



NOTICE OF MEETING

CABINET MEMBER FOR CULTURE, LEISURE AND ECONOMIC DEVELOPMENT

TUESDAY, 3 AUGUST 2021 AT 9.30 AM

COUNCIL CHAMBER - THE GUILDHALL

Telephone enquiries to Anna Martyn Tel 023 9283 4870
Email: anna.martyn@portsmouthcc.gov.uk

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

Information with regard to public access due to Covid precautions

- Attendees will be requested to undertake an asymptomatic/ lateral flow test within 48 hours of the meeting.
- If symptomatic you must not attend and self-isolate following the stay at home guidance issued by Public Health England.
- All attendees are required to wear a face covering while moving around within the Guildhall (requirement of the venue).
- Attendees will be required to take a temperature check on arrival (requirement of the venue)
- Although it will no longer be a requirement attendees may choose to keep a social distance and take opportunities to prevent the spread of infection.
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- Attendees are encouraged book in to the venue (QR code). An NHS test and trace log will be retained and maintained for 21 days for those that cannot or have not downloaded the app.
- Those not participating in the meeting and wish to view proceedings are encouraged to do so remotely via the livestream link.

Membership

Councillor Ben Dowling (Cabinet Member)

Councillor Tom Coles
Councillor Luke Stubbs

Councillor Claire Udy

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

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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.

A G E N D A

An updated risk assessment for the Council Chamber will be published in course.

- 1 Apologies for absence**
- 2 Declaration of interests**
- 3 Museums Annual Review and Plan (Pages 5 - 22)**

Purpose

To review achievements of Portsmouth Museums in 2020/21 and to present the service priorities for the current financial year (Appendix 1).

RECOMMENDED that the Cabinet Member agrees that

- 1. The achievements of 2020/21 are noted.**
- 2. The museums service's engagement with vulnerable and marginalised members of the community through its involvement in the city's Holiday Activity and Food (HAF) and Kick Start programmes is noted.**
- 3. The Museums Strategy is completed and an application for National Portfolio Organisation (NPO) status is made to Arts Council England.**
- 4. The Business Plan for The D-Day Story with Landing Craft Tank 7074 is finalised to ensure the viability of the museum and to generate the surplus required to fund the ongoing maintenance of the ship.**
- 5. Research is undertaken to identify the specific barriers to access to the council's museums within the city.**
- 6. Work continues to prepare the services application for Accreditation which is due at the start of the next financial year.**
- 7. Museum staff work on the development of an exhibition showcasing the city's remarkable civic silver collection and what it tells us about the life, times and people of Portsmouth.**

4 **Libraries and Archives update** (Pages 23 - 46)

Purpose

1. To update and inform the Cabinet Member for Culture, Leisure and Economic Development of the work carried out by the Portsmouth Libraries and Archive Services in the twenty four months since the last update report was produced in July 2019. This to include updates to the 2019 report recommendations and information of measures, actions and impacts related to the Covid 19, for the Library and Archive Services from April 2020 to March 2021.
2. To make recommendations for additional actions to be undertaken in Portsmouth Libraries and Archives in line with the Business Plan and city council priorities for the period 2021/22.

RECOMMENDED that the Cabinet Member agrees

1. **That the updates and progress on activity from the Portsmouth Libraries and Archives Annual Update Report 2019/20 shown at paragraph 3 be noted.**
2. **That the following works, which are within existing budgets, be delivered by Libraries and Archives in 2021/22:**
 - **A full service review for libraries, archives and modern records to include services, opening hours, staffing and buildings.**
 - **Apply for Libraries Connected Accreditation.**
 - **Exploration of a universal home delivery model for lending services.**
 - **Implementation of the History Centre Development Strategy 2022-25.**
 - **Community and staff consultation to inform the service review.**
 - **People's Network roll out to Windows 10.**
 - **Deliver digital print solution.**
 - **Deliver staff development - front line customer care and diversity action planning.**

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Title of meeting:	Culture, Leisure and Economic Development Decision Meeting
Date of meeting:	3 August 2021
Subject:	Museums Annual Review and Forward Plan
Report by:	Director of Culture, Leisure and Regulatory Services
Wards affected:	ALL
Key decision:	No
Full Council decision:	No

1. Purpose of report

- 1.1 To review achievements of Portsmouth Museums in 2020/21 and to present the service priorities for the current financial year (Appendix 1).

2. Recommendations

It is recommended that:

- 2.1 **The achievements of 2020/21 are noted.**
- 2.2 **The museums service's engagement with vulnerable and marginalised members of the community through its involvement in the city's Holiday Activity and Food (HAF) and Kick Start programmes is noted.**
- 2.3 **The Museums Strategy is completed and an application for National Portfolio Organisation (NPO) status is made to Arts Council England.**
- 2.4 **The Business Plan for The D-Day Story with Landing Craft Tank 7074 is finalised to ensure the viability of the museum and to generate the surplus required to fund the ongoing maintenance of the ship.**
- 2.5 **Research is undertaken to identify the specific barriers to access to the council's museums within the city.**
- 2.6 **Work continues to prepare the services application for Accreditation which is due at the start of the next financial year.**



- 2.7 Museum staff work on the development of an exhibition showcasing the city's remarkable civic silver collection and what it tells us about the life, times and people of Portsmouth.**

3. Background

- 3.1 Last year was shaped by the Coronavirus Pandemic. This meant staff mostly working from home or furloughed and a shift from in person activity to virtual. Staff became adept at creating digital content although there were major challenges downloading images from the museums' MODES catalogue.
- 3.2 However, museums were opened between lockdowns, achieving visitor numbers above what was predicted for the sector especially at The D-Day Story. Visitor feedback indicated the importance of getting good Covid-19 protection measures in place.
- 3.3 The service achieved some major outputs whilst ensuring opportunities were maximised for access to museums around the various lockdowns.

4. Reasons for recommendations

- 4.1 The major achievement in 2020/21 was the completion of the capital element of the Landing Craft Tank project and the arrival of the ship on the Seafront. The progress of the ship along Clarence Esplanade was a remarkable spectacle that took place in August after the end of the lockdown, bringing smiles to the faces of the people who were present. The ship opened as part of The D-Day Story albeit briefly in December 2020.
- 4.2 In addition, building on the work undertaken to develop the new Museums Strategy, a number of virtual workshops were carried out with stakeholders to explore what makes the city different and how this should be reflected in the service. Work continued on the 'happy museums' initiative to enable staff - paid and volunteer - through training and greater familiarity with the work of the service to provide even better standards of customer care. This included Welcome Host training with exam (which was passed by everyone taking part). Preparations for accreditation - the national standard for museums in England - began with the revision of Documentation and Collection Care and Conservation Policies and their formal approval.
- 4.3 Other highlights of 2020/21 included the opening of Portsmouth Revisited II at Portsmouth Museum and Art Gallery and the World of Wonder natural history display at the Cascades Shopping Centre, delivery of an extensive programme of virtual events for Heritage Open Days in September and publication of a new guide to the Overlord Embroidery. Over 20,000 records were created or updated pertaining to the natural history collection. The handling collection was



audited (over 600 items) and rationalised including a significant backlog of objects acquired for handling purposes which had never been processed or used and were taking up valuable storage space. A long overdue major overhaul of the electrics at Portsmouth Museum and Art Gallery was also completed.

