

SHEFFIELD CITY COUNCIL

POLICY COMMITTEE DECISION RECORD

The following decisions were taken on Monday 25 September 2023 by the Communities, Parks and Leisure Policy Committee.

Item No

8. **2023/24 Q1 BUDGET MONITORING**

8.1 The Senior Finance Manager introduced the report which brought the Committee up to date with the Council's outturn position for Q1 2023/24 General Fund revenue position.

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

1. The Committee is asked to note the updated information and management actions provided by this report on the Q1 2023/24 Revenue Budget Outturn as described in this report.

8.3 **Reasons for Decision**

8.3.1 To record formally changes to the Revenue Budget.

8.4 **Alternatives Considered and Rejected**

8.4.1 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.

9. **LIBRARIES APPROACH TO COLLECTIONS AND STOCK MANAGEMENT**

9.1 The Head of Libraries, Archies and Information Services introduced the report which outlined that Sheffield City Council had not previously had a documented approach to Collection Management in the Libraries, Archives and Information Service.

By Collection Management it was meant how they select, manage, promote and dispose of library stock, including hard copy books, electronic books, magazines and newspapers.

The service has been operating within this framework for a number of years, which is in line with other Library Authorities across the UK. As part of our commitment to being open and transparent we are seeking approval of the framework in order to make this publicly available.

The Framework applies to statutory Libraries within Sheffield and also covers the Co-delivered Libraries, where the Libraries, Archives and Information Service purchase new materials.

As all Libraries use the library catalogue, all material on the catalogue must follow the principles and spirit of the Collection Management Framework.

Note: The Library Collection Management Framework covers library materials including the Local Studies Library. The City Archive collections are covered by an

existing policy document.

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

1. To approve and endorse the content in the Library Collection Management Framework.

9.3 **Reasons for Decision**

9.3.1 We are bringing our Collection Management Framework to Committee for approval. We have been following this approach, which is in line with other Library Authorities and supports the 2005 national Chartered Institute of Library and Information Professionals (CILIP's) statement on intellectual freedom. To increase openness and transparency we are documenting this approach to inform staff, customers, Elected Members of the Committee and the wider public.

9.4 **Alternatives Considered and Rejected**

9.4.1 Not applicable.

10. **AMENDMENT TO BEREAVEMENT SERVICES FEES AND CHARGES**

10.1 The Head of Bereavement and Coronial Services introduced the short report which was to outline and correct an error in the Bereavement Services Fees and Charges, approved on 13/03/2023.

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

1. Note the typographical error in the report on Bereavement Services Fees and Charges, considered on 13 March 2023 in which the width of a coffin priced £125 was referred to as 600mm up to 7600mm in width.
2. Authorise the correction to Coffins over 600mm up to 760mm in width - £125.

10.3 **Reasons for Decision**

10.3.1 To bring the formal decision in line with what was intended and what has been applied by the service.

10.4 **Alternatives Considered and Rejected**

10.4.1 None.