

Communities, Parks and Leisure Policy Committee

Monday 13 March 2023 at 2.00 pm

**To be held in the Town Hall,
Pinstone Street, Sheffield, S1 2HH**

The Press and Public are Welcome to Attend

Membership

Councillor Richard Williams
Councillor Paul Wood
Councillor Marieanne Elliot
Councillor Sue Alston
Councillor Tony Downing
Councillor Alan Hooper
Councillor Bernard Little
Councillor Karen McGowan
Councillor Peter Price

PUBLIC ACCESS TO THE MEETING

The Community, Parks and Leisure Policy Committee discusses and takes decisions on:

Communities

- Community Development
- Cohesion and Migration
- Community Safety
- Youth Services

Parks, Leisure and Libraries

- Sport, physical activity and leisure facilities
- Parks and Woodlands (including non-highway trees)
- Allotments
- Ecology
- Bereavement Services
- Libraries

Meetings are chaired by Councillor Richard Williams.

A copy of the agenda and reports is available on the Council's website at www.sheffield.gov.uk. You may not be allowed to see some reports because they contain confidential information. These items are usually marked * on the agenda. Members of the public have the right to ask questions or submit petitions to Policy Committee meetings and recording is allowed under the direction of the Chair. Please see the [Council's webpages](#) or contact Democratic Services for further information regarding public questions and petitions and details of the Council's protocol on audio/visual recording and photography at council meetings.

Policy Committee meetings are normally open to the public but sometimes the Committee may have to discuss an item in private. If this happens, you will be asked to leave. Any private items are normally left until last on the agenda.

Meetings of the Policy Committee have to be held as physical meetings. If you would like to attend the meeting, please report to an Attendant in the Foyer at the Town Hall where you will be directed to the meeting room. However, it would be appreciated if you could register to attend, in advance of the meeting, by emailing committee@sheffield.gov.uk, as this will assist with the management of attendance at the meeting. The meeting rooms in the Town Hall have a limited capacity. We are unable to guarantee entrance to the meeting room for observers, as priority will be given to registered speakers and those that have registered to attend.

Alternatively, you can observe the meeting remotely by clicking on the 'view the webcast' link provided on the meeting page of the [website](#).

If you wish to attend a meeting and ask a question or present a petition, you must submit the question/petition in writing by 9.00 a.m. at least 2 clear working days in

advance of the date of the meeting, by email to the following address:
committee@sheffield.gov.uk.

In order to ensure safe access and to protect all attendees, you will be recommended to wear a face covering (unless you have an exemption) at all times within the venue. Please do not attend the meeting if you have COVID-19 symptoms. It is also recommended that you undertake a Covid-19 Rapid Lateral Flow Test within two days of the meeting.

If you require any further information please email committee@sheffield.gov.uk.

FACILITIES

There are public toilets available, with wheelchair access, on the ground floor of the Town Hall. Induction loop facilities are available in meeting rooms. Access for people with mobility difficulties can be obtained through the ramp on the side to the main Town Hall entrance.

**COMMUNITIES, PARKS AND LEISURE POLICY COMMITTEE AGENDA
13 MARCH 2023**

Order of Business

- 1. Welcome and Housekeeping**
The Chair to welcome attendees to the meeting and outline basic housekeeping and fire safety arrangements.
- 2. Apologies for Absence**
- 3. Exclusion of Press and Public**
To identify items where resolutions may be moved to exclude the press and public
- 4. Declarations of Interest** (Pages 7 - 10)
Members to declare any interests they have in the business to be considered at the meeting
- 5. Minutes of Previous Meeting** (Pages 11 - 16)
To approve the minutes of the last meeting of the Committee held on
- 6. Public Questions and Petitions**
To receive any questions or petitions from members of the public
- 7. Work Programme** (Pages 17 - 30)
Report of Interim Director, Legal and Governance

Formal Decisions

- 8. Bereavement Fees and Charges** (To Follow)
Report of Executive Director, Operational Services
- 9. Library Theatre Fees** (Pages 31 - 38)
Report of Executive Director, Operational Services
- 10. Biodiversity Working Task and Finish Group** (To Follow)
Report of Executive Director, Operational Services

Briefings and Updates

- 11. City Goals Briefing**
- 12. Youth Strategy Update**
- 13. Community Services Update**

14. Library and Archives Update

(Pages 39 - 42)

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ADVICE TO MEMBERS ON DECLARING INTERESTS AT MEETINGS

If you are present at a meeting of the Council, of its Policy Committees, or of any committee, sub-committee, joint committee, or joint sub-committee of the authority, and you have a **Disclosable Pecuniary Interest** (DPI) relating to any business that will be considered at the meeting, you must not:

- participate in any discussion of the business at the meeting, or if you become aware of your Disclosable Pecuniary Interest during the meeting, participate further in any discussion of the business, or
- participate in any vote or further vote taken on the matter at the meeting.

These prohibitions apply to any form of participation, including speaking as a member of the public.

You **must**:

- leave the room (in accordance with the Members' Code of Conduct)
- make a verbal declaration of the existence and nature of any DPI at any meeting at which you are present at which an item of business which affects or relates to the subject matter of that interest is under consideration, at or before the consideration of the item of business or as soon as the interest becomes apparent.
- declare it to the meeting and notify the Council's Monitoring Officer within 28 days, if the DPI is not already registered.

If you have any of the following pecuniary interests, they are your **disclosable pecuniary interests** under the new national rules. You have a pecuniary interest if you, or your spouse or civil partner, have a pecuniary interest.

- Any employment, office, trade, profession or vocation carried on for profit or gain, which you, or your spouse or civil partner undertakes.
- Any payment or provision of any other financial benefit (other than from your council or authority) made or provided within the relevant period* in respect of any expenses incurred by you in carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

*The relevant period is the 12 months ending on the day when you tell the Monitoring Officer about your disclosable pecuniary interests.

- Any contract which is made between you, or your spouse or your civil partner (or a body in which you, or your spouse or your civil partner, has a beneficial interest) and your council or authority –
 - under which goods or services are to be provided or works are to be executed; and
 - which has not been fully discharged.

- Any beneficial interest in land which you, or your spouse or your civil partner, have and which is within the area of your council or authority.
- Any licence (alone or jointly with others) which you, or your spouse or your civil partner, holds to occupy land in the area of your council or authority for a month or longer.
- Any tenancy where (to your knowledge) –
 - the landlord is your council or authority; and
 - the tenant is a body in which you, or your spouse or your civil partner, has a beneficial interest.
- Any beneficial interest which you, or your spouse or your civil partner has in securities of a body where -
 - (a) that body (to your knowledge) has a place of business or land in the area of your council or authority; and
 - (b) either -
 - the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
 - if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you, or your spouse or your civil partner, has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

If you attend a meeting at which any item of business is to be considered and you are aware that you have a **personal interest** in the matter which does not amount to a DPI, you must make verbal declaration of the existence and nature of that interest at or before the consideration of the item of business or as soon as the interest becomes apparent. You should leave the room if your continued presence is incompatible with the 7 Principles of Public Life (selflessness; integrity; objectivity; accountability; openness; honesty; and leadership).

