

AGENDA MANAGEMENT SHEET

Name of Committee	Adult & Community Overview and Scrutiny Committee
Date of Committee	22 November 2005
Report Title	Libraries, Heritage & Trading Standards Revenue and Capital Budget Proposals 2006/07 to 2008/09
Summary	The report details the Revenue and Capital Budget proposals for the Directorate of Libraries, Heritage & Trading Standards
For further information please contact	Paul Walsh Financial Services Manager Tel. 01926 412849 paulwalsh@warwickshire.gov.uk
<i>Would the recommended decision be contrary to the Budget and Policy Framework?</i>	No
<i>Background Papers</i>	Working Papers Held by Paul Walsh, Financial Services Manager

CONSULTATION ALREADY UNDERTAKEN:-

Details to be specified

Other Committees	<input type="checkbox"/>
Local Member(s) (With brief comments, if appropriate)	<input checked="" type="checkbox"/> Not applicable
Other Elected Members	<input checked="" type="checkbox"/> Councillor Sid Tooth Councillor Richard Dodd Councillor Mrs Marion Haywood
Cabinet Member (Reports to The Cabinet, to be cleared with appropriate Cabinet Member)	<input checked="" type="checkbox"/> Councillor Colin Hayfield
Chief Executive	<input type="checkbox"/>
Legal	<input checked="" type="checkbox"/> Ian Marriott – comments incorporated

Finance	<input checked="" type="checkbox"/>	Andrew Filby, Treasurers Department - approved
Other Chief Officers	<input type="checkbox"/>
District Councils	<input type="checkbox"/>
Health Authority	<input type="checkbox"/>
Police	<input type="checkbox"/>
Other Bodies/Individuals	<input type="checkbox"/>

FINAL DECISION

NO

SUGGESTED NEXT STEPS :

Further consideration by this Committee	<input type="checkbox"/>
To Council	<input checked="" type="checkbox"/>	Council will approve the 2006/07 budget at its meeting in February 2006.
To Cabinet	<input checked="" type="checkbox"/>	The views of this Overview and Scrutiny Committee on the budget proposals will be reported to Cabinet
To an O & S Committee	<input checked="" type="checkbox"/>	Community Safety Overview & Scrutiny Committee – 25 October 2005
To an Area Committee	<input type="checkbox"/>
Further Consultation	<input type="checkbox"/>

**Adult & Community Overview and Scrutiny Committee
– 22 November 2005**

**Libraries, Heritage & Trading Standards Revenue and Capital
Budget Proposals 2006/07 to 2008/09**

**Report of the Director of Libraries, Heritage
& Trading Standards**

Recommendation

That the Committee comments on the 2006/07 to 2008/09 revenue budget proposals and capital programme bids identified by the Directorate of Libraries, Heritage & Trading Standards.

1 Introduction and Background

- 1.1 Over recent years the budget process has developed to encourage wider consultation on, and consideration of, spending proposals and bids being made by services. Overview and Scrutiny Committees are one of the key players in this consultation.
- 1.2 One of the key roles of Overview and Scrutiny Committees is to assist Cabinet and the Council in the development of the budget and policy framework. As part of this process, departments are presenting information on their additional spending proposals for 2006/07 to 2008/09 for scrutiny and validation. This year, for the first time, revenue budget proposals and capital programme bids are presented together in one report in order to promote a coordinated, whole-service approach to the consideration of departments' budget proposals.
- 1.3 Having considered the proposals from Chief Officers, Overview and Scrutiny Committees may wish to:-
 - (i) Probe base budgets.
 - (ii) Consider the reasonableness and validity of proposals put forward in light of the likely level of resources available, the corporate priorities as outlined in the corporate business plan, and the vision and service strategy.
 - (iii) Explore whether all possible funding strategies have been investigated

(iv) Comment on the prioritisation of proposals by Chief Officers

- 1.4 A single report has been produced outlining the proposals of the Directorate of Libraries, Heritage & Trading Standards. However, as the Directorate reports to more than one Overview and Scrutiny Committee, the commentary has been sub-divided into areas of specific relevance to a particular Overview and Scrutiny Committee where appropriate.

The revenue and capital budget bids outlined in this report have been compiled under the existing departmental structure. Once the details of any restructuring have been agreed the bids will be re-aligned to the new structure.

2 Service Vision and Delivery Strategy

The Directorate seeks to expand access to its customer facing services both through addition of local community outlets with partners e.g. the One Stop Shop partnership with Warwick District Council and through technology via the Web and expansion of the Customer Service Centre with partners, both internal and external.

