

MEDIUM-TERM FINANCIAL PLAN

SAVING PROPOSAL ASSESSMENT

DIRECTORATE: Education and Corporate Services

SERVICE AREA: Library Service

1. GENERAL INFORMATION

SAVING PROPOSAL TITLE: Book Fund Reduction

BUDGET AREA: Library Resources (within total Library Service Budget of £2.4m)

TOTAL BUDGET FOR THIS AREA: £287,377

% OF TOTAL BUDGET IN SAVINGS PROPOSAL: 20% of Library Resources Budget Line

TOTAL SAVING: £57,000 (Temporary Saving)

Please provide a brief description of how the saving will be achieved:

The savings will be achieved by introducing a number of acquisition changes of all new items in all stock categories, including eDigital titles by reducing both the adult and children & young people expenditure lines. The Children & Young People budget will reduce from 24% of expenditure to 20.75%.

We plan to:

- Reduce the number of hard copies purchases through the year (adult, children and young adult stock).
 - Reduce the customer request budget lines and purchase less requested titles.
 - Reduce the number of large print and Audiobook copies purchased each year.
 - Cancel the purchase of all DVDs (adult and children).
 - Cancel the purchase of all children's Audiobooks.
 - Cancel the purchase of highly reserved eBooks and eAudiobooks on the Borrowbox website.
 - Reduce the number of copies of Reference titles.
 - Increase reservation ratio of super seller copies from 1/10 to 1/15.
 - Discontinue to purchase library stock for support services and partners such as CCBC Ukranian Support, Early Years, Basic Skills, NHS Wales etc.
 - Reduce the purchase and contribution to special collections for national and Welsh reading initiatives.
 - Reduce promotional materials and prizes purchased for the Reading Agency Summer Reading Challenge.
 - Reduce craft materials budget.
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2. PUBLIC IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE PUBLIC:

Consider the 5 ways of working, in particular, *long-term* implications for future generations and *preventative services*. Recognising that savings now may be needed to secure future provision, or may secure provision in another area.

Long-term guidance: Consider the importance of balancing short-term needs with the need to safeguard the ability to meet long-term needs.

The proposed reduction protects public access to all 18 library facilities and customer facing services and can be considered a measured approach whilst offering a temporary contribution, for one year, to the Authority's MTFP.

Prevention guidance: Consider whether the proposed saving is affecting a preventative area that reduces future burdens and supports well-being.

The proposed reduction will affect the service provision and support we provide to residents through intergenerational learning, digital skills development, promotion of cultural heritage, social inclusion, environmental and physical education as well as health and well-being promotion.

DOES THE PROPOSAL HAVE THE POTENTIAL TO IMPACT MORE GREATLY ON PEOPLE WITH PROTECTED CHARACTERISTICS? (age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation)

* Yes ☒ No ☐

DOES THE PROPOSAL IMPACT ON PEOPLE WHO FACE SOCIO-ECONOMIC DISADVANTAGE? (low income/income poverty, low wealth/or no wealth, material deprivation, area deprivation, socio-economic background, cumulative impact – information on [Policy Portal](#))

* Yes ☒ No ☐

DOES THE PROPOSAL HAVE AN IMPACT ON THE WELSH LANGUAGE? (opportunities to use the language, promote the language and/or treating the Welsh language less favourably than the English language)

* Yes ☒ No ☐

NB * If **YES** to any of the above, please complete an [Integrated Impact Assessment](#) (IIA). For further advice and guidance please see the [Policy Portal](#). A Saving Proposal Template or an IIA, if relevant, must be submitted to be included as hyperlinks to all decision reports related to the proposed savings. IIAs are not required for nil impact proposals.

PLEASE DETAIL ANY CONSULTATION THAT HAS BEEN UNDERTAKEN IN CONSIDERING THIS PROPOSAL. Summarise any feedback received.

Consider the 5 ways of working, in particular, *involvement*.

Involvement: Consider whether you have involved people who have an interest in the service area, including service users and potential service users.

The savings proposal ideas have been discussed with the Library Management Team (LMT).

The recent 'What Matters' conversation took place in November/December 2022 and identified that residents feel that libraries are a key service that the Council should prioritise.

The budget consultation undertaken in January/February 2023 told us that residents feel that libraries are a vital part of the community and could be used more. A reduction to the book fund raised some concern but over all was considered acceptable for one year only. Longer-term reductions would have a greater impact on those who need the library service most e.g. those who experience socio-economic disadvantage and people with protected characteristics.

IS FURTHER CONSULTATION REQUIRED BEFORE THIS PROPOSAL CAN BE IMPLEMENTED?

Yes ☐ No ☒

No, consultation was undertaken as part of the Authority's 2023-24 Budget Consultation process. Longer-term reductions would have a greater impact on those who need the library service most e.g. those who experience socio-economic disadvantage and people with protected characteristics, therefore further consultation would be required.

