all, providing a safe and inclusive environment. This is a core part of library service delivery and would be an essential requirement in any new location. The current library space, for example, is used as a meeting place for health walks (open to all) and for developmental health checks. The impact for these groups, and any others which provide activities to improve physical health, will be neutral as the same meeting room capacity and facilities will be available in the new space should the move go ahead. There may also be a positive impact with an increase in services available in the Town Hall Community Hub, including NHS services, which may positively impact on physical health through enabling people to access more services from one building.

### **Mental health and wellbeing**

Potential positive impact selected. Potential neutral impact selected.

#### **Explanation of your reasoning:**

The library service already provides meeting space and facilities for many community groups including those promoting mental health and wellbeing, for example groups for people facing loneliness and isolation. In the proposed new space, the same meeting room capacity and facilities will be available, therefore the impact for this group is anticipated to be neutral. There may also be a positive impact with an increase in services available in the Town Hall Community Hub, including NHS services, which may positively impact on mental health and wellbeing through enabling people to access more services from one building.

### **Access to services**

Potential positive impact selected. Potential neutral impact selected.

#### **Explanation of your reasoning:**

The library service already provides meeting space and facilities for many community groups including those promoting health care and other services, for example Developmental Health Checks. In the proposed new space, the same meeting room capacity and facilities will be available, therefore the impact for this group is anticipated to be neutral. There may also be a positive impact with an increase in services available in the Town Hall Community Hub, including NHS services, which may positively impact on access to services through enabling people to access more services from one building.

## **6. Actions to mitigate potential negative impacts**

<b>Risk identified</b>	Risk of negative impact for those with reduced mobility from the move of service, accessibility at the new location included walking up / down a slope, further from transport hubs and some car parks
Actions required to reduce/eliminate negative impact	Proposed mitigations include: - promotion of available shop mobility equipment which can be accessed in the Kingfisher centre and used to support the journey from Kingfisher Centre car parks to the library - promotion of shorter walking routes from car parks such as the car park by the Palace Theatre and closer exits from

	Kingfisher centre which shortens the journey from the car park to the Town Hall. Work to ensure these routes are accessible and maintained - provision of blue badge parking capacity in the Town Hall car park, immediately adjacent to the proposed new location - working with RBC on their planned Public Realm improvements to enhance the route from the current library location down to the Town Hall, to provide a clear trail with access to seating along the route
Who will lead this action	Redditch Borough Council working in close partnership with Worcestershire County Council
Timeframe	By September 2024 (proposed move of service date)
<b>Risk identified</b>	There is a risk that, as a town centre location in a built up area, green space will not be available near to the new library location for use by those with assistance dogs. (note this risk would be similar for both the current and proposed new location)
Actions required to reduce/eliminate negative impact	WCC officers to work with RBC on the wider public realm improvements within Redditch Town Centre to identify opportunities to access green space for those with assistance dogs. Ensure there is provision within a reasonable distance. It is noted that there is a green space (grassed area) outside the back of the Town Hall, near to the underpass under the ring road which minimises this risk.
Who will lead this action	Rbc (working Closely With Wcc)
Timeframe	By September 2024

#### How will you monitor these actions?

Not recorded

### 7. When will you review this equality and public health estimate (EPHIA)?

The EPHIA will be reviewed at key milestone gateways in the wider implementation plan (led by RBC). Example milestones include sign off of detailed plans, signing of lease agreement, go / no go decision for final move of services (exact dates TBC).

### 8. Declaration

The following statement has been read and agreed:

All public bodies have a statutory duty under the Equality Act 2010 to set out arrangements to assess and consult on how their policies and functions impact on the 9 protected characteristics: Age; Disability; Gender Reassignment; Marriage & Civil Partnership; Pregnancy & Maternity; Race; Religion & Belief; Sex; Sexual Orientation

Our Organisation will challenge discrimination, promote equality, respect human rights, and aims to design and implement services, policies and measures that meet the diverse needs of our service, and population, ensuring that none are placed at a disadvantage over others

All staff are expected to deliver and provide services and care in a manner which respects the individuality of service users, patients, carers etc, and as such treat them and members of the workforce respectfully, paying due regard to the 9 protected characteristics

I confirm to the best of my knowledge that the information I have provided is true, complete and accurate

I confirm that I will make sure that Equality and Public Health have been and continue to be considered throughout the project life cycle and that, if circumstances change in the project, a further Equality and Public Health Impact Assessment Screening will be carried out.

## 9. Application Details

Last Updated Date Time  
10/05/2023 10:19:26

Screening Submitted Date Time  
14/03/2023 11:37:46

Last Reopened Date Time  
10/05/2023 09:28:37

Full Impact Submitted Date Time  
10/05/2023 10:19:26

Approved/Rejected Date Time  
No Date Recorded

Current User Dashboard Request Status  
Submitted

## 10. People with access to the original screening

Emily Morrall (EMorrall@worcestershire.gov.uk)  
Natalie Ahmed (NAhmed1@worcestershire.gov.uk)

## 11. People with access to this equality and public health assessment

Emily Morrall (EMorrall@worcestershire.gov.uk)  
Natalie Ahmed (NAhmed1@worcestershire.gov.uk)

## 12. Direct Questions

Question:

Hello, please can you revisit the 'disability' section and amend accordingly prior to sign off.  
Thanks, Maddy

Asked by Maddy Cameron (MCameron@worcestershire.gov.uk) at 09/05/2023 10:43:07  
Emily Morrall (EMorrall@worcestershire.gov.uk), and Natalie Ahmed  
(NAhmed1@worcestershire.gov.uk) have been asked this question.

## DRAFT HEADS OF TERMS

Updated 13.07.23

Subject to Contract

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<b>Property</b>	Part Town Hall, Walter Stranz Square, Redditch B98 8AH
<b>Demise</b>	Part basement, part ground floor, part first floor and part 3 <sup>rd</sup> floor as edged red on plan [plans to be attached as signed off by all parties on 13 July 2023]
<b>Common Areas</b>	All those areas of the Property, including but not limited to WCs, waiting areas, pathways, entrances, reception areas and corridors over which the Tenant requires the right to pass and repass to access the Demised Area as coloured blue on plan.
<b>Server Room</b>	<i>Requirement for server room to be confirmed – detailed IT specification to be agreed between parties</i>
<b>Landlord</b>	The Council of the Borough of Redditch, Town Hall, Walter Stranz Square, Redditch B98 8AH
<b>Landlord's Solicitor</b>	<a href="mailto:legalservices@bromsgroveandredditch.gov.uk">legalservices@bromsgroveandredditch.gov.uk</a>
<b>Tenant</b>	Worcestershire County Council, County Hall, Spetchley Road, Worcester WR5 2NP
<b>Tenant's Solicitor</b>	Tenant to confirm
<b>Term</b>	The Lease is to be for a term of 125 years from * 2023 (to be co-terminous with the lease to RBC on the Redditch library site)
<b>Rent</b>	£1 per annum exclusive of VAT, rates and all other outgoings. Payable in advance if demanded.
<b>Service Charge</b>	Service charge will be apportioned by floor area (based on GIA), with the tenant's share calculated at [26.11%] of the overall cost and initially charged at [£104,011 pa] based on 2022/23 actuals. For clarification, demised area will be recharged at 100% and areas shared with landlord recharged at 50%. Any areas shared with additional parties to be recharged at a % calculated based on the number of tenants. The budget figure will be provided each year based on estimated costs however this will be reconciled at year end

against the actual costs. Any difference will be credited/debited to the tenant.

The Service Charge provisions of the lease to be construed and interpreted in line with RICS Guidance.

**Service charge (common/shared parts and retained areas) –**  
to include:

- a) maintaining, repairing, furnishing, decorating, cleaning and lighting the Retained and Common Parts and cleaning the windows and other glass forming part of the Property;
- (b) maintaining, repairing, rebuilding and replacing the Retained Parts and Common Parts including compliance matters and statutory checks;
- (c) cleaning, maintaining, repairing and replacing the heating machinery and equipment serving the Property;
- (d) cleaning, maintaining, repairing and replacing air-conditioning equipment serving the Property;
- (e) keeping the lifts in the Common Parts in reasonable working order and cleaning, maintaining, repairing and replacing the lifts and lift machinery and equipment;
- (f) providing towels or dryers, bins and other supplies in the lavatories in the Common Parts;
- (g) providing, maintaining and, when reasonably necessary, replacing or altering security systems for the Common Parts which may include alarms, closed circuit television, barriers and other equipment;
- (h) providing, maintaining and replacing fire detection, prevention and fighting equipment, and any signs, notices or equipment reasonably required for the Retained and Common Parts;
- (i) providing and replacing refuse containers for use by occupiers of the Property and arranging for the collection of refuse including recycling and confidential waste;
- (j) cleaning, maintaining, repairing and replacing signage for the Retained and Common Parts;
- (k) providing cleaning, facilities and maintenance staff for the Retained and Common Parts;
- (l) controlling pests and vermin in or on the Retained and Common Parts;
- (m) gritting and clearing snow from any roadways or accessways forming part of the Estate;
- (n) maintaining any decorative features/landscaped areas;

- (o) auditing the Environmental Performance of the Property and where reasonable and cost-effective to do so, implementing the recommendations of any environmental management plan the Landlord has for the Property from time to time;
- (p) providing chilled water dispensers to kitchens;
- (q) providing TV licence to the premises;
- (r) providing reception services;
- (s) such other services as the Landlord reasonably considers appropriate in the interests of good estate management.

## **Utilities**

1. Tenant to pay sub-metered electricity costs for the Demise – for which the landlord will cover the cost of installing the meters;
2. Tenant to pay an additional charge for the proportional costs relating to the common and shared areas for electricity. For clarification, demised area will be recharged at 100%, areas shared with landlord recharged at 50% and any areas shared with additional parties to be recharged at a % calculated based on the number of tenants.

All other utilities will be included within the service charge.

If during the service charge year the utility companies have increased their prices to the point where the Landlord is incurring a loss on the service charge, then the Landlord may look to recover the shortfall from the Tenant.

## **Business Rates**

The Tenant will be responsible for business rates for the Demised area. Unless the Demise is separately assessed, business rates will be apportioned by floor area.

## **Insurance**

The Landlord shall insure the Property and the Landlord's fixtures and fittings therein against loss or damage by fire, explosion, lightening, aircraft and other contingencies under the terms of the Landlord's blanket policy. A fair amount shall be recharged to the Tenant by reference to floor area – premium tbc.

The Tenant will obtain and be responsible for all premiums for the comprehensive insurance of all the Tenant's contents, employees and visitor's liability and all other appropriate risks that are not covered by the Landlord's policy.

The Landlord and its servants or agents will not be held responsible for any damage or loss of goods, property, equipment or for personal injury (except in the case of negligence by the Landlord) on the Landlord's premises or land, howsoever caused.

It is a condition of the Landlord's insurance policy that all electrical equipment must have an up-to-date PA Test Certificate and the Tenant may be required to provide evidence of this in respect of all electrical equipment brought onto site.

**Repair**

The Tenant is to maintain and keep in good repair the interior parts of the Demised Area.

The Landlord is to be responsible for the maintenance and repair of the structure, external and all common parts and services of the Property. In the first two years of the lease, no charge through the service charge will be made for capital expenditure that could have been foreseen or planned prior to the start of the tenancy.

**Costs Cap**

The service charge cost to WCC each year will be capped at no more than £112,470 being the 2022/23 WCC actual costs for running the original library on Market Place, Redditch indexed linked in line with CPI each year but will be no more than the actual costs incurred during the year. Business rates and electricity costs for both the demise and the common/shared areas are to be excluded from the above service charge cap.

**VAT**

All prices quoted are exclusive of VAT.

**Use**

The Demised area will be used for the purposes of a library and associated offices as defined within Use Classes F and E of the Town and Country Planning (Use Classes) Order 1987 (as amended) or other such use subject to Landlord's consent. It is the Tenant's responsibility to ensure that their proposed use is compliant with the planning Acts and Local Authority requirements.

**Alterations**

The Tenant is not to carry out any structural alterations whatsoever. Non-structural alterations are permitted subject to prior written approval by the Landlord which is not to be unreasonably withheld.

**Alienation**

Assignment of the whole of the property is permitted subject to landlord's consent which is not to be unreasonably



withheld, provided the proposed assignee does not conflict with the community hub use of the building. Subletting the whole or part or the sharing of occupation of the whole or part is permitted subject to Landlord's consent which is not to be unreasonably withheld.

**Access & Housekeeping**

The Landlord will provide the Tenant with restricted access cards for the Demised Area and the Common Areas.

The Tenant shall keep every corridor, passage and exit of the common areas clear of obstruction and ready for use in an emergency. The tenant must be familiar with and adhere to the Landlord's Fire Evacuation Procedure for the building.

Opening hours to be confirmed by Tenant.

**Business Continuity**

If for any reason the whole building cannot be used due to a major incident (eg fire), the Tenant will be required to find alternative accommodation at their own cost until such time as the building is repaired or reinstated (within 3 years of the incident).

**Fit Out**

The Landlord has agreed to carry out a refurbishment to the property to be completed in accordance with the Agreement for Lease and relocate and install fixtures and fittings from the Tenant's existing accommodation into the Demised Area and to cover the costs associated with the same.

The Tenant is to meet the costs associated with any additional fixtures and fittings which it requires within the Demised Area. To be clear this will only be for items to be purchased at WCC request, not items that need to be purchased solely because the existing fixtures and fittings cannot be accommodated in the new space.

**Security of Tenure**

The Lease is to be included within the security of tenure provisions set out in Sections 24-28 of the Landlord and Tenant Act 1954 (Part II).

