

**Title of meeting:** Culture and City Development Decision Meeting

**Date of meeting:** 19 July 2019

**Subject:** Annual Libraries and Archive Update Reports 2019-20

**Report by:** Director of Culture, Leisure and Regulatory Services

**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 and City Development of the work carried out by the Portsmouth Library and Archive Services in the last twelve months, i.e. 2018/19 as identified in the Libraries and Archive Annual Update Report 2018.
- 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 2019/20.

**2. Recommendations**

- 2.1** That the updates and progress on activity from the Portsmouth Libraries and Archives Annual Update Report 2018/19, shown at 3 be noted.
- 2.2** That the following actions be delivered by Libraries and Archives in 2019/20:
- 2.2.1** Development and delivery of a Library Strategy to cover the period 2020 - 2025 to inform activity and priorities.
- 2.2.2** Development and launch of the independent Public Libraries, School Library Service and Archive Service website.
- 2.2.3** Refurbishment of services at Cosham Library in association with structural repairs planned for winter 2020.
- 2.2.4** Stock review to include purchase allocation and presentation of stock.
- 2.2.5** Delivery of pilot project for the Summer Reading Challenge Plus, evaluate and report.

- 2.2.6 Explore options for library management system consortia, working with Southampton and the Isle of Wight. Evaluate and report.**
- 2.2.7 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.**
- 2.2.8 Continue delivery of the Libraries Health and Wellbeing Project funded by the Public Health Transformation fund. This is year two of a four year project to the value of £174,000.**
- 2.2.9 Completion and delivery of the Archive Outreach Policy.**
- 2.2.10 Relocation and set up of the Photographic store at the Central Library.**
- 2.2.11 Re-submission of Archive Accreditation.**
- 2.2.12 Deliver annual budget savings as required.**

### **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 the UK, Libraries Connected, a sector support organisation with Arts Council England funding, is currently reviewing the universal offers and commitment that define the public library role in the UK. The draft Universal Offers are subject to stage 2 consultation but are expected to be:

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

Specific commitment to children and the vision impaired is embedded across all these offers.

- 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 last twelve months and an identification of the works that are still outstanding or requiring further action in the year ahead.

**3.5.1 Delivery of the Libraries Health and Wellbeing Project funded by the Public Health Transformation fund. This is a four year project to the value of £174,000**

**Update:** Health and Wellbeing Zones have now been provided in all Portsmouth Libraries. A programme of drop-in support sessions is in place and will be extended to all libraries, calling on the use of volunteers, over the final two years of the project as funding is reduced and the activities mainstreamed.

**3.5.2 Delivery 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:** The first year of the project has been successfully delivered, providing "A Summer of Sherlock" and significant additional initiatives targeting hard to reach groups working with the Conan Doyle collection. The funding has provided a "Story Centre" initiative for early years and primary children centred on the north group libraries, work with the archive of the theme of popular music, story writing workshops and competitions for all ages, a "One City Read" for 2018 and work on a graphic novel style adaption of "Study in Scarlett". The project has enabled work with creative providers in the city and wider region, creating more resilient networks. Staff and providers have also benefited from experiencing and engagement with best practice and innovative ideas from elsewhere in the UK. An interim report was submitted and accepted by Arts Council England in spring 2019.

**3.5.3 Delivery and evaluation of innovative projects to extend the reach of the annual Summer Reading Challenge to hard to reach groups and all that do not currently use a library.**

**Update:** The 2018 challenge was successfully delivered, increasing the number of participants and reach compared to previous years. This was reported to the Portfolio Meeting, 5<sup>th</sup> October 2018. "Mischief Makers: The Summer Reading Challenge 2018". Further targeted initiatives are included in the recommendations of this report. See 2.2.5

**3.5.4 Delivery of Universal Credit, to be rolled out across the city from September 2018.**

**Update:** This is ongoing with new applicants now receiving Universal Credit, but the roll out is delayed for many existing resident, in line with a national steer. It is anticipated that work will continue in 2020 working with support services in the city.

**3.5.5 Work with Civica/Spydus to develop the work to migrate the Archive catalogue to Spydus 10**

**Update:** This has been successfully achieved, but some amendments are required to ensure pictorial images are presented to avoid illegal downloads.

**3.5.6 Development of the Archive Outreach Policy**

**Update:** This is currently in development. It will draw on the experience and knowledge gained from the outreach project work currently in delivery for "City of Stories" also from regional training and visits to other Archive services currently delivering best practice in the UK. The policy will be completed in 2019/20 and will be submitted as an individual report to the Portfolio meeting for consideration.

**3.5.7 Explore alternative library management systems for the School Library service and its clients**

**Update:** School Library Service has been undertaking soft market testing with a number of different systems over the last twelve months. There are an increasing number of systems that meet the needs of small to medium size school libraries and locally, some schools have changed their systems. However, these products do not meet the current and future business needs of the School Library Service, who will continue to explore alternatives.

