



Portfolio Holder Decision Making Session

Portfolio Holder for Business, ip&e, Culture and
Commissioning (North)

Portfolio Holder for Resources, Finance and
Support

Thursday 17th December 2015 3.30pm

Future management of Ellesmere Library Service and Customer Service Point

Responsible Officer: Neil Willcox

Email: neil.willcox@shropshire.gov.uk

1. Summary

This report seeks Portfolio Holder agreement to (1) relocate existing library and Customer Service Point services in Ellesmere from their existing location in Fullwood House to the nearby Meres Day Centre to create a new Community Hub, and (2) transfer the management of library and Customer Service Point services, and the existing day services for older people and people with learning difficulties, from Shropshire Council to a new management organisation, to be confirmed following an open procurement process.

This report is not directly concerned with the potential outsourcing of day services, which will be subject to a separate decision making process.

Within the proposals the library will be open for a minimum of 20.5 hours per week, however it is hoped that it will be possible to increase these within the new management arrangements.

Some alterations to the Meres Day Centre will be made to accommodate the library and Customer Service Point, which will occupy a slightly smaller area than at present. A customer service warm phone and computer with internet access to online services will also be available. Awareness of the library and the services delivered there together with access will be improved through new signage and access works.

It should be noted that Shropshire Council has recently extended its lease with the Ellesmere Community Centre Care Trust for the provision of day services (The Meres Day Centre) on the ground floor of the Ellesmere Community Nursing Home. The lease includes appropriate terms to allow library and customer service point provision. No decision has been taken regarding the future of Fullwood House. In the event that the property is declared surplus to Council requirements, its future use will be considered in the context of the Council's Asset Management Strategy. This will include the possibility of disposing of the property.

This report provides details of the background to this proposal along with the outcome of a six week formal public consultation carried out between 2nd October and 16th November, the feedback from an open afternoon, feedback from stakeholders, a workshop with interested parties and the completion and review of an Equality and Social Impact Assessment (ESIA).

2. Recommendations

1. That the management of Ellesmere library is transferred from Shropshire Council to a new organisation to be confirmed following an open procurement exercise. This will be supported by a contract between Shropshire Council and the new managing organisation, details of which will be confirmed following negotiations.
2. That the management of Ellesmere Customer Service Point is transferred from Shropshire Council to a new organisation to be confirmed following an open procurement exercise. Similarly this will be supported by a contract between Shropshire Council and the new managing organisation, details of which will be confirmed following negotiations.

3. To delegate authority to the Director of Commissioning in consultation with the Portfolio Holder for Business, ip&e, Culture and Commissioning (North) to take any further consequential decisions relating to the transfer of the library.
4. To delegate authority to the Director of Public Health in consultation with the Portfolio Holder for Resources & Support to take any further consequential decisions relating to the transfer of the customer service point.

Reason(s) for decision:

The agreement of the above recommendations will result in:

- The opportunity to provide a sustainable future for the library and Customer Service Point in a new location in Ellesmere and the creation of a community hub.
- The opportunity to utilise Transformation Challenge Award funding in the completion of building improvements and in the successful delivery of the wider Community Hub programme in Shropshire, should the timescale of the transfer meet TCA funding requirements

REPORT

3. Risk Assessment and Opportunities Appraisal

(NB This will include the following: Risk Management, Human Rights, Equalities, Community, Environmental consequences and other Consultation)

3.1 Risk Assessment

Risk	Mitigation plans in place
Decision making on recommendations not made in a timely fashion, which impacts on the ability to complete the transfer in 2015/16 and consequently the delivery of the TCA bid programme	Advice from the council's Legal & Democratic Services has been sought to ensure that the decision making process is correct and in line with the council's constitution. Attention has been paid to the creation of a Decision Report, Background Papers and Appendices that contain the relevant information needed by the Portfolio Holders to make their decision. In the event that Transformation Challenge Award funding is not available the scope of the proposals would need to be reviewed and building works costs would need to be scaled back to the budget available from Adult Services.
The consultation process undertaken is not deemed robust and is formally challenged	An extended period of local discussion with key stakeholders and the public led to the development of a preferred option and informed the subsequent formal consultation. A 6 week formal consultation and additional focussed stakeholder engagement, including with the Ellesmere Community Care Centre Trust, the Friends of Ellesmere Library, Meres Day Centre users and Ellesmere Town Council, has been undertaken. The formal consultation period has enabled alternative proposals to be put forward. The feedback from this activity has been recorded, analysed and used to inform the recommendations in the report.
The completed ESIIA does not robustly demonstrate how it will take mitigating measures to address the possible high negative impact identified.	An ESIIA has been completed using the information gathered during the period of formal consultation. It has not identified any high negative impacts associated with this recommendation, although points on access, car