**Legal Costs**

Each party to be responsible for their own legal costs incurred in the transaction.

**Renewal**

Both parties will commit to offering the other another lease on similar terms at the end of the 125 year lease unless both parties agree to take back the freehold interest. (This will also apply to the Lease to RBC of the former library).

**Timescale**

By tbc

**Conditions**

1. Subject to Lease
2. Subject to agreement of works to the Property
3. Subject to completion of agreed works
4. Subject to WCC's Tenant agreeing a sublease with WCC

I/We confirm acceptable of the above proposals:

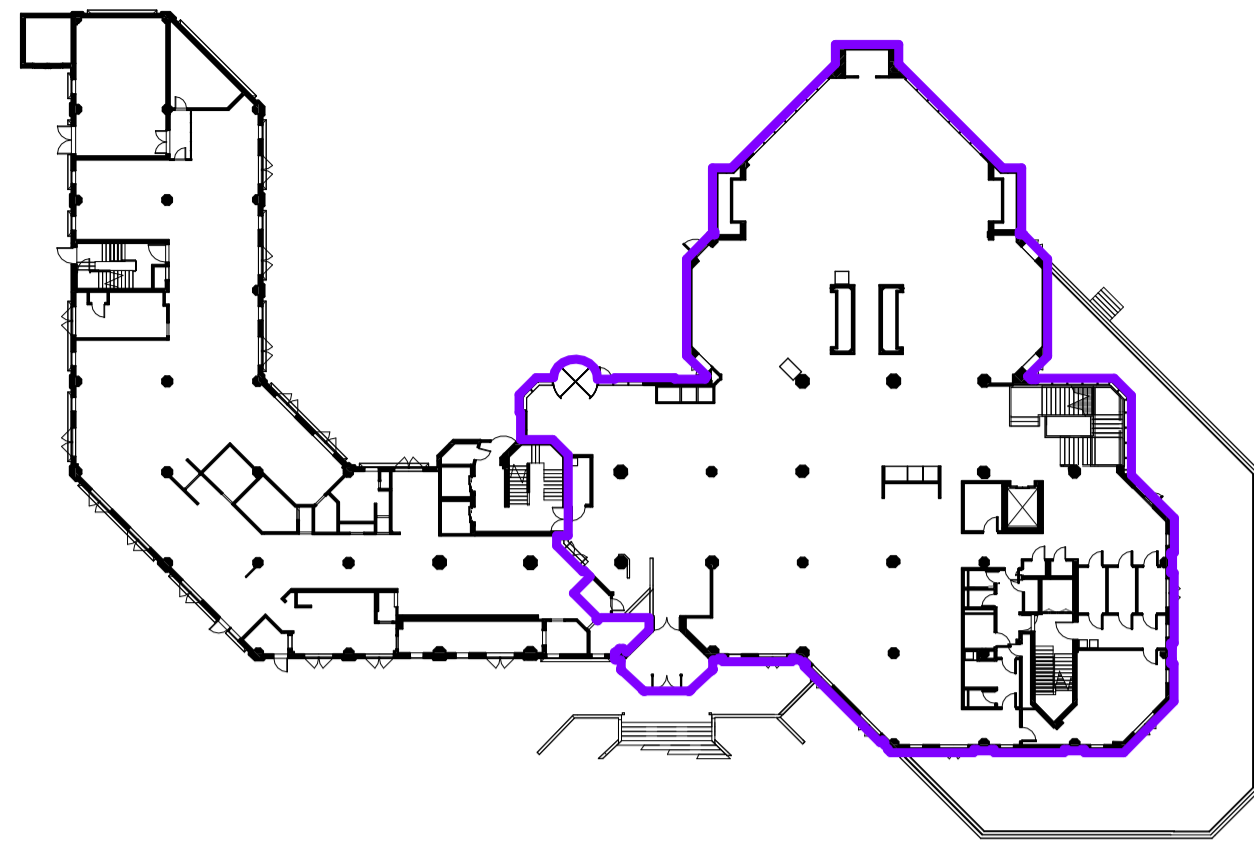
Signed.....

Print Name.....

Position.....

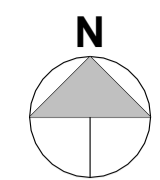
Date:.....

DRAFT



Keyplan  
Scale @ 1 : 500

Note:  
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All proposed information shown is subject to review by the following consultants (list not exhaustive): Structural Engineer, M&E Engineer, Building Control, Fire Engineer, Acoustician, Planning Consultant, Local Authority, Statutory Consultants.



Scale Bars TO BE USED ONLY AS GUIDANCE

1:100	mm	0	1000	2000	3000	4000	5000
1:200	mm	0	500	1000	1500	2000	2500
1:500	M	0	5	10	15	20	25
1:1250	M	0	10	20	30	40	50

- NOTES**
- All dimensions and levels are to be checked on site.
  - Any discrepancies are to be reported to the architect before any work commences.
  - This drawing shall not be scaled to ascertain any dimensions. Work to figured dimensions only.
  - This drawing shall not be reproduced without express written permission from AEW.
  - Title overlay drawings and ownership boundaries are produced using all reasonable endeavors. AEW cannot be responsible for the accuracy or scale discrepancy of base plans supplied to them.
  - All works are to be undertaken in accordance with Building Regulations and the latest British Standards.
  - All proprietary materials and products are to be used strictly in accordance with the manufacturers recommendations.
- This drawing contains the following model files: -  
12905-AEW-XX-XX-M3-A-0001

**CDM 2015**

Client notified of duties: 11/04/22  
Principal Designer: TBC

Unless noted below, all known hazards have been highlighted on the drawing.

**Key**

- Current Project Boundary
- Existing Structure
- Existing Structure (assumed - subject to further survey)
- Area not surveyed internally
- Proposed New Structure
- Proposed New Floor Area
- Not in project scope

**Proposed Uses**

- Library (Dedicated)
- (Dedicated)
- Council Services (Dedicated)
- Communal Hub Services (Shared)

Note: all other areas form part of building core / circulation / support areas

Furniture arrangements and specifications shown indicatively only - awaiting client/ stakeholder FFE audit information. Furniture arrangements, details and quantities subject to further development by designer.

Rev	Date	Description	Drawn by	Checked by
P04	06/07/23	Updated to library feedback call 27.06. - door added to store room - shelving adjusted to suit	PC	LD
P03	23/06/23	Layouts & areas updated following client meeting 22/06/23	MH	LD
P02	15/06/23	Areas / layout updated following client meeting following WCC meetings 14/06/23	MH	LD
P01	28/04/23	Initial Issue	MH	LD

drawing stage **Stage 3**

client **Redditch & Bromsgrove Borough Council**

project **Redditch Town Hall**

drawing title **Proposed GA Ground Floor Plan (Stage 3)**

date 27/03/23 drawn MH  
scale @ A1 As indicated checked LD

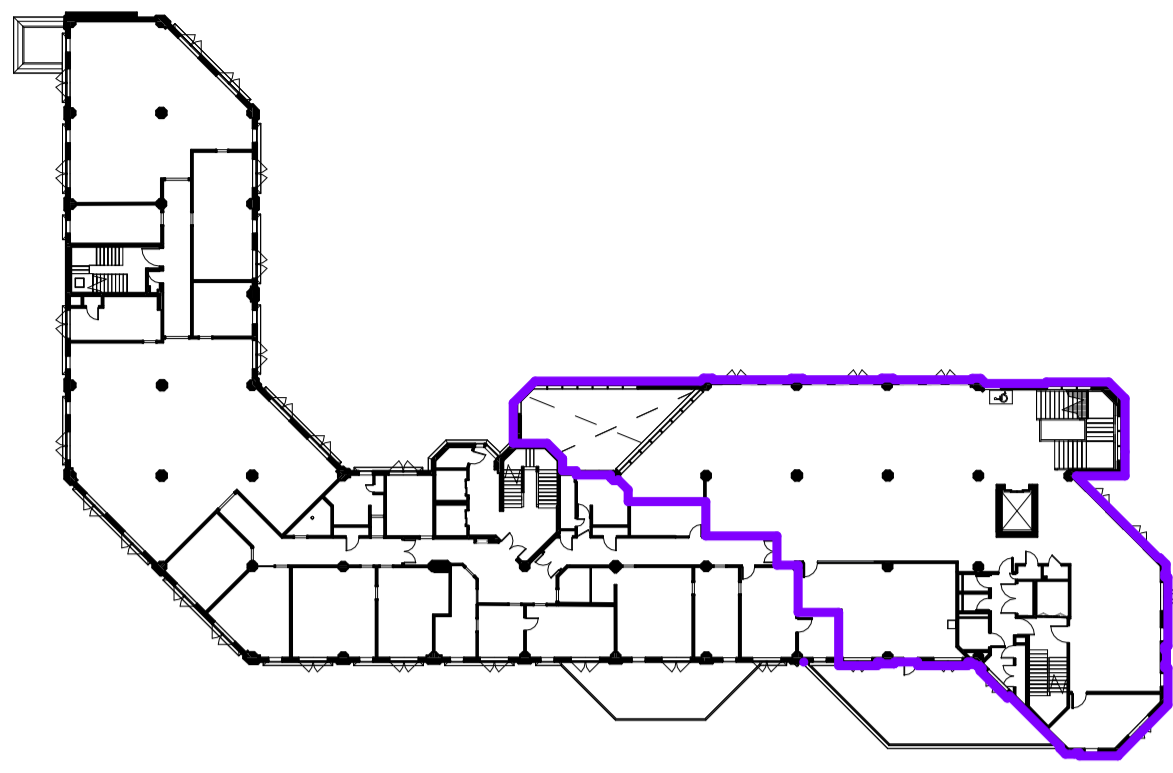
00 - Proposed GA Ground Floor Plan (Stage 3)  
Scale @ 1 : 100

Page 49

Row P04  
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 aew architects  
 0161 214 4370  
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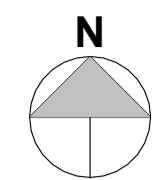
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**Keyplan**  
Scale @ 1 : 500

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12905-AEW-XX-XX-M3-A-0001

**CDM 2015**

Client notified of duties: **11/04/22**  
Principal Designer: **TBC**

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- Existing Structure (assumed - subject to further survey)
- Area not surveyed internally
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- Proposed New Floor Area
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**Proposed Uses**

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- (Dedicated)
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*Note: all other areas form part of building core / circulation / support areas*