- 4.4 This year, the museums service is very pleased to be a key contributor to the city's Holiday Activity and Food programme; to deliver fun and food during the summer school holidays to some 2,800 people (children and parents) ideally with the support of colleagues from other council services and freelancers from across the city. Museums are also actively involved in the Kick Start initiative - with young people employed in customer care roles on Landing Craft Tank, working on the digitisation of collections, with more about to join the team at Southsea Castle and Cumberland House (8 young people in total). The service is also contributing to Portsmouth's Thriving Communities (social prescribing) project and are improving the family friendly offer at Portsmouth Museum and Art Gallery; both projects have received funding from Arts Council England (ACE).
- 4.5 Work on the Museums Strategy needs to be completed including consultation. This document is essential for accreditation (see below) and will underpin our application for ACE National Portfolio Organisation funding. This would bring significant additional funds to the museums service over a four to five year period enabling the service to extend our reach more effectively across the city. To achieve this the strategy will have to align with ACE Let's Create strategy and its priorities around equality and diversity.
- 4.6 Although a Business Plan for The D-Day Story with Landing Craft Tank has been prepared (and shared with the Overlord Embroidery and Portsmouth D-Day Museum Trusts) the financial elements require further work. They need to be finalised as soon as possible especially in light of the ongoing impact of the coronavirus pandemic and to ascertain our ability to generate the surplus required for the maintenance of Landing Craft Tank - ie major interventions required in the next five to ten years.
- 4.7 The service plans to undertake research to identify the barriers to access for communities under-represented in the museums' visitor demographic. This work is subject to ACE funding and will involve people from across the museum team to ensure staff have a greater insight into what can be done individually to help eliminate barriers.
- 4.8 Accreditation is the national benchmark for museums in England. Museums are due to reapply early next financial year. It is important therefore that the service reviews, updates, and gets formal approval where necessary, for all the documents required. Outstanding items include the Access Policy (new requirement), Emergency Plan, Documentation and Collection Care and Conservation Plans as well as the Museums Strategy. Work is also ongoing to improve standards of collection care and documentation to enhance access - specifically ensuring that collections are properly/fully catalogued and fully



located following recent and not so recent moves (this is an audit requirement as well as being good practice). Work on the collections is supported by a number of volunteers. With the support of property services it is intended to improve the condition of the Furniture Store (part of the Decorative Art Collection) at Portsmouth Museum & Gallery.

- 4.9 In May 2022 an exhibition is planned that will showcase the city's civic silver collection. The exhibition will not only be visually stunning but as the pieces also reflect significant moments in the city's history it will be very engaging and accessible to a diverse audience.

5. Integrated impact assessment

- 5.1 IIA attached at Appendix B

6. Legal implications

- 6.1 There are no legal implications arising directly from the recommendations in this report. However, Legal Services will advise and assist as required in the context of the individual proposed actions listed as they are implemented.

7. Director of Finance's comments - subject to Sue Page approval

- 7.1 The recommendations contained in this report will be implemented within the existing approved budget resources of the Museums Service.

- 7.2 Any financial implications resulting from the business plan for the D-Day story and LCT will be reported at a future meeting.

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Signed by:

Stephen Baily

Director of Culture, Leisure and Regulatory Services

Appendices:

Appendix A - Museums Business Plan on a Page 2021/2022

Appendix B - Integrated 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 Economic Development

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Portsmouth Museums Plan on a Page 2021/2022

Working with 3 draft strategic aims

Activity	Lead	Timescale	Funded by
Be relevant to all our residents (relatable)			
Finalise the Museums Strategy 2020-2025 and the changes needed to enable service to deliver social impact, includes consultation (including barriers to access)	JM	Autumn 2021	ACE £15,000 tbc
Relaunch PM&AG as Family Friendly venue building on recommendations of Kids in Museums audit in consultation with families.	SW with frontline team	July 2021	ACE CRF £12,000
Develop Silver an exhibition reflecting Portsmouthness	JD SW	Opens May 2022	External ££ tbc
Complete delivery of LCT and TDDM Activity Plans including appointment of the events intern	DJ FW	March 2022	NLHF (LCT)
Implement the social media strategy for DDS	FW with DDS team	Ongoing	
Complete phase 1 of collections online including content presented in variety of ways to invite different audiences to engage	AW DH Collections Team	September 2021	Museum budgets
Deliver events / audience development activity (in person/virtual) including <ul style="list-style-type: none"> • Weddings • Festival of Archaeology • Wild in the Park (with Libraries) • HOD programme 	Various	Ongoing	Museum budgets / income generation
Be more in the thick of it			
Help deliver the city's Holiday Activities and Food (HAF) programme	CPO	School hols esp summer	HAF award £ XXXX
Deliver museum strands (walks / activity booklet) of the Thriving Communities project with partners including the You Trust and Portsmouth Creates (ACE funding)	EO + collections team		You Trust £4,000 inc £400 from Museum budgets
Recruit Kickstart posts to increase diversity of museum team and provide	JS	Ongoing 2021/22	Government ££

Appendix A

opportunities for young people to gain work experience			
Continue to deliver 'happy museums' project to raise standards of customer care and develop volunteers and paid staff to create single effective team	JS RF AMcG	Ongoing	
Start Planning for D-Day 80 in 2024 with key stakeholders	FW AW	Ongoing	
Be more environmentally sustainable and resilient			
Open museums post Covid-19 lockdown (with additional staffing)	JS AM visitor services team	May 2021	ACE CRF £35,000
Prepare Business Plan for DDS including LCT 7074 to ensure museum operates sustainably and includes opportunities for PDDM Trust to contribute	RF JM		
Market the museums and undertake visitor surveys to better understand the visitor demographic	ME RF	Ongoing	
Work with Property Services to secure funding to improve condition of museum buildings, especially the museum store	JM KB Property Services	?? July	Capital ££ ACE MEND bid
Prepare bid for NPO funding	JM	Early 2022	
Prepare for Accreditation - the national benchmark for museums in England. <ul style="list-style-type: none"> Review and update policies and plans and obtain CLS CM approval Prepare new documents as required eg Access Policy 	JM Team	Ongoing Apply April 2022	
Continue work to improve care of and access to the city's museum collections <ul style="list-style-type: none"> Natural history Photographs, Prints and Drawings collection Forest Collection of Glass Slides Canon collection Scanning collections Transcribing D-Day oral histories 	Team, Kickstart post and volunteers	Ongoing July 2021 Ongoing	Museum budgets
Install the Pickett Hamilton Fort at new location	DE AW	September 2021	Libor residue
Receive and store the Horse-drawn Tower Wagon from HCT	KB TG	TBC	TBC



Integrated Impact Assessment (IIA)

Integrated impact assessment (IIA) form December 2019

www.portsmouth.gov.uk

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

- identify those policies, projects, services, functions or strategies that could impact positively or negatively on the following areas:
 - Communities and safety
 - Regeneration and culture
 - Environment and public space
 - Equality & - Diversity - This can be found in Section A5

Directorate:

Culture, Leisure and Regulatory Services

Service, function:

Museums and Visitor Services

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

Annual review and plan for the year ahead (ongoing).