	parking and the juxtaposition of different service users have all been noted.
The delivery of the public library service is compromised	A contract for on-going library and Customer Service Point service delivery will be confirmed between the Council and new managing organisation. This will formalise the service delivery details of the public library and customer services and will be monitored by the Council's library and customer services staff.
The full capital funding package required to complete the transfer and redesign works cannot be delivered	Initial outline costs for works to the Meres Day Centre to facilitate the transfer of the library and Customer Service Point and its day to day operation have been obtained. The costs will be covered by £40k available from Adults Services' capital programme and Transformation Challenge Award funding, the latter to be confirmed. A tendering process will be undertaken once authority for the transfer has been gained.

4.0 Outcomes of public and stakeholder consultation

4.1 Timetable of consultation and engagement work

Activity	Date
General (pre consultation) stakeholder engagement	
Asset Management Group Meeting with key stakeholders	12 th March 2015
Meetings with the Trustees of the Ellesmere Community Centre Care Trust	20 th April 2015
Soft market testing event at the Meres Day Centre	9 June 2015
Meetings with the Friends of Ellesmere Library to discuss the development of new proposal for library management	25 th June, 17 th July 2015, 7 th Sept, 28 th Sept, 9 th Nov, 25 th Nov, 19 th Dec
Library open day	25 August 2015
Formal consultation on options	
LJC Public Meeting	22 nd September 2015
6 week formal public consultation	2 nd October – 16 th November 2015
Email to existing library users sent out to explain the survey, share the web link and options for completing the survey.	5 October 2015 – sent to 77 customers who have registered an e mail address with the council
Support for the Shropshire Housing Group, Wrekin Housing Trust, Ellesmere College, the South Shropshire Furniture Scheme and Ellesmere Town Council to develop options for on-going library provision	Various
Meeting with Ellesmere Town Council	5 th October 2015
Visit to primary school to discuss options with students	4 th November 2015
Library open afternoon	13 th October 2015
Stakeholder workshop with Locality	12 th November 2015

4.2 General stakeholder (pre-consultation) engagement outcomes

A meeting was held with a number of local stakeholders and interested parties on the 12th March to discuss the local assets and services provided from those assets. All options for the use of buildings were considered and it was agreed to explore the possibility of moving the library to the Meres Day Centre, and to support the creation of a new community hub for Ellesmere.

A soft market testing event was carried out on the 9th June to ascertain if there was any interest from voluntary organisation to develop a community hub within the Meres Day Centre; a copy of the supporting documentation can be found in **Appendix 1**. At the open afternoon representatives from a

number of organisations attended, 3 of which subsequently expressed an interest in exploring the option should the community hub progress.

A library open day was held on the 25th August to provide the opportunity for library users, local residents, community enterprises and other organisations to discuss opportunities for the development of new approaches to its management. Over 100 people attended, many of them providing comments on a comments form. The main points raised were:

- Keep the library at Fullwood House, and rent out the upstairs rooms to provide revenue.
- Concern was raised that the range of books, services provided and floor space would be reduced within any possible move to an alternative location.
- Concerns about the day care centre location alongside day service users and car parking.
- It was suggested that Council Tax be raised to ensure that local services are not reduced.
- No groups came forward to explore the option of taking over the running of the library within Fullwood House, although there was a suggestion that local businesses and organisation come together to form a community management organisation.

4.3 Formal consultation outcomes

A formal consultation ran for 6 weeks from 2nd October to 16th November October 2015, and was available online via Shropshire Council's website. Paper copies of the consultation document were made available in the library, local newsagents, post office and Town Hall and press releases were issued to promote the survey. Details of the consultation were also emailed to registered users of Ellesmere library and shared with members of the Friends group.

In the consultation material members of the public and stakeholders were provided with details of the current Ellesmere library service and Customer Service Point, including usage and the operating costs. Details of 2 proposals were provided along with the opportunity for members of the public to suggest alternative operating models for the library and Customer Service Point, as long as they made the same, or similar savings to the described proposals.

