

**Written statement of a key decision**  
**Cabinet**

<b>Title</b>	<b>Future delivery of museum, library and archive services</b>
Decision maker	Cabinet Information about cabinet, including the names and contact details of the cabinet members, can be found here: <a href="http://councillors.herefordshire.gov.uk/mgCommitteeDetails.aspx?ID=251">http://councillors.herefordshire.gov.uk/mgCommitteeDetails.aspx?ID=251</a>
Date of decision	28 June 2018
Report exemption class	Open
Reason for being a key decision	This is a key decision because it is likely to be significant having regard to: the strategic nature of the decision; and / or whether the outcome will have an impact, for better or worse, on the amenity of the community or quality of service provided by the authority to a significant number of people living or working in the locality (two or more wards) affected.
A notice was served in accordance with Part 3 (Key decisions) of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.	
General exception or special urgency (as defined in the constitution)	No
Purpose	To agree future delivery options for museum, library and archive services taking into consideration the results of a soft market test for the management of the services, capital works required for Hereford Library, next phase of delivery for the services and the review of the museum services conducted as part of the Resilient funding from Heritage Lottery.  A number of reviews, cabinet and cabinet member decisions over the last five years have set the direction of delivery based on retaining services important to the public, meeting changing customer needs, self-funding where possible and creating efficiencies.  This report therefore, makes recommendations based on sustaining services whilst considering their future operation and longer term delivery. In summary the recommendations if agreed would:

	<ul style="list-style-type: none"> <li>▪ Provide further investment in Hereford Library making the most of the site for community benefit;</li> <li>▪ Provide commitment to keeping facilities open and services operating;</li> <li>▪ Explore the commissioning of services as a way of maintaining current standards and aiming for improvement;</li> <li>▪ Support services to be more self-sustaining through income generation.</li> </ul>
<p><b>Decision</b></p>	<p><b>That:</b></p> <p><b>(a) Subject to soft market testing showing demand for the use of this space, up to £230k is invested in the development of the mezzanine floor at the Hereford Library and Museum creating a flexible community use space and multi-agency office, with external funding sought to highlight the historic features;</b></p> <p><b>(b) A marketing plan for the Black and White House museum is instigated to increase visitor numbers at a cost of £20k and complete a review of opening hours of the Black and White House by December 2019 with any changes agreed by the cabinet member for contracts and assets;</b></p> <p><b>(c) A policy is instigated that archives held at HARC be open to the public or alternative arrangements in place e.g. return, charging, lower cost storage, with delegated authority to the assistant director communities to implement;</b></p> <p><b>(d) A procurement process is commenced for the future commissioning of museums, libraries and archives based on current standard of services with a further decision to be made by the cabinet member for contracts and assets on options for implementation;</b></p> <p><b>(e) A car parking charging scheme is instigated at HARC in consultation with users;</b></p> <p><b>(f) The principle of increased charging for digital archives is approved with delegated authority to the assistant director communities to agree fees;</b></p> <p><b>(g) A review is conducted as to the delivery of the school library service including consultation with schools; and</b></p> <p><b>(h) The response at paragraph 62 to the recommendations of general scrutiny committee is agreed.</b></p>
<p>Reason for the decision</p>	<p>As set out in the report. Documents relating to this decision are available at</p> <p><a href="http://councillors.herefordshire.gov.uk/mglIssueHistoryHome.aspx?IId=50024824">http://councillors.herefordshire.gov.uk/mglIssueHistoryHome.aspx?IId=50024824</a></p>
<p>Options considered</p>	<p>1. Hereford Library – different options for investment in Hereford Library are outlined in appendix 3. These options range in level of investment needed – the preferred proposal uses available funds to create additional community facilities</p>

	<p>and multi-agency office.</p> <ol style="list-style-type: none"> <li>2. Delivery of the Museum Resilient Report - this would specifically relate to delivery of the Museum Resilient Report which presents a model of an outsourced museum service (see later). This can form part of the procurement process as an option for potential partners.</li> <li>3. Retain services within the council – this would involve the council continuing with the direct management of services rather than externally commissioned very much based on the current arrangements. However, this would mean the services would be required to find the remaining Medium Term Financial Strategy (MTFS) saving of £336k without exploring commercial opportunities, back office savings or rate relief that a commissioned arrangement could bring. All of the short term savings would need to be implemented and consider additional changes to meet savings requirements.</li> <li>4. No further savings – the services have been involved in a planned change programme for a number of years implementing a range of improvements, income generation schemes, sharing of sites, efficiencies and savings. An alternative option is to withdraw the further saving requirement needed to meet the MTFS savings which amounts to £336k. However, the council is required to create a balanced budget and savings would need to be identified from another service area. To date it is not apparent where this would be from considering services have their own targets and pressures.</li> <li>5. Pursue further savings – that all the short term savings options are pursued. This is not recommended as these would have an impact on service standards and quality.</li> <li>6. Archives – that status quo is retained with some archives hosted by the council (but not owned) not open to the public. This is not recommended as does not fit with the ethos of the publicly funded archive service and results in an expensive storage facility. However, records owned by families form an important element of the county’s history and handing them back could mean they are left to deteriorate.</li> <li>7. Non review of schools library service – that the council does not pursue a review of the schools’ library service. This is not recommended as likely to see decreasing numbers if there is no intervention.</li> </ol>
<p>Declarations of interest (see below)</p>	
<p>Call-in expiry date (decisions are not subject to call-in where special urgency provisions apply)</p>	<p>5 July 2018</p> <p>Not subject to call in as Pre-Decision Scrutiny undertaken but cannot be implemented any sooner than it would have been had the scrutiny committee not called it in.</p>

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Councillor: .....

Date 28 June 2018

Leader of the Council

(Councillor JG Lester)

- a record of any conflict of interest declared by any executive member who is consulted by the member which relates to the decision;

and

- in respect of any declared conflict of interest, a note of dispensation granted by the relevant local authority's head of paid service.