

RECORD OF OFFICER DECISION

APPROVAL FOR CHANGES TO SOME LIBRARY & LEISURE FACILITIES OPERATING MODELS AND THE SUSPENSION OF THE MOBILE LIBRARY SERVICE

Decision made

That the leisure facilities listed in the report remain open in order to accommodate the education establishments who utilise them

That the Erlestoke Prison library service continues after the 5th November

That:

- Salisbury, Chippenham, Trowbridge, Warminster, Devizes libraries and the History Centre move from a browse model to an “order & collect” model from the 9th November
- That the above libraries shut until 8 November 2020 in order to mobilise the “order & Collect” service
- To continue to provide the “order & collect” service at all other libraries currently operating that model

That the 3 mobile library vans are stood down from the 5th November until a safe order & collect model can be introduced

Made by: David Redfern, Head of Service for Communities

Background

1. As the Head of Service for Communities, I am responsible for any matters relating to Leisure and Libraries in the County of Wiltshire on behalf of Wiltshire Council. The power to decide in respect of this matter is delegated to the Director of Communities pursuant to Wiltshire Council’s Constitution and to me via the scheme of sub delegation.

Reason for decision

- 2 This decision is being undertaken as a consequence of the new national restrictions arising from the covid-19 pandemic to maintain some limited access to services. This decision will be reported to the next meeting of the Cabinet.

Leisure facilities offering education settings

At present 9 leisure centres offer facilities to education settings as follows:

Managed In-House

- Amesbury Sports Centre (SC) – Currently open for, before and after school child care provision and the secondary school has space in the sports hall to deliver PE lessons
- Devizes SC – Secondary school have space in the sports hall and squash courts to deliver PE lessons
- Five Rivers Leisure Centre – Wiltshire College utilise space in the sports hall and gym for sports students
- Springfield Community Campus – Secondary school have space in the sports hall to deliver PE lesson
- Nadder SC– lease out space for a pre-school nursery
- Vale Community Campus – used by the neighbouring school for leisure sessions

This level of operation would likely require 12 staff to open and close the sites and be available during the day.

The total income from this arrangement is around £25k per term and would otherwise be lost if the facilities were completely closed.

During the first lockdown this arrangement was not required as education settings were closed.

Places Leisure Managed sites

- TAZ, Malmesbury SC - Secondary school have space in the sports hall to deliver PE lessons, currently not being used but may be required (income direct to Places Leisure)
- Warminster SC - Secondary school have space in the sports hall to deliver PE lessons, (income to the council)
- Lime Kiln, Wootton Bassett SC- Secondary school have space in the sports hall to deliver PE lessons (income direct to Places Leisure)
- Trowbridge SC - Secondary school have space in the sports hall, gymnasium and squash courts to deliver PE lessons (income to the council)

Places Leisure will cover the associated staffing costs for the sites. The exception to this is that the council will offset the cost of Places staffing at Warminster from any income gained, should the school wish to use the facilities.

During the first lockdown this arrangement was not required as education settings were closed.

Erlestoke Prison Library Service

A contracted service to Erlestoke Prison is delivered by Wiltshire Library staff. Since May we have been delivering a council risk assessed non-contact service in line with HMPS permissions.

There are two staff required to operate the service, but only one is in the prison library at any one time.

The service has seen a significant increase in its usage since March due to inmates spending a lot more time in their cells and has been highly commended by a recent HMPS inspection.

Libraries

As per MHCLG guidance, libraries can move into an “Order and Collect” model of delivery during this lockdown.

The following libraries would move from the current browsing model (open access) to “Order and Collect”:

- Salisbury
- Chippenham
- Trowbridge
- Warminster
- Devizes
- Wiltshire and Swindon History Centre

In order to do so, they would need to close temporarily on Thursday 5 November 2020 to change layouts, deliver staff training and arrange for the new Order and Collect model starting on Monday 9 November 2020.

The following libraries would continue with the current Order and Collect model already in place:

- Calne
- Royal Wootton Bassett
- Melksham
- Marlborough
- Malmesbury
- Amesbury
- Westbury
- Bradford on Avon

There is already a signed off risk assessment for the Order & Collect process.

The Order & Collect model allows for minimal public access but would maintain an offer where by people can continue to borrow physical books and access public computers.

This service is of particular importance to the vulnerable, assists with mental health and wellbeing during lockdown as well as enabling citizens to access Universal Credit, job seeking and other essential digital information.

Mobile Library Service

There are currently three mobile library vehicles in operation, which mobilised again after the first lockdown only two weeks ago. Two of them deliver to the general public and one to residential care homes.

An order and collect model may be able to be introduced in the near future, officers are considering how best to introduce this.

1. I confirm that in making this decision I have considered the following in line with Wiltshire Council's Constitution:

Key decision requirements	Yes
Views of relevant cabinet member(s), committee chairman, area board(s)	This decision has been taken following discussion between the chief executive and leader of the council
Consideration of the area boards and delegated decision checklist for officers on the issue of when and how to involve local councillors and area boards in decisions about local services	N/A
Implication of any council policy, initiative, strategy or procedure	Yes
Consultation in accordance with requirements and expectations of consultation with the public	N/A
Range of options available	Other options have been considered including full closure of these services as set out below.
Staffing, financial and legal implications	Yes as covered in the report
Risk assessment	Yes
Equality implications	Yes. The decision to offer the services above mitigates some of the impacts of the national restrictions by amending the model of service delivery to ensure use is maintained where legally possible, including for those with protected characteristics such as the elderly. Where normal service delivery is not possible the model proposed is reasonable and proportionate having regard to the fact that the decision is being taken on public safety grounds and will be for the shortest time possible.
Involvement of statutory officers and/or directors	Yes, this report has been considered by the Corporate Leadership Team
Regional or national guidance from other bodies	Yes. The report is consistent with government guidance on the new

	national restrictions introduced from 5 November.
The council's constitution	Yes
Procurement process	N/A

Conflict of Interest

2. Not applicable

Other options considered

3. To not permit educational establishments access to sports facilities. This would adversely affect some schools and pupils who don't have their own sporting facilities and would be unfair.

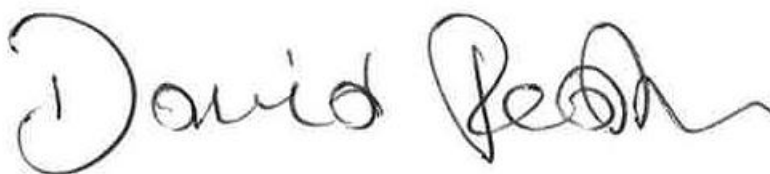
To not provide staff to run the Erlestoke Prison library. This would have a significant negative impact on the welfare and wellbeing of inmates who are spending longer in their cells than normal.

To not provide an "Order and Collect" service for libraries. This would mean that libraries would need to close on the 5th November, restricting access to learning materials and computers.

To continue with the mobile library service. The mobile library vehicles are a confined space and not appropriate to be operated in this way.

Made by:

David Redfern, Head of Service, Communities



Date: 4 November 2020