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# NOTICE OF MEETING

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**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.

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**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

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(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.

# Agenda Item 3



Portsmouth  
CITY COUNCIL

**Title of meeting:** Culture, Leisure and Sport Decision Meeting

**Date of meeting:** 28<sup>th</sup> April 2017

**Subject:** Portsmouth City Council Sports Facilities Strategy 2017-2027

**Report by:** Director of Culture and City Development

**Wards affected:** All

**Key decision:** Yes

**Full Council decision:** No

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## 1. Purpose of report

- 1.1 The purpose of the report is to present the strategy for future provision of sports facilities in the city over the next decade.

## 2. Recommendations

- 2.1 That the attached Sports Facilities Strategy 2017-2027 is adopted as the key document to guide future planning and decision-making around sports facilities.
- 2.2 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.

## 3. Background

- 3.1 In 2015, Portsmouth City Council identified a need to consider the future of its leisure stock. It was agreed that in order to inform any discussions and decisions both internally and externally, there was a need to develop a detailed and robust Facility Strategy. A number of other stakeholders in the city, such as the University, were also considering their options for facility provision and the authority was keen to ensure that all potential issues and opportunities for partnership working are considered. There was a strong commitment from members to explore the options for enhancing the facilities available to the local community across the city, and the opportunity to link the findings of the work on leisure facilities to the refresh of the Portsmouth Plan. Work was also underway to determine the value for money provided by the leisure operating contract in place at that time.
- 3.2 Initial impressions were that there was a good level of facility provision across the city from a quantity perspective, but that there were some gaps in certain key areas that should be reviewed and analysed. For example, Eastney Swimming Pool was built in 1904 and was identified as an ageing facility that,

despite investment into the site over the years, does not meet the demands from our community for a modern attractive facility that offers a range of opportunities.

- 3.3 It was also estimated that in the next few years, our facilities will require further significant Council investment, and it was felt that there was a need to carry out work to ensure that informed strategic decisions could be taken about the options for our facilities, including consideration being given to the refurbishment of current centres, potential rationalisation and the development of new modern facilities. There was also a need to understand where opportunities could exist for partnership with other key stakeholders in the city.
- 3.4 It was agreed that undertaking a detailed facilities study would provide the Council with a robust evidence base, needs case and clear recommendations. Sport England were supportive of this process, and awarded £10,000 to Portsmouth City Council to fund a detailed study into existing facilities, that will identify recommendations. This was matched by the city council. External consultancy support was engaged from Strategic Leisure Limited to carry out this process, which took full account of Sport England's "*Assessing Needs and Opportunities*" guidance. At the same time, work was also commissioned on a Playing Pitch Strategy (again with some Sport England support) and an Open Space Strategy to complement the indoor facilities work, ensuring that we have a complete evidence base for our work in this area.

#### **4. Reasons for recommendations**

- 4.1 The Strategy has been developed using the Sport England Assessing Needs and Opportunities Guidance (ANOG), published in 2014. The scope of the work has included analysis of provision in the city for:
- Sports Halls
  - Swimming Pools
  - Health and Fitness
  - Indoor Tennis
  - Squash
  - Table Tennis
  - Gymnastics
  - Indoor Bowls
- 4.2 In addition to purpose built facilities, consideration is given to the role in meeting local need of community assets (including community halls) and education facilities. The development of the strategy has been informed and influenced by a number of other key national and local strategies and policies.
- 4.3 The current level and nature of facility provision in Portsmouth has been assessed, and compared with information held in other sources, including the Active Places database, the Sport England Facility Planning Model (FPM) and

the local sports profile data provided by Sport England. This includes consideration of:

- Quantity - how many of each type of facility are there?
- Quality - the age and condition of facilities
- Accessibility - who owns and operates the facilities, facility location and catchment areas
- Availability - whether the facilities are available to all residents, and whether there is pay and play access.

4.4 Quality audits, comprising an independent visual assessment of the quality and condition of facilities were undertaken in accordance with a methodology developed by Sport England. Consultation was undertaken with National Governing Bodies (NGBs) to identify their views on the need for sports hall provision in Portsmouth, and sports clubs active in the city. Supply and demand analysis (including projected future demand) has been undertaken, using methodologies appropriate to the nature of facility in question.

4.5 The key conclusions arising from this work are set out in detail in the full Sports Facilities Document, but the key findings are:

- In relation to sports halls, the main issues that need to be addressed are accessibility (both in terms of location and times of availability) and facility quality.
- There is an undersupply of water space available for pay and play usage
- There is an undersupply of pay and play health and fitness facilities
- There is good provision for a range of other indoor facilities, but a need to invest - or support investment - in some provision to ensure at least the current level of provision can be maintained.

4.5 In terms of developing a strategy for future provision, there are two overarching principles that should guide this:

- Ensure all residents in all areas of Portsmouth have pay and play access to good quality local accessible and affordable provision
- Ensure that public money is invested strategically to ensure economic viability and sustainability of provision.

4.6 This will be achieved through:

- Ensuring that existing, and any new, sports facilities on education sites provide a balance of opportunities for community access - both pay and play and club use
- Replacing and refurbishing ageing facilities where updated provision is required - and all new and refurbished provision should be designed and developed based on Sport England and NGB guidance and be fully inclusive.
- Considering opportunities to rationalise provision where new, fit for purpose facilities can replace or improve existing buildings (but maintain at least current levels of provision in areas of undersupply).
- Making better use of existing facilities

- Investing strategically in existing provision to improve quality
- Where possible, making facilities available closer to where people live, with a focus on improving access to multi-purpose halls.

4.7 These principles have guided the formulation of recommendations to respond to the findings of site audits, consultation and policy analysis. This strategy will be supported by additional strategies in relation to sport and physical activity in the city, including the Playing Pitch Strategy due for completion later in 2017. A detailed action plan is in place setting out how the recommendations can be implemented. The implementation of the strategy will be monitored on a regular basis, and the strategy will be reviewed and refreshed at five-yearly intervals.

## 5. Equality impact assessment

5.1 A preliminary EIA was completed for the document and concluded that there will be no negative impact on any of the protected characteristics arising from the strategy. Any individual projects arising from the strategy will be subject to impact assessments in their own right. The preliminary EIA is attached as Appendix 2.

## 6. Legal implications

6.1 The strategy articulates how the local authority will deploy its resources and structure its working in support of achieving a range of objectives related to sports facilities. This is not a statutory function of the authority.