**3.5.8 Deliver annual budget saving as required**

**Update:** Savings were achieved as required.

**4. Reasons for recommendations**

Reasons are set against each recommendation below.

**4.1 Development and delivery of a Library Strategy to cover the period 2020 - 2025 to inform activity and priorities.**

To agree and present a strategy which clarifies the priorities for the services over the next 5 years, to inform yearly operational plans and spend. The strategy will reflect the views and requirements of PCC aims and objectives, those of customers, stakeholders and staff.

**4.2 Development and launch of the independent Public Libraries, School Library Service and Archive Service website**

To provide better digital access to the offers of all three services by service users. Supporting the Schools Library Service traded service model and promoting and extending the range and visibility of all virtual services and promotional outreach offers for all three.

**4.3 Refurbishment of services at Cosham Library in association with structural repairs planned for winter 2020**

Cosham remains the largest Portsmouth Library off the island, but has suffered from a decline in use and issues over the last five years. The library will be closed for structural refurbishments winter 2019/20 and this will provide an opportunity to work with customers and staff to identify how the children's library, computer access and arrangement of stock can be improved within existing budgets.

Changes would seek to provide space for a small performance venue off the island and maximise use of the building, stock and equipment.

- 4.4 Stock review to include purchase allocation and presentation of stock**  
To maximise use of existing book fund to meet community need for information, learning and recreation.
- 4.5 Delivery of pilot project for the Summer Reading Challenge Plus, evaluate and report.**  
A pilot scheme to test a new model for delivering the Summer Reading Challenge to reach targeted children are unlikely to be supported by parents and carers to undertake the challenge during the summer holiday.
- 4.6 Explore options for library management system consortia, working with Southampton and the Isle of Wight. Evaluate and report.**  
To explore options for potential cost savings on future contracts and opportunities for sharing of resources.
- 4.7 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**  
To continue to meet our commitment to Arts Council England funding requirements and our own priorities to support literacy, access to the archive and develop the tradition of Portsmouth as a home of great writers and writing.
- 4.8 Continue delivery of the Libraries Health and Wellbeing Project funded by the Public Health Transformation fund. This is year two of a four year project to the value of £174,000**  
Recommended in order to continue to meet our commitment to the Public Health Transformation Fund, to support and improve the health and wellbeing of residents and to deliver the Libraries universal offer to support health and wellbeing
- 4.9 Completion and delivery of the Archive Outreach Policy**  
Recommended to meet our commitment under Archive Accreditation, ensuring access and promotion of archive holdings. This is needed to develop a sense of ownerships and engagement by residents and local communities.
- 4.10 Relocation and set up of the Photographic store at the Central Library**  
This is recommended to provide a more suitable environment for photographic storage to aid preservation. The climate control needs to be set colder and dryer for photographs, than for other paper archive. This relocation will free space for future growth in the main Southsea Repository where climate controls can be slightly relaxed, offering a modest saving and less pressure on the equipment.
- 4.11 Re-submission of Archive Accreditation**

Recommended to maintain accreditation to ensure good practise in all areas of archive delivery. Also obtaining the support and access on best practice, provided by National Archives.

**4.12 Deliver annual budget saving as required**

To meet city council requirements.

**5. Equality impact assessment**

**5.1 There is no requirement for an EIA for the overall report, however the following actions need to be noted for specific recommendations:**

**5.2 Development and delivery of a Library Strategy to cover the period 2020 - 2025 to inform activity and priorities.**

A full EIA will be worked on as the work progresses - to be completed before the strategy is signed off.

**5.3 Development and launch of the independent Public Libraries, School Library Service and Archive Service website**

An EIA is being worked on will be completed when the specifications and requirements for the website are identified with the contractor

**5.4 Refurbishment of services at Cosham Library in association with structural repairs planned for winter 2020**

A full EIA is being worked on in conjunction with the work for this project and will be submitted before the works are undertaken

**5.5 Delivery of pilot project for the Summer Reading Challenge Plus, evaluate and report**

A full EIA has previously been submitted for the summer reading challenge. This will be revisited, to understand if the findings of the pilot change the original conclusions.

**5.6 Stock review to include purchase allocation and presentation of stock.**

An EIA assessment will be undertaken to accompany this work stream.

**5.7 Completion and delivery of the Archive Outreach Policy**

When developed this policy will be the subject of a separate Decision Report to the Culture, Leisure and Sport Portfolio along with an EIA assessment.

**5.8 Deliver annual budget saving as required**

Budget savings proposals will be subject to EIA assessment when identified and agreed later in the year.

**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**

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

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

**Appendices:        None**

**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 and City Development**