3 Revenue Budget - Spending Proposals

3.1 Summary of Spending Proposals

- 3.1.1 A service analysis of the 2006/2007 Revenue Base Budget by Overview and Scrutiny Committee is shown at **Appendix A**. This information is to help Members place the subsequent discussion in context. The Base Budget for the service is the approved cash allocation in 2005/2006 adjusted for any one-off funding. The remaining paragraphs in this section present the department's revenue spending proposals in addition to its Base Budget.
- 3.1.2 In July 2005 the County Treasurer issued initial guidance on the preparation of the 2006/2007 Budget. This required services to analyse their proposals between those that were explicitly covered within existing policies, and those that were not explicitly covered within existing policies. Table 1 summarises these for the **Libraries and Heritage Services** in service priority order. As the table shows the service has additional spending proposals of £933K for 2006/07, £1153K for 2007/08, and £1422K for 2008/09.

Table 1: Revenue Budget Proposals		Net Expenditure		
		2006/07 £000	2007/08 £000	2008/09 £000
Proposals covered explicitly by existing policies				
Bid Ref.	Bid Title			
R-A-LHTS-01	Inflation	333	628	932
R-A-LHTS-01	Information Legislation and Policy Compliance	26	27	28
Sub-total		359	655	960
Proposals not covered explicitly by existing policies				
Bid Ref.	Bid Title			
R-B-LHTS-01	Museums Collections Management System	60	45	0
R-B-LHTS-01	Stock Improvement in Minority Languages	40	41	42
R-B-LHTS-01	Specialist Book Materials in Support of Older and Visually Impaired Citizens	60	61	62
R-B-LHTS-01	Public Library Services Standards in Respect of Stock	72	50	51
R-B-LHTS-01	Mobile Library Stock Requirement	50	51	52
R-B-LHTS-01	Essential Repairs of Vandalised Buildings	10	10	10
R-B-LHTS-01	Repairs to Rugby Library	5	5	5
R-B-LHTS-02	ICT on Mobile Libraries	55	56	57
R-B-LHTS-02	Heritage Education Access and Inclusion	20	20	21
R-B-LHTS-02	Museum Improvements for Visitors with Sensory Impairments	38	0	0
R-B-LHTS-03	Arts - Impact - Health	34	32	33
R-B-LHTS-03	Relocation of Hartshill Trailer Library	12	12	12
R-B-LHTS-03	Warwickshire & Rugby Business Improvement District (Bid) Pilot	3	3	3
R-B-LHTS-04	Heritage Services Marketing and Audience Development	25	26	26
R-B-LHTS-05	Five Faces of Warwickshire Heritage Multimedia Web Based Resource	29	24	25
R-B-LHTS-06	Capital Bid Running Costs	61	62	63
Sub-total		574	498	462
Additional Spending Proposals		933	1153	1422

The figures for all three years in Table 1 represent the total increases in resources required from the 2005/06 base budget. For instance, the figures in the 2008/09 column represent the total increases in resources required from the 2005/06 base budget rather than the increases in resources required from the previous year, 2007/08.

- 3.1.3 Appendices B and C provide further details regarding the proposals outlined in the above table. Furthermore departments were required to produce detailed individual bids for those proposals not covered explicitly by existing policies.

The Directorate's prioritisation of bids is represented by the bid reference, with '01' representing the top priority. Where different bids share a bid reference, they share the same priority ranking.

3.2 Proposals covered explicitly by existing policies

- 3.2.1 To maintain a high level of service to the residents and visitors to Warwickshire covering areas such as buildings (infrastructure and additional services), together with attaining National Library Standards which have been set.

The prioritisation has been carried out by individual Heads of Service taking the above into account.

3.3 Proposals not covered explicitly by existing policies

- 3.3.1 Further enhance the services provided in Warwickshire enabling the Department to provide a quality service to residents and visitors.

The prioritisation has been carried out by individual Heads of Service taking the above into account.

4 Capital Programme – Development Proposals

4.1 Summary of Capital Programme Development Proposals

- 4.1.1 In July 2005 the County Treasurer issued initial guidance on the preparation of capital development bids for 2006/2007 to 2008/2009. This required services to complete a detailed capital development appraisal form for each bid and to place the proposals in priority order. Table 2 lists the bids for the Libraries, Heritage & Trading Standards Department. A copy of all the bids for the Libraries, Heritage & Trading Standards Department is included, in priority order, in this report.
- 4.1.2 Each service has produced a single list of prioritised bids. These have been summarised in a single report for the service. Therefore, as the service reports to more than one Overview and Scrutiny Committee some of the bids may not specifically relate to the role of this Committee.