6.2 The Cabinet Member has the authority to approve the recommendations proposed.

## 7. Director of Finance's comments

7.1 Any proposals that are going to be taken forward as a result of the consideration of this strategy will be assessed from an operational and financial perspective. Any proposals that have financial implications will be appraised and any required funding will need to be identified. Currently there is no dedicated funding set aside for the implementation of proposals contained within the sports facilities strategy.

.....  
**Signed by:**  
**Stephen Baily**  
**Director of Culture and City Development**



**Appendices:**

Appendix 1 - Sports Facilities Strategy Executive Summary

Appendix 2 - Preliminary EIA

**Background list of documents: Section 100D of the Local Government Act 1972**

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by ..... on .....

.....  
Signed by:  
**Cabinet Member for Culture Leisure and Sport**

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## **Appendix 1**

### **Portsmouth City Council Sports Facility Strategy 2017-2027**

#### **Executive Summary**

##### **Background**

This Sports Facility Strategy is one of three being developed for the city of Portsmouth, providing an evidence base for the Portsmouth Plan in respect of indoor and outdoor sports facilities and open space.

Portsmouth is a largely flat, compact city benefiting from the South's moderate climate, which makes it ideal for activities such as running and cycling, as well as major events such as the city's triathlon. Portsmouth has a range of great sporting facilities, and a diverse range of sports festivals and events, including cycling and sailing. There are already many sporting events that add to the identity of Portsmouth as a Great Waterfront City, such as the Great South Run. In 2015 and 2016, these were augmented by America's Cup World Series events, world class sailing regattas that promoted Portsmouth's international profile.

Facilitating opportunities for sports participation is crucial to supporting active lifestyles. The city is ranked 63<sup>rd</sup> most deprived out of 326 local authorities in England (IMD, 2015) although there are specific wards in the city where deprivation is much higher. In Charles Dickens ward, for example, more than 35% of the population is considered to be income deprived. We also know that in general, the health of people in Portsmouth is worse than the rest of England, and there are significant health inequalities in the city. The provision of high quality, accessible sports facilities and opportunities to be physically active have a role to play in addressing local health inequalities.

The purpose in developing the Sports Facility Strategy is to inform, provide evidence for and make recommendations in relation to:

- Planning policies
- Allocation of money collected through financial contributions from developers towards provision of open space and facilities
- Applications for external funding for improvements to existing facilities and new projects; and
- A strategy and prioritised action plan, including a vision, objectives and recommendations on future provision, funding and management of sports and recreation facilities in the city.

The key local drivers are:

- The need for an evidence base to aid planning and decision-making, in the light of future projected population growth
- The changing role of the local authority in relation to the Public Health agenda
- The need to be more competitive and commercial as the leisure industry changes and given PCC's revenue position
- To ensure value for money in provision of city council leisure services

- Describing a vision for the future of aging facilities, such as the Pyramids and Eastney swimming facilities
- The need to grow opportunities for participation in sport and physical activity in inner city areas, taking account of low income levels
- Identifying the future role of education sites in providing sport and leisure facilities .

It is clear that the council must manage on much less funding from Government than in previous years. Increased financial pressures are likely to result from changes to welfare benefits, greater demand for social care and the duty to improve the public's health. The strategy must contribute to addressing health inequalities by promoting participation in sport and physical activity, but also take into account the constraints on local authority budgets and future needs, so that any action plan is deliverable and sustainable.

### **Methodology and scope**

The Strategy has been developed using the Sport England Assessing Needs and Opportunities Guidance (ANOG), published in 2014. The scope of the work has included analysis of provision in the city for:

- Sports Halls
- Swimming Pools
- Health and Fitness
- Indoor Tennis
- Squash
- Table Tennis
- Gymnastics
- Indoor Bowls

In addition to purpose built facilities, consideration is given to the role in meeting local need of community assets (including community halls) and education facilities. The Strategy covers the administrative area of Portsmouth, but references areas outside the city boundaries as appropriate. The development of the strategy has been informed and influenced by a number of other key national and local strategies and policies, including:

- National planning policy framework
- Sport England Strategy 2016 "Towards an Active Nation"
- A new strategy for sport - Department of Culture, Media and Sport
- The Portsmouth Plan
- Joint Health and Wellbeing Strategy (and associated Joint Strategic Needs Assessment)
- Children's Trust Plan
- Local Transport Plan
- Population profiles and projections

Taken together, these policies identify that:

- Portsmouth is a densely populated city
- There is a higher proportion of young people in the city than the national average (as a consequence of the university) and a growing number of older people (aged 65 and above).

- There are significant health inequalities by area and gender; with particular need concentrated in the north-west and centre of the city.
- Sport participation rates in the city - including in clubs, tuition and coaching - are below national averages amongst adults, and female participation has declined.
- Satisfaction with local sports provision has declines, and is consistently below regional and national averages.

### **Existing facility provision**

The current level and nature of facility provision in Portsmouth has been assessed, and compared with information held in other sources, including the Active Places database, the Sport England Facility Planning Model (FPM) and the local sports profile data provided by Sport England. This includes consideration of:

- Quantity - how many of each type of facility are there?
- Quality - the age and condition of facilities
- Accessibility - who owns and operates the facilities, facility location and catchment areas
- Availability - whether the facilities are available to all residents, and whether there is pay and play access.

Quality audits, comprising an independent visual assessment of the quality and condition of facilities were undertaken in accordance with a methodology developed by Sport England.

Consultation was undertaken with National Governing Bodies (NGBs) to identify their views on the need for sports hall provision in Portsmouth, and sports clubs active in the city. Supply and demand analysis (including projected future demand) has been undertaken, using methodologies appropriate to the nature of facility in question.

The key conclusions arising from this work are:

#### Sports Halls

There are 39 sport and activity halls in the city, over 26 sites. 23 of these are "strategic sized" halls (i.e. 3 courts or more). However, only 13 of these provide for pay and play access; and areas in the north and north east of the city are outside a 20 minute drive time of a pay and play, community accessible facility.

Geographically, strategic size sports halls are distributed across the city, with the majority on education sites with limited daytime access. There is one formal dual-use arrangement in place. There are 16 activity halls, of which 7 offer pay and play access; 9 offer community access, but tend to be used by clubs and organisations. There are also a number of community centres in the city which are used for a wide range of cultural, leisure and social uses.