You have a personal interest where –

- a decision in relation to that business might reasonably be regarded as affecting the well-being or financial standing (including interests in land and easements over land) of you or a member of your family or a person or an organisation with whom you have a close association to a greater extent than it would affect the majority of the Council Tax payers, ratepayers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the Authority's administrative area, or
- it relates to or is likely to affect any of the interests that are defined as DPIs but are in respect of a member of your family (other than a partner) or a person with whom you have a close association.

Guidance on declarations of interest, incorporating regulations published by the Government in relation to Disclosable Pecuniary Interests, has been circulated to you previously.

You should identify any potential interest you may have relating to business to be considered at the meeting. This will help you and anyone that you ask for advice to fully consider all the circumstances before deciding what action you should take.

In certain circumstances the Council may grant a **dispensation** to permit a Member to take part in the business of the Authority even if the member has a Disclosable Pecuniary Interest relating to that business.

To obtain a dispensation, you must write to the Monitoring Officer at least 48 hours before the meeting in question, explaining why a dispensation is sought and desirable, and specifying the period of time for which it is sought. The Monitoring Officer may consult with the Independent Person or the Council's Standards Committee in relation to a request for dispensation.

Further advice can be obtained from David Hollis, Interim Director of Legal and Governance by emailing david.hollis@sheffield.gov.uk.

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Communities, Parks and Leisure Policy Committee

Meeting held 6 February 2023

PRESENT: Councillors Richard Williams (Chair), Marieanne Elliot (Group Spokesperson), Sue Alston, Tony Downing, Alan Hooper, Bernard Little, Karen McGowan and Peter Price

1. APOLOGIES FOR ABSENCE

1.1 An apology was received from Councillor Paul Wood.

2. EXCLUSION OF PRESS AND PUBLIC

2.1 No items were identified where resolutions may be moved to exclude the public and press.

3. DECLARATIONS OF INTEREST

3.1 No interests were declared at the meeting.

4. MINUTES OF PREVIOUS MEETING

4.1 Minutes of previous meeting held on 20 Dec 2022 were agreed as an accurate record.

5. WORK PROGRAMME

5.1 The Principal Democratic Services Officer introduced the report. Attention was drawn to amendments and future work programme items. Councillor Elliot requested to add a Bio-diversity working task and finish group to the work programme and the Chair suggested that this be discussed at the next pre-agenda meeting. There was some discussion and suggestions around the timings of other future items.

5.2 RESOLVED UNANIMOUSLY: That:-

1. The Committee's work programme, as set out in Appendix 1 be agreed, including any additions and amendments identified in Part 1;
2. Consideration be given to the further additions or adjustments to the work programme presented at Part 2 of Appendix 1; and
3. Members give consideration to any further issues to be explored by officers for inclusion in Part 2 of Appendix 1 of the next work programme report, for potential addition to the work programme.

6. PUBLIC QUESTIONS AND PETITIONS

6.1 Duke Arundel submitted the following questions which was read out and responded to by the Chair:

Q1. How many known access controls are in place on Sheffield Parks & Countryside service land of: -

- a) A or K Frame type
- b) Chicanes type
- c) Other

A1. Parks and Countryside don't currently hold this information. We will however add this point to our standard assessments etc in order that the information begins to be gathered and regularly reviewed as part of site reviews and projects.

Q2. In light of the Equality Act, Section 20 and local transport note 1.20 guidance, what is the policy of this Committee towards barrier replacement to meet statutory requirements?

It should be noted as well as the aforementioned EA2010 S.20, EA2010 Section 29 outlines that it is unlawful to discontinue or not provide a service, or access to a service, on the basis of a protected characteristic. A person making use of a mobility aid or invalid carriage falls under the purview of this definition.

A2. Where possible our parks are open without entrance restrictions but there are a number of factors that make this problematic on some sites including significant anti-social behaviour issues (including but not limited to fly tipping and off-road vehicle damage). In some cases, K barriers have been necessary to improve safety on sites and removing these might exacerbate issues on site making them less safe for all users. We review access to sites and would always consider the most accessible option and replace barriers with a more accessible option if appropriate.

Q3. Does Sheffield Parks & Countryside Service or the Council's Capital Investment Teams have any planned replacement of barriers with bollards, excluding those underway on National Cycle Network 67/627?

A3. There is no ongoing or planned replacement program. When renewals are required, or other improvements are proposed in the vicinity of a barrier bollards may be considered if appropriate. This decision would be taken on a site-by-site basis.

Q4. Will the Committee be working with the new active travel commissioner to make the parks accessible for everyone, regardless of physical ability?

A4. Yes, every effort is taken to improve all sites and active travel is an important priority for this committee.

6.2 Stuart Wilson submitted the following questions which was read out and

responded to by the Chair:

Q. What is the current position regarding the provision of an indoor bowling facility as part of the new development at Springs Leisure Centre, which was due to commence in 2023?

A. We are currently reviewing the financial modelling for investment in our leisure facilities, as part of this we are taking into account the impacts of increased inflation and energy pressures. Within the investment proposals we are exploring the options for provision of an indoor bowling facility. The original planning was based on the potential to provide a facility at the Concord site when that is rebuilt. Following feedback from the indoor bowling community we are now also exploring the possibility of an indoor bowling facility being provided at Springs. More detail will be available later in the year once the financial modelling and more detailed design work for the sites has concluded.

6.3 Members gave some comments around types of frames causing issues for cyclists, people with prams and peoples in wheelchairs and a suggested a policy review on this.

7. COMMUNITY SAFETY - BRIEFING ON 'ALWAYS AN ALTERNATIVE'

7.1 The Head of Communities introduced this item and was accompanied by Angela Greenwood and Anthony, CEO of 'Always and Alternative'. A presentation was given on knife crime awareness which outlines local context, data on knife homicides, violence reduction unit, weapons disposal options and the tree of opportunity.

7.2 Members gave comments and asked questions. Responses were provided surrounding knife bins, stab proof bests, peer group pressure, impact of social media, educating young people, youth services and the possibility of adding knife crime onto the future work programme.

8. COMMUNITY SAFETY - BRIEFING ON VAWG

8.2 The Domestic and Sexual Abuse Commissioning Manager introduced this item. A presentation was given which outlined violence against women and girls and included information on Sheffield headlines around domestic abuse, sexual abuse services, domestic homicide, public health systems review of domestic abuse response in Sheffield, responses to VAWG, White Ribbon campaign, action plan: changing culture, initiatives, sexual assault referral centre, Sheffield rape and sexual abuse centre, independent domestic abuse services, refuges, perpetrators and other providers.