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drawing stage **Stage 3**

client

**Redditch & Bromsgrove Borough Council**

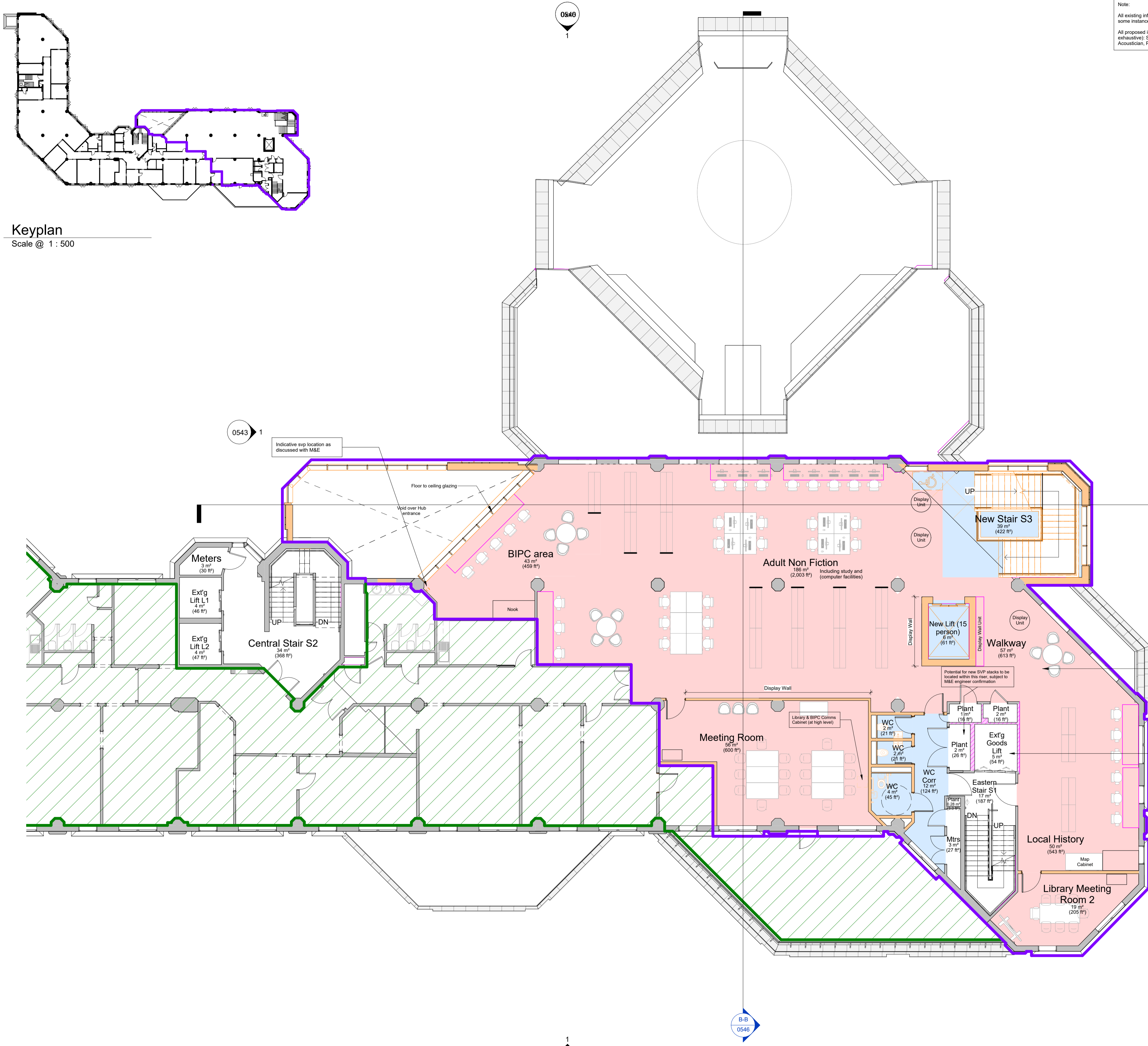
project

**Redditch Town Hall**

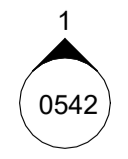
drawing title

**Proposed GA First Floor Plan (Stage 3)**

date 27/03/23 drawn MH  
scale @ A1 As indicated checked LD

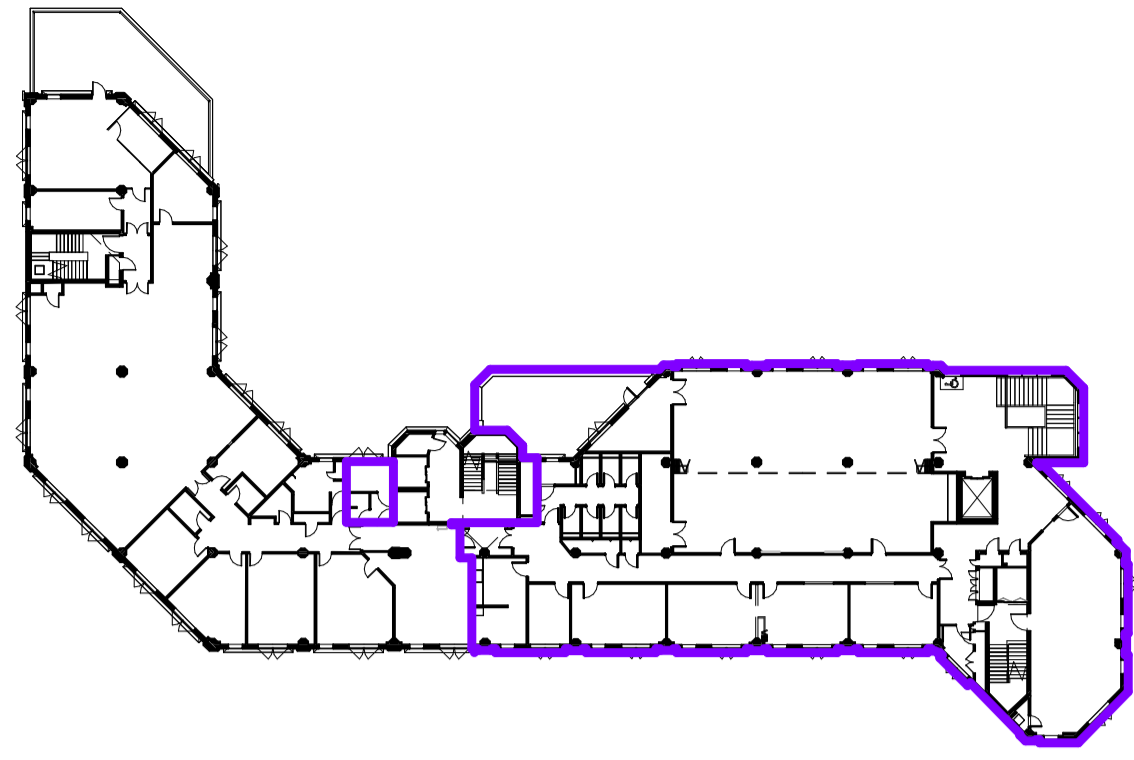


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Scale @ 1 : 100



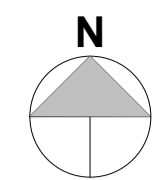
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 Dwg No **12905-AEW-XX-01-DR-A-0652**  
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1:100	mm	0	1000	2000	3000	4000	5000
1:200	mm	0	1000	2000	3000	4000	5000
1:500	M	0	10	20	30	40	50
1:1250	M	0	10	20	30	40	50

- NOTES**
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  - Any discrepancies are to be reported to the architect before any work commences.
  - This drawing shall not be scaled to ascertain any dimensions. Work to figured dimensions only.
  - This drawing shall not be reproduced without express written permission from AEW.
  - Title overlay drawings and ownership boundaries are produced using all reasonable endeavors. AEW cannot be responsible for the accuracy or scale discrepancy of base plans supplied to them.
  - All works are to be undertaken in accordance with Building Regulations and the latest British Standards.
  - All proprietary materials and products are to be used strictly in accordance with the manufacturers recommendations.
- This drawing contains the following model files -  
12905-AEW-XX-XX-M3-A-0001

**CDM 2015**

Client notified of duties: **11/04/22**  
Principal Designer: **TBC**

Unless noted below, all known hazards have been highlighted on the drawing.

**Key**

- Current Project Boundary
- Existing Structure
- Existing Structure (assumed - subject to further survey)
- Area not surveyed internally
- Proposed New Structure
- Proposed New Floor Area
- Not in project scope

**Proposed Uses**

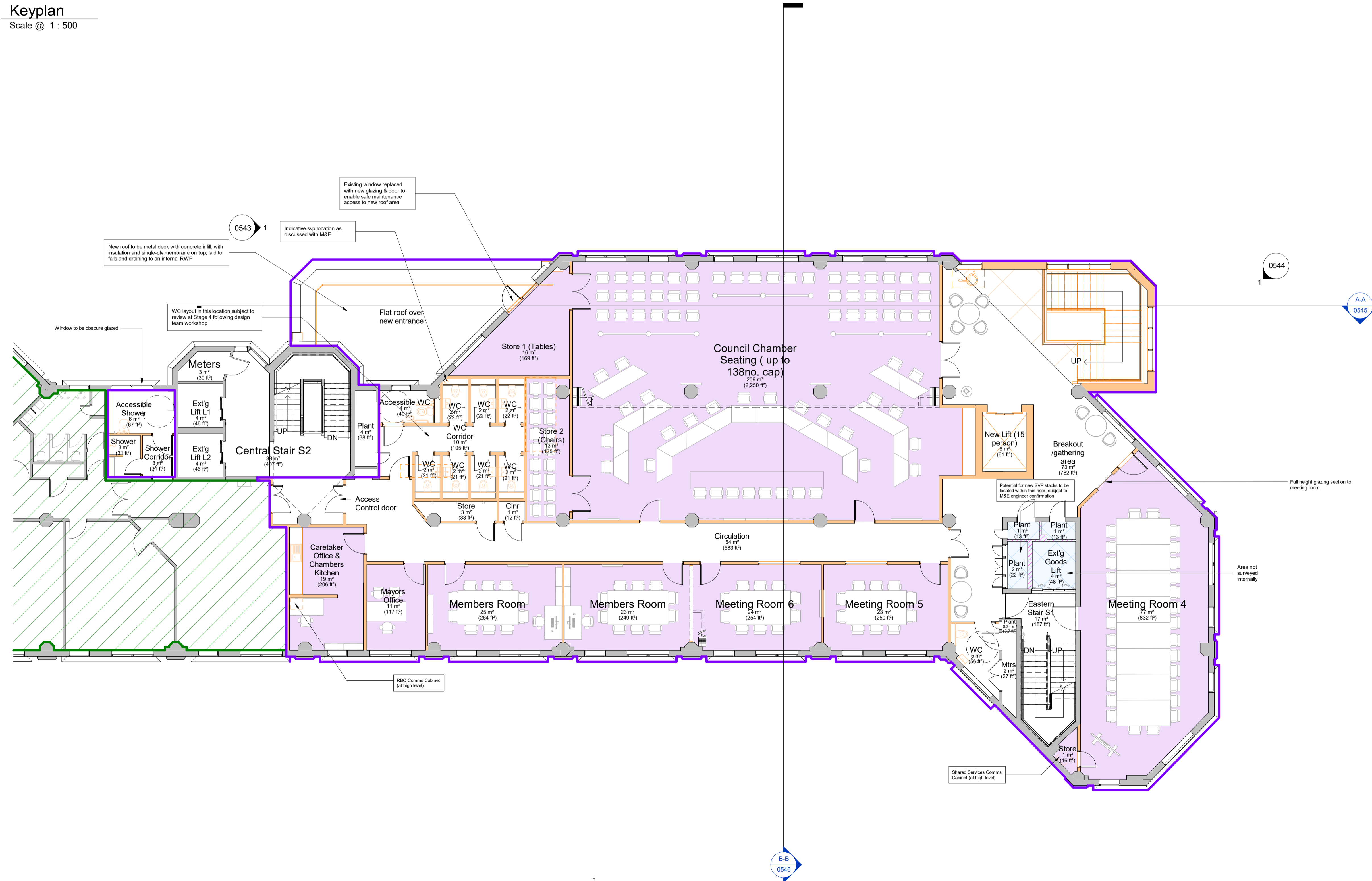
- Library (Dedicated)
- (Dedicated)
- Council Services (Dedicated)
- Communal Hub Services (Shared)

Note: all other areas form part of building core / circulation / support areas

Furniture arrangements and specifications shown indicatively only - awaiting client/ stakeholder FFE audit information. Furniture arrangements, details and quantities subject to further development by designer.

Rev	Date	Description	Drawn by	Checked by
P03	23/06/23	Layouts & areas updated following client meeting 22/06/23	MH	LD
P02	15/06/23	Areas / layout updated following client meeting following WCC meetings 14/06/23	MH	LD
P01	28/04/23	Initial Issue	MH	LD

drawing stage	client	project	drawing title	date	scale	drawn	checked
Stage 3	client	client	Proposed GA Second Floor Plan (Stage 3)	27/03/23	As indicated	MH	LD

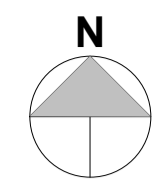


**02 - Proposed GA Second Floor Plan (Stage 3)**  
Scale @ 1 : 100

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Note:  
 All existing information shown is based upon a survey model provided by the client. In some instances existing information was not available and has been estimated.  
 All proposed information shown is subject to review by the following consultants (let not exhaustive): Structural Engineer, M&E Engineer, Building Control, Fire Engineer, Acoustician, Planning Consultant, Local Authority, Statutory Consultees.



Scale Bars TO BE USED ONLY AS GUIDANCE

1:100	mm	0	1000	2000	3000	4000	5000
1:200	mm	0	1000	2000	3000	4000	5000
1:500	M	0	5	10	15	20	25
1:1250	M	0	10	20	30	40	50

- NOTES**
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  - All proprietary materials and products are to be used strictly in accordance with the manufacturers recommendations.
- This drawing contains the following model files: -  
 12905-AEW-XX-XX-M3-A-0001

**CDM 2015**

Client notified of duties: **11/04/22**  
 Principal Designer: **TBC**

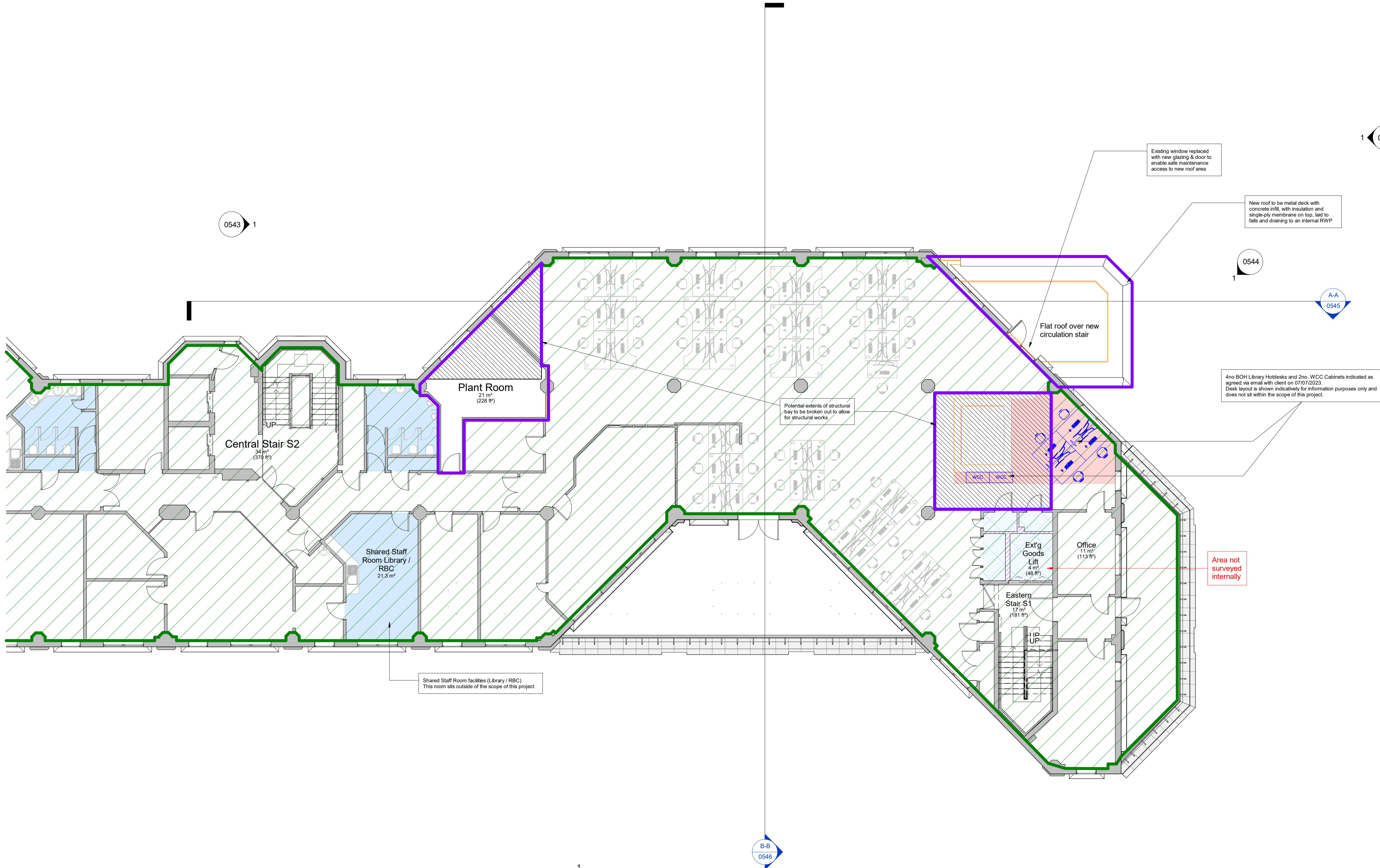
Unless noted below, all known hazards have been highlighted on the drawing.