Table 2: 2006/07 to 2009/10 Capital Development Proposals		Net Expenditure			
		2006/07	2007/08	2008/09	Future Years
Bid Ref.	Bid Title	£000	£000	£000	£000
LH-01	Minor Works	100	100	100	0
LH-02	Upgrade of Library Management System	200	73	0	0
LH-03	St Johns House - Visitor Facility	70	35	0	0
LH-Corp	Public Arts Programme	50	50	50	0
Total		420	258	150	0

4.2 Revenue Implication of Proposed Capital Developments

4.2.1 The majority of the capital development proposals identified have cost implications for the revenue budget either in terms of the capital financing charges or the subsequent running/maintenance costs if all of the bids proposed were approved. Table 3 below summarises the revenue implications. These are in addition to the revenue spending pressures shown in table 1.

Table 3: Revenue implications of Proposed Capital Developments				
	2006/2007 £000	2007/2008 £000	2008/2009 £000	Future Years £000
Capital Financing Costs	11	82	134	170
Running Costs	61	62	63	64
Total	72	144	197	234

NOEL HUNTER
 Director, Libraries, Heritage & Trading Standards
 Shire Hall
 Warwick

31 October 2005

LIBRARIES HERITAGE AND TRADING STANDARDS

2006/2007 Revenue Estimates - Service Analysis

	Direct Costs A £000	Management and Support Costs B £000	Total Costs A+B=C £000	External Income D £000	Internal Income E £000	Total Income D+E=F £000	2006/2007 Base Budget C+F=G £000
Overview and Scrutiny Committee - Adult & Community Services Library and Information Services / Heritage and Culture Services	6,268	4,299	10,567	(1,154)	(308)	(1,462)	9,105
	6,268	4,299	10,567	(1,154)	(308)	(1,462)	9,105
Overview and Scrutiny Committee - Community Safety Trading Standards Department	2,533	386	2,919	(481)	0	(481)	2,438
	2,533	386	2,919	(481)	0	(481)	2,438
2006/2007 Base Budget	8,801	4,685	13,486	(1,635)	(308)	(1,943)	11,543

2006/2007 Revenue Budget Pressures - Proposals Covered Explicitly by Existing Policies

Bid Ref. (A)	Bid Title (B)	Impact on Net Expenditure			Type of Pressure (D)	Description and Justification of Bid (E)	Consequences if Bid Funding is not/only Partially Received (F)	Which Corporate Strategic Objective(s) does this proposal promote (see key) (G)
		2006/2007 (Ci) £000	2007/2008 (Cii) £000	2008/2009 (Ciii) £000				
R-A-LHTS-01	Inflation	333	628	932	Inflation			
R-A-LHTS-01	Information legislation and policy compliance.	26	27	28	Legal Requirement	Additional staffing at County Record Office necessary to achieve compliance with Freedom of Information legislation and requirements of Information Commissioner and to deal with major additional workload arising from public demand for FOI applications.	Failure to comply and to keep pace with public demand.	1 & 6.
Total		359	655	960				

Key: Corporate Objectives

- 1 Promote Lifelong Learning and Personal Development
- 2 Promote the Health and Social Care of our Citizens
- 3 Improve the Environment
- 4 Reduce Crime and Improve the Safety of the Community
- 5 Develop and Maintain a Vibrant Local Economy which Promotes Employment and Prosperity for all
- 6 Ensure Sound Governance of the County Council to Provide Accessible Responsive and Well-Managed Services.

LIBRARIES & HERITAGE

2006/2007 Revenue Budget Pressures - Proposals Not Covered Explicitly by Existing Policies