A copy of the consultation document is attached as **Appendix 2**.

A second library open day took place on October 13th; indicative plans of a proposed layout for the library within the Meres Day Centre were available. Approximately 30 people attended to look at plans, discuss options and complete the consultation questionnaire.

Proposal 1 was Shropshire Council's preferred option and was for the existing library and Customer Service Point provision to relocate to the Meres Day Centre, Trimpey Road, Ellesmere. The day to day running of the services, alongside the management of existing day services for older people and people with learning difficulties, would transfer to a new community focussed organisation (to be confirmed following an open procurement process).

Proposal 2 was for Shropshire Council to continue to run the library with reduced staffed hours and no changes to the library space.

Respondents were also given the opportunity to suggest alternative approaches to the management of the library and customer service point.

A total of 309 people responded to the consultation, although not all answered all the questions. A full list of responses and comments is included within **Appendix 3** and are summarised below.

Proposal 1 – Moving the library and Customer Service Point to the Meres Day Centre was supported by 124 people (40.13%).

Proposal 2 – Shropshire Council continuing to run the library with reduced staffing hours was supported by 75 people (24.27%).

Alternative proposals – 103 people (35.60%) provided alternative proposals

A considerable number of comments were made in the consultation. These are summarised below alongside, where appropriate, a council response.

Comments	Number	Shropshire Council response
Comments in favour of Proposal One		
Those supporting Proposal one thought that it was the best option to secure the future of the library; However, a number of respondents would prefer the library to remain in its currently location if a new provider could be identified		
Increased/maintained opening hours	18	The opening hours would as a minimum remain at 20.5, however there would be the possibility of hours extending.
Opportunities to develop the new location as a “community hub”	9	
The best option of last resort	2	
Comments mentioning concerns for Proposal One		
Parking and access	8	A new dedicated pedestrian access will be created to the Meres Day Centre. There will be two clearly marked disabled car park spaces at the Meres dedicated to library users. Negotiations are taking place with the Comrades Club to provide allocated spaces in their car park, immediately opposite the Meres Day Centre. The management of traffic and access will be reviewed with the different parties and in the context of the further development of an ESIIA
Impact on existing day centre users (elderly users and adults with learning disabilities), children and nursing home residents	18	There are strong potential synergies between different services and the colocation of the library provides an opportunity for day centre users to volunteer and for the spaces to develop into a multi-faceted vibrant and relevant community facility. However it is recognised that the colocation of the library with day centre users could also raise some concerns and that a clear shared approach to the development of spaces and their management will be required. The requirements of different users will be considered in the context of the further development of an ESIIA.
Impact on space and activities for children. Insufficient wall space for shelving	9 1	A plan for the Meres Day Centre will be developed with the different users that best accommodates different needs within a limited budget. A detailed shelving plan will be developed alongside this.
Impact on the profession delivery of the service, retaining library staff to ensure libraries have the expertise to continue. Support needs to be provided by Shropshire council. Librarians are no longer employed by Shropshire Council	4	Existing staff will have the opportunity to transfer within the TUPE regulations to the new provider. Shropshire Council will continue to provide a range of “back office” support functions, principally in access to the library management system, book stock, training, professional support, the support of a librarian based in Oswestry etc.
Cost of improvements & return on investment Long term security of tenure	4	The Council has recently entered into a ten year lease with the Ellesmere Community Care Centre Trust for the ground floor. Shropshire Council will have a contract with the new provider, which will provide them with security. The intention is to regularly review the agreement and to extend it as appropriate.