**Key**

- Current Project Boundary
- Existing Structure
- Existing Structure (assumed - subject to further survey)
- Area not surveyed internally
- Proposed New Structure
- Proposed New Floor Area
- Not in project scope

**Proposed Uses**

- Library (Dedicated)
- (Dedicated)
- Council Services (Dedicated)
- Communal Hub Services (Shared)



03 - Proposed GA Third Floor Plan (Stage 3)  
 Scale @ 1 : 100

Rev	Date	Description	Drawn by	Checked by
P04	07/07/23	Desk layout shown	MH	LD
P03	27/04/23	Planning Issue	MH	RH
P02	23/04/23	Update following coordination	MH	RH
P01	06/04/23	Initial Issue	MH	RH

Status: Purpose of Issue  
 S2 For Approval

drawing stage: **Stage 3**

client: **Redditch & Bromsgrove Borough Council**

project: **Redditch Town Hall**

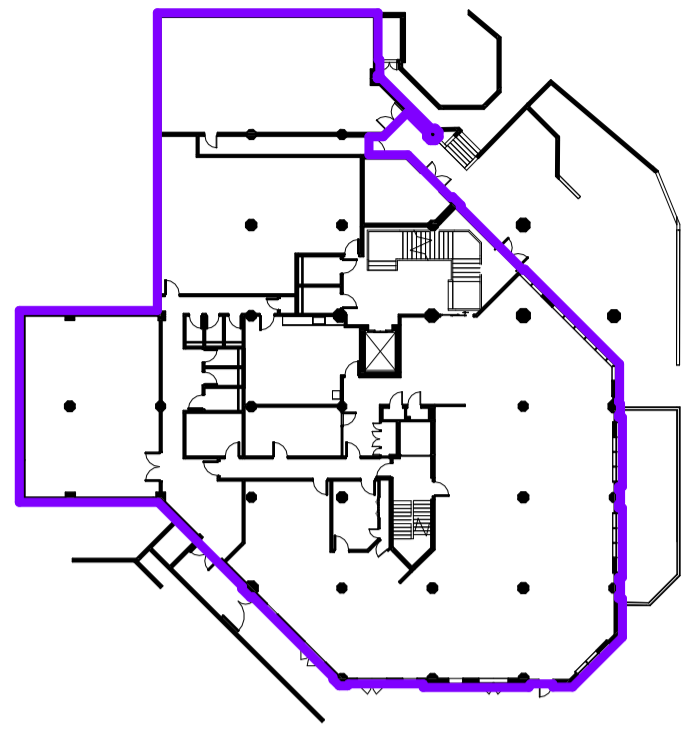
drawing title: **Proposed GA Third Floor Plan (Stage 3)**

date	27/03/23	drawn	MH
scale @ A1	1 : 100	checked	RH

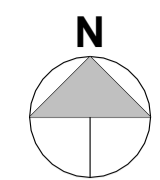
Rev No **P04**  
 Draw No **12905-AEW-XX-XX-03-DR-A-0654**  
 aew architects  
 0161 214 4370  
 www.aewarchitects.com

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**Keyplan**  
Scale @ 1 : 500



Note:  
All existing information shown is based upon a survey model provided by the client. In some instances existing information was not available and has been estimated.  
All proposed information shown is subject to review by the following consultants (list not exhaustive): Structural Engineer, M&E Engineer, Building Control, Fire Engineer, Acoustician, Planning Consultant, Local Authority, Statutory Consultants.



Scale Bars TO BE USED ONLY AS GUIDANCE

1:100	mm	0	1000	2000	3000	4000	5000
1:200	mm	0	500	1000	1500	2000	2500
1:500	M	0	5	10	15	20	25
1:1250	M	0	10	20	30	40	50

- NOTES**
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  - All proprietary materials and products are to be used strictly in accordance with the manufacturers recommendations.
- This drawing contains the following model files: -  
12905-AEW-XX-XX-M3-A-0001

**CDM 2015**

Client notified of duties: 11/04/22  
Principal Designer: TBC

Unless noted below, all known hazards have been highlighted on the drawing.

**Key**

- Current Project Boundary
- Existing Structure
- Existing Structure (assumed - subject to further survey)
- Area not surveyed internally
- Proposed New Structure
- Proposed New Floor Area
- Not in project scope

**Proposed Uses**

- Library (Dedicated)
- (Dedicated)
- Council Services (Dedicated)
- Communal Hub Services (Shared)

Note: all other areas form part of building core / circulation / support areas

Furniture arrangements and specifications shown indicatively only - awaiting client/ stakeholder FFE audit information. Furniture arrangements, details and quantities subject to further development by designer.

Rev	Date	Description	Drawn by	Checked by
P04	06/07/23	Updated to library feedback call 27.06. - door added to store room - shelving adjusted to suit	PC	LD
P03	23/06/23	Layouts & areas updated following client meeting 22/06/23	MH	LD
P02	15/06/23	Areas / layout updated following client meeting following WCC meetings 14/06/23	MH	LD
P01	28/04/23	Initial Issue	MH	LD

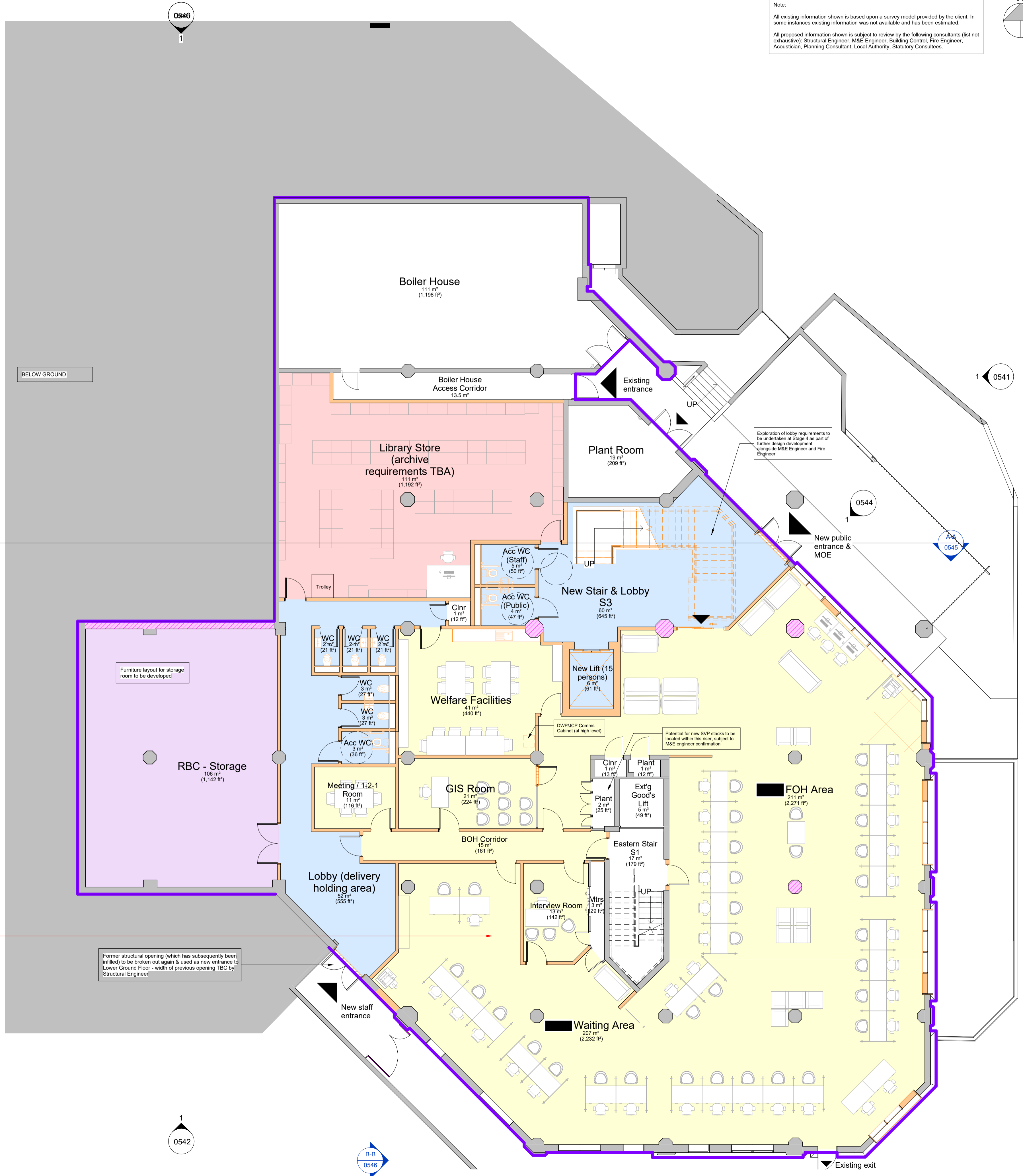
drawing stage **Stage 3**

client **Redditch & Bromsgrove Borough Council**

project **Redditch Town Hall**

drawing title **Proposed GA Lower Ground Floor Plan (Stage 3)**

date 27/03/23 drawn MH  
scale @ A1 As indicated checked LD



DWP furniture plans based on latest floor plans P00391-DWP-XXXXXX-XX-04-PR-SP-0001-S0-H provided by DWP. Layouts subject to further development by AEW/ DWP during stage 4 period.

Former structural opening (which has subsequently been infilled) to be broken out again & used as new entrance to Lower Ground Floor - width of previous opening TBC by Structural Engineer

Exploration of lobby requirements to be undertaken at Stage 4 as part of further design development alongside M&E Engineer and Fire Engineer

Potential for new SVP stacks to be located within this riser, subject to M&E engineer confirmation

**LG - Proposed GA Lower Ground Floor Plan (Stage 3)**  
Scale @ 1 : 100

Draw No. **12905-AEW-XX-LG-DR-A-0650**  
 P04  
 Rev No. **0161 214 4370**  
 www.aewarchitects.com

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**Redditch Town Hall - Area Schedule**

Note: P03 amends issued via MAC consulting 14/06/23

**Existing Library & provision:**

<b>Dedicated Library</b>	
Main Library Area (TBC by others areas included)	380
Childrens Area	92
Computer Area	28
Multi Media Area	25
Meeting Room 1	19
Entrance & Lobby	22
Shared Mezzanine with Wall Displays	69
Non Fiction	147
Meeting Room 2	55
Meeting Room 3	28
Library Staff Desks BOH (shared)	12
Book Store (agreed within relocation to reduce to 105sqm)	200 *
Office / Crafts Room	33
<b>TOTAL</b>	<b>1110 *</b>

\* As per Redditch Library cabinet report Oct 22 the existing library storage was reported at 200sqm with an agreed reduction to 105sqm within relocation to Town Hall (equalling a reduction value of 95sqm). Report stated 'The only significant loss of space is in Library storage which could be accommodated by reviewing and rationalising stored items and considering use of space in other library buildings such as The Hive for some stored collections.'. Reduction value of 95sqm is included within proposed TH area values across public facing areas, 9 sqm to ground floor stationary store and additional 6sqm provided to the store area at lower ground floor.