NB* Please seek guidance from Corporate Policy, who can advise on whether a formal consultation is required and adherence to the Gunning Principles.

TAKING ACCOUNT OF THE ABOVE AND THE IMPACT RATING DEFINITIONS, PLEASE INDICATE THE PUBLIC IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (please tick):

Nil ☒ Minor ☐ Moderate ☐ Significant ☐ Critical ☐

3. ORGANISATION IMPACT ANALYSIS

PLEASE DESCRIBE HOW THE PROPOSED SAVING COULD IMPACT UPON THE ORGANISATION:

Previous MTFP savings dating from 2010, have seen this budget line reduced by 45%. Previous assessments have met with a 'Minor Impact' rating, now increased to 'Moderate' due to the impact a further decrease will have on library service development, partnership working, service offer to customers and customer service post-COVID.

Impact upon the organisation include:

Some key objectives/targets not met

Short-term deviation from strategic direction

Short-term impact on corporate objectives

Negative regional press/media coverage

Regional political concern

How?

- a) Proposed reductions will further weaken the Council's ability to meet the Welsh Government's Public Library Standards (WPLS) Framework 6 and the new Framework 7 currently at the development stage.

Welsh Public Library Standards Core Entitlements and Quality Indicators	Entitlement and Quality Indicator Description
Core Entitlement 3	Provide access to a range of services and resources to support lifelong learning, personal well-being and development, and community participation.
Core Entitlement 12	Provide access to high quality resources in a range of formats, including those in the Welsh language, reflecting changing forms of publication.
WPLSQI 8	Up to date reading material
WPLSQI 9	Appropriate reading material
WPLSQI 12	Supply of requests

WPLS Assessors have previously voiced their concern in The Welsh Libraries Report 2020-2021 by stating,

The materials budget decreased by 8% in 2021. It is noted by the service, that the purchase of stock was affected by Covid, and that the needs of the community were met through careful management of the budget and the purchase of extra copies of popular titles to meet demand. The service remains committed to prioritising children and 21% of the total materials budget is for children. However, there has been an overall decrease in the material budget of 37% since 2017/18.

- b) A reduction will impact our ability to fulfil the actions and plans as specified in the following:
 CCBC Education Strategy: Pursuing excellence together 2022-2025
 CCBC Education Service Improvement Plan 2022-2023 – Library Targets 1 & 2
 Library Service: Service Improvement Plan 2022-2025 – Targets 2, 3, 4 & 5
- c) A reduction to the resource budget will affect the purchase and provision to the public of new Welsh language titles for residents, relating in particular to:

Five Year Welsh Language Strategy 2022-2027
Welsh Education Strategic Plan 2022-2032 (WESP)
Difficult to meet the agreed KPI's of the Rhymney Library & Idris Davies
refurbishment project, pre-dominantly funded by Welsh Government.

- d) The *Caerphilly Conversation* report identified libraries are a key frontline service for the council to focus on as we recover from the pandemic. Libraries have also been identified as a service considered necessary for face-to-face delivery moving forward. Therefore it is important the library service has the ability to continue purchasing a holistic library stock, conducive to:
Learn / Educate
Inform
Read for Pleasure
Culture & Heritage
Support community loans / reading groups
- e) The holistic nature of Caerphilly Public Library Service links strongly to the Seven Well-Being Goals (Well-Being of Future Generations Act) and currently act as a safe, warm and inclusive building helping residents feel at ease during the Cost of Living Crisis. This provides an excellent opportunity to promote our services, join new residents, offering a free, current and eclectic book stock through a variety of formats.
- f) Reading trends change suddenly and it's important that we as a library service can meet these changes. A reduction to the resource budget will prevent us from purchasing 'in demand' stock.
- g) Caerphilly Library Service CIPFA Scores – A reduction to the budget may impact on the excellent customer service CIPFA+ scores the library service reports to the Welsh Government and Education DPA. During the 2019 survey (next survey due in 2023) we improved in 3 of the 4 categories in the Adult Survey compared to the survey of May 2017. These relate to: customers who believe the library has helped them develop new skills (increase of 1%), customers who have found helpful information for health and well-being (increase of 5%) and the number of customers who believe the library has made a difference to their lives (increase of 3%). Adult users are highly satisfied that the library is an enjoyable, safe and inclusive place to visit and this figure remains the same at 99%.

PLEASE DESCRIBE HOW THE PROPOSED SAVING WILL IMPACT UPON MEMBERS OF STAFF:

There will be a 'Minor Impact' to staff. The proposed savings affect day-to-day / operational interactions with the public who may voice their concern at the changes being made. Full support will be provided to library staff by the Library Management Team.