		A fully costed plan and scheme of works will be developed with service users. The return on investment will be a key consideration.
There is little synergy between different users		The Council believes that the opposite applies and that there is a real opportunity to create synergies between different service users that potentially add value to the facility in the context of its development as a key community asset for Ellesmere. However, the Council also recognises that there are matters that need considering within the context of the development of a building and management plan.
Comments on Proposal Two		
Most respondents were not supportive of proposal two as the reduced number of hours the library would be staffed was not considered to be acceptable and sustainable.		
No reduction in opening hours	23	As outlined within the consultation material it would not be possible for the Council to sustain the existing opening hours within ongoing management by Shropshire Council.
Comments on alternative proposals – option three		
Members of the public were able to put forward alternative proposals for the library. Although this option was chosen by 103 respondents no organisation has shown interest in the proposal; Shropshire Housing, Wrekin Housing, Ellesmere College, South Shropshire Furniture Scheme and Ellesmere Town Council have all been shown around the building. A significant number of respondents suggested that income should be generated from renting out rooms on the first and second floor of Fullwood House to fund the ongoing management of the library.		
The Library should remain at Fullwood House	18	No organisation has been identified to take on the potential management of the library.
The Library should remain at Fullwood House with income generated from the first and second floor “flats” Sell the flats	78	Housing Associations have confirmed that there is no social demand for the flats and that they would not be interested in their management. The potential rental generated by the flats would be unlikely by itself to sustain the management of the flats, the library and Fullwood House. No organisation has been identified to take on the potential management of the library and flats.
Management by a new provider	8	No organisation, existing or potential, has been identified to take on the potential management of the library and flats.
Establishment of a community focussed enterprise/charitable trust	2	
Establish a county wide trust	1	
Build on discussion with Ellesmere College	3	
Work in partnership with the Town Council and neighbouring parish councils to find a solution	1	
Incorporate a coffee shop, internet café within the library	2	A volunteer provided cafe already exists within the Meres Day Centre and this would be incorporated within the new designs. The Library will be provided with WiFi and free public access computers.
Move to an alternative property:		While alternative building options are welcome, none of these suggestions are considered viable and to provide a better community and business opportunity than relocation to the Meres Day Centre.
• Market Hall	1	
• Old Railway Station	1	
• Nearby building previously used by Space CC	2	
• NatWest building	1	

• Demountable at Lakelands	1	
Consolidate Children's Library into Children's Centre (leaving more space for the remainder)	2	Ellesmere Primary School already provides a school library supported by the Schools Library Service. The future development of the Children's Centre should be considered within the context of other community hub type venues within Ellesmere and how these individually add value to each other
Recruit and train volunteers	5	This will be a core element to the future operating model of the new provider.
Other comments		
Future population increase necessitate the need for a library service	4	It is recognised that the population of Ellesmere will grow and that future library provision needs to both reflect this and the changing way that people use libraries.
Library Service should continue to be run by Shropshire Council	6	
Council Tax/rates should be increased	2	
Council should look at saving costs elsewhere or not at all	6	

4.4 Stakeholder engagement outcomes

There has been strong engagement with a variety of stakeholders and potentially interested parties both before the consultation and during it. A summary of the key outcomes are described below:

:

- Ellesmere Community Care Centre Trust – Supportive of the development of a community hub on the ground floor; concern about lack of parking.
- Meres Day Centre users – Extensive consultation has taken place with the 41 Meres Day Centre users including group advocacy meetings for Adults with Learning Difficulties facilitated by Taking Part. There are some concerns, particularly by ALD clients, at the potential loss of existing space and its replacement with a new dedicated space, and about traffic and parking. However, alongside this some benefits have been identified including room improvements, and the opportunity that volunteering within the cafe and library could bring alongside enhanced support and interaction with the community.
- The Friends of Ellesmere Library – Supportive of the best option for a sustainable library in Ellesmere and keen to help contribute to its future development.
- Ellesmere Town Council – Explored the option of managing the library and Fullwood House in partnership with Ellesmere College. Not considered to be a feasible option and subsequently confirmed that they are supportive of option one.
- Ellesmere College – Explored the option of working in partnership with the Town Council or any other potential managing organisation to run the Library in Fullwood House. However, no alternative management option has been identified.
- Ellesmere Primary School - Children had discussed future library provision in their classes and written down their questions. Spoke to all the children and no sense that there was any strong feeling either way; spent a lot of time talking about what the space in the Meres could look like and the children were given the opportunity to be involved in its design.
- Housing Associations – The Wrekin Housing Association and Shropshire Housing Group viewed the first and second floors but did not identify a need for bedsit accommodation or view the project as financially viable.
- Stakeholder workshop with Locality, 12 November - A workshop with Locality resulted in interested parties discussing how the library could be sustained in its current location or within the Meres Day Centre (no alternative location was identified). Ellesmere Town Council and

Ellesmere College explored the option of working together to run the library in Fullwood House using income from the flats upstairs, both parties agreed that this was not a feasible option.