The FPM identifies a very slight undersupply of badminton courts in the city (-0.38), but when factors such as community access are taken into account this undersupply increases to -9.64 courts for the current population.

In relation to sports halls, the main issues that need to be addressed are accessibility (both in terms of location and times of availability ) and facility quality.

## Swimming Pools

There are 20 pools in the city, over 14 sites (main pools, learner pools, leisure pools and lidos). 7 of these are strategic sized (6 lane x 20m+). The majority of the city's residents have pay and play access to these sites within a 20 minute drive-time, with the exception of residents in the extreme north and north east. Of the 20 pools, a number of these are operated by BH Live on behalf of Portsmouth City Council.

Two of these facilities - Eastney Swimming Pool and the Pyramids - are ageing. Eastney was built in 1904 - at 112 years old, this will need extensive refurbishment or replacement in the short to medium term. The Pyramids is now 28 years old and needs consideration given its age and condition. Pools on education sites are also ageing, although there is potential to further improve the recently refurbished St Edmund's site.

The FPM identifies an over-supply of water space in the city, of around +232.27 sq m (equivalent to just over one 25m pool with four lanes). However, if the water space available only for sports clubs/community associations use, and that provided commercially (eg. membership only pools) is excluded, then the amount of community accessible water space reduces significantly to below what the current population demands, and what will be demanded in the future (by around three 25m pools with 4 lanes). This is significant given the profile of the local community, where many residents may find it difficult to sustain a membership of a private organisation.

NGBs and local clubs raise a number of operational issues - mainly that despite existing levels of water space in the city, clubs want more time and need more time if they are to increase their membership. This is identified as a key issue for water polo, swimming clubs and synchronised swimming. However, there is limited potential to increase capacity at existing pools, given the existing levels of usage. This might be helped by some investment in changing rooms on some sites to improve community facilities, and consideration of programming at existing sites.

## Health and fitness

There are 441 pay and play community accessible fitness stations in Portsmouth, which represents an undersupply for the current population of -166 stations. However, given the increased level of relatively low-cost pay and play commercial provision in the city, the current undersupply is likely to be less than this figure; although without ensuring there are more affordable pay and play community accessible fitness stations in the city, the under-supply will increase as the population grows.

There are 33 studios in the city, the majority of which are provided as part of a health and fitness offer within other facilities. 33% of these are provided by commercial operators also operating commercial fitness suites, and a number are on non-community accessible education sites.

NGB feedback demonstrated that there is a need to continue to grow and develop existing boxing clubs in the city, given their potential to address inactivity in some of the more deprived areas of Portsmouth; and also a need to ensure that martial arts clubs have access to good quality studios/small hall facilities, appropriate for the sport and its future development in the city.

## Other provision

There are 25 squash courts over 9 sites in the Portsmouth. The quality of existing courts is generally of a reasonable to good standard, although all courts are now ageing. There are no squash clubs with their own facilities in the city, and the only pay and play community accessible glass-back courts are at the Mountbatten Centre and Spinnaker Sports Centre (although these are likely to be replaced as part of the redevelopment of new sports facilities for the University). The NGB would like to see an increase in provision, as they believe there is significant potential to grow the sport in the city. The NGB would like to have a stronger partnership with the authority to achieve this.

Portsmouth is very well-served by indoor tennis facilities, which are in good condition. The facilities are available for pay and play bookings, as well as lessons, coaching, league and club use. Demand for usage is high, but the Lawn Tennis Association has not identified the need for any additional courts.

There is one main and dedicated indoor bowling facility at the Victory Indoor Bowling Centre, which has six indoor rinks. The facilities are well-used by a local club which has the potential to grow and develop further. However, the facility is ageing, and needs investment to improve the quality and address some issues with plant. It is an important sport to encourage, given the potential to reach older people in the population, both as physical activity and to counter social isolation. The NGB identifies that as long as current levels of provision are maintained, this should meet current and future demand.

There is one main athletics track in the city - adjacent to the Mountbatten centre. It is an ageing facility, and although there is sufficient provision to meet demand, the quality of the track is becoming an issue.

Gymnastics is a very active sport in the city, with several clubs, some of which also incorporate trampolining. The Portsmouth Gymnastics Centre is an excellent facility providing for club use, coaching, and lessons, as well as competitions. Other non-purpose built facilities are used across the city, given the high demand for the sport. There is a specific demand for additional trampolining facilities in the city.

There are no dedicated table tennis facilities in Portsmouth, but the sport is played competitively at a number of venues across the city. Table Tennis England has not identified a need for additional facilities in the city, but does identify the need to retain existing facilities, given the significant local participation in the sport (which is notably growing at junior level).

### **Principles for future provision**

In terms of developing a strategy for future provision, there are two overarching principles that should guide this:

- Ensure all residents in all areas of Portsmouth have pay and play access to good quality local accessible and affordable provision
- Ensure that public money is invested strategically to ensure economic viability and sustainability of provision.

This will be achieved through:

- Ensuring that existing, and any new, sports facilities on education sites provide a balance of opportunities for community access - both pay and play and club use
- Replacing and refurbishing ageing facilities where updated provision is required - and all new and refurbished provision should be designed and developed based on Sport England and NGB guidance and be fully inclusive.
- Considering opportunities to rationalise provision where new, fit for purpose facilities can replace or improve existing buildings (but maintain at least current levels of provision in areas of undersupply).
- Making better use of existing facilities
- Investing strategically in existing provision to improve quality
- Where possible, making facilities available closer to where people live, with a focus on improving access to multi-purpose halls.

These principles have guided the formulation of recommendations to respond to the findings of site audits, consultation and policy analysis.

### **Recommendations**

The work undertaken has resulted in recommendations for a 10-point strategy for Indoor Facilities in Portsmouth:

1. PCC and partners to prioritise provision and access to sports halls to address identified need for provision - this should include extending pay and play access to existing sports halls on education sites
2. PCC and partners work to develop and implement Community Use Agreements (including with local authority maintained schools and other education providers) to ensure a better balance of pay and play use and club use.
3. PCC and partners address the projected undersupply of swimming pool provision in the city through a package of measures including considering options for replacement of older facilities; extension of community use agreements; widening pay and play access to commercial sites; and considering programming of current capacity to ensure it is used most effectively and with regard to needs of clubs.
4. PCC and partners to facilitate increased access to pay and play fitness and studio facilities/space where studio activities can take place e.g. community halls
5. Ensure current levels of squash courts are retained and ageing provision s invested in.
6. Work with gymnastics clubs and NGB over future provision of dedicated gymnastics and trampolining facilities, with a focus on additional sports hall time and space for trampolining.
7. Work with NGB and Victory Indoor Bowling Club to further develop the Club and facilitate investment in indoor bowling facilities.
8. Work with boxing clubs to develop appropriate leasing arrangements for facilities
9. Work with martial arts clubs to develop improved access to available hall space.
10. Work to retain and improve watersports centre provision in the city.