8.3 Members gave comments and asked questions. Responses were provided surrounding work with student unions, a spiking working group, support for older women and developing healthy attitudes.

9. ALLOTMENT SERVICE BRIEFING

- 9.1 The Allotments Manager introduced this item. A presentation was given which outlined an overview, staffing structure, demand, waiting lists across LAC areas, waiting list lengths, occupancy, budget overview, rents, rent payment options, factors impacting rent structures, creating new sites, clearing plots. Challenges ahead, engagement, historic culture, allotment societies, review of strategies, policy on burning on sites and links to local authorities.
- 9.2 Members gave comments and asked questions. Responses were provided around bonfires on sites, tenants handbook, individual plot ownerships, authority comparative prices and fires policy review. It was suggested to look at the land registry regarding plot ownership.

10. PUBLIC HEALTH PARKS INVESTMENT

10.1 The Service Manager for Parks and Countryside introduced the report where the Committee were asked to approve an extension of the existing spending principles for Parks & Countryside's Public Health. The funding is used to support sustaining and improving the quality of Sheffield's green and open spaces in areas of Sheffield with the greatest health inequalities. The report also provides context relating to the use and value of green space public health funding.

10.2 **RESOLVED UNANIMOUSLY:** That the **Communities, Parks and Leisure Policy Committee:-**

1. Approve the extension of the spending principles for Parks & Countryside's Public Health funding as described in this report to enable continued investment and renewal of Sheffield's Parks and Countryside sites.
2. Approve the spend profile for the funding as described in this report.
3. Request an annual brief to the committee on the investment plan as specific projects and opportunities are identified.

10.3 Reasons for Decision

10.3.1 The reason for the recommendation is to ensure public health funding for Sheffield's parks and green spaces continues to be focused on the priority needs of targeted communities – as defined by the spending principles and that specific project proposals will be discussed with local ward councillors and brought to committee in an annual brief. This will enable the continuation of the work of the Parks and Countryside Service's green space investment supported by public health funding to tackle green space quality and access to quality outdoor leisure facilities for communities in the most deprived areas of Sheffield. The recommendations will allow the Parks and Countryside Service to be targeted in the use of public health investment, ensuring, where possible, that return on investment is maximised, and that investments are sustainable, and consequently that benefits such as the improved health and wellbeing of communities endure for years to come.

10.4 Alternatives Considered and Rejected

- 10.4.1 There is an option to not revise these principles, however, with a changing green space landscape, it is prudent to refresh these, particularly post pandemic.

11. PARTICIPATION IN THE NORTH-WEST AND YORKSHIRE BOOK CONSORTIUM

- 11.1 The Interim Head of Libraries, Archives and Information Service introduced the report which sought authority to continue to commission library books and other materials, for Sheffield Libraries Archives and Information Service, for the next 3 years until 2026/2027 via a joint arrangement with the North-West and Yorkshire Book Consortium (NW&YBC).

- 11.2 **RESOLVED UNANIMOUSLY:** That the **Communities, Parks and Leisure Policy Committee:-**

1. Approve the commissioning and purchase of library books and other materials for the next 3 years until 2026/2027 through a joint arrangement with the North-West and Yorkshire Book Consortium (NW&YBC).

11.3 Reasons for Decision

- 11.3.1 Joining together with the 36 Authorities in the consortium, will ensure that we obtain optimum discounts and efficiencies leading to best value.
- 11.3.2 Options for the Council to purchase books and materials outside of the consortium are unlikely to secure the terms and discounts that would be on offer as part of a wider collaborative group. Additional costs would be incurred in resourcing any process and significant officer time would also be required.
- 11.3.3 It is essential that the Library Service continues to be able to provide a regular supply of new library books and other materials to our customers, both adult and children. Not having a mechanism for purchasing books and materials is not an option due to our statutory duty.
- 11.3.4 The current contracts run out on 31st May 2023. Usual practice is to order books 3 months in advance, so new orders must be placed promptly to avoid delay and meet the expectations of our customers.

11.4 Alternatives Considered and Rejected

- 11.4.1 A separate independent process by SCC would involve additional workload and costs and the likelihood of less favourable prices and terms. In previous exercises, the terms/costs achieved by the consortium framework were possible because of the number of participating authorities and the economies of scale in tendering.
- 11.4.2 Not having a mechanism for purchasing books and materials is not an Page 57
Page 6 of 6 option due to our statutory duty.

12. REVENUE BUDGET MONITORING REPORT - MONTH 8

- 12.1 The Head of Accounting introduced the report which brought the Committee up to date with the Council's financial position as at Month 8 2022/23 General Fund revenue position.
- 12.2 **RESOLVED UNANIMOUSLY:** That the **Communities, Parks and Leisure Policy Committee:-**
1. Note the Council's financial position as at the end of November 2022 (month 8)
- 12.3 **Reasons for Decision**
- 12.3.1 The paper was to bring the committee up to date with the Council's current financial position as at Month 8 2022/23.
- 12.4 **Alternatives Considered and Rejected**
- 12.4.1 The Council is required to both set a balance budget and to ensure that in-year income and expenditure are balanced. No other alternatives were considered.



Report to Communities, Parks and Leisure Committee 13th March 2023

Report of: David Hollis, Interim Director of Legal and Governance

Subject: Draft Committee Work Programme - Communities Parks and Leisure

Author of Report: Rachel Marshall, Principal Democratic Services Officer

Summary:

The Committee's Work Programme is attached at Appendix 1 for the Committee's consideration and discussion. This aims to show all known, substantive agenda items for forthcoming meetings of the Committee, to enable this committee, other committees, officers, partners and the public to plan their work with and for the Committee.

Any changes since the Committee's last meeting, including any new items, have been made in consultation with the Chair, and the document is always considered at the regular pre-meetings to which all Group Spokespersons are invited.

The following potential sources of new items are included in this report, where applicable:

- Questions and petitions from the public, including those referred from Council
- References from Council or other committees (statements formally sent for this committee's attention)
- A list of issues, each with a short summary, which have been identified by the Committee or officers as potential items but which have not yet been scheduled (See Appendix 1)

The Work Programme will remain a live document and will be brought to each Committee meeting.

Recommendations:

1. That the Committee's work programme, as set out in Appendix 1 be agreed, including any additions and amendments identified in Part 1;
2. That consideration be given to the further additions or adjustments to the work programme presented at Part 2 of Appendix 1;
3. That Members give consideration to any further issues to be explored by officers for inclusion in Part 2 of Appendix 1 of the next work programme report, for potential addition to the work programme; and

Background Papers: None

Category of Report: Open

COMMITTEE WORK PROGRAMME

1.0 Prioritisation

1.1 For practical reasons this committee has a limited amount of time each year in which to conduct its formal business. The Committee will need to prioritise firmly in order that formal meetings are used primarily for business requiring formal decisions, or which for other reasons it is felt must be conducted in a formal setting.