**TOTAL (inc storage reduction of 95sqm) 1015**

<b>Dedicated</b>	
JCP FOH Incl. Interview Room	325
PACE	9
Meeting / Training Room	25
JCP BOH Office (shared) re added as per WCC request	107
<b>TOTAL</b>	<b>466</b>
<b>Shared Areas (WCC)</b>	
Library Shared Area with (computer area)	117
Shared Staff Room with	43
Server Room	15
Shared meeting room	13
<b>TOTAL</b>	<b>188</b>

**Proposed Library & provision: (Stage 3)**

<b>Dedicated Library</b>		<b>+/-</b>
<b>TH Lower Ground Floor Accommodation</b>		
Library Store (book store/ office & crafts room)	111	
<b>TH Ground Floor Accommodation</b>		
Adult Fiction (now including shared computer services)	193	
Young People Area (previously Youth)	34	
Children's Zone (childrens area)	175	
Quick Choice (main library area tbc)	84	
Study Area (previously large format printing)	84	
Meeting room 1	39	
Walkways	45	
Store (office & crafts room)	8	
<b>TH First Floor Accommodation</b>		
Adult Non Fiction & Public PCs	186	
Local History Area	50	
BIPC (multi media area tbc)	43	
Meeting room 2 (inter-linking)	19	
Meeting Room 3 (inter-linking)	56	
Library Staff Desks BOH	0	
Library Staff Room BOH	0	
Walkway	57	
<b>Third Floor Accommodation</b>		
Staff Desks BOH (dedicated hot desks to RBC TH third floor)	20	
Staff Room BOH (shared with RBC TH third floor)	22	
<b>TOTAL</b>	<b>1226</b>	<b>116</b>

**TOTAL 1226 211**

<b>Dedicated</b>		<b>+/-</b>
GIS Room (training room tbc)	21	
Interview Room	13	
Meeting / 1-2-1 Room	11	
Welfare Room	41	
FOH Area (excluding interview room)	211	
Waiting Area	207	
BOH Corridor	15	
BOH Staff Office 4th Floor (provided direct with RBC)	n/a	
<b>TOTAL</b>	<b>519</b>	<b>53</b>
<b>Shared Areas (WCC)</b>		<b>+/-</b>
Entrance Area (TH core areas)	n/a	
Shared Services (PC's - shared with JCP existing area)	140	
Shared Services (waiting area)	56	
Shared Events Space / Informal Seating	57	
Shared Mezzanine with Wall Displays (locations TBC provisional allocation to GF)	n/a	
Library Staff Desks BOH (positioned to 3F TH facilities)	46	
Library Staff Room BOH (positioned to 3F TH facilities)	22	
<b>TOTAL</b>	<b>0</b>	<b>-188</b>

**Area Provisions Summary Table - Library &**

	existing	proposed	+/-
Library dedicated provision	1110	1226	116
dedicated provision	466	519	53
Library shared provision	94	0	-94
shared provision	94	0	-94
<b>Overall</b>	<b>1764</b>	<b>1745</b>	<b>-19</b>

**Area Provisions Summary Table (inc library storage reduction) - Library &**

	existing	proposed	+/-
Library dedicated provision	1015	1226	211
dedicated provision	466	519	53
Library shared provision	94	0	-94
shared provision	94	0	-94
<b>Overall</b>	<b>1669</b>	<b>1745</b>	<b>76</b>

**Additional Communal Shared Areas (outside WCC leased areas)**

Main Entrance/ Reception Area (housing library display/ self serve kiosk/ digital totem)	53
and mixed use pod rooms (inc staff escape corridor)	42
Shared waiting areas to pod rooms	54
Shared event space/ informal seating	57
Additional meeting room facilities (2nd Floor)	124
<b>TOTAL</b>	<b>330</b>

**Notes:**

1. The space allocated to dedicated Library in the Town Hall exceeds the provision in the existing Library by 75 sq.m.
2. The space allocated to dedicated [REDACTED] in the Town Hall exceeds the provision in the existing building by 52 sq.m.
3. The space allocated as [REDACTED]/Library shared space is slightly less than in the existing building (56 sq.m) but this is as a result of what was originally shared space now being provided within the dedicated occupier areas instead.
4. In addition, there is available shared space throughout the layout plans for use by any occupier should additional shared space be required, which more than covers off the shared [REDACTED]/Library space in the existing building/Library.
5. Given the existing Library and the Town Hall are different buildings, it has been extremely challenging to match and/or exceed requirements in all areas but the
6. above shows that the solution provides more space than originally required and the like-for-like requirement has been achieved and exceeded.
7. Library staff utilising BOH hot desking areas and welfare facilities located within Town Hall areas - arrangement details agreed direct with RBC
8. As per Redditch Library cabinet report Oct 22 the existing library storage was reported at 200sqm with an agreed reduction to 105sqm within relocation to Town Hall (equalling a reduction value of 95sqm). Report stated 'The only significant loss of space is in Library storage which could be accommodated by reviewing and rationalising stored items and considering use of space in other library buildings such as The Hive for some stored collections.'. Reduction value of 95sqm is included within proposed TH area values across public facing areas, 9 sqm to ground floor stationary store and additional 6sqm provided to the store area at lower ground floor.
9. As per Redditch Library cabinet report Oct 22 *'the re-located Library floorspace is equal to or of similar size to the current location provided the proposed area can still enable the same offer with no increase in current net premises costs (if the floor area is lower than existing, then corresponding reduced costs and income should still equate to the same net surplus to be generated).'*
  
10. Room GIA's only - excluding areas occupied by internal walls
11. Adult Fiction reporting as of P07 revision now includes shared computer area previously reported as Shared services at 110sqm (with Council support area (phones and table area) reduction of 25sqm - 110sqm has reduced to 85sqm) 85sqm has been added to the dedicated library as agreed with WCC via teams call 22/06/23
12. Previous existing shared areas (entrance/lobby & mezzanine) moved into dedicated library reporting as per WCC request from workshop held 04.07
13. Previous Library staff desks BOH & staff room to proposed shared reporting moved into dedicated library reporting as per WCC request from workshop held 04.07

## **Corporate and Communities Overview and Scrutiny Panel - 8 June 2023 Comments to the Cabinet on the Proposal to Relocate of Redditch Library**

The proposal to relocate Redditch Library was discussed, the main areas and key comments made were:

### General Comments

- The Cabinet Member with Responsibility (CMR) confirmed that the role of Worcestershire County Council (the Council) in the process was to provide a statutory Library Service. The CMR assured Members of the Panel that there were no pre-determined views on this matter and that he was in listening mode. The Cabinet would have due regard to the comments made from Scrutiny and the responses from the Consultation as part of its consideration.
- There would be further discussion of the proposal and consideration of additional information by the Overview and Scrutiny Performance Board (OSPB) at its meeting on 26 June prior to the Cabinet decision on 20 July 2023.
- The Council would ensure that there was a comparable site and service offer and that its costs would be no worse as a consequence. The Panel noted environmental benefits to the move, the proposed new location already benefits from energy saving measures.
- Although updated floor plans had been received, they had not yet been signed off as there were outstanding queries; revised floor plans were awaited. The Council required clarification on the useable space available, the specific layout for the Children's Library, a Young Person Space and the size and flexibility of the multi-functional space.
- Redditch Borough Council (RBC) were looking to improve the shop mobility offer including access to mobility vehicles, blue badge car park spaces and improved lighting on the walkways.
- Confirmation on the archive space available was awaited. Further collaborative work was ongoing with a team of staff and volunteers to establish which archives would be kept locally and which would need to be transferred to The Hive, Worcester for secure storage.
- The Panel was informed of the three most common themes given by respondents in the Consultation process, which were:
  - i. That the proposed location was not as good as the current site, being further away from the town centre, bus stops, railways station and car parks.
  - ii. Concern that there would be a reduction in the facilities and services offered by the new location, with information provided at the consultation stage not being sufficient to reassure them that facilities and services would not be lost.
  - iii. Concern that the relocation would result in a reduction in size of the new library and thereby having an impact on how the building could be used.
- In response to a Members concern about what the benefits would be for the residents of Redditch and the Council's taxpayers of the proposed move, the Panel was given examples of the themes of respondents to the Consultation who were in favour of the move eg the new location was only a very short distance away, it was an effective use of buildings, they were happy to have the library as part of a hub with services all in one place, that the move to a new location could include new, modern facilities and the new location could be more accessible.

### Public Consultation process

- The Panel was assured that the public Consultation exercise had been sufficient in size and scope and had followed due process and legal advice had been sought.
- It was also confirmed that the Consultation had been widely publicised and was as transparent as possible. Some examples were given of this, including that there had been 2 public consultation meetings (which had been well attended), posters had been put up in Redditch Library and Library staff had been briefed in order to be able to advise and answer questions about the process and there had been publicity via social media. Copies of consultation documents had been made available in paper as well as online and translation services had also been made available.
- The Business Intelligence Team had analysed the Consultation responses and it was confirmed that this was a Team independent of the Library Service.

### Commercial Arrangements

- It was confirmed that an updated Heads of Term agreement had now been received.
- It was confirmed that the Council would be no worse off, financially from this move.
- Removal costs would also be covered by RBC.
- The Panel was assured that there would not be a loss of a capital asset to the Council, as the Council owned the freehold of the land of the existing Redditch Library site and this would be retained. The proposed move would involve a 125-year leasehold exchange arrangement between the Council and RBC. It was requested that a more detailed explanation of this be included in future reports.
- The utilities costs payable by the Council would be apportioned from the metered cost of the utilities. It was highlighted that with the sustainability improvements to the Town Hall site, such as solar panels and heat pumps, some benefits were expected to be gained by the Council, though these had yet to be quantified.
- Further due diligence on the commercial arrangements would be carried out.

### Operational Services

- The learning from previous library moves eg Bromsgrove was shared. It was confirmed that historically, library moves to new sites had resulted in an increased footfall.
- Assurance was received that staff were fully engaged in the process and their views had contributed to the proposed operational arrangements.
- With regard to the position of stakeholders, it was confirmed that as a current tenant, the Department for Work and Pensions had been formally consulted and should the proposed relocation take place, would move to the new site.
- It was confirmed that there would be good access to the Town Hall site for deliveries and collections.
- There would be no impact from the move in respect of the roll-out of Libraries unlocked.
- Back office accommodation at the Town Hall would be shared with other users.
- The viability of a sensory room in the proposed new library would be included in the report for OSPB.



### Collaboration opportunities

- The Council was looking to work collaboratively with the Innovation Centre development which was a part of the wider Redditch Town Development Plan.
- There were potential opportunities for collaboration with Redditch College for various initiatives, to be determined
- It was envisaged that the new site was a multi-functional space, with the opportunity for wide range of events going forward.

### **Recommendation:**

**It was recommended that OSPB should be provided with floor plans including the children's library and the multi-functional space for its meeting on 26 June 2023.**

8 June 2023

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## **Overview and Scrutiny Performance Board - 26 June 2023**

### **Comments to the Cabinet on the Proposal to Relocate of Redditch Library**

The proposal to relocate Redditch Library was discussed and the main points made were:

#### Public Consultation process

- The details of the approach to the consultation process which had involved social media activity, press releases, public meetings and direct emails to library members. Initial plans were displayed in the current Redditch library and were replaced in January with simpler plans, following feedback from the public.
- Whilst the Council's library staff had been advised to remain impartial, they were able to provide support to residents who needed help to access the survey.
- Overall, 72.3% of the 1467 respondents had disagreed with the proposed new location to some extent (the response for library members was higher at 77%). It was noted that less than 10% of library members had responded to the survey and that due regard would be given to this.
- The Business Intelligence Team had carried out the independent analysis of the consultation responses. The Board asked the Strategic Director of Commercial and Change to confirm before 20 July Cabinet, if a 2.2% response rate to the survey from the Redditch population aged over 19 years, was statistically valid.
- Assurance to the Board that the consultation exercise had been delivered in a thorough manner and benefitted from the knowledge and experience of running previous consultations. It was recognised that there were always learnings to be taken forward for the future consultation exercises and examples of these were given.
- Whilst this consultation exercise was solely about the potential library move, some respondents had also submitted views about other issues connected with the Town Plan. It was noted that Redditch Borough Council had previously provided publicity to every household about the Town Plan initiative.

#### Commercial Arrangements

- The background detail about how the proposed library relocation fitted into the overall Redditch Town Deal. The intention for the site of the existing library building was to improve the footfall between the shopping centre and other areas of the town centre and create an open plaza space to add vibrancy to the town centre and boost the evening economy. The shopping centre would be able to open up the side of the centre and encourage food and beverage outlets to locate in this area. There was no financial cost to the County Council.
- If the library move did not go ahead, the £4.2m allocated to Redditch Borough Council for the Plaza initiative (as part of the Town Deal), was at risk of having to be returned to the Government, due to the timescales not allowing sufficient time for another project to be delivered.
- It was clarified that the County Council owned the freehold to the current library site. The proposal involved a 125-year lease exchange arrangement between the County Council and Redditch Borough Council (RBC), at the end of which the County Council would inherit whatever was located on the site at that time. If the County Council wished to sub-let the space at the Town Hall, the ability to assign was being sought, which would give the Council the same rights as ownership.
- That the library site would remain as an asset on the County Council's balance sheet as the Council retained the freehold and would lease the existing site to Redditch Borough Council. The Council would occupy the new site at zero rent for as long as a library was operated on the site.

- Scaffolding was currently in place at the existing library as a safety precaution, due to some concrete defects having been detected and remedial works being assessed. The Board was informed that the cost of the scaffolding was approximately £1k per month, with £20,139 having been spent as at the end of May. The cost of the immediate remedial works was in the region of £77k.
- Other locations for the library had been considered initially, but the Town Hall had proved to be the most viable option for the new library.

### Operational and Service Conditions

- No archives had been moved to date. Staff and volunteers were working together to assess which archives would need to move to the Hive, Worcester (due to specific storage requirements) and which would be retained locally in Redditch.
- The County Council had received new floor plans and had checked these in detail. The comparative nature of the proposed site was now evident and the next step was for Library staff to review the plans further.
- The space available for the children's library was slightly larger than the current space and Officers were confident that it would be a suitable provision for a service equal to what was currently delivered. Reassurance was provided that all the current children's clubs and activities would continue. In due course there would be opportunities for service users to get involved in the design aspect of the new space.
- Space had been identified on the plans for a sensory room. Work would be carried out in due course with partners to look at how this could be developed.
- A dedicated local history area had been factored in, to enable more materials to be displayed and accessible for visitors.
- Access concerns for the new site were being worked on with Redditch Borough Council. Improved lighting, blue badge spaces and accessibility to mobility scooters were being considered to minimise these concerns. Written confirmation of the Blue Badge parking facilities was being checked.

### Cabinet Member with Responsibility (CMR) for Communities

- The Cabinet Member with Responsibility (CMR) for Communities felt assured that the consultation process had been open, fair and transparent. He confirmed that due regard would be given by Cabinet to all of the information obtained throughout this process including the many detailed responses received to the survey and the views of Scrutiny.