This strategy will be supported by additional strategies in relation to sport and physical activity in the city, including the Playing Pitch Strategy due for completion later in 2017. A detailed action plan is in place setting out how the recommendations can be implemented. The implementation of the



strategy will be monitored on a regular basis, and the strategy will be reviewed and refreshed at five-yearly intervals.

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# Equality Impact Assessment

Preliminary assessment form v5 / 2013

[www.portsmouth.gov.uk](http://www.portsmouth.gov.uk)

The preliminary impact assessment is a quick and easy screening process. It should:

- identify those policies, projects, services, functions or strategies which require a full EIA by looking at:
  - negative, positive or no impact on any of the equality groups
  - opportunity to promote equality for the equality groups
  - data / feedback
- prioritise if and when a full EIA should be completed
- justify reasons for why a full EIA is not going to be completed

**Directorate:**

Director of Culture and City Development

**Function e.g. HR,  
IS, carers:**

Sports development

**Title of policy, service, function, project or strategy (new or old) :**

Portsmouth City Council Sports Facilities Strategy 2017-2027

**Type of policy, service, function, project or strategy:**

- Existing
- New / proposed
- Changed

### Q1 - What is the aim of your policy, service, function, project or strategy?

In the next few years, our sports facilities will require further significant Council investment to either replace, refurbish or create new provision. The strategy will inform strategic decisions to be taken about the options for our facilities, including consideration being given to the refurbishment of current centres, potential rationalisation and the development of new modern facilities. The strategy is also a framework to guide work with stakeholders in the city relating to sports facilities.

The work has been undertaken in line with the established Sport England Assessing Needs and Opportunities Guidance (ANOG) published in 2014, which sets out a clear methodology for these studies:

Stage A: Prepare and tailor the approach - establish a clear understanding of the purpose, scope and scale of the assessment

Stage B: Gather information on supply and demand - establish a clear picture of the supply of facilities within your area (quantity, quality, accessibility, availability). Establish a clear understanding of what the current and future demand for facilities are (population profile, participation, unmet, latent, dispersed and future demand, local activity priorities).

Stage C: Assessment - using the data from Stage B to build a picture of the level of provision, looking at four key elements. Developing key findings and facility implications around the framework of protect, enhance, provide.

### Q2 - Who is this policy, service, function, project or strategy going to benefit or have a detrimental effect on and how?

The anticipation is that the development of the strategy will benefit residents, visitors and businesses in the city by ensuring participation in sport and physical activity is as safe, easy and inclusive as possible; and that value for money is provided to residents by ensuring that facilities are invested in strategically and with a view to sustainability. The overarching principles are:

- Ensure all residents in all areas of Portsmouth have pay and play access to good quality local accessible and affordable provision
- Ensure that public money is invested strategically to ensure economic viability and sustainability of provision.

At this stage, taking account of the work carried out in the ANOG framework, our working assumption is that the overall effect of changes would be positive, as we would aim to improve quality and accessibility of facilities, and allow for a more diverse mix of activity through improved programming. However, at the high-level strategy development that remains an assumption with more detailed work to be undertaken in respect of specific projects flowing from the strategy and action plan.

### Q3 - Thinking about each group below, does, or could the policy, service, function, project or strategy have a negative impact on members of the equality groups below?

Group	Negative	Positive / no impact	Unclear
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Transgender	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other excluded groups	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If the answer is "negative" or "unclear" consider doing a full EIA

**Q4 - Does, or could the policy, service, function, project or strategy help to promote equality for members of the equality groups?**

Group	Yes	No	Unclear
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gender	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transgender	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Religion or belief	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pregnancy or maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other excluded groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If the answer is "no" or "unclear" consider doing a full EIA

**Q5 - Do you have any feedback data from the equality groups that influences, affects or shapes this policy, service, function, project or strategy?**

Group	Yes	No	Unclear
Age	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Disability	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Race	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Gender	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Transgender	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Sexual orientation	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Religion or belief	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pregnancy and maternity	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Other excluded groups	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

If the answer is "no" or "unclear" consider doing a full EIA

**Q6 - Using the assessments in questions 3, 4 and 5 should a full assessment be carried out on this policy, service, function or strategy?**

yes  No

**Q7 - How have you come to this decision?**

Groups in the city were consulted to inform the overarching strategy (listed within the document), and national and local data and research has been used to inform findings, in accordance with the ANOG guidance. National datasets have been considered and National Governing Bodies have been consulted to ensure that key elements of their strategies for national and local development are reflected. It is likely that for some sports there will be a particular influence around age (notably referenced in consultation around bowls) and gender (focus on programmes around female participation).

Accessibility and quality audits have identified the need to improve the fitness for purpose of buildings and ensure that they comply with current standards, and the assumption is that this will improve accessibility, particularly for residents and visitors with disabilities.

In terms of "other groups", we expect that there will be at least an positive impact in respect of residents or visitors experiencing economic disadvantage, due to a focus on widening pay and play and community access.

At the high-level strategy development stage, **Page 22** no identified negative impacts for the protected groups, and a number of positive direct and indirect impacts, particularly around age, gender and

income. It is expected that as individual projects within the strategy progress, these will be subject to individual equalities impacts assessments to ensure that there are no negative impacts, and indeed that positive impacts are maximised.

If you have to complete a full EIA please contact the Equalities and diversity team if you require help  
Tel: 023 9283 4789 or email:equalities@portsmouthcc.gov.uk

**Q8 - Who was involved in the EIA?**

Kelly Nash, Corporate Performance Manager, PCC

**This EIA has been approved by:** Stephen Baily

**Contact number:** 023 9283 4399

**Date:** 23rd March 2017

Please email a copy of your completed EIA to the Equality and diversity team. We will contact you with any comments or queries about your preliminary EIA.