1.2 In order to ensure that prioritisation is effectively done, on the basis of evidence and informed advice, Members should usually avoid adding items to the work programme which do not already appear:

- In the draft work programme in Appendix 1 due to the discretion of the chair; or
- within the body of this report accompanied by a suitable amount of information.

2.0 References from Council or other Committees

2.1 Any references sent to this Committee by Council, including any public questions, petitions and motions, or other committees since the last meeting are listed here, with commentary and a proposed course of action, as appropriate:

Issue	
Referred from	
<i>Details</i>	
<i>Commentary/ Action Proposed</i>	

3.0 Member engagement, learning and policy development outside of Committee

3.1 Subject to the capacity and availability of councillors and officers, there are a range of ways in which Members can explore subjects, monitor information and develop their ideas about forthcoming decisions outside of formal meetings. Appendix 2 is an example 'menu' of some of the ways this could be done. It is entirely

appropriate that member development, exploration and policy development should in many cases take place in a private setting, to allow members to learn and formulate a position in a neutral space before bringing the issue into the public domain at a formal meeting.

2.2 Training & Skills Development - Induction programme for this committee.

Title	Description & Format	Date
Site Visits	A programme of site visits has been undertaken to key Parks and Countryside sites	24/10/22 AM 31/10/22 AM 24/11/22 Full Day
Site Visits	A programme of site visits is being arranged for Libraries	February/March 2023

Appendix 1 – Work Programme

Part 1: Proposed additions and amendments to the work programme since the last meeting:

Item	Proposed Date	Note
NEW: City Goals	March 2023	To provide and update on the development of the City Goals.
MOVED: Community Asset Transfer	Meeting 1 2023	To provide a briefing on the transfer of a Community Asset
MOVED: Community Infrastructure Levy	Meeting 1 2023	To provide an update to committee on the approach to utilising the Local proportion of CIL funding in communities
MOVED: Community Cohesion	Meeting 1 2023	To provide an update to the committee on the Community Cohesion work
NEW: Bereavement Fees and Charges	March 2023	To provide committee with an overview of new fees and charges for Bereavement Services for 2023-24
NEW: Parks and Countryside Fees and Charges	Meeting 1 2023	A number of fees and charges within Parks and Countryside need to be increased to cover rising costs (including but not limited to inflationary pressures, energy costs, and fuel prices).
NEW: Biodiversity Working Task and Finish Group	March 2023	DETAILS TO BE ADDED BY RUTH BELL

Part 2: List of other potential items not yet included in the work programme

Issues that have recently been identified by the Committee, its Chair or officers as potential items but have not yet been added to the proposed work programme. If a Councillor raises an idea in a meeting and the committee agrees under recommendation 3 that this should be explored, it will appear either in the work programme or in this section of the report at the committee's next meeting, at the discretion of the Chair.

Topic	Bereavement Strategy
Description	<p>Creation of a burials, cremation and cemetery green spaces strategy for Sheffield City Council. Further pieces of work will develop out of this, including:</p> <ul style="list-style-type: none"> - Revised cemetery policy, including memorials - City wide burial provision review and expansion plan

	<ul style="list-style-type: none"> - Cemetery standards and accreditation system (including service response to the nature emergency) - Review of the service offer to ensure services reflect the wishes of communities within the city - Review of service offer from a growth / income / technology / service development and modernisation opportunity
Lead Officer/s	Ellie Fraser
Item suggested by	Lisa Firth
Type of item	Pre-decision
Prior member engagement/ development required <i>(with reference to options in Appendix 2)</i>	Member briefing
Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 3)</i>	TBC
Lead Officer Commentary/Proposed Action(s)	TBC

Appendix 3 – Agenda Items for Forthcoming Meetings

Meeting 6	13 March 2023	Time				
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> • <i>Decision</i> • <i>Referral to decision-maker</i> • <i>Pre-decision (policy development)</i> 	<i>(re: decisions)</i> Prior member engagement/ development required	<i>(re: decisions)</i> Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date) <ul style="list-style-type: none"> • This Cttee • Another Cttee (eg S&R) • Full Council

			<ul style="list-style-type: none"> • <i>Post-decision (service performance/ monitoring)</i> 	<i>(with reference to options in Appendix 1)</i>		<ul style="list-style-type: none"> • Officer
NEW: City Goals Briefing	To provide an update to the committee on City Goals.	Diana Buckley	Briefing/Update	Requested by Committee		N/A
NEW: Library Theatre Fees	To agree an increase in fees to hire Library Theatre in Central Library	Hilary Coulson	<ul style="list-style-type: none"> • Decision 	Briefing paper for Committee papers	Consultation with hirers	This Committee
NEW: Youth Strategy	To provide an update on the progress of the Youth Strategy 2022-25	Chelsea Renehan	<ul style="list-style-type: none"> • Update on progress 	Requested by Committee	Ongoing consultation with Voluntary, Community and Faith sector partners. Engagement with young people through the Youth Cabinet and other means	N/A update to committee only
NEW: Community Services	To provide an update to the Communities, Parks and Leisure Policy Committee on the delivery of the Team Around the Person (TAP) programme	Lorraine Wood	Update	Requested by Committee	n/a	N/A For update only
NEW: Library and Archives Update	To provide an update on the Libraries and Archives Service and public consultation on opening times and We propose that the decision for the changes to opening hours for the Library	Hilary Coulson	Decision	Requested by Committee	Public consultation underway on standardising opening time	N/A

	Service is delegated to officers (within the scope detailed in the report) to ensure changes can have a full year impact as part of the 23/24 budget fees.					
NEW: Bereavement Fees and Chargers	To provide committee with an overview of new fees and charges for Bereavement Services for 2023-24. Fees and charges are reviewed annually on 1st April once the budget has been agreed by Strategy and Resources Committee for the following financial year. Bereavement fees must be publicised a minimum of 15 days prior to any changes being made in accordance with the Funerals Market Investigation Order 2021	Ellie Fraser	Update	Officer briefing at regular meetings scheduled with Chair & VC as representatives of the committee. Briefing by officer at pre committee meeting in advance if desired.	N/A	N/A

NEW: Bio-Diveristy Working Task and Finish Group						
Standing items	<ul style="list-style-type: none"> • <i>Public Questions/ Petitions</i> • <i>Work Programme</i> • <i>[any other committee-specific standing items eg finance or service monitoring]</i> 					