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

- Existing
- New / proposed
- Changed

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

To review the achievements of the previous year and report on plans for the current financial year.

Has any consultation been undertaken for this proposal? What were the outcomes of the consultations? Has anything changed because of the consultation? Did this inform your proposal?

No consultation on the contents of this document.

A - Communities and safety

Yes

No

Is your policy/proposal relevant to the following questions?

A1-Crime - Will it make our city safer?



In thinking about this question:

- How will it reduce crime, disorder, ASB and the fear of crime?
- How will it prevent the misuse of drugs, alcohol and other substances?
- How will it protect and support young people at risk of harm?
- How will it discourage re-offending?

If you want more information contact Lisa.Wills@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cou-spp-plan-2018-20.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

Yes in that it provides opportunities for engagement with cultural activity which has been shown to have significant benefits for those participating in terms of wellbeing, community cohesion etc.

How will you measure/check the impact of your proposal?

We evaluate our activity to measure impact using quantitative and qualitative tools.

A - Communities and safety

Yes

No

Is your policy/proposal relevant to the following questions?

A2-Housing - Will it provide good quality homes?



In thinking about this question:

- How will it increase good quality affordable housing, including social housing?
- How will it reduce the number of poor quality homes and accommodation?
- How will it produce well-insulated and sustainable buildings?
- How will it provide a mix of housing for different groups and needs?

If you want more information contact Daniel.Young@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/psh-providing-affordable-housing-in-portsmouth-april-19.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

A - Communities and safety

Yes

No

Is your policy/proposal relevant to the following questions?

A3-Health - Will this help promote healthy, safe and independent living?



In thinking about this question:

- How will it improve physical and mental health?
- How will it improve quality of life?
- How will it encourage healthy lifestyle choices?
- How will it create healthy places? (Including workplaces)

If you want more information contact Dominique.Letouze@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cons-114.86-health-and-wellbeing-strategy-proof-2.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

Visiting museums and galleries has been shown to have positive benefits on wellbeing. This years programme involves contributing to the city's HAF and Kickstart programmes , benefitting families and young people. Museums are also part of the city's Thriving Communities / Social Prescribing project (led by the You Trust) and we are improving the offer for families at Portsmouth Museum and Art Gallery. We also provide a range of opportunities for volunteering.

How are you going to measure/check the impact of your proposal?

We evaluate our activity to measure impact using quantitative and qualitative tools.

A - Communities and safety

Yes

No

Is your policy/proposal relevant to the following questions?

A4-Income deprivation and poverty-Will it consider income deprivation and reduce poverty?



In thinking about this question:

- How will it support those vulnerable to falling into poverty; e.g., single working age adults and lone parent households?
- How will it consider low-income communities, households and individuals?
- How will it support those unable to work?
- How will it support those with no educational qualifications?

If you want more information contact Mark.Sage@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cou-homelessness-strategy-2018-to-2023.pdf>
<https://www.portsmouth.gov.uk/ext/health-and-care/health/joint-strategic-needs-assessment>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

Participation in the city's HAF and Kickstart supports families facing poverty and provides opportunities for young people with few qualifications. We provide expenses for volunteers to help ensure that everyone can contribute / participate.

How are you going to measure/check the impact of your proposal?

We evaluate our activity to measure impact using quantitative and qualitative tools.

A - Communities and safety

Yes

No

Is your policy/proposal relevant to the following questions?

A5-Equality & diversity - Will it have any positive/negative impacts on the protected characteristics?



In thinking about this question:

- How will it impact on the protected characteristics-Positive or negative impact (Protected characteristics under the Equality Act 2010, Age, disability, race/ethnicity, Sexual orientation, gender reassignment, sex, religion or belief, pregnancy and maternity, marriage and civil partnership,socio-economic)
- What mitigation has been put in place to lessen any impacts or barriers removed?
- How will it help promote equality for a specific protected characteristic?


If you want more information contact gina.perryman@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cmu-equality-strategy-2019-22-final.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

The museum services provides a range of opportunities for people from communities from across the city to engage with their heritage. This year subject to the support of ACE we will carry out research on barriers to access. Three focus groups are planned and we expect at least one of these to involve people from BAME communities.

How are you going to measure/check the impact of your proposal?

We evaluate our activity to measure impact using quantitative and qualitative tools. A report will be produced with recommendations and action plan including measures of success. 

B - Environment and climate change

Yes

No

Is your policy/proposal relevant to the following questions?

B1-Carbon emissions - Will it reduce carbon emissions?

In thinking about this question:

- How will it reduce greenhouse gas emissions?
- How will it provide renewable sources of energy?
- How will it reduce the need for motorised vehicle travel?
- How will it encourage and support residents to reduce carbon emissions?

If you want more information contact Tristan.thorn@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cmu-sustainability-strategy.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

B - Environment and climate change

Yes

No

Is your policy/proposal relevant to the following questions?

B2-Energy use - Will it reduce energy use?

In thinking about this question:

- How will it reduce water consumption?
- How will it reduce electricity consumption?
- How will it reduce gas consumption?
- How will it reduce the production of waste?

If you want more information contact Triston.thorn@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/pln-portsmouth-plan-post-adoption.pdf>

<https://democracy.portsmouth.gov.uk/documents/s24685/Home%20Energy%20Appendix%201%20-%20Energy%20and%20water%20at%20home%20-%20Strategy%202019-25.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

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B - Environment and climate change

Yes

No

Is your policy/proposal relevant to the following questions?

B3 - Climate change mitigation and flooding-Will it proactively mitigate against a changing climate and flooding?



In thinking about this question:

- How will it minimise flood risk from both coastal and surface flooding in the future?
- How will it protect properties and buildings from flooding?
- How will it make local people aware of the risk from flooding?
- How will it mitigate for future changes in temperature and extreme weather events?

If you want more information contact Tristan.thorn@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/env-surface-water-management-plan-2019.pdf>

<https://www.portsmouth.gov.uk/ext/documents-external/cou-flood-risk-management-plan.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

The city's natural history collections contain data evidencing the impact of climate change and thus are a potential tool for engaging people - especially families with young children - with some of the issues.

How are you going to measure/check the impact of your proposal?

We evaluate our activity to measure impact using quantitative and qualitative tools.

B - Environment and climate change

Yes

No

Is your policy/proposal relevant to the following questions?

B4-Natural environment-Will it ensure public spaces are greener, more sustainable and well-maintained?



In thinking about this question:

- How will it encourage biodiversity and protect habitats?
- How will it preserve natural sites?
- How will it conserve and enhance natural species?