Telephone: 023 9283 4789

Email: equalities@portsmouthcc.gov.uk

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# Agenda Item 4



Portsmouth  
CITY COUNCIL

Agenda item:

**Title of meeting:** Culture Leisure and Sport Decision Meeting  
**Date of meeting:** 28th April 2017  
**Subject:** Libraries and Archives Annual Update Report 2017/18  
**Report by:** Director of Culture and City Development  
**Wards affected:** All  
**Key decision:** No  
**Full Council decision:** No

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## 1. Purpose of report

- 1.1 To update and inform the Cabinet Member for Culture, Leisure and Sport of the work carried out by the Portsmouth Library and Archive Services in the last twelve months, i.e. April 2016 to March 2017.
- 1.2 To update on the activities undertaken to address the recommendations for action agreed in the 2016 Libraries and Archives Update Report.
- 1.3 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

## 2. Recommendations

- 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.**

### **3. Background**

**3.1** To ensure the consistency and quality of the public library offer across the UK, the Society of Chief Librarians (SCL) has worked with Arts Council England, the Reading Agency and regional SCL members to develop and agree 5 universal offers and two promises, which inform the work of all public libraries. The Universal Offers are:

- Reading
- Information
- Digital
- Health and Wellbeing
- Learning
- A further cultural offer is currently under consultation and is likely to inform actions for forthcoming years.

**3.1.1** The two promises embed levels of support and expectation in the following areas:

- Children's Promise
- Six Steps (Vision Impairment)

**3.1.2** In respect of the Archive Service, the priorities and aims identified by National Archives, are access to records for all, security and conservation.

**3.1.3** In determining right action for the services, these offers, priorities and promises sit alongside the Culture and City Development Business Plan and PCC priorities ie:

- Be entrepreneurial and efficient

- Raise education standards
- Encourage regeneration and investment
- Empower residents to be healthy and independent
- Provide excellent customer service

**3.2** Below, are brief update reports on the works completed and the activities undertaken for each of the agreed recommendations for action from the 2016/17 Libraries and Archives Annual Update Report.

**3.2.1** Deliver annual budget savings (2016/17).

**Update:** Relatively modest savings of £34,000 were achieved within the context of a staff review of frontline staff management. Completed February 2017

**3.2.2** Increase volunteer hours with the Library and Archive Services by 5% annually.

**Update:** A total of 17,364.25 hours was delivered by 278 volunteers. This achieved the 5% increase in total volunteer hours for the services but with a 5% reduction in the number of persons volunteering. This flags up the need to expand the breadth and diversity of volunteer recruitment in the year ahead.

**3.2.3** Develop and agree a policy for the identification, safe storage and management of "Born Digital" archive for Portsmouth.

**Update:** This work is ongoing, working across Archives, Modern Records and IS. The recommendation should be carried forward to subsequent year plans as the "Born Digital" principles should be embedded in the development and delivery of future projects and processes. .

**3.2.4** Continue to develop the health and wellbeing library offer including library engagement with Macmillan Cancer Support, development of dementia collections, vision impaired services and Books on Prescription.

**Update:** The project has continued to roll out with improved collections, also with MECC "make every contact count." This training for all library staff is delivered to enable them to undertake "health conversations" and signposting to other organisations where appropriate, The Macmillan project will conclude September 2017, so the priorities remain to embed and mainstream the key areas of work in the existing staff structure and in shared arrangements with other services. This will include the creation of a central Health hub, a new collection to support ongoing and chronic health conditions and satellites in branches libraries.

**3.2.5** Exploration of a separate Archive Photographic Store

**Update:** This has not been taken forward in 2016/17 as it was not been possible to identify funding or an appropriate location. The photographs remain securely and safely stored in the Southsea Repository, but this require the entire storage

area is maintained at a lower temperature and humidity than would otherwise be necessary.

**3.2.6** Explore the refurbishment of Cosham Library within existing budgets

**Update:** It has not been possible to identify budget for this work...

**3.2.7** Continue to develop and support the Friends Group programme at libraries across the city.

**Update:** The Friends Groups at Southsea and Beddow Libraries continue to thrive. Due to the staff review and earlier disruption due to staff ill health, it has not been possible to extend the groups in the year 2016/17 but there are plans to target North End and Cosham for an extension of the scheme in the year ahead.

**3.2.8** Explore the delivery of current archive photographic records, on-line to improve public access.

**Update:** This requires the data including the images to be migrated to a web accessible site - see 2.3.1.2. Costs and scoping are currently being sought for the work. The issue of an accessible website is the subject of recommendation 2.3.8 and a separate report to Culture Leisure and Sport will be taken on this issue

**3.2.9** Continue the delivery and development of the following annual events:

**Update:**

1. BookFest Book Festival - This was delivered February/March 2017 with an increased level of attendance than the previous year. 945 individual attended events delivered by public libraries and the third sector and 1,309 attended events delivered by the Schools Library Service. A total of 2,284 attendees, which was 126 more than in 2016. 97% of attendees who responded rated the events good or very good. BookFest delivery and development will be the subject of a separate report to be taken later this year.
2. Portsmouth History Centre, Archives Week events - delivered November 2016
3. Summer Reading Challenge - delivered July - September 2016 with 2,846 participants.
4. Portsmouth Book Awards for Picture Books, Shorter Novel and Longer Novel were all delivered in 2016 with a total of 8,047 participants.
5. Three Literature Quizzes were *delivered in 2016/17, the Primary, Secondary and Chichester events. The total number of participant was 330.*

**3.2.10** Make the following changes to the Library Management System:

1. Transfer from the PCC server to "hosting" on the Civica/Spydus server

**Update:** This was achieved January 2017

2. Upgrade from Spydus 8 to Spydus 10

**Update:** This is due to take place May 2017. This work was held back while the server move was taking place

3. Upload the Archive catalogue to Spydus 10 and develop web access

**Update:** This work was also held over while the server move was accomplished. It is also subject to favourable scoping of the current databases and the identification of additional funds for the work stream.

**3.2.11** Publication of two Portsmouth Papers with "print on demand" option

**Update:** One Portsmouth Paper was launched. That is Portsmouth Paper 78: *From the Fight for Britain to the Fight for Bread: Portsmouth and the Impact of the First World War, 1914-1925*, by James Daly and Daniel Kneller. The paper was launched on 11<sup>th</sup> November 2016. Further papers have been delayed due to health issues with the prospective authors. Print on demand services, awaits a front facing, independent web presence.