Meeting 1 2022/23	TBC	Time				
Topic	Description	Lead Officer/s	Type of item	<i>(re: decisions)</i> Prior member engagement/ development required <i>(with reference to options in Appendix 1)</i>	<i>(re: decisions)</i> Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date)
Lease – Parkwood Springs	Enter into a lease with operator at Parkwood Springs		Referral to Decision Maker	Committee Briefing and Briefing Paper prior to decision	Specific community consultation has been used to help inform the approach	<ul style="list-style-type: none"> • This Cttee • Another Cttee (eg S&R) • Full Council • Officer Another Committee (Charities Committee)

NEW: Ash and Larch Dieback	Briefing on current position in Sheffield	Ruth Bell	Briefing			N/A
Community Asset Transfer	Transfer of a Community Asset	Carl Mullooly	Briefing			Another committee (Strategy and Resources)
Community Infrastructure Levy	To provide an update to committee on the approach to utilising the Local proportion of CIL funding in communities	Carl Mullooly	Briefing	<i>Engagement with members through LAC chairs meeting</i>	<i>Use of Local CIL will, in part, be allocated based on consultation through Local Area Committees and other engagement of local communities</i>	N/A
Community Cohesion	To provide an update to the committee on the Community Cohesion work	Lorraine Wood	Briefing			n/a
NEW: Parks and Countryside Fees and Charges	A number of fees and charges within Parks and Countryside need to be increased to cover rising costs (including but not limited to inflationary pressures, energy costs, and fuel prices).	Ruth Bell	Decision	Officer briefing at regular meetings scheduled with Chair & VC as representatives of the committee. Briefing by officer at pre committee meeting in advance if desired.		This cttee
Standing items	<ul style="list-style-type: none"> • <i>Public Questions/ Petitions</i> • <i>Work Programme</i> 					

	<ul style="list-style-type: none"> [any other committee-specific standing items eg finance or service monitoring] 					
Revenue Monitoring Report	Update of the councils financial position 2022/23	Jane Wilby	Post-decision	N/A	N/A	N/A

Meeting 2 2022/23	TBC	Time				
Topic	Description	Lead Officer/s	Type of item	(re: decisions) Prior member engagement/ development required (with reference to options in Appendix 1)	(re: decisions) Public Participation/ Engagement approach (with reference to toolkit in Appendix 2)	Final decision-maker (& date)
Item 1			<ul style="list-style-type: none"> Decision Referral to decision-maker Pre-decision (policy development) Post-decision (service performance/ monitoring) 			<ul style="list-style-type: none"> This Cttee Another Cttee (eg S&R) Full Council Officer

Items which the committee have agreed to add to an agenda, but for which no date is yet set.						
Topic	Description	Lead Officer/s	Type of item	(re: decisions) Prior member engagement/ development required (with reference to options in Appendix 1)	(re: decisions) Public Participation/ Engagement approach (with reference to toolkit in Appendix 2)	Final decision-maker (& date)
Item 1	SUDs policy and approach	Jo Pearce	Decision	Committee Briefing and Briefing Paper prior to decision	Specific community consultation has	This committee

					been used to help inform the approach	
Item 2	Food and Healthy Weight Commissioning Model	Jessica Wilson	Decision	Committee Briefing and Briefing Paper and consultation prior to decision	Key stakeholder and Service User consultation	This Committee

Appendix 2 – Menu of options for member engagement, learning and development prior to formal Committee consideration

Members should give early consideration to the degree of pre-work needed before an item appears on a formal agenda.

All agenda items will anyway be supported by the following:

- Discussion well in advance as part of the work programme item at Pre-agenda meetings. These take place in advance of each formal meeting, before the agenda is published and they consider the full work programme, not just the immediate forthcoming meeting. They include the Chair, Vice Chair and all Group Spokespersons from the committee, with officers
- Discussion and, where required, briefing by officers at pre-committee meetings in advance of each formal meeting, after the agenda is published. These include the Chair, Vice Chair and all Group Spokespersons from the committee, with officers.
- Work Programming items on each formal agenda, as part of an annual and ongoing work programming exercise
- Full officer report on a public agenda, with time for a public discussion in committee
- Officer meetings with Chair & VC as representatives of the committee, to consider addition to the draft work programme, and later to inform the overall development of the issue and report, for the committee's consideration.

The following are examples of some of the optional ways in which the committee may wish to ensure that they are sufficiently engaged and informed prior to taking a public decision on a matter. In all cases the presumption is that these will take place in private, however some meetings could happen in public or eg be reported to the public committee at a later date.

These options are presented in approximately ascending order of the amount of resources needed to deliver them. Members must prioritise carefully, in consultation with officers, which items require what degree of involvement and information in advance of committee meetings, in order that this can be delivered within the officer capacity available.

The majority of items cannot be subject to the more involved options on this list, for reasons of officer capacity.

- Written briefing for the committee or all members (email)
- All-member newsletter (email)
- Requests for information from specific outside bodies etc.
- All-committee briefings (private or, in exceptional cases, in-committee)
- All-member briefing (virtual meeting)
- Facilitated policy development workshop (potential to invite external experts / public, see appendix 2)
- Site visits (including to services of the council)
- Task and Finish group (one at a time, one per cttee)

Furthermore, a range of public participation and engagement options are available to inform Councillors, see appendix 3.

Appendix 3 – Public engagement and participation toolkit

Public Engagement Toolkit

On 23 March 2022 Full Council agreed the following:

A toolkit to be developed for each committee to use when considering its ‘menu of options’ for ensuring the voice of the public has been central to their policy development work. Building on the developing advice from communities and Involve, committees should make sure they have a clear purpose for engagement; actively support diverse communities to engage; match methods to the audience and use a range of methods; build on what’s worked and existing intelligence (SCC and elsewhere); and be very clear to participants on the impact that engagement will have.

The list below builds on the experiences of Scrutiny Committees and latterly the Transitional Committees and will continue to develop. The toolkit includes (but is not be limited to):

- a. Public calls for evidence
- b. Issue-focused workshops with attendees from multiple backgrounds (sometimes known as ‘hackathons’) led by committees
- c. Creative use of online engagement channels
- d. Working with VCF networks (eg including the Sheffield Equality Partnership) to seek views of communities
- e. Co-design events on specific challenges or to support policy development
- f. Citizens assembly style activities
- g. Stakeholder reference groups (standing or one-off)
- h. Committee / small group visits to services
- i. Formal and informal discussion groups
- j. Facilitated communities of interest around each committee (eg a mailing list of self-identified stakeholders and interested parties with regular information about forthcoming decisions and requests for contributions or volunteers for temporary co-option)
- k. Facility for medium-term or issue-by-issue co-option from outside the Council onto Committees or Task and Finish Groups. Co-optees of this sort at Policy Committees would be non-voting.

This public engagement toolkit is intended to be a quick ‘how-to’ guide for Members and officers to use when undertaking participatory activity through committees.

It will provide an overview of the options available, including the above list, and cover:

- How to focus on purpose and who we are trying to reach
- When to use and when not to use different methods
- How to plan well and be clear to citizens what impact their voice will have
- How to manage costs, timescales, scale.