4.5 Consultation conclusions

In conclusion the consultation and stakeholder engagement work undertaken has shown narrow support for Proposal 1 - the transfer of the management of the library and customer service point to a new organisation alongside existing day service within the Meres Day Centre. However, it should be noted that the majority of respondents (59.87%) were not happy with option 1 and would prefer to retain the library within its existing location, either within existing Shropshire Council management or by another organisation. No alternative management organisation was confirmed.

The alternative proposals are not considered to be realistic, as viable and sustainable or to provide the same level of savings to Shropshire Council as Proposal 1.

5. Financial Implications

The current net controllable budgets to Shropshire Council for the management of library and customer service point services are:

Library = £20,790

Customer Service Point = £4,000 (representing the service charge paid to the Library service, rather than the full cost of managing service provision)

Total = £24,790

The anticipated saving to Shropshire Council resulting from the proposed move of services to the Meres Day Centre is £8,830 per annum; this figure is based solely on the existing property and service costs for Fullwood House which will not be required subsequent to any move. Other service savings may be possible but this cannot be confirmed until a new operator has been appointed following an open procurement exercise.

Initial outline costs for works to the Meres Day Centre to facilitate the transfer of the library and customer service point and its day to day operation have been obtained. The costs will be covered by £40k available from Adults Services' capital programme and Transformation Challenge Award funding, the latter to be confirmed.

6. Background

6.1 Shropshire Council's budget is reducing and the way in which it delivers services is changing. We are in the 2nd year of a 3 year financial plan through which £80m of savings need to be achieved.

Shropshire's current and future population demographics means that vital services such as looking after elderly people and vulnerable children have to be prioritised. Changes to all local and strategic services are unavoidable. The Cabinet approved budget reduction for the library service of £1.147m means that the budget available for Ellesmere library will not be sufficient to deliver the service in the current way. This applies to all of our libraries across the county and the back office function of the service, not just Ellesmere. We are seeking local solutions to these challenges that will result in a sustainable, if altered library service that continues to meet our statutory duty.

The council is working with partners to re-design existing face-to-face customer-focused services, including its branch libraries to provide places where residents can access services and get the information and advice that both helps them and enables them to help others within their community. This joint-working and co-creation approach is being taken across the county, and services are being redesigned to be delivered by others in flexible ways that best suit their locality and meet the individual needs of people ensuring that those who have specific needs can access services appropriately.

We want to align the future of our libraries with our commitment to locality commissioning, community asset/service transfers and to building resilient communities. If libraries stay directly under council management, then it is likely that our imperative to reduce their operational costs will result in a radical reduction in opening hours or the closure of some. We will have lost the opportunity to impact on a wider set of outcomes and it will become more challenging for us to deliver the services locally that make a difference to people's lives.

The redesigned library service will result in a range of different delivery activities including face to face provision, digital and virtual provision and an outreach programme targeted at specific groups. Alongside this change the network of library buildings will be reconfigured.

The library network will include -

- 6 strategic library hubs in major towns to improve accessibility and cater for the larger populations in the larger market towns.
- 15 local hubs/libraries offering core community services in partnership with town and parish councils, local organisations or voluntary and community groups, with a core aim of increasing opening hours.

Ellesmere library is in the latter group.

6.2 Shropshire Council's preferred option for Ellesmere library and Customer Service Point services is to transfer their management to a new organisation alongside existing day service within the Meres Day Centre.

The intention would be to support this via a contract, subject to regular review, between Shropshire Council and the new organisation. The library would remain a part of the Shropshire libraries network and continue to be involved in countywide and national library initiatives; it would still benefit from the help and advice of librarians with countywide responsibilities for the service and the strategic overview.

Our intention is for Ellesmere Library to provide a robust and successful library service continuing to offer the full range of services. The current library staff would TUPE to the new provider.

6.3 Section 7 of the Public Libraries and Museums Act 1964 ("the PLMA") states that the council, as a library authority, has a statutory duty (not a discretionary power) to provide a comprehensive and efficient library service for all persons wishing to make use of it.

The PLMA does not define what is meant by "comprehensive and efficient". However it does provide that the library authority must make facilities for borrowing books and other materials available to people who live, or work, or are undergoing full-time education in Shropshire. It also provides that in fulfilling the duty to provide a comprehensive and efficient library service, it shall in particular have regard to the desirability of:

- providing facilities for the borrowing of, and reference to, books and other printed matter, pictures, gramophone records, films and other materials in sufficient quantity and quality to meet the general requirements and any special requirement both of adults and children
- encouraging adults and children to make full use of the library service, providing advice as to its use, and making available such bibliographical and other information as may be required
- securing co-operation between the library authority and others exercising public functions within the county.