**3.2.12** Embed Portsmouth Short Story competition as an annual BookFest element.

**Update:** This competition was successfully delivered for the second year as the launch event for Bookfest 2017. The entries continue to be of a high standard and there is evidence that the competition supports and encourages creative writing in the city.

**3.2.13** Development of staff training days with embedded use of "Learning Pool" modules developed by SCL.

**Update:** Staff Training days continue to be invaluable for updating staff and passing on new learning. These are delivered December for the Weekday Team and April for the Weekend Team. All benefit from the Society of Chief Librarians, Learning Pool Modules which are also used as part of the induction for new staff members.

**3.2.14** Move the key communication model, with library members from post to email, with charges at cost for postal communication from April 2017

**Update:** This has been postponed awaiting the installation of Spydus 10 which will make changes and improvements to the process for accessing the borrower record.

**3.2.15** Deliver activities and events to commemorate the 40th birthday of the Central Library and the 5th birthday of Southsea Library

**Update:** Both events took place in July 2016 and were successfully delivered, with positive feedback..

**4. Reasons for recommendations:**

Each of the recommendations in this report are listed below with the rational and clarification for their inclusion.

- 4.1 Deliver annual budget savings 2017/18** - to ensure the Libraries and Archive Services are delivered within existing budgets
- 4.2 Increase volunteer hours with the Library and Archive Services by 5% annually** - the service seeks to raise the number of volunteers in order to increase engagement with local communities and enhance the range and quality of services. Also to provide enrichment and work experience as required to support the needs of the volunteer. for job. This target to achieve a year on year increase ensures the process continues to bring new members and knowledge to the service.
- 4.3 Develop and agree a policy for the identification, safe storage and management of "Born Digital" archive for Portsmouth** - to protect the archive of the future and ensure that legal retention requirements are adhered to
- 4.4 Continue to develop the health and wellbeing library offer and specialist collections, concentrating on the development of a central Health Hub and information leaflets developed with other agencies.** - to deliver the SCL health and wellbeing requirement to empower PCC residents to be healthy and independent, well informed to make independent choices to support their needs.
- 4.5 Continue the delivery of the digital archives project with procured external provider.** - to increase access to the archive and protect it from unnecessary handling. To promote the city, nationally and internationally
- 4.6 Move the key communication model, with library members 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 LMS** - to support increased customer service, digital access and budget savings.
- 4.7 Develop and expand the Friends Group programme specifically targeting Cosham and North End in 2017/18.**- increase engagement with the local communities, develop advocates for the service and raise funding to benefit the local library need.
- 4.8 Continue the delivery and development of the following annual events:**  
All of the activities listed below support outreach and reader development to encourage literacy and learning, library membership and engagement with libraries, archives and books. In the case of the Portsmouth Book Awards, Meet

the author Programme and Literature Quizzes, this also incentivises schools to take up the SLS Traded Service.

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

Meet the author programme

Portsmouth Literature Quizzes

**4.9 Make the following improvements to the Library Management System:**

In all cases, the activity is proposed to improve the customer experience and increase and enhance access to reading, learning, information, health and wellbeing agendas and better digital access. For the service, the upgrades to the system will make it more efficient, faster and more economic, with the result that less staff time will be spent on repetitive tasks.

Upgrade from Spydus 8 to Spydus 10 including the addition of modules as below

Events and ticket sale

Auto EDI

Volunteer access

Mobile App

**4.10 Upload the Archive Calm catalogue to Spydus 10 and develop web access, subject to the identification of funding** - improve the breadth and flexibility of the customer experience, by enabling access via the web. This will provide access nationally and internationally to support the visitor economy and deliver enhanced search facilities.

**4.11 Deliver works to update the Southsea Library café and create a storytelling centre within the children's library - funding is already in place for this** - increase opportunities for income generation via the café. Support for literacy, learning and library membership through the improved facilities for children, which will also act as a hub for reading and storytelling activity for the local communities.

**4.12 Deliver works to Beddow Library providing disabled access to the garden area and improvements to the space** - funding is already in place for this - Improve access for all ages and especially those with disabilities. This will improve facilities and encourage engagement with the Mary Rose School and other individuals and organisations with physical disabilities. The work will maximise use of the garden area, which will allow library activities to spread into the space and enable the development of a sensory garden in association with the Friends Group.

**4.13 Work with adult social care to develop a trainee scheme to enable adults with learning difficulties to work in libraries** - this will permit the Libraries and Archive services to draw down funding from Adult Social Care. It will provide



enrichment to the current library offer through the provision of new activities, displays, and support for third party organisations. It will also provide closer links between the services and adults with learning difficulties allowing libraries and archives to develop services that better meet their needs.

- 4.14 Develop a programme of funding applications to supplement activity and support for existing agendas** - to invest time in funding bids to seek to draw funding to the organisation. Priorities will be the development of storytelling centres and cultural hubs to encourage engagement by groups for recreation and learning.
- 4.15 Conduct a Mobile Library Review to maximise use of the vehicle and reach a more diverse demographic** - to ensure that the Mobile vehicle, stock equipment and staff is used in the best possible way to meet the needs of the communities across the city.
- 4.16 Establish a focus group mechanism to feedback on stock preference and purchase** - to ensure stock is purchased that best meets the needs of service users, and prospective service users to ensure best value.
- 4.17 Explore the development of a separate web site to be shared by Schools Library Service, the Public Library Service and Portsmouth Archive** - a separate report will be taken on this action which will be funded within existing budgets. The recommendation is made to enable direct digital communication between the SLS Traded Service and its customers, to increase access to virtual services, service information, event booking and sale and the ability to interrogate catalogues of holdings.
- 5. Equality impact assessment (EIA)**
- 5.1 A preliminary EIA is attached as Appendix A
- 6. Legal comments**
- 6.1 There are no legal implications arising directly from the recommendations in this report.
- 7. Director of Finance comments**
- 7.1 The recommendations contained in this report will be implemented within the existing approved budget resources of the Library Service.

.....  
Signed by:  
**Stephen Baily**  
**Director of Culture and City Development**

**Appendices:**

**Appendix A - Preliminary Equality Impact Assessment**

**Background list of documents: Section 100D of the Local Government Act 1972**

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by ..... on .....

