

---

# NOTICE OF MEETING

---

**CABINET MEMBER FOR CULTURE, LEISURE AND SPORT**

**FRIDAY, 28 APRIL 2017 AT 9.00 AM**

**THE EXECUTIVE MEETING ROOM - THIRD FLOOR, THE GUILDHALL**

Telephone enquiries to Lisa Gallacher 02392 834056  
Email: [lisa.gallacher@portsmouthcc.gov.uk](mailto:lisa.gallacher@portsmouthcc.gov.uk)

If any member of the public wishing to attend the meeting has access requirements, please notify the contact named above.

---

**CABINET MEMBER FOR CULTURE, LEISURE AND SPORT**

Councillor Linda Symes (Conservative)

## **Group Spokespersons**

Councillor Lee Hunt, Liberal Democrat  
Councillor Stephen Morgan, Labour  
Councillor Julie Bird, UK Independence Party

---

(NB This Agenda should be retained for future reference with the minutes of this meeting.)

Please note that the agenda, minutes and non-exempt reports are available to view online on the Portsmouth City Council website: [www.portsmouth.gov.uk](http://www.portsmouth.gov.uk)

**Written deputations by members of the public may be made on any item where a decision is going to be taken. The request should be made in writing to the contact officer (above) by 12 noon of the working day before the meeting, and must include the purpose of the deputation (for example, for or against the recommendations). Email requests are accepted.**

## **AGENDA**

- 1 Apologies for absence**
- 2 Declarations of interest**
- 3 Portsmouth City Council Sports Facilities Strategy 2017-2027 (Pages 5 - 24)**

Purpose of report

To present the strategy for future provision of sports facilities in the city over the next decade.

**RECOMMENDED**

- (1) That the attached Sports Facilities Strategy 2017-2027 is adopted as the key document to guide future planning and decision making around sports facilities.**
- (2) That the 10-point strategic recommendations and underpinning action plan are agreed as the basis for work on sports facilities in the short to medium term.**

**4 Libraries and Archives Update report (Pages 25 - 38)**

Purpose of report

- (1) To update and inform the Cabinet Member for Culture, Leisure and Sport of the work carried out by the Portsmouth Library and Archives Services in the last twelve months, i.e. April 2016 to March 2017
- (2) To update on the activities undertaken to address the recommendations for action agreed in the 2016 Libraries and Archives Update Report.
- (3) To make recommendations for additional actions to be undertaken in Portsmouth Libraries and Archives in line with the Operations Plan for the period 2017/18.

**RECOMMENDED**

- 2.1 That the updates to the agreed actions from the Portsmouth Libraries and Archives Annual Update Report 2016/17, shown at 3 be noted.**
- 2.2 That the following actions and activities at 2.2 .1 - 9 be carried forward from the previous year to be delivered or continued in 2017/18:**
  - 2.2.1 Deliver annual budget savings 2017/18.**
  - 2.2.2 Increase volunteer hours with the Library and Archive Services by 5% annually.**
  - 2.2.3 Develop and agree a policy for the identification, safe storage and management of "Born Digital" archive for Portsmouth.**
  - 2.2.4 Continue to develop the health and wellbeing library offer and specialist collections, concentrating on the development of a central Health Hub and information leaflet presentations to be developed in partnership with other agencies.**
  - 2.2.5 Continue the delivery of digital archives project with a procured external provider.**

- 2.2.6** Move the key communication model, with library users from post to email, with charges at cost for postal communication from April 2018. This has been delayed from the previous report due to delays in improving the Library Management System
- 2.2.7** Develop and expand the Friends Group programme specifically targeting Cosham and North End in 2017/18.
- 2.2.8** Continue the delivery and development of the following annual events:
- BookFest Book Festival
  - Portsmouth History Fair/Archives Week event
  - Summer Reading Challenge, with emphasis on increasing the number and diversity of participants
  - Portsmouth Book Awards for Picture Books, Shorter Novel and Longer Novel
  - Portsmouth Literature Quizzes
  - Schools Library Service "Meet the Author" Programme
- 2.3** The following recommendations for action are added to the Library Operations Plan for the forthcoming year 2017/18 to be delivered within existing budgets or subject to the identification of additional funding:
- 2.3.1** Make the following improvements to the Library Management System:
- 2.3.1.1** Upgrade from Spydus 8 to Spydus 10 including the addition of modules as below:
- Events and ticket sale
  - Auto EDI
  - Volunteer access
  - Mobile App
- 2.3.1.2** Upload the Archive Calm catalogue to Spydus 10 and develop web access, subject to the identification of funding
- 2.3.2** Deliver works to update the Southsea Library café and create a storytelling centre within the children's library and repair the front access doors - funding is already in place for this
- 2.3.3** Deliver works to Beddow Library providing disabled access to the garden area and improvements to the space - funding is already in place for this.
- 2.3.4** Work with adult social care to develop a trainee scheme to

**enable adults with learning difficulties to gain work experience in libraries**

- 2.3.5 Develop a programme of funding applications to supplement activity and support for existing agendas**
- 2.3.6 Conduct a Mobile Library Review to maximise use of the vehicle and reach a more diverse demographic.**
- 2.3.7 Establish a focus group mechanism to feedback on stock preference and purchase**
- 2.3.8 Explore the development of a separate web site to be shared by Schools Library Service, the Public Library Service and Portsmouth Archive.**

## **5 Libraries and Archives Service Website (Pages 39 - 48)**

Purpose of report

To inform the Cabinet Member on Library and Archive Service plans to improve online engagement with customers, outline the wider strategic aims and objectives and to recommend the development of an external website which will help achieve these.

### **RECOMMENDED**

- (1) That the Cabinet Member for Culture, Leisure and Sport approves the submission of a business plan to the PCC Web Board, supporting the development of an external website and related functionality to improve Library and Archive Service engagement with its customers.**
- (2) That the Cabinet Member for Culture, Leisure and Sport agrees to the underspend of £40K from the Schools Library Service being allocated to this joint project to convey benefit on Public Libraries and Archives as well as its own Traded Service.**

Members of the public are now permitted to use both audio visual recording devices and social media during this meeting, on the understanding that it neither disrupts the meeting or records those stating explicitly that they do not wish to be recorded. Guidance on the use of devices at meetings open to the public is available on the Council's website and posters on the wall of the meeting's venue.