If you want more information contact Daniel.Young@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/pln-solent-recreation-mitigation-strategy-dec-17.pdf>

<https://www.portsmouth.gov.uk/ext/documents-external/pln-portsmouth-plan-post-adoption.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

As above, the city's natural history collection which has very good provenance is a repository of information about the biodiversity of the city and wider region. As work progresses on the collection we are providing data to biological recorders across the region. Through our displays, social media platforms etc we raise awareness of the natural world and the need for conservation of habitats.

How are you going to measure/check the impact of your proposal?

We evaluate our activity to measure impact using quantitative and qualitative tools.

B - Environment and climate change

Yes

No

Is your policy/proposal relevant to the following questions?

B5-Air quality - Will it improve air quality?

In thinking about this question:

- How will it reduce motor vehicle traffic congestion?
- How will it reduce emissions of key pollutants?
- How will it discourage the idling of motor vehicles?
- How will it reduce reliance on private car use?

If you want more information contact Hayley.Trower@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/env-aq-air-quality-plan-outline-business-case.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

B - Environment and climate change

Yes

No

Is your policy/proposal relevant to the following questions?

B6-Transport - Will it improve road safety and transport for the whole community?

In thinking about this question:

- How will it prioritise pedestrians, cyclists and public transport users over users of private vehicles?
- How will it allocate street space to ensure children and older people can walk and cycle safely in the area?
- How will it increase the proportion of journeys made using sustainable and active transport?
- How will it reduce the risk of traffic collisions, and near misses, with pedestrians and cyclists?

If you want more information contact Pam.Turton@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/travel/local-transport-plan-3>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

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Is your policy/proposal relevant to the following questions?

B7-Waste management - Will it increase recycling and reduce the production of waste?

In thinking about this question:

- How will it reduce household waste and consumption?
- How will it increase recycling?
- How will it reduce industrial and construction waste?

If you want more information contact Steven.Russell@portsmouthcc.gov.uk or go to:

<https://documents.hants.gov.uk/mineralsandwaste/HampshireMineralsWastePlanADOPTED.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

C - Regeneration of our city

Yes

No

Is your policy/proposal relevant to the following questions?

C1-Culture and heritage - Will it promote, protect and enhance our culture and heritage?



In thinking about this question:

- How will it protect areas of cultural value?
- How will it protect listed buildings?
- How will it encourage events and attractions?
- How will it make Portsmouth a city people want to live in?

If you want more information contact Claire.Looney@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/pln-portsmouth-plan-post-adoption.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

The forward plan for the year ahead includes activity to secure the future of Landing Craft Tank (an iconic attraction on the Seafrost) and the city's museum collections through activities to raise standards (as required by the national benchmark of accreditation) and work on museum buildings (the majority are listed). It includes events and activities including plans for a major exhibition featuring the city's civic silver collection. Museums are inclusive shared public spaces contributing to community cohesion as well as providing inspiring opportunities to engage with collections.

How are you going to measure/check the impact of your proposal?

Achieving Accreditation (and NPO status).

C - Regeneration of our city

Yes

No

Is your policy/proposal relevant to the following questions?

C2-Employment and opportunities - Will it promote the development of a skilled workforce?



In thinking about this question:

- How will it improve qualifications and skills for local people?
- How will it reduce unemployment?
- How will it create high quality jobs?
- How will it improve earnings?

If you want more information contact Mark.Pembleton@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cou-regeneration-strategy.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

Immediate impact for individuals on the Kickstart programme - currently 8 young people with more to follow. Our activity / special projects provide opportunities for people to gain confidence, new skills and experience. People who have worked with us as volunteers have gained paid employment elsewhere.

How are you going to measure/check the impact of your proposal?

We will be evaluating the Kickstart programme. We evaluate individual projects to inform future plans.

C - Regeneration of our city

Yes

No

Is your policy/proposal relevant to the following questions?

C3 - Economy - Will it encourage businesses to invest in the city, support sustainable growth and regeneration?



In thinking about this question:

- How will it encourage the development of key industries?
- How will it improve the local economy?
- How will it create valuable employment opportunities for local people?
- How will it promote employment and growth in the city?

If you want more information contact Mark.Pembleton@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cou-regeneration-strategy.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

Museums contribute to the cultural ecology and creative industries of the city and along with other cultural activity are fundamental to attracting businesses to invest.

How are you going to measure/check the impact of your proposal?

Number of freelance opportunities, number of additional jobs through Kickstart and created through project funding.

Q8 - Who was involved in the Integrated impact assessment?

Jane Mee

This IIA has been approved by: Stephen Baily

Contact number: 023 9283 4399

Date: 22 July 2021

Agenda Item 4



Portsmouth
CITY COUNCIL

Title of meeting:	Culture, Leisure and Economic Development Decision Meeting
Date of meeting:	3 August 2021
Subject:	Libraries and Archives Update Report to cover the period April 2019 - March 2021
Report by:	Director of Culture, Leisure and Regulatory Services
Wards affected:	All
Key decision:	No
Full Council decision:	No

1. Purpose of report

- 1.1 To update and inform the Cabinet Member for Culture, Leisure and Economic Development of the work carried out by the Portsmouth Libraries and Archive Services in the twenty four months since the last update report was produced in July 2019. This to include updates to the 2019 report recommendations and information of measures, actions and impacts related to the Covid 19, for the Library and Archive Services from April 2020 to March 2021.
- 1.2 To make recommendations for additional actions to be undertaken in Portsmouth Libraries and Archives in line with the Business Plan and city council priorities for the period 2021/22.

2. Recommendations

- 2.1 **That the updates and progress on activity from the Portsmouth Libraries and Archives Annual Update Report 2019/20 shown at paragraph 3 be noted.**
- 2.2 **That the following works, which are within existing budgets, be delivered by Libraries and Archives in 2021/22:**
 - **A full service review for libraries, archives and modern records to include services, opening hours, staffing and buildings.**
 - **Apply for Libraries Connected Accreditation.**



- **Exploration of a universal home delivery model for lending services.**
- **Implementation of the History Centre Development Strategy 2022-25.**
- **Community and staff consultation to inform the service review.**
- **People's Network roll out to Windows 10.**
- **Deliver digital print solution.**
- **Deliver staff development - front line customer care and diversity action planning**

3. Background

3.1 Public Libraries and the Archive Service are both statutory services. The Schools Library Services is not statutory and operates as a Traded Service which is self-funding via service level agreements with local schools to provide library and project lending collections and reader development support initiatives.

3.2 To ensure the consistency and quality of the public library offer across England, Libraries Connected, a sector support organisation with Arts Council England funding, have confirmed the following universal offers for all libraries
[Universal Library Offers | Libraries Connected](#)

- Reading
- Information and digital
- Health and Wellbeing
- Cultural and creativity

Cutting across these commitments are the Children's Promise and the Vision and Sight Impaired Peoples Promise.

3.3 Archive Service, priorities and aims are identified by National Archives, as:

- Providing excellent access to records for all
- Security and protection of the collections
- Conservation of the collections.

3.4 These commitments sit alongside the Portsmouth City Council aims and the Culture and City Development Business Plan in determining the Libraries and Archives operational priorities and actions.