The recommendations within this report will enable this statutory duty to be met. The recommendations do not propose the closure of the public library or a reduction in the service, they propose a model of delivery that is sustainable at a time of tremendous change in public services.

6.4 With the support of the Voluntary & Community Sector Assembly (VCSA) and Shropshire Association of Local Councils (SALC), the council has received Transformation Challenge Award (TCA) funding to redesign a number of libraries and Customer Service Points in 2015/16. Investing in this redesign must result in ongoing revenue savings for the council.

6.5 The library service in Ellesmere will reflect the vision for a transformed library and customer service point service as described in Shropshire Council's TCA bid. The library will be located in a hub of community activity that will also contain the Customer Service Point, and day services for older people and for people with learning disabilities. There is an opportunity for other services to benefit from the hub and to use the facilities to provide surgeries, support and advice to local residents that support mental and physical well-being. A Health Zone with the range of Books on Prescription and

reminiscence resources will be a part of the library service and valued activities such as Rhyme Time will continue.

6.6 The development of the recommendations being made in this report have been informed by engagement and consultation with Ellesmere residents. This includes a 6 week formal consultation and consideration of the implications of proposals on Protected Characteristic groups that were identified through the completion of an Equality & Social Inclusion Impact Assessment detailed within **Appendix 4**. A review of the ESIIA following the public consultation has confirmed a number of potential issues including:

- Access and car parking
- The juxtaposition of different service users and the effective management of access and the building spaces.

The treatment of these matters dealt with in section 4.3. Otherwise as far as possible the Council is taking actions to meet the general equality duty placed on Shropshire Council by the Equalities Act 2010. The proposals therefore do take due regard to the three equality aims in our decision making process i.e. eliminating discrimination, harassment and victimisation; advancing equality of opportunity; and fostering good relations.

6.7 Fullwood House is owned by Shropshire Council. The library is located on the ground floor, with six bedsits on the first and second floor. The upper floors were leased to Stonham Housing until earlier this year when the lease was relinquished by Stonham Housing as they no longer had an operational requirement for the bedsits. The bedsits are in a poor state of repair and would require significant investment to be brought up to a standard to be rented on the open market. If alterations were made local estate agents have advised that the rental income would be in the region of between £600-£700 pm if the upstairs rooms were made into a one and two bedroom flat.

6.8 The Meres Day centre is owned by the Ellesmere Community Care Centre Trust. The Ellesmere Community Care Centre Trust manage the first floor as a Community Nursing Home providing nine beds for short, long and respite stay options. The provision of nursing care is supported by dedicated volunteers who manage the League of Friends shop in Scotland Street, and plan and arrange many fund raising events that are well supported and enjoyed by the people of Ellesmere and surrounding area.

Shropshire Council rent the ground floor from Ellesmere Community Care Centre Trust under a ten year lease, which was renewed in October 2015. The annual rental payment from Shropshire Council to the Trust is very important to their business plan and long term viability.

Throughout this process there has been strong engagement with the chair and trustees of the Ellesmere Community Care Centre Trust, who have supported discussion on the relocation of the library and Customer Service Point to the ground floor.

6.9 The proposal outlined within this report to relocate the library and Customer Service Point from its existing location, Fullwood House, owned by Shropshire Council to an alternative existing location. The Meres Day Centre, for the delivery of public services is consistent with the Council's Asset Management Strategy and a desire to rationalise assets and to reduce the "public footprint" and costs. No decision has been taken regarding the future of Fullwood House. In the event that the property is declared surplus to Council requirements, the future use will be considered in the context of the Council's Asset Management Strategy. This will include the possibility of disposing of the property.

7. Conclusions

In making a recommendation we have considered a range of responses and material including:

- i. the responses received from the formal consultation and stakeholder engagement
- ii. engagement with the Ellesmere Community Care Centre Trust, Meres Day Centre users, the Friends of Ellesmere Library, Ellesmere Town Council and others
- iii. the completion of an ESIIA assessment
- iv. the level of savings and social value to be achieved through the transfer of the library and Customer Service Point to the management of a new organisation within the Meres Day Centre

- v. the opportunity to create a redesigned library service that plays a key role in providing information, advice and guidance to residents of Ellesmere and the surrounding area

In conclusion the transfer of the management of the library from Shropshire Council to a new organisation within the Meres Day Centre will enable the council to achieve its ambition of keeping its branch libraries open, redesigning the service to provide an important social, economic and community facility in Ellesmere and will assist it in meeting its financial challenges.