There is an expectation that Members and Officers will be giving strong consideration to the public participation and engagement options for each item on a committee’s work programme, with reference to the above list a-k.

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Report to Policy Committee

Author/Lead Officer of Report: Hilary Coulson;
Interim Head of Libraries, Archives and Information Services

Tel: 0114 474 2084

Report of: Ajman Ali, Executive Director Operational Services
Report to: Communities, Parks and Leisure
Date of Decision: 13th March 2023
Subject: Library Theatre Hire Fees Increase

Has an Equality Impact Assessment (EIA) been undertaken?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
If YES, what EIA reference number has it been given? 1485				
Has appropriate consultation taken place?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Has a Climate Impact Assessment (CIA) been undertaken?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Does the report contain confidential or exempt information?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
If YES, give details as to whether the exemption applies to the full report / part of the report and/or appendices and complete below:-				
<p><i>“The (report/appendix) is not for publication because it contains exempt information under Paragraph (insert relevant paragraph number) of Schedule 12A of the Local Government Act 1972 (as amended).”</i></p>				

Purpose of Report:

To seek approval for the proposed increase in hire fees for the use of the Library Theatre, to reflect increasing cost pressures and the need to ensure financial sustainability for the future.

Recommendations:

It is recommended that the Communities Parks and Leisure Committee:

- Approve the proposed Scale of Charges for the Library Theatre to take effect from June 2023 set out at paragraph 1.6 of the Report.

Background Papers:

Lead Officer to complete:-							
1	<table border="1"> <tr> <td rowspan="4">I have consulted the relevant departments in respect of any relevant implications indicated on the Statutory and Council Policy Checklist, and comments have been incorporated / additional forms completed / EIA completed, where required.</td> <td>Finance: Kerry Darlow</td> </tr> <tr> <td>Legal: Nadine Wynter</td> </tr> <tr> <td>Equalities & Consultation: Ed Sexton</td> </tr> <tr> <td>Climate: Jessica Rick</td> </tr> </table>	I have consulted the relevant departments in respect of any relevant implications indicated on the Statutory and Council Policy Checklist, and comments have been incorporated / additional forms completed / EIA completed, where required.	Finance: Kerry Darlow	Legal: Nadine Wynter	Equalities & Consultation: Ed Sexton	Climate: Jessica Rick	
I have consulted the relevant departments in respect of any relevant implications indicated on the Statutory and Council Policy Checklist, and comments have been incorporated / additional forms completed / EIA completed, where required.	Finance: Kerry Darlow						
	Legal: Nadine Wynter						
	Equalities & Consultation: Ed Sexton						
	Climate: Jessica Rick						
	<i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i>						
2	<table border="1"> <tr> <td>SLB member who approved submission:</td> <td>Ajman Ali</td> </tr> </table>	SLB member who approved submission:	Ajman Ali				
SLB member who approved submission:	Ajman Ali						
3	<table border="1"> <tr> <td>Committee Chair consulted:</td> <td>Richard Williams</td> </tr> </table>	Committee Chair consulted:	Richard Williams				
Committee Chair consulted:	Richard Williams						
4	<table border="1"> <tr> <td colspan="2">I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Committee by the SLB member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.</td> </tr> <tr> <td>Lead Officer Name: Hilary Coulson</td> <td>Job Title: Interim Head of Libraries Archives and Information</td> </tr> <tr> <td colspan="2">Date: 02 March 2023</td> </tr> </table>	I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Committee by the SLB member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.		Lead Officer Name: Hilary Coulson	Job Title: Interim Head of Libraries Archives and Information	Date: 02 March 2023	
I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Committee by the SLB member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.							
Lead Officer Name: Hilary Coulson	Job Title: Interim Head of Libraries Archives and Information						
Date: 02 March 2023							

1. PROPOSAL

- 1.1 The Library Theatre is a venue available for hire by members of the public, located in the basement of the Central Library on Surrey Street. It has been the home of community theatre in the city for over half a century, providing an affordable venue located in the heart of Sheffield's Theatreland that is conveniently situated, close to public transport routes and a variety of city centre hospitality venues. The Library Theatre has an audience capacity of 247. This is slightly reduced from 260 due to air filtration machines to improve ventilation.
- 1.2 The theatre has provided a platform for a wide range of community theatre groups, dance and performing arts groups, children's and youth theatre groups, schools, festivals, concerts, as well as professional and touring productions, allowing a diverse range of Sheffield's population to engage in affordable creative cultural activity.
- 1.3 Library Theatre hire fees were last increased in 2014, when fees were increased by an average of 33% to reflect increasing costs and pressures on the Library Theatre budget.
- 1.4 Following closure due to the Covid-19 pandemic, the Library Theatre reopened in June 2022 with no increase in hire fees. This was to support restarting the Theatre's event programme.
- 1.5 Since June 2022 inflation and utilities costs have increased significantly and staff salary budgets have increased in line with the 2022 NJC agreed pay award, all of which have seen the costs for operating the Library Theatre increase above the allocated budget.
- 1.6 It is therefore proposed to increase the Library Theatre Hire Fees as per the proposed Scale of Charges:

The Library Theatre – Proposed 2023-24 Scale of Charges

Setup / Rehearsal Rates

Period of Booking	Weekday	Saturday	Sunday
Morning (0900-1300)	£90 (+20%)	£120 (+20%)	£190 (+18.75%)
Afternoon (1300-1700)	£90 (+20%)	£120 (+20%)	£190 (+18.75%)
Evening (1730-2230)	£180 (+20%)	£240 (+20%)	£240 (+20%)

Performance Rates

Period of Booking	Weekday	Saturday	Sunday
Morning (0900-1300)	£150 (+25%)	£200 (+25%)	£250 (+25%)
Afternoon (1300-1700)	£150 (+25%)	£200 (+25%)	£250 (+25%)
Evening (1730-2230)	£275 (+25%)	£325 (+25%)	£375 (+25%)

Additional Hours

Period of Booking	Weekday	Saturday	Sunday
Daytime (0800-1800)	£20.00	£40.00	£50.00 (+20%)
Evening (1800-0000)	£40.00	£40.00	£50.00 (+20%)
Evening/Night (0000-0800)	£50.00 (+20%)	£50.00 (+20%)	£50.00 (+20%)

Hourly rates are available for additional time beyond the default slots listed above, or for unusual hire periods. Please note that there is a 3 hour minimum charge.

All Library Theatre Hires include a 1 hour grace period beyond the booked time on the last night of the booking for loading-out of scenery/equipment. Overruns beyond this will be charged at the hourly rates as above.

Week-long Hires:

Hirers who book the Theatre for an entire week (Sunday to Saturday) will be entitled to a 25% reduction on the charge for the Sunday. If the Theatre is let for a stage play the hirer may use the time from 10.30pm to 11.00pm without extra charge for the **dress rehearsal and final performance only**.