### **Conclusion**

The OSPB (and the Corporate and Communities Overview and Scrutiny Panel) have scrutinised the Proposal to Relocate Redditch Library and from a Worcestershire County Council's perspective, there is no compelling evidence that the Proposal would result in any deterioration of the library service or its quality. The Board therefore believes that the Cabinet has all the information it needs to make an informed decision.

26 June 2023

# Data Protection Full Assessment

Impact Assessment Id: #480

Date printed: 30/03/2023

Assessment not yet complete

Requester: Emily Morrall

## 1.0 Screening Information

### **Project Name**

Relocation of Redditch Library - Cabinet Decision on Move

### **Name of Project Sponsor**

Hannah Perrott

### **Name of Project Manager**

Emily Morrall

### **Name of Project Lead**

Rob Elmes

### **Please give a brief description of the project**

In June 2021 Redditch secured a historic investment of £15.6 million Town Deal which will help fund ambitious new projects for the town. Plans involve the re-development of the current Redditch Library site which includes the demolition of the existing library building and the delivery of a new public square and associated commercial development.

Worcestershire County Council is actively supporting the regeneration of Redditch within its Town Plan and wants to work collaboratively with the Borough Council on the re-location of the existing Library into other suitable premises. In October 2022, WCC Cabinet approved the high level plans and set of requirements for the proposed newly located Library and authorised the commencement of public consultation. The project purely involves relocation of the existing library services from their current location into a shared Community Hub space in Redditch Town Hall, a distance of 100m from the current library building. A new JIA is now being completed post-Public Consultation to inform the Cabinet Decision on the move.

### **Data Protection screening result**

Will require a full impact assessment

### **Equality and Public Health screening result**

Will require a full impact assessment

### **Environmental Sustainability screening result**

Will require a full impact assessment

## 1.1 Background and Purpose

### **Background and Purpose of Project?**

To support your answer to this question, you can upload a copy of the project's Business Case or similar document.

Cabinet report to be uploaded when finalised. Due for publication in May or June 2023.

Redditch Borough Council have been successful in their bid for funding as part of the Towns Fund to redevelop Redditch Town Centre. One of the projects proposed to be funded by the

Towns Fund is the redevelopment of Redditch Library, to create a new Town Plaza and commercial space. In order to progress this, Redditch have approached Worcestershire County Council with a proposal to relocate library services from the current building in Redditch Town Centre into a new Community Hub at Redditch Town Hall. The town development including building works and demolition are being led by Redditch Borough Council and as such will be subject to separate governance and impact assessments. This impact assessment focuses on the impact of relocation of library services only, though it is also important to consider the possible impact of the areas of the project which will be the responsibility of RBC, even though these impacts may be outside of WCC control, they should still be noted.

### **Upload Business Case or Support documents**

No files uploaded

### **Project Outputs**

Briefly summarise the activities needed to achieve the project outcomes.

The project involves the transfer of Library and DWP services from their current location in the dedicated Redditch Library building to a new space to be created within Redditch Town Hall. Worcestershire County Council are asked to approve the relocation of services, from a service delivery and financial perspective, and support the physical move from building to building. Building works and demolition of the current library building will be led by Redditch Borough Council, along with further improvements to the Public Realm as a part of the Town Investment Plan.

### **Project Outcomes**

Briefly summarise what the project will achieve.

The key outcomes of the wider Town Development are captured in the RBC Town Investment Plan. The core deliverable of the WCC output (move of library service) is to support this wider investment plan. There are no specific outcomes for WCC in this project, however, the Cabinet report supporting the decision will outline a set of core requirements that must be met in order for WCC to support the move, such as ensuring there is no impact on service delivery and that commercial and financial conditions are met.

### **Is the project a new function/service or does it relate to an existing Council function/service?**

Existing

### **Was consultation carried out on this project?**

Yes

## **1.2 Responsibility**

### **Directorate/Organisation**

People

### **Service Area**

Communities

## **1.3 Specifics**

### **Project Reference (if known)**

Not Recorded

**Intended Project Close Date \***  
September 2024

## **1.4 Project Part of a Strategic Programme**

**Is this project part of a strategic programme?**  
No

## **2. Personal Data**

**Who are you processing data about?**  
Customers, clients or service users

### **What personal data will be collected?**

The second stage is to list all of the types of personal data that you believe the project/works/additional processing will utilise. Please select yes for as many examples of types of data that are relevant and include any others in the free text at the bottom of the page.

#### **Basic Identifiers:**

**Name**

No

**Date of Birth**

No

**Age**

Yes

**Gender**

Yes

**Sex**

No

#### **Contact Details:**

**Address**

No

**Email Address**

No

**Home Phone Number**

No

**Mobile Phone Number**

No

**Postcode**

Yes

#### **ID Number:**

**National Insurance Number**

No

**Driving Licence/Number**

No

**NHS Number**

No

**Other General Identifier**

No

**Employment:**

**Work Related Training/Awards**

No

**Financial:**

**Income/Financial/Tax Situation**

No

**Appearance:**

**Photograph**

No

**Physical Description**

No

**Lifestyle:**

**Living Habits**

Yes

**Marital Status**

No

**Technology:**

**Login/Username**

No

**Device MAC Address (Wireless Network Interface)**

No

**Device Mobile Phone/Device IMEI No**

No

**Location Data (Travel/GDPS/GSM Data)**

No

**Online Identifier e.g. IP Address**

No

**Website Cookies**

No

**Other Data Types Collected**

Library Membership Status and frequency of Library usage

Core consultation questions on the proposal

Would they be interested in volunteering at the Library

## **2.1. Legal basis for Personal Data**

**What is your lawful basis for processing the personal data?**

Please choose one of the following

Data Subject's consent for the purpose

No

Necessary for a contract with the Data Subject

No

Necessary to comply with a legal obligation

Yes



Necessary to protect the vital interests of an individual(s)

No

Necessary for a task in the public interest or exercise of official authority of Controller

Yes

Necessary for legitimate interests of Controller unless interests are overridden by the interests or rights of the individual (only available in limited circumstances to public bodies)

No

## 2.2. Special Data

### What special category personal data (if any) will be collected?

This section will not apply to all projects and should only be completed if it applies to you.

It is important that you read this section carefully, as these data types require additional care and protection.

If you do pick anything from this list, you will be required to give more details in Section 4 of this form.

You can read more about Special Category Data through this link;

[Special category data | ICO](#)

#### Race

No

#### Ethnic origin

No

#### Political opinions

No

#### Religion

No

#### Philosophical beliefs

No

#### Trade union membership

No

#### Genetic Data

No

#### Biometric Data

No

#### Sex life

No

#### Health or social care

No

## 2.3. Legal basis for Special Data

### What is the relevant condition for processing the special category personal data?

You must qualify under one of the below exemptions as well as having a legal basis from the previous question.

#### Explicit Consent

The data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in paragraph 1 may not be lifted by the data subject;

Not Recorded

**Employment and Social Security**

Processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject;

No

**Vital Interests**

Processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent;

No

**Legitimate Interests of:**

**"a foundation, association or any other not-for-profit body with a political, philosophical, religious or trade union aim".**

Processing is carried out in the course of its legitimate activities with appropriate safeguards by a foundation, association or any other not-for-profit body with a political, philosophical, religious or trade union aim and on condition that the processing relates solely to the members or to former members of the body or to persons who have regular contact with it in connection with its purposes and that the personal data are not disclosed outside that body without the consent of the data subjects;

**Note – this is not often applicable to local authorities.**

No

**Publicly Available Data**

Processing relates to personal data which are manifestly made public by the data subject;

No

**Legal or Court Proceedings**

Processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity;

No

**Public Interest - Statutory Necessity**

Processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject;

Not Recorded

**Medical, Health and Social Care Provision**

Processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union or Member State law or pursuant to contract with a health professional and subject to the conditions and safeguards referred to in paragraph 3;

Not Recorded

**Public Health**

Processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of health care and of medicinal products or medical devices, on the basis of Union or Member State law which provides for suitable and specific measures to safeguard the rights and freedoms of the data subject, in particular professional secrecy;

Not Recorded

### **Archiving or Scientific, Historical or Statistical Research Purposes**

Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

Not Recorded

## **2.4 Information Involved**

Understanding the information flows involved in a project is essential to a proper assessment of privacy risks.

### **How will the data be collected?**

This section should be filled in for every project, not just those collecting Special Category data.

Online survey, paper survey, comments in Public meetings, email and feedback cards

### **What will the data be used for?**

This section should be filled in for every project, not just those collecting Special Category data.

To assess the public feeling about the possible move of library services from the current location to a new Community Hub in Redditch Town Hall which will then inform Cabinet decision on the move

### **Has data already been collected?**

No

### **Are the purposes for which you are collecting the data different?**

If the data you are hoping to use was not collected specifically for this project, please explain in the box below why it was collected. This will include data that you have collected from other teams within WCC.

Data was not collated for any other purpose than that of the consultation

### **Explain why existing and/or less intrusive processes or measures would be inadequate**

In this section, you should explain why your new method/project is absolutely necessary and show that you have thought about all other options.

The consultation is required to assess public opinion on the move of services - as this is a very specific ask, data is not available from an existing source. Therefore, any other method would not provide the data required

## **3. Other Organisations**

### **Are other organisations involved in processing the data?**

No

### **3.1. Storage Detail**

#### **How will the information be stored?**

Please include details of whether data will be stored outside of the European Economic Area (EEA).

Please remember that cloud storage and back up servers maybe outside the EEA.

Held locally on WCC SharePoint site and internal file structures. No storage outside of EEA

#### **For how long will the data be retained?**

To meet Council requirements, all consultation date will be retained for 4 years after the Cabinet decision

#### **What is the deletion process?**

After 4 years, all files will be deleted (as per Council guidelines)

### **4. Consultation Details**

Consultation can be used at any stage of the DPIA process and is important to allow people to highlight privacy risks and solutions based on their own area of interest or expertise.

For further assistance and information please visit the [Consultation toolkit](#)

#### **Explain what practical steps you are going to take to ensure that you identify and address privacy risks**

Data collection has been kept to a minimum and data is stored securely and will be deleted in line with WCC data retention requirements

#### **Who should be consulted, internally and externally? Do you need to seek the views of members of the public?**

No further consultation is required

#### **How will you carry out the consultation?**

(You should link this to the relevant stages of your project management process)

n/a

### **5. Risk Register**

At this stage you should identify the possible privacy risks together with their likelihood, severity and overall level, and for high risks the measures taken to reduce the risk.

Add any risk to the relevant sections below.

#### **Fair and Lawful Processing**

Data must be processed lawfully, fairly and in a transparent manner.

Please also consider

- Have you identified at least one lawful basis for the personal data processed as part of the project?
- Does at least one Controller involved have a lawful power to act?
- Do you need to create or amend a privacy notice?
- How is your processing going to be transparent?

#### **Risk that processing is not transparent, and individuals are unaware that data is being collected or why it is processed**

##### **Unmitigated Risk**

Likelihood - Unlikely

Severity - Minimal Impact

Score - Low

**Mitigation/Solution**

Privacy notice available

**Mitigated Risk**

Likelihood - Unlikely

Severity - Minimal Impact

Score - Low

**Result**

Reduced

**Risk that information is being processed unlawfully**

**Unmitigated Risk**

Likelihood - Unlikely

Severity - Minimal Impact

Score - Low

**Mitigation/Solution**

Data is being lawfully collected for the purposes of public consultation

**Mitigated Risk**

Likelihood - Unlikely

Severity - Minimal Impact

Score - Low

**Result**

Reduced

**Specific, explicit and legitimate purposes**

The purpose for which you process personal data must be specified, explicit and legitimate. Personal data collected must not be processed in a manner that is incompatible with the purpose for which it was originally collected.

Please also consider

- Does your project plan cover all of the purposes for processing personal data? If not your plan needs amending accordingly.
- Are all elements of the processing compatible with the original reason and justification for the processing?
- What are these specific, explicit and legitimate purposes?

**Risk of 'mission creep' and information is used for different, or incompatible purposes to that identified when originally collected**

**Unmitigated Risk**

Likelihood - Unlikely

Severity - Minimal Impact

Score - Low

**Mitigation/Solution**

Data is collected solely for the purposes of the public consultation and will be stored and destroyed in line with guidance

**Mitigated Risk**

Likelihood - Unlikely

Severity - Minimal Impact

Score - Low

**Result**

Reduced

**Adequate, relevant and not excessive**

Personal data processed must be adequate, relevant and not excessive in relation to the purpose for which it is processed.

Please also consider

- Is the quality of the information adequate for the purposes it is used?
- If not, how is this to be addressed?
- Are measures in place to ensure that data is limited to that which is needed to fulfill the aim of the processing?
- Which personal data elements do not need to be included without compromising the needs of the project?

**Risk of loss of control over the use of personal data**

**Unmitigated Risk**

Likelihood - Unlikely  
Severity - Minimal Impact  
Score - Low

**Mitigation/Solution**

Limited personal data collected, stored securely

**Mitigated Risk**

Likelihood - Unlikely  
Severity - Minimal Impact  
Score - Low

**Result**

Reduced

**Risk that inadequate data quality means the information is not fit for the identified purpose(s) potentially leading to inaccurate decision making**

**Unmitigated Risk**

Likelihood - Unlikely  
Severity - Minimal Impact  
Score - Low

**Mitigation/Solution**

Survey questions structured to promote quality responses

**Mitigated Risk**

Likelihood - Unlikely  
Severity - Minimal Impact  
Score - Low

**Result**

Reduced

**Risk that any new surveillance methods may be an unjustified intrusion on individuals' privacy**

**Unmitigated Risk**

Likelihood - Unlikely  
Severity - Minimal Impact  
Score - Low

**Mitigation/Solution**

Minimal personal data collected

**Mitigated Risk**

Likelihood - Unlikely  
Severity - Minimal Impact  
Score - Low

**Result**

Reduced

**Accurate and timely**

Personal data processed must be accurate and, where necessary, kept up to date, and every reasonable step must be taken to ensure that personal data that is inaccurate is erased or rectified without delay.