.....  
Signed by:  
**Cabinet Member for Culture, Leisure and Sport**

# Equality Impact Assessment

Preliminary assessment form v5 / 2013

[www.portsmouth.gov.uk](http://www.portsmouth.gov.uk)

The preliminary impact assessment is a quick and easy screening process. It should:

- identify those policies, projects, services, functions or strategies which require a full EIA by looking at:
  - negative, positive or no impact on any of the equality groups
  - opportunity to promote equality for the equality groups
  - data / feedback
- prioritise if and when a full EIA should be completed
- justify reasons for why a full EIA is not going to be completed

**Directorate:**

Director of City development & culture

**Function e.g. HR,  
IS, carers:**

Libraries and Archives

**Title of policy, service, function, project or strategy (new or old) :**

Libraries and Archives Annual Update report 2016/17

**Type of policy, service, function, project or strategy:**

- Existing
- New / proposed
- Changed

### Q1 - What is the aim of your policy, service, function, project or strategy?

To provide an annual update to the Culture Leisure and Sport Portfolio on the actions and primary work streams of the Libraries and Archive Services including updates on all recommendations for action from the previous years report, and recommendations for the key actions and work streams for the Operations Plan for the year ahead.

### Q2 - Who is this policy, service, function, project or strategy going to benefit or have a detrimental effect on and how?

All current users and potential users of Portsmouth Libraries and Archives Services, i.e. residents and all who work or study in the city or seek to engage with our services from elsewhere.  
Third party organizations who work with our services and all staff members.

### Q3 - Thinking about each group below, does, or could the policy, service, function, project or strategy have a negative impact on members of the equality groups below?

Group	Negative	Positive / no impact	Unclear
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Transgender	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other excluded groups	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If the answer is "negative" or "unclear" consider doing a full EIA

**Q4 - Does, or could the policy, service, function, project or strategy help to promote equality for members of the equality groups?**

Group	Yes	No	Unclear
Age	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Disability	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Race	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gender	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Transgender	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sexual orientation	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Religion or belief	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pregnancy or maternity	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other excluded groups	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

If the answer is "no" or "unclear" consider doing a full EIA

**Q5 - Do you have any feedback data from the equality groups that influences, affects or shapes this policy, service, function, project or strategy?**

Group	Yes	No	Unclear
Age	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Disability	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Race	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gender	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Transgender	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Sexual orientation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Religion or belief	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Pregnancy and maternity



Other excluded groups



If the answer is "no" or "unclear" consider doing a full EIA

**Q6 - Using the assessments in questions 3, 4 and 5 should a full assessment be carried out on this policy, service, function or strategy?**



yes



No

**Q7 - How have you come to this decision?**

The report and the actions and activity that result from it will be separately subject to an EIA if they significantly change ways of working for the services. The document in part reports on activity that has taken place in the past year, which would again be subject to an EIA if judged to impact equalities groups.

If you have to complete a full EIA please contact the Equalities and diversity team if you require help  
Tel: 023 9283 4789 or email:equalities@portsmouthcc.gov.uk

**Q8 - Who was involved in the EIA?**

Lindy Elliott  
Jackie Painting

**This EIA has been approved by:** Lindy Elliott

**Contact number:**

023 9268 8058

**Date:**

23/3/17

Please email a copy of your completed EIA to the Equality and diversity team. We will contact you with any comments or queries about your preliminary EIA.

Telephone: 023 9283 4789

Email: equalities@portsmouthcc.gov.uk

# Agenda Item 5



Portsmouth  
CITY COUNCIL

Agenda item:

**Title of meeting:** Culture, Leisure and Sport Decision Meeting

**Date of meeting:** 28 April 2017

**Subject:** Library and Archives Service Website

**Report by:** Director of Culture and City Development

**Wards affected:** All

**Key decision:** No

**Full Council decision:** No

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## 1. Purpose of report

- 1.1 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.

## 2. Recommendations

- 2.1 **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.**
- 2.2 **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.**

## 3. Background

- 3.1 The Library and Archive Service comprises the School Library Service, nine public libraries and one mobile library plus the Portsmouth History Centre and Archive. Public libraries and archives are both statutory services.
- 3.2 Portsmouth School Library Service (SLS) helps primary, secondary and special schools develop high quality library collections to inspire reading and help learning. A book loan service, advisory service and reader development activities, such as the Portsmouth Book Awards, Literature Quizzes and 'Meet the Author' events are offered to schools. SLS is a traded service of Portsmouth City Council and each school has a choice to subscribe to the service.

The service is well regarded and enjoys a high level of 'buy-back'. However, schools are facing ongoing budgetary pressures and given that school libraries are not statutory, SLS needs to be even more agile, responsive to need and delivered in a way that makes the most of technological developments. The information available to current and potential SLS subscribers on the PCC website is insufficient to meet these needs.

- 3.3** Following a planned underspend of £40,000 in the 2016/17 financial year from SLS, permission has been obtained from the Culture, Leisure and Sport Portfolio Holder to authorise the release of funds in 2017/18 to develop a modern, attractive and accessible interface for the Library and Archive Service as a whole.
- 3.4** In 2013, the Archive Service was brought together with the Library Service to form the Portsmouth History Centre. Collections have been organised into climate controlled secure repositories above Southsea Library and within the Central Library. Following a procurement process, considerable aspects of the archive including registers, rate books and crew lists are now being digitised and will be made available on commercially accessible genealogy sites. This is in line with the National Archive Accreditation standard: that is to manage, secure and conserve the archive records and provide access to them. There are other collections in the Archive that could be made accessible and available online but the current PCC website limits the extent that this can be achieved.
- 3.5** Portsmouth Public Libraries continually seek to engage more widely with residents and those who work or study in the city, as well as visitors. Service provision is governed by the following Society of Chief Librarian offers: Reading; Information; Digital Access; Health and Wellbeing; Learning and Culture. Good communication is required to ensure libraries can properly support public need in all these areas. Over time traditional book lending and information services have been supplemented by a range of digital offers. These include e-book loans, e-audio book loans, music downloading, music streaming, access to digital magazines and comics in addition to a vast range of on-line reference works for study and personal enquiry. Currently the PCC site offers poor visibility to this very impressive range of offers, with limited opportunity to promote learning and cultural events and activities, including the annual BookFest literary festival, Summer Reading Challenge, World Book events, holiday activities for children and other significant events in the cultural calendar of the city.

#### **4. Reasons for recommendations**

- 4.1** Currently, there is very basic information on the SLS available to existing, or potential customers through the PCC website. The service requires a much more engaging 'shop-window' to better promote the services on offer to schools. For potential subscribers, there should be a gallery of images and other information, including a link to the Traded Services website. In addition, SLS would like to create a password protected area for existing customers so they can access book lists, online training and the eBook platform. School staff would also be able to request items and purchase additional books through the SLS bookshop. This site would be a 'one-stop-shop' so school library staff can access all the information they require, in one place.