Off-Season Rates:

Hirers who book the Theatre during the off-season (defined as the months of January-February & August-September) will be entitled to a 25% reduction on the charge for the whole hire.

Bank Holidays:

Bank Holidays will be charged at Sunday prices.

Extras:

Piano Tuning: £40.00 + VAT

- 1.7 The proposed changes equal a 23% increase for a weekly hire. Week-long bookings are the norm, particularly amateur dramatic societies, although we will continue to offer daily hire. This will increase the average weekly rate charged to companies hiring the Library Theatre from £1788 to £2037 (including average load-in/out times and rehearsal times).
- 1.8 If fees had been increased annually since 2014 this would be equal to a 29% increase. As such, we are trying to balance high levels of inflation in recent years, whilst covering running costs and ensuring the Theatre's long-term sustainability.
- 1.9 We have endeavoured to benchmark the proposed increase against equivalent local venues. This indicates that the Library Theatre will remain the most affordable Theatre for hire in the city centre after the proposed increases are in place.
- 1.10 The increase would come into effect from 3 months after the decision on fees is made to allow companies to factor this into ticket prices if needed.
- 1.11 In future years, the Library Theatre hire fees will be considered alongside wider fees and charges for the Service and reviewed as part of the Council's budget setting process.

2. HOW DOES THIS DECISION CONTRIBUTE?

- 2.1 A thriving Library Theatre contributes towards the Corporate Plan in terms of helping to boost the City Centre night-time economy by driving visits to the City Centre, and thereby bringing ancillary benefits in the form of driving business to local restaurants, bars, car parks, public transport and the like.
- 2.2 A report produced by consultants Chamberlain Walker for the South Yorkshire Mayor's office (<https://www.sheffieldculture.co.uk/wp-content/uploads/2021/04/Sheffield-CR-Culture-Arts-and-Heritage-Report-final.pdf>) found that Sheffield's Culture, Arts and Heritage sector makes a substantial direct and indirect contribution to both the local economy and to individual wellbeing, and that it was well placed to play an important role in the economic recovery of the city despite having been badly hit by the pandemic.
- 2.3 The benefits to individual wellbeing of participation in cultural life have also been well established, including improved mental health, reductions in social isolation and strengthening community cohesion.

3. HAS THERE BEEN ANY CONSULTATION?

- 3.1 A survey has been sent to regular / recent / upcoming Library Theatre hirers (around 20 companies) inviting them to respond to a short series of questions regarding the impact of the proposed increases on their activities.

- 3.2 All respondents accepted the proposed increase, rather than opting for a lower fee increase; reflecting the need to make some improvements to the Theatre's technical equipment. It is worth noting that overall number of respondents is small (with 4 responses – 20% return rate)
- 3.3 The survey also asked hirers' what the likely impact of the increase would be on their use of the Theatre and on their own audiences. Responses indicated that the impact of the proposed fee increase would mean a slight rise in ticket prices by £1-£2 per ticket (for the majority). No responses said the fee increase would mean they would stop or reduce their use of the Theatre.

4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION

4.1 Equality Implications

- 4.1.1 Access to an affordable Cultural offer in the City Centre is essential to all who live in Sheffield. The Library Theatre has been part of this offer for many years. The increase in fees will have an impact on those who hire the Theatre and everyone who has attended or proposes to attend a performance, especially during the current cost of living crisis.
- 4.1.2 In mitigation the increase has been kept to a minimum to cover the increased operating costs, and make some minor improvements, aimed at making the venue a welcoming space for all who use it. It would still remain the lowest priced City Centre performance venue both for hirers and audiences.
- 4.1.3 An Equality Impact Assessment has been completed. This assesses that the proposal would have low impact on voluntary groups hiring the theatre (supported by the consultation findings) and on audience members, who will see costs passed on through estimated £1-£2 ticked price increases (which would still make the Library Theatre cheaper than alternatives). The EIA also identified the potential to assess whether an increase in Hire Fee may make possible small improvements to the experience of audience members (for example, people with hidden disabilities).
- 4.1.4 However, the EIA will need to be reviewed in-line with monitoring of the effects of the decision.

4.2 Financial and Commercial Implications

- 4.2.1 In 2223 the Library Theatre is expecting to achieve just under £14K of hire and lettings income vs a £18K budget. Increasing Library Theatre Hire Fees should help the service achieve it's current income target and also help mitigate future rising costs of running the venue.

4.3 Legal Implications

- 4.3.1 Section 20 of the Public Libraries and Museums Act 1964 gives the Local Authority the power to allow its premises to be used for the holding of meetings and exhibitions, the showing of films and slides, the giving of musical performances, and the holding of other events of an educational or cultural nature. This section also allows the Local Authority to charge for use of its premises.

4.4 Climate Implications

- 4.4.1 A Climate Impact Assessment is not required in relation to the proposal to increase the Library Theatre hire charges.

The outcome of consultation with current and past Theatre hirers favoured increasing the hire charges by 23%. This would cover the increase in utilities and staffing costs and allow for the replacement of some equipment, and or, make improvements to some of the facilities. At this point, any proposed improvements would be assessed to consider the impact they would make in helping us to work towards net carbon zero.

These should not only enhance the facilities but help to reduce the running costs of the Theatre.

4.5 Other Implications

There are no other implications

5. **ALTERNATIVE OPTIONS CONSIDERED**

- 5.1 The option of keeping fees at their current level was considered. However, this would put the Library Theatre in a situation where it will cease to cover its running costs and will no longer be financially viable. Removing the Library Theatre as a venue would reduce the options for lower priced venues and have a particular impact on amateur dramatic and community group performances.
- 5.2 The Library Theatre's bar prices have been increased to raise revenue and reflect increasing costs of stocking the bar. However, this is not a viable alternative option for the longer term, as the bar cannot generate sufficient revenue on its own to cover the wider increased running costs.

6. **REASONS FOR RECOMMENDATIONS**

- 6.1 It is recommended that Committee approve proposed increase to Library Theatre Hire Fees.

6.2 It is recommended that this increase comes into effect 3 months after Committee make their decision.

Report title: Libraries, Archives and Information Services (LAIS) – Update for Communities, Parks and Leisure Policy Committee

Report author: Hilary Coulson / Sarah Norton / Lynne Richardson

Board date: 13th March 2023

What is the purpose of the update to the Communities, Parks and Leisure Policy Committee?

Update on the Strategic Review of Libraries	To provide an update on the Libraries and Archives Service re-design and the public consultation on our proposal to extend the current half day opening so Libraries are open for 5 full days, increasing opening hours from 31 to 34 hours per week for all council run community libraries. Note the opening hours of our Central Library are not proposed for change.
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What is the issue and how does it relate to the Delivery Plan and this committee's workplan?