- 3.5** Below are brief update reports on the works completed during the period April 2019 - March 2021 and an identification of the works that are still outstanding or requiring further action in the year ahead.
- 3.5.1** **Development and delivery of a Library Strategy to cover the period 2020 - 2025 to inform activity and priorities.**
Update: Work on this strategy was halted in March 2020 due to the onset of lockdown in response to the Covid pandemic. It was clear that meaningful consultation with residents and staff would not be possible at this time and preferences and future priorities would remain uncertain for some time.
- 3.5.2** **Development and launch of the independent Public Libraries, School Library Service and Archive Service website.**
Update: This is now complete and awaiting final sign-off from PCC in order to go live.
- 3.5.3** **Refurbishment of services at Cosham Library in association with structural repairs planned for winter 2020.**
Update: The timeframe for the work was considerably extended due to Covid 19 safe working practices and additional works required for wall ties and stone window frames. Works are now complete and the building is undergoing a refit of shelving, IT and new furniture. It will open as a soft launch 21 July 2021 and celebrations may be permitted the following week, subject to government guidance and local risk assessments.
- 3.5.4** **Stock review to include purchase allocation and presentation of stock.**
Update: Various works were undertaken and processes piloted to deliver stock in innovative ways during 2019/20. Adjustments to stock purchase allocations were made in March 2020 and 2021 in response to changing demand, notably a shift to increased digital purchase during the pandemic, responding to high demand.
- 3.5.5** **Delivery of pilot project for the Summer Reading Challenge Plus, evaluate and report.**
Update: A pilot project for SRC Plus was run in the summer term 2019, with favourable literacy and reader development outcomes for children who do not usually participate in the reading challenge. Government restrictions associated with the pandemic prevented further library/school collaborations in 2020 and 2021. This pilot was fully reported in portfolio report, Summer Reading Challenge 2019.
- 3.5.6** **Explore options for library management system consortia, working with Southampton and the Isle of Wight. Evaluate and report.**
Update: No further action has been taken on this matter as it awaits decisions by Southampton and Isle of Wight authorities. Portsmouth already has a consortium enabling contract with our library management system supplier.



- 3.5.7 Deliver the second and final year of the City of Stories Project funded by Arts Council England. This project is shared equally by The Conan Doyle Project and Libraries and Archives. This is a two year project to the value of £140,000.**
Update: This project concluded the majority of its work streams by February 2020. The final celebratory event had to be cancelled due to the pandemic and it has not been possible to provide this as planned at any time since. In its place there has been film content created with some of the key protagonists. A full report on City of Stories will be brought to the portfolio in October 2021.
- 3.5.8 Continue delivery of the Libraries Health and Wellbeing Project funded by the Public Health Transformation fund. This is years 2 and 3 of a project to the value of £174,000.**
Update: Work streams continued in line with project milestones in 2019-20, but outreach activity was constrained in 2020-21 due to Covid restrictions. With funder approval the project transferred support by the staff embedded in the project to those shielding; delivering book, craft and distraction packs. The project will conclude in March 2022.
- 3.5.9 Completion and delivery of the Archive Outreach Policy.**
Update: This work has been incorporated in the development of a broader document to identify priorities and actions for Archives and Local Collections: Portsmouth History Centre Development strategy 2022 - 25. This will be brought to the portfolio for approval in September 2021.
- 3.5.10 Relocation and set up of the Photographic store at the Central Library.**
Update: This was achieved in September 2019. The store has enabled archival photographic materials to be removed from the Southsea Repository and other stores, creating space and allowing them to run at a more ambient temperature suitable for paper archive. The colder dryer environment generated in the new photographic store aids long term security and conservation of photographs which are very vulnerable to decay.
- 3.5.11 Re-submission of Archive Accreditation.**
Update: National Archives confirmed that the resubmission for Archive Accreditation was successful as of 7th November 2019 and our accreditation status was moved from provisional to full award. Resubmission will be required in July 2022.
- 3.6 Impact of Covid 19 on Libraries and Archive Services**
See Appendix A, report on the impact of the pandemic on the Libraries and Archive Services and subsequent responses and community support. Key issues are:
- the huge increase in interest and participation with all digital services
 - the delivery of Bookfest as a unique digital book festival provided by a UK library service.



- the demand for delivery services and 'click and collect' book and creative packs for all ages
- a significant reduction on overall book issues
- on-going liaison with the HIVE to ensure support to vulnerable families and individuals.

4. Reasons for recommendations

4.1 A full service review for libraries, archives and modern records.

This is required in response to the impacts of the Covid 19 pandemic, to ensure our structures in terms of services, buildings and staff are the best fit to assist and support communities. Also to explore any potential economies and efficiencies.

4.2 Apply for Libraries Connected Accreditation

This is required to ensure best practice in terms of service provision and staff development as identified by the national support organisation.

4.3 Exploration of a universal home delivery model for lending services.

This will consider possible funding models to deliver a library service via home deliveries. This is required in response to changing resident expectations and patterns of use post Covid.

4.4 Implementation of the History Centre Development Strategy 2022-25

This strategy and its subsequent operations plan are required to ensure the archive service continues to meet its requirements for National Archive Accreditation, in terms of providing security, conservation and excellent access to the records it holds.

4.5 Community consultation related to resident expectations and needs for library and archive services.

Consultation required to inform the full service review, libraries accreditation and the implementation of the History Centre Development Strategy. The consultation will consider opening hours, buildings services and potential changes to delivery models.

4.6 Peoples Network roll out to Windows 10

Required to ensure the digital platform continues to be supported, as support for Windows 7 will soon cease. Also to ensure that a current and responsive digital offer is provided for residents and library users.



4.7 Deliver digital print solution

To enable residents and all customers to print direct from smart devices, thus providing a more efficient and accessible service, with opportunities for increased income generation.

4.8 Deliver staff development - front line customer care and diversity action planning

Required to ensure staff are responsive and have the correct skills to meet and support the changing needs of all residents

5. Integrated impact assessment

5.1 IIA attached at Appendix B

6 Legal implications

6.1 There are no legal implications arising directly from the recommendations in this report. However, Legal Services will advise and assist as required in the context of the individual proposed actions listed as they are implemented.

7. Director of Finance's comments - subject to Sue Page approval

7.1 Any actions contained within this report have or will be implemented within the approved financial resources for the Libraries and Archives Service with the exception of the following grant funded projects:

Project	Funding Source	Amount
City of Stories Project	Arts Council England	£ 140,000
Libraries Health and Wellbeing Project	Public Health Transformation fund	£ 174,000

.....
Signed by:
Stephen Baily
Director of Culture, Leisure and Regulatory Services

Appendices:

Appendix A - Impact of Covid 19 on Libraries and Archive Services

Appendix B - Integrated 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 Economic Development

Appendix A - Impact of Covid 19 on Libraries and Archive Services

Introduction

This report details the impact of the Covid 19 pandemic on these statutory services and the responses in terms of services delivered, stock pressures, and impact on staff and customer experience.