NUMBER OF FULL-TIME EQUIVALENT (FTE) STAFF IN BUDGET AREA AFFECTED: 0

NUMBER OF POSTS AFFECTED BY THE PROPOSED SAVING: 0

PLEASE SPECIFY HOW THIS WILL BE MANAGED:

HOW MANY POST(S)(please state)

- ALREADY VACANT:
- VOLUNTARY SEVERANCE:
- RETIREMENT:
- REDEPLOYMENT:
- REDUNDANCY:

PLEASE PROVIDE DETAILS OF WHEN THIS WILL BE IMPLEMENTED: N/A

WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER DIRECTORATE, SERVICE AREA OR TEAM WITHIN THE COUNCIL? (please tick)

Yes ☐ No ☒

WILL THE PROPOSED SAVING HAVE AN IMPACT ON ANOTHER PUBLIC SECTOR PARTNER, OR VOLUNTARY SECTOR PARTNER? (please tick)

Yes ☒ No ☐

If **yes**, please consider the 5 ways of working, in particular *integration*.

DESCRIBE:

The proposed savings will affect residents and library partners. Library services offer a holistic services to all ages. With regard to the proposed savings, the following groups who library services work closely with will be affected:

- Schools
- Youth Clubs
- Library Reading Groups / Community Reading Groups
- Community organisations who are loaned Community Deposit Collections
- Indirectly with other partners where we purchase library stock to support health, well-being and education.

- HOW THE PROPOSED SAVING WILL IMPACT Added value of our service to community outreach and support in all areas of the borough.

Integration guidance: Consider how the proposal will impact on other service areas, or partners, and their ability to meet their objectives.

HAVE ANY OPTIONS BEEN CONSIDERED TO MITIGATE ORGANISATIONAL IMPACT?

PLEASE PROVIDE DETAILS OF ANY MITIGATION (e.g. gradual reduction in service, income generation, transferrable skills of staff, commercialisation of the service etc.)

In addition, consider the 5 ways of working, in particular, acting in *collaboration* with other service areas or partners.

Please see the integrated document below outlining mitigation controls



Library Service
Reduction to Resource

TAKING ACCOUNT OF THE ABOVE AND THE IMPACT RATING DEFINITIONS, PLEASE INDICATE THE ORGANISATIONAL IMPACT RATING APPLICABLE TO THIS SAVING PROPOSAL (please tick):

Nil ☐ Minor ☐ Moderate ☒ Significant ☐ Critical ☐

4. LINKS TO POLICY AND CORPORATE OBJECTIVES

DOES THE SAVINGS PROPOSAL LINK TO ANY OF THE FOLLOWING?

If so, please specify and state what the implication may be.

POLICY AREA:

CORPORATE PLAN and WELL-BEING OBJECTIVES (please state which objectives)

PLEASE REFER TO SECTION 3 ABOVE.

WHAT IS THE LINK?

WHAT WILL BE THE IMPACT?

POLICY AREA:

STATUTORY DUTIES (including the requirement to provide services in Welsh)

PLEASE REFER TO SECTION 3 ABOVE.

WHAT IS THE LINK?

WHAT WILL BE THE IMPACT?

POLICY AREA:

WELSH GOVERNMENT GUIDANCE or STRATEGY

PLEASE REFER TO SECTION 3 ABOVE.

WHAT IS THE LINK?

WHAT WILL BE THE IMPACT?

5. OTHER RISK(S) AND SENSITIVITIES

HAVE ANY OTHER RISKS BEEN IDENTIFIED IN CONNECTION WITH THIS SAVING PROPOSAL?

Yes ☐ **No** ☒

IF YES, PLEASE SPECIFY BELOW:

PLEASE SPECIFY BELOW ANY OTHER MITIGATION:

Not all risks can be mitigated. Some may need to be tolerated in the context of budget pressures.

6. OTHER RELEVANT INFORMATION

PLEASE USE THIS SECTION TO PROVIDE ANY OTHER RELEVANT INFORMATION WHICH YOU FEEL HAS NOT BEEN CAPTURED.

Public libraries in the Caerphilly Borough provided added value to society. We are unique in what we currently, and can offer in the future. Whilst we are evolving to the 'community hub' model, it is vital we continue to provide an eclectic book stock to support our residents, readers, future readers, partners, schools and library services throughout Wales.

Our statutory service guideline to, provide a comprehensive and efficient library service for all persons, has never been so vital in today's societal and economic climate.

Book stock and book resources, in all forms are simply put, 'our bread and butter' but it is through these services and the purchases towards UK and Welsh initiatives that we can reach all levels of people in our society through our: Summer Reading Challenge, Empathy Lab collection, Reading Well Collections, Dementia Resources and the ongoing work with schools and the Welsh Curriculum. Reducing the budget by £57k will impact on our ability to achieve and support all the above.

HEAD OF SERVICE: Sue Richards

DATE OF COMPLETION: 14 February 2023