A 2 phased approach to balancing Committee budget and a longer term strategy for SCC libraries	As part of the budget setting process for 2022/23 members requested LAIS be one of the service areas considered for a Strategic Review. In addition, the 2023/24 committee budget was balanced on the assumption that the first phase of this strategic review (including the changes to opening hours) would be delivered in early 2023.
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What are the proposed changes to library opening times?	<p>The proposal is to align the opening times of SCC's 11 Community Hub Libraries.. The libraries are: Chapelton, Crystal Peaks, Darnall, Ecclesall, Firth Park, Highfield, Hillsborough, Manor, Parson Cross, Stocksbridge, Woodseats. (Central Library is unaffected as are Volunteer-run Libraries across the city).</p> <p>We are doing this to make sure we can use our staffing more flexibly to keep our libraries open during their published opening times and better reflect demand patterns of our customers – for example we know more people use the libraries in the mornings and very few later in the afternoon. We are proposing that all 11 Council Community Libraries are open on the same days and times as follows:</p>
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- Monday 10am-5pm
- Tuesday 10am-5pm
- Wednesday 10am-5pm
- Thursday - closed
- Friday 10am-5pm
- Saturday 10am-4pm
- Sunday - closed

The changes on Mondays will impact all Community Hub Libraries and closing on a Thursday will affect 5 Libraries.

How the proposed opening days and times were determined

We analysed book lending data to find out when our customers use libraries the most .

The community hub libraries are currently open for 31 hours in total, with a half day opening, one closed day and one late opening to 6.30pm which occur on different days. All libraries are open on Saturday 10am to 4pm. The closed day is generally on a Wednesday or a Thursday. To determine which days were the most popular (in terms of book issues), we took the issue figures between January and August 2022, and calculated the issues per hour open to determine the most popular days for book borrowing. This suggested the day we should close should be a Thursday, and as half of the community hub libraries are already closed on this day, the change would be less disruptive.

A similar exercise was developed to identify what time of day is most popular for book borrowing using a frequency and weighting calculation, which clearly showed a significant reduction in book borrowing after 5pm, and again after 6pm. Mornings are most popular across all libraries.

What has the consultation told us?

Consultation began on 10th January and concluded on 26th February 2023 and there were 1271 responses to our survey which could be completed online via Citizen Space, and paper copies of the survey were available in each library. The survey was promoted in each library and library staff attended meetings of the Local Area Committees to engage with members of the public and promote the consultation. Library staff also attended the Diversity event at the Town Hall on 6th February.

For the majority of respondents the change in the opening hours **will not** impact them, with 45% indicating “no change”. 22% of respondents said they would use the library service more, and 17% said they would use it less. Therefore, a potential net gain in usage of 5% by adopting the proposal.

Option	Total	Percent
I will use library services more	279	21.95%
I will use library services less	212	16.68%
No change	578	45.48%
I'm not sure	182	14.32%
Not Answered	20	1.57%

In the free text ‘Any Other Comments’ section, a common response was the suggestion that we need to retain a late night with 174 comments (which is 14% of all responses). However, the majority of these comments expressed they didn’t need to use the late night themselves, they just felt it is important for people who work. However, there were 20 comments from respondents who said it would have a direct detrimental impact on their use of the library service.

What about the people who said they will stop using libraries?

We need to consider how we can provide a quality service for the 17% of respondents who said they would use the library less because of our proposed changes

It is important to look at the 17% who said they would use the service less and whether this impact can be mitigated. The following section looks at alternative ways our customers can access library services.

E-books and e-magazines: In recent years the service has grown and developed its e-book and magazine offer (particularly over the pandemic period) which enables customers to access free library books on their own devices at any time of the day. This service is particularly suitable for people who find it difficult to visit the library in person. There were 251 respondents who said they use e-books and magazines. Looking at the 20 respondents who highlighted their inability to use the service if the proposals go ahead, only 3 indicated they use the e-library services. Therefore, there is scope for promoting and encouraging library users who work to access this service.

Saturday Opening: There is no change to the Saturday opening hours which is 10am until 4pm. People who work during normal office hours during the week would still be able to access the library on a Saturday.

Order and Collect: During the Pandemic the library service developed an 'order and collect' service where library staff choose books to a profile chosen by the customer. Therefore, if customers don't have time to browse the shelves of libraries, this can still be an alternative solution.

Drop boxes: Drop boxes were suggested by a small number of respondents, and this could be implemented. This would mean customers can drop off their books at any time of the day.

Key holding: The survey included comments from customers who attend groups and activities on a Thursday who were concerned about the activity not continuing. In line with our room hire policy, groups and organisations can hire our community rooms and spaces outside of library opening times, and this would include a Thursday or any evening. The only difference would be the requirement for the group to open and close the library themselves. Alternatively, the group or activity can move to another day.

Home Library Service: The Home Library Service is available to anyone who is unable to attend a library in person. This means that people whose work hours prohibit them attending a library could get library books delivered to their home, and if they are not working from home the books can be left with neighbours or put into a safe storage space.

Central Library: Central library is not affected by the proposal and would continue to open every day except Sunday, with a late evening until 8pm on a Wednesday.

Volunteer run libraries: Volunteer run libraries are unaffected by this proposal, and some will be open on a Thursday and possibly on an evening. Library books reserved on our library catalogue can be picked up at any library including a volunteer run library. Books can also be returned to any Sheffield City Council run library or volunteer run library in Sheffield.

Events and activities: It is very rare for events and activities to take place between 5.00pm and 6.30pm, and therefore customers who can only attend at this time are highly unlikely to be attending for this purpose and therefore no mitigation is required. However, we welcome groups and organisations hiring

our libraries outside of opening hours and offering community activities in the evening.

Alternative options

What other options have we considered?

We have considered not making any changes to our opening hours. However, the way our service is currently structured, coupled with our available budget resources, mean that we do not offer our customers a consistently high quality service. This includes, sometimes having to close our libraries at short notice because we cannot provide the right resources.

The council cannot afford to open our libraries for 6 days each and for a late evening and so we have had to consider the options using the feedback from our customers.

There may be opportunities to integrate and co-locate library services with other government and partner agencies who share library values in the future and we will continue to explore these opportunities.

Any changes would need to include an impact assessment for customers and would be subject to further consultation.

What consideration is being given to impacts, including legal, statutory and any wider issues or risks?

Impact on statutory provision

DCMS as statutory superintendent will be kept informed at each stage of any change and will act as a critical friend. There are risks with making any changes to the current provision because libraries are more than just a place to borrow books; they offer community meeting space, events that tackle isolation and support speech & language development in early years, access to IT for those who don't own their own equipment and/or can't access the internet and are key provider of Sheffield's Warm Spaces. We hope that by making these changes to opening hours, we will extend the availability of library benefits and we will of course keep the changes under review.