Bid Ref. (A)	Bid Title (B)	Impact on Net Expenditure			Proposal Type (D)	Bid Justification (see Bid Appraisal Form itself for further details) (E)	Which Corporate Strategic Objective(s) does this proposal promote (see key) (F)
		2006/2007 (Ci) £000	2007/2008 (Cii) £000	2008/2009 (Ciii) £000			
R-B-LHTS-01	Museums Collections Management System.	60	45	0	Corporate Business Plan priority	Proposal to purchase, install and populate an electronic Collections Management System that will enable web-hosting of collections data. This will transform the quality and availability of public and partner access to museum resources and facilitate efficient management of all aspects of Museum service.	1 & 6.
R-B-LHTS-01	To meet Public Library Service Standards in respect of stock .	72	50	51	Government target	Revised DCMS standards came in 4/05. Performance has improved, but additional investment is required.	1,2,5 & 6
R-B-LHTS-01	Stock improvement in minority languages.	40	41	42	Departmental Service Plan priority	Improving stock quality and quantity and improving access	1,2,5 & 6
R-B-LHTS-01	Specialist book material in support of older and visually impaired citizens.	60	61	62	Departmental Service Plan priority	Demographic change requiring more alternative format materials	1, 6
R-B-LHTS-01	Mobile Library stock requirement.	50	51	52	Departmental Service Plan priority	Strategic service development based on Best Value service review.	1, 2,5 & 6
R-B-LHTS-01	Essential Repairs to Vandalised Buildings.	10	10	10	Departmental Service Plan priority	Increasing trends of vandalism and consequent expenditure on essential repairs.	2, 3, 4 & 6.
R-B-LHTS-01	Repairs to Rugby Library	5	5	5	Departmental Service Plan priority	Increase cost of maintaining shared building with Rugby Borough Council.	1 & 6
R-B-LHTS-02	Heritage Education: access and inclusion.	20	20	21	Corporate Business Plan priority	As part of the implementation of the Museum strategic Plan, Heritage Education need to sustain service developments linked to access and inclusion that has been piloted and tested using fixed term external funding. The services relate to both Schools and community audiences.	1
R-B-LHTS-02	ICT on mobile libraries.	55	56	57	Departmental Service Plan priority	Improving access by citizens to e learning, citizenship and government in rural and remote urban communities.	1, 2, 3, 4 & 6
R-B-LHTS-02	Museum Improvements for visitors with sensory impairments.	38	0	0	Government target	Addresses the 'auxiliary aids and services' requirements of the Disability Discrimination Act 1995 (Part two). Improves quality of access to exhibitions and services for visitors with sensory impairments by means of audio guides and tactile interpretation panels. These improvements are complementary to those managed by Property Services in respect of Part 3 of DDA relating to physical access to premises.	1 & 6.
R-B-LHTS-03	arts-IMPACT-health .	34	32	33	Corporate Business Plan priority	An arts-based project that will build into significant programmes of future work between WCC departments and local health services. It aims, through dance and subsequently other art-forms, to improve the health and well-being of WCC residents with priority given to: young people, older people and people with disabilities.	1, 2 & 5.
R-B-LHTS-03	Relocation of Hartshill Trailer Library into Temporary Premises.	12	12	12	Departmental Service Plan priority	Movement of Library Service into Temporary Rented Accommodation and associated costs.	1 & 6.
R-B-LHTS-03	Warwickshire and Rugby Business Improvement District (BID) Pilot.	3	3	3	Corporate Business Plan priority	To meet additional extra charge on the business rate that will provide services that will economically, environmentally and socially improve the BID area.	3,4 & 5.

R-B-LHTS-04	Heritage Services: Marketing and Audience Development.	25	26	26	Departmental Service Plan priority	Development and implementation of a socially inclusive marketing strategy for Heritage services, targeting WCC priority audiences and providing a basis for external funding bids.	1 & 6.
R-B-LHTS-05	Five Faces of Warwickshire – Heritage Multimedia web based resource.	29	24	25	Corporate Business Plan priority	Addresses requirements for Heritage services to develop and sustain digital resources and services and to actively engage communities in these. Would contribute to BVPI target 157 and implementation of Museum Strategic Plan.	1 & 2.
R-B-LHTS-06	Capital Bid Running Costs (LH-02)	61	62	63	Corporate Business Plan priority	Annual Sustainability costs of new workstations and annual costs of new CAMS Backup Management System which will be required for the Upgrade of the current Library Management System (GEAC).	6
Total		574	498	462			

Key: Corporate Objectives

- 1 Promote Lifelong Learning and Personal Development
- 2 Promote the Health and Social Care of our Citizens
- 3 Improve the Environment
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- 5 Develop and Maintain a Vibrant Local Economy which Promotes Employment and Prosperity for all
- 6 Ensure Sound Governance of the County Council to Provide Accessible Responsive and Well-Managed Services.

Replacement of time limited funding
New legal power
Government target
Corporate Business Plan priority
Departmental Service Plan priority
Invest to save project