

## Record of officer decision

<b>Decision title:</b>	<b>Introduction of 'click and collect' library service and collection of green garden waste sacks at Hereford, Leominster, Ross and Ledbury libraries</b>
<b>Date of decision:</b>	17 July 2020
<b>Decision maker:</b>	Director for Economy & Place
<b>Authority for delegated decision:</b>	The Chief Executive's Scheme of Delegation. Appendix one of the scheme states under section SA41 that the Director of Economy and Place may implement decisions relating to Libraries.
<b>Ward:</b>	Sites in Hereford, Leominster, Ross and Ledbury but the service is countywide
<b>Consultation:</b>	The following have been consulted and are content for this decision to be taken: Health & Safety, Legal services, Finance, Property Services, Equalities, Waste and Cabinet Member for Commissioning, Procurement and Assets. Unison have also been consulted to ensure staff have safe working practices in place
<b>Decision made:</b>	To introduce a 'click and collect' library service from the four sites mentioned above, along with the collection of green garden waste sacks that have been pre-ordered and paid for
<b>Reasons for decision:</b>	<p>The eleven sites delivering a library service on behalf of Herefordshire Council closed have been closed since March 20<sup>th</sup> 2020 due to the COVID-19 outbreak. In line with government guidance, libraries have been allowed to operate again from 4 July. The national professional body, Libraries Connected, has worked with the Department for Digital, Culture, Media and Sport as well as Public Health England, to produce a library recovery toolkit. This has been adopted as best practice across England and recommends a phased reintroduction of library services</p> <p>Herefordshire Library Service has worked with the relevant other Council Departments to ensure due process is followed to provide the service in a manner that is safe for staff and customers</p> <p>Customers will be able to order library books in advance, these requests will be collated for them and they will be advised when the books are ready for collection. Collection will be from the front door of the relevant building</p> <p>In addition, those libraries operating the click and collect scheme will also be a collection point for green garden waste sacks that have been pre-ordered and paid for via the Herefordshire Council website</p>
<b>Highlight any associated risks/finance/legal/equality considerations:</b>	<p>A full COVID-19 secure risk assessment has been undertaken to ensure ways of working that will protect both staff and customers. This has been shared with and approved by both Herefordshire Council's Health &amp; Safety team and UNISON.</p> <p>The service's revenue budget includes costs for staff to provide the service. The only financial implication will be for ongoing PPE such as hand sanitizer. Legal advice has been sought. This advice has confirmed that in accordance with current UK Government guidance, updated on July 3<sup>rd</sup>, we may reintroduce the library service.</p>

<b>Details of any alternative options considered and rejected:</b>	The option not to reintroduce the service yet was considered. This was rejected as this element of the service can be reintroduced safely and is in line with national guidance
<b>Details of any declarations of interest made:</b>	None

Signed

Richard Ball  
Director for Economy & Place

Date: 17 July 2020