Timeframe

The following changes in levels of service were in line with Government Requirements, subject to PCC Gold Group agreement and supported by Libraries Connected Covid 19 toolkit and advice. [Service recovery toolkit - May 2021 | Libraries Connected](#) :

- 16 March 2020: closure of all branch libraries and mobile library
- 23 March 2020: closure of Central Library
- 29 April 2020: staff who are not shielding working in larger libraries three days per week , i.e. Central, Southsea, North End, Cosham and Beddow. Staff also working in the History Centre
- 6 July 2020: Libraries re-open Central, North End, Cosham and Southsea, week days only, for browsing/borrowing, computer access, information, purchase of parking permits, gradual introduction of "click and collect services"
- 14 September 2020: Beddow re-opens as above
- 26 September 2020: Southsea, Cosham, Beddow and North End open Saturdays
- 5 November 2020: no browse and borrow services and withdrawal of parking permit sale. Minor changes continued in response to the tier system.
- 21 November 2020: Cosham library closed for building works
- 6 January 2021: Library workers confirmed as essential/key workers
- 6 January 2021: Face coverings to be worn
- 6 January 2021: Modern Records open

- 12 April 2021: All libraries (excluding Cosham which was closed for building works) open for browsing
- 21 June 2021: Saturday opening and full pre-Covid opening hours reinstated in all libraries (excluding Cosham)

Attendance and engagement with customers

Following the initial period of lockdown, Libraries and the History Centre have maintained some level of public access throughout the pandemic, which has required staff to attend the workplace during times when public travel has been restricted and a safety concern for some. From July 2020, the minimum level of support provided by libraries, has been:

- Essential digital access via the peoples network computers, for those who have no other means of digital access
- Information services
- 'Click and Collect' book services

When guidelines have permitted the service has also enabled browsing and borrowing services. Other than learning sessions and the Vision Impaired learning and support groups, other events and activities have either gone on-line or been temporarily halted. At all times there has been 24/7 access to the digital on-line library of services and these have fit well with communities required to stay home and go on-line.

Physical loan issues

Physical issues of books and other items, dropped from 382,583 in 2019/20 to 91,800 in 2020/21. Libraries lost 76% of our anticipated loans. These were lent to 17,118 borrowers in 2019/20 declining to 5,915 in 2020/21. The challenge as we come out of lockdown will be to encourage lapsed borrowers back to our libraries and seek to engage new audiences.

Digital Library Services

Over the same timeframe overall digital usage of services, increased from 103,541 to 267,564. This is an increase of 158% and demonstrates the ongoing demand for services that can be accessed from home by those with good digital devices and skills.

Of particular significance is the success of Pressreader which was funded through the value of the physical newspapers which couldn't be offered during the pandemic. The pressreader offer includes our local Portsmouth News, a range of UK dailies, and significant magazines and newspapers from across the world. Publications from the following countries are accessed regularly providing a considerable benefit and informational tool to residents. The countries include: USA, Ireland, Canada, Australia, Turkey, Spain, Malta, Germany, France, Poland, Botswana, South Africa, Japan, India, Sri Lanka, Brazil and Ecuador.

Lockdown also drew the digitally confident to call on the e-book and e-audio book facilities, causing great demand and requiring additional funds to be diverted from other budgets to keep pace with the demand for new and different titles.

The free music downloads and streaming service was also in high demand, finding new audiences and supporting families and individuals in their homes.



Below a breakdown of digital use over the two years showing a significant increase over the time of the pandemic.

	e-book	e-audio	Music download	Music Stream	Press reader N'papers	e-magazines	e-comics	Total
April 19	681	978	1293	2309	0	1658	7	6926
April 20	1707	1859	1186	3333	7860	1662	50	17757
May 19	722	1178	1314	3316	0	1715	9	8254
May 20	1982	2022	1401	3329	9257	1502	35	19528
June 19	727	1019	1127	2749	0	1407	15	7044
June 20	1897	1880	1713	2972	8891	1638	15	19006
July 19	862	1084	1269	2617	0	1638	7	7477
July 20	1750	1929	1565	3069	9882	1657	23	19875
Aug 19	954	1130	1132	3223	0	1674	30	8143
Aug 20	1662	1866	1687	3767	8961	1548	28	19519
Sept 19	852	1099	1259	3100	0	1622	21	7953
Sept 20	1619	1778	1526	2715	10309	1624	21	19592
Oct 19	939	1171	1171	3837	0	1833	45	8996
Oct 20	1626	1870	1664	3014	16326	1644	0	26144
Nov 19	989	1251	1234	3064	3	1241	26	7808
Nov 20	1625	1988	1861	3123	16623	0	0	25220
Dec 19	987	1070	1129	2176	827	1295	22	7506
Dec 20	1564	1906	1063	2820	16817	0	0	24170
Jan 20	992	1197	1121	2279	2597	1321	21	9528
Jan 21	1685	2142	1103	3056	18521	0	0	26507
Feb 20	1080	1119	1039	2242	4338	1264	22	11104
Feb 21	1486	1809	948	2659	17447	0	0	24349
March 20	1237	1491	1204	2366	5041	1444	19	12802
March 21	1784	2112	1169	2689	18143	0	0	25897

Total 20	11022	13787	14292	33278	12806	18112	244	103541
Total 21	20387	23261	16886	36546	159037	11275	172	267564

Home Deliveries and 'Click and Collect'

Another area that saw considerable increased and changed levels of demand during lockdown were delivery services direct to residents homes. This applied to both the longer term housebound and those shielding with shorter term vulnerabilities due to Covid.

Contacts for the latter groups were frequently brokered by the HIVE.

In April 2019 to March 2020 a total of 39 clients were served with a total of 312 visits and this rose to 251 clients served with 831 visits in the period April 2020 to March 2021.

Added to this was the growing demand for 'Click and Collect' and in some cases 'Click and Deliver'. The latter were a mix of requested items for either subject areas and themes, or direct title requests. There are incomplete figures for this area of work but the table below captures the numbers of packs prepared and either collected or delivered for the period November 2020 - April 2021.

These total 1,883 packs.

Branch	Nov 2020	Dec 2020	Jan 2021	Feb 2021	March 2021	April 2021
Alderman Lacey	Closed	Closed	9	14	21	0
Beddow	60	35	131	166	168	17
Carnegie	Closed	Closed	0	4	0	0
Central	9	23	47	77	86	0
Cosham	81	Closed	Closed	Closed	Closed	Closed
North End	93	24	129	129	172	61
Paulsgrove	Closed	Closed	11	18	40	13
Portsea	Closed	Closed	0	0	0	0
Southsea	21	5	39	85	79	16
Total	264	87	366	493	566	107

Added to this was a collaboration with Portsmouth Creates, Artwork and the Portsmouth Cultural Education Partnership members who donated items of craft to be added to the packs. Library crafts and books were added and team members brought the packs together and took on the role of delivery and distribution. 893 cultural and craft packs were delivered to children across the city, either via the school network or directly to families.