Please also consider

- If you are procuring new software does it allow you to amend data when necessary?
- How are you ensuring that personal data obtained from individuals or other organisations is accurate?
- Do you have processes in place to keep data up to date?
- If any data sets are to be merged, what checks are carried out to ensure that the right data records are matched/merged together?

**Any data matching or linking, including whole data sets may link wrong records together**

**Unmitigated Risk**

Likelihood - Unlikely

Severity - Minimal Impact

Score - Low

**Mitigation/Solution**

Minimal data collected, stored securely and processed by Business Intelligence Team with back up original data available

**Mitigated Risk**

Likelihood - Unlikely

Severity - Minimal Impact

Score - Low

**Result**

Reduced

**Storage limitation**

Personal data must be kept for no longer than is necessary for the purpose for which it is processed. Appropriate time limits must be established for the periodic review of the need for the continued storage of personal data.

Please also consider

- What are the risks associated with how long data is retained and how they might be mitigated?
- Has a review, retention and disposal (RRD) policy been established?
- How does the software enable you to easily act on retention criteria – does it enable bulk review/destruction; set review periods; extract for long-term preservation/retention of the corporate memory?

**Risk information is retained for the wrong length of time (both too long and too short)**

**Unmitigated Risk**

Likelihood - Unlikely

Severity - Some Impact

Score - Low

**Mitigation/Solution**

Information will be kept as per Council guidelines. Background papers for the purpose of writing the Cabinet Report (including consultation information) will be kept for up to 4 years following the Cabinet meeting date.

**Mitigated Risk**

Likelihood - Unlikely

Severity - Some Impact

Score - Low

**Result**

Reduced

**Risk information is not securely destroyed when its retention period has been reached**

**Unmitigated Risk**

Likelihood - Unlikely

Severity - Some Impact

Score - Low

**Mitigation/Solution**

Information will be securely destroyed as per Council guidelines i.e. timelines and methods of deletion.

**Mitigated Risk**

Likelihood - Unlikely

Severity - Minimal Impact

Score - Low

**Result**

Reduced

**Security**

Personal data must be processed in a manner that ensures appropriate security of the personal data, using appropriate technical or organisational measures (and, in this principle, “appropriate security” includes protection against unauthorised or unlawful processing and against accidental loss, destruction or damage).

Please also consider

- What technical and organisational measures are in place to ensure that the data is protected to an adequate level?
- What training on data protection and/or information sharing has been undertaken by relevant staff?
- What access controls are in place to enforce the ‘need to know’ principle?
- What assurance frameworks are utilised to assess adequacy of security measures in place e.g. NHS DSPT; Cyber Essentials Plus;PSN Certification?

**Risk of loss of confidentiality**

**Unmitigated Risk**

Likelihood - Unlikely

Severity - Minimal Impact

Score - Low

**Mitigation/Solution**

Minimal data has been captured with nothing that could identify individuals. Data is stored securely

**Mitigated Risk**

Likelihood - Unlikely

Severity - Minimal Impact

Score - Low

**Result**

Reduced

**Risk of inadequate security controls in place to protect and secure personal data, including inappropriate access**

**Unmitigated Risk**

Likelihood - Unlikely



Severity - Minimal Impact

Score - Low

**Mitigation/Solution**

Minimal data has been captured with nothing that could identify individuals. Data is stored securely

**Mitigated Risk**

Likelihood - Unlikely

Severity - Minimal Impact

Score – Low

**Result**

Reduced

**Risk that workers processing the data are not aware of their data responsibilities**

**Unmitigated Risk**

Likelihood - Unlikely

Severity - Minimal Impact

Score - Low

**Mitigation/Solution**

All WCC employees are required to complete mandatory training on data protection and GDPR. Data will only be processed by WCC employees

**Mitigated Risk**

Likelihood - Unlikely

Severity - Minimal Impact

Score - Low

**Result**

Reduced

**Risk that information is distributed using inappropriate methods**

**Unmitigated Risk**

Likelihood - Unlikely

Severity - Minimal Impact

Score - Low

**Mitigation/Solution**

Minimal personal data has been collected therefore the person cannot be identified. Data is stored securely.

**Mitigated Risk**

Likelihood - Unlikely

Severity - Minimal Impact

Score - Low

**Result**

Reduced

**Risk of re-identification of pseudonymized or anonymised data (e.g. collecting matching and linking identifiers and information may result in information that is no longer safely anonymised)**

**Unmitigated Risk**

Likelihood - Unlikely

Severity - Minimal Impact

Score - Low

**Mitigation/Solution**

Minimal data has been captured with nothing that could identify individuals. Data is stored securely and redacted where required

**Mitigated Risk**

Likelihood - Unlikely

Severity - Minimal Impact

Score - Low

**Result**

Reduced

**Risk that information is transferred to a ‘third country’ without adequate safeguards**

**Unmitigated Risk**

Likelihood - Unlikely

Severity - Minimal Impact

Score - Low

**Mitigation/Solution**

Data is stored securely by WCC with no access or onward sharing of raw data

**Mitigated Risk**

Likelihood - Unlikely

Severity - Minimal Impact

Score - Low

**Result**

Reduced

**Financial and reputational**

**Risk of identity theft or fraud**

**Unmitigated Risk**

Likelihood - Unlikely

Severity - Minimal Impact

Score - Low

**Mitigation/Solution**

No personal information has been collected where a person can be identified,

**Mitigated Risk**

Likelihood - Unlikely

Severity - Minimal Impact

Score - Low

**Result**

Eliminated

**Risk of financial loss for individuals or other third parties**

**Unmitigated Risk**

Likelihood - Unlikely

Severity - Minimal Impact

Score - Low

**Mitigation/Solution**

No personal information has been collected where a person can be identified. No financial information has been collected through this activity.

**Mitigated Risk**

Likelihood - Unlikely

Severity - Minimal Impact

Score - Low

**Result**

Reduced

**Risk of financial loss for the Council (including ICO fines)**

**Unmitigated Risk**

Likelihood - Unlikely

Severity - Minimal Impact

Score - Low

**Mitigation/Solution**

No personal information has been collected where a person can be identified. Also, all data has been collected, and will be stored and destroyed as per Council guidelines.

**Mitigated Risk**

Likelihood - Unlikely

Severity - Minimal Impact

Score - Low

**Result**

Reduced

**Risk of reputational damage to the Council, partners, and processors**

**Unmitigated Risk**

Likelihood - Unlikely

Severity - Minimal Impact

Score - Low

**Mitigation/Solution**

Minimal personal data has been collected and any third parties that are mentioned within open feedback / comments will be redacted so they can not be identified.

**Mitigated Risk**

Likelihood - Unlikely

Severity - Minimal Impact

Score - Low

**Result**

Reduced

**Health, safety and wellbeing**

**Risk of physical harm to individuals**

No Risk

**Risk of physical harm to staff and workers**

No Risk

**Risk of discrimination**

**Unmitigated Risk**

Likelihood - Unlikely

Severity - Minimal Impact

Score - Low

**Mitigation/Solution**

Minimal personal information collected therefore people cannot be identified. Age data has been collected however, this is to support analysis and reporting.

**Mitigated Risk**

Likelihood - Unlikely  
Severity - Minimal Impact  
Score - Low  
**Result**  
Reduced

**Risk of other significant economic or social disadvantage**

**Unmitigated Risk**  
Likelihood - Unlikely  
Severity - Minimal Impact  
Score - Low  
**Mitigation/Solution**  
Minimal personal information collected therefore people cannot be identified. Age data only has been collected however, this is to support analysis and reporting.  
**Mitigated Risk**  
Likelihood - Unlikely  
Severity - Minimal Impact  
Score - Low  
**Result**  
Reduced

**Individuals Rights**

Data protection legislation gives data subjects' various rights (listed below). Limiting or restricting any of these rights is likely to be a significant impact so the justification for any restriction, as well as mitigations, must be fully outlined.

**Inability to meet individuals' right to be informed**

No Risk

**Inability to meet individuals' right of access**

No Risk

**Inability to meet individuals' right to rectify inaccurate data**

No Risk

**Inability to meet individuals' right to restrict processing**

No Risk

**Inability to meet individuals' right to object**

No Risk

**Inability to meet individuals' rights relating to automated decision making and profiling**

No Risk

**Additional project specific risks**

No additional risks recorded

## 6. Declaration

I confirm to the best of my knowledge that the information I have provided is true, complete and accurate

Selected

I confirm that I will make sure that data protection has been and continues to be considered throughout the project life cycle and should circumstances change in the project to include any processing of personal data a further Data Protection Impact Assessment Screening will be carried out

Selected

## 7. Application Details

### Last Updated Date Time

30/03/2023 13:48:48

### Screening Submitted Date Time

14/03/2023 11:37:46

### Last Reopened Date Time

No Date Recorded

### Full Impact Submitted Date Time

30/03/2023 12:48:48

### Approved/Rejected Date Time

No Date Recorded

### Current User Dashboard Request Status

Submitted

## 8.0. People with access to the original screening

Emily Morrall (EMorrall@worcestershire.gov.uk)

Natalie Ahmed (NAhmed1@worcestershire.gov.uk)

## 8.1. People with access to this data protection assessment

Emily Morrall (EMorrall@worcestershire.gov.uk)

Natalie Ahmed (NAhmed1@worcestershire.gov.uk)

## 9. Direct Questions

No Questions Asked

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# Environment Sustainability Full Impact Assessment

Impact Assessment Id: #480

Date printed: 30/03/2023

Date assessment submitted: 30/03/2023

Requester: Emily Morrall

## 1.0 Screening Information

### Project Name

Relocation of Redditch Library - Cabinet Decision on Move

### Name of Project Sponsor

Hannah Perrott

### Name of Project Manager

Emily Morrall

### Name of Project Lead

Rob Elmes

### Please give a brief description of the project

In June 2021 Redditch secured a historic investment of £15.6 million Town Deal which will help fund ambitious new projects for the town. Plans involve the re-development of the current Redditch Library site which includes the demolition of the existing library building and the delivery of a new public square and associated commercial development.

Worcestershire County Council is actively supporting the regeneration of Redditch within its Town Plan and wants to work collaboratively with the Borough Council on the re-location of the existing Library into other suitable premises. In October 2022, WCC Cabinet approved the high level plans and set of requirements for the proposed newly located Library and authorised the commencement of public consultation. The project purely involves relocation of the existing library services from their current location into a shared Community Hub space in Redditch Town Hall, a distance of 100m from the current library building. A new JIA is now being completed post-Public Consultation to inform the Cabinet Decision on the move.

### Data Protection screening result

Will require a full impact assessment

### Equality and Public Health screening result

Will require a full impact assessment

### Environmental Sustainability screening result

Will require a full impact assessment

## 1.1 Background and Purpose

### Background and Purpose of Project?

To support your answer to this question, you can upload a copy of the project's Business Case or similar document.

Cabinet report to be uploaded when finalised. Due for publication in May or June 2023.

Redditch Borough Council have been successful in their bid for funding as part of the Towns Fund to redevelop Redditch Town Centre. One of the projects proposed to be funded by the Towns Fund is the redevelopment of Redditch Library, to create a new Town Plaza and commercial space. In order to progress this, Redditch have approached Worcestershire County Council with a proposal to relocate library services from the current building in

Redditch Town Centre into a new Community Hub at Redditch Town Hall. The town development including building works and demolition are being led by Redditch Borough Council and as such will be subject to separate governance and impact assessments. This impact assessment focuses on the impact of relocation of library services only, though it is also important to consider the possible impact of the areas of the project which will be the responsibility of RBC, even though these impacts may be outside of WCC control, they should still be noted.

#### **Upload Business Case or Support documents**

No files uploaded

#### **Project Outputs**

The project involves the transfer of Library and DWP services from their current location in the dedicated Redditch Library building to a new space to be created within Redditch Town Hall. Worcestershire County Council are asked to approve the relocation of services, from a service delivery and financial perspective, and support the physical move from building to building. Building works and demolition of the current library building will be led by Redditch Borough Council, along with further improvements to the Public Realm as a part of the Town Investment Plan.

#### **Project Outcomes**

Briefly summarise what the project will achieve.

The key outcomes of the wider Town Development are captured in the RBC Town Investment Plan. The core deliverable of the WCC output (move of library service) is to support this wider investment plan. There are no specific outcomes for WCC in this project, however, the Cabinet report supporting the decision will outline a set of core requirements that must be met in order for WCC to support the move, such as ensuring there is no impact on service delivery and that commercial and financial conditions are met.

#### **Is the project a new function/service or does it relate to an existing Council function/service?**

Existing

#### **Was consultation carried out on this project?**

Yes

## **1.2 Responsibility**

#### **Directorate/Organisation**

People

#### **Service Area**

Communities

## **1.3 Specifics**

#### **Project Reference (if known)**

Not Recorded

#### **Intended Project Close Date \***

September 2024



## 1.4 Project Part of a Strategic Programme

**Is this project part of a strategic programme?**

No

## 2. Greenhouse Gas Emissions

**Could the project result in an increase in GHG emissions (including CO2)?** No

Please be mindful that the Council has committed to reduce its GHG emissions to zero by 2050 and most projects are likely to have an impact on this target. This should be a key consideration in your project delivery and should be reviewed when completing the assessment.