List of Background Papers (This MUST be completed for all reports, but does not include items containing exempt or confidential information):

1. Shropshire Council Commissioning Strategy – Commissioning for the Future, Cabinet 4th June 2014
2. Shropshire Council's Business Plan and Financial Strategy 2014-2017
3. Shropshire Council's Transformation Challenge Award bid 2015/16
4. Frequently Asked Questions to accompany the consultation document.

Key Decision: Yes

Included within Forward Plan: **Yes**

If a Key Decision and not included in the Forward Plan have the General Exception or Special Urgency Procedures been complied with: Yes / No

Name and Portfolio of Executive Member responsible for this area of responsibility:

Cllr Steve Charmley, Portfolio Holder for Business, ip&e, Culture and Commissioning (North) (responsible for libraries)

Cllr David Turner, Portfolio Holder for Resources, Finance and Support (responsibility for Customer Service Points)

Local Member:

Cllr Ann Hartley

Appendices:

1. Soft Market Testing prospectus
2. Ellesmere Library and Customer Service Point public consultation documents
3. Ellesmere Library and Customer Service Point consultation results and comments
4. ESIIA Assessment for Ellesmere Library and Customer Service Point

Declaration of Interest

- I have no interest to declare in respect of this report

Signed Date

NAME: Cllr Steve Charmley

PORTFOLIO HOLDER FOR: [Business, ip&e, Culture and Commissioning \(North\)](#)

- I have to declare an interest in respect of this report

Signed Date

NAME: Cllr Steve Charmley

PORTFOLIO HOLDER FOR: Business, ip&e, Culture and Commissioning (North)

(Note: If you have an interest you should seek advice as to whether it is appropriate to make a decision in relation to this matter.)

For the reasons set out in the report, I agree the recommendation(s) in the report entitled

.....

Signed

Portfolio Holder for Business, ip&e, Culture and Commissioning (North)

Date

If you have any additional comment which you would want actioned in connection with your decision you should discuss this with the report author and then set out your comment below before the report and pro-forma is returned to Democratic Services for processing.

Additional comment :

.....

Note: If you do not wish to approve the recommendations, or wish to make an alternative decision, it is important that you consult the report author, Head of Legal and Democratic Services, Chief Executive and the Head of Finance, Governance and Assurance (S151 Officer) and, if there are staffing implications the Head of Human Resources (or their representatives) so that (1) you can be made aware of any further relevant considerations that you should take into account before making the decision and (2) your reasons for the decision can be properly identified and recorded, as required by law.

Note to Portfolio Holder: Your decision will now be published and communicated to all Members of Council. If the decision falls within the criteria for call-in, it will not be implemented until five working days have elapsed from publication.

Declaration of Interest

- I have no interest to declare in respect of this report

Signed Date

NAME: Cllr David Turner

PORTFOLIO HOLDER FOR: Resources, Finance and Support

- I have to declare an interest in respect of this report

Signed Date

NAME: Cllr David Turner

PORTFOLIO HOLDER FOR: Resources, Finance and Support

(Note: If you have an interest you should seek advice as to whether it is appropriate to make a decision in relation to this matter.)

For the reasons set out in the report, I agree the recommendation(s) in the report entitled

Signed

Portfolio Holder for Resources, Finance and Support

Date

If you have any additional comment which you would want actioned in connection with your decision you should discuss this with the report author and then set out your comment below before the report and pro-forma is returned to Democratic Services for processing.

Additional comment :
.....

.....

Note: If you do not wish to approve the recommendations, or wish to make an alternative decision, it is important that you consult the report author, Head of Legal and Democratic Services, Chief Executive and the Head of Finance, Governance and Assurance (S151 Officer) and, if there are staffing implications the Head of Human Resources (or their representatives) so that (1) you can be made aware of any further relevant considerations that you should take into account before making the decision and (2) your reasons for the decision can be properly identified and recorded, as required by law.

Note to Portfolio Holder: Your decision will now be published and communicated to all Members of Council. If the decision falls within the criteria for call-in, it will not be implemented until five working days have elapsed from publication.