Additionally, libraries provided craft packs for collection/delivery in school holiday periods in lieu of the holiday activities which would normally be delivered in libraries

Based on this model a further 150 adult distraction packs were collated and distributed to homes identified via the HIVE.

Collections of stock donated to the libraries was taken to the IBIS Hotels for the benefit of residents being housed for the duration of the pandemic. Over 500 volumes were provided.

Bookstart packs

Approximately 400 Bookstart Baby packs continued to be distributed per month in liaison with the Portsmouth Registry Office and a further 20 per month via the libraries. The Bookstart Treasure Packs for early years children continued to be distributed and numbers increased during lockdown.

Distribution of Treasure Packs for the period 2019/20 - 2020/21, showing an increase for the period of the pandemic.

Packs/Date	2019/20	2020/21
Treasure packs	1,837	2,246
Dual language packs	191	264
Bookshine (for children with hearing impairment)	53	138
Booktouch (for children with vision impairment)	34	37
Bookstar (for children with problems with fine motor skills)	34	66
Bookstart Corner Packs (for targeted families, liaising with health professionals)	500	600
Total	2,649	3,351

BookFest

Due to the government restrictions in place February and March 2021, the decision was taken to move the entire book festival on-line via the libraries Zoom account, permitting up to 300 attendees at an event.

31 events were delivered with a total of 1,004 attendees. This was a 25% overall reduction from the previous year, but it enabled resident and audiences from any location to engage with writers and literary events at a time when cultural stimulation was lacking for many. Feedback recorded that some speakers and audience members struggled with the technology and the Zoom format prevented the informal interaction and engagement that can take place at a live event. There was no opportunity to buy books and get them signed or spend time with an author and take selfies.

However there were advantages with the Zoom format and events could be international in scope, accessing speakers and audience members from the United States, Germany, Stockholm and Canada. Audience members from across the UK also engaged with the festival, providing opportunities to increase the reach of the event, promoting Portsmouth as a literary destination.

The format benefited the digitally confident and those who may not have been able to attend location based events, due to access or work commitments. Feedback came from home carers, those with travel and mobility concerns. Also from workers who could relax with the camera off and have a meal or drink while enjoying the event. Many also appreciated the 'chat' function, feeling more empowered to ask questions, than they may have done if faced with a roaming microphone in a large room.

We understand that this is the only library managed book festival delivered exclusively on-line during the pandemic.

The way forward for Libraries and Archives post Covid

As the Libraries and Archives offer return to pre-Covid opening hours and services, it is clear that some customers are glad to be back, while others are still fearful, worried or have simply got into new habits which don't include regular access to our services. At the same time, there has been a considerable shift to all our digital services which continues to grow and many residents have relied heavily on deliveries which are not part of our ongoing offer unless we rethink it.

Residents have become increasingly dependent on digital access during the pandemic, as increasing numbers of services and information sources have gone exclusively on-line. Those without the skills or equipment to access these offers are increasingly disenfranchised and at risk of being left behind. Libraries will have an ongoing requirement to support this group. We also have a remit around support with wellbeing, job seeking, and assistance for new and emerging businesses, school readiness, broader learning and community cohesion.

Libraries and Archives will undertake community consultation and undertake a full service review to ensure we are well placed to support residents and maximise the opportunities of the current changes.

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Integrated Impact Assessment (IIA)

Integrated impact assessment (IIA) form December 2019

www.portsmouth.gov.uk

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

- identify those policies, projects, services, functions or strategies that could impact positively or negatively on the following areas:
 - Communities and safety
 - Regeneration and culture
 - Environment and public space
 - Equality & - Diversity This can be found in Section A5

Directorate:

Culture, Leisure and Regulatory Services

Service, function:

Libraries and Archives services and functions
(ongoing)

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

Libraries and Archives Update Report to cover the period April 2019 - March 2021

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

- Existing
- New / proposed
- Changed

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

To update and report on services and actions delivered by Portsmouth Libraries and Archives April 2019 - March 2021, with special reference to the impact of the Covid 19 pandemic. Also to seek portfolio agreement for recommended activities and work streams for the period April 2021 - March

Has any consultation been undertaken for this proposal? What were the outcomes of the consultations? Has anything changed because of the consultation? Did this inform your proposal?

Consultation will take place in 2021-22 to inform the other recommendations proposed. The impact of the pandemic has prevented consultation with user groups, residents and staff in the recent months.

A - Communities and safety

Yes

No

Is your policy/proposal relevant to the following questions?

A1-Crime - Will it make our city safer?



In thinking about this question:

- How will it reduce crime, disorder, ASB and the fear of crime?
- How will it prevent the misuse of drugs, alcohol and other substances?
- How will it protect and support young people at risk of harm?
- How will it discourage re-offending?

If you want more information contact Lisa.Wills@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cou-spp-plan-2018-20.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

Libraries Health and wellbeing collections and support.
Engagement with Society of St James and Pushing Change projects.
Referrals to other services as required.

How will you measure/check the impact of your proposal?
Measure use of the collections
Evaluate partnership working with Society of St James and Pushing Change.
Instances of referrals.

A - Communities and safety

Yes

No

Is your policy/proposal relevant to the following questions?

A2-Housing - Will it provide good quality homes?



In thinking about this question:

- How will it increase good quality affordable housing, including social housing?
- How will it reduce the number of poor quality homes and accommodation?
- How will it produce well-insulated and sustainable buildings?
- How will it provide a mix of housing for different groups and needs?

If you want more information contact Daniel.Young@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/psh-providing-affordable-housing-in-portsmouth-april-19.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

A - Communities and safety

Yes

No

Is your policy/proposal relevant to the following questions?

A3-Health - Will this help promote healthy, safe and independent living?



In thinking about this question:

- How will it improve physical and mental health?
- How will it improve quality of life?
- How will it encourage healthy lifestyle choices?
- How will it create healthy places? (Including workplaces)

If you want more information contact Dominique.Letouze@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cons-114.86-health-and-wellbeing-strategy-proof-2.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

Provision of Health and Wellbeing collections
Support quality of life by assisting with literacy, learning, cultural and recreational activities, job seeking and digital access.
Provision of information in books and digitally to support healthy lifestyles

How are you going to measure/check the impact of your proposal?

Use of Health and Wellbeing collections
Participation with services and initiatives for support
Book loans and levels of digital engagement

A - Communities and safety

Yes

No

Is your policy/proposal relevant to the following questions?

A4-Income deprivation and poverty-Will it consider income deprivation and reduce poverty?



In thinking about this question:

- How will it support those vulnerable to falling into poverty; e.g., single working age adults and lone parent households?
- How will it consider low-income communities, households and individuals?
- How will it support those unable to work?
- How will it support those with no educational qualifications?

If you want more information contact Mark.Sage@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cou-homelessness-strategy-2018-to-2023.pdf>
<https://www.portsmouth.gov.uk/ext/health-and-care/health/joint-strategic-needs-assessment>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

Provision of resources to support learning and health and wellbeing
Free use of books and digital services for learning, recreation and cultural development.