- 4.2** In May 2017 Portsmouth Library and Archive Service will upgrade the library management system which will provide access to a range of new services and offers including an events booking system, access via an App, improved search facilities and a social media feed. These software developments acknowledge a customer base that is increasingly used to accessing information and services virtually. The Library and Archive Service is currently constrained by the limits of the PCC website and unable to capitalise on the opportunities available in the market to engage a more diverse demographic and serve all customers more affectively.
- 4.3** It remains a challenge for The History Centre to provide and enhance access to the collections regionally, nationally and internationally. Currently it is only possible to access catalogues from databases held within the Centre. With the new Library Management System, if a suitable website is provided to deliver access, there is a facility for records to be viewed digitally. The other significant benefit of digitally accessed records is that they can be viewed without the original sources being handled and damaged over time. A further advantage of improved online services would be to ability to provide income generation opportunities by offering reproductions of images and other documents for sale. The Centre would also become a much more interactive hub, providing links to other local history interest groups and a place where customers can upload their own research, reminiscences and comments.
- 4.4** In order to support Portsmouth City Council agendas and the ongoing, cultural, learning, reading, health and wellbeing and information remits of the Library and Archive Service, a website is required that can within very few clicks help enquirers find their local library, become a member and see what is on offer. In the digital age, customers expect to be able to access services, purchase tickets, undertake enquiries, manage their library account and communicate with the service and fellow users with a multi-functioning website that is attractive, accessible and easy to use. Our present inability to present services in this way significantly constrains usage and the opportunities to access new customers and generate income.
- 5. Equality impact assessment (EIA)**
- 5.1** A preliminary EIA has been completed.
- 6. Legal comments**
- 6.1** There are no legal implications arising directly from the recommendations in this report.
- 7. Director of Finance comments**
- 7.1** Expenditure in 2016/17 has been held back to generate the funds necessary to progress the website project in 2017/18. Income has also been higher than originally budgeted contributing to the £40,000 funding requirement.

**7.2** In the longer term, it is anticipated that the website will generate more income as the opportunity to engage with customers increases.

.....  
Signed by:  
**Stephen Baily**  
**Director of Culture and City Development**

**Appendices:**

Appendix 1 - Equalities Impact Assessment

**Background list of documents: Section 100D of the Local Government Act 1972**

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by ..... on .....

.....  
Signed by:  
**Cabinet Member for Culture, Leisure and Sport**

# Equality Impact Assessment

Preliminary assessment form v5 / 2013

[www.portsmouth.gov.uk](http://www.portsmouth.gov.uk)

The preliminary impact assessment is a quick and easy screening process. It should:

- identify those policies, projects, services, functions or strategies which require a full EIA by looking at:
  - negative, positive or no impact on any of the equality groups
  - opportunity to promote equality for the equality groups
  - data / feedback
- prioritise if and when a full EIA should be completed
- justify reasons for why a full EIA is not going to be completed

**Directorate:**

Director of City development & culture

**Function e.g. HR,  
IS, carers:**

Library and Archive Service

**Title of policy, service, function, project or strategy (new or old) :**

Library and Archive Service website development.

**Type of policy, service, function, project or strategy:**

- Existing
- New / proposed
- Changed

### Q1 - What is the aim of your policy, service, function, project or strategy?

To create an attractive and accessible external website for the Library and Archive Service, which will better support the business needs of School Library Service and also meet the changing needs of the wider library and archive service, increasing public engagement.

### Q2 - Who is this policy, service, function, project or strategy going to benefit or have a detrimental effect on and how?

This will benefit all library customers who engage with our services online. Furthermore it would be expected to increase the number of customers who engage in this way. Currently, the information on our library and archive services available to the public is limited by the constraints and usability of the corporate website. For example, we would like password protected areas for School Library Service subscribers so they can access online training, book lists and other products. We would also like a much better portal to our online public library offers such as reference resources, books, eaudio, online comics and free music downloads. We also wish to see better social media integration so the relationship with our customers is much more interactive. There is huge potential to make our Archive collections more widely available to the public, regionally, nationally and internationally. The PCC website is not entirely accessible for those with vision impairments and we would work with designers to ensure accessibility issues are taken into account. Text-only functionality would benefit many of our service users, not just the vision-impaired.

### Q3 - Thinking about each group below, does, or could the policy, service, function, project or strategy have a negative impact on members of the equality groups below?

Group	Negative	Positive / no impact	Unclear
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Transgender	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other excluded groups	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If the answer is "negative" or "unclear" consider doing a full EIA

**Q4 - Does, or could the policy, service, function, project or strategy help to promote equality for members of the equality groups?**

Group	Yes	No	Unclear
Age	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Disability	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Race	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gender	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Transgender	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sexual orientation	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Religion or belief	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pregnancy or maternity	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other excluded groups	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

If the answer is "no" or "unclear" consider doing a full EIA

**Q5 - Do you have any feedback data from the equality groups that influences, affects or shapes this policy, service, function, project or strategy?**

Group	Yes	No	Unclear
Age	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Disability	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Race	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gender	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Transgender	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Sexual orientation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy and maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other excluded groups	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If the answer is "no" or "unclear" consider doing a full EIA

**Q6 - Using the assessments in questions 3, 4 and 5 should a full assessment be carried out on this policy, service, function or strategy?**

yes     No

**Q7 - How have you come to this decision?**

Our plans for a new website are to create a one-stop-shop for those seeking to engage with our services and provide 24/7 access. Electronic access to services will be of great benefit to those who may find it otherwise difficult to get to a library building. The proposals increase the range and reach of library services and potentially attract more service users.

If you have to complete a full EIA please contact the Equalities and diversity team if you require help  
Tel: 023 9283 4789 or email:equalities@portsmouthcc.gov.uk

**Q8 - Who was involved in the EIA?**

David Percival

This EIA has been approved by: David Percival

Contact number: 023 9268 8072

Date: 23/03/17

Please email a copy of your completed EIA to the Equality and diversity team. We will contact you with any comments or queries about your preliminary EIA.

Telephone: 023 9283 4789

Email: [equalities@portsmouthcc.gov.uk](mailto:equalities@portsmouthcc.gov.uk)

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