**Please explain your answer below:**

Not recorded

**Have you undertaken an assessment of the project to know if there will likely be an increase in GHG emissions?** No

**Please explain your answer below:**

Not recorded

## 3. Resources

Please identify group(s) involved: Service User  
Visitors Staff Communities

**Will the project result in increased consumption of electricity, gas or other heating fuels?** No

e.g. project may require use of additional buildings, lighting and heating in buildings, additional ICT equipment, etc.

**Will the project reduce energy needs and result in reduced consumption?** Yes

e.g. disposal of WCC property assets

**Please explain your answer below:**

Should the move be approved, WCC Library Services will move from Redditch Library to a new shared Community Hub in Redditch Town Hall. As a result, WCC will benefit from shared energy costs with other tenants of the town hall. The town hall has recently undergone refurbishment with new windows throughout and an air source heat pump to reduce energy consumption. WCC services, as a tenant of the shared space, should benefit from the reduced energy consumption associated with these refurbishments.

**Will the project require additional water resources leading to an increase in water consumption?** Yes

e.g. increased use of water through construction processes

**Please explain your answer below:**

It is possible that the wider programme of activity to improve Redditch Town centre, which would be facilitated by the move of Library Services, outlined in the Redditch Town Investment Plan, including demolition of the current library building, town hall refurbishments

to create a Community Hub, creation of a new town plaza and commercial space and improvements to the public realm, may lead to increased use of water resources. However, this project is led by RBC and therefore all risks sit with them. RBC have confirmed they have already completed / will be undertaking impact assessment process for this wider programme.

**Might there be a decrease in water consumption? Yes**

e.g. will the project involve water saving measures or initiatives

**Please explain your answer below:**

Should the move be approved, WCC Library Services will move from Redditch Library to a new shared Community Hub in Redditch Town Hall. As a result, WCC will benefit from shared water consumption with other tenants of the town hall.

**Will the project result in the use of other resources, materials or minerals? Yes**

e.g. use of natural resources such as wood; or use of aggregate minerals?

**Please explain your answer below:**

It is possible that the wider programme of activity to improve Redditch Town centre, which would be facilitated by the move of Library Services, outlined in the Redditch Town Investment Plan, including demolition of the current library building, town hall refurbishments to create a Community Hub, creation of a new town plaza and commercial space and improvements to the public realm, may lead to increased use of other resources, materials or minerals. However, this project is led by RBC and therefore all risks sit with them. RBC have confirmed they have already completed / will be undertaking impact assessment process for this wider programme.

## **4. Transport**

**Will the project result in more people needing to travel? No**

e.g. will there be additional cars on the road

**Have alternative transport modes been considered? No**

e.g. could use be made of public transport/walking/cycling etc.

## **5. Waste**

**Is there likely to be an increase in waste as a result of the project? Yes**

e.g. construction waste, packaging waste etc.

**Please explain your answer below:**

This JIA, and WCC's responsibilities are limited to the possible move of library services from their current location to a new Community Hub. The wider programme of activity to improve Redditch Town centre, which would be facilitated by the move of Library Services, outlined in the Redditch Town Investment Plan, including demolition of the current library building, town hall refurbishments to create a Community Hub, creation of a new town plaza and commercial space and improvements to the public realm, is likely to produce increased waste. Furthermore, there may be elements of furniture and fittings within the current library building which are not suitable for reuse in the new space, which could increase wastes.

**Have opportunities to prevent, minimise, reuse or recycle waste been identified and considered? Yes**

e.g. will recycling facilities be available as part of the project

**Please explain your answer below:**

As a part of the detailed space planning with RBC, WCC library services are completing an audit of all existing furniture and fittings within the current building with a view to reusing as much as possible during the potential relocation. The dimensions of all current furniture items are being shared with the RBC appointed architects and interior designers who are producing the building plans. The intention is to reuse as much furniture as possible to keep costs and wastes to a minimum. Where items of furniture are not suitable for the proposed new space, WCC Library services will work with the WCC Facilities Management Team to move items to storage areas for onward repurposing within WCC. If items cannot be repurposed, they would be either sold or donated to charity to avoid creation of waste as far as possible. If additional furniture requirements are identified for the new space, which cannot be accommodated from existing items, a review of available items in current WCC furniture storage will be completed to identify opportunities to reuse furniture in the first instance. WCC Property Team have advised that the Solar Panels on the roof at the current library building have been in place for approximately 9 years. Further advice from the team indicates that the costs associated with removal and relocation of the existing solar panels, including surveys, installation and transport, are not likely to provide financial justification for reuse of the panels with up to 15 years remaining use, when compared to the costs of installing new panels with a lifespan of 25 years. This is an unfortunate negative impact of the proposed project. However, the proposed new location for library services in the Town Hall benefits from solar panels, new windows and air source heat pump, so the WCC service will benefit from sustainable energy and reduced carbon footprint through colocation in this building.

## **6. Wildlife and Biodiversity**

**Will there be any negative impacts on the natural environment? Yes**

e.g. will the project involve removal of green space/trees; have wildlife surveys been considered; result in enhancements to green infrastructure; increased biodiversity opportunities etc.?

**Please explain your answer below:**

It is possible that the wider programme of activity to improve Redditch Town centre, which would be facilitated by the move of Library Services, outlined in the Redditch Town Investment Plan, including demolition of the current library building, town hall refurbishments to create a Community Hub, creation of a new town plaza and commercial space and improvements to the public realm, could impact on the natural environment. This project is led by RBC and therefore all risks sit with them. RBC have confirmed they have already completed / will be undertaking impact assessment process for this wider programme.

**Has a preliminary ecological appraisal been undertaken? No**

**Please explain your answer below:**

Not recorded

**Has there been consideration of statutory assessments? No**

e.g. Sustainability Appraisals, Strategic Environmental Assessments and Habitat Regulations Assessment Screening?

N.B. This is a matter of legal compliance - All plans and projects (including planning applications) which are not directly connected with, or necessary for, the conservation management of a habitat site, require consideration of whether the plan or project is likely to have significant effects on that site. This consideration – typically referred to as the 'Habitats Regulations Assessment screening' – should take into account the potential effects both of the plan/project itself and in combination with other plans or projects.

## 7. Pollution to land/air/water

**Is there a risk of pollution to the local environment? Yes**

e.g.

- will there be surface water run-off or discharge into local water source?
- will there be any impact on local water quality?
- will any waste water require treatment?
- is there the potential for spillage of chemicals?
- is there the potential for emissions to air from combustion processes resulting in poor air quality?

**Please explain your answer below and include any actions that have been identified to mitigate these risks:**

It is possible that the wider programme of activity to improve Redditch Town centre, which would be facilitated by the move of Library Services, outlined in the Redditch Town Investment Plan, including demolition of the current library building, town hall refurbishments to create a Community Hub, creation of a new town plaza and commercial space and improvements to the public realm, may risk pollution to the local environment. However, this project is led by RBC and therefore all risks sit with them. RBC have confirmed they have already completed / will be undertaking impact assessment process for this wider programme.

## 8. Resilience to Climate Risks

**Could climate risks affect your project? No**

N.B. some projects may be more sensitive to future changes in the climate e.g. hotter and drier summers; milder and wetter winters; increased likelihood of extreme weather events. These climate risks may affect project delivery and should be considered at the early stages of project development.

**Has the impact of extreme weather events on the project been considered? No**

e.g. heat waves and flooding.

**Is there a business/project continuity plan in place to ensure climate risks are minimised? No**

e.g. can you ensure that the project is resilient to climate risks and can continue to deliver on outcomes.

**Could the project exacerbate climate risks? No**

e.g. increase flood risk or worsen temperature extremes in the locality.

**Will the project result in the use of other resources, materials or minerals? Yes**

e.g. use of natural resources such as wood; or use of aggregate minerals?

**Please explain your answer below:**

It is possible that the wider programme of activity to improve Redditch Town centre, which would be facilitated by the move of Library Services, outlined in the Redditch Town Investment Plan, including demolition of the current library building, town hall refurbishments to create a Community Hub, creation of a new town plaza and commercial space and improvements to the public realm, may lead to increased use of other resources, materials or minerals. However, this project is led by RBC and therefore all risks sit with them. RBC

have confirmed they have already completed / will be undertaking impact assessment process for this wider programme.

## 9. Historic Environment

**Have you checked with the WCC Historic Environment team as to whether there are any impacts on the Historic Environment (negative or positive)?**

Yes

Check every development with the Historic Environment Team at the planning stage of each project. Further assessment may be required depending on the nature and scale of development. There may also be design options that would negate any need for further assessment (and lessen costs), or even opportunities to enhance heritage assets or their setting through the development.

**Please explain your answer below:**

There has been some debate about whether the existing Library Building should be added to the List of Buildings of Special Architectural or Historic Interest. Confirmation was received on the 20 December 2021 that the Secretary of State for Digital, Culture, Media and Sport has made his decision not to list and is minded to issue a Certificate of Immunity from Listing (COI) for Redditch Library.

It is possible that the wider programme of activity to improve Redditch Town centre, which would be facilitated by the move of Library Services, outlined in the Redditch Town Investment Plan, including demolition of the current library building, town hall refurbishments to create a Community Hub, creation of a new town plaza and commercial space and improvements to the public realm, may have further impact on the historic environment. However, this project is led by RBC and therefore all risks sit with them. RBC have confirmed they have already completed / will be undertaking impact assessment process for this wider programme.

**Does the development have the potential to result in any impacts to the historic environment or opportunities for enhancement?**

Yes

If yes, then further assessment will be required. This could take the form of a watching brief during groundworks if the potential is clearly understood and relatively low, or a more comprehensive desk-based and/or field investigation prior to development.

**Please explain your answer below:**

There has been some debate about whether the existing Library Building should be added to the List of Buildings of Special Architectural or Historic Interest. Confirmation was received on the 20 December 2021 that the Secretary of State for Digital, Culture, Media and Sport has made his decision not to list and is minded to issue a Certificate of Immunity from Listing (COI) for Redditch Library.

It is possible that the wider programme of activity to improve Redditch Town centre, which would be facilitated by the move of Library Services, outlined in the Redditch Town Investment Plan, including demolition of the current library building, town hall refurbishments to create a Community Hub, creation of a new town plaza and commercial space and improvements to the public realm, may have further impact on the historic environment. However, this project is led by RBC and therefore all risks sit with them. RBC have confirmed they have already completed / will be undertaking impact assessment process for this wider programme.

## 10. Procurement

**Could any procurement associated with the project have a detrimental environmental impact? Yes**

e.g. procurement of goods from overseas that have to be shipped; use of unsustainable materials or materials that cannot be recycled at the end of their use?

**Please explain your answer below:**

It is possible that the wider programme of activity to improve Redditch Town centre, which would be facilitated by the move of Library Services, outlined in the Redditch Town Investment Plan, including demolition of the current library building, town hall refurbishments to create a Community Hub, creation of a new town plaza and commercial space and improvements to the public realm, may involve procurement which could have a detrimental environmental impact. However, this project is led by RBC and therefore all risks sit with them. RBC have confirmed they have already completed / will be undertaking impact assessment process for this wider programme.

**Is there likely to be increased Greenhouse Gas emissions from products purchased for the project? Yes**

e.g. carbon emissions from transport and manufacturing

**Please explain your answer below:**

It is possible that the wider programme of activity to improve Redditch Town centre, which would be facilitated by the move of Library Services, outlined in the Redditch Town Investment Plan, including demolition of the current library building, town hall refurbishments to create a Community Hub, creation of a new town plaza and commercial space and improvements to the public realm, may increase greenhouse gases from products purchased. However, this project is led by RBC and therefore all risks sit with them. RBC have confirmed they have already completed / will be undertaking impact assessment process for this wider programme.

**Will you be able to make use of sustainable products? Yes**

e.g. recycled, local, ethical etc.

**Please explain your answer below:**

The elements of the project where use of sustainable projects would be possible are being led by RBC (as per answers above). Wherever possible, for the elements within WCC influence or control, sustainable products will be promoted.

**Have you considered the Public Services (Social Value) Act 2012? Yes**

All major contracts let by the Council (those of more than £100,000 in total value) will be expected to deliver a meaningful contribution to our vision of Social Value in the county. The Act requires us to consider how the services we commission and procure might improve the economic, social and environmental well-being of the local area.

– please see: [Social Value](#)

**Please explain your answer below:**

RBC have confirmed they have already completed / will be undertaking impact assessment process for this wider programme. See also the Redditch Town Plan for further details.

## **11. Declaration**

I have confirmed that to the best of my knowledge that the information I have provided is true, complete and accurate

I have confirmed that I will make sure that Environmental Sustainability has been and continues to be considered throughout the project life cycle and should circumstances



change in the project a further Environmental Sustainability Assessment Screening will be carried out.

## 12. Application Details

**Last Updated Date Time**

30/03/2023 14:48:54

**Screening Submitted Date Time**

14/03/2023 11:37:46

**Last Reopened Date Time**

No Date Recorded

**Full Impact Submitted Date Time**

30/03/2023 14:48:54

**Approved/Rejected Date Time**

No Date Recorded

**Current User Dashboard Request Status**

Submitted

## 13.0. People with access to the original screening

Emily Morrall (EMorrall@worcestershire.gov.uk)

Natalie Ahmed (NAhmed1@worcestershire.gov.uk)

## 13.1. People with access to this environmental sustainability assessment

Emily Morrall (EMorrall@worcestershire.gov.uk)

Natalie Ahmed (NAhmed1@worcestershire.gov.uk)

## 14. Direct Questions

No Questions Asked

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