How are you going to measure/check the impact of your proposal?
Numbers of resources accessed and breadth of access by socio-economic groups and geographical reach.

A - Communities and safety

Yes

No

Is your policy/proposal relevant to the following questions?

A5-Equality & diversity - Will it have any positive/negative impacts on the protected characteristics?



In thinking about this question:

- How will it impact on the protected characteristics-Positive or negative impact (Protected characteristics under the Equality Act 2010, Age, disability, race/ethnicity, Sexual orientation, gender reassignment, sex, religion or belief, pregnancy and maternity, marriage and civil partnership,socio-economic)
- What mitigation has been put in place to lessen any impacts or barriers removed?
- How will it help promote equality for a specific protected characteristic?

If you want more information contact gina.perryman@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cmu-equality-strategy-2019-22-final.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

Collections and services seek to actively engage protected characteristics. The proposed consultation and review will ensure participation by protected characteristics to ensure the service is better able to support their needs and interests.

How are you going to measure/check the impact of your proposal?
Results of consultation and actions identified.

B - Environment and climate change

Yes

No

Is your policy/proposal relevant to the following questions?

B1-Carbon emissions - Will it reduce carbon emissions?



In thinking about this question:

- How will it reduce greenhouse gas emissions?
- How will it provide renewable sources of energy?
- How will it reduce the need for motorised vehicle travel?
- How will it encourage and support residents to reduce carbon emissions?

If you want more information contact Tristan.thorn@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cmu-sustainability-strategy.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

Provision of information to residents working with different departments.
 Review process to consider green issues in future policy changes

How are you going to measure/check the impact of your proposal?
 Number of campaigns supported
 Outcomes and recommendations of review in terms of green issues.

B - Environment and climate change

Yes

No

Is your policy/proposal relevant to the following questions?

B2-Energy use - Will it reduce energy use?



In thinking about this question:

- How will it reduce water consumption?
- How will it reduce electricity consumption?
- How will it reduce gas consumption?
- How will it reduce the production of waste?

If you want more information contact Triston.thorn@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/pln-portsmouth-plan-post-adoption.pdf>

<https://democracy.portsmouth.gov.uk/documents/s24685/Home%20Energy%20Appendix%201%20-%20Energy%20and%20water%20at%20home%20-%20Strategy%202019-25.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

B - Environment and climate change

Yes

No

Is your policy/proposal relevant to the following questions?

B3 - Climate change mitigation and flooding-Will it proactively mitigate against a changing climate and flooding?

In thinking about this question:

- How will it minimise flood risk from both coastal and surface flooding in the future?
- How will it protect properties and buildings from flooding?
- How will it make local people aware of the risk from flooding?
- How will it mitigate for future changes in temperature and extreme weather events?

If you want more information contact Tristan.thorn@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/env-surface-water-management-plan-2019.pdf>

<https://www.portsmouth.gov.uk/ext/documents-external/cou-flood-risk-management-plan.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

B - Environment and climate change

Yes

No

Is your policy/proposal relevant to the following questions?

B4-Natural environment-Will it ensure public spaces are greener, more sustainable and well-maintained?

In thinking about this question:

- How will it encourage biodiversity and protect habitats?
- How will it preserve natural sites?
- How will it conserve and enhance natural species?

If you want more information contact Daniel.Young@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/pln-solent-recreation-mitigation-strategy-dec-17.pdf>

<https://www.portsmouth.gov.uk/ext/documents-external/pln-portsmouth-plan-post-adoption.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

B - Environment and climate change

Yes

No

Is your policy/proposal relevant to the following questions?

B5-Air quality - Will it improve air quality?

In thinking about this question:

- How will it reduce motor vehicle traffic congestion?
- How will it reduce emissions of key pollutants?
- How will it discourage the idling of motor vehicles?
- How will it reduce reliance on private car use?

If you want more information contact Hayley.Trower@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/env-aq-air-quality-plan-outline-business-case.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

B - Environment and climate change

Yes

No

Is your policy/proposal relevant to the following questions?

B6-Transport - Will it improve road safety and transport for the whole community?

In thinking about this question:

- How will it prioritise pedestrians, cyclists and public transport users over users of private vehicles?
- How will it allocate street space to ensure children and older people can walk and cycle safely in the area?
- How will it increase the proportion of journeys made using sustainable and active transport?
- How will it reduce the risk of traffic collisions, and near misses, with pedestrians and cyclists?

If you want more information contact Pam.Turton@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/travel/local-transport-plan-3>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

Is your policy/proposal relevant to the following questions?

B7-Waste management - Will it increase recycling and reduce the production of waste?

In thinking about this question:

- How will it reduce household waste and consumption?
- How will it increase recycling?
- How will it reduce industrial and construction waste?

If you want more information contact Steven.Russell@portsmouthcc.gov.uk or go to:

<https://documents.hants.gov.uk/mineralsandwaste/HampshireMineralsWastePlanADOPTED.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

C - Regeneration of our city

Yes

No

Is your policy/proposal relevant to the following questions?

C1-Culture and heritage - Will it promote, protect and enhance our culture and heritage?



In thinking about this question:

- How will it protect areas of cultural value?
- How will it protect listed buildings?
- How will it encourage events and attractions?
- How will it make Portsmouth a city people want to live in?

If you want more information contact Claire.Looney@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/pln-portsmouth-plan-post-adoption.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

Provision of information/history on heritage areas to engage residents
Provision of cultural and literary activities and events - consultation to ensure our offer is in line with residents interests and needs.

How are you going to measure/check the impact of your proposal?
Numbers engaging with services
Numbers attending events and measure of the diversity of audiences

C - Regeneration of our city

Yes

No

Is your policy/proposal relevant to the following questions?

C2-Employment and opportunities - Will it promote the development of a skilled workforce?



In thinking about this question:

- How will it improve qualifications and skills for local people?
- How will it reduce unemployment?
- How will it create high quality jobs?
- How will it improve earnings?

If you want more information contact Mark.Pembleton@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cou-regeneration-strategy.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

Provision of information and support via books, digital access and formal learning sessions
Sessions on-line to support job seeking and business support
Delivery of Pat Lib Services

How are you going to measure/check the impact of your proposal?
Numbers/use of resources exploring data on the diversity of users via social economic and protected characteristics measures.

C - Regeneration of our city

Yes

No

Is your policy/proposal relevant to the following questions?

C3 - Economy - Will it encourage businesses to invest in the city, support sustainable growth and regeneration?



In thinking about this question:

- How will it encourage the development of key industries?
- How will it improve the local economy?
- How will it create valuable employment opportunities for local people?
- How will it promote employment and growth in the city?

If you want more information contact Mark.Pembleton@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cou-regeneration-strategy.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

Support business and local economy by supporting formal and informal learning at all levels and for all ages and abilities

How are you going to measure/check the impact of your proposal?
Numbers using libraries to borrow items and access services.

Q8 - Who was involved in the Integrated impact assessment?

Lindy Elliott
Dave Percival

This IIA has been approved by: Lindy Elliott

Contact number: 023 9268 8058

Date: 8/7/21